

## Minutes of the Meeting of St Teresa's Parish Council

Thursday 18<sup>th</sup> July 2019 8p.m.

Present: Mgr Sean Healy, Deacon Brent Adonis, John Ojakovoh, Aran Houlihan-Burne, Trish Fearn, Pat O'Brien, John Guilfoyle, Annie Dunster, Rebecca Nelson.

- 1 The Meeting opened at 8p.m. with a Prayer
- 2 Apologies: Jim Murray, Trisha Barker, Ajith Antony, Fr Shyju
- 3 The Minutes of the last Meeting were approved and signed.
- 4 **Finance Report and Gift Aid**

At Tony Frall's request this item was taken next.

Tony Frall, representing the Finance Committee, brought copies of the Receipts and Payments Account year ending 31<sup>st</sup> March 2019 and circulated them to Members. Key points to note were:

- Collections appear to have stayed static for a number of years. Tony said that we need to ask people to use Gift Aid more.
- The Diocese asked us to donate £100,000.00 per year for three years to the Cathedral Centre. We are now in the final year of this commitment.
- The principal rents we receive are from John Lewis (Waitrose) and Bekonscot but this item also includes Parish Centre rents.
- There was a rise in Property Maintenance costs last year.
- There will be a Presentation by the Finance Committee to the Parish in September, and Members of the Committee will be available in the Narthex to take questions after each of the Masses at that time.

## 5. Matters Arising

### 5.1 Welcome and Communication

**Trish Fearn/Annie D**

Trish F reported that all Parish Groups have been e-mailed their entries in the Welcome Pack and invited to edit/update the contents. The majority of people have responded.

When this completed, Annie will collate the results, update the Welcome Pack and out them on the Website.

There was a query re GDPR and personal data inclusion. Fr Sean had spoken with Brin Dunsire (Diocesan GDPR Representative) regarding this. When the above contents are put on the Website, the Parish Office should appear as the contact point.

John G asked about the mechanism for picking up new Parishioners. Susannah would be the contact point and then pass on details to enable visits.

## 5.2 Parish Fete

The Fete raised approx. £9,300.00 on the day, including the Raffle and Silent Auction, and further monies are still coming in so we should raise approximately £10,000.00.

John G. said that whilst he would still be happy to help with the Fete next year, he would not be in a position to take on the overall running of the Fete.

There was a lengthy discussion about the future of the Fete and other ways in which we could raise funds.

- A new team is needed to take over the running of the Fete for next year. Some young Parishioners were involved on some of the stalls and were very enthusiastic. Rebecca, Kate and Josephine had become involved this year too. It was agreed that we need to begin recruiting this new team now.
- Annie asked if we need to carry on with the Fete or is it time to do something different?
- Brent said that in South Africa they had faced a similar situation and had organised an Auction of Promises Evening, International Food Fair (the Church got a liquor licence for the day and half the money raised came from the sale of Irish Coffees!) and a Lottery.
- John G said that half the money we send to Mongu comes from the Fete.

Fr Sean raised the question of how much longer are we going to support Mongu? Maybe the amount we raise each year will change. This needs to be discussed with the Presentation Sisters saying that we may not be able to give as much money each year as before.

Trish F asked if we were going to transfer our fundraising from Mongu to other organisations such as CAFOD, referencing the recent Awareness Weekend and Hog Roast. She pointed out that there may be resistance from older Parishioners to reducing the amount of help given to Mongu.

A decision needs to be made by the end of the year as to what is to happen to the Fete.

Which raised the question of Volunteers to step up to the plate. John G pointed out that the SVP in our District are having similar problems filling vacancies caused by Officers retiring, as are many organisations.

## 5.3 CCTV

Fr Sean had had a quote from Top Notch (recommended by Diocese) for £13,000 plus VAT.

Various questions were raised regarding this amount. The Finance Committee had considered it expensive. Pat O'Brien pointed out that if we had requested a top of the range system then it would be expensive and perhaps something less expensive would be appropriate.

