

Parish Steering Committee
Meeting on Tuesday 21st April 19.30
The Presbytery, 19 Needingworth Rd. St Ives

Minutes

Fr Karol Porczak	Parish Priest
Elizabeth Barker (Chair),	R.E. Coordinator
Pat Francis	Music Group
Tony Haddock	8.0am Mass representative
Michael Read (Vice Chairman),	5.00pm Mass representative
Rika Sanderson	Social Group
Gina Sant	S.V.P.
Ellen Kemp	Finance & Buildings Committee
David Kerr	Planning Sub-Committee

Opening Prayer: Fr Karol opened the meeting with a prayer.

Apologies: apologies had been received from Claire Downham (11 am Mass Rep.) and Fiona Smith (new Holy Land Group Rep.).

Minutes of the last meeting: Ellen Kemp asked for her name to be included as she was present. She also queried the wording on the timing of tours on Heritage Weekend, but that would be resolved by today's paper. With that amendment, the minutes were approved as a record and signed by Elizabeth.

Matters arising:

- **Mass books –page numbers:** now inserted in the newsletter.
- **Heritage Weekend- September 2015:** Ellen introduced a short report of suggestions for involvement in the local version of this national event. It was agreed: to open the church for the proposed 3½ hr sessions on Friday 11th to Sunday 13th September; to seek volunteers to be present as guides (recruited through PSC group reps, newsletters, notice board, the web site and Open Meeting); to brief guides in advance; to update and print the parish history leaflet and to review (nearer the time) the need to provide cold drinks as refreshments. **Action: Ellen and members.**
- **New Readers:** 4 new readers had been recruited and briefed (3 at 8 am and 1 at 11 am Mass). We discussed having a reader start the Mass with the Entry Antiphon at 5 pm and 8 am Masses and agreed that this change should be introduced after the readers study day in September.
- **Less noise at 11am Mass:** We had a lengthy discussion of problems of distractions during Masses from children and adults. It was agreed that, when this occurs, it is a shared problem for the whole congregation and parents/individuals should be supported sensitively rather than confronted. It was agreed to signpost the presbytery dining room as a children's room (for 5 pm and 8 am Masses) and to invite people to use it through welcomers and

newsletters; Fr Karol would attempt to finish confessions earlier to allow access through the corridor before 5 pm Mass.

- **Distribution of the Eucharist at 11am Mass:** the new system has been introduced and was generally working well; it was questioned whether ushers should operate, but concluded that announcements at the start of Mass would suffice.

Parish Census information: David introduced the relevant section of the Planning Sub-Committee report. The original update of the Parishioner Register was complete, but there is a continuing flow of information from new parishioners, changes of address, “births, marriages and deaths” and sacraments from new census forms and other parish records. Veronica was being involved in the input process, when she has time, and a simplified guide to updating and using the system is being written. The team was now working on generating relevant reports, starting with an A – Z directory of parishioner names. Confidential reports would then be prepared for internal use: a further directory with contact details; identifying “lost” parishioners from the previous register to check for deletions and amendments; skills of parishioners (without links to names) for information about what could be “advertised” in the newsletter; sacramental planning. David felt that it would be useful to have some professional advice on generating database reports and maintaining the parish web site. Members approved a draft “advert” to be placed in the newsletter. **Action: David.**

Finance and Buildings Report: Ellen presented her report (copy attached to the minutes). She showed preliminary drawings of the proposed roof over the courtyard and set out the steps and costs involved in achieving its construction. On the clearance of old documents, David undertook to review the archives with respect to the PSC and its predecessors to retain a record of decisions, while disposing of superfluous papers. **Action: Ellen, David and members (in respect of papers relevant to them).**

Reports from other groups:

Planning sub-committee: David introduced the rest of his report. He outlined a process for updating the Parish Plan for the Open Meeting, which would include contacting individual members about sections of the Plan due for review relating to their particular areas. **Action: David, then selected members.**

Holy Land; Music: S.V.P: RE: 5pm and 11am Mass reps: reports acknowledged as received.

Social: Rika added that the group were considering a survey of what people would like to have organised. Elizabeth reflected that, at Fr Karol’s request, she had gathered a group of parishioners drawn from various origins and circumstances as speakers at the Stations of the Cross, which had been difficult to arrange but very interesting. David added that he still intended to revive the parish rambles.

8am Mass: Tony referred to the increasing attendance at “After Eights” (after mass coffee/tea service and the success of occasional breakfasts.

Parents and children: Elizabeth reported that the group is still functioning, but questioned whether the Teens group is still operating.

New Evangelization Day on June 27th: Elizabeth told us that, following discussion in the Council of Laity, we are asked to nominate someone to participate in this event (on a Saturday), not necessarily the Chair of the parish council. Tony agreed to consider himself and/or his wife Barbara going. **Action: Tony**

Any Other Business:

Agenda for 10th May Open Meeting: it was agreed that this would include:

- An introduction from Fr Karol;
- Minutes of the last meeting
- Chairman’s Report, followed by PSC membership changes
- Presentation on the Parish Accounts (Treasurer);
- Courtyard Project;
- Parish Plan Update;
- Group Reports: each group leader to read a brief report followed by an opportunity for individual questions, recruitment etc at the end of the meeting;
- Fr Karol’s report to close.
- Individual questions and discussion to follow.

