



The Catholic Parish of Stevenage Old Town

The Church of the Transfiguration of Our Lord · Stevenage Old Town
Shared church of Christ the King · Symonds Green



MEETING MINUTES

MEETING NAME	ORGANISER
PPC Annual General Meeting	Sue Coy

LOCATION	DATE	TIME	DURATION	MEETING NUMBER
Transfiguration Church, Old Town	05/07/2009	12:15	1.0 Hours	AGM

DISTRIBUTION (Participants, Copies for information)		
ATTENDEES	APOLOGIES	COPIES
Sue Coy - Chair SC Mark Cranny MC Kris Kasperowicz KK Tony Lennon TL Peter Stones PS Jackie Swanson JS Father Frank Fr.F Sister Loretta Sr.L 16 parishioners	Theresa Jones TJ	

Type: A=Action, D=Decision, S=Statement, I=Information

Status: New, Open, Outstanding, Closed, Superseded

Priority: 1=High, 2=Normal, 3=Low

Date: Date due, Date Completed, Date superseded

Item	Type	Description	Status	Pri.	Owner	Date
1.		SC opened the Parish Pastoral Council (PPC) AGM.				
2.		PPC formation / history SC presented a brief summary of how the PPC was formed and mentioned that from the 15 original volunteers we have 8/9 who regularly attend meetings.				
3.		PPC activity over past 12 months PS presented a summary of the PPC activity for the last year: - <ul style="list-style-type: none"> • PPC constitution • Identification of parish groups/activities • Allocation of PPC representatives of various groups • Meeting with Bishop Stack 				

		<ul style="list-style-type: none"> • Fr.Godfrey's visit • Christmas play • Visit to The Transfiguration from JHN Year 8 • Establishing a group of Alter Servers • Coordination of rotas for various parish activities • Maintenance of The Transfiguration and Presbytery • Appointment of new CTIS representative (Jackie Swanson) • Parish survey/questionnaire 				
4.		<p>Parish Questionnaire analysis</p> <p>MC presented a summary of the results from the parish questionnaire/survey:-</p> <ul style="list-style-type: none"> • 247 responses from all weekend masses. • PPC aware that the 60-80 age group is very significant and will probably grow • Most parish groups need additional (younger) members to join their ranks – will consider promoting each group/activity over the coming 12 months • PPC very aware that noise in church (particularly but not exclusively) from young children is distracting to some parishioners • PPC aware of space issues 				
5.		<p>AOB</p> <p>There was a general view that there was a lack of communication from the PPC to the parish. Several parishioners felt that the AGM date was not publicised enough and probably led to the poor attendance at the meeting: it was also suggested that the timing of the AGM was not convenient for many people, particularly those with families. There was a suggestion that in future the AGM could be combined with a social event to encourage better attendance.</p> <p>It was suggested that a PPC promotion representative be appointed to aid communication between PPC and parishioners. Another suggestion was that a specific PPC Newsletter be produced, perhaps twice a year.</p> <p>PPC Meeting minutes – make hardcopy available in addition to existing access on parish website and notice boards.</p> <p>Contact with other Catholic parishes in Stevenage – information re deaths, births, marriages etc to be made available across all parishes</p>				
6.		<p>After re-iterating the PPC purpose and mission SC brought the meeting to a close.</p>				