

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

Minutes of the Meeting held at 19:30 on Monday 16th September 2019

*	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
+	Delores McLean-Boyd	Safeguarding
*	Neville Ransley	Education / Catechesis
+	Nuala Rodger	Young People
*	Elsbeth 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 Delores Mclean-Boyd, Claire Mendonca-Yeboah & Nuala Rodger</p>	
2	<p>Minutes of the last meeting (May 2019) 1 amendment was made: page 2 (Finance report) final line should read £173,000. Minutes were then agreed as a true record and signed.</p>	
3	<p>Stewardship Drive</p> <ul style="list-style-type: none"> • The last planned giving drive was in 2013 & the collection has been declining. There is a need for additional funds e.g. to enhance security with external CCTV (a grant may be available to help pay for security measures) and to add to existing funds for the sanctuary stained glass windows. • The stewardship drive will take place for 3 weekends from 28/29th September & will combine appeals for financial giving and for time volunteered to roles within the church. The Diocesan stewardship department will support the drive with template documents & advice. • The CAFOD fast day collection falls within these 3 weeks so will be postponed until later in October. • The Parish Council is asked to support the Finance Committee by handing out materials before & after masses and processing forms handed in. 	
4.	<p>Parish Priest's remarks</p> <ul style="list-style-type: none"> • Confirmation at the Cathedral on 1st June went well. • 23rd June 80th celebrations with the Bishop present 	

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Initialled.....

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	<p>were a success.</p> <ul style="list-style-type: none"> • 3 staff resigned over the summer: Greta (cleaner), Fiona (bookkeeper) & Claudia (administrator). A contract cleaning company has taken over Greta's role, a new bookkeeper should be appointed following interviews today & the closing date for the administrator role is today. Volunteers are helping out to keep the parish functioning. • A coach went to John Promise's ordination & he will be invited to say mass here later in the year. • A review of phone & internet connections is underway to improve speed, efficiency & price. Problems with internet failure have particularly affected the bookkeeper's work and the phone system does not satisfy current needs. 	
5	<p>80th Anniversary Much of the organisation of the 23rd June celebrations was left to the Parish team although volunteers helped out on the day. There were lessons to be learnt for future parish activities</p>	
6	<p>Annual Parish Meeting Will be held on Monday 25th November at 7:30pm. The Parish Council will meet on Monday 11th November.</p>	
7	<p>Education</p> <ul style="list-style-type: none"> • The number registered for First Communion 2020 is higher than 2019 at 46. The programme will start with a full meeting followed by smaller group meetings. Applications will close at the first meeting. • Registration for Confirmation is different this year with forms downloaded from the internet. 25 applications have been received so far. • A pre-Advent course on Ignatian spirituality is being planned. 	
8	<p>Finance report Re-paying part of the Diocesan loan early is being considered. This would reduce interest charges. £100,000 balance would remain in the bank account.</p>	
9	<p>Property Report</p> <ul style="list-style-type: none"> • External lights have been replaced. • Cracks in the Sanctuary wall & floor and the Baptistry window continue to be watched. The current opinion is they are caused by shrinkage. • New Church kitchen units have been fitted & tiling needs to be done. • The steps at the emergency door from the church 	

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	<p>have been fixed and bollards will be erected to protect the steps.</p> <ul style="list-style-type: none"> • Car park gates have been repaired. Hot wax damaged cars in the car park and on nearby streets in daylight recently. This has caused some conflict with neighbours. Closing the gates on Saturday evenings was discussed but problems were identified & the time may not be right. Warning signs should go up before any change is made. • Pre-school parents' cars continue to occupy spaces needed for parishioners attending 9.30 weekday mass. Some new parents may not be aware of the need to drop their child & leave quickly so Neil will raise this with pre-school leaders. • Some remedial damp work & decorating is required at no. 11, Imperial Close. • Fire safety boarding under the stage has been replaced at a cost of £3,141. 	Neil
10	<p>Safeguarding</p> <ul style="list-style-type: none"> • There are delays in DBS clearance after submission to the Diocese. • Gerald is meeting Kay and Fr Graham on 29th September to discuss the next tasks for the safeguarding representatives. • There is safeguarding information on the Diocesan parish website https://parish.rcdow.org.uk/harrownorth/ but not on our original website https://stjohnfisheronline.org.uk/ which contains most online information about the parish. A link will be set up from stjohnfisheronline to the harrownorth safeguarding page. • New guidelines on safeguarding issues when hiring out premises are on the Diocesan website. 	Fr Graham
11	<p>Liturgy</p> <ul style="list-style-type: none"> • The New Celtic liturgy is in use with good participation from the congregation at 10am mass. • Simple, well known hymns encourage participation. 	
12	<p>Young Adults</p> <p>A forthcoming event at Westminster has been publicised but young adult leaders are needed to encourage a group to attend.</p>	
11	<p>Harrow Citizens</p> <ul style="list-style-type: none"> • 2 families from Syrian refugee camps are now housed in Harrow with ongoing support from members of Harrow Citizens & Harrow Council. Finance is provided by the UK government. 	

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	<ul style="list-style-type: none"> • The housing action team are focussing on tenants' rights and responsibilities and have built up a relationship with Harrow Council property licensing and enforcement staff, • Westminster Diocese pays all staff the London living wage but whether the new contract cleaners pay this hourly rate should be checked with the company. 	Fr Graham
12	<p>Any Other Business</p> <ul style="list-style-type: none"> • Financial control: Kay reported that servers will not be asked to empty cash from collection bags. Additional collection bags have been acquired. 	
	The meeting ended at 9:00 pm	
	<p>Next meeting: Parish Council: Monday 11th November at 7:30pm Annual Parish Meeting: Monday 25th November at 7:30</p>	

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

Initialed.....