

St Werburgh's Parish Council Meeting 13th Feb. 2025 (reviewed)

Present:

Parish Priest:	Fr Paul Shaw
Finance:	Denise Jones
Housekeeping and Hospitality:	
Liturgy:	Lyn Williams & Stephen Tierney
Outreach:	Lal Cook
150 th Anniversary Celebration:	Tina Bainbridge
Social:	Pat Floate
Altar Servers:	Gerry Tighe
Buildings and Maintenance	Marian McCarthy
Admin Assistant to PP	Stephen Hutchinson

Apologies for Absence:

Cristina Jones, Bernice Meredith.

Meeting Chair:

Lyn Williams

1 – Welcome and Opening Prayer

Fr Paul opened the meeting in prayer, thanking for the day and asking for blessings for the Parish. Apologies for absence were received from Cristina and Bernice.

2 - Action Items from meeting

- 1 - Highlight the wall box locations in the church to make them more visible to visitors [Denise]
- 2 - Organise the cleaning of the carpet in the new Porch. [Marian]
- 3 - Construct a new console table for the back of the church using the available wood. [Lyn]
- 4 - Proceed with the lighting replacement project, which will require faculty approval from the Historic Churches Commission. [Fr Paul & Marian]
- 5 - Investigate alternative heating solutions, such as electric or solar-powered systems, for the church and Parish House. [Sustainability Group]
- 6 - Contact Gillian an expert in Green Energy, to get advice on the feasibility of installing solar panels. [Marian & Sustainability Group]
- 7 - Recruit two additional volunteers to help with the health and safety tasks, including Risk Assessments, fire safety, and other areas. [Marian]
- 8 - Coordinate with the bereavement group to ensure proper risk assessment and safeguarding measures are in place for their activities. [Lal]
- 9 - Discuss the proposed fundraising target of £15,000 for an external charity (potentially the hospice) with the Parish Council and the 150th anniversary committee. [Fr Paul & Tina]

- 10 - Introduce & Implement room booking system for Parish House, Church and Day Chapel. [Lyn and Steve H]
- 11 - Contact Dominique to discuss next steps with the library and put into action. [Lyn]
- 12 - Advertise the remaining bookcases for sale or donation. [Lyn]
- 13 - Ensure parents and guardians are aware that children must be supervised while in the library space.
- 14 - Find a space for the wheelie boards that are not used currently residing at the back of the Church (possibly the Garage?) [Ongoing]
- 15 - Agree a method of hanging banners with Rob Harrington and banner group [Marian]
- 16 - Each Renewal Steering Committee Group Lead to remind their group that their webpage needs to be completed. [Lyn]
- 17 - Raise awareness of problem of bin not being emptied in Porch. [Fr Paul]

3 - Finance – A quick 9-month update (Denise)

Denise provided a nine-month financial update. Income and expenditure were as expected, and our contribution to the central fund has been made. Significant contributions from Gift Aid were noted.

Within the next few years, boiler replacements will be needed both inside the Church and in Parish House, with an estimated cost of £50k each.

We have two major projects coming up, include lighting refurbishment inside and outside and significant renovation within the Parish House.

The porch project was completed on budget. The lighting project requires faculty approval. The parish is in a strong financial position.

Fr Paul emphasized the importance of handing over a healthy financial situation to the next Parish Priest.

4 - Buildings portfolio update (Marian)

4.1 Porch

Marian provided an update on the building portfolio, highlighting the completion of the porch project. The decision to remove the chest from the porch and replace it with a table was made. The renovated chest will now be moved to the library space, and an additional console table will be made from the choir stalls.

4.2 Lighting

The Church recently held a meeting with the diocese's architect and other experts. The need for faculty approval from Historic Churches is emphasized. This is due in April, with an estimated cost of £50k. Lighting improvements were discussed, including the simplified lighting system (with 5 settings) and solar controlled external lighting (that has a timer override too). Fr Paul emphasized that the lighting project will not require re-wiring as the existing wiring will be re-used.

4.3 Day Chapel

The Day Chapel project is delayed due to prioritization of the lighting application.

4.4 Greener Parish

Marian discussed the Greener Parish initiative, suggesting an alternative to gas boilers possibly electric with solar panels?

4.5 Risk Assessments

Health and Safety risk assessments are being rolled out, with a focus on fire safety and training fire marshals. It was emphasized that we need to recruit more people to help with health and safety, including risk assessments, fire safety, and other related tasks.

