**St Joseph’s Pastoral Council Minutes**

**26th Jan 2023**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of meeting** | **01/09/21** | **10/11/21** | **26/01/22**  **Extraordinary meeting** | **09/02/22** | **11/05/22** | **10/08/22** | **12/10/22** | **26/01/23** |
| **Fr Stephen Baillie** | **P** | **P** | **P** | **P** | **A** | **P** | **P** | **A** |
| **Deacon Paul Graham** | **A** |  |  |  |  |  |  | **P** |
| **Peter McMillan (Chair)** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Angela Gow** | **P** | **P** | **A** | **A** | **P** | **P** | **P** | **A** |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **A** | **A** | **P** | **A** | **P** | **P** | **A** | **P** |
| **Frances Brown** | **A** | **A** |  |  | **Resigned** |  |  |  |
| **Eleanor Maxwell** | **P** | **P** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Maureen Harcombe** | **A** | **P** | **A** | **P** | **P** | **A** | **A** | **P** |
| **John McCarney** | **P** | **P** | **A** | **P** | **P** | **P** | **A** | **P** |
| **Siobhan Anderson** | **P** | **P** | **p** | **P** | **P** | **P** | **P finance committee item only** | **P** |
| **Margaret Ross** | **P** | **P** | **A** | **P** | **A** | **P** | **P** | **P** |
| **Vincent Smith** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Danny McKendry**  **Representing St Bridget’s, Eaglesham** |  |  | **P** |  |  |  |  |  |
| **Marion McPhillips** |  |  |  |  |  |  | **P** | **P** |
| **Jonathon Carroll** |  |  |  |  |  |  | **P** | **P** |
| **Andrew Killin** |  |  |  |  |  |  | **P** | **P** |
| **Michael McAndrew** **Representing St Ninian’s pupils** |  |  |  |  |  |  | **P** | **A** |
| **Eva Fitzpatrick** **Representing St Ninian’s pupils** |  |  |  |  |  |  | **P** | **A** |

|  |  |  |
| --- | --- | --- |
|  | **Welcome to New PPC Members** |  |
|  | Peter welcomed everyone to the meeting. |  |
|  | **Decade of the rosary and prayer for priests** |  |
|  |  |  |
|  | **Attendance and apologies** | **Actions** |
|  | See front page. Peter advised that Michael and Eva have submitted apologies because of prelims. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Proposed: Eleanor Maxwell  Seconded: Marion McPhillips |  |
|  | **Matters arising** | **Actions** |
|  | **Action:** c/f drafting letter about wall repairs for St Joseph’s neighbours to next meeting   * **Agenda Item**   **Action:** c/f kitchen improvements as an agenda item and update at January meeting.  Peter visited St Cadoc’s to view their facilities. Angela has advised Peter that health and safety kitchen hygiene training is available on -line. A quote for industrial dishwasher has been obtained.  **Action:** Add note to bulletin to advise of availability of the Bulletin in hard copy for those who cannot access this by e-mail or Facebook. Fr S will announce this from the Pulpit.   * **Completed**   **Action:** Send photos to Ali for PC section of Parish website   * Ali updated that photos have been received from some PC members and suggested that any PC members who wished to provide their photo should do so in the next 2 weeks.   **Action: Any PC members who wish their photo to be uploaded to the Parish website, please forward to Ali within 2 weeks**  **Action: c/f discussion about photos of PC in front porch to next meeting.**  **Action:** Organise sub-group meeting to support Synod follow-up meeting   * Delayed due to illness   **Action:** Volunteers required on the night to help organise and run the Synod follow-up meeting and to offer tea and coffee afterwards.   * A/A   **Action:** Place meeting note in bulletin prior to next PC meeting asking for agenda items and follow up responses.   * **Completed.**   **Action:** Contact Eleanor if able to help with Clarkston Churches Together   * **Agenda Item**   **Action:** Canon Stephen to ask John Sweeney to draft a Christmas Parish letter for distribution through the Parish website and at the end of Mass.   * **Completed.** Peter advised that a link to the letter was included in St Joseph’s, St Ninian’s and OLM newsletters.   **Action:** Peter to discuss arrangements for Christmas Masses with Canon Stephen   * **Completed**   3,500 attended Mass in St Joseph’s over the Christmas season.  The PC noted their appreciation of the Fr Stephen’s approach to encouraging attendance and recognised this approach as a model that could be replicated by the Diocese.  **Action:** Further discussion with Eva and Michael and Jonathon Cumming to take place to explore potential ideas that could then be taken to the Caritas group or Pupil Council.   * **Agenda item** | **ALL**  **AMacd** |
