

Minutes of the Meeting of the Scarborough Parishes Pastoral Council held on Tuesday 12 September 2017

**Present:** Fr Eddie Gubbins (Fr EG) (Chairman, in the Chair), Hugh Davey (HD), Olympio D'Souza (OD'S), Katherine Griffin (KG), Paul Inasu (PI), Josie Krlic (JK), Kevin O'Connor (KO'C), Fr Albert Schembri (Fr AS), Anne Smith (AS) and Liz White (LW). Also present David Munslow (DM).

1. **Opening prayer** – Fr EG led the opening prayer.
2. **Apologies for absence** – received from Mary Blurton.
3. **Minutes from the meeting held on 6 June and matters arising.** The Minutes were accepted as a correct record. There were no matters arising which were not included in the Agenda.
4. **Financial report** – LW gave a verbal report on the financial situation for the period 1 January to 31 August as the bank statement had just been received. She had been asked to comment on the offertory income and advised that this was slightly more than the same period last year at £65,092 compared to £63,961 last year. The average weekly Gift Aided offering was £538, standing orders were £510, loose plate was £789, non Gift Aid envelopes were £52 and non Gift Aid standing orders were £70. These are the averages over the period reported upon. PI noted that the break-even point of £2,000 was not being reached. LW advised that Easter period generated increased collection but it reduces a little during the summer. Fr EG commented that not all parishes publish collections as this can be a security issue. HD asked whether the flat was still let and this was confirmed. The balance in the bank at 31 August was £91,330 and a negligible amount of cash was held.
5. **Property update** – DM's report was circulated prior to the meeting. The report updated Members on the repair and maintenance works required at St Peter's.  
**Clerestory and car park pillars** – DM confirmed that he had obtained three quotes for the works required but one firm had withdrawn due to work overload. There was a considerable difference in the quotes obtained and he explained the reason for this. Having considered the quotes, and met with the representative from GPM Ripon, he recommended this firm for the works. He explained that he was impressed with the work they had carried out at St Mary's Church and they had made some good suggestions for solutions to the work required at St Peter's. The works included in the quotation were repairs to the clerestory windows; replacement of two external mullion faces; repointing open joints, resetting the bracing bar; repair to the lime plaster to the wall together with scaffolding costs. Additional window repairs, identified during the site visit, were also included with the additional scaffolding. DM advised that the quotation did not include replacement ironwork and gates for the pedestrian entrances. New gates will be needed due to the repair works to the pillars. He proposed that a local firm be engaged to carry out this work at an estimated cost of £2,000. Fr AS asked if two gates were needed and DM explained that the vehicular access was to be widened by removing part of the wall on the church side of the entrance. Members unanimously agreed that GPM Ripon should be engaged to carry out the works at a cost of £23,446.80 and a local firm be identified to provide the ironwork and gates required. Members were reminded that the start date for the works was uncertain as various approvals would be required from English Heritage, Historic Churches

Commission and Scarborough Borough Council before work could commence. DM will start the process now that authorization had been given by the Pastoral Council.

