

ST THOMAS OF CANTERBURY CHURCH PARISH COUNCIL MEETING

Minutes Monday 17th April 2023

Attendees : Sarah Dodd, Andrew Dodd, Matthew Ives, Kit Tranmer, Mike O’Sullivan, Rob Fernandez, Paul Turpin, Fr. Quentin Jackson, Fr. Isidore Faloon, Michelle Spears, Lorna Spears, Donna Patros, Debbie Giddings, Bernard Hunter,

Apologies for Absence: Peter Robson, Geraldine Mansbridge.

Meeting Chair: Kit Tranmer

Minutes

The minutes of the January meeting were approved.

One matter arising: Fr. Isidore said he had a lot of questions in regard to the tennis club lighting. Kit advised that we await the proposal to come back to the PC and requested Fr. Isidore, and anyone else, forward any questions to him, and he will ensure they are forwarded to the tennis club team to address when they present their proposal

- Becket Centre - Kitchen Equipment - Approved

Kit confirmed that the essential items urgently requested by the Becket Centre Committee in March had been e-mail approved by the PPC. The request was for up to £8k for the purchase of a commercial dishwasher, a large microwave and a modern projector.

- Becket Centre – Request for £5,000 for Architect Assessment

Bernard Hunter joined the meeting to answer questions. Kit had circulated the BCC’s proposed terms of reference letter to an architect(s) regarding alterations to the Henrietta Suite. Debbie pointed out that the letter did not say what the Henrietta Suite is used for, what type of functions/capacity the kitchens support, or a budget; and expressed concerns about any structural changes and costs. Matthew added that information needed to be on the letter rather than shared separately to enable an equal level playing field. Bernard advised that there were storage issues, layout issues and the kitchen did not conform to current health & safety requirements which the BC committee wished to have an architect put forward options to address. Michelle pointed out that the kitchen would comply with H&S requirements relative to the current building as it stands. Having been reminded this discussion was for the request of £5k, a vote was taken and the request was approved.

- Church Sound System

Bernard provided an update and overview following Keystone (previously commissioned to implement a new sound system at cost of £32,500) pulling out. Having whittled 4 proposed providers down to 3, ranging from £45k, £70k and £71k, the PC agreed Bernard and team were doing a thorough job and would wait for them to recommend their preferred supplier. The likely recommended provider has a lead time of 12 weeks and 2 weeks work

- Diocesan Offer for Youth Leader between Parishes

Kit circulated comprehensive information on this initiative beforehand and it was agreed that we should publish information on the parish website and newsletter to see if anyone in the Parish would like to volunteer to run with this initiative.

- Issue of Friary Boundaries

Ownership and access of land to the east side of the Church bordering 1 Friars Gate Close was raised at the last meeting. Having shared information and photos at the meeting, it was agreed that Debbie would check with the office for any documents held on site, and then work with Matthew on this point.

- Fabric Issues – Car Park – Update

Rob advised that the following works had been completed:

- New handrail in place on the path from the High Road
- Replacement of a second light in the car park
- High visibility nosings fixed to external steps
- Private car park & private property signs erected at entrances and in car park

Kit advised that the H&S team had checked and signed off that the H&S issues had been addressed

- Cycle Store

Progressing – Michelle to circulate information for approval

- Risk Assessments

Kit had circulated the SToC risk assessment forms for any event held at SToC and reiterated that these need to be completed and submitted to the Parish Office before any event could be approved and that simply having the Friars' permission was not enough.

- Forward Look

Upcoming Events:

- Restoration Thank You Event 3rd June – Mike and Lorna.
- Summer Fete - 17th June – Mike to lead. Date changed to 24th June after the meeting at request from School
- Outdoor Mass - 2nd July – Mike & Michelle
- Parish AGM - 9th July
- Adoration - 15th/16th September – Debbie and Donna
- Bereavement Service - 19th November
- Christmas Fayre - 25th November

- AOB

Some of the PPC members tenure may be coming to an end soon. To be discussed at the next meeting.

Next Meeting

The next meeting will be held on 12th June at 8pm.