

# Holy Family Catholic Church

(Freckleton and Warton)

1 Lytham Road, Warton, Preston, PR4 1AD

## Parish Council Meeting 002

18<sup>th</sup> July 2008 7.45pm

### Agenda:

1. *Opening Prayer*
2. *Minutes*
3. *Correspondence*
4. *Chairperson's Report*
5. *Subcommittee Reports*
  - a. *Finance and Administration Report*
  - b. *Property Management Report*
  - c. *Pastoral Report*
  - d. *Social Report*
6. *Fit for Mission Update*
7. *Catholicity from Playgroup to Marriage Update*
8. *Parish Council Study Day at Lytham*
9. *Additional Opportunities for Prayer in the next Quarter*
10. *Communication*
11. *Arrangements for the AGM*
12. *AOB*
13. *Next Meeting*
14. *Closing Remarks*
15. *Closing Prayer*

*Father Peter*  
*Distributed*  
*Linda*  
*Bernard*

*John F*  
*John C*  
*Carmel*  
*David*  
*Father Peter/David*  
*Carmel/Michelle*  
*Sally*  
*Father Peter*  
*John C/Carmel*  
*Bernard*

*Father Peter*  
*Father Peter*

### Present:

Rev Peter Burns, Parish Priest  
David Allman, Chairperson, Parish Social Team  
John Catterall, Chairperson, Property Management Team – apologies for late arrival,  
Hayley Benyon, CAFOD Parish Contact  
John Forster, Chairperson, Parish Finance Team  
Linda Forster (minutes),  
Denise King,  
Peter McGuinness,  
Sally Sutton,  
Carmel Thomas, Chairperson, Parish Pastoral Team  
Sarah Truscott,  
Bernard Whittle, Chairperson, Parish Council

### Apologies:

Jan Courtney-Whiteside, Kerrie Fenton, Michelle Holden, Helen McDowell, Colin Reed, Rosa Trelfa,

#### 1. Opening Prayer

Father Peter opened the meeting with prayer and a reading from St Paul.

#### 2. Minutes

These had been distributed earlier. No changes.

#### Action PC001.01:

*Consider whether some element of the Children's Liturgy could be included at some of the Children's Masses.*

*Father Peter*

*CLOSED – This action is now part of the Pastoral Team's remit*

#### Action PC001.02:

*Investigate the possibilities of including the school in preparing the children for the sacraments.*

*Father Peter/Pastoral Team*

*CLOSED – This action is also part of the Pastoral Team's remit*

#### Action PC001.03:

*Write to the Bishop and ask him to appoint Father Peter as Parish Priest.*

*Linda*

*CLOSED – The Bishop has now appointed Father Peter as Parish Priest of Holy Family*

#### Action PC001.04:

*Investigate process for awarding Bene Merente.*

*Father Peter*

*This can now be CLOSED. Father has started the process, but it will take some time before it is completed.*

#### Action PC001.05:

*Explore possibilities for a year planner in Parish Hall.*

*Property Management Team*

*ONGOING*

#### Action PC001.06:

*Invite Michelle to join the Playgroup Management Committee to provide a link with the school.*

*Father Peter*

*ONGOING*

#### 3. Chairperson's Report

Bernard welcomed everyone to the meeting, especially Hayley, who is CAFOD representative for the parish. The Study Day at Lytham had been very informative and a full report would follow later. He had also contacted Stephen Moore and felt that as long as the Parish took a sensible approach to the

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maintenance of the church, there would be no problem. Stephen pointed out that when priests move into a parish they tend to overspend and the Diocese wanted to put a stop to that practice. This parish had not had that problem in the recent changes of parish priest.

#### 4. Correspondence

The Bishop had replied to our letter asking for Father Peter to be made Parish Priest. At that stage the Bishop promised to ask Bishop Michael and the Vicars General. Father Peter has since been appointed Parish Priest.

Rosa Trelfa had e-mailed to nominate Hayley Benyon to replace her on the Parish Council.

