



# Holy Cross Parish Council

Holy Cross is a Parish in the Archdiocese of St Andrews & Edinburgh

Minute of the Meeting of Holy Cross Pastoral Parish Council held on 15<sup>th</sup> May 2023 in St Margaret Mary's Church Hall at 7pm.

## Attendees:

Fr. Jamie McMorrin	Robert McGee (Chair and Minute)
Angelo Deponio	John Allan
Kathleen Dyne	Rose McKinley
Maciek Samulski	Sandra McGee
Eileen Howieson	Michelle Crooks
Tom Stewart	Margaret Webb

## Apologies:

Maura Daly, Lorcan Mooney & Aileen Ward

The meeting was opened by Fr McMorrin with a prayer.

### 1) Approval of previous minute – All

Following the distribution of the previous minute on 20<sup>th</sup> March 2023 there were no requests to amend any details therefore the attendees adopted that minute as an accurate reflection of the meeting on 14<sup>th</sup> March 2023.

### 2) Actions from the previous meetings – Robert McGee

- 5.8) Fr Hand to consider how the Blessing of Food could be organised better as last year was a concern due to the volume of people in attendance. Fr Hand wrote to Fr Marcin to seek some guarantees as to how the event would be managed. He considered that there should be at least 10 Polish pass keepers to safely manage the numbers seen last year. If these guarantees were not provided to him then he advised the event will not go ahead. Fr Hand will also look into using St David's school playground for the blessing of the food. **Update** The blessing of the food did not go ahead. **COMPLETED**
- 6.1) Fr Hand will identify two parishioners to assist him with liaising with the primary schools. He has already spoken to a couple of people. They would be the contact point between the Parish and the schools and assist in the coordination of events between them. **UPDATE** Fr Hand advised that he had not been able to do anything on this point yet. He has a meeting at Holy Cross Primary school on Thursday 23<sup>rd</sup> March and should have a better idea how to progress with a strategy from August 2023 going forward. **COMPLETED**
- 6) Angelo Deponio will coordinate a group including Bernadette Brown (who undertook the review), John Allan and Maciek Samulski to consider all the items contained in section 7 of the agenda namely:-



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- Review and upgrade computer system.
- Review and update parishioners records.
- Introduce an appropriate records management system and naming convention for files/records.

7) Finance – **ACTION** Move additional funds to a central deposit account – The decision to move funds to a central deposit account to earn more interest for the Parish will be carried forward to a future meeting and also further discussed at the Finance Committee meetings.

3) Synod 2023 Update – Margaret Webb

Margaret advised that the last meeting of the Synod Group was in December 2022 and that a reading group had been formed where the book by Fr James Martin, Building Bridges was discussed. There have been three meetings in total which included a meeting during Lent and one after Easter. The plan is to have a further events in the Autumn of 2023.

4) First Communion & Confirmations

The First Communions held in St Margaret Mary’s went smoothly as a result of carefully planning. Rose & Eileen advised that they would recommend that the Parish didn’t attempt to have so many children take their First Communion at the same time in the future. 40 participants was a challenge to accommodate all the parents and other attendees in the church and could have easily got out of hand. The suggested maximum number of participants was 25 with an optimum number of 20 children at one service. **ACTION** – In order to gauge how many children will be making their First Communion next year Maciek will established how many made their first confession this year as a guide.

For the First Communions at Holy Cross there are only 8 children taking part on 27<sup>th</sup> May. Sandra McGee spoke with Mrs Sutherland at Holy Cross who enquired if a photographer had been organised. Maciek Samulski has volunteered to take photographs on the First Communions at Holy Cross.

**ACTION** – Fr Jamie McMorrin will liaise with Mrs Westacott and Mrs Sutherland so that everyone is aware of the First Communion plans.

5) Follow up on recruitment of volunteers – Angelo Deponio

Angelo advised that there are 12 new volunteers including two new altar servers. He has been in contact with the volunteers to ensure they are aware that we are going through our processes to allow them to start. The new volunteers will be active in the SDVP team, the readers group and the altar servers team.



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It was emphasised to everyone that the correct process must be followed when a new volunteer comes forward. There are no exceptions to following the process even if the parishioner/volunteer is known or has previously carried out volunteering activities in the Parish or elsewhere. Everyone acknowledged that the process will be followed.

