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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 4 December 2014

Agenda Item By:	Discussion	Action
1. Welcome		Ann-Marie Clapp
2. In Attendance	Fr. John, Ann-Marie Clapp (Chair), Lorraine Miller, Lorna Biggins, Vic Steadman, Frank Harvey, Steve Hince, Patrick Evans (Melksham)	
3. Apologies	John Normile, Pat Ruffell, Cath Elms, David Brown, Tony McMahon	
4. Gospel Reading	Read by Lorraine – next meeting to be read by Frank	Frank Harvey
5. Minutes from last meeting	Minutes from last meeting on 09/010/14 - agreed as a true record.	
6. Hall Committee Update	<p>Lorraine gave an update of income received from September (when the hall opened) to December which amounts to a total of £972. Everyone was pleased that we have a number of regular lets together with a number of one-offs for parties and weddings. There are a lot of enquiries still coming in.</p> <p>Vic gave an update on the appointment of a part-time cleaner – the individual needs to be paid through payroll and has to be approved by the Finance Committee – we also need a full job spec, etc. and approval from the Diocese but Vic does not see this being an issue.</p> <p>Ann-Marie updated the committee regarding the fixtures and fittings. She has received a quote for supplying and fitting of a Burco water heater for £600 – approved by the committee. Six “clouds” have been installed and a number of favourable comments have been received from Parishioners who have hearing problems. Fr. John expressed a wish for two more “clouds” to be installed. Ann-Marie has purchased a noticeboard, broly stand, 2 x brollies and a torch costing circa £70. Browns Woodworking have quoted £300 to make and install a cupboard which will box-in the fuse boxes by the front doors plus also act as a broom cupboard. There will be two doors, one at the top to access the electricity fuse boxes and one at the bottom to access the brooms and Hoover, etc. Jimmy Boore is liaising with them regarding an installation date. There are still some canvases to purchase for the walls which will further enhance the acoustics so Ann-Marie estimates that in total there is about £1,200 in total outstanding to pay.</p> <p>Lorraine advised that a number of Parishioners have commented favourably about the new chairs and also the “clouds”.</p>	Lorraine Miller Ann-Marie Clapp

7. Parish Project Update (MSF)	<p>Prior to the meeting, Lorraine had received an email from Peter Power confirming the following donations have been received so far:</p> <p>Sum received in September = £240.52 Sum received in October = £52.10 Sum received in November = <u>£71.05</u> Total = £363.67</p> <p>The November amount does not include the £50 raised at the Parish Barn Dance. That will be recorded in the December figure.</p> <p>Everyone agreed that it was an amazing idea to have collection buckets at the Corsham Christmas Lights switch on.</p>	Lorraine Miller
8. Health & Safety Update	<p>Steve started by explaining that he does not feel that the PPC is the right forum for discussing and approving Health & Safety matters. Also, he is finding it difficult to express what H&S means to the Parish. He has found a document online from Ecclesiastical Insurance (who happen to be our insurers) which if followed, would make us compliant with everything the Diocese wants from a H&S perspective. Steve reiterated the need for a separate sub-committee comprised of members from each Parish group e.g. Gardening, Choir, Hospitality, Church Carers, Flower Arrangers, Eucharistic Ministers, PPC, etc. Ann-Marie suggested putting an advert in the bulletin to ask for volunteers from each group. If after this, nobody is willing to volunteer, then specific people will be asked to join the sub-committee. Steve also mentioned the need for Fire Marshalls and appropriate training in the use of fire extinguishers. Ann-Marie will contact GT Fire to see if they can provide the necessary training. ACTION: Ann-Marie to place advert in bulletin for H&S volunteers and contact GT Fire regarding Fire Marshall training.</p> <p>Steve has also contacted the Council regarding the street light on the A4 which hasn't been working for approx. 2 years.</p>	Steve Hince Ann-Marie Clapp
9. Ecumenical Matters	<u>Carol Service</u> (16/12 at 6.45pm) – meet outside Haine and Smith Opticians in the High Street - at St Bartholomew's Church, if wet.	Cath Elms
10. Fr John's items	<p><u>Christmas Programme:</u> 3rd December – Reconciliation Service – 7.30pm 16th December – Town Carol Service – 6.45pm 17th December – Seniors Mass, anointing of Sick + party – 2pm 20th December – usual Mass 21st December – usual Mass 24th December – Family Mass at 6pm – Midnight Mass at 9pm. 25th December – Christmas Morning Mass – 9.30am</p> <p>We will decorate the Church for Christmas following the 9.30am Mass on Sunday 21st December – people to bring holly and ivy, etc. Cath and Pat to arrange mulled wine and mince pies.</p> <p><u>Christmas Eve Family Mass at 6pm</u> – Lorraine to make H&S announcements and explain the order of procession for communion to avoid bottle-necks. Ann-Marie and Lorna offered to assist Lorraine as Stewards.</p> <p><u>Christmas Eve Midnight Mass at 9pm</u> – Vic, Frank and Steve to act</p>	Fr. John Cath Elms Pat Ruffell Lorraine Miller Ann-Marie Clapp Lorna Biggins Vic Steadman Frank Harvey

