



St Patrick's Church
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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 23 July 2015

Agenda Item By:	Discussion	Action						
1. Welcome		Ann-Marie Clapp						
2. In Attendance	Fr. John, Lorraine Miller, Steve Hince, Tony McMahon, Frances Towers, John Forster, Frank Harvey, John Normile, Pat Ruffell, Rachel King							
3. Apologies	Cath Elms, John Collings, Mary (Melksham)							
4. Gospel Reading	Read by Frances – next meeting to be read by John Normile	John Normile						
5. Minutes from last meeting	Minutes from last meeting on 30/04/15 - agreed as a true record.							
6. Hall Committee Update	<p><u>Damaged Heater</u> – Jimmy has successfully managed to fix the heater nearest the kitchen door which was at an angle and looked like somebody had sat on it. Fortunately it had not come away from the wall.</p> <p><u>Paintwork</u> – Jimmy and Sandy have touched-up the scuff marks on the walls with fresh paint and also washed all the windows/doors.</p> <p><u>Acoustics</u> – Fr John had asked us to review the acoustics as he was still experiencing problems. Jimmy is arranging for a formal assessment to be done.</p> <p><u>Fairtrade</u> – Anne Keat has confirmed that she will supply toilet rolls free of charge for hall use, funded from the 10% commission which the Parish receives on all Fairtrade orders.</p> <p>The Dance Academy will be back in August, whilst Regis School is closed for the summer holidays.</p> <p>Total monies received from Sept 2014 to May 2015 are:</p> <table style="margin-left: 20px;"> <tr> <td>Regular Hirers</td> <td style="text-align: right;">£1,958</td> </tr> <tr> <td>Social Hirers</td> <td style="text-align: right;"><u>458</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>£2,416</u></td> </tr> </table> <p>There has been no significant expenditure this year and the Finance Committee are only now beginning to identify expenditure on the Hall so it will be a while before they have any meaningful data.</p>	Regular Hirers	£1,958	Social Hirers	<u>458</u>		<u>£2,416</u>	Lorraine Miller
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7. Parish Project Update (MSF)	<p>The following is an update on the Parish Project income and expenditure:</p> <p>Balance as at end June 2015 - £2,603.13</p> <p>Income for 2015: Jan - £59.70 Feb - £634.92 Mar - £306.75 Apr - £57.68 May - £317.96 Jun - £265.42</p>	Frank Harvey
8. Health & Safety Update	<p>Following the previous update from Steve, everyone agreed to use the Ecclesiastical for our H&S Policy.</p> <p>The link for the Policy Guidance from Ecclesiastical is below.</p> <p>http://www.ecclesiastical.com/ChurchMatters/Images/Church%20insurance%20health%20and%20safety%20policy%20with%20guidance%20notes.pdf</p> <p>The key points raised were:</p> <ul style="list-style-type: none"> • Looking for names for responsibilities. • We have now got the latest version of the Accident Book from the HSE – 1 for the Church & 1 for the Hall. • The Hall terms & conditions need to include completion of the Accident Book. If necessary. • Steve will maintain a Maintenance Book for the Church for recording any repairs required. • The Fire Safety Log for the Church is now stored in the Flower Sacristy. • Steve will place a H&S poster on the Parish noticeboard. • Steve will place a copy of our Insurance on the Parish noticeboard. 	Steve Hince
9. Ecumenical Matters	<p><u>Corsham Churches Summer Picnic</u> – 14th June, 3pm-5pm at St Patrick's. This event was well attended and everyone was delighted with the venue/hall facilities.</p> <p><u>Dying to Know</u> – this event is being organised by Cath, Pat, Ann-Marie Clapp and Mary Pennell. Following recent family bereavements with the organising team, this event has been delayed until Christian Unity Week in January 2016.</p> <p><u>Bible Sunday</u> – 18th Oct at Gastard C of E Church.</p> <p><u>Town Carol Service</u> – 22nd Dec at 6.45pm outside Haine & Smith (St Barts)</p> <p>At the last PPC meeting, we asked if the Ecumenical Committee would be happy to approach their Parishes regarding funding towards a community defibrillator. Cath reported back that they would prefer not to be involved.</p>	Cath Elms
10. Fr John's items	<p><u>Election of new Chair</u> – a secret ballot took place amongst those present to nominate a new Chair. After the initial ballot, the two people with the most votes were John Normile and Frank Harvey. A further secret ballot took place to identify from these two nominees, which one would be Chair. The final vote was for John Normile. Pat Ruffell suggested it would be a good idea to have a Vice-Chair which all agreed with and it was decided that Frank Harvey would be offered the Vice-Chair position. Both John and Frank accepted their posts.</p>	Fr. John
11. St Anthony's PCCG	<p>The next PPC meeting for St Anthony's is on Wednesday 2nd September at 7.00pm. Steve will attend.</p>	Steve Hince

12. AOB	<p><u>New Committee Members</u> – Rachel King and John Forster were welcomed to the group.</p> <p><u>Noticeboards</u> – new ones have been installed outside and the one in the Lady Chapel is being redesigned to reduce the clutter.</p> <p><u>Side Path</u> – the Gardening Team will be starting work tomorrow to lay a new concrete path and replace the drain in order to make it easier for wheelchair users. A skip has been ordered.</p> <p><u>Trees</u> – they are overhanging on Park Lane and need to be felled and replanted. John Normile has received two quotes so far (£2k & £1.5k) and a third is still outstanding. The tree surgeons will liaise with the Council for planning permission. It must be done this autumn.</p> <p><u>Church Keys</u> – whilst Fr. John is away, the keys for the Church will be kept in the key safe, the same as last year, except for the Vesting Sacristy keys which will be kept separately.</p> <p><u>Baptism Preparation</u> – we are changing the way we prepare parents for the Baptism of their children and will be moving to group sessions like we currently do for Marriage and 1st Holy Communion prep. The plan is to hold a 1hr session after Sunday Mass for 3 consecutive weeks prior to the Baptism.</p> <p><u>PPC Member Photos</u> – all members were asked to bring a 6x4 recent colour photo of themselves to the next meeting so that we can update the PPC board which used to hang in the Church. ACTION: All to find a photo!</p>	All
16. DONM	<p><u>Thursday 08 October 2015 at 7.30 pm.</u> Agenda items please to Lorraine Miller. lorraine.millier945@btinternet.com</p>	
17.	The meeting closed with a prayer.	