

Template for Recording Meeting

(INSERT NAME) PARISH PASTORAL COUNCIL MINUTES

3/2018 (*denotes number of meeting in that given year*)

DATE Tuesday, 3 April 2018 from 6.30pm to 8.30pm.

LOCATION Insert Location

MEMBERS Insert Name (Parish Priest)
Insert Name (Chairperson)
Insert Name (Secretary)
Insert Name

IN ATTENDANCE Insert Name (*insert attendance by any non-members*)

1. PRAYER

The meeting was opened at 6.30pm with a prayer.

2. APOLOGIES

Insert Name
Insert Name

3. FORMATION SESSION (Inset topic)

4. PREVIOUS MINUTES

4.1. The minutes of meeting (INSERT DATE) were accepted as a true and correct record of the meeting.

5. BUSINESS ARISING FROM PREVIOUS MEETING

(Note: This refers to identified Action Items from last meeting)

5.1. e.g. The Community Safety Survey (issued by the Town of Cambridge) was accessed by all Councillors and completed before the due date.

ACTION: Council Member J Jones to contact Town of Cambridge to seek timing and copy of survey results

5.2. List here

5.3. List here

6. NEW BUSINESS

6.1. Visit from Catholic Administration Centre's Property and Maintenance personnel to assess parish maintenance requirements (including Presbytery) is to be conducted on 23 April 2018 at 2pm.

ACTION: Council Member P Emery to attend with Fr Joseph.

6.2. Discussion around meeting with neighbouring parish for shared fundraising opportunities

ACTION: Proposed action item for next meeting

7. CORRESPONDENCE

6.1 Letter received from Office of the Archbishop regarding parish visitation on 5 July 2018

8. NEXT MEETING

8.1. The next meeting is scheduled for Tuesday, 1 May 2018 at 6.30pm.

9. CLOSE

9.1. The meeting closed at 8.25pm.