

ST JOSEPH'S & ST MARY'S PARISH ADVISORY COUNCIL

Minutes of the meeting held on Thursday, 8th February 2018

at St. Mary's Church Hall

Present: Paul Gallone (Chair), Canon Boardman, Christiane Cantlay, Theresa Keating, Martin Price, Bill Nolan, Trixie Douglas, Mo Misra, Liz Reid, Mary Taylor, Clare Sommerville, Janet Mathias, Daniel Murray

1. Opening prayer: Canon Joe	
2. Welcome new members: Janet Mathias, Daniel Murray, Clare Sommerville	
3. Apologies: Deacon Elfed Jones, Susan Patrick, Joyce Harding, Gareth Rein	
4. Election of Officers: <ul style="list-style-type: none">Chair: Paul GalloneVice Chair: Theresa KeatingSecretary: Joyce Harding Unanimously agreed by all present	
5. Minutes of last meeting: 7th December 2017 Accepted as a correct record, subject to the following amendment: Action under item 10 (Social and Fundraising Activities) should be attributed to MM, rather than MP	
6. Matters arising Actions from the minutes of the previous meeting were addressed under the relevant agenda items, with one exception: SP will obtain further details, including transport costs, for proposed parish trip to Harvington Hall - carried forward as SP was not present at this meeting.	
7. Correspondence: None received	
8. Reports from meetings attended: (a) Finance Committee: MP provided an update from the last Finance Committee meeting, held on Monday 5 th February: <ul style="list-style-type: none">Tim White has finalised the accounts up to the end of December. Some repair work remains outstanding, which will be slightly over budget but not significant. Currently on track for a surplus at financial year end.Gift Aid envelopes for the next financial year will be available by the weekend of 17th- 18th March.Actions from the quinquennial report: the slates on the roof of the Lady Chapel at St Joseph's have now been repaired, at a cost of £150 plus £800 for scaffolding. However, the cloister roof is leaking and that ceiling is in a poor state as a result. Len Wood will be engaged to make the roof watertight and investigate the ceiling for any structural issue. The space is currently used as a storeroom.Following the recent heavy rain, the toilet in St Joseph's sacristy had not been	

flushing properly. The problem appears to have resolved itself. The drains have been cleared recently, however Len Wood will be asked to check them again, when onsite for the cloister roof repair.

(b) Maintenance: Covered mostly at the above Finance meeting.

- Canon provided a further update: Len Wood has subsequently advised of some movement in other slates on the lower roof, on the Wordsworth Avenue side of the church. This will be monitored and further slates replaced as necessary.
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- The men's toilet in St Joseph's hall had also not been clearing properly; this has been brought to the attention of Len Wood.
- A plug socket in the kitchen of St Mary's hall requires replacement.
- MT advised that a user of an electric wheelchair had been unable to negotiate the lip of the wheelchair ramp to access St Mary's hall. This does not seem to be problematic for users of manual wheelchairs, which have larger wheels. The fall from the hall is quite steep; the turning circle appears to be satisfactory, apart from the presence of a wheelie bin, which is to be removed. PG suggested that application of a resin screed to the ramp might possibly overcome the lip issue. PG and BN will investigate the situation further.

PG/BN

(c) Cytun: no update. The next meeting was planned for 21st February.

(d) Council of Churches Dinas Powys:

Canon provided an update from the minutes for the last meeting.

The forthcoming Lent courses will use the same York course as planned for Penarth, with an emphasis on the Resurrection, rather than on the Eucharist.

Canon Joe and Deacon Elfed had been invited to a meeting to discuss arrangements to house a Syrian family within Dinas Powys. This prompted considerable discussion:

- The Archdiocese of Cardiff has made four properties available to house Syrian families, with a further property planned to be available soon.
- The Anglican Church in Penarth has made a property available to house a Syrian family at a low rent, to be covered by housing benefit payments.
- No comparable church-owned property is currently available within Dinas Powys, so a commercial arrangement would be required to house and support a family within the village. Although it was agreed that this was a laudable initiative, some concerns were expressed about the ongoing sustainability.
- LR is currently undertaking voluntary work with Syrian families in Cardiff and advised that isolation can be a significant issue; consideration should be given to the provision of appropriate social support as well as basic housing requirements.

