

Minutes of St Mary's and St John Bosco Pastoral Parish Council Meeting

held on Thursday 25th November 2021

- 1) Fr John opened the meeting with a prayer.
- 2) **Those present:** Fr John; Theresa Wheeliker (chair); Hilari Chetwood (secretary); Keith Betteridge; Pat Betteridge; Mitchell Ekwevugbe; Genny Hickey; Marina Miller; Pauline Payne; Margaret Shryane; Mike Wallace; Sr Justine; Sr Margaret.
Apologies received from: Fr Michael; John Connolly; Trevor Curry; Ian Wesley;
- 3) The minutes were approved after noting that reports had also been received from LACY and the Life Shop.
- 4) Actions arising from the last meeting:
A) Proposed changes to the number of Masses and Mass times:
 - Theresa has communicated with Fr Michael. It was agreed that no more changes would be made to Mass times at present as we are in a rebuilding process after closure.**QUESTIONS:**
 - Fr John suggested it might be better to alternate the Saturday night Mass between St Mary's (SM) and St John Bosco (SJB) as numbers at SJB are still very low, usually between 10 and 20.**COMMENTS:**
 - It was noted that many churches do that successfully.
 - If it were to succeed it would be essential to advertise clearly, through a range of media, where the Mass is to take place each week and to do this well in advance.

ACTION:

- **Numbers at the Mass will be monitored over the next few weeks. The office is collecting this data currently and will share it with the PPC. The data will be reviewed at the PPC meeting in January 2022 and a decision will be taken about next steps which may include leaving things as they are or trialling the proposed change.**

B) Hall Management & Volunteer Recruitment

- The advert for more volunteers went in the bulletin, but there was still no response.
- The temporary hall management team met on 24th November 2021 and a report has been submitted to the PPC.

OUTCOME:

- John has volunteered to manage the cleaner at SJB.
- Genny would like to restart the Friendship club but needs more support to make this happen.
- We have lost regular bookings for Bingo and Weightwatchers.
- Booking for parties is also very low.

COMMENTS:

- As we have space in the hall timetable it would be good to get individuals to organise small parish social events, whether they are fundraisers or not. Rebuilding our community is just as important as raising funds.
- We might get more people to book parties if we advertise that the hall is open and back in business.

- 1:1 invitations or requests to help are often far more effective. It is also important to offer support. This has been successful with recruiting volunteers for 1st Holy Communion and Children's Liturgy.

ACTION:

- **The hall management team to discuss ways of promoting the hall, to organise the design of an advert for circulating round the parish and schools offering the hall for bookings and activities and to feedback on progress at next PPC meeting in January 2022.**
- **All of us on the PPC to consider who they might ask personally to volunteer for a specific role.**
- **All of us on the PPC to come to the next meeting with an idea for a social activity.**

TIMESCALE:

- **Poster to advertise hall(s) – end of December 2021/early January 2022**
- **Ideas for an activity – next PPC meeting 27th January 2022**
- **Feedback on volunteers recruited – next PPC meeting 27th January 2022**

C) Continuation of Covid restrictions.

- Theresa had an e-mail discussion with Fr Michael about restarting a daily Mass, coffee after Mass and reintroducing masked singing in our churches.
- Coffee is restarting this week, 28th November 2021. (Risk assessment has been completed to enable this to happen)
- Singing restarted 3 weeks ago.
- Children's liturgy is restarting this week (28th November 2021).
- There is no longer a limit to numbers attending Mass, but we are advised to have an area where people can sit away from others if they wish and where it is practicable to do so. Noted that people are naturally keeping a social distance if not sitting with family groups or friends. Stewards will be sensitive to parishioners attending Mass and ensure those wishing to sit away from others are accommodated.
- Daily Mass has not yet started. A streamed Mass takes place on Wednesdays.

COMMENTS:

- Thanks to Mike for completing the Risk Assessment required for coffee to restart.

ACTION:

- **Fr John to discuss restarting some daily Masses with Fr Michael**

TIMESCALE:

- **Within the next two weeks.**

5) Reports:

BUILDINGS: Report submitted.

- Trevor is trying to find a company to service all 8 boilers on an annual basis. 3 of the boilers are classed as commercial boilers which limits the choices.
- Hilari will check the First Aid boxes fortnightly.
- Fire safety checks to be carried out monthly

ACTION:

- Trevor and Mike to create a generic tick list for checking all the smoke alarms and other safety features on a fortnightly basis.
- Discussion to take place about who will ensure the checks are completed and recorded.

