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### **Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 13 June 2019**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action By:</b>
1. Welcome		
2. In Attendance	Fr. John, John Normile (Chair), Frank Harvey (Vice Chair), Lorraine Miller, Tom Martin, Cath Elms, Jane Wragg, Pat Ruffell, Steve Hince	
3. Apologies	Steph Foulkes, Vic Steadman, Tony McMahon	
4. Gospel Reading	Read by Jane Wragg – next meeting to be read by Frank	Frank Harvey
5. Minutes from last meeting	Minutes from last meeting on 11/04/19 - agreed as a true record.	
6. Actions from last meeting	<p><u>Parish Membership Form</u> – actions complete.</p> <p><u>Online H&amp;S Courses</u> – actions 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 complete.</p> <p><u>Emergency Vehicle Access</u> – actions 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.</p> <p><u>Crab Apple Trees</u> – action complete. Quotes for pruning the trees (plus the beech tree) are with the Finance Committee for approval.</p> <p><u>Altar Handrails</u> – action complete.</p> <p><u>William King Fundraising</u> – action complete.</p> <p><u>Fr Bill's 25<sup>th</sup> Anniversary</u> – action partially complete. <b>ACTION:</b> Frank to arrange card and gift vouchers.</p>	<p>All</p> <p>Steve Hince</p> <p>John Normile</p> <p>Vic Steadman</p> <p>Frank Harvey</p>

	<u>Year of Prayer</u> – action complete. See separate agenda item.	
7. Year of Prayer	<p>The committee had been asked to review the Diocesan booklet and offer any suggestions/feedback regarding parish prayer activities.</p> <p><u>Prayer/Embroidery</u> - this had been a very successful event in May, with a day of reflection plus the late Beryl Morgan's embroideries had remained in the church alongside their prayers for a week.</p> <p><u>Celtic Meditations</u> - a suggestion was made to hold a day of meditation during August. Jane to liaise with Cath and Pat.</p>	Jane Wragg Cath Elms Pat Ruffell
8. Fr John's Retirement	<p>John Normile has drafted a communication regarding the future of our Parish which will be read at the next weekend Masses. <b>ACTION:</b> Frank/John to read out Parish communication at weekend Masses.</p> <p>Confirmation has been received that the Bishop supports Service of the Word as a way of keeping Parishes together.</p> <p>In the event of no permanent Clergy replacement, a contact list needs to be considered plus voicemail message on the Presbytery phone line and an 'Out of Office' auto message on the Parish email address. Security arrangements on site also need to be reviewed with the possibility of a paid Parish Administrator and a paid Hall Caretaker. <b>ACTION:</b> Cath to investigate the Parish Administrator role at St Anthony's. <b>ACTION:</b> Vic to arrange a free Security Survey.</p>	John Normile Frank Harvey  Cath Elms Vic Steadman
9. Health & Safety Update	<p>Steve provided the following update:</p> <p><u>PAT Testing</u> – Steve now has the relevant certificate and will hire the necessary equipment to test everything in the church, hall and Presbytery office.</p> <p><u>Responsible Person</u> – Steve has asked Anthony Hughes how the Diocese will manage the role of 'Responsible Person' in our parish once Fr John has left. Awaiting a response.</p>	
10. Ecumenical Matters	<p><u>Bible Sunday</u> – Sunday 13<sup>th</sup> October at 6pm. Being hosted by St Bartholomew's.</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> <p><u>Women's World Day of Prayer</u> – will be in March 2020 (date TBC). Being hosted by St Patrick's. Not just for women!</p>	
11. Fr. John's items	<p><u>Funerals</u> – training is needed for laity to conduct funeral services. Fr John asked for names of 2-3 volunteers that he can train up before he leaves.</p> <p><u>Pastoral Assistant</u> – they are a presence in the Parish, can conduct funerals, can co-ordinate Parish activities, can provide secretariat. Fr John asked for a volunteer that he can train up before he leaves.</p> <p><u>Anointing of the Sick</u> – this has not yet been approved for the laity to administer, but should be considered.</p> <p><u>2020 Diaries</u> – Fr John will collect 60 diaries. Suggested donation is £5 each.</p>	

	<p><u>Toilet Twinning</u> – Diane Steele from Soroptimist International Bath has contacted Fr John. The late Beryl Morgan was a member of their organisation for many years and in her memory, they have twinned our toilet with a toilet in Africa. Diane wants to arrange the presentation of a plaque, which will hang in the outside toilet. It was suggested that John Roger be asked to accept the plaque on behalf of the Parish as he had cared for Beryl. <b>ACTION:</b> John to contact John Roger and Diane Steele to arrange the presentation.</p>	John Normile
12. AOB	<p><u>Cushions for Pews</u> – we have a few single cushions for Parishioners to sit on but it was suggested that pew length cushions be investigated as a number of people find the pews uncomfortable. <b>ACTION:</b> John to obtain quotes, samples, etc. for pew cushions.</p> <p><u>Hall Plaque</u> – after our hall was built, it was agreed that a plaque would be erected with the date it was built, etc. As we are nearing the 5<sup>th</sup> anniversary, it was felt that this should be expedited. <b>ACTION:</b> John to arrange a plaque.</p>	John Normile  John Normile
13. DONM	<p><b>Thursday 8 August 2019 at 7.30 pm.</b> Agenda items please to Lorraine Miller.</p>	All
14.	The meeting closed with a prayer.	