

MINUTES

MEETING:	St Thomas of Canterbury Parish Council Meeting
DATE OF MEETING:	5 th September 2016
LOCATION:	Becket Centre
CHAIR:	Kit Tranmer
MINUTES:	Lesley Maeda
ATTENDEES:	Fr. Quentin Mike Eggleton Mathew Ives Michael O'Sullivan Jonathan McGuire Michelle Spears Guy Williamson Rob Fernandes Sue Musiu Paul Turpin Isabel Evans/Parker
APOLOGIES	Jackie Edwards William Yeung

MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Agenda Approved		
2.	Minutes of meeting 1 st August Approved		
1.	Becket Centre	SM	
1.1	SM read out report of findings relating to becket centre – the running of and security – please see attachment for full details		
1.2	New guidelines required / booking form / insurances. Disclaimer to be included in terms and conditions to cover the church against insurance claims in cases of personal injuries for private parties which are not currently covered on insurances.		
1.3	September – 2 meetings to be held to discuss security/forms and kitchen		
1.4	Issues raised on how to manage complaints		
1.5	Maintenance – refresh works required		
1.6	Database of users and contractors – currently managed by office – should this change?		
1.7	General issues raised about the management of the centre, regulation of key holders – should a key safe be used – no issues reported on the current system to date with the		

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	exception of back doors being left open after parties – should the BC be alarmed?		
1.8	Security – CCTV – Government grant available to help subsidise costs for church security. Approx 80% of costs covered. Kit waiting for 3 rd quotation before submitting application – due by 20 th September. Decision 20 th November	KT	
1.9	General health and safety issues – fire extinguisher surveyed yearly?		
2.0	Fabric		
2.1	Exit Signs need addressing		
2.2	Access to Blessed Sacrament Chapel – currently through side door. Should there be disabled access through altar – RF to discuss with parishioners that are affected by access and report back	RF	
2.3	Dust at high levels – RF & MO'S to trial industrial Hoover. Timings to be discussed with Bernard	RF & MO'S	
3.0	Youth		
3.1	MS to define age groups and ideas on how to approach each age group. Define objectives for each group	MS & IEP	
3.2	MOS suggested MS attend Diocese youth meeting	MS	
3.3	Possible group – 16+ - post confirmation group to keep young people's interest alive in the church. MS & IEP to research further to bring suggestions back to the council	MS & IEP	
4.0	Adult Education		
4.1	How do we help older members of the parish to understand and relate to present day Catholicism? How can we feed this information to them		
4.2	How do we pass on the messages of Pope Francis. Social events, twitter, facebook; suggestions welcome		
5	Parish Council Constitution		
5.1	Sub group required to rewrite. ME to issue to Mathew for comments and then submit to council for final approval	ME	
6	PPC Member allocation		
6.1	Social and Adult Education to be combined and overseen by GW	GW	
6.2	IEP to join MS on the Youth committee		
7	AOB		
7.1	Agreed – apologies to go to LM prior to next PC meeting		
7.2	Any documents/reports which need to be issued with minutes to be forwarded to LM		
7.3	Agenda – email details to Kit to be included		

ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Caring Group.	JM	

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1.1	Dementia Awareness; Discussions to create an action group for carers and relatives of people suffering with Dementia/Alzheimer's 5th September 2016 Work in progress JM to update at next meeting		Work in progress
2.	Liturgy Sub Committees	ME	
	2.1 - Procedures required for all groups. ME has emailed all groups and is awaiting feedback 2.2 – G-drive database created for all groups to access and communicate with each other 5th September 2016 Meeting to be held on Wednesday 7 th to discuss. ME confirmed there may be as many as 30 groups to be overseen by sub-committee. It was agreed that the focus should remain on St Thomas before extending to the rest of the parish		
3	IT & Comms		
3.1	3.1 - IT/Communications group – meeting held Friday 29 th July (date TBC) to discuss communication issues. Data to be compiled and discussed with FQ 3.4 - Messengers – Awaiting feedback 3.5 - Facebook page in progress – MS looking into possibility of having to create a new page if we cannot take over the running of the existing site – MS to update on progress at next meeting 5th September 2016 3.1 – Paul Kinman investigating website and broadband. He will discuss his findings with FQ and update the council Sept/Oct 3.4 – Messenger service to be looked into further 3.5 – MS having difficulty trying to converse with Facebook as she is not on a St Thomas phone number (which is registered to the site). MS to try contacting Facebook again – work in progress	ME & MS PK	Sept/Oct

Date of next meeting: Wednesday 5th October 2016 at 8pm