

**PARISH ANNUAL GENERAL MEETING**  
**Minutes of the Parish Annual General Meeting on 8 July 2011**  
**at 7.30pm in the Windhill Churches' Centre**

**PRESENT: (32 IN TOTAL)**

Tony Moylan, Chair (TM)	Bill Jack	Chris Keogh
Canon Eddie Matthews (EM)	Doreen Brown (DB)	Janet Moylan
Christopher Deane-Bowers (CDB)	Leo Brown (LB)	Yvonne Fordyce (YF)
Tony Wood (TW)	Theresa Cannon (TC)	Rita McCarthy
Cyril Ginger (GC)	Terry Grace	Robert Purcell (RP)
Ray Feeney (RF)	Marie Grace	Cristina Purcell (CP)
Alison Gornall (AG)	Patrick Haynes (PH)	Natasha Purcell
Peter Diment (PD)	M Morgan	Michael Frost (MF)
Tony Barrance (TB)	Ernest Workman	Doreen Frost
Sabine Lee (SL)	Audrey Costley	Bernadette Pattie (BP)
Meg Hardy (MH)	B Randell	

1	The meeting was opened with a prayer led by EM.
2	Apologies were received from Stephen Craston, Bernard Judge, Pauline Haynes, Bertie Napier, Liz Basey and Alan Basey.
3	Chairman's Report acknowledged the importance of finance in the running of a successful parish alongside the responsibilities of liturgy, Christianity, premises, social opportunities and the support of the parish priest in running the parish aided by the PPC and office. TM thanked the members of the PPC, and on behalf of the parishioners, he thanked Tony Barrance for his huge contribution to the achievement of the parish centre, and Meg Hardy, plus all the groups and individuals who work so hard for the good of the parish. Finally he thanked EM for the wonderful work he does for us.
4	PD presented the Parish Finance Committee Chair's report (attached) drawing attention to the rise of £4k in the offertory collection, that the third-party receipts (which includes retiring collections) were fairly evenly matched with third-party payments, that bank interest/other income related to the Fund-Raising Committee's appeal commenced in 2010 and the sale of assets related to the old parish centre. He noted the first four items of expenditure were in line with the previous year's costs, that the Diocesan Assessment (a percentage of income received via offertory/tax refunds) had been capped for a couple of years but would go up by £2k this year, and that the fixed asset purchases related mostly to the new parish centre. MH noted that the deficit of 2009 had returned to a surplus in 2010. PD advised the Parish Centre income related to repayment by St Michael's so far of their 50% of total invoices paid by us on their behalf.
5	Tony Barrance: <b>St Joseph's Joint Management Committee of the Parish Centre</b> - report attached. Re the provisional final accounts: TB advised the final settlement figure (£1,405,000 split between Churches) as agreed with Cadmans (relating to total cost of fabric of the building plus fixtures and fittings) is not expected to change prior to the final date - 4 August. He explained our fit-out

	<p>costs are higher than St Michael's as each Church decided what it wished to incorporate within its half of the Centre (ie to take advantage of VAT rebate allowed on certain fittings on a new build). He observed we have a smaller final payment to make than St Michael's. He advised the Canons had sanctioned the stained glass window which cost fell outside the original budget. The PFC-approved budget of £715,680 has £492 available for outstanding items from the phase 1 fixtures and fittings list and it is anticipated the actual spend will come in under budget. The unbudgeted electrical payment was approved by the PFC after it became apparent it was more cost-effective (ie eligible for VAT rebate and less remedial work) and simpler to ensure stage lighting cabling was completed at an earlier stage than planned, and that the artwork costs were to be shared 50/50 with St Michael's. Phases 2 and 3 will be completed when finance ready. RP congratulated TB on a fantastic job completed on time and within budget for such a large building, which comment met with unanimous support. TB completed his report by acknowledging his thanks to the hard-working team who have done fantastic work. Spontaneous applause broke out as he returned to his chair.</p>
6	<p>Sabine Lee: <b>Fund-Raising Committee</b> – report attached. Formed when shortfall of £100k was envisaged in paying for the parish centre and the objective was to achieve this in two years by social events and donations but boosting these with an appeal. One year down the line, we have hit £50k and SL thanked all parishioners for achieving this and hoping we would be close to our ultimate target at the end of the two-year period.</p>
7	<p>Reports by Committee Chairmen - attached:  <b>Liturgy:</b> LB asked whether, in practical terms, the new Missal would make a tremendous difference. EM replied that it wouldn't, structurally, the principal issue being its translation ie different type of language.  <b>Christian Formation:</b> RF advised the next Alpha Course would run on 13 September; he too invited parishioners to join his Committee, or support them with ideas, and commented that he would like to do something for the youth of the parish.  <b>Maintenance:</b> CG invited suitably-talented parishioners to add their name to his list of contacts who might help him in his task. BP asked whether the main doors could be opened for daily Mass to enable easier access for those who found the steps of the side door difficult. EM agreed, and invited them to also use the Cardinal Walk door if they could negotiate around the step into the house. RP asked if the stolen lead had been replaced. EM confirmed all was now in place including smartwater, which marks hands for 24 hours and clothing permanently and from which police can identify the location at which they had been stained. TB's request for stocks of rock salt to clear ice was affirmed, and CG will re-order ahead of winter. MF asked whether there was an intention to refurbish the Margaret Clitherow Room and toilets. CG advised it was on the drawing board.  <b>Social:</b> AM for SCr: extended an invitation to all present to buy tickets for the Hog Roast on 17 July – but that tickets were running out and it would not be possible to just turn up on the day.</p>
8	<p>Four Amendments to the Constitution – attached: proposed by TM, seconded by RP and all unanimously agreed by the parishioners present. AG to retype the Constitution.</p>

