

**PARISH COUNCIL MEETING**  
**Wednesday 8 Nov 2017 in the Carmel Room**

Start: 07:10pm

**Opening Prayer & Break Open the Word – Brad Frost**

Welcome        Heta Dawson  
Present        Heta Dawson, Fr Percy Kimble, Lafaele Baice, Alan Mitchell, Grace Dodson, Brad Frost, Anita Tofaeono, Tina Shore, Tony Fenwick, Anne Milliken, Semisi Semisi, Fr Mike Wooller  
Apologies     Tanupo Iuni Terry  
Absent        Matalena Luteru

**Precious Minutes - October** - number of amendments needed upon read through of draft minutes. Apologies for October Meeting should include Grace Dodson, Anne Milliken, Semisi Semisi and Alan Mitchell. A couple of small corrections and spelling mistakes fixed and Parish Priest Report added *The October Minutes were approved as a true and accurate record including the above amendments.*  
*Moved: Fr Percy, Seconded: Tina*

**Correspondence**

Inward – Letter from Iosis regarding Positive Parenting Programme  
Outward – Letter to Josephine Centre re: PPC Retreat Day Booking in Feb 2017

**Parish Priest Update** (copy attached to Minutes)

**New Agenda Items**

**2018 Retreat/Planning Day**

For PPC and new Finance Committee. Confirmed for Saturday 17 February at the Mary Mackillop Centre in Kohimarama. Time 10am-5pm tbc. Purpose – to re-energise and focus our efforts as a team working with a common purpose into the challenges of 2018. Main focus for the first 6 months of 2018 will be the re-structuring and financing the re-structuring. Transparency and communication with parish groups will remain a high priority through this time.

Suggestion that Pat Lythe would be a good facilitator for this meeting.

**ACTION:** Exec Team to organise Facilitator and Programme

Chairman requested that as we end the year, that PPC Members reflect on & assess their commitment and availability for continuing on the PPC in 2018.

**ACTION:** Notification of any resignations to be given to PPC Chairman by 6 December 2017

Suggestion made that as we have had 2 resignations from PPC this year and that we need a larger voice from our young people that we invite 3 new youth reps onto the PPC ready for 2018. All can attend meetings or take turns.

**ACTION:** Lafaele to ask for 2 volunteers from iRise Youth Group

**ACTION:** Grace to ask for 1 volunteer from ACTs Young Adults Group

**November Mass Count** - is underway at all Sunday masses throughout November

**Strategic Areas of Focus Updates:**

**Pastoral Care - Fr Mike**

**Ministry to the Sick** – some parishioners are slipping through the current system. Father Mike is the current co-ordinator. There needs to be a new co-ordinator appointed ASAP. Training will be provided

**ACTION:** Fr Mike and Fr Percy to find new co-ordinator prior to Christmas

### **Maintenance – Anita**

**Working Bee** was a success. Approx. 30 people attended. Still lots to be done. Thanks to Brad for doing the necessary Health and Safety forms. New cleaning equipment – brooms, mops, buckets etc bought – need naming. Suggestion that we have two Working Bees per year and try to encourage more involvement from the Parish.

**ACTION:** Heta to schedule two Working Bees per annum in future. October and April

**ACTION:** Anita to arrange new cleaning gear to be named “Property of St Anne’s Church”

**Parish Lounge Upgrade** – Roof leak was repaired and is still leaking. It is being looked at again. Painter has been in to assess lounge, Kitchen, hallway and toilet area for repainting - still waiting on quote.

**Asbestos Testing** – Brad and Painter both identified our Hall ceiling panels as possibly containing asbestos. Suggested getting sample taken at Working Bee tested by lab. Cost approx. \$80. All in favour

**ACTION:** Anita to organise testing of sample

### **Financial – Fr Mike**

**Verbal Report** – we are getting enough money to pay the bills. \$2000 per month being directed into our Investment Account.

