

St Brendan's and St Michael's Parish Council meeting minutes

Meeting identifier: #2-2018-03-20

Tuesday 20 March 2018

7.30pm, St Brendan's Presbytery

Item	Description	Owner																								
1. Opening	Prayer	Father John																								
2. Meeting roles	Chair: Prue Cook Minutes: Angela O'Brien																									
3. Attendees and apologies	<table border="1"> <thead> <tr> <th>Attendees</th> <th>Apologies</th> </tr> </thead> <tbody> <tr> <td>Father John Milliken</td> <td>Leonie Duck</td> </tr> <tr> <td>Darren Frost</td> <td>Will McBride</td> </tr> <tr> <td>Richard Taylor</td> <td>Paul Alves</td> </tr> <tr> <td>Prue Cook</td> <td>Jennifer Fraser</td> </tr> <tr> <td>Allison Travers</td> <td></td> </tr> <tr> <td>Jo Bright</td> <td></td> </tr> <tr> <td>Erin Gijselman</td> <td></td> </tr> <tr> <td>Pat Burge-Lopez</td> <td></td> </tr> <tr> <td>Angela O'Brien</td> <td></td> </tr> <tr> <td>Justin Young</td> <td></td> </tr> <tr> <td>Cathie Edlington</td> <td></td> </tr> </tbody> </table>	Attendees	Apologies	Father John Milliken	Leonie Duck	Darren Frost	Will McBride	Richard Taylor	Paul Alves	Prue Cook	Jennifer Fraser	Allison Travers		Jo Bright		Erin Gijselman		Pat Burge-Lopez		Angela O'Brien		Justin Young		Cathie Edlington		Chair
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4. Accept previous minutes	<p>Minutes 1-2018-02-15</p> <p>Justin moved the minutes from previous meeting 1-2018-02-15 be approved. Jo Bright seconded.</p>	Minutes Accepted																								
5. Action item review	<p>Action summary: update</p> <p>2017-1 <i>Possible notification of death of parishioners at rear of church</i></p> <p>The council proposed ways of keeping that updated. Prue suggested displaying the booklet from the funeral mass. The council agreed.</p> <p>Action: St Brendan's Liturgy Committee to display funeral booklet for the information of parishioners. Father John will leave the booklets at the back of St Michaels' for display.</p> <p>2017-2 <i>Replacement of St Michael's AV equipment</i></p> <p>Sound system and microphones were installed last year.</p> <p>2017-3 <i>Display of St Brendan's car parking guide at church</i></p> <p>Richard recapped that using the ground markers to indicate parking spaces wasn't an option because of safety concerns for children playing. Painting lines isn't an option either. As a result, Richard designed an A4 sign describing the preferred parking layout.</p>	<p>Status</p> <p>Action 2017-1: Closed</p> <p>Closed</p> <p>Action 2017-3: Closed</p>																								

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2017-4	<p>Action: Richard to display preferred parking layout sign at the back of St Brendan's and to also put print outs on cars for a few weeks to get people familiar with the preferred layout.</p> <p><i>Updating of St Brendan's and St Michael's web page</i></p> <p>Pat and Justin had both separately discussed updating the homepage with Fred Green, who had indicated that he would take carriage of it, but unfortunately the page is currently out of date.</p> <p>Action: Pat will check in with Fred and see if he's able to update the web page and provide the council with an update.</p>	<p>Action item: 2017-4 Open Pat Burge-Lopez</p>
2018-1	<p><i>Ramp: Zina will copy Richard and Justin into the development, plans and communication for the ramp; plans to be displayed in St Brendan's</i></p> <p>Father John reported that the project manager/builder had advised that he had checked with the council three times about the DA for the ramp but hasn't heard any feedback. Justin confirmed that a DA had been submitted last year. However it has been withdrawn because it didn't meet the council's standards. Another DA has been resubmitted accommodating the sandstone and protecting the terrazzo floor. The approval appears to be progressing, as the site indicates various updates to the DA.</p> <p>The correspondence relating to the latest updates has not been shared with Richard and Justin as requested. Justin is also not receiving a response to his email requests for updates.</p> <p>The Council agreed that it needed to be kept informed of progress for visibility and in order to keep all parishioners in the loop about progress, as the ramp has been in discussion for six years.</p> <p>Action 1: Father John to talk to Zina about including Justin as the council's representative in ongoing discussions with the builder/project manager about the ramp.</p> <p>Action 2: When the time is appropriate the Council must see at least three quotes for the submission of the build works to ensure a transparent tender process has been followed, for selection and approval.</p>	<p>Action 2018-1-1: Open Father John Justin Young</p> <p>Action 2018-1-2: Open Father John Builder</p>
2018-2	<p><i>Constitution review and reminder: The council members are to review the constitution and make comments or suggestions for going forward. Email suggestions to Angela for collation and inclusion in the agenda for discussion at next parish council</i></p> <p>Regarding the action item, no one had proposed specific amendments for review/discussion.</p> <p>Council had a discussion about whether the constitution needed to change and/or whether items need to be followed. The Council indicated that the</p>	<p>Action 2018-2: Open All Council Justin Young</p>

