



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	08/08/2009	19:00	1.0 Hour	013

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

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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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.		Parish AGM At the AGM some parishioners expressed the opinion that communication between themselves and the PPC is poor: effort will be made in the future to improve communication using a suggestion box of some sort. Parishioner Janet Middleton (JM) has offered to help in any way that she can. It was suggested that Janet be approached and asked to join the PPC as her assistance would be more effective if she was present at all of the meetings. (SC to handle this). Future PPC meetings are to be announced in the newsletter (hopefully JM will handle this) and approximately 30 copies of the minutes will be available after mass for those who want to take them home.				

4.		Outstanding actions There are a number of outstanding actions from previous meetings which need to be closed: it was suggested that we all work on these as the new term of the PPC begins. (All PPC members).				
5.		Car parking Fr Frank has received a letter regarding the plans to charge for parking in the Old Town. Due to public outcry the matter is going to be subject to a consultation process: it was felt that the PPC should play a part in the consultation as the changes may affect our parishioners as they attend mass in the Old Town. There are also plans to extend the double yellow lines near the Church of the Transfiguration, but it is unclear at present where they will be. The PPC will find out what it can, ready for discussion in the future. (PS to handle this).				
6.	D	Next PPC meetings The dates of the next two meetings are set as Saturday 12th September at 6.45pm and Sunday 18th October at midday. Fr Frank has given permission for the September meeting to be held in his absence: he will away from 7th to 28th September. Fr John Miller will be in residence (hence the earlier than usual Saturday meeting time).				
7.	I	The "Roamin' Catholics" are having their first ramble next Sunday, August 16th. Good luck - we hope the weather is favourable. (Fr F, MC handling this).				
8.		Harvest Lunch The Harvest Lunch is to be held in October: the 11th was felt to be a suitable date. Parishioners will be asked to bring food to share, and the event will, weather permitting, be held in the presbytery grounds. If it rains everything can be moved into the church building and chairs will be moved to accommodate the people. Ideas on how best to organise the event and the food at the next meeting please - the only one before the Harvest Lunch. (AF, TL handling this, with assistance from all of the PPC members).				
9.		Christmas At the next meeting we shall have to start the discussion on the subject of Christmas and arrangements for the play.				
10.		AOB It was suggested that the PPC go out as a group for a celebratory meal over the Christmas period. Due to the difficulty in booking restaurants close to Christmas please would all PPC members think now about where they would like to go, and when, and bring suggestions to the next meeting. It was felt that it would be a very good idea for a Christmas dinner to be held for people who will be alone or unable to cook on Christmas Day. It is too late to arrange it this year as it takes a huge				

		amount of organising: next year (Christmas 2010) we might be able to manage it, but maybe work in partnership with the other churches in Stevenage. There might be grants or funding available, or council premises which could be used for a purpose such as this.				
11.		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.	Open	2	All	Ongoing
2.	A	KK will look at organising a "Welcomers" rota.	Open	2	KK	
3.	A	A new representative needs to be found for the Deanery Pastoral Council as Alan Bruce will be stepping down.	Open	1	All	
4.	A	The analysis/summary of the questionnaire results needs to be completed so that feedback can be provided to the parishioners at the Annual Parish Assembly in July.	Open	2	All	
5.	A	Several parishioners gave their contact details: contact needs to be established with them.	Open	2	All	
6.	A	AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	
7.	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	
8.	A	Music - SC to arrange meeting of several parishioners and ask them to start a music group/choir.	Open	2	SC	
9.	A	Compile a Parish Directory	Open	3	MC	Ongoing
10.	A	Organise a parish ramble for Sunday 16 th August 2009.	Closed	3	MC	16/08/09

NEXT MEETING	Saturday 12 th September, 6:45pm at the Old Town Presbytery Sunday 18 th October, 12pm 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.