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### **Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 11 April 2019**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action By:</b>
1. Welcome		
2. In Attendance	Fr. John, Frank Harvey (Vice Chair), Lorraine Miller, Tom Martin, Cath Elms, Jane Wragg, Pat Ruffell, Tony McMahon, Steve Hince	
3. Apologies	John Normile (Chair), Steph Foulkes, Vic Steadman	
4. Gospel Reading	Read by Tom Martin – next meeting to be read by Jane	Jane Wragg
5. Minutes from last meeting	Minutes from last meeting on 07/02/19 - agreed as a true record.	
6. Actions from last meeting	<p><u>Lightning Conductor</u> – action complete. Added to H&amp;S action plan.</p> <p><u>Parish Membership Form</u> – action complete and the committee were happy with the final version. <b>ACTION:</b> Lorraine to email the final version to committee members in PDF format to make it easier to view. <b>ACTION:</b> Tony to issue to Parishioners after Easter.</p> <p><u>PAT Testing</u> – action complete. Steve has obtained quote for circa £200.</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 plus any role specific courses e.g. food safety, GDPR, etc. <b>ACTION:</b> Steve to check who is registered with the Diocese and register any missing PPC members' email addresses with the H&amp;S Dept.</p> <p><u>Altar Carpet</u> – action outstanding. <b>ACTION:</b> John to obtain professional advice and quotes for suitable floor covering e.g. carpet, non-slip vinyl or laminate.</p> <p><u>Presbytery Cook/Housekeeper</u> – action partially complete. A short-term temporary arrangement is in place to cover Sandy's role but no permanent replacement has been found yet. The advertisement appeared in the school newsletter but not in the Parish bulletin and all agreed that it should go in the bulletin before Easter. <b>ACTION:</b> Lorraine to copy advert from school newsletter and email it to the Bulletin Editors for inclusion.</p> <p><u>Year of Prayer</u> – action complete. Event arranged for 11<sup>th</sup> May.</p>	<p>Lorraine Miller Tony McMahon</p> <p>All Steve Hince</p> <p>John Normile</p> <p>Lorraine Miller</p>

	<p><u>Emergency Vehicle Access</u> – action 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. <b>ACTION:</b> John to arrange with the gardening team for the cutting back of low hanging branches over the driveway.</p> <p><u>Crab Apple Trees</u> – action complete. Tony has spoken to Katherine Eden and she is happy for the trees to be pruned although further discussion has highlighted that it is the wrong time of year and should be done in the Autumn. <b>ACTION:</b> Lorraine to add to August meeting agenda</p> <p><u>A4 Wall</u> – action complete. The wall has been repaired.</p>	<p>Vic Steadman</p> <p>John Normile</p> <p>Lorraine Miller</p>
7. Health & Safety Update	<p>Steve provided the following update:</p> <p><u>Parish H&amp;S Questionnaire</u> – 60 were produced; 23 were completed and returned, 20 were taken but not returned and 17 were left in the box.</p> <p><u>Altar Handrails</u> – of the 23 completed H&amp;S returns, 5 said they wanted a hand support for the raised Altar area, which equates to 22%. After a lengthy discussion, the committee agreed that hand supports need to be installed both sides of the Altar; near the organ and near the window on the far side. It was agreed that a sub-committee would look at designs and where best to locate the handles, including the existing position of the font and Pascal candle, and report back at the next PPC meeting. <b>ACTION:</b> Steve/Frank/Tony to investigate locations and designs for handrails.</p>	<p>Steve Hince</p> <p>Frank Harvey</p> <p>Tony McMahon</p>
8. Ecumenical Matters	<p><u>Lent Groups</u> – the course has now concluded with approx. 12-20 attending at St Aldhelm's and approx. 18-23 at St Patrick's. The Ecumenical Team have used the York Course for a number of years now and feel a change is needed. If anyone has any alternative ideas, please let Cath Elms know.</p> <p><u>Walk of Witness</u> – Good Friday (19<sup>th</sup> April) at 10.30am. Meet in Corsham Town Centre (in garden opposite the Co-op) followed by hot cross buns at St Aldhelm's. Readings this year are from St Luke. Jane volunteered to read on behalf of St Patrick's.</p> <p><u>Songs of Praise</u> – Sunday 9<sup>th</sup> June at 6pm. Celebrates the end of Christian Unity Week and is being organised and hosted by St Patrick's. Reader needed.</p> <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>	
9. Easter Services	<p>Fr. John advised that we need thin twigs to be collected for the Easter Vigil and "palms" need to be cut from the trees for Palm Sunday (14/4). Lorraine confirmed that Keith already has this in hand and it will be done this Friday.</p> <p>Fr. John has already placed lists by the Lady Chapel noticeboard for Readers, Altar Servers and Eucharistic Ministers plus feet washing.</p> <p>Easter Services:</p> <ul style="list-style-type: none"> <li>○ <b>Maundy Thursday</b> – 7.30pm (practice at 10am)</li> <li>○ <b>Good Friday</b> – 3.00pm (practice at 10am)</li> <li>○ <b>Easter Saturday</b> (Vigil) – 6.00pm (practice at 10am)</li> <li>○ <b>Easter Sunday</b> – 9.30am</li> </ul>	