**Sanctuary and Lady Chapel; artwork and decoration restoration** – DM confirmed that Gabriel Gillick had revisited the church and a revised scheme had been agreed. This would involve the full restoration and repair to the artwork above the string course including around the two recently repaired windows and their reveals. The remaining walls would be over-painted in the same plain colour as the cost of restoring these lower areas would be prohibitive. Once the revised scheme and detailed costs are received a funding application can be made. The works could take ten weeks at an estimated cost of £80,000 and scaffolding/boarding would be required on much of the sanctuary. There was discussion about whether VAT would be payable, Fr AS advised that restoration works do not attract VAT in Malta. As the parish is a registered charity we may need to pay the VAT and then reclaim it. Fr EG was meeting with Martin Russell on 13 September and would make enquiries in this regard. The preferred time for this work would be no earlier than July 2018 to avoid Easter and Christmas and the warmer weather should speed up the drying process. DM suggested that, whilst the scaffolding was in place, it would be an opportunity to update the sanctuary lighting to LED which would provide better illumination and to add extra diffused lighting to highlight the restored ceiling. The lighting work has yet to be designed and costed. Members agreed that this was a good idea. OD'S asked whether the church would be closed during the works and Fr AS advised that the altar could be moved forward and the Blessed Sacrament kept on the Sacred Heart altar. It would be necessary to remove two benches. DM also suggested that it would be an opportunity to have two of the sanctuary windows cleaned by specialists; the other two were cleaned when they were removed some time ago. He asked if there was a file for the works done and LW agreed to look into this and commented that the works had been carried out by Lazenbys. DM explained that some investigation and repairs were necessary to the rainwater gully between the Lady Chapel and the sanctuary where it is likely that rainwater is leaking in due to the gutter being blocked by nesting sea birds. He suggested that netting could be installed on the blind side of the church to prevent future nesting. This work will be costed and DM stressed that the remedial works should be carried out before the redecorating starts to the damaged artwork on the Lady Chapel. Approval would again be required from the authorities. PI agreed that these works should be completed whilst the scaffolding was in situ and suggested a penalty clause or compensation for delays should be written into the contract.

**Pipe Organ – Condition and safety concern** – DM reminded Members of the concerns regarding the organ and advised that this had recently been inspected by Geoffrey Coffin of Principal Pipe Organs, York. The estimated cost to fully refurbish the organ was between £100 and £120k plus VAT and it could take around five months to complete. A temporary replacement would usually be provided in the interim. Various options were outlined and DM explained that he had discussed this matter with Martin Richardson (MR). Fr AS advised that MR did not consider it a high quality organ and an electronic organ can have a better sound, as had been found at St Joseph's where an electronic system was installed some time ago. This would be at an estimated cost of £30k. Fr EG pointed out that the organ was used once a week for two hours. Fr AS informed the meeting that it would be possible to

have the keyboard downstairs but speakers in the choir loft so that the sound came from the same place. JK had mentioned the organ to her neighbour, Howard Beaumont, who had offered to help and give an opinion on a reconditioned organ. This offer was welcomed by Members. It was agreed that this matter would be left with Fr EG for consultation.

**War Memorial repair and relocation** – DM confirmed that quotes had been obtained to repair and re-position the memorial near the rectory office wall. Fr EG had discussed the sensitive issue of the relocation with George Wilson and Members agreed that this should be done when the memorial was repaired. The car park lines would then be completed and the concrete cycle blocks and dustbins would be relocated. KG asked whether the memorial could be put in the garden and HD advised that it had been in the garden before being relocated to its current site. OD'S asked if it could be put in the parish centre garden but it is likely that this will eventually be sold. DM to progress the repair and relocation works.

6. **Proposed Hall at St Joseph's** – DM's report included the proposed hall at St Joseph's and a copy of the current scheme was tabled at the meeting. DM explained that he had met with the architects, PPIY, and a revised plan prepared by Fr AS had been put forward. PPIY were now tasked with preparing drawing and costing for a scheme based on Fr AS's drawing with a total cost of £250k. The Hall would ideally accommodate 36-48 people for buffet lunches, 40-50 seated in rows and 80-100 standing for a finger buffet or coffee. All other existing uses for the hall could be accommodated in these numbers. PPIY's fees and charges had been approved by Fr EG. The new scheme would involve the demolition of part of the bungalow and the Newman Room, the link corridor and one garage. The bungalow would be redeveloped to provide accommodation for one priest and occasional guests. It is proposed that a local architect would be engaged to manage the redevelopment of the bungalow. These costs to be included in the overall budget. Fr AS mentioned the limits of the community as to how much could be contributed but felt that the simple structures should be achievable. He pointed out that the only toilet was in his en-suite and that there was no bathroom which was difficult when there were people in the house. He thought the alterations would make it more functional and homely. OD'S commented that fundraising would be a big issue as there were so many projects which needed to be prioritized. DM commented that St Mark's were having the same problems as they had plans for a new hall but these had been put on hold due to the need to replace the church roof. He advised that when the drawings had been received they would be presented to parishioners. Fr EG commented on the enthusiasm in the community and agreed that there was a need for a hall at St Joseph's. Fr AS felt encouraged by the response so far and the attendance at the recent fundraising meeting. He thought the activities were incidental but it was essential that people felt involved.

