

**St. Aidan's Joint Parish Council and Finance Committee**  
**Meeting 14<sup>th</sup> June 2023 at 7pm**  
**St. Aidan's Church Hall**  
**DRAFT Minutes**

---

**Present:** Bernie L; Sean H; Frank G; Alison R; Pat A; Sheila C; Charmaine F; Julia F; Joanne T

		<b>ACTION</b>
1.	<p><b><u>Apologies for Absence</u></b> Received from Gosia C and Pat S</p> <p>No new parishioners in attendance – we will keep trying to grow membership of the committee with ongoing invitation in newsletter.</p>	
2.	<p><b><u>Opening Prayer:</u></b> - Led by Fr Sean</p>	
3.	<p><b><u>Identification of Any Other Business not on Agenda</u></b></p> <ul style="list-style-type: none"><li>• Position of Tabernacle</li></ul>	
4.	<p><b><u>Parish Finances Update – Joanne T</u></b> Financial Reports for 2022/23 have been submitted to the Diocese. Thank you as ever to Gosia for all her work managing our parish standing orders and recording gift aid donations. Once processed, the amount due through Gift Aid will be paid into the St Aidan's deposit account.</p> <p>St Aidan's Diocesan Levy for 2023/24 is £4,698.98 As in previous years, this has been paid in full rather than quarterly. The amount was published in the parish newsletter for full transparency.</p> <p>St Aidan's Current Account stands at a little over £20K so remains steady and healthy.</p>	
5.	<p><b><u>Items Identified by Fr Sean not on the Agenda</u></b> Fr Sean has met with the gentleman now living with family in presbytery. They have agreed that Fr Sean can park in the presbytery driveway when there is a funeral at church. This has happened twice to date. Fr Sean spoke to the family in advance and they have been very accommodating. Small snagging issues have been resolved via the Diocese. Monthly rental payments go directly into St Aidan's Deposit Account. Estate Agent Fees to Sarah Mains have been paid via St Aidan's Deposit Account. The spare set of keys have been returned by the diocese and are currently with Fr Sean.</p>	

6.	<p><b><u>Minutes of Meeting held on 22<sup>nd</sup> March &amp; Matters Arising</u></b></p> <p>Crusader Health &amp; Safety have carried out the annual check on fire extinguisher and safety lighting. Certificate has been issued.</p> <p>Full electrical safety inspection will be done later this quarter. It will likely take a couple of days given the size of the church and hall.</p> <p>It is anticipated that the fuse box will need to be replaced / updated.</p> <p>A quote for replacing the lighting throughout the buildings with low energy bulbs will also be provided.</p> <p><b>**Outside light to be repaired / replaced during inspection.</b></p>	
7.	<p><b><u>Ordination Celebration</u></b></p> <p>Alison will be ordained on Saturday 8<sup>th</sup> July at St Mary's Cathedral – this will be live streamed via the cathedral's website. JT to promote in newsletter.</p> <p>The parish celebrations will take place in the hall on Sunday 9<sup>th</sup> July after 9.15am Mass. Alison was given permission to decorate the hall on the Friday before.</p> <p>Bernie's suggestion to buy food from Sainsbury's was agreed.</p> <p>Charmaine offered to help Bernie collect food, refrigerate and bring to the hall on the Sunday.</p>	
8.	<p><b><u>Sunday Morning Rotas</u></b></p> <p>The current Parish rota ends in July, giving us an opportunity to update and refresh.</p> <p>Bernie asked for the names and contact details of those parishioners who expressed an interest in being a 'Welcomer' – JT to provide.</p> <p>Alison will get in touch with current and potential new 'Readers' asking them to consider attending the Diocesan course taking place at St Aidan's.</p> <p>Fr Sean confirmed that the parish would cover the cost for those participating in the Reader Course.</p> <p>Alison will confirm with Bernie who he has spoken to.</p> <p>Alison must come off the parish rota as 'Reader' and 'Eucharistic Minister'.</p> <p>The parish did not want to lose its Eucharistic Ministers, so Fr Sean and Alison will distribute communion on alternate weeks alongside a minister.</p> <p><b><u>Visits to the Housebound</u></b></p> <p>Only Bernie and Alison have the appropriate DBS certificates to allow them to take communion to parishioners outside of church, so this must be addressed.</p> <p>Bernie to contact current Eucharistic Ministers and ask them to apply for DBS through the Diocese.</p> <p>It is essential that we are 100% up to date with our safeguarding measures.</p> <p><b><u>Justice &amp; Peace</u></b></p>	

9.	<p>Thanks &amp; congratulations was given to Julia and Susan for another fantastic Parish Plant Sale, raising funds for the J&amp;P charities.</p> <p>Julia also expressed thanks to Alison for managing the hall on the day and Andrew Willson for his help in promoting and taking care of all financial requirements!</p> <p>Julia will look towards organising a Plant and Vegetable Sale later in the Autumn.</p>	
10.	<p><b><u>Jesmond St Mary's Partnership</u></b></p> <p>No update this meeting.</p> <p><b><u>Any Other Business</u></b></p>	
11.	<p><b>St Stephen's</b></p> <p>St Stephen's Primary School are planning to apply for a CAFOD 'Live Simply' award – this will help further support the important link between school and church.</p> <p><b>Tabernacle</b></p> <p>There are differences in opinion over the position of the Tabernacle on the altar.</p> <p>Actions agreed:</p> <p>i) Fr Sean will address congregation at the end of Mass on Sun 2<sup>nd</sup> July* and ask that those with concerns speak to him.</p> <p><i>*First Holy Communion Masses will be completed and it is the week before Alison's celebratory Mass.</i></p> <p>ii) If no one speaks to Fr Sean, it will be assumed there are no issues and the Tabernacle will stay where it is.</p> <p>iii) If a number of people come forward and voice their concerns, there will be a Parish ballot in the autumn after the summer holidays.</p> <p>Parishioners will be asked their preferred position of the Tabernacle.</p> <ul style="list-style-type: none"> <li>- As it is (to left of altar)</li> <li>- Central (behind altar)</li> <li>- Don't mind.</li> </ul>	
12.	<p><b><u>Next Meeting</u></b></p> <p>Wednesday 13th September at 7pm</p> <p>If Bernie is unavailable on this date, Charmaine will act as Chair.</p> <p>Fr Sean led a closing prayer.</p> <p>Meeting ended at 8pm.</p>	