

Minutes of St Michael's Catholic Church Parish Council Meeting held on 25 November 2011

1. Present:

Godwin Pullicino (Chair), Anne Bulfin, Les Cordery, Lee Gibson, Maggie Laurence, Mgr Jim Overton.

Apologies:

Siobhan Edgar, Tom Farrell, Shenda Holmes, Amy James.

2. Minutes of last meeting (11th October 2011) agreed and signed.

3. Matters arising from meeting on 11th October 2011:

- **CCTV:** Quotation received. Price is competitive. Good possibility of progressing once agreed by Finance Committee. TV screen in Narthex will show main altar. It was suggested setting up 2 screens at back of church which may help in attracting attention of young children. Perhaps these screens could run words of hymns which may provide more interaction for adults and children alike.
- **Church heating:** Recommendation received – thermostats need to be placed closer to centre of church, more lagging and the heating put on earlier. Switching the heating on earlier will add energy cost and an estimate is necessary for the winter period as this could cost around £4k. Finance Committee has approved the work to be carried out in December 2011.
- **Transport to church.** No response to the appeal for transport for the single elderly parishioner requesting assistance to attend the 11:30am Mass. Gavin Boyle is currently helping out.
ACTION: Mgr to make another appeal, this time specifying pick up location.
- **Altar Servers:** Heather Nolan ran a couple of training sessions at St Michael's School. 7 children happy to help occasionally at the school, 4 of whom were also eager to be altar servers at the church itself.
ACTION: AB suggested an appeal in school newsletter.
- **Website:** The website needs revamping. Mgr Jim advised that Chris Fernandes is no longer able to update the website and that the parish is most grateful to him for all the work that he has done in setting up and updating the website. Mgr Jim to check Register to see if somebody within the parish can help. It was suggested that we check what other nearby parishes do and if anybody from a nearby parish could assist.
- **Film Nights:** quote for Screen & Projector in Parish Hall: £2k. We would also need to pay a licence fee to show films, up to £190 per annum. Do we want to commit ourselves for a year? WiFi connection also required. Clive De Souza and others are prepared to run a film night. The Finance Committee will discuss this on 5 December 2011.

4. Updates

- Pastoral Team (AJ)
 - No update available (AJ was unable to attend).
- St Michael's School (AB)

- Children came to the church for Mass in October.
 - Bishop Alan Hopes visited school and blessed new buildings. Bishop was delighted with his visit and sent a 'Thank You' letter.
 - Reconciliations will take place during Advent at the school.
 - Heather Nolan gave some training to potential Altar Servers.
 - Exhibition in school on the Olympics 100 Days of Peace (50 before/50 after).
 - Carol Service to be held in Church on Thursday 15th December at 7.00pm by Key Stage 2 pupils.
- Finance (LC)
 - LC presented accounts for 9 months to September 2011
 - Offerings are up £1k
 - Tax Rebate: Last Year £12k This Year £13k
 - Assessable Income up £2k
 - Non-Assessable Income up £3k
 - Total Expenditure £72k, up £2,700 due mainly to increased energy costs
 - Total Income: £94k
 - Committed projects:
 - Replace furniture in Church Hall. Acknowledgement that we need to invest in hall to generate increased revenue. E.g. lighting improvements.
 - Reduction of noise levels in church (acoustic ceiling under organ loft?)
 - Additional CCTV in the church for added security
 - Heating improvements
 - Finance Committee is keeping cash in reserves to avoid having to seek financial assistance from Diocese.
 - Bishop Hopes advised that since our parish income has remained flat for past 4 years we should have a 'Planned Giving' campaign within the next year.
- Parish (JO)
 - Pastoral Visitation: Bishop Hopes was very pleased to hear about the post-Confirmation group, and was pleased with the liturgy. He was disappointed that few Parish Council members were able to attend on day of Visitation.
 - Mgr Jim thanked LG for being instrumental in setting up Baptismal Catechesis and the RCIA group, which have both been well received.
 - Introduction of new translation running smoothly. Old missals to be decommissioned on Sunday 27 November 2011 and the new missals blessed.
 - St Cuthman's Day of Recollection: 17 attending the Recollection on Saturday 26 November 2011.
 - Wooden box for the Catholic Youth Services collection was broken into on Sunday 20 November 2011 in the late afternoon and at least £100 was stolen. It was suggested that a metal box be affixed to the floor. It was also suggested that an alarm for narthex and other areas in church, possibly also CCTV, might be installed.
 - Christmas Masses for this year:
 - On Christmas Eve:
 - 3.30pm – Family Mass (mainly families with children)
 - 6.00pm
 - 8.00pm
 - On Christmas Day itself: 09:30am and 11:30am
 - Should the Midnight Mass be re-instated and the 6.00pm Mass removed? It was suggested that we hold a survey of parishioners.

