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

 **25th January 2018**

**Present:** Fr.Paul Johnstone, Peter Robinson, Jim Youdale, Mary Carroll, Jim Savage, Brian Morris, Paul Hurst, Sean Close, Sandra Stilling

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

**2.Apologies:** Pauline McCartney, Stephen Hurst

**3.Minutes of the Last meeting:** These were accepted as a true record.

**4.Matters Arising from the Minutes:** There were no matters arising from the minutes, as the finance report and a property management team update were both agenda items.

**5.Chairman’s Report:** There have been some amendments to the parish website. There is now a section specifically for the Parish Pastoral Council and the Parish Action Plan. All Health and Safety issues will be recorded under the Safeguarding section on the website.

The next Alpha course starts next week. The first section of the course will also be part of the meeting next week with the parents of those children making their first holy communion. It is hoped that it will encourage parents to become more involved with parish life.

**Action:** Alpha course section to be used as part of introduction at the meeting with the parents of those children making their first holy communion.

The proposal regarding St. Joseph’s hall is progressing. There has been a useful discussion with the diocesan representative involved and, as requested, more detail has been made available to support the proposal. Discussion will take place with the school’s finance team regarding ongoing running costs with this project.

**Action:** St. Joseph’s Hall to be a regular agenda item.

The work being completed with the side door of St. Mary’s church is ongoing, and will take some time before final completion. This is primarily due to the dampness of the sandstone wall where the work is being done. The blistering of the paintwork is due to a release of salt through the sandstone and will take some time to settle. Therefore, final painting cannot be completed until this has happened.

**6.Finance Report:** Jim presented to the meeting a draft template with figures for comments. There are a couple of sections where clarity is required, and Jim will address this. There will be a year end detailed report of all expenditures and, in the future, year on year comparisons will be able to be made. The committee thanked Jim for the work completed.

**Action:** Year end report to be made available.

**7.Parish Action Plan Update:** Peter summarised the progress made to date. The plan was launched to the parish on the 1st Sunday of Advent. Several parishioners have now become more involved in parish activity. There are now welcome teams at both churches for both the 9.15am mass at St Joseph’s and the 10.30am mass at St. Mary’s. The children’s liturgy is one of the actions where progress is urgently needed.

**Action:** Parish Action Plan to be a regular agenda item. At the March meeting a review of progress will be discussed.

**8.Property Management Team Update:** There are now only a couple of issues outstanding, and then all initial necessary work will have been completed. All assessments will be completed within the month. The team were thanked for the work they have completed within a relatively short space of time.

**9.Planning Application Update:** There has been an application submitted for a further 19 properties to be built on the same site. Another letter of objection has been sent identifying the same concerns as previously stated. There is also to be a site visit on 31st January. Following this visit the application will then be reviewed by the planning officer.

**10.Date of Next Meeting:** 7th march 2018 at 6pm in St. Mary’s parish rooms.

**11.Closing Prayer:** The meeting was closed with a prayer.