

Minutes of the Parish Pastoral Council Meeting held on Wednesday 16th October 2019 at St. Joseph's Wool.

Present; Father Tim (**FrT**), Angela Gray (**AG**), Nicky Mackay (**NM**), Carol O'Donaghy (**COD**), Donna Eite(**DE**), Jim Wetherill (**JW**), Bernard White (**BW**), Jane Cooke (**JC**), Andrew Cooke (**AC**), Karen Buckett (**KB**), Andrea McGowan (**AMG**), Richard McCoyd (**RMC**), Susan Gow (**SG**), Ann Ross-Skinner (**ARS**).

Apologies: Sally Weld (**SW**), Kevin Doyle (**KD**).

1. The meeting opened with a prayer.

2. New members were welcomed and thanked for joining us and AG hoped that her persuasion tactics were not too aggressive.

3. Everyone was asked to introduce themselves to the whole council and to say a little about themselves, this was to help Father with names etc.

AG was elected as Chair as Father had had no other nominations and JW was elected to be Vice Chair. NM was to act as secretary with the help of AMG if needed. Father thanked everyone present for giving of their time and for coming forward to serve on the Council.

4. The new Parish Pastoral Council Constitution was adopted by the members.

5. The minutes of the last meeting was agreed by the council.

6. Matters arising from the previous Minutes.

Parish Secretary

Father Tim had a secretary in his previous parish. In our parish most of the work this secretary did is being completed by volunteers. Is this because volunteers want to do this work or because we have no secretary to complete it?

Due to father Tim's workload he is unable to attend everything he would like therefore would a secretary be helpful? Father does not think it would make much of an impact.

It may be useful to create a job description to see what the parish would like a secretary to complete before a decision is made.

Other issues were raised eg. What if they go off sick?

ACTION: It was decided to put this on hold for the time being.

Safeguarding

This role has been filled by Sally Clarke and Eileen Franklin and they have been officially appointed by the Diocese. They had a meeting today to look at all the volunteers and the paperwork. Some need DBS updating, and some don't have one at all.

ACTION: Sally and Eileen will hand out paperwork to volunteers to be completed, when they have all the necessary paperwork in place.

Media

David Willey has approached AG to ask about his role which is from pre-website days. He used to feed articles into local magazines and wants to clarify if his role is still needed and what the parish would like him to do. He is happy to continue with his role.

ACTION: Father Tim to speak to David Willey.

Question as to what is the Quinquennial Report? Father Tim gave a brief outline; Occurs every 5 years by an architect/chartered surveyor to identify defects, schemes of work and projects which need to be completed in the parish. There is currently a list of items which need to be completed on the house.

The 5-year survey is due and needs to be completed looking at Wareham and Wool. The electrical survey also needs to be completed every 5 years, but a gas survey is completed every year.

The things identified in the quinquennial are categorised as immediate, 2 years and 5 years.

7. Finance

An official finance committee has been set up and is meeting regularly

Balance as per cash book 31st August 2019 (last reconciliation)

Bank Balance: £121,628.82

Petty Cash: £4.47

This has been provided in the back of all the churches and a note was put in the newsletter pointing people in the right direction to view these. This is a method approved by the Diocese.

Gift aid return was just over £3000 this September.

Currently do not receive any interest on the bank balance and charges are taken for every cheque, standing order etc. There have been talks that after the work identified by the quinquennial has been completed, some of the bank balance could be moved into the Common Investment Fund which is run by the Diocese. Money, which is already in this fund, provides approx. £1600/year interest. Money can only be removed from this fund twice a year. Swanage has previously done this and all charges for this investment are taken from the fund.

Questions were raised about where this money will be invested and to ensure these are ethical investments.

ACTION: Requires further discussion at a later date, will also be discussed by the finance committee.

Parish Audit

There needs to be a locked space in church to keep paperwork and we are looking at putting in an internet connection so accounts can be done in church to avoid taking the paperwork home.

Concerns raised about lone working – ensure doors are locked behind you and carry a mobile phone to raise an alarm if necessary.

ACTION: lockable cupboard in place in church by Christmas

Cash sheets have had lots of mistakes on them, so Hugh produced a sheet of instructions for the counters. Hugh then held a meeting with all the counters and collectors to run through these instructions. The counters agreed that if mistakes were made, Hugh could “mark” the sheets and run through it with them to help people learn from their mistakes. Everyone was

happy with this. Not all the counters were able to attend this meeting, so they are being contacted individually to run through the instructions.

ACTION: ensure all counters have a guide on how to fill in the counting sheets.