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	<p>constitution should guide how the council operates. Therefore it should reflect our preferred way of operating.</p> <p>The Council agreed that individual members should put forward their amendments that should then be submitted to an Annual General Meeting for voting and adoption.</p> <p>Action: Council to email suggested constitutional amendments to Justin; Justin will collate and circulate the proposed amendments to that they can be discussed by Council at the next meeting.</p>	
2018-3	<p><i>St Brendan repairs: Follow up broken counting machine and the security cameras that haven't been working</i></p> <p>Father John reported the security cameras, as well as lights at the front of St Brendan's have been fixed. Neill Francis is following up the repair of the counting machine.</p> <p>Action: Father John or Pat to provide an update on counting machine progress at next meeting.</p>	<p>Action 2018-3: Open Neill Francis Father John</p>
2018-4	<p>St Brendan gates</p> <p><i>2018-4-1: Discuss ongoing repair and painting work to gates surrounding church.</i></p> <p><i>2018-4-2: Jo to investigate if the SCS will pay to change the gates so that they swing right back and to install a fence on the low walls to enhance the safety aspect for students.</i></p> <p>2018-4-1 The council acknowledged and thanked Richard for his kind and generous work to repaint the gates.</p> <p>Richard provided an updated on options for repairing the gates. Labour and logistics made repairing unfeasible. As a result, Richard sought replacement quotes that came in at \$20,000. The Council discussed that the ramp needs to be completed before the gates are repaired.</p> <p>Action 1: Council agreed to close this item and revisit the painting after the ramp.</p> <p>2018-4-2 Jo advised she had done some investigating about safety-related fencing near the children's playground. Jo found the quote from last November. The quote to replace tubular fencing in a Bluestone colour – Deep Ocean was \$7000 and the previous principal had budgeted to pay for the replacement.</p> <p>Action 2: Council agreed to empower Jo to proceed with replacement of the gates as per the quote; Jo will get in contact with Richard if further liaison required re: colour. Item is considered closed.</p>	<p>Action 2018-4-1: Closed</p> <p>Action 2018-4-2 Closed Jo Bright Richard Taylor</p>

