

Minutes of Joint Parish Life Group Meeting

Holy Rood & Our Lady & St James

Held in Holy Rood Presbytery on 21st January 2026 @ 7.00pm

Present

Fr D Humphries, 13 Parishioners from Holy Rood, 3 Parishioners from Our Lady & St James

Apologies

Mrs Sarah Redhead

Father Damian opened the meeting with a prayer.

Minutes

The minutes were read and passed.

Matters Arising

Fr Damian produced a written report

See attached Priest's report

AB stated that she was still in the process of placing the photographs and certificate awarded to Betty Wade during her ministry as the parish organist at Holy Rood.

Fr Damian said that the future uses of Holy Rood presbytery will be discussed at a later date.

Fr D presented his written report for discussion by the attendees.

Fr D asked for any agenda items (including any other business) which need to be discussed at future meetings be sent to him a week before the scheduled meeting.

Fr stated that an appeal for volunteers for all areas of parish life in both parishes would be made in the near future.

HEALTH & SAFETY / SAFEGUARDING

Holy Rood

- Safety Tool Box Compliance – Currently No Red Flags
- PAT check, Emergency Lighting and gutter checks have taken place. AB looking into the possibility of using a drone for further ‘at height’ checks.
- A Fire Drill took place at the 11:00am Mass in November, the church was evacuated in under 3 minutes.
- J.O’S, AB and Fr Damian to meet with a representative from the Fire Extinguisher Company.
- PL has successfully cleared the moss from the car park.

Our Lady’s

See attached report

- Safety Tool Box Compliance – No Red Flags
- Premises Inspection – Inspections take place monthly
- PAT testing – has been completed.

Safeguarding

EV stated that DBS checks have been carried out on two people, one person’s check is ongoing. LR said that a part of his clearance is ongoing. A safeguarding audit to take place and leaflets will be distributed in the near future.

FINANCE

Holy Rood

- **Current Account:** £39,797.46 (As at 1st January 2026)
- **Deposit Account:** -£78,883.72 (As at October 2025)

Our Lady’s

- **Current Account:** £6,543.95 (As at 31st December 2025)
- **Deposit Account:** £136,255.16 (As at October 2025)

Quarterly Planned Giving figures for both churches are available on the enclosed sheet. Additional financial information is included on the attached Priest’s report. A discussion took place in regard to the cost of heating HR church.

FABRIC

See attached Priest's report

Holy Rood

Fr Damian stated that he hopes to meet with Mr A Shepherd & Mr J Clarke in regard to future improvements. New Plans will be submitted, these to be discussed again in the future.

Stephen Parker presented a report (*see attached*). All Parochial items to be kept at the back of the church.

The house could be redeveloped at an estimated cost of £300,00.

Fr Damian proposed that the Poor Box be re-instituted for small cash donations, these could then be distributed for anyone in desperate need of food or shelter.

Our Lady's

SOCIAL

Holy Rood

SC said that £346 had been raised at the coffee morning event – 4 charities benefitted from the funds raised including McMillan, Mary's Meals and the Hospice.

£858 pounds has been donated from the coffee mornings since they restarted.

SC to meet the CAFOD representative to plan a coffee morning on 27th February for Family Fast Day.

VA expressed thanks to AB & SC for all their work at the 'Bailey's Morning.'

SC said there may be a social event for St Patrick's Day.

It was suggested that an Easter Egg Hunt take place on Easter Sunday morning. A Tombola also to be organised.

A discussion took place in regard to the use of HR church for Non-Sacred concerts or performances. It was agreed that as the Church is a Sacred space it should not be used for secular activities.

CATECHESIS / PASTORAL CARE

- The Baptismal Course held in November had 4 couples attending. The next meeting will be held on 15th February, 2 couples are booked in for the course.

First Holy Communion

- The First Holy Communion course has 25 children attending, a request to be made for Prayer Partners to prayerfully support the candidates.
- **17th February** – First Confession will take place
- **20th June** – First Holy Communion

R.C.I.A

The new course will begin on Wednesday February 25th. Christine O’Sullivan and Sue K-D will lead the sessions.

AB confirmed that 4 Ministers of the Eucharist are taking Communion out to the sick. Three ministers from Our Lady & St James also take Communion to the housebound.

Diocesan Pastoral Council Update

CH said that he had attended a meeting the week previous to the PLG meeting. A discussion took place about the concern over the lack of priests in the Diocese, there is no one in Seminary at this time.

A.O.B

LR said that he is working to improve the links between the church and the school.

Mr Chris Edge has been appointed to develop music in the school. Attendance of Catholic children at Holy Rood school has decreased.

See attached report

Mr Stephen Parker produced a report concerning the possible use of the former presbytery. It was decided to discuss the document in detail at the next meeting.

Dates of Future Meetings

- **22nd April 2026**
- **23rd September 2026**