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**Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 3 December 2019**

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. Michael, Frank Harvey (Vice Chair), Lorraine Miller, Jane Wragg, Steve Hince, Tom Martin, Cath Elms	
3. Apologies	Pat Ruffell, Steph Foulkes, Vic Steadman, Tony McMahon	
4. Thanks to John Normile	Frank opened the meeting by thanking John Normile for all the hard work he had done as both a committee member and latterly as Chair of the PPC plus his various work around the Parish. John will continue to head up the parish Gardening Team.	
5. Gospel Reading	Read by Steve Hince – next meeting to be read by Jane	Jane Wragg
6. Minutes from last meeting	Minutes from last meeting on 10/10/19 - agreed as a true record.	
7. Actions from last meeting	<p><u>Online H&amp;S Courses</u> – action outstanding although most members have started their training. <b>ACTION:</b> All PPC members to complete the following five mandatory e-learning courses: Fire Awareness, Health &amp; Safety Basics &amp; Essentials, Manual Handling, GDPR and Cyber Security plus any role specific courses e.g. food safety, Safeguarding, etc.</p> <p><u>Altar Carpet</u> – item placed 'on hold' pending a review of the sanctuary area.</p> <p><u>Emergency Vehicle Access</u> – actions outstanding. <b>ACTION:</b> Vic to arrange some bollards/cones for the hall access. <b>ACTION:</b> Vic to arrange a notice in the bulletin about emergency vehicle access and no parking in front of the hall.</p> <p><u>Homelessness</u> – action outstanding. <b>ACTION:</b> Cath to discuss issue of homelessness at the next Ecumenical Meeting and how the churches of Corsham can work together to support those in crisis.</p> <p><u>Celtic Meditations</u> – action outstanding. <b>ACTION:</b> Jane to discuss details with Fr. Michael in the New Year.</p> <p><u>Parish Website</u> – action complete.</p> <p><u>A Life Lived in Communion</u> – action complete.</p> <p><u>Ministry Updates</u> – separate item on today's agenda.</p>	<p>All</p> <p>Vic Steadman</p> <p>Cath Elms</p> <p>Jane Wragg</p>

	<p><u>Church Cleaning</u> – action complete. Lorraine confirmed that further parishioners had asked to be removed from the cleaning rota so the firm which cleans the church hall (C B Office Cleaning) has been asked to commence cleaning the church from 1<sup>st</sup> January. They will clean for 2 hours per week at £12.50 per hour. Any parishioners wishing to continue with this ministry would be more than welcome to help with cleaning the chalices, ciboria and candlesticks, which will not be cleaned by the commercial firm.</p> <p><u>Strings Incognito</u> – actions complete. Tickets currently available after Mass.</p> <p><u>Keys</u> – actions outstanding. <b>ALL ACTIONS:</b> Frank</p> <ul style="list-style-type: none"> <li>• Create a list of all key holders.</li> <li>• Produce a written process for key holders.</li> <li>• Review all keys held and whether they should be rationalised.</li> <li>• Add sign to front door of Presbytery saying 'Parish Office'.</li> <li>• Add sign to back door of Presbytery saying 'Presbytery'.</li> </ul> <p>Frank confirmed that the lock on the back door of the Presbytery has been replaced so that Fr. Michael is now the sole key holder.</p> <p>The inner door between the Parish Office and the main house has been locked, to provide security and privacy, although concern was raised about the poor strength of the door. It was suggested that a more solid door be installed between the house and office. Steve recommended a 5-point external locking door. DL Windows are due to fit the new church hall door shortly so it was suggested that we ask them to quote for this door too. <b>ACTION:</b> Frank to ask DL Windows for a quote.</p> <p><u>Parish Projects 2020</u> – action complete. As no suggestions had been submitted, Frank enquired whether we should in fact raise funds for our own parish during 2020 – something that had not been done since we built the church hall 5 years ago. The rationale for this being that there are a number of mandatory H&amp;S upgrades needed, such as replacing the door between the balcony area and upper room, repairing the window area in the Lady Chapel, replacing the outer door for the upper room and reviewing/replacing the outside fire escape. Fr Michael explained that the confessional needs to be wheelchair accessible plus have separate doors for both the priest and the confessor – ideally he would like the existing confessional removed and something more light and inviting out in its place. <b>ACTION:</b> Frank to compile a list of jobs required around the parish, in order of priority, together with ball-park costs.</p>	<p>Frank Harvey</p> <p>Frank Harvey</p> <p>Frank Harvey</p>
<p>8. Appointment of new Chairperson</p>	<p>Following the resignation of John Normile, Fr Michael advised that there are usually 3 options available to a PPC:</p> <ol style="list-style-type: none"> <li>1. Priest becomes the Chair – not something Fr Michael wishes.</li> <li>2. Appoint a new Chairperson – preferred option.</li> <li>3. Have a rotating Chair – all agreed that this would work for meetings but not for the other tasks that usually fall upon the Chairperson.</li> </ol> <p>After some discussion, Frank offered to stand as Chairperson for 6 months, with Tom 'learning the ropes' as Vice-Chair.</p>	
<p>9. Christmas Masses and Arrangements</p>	<p><u>Christmas Services:</u></p> <ul style="list-style-type: none"> <li>• 18<sup>th</sup> Dec (2pm) - Senior's Mass</li> <li>• 22<sup>nd</sup> Dec (10.30am) - Decorate Church after Mass</li> <li>• 22<sup>nd</sup> Dec (3pm) - Christingle Service</li> <li>• 24<sup>th</sup> Dec (5.30pm) - Christmas Family Mass (Stewards: Lorraine/Steve)</li> <li>• 24<sup>th</sup> Dec (9pm) – Christmas 'Midnight' Mass (Stewards: Lorraine/Frank)</li> <li>• 25<sup>th</sup> Dec (9.30am) - Christmas Day Mass (Steward: Steve)</li> </ul>	

