

**ST GREGORY'S PARISH PASTORAL COUNCIL**  
**MEETING RECORD**

**ATTENANCE LIST – correct as at 2145 hrs Sun 10 Oct 21**

Name	Appointment	Mon 4 Oct 21 at 6.30 pm	Mon 8 Nov 21 at 6.30 pm	c.6 weeks later (TBD)	c.6 weeks later (TBD)	c.6 weeks later (TBD)	c.6 weeks later (TBD)
Fr Jonathan Creer	Clergy	Yes					
Steve Godwin	President	Yes					
Chris Huthwaite	Chair	Yes					
Jez Mawdsley	Communications	Yes					
Richard Verrian	Finance	Yes					
Sam Camisa	Music Coordinator	Yes					
Tony Coyle	Building Management	Yes					
Hamish Carr	Assistant Building Management	Yes					
Nicole Fitz	Hall Hire	Yes					
Mike d'Apice	Member	Apology					
Catherine Detain	Member	Yes					
Sheelagh Delaney	Information & Safeguarding	Yes					
Jo (Joanne) Kingston	Member	Yes					
Peter Pelly	Member	Yes					
Joseph Vazhappilly	Member	Yes					
<b>Totals</b>		<b>14 of 15</b>					
<b>Comments:</b> Parishioners who attend the opening meetings and are not on the Council will not be listed, unless they specifically request to be on the record.							
No attendees	Open meeting attendee	None					

## ROLLING ACTION LIST –

amended 1900 hrs Mon 18 Oct 21

Serial	Discussion Points	Actions / Deadlines
1	<p><b>First Meeting:</b> The first St Gregory's Pastoral Parish Council (PPC) met on Mon 4 Oct 21 at 6.30 pm at St Gregory's Hall:</p> <ul style="list-style-type: none"> <li>Attendance is listed on the Attendance Table above; with one apology.</li> </ul> <p>The meeting opened with a prayer by <b>Deacon Steve Godwin</b>.</p>	Apology from Mike D'Apice
2	<p><b>Introductions:</b> The meeting opened with all new council members introducing themselves. It was a fascinating tapestry of history.</p>	Thank you to all attendees
3	<p><b>Standing Agenda:</b> The Chairman informed the council that the agenda for this evening's meeting would be:</p> <ol style="list-style-type: none"> <li>Welcome &amp; apologies; agree quorum in attendance.</li> <li>Our delegated responsibilities; the Constitution - purpose of the group.</li> <li>Actions from the previous meeting.</li> <li>Frequency of meetings.</li> <li>Priority setting.</li> <li>Finance report*.</li> <li>H&amp;S, maintenance &amp; buildings report: St Gregory's Church, Hall, 42 St Gregory's Ave &amp; 44 St Gregory's Ave.</li> <li>Hall Hire.</li> <li>Welfare / Safe Guarding* report.</li> <li>Any other business.</li> <li>Chairman's summary.</li> <li>Actions.</li> <li>Date, time, location of meetings 2022.</li> </ol>	Mandatory agenda items*
4	<p><b>Opening Statements:</b> The chair then took the opportunity to make some opening statements; thanked everyone for attending and reviewed the now published constitution.</p> <ul style="list-style-type: none"> <li><b>Open meeting:</b> the Chair informed the Council that this was an opening meeting, that anyone could attend and witness; that it was 'our' meeting and everyone had the same value and could make any observation or statement as they wish throughout the duration of the meeting.</li> <li><b>Meeting Record:</b> that the meeting would result in a published record; and checked that everyone was content with this. All agreed.</li> <li><b>Agenda:</b> that the meeting would follow an Agenda with an opportunity at the end for any other business.</li> <li><b>Council membership:</b> that council membership was voluntary and everyone should only do what they could in their own time.</li> </ul>	Action – Chairman – <b>Chris H</b>

