

ST GREGORY'S PARISH PASTORAL COUNCIL
MEETING RECORD

ATTENANCE LIST – correct as at 1225 hrs Mon 17 Jan 22.

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	Mon 21 Mar 22 at 6.30 pm	c.6 weeks later (TBD)	c.6 weeks later (TBD)
Fr Jonathan Creer	Clergy	Yes	Apology	Yes			
Deacon Steve Godwin	President	Yes	Yes	Yes			
Chris Huthwaite	Chair	Yes	Yes	Yes			
Jez Mawdsley	Communications	Yes	Yes	Yes			
Richard Verrian	Finance	Yes	Yes	Yes			
Sam Camisa	Music Coordinator & H&S	Yes	Yes	n/a			
Tony Coyle	Building Management	Yes	Yes	Apology			
Hamish Carr	Assistant Building Management	Yes	Yes	Yes			
Nicole Fitz	Hall Hire	Yes	Yes	Apology			
Sheelagh Delaney	Infor Management & Gardening	Yes	Yes	Yes			
Jo Kingston	Safeguarding	Yes	Yes	Yes			
Mike d'Apice	Member	Apology	Yes	Apology			
Catherine Detain	Member	Yes	Yes	Yes			
Jane Dench	Member	n/a	Yes	Apology			
Eva Dyson	Member	n/a	Apology	Apology			
Rachel Herbert	Member	n/a	Yes	Yes			
Peter Pelly	Member – Gift Aid*	Yes	Yes	Apology			
Joseph Vazhappilly	Member	Yes	Yes	Yes			
Tim Varney	Music Coordinator	n/a	n/a	Yes			
Totals		14 of 15	16 of 18	12 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	n/a			

ROLLING ACTION LIST – MEETING THREE HELD ON MON 10 JAN 22

amended 1112 hrs Sat 22 Jan 22

Serial	Discussion Points	Actions / Deadlines
1	<p>Third Meeting: The third St Gregory's Parish Pastoral Council (PPC) met on Mon 10 Jan 22 at 6.30 pm over Zoom:</p> <ul style="list-style-type: none"> Attendance is listed on the Attendance Table above; with six apologies. <p>The meeting opened with a prayer by Deacon Steve Godwin.</p>	
2	<p>Introductions: The meeting commenced with a welcome to Tim Varney and a thank you to Sam Camisa the outgoing Music Coordinator.</p>	Thank you to all attendees
3	<p>Actions from the previous meeting. Actions from the previous meeting are annotated on the Record from previous meetings; as Closed, Ongoing, or Open as necessary; and grey out when all closed.</p>	
4	<p>Finance Update. Richard V covered a number of items:</p> <p>Item 4.a. – St Gregory's Financial Statement. The following is a top-level summary for 2021, a more detailed report will be available once the end of year reports has been completed. For the purposes of this summary, all amounts have been rounded up or down for ease of reading.</p> <ul style="list-style-type: none"> - At the start of 2021 we had £29,500 in the bank and by the close of the year the bank balance was £15,100. This showed a deficit of £14,400 of income Vs expenditure. This was predominately because of the findings from the Quinquennial review. (There is a requirement for all Parishes to undertake a survey of condition their properties every 5 years. For St Gregory's this comprises the Church, Hall, Presbytery and the adjacent house which we rent out). These costs amounted to £27,100 comprising £5,580 for the survey and associated maintenance & repair costs of £21,520. Costs for next year are still being put together but could be between £36,000 & £38,000. Most of this would be for the Hall, including disability access and toilet facility, plus complete renewal of the existing toilet facilities. - We should be able to meet all these costs out of our projected income plus money from our savings account. The savings are held in the Diocese General Deposit Fund (GDF) and amount to £70,000 of which £29,000 is specifically earmarked for the Hall Refurbishment. - Potentially there could be a further £150,000 required to rectify items identified in the Quinquennial report over the following 3 years. Apart from fund raising and seeking grants, the option also exists for a Diocesan loan; interest for this would be charged at the Bank of England base rate plus 2.5%. - The Council are grateful to Richard Verrian for compiling this detailed report dated 21 Jan 22. <p>Item 4.b. – Regular Standing Orders. Parishioners should be encouraged to make a regular donation by arranging for a Standing Order against their bank account.</p>	Requested – Richard V to kindly ask for a notice in the newsletter

