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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 20 April 2017

Agenda Item	Discussion	Action By:
1. Welcome		John Normile
2. In Attendance	Fr. John, Frank Harvey (Vice Chair), Lorraine Miller, Cath Elms, Vic Steadman, Tony McMahon, Steve Hince, Jane Wragg, Mary Rooney (St Anthony's Rep)	
3. Apologies	John Normile (Chair), Pat Ruffell, Steph Foulkes	
4. Gospel Reading	Read by Vic Steadman – next meeting to be read by Lorraine Miller	Lorraine Miller
5. New Member	Frank Harvey welcomed Jane Wragg to the committee.	
6. Minutes from last meeting	Minutes from last meeting on 23/02/17 - agreed as a true record.	
7. Wall behind altar	<p>A general discussion took place regarding any further changes needed following the recent redecoration of the church.</p> <ul style="list-style-type: none"> It was agreed to leave the area behind the altar 'as is' (i.e. without curtains). St Patrick to be moved from his temporary position in the window to a permanent position in the front corner to the left of the altar. ACTION: Tony to move St Patrick. The wire for the electric candles in the window behind the altar needs hiding within some tracking. ACTION: Tony to complete. The Lady Chapel window is still under investigation re water leaking through when it rains. Steve Hince is getting a quote for a builder with cherry-picker to survey the chimney and roof area plus remove weeds growing on the roof. It was suggested that he add a survey of the roof above the Flower Sacristy to the list. ACTION: Steve to obtain quote. 	<p>Tony McMahon</p> <p>Tony McMahon</p> <p>Steve Hince</p>
8. Health & Safety Update	<p>Steve Hince has now formally accepted the role of H&S Co-Ordinator for the Parish and is registered as such with the Diocese. Risk assessments are ongoing (creating and reviewing). Steve had asked Anthony Hughes what H&S courses are available for volunteers and he now has a list. It was suggested that some of the PPC members complete the online H&S courses first and then perhaps some group sessions could be held in the hall. It was also suggested that H&S snippets be added to the weekly bulletin.</p> <p>There was an issue recently where a Parishioner used the lectern to steady themselves but as it is not fixed, it almost caused an accident. ACTION: Tony to fix the lectern to the floor in such a way that it can be moved if needed.</p>	Tony McMahon

	We had previously discussed the provision of a hand-rail or similar for those who have difficulty stepping up and down from the raised platform to/from the altar or lectern. ACTION: Steve to investigate what options are available.	Steve Hince
9. Ecumenical Matters	<u>Town Carol Service</u> (12 th December 6.45pm) – it's our turn to host this year. Mary Jose, Christine Harvey and Cath Elms will co-ordinate helpers, readers, etc. Cath will also let the school know. <u>Pentecost Picnic</u> – there won't be a picnic this year but instead, the Baptist Church is holding a "Songs of Praise" style event (4 th June). <u>Foodbank</u> – Teresa Tregett has kindly volunteered to take over as our Rep.	
10. Fr John's items	<u>Re-Commissioning of Eucharistic Ministers</u> – will take place on Pentecost weekend (3 rd /4 th June). <u>Diocese Roadshows</u> – the nearest to us is at St John the Baptist in Trowbridge on 11 th May at 7.30pm. The purpose of this meeting is to provide PPC members with an opportunity to meet key personnel from the Curia offices and to get an overview of the various departments. Previously the annual roadshows focused on Finance activities, however this year they have widened it to include all departments: Finance, Property, Communications, Schools and Colleges, Adult Education, Evangelisation and Safeguarding. Lorraine, Frank (& Christine), Steve and Jane confirmed they would attend. ACTION: Any other names to Lorraine ASAP so that places can be reserved. <u>Bishop's Pastoral Response Letter</u> – it was felt that the response to the Bishop's Pastoral Letter of 1 st January was a bit bland and didn't provide much practical guidance. It is hoped that 'A Future Full of Hope' will be more useful. In the meantime, Fr. John asked that any comments, positive or negative, be sent to Frank for collation and then Frank/John N to respond back to the Bishop of behalf of the Parish. ACTION: All to provide comments and then Frank/John to collate and respond.	All All Frank Harvey John Normile
11. Next Joint PPC	The next joint PPC meeting with St Anthony's is on Wednesday 10 th May at 7.30pm at St Anthony's.	All
12. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 7 th June 2017 at 7.30pm. Steve Hince to attend.	Steve Hince
13. AOB	<u>Mass for the Bereaved</u> – a suggestion was made to hold a Mass for families who have been bereaved. This has been popular in other Parishes so a date of 2 nd November at 7.30pm was set. ACTION: Frank to investigate the format of the Mass. <u>External Fire Escape</u> – Steve advised that he is going to speak to Estates regarding the fire escape from the upper room and get a definitive answer regarding its use and any restrictions. <u>St Anthony's & St Patrick's BBQ</u> - it was confirmed that this event will go ahead on Sunday 18 th June (12pm-3pm) as planned even though it is 1 st Holy Communion in both Parishes. The heads of the fundraising committee in both Parishes have previously been advised but Mary Rooney agreed to check that they have everything in hand. ACTION: Mary Rooney to chase up Judy/Netti.	Frank Harvey Mary Rooney
16. DONM	Thursday 22 June 2017 at 7.30 pm. Agenda items please to Lorraine Miller. lorraine.milller945@btinternet.com	All
17.	The meeting closed with a prayer.	