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	<ul style="list-style-type: none"> <li>▪ <b>Data Protection Act 2018 and emails contact details:</b> after some discussion it was agreed that blind-copy would be used to communicate across the council until further notice.</li> <li>▪ <b>Page on the Parish Website:</b> it was recommended that the PPC had a webpage on the Parish website – <b>DONE.</b></li> <li>▪ <b>Notice Board:</b> also, to have a notice board in the St Gregory's foyer where the constitution; a membership list and record of the meetings be hung. <b>DONE – Fr Jonathan confirmed / CLOSED.</b></li> <li>▪ <b>Who is who:</b> Jez M volunteered to take everyone's photo and produce a 'who is who'; pending Mike D'Apice photo.</li> <li>▪ <b>Thank you to historical Treasurer:</b> it was recommended that we should thank historical members of the council and in particular Alan Trowbridge for his hard work and dedication as the St Gregory's Treasurer.</li> <li>▪ <b>Gift Aid:</b> One appointment that had yet to be filled was that of the 'Gift Aid' representative; Peter P agreed that he would consider the role; and make a decision after reading the role and responsibilities. <b>ADDENDUM:</b> Richard V shared these with Peter P.</li> <li>▪ <b>Card Reader:</b> At this point the provision of a Card Reader, similar to that in St Osmund's church was raised; it was agreed after some discussion that Richard V would follow up.</li> </ul>	<p>Closed</p> <p>Closed</p> <p>Action – Communications rep – <b>Jez W</b></p> <p>Action – <b>Deacon Steve Godwin</b> agreed to send a thank you letter of appreciation</p> <p>Action – <b>Peter P</b> to make an informed decision</p> <p>Action – <b>Richard V</b></p>
5	<p><b>Constitution:</b> The chair invited everyone to review and consider what the published Constitution meant; as it determined the approach that the Council would take over the next three years.</p> <ul style="list-style-type: none"> <li>▪ <b>Purpose:</b> having read out the purpose on page one, the Chair invited Deacon Steve to express what the meaning of 'Christen Formation' meant. I am not going to attempt to repeat Deacon Steve's eloquent description. <b>ADDENDUM:</b> proposal to the council membership – probably wise to have the purpose on the agenda to ensure we remain focussed on our purpose.</li> <li>▪ <b>Frequency of meetings:</b> the constitution determines a minimum of quarterly meetings; after some discussion, it was agreed that six weekly / bi-monthly was more appropriate.</li> <li>▪ <b>Date of next meeting:</b> the Chair asked everyone to take the opportunity to agree when the next meeting would take place – it was agreed that it would be Mon 8 Nov 21 at 6.30 pm St Gregory's Hall.</li> <li>▪ <b>Communications:</b> a proposal was made that a WhatsApp group be organised; after some fun discussion on social media and the communications it was agreed that it was too early to make a decision on the utility of such a communications channel.</li> <li>▪ <b>Communications rep:</b> at this point Jez M agreed to be the Communications rep.</li> <li>▪ <b>Publication of the Constitution:</b> it was agreed that the Constitution should be published on the Parish Website.</li> </ul>	<p>Action – <b>Chris H</b> to attend to the agenda: Purpose</p> <p>Action – <b>Deacon Steve</b>, if you could kindly write a precis of your description for later publication</p> <p>Action – <b>all council members</b> Information – all parishioners</p> <p>Done – item <b>closed</b></p>

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6	<b>Roles and Responsibilities of the Council:</b> <ul style="list-style-type: none"> <li>Column two of the attendance table lists the role and responsibilities the council membership has agreed to.</li> </ul>	Information – all
7	<b>Finance:</b> <ul style="list-style-type: none"> <li>Richard V was thanked for volunteering to be the treasurer and invited to provide the meeting with an overview of the St Gregory's Parish Accounts. After a short and clear summary of the status of the accounts, Richard V agreed to provide a precis of the accounts, that could be published to the PPC website.</li> <li>A number of questions were posed to Richard V during this briefing; of note was a request to understand the contributions the parish makes to the running of the diocese.</li> </ul>	Action – Finance Member – <b>Richard V</b>
8	<b>Building Management:</b> <ul style="list-style-type: none"> <li>Tony C was invited to provide the council with an infrastructure update; and the council gave him its appreciation to the hard work he'd already done to support the ongoing maintenance of the site buildings.</li> <li><b>Health and Safety:</b> Tony C raised a number of observations relating to: requirement to conduct regular H&amp;S inspections and the training of fire marshals. The accident book was raised and the requirement to ensure they are compliant with legislation. Nicole F raised a concern about the expiry date of the First Aid kits; that they needed to be checked and updated if necessary. Sam C informed the meeting that it was a possibility that the greeters might also agree to be fire marshals and to be included in the rota for stewards. Sheelagh agreed to help with compliance with the data protection act and the accident books. <i>Sam C confirmed he would take responsibility for regular H&amp;S monitoring and maintaining the Parish Health and Safety file.</i></li> <li><b>Buildings:</b> Tony D informed the council that the buildings had been subject to a professional survey and that he was working much of the requirements. That costs were estimated at: Yr1 at c.£16k and Yr2 at c.£71k of which £60k was work in the hall. The council were informed that some discussions were taking place regarding DDA compliance with the provision of disabled facilities et al. Costs were assessed at £85k over the next five years. Work being taken forward immediately was: repaint some hall doors and raise the height of the balcony in the church; with plans for replacement pans in the hall toilets soon.</li> <li><b>Assistant Building Management:</b> Tony C requested that he be given some assistance and Hamish C kindly volunteered for this appointment.</li> <li><b>Gardening Volunteers:</b> Tony C also asked for volunteers to come forward to help with the gardening on site. Jez M proposed a spring gardening day should take place. A concern was raised about third-party liability insurance for such an event.</li> <li><b>Contractors Liability Insurance:</b> Tony C raised a further concern regarding contractors working on site and their liability insurance. It was assessed that business contracted to provide a service would have the appropriate cover in accordance with legislation. <i>There</i></li> </ul>	<p>Actions:</p> <ul style="list-style-type: none"> <li>– <b>Sam C</b> kindly agreed to look at the Fire Marshal requirement</li> <li>– <b>Nicole F</b> kindly agreed to re-look at the accident book in the Hall and <b>Sam C</b> in the church</li> <li>– <b>Sheelagh D</b> volunteered to help with the issues associated with privacy compliance in the accident books</li> </ul> <p>Information – Assistant Building Management – <b>Hamish C</b></p> <p>Action – <b>Deacon Steve</b> kindly agreed to make parish announcements and establish the status of the liability insurance</p> <p>Action – <b>Deacon Steve</b></p>