Serial	Discussion Points	Actions / Deadlines
	<p>Item 4.c. – Funding Wheel Chair Accessible toilets. It was agreed that the infrastructure work to build wheel chair accessible toilets in the hall should commence, using the funds in the property development fund. Tim V agreed to speak with Tony C regarding the issues associated with changing social fabric of our society.</p> <p>Item 4.d. – Fund Raising. It was agreed that the following funds would be pursued to seek funding for primarily the church hall:</p> <ul style="list-style-type: none"> - Salisbury City Community Lottery: Joe V agreed to follow up with Chris H. - Screwfix Foundation: <u>ADDENDUM</u> Jez M volunteered to follow up - Hendy Foundation: Jez M agreed to follow up with this foundation. - Morrison Supermarket: Discarded as not in Salisbury. - Salisbury Area Board (Mark Reed): Deacon Steve agreed to follow up to establish if capital funding was available. - National Lottery; has two types of applications – currently on hold. <p>Item 4.e. – Funding Narrative. Jez M agreed to provide a funding narrative (<i>Addendum – currently on circulation</i>).</p> <p>Item 4.f. – Diocesan Loan. The Chairman kindly asked Richard V to determine what the protocol was for the provision of a loan from the Diocese if early fund raising didn't provide the aspired outcomes.</p>	<p>Requested – Infra – Tony C</p> <p>Req'd – Joe V and Chris H Requested – Jez M Requested – Jez M</p> <p>Requested – Deacon Steve</p> <p>Request – Fin – Richard V</p>
5	<p>Maintenance & Buildings Report. Tony C had given his apology and provided a summary of works.</p> <p>Item 6.a. – Maintenance & Buildings. The Council passed on the St Gregory's Catholic communities' gratitude to Tony C for his dedication and hard work on this important matter. A summary of the work:</p>	

