

## ST FRANCIS PARISH COUNCIL

Minutes of the meeting held on 23<sup>rd</sup> July 2013

The meeting opened with a prayer for guidance.

**Present :** Fr Tom Taaffe (TT) Tony Berkeley (TB) Sue Roche (SR) Wyn Vickers (WV) Terry Enga (TE) Peter Hermon (PH) Wendy Cullen (WC) Mary Looney (ML)

**Apologies:** Michael Looney Jane Gow Jerry O'Shea Hugh Gibbons Gerry DeVanney Val Grieves

**Minutes :** The Minutes of the meeting held on the 24<sup>th</sup> April 2013 were agreed.

**Chairperson's Report :** TB thanked all for attending. Coordinators had copies of the guidance sheets and similar sheets were sent to the group leaders in an effort to formalise the way the Council performed. Considerable progress had been made in circulating group leaders reports which saves time at this meeting. TB congratulated areas of improvement such as Church Welcomers, Altar Servers, and Sacristans. It was also confirmed that the parish was now being advised monthly on collections both at church and at the Bank.

### **Finance : Coordinator Peter Hermon**

PH had circulated the parish accounts and year-on-year variants. He also produced a budget for the coming year starting August. TE suggested a GiftAid or 'Just Giving' form to be made available to visitors should they wish to make a donation to the Parish. TE also proposed that a facility for on-line giving via the website should be looked at.

### **Education : Coordinator Sue Roche**

**Children's Liturgy** - takes a break until the 8<sup>th</sup> September. There are now 23 adults on the team, six for each Sunday Liturgy group.

**Confirmation** - it was a great success and a re-union was suggested.

**Holy Communion** - the new programme is due to start in January and applications will be available in September. There will be two celebrations on two Sundays for the Parish to take part.

**RCIA Program** - Fr Tom has take over instructing RCIA, however another RCIA rep is required, as there are currently two interested candidates. St Joseph's Bracknell are about to start their program in the next few weeks and have extended invites from St Francis. SR will find out when the next RCIA instructors courses are available.

**School :** Congratulations once again to St Francis Catholic Primary School on the 'Outstanding' award on their recent RE Validation inspection in July. Links between the wider communities will now be re-enforced. It was suggested that a bulletin would be placed in each class by their prayer table or noticeboard encouraging children to come to weekend

Mass with their families and to attend Children's liturgy. Each Child finishing primary school this year was given a letter asking them/their parents to volunteer for Altar Service.

**Outreach : Coordinator Wyn Vickers**

WV confirmed that all reports had been circulated to all the five coordinators for further distribution.

**Knights of St Columba - The Edmund Campion relic passed through St Francis at 1000**

Mass and then went on to St Joseph and the Sacred Heart on the 26<sup>th</sup> June, on its way to Tyburn. Ascot Knights have donated £400 to Deacon Ben Theobald on his ordination. The Knights urgently needed volunteers to join the order as numbers have now declined to two at Ascot due to bereavement and relocation. Mgr Nicols have sent a memo to all Parish Priests urging them to support the KSC recruitment in each parish. The Knights currently support seven widows of past brothers and are active in primary schools with the Nativity competition. The Marist have again won the National award and £200 for the best poster last Christmas. The Knights were hoping to get permission to fund raise at St Francis in aid of their relevant charities.

Reports from **SVP, Justice and Peace and the Bereavement** groups have been submitted as read.

**Worship : Coordinator Mary Looney**

**Flowers** ó There are now 19 members on the flower rota, the next meeting will be held in October to discuss flowers for Christmas. A Flower Festival is planned for 2014.

**Altar Servers** ó Training will be in September. For Safeguarding reasons parents have been asked to stay with the Altar servers before and after Mass.

**Eucharistic Minister** - Following Fr Tom's study day on 1<sup>st</sup> June, a number of new parishioners have volunteered to join the ministers. There continues to be a shortage of ministers, especially for Saturday vigil.

**Bidding Prayers** - Ann Scowcroft was asking for more volunteers to submit prayers. There are currently 8 ladies on the rota, no men, an appeal will be made again in September. Some prayers may be taken from the book of intentions in the Narthex.

**Readers** - A review of the Procedures and Practicalities is planned for the near future. The improved sound system has had very positive feedback. The new lectern is due to be lowered to facilitate readers.

**Parish office - Coordinator Tony Berkeley**

New wedding registrars have now been recruited and training is planned. It has been suggested that there will be no set fee for baptisms, but parents will be encouraged to consider a discretionary donation to the Parish Maintenance. After considerable notices, there are still no takers for weekly newspapers. These will be suspended in the next few weeks. New noticeboards have been ordered for the church displaying service times, and entrance to the Church Car Park. TB ran through a list of jobs that are currently on-going. It

was also agreed that there was a need for regular garden maintenance and someone to fulfil small maintenance work. TB said that each post will cost in excess of £1000 per annum.

The Friary Road gate was being widened to give access to motorised lawn mowing. Rat boxes have been placed being the Friary. The final delivery of new chairs was due in August. The new stained glass window is expected to be ready to be installed in September. Two new glass doors were on order for the sacristy and the north corridor as part of the Safeguarding requirements.

**Nursery Road land** - Meetings with the Diocese and Solicitors took place this week to progress the sale of the land. Our Solicitors will be approaching Nursery Road residents to improve access and will also contact the Crown Estate regarding the covenant on the land. It was anticipated that by September the land will be placed on the open market to meet Trustees requirements before a developer is chosen. Progress will be discussed at the next meeting.

**Parish Centre** - Fr T had commissioned a 'Parish Centre' report to be produced. Val Grieves has produced a comprehensive report of similar projects. The report is being circulated and will be the subject for discussion at the next meeting on 22<sup>nd</sup> October. Meanwhile TB with the Diocese approval will be asking three firms of surveyors to bid to produce formal architect's drawings of the plans which had been shown to the Parish, and for an application to be made to the RBWM for planning application.

#### **Fr Tom's Report -**

**New Safeguarding** volunteers were waiting Diocese commissioning. On her appointment, Val Grieves will be producing safeguarding protocols for every issue and procedure to be followed. There are to be zoned area, with glass doors to the sacristy and the north corridor. Parents have been requested to accompany servers before and after the service.

**Food Bank** - Fr T advised that there were talks with other faiths communities about establishing an Ascot Food Bank centre. This could either be autonomous or as a subset of the Bracknell centre.

**Blessing of animals** – An Ecumenical Service for the 'Blessing of Animals' is to be held once again in October. This will also be part of the program including the Procession of Faith for Advent planned for Saturday 30<sup>th</sup> November in the High street.

**Time Out Ministry** - a new T.O.M. program will be planned for October

**Pulpit Exchange** – Fr Tom advised that a new 'Pulpit Exchange' will be planned for January 2014.

**Date for the next parish Council Meeting will be Tuesday 22nd October 2013**