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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 08 December 2016

Agenda Item	Discussion	Action By:
1. Welcome		John Normile
2. In Attendance	Fr. John, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Cath Elms, Tony McMahon, Frances Towers, Steve Hince, Vic Steadman, Mary Rooney (St Anthony's Rep)	
3. Apologies	Pat Ruffell, Steph Foulkes	
4. Gospel Reading	Read by John Normile – next meeting to be read by Frank Harvey	Frank Harvey
5. Minutes from last meeting	Minutes from last meeting on 13/10/16 - agreed as a true record.	
6. Presbytery Photocopier	<p>Tony McMahon explained that since Fr. John replaced his old Windows based Dell computer with an Apple Mac, he has been unable to print to the printer in the office. In addition, the current printer has begun to throw up increasing maintenance issues. Further investigation has revealed that the current machine is an old model which does not support the interface required for a Mac. Peter Sheppard, who is the Account Manager for photocopiers in the Diocese, has suggested that we replace the printer with one of 2 models, either the Ricoh MP2001SP or MPC306ZSP. The committee unanimously agreed that a new photocopier is needed but concern was raised over the cost ((£1845 + VAT = £2214) when similar photocopiers are almost half price when purchased online. It was therefore agreed that more price comparisons were needed and perhaps ask the Diocese why their recommended supplier seems so expensive before we place an order.</p> <p>ACTION: Finance Committee to research options and report back to the PPC with their findings.</p>	Frank Harvey Vic Steadman
7. Parish Project Update	<p>Frank provided a Parish Project update;</p> <ul style="list-style-type: none"> • St Patrick's has sent £1,000 to MSF and £622.50 to Borderlands (the difference is Gift Aid). • St Anthony's have sent £825 each to MSF and Borderlands. • Fr. John has received a thank you letter back from MSF. 	
8. Church Hall Update	<p><u>Hot Water Signs</u> - Ann-Marie has purchased 4 x plastic "hot water" warning signs which have been placed above the sink/basin areas.</p> <p><u>Vacuum Cleaner</u> – a number of people asked for a vacuum cleaner to be available in the hall plus it would make it easier for the cleaner, so one has been purchased and is securely stored in the cleaning cupboard.</p> <p><u>Painting</u> – Jimmy has recently touched up the walls to cover up marks and</p>	

	<p>scrapes plus filled in some small holes with plaster.</p> <p><u>Burco</u> – the annual descaling is now due. It is important to maintain this regular service so that the warranty remains valid and we avoid any problems with the heating element.</p> <p><u>Toilet bins, toilet roll holders & toilet brush containers</u> – these have all developed rust spots so new heavy duty plastic ones are being purchased. Concern was raised about the damp environment. There are extractor fans but they are manual and never used. It was agreed that they should be wired up top come on automatically. ACTION: John Normile to contact Declan (electrician) and ask him to wire up auto extractor fans in toilets.</p> <p><u>Chairs</u> – a number of chairs have stains on them so Jimmy and Sandy are arranging to clean them this week.</p> <p><u>Bookings</u> – the hall is fully booked. A number of hirers have asked if they can pay via BACS directly into the Parish bank account rather than issuing cheques to Evelyn. ACTION: Vic Steadman to enquire with Peter Power about BACS/Online payments for hirers.</p> <p><u>Income</u> - £5,572 (Jan 2016 - end Nov 2016)</p> <p><u>Expenditure</u> – the annual electricity bill was £1,228 but this included some cancellation charges.</p> <p><u>Hot Water</u> – Steve Hince had done a water quality check in the disabled toilet and there was no hot water despite running the tap for some time, which may be caused by the style of tap. ACTION: Steve Hince to contact the plumber and ask him to look at the tap in the disabled toilet.</p>	<p>John Normile</p> <p>Vic Steadman</p> <p>Steve Hince</p>
9. Safeguarding	<p>Frances Towers provided an update:</p> <ul style="list-style-type: none"> • 14 applications have been sent off; 6 returned and clear, 8 to come back. • A further 16 applications are almost ready to go off; 7 complete, 9 awaiting ID/references. • 11 non-responders - Frances is chasing them. 	
10. Decorating of Church	<p>Frank Harvey has sent all the quotes off to the Dioceses and is now waiting for Derek Salmond to reply with his preferred supplier.</p>	
11. Health & Safety Update	<p>Steve Hince has been sent generic risk assessments from the Diocese which have to be fine-tuned specifically to St Patrick's. He has sent out questionnaires to key groups in the Parrish to gain an understanding of their activities and associated risks. Lorraine Hemmings (Flower Arrangers) has replied with concern over lone working vulnerability in the church. Susan Mee (Eucharistic Ministers) has also agreed to complete a questionnaire. A question was raised as to whether Fr. Bill's house is included in all building checks and whether we have a landlord's gas safety certificate for his property. ACTION: John Normile to ensure Fr. Bill has a regular gas safety check completed.</p>	<p>John Normile</p>
12. Ecumenical Matters	<p><u>Ecumenical Town Carol Service</u> - The Baptist Church are organising it this year on Tuesday 20th Dec. Frank is doing a reading. Starts at 6.45pm.</p> <p><u>Week of Prayer for Christian Unity</u> - 18-25 January 2017. St Patrick's is doing a service of the word and lunch at 12noon on 19th Jan 2017.</p>	
13. Fr John's items	<p><u>Christmas Services:</u></p> <ul style="list-style-type: none"> • Reconciliation Service - Wed 14th Dec @ 1930 	

	<ul style="list-style-type: none"> • Senior's Mass with Anointing of the Sick & Reconciliation - Wed 21st Dec @1400 • Christmas Family Mass - Sat 24th Dec @ 1800 (Lorraine will steward) • Christmas Midnight Mass - Sat 24th Dec @ 2100 (Frank/Steve stewards) • Christmas Day Mass - Sun 25th Dec @ 0930 (John Normile will steward) 	
14. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 11 th January 2017 at 7.30pm. John Normile agreed to attend.	John Normile
15. AOB	<p><u>Redrow Homes</u> – no news.</p> <p><u>Pedestal Candlesticks by Altar</u> – these are being replaced.</p> <p><u>Colleen Milne</u> – no longer doing the candle orders. Lorraine Miller to write a letter of thanks, which Tony will deliver.</p> <p><u>Reconciliation Service</u> – Lorraine Rees has this in hand.</p>	Lorraine Miller
16. DONM	<p>Thursday 23 February 2017 at 7.30 pm.</p> <p>Agenda items please to Lorraine Miller. lorraine.miller945@btinternet.com</p>	All
17.	The meeting closed with a prayer.	