

Holy Family Catholic Church

(Freckleton and Warton)

1 Lytham Road, Warton, Preston, PR4 1AD

Parish Council Meeting 013
Tuesday 12th April 2011 at 7.45pm

1. **Opening Prayer**
Welcome, Jim Smeed, St Peter's Lytham, *Father Peter Bernard*
2. **Minutes of the previous Meeting (distributed prior to meeting)** *Bernard/Linda*
3. **Correspondence** *Linda*
4. **Ecumenical News** *Father P/Colin*
5. **Liturgy- Special Item (Easter)** *Father P/John C*
6. **Sub Committee Reports**
 - a. **Administration**
 - i. **ISA/CRB (Safeguarding)** *James/Hayley*
Update on latest information from Government
 - ii. **Communication** *Helen*
 - b. **Finance**
 - i. **Update** *John C*
 - c. **Liturgy** *Father P*
 - d. **Pastoral**
 - e. **Property Management** *John C*
 - f. **Social** *Catherine*
 - g. **CAFOD** *Hayley*
7. **AOB**
 - a. **Joint Social event with St Peter's** *Bernard*
 - b. **Parish Census** *Bernard*
8. **Next Meeting** 12th July, 13th September, 11th October (AGM)
9. **Closing Remarks** *Father Peter*
10. **Closing Prayer** *Father Peter*

Parish Council Members Present:	Apologies
Rev Peter Burns, Parish Priest	Linda Forster
Hayley Benyon, CAFOD Parish Contact	Austin Manfredi
John Catterall, Chair, Prop. Management Team	
Jan Courtney-Whiteside (minutes)	
Denise King	
James Maloney	
Pamela Maloney	
Helen McDowell	
Catherine Potter	
Sally Sutton	
Bernard Whittle, Chair, Parish Council	

Visitor from St Peter's, Lytham, Parish Council: Jim Smeed

1. **Opening Prayer**
Father Peter opened the meeting with prayers.

Welcome
Bernard welcomed Jim Smeed from the Parish Council at St Peter's, Lytham.
2. **Minutes**
These had been distributed earlier and there were no outstanding actions.

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3. Correspondence

There was no correspondence.

4. Ecumenical News

It was reported that the Lent course was well attended and other ministers had also attended. The Ecumenical meeting had been cancelled at the last minute but it was hoped to be re-arranged in the Autumn.

5. Liturgy

Fr Peter reported that a new member will be confirmed at the Easter vigil and that the family were touched by the welcome of the church. Altar servers are being encouraged to sign up for Easter Mass times and the youth are being encouraged to have their feet wiped; this will also be advertised on the bulletin.

6. Sub Committee Reports

- **ISA / CRB** - James and Hayley have attended a Safeguarding Conference. James reported that there was no need to get re-checked with CRB but new voluntary members need checking. There are potential changes in September and it is fine to wait until then even if lapsed. Junk mail scams was also discussed.
- **Communication** – Helen will let Fr Peter have the template for a Mass sheet. It was asked whether we wanted to invest in new books or printed sheets. It was reported that St Paul's Church have hymn books that are sponsored by the parishioners. It will be December before the order of Mass is ready and books are on a 3 year cycle. We will talk to St Peter's Church when we are ready to purchase the books.
- **Finance update** - See Appendix 1. The accounts have been audited and special thanks went to John Catterall who has taken over from John Forster.
- **Liturgy** - Parishioners have been given copies of the new translation and there is a DVD also available explaining the reasons for change and looking at the Mass in a fresh way. There is a Mass at Holy Family, Ingol on 30th April with the new translation. The delay in translation in the English speaking world is due to the variations of the English language as spoken in these countries.
- **Pastoral** - Father Peter said we needed to get moving with forming a Pastoral Team and needed someone to take on the role as Chair. A notice had been on the bulletin asking if anyone required a home visit, but no-one had come forward.
- **Property Management** - See Appendix 1.
- **Social** - Denise reported that a quiz night has been arranged for Friday 13th May which is a joint event with St Peter's Church. It is being held at the Lightning Club, and due to having the hot pot from them, they will waive the room hire charge. The tickets have been produced by Christina and are £5.00 each (including hot-pot and apple pie). A raffle will also be held on the night.

Sally Sutton reported that she is organizing a tea party for the elderly and the girls will be playing instruments; she said that Chirstina King's help was invaluable and that she had blown up photographs of the various events to show the elderly people.

