

## St Mary's Parish Pastoral Council

### Minutes of meeting Thursday 20<sup>th</sup> July 2017

#### Present:

- Fr William Wright (Chair)

#### *Appointed*

- Joanne Brennan
- Chris Clissitt
- Paul Jackson (School)
- Simon Stockdale
- Stephen Walker (Finance)

#### *Elected*

- Teresa Britton (Liturgy)
- Charlotte Burrell (Formation)
- Amanda Kelly (Support)
- Sheila Lund (Interaction)
- Jeff McGillan (Mission) - from Item 6
  
- Chris Senior (Secretary)

Apologies: None – all members present

1. **Opening Reading** was led by Fr. William

2. **Parish Priest update**

Fr William gave a short address on his intention to; counter potential stagnation in the Church; implement the findings of *Vatican II*; and actively grow the community. This would be achieved through the 3 themes of: An improved liturgical experience; encouraging a more welcoming Parish; and Missionary activities.

Fr William also noted his aim to reclaim the term 'liturgy' (from St Mary's past practice and perception) that this related primarily to the children's liturgy.

The focus on developing an improved liturgical experience was a major feature of the questions raised in the recent *Parish Appraisal 2017* (see item 9).

3. **The minutes of the PPC meeting on 4<sup>th</sup> May 2017**

The Minutes of the last meeting were approved as an accurate record.

4. **Actions and matters arising from the PPC May 2017 meeting (not itemised in the Agenda)**

3) Matters Arising from PPC May 2017 meeting....

2) Parish Priest Update – Chalice

Fr William clarified that the original intention to sell the surplus chalice was not now possible due to conditional terms expressed by the original donor. The chalice has now been passed over to the care of Ampleforth and the donor's family informed.

### 7) St John's Car Park Permits

Fr William thanked members for previous suggestions and reported that he had now selected 6 (of 10) parking permits and passed them to individual named parishioners.

The 4 remaining permits would be held for further consideration or new suggestions.

### 9) Donations for sacramental preparation

Fr William thanked all for the feedback received on additional income to cover the cost of religious instruction especially for Confirmation, Reconciliation, and First Holy Communion.

Council support was not forthcoming to the suggestion of taking a second collection (50:50 - Parish:Ampleforth) at the Plenary Mass for First Holy Communion. It was felt this split of beneficiaries would be challenging to explain to parents and parishioners.

Fr William confirmed that Sacraments were free, but the formal preparation for Sacraments may allow the invitation of donations. Where instruction was a requirement for the Sacrament any payment for instruction could not be compulsory.

**ACTION:** Fr William would repeat his issue of a parent's letter inviting contributions, and would investigate the practice in other parishes at the next Deanery meeting.

### 3) Matters Arising from PPC **October 2016** meeting....

#### 8) Africa envelope scheme

[Jeff McGillan was absent for this discussion.]

[Stephen Walker did not contribute to this item due to a potential conflict of interest.]

Fr William raised his concern over the name of the Africa Envelope Scheme which was believed to reinforce stereotypical views of the continent. PPC members agreed and alternative suggestions to 'Africa' included 'outreach' or 'overseas.'

**ACTION:** ALL to consider a renaming of the 'Africa' envelope scheme as an Agenda item next meeting.

The Council also considered it imperative that the momentum be regained on this initiative and that an immediate decision should be made to use existing J&P funds.

After discussion it was agreed that the Parish would now concentrate on 2 causes:

- Open Arms Malawi (which would immediately receive half of the previously reported J&P balance of £2,321.95)
- Parish in Burkina Faso, to also receive half of the above J&P balance *subject to ongoing investigations by Jeff McGillan.*

**ACTION:** Jeff McGillan to arrange transfer of c £1,160 to Open Arms Malawi.

**ACTION:** Jeff McGillan to approach Burkina Faso Parish for more details and (subject to findings) then arrange the transfer of c £1,160 from the J&P balance.

The actions for this item as below are carried forward from the previous meeting:

**ACTION:** Jeff McGillan to transfer current J&P funds (balance of £2,321.95) into the main Church account.

**ACTION:** Jeff McGillan to consider a new reminder presentation at a forthcoming Sunday Masses re the African parish causes, and to post more information in the Bulletin to help encourage an increase in donor numbers.

#### 10) Home-School Parish links

Paul Jackson confirmed a link to the Ofsted report is available on the school website.

