

# MINUTES

<b>MEETING:</b>	St Thomas of Canterbury Parish Council Meeting
<b>DATE OF MEETING:</b>	1 <sup>st</sup> August 2016
<b>LOCATION:</b>	Becket Centre
<b>CHAIR:</b>	Kit Tranmer
<b>MINUTES:</b>	Lesley Maeda
<b>ATTENDEES:</b>	Fr. Quentin Mike Eggleton Mathew Ives Jackie Edwards Michael O'Sullivan Jonathan McGuire Michelle Spears Guy Williamson William Young
<b>APOLOGIES</b>	Rob Fernandes Sue Musiu Paul Turpin

## MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Minutes of previous meeting		
1.	<b>Caring Group</b>	JM	
1.1	Dementia Awareness; Discussions to create an action group for carers and relatives of people suffering with Dementia/Alzheimer's		
1.2	Invite a member of the Alzheimer's Society to come along and discuss needs of carers – invite all groups to attend		
2.	<b>Liturgy Sub Committees</b>	ME	
2.1	Procedures required for all groups. ME has emailed all groups and is awaiting feedback		
2.2	Gdrive database created for all groups to access and communicate with each other	ME	
3	<b>IT &amp; Comms</b>		
3.1	<b>IT/Communications</b> group – meeting held Friday 29 <sup>th</sup> July (date TBC) to discuss communication issues. Data to be compiled and discussed with FQ		
3.2	Parish Council member to be nominated to look after IT/Communications - To be discussed off line and confirmed at next meeting	ME & MS	

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3.3	Should a quarterly newsletter be issued to parishioners to advise on updates of parish council matters / feedback on parish requirements and vacancies	ME	
3.4	Messengers – Awaiting feedback	ME / GW	
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	MS	
4	<b>Stewards of the Gospel</b>	WY	
4.1	Statistics for Mass Attendance / Marriage. WY discussed concerns of attendance at Mass down which in turn means income/finance down		
4.2	WY suggested a 'Questionnaire for parishioners' after each service to discuss their requirements/feelings towards each service. FQ confirmed that the survey needs to have a finite purpose before proceeding. WY to return to meeting with sample of questions for approval and decision on the exact purpose of said survey	WY	
4.3	It was important to the committee that if such a survey is carried out then the results need to be fed back to the parishioners	note	
5	<b>Care of Building Group</b>		
5.1	Kit read out an email from Rob with updates		
5.2	Suggestion that MO'S join group. Also ask Isabel to join group. FQ expressed priority for Porch and Electrical Survey – all works should go out to tender. Find out if parishioners have skills / experience in areas of work and utilise		
5.3	Additional groups required – Becket Centre – possibly SM to run. Education and Information group -		
6	<b>In Touch</b>		
6.1	Cathy (existing editor) wants to step down. Kit to write suitable response advising if a suitable replacement cannot be found then magazine should be wound down. FQ to read and approve.	KT	
7	<b>Contact Details</b>		
7.1	A photo of each member of the PC to be taken for website. Each member to write a small statement/description of role to accompany photo.		
7.2	PC members to agree how they wish to be communicated to – mobile/email		
8	<b>Readers</b>		
8.1	FQ agreed age not an issue – under 18 would be invited to participate in mass with reading of bidding prayers and readings		
8.2	Trinity Readers – Kit has responded		
9	<b>AOB</b>		
9.1	Invite members of the parish to be part of groups. PC member to oversee each group	ME	

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9.2	WY would like to see all groups communicate with each other		
9.3	Invite other cultures to be more involved in parish activity. Proposal for 'World food day'		
9.4	Social Group to be organised		
9.5	News letter to report on new families that join the parish		
9.6	Make the parish aware of the issues/topics discussed at PC Meetings		

### ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.			
2.			

**Date of next meeting: Monday 5<sup>th</sup> September 2016 at 8pm**