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**Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 7 February 2019**

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Lorraine Miller, Vic Steadman, Tom Martin, Cath Elms, Frank Harvey (Vice Chair), Jane Wragg, Steph Foulkes	
3. Apologies	Pat Ruffell, Tony McMahon, Steve Hince	
4. Gospel Reading	Read by Cath Elms – next meeting to be read by Tom	Tom Martin
5. Minutes from last meeting	Minutes from last meeting on 11/12/18 - agreed as a true record.	
6. Actions from last meeting	<p><u>Allergens Notice</u> – action complete.</p> <p><u>Lightning Conductor</u> – action outstanding. On list provided to Diocese.  <b>ACTION:</b> Steve to chase Derek Salmond.</p> <p><u>GDPR communications</u> – action complete.</p> <p><u>Parish Census Form</u> – Tony had amended the census form to include both the personal declaration wording and the GDPR wording so the committee were asked if they were happy with this new version. It was agreed that the form should be made clearer to show that it is one form per family rather than one per person, which it looks like at the moment. Members liked the layout and format of the Diocesan version and asked if it could be amended to remove all unnecessary questions. The committee agreed that the new form will be issued in the Spring. <b>ACTION:</b> Lorraine to amend the Diocesan template to remove all unnecessary questions and send to Fr John for approval.</p> <p><u>PAT Testing</u> – action outstanding. <b>ACTION:</b> Steve to investigate costs for PAT testing courses.</p> <p><u>Online H&amp;S Courses</u> – action outstanding. <b>ACTION:</b> All PPC members to complete the following three mandatory e-learning courses: Fire Awareness, Health &amp; Safety Basics &amp; Essentials and Manual Handling. <b>ACTION:</b> Steve the register new PPC members' email addresses with the H&amp;S Dept.</p> <p><u>Christmas Services</u> – action complete.</p> <p><u>Hall Bookings Agent</u> – action complete.</p>	<p>Steve Hince</p> <p>Lorraine Miller</p> <p>Steve Hince</p> <p>All</p> <p>Steve Hince</p>

<p>7. Health &amp; Safety Update</p>	<p>Steve had provided the following update via email:</p> <p>9 returns of the H&amp;S questionnaire received so far. Reminder to be announced at Saturday's and Sunday's Masses.</p> <p>Working on the current returns to get an idea of the precautions being currently taken. Early signs are people have general H&amp;S well controlled. Updated and reviewed risk assessments to follow.</p> <p>One return raises concerns about the carpet being loose around the lectern. Repair needed to resolve. <b>ACTION:</b> John to obtain quotes for both carpet and laminate.</p> <p>Handrail support to step onto the Altar...two returns indicate a handrail support would benefit. Once all questionnaires are returned the risk level can be quantified.</p>	<p>John Normile</p>
<p>8. Ecumenical Matters</p>	<p><u>Women's World Day of Prayer</u> – Friday 1<sup>st</sup> March at 7pm. Being organised by the Baptist Church.</p> <p><u>Lent Group</u> – the course consists of 5 sessions on a Thursday morning in our Church Hall and Monday evening at St Aldhelm's. Starts Monday 11<sup>th</sup> March and repeated on the following Thursday morning. Based on the York course 'Daring to see God', which is based on St Mark's Gospel.</p> <p><u>Walk of Witness</u> – Good Friday (19<sup>th</sup> April) at 10.30am. Meet in Corsham Town Centre followed by hot cross buns at St Aldhelm's. Readings this year are from St Luke.</p> <p><u>Christian Unity Week</u> – begins on Monday 3<sup>rd</sup> June and ends with a service on Pentecost Sunday (9<sup>th</sup> June), organised by St Patrick's.</p> <p><u>Town Carol Service</u> – Tuesday 17th 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>9. Fr. John's items</p>	<p><u>Presbytery Housekeeper</u> –Sandy will be retiring the first weekend in March. All agreed that we should mark the occasion with some flowers and a gift after Sunday Mass, possibly on 24<sup>th</sup> February as Sandy and Jimmy are due to travel to Canada on holiday soon afterwards. <b>ACTION:</b> Fr. John to confirm the exact date for the presentation. <b>ACTION:</b> Tom to organize a floral bouquet. <b>ACTION:</b> Frank to organise a gift of Canadian dollars. <b>ACTION:</b> Vic to obtain a draft job description from the Diocese and place an advert for Sandy's replacement in both the weekly bulletin and the school newsletter.</p> <p><u>Choir Lead</u> – Pat Ruffell will be retiring from leading the choir in June of this year.</p> <p><u>Year of Prayer</u> – Fr. John advised that the Bishop will be visiting on 11<sup>th</sup> July to conduct our Confirmation service and will be asking about our contribution towards the Year of Prayer. The Parish is already doing some activity in this area e.g. prayers on Facebook, etc. but more could be done. <b>ACTION:</b> Tom and Cath to organise a Parish Prayer Retreat.</p> <p><u>New Director for the Department of Adult Education and Evangelisation</u> – Sarah Adams has just taken over from Fr. Christopher Whitehead. She has spent 10 years as the RE Adviser for Plymouth Diocese and will be contacting each Parish in due course.</p>	<p>Fr. John Tom Martin Frank Harvey Vic Steadman</p> <p>Tom Martin Cath Elms</p>

