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**Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 08 October 2015**

Agenda Item	Discussion	Action By:
1. Welcome		John Normile
2. In Attendance	Fr. John, John Normile (Chair), Lorraine Miller, Cath Elms, Frances Towers, John Collings, Frank Harvey, Rachel King, Mary Rooney (Melksham).	
3. Apologies	Steve Hince, Tony McMahon, Pat Ruffell	
4. Resignation	John Forster had sent his apologies to Fr. John that he is no longer in a position to provide a commitment to the committee	
5. Gospel Reading	Read by John Normile – next meeting to be read by Rachel King.	Rachel King
6. Minutes from last meeting	Minutes from last meeting on 23/07/15 - agreed as a true record.	
7. Hall Committee Update	<p><u>Acoustics</u> – Paul Cheadle has reviewed the acoustics and recommended that we continue to place artwork on the walls and look at purchasing 6 more “clouds” for the ceiling. The committee agreed the proposal and instructed the Hall Committee to proceed.</p> <p><u>Damage on walls</u> – There were a number of places on the walls where small bits of plaster had come away which Jimmy has repaired.</p> <p><u>Chairs</u> – a number of chairs have marks on the seats from spilt drinks, etc. Sandy has agreed to obtain some upholstery cleaner and see if the marks can be removed or at least reduced.</p> <p><u>Burco</u> – the boiler will require descaling before Christmas so the committee has instructed Jimmy to contact Dave the electrician and see if it can be done during the second week of December.</p> <p><u>Christmas Decorations</u> – the Hall Committee will decorate the hall this year with a small Christmas tree and perhaps some bunting. Date agreed as Sunday 6<sup>th</sup> December after Mass.</p> <p>Renewal contracts have been completed for our commercial hirers who are now into their second year.</p> <p>We have a new Slimming World group starting shortly on Wednesdays (morning and evening) who will be hiring the hall for 6 hours per week. A group called Splitz has also just starting hiring the hall on Fridays.</p>	Lorraine Miller

	<p>Total monies received from Sept 2014 to Sept 2015 are:</p> <p>Regular Hirers    £3,217  Social Hirers        <u>    619</u>                                <u>£3,836</u></p> <p>Frank Harvey confirmed that the cost of electricity for the hall for the past year has been approx. £360. No other major expenditure has been incurred.</p>	
8. Parish Project Update (MSF)	<p>Balance as at end September 2015 - <b>£2,889.</b></p> <p>Frank referred back to when the Parish was originally gifted the legacy of £50,000 which we used towards our church hall. At that time, Fr. John had made a request that 10% be donated to charity, but it was agreed between Fr. John, Frank Harvey (the PPC Chair at the time) and Lorraine Miller (Secretary) that we would wait and see how the hall fundraising progressed. As the Parish exceeded the amount required to build the hall, Frank now recommends that we agree with Fr. John's original request and donate £5,000 to charity and furthermore that this sum be added to those already raised this year for MSF. The committee agreed the proposal.</p> <p>Our final "push" of the year for MSF will be a 'Soup Supper' on Saturday 5<sup>th</sup> December after 5.30pm Mass. This also coincides with the start of Pope Francis' Jubilee Year of Mercy on 8<sup>th</sup> December.</p> <p>At the next meeting, we will discuss ideas for our next Parish Project for 2016.</p>	Frank Harvey
9. Health & Safety Update	<p>In Steve's absence, John Normile confirmed that the tree surgeons, who are currently cutting down the trees on the Park Lane side of the church, have their own insurance and H&amp;S policy.</p> <p>An electrical inspection has been completed and a report has been produced. We are being quoted £270 by Declan for some remedial work which needs doing. The external lighting by the front gate on the A4 is still outstanding.</p> <p>The new wheelchair path has been completed and work on cutting down the trees has commenced. We have also asked for quotes regarding the beech tree opposite the Presbytery which needs pruning, the oak tree overhanging next door and removing the top of the cypress tree by the hall.</p> <p>The hole in the large lawn has been confirmed as a 17<sup>th</sup> century agricultural drain. A survey has been completed and we are awaiting further advice.</p>	
10. Ecumenical Matters	<p><u>Bible Sunday</u> – 18<sup>th</sup> Oct at 6pm at Gastard C of E Church – we need a reader.  <u>Town Carol Service</u> – 22<sup>nd</sup> Dec at 6.45pm outside Haine &amp; Smith (St Barts) – again, we need a reader.  <u>Week of Christian Unity</u> – 18<sup>th</sup>-25<sup>th</sup> January 2016 – all churches will be open – more details to follow in due course.  <u>Dying to Know</u> – 23<sup>rd</sup> January 2016 – more details to follow in due course.  <u>Corsham Churches Summer Picnic</u> – date TBC but it will be at St Patrick's again.</p>	Cath Elms
11. Fr John's items	<p>There will be no Mass next Wednesday.  Christmas arrangements to be agreed at our next meeting, but initial suggestions are:  9<sup>th</sup> December – 7.30pm Reconciliation &amp; Anointing of the Sick.</p>	Fr. John

	16 <sup>th</sup> December – 2pm Seniors Mass & Anointing of the Sick. 24 <sup>th</sup> December – 6pm & 9pm Mass. 25 <sup>th</sup> December – 9.30am Mass.	
12. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 18 <sup>th</sup> November at 7.00pm. Frank will attend. <b>UPDATE:</b> Frank is no longer available so John Normile will attend instead.	John Normile
13. Joint PPCCG	The next joint PPC meeting with St Anthony's is on Thursday 21 <sup>st</sup> October at 7.30pm at St Patrick's.	All
14. AOB	<p><u>CAFOD</u> – Evelyn Power is looking for someone to take over. They usually put up posters, arrange the collection envelopes, etc. Rachel King agreed to ask after Mass and a note will also go in the bulletin.</p> <p><u>Marriage Preparation</u> – Cath Elms has a CD which people might find useful for marriage preparation. Fr. John suggested that everyone looks at the Bishop's Conference of England &amp; Wales website <a href="http://www.cbcew.org.uk/">http://www.cbcew.org.uk/</a> as this has a lot of information about marriage and baptism.</p> <p><u>Safeguarding</u> – Frances Towers confirmed that she has had a handover from Ann-Marie Clapp. Currently, there are no indications either on site or on the Parish website about how safeguarding is managed within the Parish. Frances has made some posters which she will place on the notices boards in the church and the hall. Frances also explained that we need parental consent forms for all children attending the Children's Liturgy, which she will organise. Finally, she is looking into using an update service for online DBS checks.</p> <p><u>Christmas Eve Nativity</u> – Rachel King and Frances Towers will link up to see who will be around this year to organise the traditional Christmas Eve Nativity with the children.</p> <p><u>Candles</u> – Ann-Marie Clapp has now ordered an electric candle holder as previously agreed, at a cost of £1,450. We will now look to re-paint the church interior next year.</p> <p><u>Outgoing Chair</u> – John Normile expressed his sincere thanks and gratitude on behalf of the whole committee to Ann-Marie Clapp, the outgoing Chair.</p> <p><u>Parish groups</u> – John Normile would like an updated list of committee members for the various groups in the Parish.</p>	<p>Rachel King</p> <p>Frances Towers</p> <p>Rachel King Frances Towers</p>
15. DONM	<b>Thursday 03 December 2015 at 7.30 pm.</b> Agenda items please to Lorraine Miller. <a href="mailto:lorraine.milller945@btinternet.com">lorraine.milller945@btinternet.com</a>	
16.	The meeting closed with a prayer.	

### **Contact List for PPC Members**

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#### **Other Useful Contacts**

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