

**Holy Family Catholic Church
(Freckleton and Warton)
1 Lytham Road, Warton, Preston, PR4 1AD
Parish Pastoral Council - AGM
25th October 2018 at 7.00pm**

Present:	Fr Mathew Pinakkattu Denise King Sally Sutton Christina King	John Catterall Peter McGuinness Caroline Bunce	Bernard Whittle Jim Cartmell Michelle Holden	Catherine Potter Denis Pocklington Jackie Clark
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1. AGM

1.1 Welcome: C Potter welcomed everybody to the AGM meeting and reflected on the many changes that happened in the last 12 months, the unexpected passing of Fr Kevin, Fr Mathew becoming our new Parish Priest, Bishop Paul becoming our new Bishop and Michelle our new Head Teacher at Holy Family. Throughout all the changes the Parish really stepped up and pulled together and everyone played their part and we should be proud of our contribution, and with Gods blessing we continue to do this for each other, the community and our Church.

1.2 Opening Prayer: Fr Mathew opened the meeting with a prayer.

1.3 Apologies: Jan Courtney-Whiteside, Linda Forster, Bernadette Holliday, Tony Holliday, Barry Holliday, Hayley Benyon, Helen McDowell, Linda Smith

1.4 Finance and Accounts: John C gave the accounts for the end of the FY 2017/18:

- **Income & Expenditure FY 2017-2018** (up to 05/04/18 and audited):
 - **Account No 1:**
 - a. £20,118 - brought fwd from FY 2016/17.
 - b. £42,833 - income (116% of budget) (or £42,833?)
 - c. £39,640 - expenditure (86% of budget)
 - d. £3,193 – (Income – Expenditure)
 - d. £23,311 – balance carried fwd to FY 2018/19
 - **Account No 2:**
 - a. £6,224 - brought fwd from FY 2016/17.
 - b. £2,821 - income
 - c. £0 - expenditure
 - d. £9,045 – current balance
 - **500 Club: 2017 (calendar year):**
 - 116 members. (8 St Annes & 108 Holy Family)
 - Gross Income = £2,320
 - Prizes = £1,200 (12 months x £100/month)
 - Net income of £1,120 has been transferred i.e. £77 to St Annes & £1,043 to Holy Family No 2 Acct.

1.5 Election of Officers: In accordance with the constitution, one third of officers to be elected each year. The following positions which will be in place for the next 3 years were proposed and accepted:

Secretary: Helen McDowell	Proposer: Fr Mathew	Second: John Catterall
Chair: Catherine Potter	Proposer: Bernadette Holliday	Second: Caroline Bunce
Vice Chair: Caroline Bunce	Proposer: Catherine Potter	Second: Bernadette Holliday

2. PPC Meeting

- 2.1 Minutes of the previous PPC meeting:** Catherine P introduced the start of the PPC meeting and asked if there were any comments from the previous minutes. It was agreed that they were a correct record, proposed by John C and seconded by Sally Sutton.
- 2.2 Correspondence:** Christopher Robson from Aid to the Church in Need has asked if he can come and give a talk on St Thomas, a date in 2019 has yet to be agreed.
- 2.3 Ecumenical News:** Fr Mathew said that there had been no general meetings with the local clergy since Club Day, although he had received news bulletins from St.Paul's.
- 2.4 Bishop's Visit – 8th October 2018 –** all agreed everything had gone well both at Church and School. The Mass had been well attended and Fr Mathew had a phone call from the Bishop the following day to say he had enjoyed his time at Holy Family.
- 2.5 Donations Appeals:** John C. mentioned that every week he received many requests for our help to support various charities and appeals. At present he was currently not acting on these requests and wanted to know our opinion on whether we should be supporting any other charities, local or worldwide.

A discussion was had which mentioned that we had supported other charities recently but sadly some of these had been in some part problematic. The point was also made that in order for fundraising to be successful this would require leadership and support from a team of people which at present we did not have.

It was also mentioned that we did support other worthwhile causes such as Macmillan Cancer Support and the Christmas Shoebox appeal.

It was decided that at present we should not respond to these charities, but that everyone was welcome to propose supporting causes that they thought worthwhile in the future.

