

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

held on Wednesday, January 23rd 2019 at First Martyrs' Hall.

Meeting commenced at 5.30 pm

Present: Anne Balson (AB)-Chair, Yvonne Coppin (YC), Roxanna Drake (RD), Pat Featherstone (PF)@5-45, Mary Gilmartin (MG), Gregory Knowles (GK), 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), Hermie Davy (HD)

3 Minutes of meeting September 12th 2018

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

4 Matters Arising

Human Beings and Human Relationships

• Parent & Toddler Group

Such a group today must be run on professional lines rather than the informal format of previous times. It was discussed as to whether there was a need in the parish/wider community as the Messy Church initiative and Children's Liturgy have been struggling.

• Reaching out to lapsed members of the Church

Sometimes parents return to the Church when their children are put forward for the sacraments of Reconciliation and Holy Communion. It was suggested that children could be acknowledged or take a more active part more often at Mass. GK would talk to Rachel Winnery at the primary school.

Chordiality Donation

The new hymn books at St Cuthbert's are much appreciated by all. Verbal thanks have been given to Chordiality through Peter Sherlock.

November Fayre

This was a successful event this year but it has been suggested that it is perhaps time to make some changes to its format. The cake, bottle, chocolate tombola and flowers stalls did well but many of the items from other stalls did not sell and were taken to The Ark Charity Shop. Many 'customers' are those who have contributed goods in the first place. It was proposed that there could be sales possibly 3 times a year at Easter, Christmas and Harvest, for example, of the most popular stalls plus a Donation Day along with refreshments such as bacon rolls. It was hard work for those who help for little return. Views would be canvassed in the spring.

Church Grounds at FM and SC: maintenance planning

In autumn 2018 Paul Ward (PW) did some heavy work such as cutting hedges. It was appreciated that this work had been done but because both sites still look unkempt the improvement was not obvious. PW needs to email his availability for the coming season. There is a list of willing volunteers and a list of jobs to be done. These need to be co-ordinated. AB/GK would do this. AB to send JG the lists she has.

5 Spiritual Life of the Parish (GK)

A range of highlights: including reflections before/after weekday Mass & Rosary. 15 Baptisms, 8 enquiries for others. Joint Advent Service with local churches. Preparation for the sacrament of Reconciliation ongoing at the moment for 21 children in co-operation with SCFM Primary School plus 4 Slovakian children with GK. Holy Communion numbers not known yet. Next Week on 31st January 19 candidates from Years 6/7 will be confirmed by Bishop Marcus at FM. 2 enquiries for weddings this summer. Higher profile of children at Christmas Vigil Mass.

Action

GK

AB/GK

6 Reports from Groups

Children's Liturgy-CW

There is no report for Children's Liturgy at the moment, as there are only 4 parents on the Team. It has been decided to leave the Sunday Liturgy sessions until we have more members on the rota. It was suggested that perhaps a request for help could go in the primary school's newsletter, offered to make a plea for help at the Sunday Mass. See notes on involvement of children in Item 5 above.

Action

CW/GK

Churches Together, Inn Churches & Justice and Peace-DS via email

Report of pre-Christmas Hospitality was in the Weekly Newsletter. It was deemed a success. So far the Toilet Twinning seems to be going well - see 13th January bulletin mentioning a £60 donation. Fr Gregory used the Pax Christi peace prayers for this last weekend which celebrates Peace Sunday.

The Messy Church appears to have come to an end so there is nothing to report there.

Finance-YC

A financial draft update was produced using the Diocesan Software. Figures compared last year with the current financial year which does not end until April so there is not a direct comparison. Balances should work out. There needs to be a big push on the Gift Aid Donation Scheme (GAD). Records are not yet up to date even though there has been a request in the parish newsletter. A new parish database is being prepared to be in line with current data protection legislation.

GK

Flowers-YC

All commented on the beauty of the Christmas Flowers especially at SC which were stunning. The crib was lovely on the altar at SC. Thank you to all who made the churches attractive for Christmas and a big thank you to the flower team.

Hospitality-MS via email

From 12th November 2017 to 1st January 2019 between the coffee after Mass at St. Cuthbert's on Saturday evenings and First Martyrs' on Sunday mornings we raised £534.16 for CAFOD and £519.16 for the parish kitchens. All this money is now given in cash regularly and put in the safe.

