

**ST JOHN FISHER ROMAN CATHOLIC CHURCH
PARISH COUNCIL MINUTES**

Minutes of the Meeting held at 19:30 on Monday 13th November 2018

- * Fr Graham Stokes Parish Priest
- * Kay O'Connor Catechist
- + Michael Parkinson Finance
- * Neville Bayross
- * Neil Cocking Chairman, Music & Liturgy
- * Claire Mendonca-Yeboah Social Outreach
- * Gerald O'Keefe Safeguarding
- + Neville Ransley Education / Catechesis
- + Nuala Rodger Young People
- * Elspeth Everitt Clerk
- * *Member present*
- # *Member present for part of meeting*
- + *Apologies*

Item No		Action
1	<p>Welcome & Opening Prayer Fr Graham opened the meeting with prayer. Apologies have been received from Michael Parkinson & Nuala Rodger.</p>	
2	<p>Minutes of the last meeting (September 2018) Minutes were agreed as a true record and signed. Matters arising: Delores Mclean-Boyd will be invited to Parish Council meetings in future as she is sharing the Safeguarding role.</p>	
3	<p>Parish Priest's remarks</p> <ul style="list-style-type: none"> • Electrical remedial work on the hall has been completed. • The parish audit occurred & raised some concerns including about cash handling practices. These will be reviewed when the report is received. • An encouraging number of parishioners have signed up to plan 80th birthday events. • The final mass count was 799. • The provisional date for the Senior citizens' meal is 27th January. Neil volunteered to co-ordinate the event. The Confirmation group will help on the day. • A report of the outcomes of the parish gatherings will be presented at the annual parish meeting. 	Neil
4	<p>Finance Report (Fr Graham)</p> <ul style="list-style-type: none"> • The internal audit was generally successful. • Fr Graham will investigate whether re-payments of the Diocesan loan can be made in advance of the due date to reduce interest. 	Fr Graham
5	<p>Property Report</p> <ul style="list-style-type: none"> • Work on partial re-wiring & distribution boxes in 	Neil

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	<p>the hall is completed.</p> <ul style="list-style-type: none"> • An emergency exit system is needed on the side gate to the hall. • 2 quotes have been received for a replacement back kitchen door (5m bi-fold doors) for £1,640 & £2,400 (both including VAT. It was agreed the lower quote from Ruislip Windows & Doors should be accepted. • Emergency doors by the Social Club have been repaired but are not working properly. • Outside lights have been repaired but have failed again. A quote will be sought for replacement with a single movement sensor. • The uneven pavement at the front of the Social Club is to be assessed. • Drains & gutter clearing is continuing. • Quotes will be requested for a replacement church kitchen in the winter sales. • Neil will repair cracks in the sanctuary plaster. • Parishioners have been asked to clear the car park, grounds and back stage on Saturday 24th November from 11am – 2 pm. 	
6	<p>Young Adults</p> <ul style="list-style-type: none"> • No progress to report but a Taize event for young people in August 2019 may be a focus for group formation. 	
7	<p>Safeguarding</p> <ul style="list-style-type: none"> • Gerald attended a document awareness training day covering how to identify authentic passports etc. • Updating the list of DBS clearances has begun. Meetings will be arranged with group leaders to determine the type of DBS required. • Research is ongoing to produce a hall hire agreement including responsibility for health & safety and safeguarding issues. 	
8	<p>Education</p> <ul style="list-style-type: none"> • The 80th birthday main event is likely to be on 23rd June 2019 (Corpus Christi & St John Fisher feast day). Neville Bayross suggested inviting ex Parish Priests to attend. 	
9	<p>Music</p> <p>From Advent a plain chant mass setting will be sung at 6pm mass on Saturday and 8:30am on Sunday. St Ann's mass will be sung at 10 & 11:30 masses in Advent.</p>	
10	<p>Harrow Citizens</p> <ul style="list-style-type: none"> • A questionnaire to enable parishioners to share their experience of the Harrow housing situation is 	

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	<p>available in the porch.</p> <ul style="list-style-type: none"> • Parishioners are being encouraged to sign up for a West Harrow litter pick on Sunday 18th November. • The leadership group are discussing fees institutions pay to be member so Harrow Citizens. • The local organiser will be invited to the next meeting of the St John Fisher core group. More training & facilitation in the parish will be requested. 	
11	<p>Annual Parish Meeting Monday 26th November at 7:30pm (Parish Council members requested to arrive about 7pm). Fr Graham will ask a parishioner to organise refreshments. The agenda will be agreed by Neil and Fr Graham. Elspeth will forward agendas from past years to them.</p>	<p>All Fr Graham/ Neil Elspeth</p>
12	<p>80th Birthday A wide group of parishioners have come forward to arrange activities. Claire suggested involving the school in plans & promotion. 'Save the date' messages could be sent.</p>	
13	<p>Any Other Business</p> <ul style="list-style-type: none"> • 1 new votive light stand is to be purchased from Hayes & Finch for £324 • Sr Doreen has sent a thank you card for the parish contribution towards art materials at Bakhita House. The toiletry collection for residents was very successful & donations are still being transported. A letter has been received asking for commitment to pay £1,000 per year to Bakhita House. This was passed to Fr Graham for consideration and a response. The actual nature of our commitment to Bakhita House was unclear and the status of such a commitment upon Fr Shaun's departure was questioned. • A further letter has been received about car parking for 9:30 weekday mass. Pre-school children can go into the hall at 9:15 so there is parking and traffic problem. Pre-school parents will be asked to use the back area of the car park when dropping children off, leaving the front area for parishioners. Cars should not be left all morning. 	
	The meeting ended at 9:03pm	
	<p>Next meeting: Annual Parish Meeting: Monday 26th November 7:30pm Parish Council: Monday 28th January 2019 [date changed after the meeting] Monday 20th May 7:30pm</p>	

Signed..... Date.....

Initialed.....