- Adult Faith Formation (LG)
 - Bible Study Group starting on Mondays for next 4 weeks in Advent.
 - To start Bible Timeline on Mondays from January 2012.
 - Recruiting new catechists to join Baptismal Catechesis group.

5. Letter from Mr David and Mrs Anne Shenton re East to West

- Chair received a letter from David Shenton and from Anne Shenton, who represents the parish on Ecumenical matters. Amongst their many links, David and Anne regularly and successfully participate in meetings with the charity East to West which was discussed at the meeting held 11 October 2011 following a presentation by Ian Smith from the charity itself.
- The Shentons expressed their disappointment that the Council was not taking a more pro-active role with the charity East to West when this charity is already established and structured, has links with the parish, and provides assistance for young adults in our own parish and town.
- The PC recognized that E2W is already established and that would not be feasible for the Council to set up a St Vincent De Paul Society as it is not set up locally. The Parish already does a lot for E2W: articles in St Michael's newsletter, bucket collections.
- It was suggested that E2W should use Church Hall to run a road show, presentations, etc., in the hope that interested parishioners may attend and find out more about the charity and how they could help it. Parish will come up with a comms plan once E2W advises dates.

ACTION 1: GP to update Anne & David Shenton.

ACTION 2: GP to liaise with E2W via Shentons re setting up an evening event in church hall and providing dates.

6. Pentecost

- It was suggested that there should be a special Mass at Pentecost for people just received in the Catholic faith, possibly at the 09:30am Mass.
- The suggestion was made that the Parish Council could host the Mass to welcome fellow parishioners who had been newly-received in the Church.

ACTION: LG to provide plan for next PC meeting.

7. Teas & Coffees

- Tea and coffee prices are being raised which could deter people from buying teas and coffees after 9.30am Mass. Perhaps teas and coffees should be a free-will donation? People need to be reminded that the money raised goes to missions.

ACTION: GP to speak to Shenda re matter.

8. Elections

- GP presented a framework to hold election to the Parish Council by way of 2 documents: Proposed Structure (Working Document) and Timeline.
- Plan consists of a Council comprising of 11 positions: 4 fixed – Parish Priest, Parish Secretary, Finance (representative) and St Michael's School (representative); the remaining 7 positions – Chair, Parish Hall, Communications, Youth, Pastoral, Family, Projects – will all be electable positions. The Chair will be mainly responsible for

governance of the Parish Council meetings and oversee all activities by all the 8 different job holders. The 6 electable job holders will be responsible for activities within their portfolio and work with various parishioners to ensure implementation of those activities and plan within their respective portfolio.

- GP presented the documents and stated that one of the objectives would be to have a Council that is active, visible, engaged in helping the parish and committed to deliver through their regular attendance at the PC meetings, activities and provide a degree of commitment.
- GP went through the timelines which consisted mainly of (a) Presentation of Proposal (b) Comms (c) Nomination & Secondment (d) Comms of Outcome (e) First Meeting of new Council and (f) Away Day for new Council. GP explained that once the newly formed and elected council meets, it will go on an Away Day, managed by a facilitator. The aim of the Away Day would be to provide the Council with an understanding of the role of the Council, its mission, objectives, and responsibilities of each portfolio and how a Council would work in practice.
- Shepperton Parish Council is a successful council and runs many activities.
- The question was raised why our parish, which is very generous, has too few people apparently willing to be involved. Is it people's time? What/where are we failing? Do we need to buy in services of a Community Animator? Or a Youth Worker?
- GP advised that the plan provides for the electable roles to be clearly defined and published so that interested people will apply for the role in which they feel their skills will help the Council and the Parish. Therefore, people who are nominated and seconded will be engaged through their voluntary choice and because they want to share their skills and some of their time for the good of the parish and its people.
- GP stated that whilst it is appreciated that everybody leads busy lives, anybody nominated for the Council will not be expected to do all of the work, as they will have people running various activities within their portfolio and their main responsibility as a Council member would be to manage the portfolio.
- The members attending felt that the Proposed Structure had a lot of merit and benefits for the Council and agreed to go ahead with the proposal.

ACTION 1: GP to put feature in St Michael's News.

ACTION 2: GP to present timeline and plan for next Council meeting.

9. **Parish Council Meetings for 2012**

- GP presented dates for Parish Council Meetings for calendar year 2012:
 - Tuesday 31 January
 - Tuesday 17 March
 - Tuesday 22 May
 - Tuesday 17 July
 - Tuesday 18 September
 - Tuesday 20 November

Next meeting – Tuesday, 31 January 2012 at 8 pm at the Presbytery.