Minutes of the meeting of the Parish Pastoral Council, held on Thursday 23rd March, 2017.

The meeting began with prayers

1. Members present: Fr. Jerome, Gerard Ainsworth, David Greaves, Alan Catterson, Denis Smith, Jane Plassom-Scott, Fiona Roebuck, Gerry Rowan, Michael Coen, Sue Chandler, Paul Harper, Lorna Mullett

2. Apologies for absence: John Kent, Michael Mullett

3. Minutes of the PPC meeting 9th December 2016.

 The Minutes of this meeting having been previously circulated were signed as a correct record of that meeting.

4. Matters arising from the Minutes

4.1 The Statue of St Catherine of Alexandria. David Greaves confirmed that the statue was still available and Fr. Jerome agreed to go to Ormskirk to look at it. If it was thought to be suitable then Denis Smith will take over negotiations for payment - £650 – and transportation. It was noted that there is £450 in the budget towards the payment. **ACTION: Fr. Jerome and Denis Smith**

5. Report from the Practical Management Group.

 5.1 Heating Project costings. Alan Catterson briefly reported that the newly installed heating system was operating but there were still a few matters to be fixed for which a £500 and 2½% retention was being held over until these were sorted. The system had come in under budget. Members were asked to refer to the Minutes of the PMG meeting held on 7th March for a full outline of work being carried out. In answer to a question Alan confirmed that the new Parish business router was being pursued and agreed that it should have ‘parental’ control attached.

 5.2 Health and Safety Audit. Paul Harper tabled a partial list of the questions and actions needed in response to the Diocesan Health and Safety Audit (attached). This had identified several ‘High’ priority areas of which the most pressing is the risk of fire and how to deal with it. Paul reported that should a fire happen in the body of the church there are, at present, only two exits, the door into the narthex, and the door into the sacristy but outside of Mass times this was locked for security. There is a need for a third exit at the front of the church and the most suitable place for this would be in The Lady chapel giving access to the area at the front of the Rectory. Ideally there ought to be more fire doors but one might be enough. It was noted that such an extra door would address the issue of lone workers in the church. There is also a need for emergency lighting and signage, for designated and trained fire wardens at each Mass to take charge in any emergency, and for all the fire extinguishers to be checked A Fire Plan and Risk assessment for the church will be prepared for the next meeting of the Practical Management Group. Paul will will ask Martin and Rosemary Oakley to do this, involving Alan Caterson and himself if needed. Once completed, a review of what actions are needed will be undertaken and the Diocese consulted at that stage. **ACTION: Paul Harper**

 Paul Harper will prioritize what needs to be done in conjunction with Martin and Rosemary who are assisting with the Questionnaire. **ACTION: Paul Harper**

6. Report from the Mission Life Group

 6.1 Catechesis .David Greaves reported on the work of the Mission Life Group and drew the attention of members to the report given at the last Mission Life Group meeting on the 7th March. Briefly this prioritized the Sacrament of Baptism and the question of how to maintain contact with children and parents in the years from baptism to First Holy Communion. Suggestions included anniversary baptism masses and cards. The other areas of catechesis were satisfactory although the need for more Eucharistic Ministers to take communion to the sick and housebound has been identified.

 6.2 Fr. Jerome confirmed that, sadly, no-one had responded to his call for a cantor and organist for the 8.30 masses. The use of the BlueTooth system to provide taped music was unpredictable but given some expert attention could be made to work.

 6.3 Fr. Jerome had approached David Miller about becoming the Prayer Group representative on the Council but was still awaiting an answer.

 6.4 Denis Smith reported that two new school governors had been appointed but that one more was still required.

 6.5 Jane Plassom-Scott noted that the LIFE Group was now centred in Carlisle and could not therefore be counted as a St Catherine’s parish group.

7. Report from Fr. Jerome. Father said that he had nothing specific to report

8. Need for a replacement independent examiner for the parish accounts: Jane Plassom-Scott reported that since the retirement of Peter Brooks the parish urgently needed a replacement independent examiner. Michael Coen volunteered his services and these were very gratefully accepted.

9. Need for more volunteers for parish activities. This was identified as a very pressing requirement. In the first instance it was agreed that a list, with photographs, of active parishioners be placed in the Narthex so that other interested parishioners could identify someone to approach. It was also agreed that more social activities would enable people to get to know each other better and facilitate a personal approach. A Summer BBQ was thought to be a good beginning and that Louis Antoine might be approached to organise this. It was also hoped to encourage the Polish and Indian communities to get more involved. The following volunteers needed were identified:

* Fire wardens
* Eucharistic Ministers
* Cantors/Organists
* Gardeners
* Volunteers to follow up baptisms
* Volunteers to offer refreshments after 8.30 Mass
* Social Activities co-ordinator
* Maintenance workers

 and Lorna Mullett agreed to email the list to all members of the PPC, to put up the list in the Narthex and in the Newsletter. **ACTION: Lorna Mullett**

10. Any other business. None

11. Date of the next PPC meeting: Thursday 6th July after 7.00 Mass (with refreshments)

The meeting closed with prayers.