

## St. Peter's Pastoral Parish Council Meeting Held on 13<sup>th</sup> November 2023 @ 1930hrs

Parish Council Minutes	
<b>Date &amp; Location:</b>	13 <sup>th</sup> November 2023 @ 1930hrs at St. Peter's Church Swindon
<b>Attendees:</b>	Claire Fish (Chair & Safeguarding Officer), John Murphy (Deputy Chair), Hilda Cooper, Len Mochan, Clare-Marie Burchall, Keith Burke, Lisa Lungu, Philip McLaughlin, Nigel Smith (Finance), Dale Curson (Secretary), Shimcy Mathews (Parish Administrator)
<b>Apologies:</b>	John Pearson, Suzanne Bullimore,
<b>Absent:</b>	Sefanaia Naceva (H&S Officer)
<b>Also Present:</b>	Rev. Francis Colaco SFX (Parish Priest), Eileen Mochan

1. Apologies for absence: Apologies were given and noted.
2. Minutes from Previous Meeting: The minutes for the meeting held on Wednesday 20<sup>th</sup> September 2023 were reviewed and approved.
3. Diocesan Day Update: Eileen provided the council with an overview and reflection on the recent Diocesan Day. The day included an update and discussion regarding the recent Deanery changes. Eileen also highlighted that links to key presentations and videos are available on the Diocese website. Action was noted to consider what we could do to promote and support activities within the parish and wider deanery. This will be discussed further in the next meeting scheduled for January.
4. Altar Server Training: Dale provided an update regarding Altar Server Training and formation. Training will now take place once per month. Servers have now been issued a training record and this will help ascertain when they have reached a suitable standard and level of experience to be enrolled in the Guild of St Stephen. It is anticipated the first enrolment rite will take place on 26<sup>th</sup> December which is appropriate for entry to the Guild.
5. First Holy Communion: Clare-Marie has planned for the 2024 training programme to commence later than normal. The first session will be held in March with First Holy Communion Mass taking place on 30<sup>th</sup> June. Application forms will be made available in January and deadline for submission will be by February Half Term. No late submissions will be able to be accommodated.
6. Confirmation: Clare- Marie also led a review of this year's confirmation programme and mass. This year it was again a great success and joyous occasion. Father Francis had kindly arranged for a framed photograph of each individual being anointed which were gratefully received. The next confirmation programme will be in 2025 with the mass being held in the October. There was some discussion regarding Diocese or Deanery possible increase in age of those able to join the formation, but this needs to be investigated. Thanks to Clare-Marie for another successful formation programme.
7. Contactless Giving: This topic was led by Len who had setup the physical and technical aspects of contactless giving. This has now been installed, tested and reports being received to show that this is now being used by parishioners. Thanks to Len for organising and setting up.

