**A St Joseph’s Pastoral Council Minutes**

**30th August 2023**

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| **Date of meeting** | **26/01/22**  **Extraordinary meeting** | **09/02/22** | **11/05/22** | **10/08/22** | **12/10/22** | **26/01/23** | **17/05/23** | **30/08/23** |
| **Fr Stephen Baillie** | **P** | **P** | **A** | **P** | **P** | **A** | **P** | **P**  **Chair** |
| **Deacon Paul Graham** |  |  |  |  |  | **P** | **A** | **A** |
| **Peter McMillan (Chair)** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **A** |
| **Alison Macdonald** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |
| **Angela Gow** | **A** | **A** | **P** | **P** | **P** | **A** | **P** | **P** |
| **Jonathon Cumming- circulation only** |  |  |  |  |  |  |  |  |
| **John Sweeney** | **P** | **A** | **P** | **P** | **A** | **P** | **P** | **A** |
| **Frances Brown** |  |  | **Resigned** |  |  |  |  |  |
| **Eleanor Maxwell** | **P** | **P** | **P** | **A** | **P** | **P** | **A** | **A** |
| **Maureen Harcombe** | **A** | **P** | **P** | **A** | **A** | **P** | **A** | **P** |
| **John McCarney** | **A** | **P** | **P** | **P** | **A** | **P** | **P** | **P** |
| **Siobhan Anderson** | **p** | **P** | **P** | **P** | **P finance committee item** | **P** | **P** | **P** |
| **Margaret Ross** | **A** | **P** | **A** | **P** | **P** | **P** | **A** | **Resigned** |
| **Vincent Smith** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **A** |
| **Danny McKendry**  **Representing St Bridget’s, Eaglesham** | **P** |  |  |  |  |  |  |  |
| **Marion McPhillips** |  |  |  |  | **P** | **P** | **P** | **P** |
| **Jonathon Carroll** |  |  |  |  | **P** | **P** | **P** | **P** |
| **Andrew Killin** |  |  |  |  | **P** | **P** | **P** | **P** |
| **Clare Walker** |  |  |  |  |  |  |  | **P** |
| **Veronica Dowling Safeguarding committee representative** |  |  |  |  |  |  |  | **Present for item 6 only** |
| **David Melvin**  **Safeguarding committee representative** |  |  |  |  |  |  |  | **Present for item 6 only** |
| **Michael McAndrew** **Representing St Ninian’s pupils** |  |  |  |  | **P** | **A** | **A** | **Resigned** |
| **Eva Fitzpatrick** **Representing St Ninian’s pupils** |  |  |  |  | **P** | **A** | **A** | **Resigned** |

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|  | **Welcome** |  |
|  | Canon Stephen welcomed everyone to the meeting. He particularly welcomed Clare who is attending her first meeting. Clare initially volunteered last summer during our last call for volunteers but because of work commitments has only now been able to join us.  Canon S advised that Peter is unwell and has submitted his apologies. Everyone wished him a speedy recovery and will keep him in our prayers. In Peter’s absence, Canon S has agreed to chair the meeting. The question of vice-chair was raised, the position of which was thought by several round the table to be held by Angela.  Canon S advised that due to other commitments Margaret Ross has resigned from the PC. Canon S thanked Margaret for her contribution including to the finance sub-group which was invaluable in its establishment. John reiterated his thanks. |  |
|  | **Decade of the rosary and prayer for priests** |  |
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|  | **Attendance and apologies** | **Actions** |
|  | See front page. |  |
|  | **Minutes of the last meeting** | **Actions** |
|  | Draft minutes circulated after the last meeting were revised following feedback from John McC and an updated version circulated with the meeting papers.  Proposed: Angela  Seconded: Maureen |  |
|  | **Matters arising** | **Actions** |
|  | * **Action: everyone to provide a photograph to Ali for a PC poster in the front porch**   This has been circulated for any last photographs to be forwarded.  **Action: all to submit any outstanding photos or alternatively suggest an icon to represent your name within the week after which the draft minutes are received.**   * **Action: Develop a proposal for FirstAid training**   Agenda item   * **Action: Develop a draft protocol outlining actions in the event an attendee at Mass should be come unwell**   Agenda item   * **Action: Provide Fr Stephen with detailed information about the titles sourced for Fr Stephen to seek legal advice through the Diocesan office**   Completed – see minutes for detail  Cannon S advised that following the last PC meeting he had sought legal advice from the Diocese and who in turn appointed a surveyor to review the land registry. Canon S has been advised by the Diocese that the wall is the responsibility of the church.   * **Action: John McC to arrange transfer of the 200 Club balance to the Diocesan Central Fund in order to receive interest.**   Completed - agenda item under Finance committee   * **Action: Jonathon C to share draft report of sessions for Young People and publish on Parish website**   Completed. Final report circulated with meeting papers.  