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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 10 October 2019

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. Michael, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Jane Wragg, Steve Hince	
3. Apologies	Cath Elms, Pat Ruffell, Tom Martin, Steph Foulkes, Vic Steadman, Tony McMahon	
4. Gospel Reading	Read by John Normile – next meeting to be read by Steve	Steve Hince
5. Minutes from last meeting	Minutes from last meeting on 08/08/19 - 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 five mandatory e-learning courses: Fire Awareness, Health & Safety Basics & Essentials, Manual Handling, GDPR and Cyber Security plus any role specific courses e.g. food safety, Safeguarding, etc. ACTION: Lorraine to submit email addresses for Frank and John to Anthony Hughes and check regarding Fr Michael's online training requirements.</p> <p><u>Altar Carpet</u> – the carpet fitter has reviewed the area and advised a 30 point variance in colour is needed between the raised platform and the floor. An alternative option is to add a nose rail. Fr Michael suggested we do incur the expense of re-carpeting the platform yet and just make minimal changes to make the area safer, whilst he reviews the whole layout of the liturgical area. ACTION: John to progress with nose rail option.</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>Cushions for Pews</u> – John has obtained quotes however the committee agreed to defer this item for now due to cost restrictions. Steve highlighted that in the longer term, chairs would be more useful and safer than pews.</p> <p><u>Fr Michael's start date</u> – action complete.</p> <p><u>Pastoral Assistant</u> – discussed later in agenda.</p> <p><u>Parish Groups</u> – action complete.</p>	<p>All</p> <p>Lorraine Miller</p> <p>John Normile</p> <p>Vic Steadman</p>

	<p><u>Homelessness</u> – action outstanding. 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> – action outstanding. ACTION: Jane to discuss details with Fr. Michael.</p>	<p>Cath Elms</p> <p>Jane Wragg</p>
7. Health & Safety Update	<p>Steve confirmed that in the next month, he will:</p> <ul style="list-style-type: none"> • Complete PAT testing in the church, parish office and church hall. • Update the H&S file. • Create a folder for statutory maintenance, including boiler services, etc. 	
8. Ecumenical Matters	<p>Cath had provided an update in her absence as follows:</p> <p><u>Bible Sunday</u> – Sunday 13th October at 6pm. Being hosted by Prior Street Baptist Church. We have been asked to provide a reader. Frank confirmed that Christine already has that in hand.</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. It takes quite a lot of organising and with Cath being unavailable, Mary Jose and Christine Harvey will need some people to support and help them.</p>	
9. Fr. John's items	<p><u>Parish Website</u> – Fr. Michael advised that an amendment needs to be made to the website because it incorrectly states that the PPC continues during the absence of a Parish Priest and assists with transition. Under Canon Law, a PPC must cease in these circumstances, however, the Finance and Property Committees would continue, as they are legal requirements. ACTION: Lorraine to provide correct wording to Debbie Mather.</p> <p><u>Canonisation of John Henry Newman</u> – Fr. Michael reminded the group about the service of celebration and praise this Sunday (13th) at 3pm followed by refreshments in the hall.</p> <p><u>Weekly Bulletin</u> – Fr. Michel explained that the back page of the weekly bulletin has been amended to reflect that, liturgically, you don't have both an entrance/communion hymn and a recited antiphon; it's one or the other. As we have entrance and communion hymns, the antiphons have been removed. It also makes for a more prayerful atmosphere before receiving the Eucharist.</p> <p><u>A Life Lived in Communion</u> – all are encouraged to attend St Brendan's on Saturday 19th October (9.15am-2.30pm) to prepare us for the coming Year of Communion (beginning the first Sunday of Advent) and introduce us to the resources that will be available to us from the end of November. ACTION: John and Frank to announce at weekend Masses, this coming weekend.</p> <p><u>Deanery Update</u> – Fr. Michael advised that the creation of the new 'Wisdom Group' is progressing well and more information will be provided in due course. In the meantime, they are looking for 1 - 2 laity volunteers from each parish, to help form this new group, with confirmed names in place by Christmas. The aim of the group is to enable the Trowbridge Deanery to work towards 4 priests covering the whole area by 2022.</p> <p><u>Pastoral Assistant</u> – this role was discussed at the last couple of meetings and is a necessary ministry to consider for the future. With a reduction in Clergy, this role will come to the fore, especially when the time comes to share our priest with the Chippenham Parish. Fr. Michael confirmed he has worked with a Pastoral Assistant in a previous Parish and found it worked</p>	<p>Lorraine Miller</p> <p>John Normile Frank Harvey</p>

