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### **Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 6 February 2020**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action By:</b>
1. Welcome		
2. In Attendance	Fr. Michael, Frank Harvey (Vice Chair), Lorraine Miller, Jane Wragg, Steve Hince, Tom Martin, Vic Steadman	
3. Apologies	Cath Elms, Pat Ruffell, Steph Foulkes, Tony McMahon	
4. Gospel Reading	Read by Jane Wragg – next meeting to be read by Lorraine	Lorraine Miller
5. Minutes from last meeting	Minutes from last meeting on 03/12/19 - agreed as a true record.	
6. 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>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> – item placed on back-burner for now.</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><u>Solid door between Parish Office &amp; Presbytery</u> – action complete.</p> <p><u>List of Parish works</u> – action complete.</p> <p><u>Christmas Masses and Arrangements</u> – actions complete.</p> <p><u>Ash Wednesday</u> – action complete.</p>	<p>All</p> <p>Vic Steadman</p> <p>Cath Elms</p> <p>Frank Harvey</p>

<p>7. Food Bank Finances</p>	<p>For a number of years now, St Aldhelm's have collected, stored and distributed items for the Corsham Churches Foodbank but this means that they have been losing out on vital hall rental income. They have estimated that it costs circa £2,200 - £2,400 per annum to run the Foodbank and are asking the other churches for financial support. St Patrick's have been asked if they will match the financial contribution of £400 being provided by St Bartholomew's. Fr Michael suggested that we hold a second collection for the Foodbank. The committee members present voted unanimously to support St Aldhelm's with a donation of £400 towards their running costs. <b>ACTION:</b> Frank to arrange payment to St Aldhelm's.</p>	<p>Frank Harvey</p>
<p>8. Parking Complaint</p>	<p>Fr Michael has received a complaint via email (including photographic evidence) relating to the parking on the A4 during Masses. The complainant states that they do not have a problem with cars parking partly on the pavement, but there are a lot of leaves from the chestnut tree lying on the pavement, which are never cleared up, making it impossible for someone who needs a wheelchair, mobility aid or pushchair to get through. They have noted that the church grounds are otherwise very well maintained and have asked us to clear this stretch of pavement and request that Parishioners be more considerate of pedestrians when they park on the pavement. <b>ACTION:</b> Fr Michael to place item in the bulletin regarding parking. <b>ACTION:</b> Lorraine to place item on Parish Facebook page. <b>ACTION:</b> Steve to contact gardening group.</p> <p>On a separate note, Steve advised that the parking bays in the car park need to be re-defined as they are too narrow plus he is concerned that reversing cars cannot see people in their blind spots. We need to perhaps consider having the area as disabled parking only with a drop-off zone for anyone who doesn't drive. Cars would then need to vacate and park on Park Lane. <b>ACTION:</b> Steve to review car park area and provide recommendations at next PPC meeting.</p>	<p>Fr Michael Lorraine Miller Steve Hince</p> <p>Steve Hince</p>
<p>9. Parish Website</p>	<p>Fr Michael would like to make some changes to the layout and content of the Parish website and enquired as to how he could access it. <b>ACTION:</b> Lorraine to provide Webmaster contact details to Fr Michael.</p>	<p>Lorraine Miller</p>
<p>10. Parish Project 2020 - List of works for Parish</p>	<p>Frank supplied a list of potential works needed in and around the Church, some with ball-park costs. This extensive programme of works will necessitate the requirement for a professional architect, who has experience with historic churches and listed building status. Vic advised that the Diocese have suggested we hold a 'beauty parade' to appoint a suitable architect. The committee members present agreed that our 2020 project would be to fundraise for the planning stage of these works; i.e. not to complete the works, which will run into the thousands, and will require formal grants, lottery bids, etc. Lorraine suggested that we announce our 2020 project ASAP as Parishioners have been asking what we are supporting this year. <b>ACTION:</b> Vic to draft a suitable announcement which he and Frank will read out at this weekends' Masses. <b>ACTION:</b> Frank to set up a building works sub-committee, to include Finance Committee members.</p>	<p>Vic Steadman Frank Harvey</p>