Canon Stephen has approved its publication.  Action: Jonathon C to share the final version of the report with Ali for upload to the Parish website and share with the Diocesan office.   * **Action: Draft a report of actions taken to address concerns raised during the Synodal discussion meeting to be uploaded to the Parish website with accompanying bulletin notice.**   First draft circulated for comment. Feedback received has been incorporated into the final report. Ali asked for any further comments to be submitted within the week after draft minutes are received.  Canon S asked for this to be uploaded to the Parish website and sent to the Diocesan Office.  **Action: All to submit final comments on the report on actions taken in response to the Synodal consultation.**  **Action: Ali to finalise synod follow-up report, have this uploaded to the Parish web site and send to the Diocesan offices.**   * **Action: Safeguarding committee update as standing item on agenda for committee members to attend when relevant**   Completed.  Added as agenda item and at least one safeguarding officer will attend PCC meetings twice per year to provide an update.   * **Action: Notice in bulletin asking for volunteers to support Parish social events**   Completed. Over the summer Peter has spoken with contacts of Parish activities to assess the need for additional volunteering support. This information was included in the bulletin and has been added to the Parish website asking anyone interested to contact the named person on the list.     * **Action: Constitution review as agenda item for next meeting**   Completed. Constitution requires review every 4 years so this can be deferred until 2026. In light of Peter’s absence, a question was raised about the need for a vice-Chair. Longer-standing members of the PC remembered this being Angela’s role.  **Action: Ali agreed to review past minutes to confirm if Angela was the PC Vice-Chair.**   * **Action: Bulletin notice in August for new PC members**   Completed as part of request for volunteers | **ALL**  **JC/**  **AMacd**  **ALL**  **AMacd**  **AMacd** |
|  | **AOCB – part 1 Safeguarding Committee update** | **Actions** |
|  | Following our last meeting Peter discussed involvement of the Parish Safeguarding committee with Canon Stephen and committee members. It was agreed that a member of the committee would join the PPC twice a year to give an update on Parish Safeguarding committee members are not however members of the PCC.  David and Veronica joined the meeting for this item to provide an update.  David advised that he and Veronica are the Parish safeguarding co-ordinators and have been so since 2002. Veronica is also a facilitator, organising the Parish safeguarding training, co-ordinating paper work and ensuring this is up-to-date and undertaking the safeguarding audit.  David gave an overview of how safeguarding procedures have evolved over the last 2 decades, with improvements in development of and requirement to follow protocols. The Diocese provides the Parish co-ordinators with support and had an administrator to support this. The Diocese has a new safeguarding advisor in post, who is an ex-superintendent from Police Scotland and brings a vast range of experience in this area.  David advised that Safeguarding co-ordinators follow the Guidelines of “In God’s Image” and that governance of safeguarding within the Catholic Church in Scotland is controlled by the Scottish Catholic safeguarding standards agency. The safe-guarding co-ordinator role is not investigatory but to listen, respond, record and refer. Any immediate action is referred directly to the Police. Historical issues are managed through appropriate channels within the Diocese following agreed protocols.  David highlighted the confidentiality aspect of the role and acknowledged it was a privileged position.  David passed round the Diocese of Paisley contacts.  Angela asked about the hospitality group and whether PVG was required for volunteers. Volunteers from St Ninian’s are from 6th year and are 16 years and over. Veronica clarified that no vulnerable adults were involved either and advised that PVG checks are therefore not required by volunteers.  Marion asked about the requirement for PVG checks as Monthly family Masses involve volunteers from Primary schools. Children are accompanied by parents and teachers and in an open format. Veronica confirmed that PVG checks are not required.  Canon S thanks David and Veronica for their input. |  |
|  | **Young People’s Consultation - attached** |  |