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6. Finance report	<p>A finance report was unavailable for the meeting due to a press of work in the Parish office. The Council discussed that an emailed update to the printed reports provided at the last meeting would be sufficient.</p> <p>Action: Father John to ask Zina to email a report for inclusion in the minutes or circulation.</p>	Action Father John
7. School principals' reports	<p>St Brendan's Jo provided an update. They had a wonderful visit from Bishop Brady and Father John, who visited all the classrooms. The children enjoyed the visit. Bishop Brady said he loved coming and enjoyed the visit too. Father said the children were very good and very responsive.</p> <p>St Brendan's Open Day was last week. The Open Morning was very well attended with lots of positive feedback. They issued nearly 40 enrolment packages. A number of people reported hearing of the day through the church advertising.</p> <p>A farewell for Louise McGuire has been organised for Week 11, 11 April, with a morning mass and morning tea afterwards. School and parishioners are invited. Unfortunately Father John won't be present as he's having an operation to remove his hernia, and the date cannot be moved because of Louise's availability.</p> <p>The council voted to accept Jo's report.</p> <p>St Michael's Allison provided an update. An Opening School Mass had been celebrated to open the school year and was very well attended.</p> <p>St Michael's also had a very successful open day on Thursday. They received great feedback, and people out of the Stanmore area also came. 25 enrolment packs were given out, and they've received more enquiries subsequently, which is a very good result for St Michael's given their size. It was great to see St Michael's students used in local advertising.</p> <p>The first Family Mass of the year was held 10 March and was a great success. Allison thanked Angela for her help with music ministry.</p> <p>Leonie Duck is now Family Educator for both St Michaels and St Brendans schools and together the principals and Leonie have developed a plan to ensure appropriate resourcing.</p> <p>St Michael's next school mass scheduled for 4 April will need a substitute priest or other alternative because of Father's surgery.</p> <p>The council voted to accept Allison's report.</p>	Report Accepted Jo Bright
		Report Accepted Allison Travers

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8. Family educator report	<p><i>Report submitted in Leonie's absence:</i></p> <p>"The St Michael's community has been extremely welcoming and supportive. I feel like I have met lots of parents already and am feeling settled in already. I will continue doing many of the things that Cate did, bring some things from St Brendan's (and vice versa) and keep coming up with new things for both schools.</p> <p>Family Mass at St Michael's was very well attended - with thanks to Allison and Louise for pulling that together when I was unexpectedly away.</p> <p>We've had a great response from St Brendan's for Palm Sunday Mass and the children will read the Prayers of the Faithful (I've been in touch with Marilyn who is the rostered reader) as well as prayers in the playground before processing to the church.</p> <p>We are also looking forward to hosting Stations of the Cross in the St Brendan's school playground on Good Friday at 10am. This is a parish event and a note went in last weekend's bulletin inviting children from all schools in the parish (including high schools) to email me if they would like to read a station reflection. The reflections are contemporary and family-oriented. (In the case of rain, we will move to the church).</p> <p>Helen Paton wanted to step down as Children's Liturgy coordinator. In the absence of any other volunteers, I've agreed to <i>temporarily</i> take it on (just the coordinator role) with great support from Georgie Cosgriff and Fiona McGrath/Millward. Together we think have two new volunteers for the ministry."</p> <p>The council voted to accept Leonie's report.</p>	Report Accepted Leonie Duck
9. Liturgy Committee Update	<p>Pat noted that the oiling of the wood work in St Brendan's took place last week and very successful.</p> <p>No other updates at this stage.</p>	No action
10. New business	<p>Item summary</p> <p>2018-5 <i>2018 St Brendan's Parish Fair ideas – early December</i></p> <p>Friends of St Brendan's (FOSB) member Erin Gijselman joined the meeting as a guest to share an update with the Council about a proposed idea for a parish fair.</p> <p>FOSB supported hosting a smaller scale parish fair this year, possibly in early December. Suggestions to give an idea of the scope and type of involvement were circulated with the meeting agenda.</p> <p>FOSB were thinking of a parish-based event and being careful with the language, as they had done previously, to manage expectations and be transparent with participants. Jo endorsed describing the event as a parish event to help build the sense of the school being part of the parish community.</p>	<p>Status</p> <p>Action 2018-5-1: Erin Gijselman (guest) Prue Cook</p>

