

Minutes from the Parish Council meeting held on 2nd October 2017

- 1) Attendees: Mike Eggleton, Mike O'Sullivan, Kit Tranmer, Matthew Ives, Quentin Jackson, Paul Turpin, Jac Edwards, William Yeung, Sue Musiu, Isabel Evans/Parker, Rob Fernandes and Michelle Spears.
- 2) Apologies: Guy Williamson

3) Minutes from the last meeting

The minutes from the Parish Council meeting held on 11th September 2017 were approved.

4) Matters arising

Finance - KT & PT are in the process of trying to arrange a meeting with the Custos.

Mass Response Sheet - QJ to get 100 laminated mass cards. RF to find a box/slot to hold these.

Action: QJ and RF.

5) CWL and jumble

CWL are trying to rid the church porch of jumble. RF has located 2 huts. One of these is ready, and jumble can be stored in this hut from now on. RF - the sheds will need some kind of shelving as currently bags are stacked in a pile on the floor. PT will let the CWL know that sheds are available. Action: PT

6) Communications Committee

The new website is now finished and will be launched on the first Sunday in Advent. All members of the Parish Council are happy with the website's content. There will be a 3-month contract in place allowing for 3 months' notice on either side. ME would like photographs of all members of the Parish Council, the Friars and members the Finance Committee. Members of the Parish Council need to provide ME with a write up about their role on the Parish Council. PT will provide a Parish Council write-up and KT will provide a Becket Centre write-up. Action: ME, KT, PT and all members of the Parish Council.

7) Social Committee

GW absent from meeting.

KT has asked Jon Constable if he will organise 2 functions per year for the next 2 years. Action: KT

The International Night is going ahead on Saturday 18th November. This will be a buffet of dishes from different countries.

8) Seating in church for the less mobile

There are 2 spaces at the front of the church available for wheelchair users who wish to receive Communion but are unable to walk up to receive it. Often wheelchair users do not wish to sit right at the front during mass and prefer to sit near the back, where they can exit the church quickly should the need arise.

MO brought up the need for us to hold a fire drill during all masses to ensure that the evacuation of the church takes less than 3 minutes. In an evacuation, wheelchair users and the less mobile should be the last to leave the church. We should have a fire drill twice a year.

KT - We need a plan for if someone is taken ill during mass. This plan should also include the possibility of one of the Priests being taken ill during mass.

MI - Currently, the second set of back doors to and from the church are locked. Could we look into opening these up to make evacuation from the church easier?

9) Liturgy Committee - Welcome Pack and Christmas Mass Update

The key objective for the Children's Christmas Eve Mass is to change the time that this mass is held. The Liturgy Committee suggest the following mass times on Christmas Eve:

St. Thomas's: 2pm, 4:30pm and 7pm.

Chigwell Convent: And extra mass to be held at 4pm or 4:30pm.

This should allow enough time between each mass to allow those using the car park to leave before the next mass attendees need to park.

Mass times to be suggested to the Friars for their agreement. **Action: QJ**

10) AOB

WY updated the Parish Council on the project, Working Together to Evangelise our Diocese. Comments and responses are required from the Parish Council asap.

There are 2 issues - Renewal and Restructuring.

Steven Webb, who has been appointed by the Diocese of Brentwood as Director of Development has suggested that parishes will be grouped into 18 hubs. Each hub will consist of a group of Parishes, with their focus on Confirmation and the Sacrament of the Sick. QJ raised concerns that these 2 sacraments are not the most important. Instead, our focus should be on the Eucharist.

The list of 18 hubs will be published in November. A consultation process will then run from Advent to Easter. WY would like our responses to this idea by 20/10/17. From this, an official document will be produced. MO was concerned that this has already been decided.

PT suggested that one of the Adult Education sessions be used to discuss this topic and get a coordinated response together from our parish. The date of this session will be 22/11/17.

AOB - Youth Committee

ME - we need a Youth Group for our Parish. PT - who will run this and be on the team?

MO will ask the young people making their Confirmation in January what they would like from a Youth Group. **Action: MO**

11) Date of next meeting

The next Parish Council meeting will be held on Monday, 6th November at 8pm.