10. AOB	<p><u>Emergency Vehicle Access</u> – Vic advised that there were 2 medical emergencies over the Christmas period and on both occasions the individuals were taken into the hall to recover and be seen by medical professions. This highlighted issues with poor parking in the church car park, access issues to the hall and also some low hanging branches hit the top of the ambulances. All agreed that the hall must be unlocked during all services, except the daily Masses, for emergency purposes and for access to the toilets. Furthermore, there must be no parking on or in front of the paved area in front of the hall so that emergency vehicles have full access. Finally, the trees on the driveway need cutting back. <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. <b>ACTION:</b> John to arrange with the gardening team for the cutting back of low hanging branches over the driveway.</p> <p><u>Parish Projects</u> – Frank advised that so far we have sent £525 to Mary’s Meals and £300 to Sixty One with a further £100 being sent to each tomorrow. The difference is Gift Aid. The committee was asked if they wished to continue with these same charities for 2019 or choose different ones. All agreed to continue with Mary’s Meals and Sixty One for the remainder of 2019. New charities will be chose later in the year for 2020.</p> <p><u>Safeguarding</u> – Jane advised that she has advertised in the school newsletter for assistance.</p> <p><u>Crab Apple Trees</u> – Tony had sent an email prior to the meeting with a proposal that the crab apple trees on the A4 side are ruthlessly pruned this year, which should result in larger apples but far fewer of them. It was agreed that Tony should speak with Katherine Eden as her family had planted them. <b>ACTION:</b> Tony to discuss pruning of crab apple trees with Katherine Eden.</p> <p><u>Parish BBQ</u> – Lorraine advised that there will be a BBQ on Sunday 4<sup>th</sup> August at 12pm to celebrate the 5<sup>th</sup> anniversary of the opening of our Church Hall. Lorraine will organise meat/rolls and posters, John will cook as usual and all will be asked to bring a salad or dessert to share.</p> <p><u>A4 Wall</u> – Andy Hart has been chased a few times to see when the reconstruction of the wall will be finished but it has been difficult getting hold of him. Messages have been left with his mum too. All agreed that the wall needs to be finished ASAP and if Andy no longer wishes to do the job then we need to pay a dry stone waller to finish it off. <b>ACTION:</b> Vic to contact Andy Hart to establish if he wants to continue or not and offer payment for new stone if that is required. <b>ACTION:</b> John to obtain quotes from other tradesmen.</p>	<p>Vic Steadman John Normile</p> <p>Tony McMahon</p> <p>Vic Steadman John Normile</p>
11. DONM	<p><b><u>Thursday 11 April 2019 at 7.30 pm.</u></b> Agenda items please to Lorraine Miller.</p>	All
12.	The meeting closed with a prayer.	