

Minutes of the Zoom meeting held at 8pm on Thursday 15th October 2020

1. Present – Mgr Sean Healy (Mgr S), Fr Nicholas (Fr N), Sr Dympna (Sr D), Christine Allen (CA), Marguerita Carroll (MC), Liz Duggan (LD), Barbara Kay (BK), Celia Robb (CR), Katherine Smith (KS), Teresa Williams (TW), Jon Foster (JF) [Chairperson], Justin Bozzino (JB), Chris Brookes (CB), Martin Kay (MK), Opoku Opore (OO), Chris Norfolk (CN), Nigel Anstead (NA) [Taking Notes]
2. Apologies – Canon Seamus, Sue Anstead and Jenny Becker.
3. Mgr S started the Zoom meeting with a prayer.
4. Introductions – Everyone present introduced themselves and briefly explained the role(s) they carried out or assisted with within CTK. The details are broadly explained on the parish activity sheet created by JF and sent out before the meeting.

5. Overview of the current Situation by Mgr S – Thanked everyone for attending and remarked that we were a well organised parish. Bishop David knows we are meeting this evening. Fr Patrick has been PP at CTK since 2014. When Fr P was 75 he had to submit his resignation to the Bishop, then annually after that. For some years by mutual consent Fr P carried on as our PP. Fr P now feels it is time to retire. He has been a fantastic priest and we wish him well.

Fr N was a Priest at St Anthony of Padua in Slough. Fr N is now our priest in residence at CTK, probably until summer 2021. Fr N is considering his position in our diocese but also considering a return to his home country of Nigeria. Fr N is not Priest in Charge and is under the guidance of Canon Seamus and Mgr S. Fr N will take over pastoral responsibilities at CTK, not admin and day to day issues.

6. What help can we give Fr N? - Carry on as you have been doing. Fr N added his thanks to the team and to continue what they do. He is grateful for all the help and guidance CTK parishioners can and are giving. Questions invited.
 1. CA asked who will sign cheques – Canon Seamus.
 2. Safe and Sacristy – MC will show Fr N.
 3. Keys – NA will show Fr N. (Note: Keys checked and copies obtained)

Fr N stressed how grateful he was for our help and his willingness to serve as our priest.

7. Items Required by Fr N for The Presbytery – JF has met with Fr N in the presbytery and had a tour. JF produced a list of large items and everyday items and had circulated to all present. CB head of FC confirmed CTK can afford to pay for all the items but stressed we do not have an open cheque book. The Parish Hall roof will need to be replaced at some point.

LD offered to speak to Fr N and purchase all items on his behalf. LD to be reimbursed by cheque. (Note: Subsequent to meeting LD purchased all the items on the list and has been reimbursed by Canon Seamus)

Cleaner - There was also some discussion around a cleaner for the presbytery but it is not diocesan policy to employ cleaners.

Inventory - Fr P has removed all personal effects from Sacristy and Presbytery although he has kindly donated some items which remain. Therefore everything remaining is the property of CTK. There followed a discussion on producing an inventory. CA offered to do this for the Sacristy. When LD has purchased the items for the presbytery, LD will produce a presbytery inventory. Mgr S asked for a copy of this inventory to be held at HQ. All items currently in situ plus anything purchased will become and remain property of CTK.

Question arising 1. KS said it would be good to have a paid parish administrator. CB said this will be discussed at Finance Committee but stated we do not employ people.

8. Weekday Masses – There was general consensus and a positive willingness from Fr N for more masses every week. Currently we have Sat eve 6pm and Sun 10.30am. Fr N agreed to say mass at 10am Weds and 5pm Fridays starting w/c 19th October where we already have stewards. This will go on until end of October. Sr D asked for the Friday mass to be returned to its noon time on Fridays as this fits in with Mother's Prayers.

This will happen from November. Other weekday masses will be added by Fr N in November providing we can get Stewards for these Masses. Details TBC.

NB The church will be open for Adoration/Private Prayer as usual on Wednesdays and Fridays up to noon and 7pm respectively after Mass. All to be reviewed in November.

AOB

- a) Parish Credit Card. CA said there was one. Mgr S confirms this but it was solely for PP use and therefore not now available.
 - b) Booking Masses. The meeting agreed that the booking of Sat Eve Mass should cease as of now. (Subsequent to the meeting, Sat 17/10/2020 6pm Mass was booked nearly to capacity after weeks of only having 50% capacity, it was decided to keep the booking system for 6pm Mass for another week to see if the need remains for booking).
Sun 10:30am Mass to be still booked.
Wednesday and Friday masses do not need to be booked.
 - c) Music - KS would like to introduce some music but respecting govt COVID restrictions
 - d) Notices After Mass- NA to arrange
 - e) Confirmation – CN asked about the Confirmations for this year. Mgr S said the confirmation should be in 2021. CN asked for an item to go in the newsletter and on the website which he would email to JF
 - f) Requests for Marriage, Funerals and Baptisms – Any requests for these coming to the parish email address will be sent to Fr N, Canon Seamus and Infant Baptisms to be sent to CN also.
 - g) Email parish address – JF to arrange for a copy of the parish emails to go directly to Fr N email but JF to still filter and send appropriate emails to the appropriate people within the parish.
 - h) Mass Intentions: It was agreed that MC would contact the FSSP to get their Mass intentions and email to JF for insertion in the weekly newsletter.
9. Date of next Zoom – Mgr S suggested 6 weeks from now.
The date of Thursday 19th November has been proposed by Mgr S (Pencil in your diaries)
10. Fr N ended the Zoom meeting with a prayer.

Notes written by NA – 16th Oct 2020 and added to by JF 18th Oct 2020 (6pm Sat Mass Booking Update and Items for the Presbytery)

Final Version NA 19th Oct 2020