

Final

Parish Pastoral Council Meeting

Held: At 7.00pm on Thursday 26th April 2018 at St James'

Agenda provided by: Fr MJ Galbraith & John McAnaw (Chair)

Minutes prepared by: Anne McConnochie (Secretary)

Signed as approved by: Fr MJ Galbraith

Present: Fr MJ Galbraith (Fr), John McAnaw (JM), Anne McConnochie (AM), Aileen Brown (AB), Caroline Nash (CN), Gill Lees (GL), Colin McAllister (CM), Tony McConnachie (TM), Keith Otto (KO), Siobhan Patrick (SP), Gordon Sillars (GS), Collette Vaughey (CV), Eileen Wallace (EW)

Apologies: Arianna Carlini (AC), Lorraine Rotchford (LR), Alison Stevenson (AS),

Agenda:

1. Welcome and opening prayer
2. Apologies
3. Minutes of previous meeting
Matters arising
4. Reports
Catechetics
Safeguarding
Canmore
Social Life
Community Outreach
Fabric & Finance (+200 Club)
School Rep.
Liturgy
5. Archbishop's Letter
6. Lenten Project - backpacks etc.
7. Graduation Party
8. Bishop Robert Barron
9. Website update
10. A.O.C.B.
11. Date of next meeting and closing prayer

Agenda 1: Welcome & Opening Prayer

JM welcomed everyone and Fr opened the meeting with a prayer.

Agenda 2: Apologies

See above

Final

Agenda 3: Minutes of previous meeting

The minutes of the Parish Pastoral Council Meeting held on 23rd November 2017 were accepted as an accurate record.

Matters arising

Action 44: It was noted that the income from collections is published weekly in the newsletter and that the annual financial statement is made available annually in both parishes. The cluster is currently in good financial state and it was agreed that no further action is required.

Action 55: All members present were asked for permission for photos to be displayed on the website. AB's photo will be taken down and **AM** will contact remaining members by email.

A parishioner of St James' attended the meeting and his concerns re the following were noted:

- a lack of awareness among parishioners of the cost of running the parishes
- the need to consider the sale of Christ the King and Most Holy Trinity, to be replaced with a new building in the East Neuk
- the need for alterations to altar servers' cassocks in St James'
- improvement to the former 'Holy Door'.

Agenda 4: Reports

Catechetics

- Childrens' Liturgy re-started after the Easter break on 22nd April with 14 children attending.
- The last session before the summer break will be on 24th June.
- There is currently a regular group attending and while there are a lot of younger children, a number of older ones help out as part of the Pope Francis Award. Jennifer Somerville continues to prepare materials and help out.
- New mats have been provided for seating.
- The First Holy Communion Mass will take place on Saturday 26th May at 10am in St James'. Preparation is underway in school and the choir is practising.
- CM reported that member of St Andrew Burns Club always comment very positively in relation to Greyfriars P.S. Burns presentation.

Safeguarding

Volunteers in Most Holy Trinity have recently had their PVGs updated. All volunteers within the Church will have their PVGs renewed every five years and will be contacted when it is time to do so.

Final

A Level 1 Safeguarding Training had also been organised to take place in Most Holy Trinity but due to the inclement weather, this was cancelled. Once this is rescheduled it will be publicised in the newsletter. All volunteers working with children and vulnerable adults must attend a Level 1 Training session as soon as possible after engaging with the PVG process, and every three years thereafter.

The annual Parish Audit was submitted to the Diocese in February.

A training session will be offered for new students in the forthcoming academic year.

Canmore

Semester 2 is drawing to a close. Our AGM was held on Friday 6 April where our new committee was elected.

President - Siobhan Patrick

Vice-President - Sorcha Wood

Secretary - Genevieve Turner

Treasurer - Caleb Reynolds-Snell

Social Officer - Lisa Kamsickas

Social Media Officer - James Bundy

Publicity Officer - Kirsten Friedman

Outreach Officer - Veronikka Prochko

Assistant Officers - Dominic Jack and Ben Norby

Canmore Ball was held at Hotel Du Vin on Friday 13 April, and was enjoyed by all. Weekly talks and Sunday Suppers have been well attended.

