

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

**Minutes of the meeting held on Thursday, 5th October**

**2017 at St. Mary's Church Hall**

**Present: Paul Gallone (Chair) Canon Boardman, Deacon Elfed Jones, , Christiane Cantlay, Teresa Keating, Judith Braeman, Martin Price, , Don Clarey, , Bill Nolan, Anne Chilcott, Trixie Douglas, Susan Patrick, Joyce Harding**

<b>1. Opening prayer:</b> Canon Joe	
<b>2. Apologies:</b> Mary Taylor, Liz Reid, Mo Misra	
<b>3. Minutes of last meeting: 20th July 2017:</b> Accepted as correct record	
<b>4. Matters arising:</b> There were no matters arising	
<b>5. Correspondence:</b> None reported	
<b>6. Reports from meetings attended:</b> <b>(a) Finance Committee:</b> <ul style="list-style-type: none"> <li>• MP informed the PAC that the accounts were finalised for the previous 5 months, nothing of particular note. The parish is due for audit by external auditors. Canon will liaise with relevant members of the Finance Committee.</li> <li>• HMRC has paid Gift Aid amounting to £15,100.12 for both communities.</li> <li>• Quinquennial (5 year) survey of our church buildings is to be held on 17th October.</li> <li>• The lead stolen from the cloister roof has now been replaced. The cost was £940 + VAT, an insurance claim is pending; there is however a £300 excess.</li> </ul> <b>(b) Maintenance:</b> <ul style="list-style-type: none"> <li>• Presbytery boiler has been replaced, the shower unit is also to be replaced. Painting the Presbytery exterior will be undertaken in the Spring.</li> <li>• Side door in St. Mary's: MP has undertaken a repair to the closure unit on advice of a specialist firm in Swansea; the repair was initially successful however Canon reported the fault has reoccurred. MP will reassess the situation.</li> <li>• Canon informed the PAC that an external audit of Health and Safety would be carried out in January. This type of audit is conducted every two years. DC advised the Council that he was confident that our system is up to date. DC and PG are to meet to review prior to January.</li> </ul> <b>(c) Cytun:</b> <ul style="list-style-type: none"> <li>• JH and CC had attended the meeting on 20th September.</li> <li>• Rev Peter Cox has taken over as Chairman. His induction service is to be held on Sunday 8th October. A Chair Elect has still to be confirmed.</li> <li>• Homelessness scheme in Cardiff: St. Germain's are involved in this from December to March and are holding training sessions for anyone who wishes to</li> </ul>	MP

