

St Anne's Pastoral Parish Council Meeting Minutes



Meeting held: 6th Dec 2023

at 7:00pm in Nagle Rooms

In attendance: MR, JC, BT, PB, Fr G, YR, MS

| Item | Agenda Topics | Discussion/Actions | Person responsible | Date to be completed by |
|------|----------------------------|---|----------------------|---------------------------------------|
| 1. | Welcome and opening Prayer | Fr Gerry opened the meeting and said the opening prayer. | | |
| 2. | Apologies | SH, C O'N, IL | | |
| 3. | Previous minutes | <p><u>Keys</u>: The issue of a set of keys being held in the Presbytery for emergency purposes was raised by BT. Still need to locate a key for the kitchen door. A full set of all keys will need to be copied.</p> <p><u>Bookings</u>: re a notional 'charge' for Parish bookings to be made for accounting purposes only and for performance measures. This was agreed.</p> <p><u>Finance</u>: It was agreed that any surplus should be kept by the CMC with a donation made to the parish.</p> | BT/MS MR CMC | End Mar 2024 Ongoing Ongoing |
| 4. | September report | <p>Updated report was discussed and the use of the pro-forma supplied by the PPC. It was clarified that this was to provide guidance and as a prompt only, and need not go into minute detail. The CMC report does not need to be in the same format.</p> <p>Agreed that CMC should report twice yearly: at the end of Q2 and Q4.</p> <p>Discussion about the way in which the accounts are kept: cash or accrual basis which leads to some disparity in figures at the end of the month. To assist with this, it was suggested that MR, PB and MS meet to agree the figures and identify any problems, at a time agreeable to all.</p> | CMC MR, PB, MS | Oct 2024 Apr 2025 After YE 2024 |
| 5. | CMC strategy | <p>Members of the CMC went through and provided detail about the strategy document. A more detailed explanation and discussion of the individual strategies followed:</p> <p><u>Strategies 1,2, 3 - Marketing</u>: once completed, a marketing strategy will sent to the PPC. A new, independent website is currently being developed to make the booking process more streamlined and user friendly. A link will be provided on the parish homepage.</p> | PB | Ongoing |

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| | | <p>Parish use – to maximise Centre bookings, if there are any potential clashes, it was agreed that the parish will be consulted to ascertain if there is flexibility to change dates/times.</p> <p><u>Strategies 4, 5 – Staffing</u>: increase of volunteer base. The employment of a Centre Manager was thoroughly discussed and it was agreed that this would be beneficial. A gradual increase of responsibilities with training provided would be the best way forward, with priority being given to bookings, cleaning and general day to day running of the Centre to support the CMC.</p> <p>Liaise with MS re informing the Diocese once position has been agreed.</p> <p><u>Strategies 6,7,8 – Buildings and technology</u>: the imminent Quinquennial Inspection was discussed and what the priorities might be. It was agreed that the CMC would manage their budget as currently and continue with planned/unplanned maintenance requirements e.g. gutters, boilers, electrical checks, fire inspection, in liaison with the parish office, as currently.</p> <p>There will be some high priority areas that will be highlighted by the QI and these may need to be discussed with the PPC, dependent upon costings.</p> <p><u>Strategies 9, 10, 11 – Finances</u>: covered in previous items.</p> | <p>SH/Fr G CMC</p> <p>CMC/MS</p> <p>CMC/Fr G/CMC</p> <p>CMC/PPC</p> | <p>Ongoing ASAP</p> <p>Ongoing</p> <p>After QI</p> |
| 6. | Possible improvements in working together | <p>Meetings were discussed and agreed as informative and beneficial to maintain good relationships. Agreed to meet twice yearly, with extra meetings if required by CMC or PPC.</p> | CMC/PPC | |
| 7. | AOB | <p>BT - The use of Safety Toolbox. This will be updated when time permits!</p> <p>Constitution to be reviewed</p> <p>The CMC was thanked for their success in their first year and their hard work.</p> | <p>BT MS CMC</p> | Ongoing |
| 8. | Date of next meeting Opening prayer Minute taker | <p>09 May 2024 – 7:00pm. Venue TBC.</p> <p>CMC CMC Fr Gerry closed the meeting with a final prayer.</p> | | |