TIMESCALE:

- By the next meeting - 27th January 2022.

FINANCE: Report submitted and received -no comments

LITURGY: Report submitted and received

- Fr John's search for more Eucharistic Ministers is still ongoing.
- Not all of those Eucharistic Ministers already on the list have returned to Mass yet.

ACTION:

- Fr John and Fr Michael to confirm the arrangements for the Christmas Liturgies.

TIMESCALE:

- A.S.A.P.

CATECHESIS: report submitted and received

- Hilari advised that new volunteers for First Holy Communion and Children's Liturgy have come forward and are undergoing the DBS process.

SAFEGUARDING:

- An advert has been put in the bulletin for a replacement for Mike as Health & Safety Officer.
No -one has yet offered to take on the role.

PASTORAL ASSISTANTS: report submitted and received

- Margaret commented that some people are being added to the vulnerable list by their relatives, but the person themselves is unaware of this. They are having to be careful not to upset individuals.

LACY: report submitted and received – no comments

LIFE SHOP:

- Pauline reported that donations continue to be needed and thanked the Parish for their support.

6) Election and appointment/re-appointment of PPC members: A report has been submitted to the meeting with the proposals to be considered and agreed by the PPC

- Theresa has reviewed the PPC Constitution to ensure we are compliant and to consider if it is still fit for purpose.
- Theresa advised that we currently only have 16 out of 20 possible members. During Fr Stephan's time with us it had been decided that this was workable and that there was no need to recruit up to the maximum possible number of participants.
- Following the sad death of Monica we now have 5 vacancies on the committee for appointed members
- Monica was our vice -chair and this position is now also vacant and needs to be filled
- Because we are still rebuilding after the closure of the churches Theresa proposed that as an extraordinary measure both appointed and elected members should be allowed to serve for an extra 2 years to ensure stability and maintain a mix of experience and new ideas. This would mean that some members would exceed the normal maximum period in office as a committee member.

- It was noted that in reality because the PPC had not met during the early period of the lockdown, membership had been paused for that time and this could be taken into account when considering extending the tenure of appointments to the Committee.

QUESTIONS:

- What is Fr John's role?
- Could we have photos of all the members displayed so the parish know who we are?
- Does the Vice-Chair have to come from current members?

COMMENTS:

- Fr John is acting with delegated authority from Fr Michael and has the same role as Fr Michael on the Committee which is that of President– we are not quorate without a Priest
- Photos are a good idea. It was tried before but it is worth trying again once the refreshed committee is in place.
- Confirmed that the Vice-Chair role is appointed from current PPC membership

ACTION:

- **Let Theresa know if you don't wish to continue on the PPC by 27 January 2022 and advise if you wish to be considered for the role of Vice Chair**
- **The Leadership Team (President, Chair, Vice Chair, Treasurer and Secretary) to meet to discuss appointments/reappointments and possible candidates for the appointed vacancies.**
- **Theresa to have discussion with Trevor about formally being appointed as Treasurer**
- **Chair, Secretary and Treasurer posts to be appointed/reappointed for further two years w.e.f March 2022**
- **A new Vice-Chair to be appointed from current membership at March 2022 PPC meeting.**
- **Hilari to contact Tony Jordan re membership by 27 January 2022.**

TIMESCALE:

- **PPC members to confirm their position by 27 January 2022**
- **Chair, Secretary, Treasurer to be appointed/reappointed w.e.f March 2022**
- **Vice Chair to be appointed at the March 2022 PPC meeting.**
- **Leadership team to meet prior to PPC meeting in March 2022.**
- **The new PPC year starts in July - reappointments take effect from July and the newly appointed committee members will take up their positions formally at the July 2022 meeting. All arrangements must be in place by this date.**

7) AOB: SYNOD QUESTIONS

- It was proposed that the Synod should be a standing item on the PPC agenda and that the Synod questions should be considered by the PPC

ACTION:

- **All members are asked to consider the questions and formulate a response if they are inspired to do so**
- **To keep the Synod on the PPC agenda as a standing item and to discuss the questions and responses as appropriate.**

Fr John closed the meeting with a prayer.

Next meeting: Thursday 27th January 2022 St Mary's hall at 8.00pm