|  | **Church boundary wall update** | **Actions** |
|  | John S provided an overview of progress to date, including noting that the scope of the work required has changed since the original three tenders were received. Given the change in scope, a Quantity Surveyor recommended by the Diocesan Office produced a statement of requirements and six contractors were invited to tender. Three tender returns were received with a range of costs. Reviewing the tenders against the bill of works demonstrated considerable variation including with the design, the proposed process for undertaking the works, and suggested alternative solutions. Given this variation, the works have been resurveyed and a comprehensive engineer’s report produced. A structural engineering company has now been appointed, and a new work specification will be produced and underwritten. This will be followed by a further tender process, inviting six companies to tender including contractors who had previously submitted tenders.  Advice from the recently appointed structural engineering company is that no immediate remedial work is required to the retaining wall until repairs are effected.  During a discussion about the complexity and length of the process, Peter highlighted that the revision to the process relates to the revised scope and changes in requirements. He noted his appreciation to everyone who has supported the process to date.  John recommended a detailed report of this process should be produced to ensure transparency and enable parishioners to understand the robust process followed and the rationale behind decisions made.  **Action: John will draft a detailed report of the process to repair the boundary walls.**  Siobhan suggested the need for clarification of ownership of the boundary wall as this will influence whether responsibility for repairs is shared or rests solely with St Joseph’s. Given the current financial strain on the Parish, Eleanor suggested a legal opinion should be sought (see post meeting note a).  **Action: Peter will raise clarification of ownership of wall and request that Fr Stephen seeks legal council.**  The importance of informing neighbours of intended works was agreed, however given the uncertainty about the scope of work, this will be deferred until any uncertainties are clarified.  **Action: draft a letter for Canon Stephen's review which, at the appropriate time, informs the neighbours about the plan of repairs on the boundary wall.** | **JS**  **PMcM**  **JS/PMcM** |
|  | **Live Streaming Update** | **Actions** |
|  | Peter advised that after his initial meeting with Steven Scott for advice on improvements to the sound system, a follow-up meeting to recalibrate the sound system has not yet taken place.  No progress has been made on live-streaming as the dependency between improvements to the sound system and live streaming was unclear. It was agreed the implementation of live streaming could move forward simultaneously with any required adaptations to the sound system.  **Action: Peter will follow up with Steven Scott regarding recalibration of the sound system.**  **Action: Eleanor and Vince will follow up with Chris McErlean about progressing with live streaming.** | **PMcM**  **EM/VS** |
|  | **Parish Finance Sub-group Update** | **Actions** |
|  | John McC updated the PC on the work of the finance sub-group.  **200 Club**  Following the promotion in Nov 2022, the 200 club now has 307 entries and 12 Gift Cards were purchased for annual membership in Dec 2022.  After reviewing the financial position, it has been agreed to offer 5 prizes at Easter and 10 prizes at Christmas in 2023. This will be kept under review but it is anticipated this should generate approx. £20,000 per annum.  Paul questioned whether, given the increase in numbers, this had implications for the name of the 200 Club. The potential for the increased numbers to breach the ”200 Brand” was discussed and the potential to relaunch as a “500 club” noted.  **Action: Siobhan will follow up with Chris regarding 200 Club Branding**  **Gift Aid**  Following the appeal in August 2022, an additional 28 Gift Aid forms have been submitted. The sum raised will be available at the end of this financial year. The finance sub-group are continuing trying to track those who currently donate by standing order but do not gift aid, although this is not easy due to lack of detailed contact information.  **Using QR codes for offerings**  The QR donation system was introduced following the previous PC meeting in October. The QR code for parish donations is now on the parish Facebook page, website and newsletter. However the laminated QR codes at the end of the pews have not been sufficiently robust so they have been removed until better quality “stickers” are obtained.  Donations via QR codes use a system via the PAYA charity which is provided by the Diocese; this collects donations as weekly, monthly, annual or one-off and provides a gift aid option. However, the St Joseph’s PAYA system also collects donations from the website, newsletter and other sources. Thus, it has not been possible to identify how much is being raised via the QR codes from the PAYA payments into the parish accounts.  **Maintenance Budget**  An annual maintenance budget of £10,000 has been agreed for the Church and grounds. A maintenance priority list has been agreed and will be updated regularly. The first two actions being undertaken are the renewal of soffits etc on the church house and electrical work to upgrade lighting in the church and church hall, including emergency lighting, and smoke/heat alarm systems. Further proposals re upgrading the hall kitchen are being discussed, with installation of an industrial dishwasher included within this discussion. Car park re-surfacing has been noted for attention after the work on the walls. John S raised the possibility of this being included within the contract for the wall repairs (see post-meeting note b).  **Action: Finance sub-group to review the needs and costings for a kitchen upgrade in addition to the industrial dishwasher.**  **Wall repairs**  Several parishioners have suggested a “sponsor a brick” scheme as a way to raise funds for the wall repairs. The proposal would include a range of options from £50 to £500 for donations. This requires further investigation and also further information on the potential cost and timeline for the wall repairs.  **East Renfrewshire (ERC) Regeneration Place-based Investment Fund**  Margaret reported that ERC have received funding for regeneration projects targeted at specific areas, such as Busby (see post-meeting note c). As this is within the parish boundaries, the possibility of an application to ERC is being considered. Applications close on 7th April. Criteria for receipt of funding require applicants to demonstrate inclusion and demonstrate wider community benefit. Informal discussions with ERC have taken place to assess whether this is a feasible funding route. As initial discussions were positive, it was agreed that an application should be submitted. It was noted that an inclusive approach relates to a number of characteristics including age, gender, ethnicity and disability. Hall improvements reducing heat loss would also contribute to net zero ambitions.  **Action: Margaret will, following review by Canon Stephen, submit an application to the ERC regeneration fund on behalf of St Joseph’s** | **SA**  **JMcC**  **MR** |
|  | **Parish Update**   * **Clarkston Churches Together** * **Parish Synodal Meeting Reschedule** * **Defibrillator** * **Justice and Peace** | **Actions** |
|  | * **Clarkston Churches Together**   Eleanor advised that Kate Zochowski will take over the CCT contact role.   * **Parish Synodal Meeting Reschedule**   **Action: Peter and Ali will discuss the follow-up Parish Synodal Meeting and return to the PC with proposals.**   * **Defibrillator**   Peter advised that a parish sponsor, who wishes to remain anonymous, is willing to fund a defibrillator. Andrew has spoken to St Cadoc’s, who have already decided to install a defibrillator, and also to relevant professionals. Andrew advised these conversations suggest that a semi-automatic defibrillator would be the better option. The cost for a semi-automatic defibrillator is approx. £1200 and there may be associated training costs.  **Action: Eleanor will follow up regarding a publication on defibrillators and their use and pass this information onto Andrew.**  **Action: Peter will feed information on the defibrillator costs back to the Parish benefactor.**   * **Justice and Peace**   Ali provided feedback from John Seenan regarding the Justice and Peace group that has been re-established following the pandemic. A general appeal for church volunteers resulted in two new members with additional interest expressed. Unfortunately, the previous Chair has stepped down, however his contribution over many years to the group and his legacy to the Parish through these efforts were noted. John plans to approach St. Ninians’s with the hope of establishing a connection with their Justice & Peace activity.  