



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	12/09/2009	18:45	1.5 Hours	014

DISTRIBUTION (Participants, Copies for information)				
ATTENDEES		APOLOGIES		COPIES
Sue Coy - Chair	SC	Anne Francis	AF	Attendees plus: LC, AF, JM, JS, Fr.F, Janet Middleton, Audrey Murphy
Mark Cranny	MC	Maria Hoffman	MH	
Kris Kasperowicz	KK	Janet Page	JP	
Tony Lennon	TL	Jackie Swanson	JS	
Peter Stones	PS			
Sister Loretta	Sr.L	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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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.		Harvest Lunch TL explained that he and AF had discussed parish social events and were proposing an Harvest Lunch after 11am mass on Sunday 11 th October (12pm to 3pm). This would be a 'bring & share' lunch with some games for the children and auction of seasonal foods.	Open	2	All	
	A	MC to arrange for an announcement to be placed in the newsletter w/e 19 th /20 th September.	Closed	2	MC	16/09/09
	A	Several members of the PPC to make announcement to parishioners at each weekend service w/e 19 th /20 th September.	Closed	2	All	20/09/09
	A	w/e 26 th /27 th September PPC members to be	Open	2	All	

		available at the end of each weekend service to get the number of people likely to attend and what foodstuffs they could bring.				
4.		Car Parking PS outlined what is known of the Council's planned car parking changes for the Old Town. The consultation process has now ended and the final plan is due to be revised revealed by the end of September or early October. There will be a meeting at the Baptist church on 6 th October for all local parties interested in this.				
5.		Christmas SC mentioned that some thought should now be put into plans for Christmas eg. earlier notice in the newsletter of the Christmas play arrangements. There was some discussion regarding the crowding at the Christmas Eve mass. There was a suggestion that an additional mass might ease this (eg. a mass at 5pm and one at 8pm).				
6.		AOB It was agreed that Janet Middleton should be approached as to joining the PPC on a permanent basis. It was suggested that the PPC go out as a group for a celebratory meal over the Christmas period to the Waggon & Horses in Graveley one Saturday lunchtime. Date TBC.				
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. KK will look at organising a "Welcomers" rota.	Open	2	KK	Ongoing
2.	A	A new representative needs to be found for the Deanery Pastoral Council as Alan Bruce will be stepping down.	Open	1	All	
3.	A	Several parishioners gave their contact details: contact needs to be established with them.	Open	2	All	
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

Sunday 18th October, 12pm at the Old Town Presbytery

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.