#### 5. Subcommittee Reports

##### a. Parish Finance and Administration Report

This report is attached as Attachment 1. The parish is a healthy state and can afford the proposed improvements. Standing Orders are not included in the weekly amount decaled on the newsletter, because this figure is only available when the bank statement is received. The standing orders are paid weekly or monthly as the donor prefers.

The interest paid on the Diocesan Pooled Investment Fund is set lower than commercial rates so that parishes needing to borrow money can do so at a reasonable rate. This system was agreed by parish priests many years ago as away in which the parishes within the diocese could support each other. It was certainly in place long before the current auditing process was introduced in the 1990s.

The Independent Parish Auditor is Michael Harrison, a parishioner of St Peter's parish, Lytham. He is a retired manager, who did similar work in the NHS. He has done this task since John F gave up the job to do the administration a few years ago. Michael gives freely of his time and skills, whilst some parishes pay their auditor a fee. John F still audits the accounts of a parish in Preston and is fully aware how time consuming this task is, given the timescales imposed by the diocese. He would like the Parish Council to write to Michael and thank him.

##### Action PC002.01:

Write to Michael Harrison to thank him for his work as auditor.

Linda

Post Meeting Note: Father Peter has agreed to offer Mass for Michael's intentions.

##### b. Property Management Report

John C was at a meeting in Scotland. His report was presented by Bernard and is Attachment 2.

##### c. Pastoral Report

Sally and Margaret are now helping to bring together different strands of the pastoral work within the parish.

The Holy Communion and Confirmation programmes had been successful. There had been one marriage in the last quarter and one booked for August. Father has conducted 15 baptisms since he arrived in September and there are 3-4 in the pipeline. One person had been received into the church and there had been several enquiries. It was suggested that the parish be asked to pray for all these people, but they may not wish to be mentioned by name.

The playgroup and school have had very successful years. Both are looking forward to the development of the Religious Education syllabus and the Fit for Mission initiative.

More altar servers and flower arrangers are required. Please encourage people to join.

The Study Day stated that we should challenge people in the parish. There should be times when the Parish Council act together, but that could be difficult give the other commitments of most of the Parish Council.

##### d. Social Report

The Social Committee minutes are available from Helen McDowell and are presented here as attachment 3.

The Social Committee names/responsibilities are now on the notice board.

Helen is webmaster and this will progress once a new PC is available. The details are included in John C's report in Attachment 2.

Next venture is the Family Fun Day on the 14<sup>th</sup> September – this has been moved to avoid the clash with the diocesan pilgrimage to Cleator.

#### 6. Fit for Mission

The Fit for Mission Review is now completed and a response is expected from later this year.

#### 7. Catholicity from Playgroup to Marriage

This item identified at the Study Day was felt to be very important to the development of the parish. It is allocated to the Pastoral team, who will identify how to build the links involved.

#### 8. Parish Council Study Day at Lytham

Father Frank Flynn from St Peter's had arranged that Father John McLoughlin from Pastoral Formation, Archdiocese of Liverpool, should facilitate a Study Day at St Peter's and invited Holy Family Parish Council to attend. In all, 16 people attended, including Father Peter, Father Frank and seven people from the Parish Councils at Holy Family and St Peter's. This proved to be a very productive day in a prayerful and friendly manner. It started with Morning Prayer a reading from the Beatitudes. Father John emphasised the importance of prayer to ensure that the parishes were able to discern the will of God. Father John put the Parish Council in the context of Vatican II. Diocesan Bishops have issued guidelines. As baptised Christians, it is our calling to challenge the rest of the parish to combat religious indifference. It is not just a matter of getting people into church, we must think of them as souls searching for God. We need a personal renewal and a deeper appreciation of the divine Sonship we have been given. We must remember that everything we do is for the love of God.

