

# Saint Mary's Parish

## PARISH ADVISORY COUNCIL MEETING

Wednesday 13<sup>th</sup> October 2004

### Agenda

1. To welcome and receive a statement from the Chair of the Licensing Committee, Cllr. Alan Morris, regarding the Westgate Hotel change of use application.
2. To ask for God's help and guidance in the work of the PAC.
3. To receive any apologies for absence.
4. To welcome new members of the PAC
5. To read and approve the minutes of the Emergency PAC Meeting 21.07.04
6. To discuss any matters arising.
7. Election of Officers.
8. To read and approve the minutes of the last meeting.
9. To discuss any matters arising.
10. To discuss progress on the Parish Pastoral Plan
  - Worship & Prayer Life
  - Outreach
    - i. RCIA
  - Community Life
    - i. Treasure Hunt
    - ii. Easter Draw
  - Social Justice
    - i. CAFOD
    - ii. Raven House
  - Inclusion of the Young
11. To consider the future use of Parish Buildings
  - Meeting on October 31<sup>st</sup> - Des Robertson
12. To receive a report of the joint Parish Council/Social Club Committee meeting on 19<sup>th</sup> September.
13. AOB

## ST MARY'S PARISH, NEWPORT

### MINUTES OF THE LITURGY SUB-COMMITTEE, HELD ON TUESDAY 05.10.04

**PRESENT:** FJK, AB, AC, JH, DP, FH, Representative of the Filipino Music Ministry

**APOLOGIES:** HM

#### 1. LITURGICAL CALENDAR October-December 2004

The following was proposed:

- The Feast of St Luke would be marked in a special way during the year of Luke with procession of a lectern hanging (with Luke's symbol) on Sunday 17.10.04 and with the incensing of the gospel book on the feast day itself. AC will approach Mrs Sharon Carey (St Joseph's RC High School) to ask if she will make the hanging.
- At all Masses on 31.10.04, the Solemnity of All Saints, the Litany of the Saints will be sung. This will be accompanied by a procession of people carrying stones marked with the name of one of the saints which will be arranged to form a cairn. AC will ask Hilary Cameron if the school would be willing to prepare the stones.
- On All Souls' Day (02.11.04), people will be invited to come to the altar, name the person they wish to pray for and light a candle.
- The feast of All Saints of Wales (08.11.04) will be anticipated on the Sunday (07.11.04) by the singing of a special hymn which names many of the saints of Wales. Stones bearing the names of the Welsh saints may be added to the cairn on the feast day.
- The main act of remembrance on Remembrance Sunday (14.11.04) will take place at the 09.00 Mass. As part of the introductory rites of the Mass the names of the people who gave their lives in the two World Wars from St Mary's Parish will be read out. This will be followed by two minutes silence and the playing of the last post. FH agreed to ask David Hurley to play the last post. The 11.15 Mass will be a Confirmation Mass.
- FJK promised to contact the youth of the parish to ask them to minister to the parish on the Solemnity of Christ the Universal King (21.11.04)
- The season of Advent will be anticipated by a special Vigil Service held on 27.11.04 at 19.00. AC will prepare the service.
- AC agreed to sing the Litany of the Word at the Advent Sunday Masses.
- It was also agreed that there would be an introduction to the readings at each Sunday Mass during Advent. The text will be printed in the weekly bulletin.

- The Second Sunday of Advent is Bible Sunday. It was agreed that bibles will be presented to the children at the 09.00 Mass along with any adults who are to be received into the Church.
- The Advent Penitential Service for the deanery will take place at St Mary's on 07.12.04.

## **2. Bible Study/Discussion Group**

The first meeting of this group will take place on Thursday 14.10.04 at 19.00. The scriptures to be studied will be the Sunday readings. Each meeting will begin with a brief introduction to the books from which the readings are taken.

## **3. A. O.B.**

- There will be a Commissioning Service for Ministers of the Word, at the cathedral in Cardiff on 30.11.04. This will be anticipated by an evening of preparation for the deanery on 17.11.04.
- It was decided to defer discussion of the following items until the next meeting:
  - The liturgy for the Christmas Feast
  - Worship and Prayer life (part of the St Mary's pastoral plan)
  - The Year of the Eucharist: ways to celebrate.

