

Ss Joseph and Teresa Parish Pastoral Council
Minutes of Meeting held Wednesday, 7th August 2019
Ss Joseph and Teresa Church, 16 Chamberlain Street, Wells BA5 2PF

Present: Sara Tambling (ST) - Chairman, Bernadette Green (BG), Connie Lane (CL), Deirdre Macguire (DM), Jim McDonald (JM), Fr. Philip Thomas (Fr. P), Alan Ford (AF) - Minutes

Apologies: Mark Grinsell (MG), Ruth Hudson (RH), Helen Cox (HC),

Item	Notes/Actions	By	Due
1	Opening prayer and reflection – Led by Fr. P		
2	Apologies - recorded		
3	Minutes of Meeting: 4 th June 2019 a) Minutes were approved subject to amending item 14 to reflect that a written report had been presented by AF prior to the meeting. b) CL noted that the Risk Assessment re: Volunteers undertaking work in the Church Building or Garden, has yet to be displayed in the Narthex.	AF CL	10/08 19/08
4	Safeguarding and Health and Safety a) Safeguarding – AF briefed members about the Diocesan Safeguarding survey conducted in July and confirmed that between Paula Beasley’s work as the Parish Safeguarding Representative and changes to the Website, we were able to make a positive response to the Diocese. ST recorded the PPC’s thanks to Paula Beasley and AF. – Paula Beasley to be invited to the next PPC meeting to update members about Safeguarding in SsJ&T and the requirements of Parish Organisations e.g. Children and Youth. Copy ST in on email so that she has Paula’s address for future reference. – Circulate the recent response prepared on behalf of SsJ&T by Paula/AF to the Diocesan Safeguarding Officer’s (Becky Cawsey) Parish Safeguarding Survey b) Health and Safety – CL/Fr. P reminded members of the experience of Sunday, 4 th August 2019 resulting from the small fire in Union Street and the effects of its smoke/smells and our response to the Fire Brigade’s instructions – CL flagged that whilst Fr. P had provided excellent direction and leadership, lessons needed to be learned: i. Fire Marshalls to be appointed/reappointed and trained ii. Emergency evacuation rendezvous points to be identified iii. Fire Drill procedures to be published and communicated iv. Practice Fire Drill be carried out	AF AF CL	10/08 10/08 10/10
5	Special Item – Deferred to AOB Fr. P leaves the meeting		
6	Report from Finance and Fabric Committee (MG) No report		
7	Charitable Giving (BG) On behalf of the PPC, BG led a Health Check of the regular charitable giving by the Parish, with the objective of understanding and managing the demands on Parishioners. It was confirmed that the proceeds of the first collection were always retained by the Parish. Second Collections The proceeds of the second collection were donated to charities as follows: a) CAFOD organised by BG - 2 collections per annum b) Reaching the Unreached organised by Sharon Haigh – 3 collections per annum for a Catholic specific charity in Southern India. Regular contact was maintained including visits by Parishioners to confirm the donations had been spent appropriately e.g. Construction of 2 homes for orphans c) Mandatory Diocesan charity initiatives		

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	<p>Monthly Stalls In addition to donations via the collection plate the Parish supports:</p> <p>a) 'Doorway' organised by Bernard Dromgoole. Although not a charity in its own right, Doorway raises funds via sales from a monthly stall in the Narthex and acts as a channel to distribute money to local charities for the homeless e.g. The Elim Connect Centre, Wells; St. James Priory, Bristol; Emmaus, Bristol; CHAS, Bristol; the Bristol Housing Association and the YMCA, Wells.</p> <p>b) Although not discussed at the meeting it is noted that a regular Traidcraft stall is organised by BG assisted by Sharon Haigh.</p> <p>Hands on Support</p> <p>a) Seasonal support 'in kind' is given through Parishioners donating wrapped Christmas presents for the YMCA and food parcels for the Elim Connect Centre Foodbank.</p> <p>b) SsJ&T support for the Christian Aid House to House collection is organised by Liz Walker in conjunction with other religious associations in Wells and district and includes funds raised by organising one of the Lenten Soup Lunches.</p> <p>Ad hoc Donations</p> <p>a) Individual/ad hoc donations are facilitated by SsJ&T via distribution and collection of Missio Boxes, Survive Miva and the church Poor Box.</p> <p>b) BG flagged that although monies donated through the church Poor Box were logged and held in a separate account, there was no record of how these funds were spent or indeed whether these funds had been distributed recently. BG to contact Barbara Lewis to find out how Poor Box donations had been distributed in her time as Parish Administrator.</p> <p>c) ST to contact MG to arrange for the Finance and Fabric Committee to investigate use of the Poor Box account and distribute accumulated funds as appropriate.</p> <p>d) BG noted that small amounts of coinage left over from collections were donated to Doorway.</p> <p>Ladies Group Charitable Giving Although maintained entirely separately from the Parish accounts and outside the scope of the PPC, BG noted that the Ladies Group made donations to various charities as agreed by its members e.g. Homeless in Shepton, Premature Babies, Mary's Meals and so on. The Diocese has been informed that the Ladies Group have a separate Bank Account.</p> <p>DM joins the meeting.</p>	<p>BG</p> <p>ST</p>	<p>10/10</p> <p>19/08</p>
8	<p>Liturgy (RH)</p> <p>a) It was noted that Fr. Bede wanted it to be known that there would be no change to Sunday Mass times</p> <p>b) ST wished to record her thanks on behalf of the PPC to Ruth for all her work maintaining the high standards of the Liturgy at SsJ&T</p> <p>c) ST noted that Marie Parkes would be retiring as Head Sacristan after Fr. P's final Parish Mass on Sunday, 8th September 2019. Fr. P was organising Marie's gift and retirement celebration after the 6.00 p.m. Mass on Tuesday, 20th August 2019.</p> <p>d) ST advised that as yet there was no word on whether Fr. Bede wanted to appoint a new Head Sacristan but the other sacristans would keep things ticking over in the meantime.</p>		