	<p>Easter Preparations:</p> <ul style="list-style-type: none"> <li>○ <b>Thursday morning</b> – Tabernacle to replace statue in Lady Chapel. <b>ACTION:</b> Frank</li> <li>○ <b>Thursday evening</b> – all crosses to be covered. <b>ACTION:</b> Steve/Keith</li> <li>○ <b>Good Friday</b> – Altar repose to be removed. <b>ACTION:</b> Frank</li> <li>○ <b>Easter Saturday morning</b> – crosses to be uncovered. <b>ACTION:</b> Frank</li> </ul> <p>Pat advised that a volunteer is needed on Easter Sunday morning to put on the music CDs as the choir will be singing on Saturday evening and therefore won't be at Sunday Mass. <b>ACTION:</b> Pat to make an announcement at Mass and ask for a volunteer to put on the music.</p>	<p>Frank Harvey</p> <p>Steve Hince Frank Harvey Frank Harvey</p> <p>Pat Ruffell</p>
10. Fr. John's items	No items	
11. AOB	<p><u>Hall Bookings for Parish Events</u> – Lorraine asked if Parish events could be booked well in advance, ideally 6-12 months, to avoid the Hall Committee having to cancel regular hirers at short notice.</p> <p><u>Hall Improvements</u> – Lorraine advised that Steve attended the most recent Hall Committee meeting to discuss some electrical/H&amp;S requests as follows:</p> <ul style="list-style-type: none"> <li>○ <b>Hearing Loop</b> – we have been asked to install a hearing loop by Anne Keat following a recent meeting in the hall where a participant found it extremely difficult to hear. Other people with impaired hearing have commented about this too. Steve is liaising with Anne and Jimmy Boore regarding the installation. The committee agreed this proposal.</li> <li>○ <b>Front Door</b> – Beryl Morgan has left a legacy in her Will specifically for the upkeep/maintenance of our church hall and as part of the front door is broken, this has been an ideal opportunity for the Hall Committee to review the overall design of the door and assess whether or not it is 'fit for purpose'. Under the Equality Act 2010, organisations have a duty to make reasonable adjustments to remove barriers faced by those who have a disability to ensure they receive the same services as someone who's not disabled. Bearing in mind that we hire our hall to the public, it is feasible that someone in a wheelchair may wish to hire our hall. If that was the case, at present, they would not be able to reach the top lock on the fixed front door to open both doors nor would they be able to access the hall through the main left-hand door due to the chamfer on the block paving outside. The Hall Committee are therefore in the process of obtaining quotes for a power-assisted single wide opening door which will align with the central disabled access on the block paving and have fixed glass side panels. Steve fully endorses this proposal from a H&amp;S perspective. The committee agreed this proposal.</li> </ul> <p><u>William King Fundraising</u> – Rachel King's son, William, is fundraising for a trip to Tanzania next year with the Explorer Scouts to do charitable work. Rachel had enquired about William running some fundraising events at Church to raise funds for his trip. Prior to the meeting, this had been referred to the Chair of the PPC, who suggested that William makes a sponsorship appeal, like John has done in the past for his Help the Heroes bike rides. Parishioners have been very generous to John and he felt they would contribute to such a worthy endeavour. The committee agreed this approach. <b>ACTION:</b> Lorraine to advise Rachel King of the committee's decision.</p> <p><u>Fr Bill's 25<sup>th</sup> Anniversary</u> – John Rodger had asked if the Parish will mark the 25<sup>th</sup> anniversary of Fr. Bill's ordination. The committee agreed to provide a card and a gift for his garden. <b>ACTION:</b> Frank to establish the exact date of his anniversary. <b>UPDATE:</b> Fr Bill was ordained on 16 July 1994.</p>	<p>Lorraine Miller</p> <p>Frank Harvey</p>

	<p><u>Year of Prayer</u> – Frank asked for this item to be added to the agenda for our next PPC meeting. <b>ACTION:</b> All committee members to read the Diocesan booklet and be prepared to offer suggestions/feedback at the next PPC meeting.</p> <p><u>Dates for Diaries:</u>  8<sup>th</sup>/9<sup>th</sup> June – Recommissioning of Eucharistic Ministers  20<sup>th</sup> June – Eucharistic Ministers Mass &amp; supper afterwards  23<sup>rd</sup> June – 1<sup>st</sup> Holy Communion  11 July - Confirmation  19<sup>th</sup> October – Harvest Supper</p>	All
12. DONM	<p><b><u>Thursday 13 June 2019 at 7.30 pm.</u></b>  Agenda items please to Lorraine Miller.</p>	All
13.	The meeting closed with a prayer.	