Upcoming we have:

Talent Show - Friday 27 April

Leavers' BBQ - Sunday 29 April

May Dip Bonfire - Tuesday 1 May

Graduation Garden Party - Wed 27 June

Social Life

Joint Social Events

- Burns Supper
 - 80 attended the Burns Supper
 - Positive feedback re night and chance for people to mix and meet parishioners they didn't already know
- Quiz Night
 - Venue changed from Anstruther Town Hall to St James' Hall
 - Tickets sold out in record time this year
 - Raised £740

Final

Social: St James' Social Events

- St James' SVDP - organised annual Christmas afternoon for all parishioners and friends on 14th December. Well attended and enjoyed by all.
- Rorate Mass - Mulled wine and nibbles on 22nd December after celebration of Rorate Mass.
- Easter card competition - twelve children entered the competition to design an Easter card for Archbishop Cushley. The winners from each of the age categories were chosen on Palm Sunday by Father. All cards were sent on to the Archbishop in time for Easter. The children received a handwritten letter of thanks from the Archbishop last week.
- Easter Hamper Raffle - the money raised from the hamper raffle was combined with donations from the Lenten Breakfasts and totalled £390. This was donated to Mary's Meals.
- Easter Sunday Mass - followed by prosecco in hall for parishioners and visitors.

Outreach: Befriending

- Ongoing by all involved.

Graduation Mass & Garden Party

- Third such liturgical and social celebration to follow previous format. Will liaise with Siobhan re arrangements for garden party. Siobhan's exams finish at the end of May.

Thank you to all parishioners who have planned, organised, participated in and donated to our various social events.

It was agreed that a parish ceilidh would once more be held in September. Fr would like to hold a raffle to be drawn on the night; prizes of a luxury holiday home in the East Neuk for a weekend, for up to 10 people, and an aerial tour of Fife for 2 people have been offered by a parishioner. It is hoped that we can secure a 3rd generous prize.

As no befriending social has taken place since the initial one, **LR** and **JM** will liaise to organise something.

EW informed the meeting that there will be no BBQ at CTK during the Pittenweem Festival as despite the huge effort involved to put it on, it has been poorly supported in previous years. **AM** to inform LR.

Fabric & Finance

Fabric

Final

St James' Church Floor: Three contractors (**Floor Design (Glenrothes)**, **West End Flooring (Dundee)** & **Noble & Bradford (Dundee)**) have now been out to look at the floor. The extent of the damage to the sub-floor is more extensive than first thought and occurs in a number of areas. The initial concern is establishing the extent of the damage without pulling up the carpet at this stage. It is hoped the wooden block floor under the carpet can be re-used. However, it is understood that the asphalt/bitumen sub-floor is no longer allowed and as such a suitable alternative material needs to be found. **Floor Design** have now been back in contact to say the job is too big for them and they could not complete the job in the timeframe suggested i.e. 3-4 days.

West End Flooring have submitted a price of £990 plus VAT for a "contract carpet" similar to the one that is in place in red. There is a caveat in that there may be additional costs based on the actual amount of repair/preparation work required to the wood block flooring and the sub-floor. They expect to complete the job in 2-3 days.

Noble & Bradford Flooring have offered a number of options based on the quality of the carpet. Their prices range from £1,600 to £2,100. The higher price may exceed the £2,100 quoted as they have priced for a black pvc trim which may not look aesthetically pleasing in this environment. They would expect to complete the job in 3 days.

Latest: It has been agreed with Fr Galbraith that Noble & Bradford will complete the works. They will start work on Monday 30th April at 9.40am and hope to complete the work in 3-4 days. They will use a suitable metal trim rather than the black pvc in their quote.

