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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 11 October 2018

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Lorraine Miller, Jane Wragg, Steve Hince, Steph Foulkes, Vic Steadman, Tom Martin, Cath Elms	
3. Apologies	Pat Ruffell, Frank Harvey (Vice Chair), Tony McMahon	
4. Gospel Reading	Read by Vic Steadman – next meeting to be read by Lorraine	Lorraine Miller
5. Minutes from last meeting	Minutes from last meeting on 16/08/18 - agreed as a true record.	
6. Actions from last meeting	<p><u>Lady Chapel Noticeboard Headings</u> – action complete.</p> <p><u>Handrails for Altar Step</u> – action outstanding. ACTION: Steve to send questions to Lorraine, who will create the questionnaire template.</p> <p><u>Fire Extinguishers</u> – action complete.</p> <p><u>Risk Assessments</u> – action complete.</p> <p><u>Office Admin</u> – action complete.</p> <p><u>Armistice Day (11/11/18)</u> – all actions complete. John has a projector screen and speakers to link via his iPad. John is organising the curries and will ask others to assist. Steve confirmed that the bell works and is looking to replace the electrical cord with a proper bell rope.</p>	Steve Hince
7. Health & Safety Update	<p>Steve provided the following updates:</p> <p><u>Bell Support</u> – Derek Salmond has been contacted at the Diocese. ACTION: Steve to chase.</p> <p><u>CCTV/Photograph Signage</u> – Template has gone off and just waiting on costs and final template proof for approval.</p> <p><u>Allergens</u> – following the recent Pret A Manger issues, we need to advise people re dietary needs when serving any food items. ACTION: Steve to produce a generic sign for display when serving food.</p> <p><u>CCTV Sound</u> –Fr. John raised a query about the sound not working on the</p>	<p>Steve Hince</p> <p>Steve Hince</p>

	<p>camera located in the Lady Chapel area. ACTION: John to contact Future Security and ask them to look at why the sound is not working.</p> <p><u>Lightning Conductor</u> – Derek Salmond has been contacted at the Diocese. ACTION: Steve to chase.</p>	<p>John Normile</p> <p>Steve Hince</p>
8. Ecumenical Matters	<p><u>Bible Sunday</u> (21st October at 6pm) – St Patrick’s are hosting this year. Dialogue has been written and now just need to encourage people to attend.</p> <p><u>Town Carol Service</u> (18th December 6.45pm) – Meet outside Haine & Smith as usual. St Aldhelm’s are hosting but we need to supply a reader.</p> <p><u>Women’s World Day of Prayer</u> (1st March) – being hosted at the Baptist Church.</p> <p>Ash Wednesday (6th March) – St Patrick’s will host the usual Ecumenical service followed by refreshments in the hall.</p> <p><u>Christian Unity Week</u> (9th June) – St Patrick’s turn to host a ‘Songs of Praise’.</p>	
9. Fr John’s items	<p><u>Mass for the Bereaved</u> (2nd November 7.30pm) – All agreed that this was a huge success last year and should be repeated with the same format. ACTION: Frank to organise again</p>	Frank Harvey
10. AOB	<p><u>Harvest Supper</u> (20th October 6.30pm) – Jane has produced tickets for catering purposes only. Steve offered to announce/hand out on Saturday evening and Jane will do the same on Sunday morning.</p> <p><u>Pre-Loved Clothes Sale</u> (29th September) – made £250 for our Parish projects.</p> <p>Boiler – Vic advised that the church boiler has been replaced and in due course the new pipework will be boxed in.</p> <p><u>Compliance Officer</u> – Tom has kindly agreed to take on this new Parish role. Lorraine pointed him towards the GDPR literature produced by the Diocese as a starting point.</p> <p><u>Refugees Fundraising Event</u> – Tom updated the committee regarding a successful horseracing event which raised funds for the Corsham Refugees Project. They are current asking for donations of furniture.</p> <p><u>Year of Prayer</u> – all are invited by the Bishop to attend St Brendan’s in Bristol on 10th November (10.15am – 3pm) for the start of the Year of Prayer. Names to Cath. Transport can be arranged.</p> <p><u>Christmas Tree Festival</u> – the Children’s Liturgy Group are taking part again this year and would welcome any help during Saturday 5.30pm Masses, especially for help in clearing up.</p> <p>Letter from Pope Francis – Fr. John explained that the Parish needs to complete an audit about activities which support social activities. Steph offered to complete on behalf of the Parish. ACTION: Steph to complete audit.</p> <p><u>Heritage Lottery Fund (HLF)</u> – Fr John had received correspondence regarding funding opportunities for churches. Deadline for submissions is 14th November. Vic offered to look at the paperwork. ACTION: Vic to review</p>	<p>Frank Harvey</p> <p>Steph Foulkes</p> <p>Vic Steadman</p>

	<p><u>Traidcraft</u> – Anne Keat has received notification that recent trading has been poor and despite enormous efforts, they propose to cease trading on 31st December 2018.</p> <p><u>Global Healing</u> – Fr John asked Cath to review the videos/resources he had received. ACTION: Cath to review</p> <p><u>Outside Noticeboards</u> – both noticeboards (by Presbytery and by A4) need replacing as the wood has rotted. ACTION: John to measure the boards for new ones.</p> <p><u>Reconciliation Service</u> – will be held on Wednesday 12th December at 7.30pm.</p>	<p>Cath Elms</p> <p>John Normile</p>
11. DONM	<p><u>Tuesday 11 December 2018 at 7.30 pm.</u> Agenda items please to Lorraine Miller.</p>	All
12.	The meeting closed with a prayer.	