Brent mentioned a cloud subscription monitoring service and is to find out more information on this. **Brent**

Fr Sean is to take the matter back to the Diocesan Director of Finance. **Fr Sean**

#### **5.4 Parish Mission**

Fr Ciaran had not yet come back to Fr Sean. John G said we need to look ahead for someone to manage the Mission. **Fr Sean**

#### **6 Volunteering Workshop and Skills of Members in Relation to Parish Activities**

John G. reminded members that at the last meeting we talked about individual members taking on responsibilities for liaising with parish groups and conducting a skills audit. Mention was also made of the Volunteering Workshop to be held on the 22<sup>nd</sup> June in the Parish Centre.

John G then referred to the Notes he had circulated prior to the meeting with some thoughts on how we might take things forward together with a list of Parish Groups.

He highlighted the main points of emphasis –

- need to detail clearly roles to be filled,
- recognition and affirmation of work done by volunteers,
- follow up on offers of help,
- making sure people don't stay in roles too long.

John G. concluded by saying he was happy to liaise on behalf of the Parish Council with the SVP and all things to do with Mongu.

Lively discussion followed.

Fr Sean is to put together a Census of the Parish. **Fr Sean**

Pat O'Brien suggested a Needs Audit to establish what the Parish Groups need, then draw people in to match those needs.

We need to get a Needs statement from each Group. Pat undertook to produce a letter to the Parish Groups asking them to outline their needs. This will be done over the course of the next month. Trish F and Annie provide a list of Group contacts. **Pat, Trish F, Annie**

#### **7 CAFOD**

The Hog Roast held on June 14<sup>th</sup> during the CAFOD Awareness weekend had been a great success. Not intended as a fund raising event, there would probably be a profit after expenses etc. Ed Gemmill had spoken forcefully about protecting the environment and had been well received.

## **8 Fabric and Maintenance**

### **8.1 Dishwasher**

John G reported on the condition of the dishwasher in the main kitchen. Both the detergent and rinse aid are corrosive and need to be removed from the Kitchen for H&S reasons.

**John G.**

A container of detergent leaked recently and had affected Colleen's hands and clothes as she attempted to clear it up. There have also been issues with the salt Perhaps ask Colleen to check the dishwasher once a week to see all was well.

**Fr Sean**

### **8.2 Car Park**

The car park is full of weeds. Bekonscot hold joint responsibility with the Parish for the tidiness of the car park. The previous car park attendant had been vigilant in keeping things tidy and it was thought necessary for us to clear it up and then ask Bekonscot to do their bit.

Pat O'Brien volunteered for the job, along with other members of the Council. Date for action Tuesday 30<sup>th</sup> July at 6.30pm.

**Pat O'Brien et al**

Appeal to be placed in Newsletter for additional help.

**Fr. Sean**

### **8.3 Additional Car Park Facilities**

Fr Shyju had suggested ideas for fundraising including a Car Wash facility. It was thought that these were not viable suggestions.

## **9 Patronal Feast Celebration Supper**

Agreed that the Patronal Supper would be:

- Held on Saturday 5<sup>th</sup> October 2019.
- A self-catered event as last year.
- Ticket would cost £12.50.

Rebecca Nelson to lead on organisation with support from Maria cox and others. Rebecca will appeal for help after masses and set up initial meeting in August.

**Rebecca**

## **10 Ecumenical Proposal for after school provision**

Fr Sean had been approached by St Thomas' and URC to see if we would be interested in providing an after school club. These churches provide various activities including Messy Church, Drama Club, Engage. Do we have a representative who could take this forward? Does anyone have relevant skills to offer?

After school instruction for children attending non-Catholic schools (COOLS and COGS) had been set up by parents some years ago (10-15) but had stopped when the parents involved felt their children no longer needed them and nobody else had stepped forward to help. To some extent First Communion preparation had filled the gap.

Annie suggested we consult the Children's Liturgy Group.

**Annie**

Fr Sean suggested we provide publicity for the activities and point possible volunteers forwards, perhaps offer use of premises if needed. Fr Sean will have something put in the Newsletter.

**Fr Sean**

John G. noted that Nigel Douglas from the URC had mentioned this to the SVP when he attended our last meeting but it was not something the SVP felt they could take on.

Aran had suggested Ecumenical Services and Christian Unity dialogue. Fr Sean is seeing Nigel Douglas (URC) in the near future and will mention it.

**Fr. Sean**

**11.** The meeting ended at 9.33pm

**12.** Date of next meeting: Thursday October 17<sup>th</sup> at 8 pm.

**All Members**

Signed.....