



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
Parish Pastoral Council	Sue Coy

LOCATION	DATE	TIME	DURATION	MEETING NUMBER
Old Town, Presbytery	06/12/2009	12:00	15 mins	016

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Tony Lennon	TL	Attendees plus: TL, Audrey Murphy
Liz Canavan	LC	Sister Loretta	Sr.L	
Mark Cranny	MC			
Kris Kasperowicz	KK			
Anne Francis	AF			
Maria Hoffman	MH			
Janet Middleton	JM			
Janet Page	JP			
Peter Stones	PS			
Jackie Swanson	JS			
Father Frank	Fr.F			

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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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) meeting with a prayer.				
2.		After apologies for absence the minutes from the previous meeting were approved.				
3.		Christmas arrangements AF gave details for the play that will be performed by the First Holy Communion children at Christmas Eve mass at 6pm				
	I	There will be a practice on the 19 th December between 1:30pm and 2:30pm (after the Christmas Tree dressing between 12:30pm and 1:30pm)				
4.		AOB PS gave a summary of the finalised parking changes in the Old Town. PS will arrange for a	Open	3	PS	
	A					

		notice to be put into the Newsletter detailing these changes in advance of their coming into force next year.				
	I	The date for the next PPC meeting was agreed as being Saturday 23 rd January at 7pm				
5.		After a prayer the meeting closed.				

Outstanding Actions						
1.	A	It would also be helpful if two or three Parish Council members were available (and easily identifiable) at the end of each Sunday mass: this would take some of the burden off Sr.L and Fr.F who tend to be inundated at the end of mass: members of the PPC could take on the role of "Welcomers" at each mass in order to let the parish put names to faces. KK will look at organising a "Welcomers" rota.	Closed	2	KK	21/11/09
2.	A	A new representative needs to be found for the Deanery Pastoral Council as Alan Bruce will be stepping down.	Closed	1	All	18/10/09
3.	A	Several parishioners gave their contact details: contact needs to be established with them. MC to coordinate list with KK/AF.	Open	2	MC	
4.	A	AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	Ongoing
5.	A	Children and noise – Fr.F suggested trying a "child friendly" area to the left of the altar near the sacristy (closer to the loo for toddlers!)	Open	2	SC/MH	
6.	A	Music – SC to arrange meeting of several parishioners and ask them to start a music group/choir.	Open	2	SC	
7.	A	Compile a Parish Directory	Open	3	MC	Ongoing

NEXT MEETING	Saturday 23 rd January, 7pm at the Old Town Presbytery
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The purpose of the Parish Council is to promote and support the pastoral life of the parish in all of its aspects, both when gathered as a worshipping community and in daily life.