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Minutes of St Patrick's Parish Pastoral Council Meeting 7.30pm Thursday 17 August 2017

Agenda Item	Discussion	Action By:
1. Welcome		
2. In Attendance	Fr. John, Frank Harvey (Vice Chair), Lorraine Miller, Jane Wragg, Pat Ruffell, Vic Steadman, Steve Hince, Steph Foulkes	
3. Apologies	John Normile (Chair), Cath Elms, Tony McMahon, St Anthony's Rep	
4. Gospel Reading	Read by Jane Wragg – next meeting to be read by Steph Foulkes	Steph Foulkes
5. Minutes from last meeting	Minutes from last meeting on 22/06/17 - agreed as a true record.	
6. Actions from last meeting	<p><u>Altar Hand-rails</u> - this is still work in progress. Tony McMahon has squared off the raised platform area and Steve is waiting for a quote back from a contractor who has viewed the area. It was suggested that a drop-down handle be attached to the wall near the organ and a wooden post be considered for the other side near where the altar servers sit. Steve to keep Tony updated on developments and also pick up with Christine Haggarty regarding the drop-down hand-rail and Dick Mather regarding a wooden post. ACTION: Steve to discuss with Christine Haggarty and Dick Mather.</p> <p><u>Borderlands Talk</u> – still outstanding. ACTION: Cath to arrange.</p> <p><u>Mass for the Bereaved</u> (2nd November 7.30pm) – Frank has spoken to Mary Rooney at St Anthony's and also Maeve at St Mary's in Chippenham. In both Parishes, they put up a list for people to add names of their bereaved; they then read out the names from the list during the Mass and lit a candle for each. ACTION: Frank to place a list in the Lady Chapel in early Sept for Parishioners to complete.</p> <p><u>Harvest Supper</u> (20th October 7pm) – Jane will commence preparations for this event in September. ACTION: Jane to organise.</p> <p><u>Flowers for Colleen</u> – Frank will send flowers and chocolates by next Wednesday.</p> <p><u>Park Lane Parking</u> – John Normile has written to the Town Council regarding the piece of grass on the corner of Park Lane and Frank has contacted the owners of the Business Park next door but nobody is available yet due to maternity leave. Fr. John advised that John Maloney is now on the Town Council so it may be worth involving him in any discussions.</p>	<p>Steve Hince</p> <p>Cath Elms</p> <p>Frank Harvey</p> <p>Jane Wragg</p>

7. Memorial Garden	Fr. John has received an email from Cath and John Maloney asking if the Parish Council could consider refreshing the Garden of Remembrance. Although it is kept tidy and weeded, they feel it could perhaps do with updating, including re-levelling the wonky slabs. They are happy to join a group of volunteers. Vic offered to contact the Maloney's and the Gardening Team to set up a working party in the Autumn to complete a tidy-up of all areas including the memorial garden. ACTION: Vic to contact the Maloney's and the Gardening Team to arrange a general Autumn tidy-up day.	Vic Steadman
8. Joint Parishes BBQ	This event is being held on Monday 28 th August 12pm-3pm, with the aim of raising funds for our joint Parish Project supporting Medecins sans Frontiers (MSF) & Borderlands. The Parish will supply burgers/sausages & rolls (for a modest donation to the Project) and all are encouraged to bring along a salad/pudding for sharing plus their own drinks. Posters have been up for a while and also a notice in the bulletin. At this weekends' Masses, we will obtain a quick straw-poll of attendee numbers so John Normile can order the meat, rolls, etc. ACTION: Frank (Sat PM) and Lorraine (Sunday AM) to collate rough numbers of attendees for John.	Frank Harvey Lorraine Miller
9. Christmas Concert	Strings Incognito have confirmed that they are available for a Christmas performance on Sunday 17 th December at 2pm. All agreed for John Normile to confirm the arrangements with Nicola. This will be our final fundraiser for the project with Christmas themed refreshments. ACTION: John to confirm booking.	John Normile
10. Health & Safety Update	<p>Steve is awaiting confirmed quotes for bell support stonework (est. £500), repair of plaster in flower sacristy (est. £300) and removal of tree on roof (est. £150).</p> <p>John Normile is awaiting a quote for taking down trees in front of the house (Park Lane).</p> <p>Steve advised that the doors at the front of the church (A4 side) open in the wrong direction (i.e. inwards instead of outwards) which is a risk in the event of an evacuation. This can be resolved by leaving the outer door open during services, draught-proofing the inner door and reversing it so it opens outwards. Steve has contacted Anthony Hughes at the Diocese for free advice via the Estates Team. He has also asked the Diocese to review the outer fire escape on the Park Lane side and advise what changes are needed to make it compliant as a fire exit.</p> <p>Steve has received a training schedule from the Diocese and successfully completed his Fire Awareness online training. Every volunteer in the Parish is required to undertake this training on an annual basis. It was agreed that Steve would pass the email addresses for current PPC members to Anthony Hughes at the Diocese so that he can send them the necessary link to complete their training. Once all PPC members have completed their training, it is hoped that they can promote it in the Parish and assist others. Steve to find out if there is a "paper" version for those who do not have an email address or access to a PC. ACTION: Steve to pass email addresses to Diocese. All PPC members to complete online Fire Awareness course. Steve to investigate possibility of offline version.</p>	All Steve Hince
11. Ecumenical Matters	<u>Town Carol Service</u> (12 th December 6.45pm) – it's our turn to host this year. Mary Jose, Christine Harvey and Cath Elms will co-ordinate helpers, readers, etc.	
12. Fr John's items	<u>St Brendan's</u> (28 th October) – there is a Diocese Day which all are encouraged to attend.	All

	<p><u>CAFOD Reps</u> – now that Helen & Emily Chiles have moved to the Isle of Wight we are in need of new Parish Reps. Advert to be placed in bulletin and Frank/Lorraine to announce at this weekend's Masses. ACTION: Frank to place advert in bulletin and Frank/Lorraine to announce at Mass.</p> <p><u>Upper Room in Church</u> – Sandy Boore and Ann-Marie Clapp have been tidying up the upper room and need to know if anything is to be retained before it is disposed of. A small group reviewed the items after the meeting and Frank offered to update Sandy. ACTION: Frank to advise Sandy regarding which items to keep/dispose of.</p> <p><u>Forthcoming Holiday Arrangements</u> – all in place as follows:</p> <ul style="list-style-type: none"> o 2/3 Sept – Fr. John will still be here. o 9/10 Sept – Missionary Priest o 16/17 Sept – Fr. Malcolm from Warminster o 23/24 Sept – Fr. Malcolm from Warminster o 30 Sept/1 Oct – Fr. Malcolm from Warminster <p>Whilst Fr. John is away, Jo Vella will be taking care of post, phone calls and general office duties. There is a wedding on 16/9 which Fr. Malcolm will officiate.</p>	<p>Frank Harvey Lorraine Miller</p> <p>Frank Harvey</p>
9. St Anthony's PPCCG	The next PPC meeting for St Anthony's is on Wednesday 20 th September 2017 at 7.30pm.	
10. AOB	<p><u>Wheelchair</u> – Fr. John has received an email from Anne Keat asking if a better wheelchair could be obtained, preferably with small wheels, as the existing one is no longer reliable. Steve also advised that we should have clinical wipes available for cleaning it. ACTION: Lorraine to make enquiries for a second-hand wheelchair and to source some clinical wipes.</p>	Lorraine Miller
11. DONM	<p>Thursday 19 October 2017 at 7.30 pm. Agenda items please to Lorraine Miller. lorraine.milller945@btinternet.com</p>	All
12.	The meeting closed with a prayer.	