



St Patrick's Church
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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 7 December 2017

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Steph Foulkes, Steve Hince, Tom Martin, Mary Rooney	
3. Apologies	Cath Elms, Tony McMahon, Pat Ruffell, Vic Steadman, Jane Wragg,	
4. Gospel Reading	Read by Steph Foulkes – next meeting to be read by Vic Steadman	Vic Steadman
5. Minutes from last meeting	Minutes from last meeting on 19/10/17 - agreed as a true record.	
6. Actions from last meeting	<p><u>Altar Hand-rails</u> - this is still work in progress. Discussion deferred to next meeting.</p> <p><u>H&S Online Training</u> – Anthony Hughes will shortly be emailing all PPC members with a link to their online training. Steve agreed to explain all about the required H&S training to St Anthony's Finance Committee at their next meeting. ACTION: Mary to advise date/time of meeting.</p> <p><u>Sound System</u> – now set up, adjusted and balanced. Intek will send us a summary of their recommendations around Christmas. Their bill has been passed to Peter Power for payment.</p> <p><u>Noticeboard on Garage Wall</u> – someone suggested that Helen may have taken the keys with her when she moved to the Isle of Wight? Lorraine agreed to contact her. ACTION: Lorraine to email Helen Chiles re keys.</p>	<p>Mary Rooney</p> <p>Lorraine Miller</p>
7. Potential works in the Church	<p>Frank has compiled a list of potential works needed in and around the Church which he will put into a spreadsheet and allocate owners for each item.</p> <p>Fr. Bill has confirmed that there is no access to the cellar from the Lady Chapel. He has a probe light which he will use to look under the Lady Chapel floor in an attempt to see what has caused the dip in the floor.</p>	
8. Health & Safety Update	Steve has completed a risk assessment which highlights the outside fire escape by the Park Lane car park as a significant finding. He plans to send the risk assessment to Anthony Hughes at the Diocese, who has agreed to engage with the Diocesan Estates Department so that we can establish what options are available to us so that we can retain use of the upper balcony area in the Church.	

	<p>Steve raised a concern about the north entrance (A4 side) door being locked outside of Mass times, when people may be in the Church, cleaning, praying, etc. A key needs to be available in case they are unable to evacuate via the Park Lane door.</p> <p>Steve advised that we need to undertake a practice fire drill.</p> <p>A mobile ramp is required for the Park Lane door in case the north entrance (A4 side) is blocked for any reason and wheelchair users cannot use it.</p>	
9. Ecumenical Matters	<p><u>Town Carol Service</u> (12th December 6.45pm) – it's our turn to host this year. Mary Jose, Christine Harvey and Cath Elms are coordinating everything. We could just do with a few more volunteers to help with handing out mince pies at the end.</p>	
10. Christmas Services	<p><u>Christmas Services:</u></p> <ul style="list-style-type: none"> • 6th Dec (7.30pm) - Reconciliation Service • 20th Dec (2pm) - Senior's Mass & Anointing of the Sick • 23rd Dec (3pm) - Decorate Church (to be announced at weekend Masses for next 2 weeks & notice placed in bulletin) • 24th Dec (6pm) - Christmas Family Mass • 24th Dec (9pm) - Christmas Midnight Mass • 25th Dec (9.30am) - Christmas Day Mass <p>Fr. John will place lists in the Lady Chapel for readers, Eucharistic ministers and altar servers. ACTION: Fr. John to place lists in Lady Chapel</p> <p>The Children's Liturgy Group are organising the 6pm service on Christmas Eve.</p>	Fr. John
11. Fr John's items	<p><u>2018 Parish Projects</u> – the committee reviewed a number of suggestions for next years' Parish projects and a decision was made on:</p> <ul style="list-style-type: none"> • <u>Mary's Meals (Overseas)</u> – they work in 15 countries across Africa, Asia, Latin America and the Caribbean, providing a nutritious daily meal to some of the world's poorest children, in their place of education. • <u>Sixty One (Local)</u> - a group of Bristol based charities, churches, businesses and individuals who have come together to work co-operatively to help ex-prisoners lead meaningful lives that are free from crime. <p>Mary Rooney will advise St Anthony's PPC of our decision and hopefully they will be able to support us again in a joint venture next year. ACTION: Mary to update St Anthony's PPC.</p> <p>When we ask for fundraising volunteers next year, we need to ensure that as well as a committee being in place, that someone agrees to take the lead and coordinate the fundraising events.</p> <p><u>A Future Full of Hope</u> – Fr. John has read the literature and feels it needs to provide more specific guidance. All are asked to read it and map against activities we are already undertaking within our Parish currently and then come up with ideas for any gap areas. ACTION: All PPC members to read the literature and provide ideas for improvement.</p> <p><u>Parish Register</u> – this will be updated in Jan/Feb 2018. Tony will produce slips as usual for completion. ACTION: Tony to produce slips.</p> <p><u>Presbytery Shower</u> – a quote has been received and the work will go ahead shortly to install a new shower.</p>	<p>Mary Rooney</p> <p>All</p> <p>Tony McMahon</p>

12. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 13 th December 2017 at 7.30pm. However, this meeting will be to discuss the results from their Parish survey only, so no representation is required from St Patrick's.	
13. AOB	Foster Carers – Fr. John has received an email looking to recruit new foster carers in Wiltshire. John offered to draft an advert to go in the bulletin, on our website and on our Facebook page. ACTION: John to draft an advert.	John Normile
14. DONM	<u>Thursday 1 February 2018 at 7.30 pm.</u> Agenda items please to Lorraine Miller. lorraine.milller945@btinternet.com	All
15.	The meeting closed with a prayer.	