Canon will provide a further update after attending the meeting.

(e) Other meetings: None to report.

9. Health and Safety:

<p>MP advised that the car park at St Mary's is very slippery in adverse winter conditions (rain and ice). Salt is available to clear a pathway for safe walking, although it is not practical to clear the entire car park. It was agreed that the car park should be closed in such conditions; a pathway will be cleared to the church and the gate closed to vehicles. MP is the designated person to ensure that this is done.</p> <p>BN volunteered to ensure that comparable action is taken at St Joseph's in adverse winter conditions. People would be discouraged from using the path around the church to the hall in icy conditions. A judgement call would be taken on whether to cancel children's liturgy.</p> <p>A stock of salt was available at St Mary's. PG would be collecting further supplies the next day (9th February), along with 3 snow shovels.</p> <p>Health & Safety Toolbox: Don Clary has noted that some items have been flagged for follow-up. PG will look into these with Don. Any disclaimers may be included in the Gazette, as appropriate.</p>	<p>MP</p> <p>BN</p> <p>PG</p> <p>PG</p>
<p>10. Environmental issues (MP and Canon):</p> <p>MP will produce the new notices for both church halls giving instructions regarding the preparation and storage of food for consumption at hall events. (action carried forward from previous meeting)</p>	<p>MP</p>
<p>11. Safeguarding:</p> <p>MT reported that the annual DBS audit was completed in January.</p> <p>The Archdiocese has requested that older CRB certificates should be considered for upgrade to DBS. It was agreed that this would be prioritised for volunteers who work with children or vulnerable adults.</p> <p>The SVP manage their own list of volunteers and MT has enquired about DBS for the SVP.</p> <p>MT recommended an e-learning package, developed with EduCare as part of the Church's commitment to safeguarding. Any interested Catholic can access this free of charge, by contacting the safeguarding office – safeguarding@rcadc.org</p> <p>Further safeguarding training for priests and deacons is planned for the autumn.</p> <p>The update service, for online updating of a DBS clearance, is becoming more complicated. If a new volunteer is already registered in this way, the safeguarding office should be contacted for advice on checking and verification.</p>	
<p>12. Social and Fundraising Activities:</p> <p>None planned at present. MM will continue to liaise with Don Clary to avoid any clash in planned activities between the two parish communities.</p> <p>James Patrick will be organising a Lenten reflection service, to take place on 14th March.</p> <p>Lisa Gallone has suggested arranging a parish 'afternoon tea' event at the Cornerstone. Concern was expressed that the estimated cost – around £20 per head – would be too high to attract interest. PG will investigate the available options.</p>	<p>PG</p>
<p>13. St. Joseph's School: nothing to report.</p> <p>Some volunteers have been recruited to help with reading, so the outstanding action for JD can be closed.</p>	

14. Parish Matters: <ul style="list-style-type: none"> • CC reported continuing difficulties in trying to obtain the names of Catholics in Holme Tower. A new spiritual coordinator is in place – although not a full-time role, JM advised that feedback has been good. • Children’s Liturgy – some older children are continuing to attend, and visitors to the parish may not be aware that it is aimed at younger children who have not yet made their First Communion – i.e. up to the end of Year 3. It was agreed that an item should be included in the Gazette to remind parents. 	
15. Any Other Business: <p>PG advised that planning should now start for the annual Mass for the Sick. Judith Braeman has confirmed that she is happy to continue to co-ordinate names for this. Canon will speak to Gareth Rein to confirm a date.</p> <p>MT reported that Prayer Journals for the confirmandi have been well received.</p> <p>MT asked whether the Archdiocese was involved in planning for the ‘Rosary on the Coast’ day of prayer for Faith, Life and Peace, to take place throughout the UK on Sunday April 29th. Details are available at rosaryonthecoast.co.uk.</p>	
15. Date of next meeting: Thursday 26 th April, 2018 at St. Joseph's Church Hall at 7.30pm	
15. Closing Prayer: Canon	