The sponsored walk through the lights had raised £200 for 'Help the Heroes'. A Mass at school was suggested with the same format as last year; the Bishop is to be asked.

CAFOD had raised £804.12 and a sincere thanks went to everyone's generosity. Hayley and Rosa had presented an assembly at school and given out the boxes. The Fair Trade stall at

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school is doing very well. There is a presentation on Thursday 5th May showing how the money raised for CAFOD is used; the work and the on-going projects.

Parish Census - St Peter's Church have done a lot of work on the census and produced a questionnaire. Holy Family don't have a list of people in the Parish. John had produced a list of parishioners through the 500 club but with limited knowledge. It was reported that Mass attendees averaged at 175 parishioners and that we couldn't encourage people to attend if we don't know who needs encouraging.

A large census was completed at St Peter's Church 7 years ago and St Peters are further on than we are. Worksheets in response to outcomes were produced as a result of the joint training day and people will be e-mailed these.

St Peter's have organised leaders in the various categories; First Holy Communion, marriage etc. We need to revise what has been done. St Peter's will produce a calendar of events for when Fr Flynn retires. St Peter's will lend Hayley a laptop and screen about 'Haiti – 1 year on' showing what the money raised had helped.

7. **AOB**

- A record of appreciation went to David Allman for all his hard work in the garden.
- There is a Parish Pastoral Councillors Formation Programme at Our Lady's, Star of the Sea on Saturday 2nd July and Saturday 9th July from 10am – 3pm. The cost is £25.00 per person for both days; this is being promoted by the Diocesan body.

8. **Next Meeting** 12th July, 13th September, 11th October (AGM)

9. **Closing Remarks**

Father P thanked everyone for attending and said we had covered lots of areas and encouraged everyone to keep going.

10. **Closing Prayer** Fr P closed the meeting with prayers.

The meeting closed at 9.10pm.

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APPENDIX 1:

Finance and Property Review:

Report to the Parish Council (12th April 2011)

1. Finance Report (Status at 5th April 2011 i.e. end of F/Y)

No.1 account (General Matters)

a) F/Y 2010/11

- £42,861.01 = YTD Income (98.87% of annual budget)
- £40,630.67 = YTD Expenditure (85.32% of annual budget)
- £2,230.34 = Net Income
- £8,736 = Opening Balance (05/04/10)
- £10,856 = Current Balance (05/04/11). (£10,904 in bank and £48 o/s cheque).

b) Budget – FY 2011/12

- Income £45,266, Expenditure £51,522, Net Deficit £4,255

c) Envelopes/Standing Orders

- 88 requested envelopes (10 new in 2011/12) and of these 16 also pay by SO.

d) Gift Aid Declarations (GAD)

- 61 parishioners have signed GAD forms (5 new in 2011/12)

No 2 account (Building Fund)

- £1,872.19 = YTD Income
- £19,435.71 = YTD Expenditure
- £18,628.05 = Opening Balance (05/04/10)
- £1,064.53 = Current Balance (05/04/11).

No 3 account (500 Club)

- 143 Members (139 in 2010). 13 new members (9 cancelled).
- £2,860 = Gross income. (£2,755 in 2010)
- £1,430 = projected annual prize money
- £1,430 = projected annual net revenue (£1,375 in 2010)
- £3,935 = Current balance, of which £1,375 is to be transferred into No.1 Account, this being the net revenue from 2010.

2. Property Report

The sanctuary lighting has been improved, the dining room chairs have been replaced, the outside toilet sanitary ware has been removed and the outbuildings cleared of their contents.

The movable screening to store Playgroup items out of the sight of other Hall users and which is to be provided by the Playgroup under the rental agreement signed in April 2010 still remains outstanding.

Activities planned for 2011/12 include the decoration of the Hall, carpeting of the office and Presbytery stairs, renovation of the outbuildings to create additional storage facilities, cleaning of the Church carpet, a 'Periodic Electrical Inspection' of the property and 'Portable Appliance Testing (PAT)'.

The Church and Presbytery barge/facia boards, soffits, gutters and drainpipes need renovating but this will be costly and would require a significant contribution from the Building Fund.

Thank you to David Allman for removing the flagpole housing, including a cubic metre of concrete and for his work in the garden, planting bushes and flowers and mowing the lawns. It looks lovely.

3. Others

Five young parishioners (Lucy Mitchell, Aaron Holland, Lewis Lewis, Caitlyn Appleton and Georgia Hernen) have been trained and enrolled as altar servers.