

ST GREGORY'S PARISH PASTORAL COUNCIL
MEETING RECORD

ATTENANCE LIST – correct as at 1400 hrs Mon 15 Nov 21

Name	Appointment	Mon 4 Oct 21 at 6.30 pm	Mon 8 Nov 21 at 6.30 pm	Mon 10 Jan 22 at 6.30 pm	c.6 weeks later (TBD)	c.6 weeks later (TBD)	c.6 weeks later (TBD)
Fr Jonathan Creer	Clergy	Yes	Apology				
Deacon Steve Godwin	President	Yes	Yes				
Chris Huthwaite	Chair	Yes	Yes				
Jez Mawdsley	Communications	Yes	Yes				
Richard Verrian	Finance	Yes	Yes				
Sam Camisa	Music Coordinator & H&S	Yes	Yes				
Tony Coyle	Building Management	Yes	Yes				
Hamish Carr	Assistant Building Management	Yes	Yes				
Nicole Fitz	Hall Hire	Yes	Yes				
Sheelagh Delaney	Infor Management & Gardening	Yes	Yes				
Jo Kingston	Safeguarding	Yes	Yes				
Mike d'Apice	Member	Apology	Yes				
Catherine Detain	Member	Yes	Yes				
Jane Dench	Member	n/a	Yes				
Eva Dyson	Member	n/a	Apology				
Rachel Herbert	Member	n/a	Yes				
Peter Pelly	Member – Gift Aid*	Yes	Yes				
Joseph Vazhappilly	Member	Yes	Yes				
Totals		14 of 15	16 of 18				
Comments: 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.							
Caroline Williams	Parish Office	n/a	Yes				

ROLLING ACTION LIST – MEETING TWO HELD ON MON 9 NOV 21

amended 1100 hrs Mon 15 Nov 21

Serial	Discussion Points	Actions / Deadlines
1	<p>Second Meeting: The second St Gregory's Parish Pastoral Council (PPC) met on Mon 8 Nov 21 at 6.30 pm at St Gregory's Hall:</p> <ul style="list-style-type: none"> Attendance is listed on the Attendance Table above; with two apologies. <p>The meeting opened with a prayer by Deacon Steve Godwin.</p>	Apology from Father Johnathon and Eva Dyson
2	<p>Introductions: The meeting opened with welcomes to Mike D, Jane D and Rachel H joining the Council and to Caroline W from the Parish Office.</p>	Thank you to all attendees
3	<p>Update from the Parish Office. The Council were privileged to have Caroline Williams from the Parish Office join the meeting to provide an overview of the office's role and responsibilities. During the update the Council asked to pass on their huge appreciation to Caroline, Tony P-E and the remainder of the team for their selfless work and enduring contributions to the management and delivery of the Catholic ministry in Salisbury. A number of outcomes resulted from the briefing:</p> <ul style="list-style-type: none"> Archives should be sent to the Parish Office. Contractors' insurance documents, et al, and other items that must be retained should be emailed to the Parish Office for publication on SharePoint. That it should be assumed that standard items such as altar wine and candles etc would be ordered centrally (<i>Sam C went to fetch a box of wine and gave it to Caroline..</i>); but other more miscellaneous items should be sourced elsewhere. If in doubt ask. <p>A specific request was made by Caroline to the St Gregory's Catholic community:</p> <ul style="list-style-type: none"> A call for volunteers to come and work in the office; can be one day, half a day or a full week; all help very welcome. 	<p>Action – Sam C, Nicole F, Sheelagh D, Tony C and other stakeholders</p> <p>Action – all parishioners</p>
4	<p>Actions from the previous meeting. Actions from the previous meeting are annotated on the Record from meeting one; as Closed, Ongoing, or Open as necessary; and grey out when all closed.</p>	
5	<p>Finance Update. Richard V covered a number of items:</p> <p>Item 5.a. – Card Reader. Set up costs £365; monthly service charge £15; then 1.7% transaction charge. Additionally, the reader requires stable internet access that is not available. After some discussion on the merits of this provision, to include an observation that most parishioners contribute by Standing Order, it was agreed that 'currently' a card reader was not fiscally viable. To be brought back to the Council in mid-2022.</p> <p>Item 5.b. – St Gregory's Financial Statement. A written statement was presented to the Council by Richard V who walked the meeting through his findings.</p>	Action – Finance – Richard V