Property

Discussion centred on there being no heating at SC although there are other major problems in the parish. AB, JG JW & GK (briefly) had met Kevin Anderson and his colleague at a meeting on 22nd October 2018 at SC-outline of content was given. Some asbestos has been removed, the boiler inspected and it but there is a problem with the flue which is difficult because SC is a Grade 2* listed building. This is why temporary heaters have been installed but they are largely ineffective. There are problems showing in the church because of lack of heating. A meeting has been arranged by GK to which the Committee are invited along with the Property & Finance Committee on 6th February at SC in the hall. A parishioner has suggested that the parish should be better informed of the current situation and of any progress that is made.

ALL

Safeguarding

Jo Geoghegan has completed a safeguarding training course delivered by the Diocesan Safeguarding Team for Safeguarding parish representatives. She is now the joint parish safeguarding representative along with Roxanna Drake.

A meeting has been arranged with Suzanne Mitchell, the diocesan Safeguarding Co-ordinator, to discuss how this new parish Safeguarding team can continue to support the parish of St Cuthbert's and First Martyrs in the years to come.

Parish safeguarding forms for existing Eucharistic Ministers have been handed out, if requested. This followed an invitation letter from Fr Gregory being sent to the Eucharistic Ministers, who had not been through the safeguarding procedures, to continue their ministry fully supported by the Diocese and the Catholic Church. A number of Eucharistic ministers safeguarding forms have now been processed but there are still some who have still to request them. A lengthy report on travel arrangements within parishes has been received and noted. Fr Gregory continues to liaise with the parish safeguarding team concerning any safeguarding issues as are other parish members when issues arise.

St Cuthbert's Players-TH via email

Benedict Hanney now produces the shows and Tony H. writes the scripts. The pantomime was a success and the usual £200 was given to parish funds. The intention is to present a play in May and a panto before Christmas - both of which TH will write. Notice in the newsletter.

Social-GK

The St Nicolaus get together on 6th December was a success. Coming up is the Murder Mystery Evening on 1st March and a social for the St Patrick's Charity as last year also in March.

SVP-AB

Number of members depleted. The parish is always generous in the after Mass collections. A fund rising event is to be held which covers the district.

Troops-CB via email

The Rainbows, Brownies, Guides and Senior Section had a very full term building up to Christmas and thoroughly enjoyed the St Cuthbert's Players pantomime! Each section has space for any girls wishing to join. They also on the lookout for anybody willing to become a leader with us – if anyone is interested they can come along and see what they do – no pressure! Girl Guiding have introduced a new programme for Rainbows, Brownies, Guides and Senior Section, which will introduced this term. The programme has different themes and each theme is made up of badges, skills builders and activities. The theme to be focused on this term is 'Be Well'. The girls will choose what activities and skills builders they want to do and they will be encouraged to do some badge work both at home and in our meetings. Thanks were expressed to the parish for all its support, with a special mention for James W who looked out for us and put the heating on so we arrived to a warm room one very cold night!

UCM

The AGM will take place at the Cathedral in Leeds on 9th March and afterwards in Wheeler Hall

Action

7 Items from Parish

1. Additional noticeboard at SC-MM

A request has been made for an additional noticeboard at the back of SC in the internal porch above the newspaper tables. It would be specifically for parish matters. In principle this accepted but JW would liaise with MM to discuss the detail.

JW/MM

2. Raising awareness in the parish of the work of the PPC and access to it from Parishioners-MM

This was a discussed in some detail and it was thought that there are many opportunities for parishioners to be involved. There are 3 committee meetings during the year which are advertised in the parish newsletter. Items are requested for the agenda. Minutes are displayed in both church porches and on the website. There is an open meeting held every July to which the parish are invited. Members work to put decisions into practice between meetings.

There is a list of members in both church porches and these people can be contacted at any time. The agenda comes from the parish for each meeting. Regular requests are made for new members to get involved.

3. Christmas Eve Vigil-CW

CW didn't think the children's participation went as well as it might as numbers were so low and there was little time to organise it as it fell on a Monday which was still a working day. Perhaps there could be liaison with the primary school as they had put on a number of pre-Christmas 'productions' and some material might be reused.

Thank you to Christine Walsh who played at all 3 Christmas Masses. It was queried whether a Christingle service could be revived.

4. Charity Fashion Show for the Downs Centre in Bingley-PF

PF thanked Gregory for allowing the notice for this to be put in the newsletter It raised £730.

5. Additional Property Items

Could something be done about new flooring in the kitchen at SC-agreed to replace.

6. New Members

JG had been alerted only that day that it seemed uncertain as to whether the two members had been invited to the meeting. She had tried to contact them earlier. It isn't certain if one of them wants to join but she will see about getting details to them.

JG

8 Date and place for next meetings

1st May 2018 at St Cuthbert's Unity Hall

7th July 2018 at First Martyrs Church Hall