

MINUTES

MEETING:	St Thomas of Canterbury Parish Council Meeting
DATE OF MEETING:	8 th May 2017
LOCATION:	Becket Centre – Clare Room
CHAIR:	Kit Tranmer
MINUTES:	Lesley Maeda
ATTENDEES:	Fr. Quentin Mike Eggleton Mathew Ives Jonathan McGuire Jack Edwards Michael O’Sullivan Sue Musiu Isabel Evans/Parker Rob Fernandes
APOLOGIES	William Yeung, Guy Williamson, Michelle Spears. Kit Tranmer,

MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
	Agenda Approved	KT	
	Minutes of Meeting held 3 rd April – approved	LM	
1.	AMG		
1.1	Confirmed – Jonathan McGuire and Jack Edwards will stand down from the PPC	KT	
1.2	Final call for resignations. If any member would like to resign would you please let Kit know by end of week, LM to email PPC for response	LM	
1.3	PT to draft message for newsletter alerting all parishioners to the up and coming vacancies to become a member of the PPC.	PT	
1.4	Names to be confirmed at next meeting	PT	
1.5	Next AGM to be held 16 th July after the 11:30am Mass.	All members	
1.6	PT to request Finance Committee Report to be viewed at meeting on 5 th June	PT	
1.7	PT to put notice on BC notice board	PT	
1.8	Agenda for AGM <ul style="list-style-type: none"> • Elections • Annual Report • New Constitution • Finance Report • Minutes from previous AGM approval • Vote of Thanks for members standing down 	KT	

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2.0	Updates		
2.1	Cleaning – RF issued quotation for high level cleaning. Areas covered in quotation, high ceilings/walls and window frames in side aisles. An additional cost has been provided for cleaning benches – Approx cost of £500	RF	
2.2	No carpet cleaning required at this stage. RF to contact the office on FQ advice as the office staff have a contact who has offered carpet cleaning 'FOC'. RF arrange carpet cleaning when 'dirty' works are complete (high level cleaning and pipe flushing)	RF	
2.3	RF to discuss exact scope of works with cleaners before proceeding. SM would like to know if the benches will be waxed (is this cost included in the quotation)	RF	
2.4	Cost to be issued to the Finance Committee	RF/PT	
2.5	Church Porch – More rubbish has been left in the porch. This needs to stop but a new solution/area needs to be agreed		
2.6	MI would like confirmation on whether or not the porch area needs to be decorated. He pointed out that the plastic matting outside is a trip hazard. RF to look into this but has confirmed the porch does need decorating.	RF	
2.7	Notice Boards – there are currently 6No. in the porch area. This needs to be reduced. Suggestion by KT to reduce to 2No. One for all church related issues and the second for AOB. These need to be managed to avoid anyone placing notices.	RF	
2.8	Suggestion for lockable notice boards to be managed by office staff. Staff to stamp notices with an expiry date and remove when required to ensure notices are kept current. Options for notice boards required.	RF/KT	
2.9	Archives – Boxes will now be stored in outhouse.		
2.10	FQ to contact the office and ask they contact the organisers of the Summer and Christmas fairs to arrange for the outhouse to be cleared and anything they need to keep to be relocated to the wooden hut. Also contact the 'jumble sale' organisers	FQ	
2.11	Guide Hut - PT to contact Guides	PT	
3.0	Groups		
3.1	Becket Centre – BC funds to cover cost of redecoration works of corridor which leads from the BC to the church and the staircase and to Improve lighting to area. Desperate input is required regarding colour scheme!	PT	
3.2	New Website – ME confirmed works started on new website. Hoping to have prototype ready to show by next meeting	ME	
3.3	Fabric – Email has now been set up for reporting faults to the Fabric team. SM agrees this is working well. KT asked that the emails	RF	

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	be acknowledged when received. RF thanked ME for his help with setting up the emails		
3.4	Liturgy Sub Committee – ME has not yet found a replacement however a new core group has been formed. Next meeting in 6 weeks	ME	
4.0	Issues Arising		
4.1	Refugee Sponsorship – Kit has been approached by a group eager to support a project which aims to provide for refugee families from Syria. The families already have authorised residence. Gemma would like an endorsement from the church. She has asked if the church can a) provide funds or b) support fund raising. This money is used to cover costs relocating the family up to the point where Government grants take over the cost of supporting them. Approx costs of £9,000.00 per family required.	KT	
4.2	MI is happy to support but there needs to be a limit / expectations set prior to agreement.		
4.3	Clarification is required on group that Gemma is representing. There are several groups linked to the church already offering / working on these ventures (Telco, Redbridge Refugee Forum, Cafod). Does the church need to support another group? Should Gemma contact these groups directly for support? KT to contact Gemma to discuss further.	KT	
4.4	Fire Assessment – KT has asked parishioner Bernard Bourdillon for advice on how best to manage and meet the measures set out in the Ford Risk Management Report. BB can recommend a colleague to assist but there would be a cost of approx. £1,000.00. Many of the PPC thought this would be money well spent and that KT should advise BB to proceed	All members	
4.5	FQ reminded the group that existing insurance policies set out conditions that need to be improved/upheld to meet insurance requirements/cover. Yearly inspections are carried out and improvements made for insurance purposes. Which areas does this cover?		
4.6	MI asked if the report from BB would provide suggestions for sprinkler systems/preventative methods. Key area of concern is a staircase that should a fire break out this would lead directly to the roof.		
5.0	AOB		
5.1	FQ – Car Park – This should be for parishioners, users of BC and families of St Antony's and Trinity. Most members of PPC agreed this was a good idea	FQ	
5.2	KT advised that a permanent notice would be needed as a first step to prevent unauthorised parking.		
5.3	IEP to come up with a draft notice and look into the legality of clamping cars. KT to liaise with	IEP/KT/RF	

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	IEP and RF to provide costs for purchase and installation of signage		
5.4	Agenda for next meeting	PT	

ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
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Date of next meeting: Monday 5th June at 8pm – Clare Room