**ACTION** – Maciek/Tom will send the Parish Group booklet out with the weekly newsletter for the coming weekend.

6) Safeguarding – Rose McKinley/Eileen Howieson

**ACTION** - Rose and Eileen advised that they were due to have their PVG's renewed and will contact Maura Daly our Parish Safeguarding Co-ordinator. If they have any difficulty contacting Maura they will get in touch with Robert McGee for assistance.

7) Finance – Maciek Samulski

- a) Change of Bank Account – Maciek advised that funds had been transferred to the new bank account however he did not have night safe facilities to bank the weekly offertory collections. He is therefore continuing to lodge the money with Bank of Scotland for the time being. A large percentage of the Parishioners who pay their offertory by Standing Order have followed the instructions to transfer their Standing Order to the new account. This will be monitored and further appeals put in the newsletter to encourage the remainder to transfer.
- b) Parish monthly financial figures Actual/Budget – **ACTION** Maciek will provide the monthly actual against budget for the first quarter of 2023 to Robert McGee and the other members of the Finance Committee.
- c) Lorcan Mooney has been asked by Fr Hand to chair the Finance Committee going forward which he has accepted.
- d) Holy Cross plate offertory collection – It was agreed that in Holy Cross church the plate collection will be re-introduced from weekend of 3<sup>rd</sup> June. St Margaret Mary's will continue at present with the system introduced during covid **ACTION** John Allan will write a notice for Maciek to include in the weekly Newsletter.
- e) Gift Aid return to Archdiocese – **ACTION** The return to the Archdiocese to claim our Gift Aid for 2022/23 will be completed by Tom Stewart & Maciek Samulski and delivered to the Finance team at Gillis before the end of May. This will ensure we receive the funds due this year.



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8) Fabric Update – Tom Stewart

- a) Work undertaken since the last meeting:-
  - i. Led lights fitted in Holy Cross Church
  - ii. Cooker in Holy Cross hall repaired
- b) Work outstanding:-
  - i. **ACTION** - Tom has contacted the painter to clarify what work is covered in the previous estimate he provided.
  - ii. **ACTION** - Tom to request an estimate from the painter to paint the external windows of Holy Cross church.
  - iii. **ACTION** – The disabled toilet in SMM is damaged. Tom to get an estimate to replace the toilet and cistern from two firms.
  - iv. **ACTION** - 87 Boswall Parkway shower room – Fr Hand had agreed for an estimate to be requested for the potential work required on the shower room at 87 Boswall Parkway which will be managed via the Fabric Committee. **ACTION** Tom will get an estimate to be submitted to the Fabric Committee.
  - v. **ACTION** Fabric Committee to get an estimate to construct a partition wall in SMM hall.
  - vi. It was pointed out that the boundary wall at Holy Cross church has been damaged. This will be included in the work to be completed under the direction of the Fabric Committee.
  - vii. It was suggested that a disabled toilet should be created in SMM hall. This will be put to the Fabric Committee to be considered.
  - viii. It was agreed to put the redecoration of both churches on the Fabric Committees work to be considered in the near future.

9) AOB

- i. John Allan raised the question of the progress of the centenary window. Robert referred to the minute of a previous meeting of the Parish Council on 16<sup>th</sup> January 2023 which stated the following:-  
*“ Memorial stained glass window to be considered. Fr Hand is not opposed to the idea however has suggested that we consider other forms of a centenary memorial such as potentially an icon of St Helena or a new vestment to mark and remember the occasion. It has also been suggested that the external statue of St Helena at Holy Cross could be "cleaned" or repainted.”*
- ii. Rose advised that the SMM Church Hall requires a deep clean.  
**ACTION** Rose to liaise with the SMM Hall Manager to arrange for a deep clean to be undertaken.



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- iii. How much funds were raised from the centenary events and where they put? **ACTION** - Maciek to investigate and report back.
- iv. Parishioners are to encouraged o use the new Parish email address. An out of office message will be put on the old email address with details of the new email address. **ACTION** – Maciek Samulski
- v. Rose requested that the pews in the SMM hall be moved. **ACTION** – Maciek will investigate whether they could be put back into the church.  
If they are no longer required Fr Jamie McMorris has asked for first refusal.

Next Meeting – Tuesday 22<sup>nd</sup> August 2023 @ 7pm in Holy Cross Church Hall.

Meeting closed at 20:35



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