

St Mary's Parish Pastoral Council

Minutes of meeting Thursday 19th July 2018

Present:

- Fr William Wright (Chair)

Appointed

- Carmel Bridson
- Chris Clissitt
- Paul Jackson (School)
- Vince McGurk

Elected

- Teresa Britton (Liturgy).
- Charlotte Burrell (Formation)
- Julie Finn (Mission)
- Amanda Kelly (Support)
- Sheila Lund (Interaction)
- Chris Senior (Secretary)

- Siobhan Goodfield (Item 7)

Apologies: Simon Stockdale

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

2. **Apologies**

As recorded above.

3. **Parish Priest introduction**

Fr William noted the continued importance of initiatives related to 'solicitude for newcomers', and 'engagement and enjoyment of the liturgy' but that the main business for the July PPC was likely to be on International Outreach (SEE Item 8).

4. **The minutes of the PPC meeting on 3rd May 2018**

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

5. **Actions and matters arising from the PPC May 2018 meeting (not itemised in the Agenda)**

4) Matters Arising from PPC Oct 2017 meeting....

15) Website presentation

For several consecutive weeks Carmel Bridson has been publicised in the Bulletin as a contact for anyone requiring assistance with the Parish website. To date no requests had been made. The Bulletin item would now only be reposted occasionally.

ACTION: Chris Clissitt to circulate occasional re-post status of website assistance contact to Bulletin editors.

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

9) Donations for sacramental preparation

Fr William noted voluntary donations in line with previous discussions were requested for the recent First Communion intake, this resulted in £54.

It was suggested this might be extended to other elements e.g. First Reconciliation.

It was also noted for information that a previous Finance Committee had advised against a schedule of 'fixed' donation amounts for Baptism

5) Matters Arising from PPC February 2018 meeting....

6) Missionary Outreach

Paul Jackson noted St Mary's School had engaged with the Macheke project. Year 5 pupils had already written letters to children attending the Zimbabwe school which would be delivered in August with the hopes of a continued exchange.

6) Parish experience of the Liturgy

Fr William picked up on previous suggestions on encouraging parents to use the printed 'order of service' prompt cards with children in the Mass. He felt this practice might actually distract children from concentration and attention on the service i.e. reading at the expense of taking part. Sheila Lund suggested that parents should be given the choice rather than actively discouraging all use of the prompt cards.

Fr William also noted the use of the *Ichthus* paper for Y4-Y6 at School exploring themes of the forthcoming Sunday service.

It was suggested that Children's Liturgy (soon to be called Little Church) could be used to explore teaching the structure and responses of the Mass to young children

ACTION: Charlotte Burrell to explore Little Church 'tuition' on the order of service.

9) International Outreach Fund

The reasoning for the proposed minimum limit of £400 for grants from the IO fund was due to it being seen as an optimum figure that represented a significant award with the advantages of reducing overall administration of the fund (less individual grants, but higher awards).

It was agreed to keep the rejected March 2018 *Governance Guidelines* on file, with the intention of revisiting it in June 2019 as part of the annual review of the IO fund.

ACTION: Fr William was considering the appointment of a second fund administrator to join the Elected Councillor for Mission activities, Julie Finn.

10) Proposed Replacement of Blinds in Church

Early parish feedback to several PPC members noted that some window blinds should be retained and/or reinstalled. The spell of recent bright and sunny weather had caused discomfort in several areas of the Church during services, though retaining good views of the garden was also seen as desirable.

ACTION: ALL to continue to review lighting and identify areas of particular concern (and windows requiring blinds).

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

6. GDPR: General Data Protection Regulations

Chris Clissitt gave the Council a detailed (slide based) briefing of the terms and requirements of recent GDPR legislation.

Key matters noted:

- The need for a (parish website and noticeboard mounted) 'Privacy Notice' which could be referred to in other forms and documentation.
- Although GDPR was in force as of 25th May 2018 a reasonable (if unspecified) time was allowed for all to achieve compliance. It was however noted that longer term failure of bodies to comply with this legislation could result in high punitive fines.
- A requirement is to identify the legal basis for processing personal data; this includes simply holding data. The legal basis is often not consent for example, Personal contact details maintained for the 'normal business' of the Parish (e.g. as used on internal duty rotas) come under "legitimate interest" and Gift Aid details come under "legal obligation."
- It was thought that membership of certain groups e.g. PPC would imply individual permissions to circulate contact details among members. This could be a clear requirement of new members of such groups.
- Permission for holding contact details did not need to be annually renewed.
- Permissions were required for the 'Sick List' (this was already being pursued)
- Password protection for devices holding contact details or a password protected spreadsheet were regarded as sufficient security.
- Provision had to be given to periodically editing (deleting) outdated personal details, these routines should be demonstrable and an audit regularly performed.
- There was a short debate over necessity of holding address and email details on Parish Database (when only emails were actually used): This will require consent.

