

**Attendees:** Constant Mews (chair), Sr Heather Weedon, Rev Joe Caddy, Jack Rendle, Br Sean McManus, Rosemary Sheehan, Michael Pirotta, Penny McCann.

<b>Agenda Item:</b>	<b>Discussion Points:</b>	<b>Action/s:</b>
1. Apologies	Nil.	
1. Reflection	Today is the Feast Day of two saints who were great reformers and within the church and involved in the Council of Trent. Prepared and lead by Fr Joe.	
1. Minutes of last meeting	Email addresses and mobile numbers to be removed from mins prior to being published on website.	
1. Update on Celebrating St Carthage event 15 May	Discussion as to where to have refreshments following St C Feast Day. Outside church or at presbytery. Tea & coffee. Could something be set up in kitchen or gathering space at back of presbytery. Constant will be on site at 1:30 p.m.	Mary Keating has offered as well as Carmel to assist with set up of refreshments.
1. Parish dinner update (Jack)	<ul style="list-style-type: none"> <li>• TryBooking page went live on the weekend of 30 April/1 May and event / details of how to book have been advertised in parish newsletter each weekend.</li> <li>• Ticket sales have been slow. To date only 14 tickets have been purchased (this includes two purchased by me).</li> <li>• Paul Keats (acoustic guitarist) has been booked to provide two brackets of entertainment (singing). He has been briefed on the demographic and is well advertised at reading the room. First bracket on arrival (drinks and canapes) and second following main course (TBC).</li> <li>• We need to organise raffle prizes and people to sell on the night. In the past wine has been donated as well as porizes from local Parkville / Carlton businesses. Raffles have been a good fund raiser on the night in past years.</li> <li>• Could Fr Joe pls say Grace on the evening.</li> <li>• Jack is happy to do Acknowledgement of Country.</li> <li>• I am wondering if there could be a “plug” for parish dinner at each Mass each weekend from now on. We need to boost ticket sales.</li> </ul>	<p>Jack to email Leanne a copy of invite and ask her to email to everyone on database.</p> <p>If we are to go ahead with raffle on night, we need a couple of people prepared to sell. Ro is happy to coordinate gathering of prizes / donations.</p>

<p>1. Membership of Pastoral Council</p>	<p>To regularise our system, 6 positions. 3 are long term (Heather, Jack &amp; Ro) and 3 are newer members (Constant, Sean &amp; Penny). To date we have not had any expressions of interest. In this case we have the ability to co-opt someone. Claire Renkin has spoken to Constant about possible membership. She could be approached. She is available to attend meetings on Tuesdays. Meetings would need to be either first or third Tues of month or bimonthly.</p>	
<p>1. Safety Officer</p>	<p>Fr Joe has provided a detailed report on up date of safety matters. Joe spoke to report. Over last few years we have lagged in compliance of child safety issues. Catherine Graham has worked for Joe at Hoppers Crossing. She has done an onsite assessment as Parkville. As there is no school, this reduces the child safety issues. She has updated the documentation. It is up to PC to endorse and adopt. Joe suggests that what she has proposed is quite helpful and acceptable. Each member of PC is requested to sign a Code of Conduct. Members of the PC are asked to work collaboratively with PP to ensure children and any vulnerable people are safeguarded. Code of Conduct to be signed by each member of PC.</p>	<p>Parish secretary to hold record or data base of WWCC, police checks and VIT registration. This is in keeping with CAM policy.</p> <p>Members of FC also require police checks.</p> <p>PC has adopted recommendations from Catherine Graham. The PC has resolved to take responsibility for safeguarding the parish.</p> <p>Hard copies of Code of Conduct distributed to PC members.</p>
<p>1. Report from Finance Council (Michael)</p>	<p>Other than the issue of planned giving, the first quarter has been uneventful. 70K down on planned giving. System of the previous administrator put in an arbitrary date for expiry. Credit cards are dropping out for no apparent reason. We need to look at contacting individual donors or alternative strategies to re-engage planned giving. Michael is looking into having a “tap” machine at the back of church where people could make a donation using a credit / debit card.</p>	<p>Bernard to follow up and look at how to reinvigorate the system.</p>
<p>1. AOB</p>	<ul style="list-style-type: none"> <li>• COVID Safety matters. COVID is still an issue with growing numbers in Victoria. Masks to be made available at back of church. Is ventilation in church sufficient?</li> <li>• Liturgy. Morag Fraser is taking responsibility for liturgy at 10:00 a.m.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sacramental program. There have been only two expressions of interest received. Joe to advertise and invite further volunteers to assist with combined Euch and Confirmation. Anna barber, former Catholic teacher and Religious Education Leader may be a possibility to be involved in Sacramental preparation.</li> </ul>	
1. Date of next meeting		Next mtg Tues 19th July 2022.

Meeting closed at 8:50 p.m.