

**ST THOMAS OF CANTERBURY CHURCH
PARISH COUNCIL MEETING**

Monday 17th January 2022

Attendees : Kit Tranmer, Fr. Quentin Jackson, Fr. Isidore Faloona, Paul Turpin, Mike O'Sullivan, Fr Michael O'Kane, Lorna Spears, Matthew Ives, Debbie Giddings. Rob Fernandes, Michelle Spears & Geraldine Mansbridge

Meeting Chair – Mike O'Sullivan

Apologies for Absence: No apologies were received.

Minutes

The minutes of the October meeting were approved. It was noted that with regard to the Organist discussions were continuing and it is hoped will be resolved soon.

Health & Safety

Following clarification regarding a couple of minor matters, the changes to the Policy were approved. It was noted that there were still areas that needed to be addressed including responsibilities associated with the Scout Hut

Fire Risk assessment

At the request of the insurance company, a full fire risk assessment has been undertaken for the whole site. There were some issues to be addressed in the Church and Becket Centre, most of these were minor and have been dealt with already. The main two relate to firstly the gas cupboard in the Porch area. This requires a fire door which meets the FD30 standard. This will be fitted shortly. The second, relates to the fire exit in the middle of the Church before Our lady's Altar. There was concern that these doors are locked with no automatic opening mechanism in the event of a fire or incident. It was noted that quotes are been obtained to provide a solution to this.

The final matter discussed with the Fire assessor related to the blocked up doors at the rear of the Church. The doors are visible in the Porch area but are blocked on the church side. The assessor's professional view was that due to the height of the Church and the number of exits already provided that there was no need to open up these doors. Matthew wished it to be recorded that he did not agree with this assessment. However, a majority agreed having considered the Fire professional's advice that these doors would not be opened.

Premises Inspection report

Rob referred to the report of the first inspection undertaken by the Church Fabric Team, which had been circulated prior to the meeting. It was noted that there would be a three-monthly site inspection to track what is being done and if there are any issues that need to be addressed. This would include reporting to the PPC if approval is needed for any works etc. Quentin thanked him and the Fabric team for the excellent work that they are doing in maintaining the site.

Porch update

Debbie referred to the report which had been circulated about the progress to date and the next steps for approval. Following discussion it was agreed to

- Replace the doors to the Church with Glass Doors
- Board up the doors in the Porch area
- Redecorate the Porch area
- Investigate flooring options and report to the PPC with suggestions including costing. Any decisions to be taken will be dealt with via email.

Living simply

Michelle provided an update on the actions needed to progress a Living Simply Award for St Thomas'. This involved taking action relating to sustainability, simply living and solidarity with the poor. Actions relating to these have to be demonstrated and this must include a large group activity. St Thomas' can already demonstrate some actions such as the installation of the solar panels, the food basket, contribution to family fast day. There are other things that can be looked at e.g. installing cycle racks, promoting meat free days. It was suggested and agreed that perhaps some events could be organised for lent to take this forward. Michelle and Fr Quentin would take this matter forward.

Synod Update

Quentin reminded the PPC that this was essentially about listening to the community and that living simply was an expression of that. He also felt that those joining the Church through the Journey of Faith would be worth involving as they may have suggestions about the Church community and their expectations.

Forward Plan for 2022

Activity	Date
Lenten Talks <i>Michelle to lead</i>	Lent 2 March to 14 April
Volunteers Social <i>Debbie & Michelle</i>	23 April
Outdoor Mass <i>Mike, Kit & Rob to Lead</i>	12 th June
Summer Fete <i>Geraldine to liaise with parishioners in first instance</i>	25 th June
AGM <i>Mike, Kit & Debbie to Lead</i>	10 th July
Adoration <i>Bernadette Harris to Lead</i>	7 & 8 October
Bereavement Service <i>Lesley Beerli to lead</i>	6 th November
Christmas Fayre <i>Simon Nash & Nicky Crowther to Lead</i>	19 th November

Audio & Visual Improvements in Church

Kit updated members on the possibilities being explored to instal visual facilities and upgrade the audio system in the church. This was a major project. We may need a firm to provide an assessment of the existing sound system and its effectiveness. He therefore sought approval for a contingency budget of £1K should this be required. This was agreed.

Items for the Website

Debbie suggested that the website could benefit from some films that enable parishioners to follow the Stations of the Cross and/or the Rosary. It was agreed that this should be investigated further and Debbie and Rob would take this forward.

Car Park

Mike commented on the area in the car park which gave side access to the Becket Centre and suggested that this should be a yellow box restriction with no parking. Kit mentioned that he was seeing a car park specialist next week and would hopefully have further observations to report back on in due course.

Risk Assessment

Rob reported that as part of the Insurance requirements for risk assessments he was undertaking an audit of all the ladders on the site, which would include the Friary. The aim was to make sure that they were all fit for purpose.

Next Meeting

The next meeting will be held on Monday 4th April at 8pm