|  | Jonathon C advised that the report produced from the pre-scummer consultation with young people in the Parish has been finalised following a verification meeting with the participants.  This has been reviewed by Canon S and will now be published on the Parish website.  **Action: Jonny will send most recent version of the engagement with young people’s report to Ali for publication on the Parish website.**  Jonathon advised that a short-term sub-group has been formed to develop a response to the findings of the engagement process. This includes Andrew Killen, Clare Walker and Veronica Dowling. Peter has also been in contact Jonathan Cumming who has agreed to meet and provide input from St Ninian’s. The first sub-group meeting took place last Sunday.  The sub-group will support development of a youth committee. This will be open to all young people in the Parish, including those who participated in the engagement events. This will be advertised through St NInian’s, Parish social media and Bulletin. One action could be the establishment of a monthly youth Mass, however actions will be determined by the young people in the committee. | **JC/ AMacd** |
|  | **Church boundary wall update – John Sweeney. Paper circulated 29th August 2023** | **Actions** |
|  | John S has submitted his apologies for the meeting but provided a synopsis of the process undertaken in procuring a supplier for the first stage of wall repairs. This was circulated 29th Aug. Repairs will be undertaken in stages starting with the retaining wall, and initial costs for this first phase will probably be covered by savings. The contractor has been appointed and work has commenced. The contractor has advised home owners on Carolside Avenue.  Maureen expressed concerns that the finance committee were not involved in the tender process or award of contract and asked for this to be minuted. This concern was shared by John McC and Siobhan. John McC highlighted the importance of involvement of the finance committee, who oversee the allocation of funds within the Parish, in any decision-making. This will ensure transparency and accountability for parishioner’s money in the process. John requested a separate discussion once Peter and John S are both able to attend, to discuss overall costings in further stages of repair and ensure subsequent involvement of the Finance Committee in any decision-making process involving funding.  Siobhan asked for the finance committee to view the tender documents. Canon S will provide the Diocesan contact to Siobhan.  **Action: Canon S to organise follow-up with John S to ensure involvement of the finance committee in any further funding decisions relating to wall repairs.**  **Action : Canon S to provide Siobhan with the Diocesan contact who oversaw receipt of the tenders.** | **Canon S**  **Canon S** |
|  | **Protocol in event of illness, defibrillator and first aid training– paper attached - Vince Smith/Andrew Killen/Marion McPhillips** |  |
|  | Andrew advised that the protocol was circulated to Welcoming Team at every Mass.  The defibrillator is in the new sacristy awaiting delivery of a cabinet in which to locate it in the side porchway between the hall and the church.  Andrew outlined the role of the Welcoming team in seeking help from a medical practitioner within the Church should anyone become unwell, and if necessary another volunteer will fetch the defibrillator.  Training on the use of the defibrillator will be delivered by a local GP on weekend of 16th/17th Sept after 4pm Mass and between 10am and mid-day Mass. Sessions will last approx. 20 minutes and will be open to all Parishioners.  **Action: Canon S will place notice about defibrillator training in bulletin.** | **Canon S** |
|  | **Parish Finance Sub-group Update – paper attached - John McCarney** | **Actions** |
|  | John McC provided an update on the finance committee actions. John thanked Margaret again for her support since the establishment of the finance committee and noted her expertise will be missed, especially as she was leading the grant application process.    Given Margaret’s resignation, John has advised Canon Stephen that a member of Parish with expertise in this area be co-opted on to the group if a volunteer cannot be found – to date no-one has volunteered. John emphasised the importance involving someone with fund-raising experience. Canon S will raise this again at Mass and has spoken to parents within the local schools. Maureen agreed to do a separate appeal through social media.  **Action: Appeal for volunteer with fund-raising experience by Canon S and Maureen.**  **Parish Finances**  John McC advised that the Parish loan has now been paid off.  A lump sum has been taken from the parish account and placed with the Diocesan investment account. A sum of £20,000 was also placed in this account from the parish 200 Club (now Lottery) account. These funds will contribute to the wall repairs.  John advised it is reasonable to assume the Parish is now making a surplice every month which brings two key benefits:  • it will enable a significant contribution to the costs of ongoing wall re-construction and repair, minimising any loan requirements; should a loan be required, we can be confident it will be repaid within a reasonable timescale.  • it enables the Church to carry out further maintenance and improvements to the church buildings and fabric which have not been dealt with in previous years.  **St Joseph’s Lottery (previously the 200 Club)**  The 200 Club has now been re-named as the St Joseph’s Lottery. Membership numbers are steady at 309, compared with 99 at end-October 2021  John McC anticipates a balance at end-Dec 2023 of approx. £10000  All funds will continue to go towards the cost of the new wall and help to reduce the size of the loan that will be required.  **Card Reader purchase for St Joseph’s Lottery**  Chris McLaughlin has proposed the purchase of a credit and debit card reader for the parish lottery. This provides another avenue for payment of the annual membership fee and reduces barriers to membership, including promoting gifting of membership. This currently requires people to pay by cheque, cash or bank transfer. Card payment would allow membership gifts to be sold on the website and at Parish events.  A low-cost card reader with low transaction costs (1.5-1.75%) has been identified and will be trialled for 3-6 months for the Lottery. If successful, this approach can be rolled out to other areas of parish activity.  It was agreed by members of the PC to support the Finance committee recommendation to approve the purchase.  **Maintenance Budget**  The Diocese have carried out a Conditions Survey of all Parish properties within the Diocese. Within St Joseph’s over 40 items were identified requiring upgrade, repair or remediation, none of which were unknown. The maintenance priority list has been updated to reflect these findings, however the annual budget remains at £10,000.  The following activities have been completed this year with a total cost of approx. £6100:  • Renewal of soffits etc on the church house;  • Electrical work to upgrade lighting in the church and church hall and smoke/heat alarm systems;  • Emergency lighting systems installed in church and hall  • Temporary fixes of car park holes.  Further work being considered includes:  • Repair of brickwork and wall; repointing and cleaning paving slabs; cleaning walls – all at front of the church;  • Re-surfacing of side path alongside church and hall  • Further landscaping of the remembrance garden (a legacy donation has been received for this)  • Hall refurbishment (hopefully with external grant support from ERC).  John McC advised that given the above requirements and other ongoing maintenance work, he anticipates the need to increase the annual maintenance budget.  Jonathon C raised the importance of considering sustainability and climate change impacts as part of the decision-making process.  **Wall repairs**  There has been no further work on the “sponsor a brick” scheme or other fundraising scheme. | **Canon S/MH** |
|  | **Parish Activity Update** | **Actions** |
|  | Mass in Celebration of Marriage – this took place in May with over 40 couples attending. |  |
|  | **Parish Forthcoming events** | **Actions** |
|  | * **Hospitality Committee**   Angela advised she now has 18 volunteers for the hospitality committee and is planning an introductory meeting in September. Volunteers have offered either to help at Parish events or to provide home baking.   * **SCIAF – in the light of the gospel.**   This will take place on 28th Sept and 5th Oct. In Peter’s absence, Andrew agreed to pick up a co-ordinating role. Maureen will pass the SCIAF contact details to Andrew to follow up about the arrangements.   * **Action: Andrew to contact SCIAF and pass any relevant information on to Angela.**   **Padre Pio**  Canon S advised that the Padre Pio event has been cancelled as he will not be in the Parish at the proposed time.  **Mass for deceased**  This will be led by the Bethany support group | **AK** |
|  | **Agenda items raised by Parishioners** |  |
|  | Two parishioners contacted Andrew. One parishioner had complained about the sound system, particularly at end of Mass. Andrew has spoken with the Parishioner about the concerns raised and explained about the sound system improvements.  A second Parishioner raised a concern about the need for additional information when volunteers are requested. The Parishioner also felt the church could improve its welcome to new Parishioners. It was noted the welcome pack is currently being brought up-to-date.  It was agreed to place a notice in entrance porches and on the website asking new parishioners to make themselves known to the Welcome team  **Action: Maureen will create a welcome poster for the website and porch**  **Action: Ali to follow up with John McLaughlin, Welcome team co-ordinator to update on proposals** | **MH**  **AMacd** |
|  | **For information**   * **Website Management – meeting notes attached** * **Welcome Pack Update** |  |