#### 9. Additional Opportunities for Prayer in the next Quarter

The Study Day also identified the need for additional opportunities to pray. The parish has holy hours/stations and benediction in Lent and Advent, but there could also be holy hours for vocations at other times in the year. In the last year as well as the weekly Exposition, rosary and morning/evening prayer throughout the week, there has been meditation and *lectio divina*. Small groups should not be discouraged. We could ask our sick and housebound to join together in prayer at the same time on a daily basis, perhaps as part of the First Friday Mass activity. This would remind us all that we are all members of the same parish and we should support one another. Other suggestions included: additional opportunities for Exposition, including the reintroduction of *Quarant'ore*, a parish mission, retreat. We could organise a suggestion box to find out what people wanted.

item is allocated to the pastoral team and Father to encourage more participation.

#### 10. Communication

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A report on webpage progress is included in John Catterall's report (Attachment 2). This should contain all the information about the parish, including newsletters and magazine. Not all parishioners have access to the internet and they must be not be forgotten.

More volunteers are required to foster communications. Leaflets and Postcards will be produced with service times and contact numbers. There will also be a Welcome Pack for visitors and new parishioners. Should this include something about the wider church?

It is very difficult to encourage parishioners to meet, because of other interests, so communication is crucial

The noticeboards in the porch are too cluttered. Important notices are covered by other items. The porch will be decorated soon and the provision of noticeboards needs to be considered.

## **11. AGM**

At the first meeting to discuss the viability of a Parish Council, it was agreed that there should be an AGM. The Parish Council should have a special meeting to discuss the AGM, where we can report back to the parish.

## **12. Next Meeting**

The Parish Council will meet on the 19<sup>th</sup> September at 7.45pm (after Mass).

The AGM will be on the 14<sup>th</sup> October at 7.45 pm (after Mass).

## **13. AOB**

There is an Education Mass at the Cathedral on the 26<sup>th</sup> September. Anyone who has an interest in Education and wishes to attend, please contact Father.

## **14. Closing Remarks**

Father said that he had found the Study Day to be uplifting and the fact that the Parish Council had recognised that prayer was crucial to our endeavours was encouraging. September marked the end of Father's first year in the parish and he started the second year very confident and hopeful. He agreed that communication and dialogue were key for the growth of the parish, especially when combined with prayer.

## **15. Closing Prayer**

He closed the meeting by inviting everyone to join him in the *Our Father*.

*The meeting closed at 9.40pm*

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## Attachment 1.1

The parish auditor has now signed off the accounts ending 5<sup>th</sup> April 2008. His main comment was that the GAD had not been claimed. The Diocesan Finance Officer already knew this, because Father and I had explained that the previous administrators had decided not to continue with the job in the autumn of last year and some of the paperwork went missing for a while when our parish priest changed.

The GAD repayment of £4100 has now been received and represents an increase of nearly £400 on the previous year. This will be included in the current year's account. Please be aware that the next GAD repayment could be significantly lower because of changes in the tax system. The basic rate has decreased from 22p to 20p and the tax allowance for pensioners has increased significantly and could take some of our donors out of the tax bracket.

For comparison purposes with the previous year:

- a) The attached sheet shows a decrease on offertory collections of £300 over the year. Parishioners have been very generous in their support of special collections (£7430), an increase of £2156.18, often at short notice. It's quite possible that some of our regular givers diverted some money to the Special collections.
- b) Overall our income (without GAD) increased by about 8%, made up from the increase in Special Collections, donations and rent from the hall.
- c) Our expenditure decreased by approx 10% in the 07/08 year. This was mainly because our payments to the Diocese were almost £5000 lower, even though we paid £10,000 off our outstanding loan. Housekeeping also decreased by nearly £1000. The Diocesan Levy for the current year has fallen from 25% to 23%, based on the Accounts to April 2007. It is calculated on Offertory collections only. For year ending 5<sup>th</sup> April 2008, £2716.08 has been declared to the Diocese as part of a special fund for Asset/Building Maintenance. Can I propose that the Parish Council request the Finance and Administration committee to recommend which income is allocated to Asset Maintenance (e.g. donations, socials, 500 club, etc) unless there is an explicit request otherwise?
- d) Some Special Collections are not paid out during the year they were collected, mainly because they span the period of the End of Year.

Additionally,

The parish still has a bond from the Diocese for £14582, which was borrowed at the time of the financial crisis. In theory, this will eventually be repaid. The Diocesan moratorium on spending is still in place, but has eased a little.