#### 11) Parishioner Submissions to PPC

##### b) Clarify Status of Christmas Eve Mass

Fr William reported that the candidate for the new coordinator of the Children's Christmas Eve Mass was still considering his invitation. Fr William will chase up the candidate for a final decision.

#### 12) Review of the PPC and its Constitution

##### 4. Offices of the Parish Pastoral Council

**ACTION:** Jeff McGillan to draft posters and arrange publicity re PPC member details on noticeboards – *action carried forward*.

#### 15) Website presentation

Fr William has organised a presentation to the Parish about the website at all 3 Masses on 10<sup>th</sup> September.

All other outstanding Actions were completed, or otherwise raised as Agenda items.

### **5. AGM – 7<sup>th</sup> May 2017**

It was confirmed that the PPC had the constitutional authority to approve the AGM minutes.

CORRECTION: Item 9) Post of 'Head Teacher' *should* read 'Head of School'

Subject to the above the Minutes of the AGM were approved by the PPC as an accurate record.

## 6. School Report

Paul Jackson reiterated the key themes of the pre-circulated School Report i.e. the 'outstanding' grading of the recent *Section 48 Inspection*, the situation over staff recruitment with long-term illnesses, and the continued challenge of targets to achieve a new larger reception intake (this latter in the face of two consecutive years of low pupil numbers enrolment which now endangered future finances and School class structures).

The enrolment issue prompted a general discussion over the very recent closure of the (Parish/School unaffiliated) St Mary's Play Group, and the opportunity and potential for the School to provide its own Pre-School as a feeder facility. PJ and Teresa Britton noted the School Governors were sensitively considering these and other options.

PPC members noted they would pass on any relevant information (mostly related to the future of the recently closed Play Group) to PJ outside the meeting.

## 7. Finance Report

Stephen Walker briefly summarised the previously circulated paper confirming that the Parish was on its expected budget track.

It was however noted that the recent closure of the St Mary's Play Group (and loss of Hall rental revenue) would mean a reduction of £12-13K p.a. - or approx. 15% of Parish annual income.

As a result it was clear that urgent steps would be needed to maximise Hall rental fees, to seek new income streams and explore ideas to recover lost funding. SW suggested this could require the founding of an 'Old School' Marketing Committee; no such body currently exists.

SW also confirmed that the ongoing repair and refurbishment of the Church was on schedule and was due for completion by the start of August. Setting aside minor issues (re cleaning) the results of the building works and redecoration were regarded as a great improvement.

## 8. Other Reports Circulated

Teresa Britton apologised for a late tabling of her Liturgy Report, unfortunately due to lack of time it was agreed to defer this item to the next meeting.

**ACTION:** Teresa Britton would e- circulate the Liturgy report for discussion at the next meeting.

No other Reports were circulated or discussed

## 9. Parish Appraisal 2017

Jeff McGillan provided an outline screen presentation of graphs (and written feedback) from the *Parish Appraisal 2017*. JM noted that comparative analysis work had not yet been done with the 2015 survey to establish trends, and that a few late returns still required inputting which might marginally change some results. This final stage of work would be completed shortly.

*No attempt is made here to outline the findings or trends as presented and discussed. This awaiting circulation of the final and full edition of the report to all PPC members, and more informed discussion at future meetings.*

In line with standard survey practices it was suggested to Fr William and the Council that Parish feedback and actions should be based primarily on analysis of the statistical findings of the Survey; compared to the interesting, but much less representative and anecdotal nature of the written comments.

**ACTION:** Jeff McGillan to circulate the final report to all PPC Members when all data inputting and analysis had been completed.

**ACTION:** ALL to prepare for a full discussion of the *Parish Appraisal 2017* Report at the next PPC Meeting.

**ACTION:** Fr William planned to give a direct report to the Parish on the results of the Survey at Masses of 6<sup>th</sup> August. This would exclude direct feedback to individual 'comments'.

## 10. Future Meetings

19:00 – 20:30 Thursday 19<sup>th</sup> October 2017  
19:00 – 20:30 Thursday 22<sup>nd</sup> February 2018  
18.00 AGM, Sunday 6<sup>th</sup> May 2018  
19:00 – 20:30 Thursday 3<sup>rd</sup> May 2018  
**NEW** 19:00 – 20:30 Thursday 19<sup>th</sup> July 2018

## 11. Final Prayer

The meeting closed with a prayer.