

## OUR LADY IMMACULATE - TOLWORTH

### PARISH COUNCIL Minutes of the meeting held 14th March 2017

**PRESENT:** Fr Edward, Andrew Richardson, Elspeth Casey, Winnie Groves, Adelaide Magwaza

**APOLOGIES:** Marie-Helene Cook, Chris Harding, Gia Borg-Darcy, Imelda Haines, Aideen Phillips.

#### **ABSENT:**

- The meeting was opened with a prayer.
  - The minutes of the meeting held 13th December 2016 were agreed and signed off by the Chair.
  -
- 

**Quorum issues:** Andrew, ahead of us discussing the Matters Arising (below), and once again, with only 4 people in attendance as it was in the December meeting (which does not officially even make a quorum), commented on the fact that, as we only meet every other month, we really do need to try to have everyone in attendance, or we will continue to struggle to get things done. It was widely known that at this meeting we would hopefully be setting the maintenance priorities but with people missing, that could not be achieved.

---

- **Visual Representation of Existing Groups in the Parish** – Marie-Helene has produced an excellent new version. This captures what was previously detailed in the Parish handbook. There are 2 suggestions to display all of this content, 1 as per the version Marie Helene has already provided but blown up, the second to display the groups of the church on vine leaves in a more intricate display. Action is for AR to contact Marie-Helene to ask for both versions to be produced and blown up to see which one is best. **(AR & MH)**
- **Scout Group** – Historically, the Group has been linked to OLI School (and therefore the Parish), with the Scout Group principally attended by OLI School children. It is important to determine who the Group is affiliated to and the strength of the current link to the Parish. Church Parades have recently been poorly attended. The number of children attending the Mothers' Day Church Parade (26<sup>th</sup> March) is to be recorded by Fr Ed. Following on from this, it is to be assessed whether the £1,000 contribution to the Scouts Group by the Parish should continue. **(Fr Ed)**
- **Rogues Gallery** – It is felt it would be beneficial to the parishioners of OLI to know who those people are that sit on the Council. Photographs to be put in the Narthex and published on the website of all those on the Council. Photos to be taken at the next council meeting, when more of the council are present. **(Matter closed for present)**
- **Parish Census** - Father Ed to design the form that will capture the info deemed of interest, Census to happen in February. **(Matter closed for present)**
- **Noah's Ark** – Noah's Ark is currently using the bungalow. Termly meeting to be held between Fr Ed and Betina. **(Fr Ed)**

- **OLI School** – Many parishioners (who don't have children at OLI school) would like to be kept more up to date with what is happening at the school. In particular, they do not know who the new Head Teacher, Mrs Robertson, is. It was suggested that Mrs Robertson is invited to a Parish Council meeting (on a date when there is a better attendance). In addition, it was suggested that Mrs Robertson introduced herself to the Parish in a 2 minute talk after Masses over a weekend. A quarterly update from the school could be attached to the Parish Newsletter. Fr Ed to speak to Mrs Robertson (**Fr Ed**).
- **Pictures of Deceased on Noticeboard in Narthex-** (**Matter closed for present**)
- **Old Chapel Usage** – The groups currently using the Old Chapel do not have a formal contract re how to leave the building after use (ie tidy / clean etc). A meeting is to be called with leaders of all groups using the Old Chapel and they will be given a formal contract (with a copy of the Contract displayed on the Old Chapel Notice Board). There will be a Sign-off form, which a group will have to fill in after using the Old Chapel, signing off that everything is in good order / indicating if anything is broken etc. Any group not complying with the contract will no longer be able to use the Old Chapel (**AR & AM**)
- **Diocese meeting** - There is a Diocese meeting in Roehampton and Fr John Mulligan is arranging for all Parish Council members in the diocese to attend. The meeting is on Sat 29th April. The attendees at the meeting were unfortunately unable to attend, as this is a Bank Holiday weekend, with family plans already made. (**Matter closed**)
- **Maintenance of the Church** – There are a number of outstanding issues in respect of the maintenance of the Church, many of which have been identified by parishioners. At the last Parish Council meeting, it was agreed that Parish Council members would ask parishioners what needs to be done from a maintenance perspective within the Church grounds. A list from each Parish Council member would be sent to AR, who would compile a full list. AR noted that not all members had sent in a list; however he still had a substantial list of maintenance requirements for the short to long term.

Going forward, the Parish Council is keen to take responsibility for ensuring that the Church's maintenance requirements are dealt with, as there has not been a Maintenance Committee for a number of years. However, in order to take this forward, the Parish Council needs the Finance Committee to provide it with a Maintenance Budget. This will be used to prioritise maintenance expenditure and ensure that a reserve is built up for long term maintenance requirements.

The Parish Council also requires information from the Finance Committee re what the maintenance budget has been over the last 5 years, which jobs have been done and which ones still need to be done. By reviewing past works we hope to understand further what works are required regularly and ensure that we have a full list of what is likely to need to be done in the years ahead.

Alan Lane (currently looking after the Parish accounting work) is to be asked to quantify a proposed Maintenance Budget going forward before the next Finance Committee Meeting on 10<sup>th</sup> May. (**Fr Ed**)

The need for a Maintenance Budget is to be fed back to next Finance Committee Meeting on 10<sup>th</sup> May. Approval is to be sought to delegate a Maintenance Budget (amount defined) to the Parish Council, which will then be responsible for maintenance of the Church going forward. (Unfortunately the next Parish Council meeting is the day before on 9<sup>th</sup> May). (**Fr Ed**)

**AOB:**

**Chair of Finance Committee** – It was noted that, following the resignation of Andrew Perks last year, there is currently no Chair. Alan Lane (not a parishioner) is currently very kindly looking after the accounting work. However, it was agreed that a new Chair should be sought, although it was not agreed how. **To be discussed again at next meeting**

**AGM** – Given that there is no Chair of the Finance Committee, Alan Lane is to be asked to present the figures at the AGM on Tuesday 13<sup>th</sup> June 2017. (**Fr Ed**)

**Spiritual / Pastoral Side of Parish Council** – Fr Ed asked that this be considered – how to make people feel inclusive / safe. (**All**)

- **DATES OF NEXT MEETINGS:**

1. Tuesday 9th May 2017
2. Tuesday 13th June 2017 (AGM)
3. Tuesday 11th July 2017

---

---

Minutes agreed as a true reflection of the meeting:

Signed:

Name:

Date: