

## **Minutes of Joint Parish Life Group Meeting for Holy Rood & Our Lady & St James**

**Held in Holy Rood Presbytery on 4<sup>th</sup> June 2025 @ 7.00pm**

### **Present**

Fr D Humphries, 11 Parishioners from Holy Rood, 3 Parishioners from Our Lady & St James

### **Apologies**

Mr & Mrs Griffiths, Mrs K Walley, Mrs J Green, Mrs E Vickers & Mr C Harvey

Father Damian opened the meeting with a prayer.

### **Minutes**

The minutes were read and passed.

### **Matters arising**

Fr Damian stated that Mrs Angela Bamforth's 7 hours p.w. had been re-assigned to cover the parish finances for both churches and for Health & Safety at Holy Rood.

Deacon Paul Green is now serving in Corpus Christi Parish, Wombwell to help Fr Declan who is unwell and awaiting surgery. Thanks were expressed for his ministry whilst with us.

Future visits to the housebound are being coordinated by Fr Damian, Alison Bluett (Holy Rood) and Sue K-D (OL&SJ) . N.B - All requests for visits to the sick must be made to Fr Damian in the first instance.

R.C.I.A preparations are now being undertaken by Christine O'Sullivan and Sue K-D.

The Sacrament of Confirmation for Barnsley (Holy Rood) Deanery will be celebrated in Holy Rood on June 18<sup>th</sup> Father Damian expressed his thanks to Deacon Paul and Lee Redhead for all their work in preparing the candidates on behalf of the Deanery.

Future Confirmation preparation plans will be advised after discussions have taken place with Deanery clergy.

The Sacrament of First Holy Communion will be celebrated in Holy Rood Church on June 21<sup>st</sup> Thanks were expressed to Kath Walley, Josie Green and Sharon Clarke for the preparation work undertaken for the First Communion candidates.

The recent appeal for volunteers was very successful, resulting in more people coming forward to help out in various parish activities.

Hall rental charges and Terms and Conditions are now available on the Parish Web-site.

### **HEALTH & SAFETY/SAFEGUARDING**

***\*See attached reports***

Holy Rood

Safety Tool Box Compliance - Currently 2 Red Flags

Flat Roof and Gutter checks - Survey conducted by AF & PL - 3/06/2025

Non Domestic Gas inspection - All boilers serviced in May. John Jenkinson booked to check the Fires and hob in the presbytery, and to cap off the sitting room and dining room fires as they are no longer in use.

Emergency Lighting check carried out 9/10/2024

PAT check carried out 11/10/2024

Other Completed Works

Handling Cash Policy - 5 volunteers given cash-handing Policy. The new rota is working well.

EPC for Presbytery (required due to tenant) - April 2025 - E rating, validated for next 10 years.

Water Hygiene for Presbytery - In progress.

Regular monthly/bi-monthly checks being undertaken by Mr Patrick Logan and overseen by Mrs Angela Bamforth.

Notices on church bulletin included - Trips and Falls re-kneelers, candle safety, and mobility Aids and buggies to be safely parked in the designated areas.

Extensive work has been carried out in the church hall. The hall has been deep cleaned; attempts have been made to remove moss from the car park; gent's toilet repaired; new lighting installed in the entrance and bulbs to be replaced in the main hall and car park security lighting repaired. The food hygiene Policy has been updated and volunteers have undergone training sessions. Those trained have their names listed on the kitchen door.

A fire-drill to be arranged. Clearing of car park moss to be attempted again.

Pending

Fire Alarm Service / Fire Extinguisher service - due in August.

Our Lady's Safety Tool Box Compliance - Currently 1 Red Flag (Duplicated)

Fire Alarm system check is overdue - booked for June 27<sup>th</sup> 2025.

Fire risk assessments are now undertaken by the Diocese.

Premises Inspection - To comply with fire brigade recommendations a premises inspection continues to be carried out on a monthly basis.

PAT testing - was successfully carried out on October 11<sup>th</sup> 2024

Emergency Lighting Test was carried out on 12<sup>th</sup> of October 2024

### **Safeguarding**

Mrs Sarah Redhead stated that she had attended a safeguarding meeting in December 2024.

All mandatory information notices in regard to Safeguarding are on both parish notice boards. It was agreed to have a register completed each Sunday for attendees of the Children's Liturgy at Holy Rood. D.B.S checks, training and volunteer agreement forms have been completed by the volunteers from Our Lady's. Mrs Emily Vickers is in the process of completing the parish Safeguarding audit for Holy Rood.

### **FINANCE**

Quarterly Planned Giving figures for both churches are available on attached report.

<b><u>Holy Rood</u></b>	Current Account <b>£69,746.19</b> As at 1 <sup>st</sup> May 2025	Deposit Account <b>-£171,664.01</b> As at Dec 2024
<b><u>Our Lady's</u></b>	Current Account <b>£2,058.76</b> As at 30 <sup>th</sup> April 2025	Deposit Account <b>£123,540.84</b> As at Dec 2024

Father Damian stated that a legacy of £45,00.00 and transfer of £19,228.00 to be subtracted from HR's Deposit Account deficit. In addition to the diocesan Assessment a new levy for the sick and retired clergy will be charged to all parishes. For 2025 this will be £4010.00 for Holy Rood and £1220.00 for Our Lady's.

The Finance Committee consisting of members, Fr Damian (chair), Angela Bamforth (Accounts), Michael Durbin (OL & SJ rep), Paul Bluett (Holy Rood rep) and Sue K-D (Gift Aid) met on Wednesday 21<sup>st</sup> of May 2025 to discuss the finances of both Parishes.

The rent from the car wash company paid to our Lady & St James is £22,000 per annum. The car wash company is now fully compliant with all legal requirements for hiring their staff.

## **FABRIC**

### **Holy Rood**

Fr Damian stated that Graffiti marks had been made on 2 pillars in Holy Rood church. It was agreed that a notice regarding the graffiti should be inserted in the parish bulletin. The processional cross is being repaired by Mr Andrew Renwick, who is also re-plating silver ware, candles and the acolyte candle stick holders.

Alan Fairbanks reported that an assessment regarding the ventilation from the boiler will be made in the near future. The roof has a few loose slates which will be repaired before the winter. The gates leading to the hall are also in need of repair. Alan and Patrick will clear the debris from the parish hall gutters. The stone wall repairs will need to be approved by the Diocese before any work proceeds. Fr Damian stated that repairs, incurring significant expenditure, will be required for both the church, presbytery and church hall in the near future. Fr Damian invited ideas from parishioners concerning potential future use of the presbytery so as to generate income for the parish, should it not be required for clergy accommodation. No steer regarding future usage has been given by the Diocese. Any business plan and changes would need Diocesan Trustee approval before implementation. To be an agenda item at the next PLG meeting. Mr Andrew Shepherd will carry out the Quinquennial Inspection.

### **Our Lady & St James**

Some of the presbytery and meeting room double glazing units have been replaced by Royston Glass.

## **SOCIAL**

### **Holy Rood**

Confirmation takes place on June 18<sup>th</sup> with refreshments in the church hall afterwards

Lee Redhead is liaising with Holy Rood Primary School and St Peter-in-Chains, Doncaster, about a Jubilee pilgrimage event involving the school children in August. Fundraising for this will be required to meet cost of coach.

Jubilee 2025 - An Altar Servers' Mass will take place on September 20<sup>th</sup> 2025 at 10:30am

### **Our Lady & St James**

'Mass with a glass' will be held on July 26<sup>th</sup> after 6:00pm mass at Our Lady & St James.

It was agreed to discuss the possible following future events at the next PLG Meeting.

An International Mass in September 2025, McMillan coffee morning in October 2025, Remembrance Service in November 2025. The Feast of Christ the King 23<sup>rd</sup> of November 2025 - Lee to coordinate with the school about the children's singing at Mass.

## **CATECHESIS/PASTORAL CARE**

First Holy Communion: Josie Green and Kathleen Walley are stepping down from their roles as first Holy Communion catechists. Fr Damian expressed his sincere thanks on behalf of the Parish for all their hard work over many years to prepare children for their first Holy Communion. Preparations are currently being undertaken to set up a team to take on this important ministry in our parishes.

Children's Liturgy: Sharon Clarke said that Children's Liturgy at 11:00am Mass continues to be generally well attended. The children enjoy their special Liturgy.

R.C.I.A: The recently completed course was attended by 8 candidates. The new course will begin on Wednesday October 1<sup>st</sup> Christine O'Sullivan and Sue K-D will lead the sessions. Fr Damian thanked them for their work.

Baptism: Mrs Christine O'Sullivan said that the course continues to be well received. The next Baptism course will be on Sunday 24<sup>th</sup> August 2025, and subsequently on Sunday 16<sup>th</sup> November 2025, Sunday 15<sup>th</sup> February 2026.

Sick and Housebound: Sick and housebound visits for Holy Rood to be organised by Fr Damian, Mrs Alison Bluett. Sue K-D to help with arrangements for Our Lady & St James when required.

**A.O.B.**

Fr Damian stated that Mr Chris Harvey has been appointed by Bishop Ralph as the Barnsley Deanery Representative on the Diocesan Pastoral Council.

Parish Bulletin: A further discussion took place about the cost and time involved in producing a weekly bulletin. It was agreed to address this issue again at the next meeting.

It was agreed to put up Betty Wade's certificate and Bene Merenti medal in Holy Rood Organ Loft once it had been framed and a suitable inscription produced.

**Dates of Next Meeting: 10<sup>th</sup> September 2025**