



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	15/05/2010	19:00	1 hour	020

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

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Status: New, Open, Outstanding, Closed, Superseded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Date: Date due, Date Completed, Date superseded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.				
4.		AGM arrangements The format for the Parish AGM was discussed and it was agreed that the structure would be:- <ul style="list-style-type: none"> Report by the Finance committee PPC present an overview for the year Volunteers/Nominations for the PPC Bring & Share Lunch 				
	A	MC to email all existing PPC members to confirm who is intending to stay on.	Open	2	MC	
	A	KK agreed to prepare the AGM flyer/nomination form for attachment to the newsletter.	Open	2	KK	

		Bring & Share Lunch: TL can provide a gazebo; 2 weeks before the PPC will gather a list of attendees and what they intend to bring/share.				
5.	I	<p>AOB</p> <p>Old Town Car Parking changes – PS gave a brief status report.</p> <p>The outstanding actions were reviewed.</p> <p>Fr.F informed the PPC that Fr Godfrey will be staying in September. PPC to discuss arrangements at a later meeting.</p>				
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
2.1		Music – SC to arrange meeting of several parishioners and ask them to start a music group/choir for 6pm mass.	Open	2	SC/MC	Ongoing
2.2		Announcement needed for newsletter asking for those interested to come to a meeting.	Closed	3	MC	
3.		Compile a Parish Directory.	Open	3	MC	Ongoing
4.		Christmas Dinner for those who are alone.	Open	2	JS/All	
5.1		Announcement in the newsletter asking for volunteers.	Closed	3	MC	
5.2		Welcomers rota	Closed	3	KK	
6.		Print the main prayers for Mass onto labels and include in the back of the hymn books	Open	3	SC	
7.		Arrange a rota for AGM announcements from the altar and flyers attached to the newsletter.	Closed	2	MC	07/05/10

NEXT MEETING	<p>At the Old Town Presbytery: 12pm Sunday 13th June</p> <p>Parish AGM & 'Bring & Share' Lunch: 12pm Sunday 11th July</p>
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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.