5 - Portfolio Updates

5.1 House, Garden and hospitality

The gardening team is starting up again with a new gardener joining.

5.2 Outreach

The Bereavement Group run by Maureen McCabe, Elizabeth Hoey and Jean Aslet is preparing information leaflets and planning an opening meeting soon. Fr Paul mentioned the importance of linking safeguarding with risk assessments.

5.3 Social

The parish social will be a very well-attended and much anticipated event with Fr Paul's hosting a quiz and providing the food.

Welcome Wednesdays are flourishing, with several new projects in the pipeline to support the 150th Anniversary Celebrations.

5.4 Finance

The Parish Council needs to sign off the target amount for fundraising for an external charity, possibly 15k. Two members have stepped down from the collection counting Rota. Fortunately, two members have stepped up to replace them.

5.5 Liturgy

A new Young Adult Prayer Group for 18+ is being planned, with a meeting held to discuss it. The Healing Mass was very well received, with extremely positive feedback from so many people.

The Liturgy group is working on supporting dementia patients, with plans to link up with SVP and other community members.

6 – Library (Lyn/Marian)

Despite the dedicated work of Dominique, Vincent and Sue, the library is not being used.

It was felt by some members of the committee that this area could be better utilized.

There was much talk about the removal of unused books, and just retaining a bookcase for children's books and some volumes. Health and safety concerns were also raised about the current bookcases. The renovated chest will be moved into the space.

There was discussion about the need for accessible but secure storage for the wheelie boards.

7 - 150th Update and Discussion (Tina)

Tina highlighted the need to assess the feasibility of new ideas for the 150th Anniversary Celebration, and how to manage each project. The importance of having clear ownership and leadership for each project was emphasized. Ideally proposers should attend the monthly meeting. It was suggested that we need a firm cutoff date for new ideas, and projects over a certain figure will need to go to the Parish Council for approval.

8 – Website (Lyn)

Lyn gave an update on the progress of the Web Team’s pro forma template for group pages which will be available online this week.

It was emphasized that each group needs to review and complete the pro forma. The pro forma template will be a word document that can be filled out digitally or hand written and will not require any web skills, so each group lead does not need to worry about having web skills!

9 – AOB

9.1 – Banners (Marian)

There was talk about the challenges of hanging banners on the church walls without affecting the structure. Marian will meet with the Architect Rob Harrington to discuss potential solutions and put these solutions forward to the Banner Group.

9.2 - Booking the Day Chapel (Lyn)

Lyn suggested that we need a clear and easy to use booking system for the Day Chapel. Rules for cleaning the Day Chapel after use also need to be advertised. The importance of maintaining the Day Chapel for various activities and ensuring it is clean and ready for use was emphasized. Fr Paul asked for this booking room system to be extended to include meetings held in the Parish House and Church also.

9.3 Health and Safety Concerns (Fr Paul)

Fr Paul mentioned the need to re-lay the path down from the porch area to the garden for safety reasons.

9.4 Reader Rota for Sunday 6pm Mass (Marian)

The idea of having 2 readers for the 6pm Mass was proposed now that we have more volunteers. This was agreed.

9.5 Emptying the Porch bin (Marian)

The need for regular emptying of the porch bin was addressed.

9.6 Timeline of activities for 150th Anniversary Celebration (Gerry)

Gerry suggested aiming to have a 12month timetable of activities and events for the celebration, ready not too long after Easter. The challenge of managing a large number of ideas and ensuring all are feasible was acknowledged. The need for having a structured process for evaluating and implementing each idea was reiterated.

9.10 A scheduling for the opening of the Day Chapel

The last half of November and first half of December was discussed as a possible schedule for opening of the Day Chapel (assuming the work is progressed).

It was mentioned that the family of Celia Murphy have expressed their desire that Fr Paul should be the person who opens the Day Chapel.

9.11 Further discussion 150th

Everyone recognised that there were some great ideas coming in, and Fr Paul wished to recognise Tina for doing such a great job Chairing the 150th Anniversary Celebration meetings, the next one being the 27th February.

Fr Paul expressed the importance of allowing all ideas to emerge from the community, rather than imposing them from above. A start date for celebration events was suggested as Easter or in the Summer of 2025. It was mentioned that ideas were coming in very quickly and were being positively received.

10 – Closing and Prayer

Lyn thanked everyone for their input and patience.

Fr Paul then concluded the meeting with a final prayer of gratitude for the meeting and the Parish's involvement.

The meeting adjourned with a reminder of the next meeting date and time:

Thursday March 13th at 7.30 pm.