



Parish Pastoral Council Meeting Minutes

Parish Office, Thursday 18 May 2017, 7.00-8.45pm

Present: Ruth Smithies, Nui O'Malley, Elly Govers, Fr Peter Head, Colleen Fouhy, Fr Paul Byers, Doug Neilson, Clare Shirkey

1. Welcome and Faith Sharing

Clare led the faith sharing.

2. Apologies: Nil

3. Approval of minutes Meeting 20 April 2017

Final sentence of item 6: 'are were' should be 'were no'. New date, time and venue of the AGM to be put in.

Subject to these changes: Nui moves and Fr Paul seconds. Carried.

4. Matters Arising: All matters have been addressed or were on the agenda.

5. Inward correspondence: Nil

6. Annual Plan 2017 Progress

- i. A-1, B-1 – Fr Paul. Report received. No comments.
- ii. C-1, D-2, D-3, J-1, P-1, T-2: Code of Practice – Elly. Report received.
The proposed Rule of Life was discussed. Elly and Fr Paul will take the feedback to make amendments. Other committees have also been asked for their feedback. The final draft will be put to the PPC for approval before the AGM. Elly will mention the Rule of Life at the AGM. The Rule of Life will also be published on the website and given to each committee.
- iii. D-1: Social events – Nui. Report received. Mary Allen is willing to do the catering at the AGM. Fr Peter and Nui will discuss outside the meeting what is needed.
- iv. E-2: Review of hubs – Colleen. No actions were planned.
- v. H-2: Poor and needy – Clare. Report received. It was suggested to set up an ad-hoc group with one objective only: to mark the 19 November World Day for the Poor. Ruth provided two names to Clare of people who are interested. It was noted that First Holy Communion is likely to be on that same day, which would need to be taken into consideration.
- vi. K-1: Environment – Clare. Report received. Clare was asked to get formal agreement from the Care of Creation Group to take on this action.
- vii. M-1: Youth development group – Nui. Report received. It was noted that the aim is for the youth themselves to be driving the youth development, with support from adults and oversight from the Youth Coordinator.
- viii. Q-1: Communication Plan – Elly. Report received. An alternative approach has been proposed by Rhondda. Doug would like to add that a focus needs to be put on the impact of the communications, rather than just the communications. Doug will become liaison for this action. Elly will introduce Rhondda and Doug to each other.
- ix. R-1, S-1, S-4: Finances - Fr Peter. No actions were planned.
- x. T-1: Faith Formation and Leadership development – Ruth. Report received. A list of names for the team was presented and discussed. Four nominees resulted. Elly will speak to three of them, Fr Paul to the fourth. The aim is to be able to announce the team at the AGM.

7. Reports from Leadership groups:

- a. **Finance Committee** – Report received. All audio-visual equipment will be reviewed and where needed renewed to ensure that all churches and centres are properly equipped by next year.
The Finance Committee has also recommended to the Health and Safety Committee that all three churches and the Parish office need to be checked for alternatives in the case of a power outage.
- b. **Liturgy Committee** – No report.
- c. **Parish staff** – No report.

8. Legislative Compliance:

- a. **Health and Safety** – Nui. No meeting was held. The next two meetings will concern development of emergency procedures.

9. General Business:

- a. **Special Projects Collection** – Elly reported on the vote and the issues that have arisen from each alternative. It was decided to hold the collection, but without a specific cause. The money received will be set aside for special projects in the parish that will come up during the year. Elly will advise Carmel.
- b. **AGM preparation** – The structure of the meeting was discussed. Elly and Fr Peter will meet to prepare further details. Nui and Fr Paul put in apologies for the AGM.
- c. **Building planning update** – Fr Peter reported on progress. A C30 meeting is planned for 18 June to discuss the options put forward by the planning group and to decide on the proposal that will be sent to Bishop Charles.
- d. **Next meeting dates:** Thursdays 15 June and 20 July, same time, same place.
- e. **Election of the PPC Chairman** – This was Elly's last meeting in the role of PPC Chairman. She will still present at the AGM and step down from the PPC after the 15 June meeting. Fr Peter nominated Doug for the Chairman position. Ruth seconded this. All supported this nomination and Doug has accepted. Doug will be unable to attend the 15 June meeting and Elly agreed to chair that meeting.
- f. **Other:**
 - i. Elly asked whether performance appraisals would be held this year. Fr Peter responded they are planned for the second half of the year.
 - ii. There is no response to the secretary vacancy; the advertising has not worked. Fr Peter will continue to try and find someone.

10. Closing Prayer: Doug

Upcoming events and meetings concerning the PPC and its members

When	What	Where
Thursday 18 May, 7:00pm	Meeting PPC	Parish office meeting room
Sunday 11 June, 2:30pm	Parish AGM	St Patrick's Church, followed by informal gathering in Hannigan Centre
Thursday 15 June, 7pm	Meeting PPC	Parish office meeting room
Sunday 18 June, 2:30pm	C30 meeting	Hannigan Centre
Thursday 20 July, 7pm	Meeting PPC	Parish office meeting room

Tasks

Who:	Task:	By:
Elly/Fr Paul	Finalise Rule of Life and gain approval from PPC	3 June
Nui and Fr Peter	Discuss requirements for social event after AGM	asap
Fr Peter and Elly	Prepare AGM	asap
Clare	Get formal agreement from the Care of Creation Group to take on this action.	June PPC meeting
Elly	To establish contact between Rhondda and Doug	asap
Elly and Fr Paul	Contact nominees for Faith Formation and Leadership Development team	asap
Elly	Advise Carmel of Special projects Collection decision	asap
All	Provide written update on action plan progress.	Friday 9 June