



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 Tuesday 11 December 2018

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Lorraine Miller, Steve Hince, Vic Steadman, Tom Martin, Cath Elms, Frank Harvey (Vice Chair), Tony McMahon, Cath Maloney	
3. Apologies	Pat Ruffell, Jane Wragg, Steph Foulkes	
4. Gospel Reading	Read by Lorraine Miller – next meeting to be read by Cath	Cath Elms
5. Parish Archive	Fr. John had invited Cath Maloney to speak to the committee about our Parish archive/records. Before her retirement, Cath had been an Archivist and after looking through the Parish records, there appears to be no formal structure in place nor anyone managing the archives. The committee agreed that a structured Parish archive should be created as most records are kept on personal PCs, such as the building of the hall, etc. plus a lot will also be held with the Diocese in Bristol. Lorraine provided Cath with the contact details for the Diocesan Archivist and Cath agreed to make contact with them.	
6. Minutes from last meeting	Minutes from last meeting on 11/10/18 - agreed as a true record.	
7. Actions from last meeting	<p><u>Handrails for Altar Step/H&S Questionnaire</u> – action complete.</p> <p><u>Bell Support</u> – action complete. All worked well for Armistice celebration.</p> <p><u>Allergens Notice</u> – action was complete but sign appears to have disappeared! ACTION: Steve to produce a duplicate notice.</p> <p><u>CCTV Sound</u> – action complete.</p> <p><u>Lightning Conductor</u> – action outstanding. On list provided to Diocese. ACTION: Steve to chase Derek Salmond.</p> <p><u>Mass for the Bereaved</u> – action complete.</p> <p><u>Social Activities Audit</u> – action outstanding. ACTION: Steph to complete audit.</p> <p><u>Heritage Lottery Fund (HLF)</u> – action complete. This initiative is on finding and funding novel ways to increase community activity that use our historic resources, the places of worship. It does not exclude applications from single</p>	<p>Steve Hince</p> <p>Steve Hince</p> <p>Steph Foulkes</p>

11. Ecumenical Matters	<p><u>Town Carol Service</u> (18th December 6.45pm) – Meet outside Haine & Smith as usual or in St Bart's, if wet. St Aldhelm's are hosting. John Rodger has offered to read but help is needed with distributing mince pies afterwards.</p> <p><u>Lent Group</u> – the course consists of 5 sessions on a Thursday morning in our Church Hall.</p>	
12. Christmas Masses and Arrangements	<p><u>Christmas Services:</u></p> <ul style="list-style-type: none"> • 12th Dec (7.30pm) - Reconciliation Service • 19th Dec (2pm) - Senior's Mass & Anointing of the Sick • 23rd Dec - Decorate Church after 9.30am Mass • 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
13. Fr. John's items	<p>Fr. John is still looking at the proposal that some Parishes have initiated whereby lay people can conduct funerals. This could also be extended to conducting baptisms, week day and Sunday services. In the meantime, we need more volunteers to run our Thursday Service of the Word.</p> <p>The Diocese has been looking at the estimated number of priests in 3-5 years and the suggestion is that there would be 2 priests covering 5 parishes in our area (BOA, Calne, Chippenham, Corsham and Melksham).</p> <p>Fr. John asked if there had been any update regarding the proposed Redrow housing development opposite the front of the church on the A4. Lorraine advised that, according to comments on Facebook, failure to discharge conditions meant the planning application had lapsed, however, Gladman Land have launched an appeal which will be heard in mid-2019. In the meantime, the tree which had been earmarked for removal to make way for a roundabout has had its netting removed.</p>	
14. AOB	<p><u>Leak</u> – the recent leak above the choir pews had been fixed at a cost of £1,050.</p> <p><u>Church Hall</u> <u>2018 Rental Income</u> - Lorraine advised that the final rental income for 2018 amounted to £6,808, which has increased year-on-year due to the cleanliness and effective management of our hall.</p> <p><u>Bookings Process</u> - we have become victims of our own success and are now finding that the hall has a large number of regular hire contracts in place which at times have caused some conflict with Parishioners, resulting in a request for some days to be kept free for Parish use only. Putting this into context, there have been 3 events booked by a Parishioner during 2018. Lorraine referred back to conversations held when the original legacy was received, when Fr. John had stipulated that if we built a hall, it was not to be sat empty and should be used daily. The committee were therefore asked if that mandate had changed and whether they now wanted any days kept empty, bearing in mind that the hall committee already do not accept any regular hire contracts for Thursday mornings (due to funerals/Lent), Saturday</p>	

	<p>mornings (due to weddings) or Sundays. The committee confirmed that they are happy with the management of the hall and the existing arrangements for Thursdays, Saturdays and Sundays are sufficient.</p> <p><u>Bookings Agent</u> - Lorraine advised that Evelyn Power has sadly had to resign from her voluntary role as Hall Bookings Agent with immediate effect due to personal reasons but Ann-Marie Clapp will temporarily take her place. In the meantime, some changes are being made so that the role is less onerous for whoever takes over permanently. There is now a 'gallery' of photos on the Church Hall page of the Parish website, and with thanks to Debbie Mather, there is also a calendar showing when the hall is available for hire. Vic offered to investigate online booking software and to attend the next Hall Committee meeting to discuss it further. ACTION: Lorraine to place advert for a new Bookings Agent in the bulletin. ACTION: Vic to investigate online booking software options.</p>	Lorraine Miller Vic Steadman
15. 2019 PPC Meeting Dates	<p>The dates for all PPC meetings in 2019 were agreed as:</p> <ul style="list-style-type: none"> • Thursday 7th February • Thursday 11th April • Thursday 13th June • Thursday 8th August • Thursday 10th October • Thursday 12th December 	
16. DONM	<p><u>Thursday 7 February 2019 at 7.30 pm.</u> Agenda items please to Lorraine Miller.</p>	All
17.	The meeting closed with a prayer.	