## **4. DATE OF THE NEXT MEETING**

The next meeting will take place at 7pm on Tuesday 23.11.04 in the presbytery.

Saint Mary's Roman Catholic Social Club

Minutes of Consultation meeting between Social Club committee and Patrick Drewett ( Chair PAC ) on  
Sunday 19<sup>th</sup> September 2004

**Present:** Fr. John, Patrick Drewett ( Chair PAC ), Phil Mullis ( Chair Soc. Club ), Frances McCarthy, Peter Hurley, Ann-Marie Rumsey, Theresa Sheridan, Anthony Hurley ( Archdiocesan Accountant )

1. Meeting opened with a prayer.

2. **Apologies:** Doreen Fryer, Steve Rumsey, Steve White.

3. (i) **Hall Rents**

Present Situation:- Club takes all rents and pays utility bills for the Institute, while allowing parish groups free access. After discussion, it was decided that from 1<sup>st</sup> January 2005 rents would be paid to the Parish.

(ii) **Social Club Constitution.**

Present constitution was drawn up when the Institute of Charity owned the building, The building is now owned by the Archdiocese and a new constitution must be drawn up. The Archdiocese has examined the present financial status of the club. Findings:- (a) The Inland Revenue are owed an amount of tax. (b) Two stocktakes have shown a weekly loss of £150.

These two points were discussed.

4. The meeting closed at 5pm with a prayer

A Report to the Parish Council from Pat Drewett relating to  
a Joint Parish Council/Social Club Representatives Meeting  
Sunday 19<sup>th</sup> September 2004 in St Mary's Presbytery

Those present at the meeting were Fr. John, Anthony Hurley, Phil Mullis, Theresa Sheridan, Peter Hurley, Frances McCarthy, Ann-Marie Rumsey, Pat Drewett.

The items on the agenda were

1. The rental income from rooms in the institute.
2. The Agreement dated 17<sup>th</sup> March 1989 made between the Institute of Charity and the Social Club.

The meeting began with a prayer and was chaired by myself. The issue regarding monies raised by letting rooms in Institute was discussed. Some years ago, as a temporary arrangement, it had been agreed that income from lettings go directly to Social Club funds. The position of the present Parish Council was made clear – viz. that this temporary arrangement cease, and that income from letting rooms in the Institute go directly to Parish Funds rather than to the Social Club. Teresa Sheridan was thanked for her valuable work co-ordinating bookings and it was hoped that she would continue to do so in the future. After much discussion, which included the second agenda item, mutual agreement was reached that rental income will be paid directly to Parish Funds from the beginning of January 2005.

In discussions relating to the second agenda item, the following points were made:

- The Social Club is performing a useful role and the parish is indebted to the Social Club Committee for their valuable work.
- The financial contribution made by the Social Club to heating, lighting, repair and redecoration costs in the Institute was gratefully acknowledged.
- Advice was received from Anthony Hurley regarding the legal position of the Social Club.
- The Social Club is set up as a “Members Licensed Club” and is operating as a business. Consequently it is legally required to pay business rates which it does not do.
- The Social Club, as a “Members Licensed Club” is also required to pay tax on its income.
- The Liverpool Archdiocese received a tax bill from Inland Revenue for £2,000,000 directly relating to Catholic Social Clubs operating from within parish buildings. Similarly, a heavy, back-dated tax bill could be demanded of our Social Club unless we begin to operate in a legally correct manner.
- The Social Club cannot continue to operate in a technically illegal manner because of the possible financial repercussions for parish and diocese.
- During a recent 2 week audit, the Social Club was losing more than £ 150.00 per week.
- The question of the viability of the Social Club was raised.

ACTION

It was agreed that Anthony Hurley investigate how other Dioceses have coped with similar Social Club-related issues and report back before a second meeting of this joint group which will be held on: **Tuesday 11<sup>th</sup> January, 2005**

Pat Drewett 19<sup>th</sup> September 2004

## Minutes of the Parish Advisory Council Wednesday 15<sup>th</sup> September 2004

**Present:** Patrick Drewett, Larry Cullen, Jason Bellia, Sue Eynon-Williams, Teresa Sheridan, Margaret Grainger, Fr. John, Noel Williams, Mary Williams (min Sec.)

