

## Holy Cross Parish Council Minutes

<b>Meeting of: Monday 18<sup>th</sup> June 2018 @ 8.00pm : ended @ 9.35pm</b>		
<b>Attendance:</b> Fr Doug- Parish Priest; <b>Ossie Folkes</b> -Chair/ Catechesis; <b>Angela Allen</b> -Hartley Hall; <b>Kath O’Sullivan</b> - Justice, Peace and Development; <b>Susan Hooper</b> - Finance & Maintenance; <b>Piero Finaldi</b> –Ongoing Formation; <b>Anne Mellis</b> - Liturgy ; <b>Gwen Williams</b> - Minutes Secretary.		
<b>Apologies:</b> ; <b>Lesley Allen</b> - Pastoral Care; <b>Mary Baldwin</b> - Administration; <b>Rob Dunbar</b> - Family Life & Marriage		
<b>Opening Prayer:</b> Shared reading- “One Minute Wisdom” by all (as per Agenda page.) Prayers for individual Intentions *Fr. Doug referred to the announcements made at last weekend’s Masses of his forthcoming departure from Holy Cross Parish.		
<b>Agenda items</b>	<b>Discussion/ agreement</b>	<b>Action – who / when</b>
<b>3. Matters arising</b>	Deferred to end of meeting	
<b>4.Parish Census</b>	<p>This will begin over the weekend of 30/6 and 1/7 and be rolled out during July. The aim is a) to update contact information for parishioners, b) to comply with the GDPR. Ossie circulated a suggested format for capturing the information. Some amendments were suggested. This will also go live on the Parish website. A number of points were raised in discussion:</p> <ul style="list-style-type: none"> <li>• add a disclaimer;</li> <li>• explain why the information is being collected and how it will be used;</li> <li>• for photographs or live streaming of Masses or meetings etc. an announcement must be made and consent given at the beginning of each session;</li> <li>• “members of the household” referred to on the form- those who are 18+ would they need to sign for themselves;</li> <li>• digital signatures for those completing an e-registration.</li> <li>• Congregation to be addressed at Masses.</li> </ul> <p>Everyone will be given a paper copy to complete and return; parishioners will also be invited to do this electronically where possible via the registration page on the Parish website- cards with this access information will also be given out.</p> <p>Stewards will be present at the end of all Masses with tablets &amp; laptops to enable e-registrations and provide assistance; tables will be set up in Hartley Hall to facilitate this. A training / briefing</p>	<p>PC members on a rota</p> <p>Ossie</p> <p>Ossie and Franck</p>

## Holy Cross Parish Council Minutes

	<p>session will be offered to Stewards. Completed paper returns will be uploaded and must be shredded afterwards.</p> <p>We need to create an “Exit form”, for parishioners moving out of the parish, so that a reference can be given for their next parish / school, if required.</p> <p>Parishioners will be encouraged to advise of changes in the household: timely announcements to be made in the Parish newsletter</p> <p>The Database will be reviewed and updated at least every six months.</p>	
<p><b>5.GDPR</b></p>	<p>Fr. Doug stated that for the purposes of the General Data Protection Regulation (GDPR) we fall under the Charity ‘The Diocese of Southwark’: Within the Parish he and Mary B have embarked on a “clean desk policy”; to clear out information and to keep any appropriate hard copies securely locked in the Parish safe; Any written records held by individual or groups must be handed in to the Parish office for safe disposal. E-data must be password protected and not stored on personal devices. Any information collected on paper must be processed via the Parish office. Computers are being updated and each Parish group will be given a dedicated email address.</p>	<p>Parish group Leaders</p>
<p><b>6. Parish Feast Day</b></p>	<p><b>This falls on September 15<sup>th</sup>.</b> This is also Fr. Doug’s final weekend in the Parish. It was suggested that the Feast Day collective meal after the 6.30 Mass be deferred.</p> <p>It was agreed that Fr. Doug be invited to return for a farewell celebration on the evening of <b>6-10-18</b>. His induction ceremony in his new Parish takes place on Friday 26-10-18. He is not presently in a position to announce his destination or the name of his successor here at Holy Cross. The date for the Induction of our new Parish Priest is yet to be decided. On his arrival the Parish Council will offer to remain in place for 12 months to allow a smooth transition, however this is at the discretion of the</p>	

## Holy Cross Parish Council Minutes

	incoming Priest.	
<b>7. Church redecoration</b>	<p>Fr Doug reported that scheduled redecoration work has begun and is being undertaken in different phases.</p> <ul style="list-style-type: none"> <li>• Insulation of the north end porch &amp; work to improve ventilation of the toilet area</li> <li>• Front of the church</li> <li>• The Sacristy remodelling and internal church decorations to take place in August</li> <li>• Triple and double glazing of windows to be completed</li> <li>• Lanterns in church to be sealed in.</li> </ul> <p>In response to questions it was stated that this refurbishment project was itemised by Mark Sanderson and was being managed by Tony Early. It was agreed that in future he or Mark Sanderson, who have both been involved in the early planning stages be invited to update the PC periodically as a co-opted Parish Council member. No one else on the PC has Fr Doug's in depth knowledge of the works.</p>	Ossie & Fr Doug to arrange
<b>8. Stewardship</b>	<p>Ossie summarised progress to date in the Parish as outlined on the Agenda sheet; it was felt that the roll out of this in the Parish has been successful; reflection on Time and Prayer Journaling and suggested closer linking in with school to advance further development. Diocesan materials are available.</p> <p>Advent Journaling will be led by the Diocesan Spiritually Commission.</p> <p>Fr Doug, Lesley and Ossie have visited a project in the Brighton and Arundel Diocese and Margaret Rhor, the Advisor for Welcome will be invited to Holy Cross in February to make a presentation to the PC.</p> <p>Hospitality in the Parish is an ongoing area for development.</p>	Ossie, MC & GF
<b>9. Updates and Reports</b>	<b>SVP/SLA:</b> The SVP is asking the Parish that all SVP young	



## Holy Cross Parish Council Minutes

	for his leadership of the Parish Council and of the Parish as a whole. Our prayers go with him.	
<b>9. Date of next meeting</b>	<b>Monday 15<sup>th</sup> October 2018 @ 8.00pm</b>	
<b>10. Closing Prayer:</b>	<b>Blessing by Fr Doug.</b>	
	<b>Meeting closed at 9.35</b>	