

## Minutes for the Chapel Parish Pastoral Council Meeting 1<sup>st</sup> June 2023

St John Fisher & St Thomas More, Chapel-en-le-Frith

### AGENDA

- 1.) Opening prayer
- 2.) Apologies for absence
- 3.) Minutes of last meeting (matters arising not covered below)
- 4.) Parish response to the diocese regarding Tideswell Church
- 5.) The Ukrainian guest update
- 6.) Finance
- 7.) Safeguarding (training, DBS checks and volunteer registration)
- 8.) Any other business
- 9.) Date of next meeting

Present: Fr. Gerry, Don Lavery, Peter Barnes, Pat Dawson, Hugh Doherty, Frank Frost, Barbara Hindley, Jacqui Lavery, Lucia McClean, Sue Thornhill

### MINUTES

- 1.) The meeting opened with a prayer.
- 2.) Apology for absence was received from Anne Parker and Anne Lomas.
- 3.) Matters arising from last meeting's minutes:  
Minutes of the last meeting were approved.  
Frank reported on his investigations into the provision of a defibrillator. A government scheme requires the applicant to provide £600 minimum, be far from existing defibrillators, maintain the equipment and provide public access. This scheme has no remaining funds to allocate this year. There are already defibrillators in the Park and at the Co-op. A portable defibrillator can be purchased (minimum £800) or from St Johns (starting at £1000). Location, provision of electricity, training and any liability/insurance implications would need to be established. Barbara will share Frank's report with Andrew Kadzevska who made the initial suggestion.
- 4.) The draft letter and photographs to be sent to the diocese regarding Tideswell church were discussed. A few minor amendments were agreed including specifying the valuation amount in the letter and making specific reference to the Parish Priest when referring to the consensus of PPC members and the parishioners.
- 5.) Subject to the approval of the local council a Ukrainian family of 2 will be moving into the presbytery for a minimum period of six months. This includes a 14-year-old child and so the diocesan safeguarding co-ordinator has also visited. It is intended that the door between the parish room and house will be locked to completely separate the house and church areas and parishioners will return front door keys and access through the presbytery. The diocese has confirmed that no special insurance is needed, we have contents and public liability insurance and good health and safety.
- 6.) Finance: Peter reported that the books have been written up to the end of March. The diocesan report is in progress and will require 2 more week's work. £4,500 gift aid has been received for the last 2 years; parish has a working balance of around £15,000.  
Peter commented that he is unable to see the bank statements on the computer but must wait for printed statements. Don will investigate whether it is possible to run the Lloyds Bank App on our computer system to enable the statements to be accessed electronically.

Following Peter's financial report at Church 1 person has increased their standing order and there has been 1 new gift aid. Barbara confirmed that up to 20 people use envelopes with approx. 15-16 in the collection each week. Peter claims money from small change gift aid (£20 or less) though this has decreased. More people need to be encouraged to use gift aid. We will start to use the collection basket in church before the offertory again. Buxton have asked for a copy of our spreadsheet (developed by Jos) for recording collection money, this will be sent.

- 7.) Safeguarding: Sue and Don are both doing online training on 11<sup>th</sup> July.

The Parish Safeguarding Handbook is now available. Fr Gerry, Sue and Don all have copies, and a copy will be available for reference at the back of church. The diocese is intending to compile lists of all people involved in volunteering at church including roles which do not require DBS checking. With the help of those present at the meeting we have started a preliminary record of people involved in gardening, giving lifts, greeting etc.

Fr Gerry has arranged for Rachael, the diocesan safeguarding co-ordinator to meet Buxton and Chapel parishioners on 7<sup>th</sup> July to address any concerns regarding past safeguarding issues in both parishes.

Don and Grainne have still to complete their DBS checks.

- 8.) A.o.b.: Barbara suggested it would be nice to inform the parish about CAFOD schemes and she has obtained a current information pack from them. Lucia will look through this and prepare a small piece for the bulletin, and we hope to repeat this for subsequent updates, possibly quarterly.

Joan suggested the PPC meeting minutes should be made available to the parishioners. This had been intended but not actioned to date! Sue will send the minutes, once agreed, to Rob Aldous for the website and Don will put a hard copy on the noticeboard.

Joan also requested that parishioners be kept informed about churches together discussions. Information will be put on the website and at the back of church.

Fr Gerry thanked people who took part in the week of guided prayer. There will be a Service of Anointing the Sick at Buxton on Sunday June 25<sup>th</sup>. We could have a similar service at Chapel if wished.

- 9.) Date of next meeting provisionally arranged for Thursday 28<sup>th</sup> September at 4.00 p.m. – due to summer holiday period - but a meeting could be convened before if necessary.