**PARISH OF ST PETER & ST THOMAS MORE**

**PARISH PASTORAL COUNCIL MEETING**

**15 June 2016 – 7.30pm**

**MINUTES**

**Present** – Graham Johnson (Chair), Alan Jeffrey, Catherine Teague, Shirley Turner, Claire & Terry Danes, Alfie Carlisle, Ann Skerrett, Mary Derham, Kim Kemp, Father Jon Bielawski.

**Apologies** – Chris Kemp, Mike Powton, Mary Carkett, Celia Withers

**Minutes of last meeting** – Minutes had been circulated by email and posted on Church notice boards.

Minutes to be posted on the website after a discussion between Alfie and Graham regarding sensitivity.

*Action – Alfie Post minutes on website.*

The minutes were accepted as correct. It was queried (Shirley Turner) whether the Parish Board had a set board of members, or whether it was an open meeting. It was clarified by Graham that the meetings were open to whomever wished to attend. The Parish Council is a joint meeting of the 2 churches. There had been ad-hoc meetings in the past between STM Parishioners and the Parish Priest however this was not a ‘council’.

**Actions arising** –

Old chairs at STM: Alan said there was a difficulty in arranging transport to remove the old chairs. Mary Derham clarified that Charlie C could use his car to transport.

*Action – (Brought forward) Dispose of unwanted furniture (CC) and Marian source required replacements.*

Organ: Catherine was due to speak to Kate about playing the organ in STP. Kate hasn’t been available to play during regular mass times. Kate is living in Liskeard so is no longer local to the parish, however still plays at School Mass and celebrations such as weddings.

*Action – Catherine to contact Kate regarding playing the organ at STP Sat evening Masses*

STP Church Doors: Fr Jon has now left the matter with the diocese, we are awaiting their approval and then the doors will be ordered.

*Action: Fr Jon to confirm the transfer to be used on the glass doors as this information will be required before the production of the doors can take place.*

Graham reported that the Stations of the Cross would hopefully be completed by the end of the month.

*Action – (Brought forward) Graham*

**Parish Infrastructure**

**General Maintenance STP & STM –** Alan reported that the surveyors have attended STM to investigate the potential subsidence there and that the insurance company will cover the cost of repairs. The repair will happen soon, but we are still waiting for the insurance company to finish the paperwork.

Graham questioned whether the repair would cause disruption to the church- Alan assured the council that all the work was outside so would not cause an issue.

Alan also informed the council that, following a survey, some of the rainwater drains at STP were reported to have collapsed, but the extent of the damage is not yet known.

*Action - Alan will review the full report when it arrives and then consult with his colleague, Rob Wood at the diocese, to decide what actions to take next.*

Alan is trying to ascertain whether liners are installed in the downpipes already, or whether liners would need to be installed to improve drainage. He is encountering difficulty locating the appropriate records at Boniface House.

Catherine suggested going through the financial records during Canon Keith’s tenancy to try and locate an invoice relating to the works.

Acoustics in STP – Alan suggested that instead of dismantling our current sound system, a temporary secondary system is installed so that the effects could be ‘piloted’ to see whether there is a significant improvement.

Fr Jon mentioned that the 2 firms that had already performed acoustic analysis had contradicting views on whether the ceiling was causing an issue with the acoustics.

*G*raham reinforced the need for a universal solution that could be tested beforehand to avoid a wasted investment.

Clare suggested that the sound surveyors actually attend a Sunday mass to get a ‘real-life’ perspective of the sound situation.

*Action – A third, reputable sound engineer should be arranged to attend STP to clarify the situation and deliver a verdict.*

**Health and Safety –** Mike Powton absent.

 Alan raised the need for a Fire Drill to be conducted during a mass in order to satisfy Health and Safety requirements.

**STP – church doors, update –** Addressed above in ‘Actions arising’

**Confessional** – Catherine suggested that the new confessional could be placed in the foyer instead of in the main church. Fr Jon said it would be difficult for people to be aware whether or not the confessional was in use. Alan also raised privacy concerns: glass is not soundproof so people waiting in the the foyer may be able to overhear confessions.

