

St Joseph Parish Council Penketh



MINUTES OF THE PARISH COUNCIL MEETING HELD:

Date & Time of Meeting: 7th July 2020 – 7pm

Location of Meeting: Loreto Centre Meeting Lane

	Part One
	Present: Mike Armstead(MA), Marion James (MJ), Fr John Scofield (JS), Fr Mark Drew (MD), Sister Margaret Mattison (MM), Joan Williams (JW), Christine Hope (CH)
1.	Welcome, Declarations of Interest & Apologies: No declarations of interests declared. Apologies: Peter Johnstone & John Traynor
2.	Opening Prayer: Fr John
3.	Minutes of meeting: 5 th March 2020 accepted as true and accurate.
4.	<p>Matters Arising:</p> <p><i>Boundary breach:</i> It was agreed JS & MA would set a date to survey the parish boundary following the breach to the chain link fence and the shaving of conifers by a resident of Windmill Lane who asked and was given permission to have a skip place close to the conifer trees for garden rubbish.</p> <p><i>Re-opening church:</i> Private prayer was noted a success in all attendances, also the volunteers who have help make the church safe & welcoming to visitors mentioned. The church is prepared for small masses MJ confirmed max numbers would be 44. MD asked if there could be a sign stating the max number of people, be placed outside. MA suggested the outside sign used by Fr Malcom as a welcoming aid could be utilised, all agreed. JS suggested a brief announcement before start of mass to celebrants as to procedure, following points raised by MJ on entrance, exiting also floor markings.</p> <p>MA raised a question on visibility of stewards so visitors have a clear sight of them. JS announced lanyards ordered c/w badges for stewards to put their name on. MJ, made use of the Eucharistic minister rota, to raise more volunteers, JS thanked MJ.</p> <p>JS made a request on behalf of the Dean. Could St Joseph's open on Sunday for the Polish community to hold mass, as the church they use is currently closed and they need large car parking. Discussion opened up it acknowledged that during this phased opening St Joseph's parishioners do not have access to a Sunday mass in their own church. The council made suggestions around changing days but also had concerns about sanitisation cleaning afterwards. MM made suggestion of an evening mass in the week. MD informed the council other parishes are reporting no problems with having Sunday masses and the trend of numbers is low with a concern of some parishioners not returning at all.</p> <p>MJ raised a concern about visits to homes and feels strongly there should be a review on Ministering in nursing / residential homes.</p> <p><i>Painting Project:</i> Sample areas cleaned, and then coats of special paint applied to three areas inside the church. Each patch painted differently to allow a more informed decision on best process to paint the whole church. To be monitored for a period. Following discussions, was decided to go out for local contractor quotes as soon as possible. Acknowledged thanks to Andy James for his diligent work also noted.</p>
5.	<p>Adoption of Parish council constitution by all members</p> <p>Agreed by all members of formerly adopt the constitution, motioned by MJ seconded by JS.</p> <p>Minor questions, regarding to max numbers and quorum numbers but as Fr Mark was elected to the council at previous meeting, we have a quorum to meet constitution quorum required. JW questioned the four-year term per member in the constitution. MA reassured, there was a need to have a guideline but not a mandatory term, also mentioned the council did not have the luxury of a waiting list for new members.</p>
6.	<p>New Members</p> <p>Fr John has wrote to three people who have shown an interest in joining the Parish Council asking them for further information about what skills and experience they can bring to the role.</p> <p>Three responses received prior to lockdown. JS asked if MA could undertake to contact them individually to explain the council has recently convened thus process of new member recruiting is underway and due to the break would they still want their application putting forward for consideration. MA agreed.</p> <p>All agreed, new members are needed making use of the newsletter, website, notice board & word of mouth. The goal is to have a waiting list available to sustain the membership going forward. An observation on gaining younger members also</p>

St Joseph Parish Council Penketh



	noted. Part 2 Remains confidential
9.	Next Council Meeting date: September 8 th 2020 7pm
10	Closing Prayer: Fr Mark

Meeting ended 9pm

Actions / Rolling Actions

Item:		Agreed Action:
4.	Survey boundary fence produce video/photo & report any maintenance required at next meeting.	JS & MA
4.	Fr John will confer with the Dean taking all council suggestions on a mass for the Polish community.	JS
6.	Contact applicants with an update of the recruiting process; establish if application still wants putting forward.	MA
6.	Place new ad in this coming newsletter asking for applications to join council.	MA
8.	Costs & designs required new notice board before agreement to go ahead agreed by council.	MA
8.	Twitter account, planned launch to be set up.	MA
8.	Remove banners from front railing, store safe for collection.	MJ
8.	St Joseph's 100 th Birthday celebration, planning & subcommittee be agreed.	Council
8.	Rolling Item: Upgrading St Joseph's current website. Design & costings to be presented & agreed.	MA/Council

Rolling Action Review:

Item:		Agreed Action:
4.	Survey boundary fence produce video/photo & report any maintenance required at next meeting. <i>Fr John & I carried out a full boundary condition survey on Sat 11/07/20. Found in tacked in the main. Two questions raised the green wired fencing protruding onto the grounds and the gate installed to car park. It was decided to write a letter to Mr & Mrs Cooper regarding the shaving of branches also the reinstallation of fencing also make clear no trespassing would be permitted. It was also agreed for a new conifer tree be planted in the gap, hopefully this can be done through the gardening group. The gardening group have kindly agreed to investigate the re-fixing of the chain link boundary fence, also to plant a new conifer in the gap. Letter has been posted to resident. Photo's along with an email has been sent to our LACE Buildings surveyor showing boundary encroachment with wired fencing.</i>	JS & MA MA
4.	Fr John will confer with the Dean taking all council suggestions on a mass for the Polish community.	JS
6.	Contact applicants with an update of the recruiting process; establish if application still wants putting forward. <i>MA has spoken with all three. All three still want to be part of process. Applications to be tabled & vetted before next Council meeting, 8th Sept 2020. Advert placed for what will be a total of three weeks.</i>	MA
6.	Place new ad in this coming newsletter asking for applications to join council. <i>MA- Ad placed and appeared in Sundays newsletter. Have asked for it to be run for a further two weeks. Received one letter at home. Need to check parish office for any further responses. Advert placed in the newsletter for a total of three weeks. A date in August has been sought with council members to assess applications and invite new members on to the council.</i>	MA
8.	Costs & designs required new notice board before agreement to go ahead agreed by council. <i>Quotes being sought ready for next PC meeting September 2020.</i>	MA
8.	Twitter account, planned launch to be set up.	MA
8.	Remove banners from front railing, store safe for collection.	MJ
8.	St Joseph's 100 th Birthday celebration, planning & subcommittee be agreed. <i>Ideas now being asked, the council need to start to submit ideas, we also need to have clergy input on masses, blessing etc. Special unique items to be made, A special garden created, these are just off the top of my head. We have to start talking about this NOW!</i>	Council
8.	Rolling Item: Upgrading St Joseph's current website. Design & costings to be presented & agreed.	MA/Council