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| 1LOCATION: Parochial HouseTIME STARTED: 19.00 TIME FINISHED: 21.00 |
| **Present:** Fr Michael Sheehan, Angela Brady, Pascal McCulla, Maire McGrady, Niall Cullen, Martin McLaughlin, Kristin Neeson, Patrice Mahon, Aidan Walker |
| **Apologies:** Ollyn O’Neill |
| Item 1 **Opening Prayer** |
|  Notes of Discussion | Action/s |
| Deferred  | NA |
| Item 2 **Minutes of Last Meeting**  |
|  Notes of Discussion | Action/s |
| Minutes of December meeting was signed off at the meeting by Angela.  | Aidan to arrange loading to website |
| Item 3 **Welcome Booklet / Directory & GDPR Signoffs – Status update** |
|  Notes of Discussion | Action/s |
| Niall advised that the copy for the booklet is complete and will be ready to go to the printer for design once it has been proofed by the PPC and the parish groups.Niall has received images which will be integrated into the layout by the designers.A timeline was agreed - the copy will be sent to the PPC within 1 week and comments fed back within 72 hours. Amended copy will be sent to the groups immediately and they have 14 days to respond with changes. Any changes will be applied and the final copy will be signed off at the next PPC meeting.It was agreed that any groups who have not signed a GDPR will not have any contact details included on the website list of groups.Kristin offered to liaise with parish office so that the up-to-date list of groups and contacts is live on the parish website. | Niall to circulate copy to PPC asap.Kristin to liaise with Angelina |
| Item 4 **Petitions Process at Mass – Progress update** |  |
|  Notes of Discussion |  |
| The members discussed the petition process in more detail and agreed the structure and process we intend to pilot. A record of the items agreed and items to be completed is in appendix 1 |  |
| Item 5 **Faith Events – Auschwitz update** |  |
| Notes on Discussion |  |
| Martin confirmed that plans are moving ahead with the talk likely to happen a few days after St Patrick’s day.Martin is pulling together a plan to promote the event to a wide audience incl Jewish organisations. This will include using links to local politicians and via social media. | Martin to request PPC help as required |
| Item 6 **Other potential Faith Events**  |  |
|  Notes of Discussion |  |
| Carried over to next meeting |  |
| Item 7 **Welcome Event - Update**  |  |
|  Notes of Discussion |  |
| Carried over to next meeting |  |
| Item 8 **Meeting other PPCs for collaboration / learning**  |  |
|  Notes of Discussion |  |
| Carried over to next meeting |  |
| Item 8 **Any Other Notified Business**  |  |
|  Notes of Discussion |  |
| **Clarification of position of Environmental Group**After an extended discussion it was confirmed that the Environmental Group is a separate group from the PPC and has the same status as all other parish groups. As with any other parish group, if there are specific events that fall within the ambit of the PPC the Environmental Group may request the support of the PPC by submitting that an item be added to the agenda for discussion by the PPC at a subsequent meeting.**Christmas Dinner**The members agreed a date for the deferred PPC Christmas dinner  |  |
|  |  |
| **Date of Next Meeting** |  |
| **Monday 10 February 2020 7.00 – 9.00pm** |  |

Chairperson’s signature Date

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**Appendix 1 Petitions Process**

Overview of process:

1. Parishioners will complete petition form (Card) and insert it in the petition box.
2. Before the 1st weekend Mass (Sat Vigil), submitted petitions will be collected and 2 will be selected at random – these 2 will be read out as part of Prayers of the Faithful at each of the weekend Masses.
3. The petition box including the contents will be placed on the Alter during Exposition service.

Items to finalise / complete:

* Arrangements for collection the petitions for the following weekends Mass to be finalised.
* Process for inserting the 2 selected petitions into the Prayers of the Faithful to be finalised.
* Designing and printing of leaflets to be completed. (Martin)
* New petition box to be ordered. (Fr Michael)
* Leaflet holders (for each entrance) to be ordered. (Fr Michael)
* Communicating the pilot and the process at Masses and in the bulletin to be finalised.