

## Minutes PCC Meeting Wednesday 4th November 2015

### 7pm St Benedict's Room at Our Lady's

#### Present

David Barlow (DB) chair, Fr Michael (Fr M), Alan Ward (AW), Michael Wright (MW), Barbara Wareing (BW), John Wareing (JW) vice chair, Ann Halliday (AH), David Pipe (DP), Niels Richthof (NR), Patricia Lloyd (PL), Sally Phillips (SP), Melita Tooher (MT) these minutes

- 7.04 :- DB invited Fr M to open meeting with a prayer
- 7.06 :- Minutes September 2015 approved BW was thanked for completing these, and sending them out in time as planned. The agenda was not sent out in the planned time frame of two weekends before the meeting, although the notice had improved.
- 7.09:- PCC AIMS – Fr M gave feedback on the meeting held to discuss these on 01.09.15. There was a good turnout and progress made. A summary was issued. The follow up meeting held on 22.10.15 was not as well attended as the first, but it was helpful to discuss, and inform amendment of the aims and objectives, especially in view of the upcoming election.

>SP commented that these notes were not widely circulated

>BW had made some informal notes, and gave these to Fr M.

>One parishioner had commented that the 'aims' appear to be getting confused with 'objectives'.

>-Notes – The meeting discussed the interplay between aims and objectives. What do we want to put in place to achieve planned outcomes?

- 7.14:- PCC ROLE - Fr M invited comment of whether the aim of the role needs to be revisited and DB asked for a general view.

> DP – there is a danger if we over elaborate

> SP queried if the mission statement should be included

> Fr M queried providing Pastoral Handbook

> AW suggested including in the role to 'foster mission statement'

- 7.16:- NOTES TO PROSPECTIVE MEMBERS OF PCC – Fr M suggested adding the aims of the 'role' to the third section.

>SP suggested eliminating the word 'objective'.

- 7.18:- AH commented that the PCC need to be clearer about the role and remit i.e. decision maker, adviser or representative? Clarity will sharpen focus. Meeting discussion, with agreement ultimately Fr. M is responsible to the Bishop for all decisions made by the PCC.

> Fr M commented on the need to develop the Diocesan model in response to changes – in the future it is likely that one priest will serve several churches. There is an aspiration that adult Christians will foster the Christian life of the Parish and exist as a responsible community of faith. The PCC helps the parishioners to be involved with the council, decisions need to be made by the PCC and therefore members do take decisions. These decisions would only be revoked by the priest in extremis. This gives rise to a fluid role to members e.g. adviser, decision maker, parish representative. The finance committee exists to help the parish priest exercise his responsibilities under Canon, Diocesan and Charity Law.

> 7.26 – AH suggested that with each area of parish business e.g. finance, the role be clarified - further discussion on varying role

- 7.29 UPDATE ON ELECTION PROCESS – Owen Devine is overseeing this. One notification of interest has been submitted. The closing date is 15.11.15. DB – invited interest. If more than four applications are submitted there will be an election. If there is less than four the PCC can co-opt members. Fr M commented that he has had other offers of interest.
- 7.31 REPORT ON PARISH FINANCES NR explained that the finance committee meet every 4 months, and therefore he is unable to present a report at every PCC meeting, although he is happy to present to the PCC after each finance meeting. Paul Medcalf has completed the Parish finance report. NR presented the audit completed in April 2015. As it has been a while since the Parish received a written update NR intends to issue this to the Parish. To save cost this will be printed out and left in church for collection, and added to the Parish bulletin, as opposed to mailing out. The budget plan is currently showing a planned loss of £8,798 – due to the result of building works on the Parish House.

> 7.38 - AH queried if the budget plan was to date or projected. NR clarified it is year to date – and reinforced the aim should be to increase the reserve.

>7.44 – DB commented on no need for a continued excess. AH suggested an annual meeting to set a reasonable budget. NR said that half way through previous financial year is a good time to meet to agree this. NR expects there to be a loss next year also, although not as much as this year. A supplementary payment of £7,000, usually received from the diocese has not been received for the last two years. NR commented that as a Parish we should be in a financial position to be able to absorb costs such as the recent building work.

>7.50 – PL led discussion about 'restricted income'. BW raised the issue of specifically raised funds e.g. £240 raised for decoration from the cheese and wine event, £300 Hamper Raffle for sound system at Duffield in December 2012. The meeting discussed whether the parish can fundraise for specific purposes, and raised concern that if money is not used for this purpose only it could be seen as

misleading. Restricted income is reserved for external organisations only, and there is currently no fundraising list. BW commented that it is easier to fundraise for a specific reason.

> 7.55 – Fr M commented that we need to ensure that there is a plan to achieve the Parish outcomes.

> 7.57 – DB commented that it is good to focus on one task.