1. The meeting opened with a prayer.
2. **Apologies:** Ann-Marie Rumsey, Julie Haskins
3. The minutes of the last meeting were read, amended and approved.
4. **Matters Arising:**
  - Lay Pastoral Assistant: The person interested in this role will take this year to familiarise themselves with catechesis etc.
  - Parish Buildings: Future use of the buildings has been raised in the newsletter. Comments are to be invited and considered at a meeting lead by Des Robertson.  
**Action:** Patrick
  - Parish Directory: A large directory to be produced at the printers. A4 copies to be attached to the newsletters.  
**Action:** Patrick
  - Notice Board: Dun + Dyer contacted, not yet replied.
  - Letter sent to all sodalities concerning communication.
  - Diocesan Ecumenical Group met on 9<sup>th</sup> September and Bible Study will begin in November.
  - Raven House is adopted as the Parish charity for the year. It will need a leader. 'Just One Child' to continue. Reply to Des Robertson's letter. He will speak to Parish on 10<sup>th</sup> October.  
**Action:** Mary
  - CAFOD: Philip Dixon will speak to the Parish on 7<sup>th</sup> October at 7.30pm All welcome
  - Church Organ: No big repairs needed.
5. **Councillor Alan Morris** Chair of Licensing Committee: apologised for not attending tonight's meeting. Will attend next month's meeting.  
Letter to Planning Committee re. date for Baltica change of use application.  
**Action:** Mary
6. **Parish Pastoral Plan**
  - Worship and Prayer Life: Report received ( see attached )
  - Outreach: Sunday 19<sup>th</sup> October Home Mission Sunday. First RCIA meeting Sunday 3<sup>rd</sup> October
7. **Feast Day Mass Times:**  
Evening mass on the Feast Day to be discontinued. To be published in Diocesan Year Book in Advent and will operate on 6<sup>th</sup> January 2005.
8. **Parish Social Club:**  
Meeting Sunday 19<sup>th</sup> September 2004 to consider (i) Rental Income ( ii ) Agreement between Institute of Charity and Social Club. These points were discussed. Anthony Hurley to attend the meeting. Patrick thanked Teresa for all her work in the Club.  
**Action:** Patrick
9. **PARISH Buildings:**  
Leeks in presbytery and institute. Institute inspected by Phil Dunn – temporary repair done and lead to be put around the affected area. Building works – tenders should come soon.
10.
  - New Parishioners: - All new parishioners are entered in the Parish Data Base. Updated copy of the Data base will be printed in October 2004
  - Prayer Board – Heading on wall with prayer intentions on 'posit' notes
  - Amplification – Better in main body of the Church. side chapels still a problem.

#### 11. CTIN:

- Oriel Davies and Noel Williams will represent the Parish on this body
- Vespers at Tintern and barbecue with CTIN (East) have been attended. CTIN (East ) will hold an Advent Bible Study group
- Organist Peter Needs to be contacted re. playing for Friday recitals in Church  
Action: Patrick

#### 12. PAC Elections

All present co-opted members need to stand for election. Nominees to have their photograph displayed in Church.

#### 13. Treasure Hunt

Francis Holland will organise

#### 14. Christmas Draw – no action. Possible Easter draw.

##### A.O.B.

- Christmas Party for young children 11<sup>th</sup> or 18<sup>th</sup> December proposed by Ann-Marie Rumsey. Age limit and organisation discussed .
- Discos to be organised by Carmel Lamb
- Christmas Day Dinner for the lonely to be organised.
- Altar Server classes are needed.
- Guides – Cake Sale on Sunday 28<sup>th</sup> November. Quiz Night after Christmas. John Wysome to be contacted.
- New Year's Eve Party – entertainment needed
- Social Club Dinner – Friday 3<sup>rd</sup> December 2004

Patrick announced his resignation as Chair of the PAC and Fr. John thanked him for all the work he has done for the Parish.

