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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 16 August 2018

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Jane Wragg, Steve Hince, Steph Foulkes, Tony McMahon, Vic Steadman, Tom Martin, Pat Ruffell	
3. Apologies	Cath Elms	
4. Gospel Reading	Read by John Normile – next meeting to be read by Vic	Vic Steadman
5. Minutes from last meeting	Minutes from last meeting on 28/06/18 - agreed as a true record.	
6. Actions from last meeting	<p><u>General Data Protection Regulations (GDPR)</u> – action complete.</p> <p><u>Noticeboard</u> – action outstanding. ACTION: Tony McMahon to add headings to the Lady Chapel noticeboard.</p> <p><u>Handrails for Altar Step</u> – action outstanding. ACTION: Steve to produce and distribute a questionnaire to everyone who uses the raised platform to gauge the extent of the issue and what they see as hazardous. It was suggested that Christine Boardman would be happy to provide input.</p> <p><u>Corsham Sponsors Refugees</u> – action complete. Tom provided a verbal update; the Town Hall was packed for the official launch meeting on 15th May with two excellent speakers. Working group volunteers were requested and it is estimated that it could take up to a year to organise everything. A priority refugee family will be chosen, from Jordan, to be rehomed in Corsham. Two fundraising events are being planned.</p> <p><u>Lightning Conductor</u> – action complete. Steve has sent pictures to Derek Salmond at the Diocese and asked for advice regarding the ironworks, masonry and a lightning conductor.</p>	<p>Tony McMahon</p> <p>Steve Hince</p>
7. Health & Safety Update	<p>Steve provided the following updates:</p> <p><u>Fire Extinguishers</u> – the old 6kg CO2 extinguishers needed a pressure test but it was cheaper to replace them with 2kg CO2 ones instead. This has also reduced our manual handling risk as the new cylinders are smaller and lighter to handle. All extinguishers have been serviced. Steve asked Frank to confirm if the invoice for the fire extinguishers had been paid. ACTION: Frank to confirm if invoice has been paid. UPDATE: Frank confirmed it has.</p>	Frank Harvey

	<p><u>Risk Assessments</u> – these are continuing. Steve has received a 24-page risk assessment from the Diocese to be completed for our Parish BBQ and Harvest Supper so he will produce a simple version and liaise with the organisers of both these forthcoming events. ACTION: Steve to produce a simple H&S checklist and send to John Normile (Parish BBQ) and Jane Wragg (Harvest Supper) for them to complete and return.</p> <p><u>CCTV/Photograph Signage</u> – Steve is in the process of arranging new signage to comply with new GDPR guidelines set by the Diocese.</p>	Steve Hince
8. Ecumenical Matters	No update.	
9. Fr John's items	Fr. John confirmed that he will be here for the first weekend in September (1/2 Sept) and will be back on 2 nd October. Jo Vella will deal with all correspondence/calls in the office during this time. ACTION: Frank to ask Jo to deal with all office correspondence/calls during Fr. John's holiday.	Frank Harvey
10. AOB	<p><u>Parish Projects</u> – Frank provided an update:</p> <ul style="list-style-type: none"> • £300 paid to Sixty One and £300 plus £150 Gift Aid paid to Mary's Meals • Male Voice Choir concert has fallen through for December but looking to rearrange it in January at the school. • John Normile has written to Strings Incognito to see if they can provide a concert again. <p><u>Pre-Loved Clothes Sale</u> – taking place on 29th Sept 10am-12noon and will also include jewellery. Jane is arranging posters/flyers to advertise it.</p> <p><u>Parish BBQ</u> – taking place on 9th Sept 12pm-3pm. Lorraine will order the meat and rolls.</p> <p><u>Armistice Day (11/11/18)</u> – this year marks the 100th anniversary of the signing of the Armistice. Throughout the world, bells of all kinds; church, military or any other, are invited by the British Government with the support of the German Government to ring at 12.30hrs GMT (13.30hrs CET). The committee decided that it would be good for St Patrick's to join in the celebrations with a live-feed into the hall of the Cenotaph service at 11am, a traditional Mess curry lunch and then to ring our own bell at 12.30pm. Steve agreed to investigate the bell, whilst Tom offered to speak to a friend regarding the setting up of the live-feed. John offered to organise the curries. ACTION: Steve to investigate bell so that it can be rung. ACTION: Tom to investigate live-feed into the hall. ACTION: John to arrange curry lunch.</p> <p><u>2019 Project Suggestion</u> – Fr. John has been given details of a project in Tanzania and asked if it can be considered for our 'overseas' project for 2019. The project was set up by a retired Audiologist from the RUH about 5 years ago and aims to provide hearing aids and auditory training in Iringa as well as raising awareness and acceptance of deafness and hearing loss. Fr. John agreed to keep in mind for next year.</p> <p><u>Stone Wall by A4</u> – the repair to the front wall is going well and all agreed that a letter of thanks must be sent once the work is complete. It was also suggested that the gentleman repairing the wall be permitted to advertise in the bulletin/on the noticeboard.</p> <p><u>Parish Pilgrimage</u> – our recent pilgrimage to Lourdes was a huge success and Lorraine is now making initial enquiries into a pilgrimage to Fatima in May 2020.</p>	Steve Hince Tom Martin John Normile

11. DONM	Thursday 11 October 2018 at 7.30 pm. Agenda items please to Lorraine Miller.	All
12.	The meeting closed with a prayer.	