

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

Meeting identifier: #4-2018-07-26

Thursday 26 July 2018

7.00pm, St Brendan's Presbytery

Item	Description	Owner																						
1. Opening	Prayer	Father John																						
2. Meeting roles	Chair: Justin Young Minutes: Angela O'Brien																							
3. Attendees and apologies	<table border="0"> <tr> <td>Attendees</td> <td>Apologies</td> </tr> <tr> <td>Father John Milliken</td> <td>Leonie Duck</td> </tr> <tr> <td>Kelly Daley</td> <td>Jennifer Fraser</td> </tr> <tr> <td>Prue Cook</td> <td>Paula Ryan</td> </tr> <tr> <td>Darren Frost</td> <td>Richard Taylor</td> </tr> <tr> <td>Will McBride</td> <td>Allison Travers</td> </tr> <tr> <td>Angela O'Brien</td> <td></td> </tr> <tr> <td>Justin Young</td> <td></td> </tr> <tr> <td>Jo Bright</td> <td></td> </tr> <tr> <td>Paul Alves</td> <td></td> </tr> <tr> <td>Cathie Edlington</td> <td></td> </tr> </table>	Attendees	Apologies	Father John Milliken	Leonie Duck	Kelly Daley	Jennifer Fraser	Prue Cook	Paula Ryan	Darren Frost	Richard Taylor	Will McBride	Allison Travers	Angela O'Brien		Justin Young		Jo Bright		Paul Alves		Cathie Edlington		Chair
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4. Accept previous minutes	Minutes Will moved the minutes from previous meeting 3-2018-05-17 be approved. Father John seconded. Justin will initial. A copy will be scanned	Minutes Accepted																						
5. Action item review	Action summary: update <i>2017-4 Updating St Brendan's and St Michael's web page</i> Tony Farley put Justin in touch with the IT people of the Archdiocese. They have a template which Justin has had a look at and started making some amendments. They would start updating the site with existing information. The service is free. However, the instructions haven't been clear. The existing site will be replaced by this one. Zina is happy to keep it updated. We need someone in the Council to take ownership of directing the Archdiocese if we want anything created other than what exists today. For a cost of \$300 the Archdiocese will also arrange for new photos to be taken Action: Angela O'Brien volunteered to work with the diocese web developers to design the new page. Justin will send Angela the relevant contact details.	Status Closed Angela O'Brien																						
	<i>2018-1-1 St Brendan's Ramp communication and update</i> Justin provided an update. The ramp design has been updated to reflect the feedback from the local Council. The development application is available online, under 30 Collins Street. Father has advised that upon review, knowing that parishioners are getting older, although there is a substantial cost, we should proceed.	Open Justin Young Cathie Edlington																						

