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

Tel: 01249 712136
john.o'brien@priest.cliftondiocese.com
http://www.stpatricks-corsham.org.uk

Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 11 August 2016

Agenda Item	Discussion	Action By:
1. Welcome		Frank Harvey
2. In Attendance	Fr. John, Frank Harvey (Vice Chair), Lorraine Miller, Rachel King, Tony McMahon, Pat Ruffell, Frances Towers, Steph Foulkes, Mary Rooney (Melksham).	
3. Apologies	John Normile (Chair), Cath Elms	
4. Gospel Reading	Read by Lorraine Miller – next meeting to be read by Tony McMahon	Tony McMahon
5. Minutes from last meeting	Minutes from last meeting on 16/06/16 - agreed as a true record.	
6. Redrow Homes	A meeting was held on 7th July between members of the Parish Pastoral Council and Dan Bramwell of Bramwell Associates, working on behalf of Redrow Homes. John Normile had circulated planning papers found on the council website and it transpires that the Church has not been involved in any consultations. There is a high probability that we will lose the parking area on the A4 as a new roundabout will be installed on the Bradford Rd junction and an additional entrance to the site will be almost opposite our front gate. Terry Copeland has managed to attend a planning meeting but it was not clear whether or not planning has officially been granted yet. Dan Bramwell has agreed to provide more detail around the road developments and also the possibility of Parishioners parking on the entrance road to the new housing site. **ACTION:** Frank to speak to John Normile/Terry Copeland about the planning application & where we go from here. **ACTION:** Frank to explore possibility of parking on the grass area the other side of the industrial units next door. **ACTION:** Frank to chase Dan Bramwell on the outstanding issue of parking.	Frank Harvey
7. Parish Project Update	Rachel King advised of a couple of fundraising events already planned – 1/10 Quiz Night and 12/11 Talk by Jane and Peter Wragg about their trip to India, dispensing medicine, followed by a curry. Nettie Snelling has obtained the contact details for a strings orchestra who have agreed to put on a free concert in the Church – just waiting on a confirmed date. More people have joined the fundraising team and they will be holding a meeting on 8/9 at 7pm at St Patrick's. Rachel will contact Judy Churchill who is the fundraising contact for St Anthony's and is making felt hearts to sell for £5 each. Frank Harvey confirmed he has received Gift Aid envelopes from MSF but Borderlands have only provided leaflets. **DECISION:** The committee made the formal decision that this joint project venture will end in December 2017. **ACTION:** Rachel King to contact Judy Churchill to co-ordinate events across the two Parishes.	Rachel King