Serial	Discussion Points	Actions / Deadlines																		
	<p>St Gregory's Church Buildings, current task-list items (as at 06 Jan 2022) Printed on 08/01/2022</p> <table border="1"> <thead> <tr> <th>Location</th><th>2021</th><th>2022</th></tr> </thead> <tbody> <tr> <td>Church</td><td> Ceiling inspection Done Gallery handrail Done Gallery locks etc Done Paint sanctuary door In progress Clear gutters Done External lighting Done Improve gallery lighting Done </td><td> Garage roof repairs Moss cleared, no repairs needed Additional drips over main doors Trim rear trees - Local Authority advises not needed Fix hole in RH aisle ceiling Pipe pattresses at confessionals Escape lighting following reassessment Done Dec 2021 Altar carpet In progress </td></tr> <tr> <td>Hall</td><td> Timber door repairs & painting Done Replace upvc doors to play area Done Check hall humidity Done Emergency escape lighting Done Repair felt upstands to flat roofs X Clear gutters Done </td><td> Roof repairs and fascia painting X Lintols, windows and cavities Disabled toilet and remodelled paths Awaiting final drawings Tarmac patch repairs in car park Clear bar area and loft Stores cleared Dec 21 Repairs & improvements to female & male toilets </td></tr> <tr> <td>No 44</td><td> Fit smoke alarms Done Refix verge tiles X Clear gutters Done Replace broken window Remove ivy on gable wall Done Sweep chimney Done </td><td> Improve fire separation between no's 44 and 42 Done Nov 21 Outside lighting to rear Fit porch gutter X Sundry minor repairs </td></tr> <tr> <td>No 42</td><td> Clear gutters Done Fit additional utility socket outlet Done Tidy up downpipes and svp's In progress </td><td> Sundry roof repairs X Improve fire separation between No's 42 and 44 Done Nov 21 Extract fans - Kitchen and Bathroom/w/c Bathroom only - done Nov 21 </td></tr> <tr> <td colspan="2">Note: Quote awaited for items marked X</td><td> NB: there are many other quinquennial items to be addressed in 2022 including external paintwork, deteriorating lintels, downpipes, wc ceilings, kitchen floor, etc. etc - a long list to be reviewed and scheduled as appropriate during January 2022 </td></tr> </tbody> </table>		Location	2021	2022	Church	Ceiling inspection Done Gallery handrail Done Gallery locks etc Done Paint sanctuary door In progress Clear gutters Done External lighting Done Improve gallery lighting Done	Garage roof repairs Moss cleared, no repairs needed Additional drips over main doors Trim rear trees - Local Authority advises not needed Fix hole in RH aisle ceiling Pipe pattresses at confessionals Escape lighting following reassessment Done Dec 2021 Altar carpet In progress	Hall	Timber door repairs & painting Done Replace upvc doors to play area Done Check hall humidity Done Emergency escape lighting Done Repair felt upstands to flat roofs X Clear gutters Done	Roof repairs and fascia painting X Lintols, windows and cavities Disabled toilet and remodelled paths Awaiting final drawings Tarmac patch repairs in car park Clear bar area and loft Stores cleared Dec 21 Repairs & improvements to female & male toilets	No 44	Fit smoke alarms Done Refix verge tiles X Clear gutters Done Replace broken window Remove ivy on gable wall Done Sweep chimney Done	Improve fire separation between no's 44 and 42 Done Nov 21 Outside lighting to rear Fit porch gutter X Sundry minor repairs	No 42	Clear gutters Done Fit additional utility socket outlet Done Tidy up downpipes and svp's In progress	Sundry roof repairs X Improve fire separation between No's 42 and 44 Done Nov 21 Extract fans - Kitchen and Bathroom/w/c Bathroom only - done Nov 21	Note: Quote awaited for items marked X		NB: there are many other quinquennial items to be addressed in 2022 including external paintwork, deteriorating lintels, downpipes, wc ceilings, kitchen floor, etc. etc - a long list to be reviewed and scheduled as appropriate during January 2022
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	<p>Item 6.b. – Sanctuary Carpet. The meeting was informed that a carpet was being laid in the Sanctuary.</p> <p>Item 6.c. – Painting the Church Hall. A Council member asked if there were any plans to paint the hall; either by contractor or volunteers – Tony C is kindly requested to provide a response.</p>	Requested – Tony C to comment please																		

