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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 8 August 2019

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Tom Martin, Cath Elms, Jane Wragg, Pat Ruffell, Vic Steadman, Tony McMahon, Fr. Michael Fontaine	
3. Apologies	Steph Foulkes, Steve Hince	
4. Gospel Reading	Read by Frank Harvey – next meeting to be read by John	John Normile
5. Minutes from last meeting	Minutes from last meeting on 13/06/19 - agreed as a true record.	
6. Actions from last meeting	<p><u>Online H&S Courses</u> – actions outstanding. ACTION: All PPC members to complete the following three mandatory e-learning courses: Fire Awareness, Health & Safety Basics & Essentials and Manual Handling plus any role specific courses e.g. food safety, GDPR, etc. ACTION: Steve to check who is registered with the Diocese and register any missing PPC members' email addresses with the H&S Dept.</p> <p><u>Altar Carpet</u> – action outstanding. ACTION: John to obtain professional advice and quotes for suitable floor covering e.g. carpet, non-slip vinyl or laminate.</p> <p><u>Emergency Vehicle Access</u> – actions outstanding. ACTION: Vic to arrange some bollards/cones for the hall access. ACTION: Vic to arrange a notice in the bulletin about emergency vehicle access and no parking in front of the hall.</p> <p><u>Fr Bill's 25th Anniversary</u> – action complete.</p> <p><u>Fr John's Retirement</u> – actions complete.</p> <p><u>Toilet Twinning</u> – action complete.</p> <p><u>Cushions for Pews</u> – action partially complete. John has obtained swatches for PPC members to review. ACTION: John to place order based upon PPC decision.</p> <p><u>Hall Plaque</u> – action complete.</p>	<p>All</p> <p>Steve Hince</p> <p>John Normile</p> <p>Vic Steadman</p> <p>John Normile</p>

<p>7. Introduce New Priest</p>	<p>Fr. John introduced Fr. Michael Fontaine, who will be our new permanent resident priest from September onwards. John welcomed Fr. Michael on behalf of the Parish and PPC and acknowledged that we may need to share him with another Parish at some time in the future.</p> <p>Fr. Michael has some pre-planned holiday at the start of September so the plan is for his first weekend Masses to be on 28/29 September, provided Fr. Ferrier is happy to stand-down that weekend. ACTION: Frank to contact Fr. Ferrier.</p>	<p>Frank Harvey</p>
<p>8. Health & Safety Update</p>	<p>No update.</p>	
<p>9. Ecumenical Matters</p>	<p>Cath confirmed that the next Ecumenical Meeting is on 10th September.</p> <p><u>Bible Sunday</u> – Sunday 13th October at 6pm. Being hosted by St Bartholomew's.</p> <p><u>Town Carol Service</u> – Tuesday 17th December at 6.45pm. Meet outside Haine & Smith or in St Bart's, if wet. The Anglican churches are hosting this year.</p> <p><u>World Day of Prayer</u> – Friday 6th March 2020 (time TBC). Being hosted by St Patrick's.</p>	
<p>10. Fr. John's items</p>	<p><u>Funerals</u> – at our last meeting Fr. John had asked for the names of 2-3 lay volunteers who he could train up to conduct funeral services. Now that Fr. Michael is joining us this isn't such a pressing matter. However, Fr Michael did suggest the idea of lay people being trained to receive the coffin the night before a funeral, which happened in one of his previous parishes.</p> <p><u>Pastoral Assistant</u> – Fr. John has approached Lyn Paynter, who is a retired School Administrator, to see if she is open to the idea of this new role within our Parish. Nothing has been confirmed or agreed yet but he has suggested that she speak to Tony because one of the first activities to complete is the transfer of information from the new Parish Membership forms onto an electronic database. Following our last meeting, Cath had contacted St Anthony's regarding the recent employment of their Pastoral Assistant. They confirmed that all employment paperwork had been done via the Diocese but the Parish pays £10ph for 4 hours per week. ACTION: John to discuss the new role further with Fr. Michael. ACTION: Tony to co-ordinate with Lyn regarding the Parish records.</p>	<p>John Normile Tony McMahon</p>
<p>11. AOB</p>	<p><u>Fairtrade/Care Group</u> – Anne Keat has expressed a wish to handover these Parish activities.</p> <p><u>Parish Groups</u> – following our last meeting, John had compiled a list of all the groups in the Parish and who was 'in charge' of each. During the meeting a number of gaps were filled. John agreed to circulate the list for all to check and update as necessary. ACTION: John to circulate list of Parish groups.</p> <p>Homelessness – whilst going through the list of Parish groups, there was a group entitled 'Homeless' which currently has no known lead but having recently dealt with a local homeless person plus another one a year or so ago, the committee felt that it was important to have a known contact within the Parish and also a process in place, should we be asked for assistance again in the future. Lorraine suggested that perhaps the matter could be</p>	<p>John Normile</p>

	<p>raised by Cath at the next Ecumenical meeting as the issue of homelessness cuts across all the churches in Corsham, especially as St Aldhelm's are home to the Corsham Churches Foodbank. ACTION: 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> – this day of meditation is temporarily 'on hold' pending the arrival of Fr. Michael. ACTION: Jane to discuss details with Fr. Michael.</p> <p><u>Quiz Night</u> – Ann-Marie Wilcox is hoping to arrange a quiz night sometime in late September or early October, to coincide with the arrival of Fr. Michael. As we already have our Harvest Supper booked for Saturday 19th October it was deemed wise to avoid any dates close to that.</p>	<p>Cath Elms</p> <p>Jane Wragg</p>
12. DONM	<p><u>Thursday 10 October 2019 at 7.30 pm.</u> Agenda items please to Lorraine Miller.</p>	All
13.	The meeting closed with a prayer.	