

**Minutes of St. Philomena's PPC Zoom Meeting
held on Monday 31 May 2021**

Present: Father Bath, Margaret Russell, George Finnigan, Vivienne Brown, Diana Boyle, Valan Raj, Mabel Caldeira, Julie Brechin,

Apologies: Mabel Caldeira

Agenda Item	Discussion	Actions
Opening Prayer	Diana	
Apologies	Mabel	
Minutes of last zoom meeting 5/11/20	Agreed	DB to pass to JM for website
Matters Arising	Nil	
Parish Priest's Report	Congratulations from the PPC to Canon John on his Diamond Jubilee. Winchburgh Mass was zoomed all around the world. Canon assisted with Holy Week and is continuing 3 Masses a week and the Holy Communions. Masses are well-attended on Tuesday, Thursday and Sunday and there is a lot of space on Saturday morning. Families can come to one Mass per week-doesn't have to be a Sunday. Father is very grateful to the WM's for covering, especially in lockdown just before Easter, also the music ministry, readers, cleaners, flower arrangers and all those working behind the scenes. Michael McCue has taken on the mantle of Sacrist and we are very grateful to Martin who has filled this role for years with Jim. We are trying to get the money-counters back on track and are waiting to hear about altar servers and liturgy.	

	How do we connect those moving into the new houses as there are no significant numbers of new people coming to the Church. They have no connection with us. On a positive note, there are 7 adults taking instruction between both Parishes and Baptisms are picking up again. Father is very grateful to Jerry Cannon who has been the main link to St. Philomena's Hall for 26 years. We wish Jerry well as he comes home and wish Vivienne luck to carry on with the additional duties. Hall users must complete a risk assessment with a copy to the Parish so that the Diocese can see that we continue to act responsibly. Hall accounts passed onto the Diocese and AGM to follow. First Confessions and Confirmations went smoothly and positively. Thanks to everyone who made this possible. Holy Communions take place this Saturday and learning has been home-based and via the internet with talks on Facebook and the internet. Father managing to visit the children at school over the last few weeks. This helped but is not the same as being face to face. Father must be careful to follow local authority rules and guidelines. Father is sending a letter to all parents of Catholic schools emphasising the important point that the school needs the Parish and the Parish needs the school. The viability of Catholic Education depends on this. There seems to be a fear of coming to Mass and it's time to think of ways and means of helping people to re-connect and not be afraid. Building works are continuing in the Church and the House - making sure they are fit for the purpose. Julie Whyte is now Housekeeper, with Winnie continuing her contact with the Parish through the laundry work. As Dean, Father must keep in touch with the other Priests of the Deanery and ensure the Hospital and Deanery has cover for emergencies. There is a new Headteacher at St. Nicholas & John Cantius, Mrs Kellock and it is important that connection is maintained with connecting schools. From September, St. Mary's University will teach postgraduate degrees in Catholic theology and education in Edinburgh at the Gillis Centre. Although this is quite expensive, it is encouraging to have	
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	this opportunity. The Archbishop gave talks during Lent. Concerns raised about funding the health care of Priests and retired Clergy. We must do as much as we can to support that. Cardinal O'Brien's resignation will be handled in a manner to ensure issues are faced up to in a dignified and responsible way. Safeguarding training needs to be ongoing and all volunteers have support in training and awareness as we re-open after covid. This has been a time of managing - for lockdown and re-opening, keeping the life of the Parishes functioning, being active and spiritually responsible, burying the dead, supporting the bereaved, sick and dying.	
Covid Situation & Recovery	With no indication of any easing of restrictions for the foreseeable future, we agreed to continue as is. We discussed how to get people back to Church and that we have enough WM's to do a Mass a week. We need more volunteers to allow Jacqui and Valan to have a break with their families (to host and zoom). Perhaps our young people could re-engage and if over 18 can also WM (Charlotte, Ben, Mabel and John Muir suggested) Weekday Masses Tuesday and Thursday are busy and people attend in their social bubbles with friends however this is mostly older people who will have had both covid vaccinations. We discussed that families are not coming to the vigil Mass on a Saturday, where there is space. There are around 26-36 attending zoom Mass on a Sunday. It's also possible lots of children at football club on Sunday or families zooming into Broxburn Mass.	FB/MR to discuss notice on facebook/newsletter advising that nothing changing for foreseeable future, and to encourage those back to Mass using Saturday morning's quiet time if a little anxious. Also request zoomologists. Contact JM too. JB to request along with rota to cleaners and WM's too.
Feedback on Lent & Easter	Lent felt different with Stations of the Cross, Rosary, Lenten talks and Masses being zoomed. The Church re-opened on Palm Sunday and Holy Week was extra meaningful for the celebration of Easter. Well done to Father.	
New School Projects	We discussed the school buildings and look forward to hearing more. Father is interested in chaplaincy area and worship space and wonders how conducive it will be to the primary school, how it will look in terms of Catholic identity. We also discussed whether Clergy would be involved in the branding, school colours. Mrs Murray has seen a virtual film of walking around the new school and what it looks like outside and was very impressed.	MR to contact Jim Cameron to ascertain at what stage and who will be involved. DB to ask for virtual tour for Father.
Minister Retiral	The Reverend Scott Marshall retires at the end of June after many years of ministry in Winchburgh. He has been a huge support to Father and very co-operative with suggestions. The Reverend has the keys to his retirement home and his last night in Winchburgh is 30 th June. There will be a Presentation and the second collection will go towards this. Father is hosting Scott and his wife in a few weeks as a personal send off.	

