

# MINUTES

MEETING:	St Thomas of Canterbury Parish Council Meeting
DATE OF MEETING:	7 <sup>th</sup> November 2016
LOCATION:	Becket Centre
CHAIR:	Kit Tranmer
MINUTES:	Lesley Maeda
ATTENDEES:	Fr. Quentin Mike Eggleton Mathew Ives Michael O'Sullivan Jonathan McGuire Michelle Spears Rob Fernandes Paul Turpin Isabel Evans/Parker Sue Musiu Guy Williamson
APOLOGIES	Jack Edwards William Yeung

## MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Agenda Approved		
2.	Minutes of meeting 5 <sup>th</sup> October Approved		
1.	<b>OFM Trustees – Quinquennial Inspection/Report – St Thomas' buildings and grounds</b>	Jerry Curran	
1.1	Jerry Curran read through a report he has compiled in conjunction with the findings of Barkers Surveyors of Bishop Stortford regarding both urgent and non-critical works required. For details please refer to the report.		
1.2	The report was completed in May 2016. A hard copy issued to the Parish Council late October 2016		
1.3	It was discussed and agreed that the Parish Council should be involved in the decision making with regards to viewing tenders and agreeing next steps and priority works with the exception of emergency works to make the building water tight. These works are underway at a cost of £5k.		
1.4	Parish Council are to suggest a process that can be implemented to enable the council to		

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	view/discuss and sign off on Tenders without delaying the process		
1.5	Mathew requested that works and costs be agreed prior to commencement of works. A record should be kept of accumulating costs.		
1.6	Copy of <b>Quinquennial Inspection Report</b> to be scanned and issued to Chair and Finance Committee (PT)	LM	
1.7	Contract to be drawn up prior to the appointment of the PM (Peter French – Arcademy)	IEP	
1.8	PT wanted more detail on state of boilers. JC confirmed M&E consultant required to confirm exact scope of works. Agreed that works would be cheaper to proceed now due to interest rates rather than wait	PT / JC	
1.9	Mathew mentioned about the boiler room flooding. This would be managed and looked at if full works proceed.	MI	
1.10	SM suggested a yearly maintenance schedule be compiled to look after all buildings		
2.0	<b>Adult Education – Lent Talks</b>	FQ	
2.1	FQ to arrange 6 sessions. Session 1 – Between Christmas & Ash Weds Session 2 - Easter	FQ	
2.2	Following assistance required: <ul style="list-style-type: none"> <li>• Publicity to encourage attendance</li> <li>• Location, programme</li> <li>• Which groups to invite – Adult/Youth – both?</li> <li>• Who will lead each session – needs to be interesting and someone to stimulate reactions to enable attendees to openly discuss their opinions</li> <li>• Suggested format for each session – invite all age groups. The host of the session discuss' subject for 20mins and then divide into groups (age related) for smaller group discussion then bring everyone back together for final discussion. This would allow all age groups to share opinions and understandings of each session.</li> </ul>	PT, IEP, MS	
3.0	<b>Group Reporting to Council</b>		
3.1	Suggested that each group report every 3months	KT	
3.2	Next meeting each group to issue small report on current status. We will then issue a rota for detailed reporting back to council		
3.3	Contributions required from all groups with regards to content. We want to know what each group offers. If groups require volunteers, what is the criteria...ME to request input from all groups. Requested again as no feedback from any group since last meeting	ME	

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5	<b>AOB</b>		
5.1	Signage around the church doesn't look very permanent	MS	
5.2	SM already looking into removing signs no longer required	SM	
10	<b>AOB</b>		
10.1	Agreed that LM can contribute to meeting		
10.2	Prayer rota agreed by all		
10.3	Minutes to be issued earlier than agenda to all for comments		

### ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
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**Date of next meeting: Monday 5<sup>th</sup> December 2016 at 8pm**