



St Patrick's Church
 30 Park Lane
 Corsham
 Wiltshire
 SN13 9LG

Tel: 01249 712136
 john.obrien@cliftondiocese.com
 http://www.stpatricks-corsham.org.uk

Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 8 February 2018

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Steve Hince, Tom Martin, Vic Steadman, Jane Wragg, Cath Elms	
3. Apologies	Pat Ruffell, Steph Foulkes, Tony McMahon, St Anthony's Rep	
4. Gospel Reading	Read by Vic Steadman – next meeting to be read by Tom Martin	Tom Martin
5. Minutes from last meeting	Minutes from last meeting on 07/12/17 - agreed as a true record.	
6. Actions from last meeting	<p><u>Noticeboard on Garage Wall</u> – Lorraine had emailed Helen Chiles who confirmed that she left the keys in the Sacristy. ACTION: Tony to either get a duplicate key cut or change the barrels.</p> <p><u>2018 Parish Projects</u> – St Anthony's have confirmed that they will be supporting Julia's House instead of Sixty One so our Parish projects will not be a joint venture for 2018.</p> <p><u>A Future Full of Hope (The Year of Mission)</u> – it was felt that a separate meeting should be held with PPC members to pick a few items to progress as a Parish and then hold a meeting, preferably after Mass, to which everyone is invited, to discuss our proposals. ACTION: John to obtain electronic copy of the booklet and add to our Parish website.</p> <p><u>Foster Carers</u> – outstanding. ACTION: John to draft an advert.</p>	<p>Tony McMahon</p> <p>John Normile</p> <p>John Normile</p>
7. Handrails for Altar Step	In her absence, Pat had submitted an email ahead of the meeting to express her concerns regarding the step up/down from the altar area plus the uneven carpet by the lectern. The previous option of a handrail was discussed together with the option of having a steward/usher to physically offer an arm (used in other Parishes) to those who may need support. It was also suggested that those with deteriorating vision may prefer a contrasting colour carpet for the platform area so that the step is more visible. After much discussion, it was agreed that Steve would produce a questionnaire for everyone who uses the raised platform (Eucharistic Ministers, Readers, Florists, etc) to gauge the extent of the issue and what they see as hazardous and Tony to repair the carpet tiles so that they are flattened. ACTION: Steve to produce and distribute questionnaire. Tony to repair carpet tiles by lectern.	Steve Hince Tony McMahon
8. Parish	Frank advised that he has recruited two people to oversee our projects for	

Projects	2018 – Charlie Mullane and Christine Harvey. Brochures and gift aid envelopes have arrived from Mary's Meals and Charlie has spoken to Sixty One who unfortunately do not have gift aid envelopes. A list will be placed in the Lady Chapel asking for volunteers to join the fundraising team for this year.	
9. Health & Safety Update	<p>Accident/Near Miss Reporting – a reminder that the Accident Book is located in the flower sacristy. Anything major such as a broken limb, unconsciousness, etc. must also be reported to the Diocese.</p> <p>The Diocese have given approval for us to use the upstairs space provided we:</p> <ul style="list-style-type: none"> • Improve the door between the balcony and upper room to make it fireproof • Improve the exit to the A4 (switch door around to open outwards) • Bridge gaps between floorboards and walls for upper area • Have nominated ushers/fire marshals upstairs during services • Have laminated evacuation sheets upstairs • Lose one pew downstairs as it's overcrowded. <p>The Diocese have offered us the services of an Architect to assist us.</p>	
10. Ecumenical Matters	<p><u>Ash Wednesday</u> (14th February 7.30pm) – being held at St Patrick's as usual, Lorraine/Christine Harvey have offered to do refreshments afterwards.</p> <p><u>Women's World Day of Prayer</u> (2nd March 7.30pm) – being held at the Baptist Church.</p> <p><u>Lent Groups</u> – starting at St Aldhelm's on 19th February (Monday weekly at 7.30pm) and being repeated at St Patrick's on 22nd February (Thursday weekly at 10.30am). Tea/coffee served at 10am at St Patrick's beforehand – volunteers needed.</p> <p><u>Walk of Witness</u> (Good Friday 30th March 10.30am) – followed by hot cross buns at St Aldhelm's.</p> <p><u>Christian Unity Week</u> – has been moved to May, finishing with a service on 20th May at St Bartholomew's.</p>	
11. Easter Services	<p>Need twigs to be collected for the Easter Vigil and "palms" cut from the trees for Palm Sunday (25/3). ACTION: John Normile and the gardening team to arrange.</p> <p>Easter Services:</p> <ul style="list-style-type: none"> ○ Maundy Thursday – 7.30pm (practice at 10am on Weds) ○ Good Friday – 3.00pm (practice at 10am) ○ Easter Saturday (Vigil) – 6.00pm (practice at 10am) ○ Easter Sunday – 9.30am <p>Easter preparations:</p> <ul style="list-style-type: none"> ○ <u>Thursday evening (29/3)</u> – need to cover crosses plus tabernacle to replace statue in Lady Chapel. ACTION: Steve Hince ○ <u>Good Friday (30/3)</u> – Altar repose to be removed. ACTION: Frank Harvey. ○ <u>Easter Saturday morning (31/3)</u> – crosses to be uncovered. ACTION: Frank Harvey. <p>ACTION: Fr. John to place lists on the noticeboard in the Lady Chapel for readers, altar servers and Eucharistic Ministers plus feet washing.</p>	<p>John Normile</p> <p>Steve Hince Frank Harvey</p> <p>Frank Harvey</p> <p>Fr. John</p>

12. Fr John's items	<p>Fr. John advised that some Parishes have initiated lay people to conduct funerals.</p> <p>The last RCIA courses run in the Parish have not had many participants so Fr. John will speak personally to individuals to establish if they wish to formally join the Church.</p> <p>Fr. John advised that when Fr. Richard retires at St Anthony's in September this year, they will be twinned with Calne.</p>	
13. AOB	<p><u>Recommissioning of Eucharistic Ministers</u> – will take place over the weekend of 19/20 May.</p> <p><u>Eucharistic Ministers Mass</u> – will take place on 24th May at 7.30pm followed by refreshments. Anyone wishing to have a refresher can meet Cath in the Church beforehand at 7pm.</p> <p><u>Hall Hire Agreement</u> – Lorraine advised that following the change of status for the Diocese we now have a standard hire agreement which all hirers must sign. This has caused the Booking Agent some considerable inconvenience and distress as the new form requires every hirer to hold their own public liability insurance. We have always requested this for commercial hirers but this is now required for social non-commercial hires as well. The initial guidance from the Diocese was that individuals will be covered by their personal home contents insurance but this has been proved not to be the case for one of our social groups – their home contents cover only provides public liability insurance in their own home. Vic has kindly offered to liaise with the Diocese, who have in turn contacted their underwriters. In the meantime, in order to maintain the goodwill of our regular users, we have given them a 3 month contract for now with the insurance detail left blank and promised to review for 12 months when this is sorted.</p> <p><u>Bulletin</u> – Frank asked if we could add the Saturday Vigil Mass and the Sunday Morning Mass to the bottom of the grid on the front of the bulletin. ACTION: Frank to place an example in the bulletin folder.</p>	Frank Harvey
14. DONM	<p>Wednesday 25 April 2018 at 7.30 pm. Agenda items please to Lorraine Miller. lorraine.millier945@btinternet.com</p>	All
15.	The meeting closed with a prayer.	