Serial	Discussion Points	Actions / Deadlines
7	<p>Hall Hire. Nicole F had already given her apology; the Council expressed their continued gratitude to Nicole F for her work on managing the Hall. Sheelagh D raised a query regarding the continued use of a personal email address, rather than a Parish allocated one. The meeting accepted that under the current circumstances, the process in place was satisfactory. It was also agreed that further advertising of the hall should wait until Item 6.c. had been confirmed.</p>	
8	<p>Health and Safety. The Chairman asked the Council if they could recommend a new H&S rep. Sheelagh D volunteered to provide the current H&S reporting forms and make them available to the Church and Hall as a gift. Thank you, Sheelagh D.</p>	Requested – Sheelagh D
9	<p>Welfare and Safeguarding. Jo K reported that there were no report safeguarding issues. That she had engaged with the Diocese Office and training was being arranged once the other Parishes had nominated reps. In the meantime, Jo K confirmed she would follow up with the W&SG rep listed on the Parish website.</p>	Requested – Joe K
10	<p>Social Events. The Chair passed on his appreciation to the social team for arranging what was reported as a super Christmas Children's Festive Treats in the Church Hall on Sun 12 Dec 21.</p> <p>Item 10.a. – Welcome to New Parishioners. Unfortunately, prior to the meeting it had been agreed, that this event would be postponed until Covid allowed for safer environment. To be rescheduled.</p> <p>Item 10.b. – Summer Gala. The Chair proposed that as part of this work, a Summer Gala should be considered a great opportunity to meet Parishioners and possibly fund raise. The Council agreed that this was a sensible proposal and a team leader supported by a number of volunteers would be required to run the event. Much discussion was had on a suitable date. What was agreed was that it was probably wise to avoid the Platinum Jubilee weekend, otherwise the Church may end up competing with other events.</p> <p>Item 10.c. – Afternoon Tea Series. The Chair initially proposed a Black-Tie Gala Dinner at £100 per ticket to generate income for the church. After some valuable advice it was agreed that the provision of two afternoon teas in the White Hart would be best of the Parishioners. The Chair agreed that he would lead this and provide a proposal at the next meeting with a budget et al.</p>	<p>Requested – Jane D</p> <p>Action – to be formally agreed at next meeting</p> <p>Action – Chris H</p>
11	<p>Any Other Business.</p> <p>Item 11.a. – Church Plaque. Jane D had already given her apology. Her proposal is that a plaque is arranged to describe the history behind the magnificent cross in the Church above and behind the altar. This was given a resound applause (virtually) and the Chair proposed that funding such a grand proposal was appropriate.</p> <p>Item 11.b. – Refresh Second Sign. The Chair started by thanking Deacon John Detain for providing the words and to Mark Summerill for the artwork on the current sign.</p>	Action – to be determined

Serial	Discussion Points	Actions / Deadlines
	<div data-bbox="266 213 775 705" data-label="Image"> </div> <p data-bbox="266 707 577 735">Picture 1 – Second sign.</p> <p data-bbox="266 770 1693 922">The Chair provided the Council with the outcome of the survey. The limited survey of the Council was nine wished a refurbishment and two would like a new message. After some discussion it was agreed that the sign would be refreshed; retaining the old words and updating the artwork. Tim V agreed to ask Mark S if he'd like to have the opportunity to refresh the artwork. Deacon Steve proposed that should Mark not take up the offer that the Lawrence Toomer from TSigns should be asked.</p> <p data-bbox="266 954 1671 1015">Item 11.c. – Church Vision and Sound. The first quote of two was presented to the Council. The Chair confirmed that the second quote was pending and that it would be circulated out of committee.</p> <p data-bbox="266 1046 1697 1169">Item 11.d. – Outreach Work. As a result of the talk about new Parishioners Deacon Steve and the Chair engaged with the Council on outreach. Particularly in the new estates of St Peters Place. Joe V proposed that flyers could be distributed to the community. After some discussion, it was agreed that direction on engagement in the community should be sought from Caroline Williams in the Parish Office.</p> <p data-bbox="266 1201 1688 1323">Item 11.e. – Filing Cabinets. Sheelagh D informed the meeting that she and other members of the Council had removed a significant amount of uncontrolled paperwork from the church hall and other locations. All had been disposed of in accordance with protocols; and that during the work a 1939 notice / letter had been found that was of such historical significance that it should be framed and mounted for historical interest.</p>	<p data-bbox="1727 770 1962 799">Requested – Tim V</p> <p data-bbox="1727 831 1928 860">Action – Chris H</p> <p data-bbox="1727 924 1973 952">Requested – Sam C</p> <p data-bbox="1727 1048 1962 1077">Requested – Joe V</p> <p data-bbox="1727 1201 2033 1230">Requested – Sheelagh D</p>

Serial	Discussion Points	Actions / Deadlines
12	<p>Date and time of the next meeting: The Council was reminded that the next meeting had been scheduled for:</p> <ul style="list-style-type: none"> - <u>Mon 21 Mar 22</u> at 6.30 pm in St Gregory's Hall. - Further dates would be agreed at the March meeting. <p>That an announcement would be made after mass, invite placed on the website and included in the newsletter to this open meeting. AMDG.</p>	Requested – Council members and other welcome

