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**Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 03 December 2015**

Agenda Item	Discussion	Action By:
1. Welcome		John Normile
2. In Attendance	Fr. John, John Normile (Chair), Lorraine Miller, Cath Elms, Frances Towers, Frank Harvey, Rachel King, Steve Hince, Steph Foulkes, Judy Churchill (Melksham).	
3. Apologies	Tony McMahon, Pat Ruffell	
4. New Member	Fr. John welcomed Stephanie Foulkes to the committee	
5. Gospel Reading	Read by Rachel King – next meeting to be read by Frank Harvey.	Frank Harvey
6. Minutes from last meeting	Minutes from last meeting on 08/10/15 - agreed as a true record.	
7. Hall Committee Update	Acoustics – as approved at the PPC meeting on 8/10, 6 more “clouds” have been ordered for the hall ceiling, and the bill is currently with Frank for payment. Once paid, they will be delivered. Jimmy will install them.  The next hall committee meeting is on 15 <sup>th</sup> December.	Lorraine Miller
8. Parish Project Update (MSF)	Balance as at end November 2015 - <b>£3,050.</b>  After the ‘Soup Supper’ on 5/12, we will send the funds to MSF together with the additional £5,000 from Parish funds.	Frank Harvey
9. Proposed Project	The subject of our 2016 Parish Project was raised and discussed at the recent joint PPC meeting with St Anthony's on 12/11. It was agreed that we would have a joint project to bring the Parishes together. It was also agreed that we would support the broad subject of the Refugee Crisis, although the finer detail of which specific charity(ies) we would donate to are yet to be decided. Rachel King has a contact from the catholic community in Malmesbury which has been working with Wiltshire County Council who are re-homing 27 refugees from Syria. It was agree that she would contact them again to get the name of the person at WCC who is in charge of the project to see if we can also assist. As Steph works at WCC, she also offered to ask around to see if she could locate the liaison person for the refugees. <b>ACTION:</b> Rachel to speak to her contact from Malmesbury Catholic church to obtain name of WCC liaison person and Steph to ask at work for the same.	Rachel King Steph Foulkes
10. Health & Safety Update	Risks have been reduced around the church by the introduction of a new wheelchair path, better lighting and the electric candle stand. There is	

	<p>however, still an issue with lighting on the A4 steps at the front of the church. A historic quote for a lighting bollard was £200 plus £120 for cabling. It was suggested that we ask Declan (electrician) to re-quote and also include a quote for the PAT testing which is due. <b>ACTION:</b> John to contact Declan for new quote for lighting of A4 steps plus PAT testing.</p> <p>Steve advised that we also require the following:</p> <ul style="list-style-type: none"> <li>• installation of emergency lighting in the church should the power fail.</li> <li>• 8-10 fire marshalls who will be trained to use the fire extinguishers.</li> <li>• a laminated food allergy notice to be displayed – Steve will draft.</li> <li>• new step ladder as the aluminium one has no feet and it's not high enough at Easter to cover the crucifix above the altar.</li> </ul> <p><b>ACTION:</b> Steve to draft food allergy notice, approach people to act as fire marshalls/place advert in bulletin and purchase suitable step ladder.</p>	<p>John Normile</p> <p>Steve Hince</p>
11. Ecumenical Matters	<p><u>Town Carol Service</u> – 22<sup>nd</sup> Dec at 6.45pm outside Haine &amp; Smith (St Barts) – John Normile volunteered to be a reader.</p> <p><u>Week of Christian Unity</u> – 18<sup>th</sup>-25<sup>th</sup> January 2016 – all churches will be open.</p>	Cath Elms
12. Fr John's items	<p>Christmas arrangements are as follows:</p> <p>4<sup>th</sup> December – Hall Committee will decorate the hall.</p> <p>9<sup>th</sup> December – 7.30pm Reconciliation.</p> <p>16<sup>th</sup> December – 2pm Seniors Mass &amp; Anointing of the Sick.</p> <p>20<sup>th</sup> December – decorate church after Mass.</p> <p>24<sup>th</sup> December – 6pm (Family) &amp; 9pm (Midnight) Masses. Need 6 Eucharistic Ministers at each Mass. Lorraine will steward at 6pm. John/Steve will steward at 9pm.</p> <p>25<sup>th</sup> December – 9.30am Mass.</p>	Fr. John
13. St Anthony's PPCCG	<p>The next PPC meeting for St Anthony's is on Wednesday 20<sup>th</sup> January at 7.30pm. Steve will attend.</p>	Steve Hince
14. AOB	<p><u>Decorating</u> – Fr. John advised that we need to paint the interior of the church in 2016. Steve Hince suggested that we also look to draft-proof the windows at the same time. A small group needs to be set up to review the restoration, re-decoration, etc. of the church. <b>ACTION:</b> Steve to set up a small working group to review restoration.</p> <p><u>London Marathon 2016</u> – a gentleman has approached Fr. John to advise that he is running in the 2016 London Marathon and would like to attend Mass in the New Year to obtain sponsors.</p> <p><u>1<sup>st</sup> Holy Communion</u> – will be on 22/05/16 with St Anthony's on 29/05/16 As usual, the school will prepare the children.</p> <p><u>Confirmation</u> – will be on 21/06/16. Jo Medland will lead the catechists. There will be a joint meeting with the catechists on 19/1 at St Patrick's at 7pm.</p> <p><b>ACTION:</b> John to contact St Anthony's to see if they have any catechists who wish to join us.</p> <p><u>Utilities</u> – a new contract for the Diocese started on 1/12 and Frank provided our meter readings. It's cheaper!</p> <p><u>Children's Liturgy</u> – have recruited a new person Frances has a few more contacts.</p> <p><u>Nativity</u> – being co-ordinated by Rachel King.</p>	<p>Steve Hince</p> <p>John Normile</p>

15. DONM	<b>Thursday 03 March 2016 at 7.30 pm.</b> Agenda items please to Lorraine Miller.	
16.	The meeting closed with a prayer.	