The parish's share of the Diocesan Pooled Investment Fund amounts to £61895, which has decreased because of the stockmarket problems.

The parish has a debt to the Diocese of £7282.81, which we will not repay until we are sure we have enough money to pay for the maintenance of the church.

The Finance and Administration Committee also includes the Criminal Records Bureau (CRB) checks. Kerrie Fenton is looking after this, but has been unable to attend our meetings. I believe that there may have been changes and the Diocese now refers to this as Safeguarding, but Kerrie knows more than I do. She hopes to start to look at the process again very soon and I am sure the Parish Council will offer their support to Kerrie and Bernadette. We must take steps to protect our vulnerable adults and young people. Our diocese, thank God, has been very blessed in escaping the scandal and disruption caused in other dioceses.

All in all, the Finances of the Parish are very healthy. The current year's income seems to show a slight increase on previous years. I think that Father would be the first to thank the parishioners for their very generous support over the past year and the Parish Council should endorse that. I also feel that the parish should thank our independent parish auditor, Mr Michael Harrison, of St Peter's parish, who has given his time and expertise freely for the past two years. As I audit another parish, I am well aware of the time and effort that goes into this task. Some parishes pay for their parish audit, so we should be grateful that Michael does not require any payment.

John Forster



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Attachment 2.1

## Parish Council Meeting (18<sup>th</sup> July 2008) - Briefing from John Catterall

### 1. Property Management

#### • Presbytery

- i. Dining room chairs cleared out due to woodworm. Suitable replacements are required.
- ii. Computer not booting up – Helen McDowell took it to work and tried a replacement power supply (£25) but the problems prevailed. The source of the problem is now believed to be the motherboard. A new motherboard would cost £150 and it is probably wiser to buy a new PC. Helen is obtaining an appropriate spec inclusive of an upgrade capability e.g. Dell or 'e machine'.

#### • Hall

- i. Meeting held 9<sup>th</sup>. May with the Playgroup and After School club regarding the utilisation of the hall and their needs. Resulting from the meeting a number of minor jobs have been completed i.e. castors fitted to enable easier storage of equipment, cupboard locks fitted, door bell and security chain installed. We still need to install some fitted cupboards and a gate to limit access to the Playgroup garden area.
- ii. We are also going to use Playgroup funds to purchase a wall mounted flat screened TV and a DVD player. These may require a security cupboard but they will be available for all of the various groups to use.

#### • Roofs

- i. The Church porch flat roof has been re-felted and lead inserted under the coping stones to render it weatherproof (cost £1,360)
- ii. The slipped slates and valley cuts on the church and presbytery roofs are being replaced and the church ridge tiles re-pointed (cost £1,793.25). It is the rusting nails that are the cause of the slipped slates and it must be expected therefore that there will be more and more occurrences. We will monitor the situation closely and the rate of occurrence will determine when we need to remove the slates, felt and re-batten the roof and refit the slates. This would cost somewhere in the region of £10,000 to £12,000 for the church and a pro rata amount for the presbytery and may be prudent to budget for this work to be completed in the next 2 to 3 years. The slates are very good ones and the fact that there is no bowing suggests that the main roof structures are sound.

#### • Church

- i. Electrics - Having tendered the work we are now in discussion with a potential contractor. Although they were not the cheapest offer they are open to us undertaking the majority of the labour element ourselves i.e. running the cables. The current price for the cable, dimmer boxes, consumer units and termination boxes i.e. excluding any light fittings is £6,500 plus vat and we are targeting to reduce this to around £4,000 to £4,500. Work is expected to commence in the next 2 to 3 weeks.
- ii. Re-decoration – Thanks to David Allman we now have access to a scaffolding tower and are planning to re-paint the church ourselves, probably in September/October. Any offers of assistance would be gratefully received.

### 2. Communications (Website)

We need:-

- a 'Domain Name' e.g. holyfamilywarton at a cost of a couple of pounds for a two year period
- A host server to host the website. A colleague of Helen's (Adrian) has a server and would host our web site and provide support. The fee would be £7/month.
- An FTP connection to upload the website on the server from a local PC.

