

Minutes of St James' AGM and Parish Pastoral Council Meeting

Held: At 7.00pm on Thursday 19th September 2019

Annual General Meeting

Agenda:

1. Welcome & Opening Prayer
2. AGM (PowerPoint)
 - Review of 2018-19
 - Financial Accounts
 - Plans for 2019-20
 - Open Discussion
 - Closing Prayer

John McAnaw (JM) welcomed everyone and the meeting was opened with a prayer.

Review of 2018/19

- The church of Christ the King, Pittenweem was closed in November 2018.
- Mass attendance remains stable.
- Information about liturgical events can be found in the PPC minutes on the parish website.
- The Student Befriending scheme involved 10 students and 9 parishioners/families and has been beneficial for all involved. There is to be a hiatus of at least a year.
- A number of our altar servers travelled to the Gillis Centre in Edinburgh to join others taking part in an Altar Servers' Day; there is to be a follow-up event this coming weekend.
- Safeguarding training has been delivered and all PVGs are up to date. Phase 2 of training will begin in October 2019.
- The main Parish Social Events for the year were:
 - Ceilidh (September 2018). This continues to be a staple of the parish social calendar and was very well attended by over 100 parishioners and students.
 - Social gathering after Solemn Vespers (November 2018). This took place in Canmore and was also well attended, bringing together different elements of the parish.
 - Quiz (March 2019). This was attended by approximately 70 people and raised £815 for the hall renovation fund.
 - Easter Bonnet Competition (April 2019). There were 15 entries across 3 age groups.
- Local events in Most Holy Trinity included:
 - Christmas Fair.
 - Post-Mass teas/coffees and bacon rolls.
 - Hosting pilgrims visiting from England.

- Local events in St James' included:
 - Teas/coffees after 11.00am Mass on Sunday.
 - SVdP Christmas Afternoon for all parishioners.
 - Lenten breakfasts, ladies' lunches.
 - Youth Pilgrimage to St Andrews (August 2019); 150 attendees visited St Andrews for this event.
- CathSoc events included:
 - Retreat to Pluscarden (February 2019).
 - Graduation Mass and Garden Party (June 2019).
 - Charity Ceilidh; this raised £530 for Families First.
 - Talks, quiz, Sunday suppers etc.

Fabric & Finance

St James'

- The interior walls and the domes above the sanctuary and side altars have been repainted.
- The marble arch ring has been extensively repaired.
- Flooring in the sacristy has been replaced.
- In the tower room the windows have been replaced and the roof repaired.
- The heating system has been upgraded in the church and church hall.
- With respect to the church hall renovation, we are still awaiting a reply from the architect.
- The 200 Club has been successfully launched with 160 tickets sold to date.

Christ the King

- Two paintings have been restored.
- It is intended to relocate the Huw Lorimer statue of Christ the King to St James'.

Most Holy Trinity

- A vandalised window has been replaced.

The finance report was presented to the meeting (see appendix). We will see a future increase in expenditure as the cost of the work done is spread over 2 years. It was noted that it would be useful for next year to have the account summary annotated where there are significant increases/decreases in income/expenditure.

Plans for 2019/20

Fabric and Finance

Works

Final

Most Holy Trinity

It has been confirmed that the gable end requires no work to be carried out.

St James'

- Quotes for the hall renovation work are still to be received.
- Presbytery porch requires repair.
- External stonework requires repointing.
- Further repairs are needed to the marble.

Fundraising

- Continued focus on Gift Aid.
- Grand Prize Raffle planned for April 2020.
- Grow the 200 Club.
- Aged and Infirm Clergy Fund; as a result of poor financial management over a number of years, the archdiocese is now facing a huge deficit in relation to costs associated with aged and infirm clergy. The parish will be expected to look at ways of helping to raise funds to address the problem.

Other matters

The PPC constitution will need to be renewed in line with archdiocesan guidelines due out in 2020. Possible restructuring to be considered.

Social

There will, once again, be a range of parish, local and Canmore events.

- Graduation Mass and Garden Party.
- Race Night, Quiz Night and Ceilidh.
- Others as they arise.

Youth

- Ties to be strengthened between church and school. Pope Francis awards will continue.
- A day for Children's Liturgy leaders will take place at the Gillis Centre, Edinburgh on Saturday 5th October (11am-3pm).
- The 11am Mass in St James' on Sunday 29th September will be celebrated for the new Primary 1 pupils and their parents.

