

Final

## **Minutes of the St James' Parish Pastoral Council Meeting**

**Held:** At 7.00pm on Thursday 14<sup>th</sup> March 2019 at St James'

### **PPC Meeting**

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

**Minutes prepared by:** Anne McConnochie (Secretary)

**Signed as approved by:** Fr M J Galbraith

**Present:** Fr MJ Galbraith (Fr), John McAnaw (JM), Keith Otto (KO), Anne McConnochie (AM), Collette Crompton (CC), Gill Lees (GL), Colin McAllister (CM), Tony McConachie (TM), Caroline Nash (CN).

**Apologies:** Arianna Carlini (AC), Siobhan Patrick (SP), Lorraine Rotchford (LR).

### **Agenda:**

1. Welcome and opening prayer
2. Apologies
3. Minutes of the previous meeting

Matters arising

#### 4. Reports

Catechetics

Safeguarding

Canmore

Social Life

Community Outreach

Fabric & Finance

School Rep.

Liturgy

5. 200 Club/raffle
6. Future renewal of constitution
7. A.O.C.B.

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8. Date of next meeting

### **Agenda 2: Apologies**

See above

### **Agenda 3: Minutes of previous meeting**

#### **Matters arising**

Action 56: Closed.

Action 65: Closed. The focus will be promotion of the 200 Club for the time being with the first draw to be made on 7<sup>th</sup> July. Focus will then shift to the raffle with the draw to be made on Gaudete Sunday, 15<sup>th</sup> December 2019.

Action 66: Closed. Fr has received a new clergy handbook containing draft guidelines for PPCs (**AM** to circulate). It will be necessary to draw up a new constitution but there will be no requirement to replace the 3 members who resigned recently. Alison Stevenson has stepped down from the position of Safeguarding Officer; the PPC would like to acknowledge Alison's contribution to this role and to membership of the PPC and thank her for all she has done. As we are now one parish, CC has agreed to take over the role.

Action 67: The third social event will be a race night. Arrangements are under discussion.

Action 68: Further information will be included in the newsletter as we start a new financial year. **TM** will take the matter to the Fabric & Finance Committee for further discussion.

Action 69: There was not a great response to the consultation relating to the relocation of the statue of Christ the King. Of those who did respond, approximately two-thirds seemed happy for the statue to go to Kellie Castle, with the remaining one-third preferring an ecclesiastical setting. However, on further investigation, it would seem that the National Trust of Scotland would be unlikely to be interested in assuming responsibility for the statue. Hew Lorimer's son, Robin, is of the opinion that his father would prefer it to remain in an ecclesiastical setting. It is, therefore, proposed that the statue be sited at the far end of St James' garden with an appropriate plinth, lighting etc.; this would seem to be an appropriate setting given that the mission for the East Neuk started in St Andrews. Due consideration will need to be given to protection from overhead trees, height, discretion etc. Concerns were acknowledged re potential vandalism. Fr will investigate the costs involved.

The SVdP currently has only 2 members. Calls for assistance are received quite often and the group is in need of revitalisation. Fr will give consideration to promoting membership.

## **Agenda 4: Reports**

### **Catechetics**

Numbers for children's liturgy continue to be good; the approaching sacramental preparation may have some impact on this. CN is using 'Welcome the Word' in line with diocesan recommendations. Information for liturgy is available online. Jennifer Somerville continues to do the preparation but another adult would be helpful. Some children of high school age, who have younger siblings, help out. On 24<sup>th</sup> March the Teas and Coffees after 11am Mass will be a fundraiser for Mary's Meals.

Caroline and her staff were commended for the positive profile of Greyfriars R.C. Primary School in the local community.

### **Safeguarding**

Desmond Coyne resigned from his post as Safeguarding Officer with the Archdiocese just before Christmas. He has recently been replaced by Emma Boothroyd. The Parish Audit (2 parishes this year, but 1 next year) has been completed and sent to the Archdiocese. A template for an action plan has been received.

### **Canmore**

Canmore talks and Sunday Suppers continue to be well attended. We have held several successful social events including a wine and cheese evening and a Joint Charity Ceilidh with Dundee Catholic Society which raised £530 for Families First. In refreshers' week we held several events: pub crawl, talk, quiz and Sunday Supper. The bake sale this weekend was also a success - many thanks to all who bought cake! The Catholic Society will be holding its AGM on the 5<sup>th</sup> of April and all positions will be open for election.

### **Social Life and Community Outreach**

Quiz Night - well attended with ten tables of 6/7 people and good mix of age groups. Contributions to the bar, raffle and tickets purchased raised £815 for the hall renovation fund. The generosity of parishioners is greatly appreciated. A fun night enjoyed by all.

Easter Competition- Easter bonnet competition planned for children of the parish with judging to be done on Palm Sunday as in previous years. Blurb to go in bulletin next week. Race Night - Lorraine and John to talk through format and venue and explore possible timing. Thank you to all parishioners who provide on-going support with planning, organising, participating in and donating to our various social events.