2.6 Sub Committee Reports / Brief update on past / future plans:

- 2.6.1 CAFOD:** Hayley wanted to pass on her thanks to Barry for speaking at our masses, on behalf of CAFOD + to all parishioners for donating to the Harvest Fast Day Appeal : once a total figure has been supplied Hayley will put a thank you note in the bulletin. Holy Family & St Anne parishes will continue with the Connect 2 project but it is changing from Peru to Columbia ; they are hoping to hold another social event next year to support the linked community.

2.6.2 Administration

- **Holy Family School –** Michelle reported that as this was the 'Year of the Eucharist' there would be Mass at School every week and that Fr Mathew would be visiting School every week to make live the 'Year of the Eucharist'.

A formal arrangement, supported by Bishop Paul had been agreed that every Monday a Mass led by Fr Peter Clarke would be celebrated in School. During the Mass Father has been teaching the children about the importance and significance of the Mass in celebrating their own faith. During his time at School Fr. Peter was also teaching the children sign-language – which we saw at the Mass at the Bishop's visit.

Two children from School had spoken to Fr Mathew about being received into the Church.

Michelle would supply to the choir a list of Masses that the children would be involved with throughout the year to help them arrange appropriate hymns.

John C asked who had picked up responsibility for recruiting new altar servers. In previous years Barry H had been helping in this process but Michelle was happy to support Barry and liaise with him to possibly send out a letter through School to help with recruiting new children.

2.6.3 Liturgy

- **Little Church –** Denise said it was going well with the support of all the catechists but sadly we had seen a decline in numbers of children attending Mass.

Michelle said she was happy to try and promote Little Church at School and encourage the children to come along.

- **Confirmation** – Bishop Paul had been contacted and he was happy to carry out Confirmation if we were able to have 12 children to be confirmed. Fr Mathew was also going to ask if any children would like to be confirmed at Westby.

The proposed date was July 11th 2019 but Fr Mathew would need to confirm this with the Bishop.

Fr Mathew is going to organise a meeting with the catechists (Michelle Holden, Barry Holliday, Alexis Satherswaite and Irene from Westby who also offered her help) so they can formalise an agenda for the course to meet the date proposed.

2.6.4 Pastoral Formation

- **Good Neighbour Group / Afternoon Tea** – Denise reported that the afternoon teas were going well and were well attended. At the end of November there would be a Christmas party.
- **Continuing Formation** - The Journey of Faith course had been successful although one family had delayed finishing the course till the New Year due to family commitments but would re-commence in January 2019. Denis Pocklington thanked everyone for the support he had received of everyone at his reception into the Catholic faith.

2.6.5 Social

- **BBQ and Outdoor Mass** – Well attended and thankfully blessed with good weather. Barry and Tony Holliday had asked if perhaps it could be held earlier in the year to avoid it going dark too soon.
- **Youth Group** – The group had supported again this year the water station for the half marathon – receiving £75 for their help from the Freckleton Club Day Sports Committee. The children had also been involved with the Bishop's Mass and would be looking at organising the Mass for Youth Sunday.

Denise mentioned that Nathan (one of our parishioners) had offered to organize an event where he could bring along a media van – which had gaming equipment etc. which would be a fun event for the Youth Group.

- **Girls Group** – Sally said that with regret the Club which had been going for some 15 years had sadly disbanded. She had enjoyed running the group and working with the girls but felt it was time to have a rest. She thanked everyone for their support over the years.
- **Quiz and Bingo** – Denise reported the evening had gone well but sadly was not as well attended as previous years due to illness and half term holiday break but a good time was had by all.
- **Advent Service and Christmas Fayre** – This is to take place on the 2nd December and the Fayre was co-ordinated by Jan Courtney Whiteside. Denise confirmed that she had ordered the raffle tickets and would be handing them out in the next few weeks.
- **February Social Event.** Jackie said she would be organizing another social event in the New Year before Easter – probably around February. As yet no definite decision had been made on a theme.