**Next meeting 13<sup>th</sup> October 2004**

## Minutes of the Parish Advisory Council Wednesday 13<sup>th</sup> October 2004

**Present:** Larry Cullen, Fr. John, Jason Bellia, Ann-Marie Rumsey, Teresa Sheridan, Sue Eynon-Williams, Julie Haskins, Mary Williams (min. sec.)

1. The meeting opened with a prayer.
2. Councillor Morris sent his apology. The change of use of the Baltica was discussed
3. **Apologies:** Elizabeth Moorcroft, Noel Williams, Hilary Cameron, Brenda Bispham, Laudette Ong
4. Sue and Julie were welcomed as newly elected members of the PAC
  - All PAC members to have their photographs in the Church porch.  
Action: Fr. John
  - Election and co-option to the PAC was discussed. Constitution to be reviewed in April, re. election/ co-option balance and length of office of co-opted.  
Action: Put on April agenda
  - Minutes of PAC and an invitation to be sent to all Parish committee  
Action: Mary
5. **Minutes of the Emergency PAC** meeting re. Baltica change of use, were read and approved.
6. **Matters arising** in 5 were discussed in 2
7. **Election of Officers:**
  - Chair – Left until next meeting.
  - Vice- Chair – Larry Cullen, elected
  - Secretary – Teresa Sheridan elected
  - Min- Sec. – Mary agreed to continue.Vice-Chair chaired the remainder of the meeting
8. **Minutes of the last meeting** were read , approved and an addition from Patrick was approved.
9. **Matters Arising:**
  - Letter of thanks to be sent to Patrick.  
Action: Mary
  - Parish Data Base:- Parish to be informed of Data Base and the need for individual consent.  
Action: (a) Through the Newsletter (b) From the Pulpit on Sunday 21<sup>st</sup> Nov.2004  
9.00 + 11.15 Masses Larry 6.00 Jason
10. **Parish Pastoral Plan**
  - **Worship + Prayer Life.** Action Plan received. Tony to be thanked and asked to clarify those aims that could come under the heading 'outreach'. Minutes of the last Liturgy meeting were received.  
Action: Mary letter
  - **Outreach.** RCIA has begun 3 people
  - **Community Life.**(i) Treasure Hunt – Francis Holland will be contacted  
Action : Larry  
(ii) Easter Draw. Discussion on how this would best succeed. Item to be given further consideration at next meeting.  
Action: Put on next agenda.
  - **Social Justice.** (i) CAFOD Inaugural meeting with Philip Dixon and 5 parishioners. Working lunch on November 5<sup>th</sup> to consider – campaigning, education and spiritual aspects of CAFOD  
(ii) Raven House. The work of Raven House was discussed. 2 people recruited so far. More needed. Des Robertson will help with appeal.  
Action Fr. John in Newsletter



- **Inclusion of the Young.** (i) Christmas Party for children 10 and under. Capacity is 60 Presents and Father Christmas were discussed.

**Action:** Ann-Marie

- (ii) Youth Club. Pantomime visit to take place

**Action:** Jason to contact the group.

#### 11. Future use of Parish Buildings

- Discussion took place on topics for the meeting on 31<sup>st</sup> Oct.. Larry, Patrick Des + Fr. John to meet prior to this date.
- Opening of the church. Security is an issue.  
**Action:** Fr. John to consult other Deanery priests.
- Grant for work on the buildings were discussed

#### 12. Report of joint PAC/ Social Club Committee Meeting.

Minutes and a report of the meeting were received. After discussion the PAC decide to ask for Archdiocesan advice. There is to meeting with Anthony Hurley on 11<sup>th</sup> Jan. 2005.  
Access to the Institute for the disabled was raised.

#### 13. AOB

Parish Pilgrimage. Fr. John is to lead a pilgrimage of the Parish youth ( under 40 ) to Cologne for World Youth Day. This is 10 days in 2005. How the youth might be supported was briefly discussed.