8. Sacristy Roof Repair: Philip provided the update that the work to the sacristy roof has now been completed and no further water ingress has been experienced. Thanks to Philip for organising and even carrying out some of the works.
9. Live Streaming of Parish Masses: This topic was discussed by the council members and it was agreed that due to a number of factors all live streaming has been ceased.
10. Sound System in Church: It was agreed that Len and Dale would investigate whether all speakers in the church are functioning as expected. In addition Terry agreed to look at making the microphone at the ambo more secure as the stand tends to roll and move creating sound quality issues on occasions.
11. The Big Sleepout: Terry told the members of the council that the website now states that this event will now be held in March 2024. Terry was contacting the charity to check actual dates for the Big Sleepout so that the Parish could ensure it participates. Thank you to Terry, Joe and Dale who have volunteered to represent the Parish and sleepout when the event is held.
12. The Gift Formation course: Clare-Marie has kindly offered to organise 6-week spiritual formation course titled 'The Gift'. It is anticipated the session will be held on Thursday, commencing 11<sup>th</sup> April 2024, however Clare-Marie will confirm this closer to the time.
13. Christmas 2023:
  - a. Jesse Tree: Dale mentioned he had been in touch with the Swindon Night Shelter who were extremely pleased to hear from the Parish and provided some items they are in desperate need of along with the items we have previously donated. Dale has now produced the lists of items needed and incorporated in the 250 gift tags he has made. The Jesse tree will be up in the church in time for Advent and will be taken down on 18<sup>th</sup> December.
  - b. Christmas Carol Concert & Fayre: Father Francis informed the council that the Carol Concert and Christmas Fayre will be held on the 10<sup>th</sup> December after the 10am mass. Those groups involved in the concert have decided upon what they will sing and an order will be arranged. As the Fayre will take place after the concert lunch/snack boxes will be available to be purchased for a small fee.
  - c. Christmas Card Competition: Father Francis said that the children were to submit all entries to the competition by 26<sup>th</sup> November and the winner will be announced at the Christmas fayre.
  - d. Christmas Masses: It was agreed the following masses will be held at Christmas:
    - i. 24<sup>th</sup> December – 4<sup>th</sup> Sunday of Advent – 8.15am Chaplaincy Mass
    - ii. 24<sup>th</sup> December – 4<sup>th</sup> Sunday of Advent – 10.00am Parish Mass
    - iii. 24<sup>th</sup> December – Christmas Eve Children's Mass – 5.30pm
    - iv. 24<sup>th</sup> December – Christmas Vigil for Parish – 9.00pm
    - v. 24<sup>th</sup> December – Christmas Vigil for Chaplaincy – 11.00pm
    - vi. 25<sup>th</sup> December – Christmas Day for Chaplaincy – 08.15am
    - vii. 25<sup>th</sup> December – Christmas Day for Parish – 10.00am
  - e. Penitential Service – 14<sup>th</sup> December – 7.00pm
  - f. Adoration – 15<sup>th</sup> December – 5.30-6.30pm with confession available in that hour
  - g. Crib – This will be setup (without figures) on 18<sup>th</sup> December after mass
14. Continuation of Sunday Evening Mass: This mass was reviewed by the council and it was agreed that this was an important mass for both Parishioners and the wider community. The 5.30pm Sunday mass will be continuing. It was noted that readers (and if possible a rota) were needed for this mass.

15. Thank you to Our Volunteers: Dale and Father Francis had both raised an agenda item ahead of the meeting that it was important to say thank you to all of those who volunteer their time in various ministries and activities supporting and running the parish. It was agreed that a date would be agreed and the type of function to be held to say thank you. Once decided upon Clare-Marie would be informed so this could be included in the parish newsletter.
16. Mass for The Elderly and Housebound: Father Francis communicated his desire to hold a special mass for elderly and housebound parishioners. It was agreed that this would be held on 15<sup>th</sup> December @ 11.30am. The mass would be followed by a light lunch of soup and a roll which Hilda kindly agreed to organise.
17. Health & safety: The Health & safety Officer was not available so this will be reviewed at the next meeting in January.
18. Finance Update: Nigel kindly provided the Parish Council with a Finance update and report. The details have been logged with these minutes.
19. AOB:
  - a. Quiz Night: Hilda stated that the quiz night had been a great success and raised over £400. It is anticipated that another Quiz will be organised for spring 2024 which will also incorporate a BBQ. Thanks to Hilda for organising.
  - b. Hall Booking System: It was noted that with other groups such as, the Goan Chaplaincy, using the Parish Hall and facilities that a booking system was required to avoid double booking and similar clashes but also help track usage to ensure the appropriate contributions to running of the facilities is tracked. This will be progressed in 2024.
  - c. Offerings & Sponsorship of Flowers etc: It was agreed that the finance committee would explore what would be considered an appropriate amount to suggest for sponsorship of flowers etc as current suggestions do not cover the cost to implement. To be reviewed further in Jan 2024 meeting.
  - d. Use and tidiness of Narthex: This will be discussed and explored further at the next meeting but a general review of how that space is used and kept is required.
20. Date of Next Meeting: Monday 15<sup>th</sup> January 2023 @ 1930hrs. The meeting will take place in the Church Hall unless notified otherwise.