8. Church Decorating	Terry Copeland is getting quotes including scaffolding for platform. Frank Harvey confirmed that we need 3 separate quotes as per Diocesan financial rules. From a H&S perspective, all the work must be completed by contractors but the Parish will be responsible for removing items from the walls (e.g. Stations of the Cross).	
9. Health & Safety Update	Steve Hince has been in contact with the Diocese H&S Coordinator (Anthony Hughes) who has confirmed that they are using a consultant for a suite of H&S documents which negates what Steve was doing on our H&S policy. The main problem at the moment is that the H&S policy deals mainly with employees rather than volunteers. A new H&S body is being set up consisting of Priests, however, we will continue to do risk assessments as we currently do. Steve confirmed that all grounds maintenance should be done by a contractor but we can continue "as is" with our gardening team provided sufficient risk assessments are in place. We need to be careful what activities are carried out by volunteers and put risk assessments via the Diocese for approval. Tony McMahon has already produced a paper on the "use of mowers" and Steve is looking at producing one on the "fuelling of mowers". Steve will also ensure that a fire extinguisher is available for the gardening team. In Steve's report, he has detailed grounds maintenance as a high risk area. **ACTION:** Steve to provide fire extinguisher in gardening shed.	Steve Hince
10. Ecumenical Matters	Prior to the meeting, Cath Elms had circulated a letter regarding the recent terror attack on a Priest in France, in which, there was an offer of free funding for additional safety equipment if required. It was suggested that we approach the local PCSO's to complete a review of the church from a security perspective. **DECISION:** The committee agreed that an additional CCTV camera should be placed on the A4 side of the church. Fr. John confirmed he already has quotes. **ACTION:** Frank Harvey to contact local PCSO team. Rachel King advised that she has approached some of the young mums regarding the ecumenical role as Cath would like some assistance. The role involves attending a quarterly meeting and assisting with the planning and organising of ecumenical events in Corsham.	Frank Harvey
11. Fr John's items	None	
12. Safeguarding	Frances Towers explained that she had an email from Emma Kane (from the Diocese Safeguarding Team) a few months back informing her that our Parish is due to re-check all DBS certificates. Like many other Parishes, we have very few Parishioners who have been DBS checked, and even fewer who have certificates in date as they should be renewed every 3 years. Understandably, many Parishioners may not want their DBS done in fear of it revealing a history of a criminal record, however the certificate is dealt with confidentially by the Safeguarding Office (not by Frances or Fr. John) and we are only informed of basic details to keep others safe. We will try hard not stop people from fulfilling their voluntary duties but need to take precautions to ensure everyone is safe while they do so. As there are so many Parishioners to complete a DBS check for, Frances proposes to write to each one individually outlining the process and inviting them to pop into the hall with their ID and forms for her to sign off (before and after mass in Sept/Oct) so that she can then send details over to the Safeguarding Office for them to process. In the meantime, Frances requires the names and addresses of volunteers in the following roles: • Children's Liturgists, both leaders and helpers	

	• Eucharistic Ministers • Altar Servers (over 16) • Altar Server Chaperones • Choir & Music Leaders • Choir & Music helpers • Parish Visitors • Catechists (who teach both under and over 18's) • Bereavement Volunteers • Mass Welcomers • Pastoral Assistants • Parish Support Workers (e.g. Care Group) • Cafod Volunteers **ATION:** Frances to write to all volunteers who need to have a DBS check completed.	Frances Towers
13. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 14th July at 7.30pm. Steve agreed to attend.	Steve Hince
14. AOB	Fairtrade – Anne Keat would like some assistance but it was not clear exactly what assistance she would like (i.e. selling or ordering?). Further detail is required. Church Hall Income – For the period Jan 16 to end of Aug 16, the income generated from the hall was £2980.00. Church Income/Expenditure – For the period Jan 16 to end of Aug 16, the number of envelopes has increased to 30 providing income of £3,883, standing orders provided £12,353 and loose change £8,610. Our levy payment to the Diocese for 2016 is £7,854. September Priest – Fr. Ferrier from Warminster will again be providing holiday cover for Fr. John during September. He will have his own key. Hall Plug Socket Covers – Steve Hince advised that all plug socket covers must be removed in the hall as they are deemed unsafe by ROSPA. No covers are required. **ACTION:** Lorraine to remove socket covers. Hall Cleaning Materials – Lorraine Miller advised that the child lock has been broken again on the cupboard under the sink in the hall kitchen, where the cleaning materials are kept. Steve Hince advised that provide the Conditions of Hire for the hall stipulate that children are only permitted in the kitchen area if fully supervised by an adult, then there is no need to lock away the cleaning materials. Instead, they can be placed in a snap-top box in the cupboard. **ACTION:** Lorraine to amend Conditions of Hire and purchase snap-top box for cleaning materials.	Lorraine Miller
15. DONM	**Thursday 13 October 2016 at 7.30 pm**. Agenda items please to Lorraine Miller. lorraine.milller945@btinternet.com	All
16. Next Joint PPC	The next joint PPC meeting with St Anthony's is on Thursday 17th November at 7.30pm at St Patrick's.	All
17.	The meeting closed with a prayer.	