Collectors need to be aware of anyone putting more than £30 cash into the collection in case of money laundering. Explained this is not practical and the audit are aware of this, but it is needed to be communicated to the collectors.

Couples counting money, and taking money home to take to the bank should not be happening, but it is understood that again it is not practical to not allow this to happen. These rules are in place to safeguard the parishioners and “on your own head” if it is done differently. This was discussed when the Audit was carried out and the Auditor is aware that this does happen and it does happen in a lot of Parishes in the Diocese.

Key holders

A list of key holders has been produced for each of the churches but not sure if this is accurate.

ACTION: AG to put a note in the newsletter to find out who has keys and the codes for the key safes for the churches.

Consider changing the codes of the key safes.

Signatories

Hugh is now a signatory on the account alongside KB and Father Tim.

Budget

The audit highlighted the parish needs a budget and any project over £5000 needs to be approved by the Diocese.

8. Buildings A Report received from Andrew McCarthy was read out by Father Tim.

List of work that needs to be completed

House (imminent)

- Slope to front door needs to be corrected and handrails fitted
- Damp in the wall nearest to the church caused by the whole wall needing repointing (awaiting quotes)
- Re-decorating throughout
- Carpets to be replaced
- Professional deep clean throughout
- Trees pushing down the southern garden wall need to be removed
- Some other trees are too close to the house, restricting airflow and causing damp and need to be removed (Toller tree care to complete this)

The rent is expected to be around £14,000/year with no parking space. Currently receiving £11,000/year from the house in Wareham. This income would be tax free.

Consider using this income to help refugees and the homeless population.

- Wool parish pay £337/month to the Swanage parish to cover the costs for Father Tim's house. This was paid by Swanage when Father Paul lived in Wool. We have just paid out a £4000 lump sum to cover last year's costs.

Church

- 3 leaks in the narthex roof

- 2 leaks in the main roof which should be under warranty
- North East corner conifer needs to be removed
- 3 trees between the church and the school which need to be removed
- Re-start the surfacing project between the church and the school and re-pave out the back of church

Re-surfacing project was previously approved approx. 5 years ago by the Diocese. The school was not paying towards it. But this should be revisited as the ground belongs to the school. The resurfacing project in Wareham cost approx. £12,000 and the previous quote for Wool was approx. £20,000.

- Parking at Wareham by local residents is being investigated legally by Mike Peden
- Potential to plant lots of trees around the church but the front garden would still be retained by the church for events
- "Weld gallery" could the banister be raised and potentially be used by the musicians?
- Wareham needs a new sound system costing approx. £4000

9. Cafod; A verbal report was delivered by BW.

Items to be put into the newsletter regularly. Current projects include; water campaign, petition on climate change, Christmas wreath making, dresses for African children, family fast day (£1100 collected so far, awaiting full amount) and plastic free advent.

10. Parish Census

Forms are being received which will be filed and given to Father to store. Looking into an option to store them electronically on a database.

11. Advent

10th – CWL advent service

19th – Wool school service 6.15pm (Swanage school service not yet known)

20th – Wool Advent Service organised by Susan 6pm

24th – 5pm Wool potentially to be made 5.50pm - ACTION: Father to confirm

24th – 9.30pm Lulworth - ACTION: Father to ask if this could be later

25th - Christmas Day - 9am Swanage and 11am Wareham

12. Bishop's Visit 2020

22-23rd February to visit Wareham, Wool and Swanage

29th February to visit Lulworth

ACTION: Refreshments etc after the Masses will need to be organised, are waiting on more instructions from the Bishop's Secretary, this will happen a bit nearer the time.

13. Social Committee

Discussion around forming an official social committee. Determined it may be better to put a note in the newsletter asking for social event suggestions from the parish to be put to the parish council. A group can then be formed for each small event to be organised. This hopefully will mean a greater variety of events and be more inclusive for the parish. The school hall can be utilised for events and the school are happy to give us a key and the code for the alarms.

Could we set up another group? CARITAS – Social Action Network Group. Much like Cafod but focuses on working within the UK. There is a CARITAS officer in the Diocese which we could invite to speak at church.

ACTION: BW to contact and arrange

14. Any other business

It may be a good idea to fit a kitchen in the back of church for health and safety reasons and the long-term plan for the parish. If we are going to consider fitting a proper kitchen, consider extending the back of church as the original church plans. Alongside this, utilising the members of our parish to seek advice.

ACTION: determine what the parish would be allowed to do with the building being listed, Father Tim to consult with Andrew McCarthy and the diocesan building expert.

Potential of setting up a liturgy group to cover the music, readings, offertory etc.

Next Meeting: Wed. 8th Jan 2020 at 7pm

Meeting closed with a prayer