



# 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	18/04/2010	12:00	1 hour	019

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

**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**Status:** New, Open, Outstanding, Closed, Superseded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**Date:** Date due, Date Completed, Date superseded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.		<b>Review of Easter activities</b> There was a brief review of the activities over Easter. It was acknowledged that one or two things were done differently to last year, but this was down to Sr.L not being around to organise them.				
	S	JS mentioned that the Lenten Talks and the Walk of Witness went well.				
4.		<b>AGM arrangements</b>				

	A	It was agreed to begin notifying the parish about the AGM in July. This would take the form of announcements from the alter and flyers attached to the newsletter. MC to arrange a rota for this.	Open	2	MC	
	S	SW mentioned that it would make sense to combine the Finance Committee report with the AGM.				
5.		<b>AOB</b>				
	I	PS gave an update on the parking changes in the Old Town: there has been a delay in implementing the new restrictions and these are now expected at the end of May.				
	I	JP mentioned that the Old Town parish centenary would be in 2014.  SW was attending the PPC meeting as Finance Committee representative and asked if the PPC required funding for any specific parish projects.				
	I	JS mentioned election hustings would be taking place on 27 <sup>th</sup> April at Grace Community Church, Hydean Way at 7pm.				
6.		After a prayer the meeting closed.				

<b>Outstanding Actions</b>						
1.		Several parishioners gave their contact details: contact needs to be established with them.  MC to coordinate list with rest of PPC and make contact with volunteers.	Closed	2	All	27/02/10
2.		AF/TL to investigate social events, possibly in conjunction with the JHN Association.	Open	2	AF,TL	Ongoing
2.1		Quiz Night (with Fish & Chip supper) to raise money for CAFOD. This could possibly be arranged for late April or early May	Open	2	TL	Ongoing
4.		Music – SC to arrange meeting of several parishioners and ask them to start a music group/choir for 6pm mass.  Announcement needed for newsletter asking for those interested to come to a meeting.	Open	2	SC/MC	Ongoing
5.		Compile a Parish Directory (distribute early February)	Open	3	MC	Ongoing
6.		Christmas Dinner for those who are alone.	Open	2	JS/All	
7.1		Announcement in the newsletter asking for volunteers.	Open	3	MC	
7.2		Welcomers rota	Open	3	KK	Ongoing
8.		Print the main prayers for Mass onto labels and include in the back of the hymn books	Open	3	SC	
9.		Hardcopy of PPC meeting minutes to be made available at the back of church.	Closed	3	JM	28/03/10
10.		Announcements in the Newsletter regarding the PPC meetings.	Closed	3	PS	28/03/10

**NEXT MEETING**

At the Old Town Presbytery:  
7pm Saturday 15th May  
12pm Sunday 13th June

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.