

# Catholic Parish of Belper and Duffield Parish Pastoral Council | MINUTES

Meeting date: 04/10/2017

## Attending council members:

Fr Michael Kirkham	present	Sally Phillips	present
David Barlow (Chair)	present	David Pipe	apologies
Barbara Waring (j Vice Chair)	present	Jannice Richthof	apologies
Melita Tooher (Secretary)	present	Niels Richthof	apologies
Fiona Cartmell	present	Alan Ward	apologies
Anne Halliday	present		
John McCabe	present		

## 1. Welcome and Opening Prayer

Fr Michael opened the meeting by reading the Canticle of Brother Sun and Sister Moon of St Francis of Assisi.

## 2. Apologies

Apologies from David Pipe, Alan Ward, Jannice Richtof and Niels Richtof.

## 3. Approval of last minutes

Following minor corrections, draft minutes approved.

## 4. Matters arising (which not covered below)

- Under guidance of Liz Walker St Margaret's has now been decorated.
- The garage door has now been replaced, following the advice from Rachel Oxspring, Diocesan Property Manager that the garage needs to be preserved for visiting/future priests.
- Keith Siddons will be writing to all groups that hire St Margaret's to inform them of the 'no blu tak' rule.
- A financial meeting was held early September, and a financial surplus of £6,000 of parish funds was calculated. These figures were audited and a report was made available to parishioners.
- The confirmation preparation is being well attended and going well.

- Fr Michael, and David Barlow if available, will meet with Community Fire Officer Charlie Parker on 11<sup>th</sup> October at 2pm to discuss the fire evacuation plan.
- Barbara advised that leaving the wooden doors slightly ajar works well to reduce the noise from closure/opening. Once left slightly ajar following parishioners automatically left the door like this. John McCabe offered to fit a foam seal to the wooden doors.
- Sally reported back that the activity sessions are going well, and that gradually more people are attending.

## 5. Report of the meeting of Anne and Fr Michael with Isabel Cameron, the pre-mission co-ordinator

Anne Halliday gave a summary of their meeting with Isabel Cameron, who acts as liaison with the mission team. The schedule was discussed at the meeting with Isabel and the decision made to hold visiting the first week, with services in the second week. There will be a variety of services, including exposition, intended to support spiritual renewal for parishioners, as well as welcome to lapsed Catholics in our community, and others interested in the Catholic faith. Isabel will visit all three masses to speak during the weekend of 21/22 October. The mission will be visiting the week beginning 28<sup>th</sup> April 2018, with services of celebration beginning on 5<sup>th</sup> May, ending on 13<sup>th</sup> May. In order to encourage parishioner input into the theme of the mission agreement to hold an open meeting on November 8<sup>th</sup>. Anne suggested that as a parish we consider how we can involve lapsed Catholics and interested others. Possibly parishioners to speak at masses on 28/29 October. Anne will speak to Jannice regarding accommodation for Isabel when she visits in October.

## 6. Feedback from Jannice and others on the recent CTiB meeting

Barbara Wareing gave feedback on the CTiB (Churches Together in Belper) meeting, on behalf of Jannice. On 8<sup>th</sup> October there will be a Service at 6:30pm. Knitted and crocheted angels will be distributed around the town. A workshop is being held at 2:15pm on 19<sup>th</sup> October, to add tags to the angels. There will be an Angel themed Christmas Light switch on at 5:45 on 24<sup>th</sup> November, biscuits and mince pies will be distributed.

Agreement that it would be helpful for the CTiB and DCC (Duffield Christian Council) minutes distributed to PPC members and also a copy displayed on the notice boards.

Passion Play: The play has been re-written in a more traditional style. Pending approval with town council and police, the play will begin in the memorial gardens, travel to the market square, then on to St Peters. The actors will be in traditional costume. The total cost of the play is anticipated to be around

£5,000 - £6,000, and St Peter's can underwrite costs, and CTiB are aware that as a parish we are not in a position to offer a large contribution. Jannice had spoken to the writer George Gunby, and it has been suggested that Jannice is the director. Jannice will check what this role involves.

There is an increasing demand for the Basic Idea Food Bank. The Christmas Hamper project will be confirmed on 28<sup>th</sup> October.

## 7. Liturgical matters, including Christmas Mass times (Fr Michael)

1. There will be a National Eucharistic Congress held at Liverpool Metropolitan Cathedral from the 7<sup>th</sup> until 9<sup>th</sup> September. There is the opportunity for three members of our parish to attend as representatives. Anyone interested in attending should speak to Fr Michael. There is also a five session DVD course available. Discussion regarding suitable timing: suggestion that early June, following the Mission, to encompass the Celebration of Corpus Christi.

