

**Holy Family Catholic Church  
(Freckleton and Warton)  
1 Lytham Road, Warton, Preston, PR4 1AD  
Parish Pastoral Council  
18 January 2018 at 7.00pm**

**Present:** Catherine Potter            John Catterall            Denise King            Christina King  
Peter McGuinness            Bernard Whittle            Tony Holliday            Barry Holliday  
Linda Smith            Caroline Bunce            Austin Manfredi            Jackie Clark  
Jim Cartmell            Dennis Pocklington            Hayley Benyon  
Fr Mathew Pinakkattu            Helen McDowell (minutes)

1. **Welcome & Opening Prayer:** Fr Mathew opened the meeting with a prayer to Our Father.
2. **Apologies:** received from Jan Courtney-Whiteside, Bernie Holliday, Sally Sutton, Linda Forster, Jo Wray.
3. **Minutes of Previous Meeting:** no comments, noted as a correct record.
4. **Fr Kevin's Legacy/Parish Practice:** CP referred to wake contribution costs of £1,000 and the family not accepting this and asked the parish to use it as a legacy to Fr Kevin. Discussed and agreed to fund the following:
  - Youth trip to Lourdes, when youth was available.
  - Altar banner: LS and CB to look into, preferably with an Augustinian theme.

Other suggestions for the parish

- Memorial plaque – afternoon tea group were doing this.
  - Sanctuary lamp – to be funded from parish funds approx. costs £500 - £700.
  - Medaille activity funding – to be discussed later in the meeting.
  - Youth Group also looking at doing spiritual plaque on the tree.
5. **Correspondence:** nothing received.
  6. **Ecumenical News**
    - (i) **Christian Unity:** did not know when the service would be.
    - (ii) **Christmas Card for Local Services:** J Catterall referred to Christmas card with mass times and Holy Family should have contributed towards this but had not been contacted.

## 7. Sub Committee Reports

### 7.1 Administration

(i) Holy Family School: Mr Manfredi referred to the following:

- Thanked the parish for welcome at Remembrance Sunday mass on 12/11.
- Pupil numbers high with 19 in each class with 3 classes oversubscribed and 3 places available.
- Nativity play by infants and staff held before Christmas.
- Mr Manfredi would be retiring.
- Fr Kevin's sister had donated £2,000 to the school, Fr Kevin would have wanted the children to have something in his memory. The school had an idea to have an outer worship area with a willow tent.
- Mr Manfredi thanked all the parishioners for their support over the last 14 years.

### 7.2 Liturgy:

- **Little Church:** DK said she was not in charge but it was going well, numbers had dropped before Christmas but was now picking up. Children that come enjoy it, need to get it moving again. DK offered to send something in to school to promote. Fr Mathew to mention at the beginning of mass that children could go out.
- **Altar Servers:** J Catterall referred to school that used to ask children to be altar servers after First Communion. To be linked in with this year's Holy Communion programme. Fr Mathew referred to meeting of all the altar servers but was struggling to find an altar service leader.

- **First Holy Communion:** to be held on 10 June. Meeting with the parents with program starting in April. Preparation to be run by Denise King, Sally Sutton and Irene from Westby. 8 children in total.
- **Confirmation:** year 6 and 7 to be put in bulletin look at holding this at Holy Family. Barry Holliday and Hayley Benyon to do the preparation.
- **Bidding Prayers:** Fr Mathew agreed to produce these for future masses.

7.3 **Pastoral Formation:** Good Neighbour Group/Afternoon team. Due to start up in January, at Christmas party gave out presents.

7.4 **Medaille Trust:** Tony Holliday referred to Fr Kevin and that he had talked to Fr Andrew about available property in the diocese for the Trust and this had been followed up with Medaille Trust but they did not need property. BH had also tried to make contact with Steve Burrows and Richard Owens regarding funding for activity but had not had a response.

#### 7.5 Social:

- (i) **Bingo and Quiz:** £60 raised
- (ii) **Christmas Fayre:** £760 approx raised
- (iii) **Youth:** had been ice skating, planned to do something in February and would cover Maundy Thursday mass.
- (iv) **Indian Night:** Jackie Clark referred to organisation of the initial suggestion of a 40s night and price for entertainers and because of this would be looking to hold a Bollywood II night. Fr Mathew had organised the food and had contacts to arrange dancers. Ticket costs agreed at £10 with 50 places available. J Clark to arrange authentic gifts for the raffle. To be held on 9 March, timings 7pm – 9pm. Data projector and screen to be arranged so that Fr Mathew can show videos during breaks.
- (v) **BBQ and outdoor mass:** to be held in August.
- (vi) **Club Day:** 16/17 June. Anne Garlick looking after selection of May Queen.