Stained-Glass Window	The stained-glass window was commissioned by a parishioner, at a cost of between £5,000 and £10,000 dedicated to their daughter. This should be completed by the end of July and contains landscapes of West Lothian with the theme of the Annunciation. We discussed confidentiality and the possibility of dedicating the window as a Parish and Father will consult with the family to see how they wish this to proceed and whether we would need the Bishop or anyone else involved.	FB to consult with the family.
Sound System	We discussed that the current sound system is around 30 – 35 years old and requires replacing due to faults with the loop, certain microphones and sockets and possible underground asbestos prevents repair. The first quote was £10,000. Two recent quotes from Zen and Finnies, recommended by the Priest in Linlithgow, were £2,700 and £3,006 providing Bluetooth and are much more up to date, linking in with computers, speakers and wireless microphones. It was agreed this was a wise investment for the new generation.	
Fabric & Planning Report	Peter is very much involved with the Church and anything that needs his attention. He was a great help with the rising damp in the Parish house and has been managing this from January/February so it's almost complete. Peter has also done a huge amount of work at no cost to the Parish. The wall between the Hall and housing had to be fixed and Father has arranged for both a coal fire and a ground floor carpet in the House, at no expense to the Parish. It needs to be well-maintained. We discussed the longer-term issue of climate change and the government regulations in the next 5 years that any new heating systems should not be gas. The House, Hall and Church are all old gas boilers and these will require quite expensive replacement, with the hope that they will be cheaper to run. We discussed the need to budget or do fundraising for these major expenditures and that grants are available. This gives us time to prepare and check on the timescales and any regional changes for funding criteria.	
Accountant's Report	Following a meeting, the year-end and Gift Aid returns have been sent to the Archdiocese. After 6TH April we will have £5,000 coming to the bank account. We are in a strong financial position and any upkeep to the buildings are wise investments. The Finance Committee looks at the Parish finances. FB/PK/VB attend meetings but there is no representative for the money-counting. Lots of people signed up to on-line giving, direct debit or through the Archdiocese link. Thanks to George and Allan for work being completed and the Church Noticeboard.	

	Accountant's Full Report attached.	
Hall Committee Report	The Hall re-opened 28th May - Friday evenings closing by 10pm and Saturday and Sunday afternoons closing by 6pm. The B/Club Steward assisted with stock take and risk assessment. The 20/21 Annual Accounts have been completed and copies passed to Father. AGM due 20th June. Replacement keys for broken lock cut for designated key holders on the Committee list and Father with provision for more once Sunday Coffee re-starts. We discussed that a rebate will be due from Scottish Power and that it may be useful to discuss 2 recommended Auditors from Winchburgh with the Committee. We discussed that to become a member of St Philomena's Social Club, a form behind the bar should be completed and the £7.00 membership paid. It was suggested that maybe we could attract people back to the Church and Parish with a post. We confirmed that capacity in the Hall with distancing is 48 people and look forward to when the dancing and bingo are up and running. Jerry has stepped down as Treasurer due to ill health but has agreed to assist Vivienne with any help getting used to the accounts.	VB to source bank statements from Jerry.
Altar Servers & Children's Liturgy Report	No liturgy update at present. We discussed new altar server requirements and that it was too early to request new robes.	
Parent Council Report	Mrs Grant has had a new baby and is on maternity leave. The Sacraments went ahead with restrictions re family numbers and without Thanksgiving Mass and Celebration. There are a small number of new P1's for next term and we have 23 P7's leaving. A trip is planned for 18th June and Graduation Leaver's Mass will be on 15th June - Pending restriction updates. P7 attended the flooding of the marina. HF and WPS Parent Council and the Community Council working on safer traffic solutions. The final Parent Council meeting of the term will take place on 23 June to review and conclude the year.	
IT Report	We discussed the zoom subscription should be renewed annually in June. We discussed that You tube recordings of Mass wouldn't allow us to bring in readers etc. and that the zoom Mass which we are currently using can be recorded and watched later. This would not be a live Mass and wouldn't encourage people to come to the Church. It was agreed that we should have a broader discussion about recording of our own Masses.	VR to check for renewal email with JO'N

AOCB	We discussed the safeguarding annual audit and that we have the same number of volunteers. Part 1 and 2 are available through the Parish Safeguarding Co-ordinators on zoom. We discussed that PVG's will be reviewed in the Autumn once Parishes are up and running again. It was agreed that the Safeguarding Report should be a permanent Agenda item. We discussed that Bar Volunteers are unvetted and don't require a PVG. A Volunteer Application and a Reference are required with a letter from Father to say they are Parish volunteers. SVDP, children's liturgy, eucharists etc are the only vetted volunteers. We also agreed to discuss the Constitution Review of elected PPC Members at our next meeting and that we require a Parent Council Rep.	DB Safeguarding Report to be permanently added to Agenda Items and Constitution Review to be added to Agenda for next meeting. DB contact SM for assistance with PC Rep.
Date of Next Meeting	Monday 27 th September 7pm.	
Prayers for Next Meeting	Valan Raj	
Closing Prayer	Diana	