7. **Updates from sub-groups:** No reports had been received and LW suggested that brief reports be requested from the sub-groups for future meetings. Verbal updates were given.

**Youth** – KG confirmed that Youth Club would start on Friday between 6.30 and 8.30 with a lot of school staff involved. Letters had been distributed to year 5, 6, 7 and 8 pupils at St Peter's and St Augustine's. She hoped that it would be well attended. LW asked whether it was open to other youngsters and non-Catholics and KG advised

that it was as some staff children were to attend. Parishioners were welcome to come along and help provided the necessary DBS checks were in place. It was suggested that a notice be placed in the bulletin.

**Care Group** – DM explained that he had been involved in the past and a number of healing Masses were celebrated during the year to which the elderly and housebound were invited. Transport was provided and refreshments and a raffle held after the service. It was an opportunity to get out and socialize. Fr AS commented that more volunteers were needed and Monica Driver is the contact.

**Evangelization group** – Members were advised that Val and Michael Kearns would be leading an Advent course from the end of October to Advent.

**Catechesis (Baptism, Holy Communion, Confirmation)**

**Baptism** – LW advised that the course is held three times a year and will be held on the four Thursdays in October. Currently have one family with one child. The course is publicized on the newsletter.

**First Holy Communion** – A letter has been sent out to St Augustine's first year pupils who may not be baptized. The course for primary school pupils will start after Christmas.

**Confirmation** – The Bishop is currently on sabbatical so no date has been arranged for Confirmation. Fr EG hoped to get a date at the Priests' meeting on 14 September.

**RCIA** – Fr AS advised that this would start on 26 September with a break for Christmas and resume until Easter. He currently has seven candidates preparing for Baptism at Easter and asked Members to pray for them.

8. **Liturgy Group** – this item was deferred from the June meeting and was deferred again.
9. **Correspondence** - AS read out a letter received from Paula Hurworth which raised the issue of mobile phones ringing during Mass; people saying "Thank you" rather than "Amen" at Communion and welcomed the new readers but asked about the possibility of having more Eucharistic Ministers at St Peter's. It was agreed that a notice would be placed on the bulletin regarding mobile phones. Her second concern was discussed and PI suggested that instruction could be given before Holy Communion was distributed. KG thought Sixth Formers could be utilized as Eucharistic Ministers as the majorities were older parishioners. LW commented that we have some good young readers on the rota and OD'S thought this was a good idea. Even if young people were only likely to be able to assist for a short time before leaving for university it would be useful if the priests could identify potential candidates. KO'C had concerns about the reactions of some of the older parishioners to young Eucharistic Ministers. DM had no concerns as long as the appropriate training had been provided. OD'S agreed that training would be required but pointed out that people did not have problems being treated by young doctors. LW pointed out that it would be necessary to identify five to make a team. Fr EG said that they would need to go to the housebound as well rather than just minister on the sanctuary. HD commented that some ministers were never asked to take to the housebound and JK mentioned that young people may have children to look after. KO'C said he would be prepared to visit the housebound. He did not drive but would be happy to visit local parishioners.

10. **AOB** – KO’C asked whether the Mass time at St Edward’s would revert to 4pm when the clocks move in October and this was confirmed by Fr AS.  
OD’S asked that an item be included on the newsletter to remind parishioners to let a priest know if someone was in or was going into hospital so that visits could be arranged as there were problems with the current system and requests could not be passed on due to data protection. Fr AS confirmed that he needs a name and date of birth to be able to identify and visit patients. PI mentioned John’s campaign which encouraged visits to patients. Fr AS said this was a problem for other denominations which had been mentioned at Churches Together meetings. OD’S advised that Scarborough Hospital had a large catchment area with 40% from the Bridlington area.
11. **Date and time of next meeting** – Tuesday 16 January 2018 at 7pm