Upholstery (Church Kneelers): The original contractor John McKenna (Anstruther) confirmed his price from October was still valid at £60 for new foam and fabric. Total cost £3,360 (inc VAT). He would expect to carry the work out in batches of 10 or 20 and ensure they are returned in time for the weekend masses. He has availability in March/April. This quote was approved by Fabric & Finance and Fr MJ has been in contact with John to agree a schedule of works and finalise the fabric colour. John collected the first batch of kneelers on the 3rd April and the work is due for completion on Friday 13th April.

Latest: The re-covering and installation of the kneelers is now complete.

Other quotes were received from:

Malcolm Sharp Upholstery (Dunfermline) - He has quoted £55 per kneeler. Total cost £3080 however he would like to collect them all at once and return them when the job is complete which could take two weeks. He would require the kneelers to be detached from the pews and available for uplift. He will re-install them however this will incur an additional labour charge. **Total cost £3.080**

Final

AC Brown (Lochgelly) - He has quoted £65 per kneeler but has not yet clarified his VAT situation. He has also not confirmed his preferred method of work. **Total cost £3,640**

Windows: The original contact from October, **James Jordan**, has submitted a price of **£1,580** to replace the four bowed panels and repair the broken glass panes. He notes the state of the frames and would recommend improvements works/replacement of the frames. He has suggested we proceed with the repairs as the work would not be duplicated in any replacement works.

James McCreddie Glaziers (Dunfermline) - He was extremely concerned about the state of the frames and the build-up of rust which he stated was the cause of the bowing. He believes he could replace the four main damaged panels (12 small panes) but would recommend dealing with the frame issues at this time. He suggested engaging a blacksmith to remove the existing supports and create new cross supports for the new panels.

Donaldson Glazing (St Andrews) - attended the site but on identifying the state of the frames would not consider the repair work proposed.

Liz Rowley Stained Glass (Gauldry) - can carry out the work in association with **Leuchars Glazing**. She has been on site and returned with **John Don (blacksmith)** to review options. She believes the metal frames will need to be replaced and a scaffold tower will be required for the large window in the Tower. On her second visit with the blacksmith we discussed replacing the full frames on all three windows but pricing them as individuals as there are no economies of scale and each window could be completed separately as funds become available. She suggested the large window in the Tower Room is the priority as there are possible risks with the window directly above the pavement. Liz Rowley is an approved contractor with the Church of Scotland and works with Historic Scotland. The breakdown costs for the windows are:

Large window (Tower) incl. Scaffold costs	-	£4 631.75 (incl. £426.60 VAT)
Ground level window (excl. frames)	-	£ 736.60
Mid-level window (excl. frames)	-	£1 020.00
Frames for ground & mid-level	-	£1 850.00) (incl. £296.00 VAT)
Stonework/Boarding contingency	-	£ 300
Total Cost	-	£8,537.75 (incl. £722.60 VAT)

The possibility of grant funding from The St Andrews Pilgrim Foundation is being investigated. The diocese office has approved the full replacement work as it is below the £9,000 threshold.

Fife Council has advised that Listed Building Consent and Planning Permission is required to replace these windows. At the time of writing an application is being prepared for submission; applications usually take between 6-8 weeks.

Final

Noticeboard/Bookshelf: Quotes for these works are currently being invited from a number of recommended joiners. Two quotes have so far been received; **Sandy Syme (St Monans)** for £360 plus VAT (Total £432.00) and **Alan Stephen (St Monans)** for £425.00 inc VAT.

Holy Door: This project continues to be a challenge and as yet no contractor has come out to investigate the possibilities and work required. It remains a work in progress.

Christ the King

The roof report has been forwarded to the diocese. The Church signs will be put up when the weather improves. The skip hire will be scheduled for later in the year and the painting of the Assumption is scheduled to be cleaned. A quote for the Flat Entrance work has not yet been received.

Most Holy Trinity

Price are to be obtained for the repair to the gable wall.