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Item	Description	Owner
	<p>If the drawings are approved, we need to pay for a construction certificate and then go out to tender to get three quotes.</p> <p>By the next meeting we should have some quotes. We should encourage people to look at the designs for their information only.</p> <p>Action: Once we get approval from Council we will get three quotes (see action 2018-1-2).</p>	
2018-1-2	<p><i>St Brendan's Ramp – quote process</i></p> <p>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.</p>	<p>Closed Incorporated into action 2018-1-1</p>
2018-2	<p><i>Constitution review</i></p> <p>Amended constitution to be voted on at following AGM.</p>	<p>Open Justin Young Council</p>
2018-4	<p><i>St Brendan's gates</i></p> <p>Jo advised that she had the people who previously provided a quote to come back out and requote to make sure it matched the parish requirements. We now have a new quote for the requirements as specified. The quote is for about ~\$7,000 and Jo is still investigating whether it can be covered by Sydney Catholic Schools.</p> <p>Action: The Council endorsed Jo to keep proceeding.</p>	<p>Open Jo Bright</p>
2018-5	<p><i>St Brendan's Parish Fair</i></p> <p>Prue and Justin met with Simone Meares and discussed stalls and the overall theme and keeping it simple. Jo confirmed that she is meeting with Simone to discuss school involvement. It is planned for 25 November as a Christmas Fair style event. Justin has made some enquiries of people who previously led booths at the last fair. Based on that feedback, we will need to look for new people to take leads.</p> <p>Action: Justin and Prue to provide another update at the next meeting.</p>	<p>Open Justin Young Prue Cook</p>
6. Finance report	<p>Father tabled the finance report for St Brendan's and St Michael's prepared by the Parish Secretary. See tabled documents at end of minutes for details. St Brendan's total: \$195,875 St Michael's total: \$221,784</p>	<p>No action</p>
7. School principals' reports	<p>St Brendan's</p> <p>Jo advised that the new Catholic Parish in Schools resource had been received. Jo would like to spend some time in the future talking with Father John and Kelly and look at ways to increase cooperation and collaboration between the school and parish. Jo will get some more copies of the book to share.</p> <p>St Brendan's School has also been donated a replica of St Brendan's boat made out of leather, but a member of the Men's Shed in Tuross Heads. Jo suggested working with parish to make an event of taking reception of the boat and welcoming it to the community. The council agreed that it would be a great idea, perhaps to have on show at the upcoming fair.</p>	<p>Report accepted</p>

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Item	Description	Owner
	St Michael's No report received from Allison	Nil report
8. Family educator report	No report received from Leonie.	Nil report
9. Liturgy Committee Update	The Liturgy Committee has not met since the last Council meeting. The council welcomed Kelly Daley who has been appointed the new Sacramental Liturgy Coordinator for the parishes. Kelly will be continuing the Liturgy committee.	No action
10. New business and detailed discussions	Item summary No new items raised due to following AGM	Status
11. Confirmation of open items	Summary of open action items (<i>year raised and action item number</i>) <i>Closed items with actions associated not included.</i>	
<i>2018-1-1</i>	<i>St Brendan's Ramp communication and update</i> Action: Once we get approval from Council we will get three quotes (see action 2018-1-2).	Open Justin Young Cathie Edlington
<i>2018-4</i>	<i>St Brendan's gates</i> Action: The Council endorsed Jo to keep proceeding.	Open Jo Bright
<i>2018-5</i>	<i>St Brendan's Parish Fair</i> Action: Justin and Prue to provide another update at the next meeting.	Open Justin Young Prue Cook
<i>2018-12 (from AGM 2018-4)</i>	<i>Parish council elections</i> Action: The timing and process of the elections will be discussed at the next parish council meeting. Carried over as Action Item 2018-12	Open 2018-12 Parish Council
12. Next meeting date	Council agreed the next meeting 13 September 2018 starting at 7.30pm Call for agenda items: 30 August 2018 Agenda circulated: 6 September 2018	All Angela O'Brien Angela O'Brien
13. Closing prayer	Meeting closed 7.35pm to proceed to AGM	Father John

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Tabled documents: Finance Report

FINANCIAL REPORT AS OF 30 June 2018	
- St Brendan's	
Church Account	\$ 20,858
Repairs and Maintenance Account	\$ 62,900
- includes \$35,065 - Fete income 2015/2017	
Less already spent for ramp	
(\$1,730) - Impact Statement	
(\$ 3,000) - DA & Design	
<u>(\$ 4400 - New Design)</u>	
\$25935	
Term Deposit	\$147,767
(Bequest from 2016)	
TOTAL	
Less liabilities	
-Bond (hall), GST collected	
PAYG, Superannuation	\$35,650
Long Service Lave	
TOTAL	\$195875

FINANCIAL REPORT AS OF 30 June 2018	
- St Michael's	
Church Account	\$ 48,169
Term Deposit	\$180,373
Less liabilities	
- expenses paid from St Brendan's Church account	\$ 6,758
TOTAL	\$221,784