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*Attachment 2.2*

We are proposing at least initially to channel everything through Helen's PC and she would be given the FTP connection software package by Adrian.

- A website 'content management system' package, Helen already has one i.e. 'Dreamweaver'. It is limited to creating the pages and managing the site from one PC but is compatible with other management packages that would enable us ultimately to manage the site from various locations e.g. Liturgy, Finance, Social, etc.

We envisage the website to have about 15 pages with unlimited links to other sites e.g. Vatican, Lancaster, School, Other churches and hotels etc.

The cover page will be available within 3 or 4 weeks of commencing and the whole site should be available within a further 4 weeks.

John Catterall

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Attachment 3.1

## Social Team Meeting 3 July 2008

Present: Father Peter Burns David Allman, Chairperson, Parish Social Team  
Denise King, Club day committee Jane Ireland, Youth Group  
Christine Rigby, Play Group Helen McDowell, Website

Father Peter opened the meeting by inviting those present to join him in prayer.

David Allman advised the main reason for the meeting was to be able to circulate feedback to the Parish Council meeting from each group.

1. **Website** – the home page should be up by the end of July. The church computer had become faulty and was being looked at with a view to repair.
2. **Sally's Angels** – an updated report was not available.
3. **Club Day**
  - 3.1 Floats had been decorated by playgroup and youth group.
  - 3.2 The Lytham St Anne's Express had printed an incorrect article on club day in that the day had gone ahead as planned, a correction had therefore been included in the paper.
  - 3.3 There had been a photographer taking children's photographs on the day and this had caused an issue at school as parents had not been asked for permission. It had been confirmed that the photographer was an official club day photographer and in future parents would be asked to sign a consent form.
4. **Bulletin** – Father Peter had been struggling for space on certain weeks and had to reduce the font size to be able to include all information. It was noted that the bulletin was good and Father Peter did not filter information. It was understood from the Parish Council meeting that there was going to be a notice board for the group.
5. **Flowers** – Carmel Thomas was helping with flowers and there was another volunteer that helped when she was able, to due to family commitments.
6. **Welcome Pack** – Bernard Whittle to speak to the Parish Council meeting.
7. **Youth Group** - there had been a few events that had affected the youth group and a few outings had been cancelled. It was hoped that next year the youth group would be able to mix with young people from other parishes. The turnout of the youth group had been good with 11 to 14 children attending the mass on Maundy Thursday, 3 helped with children's liturgies and had a good influence on the group. A plan was in place for outings from September and this would be extended to the new year 7 children.

It was noted that the Deanery were looking to employ a youth officer and this could happen in March 2010/2012. It was felt that not all parishes would not want to fund this and that parishes that did not have the support of a youth group team would benefit from this facility. It was also felt that this would be in addition to what the parish was already doing.
8. **Sunday Coffee Mornings** – it was difficult to encourage people to attend the coffee mornings. Father Peter asked if it would be a good idea to extend an invitation to the people attending baptisms which took place at 12.30, it was suggested that these would be more than welcome if the hall was still set up.
9. **Playgroup** - Christine Rigby would be retiring in 2 weeks but was not leaving completely. Playgroup had received a good Ofsted report and that the number of attendees for September was good.
10. **Events Team** – It had been discussed at a previous meeting that an outdoor event or summer fair should be held. Following discussion, it was agreed that the event should be held after mass on Sunday 14 September. David Allman agreed to produce a form to ask for volunteers for the event. Father Peter to contact the people that helped with the barbecue at the previous event. Jane Ireland to ask the youth group to assist with the manning of stands such as "bat the rat" or "ducking stool."
11. **Other Events** – the following suggestions were made for future events.
  - 11.1 Coach trip to hold mass and tour of a venue.
  - 11.2 Father Francis – Father Peter to contact for availability with a view to holding a concert in the Memorial Hall.

David Allman thanked everyone for attending the meeting.

Father Peter closed the meeting by inviting those present to join him in prayer.