**Minutes of the Parish Pastoral Council Meeting of St. Mary’s and St Joseph’s**

 **22nd November2017**

**Present:** Fr. Paul Johnstone, Fr. John Mark Agulefo, Peter Robinson, Jim Youdale, Brian Morris, Sean Close, Jim Savage, Paul Hurst, Maureen Goldsworthy, Sandra Stilling

**1.Opening Prayer:** Peter opened the meeting with a prayer.

**2.Apologies:** Stephen Hurst, Pauline McCartney, Michelle Findley, Mary Carroll.

**3.Minutes of the Last Meeting:** There were 3 amendments to the minutes.

1. Maureen Goldsworthy was present at the last meeting.
2. There was a grammatical error in agenda item No.5. It should have read “Working with St. Patrick’s school with the Sunday mass went well. The school have welcomed further involvement. This will be repeated **after** the next half term break with Year 6 group”.
3. In agenda item 7 the action numbers should be numbered 5 and 6, as they follow on from previous numbered actions referring to this item.

With inclusion of these, the minutes were accepted as a true record.

**4.Matters Arising from the Minutes:**

Agenda Item 4. The parish prayer card and vision statement has been completed.

The development action plan has been completed and will go out in the parish newsletter.

The parish Health and Safety policy will be scanned onto the parish website.

A letter of thanks has been sent to the Caritas group and John Kennedy.

Agenda Item 5: A membership list of PPC members has been completed and ready to be put on the parish noticeboards. Discussion took place regarding photographs of PPC members. As all members were not in favour of this, further discussion will take place.

Agenda Item 6: A meeting has taken place to draw up an alternative way to record and monitor the parish’s financial information. A quarterly report will be provided for the Parish Pastoral Council, and an end of year report for parishioners. It was agreed that there is a need to be able to trace all expenses in the new format. The new format will also enable comparisons to be made of the parish’s finances.

**Action:** Jim to provide a draft summary of the parish’s current financial situation.

Agenda Item 7:A log book for repairs and an accident book is now available and up to date at both churches. First aid boxes are also in place. Discussion took place regarding the availability of a defibrillator at both churches. It was decided to look at this when “welcome teams” were in place.

The terms of reference for the parish Health and Safety representative’s responsibilities were circulated to members and a copy will be kept as an electronic file.

**5.Chairman’s Report:** St. Joseph’s school have enquired as to the possibility of running St. Josephs Hall as a facility for school, parish and community use. Fr. Paul summarised the proposal which went before the Trustees several weeks ago. The Trustees require some additional information regarding this proposal. The PPC members support this proposal and Fr. Paul has written a letter to this effect.

**6.Parish Plan:** This will be launched on the 1st Sunday of Advent. A member of the PPC will give a short summary at the end of each weekend mass. There was a discussion regarding how to give parishioners the opportunity to become involved.

**7. Property Management Team Update:** The risk assessments for both churches are almost complete. The development of “welcome teams” will be very beneficial, as part of their role will also be to report any issues that arise.

The cycle of the completion of risk assessments is being carried out as recommended, but it would be beneficial to share the workload of reviewing risk assessments, as there is a considerable amount of work involved.

**8.Flosh Meadows Planning Application Update:** Jim reported that he had met with the planning officer and had discussed how the parish could register a complaint, as there were several areas of concern. The current working party will respond to the planning officer as they were not happy with the response to initial concerns raised. There has been an application for a further 19 properties to be built at this site. Peter thanked the working party for the work that has been done.

**9.Date of Next Meeting:** 25th January 2018 at 6pm in St. Mary’s Parish Rooms.

**10.Closing Prayer:** Peter closed the meeting with the parish prayer.