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Closed action item register

Item number	Summary	Meeting closed
2017-1	<i>Possible notification of death of parishioners at rear of church</i> 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.	2-2018-03-20
2017-2	<i>Replacement of St Michael's AV equipment</i> Sound system and microphones were installed last year.	2-2018-03-20
2017-3	<i>Display of St Brendan's car parking guide at church</i> 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.	2-2018-03-20
2017-4	<i>Updating St Brendan's and St Michael's web page</i> Action: Angela O'Brien volunteered to work with the diocese web developers to design the new page. Justin will send Angela the relevant contact details.	4-2018-07-26
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. Closed and incorporated into action 2018-1-1	4-2018-07-26
2018-2 AGM 2018-1	<i>Constitution review and amendment</i> The Parish Council reviewed the proposed amendments to the Council Constitution. The Parish discussed an additional clarification of Item 11. Voters, and agreed to a further amendment to the title of section 11 to state Voters of the AGM. The proposed amendments to the constitution were accepted unanimously by all present and the new constitution was adopted.	AGM 2018-07-26
2018-3	<i>St Brendan repairs: broken counting machine</i> Counting machine has been replaced.	3-2018-05-17
2018-4-1	<i>St Brendan gates – ongoing repair and painting work to gates surrounding church.</i> Gates are being repainted.	3-2018-05-17
2018-6	<i>Professional cleaner for St Michael's</i> A professional cleaner for St Michael's has been engaged, starting Friday 13 April and cleaning every second Friday.	2-2018-03-20
2018-7	<i>St Brendan's and St Michael's Safety Support officer</i> Action: The Council offered their thanks to Jacqueline Frost via Darren for volunteering to be the Safety Support Officer for both parishes. Pat will be in touch to provide further information.	2-2018-03-20
2018-8	<i>Toxteth update</i> 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.	2-2018-03-20
2018-9	Best wishes and happy birthday to Pat Burge-Lopez for her birthday and her hip replacement operation. Council also wished Father John all the best for his operation, as he's admitted on Easter Monday.	2-2018-03-20

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2018-10	<p><i>Richard Taylor leave of absence</i></p> <p>Richard requested and the Council approved his leave of absence due to his travels until March 2019. The Council agreed to an indefinite leave of absence and decided not to fill his vacancy. The Council wished him a lovely holiday.</p>	3-2018-05-17
2018-11	<p><i>Pat Burge-Lopez finishing up as Sacramental Coordinator</i></p> <p>Pat advised that after 10 years, she is finishing as Sacramental Coordinator on 25 July. As such this will be her last Parish Council. The Council thanked Pat for her amazing service and gave her a round of applause.</p>	3-2018-05-17
AGM 2018-2	<p><i>Toilet Signage</i></p> <p>Moira Kelly suggested providing more instructions for visitors to the church about where the toilets are. There are frequently new visitors looking for directions.</p> <p>Following discussion, St Michael's and St Brendan's agreed to draw maps to describe the locations and post them on the noticeboards area as signage inside the church may not be appropriate.</p> <p>Action: Prue will look after the map for St Brendan's and Angela will develop one for St Michaels.</p>	AGM 2018-07-26
AGM 2018-3	<p><i>Collections</i></p> <p>Angela noted that other parishes print the amounts gathered from collections each week in the bulletin and asked whether our parish adopt the practice. They also provide explanation about what the contributions to each collection are used for.</p> <p>Action: Father John agreed that printing the amounts was a good idea and that we could include in powerpoint presentations what the collection money is used for.</p>	AGM 2018-07-26
AGM 2018-5	<p>Richard Taylor's mother passed away not long after the last council meeting where he was granted a leave of absence. As the council members didn't have a postal address of where Richard is, as he is currently travelling, the council asked Justin, who has his personal contact to pass on our sincere condolences.</p>	AGM 2018-07-26

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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 (leave of absence)	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
Kelly Daley	sacramental@stbrendan.org.au

Meeting Guests

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