

**ST THOMAS OF CANTERBURY CHURCH  
PARISH COUNCIL MEETING**

**Minutes  
Monday 30<sup>th</sup> January 2023**

**Attendees :** Kit Tranmer, Fr. Quentin Jackson, Fr. Isidore Faloon, Michelle Spears,  
Lorna Spears, Andrew Dodd, Sarah Dodd, Paul Turpin, Rob Fernandez, Mike O'Sullivan, Matthew Ives, Donna Patros, Debbie Giddings

**Apologies for Absence:** Peter Robson, Geraldine Mansbridge

**Meeting Chair:** Kit Tranmer

**Minutes**

The minutes of the December meeting were approved with one minor amendment – revised minutes to be issued

**Updates :**

- **Cycle Shelter**

Michelle is working with Bernard Hunter, who is providing a base for fixing the store, and need to determine which model of store to be used

- **Tennis Club Lighting**

An annual report was circulated in advance for parish and friary records and oversight. A resubmission of the floodlight planning application is imminent. Once this has been approved the tennis club will present to the PPC and OFM for approval to proceed, and details of a loan being sought. There are also questions to be addressed around electricity metering and isolating these costs of the tennis club from the Parish. It was felt that the TC should pay for lighting from the grasscrete area to the tennis courts if we install these - a proposal that the corner TC floodlight nearest the main route to the car park include a directional floodlight aimed towards the car park was proposed at the last PPC

- **Church sound system**

The team managing this project are updating and finalising a new specification, having learned much from the last tendering process, and are compiling a list of companies to send it to. They hope to have the updated and fully costed specification available to PPC for consideration at next PPC meeting. Fr Isidore requested sight of the new specs.

- **Altar Rail**

Installation is going ahead. Frs. Quentin & George have seen drawings. An up-front payment has been made to the company, and now waiting for the work to be done

- **Ukraine Refugees**

Kit had provided an update on the Ukraine refugees prior to the meeting. The family have settled in and integrated well into the community. They wish to help in the

Parish and one of the ladies is already assisting in cleaning and has offered help with gardening

- **Proposals for improvements to the safety of visitors to the Church & security of premises**

Update from Rob & Debbie – the components of the proposals presented at last meeting will be tackled in 5 separate segments: Lighting, Safety Issues, Access for pedestrians to Church & Becket Centre, Security for South-West corner and Security for Car park.

**Progress:**

**Lighting** – 1 of the 4 column lights in car park replaced, further 3 in progress at cost of £121.10 each; 2 low-level lights in shrubbery to be replaced with column and T-bar floodlights at cost of £294.50 each. Installation by Fabric Team so no cost for labour.

**Safety Issues** – paint existing footpath railings and install new railing extending from existing railing (car park side) to end of path; secure anti-slip, high visibility strips on external steps. Estimates shared in advance, and PPC approved JC's estimate on basis John Constable is known Parishioner who has already worked on the porch and his quote was lowest. Need to clarify VAT and which steps included. Other works on estimate (works to boiler railing & steps and painting timber door sills) form part of Church maintenance and Fr. Quentin agreed that the Friars would contribute to 50% of the bill.

Rob will project manage this project

**Private Property Notices** – recommendation of 3 notices: on wall by footpath entrance, in bushes at top of entry ramp and at entry to secondary car park. It appears that the bush area at top of ramp is owned by the first house in Friars Gate Close and as such would need their permission. This gave rise to a separate question regarding right of access to the external wall of the Church in this area which is needed for any inspection and remedial works. The Parish Office may have documents with this information.

**Next to tackle** – proposals to access for pedestrians to Church and the Becket Centre. The PPC agreed in principle to the proposals which will now be defined in more detail and costed before bringing back to the PPC.

- **Forward Look:**

- Lent - Peter is arranging a half day pm retreat on Saturday 4<sup>th</sup> March
- Coronation Event – Lorna working on this – Saturday 6<sup>th</sup> May
- Adoration – Debbie & Donna to lead. September (Date agreed after the meeting as 15/16 September)
- Outdoor Mass – Mike & Michelle to lead. (Date agreed after the meeting 18 June)
- Summer Fete- 17<sup>th</sup> June 2023 – Mike to lead
- AGM – 9<sup>th</sup> July (This was agreed after the meeting)
- Restoration Thank You event – Mike & Lorna to lead. May ? date to be confirmed
- Bereavement Service – (Date agreed after the meeting 19 November)
- Christmas Fayre – date and venue to be agreed

**AOB:**

- **List of Skills**

It was suggested that we draw up a 'List of Skills'. Rob asked that we put out a request for volunteers to help for various activities. A call at the end of Mass for help erecting the Christmas tree had a great response showing people are willing to help. Sarah suggested we use the Parish website to put out requests, while Fr. Isidore advised we had information on the Parish system of parishioners with specific skills. Michelle agreed to liaise with the Parish Office and Fr. Isidore as to how to draw up a skills-based list of parishioners, if possible using the information on the Parish system. We should also look to utilise young volunteers from the Parish.

**Next Meeting**

The next meeting will be held on Monday 13th March at 8pm