	as Stewards and do the H&S announcements, etc.	Steve Hince
11. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 28 th January at 7.00pm. Frank will attend.	Frank Harvey
12. AOB	<p><u>Broken Kneelers</u> – Ann-Marie explained that there are a number of broken kneelers in the upstairs room in the church. All agreed that they can be disposed of. ACTION: Ann-Marie to contact Eamon Scully and ask him to take the kneelers to the dump.</p> <p><u>Choir Lighting</u> – Prior to the meeting, Lorraine had received an email from Pat Ruffell concerning the poor lighting in the choir stalls area of the church. Ann-Marie confirmed that she met with an electrician on Monday, had obtained quotes and discussed them with Fr. John who was in agreement. Basically, we are unable to change the existing bulbs and are also unable to lower the light fittings so his recommendation is to install black tracks along the beams which will hold spot lights. Everyone agreed with this approach and if it works well, we will consider the same approach for the lighting under the balcony area. Whilst visiting, Ann-Marie had also asked the electrician to review the outside lighting on the Park Lane entrance plus the electrical sockets inside the church. The total cost for the improved choir lighting, the outside lighting and the sockets is £927.50 which Steve Hince confirmed is a very good price. All agreed that Ann-Marie can go ahead and ask the electrician to complete the work. ACTION: Ann-Marie to ask electrician to proceed.</p> <p><u>Outside Lighting</u> – whilst on the subject of outside lighting, it was suggested that Ann-Marie asks her electrician to look at supplying a new fitting on the light which sits on the corner of the church by the side path leading around to the front. Currently, it is annoying the neighbours so we need it to shine on the path but not into the neighbours' garden. Also, could it be linked to the front porch switch so that both come on/go off at the same time? Finally, could the electrician look at taking a feed from the old outdoor toilet and placing a two light fitting so that one light faces towards the hall and the other faces the car park so as to light the "blind spots" between the hall and garage security lights? ACTION: Ann-Marie to ask electrician to look at additional outside lighting issues.</p> <p><u>Thief</u> – the candles are still being stolen and have been taken 3 times this week. The money box for the papers has also been broken off the wall. The Police will not take any further action without more specific evidence so we need a couple of volunteers to view the CCTV tapes and establish a pattern of visits – he appears to arrive around 4pm each time. ACTION: Vic to contact Richard Morris and see if he would be willing to view the tapes and records the dates/times of the thief's visits.</p> <p><u>St Anthony's Account</u> – the balance now stands at just under £400 so all agreed to send £200 to Julian House and £100 to the Bristol Homeless.</p>	<p>Ann-Marie Clapp</p> <p>Ann-Marie Clapp</p> <p>Ann-Marie Clapp</p> <p>Vic Steadman</p>
16. DONM	<p><u>Thursday 5 February 2015 at 7.30 pm.</u> Agenda items please to Lorraine Miller. lorraine.miller945@btinternet.com</p>	
17.	The meeting closed with a prayer.	