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9	Children and Youth (CL) a) CL reported that the recent First Holy Communion (FHC) went well but this year was a 'tricky' group. CL recorded her thanks for the work of her helpers and she complimented the parents of the communicants for staying after the service for tea and cakes. b) CL commented that she did not know what would happen for next year's FHC as she understood that Fr. Bede runs his own preparation course. CL added that preparation would need begin in January/February 2020. c) ST to invite Fr. Bede to the next PPC meeting to discuss. d) ST thanked CL for her work with the successful FHC on behalf of the PPC.	ST	19/08
10	Adult Formation (HC) No report		
11	Social Activities (BG) a) ST advised that Tim Nurse was organising SsJ&T's Moat Race entry and had recruited a crew for 26 th August 2019. A sponsorship form would be available on the Church noticeboard at forthcoming Masses. b) BG advised that SsJ&T would be supporting the Sponsored Walk starting at St. Cuthbert's Church on Sunday, 8 th September 2019 and would be recruiting volunteers shortly. BG noted that funds raised would be donated towards the cost of refurbishing the 'Upper Room'. Some confusion and disagreement emerged whether or not the Finance and Fabric Committee had yet actually adopted refurbishment of the 'Upper Room' as a project and whether it was appropriate to raise funds for a project not yet agreed or for an unnamed purpose. ST to contact MG and seek clarification of the status of the 'Upper Room' initiative and provide a steer for BG to identify what the monies raised through the Sponsored Walk could be used for.	ST	19/08
12	Ecumenism and Deanery (JM) The report previously circulated by JM was noted.		
13	Practical Matters (DM) DM advised that minor works had largely been completed and everything else was now on hold, except for repairing two sash windows in the Presbytery, until Fr. Bede was in place.		
14	Communications (AF) AF noted that the Website was up-to-date and that usage had levelled off to around 80-100 'hits' per week since March 2019. AF reminded co-ordinators that he would always welcome notice of events, photographs and human-interest stories from around the Parish that would keep the Website interesting.		
15	Any Other Business (ALL) ST reminded members of the forthcoming events: a) Marie Parkes' retirement celebration following 6.00 p.m. Mass Tuesday, 20 th August 2019 b) Fr. P's retirement celebration following a solemn Mass 4.00 p.m. Sunday, 8 th September 2019. Charlotte Lythaby would be publishing a 'Bring and Share' notice shortly. CL to bring camera. c) Fr. Leo (St. Benedict's, Stratton-on-the-Fosse) has shared feedback from a recent visit where each Parish Organisation 'advertised' itself at a Parish 'Freshers Fair' to promote its activities and recruit members. St. Benedict's Church is organising a Parish BBQ and Parish Life Exhibition to follow their 5.00 p.m. Mass on Saturday, 31 st August 2019 and PPC members were invited to attend and consider whether this was something that we could usefully take forward.	CL	08/09

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Action Point	Log of Actions Outstanding from Previous Meetings	By	Due
1	Risk Assessment re: Volunteers undertaking work in the Church Building or Garden	CL	19/08
2			
3			
4			
5			

Notes: Alan Ford
 12th August 2019

Date of Next Meeting: 6.00 p.m. Thursday, 10th October 2019
 Ss Joseph and Teresa Church

Minutes Agreed by: Chairman/Acting Chairman.....

Date:.....

Date	Agenda Item Look Ahead	Lead	Mins
10/10	Safeguarding	Paula Beasley	10
10/10	Introducing Fr. Bede	Sara Tambling	5
10/10	First Holy Communion Preparation 2020	Connie Lane	5