

Sacred Heart Parish St Ives

Open Meeting 10th May 2015

Minutes

(The minutes remain as "Draft Minutes" until formally approved at the next meeting.)

Opening Prayer and Welcome:

Fr Karol opened the meeting at 4 pm with a prayer.

Apologies

Apologies had been received from Gina Sant, Mike Fox, Rita and Brian O'Neill, John Sayer and Claire Downham.

Minutes of the Last Meeting

The minutes of the Open Meeting on 29th June 2014 were approved as a record of that meeting. There were no matters arising not covered by the current agenda. (*The minutes of Open Meetings and Parish Steering Committee Meetings are published on the Parish Web Site following each meeting.*)

Chairman's Report

Elizabeth Barker made her report of the activities of the Parish Steering Committee (PSC). A copy of her statement is attached to these minutes.

Presentation of Parish Accounts

Paul Kent, the new Parish Treasurer, introduced a report on the parish accounts for 2014 (copy attached to the minutes). He started by explaining that he had recently taken over the Treasurer role and proposed a vote of thanks to Tony Sloan, who had prepared the accounts for the last 18 years, which was endorsed by the meeting.

Paul picked out key features of the accounts as increases in income from: tax rebates, as a result of wider access to Gift Aid; higher donations/ grants and hall lettings. On the expenses side: property maintenance was up on 2013 (but within budget) and expenditure on salaries was down as a result of only having one priest. Another significant feature this year was that our parish had come up for an audit by the Diocese auditors, which is currently in hand.

In response to questions, Paul informed the meeting that: bank account details are not included in this statement of income and expenditure; rent income for the hall was assumed to be from increased lettings, rather than price increases (rates were quoted as £10 per hour for the hall – *subsequently corrected to £12 per hour* – and £5 per hour for the use of the kitchen); the solar panel installation capital cost had now been repaid and there is a continuing income from the generation feed in tariff – which should be reflected in the accounts, but was not included in the current statement.

Courtyard Project

Ellen Kemp presented a report on the Courtyard Project giving an update on progress with the project and showing plans of the proposed new room and its roof (copy attached to the minutes).

Update of the Parish Plan

David Kerr reported on how the Parish Plan approved at the 2014 Open Meeting had been updated according to the decisions and actions of the PSC and its member groups and the changing situation of the parish (copy attached to the minutes). He stressed that his remarks on how the plan might be developed in 2015/2016 were a purely personal view until the new plan is discussed and agreed by the PSC. The revised plan will be presented as the “2015 Parish Plan” on the parish web site after this meeting.

PSC Membership Changes

Elizabeth Barker introduced a number of membership changes of the PSC resulting from changes of group representatives, with some prompted by the constitution requirement for ordinary members to have a two year term of membership of PSC, which can only be renewed once, as follows:

Holy Land Group: Kathy Bishop has left the group and been replaced by Fiona Smith;
5 pm Mass Representative: Michael Read was elected for a second term;
8 am Mass Representative: Tony Haddock to continue for the second year of his first term;
11 am Mass Representative: Claire Downham re-elected for a second term;
Music Group: Pat Francis is seeking a replacement representative at the end of her second term;
Social Group: Rika Sanderson re-elected for a second term;
SVP: Gina Sant is at the end of her second term and will be replaced by Carol Bewley;
Planning Sub-Committee: David Kerr is in the second year of his second term;
RE Coordinator: Elizabeth Barker continues to occupy this role as an ex-officio member;
Finance and Buildings Committee: Ellen Kemp continues to represent the Committee on an ex-officio basis;
PSC Chair: Elizabeth Barker held the Chair for two years and was re-elected for a second term;
PSC Vice-Chair: Michael Read was elected for a second term in this position.

Group Reports

Representatives of groups present reported briefly on their groups activities and made themselves available for individual questions and comments at the end of the meeting:

Pat Francis reported from the Music Group;
Rika Sanderson from the Social Group;
Michael Sanderson read Gina Sant’s report from the SVP;
David Kerr reported on the work of the Planning Sub-Group;
Elizabeth Barker gave a report on her Religious Education role;
Michael Read provided a written report from his 5 pm Mass Representative and his local CAFOD representative roles.
Josefina Galvez-White reported on the work of the “Pilgrim Queen of the Family” local network and from the parish Children & Parents Group

Any Other Business

Ellen Kemp told the meeting about this year’s Heritage Open Day in St Ives, which is coming on 11th to 13th September this year. The parish is proposing to open the church for 3.5 hours on each

day and will arrange for welcomers to be present during those times. She is recruiting volunteers to be welcomers and preparing an updated parish leaflet for the event. She is also hoping that the RIBA will nominate an architect to produce a “detective kit” on the building. She encouraged those present to visit other St Ives locations during the Open Days, such as the Mosque in Needingworth Road.