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

Serial	Discussion Points	Actions / Deadlines
	<ul style="list-style-type: none"> - During 2020 offertory income had reduced by 25% due to impact of Covid on an average of seven years. - That there was evidence of a small increase in offertory income during this period, but likely to be down overall by 20%. - That without House income (42 / 44) and Hall rental, the Parish would be operating at a deficit. - After fluctuations average income is stagnant at £30,000 per annum; and thus, is degraded by inflation. - Main issue is the funding of the mandatory and necessary infrastructure costs; likely to consume all funds over the next five years. - Richard V agreed to review restricted funds. <p>As this is a public document, full details of funds are available upon request to Richard V and will be presented at the AGM.</p> <p>Item 5.c. – Income Generation / Fund Raising. The Chair asked that every member of the Council consider income generation / fund raising ideas for 2022 and 2023; to be brought to the next meeting. It was also agreed that a notice should be included in the Bulletin and after mass for parishioners to contribute via Standing Order with Gift Aid as this is the most fiscally beneficial method of giving.</p> <p>Item 5.d. – Lottery Funding. The Chair agreed that he would seek advice on Lottery funding from a friend in his orienteering club who had successfully secured three lottery grants. Prior to that advice from John Proctor would be garnered.</p>	<p>Action – Finance – Richard V on request</p> <p>Action – Council and Parishioners</p> <p>Action – Deacon Steve</p> <p>Action – Chairman</p>
6	<p>Maintenance & Buildings Report. Tony C covered a number of items.</p> <p>Item 6.a. – Maintenance & Buildings. Tony C gave a comprehensive update on the maintenance and repair work of the St Gregory site buildings. Should parishioners wish to discuss this item, please do engage with Tony C. The Council passed on the St Gregory's Catholic communities' gratitude to Tony C for his dedication and hard work on this important matter.</p> <p>Please see over.</p>	

Serial	Discussion Points			Actions / Deadlines
As at 08 11 21				
	Must do's	2021		2022
	Church	Ceiling inspection	Done	Garage roof repairs
		Gallery handrail	Done	Additional drips over main doors
		Gallery locks etc	Done	Trim rear trees -Local Authority advises not needed
		Paint sanctuary door	In progress	Fix hole in RH aisle ceiling
		Clear gutters	December	Pipe pattresses at confessionals
		External lighting	In progress	Escape lighting following reassessment <i>Extra item</i>
		Improve gallery lighting		
	Hall	Timber door repairs & painting	Done	Roof repairs and fascia painting
Replace upvc doors to play area		Thursday	Lintols, windows and cavities	
Check hall humidity		In progress	Disabled toilet and remodelled paths	
Emergency escape lighting		Done	Tarmac patch repairs in car park	
Repair felt upstands to flat roofs			Clear bar area and loft - now December '21	
Clear gutters		December	Repairs & improvments to female & male toilets	
No 44	Fit smoke alarms	Done	Improve fire separation between no's 44 and 42	
	Refix verge tiles		Outside lighting to rear	
	Clear gutters	December	fit porch gutter	
	Replace broken window		Sundry minor repairs	
	Remove ivy on gable wall	Done		
	Sweep chimney			
No 42	Clear gutters	December	Sundry roof repairs	
	Fit additional utility socket outlet		Improve fire separation between No's 42 and 44	
	Tidy up downpipes and svp's	In progress	Extract fans - Kitchen and Bathroom/w/c	
			NB: there are many other quinquennial items to be addressed in 2022 including external paintwork, deteriorating lintels, downpipes, wc ceilings, kitchen floor, etc. etc. etc - a long list to be reviewed and scheduled as appropriate	

Table 1 – Maintenance Planner 2021 / 2022.

Serial	Discussion Points	Actions / Deadlines
	<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>

Serial	Discussion Points	Actions / Deadlines
	<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>	