## **Fabric & Finance**

### **FINANCE (Year to 31<sup>st</sup> December 2018)**

**INCOME:** Weekly offertory collections increased by 2.8% for the year to **£54,343** while total income for the period increased by £6,475 to **£88, 559**. Gift Aid, including the Tax reclaimed, accounted for 39.9% of offertory collection or 33.6% of total income. The average weekly collection (incl. Standing orders) was up 4.8% to **£1,045**

**EXPENDITURE:** Total expenditure for the year showed an increase of **£18,313** to **£78,523** although some of this was due to the costs of new pews, church carpet and windows.

The average weekly expenditure was estimated at **£1,340** resulting in a theoretical deficit of **£295 per week**.

**SURPLUS:** The parish ended with a much-reduced surplus of **£10,036** for the year.

**Hall Renovation Fund** was boosted by net income of **£2,434** resulting in a balance of **£34,509** at 31<sup>st</sup> Dec 2018. TM is awaiting feedback from the architect re kitchen, toilets, fire exit, windows etc. so that phased improvements can be planned.

### **FABRIC**

**WINDOWS at St James':** Hopefully this project is now entering its final stage and will be completed in the next few weeks. The lower and middle window have been installed and just need some paintwork to the putty. The scaffolding has been installed and subject to weather the frames and glazing for the high window should be completed this week. The stonemason has some repair work to complete around the high window and hopefully he will be in a position to complete the repairs next week. I have a provision for extending the scaffold hire for an extra week to allow for final painting to the high window.

**CHURCH HALL:** An initial meeting was held to discuss the requirements for the Hall. A briefing document was produced and was due to be sent to an architect to get his input and the viability of the works. There is some concern to total costs of this large project and the relatively small budget available. To date we have heard nothing back from the architect.

**FIRE RISK ASSESSMENT:** A risk assessment has been carried out and a provisional document has been sent to the Diocese. To date I am unaware of any feedback. Only one action point has been completed - the installation of the panic bar on the fire escape door at the church porch.

**HEATING:** Heating has been replaced in St James' and the church hall. Currently there is a valve not working and this is to be addressed. The system is much more efficient and, therefore, cost-effective.

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## **Liturgy**

### **Advent and Christmas**

In December we celebrated a busy, successful and spiritual Advent, and Christmas festivities, with Masses well attended and the church looking beautiful. (Details in last report)

### **New Year**

New Year commenced with the Feast of The Holy Family on Jan 1st.

Epiphany was celebrated on Jan 6th.

Baptism of the Lord was Jan 13th, after which all decorations were cleared away. Thanks to all helpers.

February 2nd.

Candlemas was celebrated. This coincided with First Saturday Devotions which Legion of Mary celebrates each month in St James'.

### **Lent and Easter**

Lent has now started with Ash Wednesday on March 6th. There were 4 Masses with great attendances overall.

Our Lenten preparations are underway with Father leading Stations of the Cross every Friday in St James before 5.30 pm Mass and on Mondays in Most Holy Trinity before 6pm Mass.

On Tuesdays our popular Lenten breakfasts are served after 7.30 am Mass.

Confession will be available at the usual times at St James', MHT and the Chaplaincy.

SCIAF boxes have been handed out and our other charity will be Mary's Meals.

We look forward to Palm Sunday and Holy Week culminating in Easter Vigil and Easter Sunday.

## **School Rep.**

Lenten fundraising for Mary's meals, including Easter Monday fun day at school.

### **Agenda 5:**

Funds raised by the 200 Club will go to the fabric of our buildings. The PPC were asked to encourage membership. Should a membership of 200 be achieved, there will be one monthly prize of £1000.

A proposal to repaint the interior of St James' received a positive response.

### **Agenda 6:**

See above.

**Agenda 7: A.O.C.B.**

A marquee will once again be erected for Easter Sunday 11am Mass. **AM** to place a notice in the newsletter requesting assistance.

**Agenda 8: Date of next meeting**

Next meeting to be held in St James' church hall at 7.00pm on Thursday 20<sup>th</sup> June. **JM** thanked everyone for their attendance and **Fr** closed the meeting with a prayer.

Date	Action	Details	Responsible	Status
<del>231117</del>	<del>56</del>	<del>Short piece about charitable contributions to be included on website</del>	<del>Fr, AM</del>	<del>Closed</del>
<del>130918</del>	<del>65</del>	<del>Order to be placed for printing of raffle tickets</del>	<del>AM</del>	<del>Closed</del>
<del>130918</del>	<del>66</del>	<del>Chancery to be consulted re changes to Constitution</del>	<del>Fr</del>	<del>Closed</del>
<del>061218</del>	<del>67</del>	<del>LR to be contacted re 3<sup>rd</sup> social event</del>	<del>AM</del>	<del>Closed</del>
<del>061218</del>	<del>68</del>	<del>Notice re Gift Aid to be inserted in the newsletter</del>	<del>TM</del>	<del>Closed</del>
<del>061218</del>	<del>69</del>	<del>East Neuk parishioners to be consulted re Lorimer statues</del>	<del>Fr</del>	<del>Closed</del>
140319	70	Draft Guidelines for PPC to be circulated to members	AM	Opened
140319	71	Further discussion of Gift Aid promotion by Fabric & Finance	TM	Opened
140319	72	Costs of relocation of Christ the King statue to be investigated	Fr	Opened
140319	73	Consideration to be given to promoting SVdP	Fr	Opened
140319	74	Notice re marquee erection to be inserted in newsletter.	AM	Opened