Fr Karol’s Report

Fr Karol presented an oral report noting that:

1. It’s been my 107th day in the parish, but I was away for a month, so it’s been in reality 77 days;
2. There will be no assistant priest to the late autumn 2015;
3. There is no need for now to assist me in the laundry and cooking;
4. I am still waiting for the full access to the financial accounts including online banking;
5. Important issues:
 - a) liturgy in the church;
 - b) altar servers;
 - c) confirmation group – how they can be involved;
 - d) readers and cantors;
 - e) choir members;
 - f) vocations;
 - g) parish office staff – need for supply;
 - h) parish website – need for update;
 - i) parish bulletin “Grapevine” – how often it should be published;
 - j) Polish Mass – the permission for the 4th Sunday Mass is granted by bishop Allan;
 - k) Supply priest for August 2015 during summer break – confirmed!
 - l) La Salette seminarian visiting from 13th of July 2015 until 23rd August
6. Future plans:
 - a) pastoral visit to all inhabitants of the parish;
 - b) for this visit: short printed card with basic information about the welcome of everybody as the friend and assurance of prayer for all on a regular basis;
 - c) awareness around reception of the Holy Eucharist (Communion).
 - Those who are in full communion;
 - Those who receive blessing only for the prolonged period of time;
 - Those who receive Holy Communion without being aware of going for the confession (minimum is once a year);
 - Those who are going to be received to the Church through the RCIA program;
7. Matters arising:
 - a) Annual pilgrimages for the parishioners;
 - b) Youth Day in Kraków in 2016 – 5 persons at the cost of £1,100 per a person;
 - c) Twin parish in Aboud – a question of closer approach.

There being no further business, the meeting closed at 5.30 pm.

Chairman's Report – 10th May 2015

The main change in our parish since the last Open Meeting on the 29th June 2014 is that we have a new parish priest, Fr Karol Porczak, who came to the parish from Poland in January this year after a period of uncertainty. From September 2014 when Fr Edward Tredota was told that he would be moved to the La Salette parish of St Peter's in Dagenham, it was mooted that Mgr Philip Shryane, a diocesan priest, would be appointed to St Ives. However that did not happen Fr Karol came here directly from Poland on the same day as Fr Edward left.

Though Fr Karol speaks excellent English, he had not been in England for some years nor has he ever been a Parish Priest before. It has been a steep learning curve for him but he is becoming used to the routines of the Sacred Heart Parish and, through the support of the parish secretary and a few parishioners, he is becoming familiar with the dos and don'ts of running the parish.

The Parish Steering Committee has continued to meet regularly to consider the views, concerns and suggestions of our parishioners. Each of the 3 weekend Masses has a representative and each group has representation on the PSC as well. We will hear their reports later.

A continuing watch is kept on the implementation of the Diocesan Parish Plan and this is updated regularly as you will hear later from David Kerr.

Of course finance is an important part of any parish and Paul Kent our new treasurer will present the Annual Accounts.

As well as keeping an eye on the continuous maintenance schedule for the church, hall and presbytery Ellen Kemp, the chairman of the F&B committee is progressing the need for utilising the courtyard area for our ever growing congregation and Ellen will bring us up to date on this Project.

As the RE coordinator my report will cover what has been happening to further the religious education of both the children and adults in our parish and our future plans.

I would now like to call upon Paul to present the accounts.