<p>get involved. Information on the situation in Cardiff can be found by googling 'Homeless in Cardiff'. There was no confirmation re: opening up a scheme in Penarth in the very near future.</p> <ul style="list-style-type: none"> <li>• Death and Dying: Rev. Fanning to report back to November meeting. Claire Brosnan, Spiritual Liaison person at Holme Tower, is due to give a talk to Committee at the meeting on 15th November.</li> <li>• Cytun website is in hand and will hopefully be up and running soon.</li> <li>• The charity INEED, based in Monmouth had written to thank the churches in Penarth for their response to the clothes and blanket collection for refugees. The clothes and other items had been of a very high standard and will be sent out to Syria by the end of the month.</li> <li>• Christian United Service to be held on 21st January 2018. Pulpit exchange to be organised again, organiser to be confirmed.</li> </ul> <p><b>(d) Council of Churches Dinas Powys:</b></p> <ul style="list-style-type: none"> <li>• Deacon Elfed is organising the Advent Service in St. Mary's again on a Tuesday in December, this will involve all churches in Dinas Powys as in past years.</li> </ul> <p><b>(e) Other meetings:</b> None</p>	
<p><b>7. Health and Safety:</b> DC reported that the on-line "Tool Kit" for St. Josephs and St. Marys are almost up to date and will be completed well in time for the January audit.</p>	
<p><b>8 Environmental issues (MP and Canon):</b> We were sent a questionnaire by the Vale Local Authority (Environmental Health) now Shared Environmental Services based in Bridgend, with regard to the usage of the church halls. St. Mary's Hall was designated a "Food Business Operator" because it provides Tea and Biscuits after Mass on Sunday. We challenged this (with legal assistance) and sent them a copy of current Guidelines on the Application of EU Food Hygiene Law. In response, Shared Environmental Services have responded confirming registration is no longer required for Church Halls such as St. Mary's and St. Joseph's. Food Hygiene at both halls will still be needed to be taken seriously with regard to preparation, storage and general cleanliness however this will now be conducted on a "common sense" basis rather than being regulated by the Local Authority. MP will redraft the Use of Halls schedule for both halls to reflect the current position. PG asked MP to pass on the PAC's thanks to his daughter for her work on this matter.</p>	<p><b>MP</b></p>
<p><b>9. Safeguarding:</b> In MT's absence AC reported there will be a Safeguarding course for deacons in November and an Internet Safety Training Session 7-9pm at St. Teilos on 10th October 2017.</p>	
<p><b>10. Social and Fundraising Activities:</b> Canon informed the PAC that he had been approached by DC and Bill Townsend about holding an inaugural quiz night in St. Joseph's Hall. It is hoped that a small social committee can be formed for St. Joseph's in the future. The date they wanted was 24<sup>th</sup> Nov. However it transpired that there is already a quiz organised by St. Mary's on that day. Canon asked that, in future, the Social Committee at St. Mary's should liaise with DC</p>	

<p>so that a co-ordinated approach can be adopted to avoid clashes. The proposed quiz in St. Josephs will be postponed until the Spring 2018.</p> <p>James Patrick would like to hold a Carol Service in the church on the same lines as last year. Everyone agreed this would be a very good idea, Canon will confirm date with James.</p>	
<p><b>11. St. Joseph's School:</b> Canon is saying the Welcome Mass at the school on Monday 9th October 2017</p>	
<p><b>12. Parish Matters:</b></p> <ul style="list-style-type: none"> <li>• Deacon Elfed had been involved in giving a talk about Our Lady for a Catholic American Television Station called "Shalom World" and had been busy with parish duties during Canon's holiday.</li> <li>• JB had nothing to report.</li> <li>• CC: Claire Brosnan had telephoned once to say that there was somebody to be seen at HT.</li> <li>• Canon had a received a letter from Fr. John Kelly hospital chaplaincy co-ordinator. He is trying to get more priests involved on the rota as at present there are only 5; previously there had been 7 on the list. If for any reason a priest cannot respond to a call for Llandough the tendency is to ring Canon as he is situated locally.</li> </ul>	
<p><b>13. Any Other Business:</b> Canon referred to the Council of Churches suggestion re: housing a refugee family in Dinas Powys/Penarth. A similar letter had been circulated by Cytun in Penarth. Canon pointed out that the Archdiocese of Cardiff is already undertaking a similar project with four families who are being housed in unused presbyteries. The system is well established with regard to legal and financial responsibilities. There is to be a meeting of the Council of Churches with regard to this and Canon and Martin Price will attend (date to be confirmed) and will offer any assistance they can in view of the Archdiocesan experience.</p> <p>TK had received a request from a parishioner with regard to them becoming a Foundation Governor at the school. TK was advised to direct the person to Anne Robinson at Archbishops House, who deals with such matters.</p> <p>PG had looked into the music licensing situation re both churches. The best outcome would be to purchase a PPL License at a cost of £90.63 per site.</p> <p>TD informed the committee of a problem with the block flooring in the pew near the 10th/11th Stations at St. Joseph's. Canon would look at this. There had been a similar problem in that area before.</p>	
<p><b>15. Date of next meeting:</b> Thursday, 7th December 2017 at St. Joseph's Church Hall at 7.30pm</p>	
<p><b>15. Closing Prayer: Deacon Elfed</b></p>	