The meeting was opened to questions.

A question was raised about the future of Christ the King. It is not yet clear whether the building will be sold, as per the original decision, or developed. If the latter, this would

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be the responsibility of the archdiocese. The Japanese Knotweed in the grounds requires that a 5-year plan of action to eradicate it is included in the deed of sale and the cost and organisation of this would fall to the parish. A quotation of £60 000 has been received.

JM thanked everyone for their attendance and the meeting was closed with a prayer.

PPC Meeting

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), Emilija Barteskaite (EB), Arianna Carlini (AC), Collette Crompton (CC), Gill Lees (GL), Caroline Nash (CN), Tony McConachie (TM).

Apologies: Keth Otto (KO)

Agenda:

3. PPC Meeting - Apologies

4. Minutes of the previous meeting

Matters arising

5. Reports

Catechetics

Safeguarding

Canmore

Social Life

Community Outreach

Fabric & Finance

School Rep.

Liturgy

6. Ceilidh

7. A.O.C.B.

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8. Date of next meeting

Agenda 3: Apologies

See above

Agenda 4: Minutes of previous meeting

Matters arising

Action 71: On-going.

Action 73: Closed until further notice.

Action 75: On-going.

Action 76: On-going.

Action 77: On-going.

Action 78: Closed.

Action 79: Closed.

Action 80: On-going

Agenda 5: Reports

Catechetics

Children's Liturgy has re-commenced after the summer break. It was a slow start with a few younger ones in the first week and a few more in the second. New leaders' resources are to be purchased. CN will attend the forthcoming leaders' course. Jennifer Sommerville continues to support by preparing materials and staying to accompany CN. Numbers vary from approximately 10 to 20.

Safeguarding

- PVGs are, as always, on-going. It is a blessing to have our own trainers in the parish.
- PVGs are not issued until Level 1 training has been completed.
- Level 2 training is due to start in October.

Canmore

Canmore has become active again, having events every day of Freshers' week. They were are very well attended, especially by first-year students and postgraduates. There are currently 159 members, with more yet to sign up. We have an amazing schedule of talks ahead of us and we are planning more exciting events for the semester. Due to the extreme lack of members on the committee, the Catholic Society will be holding an EGM

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in late September/early October, the exact date TBD; most of the non-executive positions will be open for election.

Social Life & Community Outreach

- Lorraine Rotchford (LR) has resigned from the PPC.
- Greyfriars is free on 22nd November which is the tentative date for the Race Night.
- Fr will approach parishioners who might be willing to assist with the running of the Race Night.
- JM will contact the Race Night organiser to check availability for 221119.
- Community Outreach (including SVdP) will be on hold for the coming year.

Fabric & Finance

No meeting of the Fabric & Finance Committee has taken place since the last PPC meeting.

There has however been a considerable amount of maintenance carried out as highlighted in recent weeks. The work has been mainly arranged by Fr Galbraith and co-ordinated by David Hagan. Flooring has been replaced; the church has extensively been repainted with specialised work to the side altars and main dome with gold leaf stars, the marble arch ring has been extensively repaired.

The project was always likely to be ambitious given the timeframe but a few minor setbacks caused a little delay in the works but fortunately all works were completed in time for the Youth Pilgrimage to St Andrews on the 31st August.

The cost of the works will be significant and will no doubt be reflected in the annual financial statements but with the support of the 200 Club the work will be well subsidised.

Future Works

As with a church building of this size and age there will always be further works required and one area already identified is additional marble repairs. There are a number of tiles in the side altars that are unstable and will need urgent repairs when costs have been fully identified. Similarly, the marble wall behind the main altar and tabernacle has been identified as in need of repair to avoid further deterioration. No costs or timescale have been agreed for this work.

Church Hall

There has been no movement on the hall renovations work far as I am aware. I have heard of no update from the architect as of today but have sent an email of enquiry as to the status of the architect's report.

Pittenweem statue

The removal of the statue from Christ the King and installation in the garden of St James' has been agreed in principle and a cost agreed. The final location within the garden is still to be finalised as well as any alterations to the trees or shrubs.

School Rep.

- AC is still the Church rep on the Parents Council.
- Parents Council have had their AGM and vacant roles have been filled.
- Children and staff have settled back well after the holiday
- On Sunday 29 September Mass at 11am will be dedicated to P1 pupils and their families; this is intended to be a way for parishioners to meet them. Children will attend in school uniform and Parents council will serve tea and coffee afterwards in the church hall.

