

**Minutes of the Poole Unit Steering Group Meeting  
Held in The Presbytery, St Mary's 7<sup>th</sup> September 2010 at 19.30 hrs**

**Present:**

Father Peter Webb, Nigel Waite (Chair), Lynne Condon, Reg Grimston, Cecilia Grimston, Phil Willis and Dorothy Brant.

**Apologies:** Father Mark Skelton, Father Keith Collins, Father Barry Hallett and Chris Turner

**Action**

Father Peter opened the meeting with a prayer.

**1 Matters Arising from meeting of 8<sup>th</sup> July 2010 which are not on the Agenda**

1.1 None

**2 Draft Development Plan**

Progress noted since the last meeting:

**2.1 Sacramental Preparation**

The parishes have recently been emailed enquiring if there have been any changes since the original three page landscape document was issued. It is anticipated that the numbers participating in the First Holy Communion programmes will need to be updated to reflect 2010/2011. The Bereavement Programme being run from Our Lady of Fatima is currently being mentioned in all four newsletters with the aim of establishing the group across all four parishes.

Lynne/  
Fr Peter

**2.2 Administration Group**

After discussion it was felt that maybe, subconsciously, the Administration Group are looking at how they can save money by working together. The PUSG felt that saving money should not be the main consideration. It should be - how can we work together more effectively. How the Secretaries can interact with each other. It is hoped that the Secretaries will meet again during September.

Cecilia

Cecilia also briefly discussed her contact with Kristos Media, who are a charity who assist Parishes to set up and then run their own web site. They would also help us to set up an umbrella website which we could point to our individual websites. Father Peter is very interested in looking further into what Kristos Media have to offer with a view to developing a Portal for the Poole Parishes. With Cecilia's help he will draft a specification of what is required, try to determine the initial development costs and the ongoing costs of maintenance.

Fr Peter  
/Cecilia

**2.3 Financial Resources**

Unfortunately Sue was not at the meeting. We speculated that on the financial side much is monitored and guided by procedures from Plymouth. ie we have a common Bank, we are all starting to use a common finance package, OPAS, which we believe also means we will handle planned giving in a similar way etc. Eunice is inputting data into this package for both St Mary's and Our Lady of Fatima, where she has been appointed as finance officer.

Sue

Reg needs a report which he can incorporate into the Development Plan which ideally shows any issues which have been highlighted, what has been accomplished and what is outstanding.

**2.5 Asset Management**

Reg

The running/maintenance cost of the four churches is still outstanding.

**2.5 Governance**

(a) A useful and well received meeting to discuss Safeguarding was held on the 20 July 2010. The four parishes have scheduled a follow-on meeting for 13<sup>th</sup> October. A summary of the meeting has been sent to Reg, but unfortunately he was unable to open it. The summary needs to be resent in Word.

Fr Mark

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(b) Father Peter explained that Our Lady of Fatima are trialling 'Parish in Council'. Once a month the congregation will spend five minutes at the end of each mass discussing one item of business which will have been announced on the previous Sunday. There will be feed-back, which may be used for the agenda of the PPC.

**2.6 Organisations**

Philomena has completed the first edition of the Organisations Booklet. As a matter of courtesy she has written to the 32 parish contacts mentioned in the booklet and enclosed an advanced copy of the booklet. These envelopes will be given to the Parish Secretaries tomorrow, 8<sup>th</sup> September, so they can be addressed and posted this week. The plan is that the booklets should be made available to all our Parishioners on the weekend 2<sup>nd</sup>/3<sup>rd</sup> October. The Chair would like it recorded that this is a wonderful resource for which we are very grateful to Phil and he urges the four Parish Priests to promote and distribute the booklet on the 2<sup>nd</sup>/3<sup>rd</sup> October.

Phil  
Parish Priests

**2.7 Youth Ministry**

There is a meeting involving all four parishes on Monday 13<sup>th</sup> September. It is important that a report of this meeting is sent to Reg. Will the members of the PUSG who attend the meeting agree between themselves who will send a report to Reg.

Youth /PUSG members

Will all Champions please ensure that Reg has a report which he can include in the Development Plan, by the 20<sup>th</sup> September at the latest. The report could describe the terms of reference of the working party and any issues contained therein, what has been accomplished so far, and those issues which remain outstanding ie a 'snap shot' of their activities.

**All Champions**

Reg will provide Nigel with the updated Development Plan by the 27<sup>th</sup> September, so that Nigel has time to prepare his presentation (see point 4a below).

Reg

**3 Communications**

Dorothy to draft a couple of sentences for inclusion in all Newsletters informing our Parishioners that the minutes of the PUSG are available on St Anthony's web site.

Dorothy

**4 Meeting with the Bishop**

(a) Nigel will give a simple Powerpoint presentation which will probably last about 20 minutes. It will mention the work we have done over the past three years, including the survey and highlighting our achievements to date in trying to work together. He should also mention the problems we have encountered: inertia, lack of understanding of what we want to achieve and lack of supervision/guidance. The Bishop should be given the latest version of the Development Plan.

Nigel

(b) The meeting will take place at St Anthony's Parish Hall on 16<sup>th</sup> October at 7:15pm followed by a buffet style meal at 8:15pm. All members of the PUSG are urged to attend this meeting.

**5 AOB**

David Wells will be visiting St Anthony's to talk about Welcoming on Wednesday 10 November, details will be sent to the parishes later, but everyone is invited to attend.

**6 Next Meeting**

**Monday, 4<sup>th</sup> October 2010 at St Joseph's, time to be confirmed either 5:30pm or 7:00pm.  
Purpose is to run through the Presentation and to ensure all preparations are in hand for the 16<sup>th</sup>**

Father Peter closed the meeting with a prayer