|  | **Website Management**  John advised that the governance of data, documents and resources held on the website required review. A sub-group, led by Peter and involving Chris McLaughlin, John McCarney and Martin Gault has been established to take forward website activities This will meet quarterly prior to the PPC meetings.   * Software to maintain contact form processes   The Parish have recently purchased a software programme to improve the Parish contact form process. This parish contact form is currently in use on the website, in the 200 club and also now for the SVDP.   * Parish Softcopy Data Storage   It was agreed at our previous meeting that a central record was needed to identify the key parish documents, where they were located and who had access. This includes a system back up processes in place to safeguard and back up key information. A process is being developed.  John will advise of the contact with the portal for all documents.   * Parish Bulletin & e-Bulletin   This is currently managed by Chris McLaughlin and it was agreed a back-up is required to ensure resource cover is in place for both hardcopy bulletins (approx 50 copies per week) and e-mail versions (in excess of 700 per week). This includes notices for the bulletin, currently received by Canon Stephen.  As a first step it has been agreed to document the process and identify opportunities to streamline this.  **Welcome pack update:**  The Parish Welcome Booklet is a key document that needs to remain current so parishioners can easily access key parish information online. It requires updating as it was developed before the pandemic. Initial changes relating to contact details are already underway however updates are also required to parish group activities.  Options to enable regular updates are being explored. |  |
|  | **AoCB** | **Actions** |
|  | **Dishwasher**  Angela highlighted the need for a dishwasher to support the hospitality group. There was a discussion about whether this could be delayed until the kitchen refurbishments are taken forward however it was agreed it may need to be progressed more quickly both to benefit volunteers and to reduce the use of disposable cups.  John suggested establishing a sub-group to take this forward. Angela will set this up to look at what is required within the kitchen  **Action: Angela to lead a sub-group to look at kitchen refurbishments and dishwasher installation. Volunteers from the PC are requested**  **Future of Shroud of Turin**  Canon S advised that a talk has been scheduled for Sun 5th May 2024  **Commissioning Ministries**  Canon S advised he will schedule dates for new volunteers for Parish ministries including readers and Eucharistic Ministers. | **AG/ALL** |
|  | **Date of next meeting** | **Actions** |
|  | Wed 15th Nov at 7:00 |  |
|  | **Closing prayer** | **Actions** |
|  |  |  |
|  | **Post-meeting notes** | **Actions** |
|  | **Centred on Christ**  The most recent Centred on Christ update is available. This is produced by Paisley Diocese to keep Parishes up-to-date with progress across different Parishes on activities related to schools. Should anyone require a copy, contact Ali.  **PCC vice-Chair**  PCC minutes from 31st Oct 2017 confirm that Pat Hassett (Chair) advised of the requirement for vice-chair for group and Angela volunteered.  **Boundary Wall reparations**  Canon S has met with John S to discuss the best way to ensure involvement of the Finance Committee in future decision-making. |  |
| **Action table** | | |
| **Action:** all to submit any outstanding photos within the next week, or alternatively suggest an icon to represent your name  **Action:** All to submit final comments on the report on actions taken in response to the Synodal consultation.  **Action:** Ali to finalise synod follow-up report, have this uploaded to the Parish web site and send to the Diocesan offices.  **Action:** Ali agreed to review past minutes to confirm if Angela was the PC Vice-Chair.  **Action:** Jonny will send most recent version of the engagement with young people’s report to Ali for publication on the Parish website and to share with the Diocesan office.  **Action:** Canon S to meet with John S to ensure involvement of the finance committee in any further decisions relating to wall repairs in which funding decisions are made.  **Action:** Canon S to provide Siobhan with the Diocesan contact who oversaw receipt of the tenders.  **Action:** Canon S will place notice about defibrillator training in bulletin.  **Action:** Appeal for volunteer with fund-raising experience by Canon S and Maureen.  **Action:** Andre to contact SCIAF and pass any relevant information on to Angela.  **Action:** Angela to lead a sub-group to look at kitchen refurbishments and dishwasher installation. Volunteers from the PC are requested  **Action:** Maureen will create a welcome poster for the website and porch  **Action: Ali to follow up with John McLaughlin, Welcome team co-ordinator to update on proposals** | | **ALL**  **ALL**  **AMacd**  **AMacd**  **JC/**  **AMacd**  **Canon s/PMcM/JS/JMcC**  **Canon S**  **Canon S**  **Canon S/MH**  **AK**  **AG/ALL**  **MH**  **AMacd** |