Liturgical Life

- We have come to the end of a very busy and eventful summer: the Graduation Mass and Garden Party, weddings, baptisms, pilgrim groups from abroad, the annual visit of New Dawn with a procession from St. James' to the cathedral for Mass, the Two Shrines' Pilgrimage on August 12 and the Archbishop's Youth Pilgrimage with Mass for 170 in St.James'.
- The huge event of the summer was the redecoration of St. James', remedial work on the marble and new flooring in the sacristy and passages.
Daily Mass was held in Canmore, with a massive clean-up on Saturdays to make ready for Sunday Masses in St. James'.
September has seen the return of the students and the departure of Ethan, our organist.

Agenda 6: A.O.C.B.

- A big push is needed to increase ticket sales for the ceilidh and gather more raffle prizes. Food will be provided by Julien Poix of XO Event Catering, Anstruther.
- The PPC would like to register its thanks to Colin McAllister and Lorraine Rotchford for their service.

Agenda 7: Date of next meeting

Next meeting to be held in St James' church hall at 7.30pm on Monday 16th December.

N.B. Change of day and time.

JM thanked everyone for their attendance and Fr closed the meeting with a prayer.

Date	Action	Details	Responsible	Status
140319	71	Further discussion of Gift Aid promotion by Fabric & Finance	TM	On-going
140319	73	Consideration to be given to promoting SVdP	Fr	Closed until further notice
200619	75	Preparation of shrubbery and plinth for the statue of CTK.	Fr	On-going
200619	76	Colin Sweeney to be engaged to disassemble, transport and re-assemble the statue of CTK.	Fr	On-going
200619	77	Availability of race night contact for 22 nd November to be determined.	JM/LR	On-going
200619	78	CN to be contacted re availability of school hall for 270919	Fr	Closed
200619	79	Raffle prize donors to be contacted to confirm details.	Fr	Closed
200619	80	Email re funding application to be forwarded to TM.	Fr	On-going
190919	81	Parishioners to be approached re running of race night.	Fr	Opened
190919	82	Race night organiser to be approached re availability.	JM	Opened

Appendix

FINANCE REPORT FOR PPC/AGM

THURSDAY 19TH SEPTEMBER 2019

Hall Development Fund: Balance at 31st August 2019 is £35 972.03

Gift Aid: From the 6th April 2019 gift aid for the two parishes has been amalgamated into one. There will now only be one loose plate top up of £2,000 per annum. This top up is per parish and not per church so there will a drop in the parish's income. As previously reported in the newsletter there will be a further drop in income as visitors envelopes can only be claimed on four occasions per annum. Tony McConachie is the Gift Aid Co-ordinator for the combined parish and he will issue the gift aid boxes, submit the annual claim and keep the records of all parishioners who have signed up to the gift aid scheme. The recording of all envelope donations and amounts paid directly into the parish bank account will continue to be done in the parish office.

St James' Over the last few years there has been replacement, upgrading and major repairs undertaken:

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2016/2017 Altar Servers Cassocks and Cottas were purchased at a cost of £1 147.16. Donations received amounted to £820 resulting in a net cost to the parish of **£227.16**

2017 Upgrading of the sound system cost **£1 173.94**

2018 Repairs to altar tiles	403.20
Repairs to kneelers	3365.45
Floor repairs & new carpet	2511.00
Notice boards & book cases	1458.90
Boiler repairs	789.19
Tower room windows (partial)	5971.61
Total	14499.35
Donations for specific works	4970.00
Net cost to parish	£9529.35
2019 Heating upgraded	£3535.45
Balance of tower room works	£8398.30
Camera System Update	£270.71
Roof Repairs	£960.00
Total (to 310719)	£13,164.46

We have been asked in the past what happens to each year's surplus; it is retained in the parish bank account and that is why we are now in a position to be able to carry out all the recently completed works which are still to be paid for. As always, the parish is very grateful for all donations towards specific expenditure.

Vat can only be reclaimed on certain works on the church building and the claim is submitted by the diocesan office. Recently there was a VAT refund of £2,199.72.

Most Holy Trinity

2018 Joiner Work and painting organ area in church	£707
Structural report & inspection of gable wall	£674

Christ the King

2019 The Property was heated over the winter months and insurance and council tax are being paid.