

# MINUTES

MEETING:	St Thomas of Canterbury Parish Council Meeting
DATE OF MEETING:	3 <sup>rd</sup> April 2017
LOCATION:	Becket Centre
CHAIR:	Paul Turpin
MINUTES:	Lesley Maeda
ATTENDEES:	Fr. Quentin Mike Eggleton Mathew Ives Jonathan McGuire William Yeung Jack Edwards Guy Williamson Michael O'Sullivan Sue Musiu
APOLOGIES	Isabel Evans/Parker, Michelle Spears. Kit Tranmer, Rob Fernandes

## MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
	Agenda Approved	PT	
	Minutes of Meeting held 6 <sup>th</sup> March – approved	LM	
1.	<b>AMG</b>		
1.1	Next AGM to be held on either 9 <sup>th</sup> or 16 <sup>th</sup> July after the 11:30am Mass. Kit to confirm date	KT	
1.2	FQ was interested to find out whom on the PPC was coming to the end of their term. PT asked if anyone would like to resign from their position and JM said that due to other commitments involving the church and parish he was happy to give up his seat on the PPC.		
1.3	If any member would like to resign would they please let Kit know	All members	
1.4	FQ requested that each sector/group send LM a brief report to be compiled for the AGM meeting	All members/LM	
2.0	<b>Liturgy</b>		
2.1	ME advised that he has been attempting to reorganise the various sub committees. He is trying to ascertain which direction they need to take. ME would like to stand down from the Liturgy committee but is concerned this cannot happen until there are more members	KT	
2.2	PT asked if ME had any luck recruiting from Mass. Four parishioners who were interested turned up but only two will join. This increases	KT	

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	the count to 5No. ME suggested asking the 39 sub committees for volunteers.		
2.3	FQ pointed out that there are many issues with many of groups. Concerns about over and under printing which leads to waste, collections being missed, readers not turning up when on rota's.		
2.4	JE has been busy recruiting parishioners to help with cleaning and children's liturgy and they have enough members to cover volume of work. FQ suggested that JE attend Holy Saturday when some of the minority groups attend mass to have their bread blessed	FQ/JE	
2.5	Rota's managed by an organised person from each group were suggested as a way to encourage more commitment on behalf of the volunteers. ME pointed out that some people just do not turn up. Possibly remove unreliable volunteers from the list. PT closed the discussion adding that we need to help strengthen the Liturgy committee to help them attempt to deal with all the issues.		
3.0	<b>IT &amp; Communications</b>		
3.1	ME met with the web designer to discuss new website. Confirmed fee of £500 for design and implementation works. Additional £250 per month required for 12hrs maintenance works (3hrs per week). The person to maintain the site is to hold an administrative role only and not editorial. Items to be uploaded onto the new website need to be provided by approved persons only (group members). The costs have been approved by the PPC with the proviso that ME ask for a suitable notice period of 3months from each party and that the contract be reviewed at an agreed period to ensure the hours quoted are working effectively for the good of the parish.	ME	
3.2	David who is currently maintaining the existing website is aware that his services will no longer be required once the new site is up and running.	ME	
4.0	<b>Church Porch and Cleaning</b>		
4.1	To be discussed at next meeting when RF is back	RF	
5.0	<b>Archives</b>		
5.1	Space no longer required at the Friary as an alternative home has been found	FQ	
6.0	<b>Votive Candles</b>		
6.1	Should we dispense with the live candles for safety reasons? PT took a vote and it was 50/50. Good suggestion from SM was to have the electric version at the back where all the children sit to avoid the obvious dangers and possibly relocating the existing candle holders to the front of the church. It was agreed that we should try one of the electric versions at the back and take a view going forward. PT to advise KT to look into costs and options.	PT/KT	

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7.0	<b>Guide Hut</b>		
7.1	Should the PPC cover the shortfall of the cost to purchase a new Hut? MI would like to know once the new hut is installed who would own it. PT to request costs to see what the cost of new is and how much it would cost to dispose of the existing one.	PT	
8.0	<b>Steward of the Gospel Initiative</b>		
8.1	WY issued a 55 page document for all members to review and offer comments / suggestions		
8.2	PT advised WY of items he felt should be amended / discarded. In particular items that related to opinions not the factual inserts		
8.3	FQ was concerned that we were not focusing on the main issue of the report which is ultimately for the laity to take on managing the functions / running of the roles in the church. SM commended the efforts and work involved by WY in pulling all the information together		
8.4	On Monday 10 <sup>th</sup> April WY has to provide an executive summary on his findings. WY has urged all members of the PPC (who have not yet done so) to read and comment on the 12 sections in Section B to help him better compile a more rounded overview/summary. Please refer to his previous emails which provide a link to the document for comments.	All members	
8.5	WY was of the opinion that the lack of people who attended his meeting meant that the people did not care. This was not the view of several of the PPC. JM was concerned that due to the nature of our religion historically our voices have not been heard by those above us and this in turn means that it takes us a little while to get on board with change. However everyone is feeling positive with the new direction.		
9.0	<b>AOB</b>		
9.1	Easter Car Parking – FQ to put message in the newsletter to advise parishioners that once the car park was full at the masses over Easter (Good Friday and Easter Sunday) the car park would be closed. GW asked that the message also ask for volunteers to help manage the car park before each mass. PT suggested that we ask the ‘ushers’ at each mass to help with the logistics as these are the familiar faces of the masses.	FQ	
10.0	SM had concerns about safe guarding and thought that maybe we invite Teresa to be part of the PPC if there would be a future concern about DBS. It was discussed further and thought that at the moment this would not be needed.		
11.0	FQ would like a summary of the Lenten talks to put up at the back of the church for parishioners to comment on. PT to discuss	PT/MS/IEP	

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	with MS and IEP and ask for them to provide a summary of the 3 day discussions		
12.0	FQ – Vote of thanks to WY for his hard work on the document for the Diocese. This was carried unanimously.		

### ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
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**Date of next meeting: Monday 8<sup>th</sup> May at 8pm – Clare Room**