A light or bell signal system could be used to remedy this issue. (Kim K suggested)

“Sound and Location are priorities”

**Ministries**

**Promotion of ministries –** Notice to be inserted into bulletin. Interested parties to contact Marian in Parish Office. The Catenians will have a stand before and after Mass at STP on 26 Jun.

**Children’s Liturgy –** STP Children’s Liturgy on Sunday had no attendees. Kim suggested that somebody addressed the congregation, perhaps at the end of a mass, with some short information about the Children’s Liturgy and who might benefit from attending in order to increase numbers. “Most weeks, attendance is in single figures”. Children’s Liturgy will not be conducted during the Summer Holidays.

*Action: Fr Jon agreed that the priests would speak about children’s liturgy after mass in Sep*

**Eucharistic Ministry –** New system is working well, people are getting used to the new processes. Very few issues have been identified

**Music –** Catherine stated that the Music event on July 9th had only 3 members from our Parish due to attend.

**Youth Team** – Fr Jon said that there was no point in replicating the Holy Trinity’s youth club in our parish as they had better facilities.

55 attendees at ‘The Gift’ group.

**Finance –** Graham reported that finances were relatively healthy. Kim presented Graham with a cheque for £180 raised from coffee sessions.

*Action: Marian to cash cheque, research costings and place order for as many Morning & Evening prayer books that the £180 would cover.*

Letters regarding Gift Aid donations still need to be sent to all parishioners who gift aided their donations

*Action: Graham & Marian to complete*

Support for the poor (Ruth Empson Legacy) – The fund is currently sitting in an account. Fr Jacek has produced a set of ideas on how we might spend or invest the money to allow us to benefit the poor. For example, buying or building properties which can be rented to create income. Joint ventures with the Diocese are also being considered.

*Action: Graham will keep the council updated with developments.*

**Parish Life –** M. Powton absent. Fr Jon said that there were plenty of events coming up in the Parish calendar.

Parish Evangelisation team is building up nicely. Visits have started, beginning with visits to people who have completed RCIA but are no longer seen around the Parish. 33 parishes involved in various stages of forming evangelisation teams. Terry covers Torquay & Exeter.

Neo Catechumenate – 7 people due to attend the parish 12pm 16th June. They will research schools and properties, visiting estate agents and the like whilst they’re in Plymouth. They are on track to be moved in by the start of the school term in September. Christ the King to built up as a point of outreach evangelisation.

**Schools –** St Boniface Year 7 students are now getting used to the order of Mass, and are attending services in the Chapel.

The priests are continuing to work with Notre Dame to improve links.

**AOB -** Communications – Alfie and Terry reviewed the use of the Facebook Page and Website. Newsletter is the most popular page on the website. Events happening within the parish, whenever possible, should be forwarded to Alfie so they can be included on the website. (webmaster@stp-stm.org)

*Action – Alfie to upload Parish Council Meeting Minutes to the website.*

Ann Skerrett explained the ‘STM Day’ on Wednesday. She also expressed the need for a new vacuum cleaner, similar to the device used at STP.

*Action – Ann will contact Marian to arrange for a new vacuum to be ordered.*

Catherine told the council about the Plymouth Philharmonic Choir concert of John Rutter music at the Guildhall on the 3rd July, which she would like to advertise in the newsletter. Fr Jon was happy for this to happen.

*Action – Catherine*

Alan queried the excess number of old albs held in STP. Graham suggested that they could be sent overseas via a charity. Fr Jon suggested some could be used for new altar servers before they were awarded their St Stephen’s medals.

The old Hymn books from STM were donated to the Chaplain at HMP Dartmoor who wrote to the Parish thanking them.

**Date of next meeting** - The meeting was provisionally arranged for Tuesday 4 October

Meeting terminated at 21:07