

**Minutes of the Pastoral Parish Council Meeting of
St Cuthbert and the First Martyrs of Rome**

held on Wednesday, September 13th 2017 at First Martyrs' Church Hall.

Meeting commenced at 5.30 pm

Present: Anne Balson (AB)-Chair, Yvonne Coppin (YC), Hermie Davy (HD) @ 5.40pm, Pat Featherstone (PF), Mary Gilmartin (MG), Gregory Knowles (GK), Philip Walsh (PW), James Wierzbicki (JW), Christine Walker (CW) and Jo Geoghegan (JG)-Secretary.

1 Welcome and Opening Prayer

AB welcomed everybody to the meeting and asked Fr. Gregory to lead us in an opening prayer.

2 Apologies for Absence

Eileen Boyle (EB), Roxanna Drake (RD), Mick Moriarty (MM).

3 Minutes of meeting July 19th 2017

These were accepted as a true record, proposed MG, seconded by YC.

4 Matters Arising

First Martyrs' Kitchen

YC reported that the kitchen area at First Martyrs has had a good clean and some defunct items disposed of. All equipment in the kitchen cupboards works. Further cleaning and sorting of crockery will take place in the next few weeks. Plants in the hall itself have been attended to; some lost property has been dealt with, the rest will be disposed of in due course.

5 PPC Constitution Review-JG, YC and others

The PPC has been in existence now for just over 10 years so it thought a review was in order. A summary of the constitution was circulated with the agenda for this meeting. The aim of the Council in 2007 was "To Promote Parish Life and its activities" and all agreed that this still held true in 2017. The council was to consist of parishioners, about 10-12 in number who represented the 3 main groups-Fabric, Liturgy & Evangelical and Pastoral & Social listed on the constitution. The parish priest of the day would be in attendance as the non-voting president. Two ex-officio members are the Secretary (non-voting) and Finance (voting). There would be 3 meetings a year running from September so following the academic calendar plus an Open Meeting in July to report back to the Parish. The plan was and still is that members of the groups would bring items from their members as would parishioners to the PPC in the form of a proposal to the council. Further discussion would then take place and decisions made at PPC meetings.

The format of the Open Meeting was discussed. There would be reports given from the various areas within the parish preferably verbally from the groups. It was agreed that as with the regular meetings any items that parishioners wish to bring to the council at that time should be tabled beforehand with a brief summary of the matter and the name of the group/person submitting it. There could be clarification made at the Open Meeting and then it would be taken for consideration to the next PPC meeting the following September.

This proposal was put forward by YC; it was accepted by PF and seconded by CW.

6 Financial Summary-PW

PW tabled a financial summary as put to the parish at the Open Meeting on 30th July 2017. Offertory collections are very similar; there is still a deficit. A new

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**YC &
team**

financial IT system is in place from the Diocese which we are using. GK reported that the Diocese has asked every parish to send any funds they hold over £10K to be kept centrally in order to defray fees and interest being incurred by its HSBC account. The money remains the property of the respective parishes and can be accessed with 2/3 days' notice. We are holding £14K because of imminent bills being due. £148,696 is held on our behalf.

There would be a push in October to encourage parishioners to use the weekly envelope system so that Gift Aid can be reclaimed to our benefit.

PW would like to step down as the Finance representative having been of the committee since the inception of the Council. YC was offered to take on this role. PW will stay on the PPC until July next year to liaise with YC.

A vote of sincere thanks was offered to Philip in recognition of all the work he has done on the parish's behalf in this area.

7 Gardening Taskforce-AB & MM

A meeting has been arranged to discuss the management of the grounds at both churches.

8 Music at St Cuthbert's-MM

The provision of music at St Cuthbert's was discussed. GK outlined the liturgical requirements in terms of music/choir at Mass. There are many regular attenders at the weekend Vigil Mass who would like to hear accompaniment to the singing. The provision of electronic music which is used in some parishes was discussed as was the provision of recorded music. It was proposed that AB would approach the current organists in the parish and ask if they could play more regularly at St Cuthbert's from time to time. A notice would appear in the newsletter to ascertain if there were any other players who could fulfil this role.

It was noted that Christine Walsh does play at St Cuthbert's occasionally and that David Somerville (aided by Michael Walsh in his absence) does sterling work in organising and leading the singing including singing the psalm on a Saturday Evening. This is appreciated.

9 Safeguarding-RD via email

RD is conducting a review of safeguarding within the parish and updating requirements for volunteers, where necessary who work with children and vulnerable adults. The process is simple, a form is filled in and evidence of identity is verified. The forms are then passed to the Diocese. The process is confidential. Checks for the SVP have been completed, some of whom have multiple roles in the parish.

10 Date & Place for the next Meeting

24th January 2018 at St Cuthbert's Unity Hall

25th April 2018 at First Martyrs Church Hall

8th July 2018 at First Martyrs Church Hall

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YC**

AB

RD