**ACTION:** Fr Mike to provide Financial Report to PPC via email by end of year

**New Finance Committee** – no further update. This is reaching critical stage as new committee members need to be invited to our Feb Retreat/Planning Day

**ACTION:** Fr Mike to advise new Finance Committee by December

**Power Brokerage** – other parishes have found significant savings can be made by hiring a Power Broker to find the cheapest power option for our needs. Alan Mitchell has a son who works in this area

**ACTION:** Alan Mitchell to discuss further with Fr Mike. Possibly for action by the Finance Committee in 2018

### **Caring & Service/Hospitality**

**Bereavement Mass** – Thursday 23 November. Supper to be provided by Hospitality Committee. Invitations have been sent out to those families who have had funerals of loved ones at St Anne’s over the last year. Next year the Hospitality Committee would like the invitation to include ‘Light Supper provided – please RSVP’ so that they have a clearer idea of how many to cater for. Decision made to cater for 150 people – 3 items per person

**ACTION:** Fr Mike to check how many invites went out and how we can get the invite amended for next year

**Anointing Mass** – Tuesday 12 December, Light Lunch to be provided by Hospitality Committee

**End of Year Appreciation** – Sunday 10 December, 11.30am in the Hall

**ACTION:** Anita and Tina to send out invitations and promote. Confirm list with Fr Mike

**ACTION:** Hospitality Committee Meeting to be held ASAP to confirm details of above events

### **Communication**

**Parish Directory** – needs communication to all parishioners that copies are available from the Parish Office.

**Website** - After discussion with the Diocese Website Co-ordinator we are not able to post a copy of the Parish Directory onto the website due to Privacy issues. We can post personal information if we have written permission from the individual person. We will look at doing this in the New Year for key contact people in the Parish.

**ACTION:** Anita to draft a permission form for use of personal information on our website

**ACTION:** Anita to get permission form signed by PPC members for their photos to appear on website  
**Diocesan Privacy Policy and Social Media Guidelines** – none currently available from Diocese

**ACTION:** Anita to draft our own Privacy Policy and Social Media in 2018

**Current Website** has contact details of Parish School on the home page and also a photo of a Garden. This is not an accurate portrayal of our Parish.

**ACTION:** Fr Mike to ask Parish Secretary to amend home page photo to something more identifiable with St Anne's Parish and to replace School Contact details with Parish details on the homepage

**Email List** – An email list of parish contacts from the Parish Directory has been made. List used for the first time to promote the Working Bee. Gave all recipients the option of having names removed from list if they chose. Positive response received.

**Welcome Packs for New Parishioners and New Newsletter format** discussed

**ACTION:** for further discussion in 2018

### **Matters Arising with Action Points Carried Over from October**

All Action Points completed other than the following

**Certificates of Appreciation** – Draft Copies of Certificate coming from Graphic Designer this week

**ACTION:** Heta to forward copies to Anita and Fr Mike for approval

9 people nominated to receive Long Service awards at the End of Year Appreciation Function

### **Tradespeople**

**ACTION:** Fr Mike to obtain list of currently used Tradespeople in the Parish

### **General Business**

#### **Fire Policy**

Need identified for education/reminders about our Parish Fire Evacuation Procedures incl wardens  
Suggested that reminders be given to parishioners once a quarter

**ACTION:** Brad and Tina to liaise over this and put forward a plan

#### **IOSIS Positive Parenting Programme – Brad**

Dates have been confirmed and people that put their names down earlier are being contacted.

See incoming correspondence for more info

#### **Promotion of Services available to Families over the Stressful Christmas Period**

**ACTION:** Tina to collate info to be promoted in bulletin and posters ie. Catholic Social Services

#### **Opening of Parish Office over January**

Was noted that it would be good as part of the restructuring to have the Parish Office open over January

**ACTION:** Heta to add this into the restructuring info

#### **Extra PPC Meeting re Restructuring held on 18 October**

Meeting was well attended and went well. Heta still collating info received. Will look at taking the same meeting to parish groups in the New Year for more feedback/input

**ACTION:** Exec Team to put a plan together for the Parish Group Meetings

### **Closing Prayer – Brad Frost**

Finish: 09:10pm