2. Christmas Services – Fr Michael has been asked to lead the Christmas Eve Service in the Belper Market Place and would like to accept the request, but is aware that this will put pressure on his ability to lead Midnight Mass, due to Christmas Eve falling on a Sunday. Discussion regarding timing of masses at Christmas. Agreement to leave Sunday Masses as they are and to have the Christmas Eve Vigil at 9:30pm, Christmas Day 08:30 at St Margaret's and 10:00 at Our Lady's, enabling Fr Michael to lead the town Christmas Eve Service.

3. Gluten Free Hosts – The Bishops Conference has confirmed that the low gluten hosts that have been available for several years continue to be available, and also confirmation that should anyone not be able to tolerate even this level of gluten, having communion through only the precious blood still constitutes entire and whole communion.

4. Epiphany and Ascension Days will return to be celebrated on their traditional dates. Epiphany will be celebrated on 6<sup>th</sup> January and only move to the nearest Sunday when the 6<sup>th</sup> is a Monday or Saturday (therefore the 7<sup>th</sup> January 2018). Ascension Day will be celebrated 40 days after Easter on Thursday 10<sup>th</sup> May in 2018.

## 8. Structural matters: update of repairs and place of structural issues on future PPC agendas

Fr Michael thanked David Barlow for his work in arranging quotes and the work to replace the garage door. David confirmed that the final cost was £798 after he chose a company that explained how they would fit the door to the frame, which is no longer square.

St Margaret's has now been redecorated up to the top of the walls. The altar has been fitted with castors. Anne will send a card of thanks to Simon Ward,

and a mass for his intentions will also be said, as thanks for his work and time which he gifted.

Exterior decoration is still required, some warped timber and guttering needs to be repaired/replaced. There is around three days work, including pointing and the valley on the roof of Our Lady's. Liz Walker will liaise with Terry Betts regarding this.

Barbara raised the issue of children's shoes causing black marks on the seat base at St Margaret's. Barbara will ask John Wareing about painting the base with a dark colour so that the scuff marks don't show as much.

Paul Walker has replaced the rotten eave at Our Lady's and Lawrence has been asked to provide a quote for painting the exterior of Our Lady's.

The fire exit signs have been repositioned at St Margaret's, above each door.

Next week David and Fr Michael will be meeting with David Donnelly, from Preserva, for quotes to address the rising damp in the Parish House kitchen. The rising damp in the sitting room has been addressed. Liz thinks that the damp in the kitchen is coming up from the floor. Agreement to leave the work on the kitchen until the warmer weather in June, after the Mission. There is the possibility of fitting some new kitchen units once the damp has been addressed too.

Discussion whether structural issues should be on the agenda for PPC meetings. A separate building and sites committee did not get off the ground. Agreement that a David Barlow will use the quinquennial list and Liz Walker's guidance plan to develop a maintenance plan, that can then be submitted to the finance committee and discussed at the PPC where required.

## 9. Organisation of PPC elections in November

David thanked Sally and Barbara for their service to the PPC, as November will be their last meeting. David Pipe will also be standing down after three year's service, and possibly Alan Ward. This will leave at least three vacancies. Discussion regarding Election. Fr Michael will ask Owen Devine if he is happy to act as returning officer, and Niels if he is willing to prepare the ballot boxes.

## 10. Dates of next meetings: 22nd November and 17th January

The next PPC meeting was agreed for 22/11/17, pending agenda items. Fr Michael is considering a change to his day off, currently Monday, and will confirm this as soon as possible.

## 11. A.O.B

Barbara requested that both doors be fully opened by welcomers, both before and after mass, to allow easier access. John McCabe will look at fitting a stopper to the wall.

Sally is de-cluttering and will hold a table top sale on November 11<sup>th</sup> at St Margaret's. Proceeds will be split between the parish and Aid to the Church in Need. Sally asked if others should be asked to run tables, agreement to keep to Sally's items only to keep the event to a friendly coffee morning.

Melita said that she enjoyed the training for Eucharistic ministry, along with Sandra and Alan Ward. The commissioning will take place on November 18<sup>th</sup> at Nottingham Cathedral.

Discussion regarding seating for meetings, agreement to fit tables in a square.

Wyn Edwards has made a donation of £360 and also left a legacy of a further £500. The original donation was towards chairs for the St. Benedict room. David showed an example of the chairs that Wyn thought would suit the room and purpose. The chairs are £24 each and a total of thirty chairs would provide a whole new matching set. The chairs that Wyn chose are able to stack 12 high. There is a possibility that the wooden structure may need to be removed. Fr Michael will speak to Wyn daughter regarding this.

## 12. Closing prayer

Fr. Michael closed the meeting with St Francis's Prayer.

Next meeting to be held on  
Tuesday 22<sup>nd</sup> November 2017, 7pm until 8:30pm  
St Benedict's Room, Our Lady's, Belper.