

## St Augustine's Parish Council meeting minutes

Location:	Hartigan Centre
Date:	9 <sup>th</sup> June 2021
Time:	7:30
Attendees:	Fr Peter, Peter Cleary, Genevieve Colbert, Sarah Johnston, Bryan Coleborne, Michael Van Wanrooy, Bob Nash, Lourdes O'Keefe, Zuzy Webster, Annabelle O'Connell
Apologies:	Michael Green

### Agenda items

- Acknowledgement of Country
  - Bryan
- Opening Prayer
  - Sarah
- Matters arising from the Minutes:
  - Update on Clare Barry being paid -
    - We have made a decision to see if we can get Junior CSYMA into Mt Carmel as soon as possible.  
**ACTION** Annabelle to contact
      - Clare and let her know this is happening.
      - Huw Warmenhoven and get the process going, also to ask for his help in arranging for Clare to be paid for the work she has done this year.
  - Parish Safeguarding Policy -
    - Sarah has confirmed that Maria Hicks will be joining us for the July PPC meeting to address us on developing the safeguarding policy. This meeting will start at 7pm.
- Confirmation of previous minutes:
  - Michael V W
- Sr Aileen's farewell/Sisters of Mercy celebration
  - Lourdes has continued her investigation into the best caterer for the day and it will probably be the Soldiers Club. They need numbers 2 weeks before the event; our RSVP is 30<sup>th</sup> June.
  - We are going to ask Mt Carmel if they can provide the tea and coffee for the lunch.
- Resolving the sound system/foldback issue for the Music Ministry area in the church

- There is still no proper foldback to the Music ministers, meaning they cannot hear each other playing and singing. This issue has been ongoing but we have pretty much been putting up with it; it is very frustrating, however, and needs to be resolved, especially before the Celebration Mass on 18<sup>th</sup> July.  
**ACTION** Bob to contact the people who installed the system to resolve. He is contacting them to get a lapel mike for Fr Peter anyway.
- Managing in a cheque-book free parish
  - The issue of having to ask for Archdiocesan approval for payment can lead to frustration, in not being able to recompense people in a timely manner for certain works within the parish, even when we have the funds to do it.
  - Zuzy provided documentation (see separate attachments AOE Financial Audit Procedures-p1 and AOE Financial Audit Procedures\_p2- section titled 'Expenses') that states we can do this when we are provided with an invoice.  
**ACTION** - Sarah to contact Eileen Glass to provide an invoice for her work with us on the Planning and Spirituality Day.
    - Annabelle to contact Clare Barry to provide an invoice for her work with the Youth Group over the last 2 terms.
- Key safe systems
  - Zuzy is beginning to find it stressful to manage the recording of keys for use of the Hartigan Centre, as there are quite a few regular groups using it, and also irregular users that require access at various times.
  - Also, if the users are not able to get to the Parish office during Zuzy's working hours, it creates difficulty for both parties to organise access to the centre.
  - Sarah provided a document outlining 2 potential solutions to this (see separate document Key Safe Systems\_attachment)
  - The suggestion was made to buy a Master Lock Wall Mountable Key Safe to house one key that can be accessed by users when convenient.
    - This system operates with an app that records the details of the user, time and date of access to the key (and therefore the Hartigan Centre) and provides the user with a unique, one-time code to access the key.
    - Can also provide key access using a keypad on the safe.
  - Concerns were raised as to the security of this system. An offer was made to inspect one such system currently in use by a local club.  
**ACTION** Genevieve to ask her AFP employed son which system would be considered the safest and best option for us to resolve this matter.
- Planning and Spirituality day, Saturday 15<sup>th</sup> May.
  - Main points of the day were reviewed, and discussion ensued as to the most likely ideas/programs/tasks that can be practically implemented in the next 6 months.
  - Decisions were made to:
    - Invite the recently Confirmed children and families to a Thanksgiving Mass, sometime in August and depending on the time of the Mass (Vigil/morning) have a sausage sizzle/morning tea afterwards
    - Plan for another Thanksgiving Mass-cuppa with those who have completed the RCIA program in the last 10 years
    - Implement a regular post-Mass cuppa program after Sunday Masses, beginning in September

- Act on the momentum of the NATSICC Mass at the end of May and make steps to include local Indigenous community in parish events
  - Address the question of the Hartigan Centre being the proposed base of the Aboriginal Catholic Ministry in the region
  - Introduce an Acknowledgement of Country at the beginning of every Mass, beginning this weekend (12<sup>th</sup> /13<sup>th</sup> June)  
**ACTION** Sarah to email Bianca the correct Acknowledgement of Country to be ready for this Weekend’s Masses
  - Finalise the site and installation of the NATSICC plaque in consultation with the Indigenous parish community
  - Family groups be acknowledged as an important parish community building method
    - Advise those attending the cuppas in the coming months that Family groups are in the works  
**ACTION** Sarah to contact the Family Group organising body to get some information we can use to set the program up.
  - Resolve the Murrumbateman Mass issue as soon as possible.  
**ACTION** A Listening Session with the Murrumbateman Community and PPC will be held on Sunday 27<sup>th</sup> June, 2.30pm at the Kirks residence, Murrumbateman. Peter Cleary to chair.
  - The date for the Parish Assembly was decided as Saturday 11<sup>th</sup> September, 10am. Venue TBA.
- Property Sales
    - The sale of the Wee Jasper Church has been approved by the Trustees. The Wee Jasper Community Association have advised that the sale of the church is NOT an ongoing issue for 60% of their community members (see separate attachment Wee Jasper Community Association Notice).
      - The parish Finance Committee are looking into the process to undertake this.
    - The Sisters of Mercy have advised they are going to sell the Convent house, 106 Meehan St.
      - General discussion followed.
  - Discussion of matters arising from submitted reports:
    - No further discussion on most reports.
    - See table below.
  - AOB
    - None raised.
- **Next Meeting: Scheduled for Wednesday 21<sup>st</sup> July 7pm.**

Discussion points/Action items	Owner(s)	Deadline	Status
Ecumenism: Report pending.	Bryan		

<b>Education:</b>	Genevieve		
<b>Liturgy:</b>	Peter C		
<b>Maintenance:</b> <ul style="list-style-type: none"> <li>• Insurers have approved the replacement of the carpet in the church.</li> </ul>	Bob		
<b>Mt Carmel School:</b>	Michael Green		
<b>Social:</b>	Lourdes		
<b>Social Justice.</b> <ul style="list-style-type: none"> <li>• Parish Safeguarding Policy will be addressed at the July PPC meeting.</li> <li>• World Day of Migrants and Refugees Archdiocesan Mass to be held at St Augustine's on 26<sup>th</sup> September.</li> </ul>	Sarah		
<b>Welfare:</b>	Michael Van Wanrooy		
<b>Youth:</b>	Annabelle		