Jonny noted the connection to the 7 goals of the Laudato Si programme as there are several overlapping themes.  The next J&P meeting in January will focus on establishing a Parish Eco-committee, with the intention to use the Eco-Congregation platform. This would allow the Parish to build on a well-established programme used by the 600 + congregations that are registered with Eco-Congregation Scotland. Ali noted that John is a trustee of this organisation. Initial plans are to develop a structured approach to the way forward with the main Parish objectives being to address climate change in terms of both the fabric of the church building and how parishioners approach environmental issues in their own lives.  The annual collection for Starter Packs will take place over the weekend of 11th and 12th March. This will be publicised well in advance to give parishioners adequate opportunity to clear out unwanted goods.  The Eastwood Ecumenical Peace & Justice Forum, of which St Joseph’s is a founder member, remains active with a robust agenda which includes waste recycling, and holding events such as Good Money Week (looking at ethical finance) and organising pre-election hustings meetings in the constituency which enables voters to question candidates on issues from a Christian perspective. | **PMcM/AMacd**  **EM**  **PM** |
|  | **Youth Engagement Programme Discussion – paper attached** | **Actions** |
|  | Jonny outlined proposals to involve young people in the Church and enable them to influence Parish activity and support attendance at Mass on a long-term and sustainable basis. This would involve creating opportunities to listen actively to our young people and their needs through a series of interactive sessions on different themes. These would be run from the Church to ensure this is seen as a Parish rather than a school initiative. Jonathon recommended using tier 3 young people to lead this engagement i.e. those who have already left school. He noted the need for appropriate safeguarding checks and support. The programme would be advertised through St Ninian’s as well as through direct invitation. The outputs from the sessions would inform an action plan for the Parish.  **Action: Jonny will discuss proposals for developing sessions for young people with Fr Stephen and draft a note for St Ninian’s inviting pupils to attend sessions in the Parish Hall.** | **JC** |
|  | **Parish Services**   * Lent Proposals * Special Masses or Parish Events * Diocesan PPC Feedback * New Parish Agenda Requests * Website | **Actions** |
|  | * **Lent Proposals** (see post-meeting note d).   40 hrs of adoration planned for the first weekend in Lent – 25th Feb  Two Saturday Lenten retreats being run in St Bridget’s for the Deanery, probably 11th and 25th March.   * **Special Masses or Parish Events**   Mass to celebrate Marriage and Family Life Mass  **Action: Peter will follow up with Fr Stephen regarding a date in May for the Marriage and Family Life Mass**   * **Diocesan PPC Feedback**   Peter advised that at this quarter’s Diocesan PPC meeting there was discussion on the increasing demands being placed on the limited number of priests within the Diocese.  Increased future involvement of the laity at parish and diocesan level is essential. At the meeting three Diocesan Parish Council executive representatives were elected:  East Renfrewshire: Alana Connelly, Inverclyde: Sarah-Jane White, and Renfrewshire: Emma Clarke.   * **New Parish Agenda Requests**   No responses were received from the note in the bulletin.   * **Website**   John McC provided an update on governance of and storage of on-line data and resources. He advised there are a number of parish resources such as the website, e-bulletin, parish register and 200 Club data which should be held in online central storage rather than on individual computers.  Martin Gault and Chris McLaughlin will action this and create a register of such online resources, with details of access information.  This will ensure that at least 2 individuals have access to such resources for continuity and backup purposes and improve our governance and audit processes. | **PMcM** |
|  | **AoCB** (see post-meeting note e). | **Actions** |
