

ST. PETER'S PARISH PASTORAL COUNCIL

MINUTES OF THE MEETING ON 4 FEBRUARY 2019

Present

Josephine Beech-Brandt (Chair), Liz Brown (Secretary), Jacqueline Heron, Francis Katamba, Jo Mulvagh, Ros Macaskill, Annie Royan, Joyce Cullen

Apologies

Father Douglas (President), Salvatore Callea, Ian Stewart, Aga Allan, Patricia Cairns

In attendance

John Wastle (until Item 7), Sophie Bennett (from Item 6)

Welcome

All present were welcomed by Josephine Beech-Brandt.

Opening prayer

Josephine Beech-Brandt led the Parish Pastoral Council Prayer.

Minutes of the meeting 5 November 2018

Minutes were approved.

Matters arising

- **Finance Committee** -Josephine Beech-Brandt will seek guidance from the Archdiocese about the suggested role of the committee and will report further. **ACTION: Josephine Beech-Brandt.**
- **Risk Assessments** – Joyce Cullen reported that there had been a good response for the Risk Assessment exercise and St. Peter's will be able to demonstrate compliance to the Archdiocese. Each ministry/group will be asked to do an annual review. It will be necessary to undergo the exercise more frequently if circumstances change, or any special event is held e.g. Parish Picnic. Safety on the Sanctuary was raised, especially the steps; long term it is expected that the Sanctuary may have to be reconfigured for Health and Safety purposes.
- **Parish Development/Strategic Plan** – this has been deferred until next meeting, although it was noted that this would need to dovetail with plans from the Property Committee, which are already in motion (See item 6 below)
- **Parish Socials:**
 - **Ceilidh** – Once again this was a sell-out event. Costs were covered. Modest surplus funds have been passed to Fr. Kevin. It was felt that there is an appetite for an additional social event during the year, possibly an International Evening.
 - **Carol Service** – Once again, thanks were expressed to Sophie Bennett and Annie Royan for their commitment to this event, at an already busy time of the year. It is probable that arrangements will change in coming years.

Report from Property Committee

John Wastle addressed the meeting about the schedule of works undertaken in 2018, and those planned for 2019 (attached). Comprehensive detail was given about the major project of replacing the church heating, which is abbreviated here.

- The current system is over 25 years old, is needing significant ongoing repairs, and in terms of providing a comfortable environment for parishioners, is no longer fit for purpose.
- Hutton & Rostron, an independent team of building professionals specialising in investigating problems in (listed) buildings, had been commissioned to provide a report on the significant damp evident on the interior and exterior of the church building; as part of the long-term remedial programme set out in this report, it had been recommended that a stable background temperature would also benefit preservation of the church building. This would necessitate a change in the present heating system. (Other short-term measures have been taken to improve air flow around the building; removing the partition wall in the St. Andrew's Chapel, keeping the confessional doors open, opening the door to the basement when the church is not in use.)
- Blackwood Partnership Consulting Engineers were then invited to report on the heating solution. This is a local company with relevant expertise, which has advised on projects at Our Lady's Musselburgh and at St. Columba's (hall complex), and which is endorsed by the Archdiocesan Buildings Department. Following consideration of that preliminary report, an observation visit to Our Lady's, discussions with Sr Mary Pierre who is the Archdiocesan Buildings Director, and approval from the Archdiocesan Trustees, Blackwood Partnership has been appointed lead consultant and principal designer. They will supervise the tender process, seeking comparative quotes for the work to be completed and will assist with project management.
- It is hoped that work could go out to tender by late April; work could start before the summer, with completion in October.

ACTION: John Wastle and Josephine Beech-Brandt will:

- set up an Open Meeting to which all parishioners would be invited to hear the full briefing for themselves. This could include budget, funding and an estimate of possible disruption whilst works are ongoing.
- appoint a member of PPC who will work in the parish team managing the project, keeping PPC fully informed.

Report from Parish Groups

The **Outreach** group reported the schedule of fundraising events in aid of SCIAF:

- hosting an afternoon tea, sale of Christmas cards, hosting an Alternativity meal, and guess the giant teddy bear's birthday.

The **Outreach** group raised justice and peace issues through:

- promoting Homeless Sunday, sending letters to local MSPs about the Climate Change Bill, promoting SCIAF Real Gifts and Fairtrade goods, monthly collection of goods for FreshStart.

There is some positive news for the **Readers**. Three new readers have now started, all having had appropriate practice with the microphones.

GDPR

Data Audit is very nearly complete. This was an exercise in determining what Personal Data is collected, by whom and where, for what purpose and for how long it is held. All ministry leaders, and anyone else interested, were invited to a meeting of the GDPR Working Group in January. Archdiocesan Data Protection Policy is now displayed on the noticeboard in the Parish Room, and on the website. These documents will be sent again electronically to all who hold or collect Personal Data (Ministry leaders), together with a short set of guidance notes. Trish Dolan has volunteered to be the Parish Data Protection Representative. She will assist Fr. Kevin with Data Protection at St. Peter's.

Certain parish publications are posted on the Parish website, namely Parish Newsletter, Annual Report, Parish Magazine, PPC Minutes and Reports. It was agreed that it was necessary to have this information available on the website, but that we should be clear on the paper documents that they could be posted on the website, and that as far as possible, we advise contributors that this information is used in this way. This already happens when Ministry leaders approve their page on the website during the annual update.

Clarification will be sought from the Archdiocese about names announced on the Sick List, currently first name only until we have guidance, and Mass Intentions.

Alpha Course

It was agreed that PPC would be supportive of running an Alpha Course.

Easter Tridium

It was agreed it was fairer to both the parishes of St. Peter's and St. Columba's to have Fr. Kevin presiding over the Easter Tridium in joint services. It was noted that a meeting is planned for all involved in both parishes in preparing the Liturgy, and it was agreed that this working arrangement had to be agreed in that forum. It is assumed that consideration will be given to capacity of each church, for each service, and that consideration will be given to the link between Holy Thursday and Good Friday, in particular.

Any other business

There is some negative feedback about the new arrangements for distributing the Blessed Sacrament at Sunday Mass. It was felt that it will take time for Eucharistic Ministers to be completely confident of the new arrangements.

Jacqueline Heron is standing down as member of PPC and was thanked for her contribution. She will still assist with the Annual Report.

Date of next meeting

Monday 1 April 7.45pm in Parish Room. (For forward planning AGM is Monday 10 June)