

St Augustine's Parish Council meeting minutes

Location:	Hartigan Centre
Date:	9 th Sept 2020
Time:	7:30
Attendees:	Fr Mick, Peter Cleary, Sarah Johnston, Annabelle O'Connell, Bryan Coleborne, Michael Van Wanrooy, Genevieve Colbert, Bob Nash
Apologies:	Lourdes O'Keefe, Michael Green

Agenda items

- Confirmation of previous minutes
- Matters arising from the Minutes:
 - Developing a charter for our Parish Council
 - The changes Sarah made to the draft charter were accepted and endorsed.
 - Development of Duty Statements for Portfolios
 - Arising from last meeting's minutes was the comprehensive list of duties in the Maintenance portfolio, which lead to:
 - a. the requirement for each portfolio to have a duty statement
 - b. the need for the Maintenance portfolio to have an active committee, to ensure that all tasks are not left with one person
 - Each PPC member was asked to draft the duty statement for their portfolio, and once endorsed these will accompany the PPC Charter as a guide for prospective portfolio holders.
 - Note that the duty statements do not mean the portfolio holder has to personally undertake each task, but they are responsible for it being attended to.
 - Management of Maintenance Portfolio
 - The required tasks and issues Bob has set out can be divided into different sections:
 - eg. 1. Matters regarding events in the Lovat Chapel

- 2. Maintenance tasks relating to each building
 - Bob informed us that the biggest tasks include:
 - the supervision of building/large scale maintenance projects that require the presence of contractors.
 - Moving items /equipment necessary for events.
 - Liaising with Lovat Chapel/Hartigan Centre event organisers.
 - The number of tasks requiring attention in the Maintenance portfolio means that there are tasks that are being delayed, which in turn is preventing the use of space in the old convent building. Local Real Estate agents indicate they would be able to lease these spaces with no trouble, but they are not currently compliant with safety requirements.
 - Bob has a list of all tasks remaining to achieve compliance; it is roughly a quarter of the way completed.
- Discussion of matters arising from submitted reports:
 - See below
- AOB:
 - An outdoor Mass to be held in Murrumbateman on Sunday 4th October, the feast of St Francis of Assisi, to celebrate the conclusion of the Season of Creation.
- **Next Meeting: Scheduled for Wednesday 21st Oct 2020, 7.30pm**

Discussion points/Action items	Owner(s)	Deadline	Status
Ecumenism: -Bryan is keen to get things moving with the Aboriginal Mass, installation of the plaque. Fr Mick has approached local Elders who are keen also, but we need to wait for them to approach us to get things moving, and this probably won't be before Christmas. ACTION -Duty statement for Ecumenism portfolio to be drafted.	Bryan	Next PPC meeting	
Education: -No report tabled; no programs/gatherings due to COVID19 restrictions. -Genevieve raised the possibility of different forms of prayer being offered to the community as per offerings from the Women's			

<p>Forum. We do currently have the monthly online Taize services.</p> <p>ACTION -Duty statement for Education portfolio to be drafted.</p>	Genevieve	Next PPC meeting	
<p>Liturgy: -No further discussion on submitted report.</p> <p>ACTION -Duty statement for Liturgy portfolio to be drafted.</p>	Peter	Next PPC meeting	
<p>Maintenance: - See discussion above on submitted report.</p> <p>ACTION -Duty statement for Maintenance portfolio to be drafted.</p>	Bob	Next PPC meeting	
<p>Mt Carmel School: -No further discussion on submitted report.</p>	Michael Green		
<p>Social: No report tabled. No activities/gatherings due to COVID19 restrictions.</p> <p>ACTION -Duty statement for Social portfolio to be drafted.</p>	Lourdes	Next PPC meeting	
<p>Social Justice. No further discussion on submitted report.</p> <p>ACTION -Duty statement for Social Justice portfolio to be drafted.</p>	Sarah	Next PPC meeting	
<p>Welfare: -Michael VW commented that there has been an increase in numbers at Vinnies seeking assistance. Sadly this will probably increase over the coming months.</p> <p>ACTION -Duty statement for Welfare portfolio to be</p>	Michael Van	Next PPC	

drafted.	Wanrooy	meeting	
Youth: No further discussion on submitted report. ACTION -Duty statement for Youth portfolio to be drafted.	Annabelle	Next PPC meeting	