

2) Minutes process and publication

- Minutes from each PPC meeting to be circulated to and agreed on by Council members via email shortly following each meeting.

KC/PMcD

- PMcD to produce a final copy for approval at the next Council meeting.

KC/PMcD

- Minutes then to be published on the Parish website/displayed on the noticeboard in the Narthex

TB/PMcD

3) Parish Priest's report

- **FrK** reported satisfaction with how the Lent/Easter period had gone. The series of presentations on the Sacraments during Lent and the Soup lunches were well attended and the intention is to build on these next year, and to continue the video presentations in the Autumn
- Easter Sunday mass was extremely busy; **FrK** asked for suggestions regarding increasing the number of masses on this and Christmas Day to accommodate eg. A 9.30 Mass for families, followed by an 11am Mass?

All

- Father also requested that if the porch is very busy the doors be opened to enable Parishioners to hear and participate in the Mass. It was suggested that this might be part of the role of the welcomers at Mass, as well as guiding people to seats where available.
- **Fr K** acknowledged the lack of an experienced adult to help as 'Master of Ceremonies' in delivering the Liturgy, which he is keen to address going forward.
- Looking forward, **FrK** noted that Ascension Day has been moved back to the Thursday from Sunday and as a Holy Day of Obligation there will be two masses that day, one for the school in the morning and one in the evening
- On Corpus Christi there is a procession and BBQ planned for the families of First Communicants
- Father's amended report on his first 18 months and summary of Parish accounts to be published in the next couple of weeks.

4) Parish finance/maintenance update

- **TB** reported on work completed since the last meeting and the work in-hand/planned in accordance with the diocesan 4-yearly report and in response to ongoing maintenance needs eg. Renovation of the main entrance, investigation into mould on the Monk's chapel ceiling
- On finance, **TB** reported reductions in the cost of Planned giving envelopes following an audit. **SR/AS** suggested this could be further reduced if the envelopes are only used for extraordinary collections rather than every week. **TB** to review for 2019.

- On data protection, following attending the relevant course, **TB/data representative** to supply guidance notes for those running Parish groups eg. Readers' rota
- **TB** confirmed the ongoing progress on the sale of the land in Kennel Road.

5) **Audit of Parish groups**

- **SR** presented updated contact information for all Parish groups under the headings Parish Office, Finance, Outreach, Education Liturgy and Sacraments and Worship, with a view to publishing these on the website/noticeboard in the Narthex.
- **SR** to email these round to the Council for any amendments. **SR/All**
- **SR** highlighted that the areas of Hospitality and Fundraising currently have no contact name/representative.

6) **Youth Ministry**

- Discussed under 1) above

7) **Parents and Pre-schoolers**

- Both items 6) and 7) to be discussed in next meeting

A.O.B.

- Parish Magazine: **FrK** brought samples of other local Parish magazines as a good means of communication.
- **AS/TB** suggested with adverts this could be self-funding.
- **PMcD** suggested there was a contact within the Parish with professional experience who might be willing to edit a Parish Magazine
- **TB** to put together a draft for review at the next meeting.
- **TB** highlighted the KSC initiative of Vocations day in May, a 24 hour exposition of the Blessed Sacrament.
- **PMcD** noted that a former Director of the National Office for Vocation lives in the Diocese and might be a useful source of support/ideas
- **Next meeting on Youth ministry arranged for 15/05 All**

Concluding Prayer and Blessing