<p>11. Health &amp; Safety Update</p>	<p>Steve confirmed the following:</p> <ul style="list-style-type: none"> <li>• No reported injuries.</li> <li>• Results of the H&amp;S questionnaire are being progressed into formal risk assessments.</li> <li>• Online H&amp;S training in progress.</li> <li>• Asbestos – during the recent upgrade works on the Presbytery, the Artex on the kitchen ceiling was disturbed, which could contain asbestos. Steve has contacted Anthony Hughes at the Diocese. Although it is low risk material, we need to obtain advice about how to deal with it and the</li> </ul>	

	correct channels to use. <b>ACTION:</b> Steve to arrange asbestos survey.	Steve Hince
12. Ecumenical Matters	<p><u>Ash Wednesday (26<sup>th</sup> February)</u> – there will be a Mass in the school at 9.30am and Mass in the church at 7pm, both with distribution of ashes. Fr Michael kindly offered to provide an additional Ecumenical service at 2pm, but the Ecumenical Reps from the other Corsham Churches felt that this was not needed. He has therefore extended an invitation to them all to join us for the evening Mass.</p> <p><u>Lent Groups</u> – Starts Thursday 27<sup>th</sup> February and repeated on the following Monday evening. The course consists of 6 sessions on a Thursday morning in our Church Hall (10.30am) and Monday evening at St Aldhelm's (7.30pm).</p> <p><u>Walk of Witness</u> – Good Friday (10th April) at 10.30am. Meet in Corsham Town Centre followed by hot cross buns at St Aldhelm's.</p> <p><u>World Day of Prayer</u> – Friday 6<sup>th</sup> March 2020 (1.30pm). Being hosted by St Patrick's. Mary Jose and Christine Harvey attended the information day.</p>	
13. AOB	<p><u>Incense</u> – Frank and Steve have received a communication from a Parishioner concerning the use of incense at Mass and its potentially harmful properties. Steve confirmed that incense is not deemed a hazardous substance and does not need to be on the COSHH register. Frank confirmed that we have changed the type of incense used in Church to a rose fragrance which produces a light smoke, rather than the dark, heavy incense previously used by Fr John. Frank will report back to the Parishioner and provide reassurance. It was also noted that incense is not used for daily or Saturday Masses. <b>ACTION:</b> Frank to provide response.</p> <p><u>Bins/Recycling</u> – Lorraine enquired as to who is putting out the Presbytery bins now that there is no housekeeper. For the past few weeks, Ewan has done it when putting out the bins for the church hall. Fr Michael confirmed that he has now printed off the refuse collection dates from the WCC website and is happy to put out his own bins going forward. Ewan will continue to put out the hall bins. Lorraine then mentioned that a lot of recyclable material was being put in the general refuse and we should be more proactive with recycling around the Parish. There are recycling bins located outside the front of the hall, so Lorraine agreed to place a notice in the hall kitchen asking users to recycle their items and place in the appropriate bins. Frank confirmed that the bin in the Vesting Sacristy usually contains a lot of paper so going forward, he will take responsibility for that bin and also the one in the Flower Sacristy to ensure any recyclable items are placed in the correct bins. <b>ACTION:</b> Lorraine to place recycling notice in hall kitchen.</p> <p><u>Holy Week Booklet</u> – Fr Michael will produce a booklet with all Easter services, like he did at Christmas. Full details for Easter Services and Masses to be discussed at the next PPC meeting.</p> <p><u>Agenda item for next meeting</u> – Fr Michael handed out 'Year of Communion' booklets from the Diocese for all to read and asked for this to be an agenda item at the next PPC meeting. <b>ACTION:</b> Lorraine to add to agenda.</p>	<p>Frank Harvey</p> <p>Lorraine Miller</p> <p>Lorraine Miller</p>
14. DONM	<p><b>Thursday 26 March 2020 at 7.30 pm.</b>  Agenda items please to Lorraine Miller.  AOB items to be submitted at least 24hrs in advance.</p>	All
15.	The meeting closed with a prayer.	