**Action :** Fr. John to get more information

**Next meeting Wednesday 10<sup>th</sup> November 2004 at 7.00pm**

# Minutes of Parish Advisory Council Wednesday. 13<sup>th</sup> October 2009.

Present:- Fr. John, Larry Cullen, Jason Bellia, Ann-Marie Rumsey, Theresa Sheehan, Sue Eynon-Williams, Julie Hawkins.

1. Meeting opened with a prayer.
2. Councillor Morris sent his apology. Baltica charged <sup>discussed</sup> of use.
3. Apologies:- Elizabeth Moorcroft, Noel Williams, Hilary Cameron, Brenda Bispham, Laudette Ong.
4. Newly elected members, Sue, Julie were welcomed.
  - All PAC members to have ~~pictures~~ photographs in Church porch.
  - Election and co-option to the PAC was discussed.
  - Constitution to be ~~discussed~~ <sup>revised</sup> in April. re election/co-option balance and length of office of co-opted members.
  - Minutes and invitation letter to be sent to other Parish committee's.



ACTION. Mary.

5. Minutes of Emergency PAC meeting re Baltica charge of use were read and approved.
6. Matters arising from 5 were discussed in 2.
7. Election of Officers.
  - Chair - left until next meeting.
  - Vice chair - Larry Cullen proposed Margaret Secounded. Jason.
  - Secretary - Theresa - Ann-Marie. Julie.
  - Min Sec - Mary agreed to continue.
  - Vice-chair chaired the remainder of the meeting.
8. Minutes of the last meeting were read, approved, and in addition from Patrick was added.
9. Matters arising: Letter of thanks to be sent to Patrick.

• Parish Data base:- Parish to be informed of Data base and need for consent. (i) Fri Newsletter  
Action Mary.

(2) From Pulpit on Sun 21<sup>st</sup> Nov. 2004.  
9:00 + 11:15 Larry  
600 - Jason.

## 10. Parish Pastoral Plan.

• Worship + Prayer Life. Group Action Plan received letter to Tony Couton, thanking him and asking for clarification of aims that could be 'outreach'.

\* ACTION: Mary.

Minutes of last Liturgy meeting received.

• Outreach: + RCIA has begun with 3 people

• Community Life (i) Treasure Hunt - Francis Holland will be contacted ACTION Larry.

(ii) Easter Draw. Discussion on how this draw could succeed. PAC to it further consider it at next meeting.

ACTION:- Next agenda.

• Social Justice

(i) CAFOD. Inaugural meeting with Philip Dixon and 5 parishioners. Working lunch on Nov. 5<sup>th</sup> to consider - campaigning, education and spirit in CAFOD.

(ii) Raven House. The work of Raven House was discussed. 2 people recruited so far and Des Robertson will help. More people needed.

Appeal

ACTION. FR JOHN in newsletter.

## Inclusion of the Young.

• Christmas Party for children under 10. 60 is the capacity. Presents discussed + Father Christmas

ACTION Ann - Marie

Youth Club - Pantomime visit. Jason to contact ACTION.

## 11. Future Use of Parish Buildings.

- Discussion on topics for Parish meeting lead by. Des Robertson on 31<sup>st</sup> Nov. Hours of Church opening:

ACTION FR. JOHN to consult other Deacons

- Grants for change of use were <sup>discussed</sup> priests. <sup>Meeting of to take place before 31<sup>st</sup> Oct meeting</sup>

## 12. Report of joint Parish Council / Social Club Committee Meeting.

The Minutes and a report of the meeting were received. After discussion the PAC decided to ask for Archdiocesan advice. +

There is to be a meeting with Anthony Hurley 11 Jan 2005. <sup>Disables</sup> <sup>Address to the</sup> <sup>Sabbath</sup> <sup>the Disabled</sup> <sup>was discussed</sup> <sup>institute for</sup>

A.O.B. Fr. John is to lead a pilgrimage to World Youth Day in Cologne, Germany (10 days) in 2005. <sup>Supp</sup> Financially supporting the Parish Youth (under 40) was discussed.

ACTION. Fr. John to get more information

- Eugene's legacy - Automatic ringing of bells + lighting
- Next meeting. Wed 10<sup>th</sup> November 2004 at 7.00 <sup>The church tower was</sup> <sup>discuss</sup>