

St Werburgh's Parish Council Meeting 8th May 2025 v3

Present:

Parish Priest:	Fr Paul Shaw
Finance:	Denise Jones
Housekeeping/Hospitality & Garden:	Cristina Jones
Liturgy:	Lyn Williams
150 th Anniversary Celebration:	Tina Bainbridge
Social:	Pat Floate & Bernice Meredith
Altar Servers:	Gerry Tighe
Buildings and Maintenance	Marian McCarthy
Talks	Stephen Tierney
Admin Assistant to PP	Stephen Hutchinson

Apologies for Absence:

Outreach	Lal Cook
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Meeting Chair:

Lyn Williams

1 – Welcome and Opening Prayer

Lyn welcomed everyone, and invited Fr Paul to lead the group in prayer.

2 – Ongoing Actions & New Actions Arising from 8/5/2025 Meeting

2025_03_13:6 - Follow up with Liz on the status of the bereavement group's risk assessment and safeguarding measures. [Action: Lal] - Ongoing

2025_03_13:7 - Follow up with Daniella on the celebration of culture event. [Action: Tina] - Ongoing.

2025_03_13:9 - Schedule a practice fire drill: [Action: Marian/Fr Paul] - Ongoing.

2025_03_13:10 - Apply for approval to install fixings on the walls for the banners. [Action: Marian] - Ongoing.

2025_03_13:11 - Address the safety issue with the paving to the Presbytery [Action: Marian] - Ongoing.

2025_03_13:18 - Find a replacement to take charge of Readers Rota from Marian. [Action: Marian] Ongoing.

2025_03_13:4 - Explore the possibility of scaling down the format and cost of the history group's book project. [Action: Fr Paul/Tina] - Ongoing.

2025_02_13:16 - Parish Council Leads to remind their group that their webpage needs to be completed. Some web pages have been updated. We need the approval of the web team to put the updated pages on the website. Some pages are still under development. [Action: Lyn] Ongoing

2025_02_13:15 - Agree a method of hanging banners with Rob Harrington and banner group [Action: [Marian](#)] - Marian plans to submit a faculty application for the next banner group meeting. - [Ongoing](#)

2025_02_13:6 - Contact Gillian an expert in Green Energy, to get advice on the feasibility of installing solar panels. [Action: [Marian & Sustainability Group](#)]

2025_02_13:3 - Construct a new console table for the back of the church using the available wood. [Action: [Lyn](#)] - Wood has been agreed. Waiting for carpenter to take it away and provide a quote. - [Ongoing](#).

2025_05_08:1 - Produce an A3 sized poster for the notice board with details of the Lego model kit of the Church and the 3 variations. [Action: [Steve Hutch](#)]

2025_05_08:4 - Remind people in the newsletter about the online booking system for the Day Chapel. [Action: [SteveHutch](#)]

2025_05_08:5 - Follow up with Michael Rooney to schedule a meeting with the new architect for listed buildings before the end of May [Action: [Fr Paul](#)]

2025_05_08:6 - Proceed with the process of getting a card reader installed in the Church. [Action: [Fr Paul](#)]

2025_05_08:7 - Source and Purchase card readers for the Church fete on the 21st June. [Action: [Lyn](#)]

2025_05_08:9 - Get the new projector set up and ready for use on Wednesday. [Action: [Steve Hutch to email Chris Proudfoot](#)]

2025_05_08:10 -Repair the big screen in the Church. [Action: [SteveHutch](#)]

2025_05_08:12 -Add a tick box on the new parishioner's form to ask if their email address can be used for Parish Purposes. [Action: [SteveHutch](#)]

2025_05_08:13 -Determine when to have the next Parish Census [Action: [Fr Paul](#)]

2025_05_08:14 -Investigate the use of a webpage/Google Form to collect census data. [Action: [SteveHutch](#)]

2025_05_08:15 -Create a flyer for the Michael Merrick talk [Action: [Stephen Tierney](#)]

2025_05_08:16 -Confirm the date for the Dr Anna French talk on the Reformation (either September 10th or 11th), and Fr Paul's talk on Charles Dickens [Action: [Stephen Tierney & Fr Paul](#)]

2025_05_08:17 -Book the Hedge Trimming for the end of September [Action: [Cristina Jones](#)]

2025_05_08:18 -Provide an update on the Parish Pilgrimage Schedule. [Action: [Stephen Tierney](#)]

2025_05_08:19 - Agree where to attend Mass on the Sunday of the Pilgrimage Walk [Action: [Stephen Tierney](#)]

2025_05_08:20 - Form a subgroup to agree actions to optimize and publicize our JustGiving charity appeal website. [Action: [Lyn](#)]

2025_05_08:21 - Agree timescales for new census. [Action: [Fr Paul](#)]

3 – 150th Working Group Update (Tina)

Tina provided an update on the 150th Working Group.