9	Results of Parish Ballot for PPC – no nominations were received. Parishioners were advised Committee members do not need to be PPC members and invited to come to a meeting.
10	Announcement of Current Membership of Committee: Christian Formation: RF, Sandy Feeney, Peter Rosair, Elizabeth Rosair, Patrick Haynes, Pauline Haynes and Graham Brunson Liturgy: CDB, EM, Bertie Napier, Ann Wojcik, Astrid Davies and Alison Jones Maintenance: CG Social: SCr, TM, TW, YF, Bertie Napier, Astrid Davies and Ray Asser
11	Any Other Business:-
a)	Parish Census: EM advised his wish to issue a simple census to complete parish records to show name, address, telephone number, e-mail address, Mass attended, names of young children and school attended as not all newcomers have completed the New Parishioner form. CP thought a census would be a good idea. However ...
b)	Diocesan Fund-Raising Initiative – the Archbishop has asked each parish to look carefully at its needs and plans for the future (which should involve every parishioner and could be brought to a PPC meeting for consideration). Then these parish plans are to be developed in co-ordination with the needs and objectives of the Diocese (which will include training of new priests and support of the aged given the colossal number of priests about to retire since their ordination in the '50s and '60s). To achieve this, he is seeking a high-pressure fund-raising campaign in the Diocese (as in Portsmouth Diocese where £11m was raised): parish priests are to identify parishioner who can be expected to make substantial donations then teams of parishioners are to make door-to-door collections with 45% of proceeds to go to the Diocese – this impacts directly on the earlier reference to a parish census! EM is extremely reluctant to instigate a parish census in September with this campaign likely to commence in the Autumn. To date, all priests have been interviewed one to one by a fund-raising company expert employed by the Diocese. When asked if he would be willing to participate, EM said “no”. At a Deanery meeting, all clergy present were against it. He has some misgivings about the report placed before the Archbishop by the fund-raising company stating a very positive response from the clergy when during the following 90 minutes of discussion not one member of the clergy answered positively to the proposal. EM recognises the needs of the Diocese – running into financial crisis but many priests felt this was not the way to go about it – though they were unable to offer other suggestions. Although this approach may be acceptable in the commercial world, there is a different relationship between a priest and his parishioners. DB asked whether it might be better to pay for a cost-cutting company to be employed at Archbishop’s Palace rather than paying a fund-raising company. She was not alone in stating she objected to cold-calling, phoning and calls made door to door: if you want to give, you will give. EM said he was uncomfortable with the thought of asking his parishioners to donate more money when they have been fund-raising for two/three years. CP asked whether the Diocese could consider a flyer inviting bequests to the Diocese. EM pointed out that legacies are already sought for the priests’ training fund. It is not known exactly where the money will be spent – “for Diocesan funds”. It had been noted

	<p>by a priest that the parishes provide the money – we are the bankers and you (the Diocese) are the ones coming to us for a loan. If I were a bank and you came to me, I would show you the door – I would need to know what you were planning. There is, therefore, a lot of tension around this issue. TC asked whether the parish pays for the fund-raising people coming to our parish. EM replied yes, in that the parish “pays” with the money it raises. PH asked why the money was needed, and EM agreed that more information was needed about that. He offered an example of £100k needed to train a priest who may decide after, say, four years that he is not fitted for the priesthood and leaves ie this does not generate income. LB referred back to the census suggesting schools could help by extending the efficiency of the records and remarking that what EM had announced today should not stop the parish from running itself effectively. EM advised that all Catholic school admissions needed a form signed by the parish priest and that would provide the missing information for those who were irregular attendees at Mass. He would be able to include this information in the parish records.</p> <p>c) CP asked whether there was a Committee which dealt with First Holy Communion and Confirmation preparation. EM said this was traditionally undertaken by Catechists and he provided an overview, and that this was not a PPC responsibility (although it could fall under Christian Formation). He had a wish to have a single person to organise the catechetics for the parish – and that although there were a surprising number of parishioners with theology degrees it would be desirable if they also had a teaching skill.</p> <p>d) BP asked whether Eucharist Ministers could be encouraged to be respectful in their dress code when distributing the Holy Eucharist. EM confirmed this matter was included in their annual review but sometimes Ministers attend Mass without expecting to be called upon and so may not always find themselves suitably attired. BP recalled the triangular white garment worn by Ministers at Westminster Cathedral, but MH advised that was to aid recognition of them by parishioners seeking Holy Communion.</p> <p>e) EM produced a copy of the Sunday Message which it is intended to start using in the parish from September to allow more space for bulletin points. P1 provides a “Reflection”, P2 Mass times, P3 essential information and notices and P4 the Mass readings, Gloria and Creed.</p>
12	<p>EM thanked the PPC members for all their hard work. He advised he needed this forum to have matters raised and discussed and it was also a forum to which parishioners could bring matters for consideration. He was grateful for all the very many different parish groups in existence and for their support of him in his role as parish priest. He also thanked the Secretary of the PPC for the work she undertook in that role. The meeting was then closed with a prayer led by EM.</p>
13	<p>Date of Next PPC Meeting:- Tuesday, 12 July at 7.30pm: Windhill Churches' Centre, Upper Room</p>

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Chairman

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Date