> 7.58 – DP advised that the recent cake sale by the environmental group, which aimed to raise £50 to plant a tree actually raised £124. The group are meeting on 16.11.15 to discuss what to do with the remaining £74. There is a need for acceptance and agreement on whether the excess amount should be allocated by the environmental group, or whether this should be transferred to the general fund. BW commented that when fundraising exceeds the amount aimed for, any additional monies are paid into the general fund. NR reminded the meeting of the almost £9,000 planned deficit.

> 8.01 – Fr M led discussion to agree meeting details to set the budget. All agree that the PCC and Finance Committee jointly meet on a Friday in January 2016, then annually on a Friday in September, to set the proceeding year's budget.

> 8.03 – Fr M will apply to the diocese to fund the expense of the recent building work. Edward Poyser is aware of the issue.

>8.05 – DB invited comments. SP asked for clarification on building work. JW gave breakdown: Poor drainage has caused rising damp in the Parish House, resulting in the need to replace the flooring, removal and reapplication of plaster, skirting boards, carpets etc. At present the bricks are drying and the drainage has been made effective. Re-skimming, redecoration and re-carpeting still required. DB thanked NR for his report.

- 8.10 FLOWERS AT OUR LADY'S PL explained that Barbara Henegan would like to hand over the responsibility for flower arranging and church decoration, although she is happy to continue in a consultative role, and would appreciate continued input into the Easter and Christmas decoration. AW suggested a small team of groups to share the responsibility of church decoration might work better. AH suggested putting a request on the Parish Bulletin for volunteers. PL raised awareness that wedding and funeral parties are responsible for arranging their own flowers. PL agreed to arrange a rota for church decoration.
- 8.20 THANKS TO PCC MEMBERS STADNING DOWN Fr M and DB greatly thanked PL, JW, MW and LM for their commitment to the Parish, which goes wider than their role of the PCC. Fr M asked for feedback, explaining that if he commented on everything the members had done for the Parish the meeting would overrun!

> MW explained that he is willing to continue to support with church maintenance etc. Specific thanks were given for MW's work in achieving the signage from the A6 to Our Lady's. DB invited those standing down to reapply once the timescale allowed.

- 8.22 – A.O.B

> Fr M explained that Deacon Keith Bunyan is keen to be involved with the parish, and has agreed to serve at masses during Advent, for the cost of petrol from Ashbourne only.

> Fr M - Hope in Belper has organised a Christians Against Poverty (CAP) group. CAP work with the Foodbank to provide debt counselling. Parishioners will be invited to contribute their skills and raise funds. For example one member of CAP has joined the Refugee Council in Derby.

> MW commented on the poor state of the kneelers at Our Lady's: some have studs and bolts missing. Also, there is woodworm in the benches near the organ. Investigation is required. The kneelers have been in situ for forty years, work arranged by Fr Rush. The woodworm has been treated on and off for the past two years. PL suggested removing the affected bench. Quotes required for upholstering – DB will make initial enquiries.

> BW and Pat Whetton will organise a mulled wine, mince tart and Christmas Raffle at Our Lady's during the weekend of the 19<sup>th</sup> and 20<sup>th</sup> of December. Although specific items were requested for the Christmas Hampers last year inappropriate (large) items were donated.

> JW gave an update on the building repairs at St. Margaret's. The burnt guttering on the building at the back has been replaced, as have the broken tiles.

> SP bought a suggestion forward from the Newman Group – who plan to organise quarterly film events, to be held on a Sunday afternoon with a donation suggested for refreshments. The first showing would be of 'No Greater Love' followed by a discussion and refreshments. Other planned showings are 'Of Gods and Men' (15-rated) and a family focussed event, 'Beauty and the Beast'. Initially Fr M suggested the group confirm their proposal so that the first event can go ahead, so that the group can see what the interest in this type of event is.

> Fr M confirmed the Christmas Service times as 12:00 (midnight mass) and 10:00 Christmas Day at Belper, 8:30 at Duffield. The weekend Masses of 26<sup>th</sup>/27<sup>th</sup> December will be for the Feast of the Holy Family - at the usual weekend times.

DB As a volunteer driver for the Food Bank DB has not had to deliver a food parcel to a catholic family in an emergency. If there are any families in the parish that would benefit from a Christmas Hamper please let DB know.

> BW – The Leisure Group want to donate a Christmas Hamper.

> DB – There will be two containers in the Church Lobby, in the coming weeks, to collect toys for the Children's Society in Nottingham.

> Update on the Duffield hedge. The bird's mouth boundary fence panels are in place, and the hedge will be trimmed on Friday. A consultation will take place in Spring 2016. It currently costs £1,200 (twice a year at £600) to maintain the existing

conifers on the three remaining sides of the property at Duffield, trimming them level. To trim to shorter level would incur an extra day's work (currently £600 per day).

- Fr M closed the meeting with a prayer.

Following the meeting Fr Michael confirmed the meeting dates for 2016 as:

13th January

9th March

11th May

13th July

14th September

9th November

Meetings to be held in the St. Benedict Room at Our Lady's 19:00 – 20:30.