Parish Leaflet: Ellen confirmed that the leaflet is being revised, in time for the Heritage Open Days in September. **Action: Ellen**

The Bridge Chapel is to be closed for refurbishment sometime soon, Veronica is contacting the County Council about availability for Monday Masses from 4th May and will advise parishioners through the newsletter.

BBC Songs of Praise; Ellen reported that Churches Together has not had a response to their bid submitted last year and it is unlikely that CTSI will follow this up.

70th Anniversary of VE Day: Elizabeth had a letter of invitation from the British Legion to a commemoration at the War Memorial (referred to locally as the Cross of Sacrifice) on Friday 8th May at 2.50 pm. Agreed that this should go into the parish newsletter and Elizabeth would reply. **Action: Elizabeth**

Constitution – PSC membership restrictions (to a maximum of two two-year terms):

Changes to be endorsed at the Open Meeting were agreed as:

Holy Land Group: Kathy Bishop replaced by Fiona Smith;

11 am Mass: Claire Downham could be re-elected for a second term;

Music Group: Pat Francis would ask for a new rep from the Music Group;

F&BC: Ellen Kemp would continue to attend as Chairman of the Finance and Buildings Committee;

5 pm Mass: Michael Read should be re-elected for a second term;

Social Group: Rika Sanderson to be re-elected for a second term;

SVP: Gina Sant will ask the next SVP meeting for a replacement nomination;

RE Coordinator: Elizabeth should continue to attend as the appointed Coordinator
Planning Sub-Committee: David re-joined the PSC (after a long break) in September 2012, so is still in his second term. He is also the current PSC Secretary for minutes;
PSC Chair: Elizabeth Barker had been Chair since 2013 and should be re-elected for that role for a further term;
PSC Vice Chair: Michael Read to be elected for a second term.

Date of Next Meetings:

Parish Open Meeting **4 pm on Sunday 10th May;**
Normal Meeting set for **Monday 14th September, 7.30 pm** in the Presbytery.

DJK/djk: 24/4/15 draft
DJK/djk: 8/5/15 Update

Sacred Heart Church, St Ives

Report from the F&BC meeting held on 9th March 2015 for the Parish Steering Committee meeting on Tuesday 21st April.

Gift Aid Coordinator: Steve Lancaster was welcomed to the F&BC as GAC following his recent appointment by Fr. Karol. Reconciliation of the gift aid database is ongoing and gift aid envelopes for the new financial year were issued in early April.

Annual Accounts: The Annual Accounts for 2014 prepared by Tony Sloan, (former Treasurer) were discussed and will be presented to parishioners at the parish Open Meeting on 10th May by Paul Kent, Treasurer.

Postscript: The parish accounts for 2014 are to be audited in May as part of the routine 'rolling programme' of financial audits conducted by diocesan appointed auditors.

Feed-In Tariff: 'Transfer of ownership' of the FIT generation meter from Fr. Edward to Fr. Karol has been confirmed with E.ON. The feed in tariff increased by 1.6% on 1st April, linked to the RPI.

Courtyard project: The committee reviewed preliminary drawings to roof the courtyard space and create a new room from the architect appointed for the project, and appointed a firm of civil engineers to conduct trial holes and specify the support structures needed for the roof and raised floor. When full drawings for the courtyard have been completed by the architect quotations will be obtained from builders to determine costs for the work, estimated to be £30K.

The F&BC plan to submit a faculty application to the Historic Churches Committee in May (for the HCC meeting planned for June) and will also submit the proposal to the Diocesan Finance & Buildings Committee which meets in June as the scheme needs the approval of Diocesan Trustees.

The planning process, led by the HCC, will take at least 3 months to complete and therefore, a decision is not expected until September at the earliest. (If a faculty is granted the parish have 3 years to complete the project but would wish to progress the work as soon as reasonably possible. If a faculty is not granted an appeal may be considered.)

A presentation on the project will be made to parishioners at the Open Meeting when detailed drawings and plans for the space will be available.

Funding for the project is being reviewed by Paul Kent including the potential for a Diocesan Bond and proceeds from the potential sale of the redundant church in Papworth (see item below).

Other funding streams, including donations and interest free loans from parishioners, are also being considered.

Footnote:

If the faculty application is unsuccessful there are significant cost implications associated with repair, or replacement, of the soak away drains and protection of the fragile brickwork in the courtyard, particularly damaged brickwork of the original church.

Papworth Church: As reported to the PSC in February a meeting at the former church in Papworth Everard was held on 23rd March. A report is now being prepared for the

Bishop and a decision whether to dispose of the site, or refurbish the church is expected after the Diocesan F&BC meet in June. A percentage of the proceeds from any sale of the site is expected to be received by Sacred Heart parish, as the former church was part of St Ives parish until 2007.

Archiving: Financial and F&BC records going back to 2000, stored on the top floor of the sacristy, are to be reviewed and paperwork not required will be shredded. Old records from the parish office will then be archived to the sacristy.

The PSC is requested to review other historical records and material which needs to be cleared from the top floor of the sacristy as it may be worthwhile employing a firm to shred the volume of paperwork generated. (This could be done on site via a mobile unit.)

Ellen Kemp
Chairman F&BC
April 2015