

**Holy Family Catholic Church
(Freckleton and Warton)
1 Lytham Road, Warton, Preston, PR4 1AD
Parish Pastoral Council
12 October 2017 at 7.00pm**

Present: Catherine Potter John Catterall Denise King Christina King
Peter McGuiness Bernard Whittle Bernadette Holliday Tony Holliday
John Bailey (Westby) Barry Holliday Jan Courtney-Whiteside Jo Wray
Linda Smith Caroline Bunce Sally Sutton Austin Manfredi
Jackie Clark Jim Cartmell Dennis Hayley Benyon
Helen McDowell (minutes)

1. **Welcome & Opening Prayer:** C Potter thanked everyone for coming, Bernie Holliday opened the meeting with a prayer for Fr Kevin.
2. **Correspondence:** J Catterall looking at emails both personal and church emails. Anything confidential agreed with Fr David Burns that this would be sent to him or to Fr Kevin's sister.
3. **Fr Kevin's Funeral:** arrangements reported separately by email. Noted that Holy Family and Westby would make a contribution of £1,000 and £500 respectively towards refreshments after the funeral. Keys to the house, B Holliday compiling a list of who has keys to church, house and hall.

PMN Fr Kevin's father Tom would like the parish to use the money to remember Fr Kevin and all ideas should be sent to the Chair.

4. **Sub Committee Reports**

4.1 Administration

- DBS/Website: H McDowell reported on request from Safeguarding Co-ordinator to change website to bring in line with security requirements. Also required is a dedicated mobile phone and email address, details to be included on the website by November.

4.2 **Holy Family School:** Mr Manfredi had provided a report from school, referring to the following items:

- Assembly on Friday all welcome. All welcome to the assembly on Monday but realise that the Mass at Holy Family is earlier and easier to get to.
- Harvest Festival Mass – altar set up on Friday afternoon and prayer garden would be in place.
- 120 pupils in school and the school are limited to this number but were offering 3 or 4 places to catholic children.

4.3 Liturgy:

- Little Church: meeting of catechists in November but have sufficient liturgical groups with 4 groups of 2 in total.

4.4 **CAFOD:** H Benyon advised money raised at school of £400 and this had been tweeted on CAFOD for harvest fast day. Due to no collection on Saturday night, HB asked if the priest could be asked to announce if anybody wanted to make a donation. Peru connect with Holy Family, looking to do something as a parish but put on hold. Also the school, Barry, Jo and children were a great support.

4.5 **Pastoral Formation:** C Potter referred to Fr Kevin keen on taking the parish forward. B Holliday also liaising with Jane and Carole at Westby as they were also keen on this.

4.6 Social:

- (i) **Youth Group:** C Potter had to cancel meeting while Fr Kevin was poorly and would be meeting youth on 22 October to plan Youth Sunday in November. CP also referred to link to Peru.
- (ii) **Sally Angel's:** been running since 2003. Activities – May visited St Peters and prayed a decade of the rosary, June – nature walk, September – planning and baking, October illuminations and McDonalds. At every meeting there was also a religious talk.
- (iii) **Bingo:** 50 tickets sold.
- (iv) **40s night:** to be in March.
- (v) **Christmas Fayre:** B Whittle mentioned the gaming license to check wording on raffle tickets. D King said she had put her name on the tickets. BW to let DK know who the contact is for the license.

(vi) **Services:** Carol Service, prayer service for the deceased and absolution to be discussed with the supporting priests.

4.7 **Parish practise:** let C Potter know any items that Fr Kevin had talked about so we can look at what to take forward. Suggestions so far included

- Lourdes and funding for young person to go with Lancaster Diocese.
- Medaille trust safe house in Lancaster diocese but was waiting until a new Bishop was in place. Need to think about how we do this.
- Roadshow ie mobile display for issue on human trafficking. B Holliday also liaising with contact at St Bedes school.
- Mohamed keen to keep going forward with this.

4.8 **Christmas lights switch on Warton:** Jim Cartmell referred to requirement for reader and pianist for service in Warton on 27 November at 3pm and asked to let him know if there were any volunteers.

4.9 **Property Management/Finance:** JC referred to the following:

4.9.1 **Property Management**

- **Notice Board:** put on hold for the time being.
- **Hall fire alarm:** had been fixed.
- **Hall booked:** for another hour on Tuesday night.
- **New light :** installed outside the Hall
- **Presbytery**
 - Clothes clearance ongoing and then remainder will be taken to St Cuthbert's in Blackpool.
 - Phone voicemail, Email, correspondence – clearance of backlog ongoing.
 - Sacristy to house door lock removed.
 - The Safeguarding cabinet keys have been given to Christina. JC has the Filing cabinet keys and Denis/Linda Forster have the hall safe keys.
 - Working alone – please ring someone to say you are working alone and that you will ring back.
 - Presbytery Heating – the timer has been set for 1 hour in morning and 1 hour at night.
- **Father Kevin's car** - Toyota 8k miles – will be sold for £7k, Garage will pay £8.5k and sell for £9.5k. Ring JC to view but deadline is Friday 20th or will go to Garage on Monday 23rd Email circulated.
- **Flooring:** Bernie Holliday referred to request from Fr Kevin to replace carpet in the breakfast room, porch and sacristy.

4.9.2 **Finance:**

F/Y 2017-2018 income & expenditure (up to 05/09/17 i.e.40% of financial year ending 05/04/18).

- **Account No 1:**
 - £20,118 - brought fwd from FY 2016/17.
 - £16,130 - income (44% of budget)
 - £13,550 - expenditure (29% of budget)
 - £22,698 – current balance
- **Account No 2:**
 - £6,224 - brought fwd from FY 2016/17.
 - £1,390 - income
 - £0 - expenditure
 - £7,613 – current balance
- **500 Club** – There are 116 members in 2017 (120 members in 2016).

JC contacted the finance officer at Lancaster and there is a requirement for a new mandate to be approved for signing cheques. We will need 2 from 3 signatures from J. Catterall, J. Cartmell or B Whittle. Proof of ID has to be taken into the HSBC bank and it may be 2 or 3 weeks before clearance is in place. Authorisation will only be given to sign cheques for no.1 account. JC to be advised if anybody needs any cash for low value purchases prior to the mandate being approved.

Need to know how much we are paying for priests that are providing cover and also if we need to continue to pay the levy if we have not got a resident priest.

4.9.3 **Organ:** £5,000 allocated for organ, can go through the process of applying to the diocese to release the money.

4.9.4 **Allotments:** One or two spare allotments coming up. Brought up at the allotment holders meeting that some were not happy with some of the other allotments and subcommittee had sent out an improvements notice.

5. **Any Other Business:** there were no items raised.

6. **Dates of Meetings:** noted as follows:

18th January 2018, 19th April 2018, 19th July 2018, 18th October 2018

7. **Closing Remarks and Prayers:** We remembered Josie Catterall who was a stalwart of the church and part of the parish and we said the prayer for eternal rest.

C Potter thanked everyone for attending to discuss the way forward with Fr Kevin's legacy to carry on and keep the parish going.