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	<p><i>remains a requirement to confirm where contractors' liability insurance details should be recorded in case of future need.</i></p> <ul style="list-style-type: none"> <li>▪ <b>Parish Office Service:</b> In the context of discussion about the benefits of central administration to St Gregory's the PPC felt it helpful if the scope and extent of the service could be obtained from the office. Deacon Steve agreed to establish this.</li> <li>▪ <b>Information Management:</b> Sheelagh D made an observation that the St Gregory's site was probably not in compliance with legislation and offered to help ensure that it would be over the next period. Sheelagh D also informed the council that the Accident Books should not contain historic incidents. Nicole F informed the council that the office in the hall had all sorts of material and files that probably needed to be destroyed. Sheelagh D agreed to help with this work.</li> <li>▪ <b>Compliance:</b> the issue of 'compliance' was raised as a concern and Sheelagh D agreed to provide an understanding to the members in due course. <b>ADDENDUM:</b> Chairman's' observation: whilst this item is important, there is no immediacy required to resolve.</li> </ul>	<p>Actions</p> <ul style="list-style-type: none"> <li>– <b>Sheelagh D</b> kindly offered to follow up over the next quarter</li> <li>– <b>Nicole F</b> kindly agreed to look at how much work was required to clear the hall office</li> </ul>
9	<p><b>Hall Management:</b> the council thanked Nicole F for her hard work in cleaning and managing the hall on behalf of the parishioners. Nicole F was the invited to provide an update:</p> <ul style="list-style-type: none"> <li>▪ <b>Hall Bookings:</b> Nicole F informed the council that books were "going really well" and hall hire was on the up.</li> <li>▪ <b>Bins / Post event waste:</b> the issue of disposing of commercial waste post a hall hire was raised an ongoing concern. Joseph V informed the council that after a recent event he'd held there, that disposal of the waste wasn't a welcome additional task, given that this service should probably be provided. After much discussion, Peter P volunteered to determine the status of the bins across the site; to include: Fr Jonathan's house; the church and the hall.</li> <li>▪ <b>Charging:</b> Nicole F informed the council that the hall hire was currently at £15 per hour; that possibly post refurbishment and agreement with the council this could be raised to £20 per hour.</li> <li>▪ <b>Advertising:</b> some discussion was made on the advertising of the hire.</li> </ul>	<p>Action – <b>Peter P</b> kindly agreed to confirm council provided bins at Fr J's home; the church and a commercial solution for the hall.</p>
10	<p><b>Safeguarding:</b> The Chairman informed the council that Safeguarding was a mandatory agenda item. <b>ADDENDUM:</b> it should be noted for the record that no reported safeguarding issues or concerns had been raised to the Chairman prior to the meeting or before the publication of this meeting record.</p> <ul style="list-style-type: none"> <li>▪ <b>Safeguarding nomination / volunteer:</b> On the initial volunteer list Sheelagh D had been listed as the Safeguarding rep; but was better placed as the lead for Information Management. <b>ADDENDUM:</b> Chairman with Deacon Steve to seek a Safeguarding volunteer rep.</li> <li>▪ <b>Safeguarding Policy:</b> it was agreed that the first step was to understand what the parish expected from the safeguarding rep and to publish the policy.</li> </ul>	<p>Action – <b>ADDENDUM:</b> Deacon Steve to ask the Parish Office to provide a safeguarding policy; and kindly seek a Safeguarding rep.</p>

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11	<p><b>Any other business:</b> One item was raised at AOB:</p> <ul style="list-style-type: none"> <li>▪ <b>Storage:</b> concerns were raised about the storage of numerous different items across the site and that some posed a fire risk. No specific decisions were made. <b>ADDENDUM:</b> the Chair would invite Sam C for the church and Nicole F for the hall to determine what needed to be done to resolve this concern <i>by discussing the matter with Tony C and Hamish W; as work will be needed to provide dedicated storage spaces.</i></li> </ul>	
12	<p><b>Chairman's summary:</b> The Chairman thanked everyone for their positive and proactive contributions to the first council meeting. That the structure of the next meeting would probably be 6:30 pm to 7:30 pm; a break for tea; to then conclude some 45 mins later. With an aspiration for everyone to be leaving for home by no later than 9 pm. The council agreed that a break half way through the meeting was welcome.</p>	
13	<p><b>Actions:</b> the actions of the first meeting will be covered during the course of the following council meetings; and as necessary out of committee.</p>	
14	<p><b>Date and time of the next meeting:</b> The meeting concluded with a reminder that the date of the next meeting was Mon 8 Nov 21 at 6.30 pm in St Gregory's Hall. That an announcement would be made a church, invite placed on the website and included in the newsletter. <b>AMDG.</b></p>	