

**ST. PETER'S PARISH PASTORAL COUNCIL
DRAFT MINUTES OF THE MEETING ON 3 FEBRUARY 2020**

Present

Fr. Kevin Douglas (President), Josephine Beech-Brandt (Chair), Liz Brown (Secretary), Ros Macaskill, Joyce Cullen.

In attendance

Anne Marie Douglas, John Wastle, Mary Wastle.

Apologies

Sophie Bennett, Jo Mulvagh, Francis Katamba, Pat Cairns, Salvatore Callea, Aoife Palmer, Jim Meehan

Opening Prayer led by Fr. Kevin

Minutes of PPC Meeting 4 November – approved.

Matters Arising

- **Observer at St Columba's PPC** (Monday 17th February) will be Ros Macaskill. Thanks to Jo Mulvagh and Joyce Cullen for volunteering to attend the last meeting. Easter Triduum for St. Peter's and St. Columba's will be celebrated at St. Columba's, and it is Fr. Kevin's hope that Ministry Leaders in the two parishes will collaborate in the preparation for the Liturgy. Dependent on heating works, Easter Sunday Mass will be at St. Peter's.
- **Parish Mission Statement and Strategic Plan** – Mission Statement has not yet been formally circulated amongst Ministry Leaders for comment. **Action: Fr. Kevin/Liz Brown.**

Church Heating Project (John Wastle)

- **Current heating system:** In the past week, it has been possible to restore the heating in the church with repair to the current system. With appropriate protection for working in the asbestos affected areas, independent plumbing contractors – commissioned by Acron Asbestos through Hardies, our current building advisers - were able to replace corroded underground pipework to fix the leak, making it possible for Lothian Heating to recommission the system.
- **Asbestos removal:** This is the priority task. Following the necessary site visits, four estimates have been presented for consideration; there is now sufficient documentation to choose a contractor and seek Archdiocesan approval for the spend (up to £50,000 plus VAT). Sr Mary Pierre, Archdiocesan Director of Property has been involved in the recent meetings in the parish with Blackwood Partnership and Lothian Heating.
- **Replacement heating system:** Still working to the design contained in the tender documents but taking into account working knowledge of the building and our budget, current suppliers, Lothian Heating have resubmitted a tender (£117,000) which is more in line with the original budget.

PPC expressed thanks to John Wastle for his considerable effort in managing this project.

The view was expressed that some attending weekday Mass during the period that the heating was not working, had enjoyed the intimacy of Mass celebrated in the chapel and wondered if it would be possible to make this a permanent arrangement. Others commented that it had been cramped, and also awkward for the Celebrant. Fr. Kevin is clear that daily Mass should be celebrated on the main altar. It has also been central to the advice about protecting the church building, that an ambient temperature is maintained throughout the church, and therefore it would run counter to this advice to restrict heating to the side chapel during the week.

Finance Council (Anne Marie)

- Finance Council is up and running. It comprises 8 members, and 3 meetings have been held, albeit there is still only draft guidance from the Archdiocese about how the Finance Council should operate.
- It is prudent that the parish maintains a minimum reserve for contingencies. Day to day running of the parish is still in deficit. Building Fund totals £17,000. There are sufficient funds to cover the cost of the asbestos removal, but allowing for maintaining the minimum reserve, it is expected that an application will be made to the Archdiocese for funding for the replacement church heating and other critical projects. Initial research suggests that possible external grant funding options are limited, and the application process possibly too lengthy to assist with funding current projects, but research continues, and that effort will form part of the case to the Archdiocese.
- Annual accounts for the parish have been submitted to the Archdiocese in good time, and there is a close working relationship with the Finance department.
- There will need to be ongoing appeals to parishioners to increase giving. The new box of envelopes for those who already gift aid weekly/monthly giving, will contain specific envelopes to enable gift-aided donations to the Building Fund.
- There has been discussion about suggested donations for Baptism and Marriage.
- To facilitate planning for property maintenance and expenditure, Hardies have been commissioned to prepare a 10 year plan.

PPC expressed thanks to Finance Council and to Anne Marie Douglas for the update.

Social/Fundraising Events

- St. Andrew's Day Ceilidh had been a success again this year, returning a small profit although this had not been the primary objective of the event as it had always been programmed as a social event for both parishes. After 3 years, and for variety, it is maybe time to try a different event.
- A Quiz Night (Steve Hand has offered to host) and a Race Night are events which have been suggested, ideally to be organised by a Fundraising Committee. Fr. Kevin will renew his appeal for members. **Action: Fr. Kevin**
- Peter Nicholson has generously offered for the The Kevoch Choir to hold a concert for the Building Fund on Saturday June 6th. Ideally it will be held in St. Peter's, but in case the building is closed for the heating work, St. Columba's Hall is booked as contingency venue. **Action: Liz Brown**

Parish Safeguarding

- Joyce Cullen circulated the latest Safeguarding leaflet. A stock of the new leaflets is also available at the back of the church.
- The annual Safeguarding Audit for St. Peter's is ready for submission to the Archdiocese. The PVG process in St. Peter's is up to date (55 individuals are approved, and new volunteers are swiftly introduced to the documentation process). For Safeguarding Planning purposes, it is now assumed that completing PVG documentation is a compulsory process, and so expectations of good practice have been raised to include creating a safe environment, considering the risks of every activity, also incorporating Health & Safety considerations, and appropriate recruitment of volunteers. It is necessary to demonstrate that there is continuous improvement in all areas. A recent example of this at St. Peter's is the tightening up of procedures for Eucharistic Ministers, especially for visits to sick and elderly. Janet Katamba will be in charge of coordinating a register of those doing this ministry across St. Peter's and St. Columba's. This responsibility will include drawing up a Code of Practice. (John Wastle will continue with the Sunday rota.)

Recruitment for PPC

Fr. Kevin will appeal for new (and replacement) members of PPC. **Action: Fr. Kevin**

Parish support for Christian Aid

For many years, St. Peter's has supported local fundraising events for Christian Aid, and it is recognised that it is an important part of ecumenical outreach. Based on SPUC guidance about the ambiguity of the position of Christian Aid on providing advice on abortion and reproductive health, there was a debate about the continuing involvement of St. Peter's. It has been agreed that current clarification should be sought in writing, if necessary, seeking to find a way of cooperating with individual and acceptable appeals. **Action: Joyce Cullen.**

Any other business

- **Catechesis:** Family Catechesis programme in November 2019 was a success. Fr. Kevin is now leading a course of Bible Study, which is well attended (approx. 30 people).
- **Junior Youth Club (P4-P7):** Numbers are down on last academic year, but it is still attracting 20-30 young people.
- **Picture of Our Lady:** A donation was made specifically for the cleaning of this picture, and this will take place shortly.
- **Offertory Procession:** This will revert to Collection and then Offertory Procession. Fr. Kevin welcomes the feedback, but he does wish to be efficient about the duration of Sunday Mass.

Date of next meeting: Monday 30 March at 7.30pm

Closing prayer.