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	<p>Prue noted that it would be just as important to encourage parishioners' to fully participate.</p> <p>Suggestions about dates and times of day were discussed. Further input from FOSB would be required to zero in on definite options. The council also would like to combine the event with the parish end of year thank you event.</p> <p>Action: At the next Friends of St Brendan's meeting, Erin will advise them of the Council's support and discuss further options for dates and times. Erin will then provide an update to Prue who in turn will provide an update at the council.</p>	
2018-6	<p><i>Professional cleaner for St Michael's</i></p> <p>Pat advised that in response to Angela's request, a professional cleaner for St Michael's has been engaged. Frank who currently cleans St Brendan's will now also dust and vacuum St Michael's every second Friday in the afternoon starting Friday 13 April.</p> <p>Action: Angela to advise parishioners on St Michael's cleaning roster of additional support.</p>	<p>Action 2018-6: Closed Angela O'Brien</p>
2018-7	<p><i>St Brendan's and St Michael's Safety Support officer</i></p> <p>Darren advised that his wife Jacqueline Frost has volunteered to be Safety Support Officer for both parishes.</p> <p>Action: The Council offered their thanks to Jacqueline via Darren for volunteering for this important role. Pat will be in touch to provide further information.</p>	<p>Action 2018-7: Closed Pat Burge-Lopez</p>
2018-8	<p><i>Toxteth update</i></p> <p>Richard asked for an update on Toxteth. Repairs had been required to the roof that were not being covered by insurance. Father advised that there were ongoing discussions between Toxteth and the Polding Centre, who are responsible for managing the relationship with Toxteth.</p> <p>The out of school operator is separate to Toxteth.</p>	<p>No action</p>
2018-9	<p>Father John wished Pat a very happy birthday and thanked her sincerely for everything she does for the parishes. Council wished her well for her hip replacement operation as well and noted she would be out of action for six weeks including over Easter.</p> <p>Council also wished Father John all the best for his operation, as he's admitted On Easter Monday.</p>	<p>No action</p>
11. Confirmation of new action items	<p>Summary of open action items (<i>year raised and action item number</i>) <i>Closed items with actions associated not included.</i></p>	<p>Minute taker</p>

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2017-4	<i>Updating St Brendan's and St Michael's web page</i> Action: Pat will check in with Fred and see if he's able to update the web page and provide the council with an update.	Pat Burge-Lopez
2018-1-1	<i>St Brendan's Ramp - communication</i> Action: Father John to talk to Zina about including Justin as the council's representative in ongoing discussions with the builder/project manager about the ramp.	Father John Justin Young
2018-1-2	<i>St Brendan's Ramp – quote process</i> Action: When the time is appropriate the Council must see at least three quotes for the submission of the build works to ensure a transparent tender process has been followed, for selection and approval.	Father John Builder
2018-2	<i>Constitution review</i> Action: Council to email suggested constitutional amendments to Justin; Justin will collate and circulate the proposed amendments to that they can be discussed by Council at the next meeting.	All Council Justin Young
2018-3	<i>Repairs: Broken coin counter</i> Action: Father John or Pat to provide an update on counting machine progress at next meeting.	Father John Neill Francis
2018-5	<i>St Brendan's Parish Fair</i> Action: At the next Friends of St Brendan's meeting, Erin will advise them of the Council's support and discuss further options for dates and times. Erin will then provide an update to Prue who in turn will provide an update at the council.	Erin Gijselman Pat Burge-Lopez
Finance report	Action: Father John to ask Zina to email a report for inclusion in the minutes or circulation.	Father John Zina Pappalardo
12. Next meeting date	Council agreed the next meeting 17 May 2018 Call for agenda items: 7 May 2017 Agenda circulated: 14 May 2018	All Angela Angela
13. Closing prayer	Meeting closed 9.15pm	Father John

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Appendix 1: Members contact details

St Brendan's

Paul Alves	barata@iname.com
Prue Cook	pruecook@fivewaycellars.com.au
Cathie Edlington	cathie@hoy.com.au
Jennifer Fraser	arch.jen@bigpond.com
Darren Frost	dfrost@joeys.org
Paula Ryan	no email
Richard Taylor	Richard.Taylor@boc.com
Justin Young	tateyoung@ozemail.com.au

St Michael's

WILL McBride	William.McBride@anz.com
Angela O'brien	angieobi9@gmail.com

Ex Officio

School Staff

Jo Bright	joanne.bright@syd.catholic.edu.au
Leonie Duck	leonie.duck@syd.catholic.edu.au
Allison Travers	allison.travers@syd.catholic.edu.au

Parish Staff

Fr John Milliken	
Zina Pappalardo	admin@stbrendan.org.au
Pat Burge-Lopez	sacramental@stbrendna.org.au

Meeting Guest

Friends Of St Brendans	
Erin Gijselman	egijselman@westpac.com.au