7.6 **CAFOD:** H Benyon referred to Lent fast day on 23 February and Government initiative to double the aid that is given up to £5million. Fr Mathew agreed for CAFOD to speak about this at Masses the weekend before. CAFOD also to handout envelopes. HB also referred to Connect Puru community looked do so something in the spring.

7.7 **Property Management/Finance:** John Catterall referred to the following:

##### 7.7.1 Property Management

- (i) Fr Kevin's car had been purchased by Mgr Turner.
- (ii) **Property:** David Hamer is now managing Health and Safety requirements and would be looking at asbestos check.
- (iii) **Lone working:** nobody should be in the presbytery alone due to H&S reasons.
- (iv) **Presbytery:**
  - Central Heating System bled and blockage unblocked by (Cyril Whittle). Need to replace a couple of valves in the summer.
  - Repair/painting of Hall, porches and dining room completed (Michael Adams - £180).
  - WIFI Router installed (Virgin Media) – best value check outstanding re Broadband, TV and landline.
  - All incoming Emails, voicemails and posts have been actioned and backlog/inboxes cleared.
  - Security - Safe containing Parish Records (including births, marriage and deaths) needs replacing due to worn/unreliable locking and to meet new data protection regulations.
  - Gas – Smart Meter requested – being installed Friday 16th Feb.
- (v) **Church:**
  - New electrical socket installed for replacement organ.
  - Hanging lights – down-lights need repairing and lower wattage bulbs installing.

### 7.7.2 Finance:

- **F/Y 2017-2018** income & expenditure (up to 05/01/18 i.e. 73 % of financial year ending 05/04/18):
  - **Account No 1:**
    - £20,118 - brought fwd from FY 2016/17.
    - £32,771 - income (89% of budget)
    - £30,028 - expenditure (65% of budget)
    - £2,743 – (Income – Expenditure)
    - £23,000 – current balance
  - (Note - plus £300 owed from 500 Club acct.).
  - **Account No 2:**
    - £6,224 - brought fwd from FY 2016/17.
    - £1,390 - income
    - £0 - expenditure
    - £7,614 – 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 = £1,120 (£77 to St Annes & £1,043 to Holy Family)
  - For 2018 to date:
    - Lost 2 but 3 new members.
    - 54 paid and 23 pay by Standing Order (77)

7.7.3 **Mass Intentions:** now managed by Caroline Bunce. Shortfall of cash-in-hand following Fr. Kevin replaced from No. 1 account and explanatory letter and details drafted for the Auditor prior to Caroline taking over the management. £425 total (£330 + £65 + £20 + £10).

### 7.7.4 Payments

- (i) Cheques
  - John Catterall/Bernard Whittle/Jim Cartmel (2 from 3) – No 1 Acct. only.
  - John Catterall/Fr. Mathew/Fr. David Burns (Dean) (2 from 3) – Nos. 1 and 2 Accts only. Mandates signed and returned to Lancaster.
  - No. 3 Account (500 club) to be sorted – Mandate requested from Lancaster.
- (ii) Internet Banking – Application forms rec'd and being processed.
- (iii) Direct Debit transactions will be maximised to minimise workload.
- (iv) Cash-in-hand (Float) requirements? Simpler to have floats of cash available for those that need it
  - a) Consumables (cleaning, office, flowers, socials etc.) flowers to have £200 and Linda Smith to advise when more was needed, Catherine Potter to have £100 for youth
  - b) Budget preparation for 2018/19 – requests? JC asked to be advised of any amounts need for 2018/2019.

7.7.5 **Office Volunteer:** John Catterall looking for someone to do a couple of hours in the office to do emails, print bulletin etc. Suggested a rota for this and also to ask parishioners to help with anything outstanding

**PMN** Mary Wilson taken on looking after the office.

7.7.6 **Allotments:** Jim Cartmell advised all taken but one could be available after the AGM.

## 8. Any Other Business:

- (i) **Organ:** John Catterall said Josie had donated £5,000 to the church and this had purchased the organ.
- (ii) **Parish Council:** JC and BW referred to format of Parish Council and suggested a structure was put in place for the future. To be discussed at a future meeting.

## 9. Dates of Meetings: noted as follows:

19<sup>th</sup> April 2018, 19<sup>th</sup> July 2018, 18<sup>th</sup> October 2018

The meeting closed at 9.20pm