Thank you

Elizabeth Barker, PSC Chairman

Accounts for Parish Open Meeting – 10th May 2015

St Ives Parish Church

	2011	2012	2013	2014		DRAFT
	Actual	Actual	Actual	Budget	Actual	2015
	£	£	£	£	£	Budget
						£
INCOME						
Collections	61,406	61,884	63,834	65,749	63,438	64,072
Tax Rebates	6,949	7,449	7,215	7,431	9,717	9,814
Donations / Grants	519	2,519	1,268	1,306	1,996	2,016
DEA Interest	223	324	312	321	282	285
Repository / Candles	3,199	3,499	2,691	2,772	2,113	2,134
Mass Stipends	3,549	3,954	3,629	3,738	2,095	2,116
Stole Fees / Catechists	2,623	1,930	2,525	2,601	3,061	3,092
Chaplaincy	3,000	3,000	3,000	3,000	3,000	3,000
Fundraising (Hall rent, etc)	4,613	4,252	5,418	5,500	6,565	5,500
Other	694	295	54	100	566	100
Solar Panel rebates	0	1,516	1,586	1,634		0
Sub total	86,775	90,622	91,532	94,152	92,833	92,129
PAYMENTS						
Property (inc maintenance, utilities, insurance)	23,066	22,431	16,922	25,000	19,984	20,000
Priest - salary / expenses	17,325	19,676	20,519	18,500	12,563	14,000
Levies	23,543	23,557	23,854	24,570	24,412	24,656
Administration (inc salaries and cleaners costs)	11,928	11,803	12,121	12,485	11,963	12,083
Other (inc cost of sales - rep / candles)	7,691	7,384	6,105	6,288	7,546	7,621
Sub total	83,553	84,851	79,521	86,842	76,468	78,360
Net Surplus / (Deficit)	3,222	5,771	12,011	7,309	16,365	13,769

NB 2011 comparatives exclude the cost of the solar panel installation and the grants received

Analysis of Property Expenses

Church & Hall - maintenance & repairs	12,266	6,857	1,508	4,149
House - maintenance & repairs	502	7,274	6,947	9,295
Council Tax	2,186	2,227	2,287	1,727
Gas, electricity, etc	4,433	4,324	4,680	2,542
Insurance	1,471	1,422	1,500	1,471
Other	2,208	327	0	800
	23,066	22,431	16,922	19,984

Major maintenance & repair items:

Car park	5,002			
Boiler work	2,369			
QQR requirements - guttering, rebuilding and repointing chimney stacks		4,715		
Drainage work in back garden		1,755		
Church flooring		3,098		
Lounge ceiling		1,430		
Servicing to boiler & cooker + LED lights		996		
Bedroom furniture, dishwasher, PC		1,267		
Prep work on driveway inc removal of concrete			3,140	
Laying block paving to driveway			3,468	
Office window				1,794
Bedroom, Bthroom, walkway				5,025
Church camera				905

All outstanding parishioner loans have been paid in 2014

Courtyard Project: Report for Parish Open Meeting 10th May 2015

The concept of roofing the courtyard was first proposed to parishioners in 2013 but was not considered a priority at that time. However, two issues have now changed the need to roof the redundant space and the project has been endorsed by the Parish Finance & Buildings Committee and the Parish Steering Committee.

'Problems':

Rising damp: was noted in January 2014 particularly affecting the walls of the church and dining room and a member of the Diocesan Historic Churches Committee visited the site on 1st February to offer advice. Action was taken to ameliorate the problem, however, a camera survey of the soak away drains showed the drains had collapsed in a number of places.

Replacing the drains and repairing the fragile damaged brickwork will be expensive and provide no 'added value' for the church.

Growth of the church community: the church and extension are full every week for the Anticipatory Mass and 11am Sunday Mass and the hall is also used every week to cope with the number of parishioners attending 11am Mass, with the service relayed via a TV link. While the expanding number of parishioners is seen as a blessing it has led to competing pressure for space particularly at the 11am service.

Plan:

It's planned to roof the courtyard and create a new room from the redundant space, to address both problems noted above. The room will be a multi-purpose space and include use as a confessional area (with ease of access for disabled parishioners requiring a wheelchair), a meeting room, space for the children's liturgy, and a room for quiet prayer and reflection. The room will have an audio-visual link provided but detailed work on the room specification will be completed at a later date.

Process:

An architect and civil engineer were appointed this year and drawings prepared to roof the area, removing the internal wall of the link corridor (from the presbytery to the church) to provide a large room.

A faculty application has been completed for submission to the Diocesan Historic Churches Committee (HCC) for consideration on 17th June, and a Parish Project Approval Form (PPAF) will be submitted to the Diocese Trustees for discussion on 4th June

Payment:

The estimated cost of the project is in the region of £30K, however, detailed costs are being sought from local builders.

Several sources of funding are being explored and these include: the parish budget, a Diocesan Bond, as well as donations and interest-free loans from parishioners - as received for the solar installation in 2011, and now repaid in full.

The Diocesan Trustees are expected to make a decision in June on the future of the redundant church in Papworth Everard, formerly part of St Ives parish until its closure in 2007. If a decision is made to sell the property the parish expect to receive a percentage of the income from the sale, which would be used for the courtyard project.