

# MINUTES

MEETING:	St Thomas of Canterbury Parish Council Meeting
DATE OF MEETING:	11 <sup>th</sup> January 2017
LOCATION:	Becket Centre
CHAIR:	Kit Tranmer
MINUTES:	Lesley Maeda
ATTENDEES:	Fr. Quentin Mike Eggleton Mathew Ives Jonathan McGuire Rob Fernandes Paul Turpin Michael O'Sullivan William Yeung Sue Musiu Guy Williamson Michelle Spears
APOLOGIES	Isabel Evans/Parker Jack Edwards

## MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Agenda Approved		
2.	Minutes of meeting 5 <sup>th</sup> Decemberr Approved		
1.	<b>Christmas Mass</b>		
1.1	Church Parking – the marshalling of the carpark was a success		
1.2	<p><b>Family Mass</b> – Concerns were raised about the safety of the Mass with regards to overcrowding. Approx. 800 people attended the mass. Walkways were congested, children could not enjoy the mass and there were several complaints as people were leaving. Solutions to be looked into:</p> <ul style="list-style-type: none"> <li>• Increase number of masses – starting earlier in day</li> <li>• Children's Mass – Families with children only – not thought to be best solution but to be looked into</li> <li>• Definite requirement for a child friendly mass but - how best to implement?</li> <li>• Hold the midnight mass at midnight</li> </ul>	JE/LM	

	Action – JE with the help of LM to conduct a survey of the families who attend St Antony’s and 10am mass so see what their thoughts/concerns and requirements are. Deadline for solutions Sept 2017 – a date for feedback to be confirmed at next meeting		
2.0	<b>Quinquennial Survey – Division of Costs</b>		
2.1	Kit provided us with a breakdown and explanation of allocation of costs based on his formula. He concluded that although his process differed from Patrick Lonsdale’s process of counting windows, the actual cost allocations came out the same. The PPC has agreed that going forward we should use Kit’s formula.		
2.2	ME expressed concerns that we must differentiate between Capital Costs & Running Costs when agreeing to the ‘Division of Costs’. We are the guardians of the parish money and must be mindful of how it is used.		
3.0	<b>Request from Custos to take a room in the Becket Centre</b>		
3.1	Kit read an email received from PL – the Custos are requesting the return of a room for the purpose of filing/archiving. The rooms in question – Clare and Assisi. JM suggested that if it is storage only then they could be allocated space in loft. ME proposed the Curia Room if it was not being used. Alternatively Dowy Abbey in Reading are offering archiving – might this work? In conclusion it was agreed that SM would forward details of room usage to KT that he would take to a meeting with PL to discuss viable options.	KT/SM	
3.2	Discussion moved on what happens to St Thomas’ in the future if the ‘Order of the Friars’ diminishes. Clarification is required. What has happened in other Parishes when the ‘Order of the Friars’ has moved out. Does the Custos have a plan in mind for the future use of our friary!	KT	
4.0	<b>Church Cleaning</b>		
4.1	On 5 <sup>th</sup> Dec we discussed church cleaning – for details of outcome please refer to minutes of said date – point 1.5.4. To summarise it was agreed that we look into a ‘deep clean’ of church as many areas are inaccessible for the volunteers – ME was to look into this. ME has spoken to Pat Bell and she thought idea was wonderful. The idea being the professional clean would reach areas that haven’t been cleaned in a long time. However some members of the PPC now feel this is not required.		
4.2	More volunteers required. It was agreed that we need to enlist more volunteers. <ul style="list-style-type: none"> <li>• Can we enlist help from the school gates</li> </ul>	ME/JE	

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	<ul style="list-style-type: none"> <li>Contact names and numbers can be passed to PB who is happy to contact and include in rota</li> </ul> <p>ME to discuss with JE to see how we can get more volunteers and what level of cleaning is required at low level</p>		
5.0	<b>AOB</b>		
6.1	Saturday 14 <sup>th</sup> Jan – take down Crib and decorations – 11am	ALL	
6.2	H&S – RF handed out details on the H&S requirements and Risk Assessments in relation to community and the use of the church. KT to speak to Gerry and obtain a list of exact requirements. Suggestion that we then advertise in newsletter for experts.	ME	
6.3	ME has requested an update on 'lead' of each sub-committee. Please provide a list of all members of group.		
6.4	Liturgy Committee Report – add to agenda for next meeting		
6.5	KT read Gerry's Letter – Gerry will need authorisation from Custos before he can pass information back to the PPC		

### ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
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**Date of next meeting: Monday 6<sup>th</sup> February at 8pm**