



The Catholic Parish of Napier  
Te Pārihi Katorika ki Ahuriri

## Parish Pastoral Council Meeting Minutes

St Mary's Hall, Sunday 5 March 2017, 2.45pm – 4.30pm

**Present:** Ruth Smithies, Nui O'Malley, Elly Govers, Fr Peter Head, Colleen Fouhy, Clare Shirkey

1. **Welcome and Faith Sharing** (Fr Peter)
2. **Apologies:** Fr Paul Byers
3. **Approval of minutes Meeting 13 November 2016:** Ruth moves and Clare seconds. Carried.
4. **Matters Arising:** All matters have been addressed.
5. **Inward correspondence:**
  - a. Resignations Craig Lewis and Kaye Lafferty. Elly has responded to them, thanking them for their work. Andrew Cowan has also resigned. Elly will respond to Andrew as well.
  - b. Copy of letter from the diocese to St Patrick's School summarising the positive results of the diocesan review. Elly will send congratulations to the school.
6. **Annual Plan**

The draft annual plan and accompanying process as prepared by the Strategic Planning Group were discussed and finalised.

### a. Annual Planning process

Ruth proposed to change the timelines to ensure the evaluation is completed by November, the new plan is developed by end of January and implemented from 1 February. All agree.

With the AGM being at Pentecost it was considered too late a date to present the evaluation and the new plan. Options for bringing the AGM forward were explored but no suitable date was found. Therefore the evaluation and the new plan are to be communicated to the parish separately in February or March each year.

Elly will amend the process document.

### b. Content of draft Annual Plan 2017

All agreed that none of the actions should be removed.

One action is to be added: Evaluate the 2017 plan and develop and communicate the 2018 plan.

Start and finish dates: With the change in the dates for the process, all 2017 actions should finish by 31 December. The census needs more consideration and the start date is moved to June.

Responsibility for action, and who should be involved: Some additions were made.

**c. Implementation of Annual Plan 2017**

Each member of the Pastoral Council is taking the lead in getting one or more of the April and May actions started. They will also be the liaison with the Pastoral Council for the people who are going to do the work. At the next meeting they will present a written proposal how each action will be addressed.

Elly will include all of the above in the Action Plan.

**d. Progress reporting**

Each liaison ensures that progress on each of their actions is reported at every Pastoral Council meeting.

**7. Legislative Compliance:**

**a. Health and Safety** – Nui provided an update. The Health and Safety Committee is now operational and consist of Lucy van der Linden, Nui O'Malley, Bob Strong, Craig Lewis, Ian King and Tom Nevison. To date they have ratified a range of policies and have started implementing various accident procedures in the church communities. Nui was advised to contact the Finance Committee for the purchase of nine first-aid kits.

It was agreed that from next meeting Nui will send a bullet-pointed written update on Health and Safety matters to the PPC before each meeting.

**8. Reports from Leadership groups:**

**a. Finance Committee** – Summary received. Fr Peter clarified which specific painting of the Hannigan Centre will be carried out.

**b. Liturgy Committee** – Summaries of the 2016 October and November meetings were received.

**c. Parish staff** – a verbal or written report will be put on each PPC agenda from now on. Parish staff held a planning meeting recently.

## 9. General Business:

- a. **Pastoral Council meeting dates** – It was decided to trial meeting on a Thursday night. Two dates have been set: Thursday 20 April and Thursday 18 May, both from 7 to 8:45pm.
- b. **Pastoral Council membership** – It was agreed to seek new members through shoulder tapping. We are also still trying to find a secretary. Elly and Fr Peter will discuss advertising this role.
- c. **Meeting with Bishop Charles 21 March** – Elly has been asked to provide an overview of the vision, the mission and the strategic planning process. Fr Peter will e-mail further details closer to the date.
- d. **Faith sharing next meeting:** Clare; **Closing prayer next meeting:** Colleen

## 10. Closing Prayer: Clare

### Upcoming events and meetings concerning the PPC and its members

When	What	Where
Tuesday 21 March	Visit Bishop Charles	Hannigan Centre, St Patrick's
Thursday 20 April, 7:00pm	Meeting PPC	Parish office meeting room
Thursday 18 May, 7:00pm	Meeting PPC	Parish office meeting room

### Tasks

Who:	Task:	By:
Elly	Respond to Andrew Cowan upon his resignation	April PPC meeting
Elly	Send congratulations letter to St Patrick's School	April PPC meeting
Elly	Amend annual process document	April PPC meeting
Elly	Amend and finalise annual plan	April PPC meeting
Each liaison	Report proposal for April and May actions to next PPC meeting	April PPC meeting
Nui	Provide written progress report on H&S matters to each PPC meeting (bullet points only)	April PPC meeting
Fr Peter and Elly	Shoulder tap identified people for possible PPC membership	April PPC meeting
Fr Peter and Elly	Advertise for secretary	April PPC meeting