

Catholic Parish of Belper and Duffield Parish Pastoral Council | MINUTES

Meeting date: 16/01/18

Attending council members:

Fr Michael Kirkham	present	John Wareing	present
David Barlow (Chair)	present	Sean Lambert	present
(Vice Chair)	vacant	Jannice Richthof	present
Melita Tooher (Secretary)	present	Niels Richthof	present
Fiona Cartmell	apologies	Alan Ward	present
Anne Halliday	apologies		
John McCabe	present		

1. Welcome

Fr Michael welcomed the first meeting of the year, giving special welcome to new members, John Wareing and Sean Lambert.

2. Opening prayer

Fr Michael opened the meeting with a prayer.

3. Apologies

Apologies from Jannice and Anne (Email sent regarding agenda item 9.)

4. Election of a New Chair

Fr Michael confirmed that David Barlow is willing to serve for another year. No other nominations. Alan Ward nominated David Barlow as chair, and John Waring seconded. David Barlow to serve a chair for 2018.

5. Election of Vice- Chair and Secretary

David Barlow, as newly elected chair, invited nominations for Vice-Chair. Alan suggested that this role should be taken by a woman to preserve gender representation. Jannice advised that she is heavily scheduled this year. Fr Michael advised that Fiona is very busy with family commitments. Alan proposed that Anne Halliday may be well placed to act as Vice-Chair. David suggested that we confirm the appointment of Vice-Chair at the next meeting, as not all members are present.

Melita confirmed her willingness to continue as secretary for another year. No other nominations, David confirmed Melita as secretary for 2018.

6. Approval of minutes of the last meeting

Minutes approved.

7. Matters arising

None presented.

8. Review of Advent and Christmas arrangements

Fr Michael confirmed that moving his day off to a Wednesday has been effective in structuring the working week. Monday mass and adoration of the Blessed Sacrament is being well attended, and that Service of Word and Communion continues to be available on a Wednesday.

Discussion regarding the Christmas Night mass, which was held at 9:30pm instead of midnight, enabling Fr Michael to lead the Belper Town Carol Service. Fr Michael explained that accepting this offer led to him delivering five homilies in a strenuous 24 hour period. Feedback from parishioners to Fr Michael is that in general the earlier start to Christmas Night Mass was well received. Shaun also confirmed this also, although he had had a suggestion that the mass be held at 10:00 to enable more time to arrive from the Carol Service. David also agreed that he preferred the earlier mass time as he was able to get a good night's sleep following it, and he noted that it was well attended. Alan advised that the midnight mass time suited him so he attended at St Mary's. Niels enquired if there is a deanery organisation of mass times at Easter and Christmas, as this may be useful coordination, to ensure that parishioners have a variety of options. Fr Michael confirmed that each parish makes these decisions independently; for example Ripley held masses at 6:30pm and 8:30pm. Jannice added that the earlier mass time enables children to be part of the Christmas Night mass too.

9. Draft Parish Pastoral Plan Proposal

David shared Anne's email and her offer to develop a Draft Parish Pastoral Plan for the year ahead, to share with parishioners for development of courses. Jannice also suggested that the plan could include development of a parish day. Agreement from all that Anne's offer be accepted. Fr Michael will liaise with Anne prior to next meeting.

10. Update on Quinquennial repairs and maintenance

David confirmed that the current list of repairs prepared by Liz Walker has been completed. David plans to meet again with Liz, to check all of the repairs and to look at what needs to be done next. David confirmed that the new emergency lighting units are now in place,

and that both churches comply with fire regulations. David will test the emergency units annually, completing log books which are held in each church.

Work to remedy the damp in the parish house kitchen is due to be completed by Preserve in May – July. There is also the option to reinstate the gas fires, following works on the chimneys, at a cost of around £2,000.

A risk management report has also been completed – there are grit boxes in place and the fire service approve of the fire evacuation plan. There is a low risk of fire as no candles are left burning when the church is unoccupied. John Wareing queried the tea lights, and David confirmed that the regulations state that these candles are acceptable, especially as there are no flammable materials in the vicinity.

Fr Michael thanked David, John McCabe and John Wareing for the risk management work that they have done to in both churches.

Fr Michael also gave thanks to Barbara Wareing for compiling the health and safety report.

John Wareing confirmed that the Christmas Market Event raised £715 towards replacement of the parish house kitchen. Agreement that with support from parishioners to remove units, decorate etc we can reduce quotes.

11. Update on finances

Niels presented a draft finance report for the year to date, which he described as 'rather splendid'. Income is around £7,000 – which results in an over budget of around £3,500. This includes rental income of around £2,000 from St Margaret's and donations, which cannot be anticipated when setting the budget. The current report does not include funds raised for the decoration of the kitchen and invoices are still to be paid for quinquennial repairs. Niels advised that he cannot recall a time when the parish has been 'so far ahead'. Bishop Patrick has requested that all churches in the Diocese produce an interim budget – possibly to coincide with distribution of information on gift aid, in an effort to increase income, which has been falling, across the Diocese. Loose plate collections can now use gift aid up to a total of £1,000 for each church in the parish. Niels commented that it is right that parish priests should present the information on gift aid and highlight the need for income to pay for essential services in the church, such as heating, as these items need to be paid for. Fr Michael also confirmed that the parish has benefited from two legacies this year, which is something new to the parish.

12. Pastoral re-organisation in the Diocese

Fr Michael explained that Bishop Patrick has appointed two new Vicars General, and that the re-organisation of the Diocese has been discussed for numerous years now. There is a sense of change, and with the anticipated reduction of clergy in our deanery it is likely that there will be changes to the structure of our parishes. Fr Michael confirmed that he will try to protect our parish and deanery from hurt.

13. Date of Next Meeting

Tuesday 13th March, 7pm – 8:30pm, St Benedict Room, Our Lady's, Belper. Discussion regarding June/July dates – TBC.

14. AOB

John McCabe advised that the material on some of the new chairs, bought following a donation from Wyn Edwards, have begun to fray. Fr Michael will discuss with the provider.

John Wareing advised that the lawn mower from St Margaret's has gone for service. This cost £140 last time. The lawn mower from Our Lady's is due to go for a local service this week.

Niels suggested that as we have not had direction from the diocese regarding the General Data Protection Regulation (GDPR) which is an EU directive due to come into force on 25th May 2018, that we complete a data mapping exercise to enable us as a parish to develop a policy document. Essentially we need to complete a plan to confirm what personal information we keep, why we keep it, how we keep it safe and a plan to confirm that we can provide, and delete, this information if requested to do so by a parishioner. Niels will meet with Fr Michael to complete this task.

15. Closing Prayers

Fr Michael closed the meeting with a prayer.

Next meeting to be held on

Tuesday 13th March, 7pm until 8:30pm

St Benedict's Room, Our Lady's, Belper.