2.6.6 Property Management / Finance - Johns' report:

- **Income & Expenditure F/Y 2018-2019** (up to 05/10/18) i.e. 50% of F/Y ending 05/04/2019):
 - **Account No 1 (Current Account):**
 - a. £23,311 - brought fwd from FY 2017/18.
 - b. £17,552 - income (44% of budget)
 - c. £18,354 - expenditure (40% of budget)
 - d. -£803 - (Income – Expenditure)
 - e. £22,508 – current balance
 - **Account No 2 (Building Fund):**
 - a. £9,044 - brought fwd from FY 2017/18.
 - b. £1,200 - income
 - c. £0 - expenditure
 - d. £10,244 – current balance
 - **500 Club: 2018 (calendar year):**
 - 119 members (includes 1 free for boiler repair work).
 - Gross Income = £2,360
 - Prizes for 12 months @ £100/month = £1,200
 - Forecast Net annual income = £1,160
 - Current bank balance @ 05.09.2018 = £1,900.
- Charity Payment:
£250 has been sent to the Eparchial Procurator for the Syro Malabar Eparchy of Great Britain for the Kerala State Disaster Fund.
- **Insurance** – Buildings/Contents have been re-insured until 28/09/2019 and Public Liability cover is in place.
- **Property:**
 - The Hall hire is currently 7 hours per week (Pilatus, Zumba and Slimming World).
 - Virgin Media) – The cost for broadband (Super Fibre 70), landline calls and the landline is circa £60/month but we may lose the telephone number if we transfer to another media supplier. Does the Parish wish to switch to a cheaper supplier?
Caroline offered to look into getting us a better deal
 - The British Heart Foundation charity bike ride from Manchester to Blackpool used the Hall on Saturday/Sunday (early hours), 6th/7th October.
- **Health and Safety.**
 - **Electrics:**
 - Potential contractors are being sought to re-wire the Presbytery.
 - **Gas:**
 - JD Heating Solutions Ltd did not respond to a request to undertake a Gas Service/Maintenance check on the Presbytery, Church and Hall boilers and the Presbytery lounge fire. Other contractors are being sought. – Denis offered to contact a local contractor who lived next to the Church to see if he could give us a quote.
 - **Fire Protection** (Certificate of Inspection).
 - The Inspection and certification was completed successfully by Walker Fire (UK) Ltd. on 17th October.
 - **Diocesan Safety Toolbox**
 - The on-line safety toolbox questionnaire comprising 820 questions has been completed and we have 43 resultant tasks to complete. Other than the above Gas Certification these are relatively minor tasks.

- **General Data Protection Regulations (GDPR)**
 - A Diocesan GDPR seminar was held on 11th October regarding the New Data Protection Act that came into force on 25th May 2018. The Diocesan Trustees have to demonstrate what data is collected and used by the Parishes, how this is done, the legal reason for it and the period of retention.
 - We subsequently received a Questionnaire from the Diocese on 22nd October regarding the storage, access and use of data held by the Parish, in both digital and hard copy form and this Questionnaire needs to be completed and returned by 30th NOVEMBER 2018. This is a legal requirement.
 - John Catterall circulated the questionnaire to those at the meeting in order to collate the responses.
 - Michelle offered her help to John as the School had recently gone through the same process.

2.6.7 Allotments

Jim C reported that at present all allotments were taken, although some need some tidying up. 2 people are currently looking to get plots and shortly Jim will be giving his up, which will free up space for these 2 people.

3. AOB

- **Deanery Lunch:** Fr. Mathew said he would be hosting the priests from the deanery for an annual meal on the 18th December.
- **Community Christmas Event:** Denise said that we would once again be supporting the Community Christmas Event at the Freckleton Methodist Church on the 30th November / 1st December with a Church Christmas display as in previous years.
- **Remembrance Day:** Bernard Whittle confirmed that this year as it was the 100 years of the RAF and commemoration of the ending of the First World War the service at the Cenotaph would be at 11 o'clock and not 12 o'clock as in previous years.

This opened a discussion when it appeared that Fr Mathew and most of those in attendance at the meeting were unaware of this change of time and that this would make it difficult as the time clashed with our own Mass of Remembrance.

It was suggested that perhaps Fr. Philip could say Mass that morning to free up Fr. Mathew so he could attend the service at the Cenotaph and represent our Church. Bernard said he would contact the organisers the following morning to see how best to proceed.

4. 2019 Meetings:

Proposed dates to be held on Thursdays at 7pm: 17th January, 11th April, 18th July, 3rd October – AGM followed by PPC meeting

5. Closing Remarks:

Fr Mathew thanked everyone for attending and closed the meeting with a prayer.

CP thanked everyone for attending

The meeting finished at 8.20pm