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	<ul style="list-style-type: none"> - Item 6.b. – Storage Clearance. Tony C informed the Council that the bar area in the hall, beyond the double doors would be cleared out and sorted over the next couple of weeks. Nicole F informed the Council that she and Sheelagh D had been clearing out the office with the aim to finish by Christmas. The dates for the bar area clearance are Fri 3 and Sat 4 Dec 21. Deacon Steve G agreed to inform the Parish Office for inclusion in the bulletin and that notices should be made after church. Everyone agreed that they would inform ‘persons of interest’ of this work. The decision on the future use of the bar area would be brought to the next Council meeting. - Item 6.c. – Access Assistance Request. Tony C concluded by asking if he could have volunteers come forward to provide assistance with access to the St Gregory buildings for contractors et al. A number of the Council agreed that they would engage with Tony C on this specific matter and help. 	<p>Action – Deacon Steve</p> <p>Action – Volunteers required</p>
7	<p>Hall Hire. Nicole F was thanked for her continued work on looking after the church hall bookings and allowing access; she then gave a brief update on hall use, that was increasing on last year with regular bookings by ‘My Generation’ and ‘Flowers’. Tony C asked for a paper notice to be put up in the hall so he would know when bookings were – Nicole F agreed.</p>	<p>Action – Hall rep – Nicole F</p>
8	<p>Health and Safety. The Council agreed that it was fortunate that Sam C had agreed to be the St Gregory’s H&S representative linking with Nick C to cover off mandatory legislative requirements. Sam C updated the Council, that whilst the Church Gallery had a higher guard rail, which was very welcome, that the stairs were still very steep and parishioners should be discouraged from going up there; and, that there was a requirement for the Stewards to conduct evacuation training (aspiration to be completed prior to Christmas) but that there was no requirement to conduct a fire drill with parishioners involved.</p>	<p>Action – H&S Rep – Sam C</p>
9	<p>Welfare / Safeguarding. During the briefing from Caroline regarding the Parish Office’s responsibilities the first requirement was for Jo K to complete Safeguarding training. Jo K agreed to engage with Jane R in the Diocese office to arrange training. The Chair requested that Jo K aspire to have the appropriate Safeguarding requirements in place by Easter 2022.</p>	<p>Action – Safeguarding – Jo K</p>
10	<p>Social Events. Two social events were agreed by the Council that would take place post 9 am mass on Sunday:</p> <ul style="list-style-type: none"> - Sun 12 Dec 21: Children’s Festive Treats – lead Catherine with Sheelagh - Sun 23 Jan 22: Invitation to new Parishioners to meet the St Gregory’s community – lead Jane with Jo V <p>It was further agreed that these two events would be included in the Catholic Churches bulletin for Salisbury. That other social events would be planned for 2022.</p>	<p>Action – Catherine and Jane</p>
11	<p>AOB – St Gregory’s Sign. The v4 version of the St Gregory’s sign was circulated to the Council members, and some minor corrections were made after which it was agreed as ready for printing.</p>	<p>Action – Chair – Chris H</p>

Serial	Discussion Points	Actions / Deadlines
12	AOB – Request for Gardening Funds. Sheelagh D made a request for funds for planting in the gardens. The Council membership agreed with the proposal and Richard V would look to budget 'planting' funds.	Action – Planting – Sheelagh D and Richard V
13	AOB – Request for sub-committee. The proposal for a 'Parishioners Voice' sub-committee was made by Sam C . After some discussion and a vote, it was agreed that Sam C should submit a proposal in writing and that in principle it was a good idea.	Action – H&S rep – Sam C
14	AOB – Defibrillator. The Council agreed that it would be sensible to consider the inclusion of a defibrillator to be placed outside St Gregory's Hall.	Action – Chair – Chris H
15	AOB – Sound System and Projector Upgrade. Sam C made a proposal that funds be budgeted for the upgrade to the Sound System and possibly the Projector in the church. The Council supported the upgrade proposals and in particular the sound system and asked Sam C to provide costs – <u>to be circulated out of council</u> .	Action – Music Coord – Sam C
16	Chairman's Summary. The Chair thanked everyone for attending and their endurance over this long but fruitful meeting. The record would be circulated for comment prior to publication.	
16	Date and time of the next meeting: The Council agreed to the date of the next two meetings: - <u>Mon 10 Jan 22</u> ; and, - <u>Mon 21 Mar 22</u> at 6.30 pm in St Gregory's Hall. That an announcement would be made after mass, invite placed on the website and included in the newsletter to this open meeting. AMDG .	
17	Addendum. Peter Pelly volunteered to be the Gift Aid representative for St Gregory's.	

ROLLING ACTION LIST – MEETING ONE HELD ON MON 4 OCT 21

amended 1900 hrs Mon 18 Oct 21

Serial	Discussion Points	Actions / Deadlines
1	<p>First Meeting: The first St Gregory's Parish Pastoral Council (PPC) met on Mon 4 Oct 21 at 6.30 pm at St Gregory's Hall:</p> <ul style="list-style-type: none"> Attendance is listed on the Attendance Table above; with one apology. <p>The meeting opened with a prayer by Deacon Steve Godwin.</p>	Apology from Mike D'Apice
2	<p>Introductions: 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>Standing Agenda: The Chairman informed the council that the agenda for this evening's meeting would be:</p> <ol style="list-style-type: none"> Welcome & apologies; agree quorum in attendance. Our delegated responsibilities; the Constitution - purpose of the group. Actions from the previous meeting. Frequency of meetings. Priority setting. Finance report*. H&S, maintenance & buildings report: St Gregory's Church, Hall, 42 St Gregory's Ave & 44 St Gregory's Ave. Hall Hire. Welfare / Safe Guarding* report. Any other business. Chairman's summary. Actions. Date, time, location of meetings 2022. 	Mandatory agenda items*
4	<p>Opening Statements: 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"> Open meeting: 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. Meeting Record: that the meeting would result in a published record; and checked that everyone was content with this. All agreed. Agenda: that the meeting would follow an Agenda with an opportunity at the end for any other business. 	Closed

Serial	Discussion Points	Actions / Deadlines
	<ul style="list-style-type: none"> ▪ Council membership: that council membership was voluntary and everyone should only do what they could in their own time. ▪ Data Protection Act 2018 and emails contact details: after some discussion it was agreed that blind-copy would be used to communicate across the council until further notice. ▪ Page on the Parish Website: it was recommended that the PPC had a webpage on the Parish website – DONE. ▪ Notice Board: 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. DONE – Fr Jonathan confirmed / CLOSED. ▪ Who is who: Jez M volunteered to take everyone's photo and produce a 'who is who'; pending Mike D'Apice photo. ▪ Thank you to historical Treasurer: 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. ▪ Gift Aid: 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. ADDENDUM: Richard V shared these with Peter P. ▪ Card Reader: 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. 	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Action – Deacon Steve Godwin agreed to send a thank you letter of appreciation</p> <p>Action – Peter P to make an informed decision</p> <p>Closed</p>
5	<p>Constitution: 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"> ▪ Purpose: 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. ADDENDUM: proposal to the council membership – probably wise to have the purpose on the agenda to ensure we remain focussed on our purpose. ▪ Frequency of meetings: the constitution determines a minimum of quarterly meetings; after some discussion, it was agreed that six weekly / bi-monthly was more appropriate. ▪ Date of next meeting: 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. ▪ Communications: 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. ▪ Communications rep: at this point Jez M agreed to be the Communications rep. ▪ Publication of the Constitution: it was agreed that the Constitution should be published on the Parish Website. 	<p>Closed</p> <p>Closed Information – all parishioners</p> <p>Done – item closed</p>

Serial	Discussion Points	Actions / Deadlines
6	Roles and Responsibilities of the Council: <ul style="list-style-type: none"> Column two of the attendance table lists the role and responsibilities the council membership has agreed to. 	Information – all closed
7	Finance: <ul style="list-style-type: none"> 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. 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. 	Action – Finance Member – Richard V – Closed
8	Building Management: <ul style="list-style-type: none"> 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. Health and Safety: Tony C raised a number of observations relating to: requirement to conduct regular H&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&S monitoring and maintaining the Parish Health and Safety file.</i> Buildings: 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. Assistant Building Management: Tony C requested that he be given some assistance and Hamish C kindly volunteered for this appointment. Gardening Volunteers: 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. 	<p>Actions:</p> <ul style="list-style-type: none"> – Sam C kindly agreed to look at the Fire Marshal requirement – <u>Nicole F kindly agreed to re-look at the accident book in the Hall and Sam C in the church</u> – Sheelagh D volunteered to help with the issues associated with privacy compliance in the accident books – Closed <p>Information – Assistant Building Management – Hamish C</p> <p>Action – Deacon Steve kindly agreed to make parish announcements and establish the status of the liability insurance</p>

Serial	Discussion Points	Actions / Deadlines
	<ul style="list-style-type: none"> ▪ Contractors Liability Insurance: 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 remains a requirement to confirm where contractors' liability insurance details should be recorded in case of future need.</i> ▪ Parish Office Service: 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. ▪ Information Management: 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. ▪ Compliance: the issue of 'compliance' was raised as a concern and Sheelagh D agreed to provide an understanding to the members in due course. ADDENDUM: Chairman's observation: whilst this item is important, there is no immediacy required to resolve. 	<p>Action – Deacon Steve; <u>Closed – send items to Parish Office</u></p> <p><u>Closed – Caroline kindly attended Mon 8 Nov 21 meeting</u></p> <p>Closed</p> <p><u>Open</u></p>
9	<p>Hall Management: 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"> ▪ Hall Bookings: Nicole F informed the council that books were “going really well” and hall hire was on the up. ▪ Bins / Post event waste: 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. ▪ Charging: 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. ▪ Advertising: some discussion was made on the advertising of the hire. 	<p>Closed</p>
10	<p>Safeguarding: The Chairman informed the council that Safeguarding was a mandatory agenda item. ADDENUM: 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"> ▪ Safeguarding nomination / volunteer: On the initial volunteer list Sheelagh D had been listed as the Safeguarding rep; but was better placed as the lead for Information Management. ADDENDUM: Chairman with Deacon Steve to seek a Safeguarding volunteer rep. 	<p>Action – Closed – <u>Safeguarding rep Jo Kingston</u></p>

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	<ul style="list-style-type: none"> ▪ Safeguarding Policy: it was agreed that the first step was to understand what the parish expected from the safeguarding rep and to publish the policy. 	
11	<p>Any other business: One item was raised at AOB:</p> <ul style="list-style-type: none"> ▪ Storage: 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. ADDENDUM: 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> 	<u>Open</u>
12	<p>Chairman's summary: 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>Actions: 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>Date and time of the next meeting: 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. AMDG.</p>	