The meeting was informed that:

- Noble & Bradford would be starting work on Monday 30th April, consequently Mass on Tuesday would be in Canmore.
- The work on the kneelers has been completed and the cost covered by donations.
- Work on the windows is to be undertaken by Liz Rowley. Planning permission will be re-submitted with elevation drawings within 28 days to avoid loss of fee.
- Planning permission would be required if automated opening of the former 'Holy Door' is to be pursued. A joiner will be engaged to ease opening in the short term.
- A verbal quote of £11 000 - £11 500 has been received for alterations to the flat at CTK; EW will obtain written quotes.

It was agreed that Restoration of CTK's *The Assumption of the Virgin*, a copy of a painting by Murillo warranted the cost of restoration.

Finance:

Hall Renovation Fund balance at 31/12/17 £32 041 (b/fwd 1/1/17 £29 471).

St James'

Average weekly collections were £997 (year to 31/12/16 £913)

Gift Aid Tax Repayment has increased by £2019 as current year includes loose plate top up for two years to 5/4/17 (£1 250 2016 & £2 000 2017).

Expenditure has decreased by £2 965 no major expenses to date in current year.

The surplus for the year is £21 875 (year to 31/12/16 £12 158).

Christ the King with Most Holy Trinity

Final

Average weekly collections were £309 (year to 31/12/16 £293)

Gift Aid Tax Repayment has increased by £1 157 as current year includes loose plate top up for two years to 5/4/17 (£1,241.11 2016 & £1 093.63 2017).

Donations & Fundraising increased by £2 140.

Expenditure has increased by £4 774. The central heating boiler in the flat was replaced at a cost of £2 375; there was also an increase in expenditure on church repairs and renewals due to fire extinguisher servicing and replacement, and PAT testing which has been carried out this year. The organ at Most Holy Trinity has been replaced, the cost of which was covered by donations.

Some work has been done on the properties for which accounts were not received by the year end. These include blocking up of a window at the gate house, roof work on both churches and the joiner's account for the area surrounding the organ at MHT.

Surplus this year £8 369 (year to 31/12/16 £8 796).

The annual accounts are now ready to go out.

The lottery licence for the 200 Club is in place and bank account paperwork has been completed. Fr is to amend the information on the flyer to include details of projects to be supported by the Club. We will then be in a position to prepare membership packs prior to launch.

School Rep.

- Lenten fundraising for Mary's meals went very well, the school sent 96 backpacks to Malawi and the children raised £1 500.
- The school is sponsoring a guide dog puppy
- First Holy Communion breakfast planning is under way
- 8th June Summer fair - all invited (raffle tickets on sale soon).

Liturgy

This period encompasses the two main events of the Liturgical Year: Advent and Christmas, and Lent and Easter.

First of all was the feast of Christ the King on Nov 26.

December 3rd saw the start of Advent and the start of Liturgical Year B

Once again Father celebrated 3 Rorate Masses on the Fridays in Advent including Reconciliation on Dec 15. These Masses were well attended and spiritual.

Christmas Vigil and Christmas Day were busy too.

The Christmas Octave followed culminating in the Solemnity of the Epiphany followed by Extended Adoration right after Mass. The Christmas season ended with The Baptism of the Lord on January 8.

February 2 we celebrated Candlemas or The Presentation of the Lord, followed by memorial of St Blaise when we had our throats blessed (recommended for all teachers).

On Saturday February 10 Mary Corr and Debbie Harris organised a joint Parish Retreat

Final

to Kinnoull which was well attended and appreciated, with hopes for a future return. February 14 was Ash Wednesday and the start of Lent and the Easter cycle, the most important part of the church year.

Once again we offered Lenten breakfasts after 7.30 am Mass every Tuesday. Every Friday Father did Stations of the Cross before 5.30 Mass and offered Reconciliation with visiting priests.

March 18 the purple veils were in place covering the crosses and statues.

March 25 was Palm Sunday and the start of Holy Week

March 27 the annual Chrism Mass was held in the Cathedral.

March 29-31 the Easter Triduum- Holy Thursday, Good Friday and Easter Vigil. These were all well attended (about 600). The three days started at 9am with Vespers and Lauds which I thoroughly recommend. They deserve a greater attendance.