	<p>Fr Michael will place lists in the Lady Chapel for volunteer Readers, Extraordinary Ministers of Holy Communion, Altar Servers and an MC, for each of the three Masses across Christmas Eve and Christmas Day. <b>ACTION:</b> Fr Michael to place lists in Lady Chapel. <b>UPDATE:</b> Completed</p> <p>The Children's Liturgy Group are organising the 5.30pm nativity on Christmas Eve.</p> <p>The entrance to the hall and the driveway must be kept clear at all times for emergency vehicle access.</p> <p>In the New Year, Fr Michael would like to set up regular (possibly quarterly) services for Anointing of the Sick, initially on a Saturday morning but with the timing to be reviewed depending on feedback. A request was made for more explanation around this sacrament and Fr Michael agreed to say a few words about it and also to produce an information leaflet. <b>ACTION:</b> Fr Michael to produce information leaflet regarding the Anointing of the Sick.</p>	Fr Michael
10. Liturgical Ministry Formation Sessions	In the New Year, Fr Michael plans to set up sessions for Readers, Extraordinary Ministers of Holy Communion and Hospitality. Initially the sessions will be held on a Saturday but could be repeated at other times, dependant on feedback.	
11. Health & Safety Update	<p>Steve confirmed the following:</p> <ul style="list-style-type: none"> <li>All PAT testing in the church, parish office and church hall has been completed. It was a lot harder and took a lot longer than originally anticipated. 41 items were tested. Lorraine confirmed that a brand new dishwasher has been installed in the hall kitchen as the previous one, which had been second-hand and donated, had failed the PAT testing.</li> <li>A new Asset Register has been created.</li> <li>A review of the H&amp;S file has commenced.</li> <li>Steve still needs to create a folder for statutory maintenance, including boiler services, etc.</li> </ul>	
12. Ecumenical Matters	<p><u>Town Carol Service</u> – Tuesday 17<sup>th</sup> December at 6.45pm. Meet outside Haine &amp; Smith or in St Bart's, if wet. The Anglican churches are hosting this year.</p> <p><u>World Day of Prayer</u> – Friday 6<sup>th</sup> March 2020 (time TBC). Being hosted by St Patrick's. Mary Jose and Christine Harvey attended the information day.</p> <p><u>Ash Wednesday</u> – Cath asked Fr Michael if he had been contacted yet about this annual service, which has been hosted by St Patrick's for 30+ years. Although it's not a Holy Day of Obligation, concern was expressed about the lack of a Mass on Ash Wednesday for those who work (Mass is usually held at the school). A suggestion was made that Mass could be held at 6pm prior to the usual 7.30pm ecumenical service, as so many people enjoy this prayerful and reflective service. It was agreed that Fr Michael would speak with Revd Andrew Johnson from St Bartholomew's. <b>ACTION:</b> Fr Michael to discuss the Ash Wednesday Ecumenical Service with Revd Andrew Johnson.</p>	Fr Michael
13. AOB	<p><u>Date change for April PPC</u> – Lorraine advised that the proposed date for the April 2020 PPC meeting needs to be changed as it clashes with Maundy Thursday. The new date was confirmed as 26<sup>th</sup> March 2020 instead of 9<sup>th</sup> April.</p> <p><u>Hall Committee 'helpers'</u> – following the resignation of Jimmy and Sandy Boore from the Hall Committee, Lorraine explained that herself and Ann-Marie Clapp are happy to continue with the running, upkeep and hiring of the church hall. Occasionally, there are times, however, when the hall needs to be opened/locked up for one-off private parties so a small group of 'helpers'</p>	

	are needed to be 'on call' to complete this activity, should Lorraine or Ann-Marie be unavailable.	
14. DONM	<b>Thursday 6 February 2020 at 7.30 pm.</b> Agenda items please to Lorraine Miller. AOB items to be submitted at least 48hrs in advance.	All
15.	The meeting closed with a prayer.	