

# MINUTES

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

## MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Agenda Approved		
2.	Minutes of meeting 7 <sup>th</sup> November Approved		
1.	<b>Group Reports</b>		
1.1	<b>Becket Centre</b> – No comments from PC		
1.2	<b>Caring Group</b> – Dementia Talk 19:30pm Tuesday 6 <sup>th</sup> December – all welcome. FQ asked JM to mention Home Communion available to attendees if required	JM	
1.2.1	A group is currently being formed to send sympathy cards to the bereaved. It will work closely with the Bereavement Group and Parish Office	JM	
1.2.2	JM commented that the focus at present is on Dementia but he will endeavour to do more time permitting	JM	
1.2.3	ME asked if Telco should be included	ME	
1.2.4	Sub Groups covered by Caring – SVP, Communion of the Sick, Welcoming Pack (details to be discussed at future meetings), Soup Run, Bereavement,		
1.2.5	PT mentioned that the donations for the Soup Run can be a fire hazard - offered solutions to reduce risk (metal box). JM advised too many	KT	

	donations so box not sufficient items usually stored in Becket Centre. Kit agreed to address in the new year		
1.3	<b>Communications Group</b>		
1.3.1	There is much frustration with the lack of information forthcoming from Paul Summer (PS) with regards to IT communications and costings relating to the Parish and Friary. ME & PK carried out survey and recorded requirements for the Parish. The survey concluded that PS interests, were not in the best interest of the Parish and sourced alternative costings. These were issued to Fr Donal who had already awarded the works to PS	ME	
1.3.2	MI suggested that Fr Donal should be made aware that PS agenda is not fit for purpose regarding Parish affairs and may not be cost effective		
1.3.3	FQ to discuss with Fr Donal	FQ	
1.3.4	KT asked about website – all agreed it is in desperate need of updating and asked ME to look into.		
1.3.5	Approx cost suggested by ME for creating/building new website - £750.00 maximum spend, with approx. £30 to maintain (is this yearly??). Update from ME required with timeline and costings	ME	
1.4	<b>Fabric Group</b>		
1.4.1	FQ wanted to clarify what the remit of the Fabric Committee is – it was discussed and agreed general wear and tear such as upkeep and cleanliness of church, changing light bulbs etc – not to be responsible for major works as this is the responsibility of the Trustees		
1.4.2	RF would like to start a record of previous works carried out and works going forward. Currently there are no existing records.		
1.4.3	RF to create process whereby all groups can report issues, these can be recorded on a central location, volunteers assigned a job with deadline for completion, volunteer can access the database to see task/works required and add date of completion	RF	
1.5	<b>Liturgy Group</b>		
1.5.1	Kit suggested that there may be too much going on for the Liturgy Group to work on. PT pointed out that all the sub groups run independently and the role of the Liturgy Group was to co-ordinate only and not to get involved with the individual running of each sub group		
1.5.2	ME has issued general guidelines to individual groups with regards to proposed method of how each process should be undertaken		
1.5.3	FQ expressed concerns that new members and ideas are required in each of the sub group – How can we encourage parishioners to get more involved. Church cleaning was		

	discussed as an example – JE advised volunteers are called upon but do not always turn up		
1.5.4	IEP/LM suggested a quarterly deep clean be paid for that could help the volunteers keep on top of the general clean. Use the newsletter to encourage more volunteers – explain only a handful of cleaners (Your Church Needs You – similar to request for PC members, more people volunteered when we knew there were not many people putting themselves forward). ME to look into and report back.	ME	
1.6	<b>Steward of the Gospel</b> – to be reviewed in 2 months		
1.7	<b>Finance</b>		
1.7.1	H&S (Risk Assessment) – report from GC highlighted many areas of concern but not sure how to go forward. H&S expert in the parish required – if not available then look for contractor. Comms Group to put a message out on all media to ask Parishioners if they can help in a supervisory role only. RF will read report and report back at next meeting with suggestions.	ME/RF	
1.7.2	PT – Fire Drills – are these required and how to execute. Procedures to be looked at and brought back for discussions – possible trial run at end of 10am mass	RF/KT	
1.8	<b>Individual Group Updates</b>		
1.8.1	Liturgy – 1month	ME	
	Youth – 1month	IEP	
	Social/Adult – 1month	MOS	
	Communications – 2months	ME	
	Steward of the Gospel – 2months	WY	
	Becket Centre – 3months	SM	
	Fabric – 3months	RF	
	Caring – 3months	JM	
	Finance – March	PT	
1.9	ME suggested that PC members be reallocated to different groups. JE mentioned that PC members should now be associated to groups they have expertise in if applicable. KT asked that heads of each group look to re-assign PC members at next meeting	All	
2.0	<b>Christmas</b>		
2.1	Assembly of Crib –. It is tradition that this is carried out by the parish council. All members to meet at 14:00pm at Becket Centre on 18 <sup>th</sup> December to help.	Everyone please ☺	
2.2	Dismantle Crib – Again it is tradition that this is done by the council members – 11:00am 7 <sup>th</sup> January at Church	Everyone please ☺	
3.0	<b>Christmas Tree</b>		
3.1	FQ confirmed that the Tree is no longer donated. PT to purchase new tree and arrange delivery to church on 17 <sup>th</sup> December	PT	
3.2	Tree to be removed on 7 <sup>th</sup> Jan – need to confirm who will contact council to arrange	?????	

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	collection – or alternative disposal to be arranged		
4.0	<b>Christmas Mass</b>		
4.1	Agreed that in the interest of safety all candles should be removed from church during Christmas Masses due to overcrowding		
4.2	Car park – Agreed the car park should be closed at the 5pm mass when full. KT & MM to marshal the incoming cars and cone off the entry when full capacity reached.	KT	
4.3	Note in newsletter to warn parishioners that in the interest of health and safety the car park will be closed when full	FQ/ME	
4.4	JE requested that next year the children's Christmas mass be held earlier as the current time may be too late many of the children attending. JE to ask around and get feedback	JE	
4.5	If possible try to incorporate Christmas Carols into the 5pm mass. FQ to discuss with friars	FQ	
5	<b>Quinquennial Survey</b>		
5.1	Response from GC to PPC letter		
5.2	Brian to be liaison between Trustees and Finance Committee		
5.3	RF/LM to be PPC representatives		
5.4	Division of Costs – Report does not make sense in relation to window count. Allocation of costs is unjustified. Floor plans to be issued to confirm area. Plans to be pulled from loft with Christmas items on 18 <sup>th</sup> Dec		
6.0	<b>Mr Stack</b>		
6.1	FQ – Contact restored. Payment agreed and settled. Issue now closed off.		
7.0	<b>AOB</b>		
7.1	Parish News – to be issued this weekend and then quarterly thereafter	ME	
7.2	Urgent request by ME for all groups to please submit information as per previous requests	ME	

### ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
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Date of next meeting: Wednesday 11<sup>th</sup> January at 8pm