

PARISH COUNCIL MEETING  
11 OCTOBER 2017 7.02 PM

**PRESENT:** Father Mike Wooller, Father Percy Kimble, Brad Frost, Heta Dawson (Chair), Anita Tofaeono, Tina Shore, Tony Fenwick

**QUORUM ACHIEVED 7.07PM**

**APOLOGIES:** Grace Dodson, Anne Milliken, Semisi Semisi, Alan Mitchell

**WELCOME:** Heta Dawson

**OPENING PRAYER / BREAK OPEN THE WORD:** Heta Dawson

**PREVIOUS MINUTES AUGUST / SEPTEMBER:**

Amendments: August Minutes: Should read July minutes not June Minutes in Motion to move minutes.

*The August minutes were approved as a true and accurate record including the about amendment.*

*Moved: Father Mike Seconded Tina Shore*

Amendment: September Present: Tina Shore was not present.

Item No 7: The youth group referred to was not the Ignite Youth Group but the iRise Youth Group.

*The September minutes were approved as a true and accurate record including the above amendment.*

*Moved: Brad Frost    Seconded: Father Percy*

**INWARDS CORRESPONDENCE:**

Theresa Chung-Sum resignation

How do we organise feast days when multiple celebrations clash.

**OUTWARDS CORRESPONDENCE:**

Response to Theresa's resignation

**MATTERS ARISING:**

Heta noted that the Parish website now has the Minutes up, Parish Guidelines.

Item 3 has been completed.

AGM – Lessons Learned: Should do Power Point reporting as per the Napier Parishes. Headings were Parish Council, Finance etc.

Father Mike suggested he would do a power point under these headings.

Tina noted that she had feedback that the meeting did not reflect the cultural diversity of the parish, and that perhaps we should return to having the Financial reporting at mass which would capture all the parish rather than the group that is catered to with an official AGM format.

Heta noted that when the years' timeline comes out that included will be looking at the AGM at least 2-3 months prior.

Legion of Mary Letter – As this was not completed Father Mike will do the letter.

**ACTION:** Open

### **Parish Priest Update: (Attached)**

Item 6: Unfortunately our priests will not be able to attend as their mass and reconciliation load is too heavy to be able to be present.

Item 7: Wonderful weekend, reflections were very deep and extraordinary, excellent atmosphere. It was lovely to have been asked to help transport the youth back from camp.

Item 11: Certificate of Appreciation. Four people who are coming to the end of service and would be great to have a certificate of appreciation in recognition of the work that people give to their ministries. Suggested that the Diocese might have something.

#### **ACTION: Father Mike to follow up with Diocese.**

General feeling was that this was a great idea. Some names have been suggested. Anita suggested you could have a long service award, and a current year contribution certificate.

Heta said that perhaps at the 6 monthly PPC reflection meeting we make it a standing agenda item that suggestions for appreciation certificates.

Anita suggested making calls for nominations for appreciations awards, it was felt that this was a good idea and Father Percy suggested doing a notice in the inside of the newsletter.

Papal blessing, write to the Nuncio, then it goes to Rome. Father Mike suggested we could do some papal awards and certificates.

### ***Lafaele Baice arrived 7.59pm***

**ACTION:** Heta to ask Fiona August to design a certificate, to bring to the next PP meeting, and call for nominations to come from that meeting, so they can be ready for the end of year appreciation function.

*Tina Shore moves the Parish Priest report and Anita seconded*

### **General Business**

Parenting Workshop

Brad spoke to Iosis, they are fairly open to running workshops at night. Brad would like to notify those that have indicated interest to let them know, as well as a note in the newsletter.

Building on the play by the youth, put in notice about places to go to for support during the holiday period, as this is a very stressful time for families.

Lafaele:

Noted the lack of signage and lighting.

Electronic board at front from school. Approval done, resource consent is being sought. Formal approval to be sought from Parish once consent is granted. Consent should allay any worries re safety held by Parishioners so we do not expect any issues from the parish as the school is paying for it and giving us access for it.

Lighting: Lack of lighting at the front of the church, makes it uninviting and unsafe. Tina suggested that on the white wall at the top of the church, it would be great to have something there that says

who we are and inviting.

The drive way is very dark and hard to know where to turn into, it also invites anti-social behaviour in the dark spots.

Note in parish council news in newsletter that the school has consulted with the parish regarding having an electronic sign board out the front, and so going through the resource consent process.

Father Mike needs to ask school board about how much time the parish will have available for use.

### **Pastoral Care:**

Talked about the Parish review for quite some time. Getting professionals in to do an organisational review, so we need to set the scope and reasoning of the review.

- Look at the aging priest population
- Sustainability of engagement with the community.
- Ensure there is sufficient numbers of support
- Review skill set, changes of responsibility, plant and property plans, services to be provided

Heta put a motion on the table, Tina seconded.

Heta reiterated outcomes be presented to the council,  
Need to be transparent and mindful of impact of findings.

What resources are there in the Diocese available to tap into, have an understanding of the needs are of the. Does have interior resources but can be good to look for outside professional support sympathetic to pastoral skills.

Be clear on objectives and scope.

Reason, objectives, steps, communication.

Where to from here? Small working party. Need to get this up and running within the next week. Father Mike has concerns about the safety and lonely nature of the secretary role, as part of the H & S nature of the role as well. Property Management as well. Suggest the Napier model would be a good place to start.

Task group to start on Wednesday, 18<sup>th</sup> October. Venue to TBA.

### **Maintenance**

Anita met with Glen, they have come up with a plan. Special focus will be lounge and kitchen. Anita distributed plan and Working Bee schedule and it must be blocked out of diary. Theresa has list of current contractors.

H & S considerations needs to be done, need a risk assessment, and outline prevention plan. Look at H & S polices and formulate plan. 28<sup>th</sup> for trades people needs to be organised.

**ACTION:** Father Mike to ask Theresa for list of trade's people

Park: H & S: Requirements need to be done, especially for camps and trips for children,

**ACTION:** Brad and Heta to look at policies and adapt to required tasks. Done prior to the 28<sup>th</sup>.

Mass for Bereaved Nov 23<sup>rd</sup>.

**ACTION:** Hospitality Committee need to set dates for 2018.

Finances:

Been passed on to the committee. No update from committee. No update on new committee. Father Mike has approached suggested people and some have said yes and some no. Should have confirmed names by November.

Pre-approved budgets, better to have but wait for new committee to up and running to formulate process on how.

End of Year Appreciation: 10<sup>th</sup> December after mass. BBQ hamburger, salads, buns. All ministries.

PPC: 6<sup>th</sup> December at Volare, People pay for themselves. Partners invited.

Directory is published. Draft communication policy will be emailed out.

Review date, social media policy and privacy policy.

**ACTION:** Feedback policy to Anita prior to the next meeting then will be adopted.

Parishioners – post minutes, 5 – 6 bullet points in newsletter. As per policy and decision

Parenting, into next week, beginning discussion on what the future of the parish might look like, working bee, publish dates for appreciation, 23<sup>rd</sup> Nov, bereaved mass anointing, 12<sup>th</sup> Dec at 11am.

Different ¼ have a cup of tea with the council.

**Matters:**

Lessons learnt from AGM done.

Pastoral plan – Trello board done

Exec: communication, financials, care of parish in bereavement (task group – Anne, Tony, Tina, Percy). Is this good for council. Awesome.

Measure capacity of mass, needs to done for November, process to be put in place.

New Catholics, who and how are we being welcoming to them. Special invite to the ministries.

9.28pm close