



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	13/06/2010	12:00	1 hour	021

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

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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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.		PPC Membership				
	I	MC & MH will be stepping down from the PPC, 7 have indicated that they wish to continue (SC, AF, KK, TL, JM, PS, JS) and there are 6 volunteers who wish to join: Elaine Connolly, Sharon Dudley, Jean Potter, Mark Thomson, Martina Volske and Maggie Skeggs.				
	D	It was agreed that there would be no need for an election and that all the volunteers should be accepted onto the PPC.				
	A	MC to contact volunteers and confirm availability for AGM.	Closed	2	MC	15/06/10
4.		AGM / Bring & Share Lunch arrangements				
		The format for the Parish AGM was discussed and it was agreed that the structure would be:-				

	A	<ul style="list-style-type: none"> Welcome Report by the Finance committee PPC present an overview for the year Introduce new PPC members Bring & Share Lunch <p>Bring & Share Lunch: TL can provide a gazebo; KK can provide some children's games; Tombola; BBQ. Money raised could go to CAFOD/SCIMP.</p> <p>2 weeks before the PPC will gather a list of attendees and what they intend to bring/share: MC to arrange rota.</p>	Closed	2	MC	15/06/10
5.	I	AOB Old Town Car Parking changes – changes to come into effect on 1 st July. PS to arrange for newsletter announcement.				
	A	JM asked that the Parish Directory be made available in the next few weeks. MC agreed to prepare something by AGM. JM to get quote for printing.	Open	2	JM/MC	
	A	JS mentioned that she could arrange a meeting with Maurice Gordon re arranging Christmas lunches for those who are alone. JS to confirm meeting for 8pm 23 rd June.	Open	3	JS	
6.		After a prayer the meeting closed.				

Outstanding Actions

1.1		AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	Ongoing
1.2		Quiz Night (with Fish & Chip supper) to raise money for CAFOD. This will now be arranged for Autumn.	Open	2	TL	Ongoing
2		Music – SC to arrange meeting of several parishioners and ask them to start a music group/choir for 6pm mass.	Open	2	SC	Ongoing
3.		Compile a Parish Directory.	Open	3	MC	Ongoing
4.		Christmas Dinner for those who are alone.	Open	2	JS/All	
5.		Print the main prayers for Mass onto labels and include in the back of the hymn books	Open	3	SC	Ongoing
6.		MC to email all existing PPC members to confirm who is intending to stay on.	Closed	2	MC	16/05/10
7.		KK agreed to prepare the AGM flyer/nomination form for attachment to the newsletter.	Closed	2	KK	21/05/10

NEXT MEETING

Parish AGM & 'Bring & Share' Lunch:
12pm Sunday 11th July

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.