|  | * Jonny suggested the potential for a mentoring system within the Parish to support young people to foster their faith journey.   **Action: Jonathon will follow up with Veronica regarding PVG advice on a mentoring system for young people.**   * Deacon Paul advised safeguarding audits are due late this year. * Peter advised that Deacon Paul has now taken over as Chair of the Bethany Bereavement group. Peter thanked Elaine Allan for her support in establishing the group. * Protocol for illness during Mass   It was agreed a consistent approach to parishioners becoming unwell during Mass was required.  **Action: Andrew and Vincent will meet to develop a protocol** **should parishioners become unwell during Mass**   * Pope Francis Award – children’s   Vince suggested that Children making their first communion could be invited to participate in the Offertory in the months running up to that time as well as the P6 and P7 pupils who are undertaking their Pope Francis Award.  **Action: Marion will follow up with St Joseph’s and OLM regarding extending the invitation to participating in Offertory to P3/P4 pupils making their first communion.** | **JC**  **AK/VS**  **MMcP** |
|  | **Date of next meeting** (post-meeting note f) | **Actions** |
|  | Wed 17th May 2023 at 7:30 |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting notes** | **Actions** |
|  | 1. **Church boundary wall**: Canon Stephen has provided information from a previous Land registry survey in 2019 which concludes that on the evidence received “St Joseph’s own wall and therefore the responsibility for the upkeep. 2. **Car park resurfacing:** it has been agreed this will be carried out under the contract for wall repairs. 3. The **East Renfrewshire (ERC) Regeneration Fund:** thisrefers to the Place-based Investment programme: [Place Based Investment Programme - East Renfrewshire Council](https://www.eastrenfrewshire.gov.uk/PBIP) 4. **Lenten Proposals:** The [Ignatian Spirituality Centre](https://iscglasgow.co.uk/lent23.html) are again offering on-line retreats. 5. **Holy Communion and Confirmation:** In conjunction with the two primary schools a Parish Prayer Card will be provided and distributed to the young people receiving the sacraments of Holy Communion and Confirmation. 6. **DoNM:** Please note change of date and time of next meeting |  |
| **Action table** | | |
| **Action: Any PC members who wish their photo to be uploaded to the Parish website, please forward to Ali within 2 weeks**  **Action: Defer discussion about photos of PC in front porch to next meeting.**  **Action: John will draft a detailed report of the process to repair the boundary walls.**  **Action: Peter will raise clarification of ownership of wall and potential to seek legal counsel with Fr Stephen.**  **Action: Action: draft a letter for Canon Stephen's review which, at the appropriate time, informs the neighbours about the plan of repairs on the boundary wall.**  **Action: Siobhan will follow up with Chris regarding 200 Club Branding**  **Action: Peter will follow up with Steven Scott regarding recalibration of the sound system.**  **Action: Eleanor and Vince will follow up with Chris McErlean about progressing with live streaming.**  **Action: Peter will raise clarification of ownership of wall and potential for seeking legal counsel with Fr Stephen.**  **Action: Margaret will, following review by Canon Stephen, submit an application to the ERC regeneration fund on behalf of St Joseph’s**  **Action: Finance sub-group to review the needs and costings for a kitchen upgrade in addition to the industrial dishwasher.**  **Action: Peter and Ali will discuss the follow-up Parish Synodal Meeting and return to the PC with proposals.**  **Action: Jonathon will discuss proposals for developing sessions for young people with Fr Stephen and draft a note for St Ninian’s inviting pupils to attend sessions in the Parish Hall.**  **Action: Peter will follow up with Fr Stephen regarding a date in May for the Marriage and Family Life Mass**  **Action: Eleanor will follow up regarding a publication on defibrillators and their use and pass this information onto Andrew.**  **Action: Peter will feed information on the defibrillator costs back to the Parish benefactor.**  **Action: Jonathon will follow up with Veronica regarding PVG advice for a mentoring system for young people within the Parish .**  **Action: Andrew and Vincent will meet to develop a protocol** **should parishioners become unwell during Mass**  **Action: Marion will follow up with St Joseph’s and OLM regarding extending the invitation to participating in Offertory to P3/P4 pupils making their first communion.** | | **ALL**  **AMacd**  **JS**  **PMcM**  **JS/PM**  **SA**  **PMcM**  **EM/VS**  **PMcM**  **MR**  **JMcC**  **PMcM/AMacd**  **JC**  **PMcM**  **EM**  **PMcM**  **JC**  **AK/VS**  **MMcP** |