

**Minutes of the Poole Unit Steering Group  
Held at St Mary's 14<sup>th</sup> January 2010**

**Present:**

Nigel Waite(Chair), Father Keith Collins, Father Barry Hallett, Father Mark Skelton, Father Peter Webb, Reg Grimston, Cecilia Grimston, Mary Rafferty, Chris Turner, Phil Willis, Sue Fernley David Wells and Dorothy Brant.

**Apologies:**

**Action**

Father Mark opened the meeting with a prayer.

**1 Communication Activities Arising from meeting of 27 Nov 09**

- 1.1 Father Barry reported St Joseph's had provided 150 copies of his feedback document and Nigel's review of the last two years and all copies had been taken. He also mentioned that the Mandate (see item 2) would be presented to the Parish Council next Wednesday.
- 1.2 Father Keith reported that Nigel's review had been distributed last Sunday with the weekly bulletin. He also reported St Anthony's have recently established a Consultation Group who have been presented with the feedback from the questionnaire. A short paper on the results of the questionnaire will be produced. Fr Keith
- 1.3 Father Mark is still waiting for information from Sean before he can communicate St Mary's results to the Parish, which he hopes to do by the beginning of February. He expects to make Nigel's review available either this Sunday or next. Sean  
Fr Mark
- 1.4 Father Peter has provided his feedback document to the Parish Council and has spoken to his Parishioners on a number of occasions regarding the feedback. Nigel's review will be published this week. Fr Peter

**2 Mandate**

- 2.1 A draft mandate for the four Poole Parishes to sign has been prepared and circulated by Reg. This draft was now discussed and Reg undertook to make the alterations which briefly are: Reg
- a) The order of the points within *Scope* will be changed so it starts with Sacramental Preparation, and the example of RICA will be removed from Sacramental Preparation
  - b) The first *Assumption* will read 'That pastoral development could be shared and developed.'
  - c) The final item under *Current Initiatives* will read 'The revision of the Sunday mass times'.
  - d) It was also agreed later in the meeting, that the Mandate should mention that the PUSG is made up of the Parish Priest plus three lay people from each Parish.
- 2.2 The PPC's of the four parishes will be asked to sign the revised mandate. It was noted that the PPC's of St Joseph's and Our Lady of Fatima will meet before the next PUSG meeting. St Anthony's Group will meet on 23 February and St Mary's PPC will meet on March 5. PPC's

**3 Initial Draft Development Plan**

- 3.1 A draft Development Plan had previously been circulated by Nigel, and this was reviewed.
- a) The *Purpose of the Plan, Background, and Objectives* were accepted as written with the addition of the date of the questionnaire being added to point 2.7.

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Action

- b) The *Scope* should be changed in line with the changes to the Mandate.
- c) Discussion then took place on the *Organisation, Governance and Budgets* section.
  - (i) It was agreed we should keep the Steering Group in its present form (see 2.1 d above).
  - (ii) Nigel kindly agreed to continue in the role of Chair but this role will be restricted to actually Chairing the PUSG meetings and drawing up the Agenda.
  - (iii) The tasks of ensuring that the PUSG works according to the Mandate will fall to a new role, that of Project Manager and Reg Grimston very generously agreed to take on this role.
  - (iv) An Administrator is also required to do the clerical task for the PUSG eg taking minutes, distributing information to members of the group, ensuring appropriate information is kept and filed and ensuring that facilities are available when required. Dorothy offered to take on this role.

d) The *Assumptions* should be re-ordered similar to the Mandate

e) The *Action Plan* should be re-ordered in line with the Mandate.

- 3.2 It was agreed that at the next meeting we would focus on each of the six areas in the Action Plan and on the final three areas in the Scope which are not currently in the Action Plan. Agenda  
Champions
- 3.3 At this point Mary highlighted the fact a new financial package (OPAS) is going to be made available in the Diocese, and training given in the use of the package at the end of February. Father Peter strongly recommended that two/three people from each parish enrol for the training, with a view to us all using the same software at some time in the future. PPs/  
Finance  
Committee

#### **4 Involving the Wider Community**

David Wells then spoke to us. He is very supportive of what we are doing and said we had made enormous strides (and matured significantly) since he last met with us almost a year ago. He believes however, that we are still clarifying our vision and strategies and so are not yet at the stage where he can make a significant contribution. He said eventually we will need more people to help us with our action plans and at this stage he will be able to offer advice on how to encourage volunteers. He said a lot of work has been done in this area and mentioned Barbara Wallis and her work on recruitment of volunteers. He gave an example of the website do-it.org where people can find volunteering opportunities by postcode. David also mentioned a booklet relating to Stewardship entitled 'All is Gift' (or something similar) and Sue agreed to pick up 14 copies when she is in Plymouth next weekend.

Sue

#### **5 Dates of 2010 Meetings**

A suggested schedule of meetings for the PUSG for 2010 had been circulated by Reg. This was reviewed and amended and the new schedule is attached. Please note some of the locations have been changed

#### **Next Meeting**

All

**Wednesday, 10 February at 7pm at Our Lady of Fatima.**

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**2010 Meetings Schedule**

<b>Date</b>	<b>Venue</b>	<b>Comments</b>
Thursday 14 January	St Mary's	Decide on method of establishing additional parishioner groups? And "Stewardship" programme?
Wednesday 10 February	Our Lady of Fatima	Development Plan Item 7 Review feedback from Sub Groups
Friday 12 March	St Anthony's	Review feedback from Sub Groups
Monday 12 April	St Josephs	Decide on Development Plan structure
Saturday 15 May	St Edwards	Workshop to review the Draft Development Plan and decide on further research required
Wednesday 9 June	St Mary's	Review final research
Thursday 8 July	Our Lady of Fatima	Decide on action required to complete the Development Plan
Tuesday 7 September	St Anthony's	Finalise Development Plan
Monday 4 October?	St Josephs	Date to suit Bishop's visit
?Late October	?? TBD	PUSG to meet Bishop Christopher
Tuesday 23 November	St Mary's	Revise Development Plan in light of Bishop's comments
? December 2010	All parishes?	Communicate Development Plan to parishioners