- 20 to 30 parishioners involved.
- Faith week (Clarie Egan and Claire Black are organizing) for 13th July
- Parish Pilgrimage to Holywell - almost all places already booked. Risk assessment complete and insurance document completed too.
- Stephen Tierney has booked Michael Merrick for a talk on the 5th July.
- The Lego model kit of St Werburgh's Church was launched on the 27th April. Already have 5 potential orders and 1 sold (Thank you Cristina).
- Chester Heritage Festival 1st to the 8th July - talks and Church will be open (potentially looking for volunteers).
- Anne Marie Curtis' History book underway - just a matter of scaling back the publishing/printing costs.
- The bulb planting in the garden is well underway with over 168 bulbs planted or ready to plant.
- The Methodist Church have bought their Hoover and donated what was left to the Hospice fund.
- Garden Fete / Church Open House on the 21st June - Opening the whole house and garden. All rooms will be open except the office where Richard will base the finance collective.
- Heather will be selling packets of wild flower seeds in September.
- Foreign Coins have all been counted and delivered to the hospice at the weekend.
- SVP want to help too (e.g. glove sale).
- Lyn gave an update on the working group finances:
£4386.00 has been raised (probably another £90 starting this week's balance). We have had a fantastic response to this Hospice Charity Appeal with continuing donations from all the activities and via the JustGiving website.

5 – Leads (Any new Activities or updates).

5.1 JustGiving website.

Cristina has spoken to a marketing specialist and one of her clients to decide how best to publicize the JustGiving Hospice Appeal webpage. A subgroup will be formed to review these suggestions.

Cristina mentioned two key points:

1 - 'Page Optimization'

- Create a snappy memorable title for the appeal on the JustGiving Site.
- Create a short and snappy overview of the appeal to make it stand out.
- Use visual content e.g. images or videos of activities we are doing to raise funds e.g. a video of Fr Paul. This does not mean just a single drop of many images/videos but a steady feed of images and videos showing progress and reporting on each event.
- List highlights of the appeal.

2 - Publicize the site:

- Share the JustGiving link on social media posts (i.e. the Church Facebook account). Use hashtags and keywords on social media to promote the site.
- Engage local media or local news with a press release, thus sharing the link/QR code with as wide a demographic as possible.
- Create an email chain (send the JustGiving link out in an email to our Parishioners)
- Put the JustGiving link on the Church Website and in the Newsletter.

5.2 Buildings and Maintenance (Marian)

The architect will be looking at both projects Day Chapel and lighting for the Church. Rob Harrington is retiring so there will be a new architect. Marian updated the group on Health and Safety issues mentioning new helpers Jeff Taylor and Chris Proudfoot and Richard Liden (Fire Safety). We have 30 fire safety marshals and now need to roll out a risk assessment by the end of June.

The planned card reader will need mains power and internet access. Chris Proudfoot will investigate using the Wi-Fi cable that is currently used for live streaming.

5.3 Liturgy and Social Activities

Lyn reported back on a successful launch of the young adults group organised by Nithin and his wife. The group agreed this was a great step forward for the young adults with positive feedback from participants. The group discussed the potential for more social activities and the importance of encouraging the Jesus Youth group.

Nithin will be encouraged to write a piece for the newsletter to promote the activities and encourage more participation.

5.4 Housekeeping, Garden and Hospitality (Cristina)

It was proposed to split the Garden from the Hospitality/Housekeeping sub-committee. Cristina agreed that this is a good idea. A new lead for the Hospitality/Housekeeping Sub-Committee will be appointed soon.

6 AOB

6.1 Group Emailing.

The group were reminded that when sending a group email to parishioners it is very important to include the group emails in the . bcc field not the .cc field.

6.2 Website Update

Finance Page - done; Health and Safety Page - half done; Music - not done

6.3 Parish Walk

People got a bargain with Fr Paul's 'four-mile' walk, getting a bonus three and a half miles extra. The route ran along the River Dee and up Duke's Drive. The next walk will be a gentler evening stroll along the canal to the Cheshire Cat. (Risk Assessment pending).

6.4 New Parishioners Evening and Newsletter Updates

Last census was conducted over six years ago. Fr Paul suggested it is time for another census. A new Parishioners evening was suggested. There was talk about how to keep new parishioners informed of events through email addresses.

6.5 Parish Database and Census Planning

There are two Parish databases. One from over twenty years ago and one from six years ago. The proposal is to create an up-to-date Parish Database using a combination of Google Forms / manual entering into a spreadsheet.

6.6 Stephen Tierney's Talks

Stephen asked if we could create a non-glossy A5 Flyer for the Michael Merrick talk. (Michael is Director of Education for Lancaster Diocese, father of seven children, ex-footballer, ex-teacher, ex head-teacher. Topic of talk is: "Do youngers today face unique challenges, quantitatively or qualitatively different from previous generations, and how can the Catholic community support young people in this modern, challenging world". Dr Anna French will be speaking on Wednesday 10th or Thursday 11th September. Anna is from the University of Liverpool and is president of the European Historians Group that researches the Reformation across the whole of Europe. September 11th was agreed with Fr Paul to be the better of the two dates. A third talk was proposed and agreed by everyone on the theme of Charles Dickens by Fr Paul Shaw.

6.7 Hedge Trimming

It was agreed to ask our hedge trimmer to cut both sides of the hedge for £300 at the end of September.

6.8 Exact times of Pilgrimage still to be confirmed.

There is still some debate about how to fit in a Mass on the Sunday morning of the Pilgrimage to Holywell. One suggestion is to attend Mass at St Werburgh's Church at 9am on the Sunday before leaving, because if we went to the Mass on Sunday Morning at 10.30am in Flint we would not have enough time to get to the celebrations at Holywell.

7 Closing and Prayers

Lyn thanked everyone for their input. Fr Paul then concluded the meeting with a final prayer of thanksgiving for the wonderful spirit of the Parish of enthusiasm, friendliness and people's generosity with their time and talents. A final blessing was offered for the new Pope, Pope Leo the 14th. The meeting adjourned with a reminder of the next meeting date and time:

Thursday June 12th at 7.30 pm