Easter Sunday saw many parishioners and visitors at Mass, in the church, hall, tower and the marquee in the garden (around 600, with over 200 at evening mass)

We now look forward to The Ascension of the Lord on May 10, and Pentecost on May 20 which marks the end of Easter.

It was noted that work to the AV system in the hall is on-going.

East Neuk

- Stations of the Cross (Mondays in MHT and Wednesdays and Fridays in CTK) were well attended.
- First Saturday Devotions continue.
- Recitation of the Rosary is planned for May.

It was agreed that in future EW will provide liturgy and social reports from the East Neuk.

Agenda 5: Archbishop's Letter

Due to the postponement of this PPC meeting, the Archbishop's letter has already been distributed and no further discussion was required.

Agenda 6: Lenten Project

As reported above, the Lenten project at Greyfriars raised £1 500 and 96 backpacks were collected. The school is considering sponsorship of a school but this requires large sums of money to be raised. It may be possible for the Parishes to be involved.

Agenda 7: Graduation Party

This will be held on the evening of Wednesday 27th June. Parish and students will liaise and student teams are already in place. It would be good to see parishioners there.

Agenda 8: Bishop Robert Barron

Final

Fr encouraged members of the PPC to consider attending the Bishop Robert Barron lecture to be held on 6th September in the Usher Hall.

Agenda 9: Website update

The appearance and banner have been changed and a new PPC page created. Changing the photos of our churches is on-going and some updates have not yet been received. Users are now required to consent to the use of cookies in compliance with data protection requirements. The website is maintained and updated weekly by AM and Beth McConnochie

Agenda 10: A.O.C.B.

AGM

As previously, the next PPC meeting will follow on immediately from the AGM.

Hall

There is now £32 000 in the bank and the point has been reached when it is necessary to address critical issues of maintenance. It is important to have a strategy with a clear idea of what the hall will be used for and what users will expect from it; work can then be prioritised based on the projected function of the hall. Suggestions could be invited at the forthcoming AGM. An audit of parishioners' skills was proposed. Fr and TM will liaise to establish a committee to take this forward.

Choir loft

A request has been made for a fan heater in the choir loft. A heating engineer will be coming out to look at heating throughout the church; any changes in the choir loft can possibly be made as part of a bigger project.

Agenda 11: Date of next meeting and closing prayer.

- Next meeting to be held in St James' church hall at 7.00pm on Thursday 14th June. JM thanked everyone for their attendance and Fr closed the meeting with a prayer.

Date	Action	Details	Responsible	Status
110517	41	Investigate possibility of shelter for Easter Sunday Mass	AM, CN	Closed

070917	44	Discussion of point raised at AGM re donations to collection	JM	Closed
070917	45	Website to be reviewed and updated	AM	Closed
070917	47	Liaison with CathSoc re photographic presentation.	Fr	Closed
231117	48	Liaison re 100 Club launch.	Fr, AM	Closed
231117	49	Contact New Club re dress code.	LR	Closed
231117	50	Meeting to discuss Quiz Night arrangements.	GM, LR	Closed
231117	51	Investigate availability of Cosmos minibus for 09/03.	JM	Closed
231117	52	F&F proposals to be presented at next PPC meeting.	TM	Closed
231117	53	Contact CN to identify suitable date for school choir to sing at Rorate Mass.	Fr	Closed
231117	54	Possibility of pantomime ticket sales after Mass to be investigated.	AG	Closed
231117	55	Committee Members to be contacted re photos on website.	AM	On-going
231117	56	Short piece about charitable contributions to be included on website.	Fr, AM	On-going
260418	57	Befriending social to be arranged.	LR, JM	Opened
260418	58	LR to be informed that CTK BBQ to be suspended.	AM	Opened
260418	59	Written quotes for alterations to flat to be obtained.	EW	Opened
260418	60	200 Club flyer to be amended.	Fr	Opened
260418	61	Hall sub-committee to be formed.	Fr, TM	Opened