	<p>very well and he is therefore an advocate for this paid position.</p> <p><u>Ministry Updates</u> – once he has settled into the Presbytery, Fr. Michael would like to hold three separate ministry update/formation afternoons for the Readers, Extraordinary Ministers of Holy Communion and Welcomers. Proposed dates will be discussed at the next PPC meeting. ACTION: Fr. Michael to provide proposed dates for ministry seminars.</p> <p><u>Thanks</u> – Fr. Michael offered his thanks to the whole parish for their warm welcome and cards/gifts.</p>	Fr. Michael
10. AOB	<p><u>Church Cleaning</u> – Lorraine advised that a number of people have asked to be removed from the church cleaning rota over the last year or so and more are to come off with effect from January 2020. Despite advertising for new recruits, only a couple of new people have come forward as replacements. With this in mind, and the fact that some are finding the cleaning too strenuous, Lorraine recommended that the commercial cleaners used to clean the church hall be asked to clean the main church with effect from 1st January 2020. Anyone wishing to continue with this ministry would be asked to assist with cleaning the chalices, patens and ciboria as they would not be cleaned by the commercial firm. Estimated cost would be £20-£25 per week. The committee unanimously agreed to the recommendation and asked Lorraine to arrange for a formal quotation. ACTION: Lorraine to arrange cleaning quote w.e.f. 1st January 2020.</p> <p><u>Remembrance Sunday</u> – last year, it was the 100th anniversary of Armistice Day and the formation of the RAF. After Sunday morning Mass, we projected a live stream from the Cenotaph in London and served a curry lunch. A number of parishioners have asked if this could be a regular event, however, there was a cost for hiring catering equipment from Mines Leisure. All agreed that the costs should be investigated and then establish a price per head to see if it is viable. ACTION: John to contact Mines Leisure and obtain quote for catering equipment.</p> <p><u>Strings Incognito</u> – have offered to play a Christmas concert in the church on Saturday 14th December at 2pm. Usual interval refreshments will be provided and all proceeds going towards our parish projects. ACTION: John to liaise with Christine Harvey regarding concert/refreshments. ACTION: Lorraine to book the church hall from lunchtime onwards.</p> <p><u>Traidcraft</u> – Anne Keat had previously expressed a wish to handover these Parish activities. Tom Martin has offered to take over and Anne has produced a guide for him.</p> <p><u>Keys</u> – John explained that the church keys stored in the key safe have gone missing twice recently after Saturday evening Mass. The committee agreed the following actions were needed as a matter of urgency:</p> <ul style="list-style-type: none"> • Create a list of all key holders. ACTION: John and Frank • Produce a written process for key holders. Action: John and Frank • Review all keys held and whether they should be rationalised. ACTION: John and Frank • Add sign to front door of Presbytery saying 'Parish Office'. ACTION: John • Add sign to back door of Presbytery saying 'Presbytery': ACTION: John • Fr. Michael will be the sole key holder for the back door of the Presbytery. • The inner door between the Parish Office and the main house will be kept locked. • The large key for the front door of the church should be available for lone workers inside the church as an alternative escape route should the Park Lane entrance be blocked for any reason. 	<p>Lorraine Miller</p> <p>John Normile</p> <p>John Normile Lorraine Miller</p> <p>John Normile Frank Harvey</p> <p>John Normile</p>

	<p><u>Parish Projects 2020</u> – Frank asked everyone to start considering new projects for 2020. Our last fundraising event for 2019 will be the Strings Incognito concert in December. A parish quiz night is being planned for January. ACTION: All committee members to bring suggestions to the next PPC meeting.</p> <p><u>AOB</u> – Fr. Michael asked that all AOB items be submitted to Lorraine at least 48 hours prior to the PPC meeting taking place. No AOB items will be accepted on the night.</p>	All
11. 2020 PPC Meeting Dates	<p>The dates for all PPC meetings in 2020 were agreed as:</p> <ul style="list-style-type: none"> • Thursday 6th February • Thursday 9th April • Thursday 11th June • Thursday 13th August • Thursday 8th October • Thursday 10th December 	
12. DONM	<p><u>Thursday 12 December 2019 at 7.30 pm.</u> Agenda items please to Lorraine Miller.</p>	All
13.	The meeting closed with a prayer.	