ACTION: ALL to consider any Parish organisations or groups (eg 200 Club) which hold parishioner data and therefore need to be GDPR compliant and to forward details to Chris Clissitt.

ACTION: Chris Clissitt to draft a 'Privacy Notice' for the Parish web site and continue to chase queries over scope and inclusion (including audit and mechanism for the deletion of outdated records).

7. Friendship Group : Proposal by SVP

Siobhan Goodfield representing the SVP joined the Council to speak to the short pre-circulated paper suggesting St Mary's establish a Friendship Group for the elderly and housebound. The SVP requesting Parish support and any comments.

It was noted St Mary's was unique in the Deanery in lacking such a group, and that no conflict with other groups (e.g. Knaresborough drop-in centre) was envisioned to what should be a very positive new service in the Parish.

It was intended that the group would be supported by the experienced Rachel Beedle from Catholic Care, and (due to timetable vacancies) would ideally be held in St Mary's Parish Hall on Monday afternoons (weekly or fortnightly – still TBC). Sessions would last approximately 90 minutes providing a structured programme of activities. Attendance would be open to non-Catholics, carers, friends or relations of the elderly. With appropriate support it was expected that a pilot could be launched from November 2018.

A key element would be the need for volunteers to support the Group (though notably no DBS checks were required for volunteers). It was also acknowledged that just like other parishes the SVP would not actually run this Friendship Group.

Fr William noted this is definitely the kind of activity the Parish should be doing. However queried the underused Leisure Centre as a free venue that has been given over to our senior citizens. This was set up with a similar purpose and is always in need of volunteers (and several St Mary's already volunteer there). Fr William queried would we be pulling away potential volunteers and customers from a similar setup that already exists and is already fully inclusive of different denominations and is actually run by Churches Together? It may be that the Leisure Centre, set up and financed by a legacy, is under used. The energy and vision of our SVP to set up a Friendship Group might also be welcomed at the Leisure Centre to bring greater fulfilment to its potential and help realise the vision of its founder and benefactor e.g. SVP could organise Leisure Centre outings.

The Council otherwise gave its unanimous support to this proposal, with several members expressing an interest in directly volunteering to assist.

PPC members also suggested that the Parish should financially support this initiative by waiving Hall fees e.g. during the initial setup period of the group if not beyond.

8. International Outreach - Launch

Julie Finn recapped previous discussions noting the (old) J&P account balance of £2,320 was to be equally distributed as £1,160 to *Open Arms Malawi* and £1,160 to Macheke Primary School, Zimbabwe (school fees for poorer students). It was agreed the Parish would be informed of the above decision through a combination of Bulletin and Mass announcements, but that the payments should then ideally be made with all possible speed.

The launch of International Outreach would proceed as soon as possible

The good cause serviced by the IO fund would be reviewed in 12 months.

JF noted the new IO envelopes were already printed (examples circulated for information) and like the previous J&P scheme these envelopes would be collected on a monthly basis.

JF would also begin working with Julie Burrell in generating new IO Standing Order (SO) forms based on previous submissions to realise the benefits of 'Gift Aid'. PPC members suggested the draft SO form should be less specific (only stating *International Outreach* not the individual good cause) allowing for future flexibility and removing the need to annually renew the SO mandate. It was also noted the SO form required a 'Privacy Notice' reference or statement to comply with GDPR.

The 2018 Launch would provide continued direct support for the Macheke school fees for 12 months before review. The individual school fees were \$25 (£19) per term and it was felt publicising these figures to St Mary's would be a helpful visualisation showing how a small regular donation could make a major difference to the recipients. Ampleforth would forward all monies (with no administration costs) and the allocation of the fees to students would be managed by Ampleforth monks at Macheke.

9. **Finance Report**

The Finance Committee had not met since the last PPC meeting, though this was imminent. A report of the meeting would be circulated to the PPC by Stephen Walker.

ACTION: Stephen Walker to circulate Finance Report to PPC.

10. **School Report**

The report had been previously circulated by Paul Jackson.

No comments were raised.

11. **Future Meetings**

19:00 – 20:30 Thursday 18th October 2018

19:00 – 20:30 Thursday 28th February 2019

19:00 – 20:30 Thursday 2nd May 2019

18.00 AGM, Sunday 5th May 2019 (after 5:00pm Mass)

NEW 19:00 – 20:30 Thursday 25th July 2019

12. **Final Prayer**

The meeting closed with a prayer.