

**St. Mary's Joint Parish Council and Finance Committee**  
**Meeting 25<sup>th</sup> January 2023 at 7pm**  
**St. Mary's Church Hall**  
**DRAFT Minutes**

**Present:** Fr Sean; Una H; Sue F; Anne S; Larry C; Veronica H; Pauline L; Simon R; Joanne T

		<b>ACTION</b>
1.	<p><b><u>Apologies for Absence</u></b>            Received from Peter T, Bill B, Catherine E, Malcolm T            Bill B has spoken to Fr Sean and taken the decision to step down from the parish council. Thank you, Bill, for all your support.</p>	
2.	<p><b><u>Opening Prayer:</u></b> - Led by Fr Sean</p>	
3.	<p><b><u>Actions &amp; Updates</u></b></p> <p><b><u>MAINTENANCE</u></b></p> <ul style="list-style-type: none"> <li>• Repair and installation work on doors and a second handrail next to stairs should be completed in the next couple of weeks. Contractors have been out to assess requirements and will start jobs once they have finished work at the Youth Village.</li> <li>• Paved area outside the front of church is cracked and uneven. This is a health and safety issue and rather than replacing broken flags, whole area will need re-paving. Quotations for work required.</li> </ul> <p><b><u>LOTTERY LICENSE</u></b>            Veronica H confirmed church has a rolling annual lottery license with North Tyneside Council.</p> <p><b><u>CHILDREN'S LITURGY</u></b>            A number of volunteers have expressed an interest in helping restart children's liturgy. The ongoing delay is time taken to secure DBS certificates.</p> <p><b><u>ONLINE STREAMING OF MASS</u></b>            Our new audio-visual system streams weekend masses via YouTube which is a public site rather than the private NE12Catholic Facebook page.            Children can not be shown on camera without prior parent / carer written consent.            Camera will be pointed to PowerPoint screen if / when children are reading as is done during communion.            Joanne T to check consent requirements for filming adult readers.</p>	<p style="text-align: center;"><b>JT</b></p> <p style="text-align: center;"><b>JT</b></p>
4.	<p><b><u>Finance Update</u></b></p> <ul style="list-style-type: none"> <li>• Current account is a little over £16,500</li> <li>• Parish receives over £1,500 in monthly committed giving. Fr Sean thanked Veronica H for her work in administering this. Annual Music Licence has been bought – this covers all masses and online streaming.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Three months of gas bills received in January totalling £861.30. Fr Sean explained this covers both church and house where he has been mindful to limit use of heating. Fr Sean has also donated his fuel allowance payment to parish funds. Committee felt bills were reasonable in current circumstances and stressed it was important that Fr Sean kept warm and looked after his health and well-being. Committee felt church temperature during mass was acceptable. Larry C asked about heaters in church hall when there is a Sunday Coffee Morning – Fr Sean advised turning them on before mass, they turn off automatically after an hour.</li> <li>• Still waiting for electricity bills for Oct / Nov / Dec.</li> <li>• Hot water tap was left running in ladies’ toilets – those hosting coffee morning to check toilets as they leave hall. Larry C suggested updating to push taps which stop automatically. Fr Sean said there are a number of sanitation works required around church so he would speak to plumber and get a price.</li> </ul>	SH
5.	<p><b><u>Any other business</u></b></p> <p><b><u>SUNDAY COFFEE MORNINGS</u></b></p> <ul style="list-style-type: none"> <li>• Larry C wanted to better advertise Sunday Coffee Morning as they aren’t weekly, and parishioners don’t know when to head back to the hall after mass. Suggested his daughter may be interested in designing a poster for the hall door as part of her college art project. Idea was welcomed by committee.</li> </ul> <p><b><u>CENSUS FORMS</u></b></p> <ul style="list-style-type: none"> <li>• There have been 103 census forms completed and returned. More forms required for coming weekend. Joanne T to identify volunteers and additional support for parish.</li> </ul> <p><b><u>AUDIO / VISUAL SYSTEM</u></b></p> <ul style="list-style-type: none"> <li>• Fr Sean asked if new sound system was working well during mass. Seems to perform better in different areas of church. Fr Sean to ensure correct volume settings are used.</li> </ul> <p><b><u>HEALTH &amp; SAFETY</u></b></p> <ul style="list-style-type: none"> <li>• PAT testing to be organised for church and house. First Aid boxes to be checked &amp; replaced if needed.</li> </ul> <p><b><u>SCRIPTURE REFLECTION GROUP</u></b></p> <ul style="list-style-type: none"> <li>• Additional session taking place on alternate Tuesdays at St Mary’s after 10am mass. First session this week was well attended. Joanne T to promote in newsletter.</li> </ul>	LC  JT JT  SH  JT JT  JT
6.	<p><b><u>Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 15<sup>th</sup> March at 7pm</b></li> </ul> <p>Fr Sean led a closing prayer. Meeting ended at 8pm.</p>	