

## Minutes of the Parish Council meeting held on 5<sup>th</sup> March 2018

Attendees: Paul Turpin, Mike Eggleton, Kit Tranmer, Quentin Jackson, Guy Williamson, Isabel Evans/Parker, Michelle Spears and Jac Edwards.

Apologies: Matthew Ives, Rob Fernandes, William Yeung, Mike O'Sullivan and Sue Musiu.

### 1) Easter Services - Church Car Park

It was agreed that car park attendants should be in place for the Good Friday service (3pm) and all Sunday Masses.

We need volunteers to do this.

So far, we have the following volunteers:

Good Friday at 3pm - Isabel Evans/Parker's husband, Darren.

Easter Sunday at 8:30 - Guy Williamson

Easter Sunday at 11:30 - Paul Turpin

### 2) Minutes of last meeting

The minutes of our last Parish Council meeting were approved.

### 3) Matters arising from minutes:

#### a) Mass followed by a barbecue on 10<sup>th</sup> June (Michelle)

The planning and organisation of this event is underway. KT asked if we should have a barbecue or just ask attendees to bring a picnic. The event committee will make this decision.

#### b) Summer Fayre (Michelle)

The date suggested is 14<sup>th</sup> July. Michelle has a committee in place and organisation is well underway.

GW - Do we need to speak to the local police about Safeguarding in view of the number of children attending this event? **Action: MS**

#### c) Parish AGM - 15<sup>th</sup> July 2018

We will need to recruit new members to the Parish Council as some of our current members have been on the Council for 3 years. MS suggested that we produce a document informing people what being a member of the Parish Council entails and what is expected. **Action: ME to produce an advert and a job description.**

The Finance Committee have been made aware of the date for the Parish AGM and will produce their report for the meeting.

QJ - The Parish Council should produce a report on all that has happened during the year. This report should be displayed on the notice board. **Action : PT to draft the Parish Council report.**

**Action: PT to reserve the Becket Centre on 15<sup>th</sup> July after 11:30 mass.**

Action: IE/P - Update required to the Parish Constitution.

d) Report on Christmas Survey (ME)

There were 15 replies. Feedback was positive and, in general, people were happy with the running of the Christmas masses.

e) Adult Discussion Group

There were around 40 attendees to the first talk.

There is a note in this week's newsletter advertising the second session.

After a lengthy discussion it was decided that it would be best not to publish every single comment made at the first talk. People should feel able to speak freely.

4) Church Spring clean before Easter

The church carpet needs to be washed (rather than just vacuum cleaned) and there are lots of high level cobwebs.

It was suggested that we organise a big clean of the church before Easter and put a list asking for volunteers at the entrance of the church. Suggested date for this clean is Saturday, 24<sup>th</sup> March at 12 noon.

Action: PT to produce a list to enable people to put their name down for cleaning.

5) Guides shed

The Guides/Brownies have requested £10,000 to repair one of the existing sheds.

There is on offer a galvanised steel shed for £1300. Could this be used?

Action PT: Arrange a meeting between the Guides and Scouts leaders, the Fabric Committee and the Parish Council to discuss a way forward.

6) Data Protection Guidelines - approval?

Approved.

Action ME: Contact all groups and ask that people's personal details are removed from the rotas which are to be displayed in the church.

7) Update on IT & Comms

162 people now receive the Newsletter online. There have been 5000 visits to the web page and our Facebook and Twitter pages are now up and running.

Could we cut down on the number of newsletters printed going forward? One suggestion was that we stop putting a newsletter in the hymn books at mass. We would need to inform the Ushers/Stewards to stop doing this.

Action: PT to talk to the printers to discuss the number of newsletters printed.

8) Terms of Reference for Newsletter

Anything political should not be in the newsletter. Adverts requested by Parishioners will be decided on a case-by-case basis.

Guidelines should be available to view on the web page.

Kathryn Wilson will follow the same guidelines for the In Touch parish magazine.

**Action: ME to add the word "political" to the guidelines and to liaise with the Parish Office.**

#### 9) Additional chairs for use in church

Chairs are moved from the Becket Centre to the church, and then back again, several times a week. This is cumbersome and is also damaging the newly decorated corridor. The Becket Centre Committee have asked that people stop moving chairs at all, but some mass attendees want to sit on the chairs provided at the back of the church.

It was suggested that additional chairs, of a different design to the chairs in the Becket Centre, should be purchased only for use in church. These chairs would be kept at the back of the church and not removed.

**Action: PT to count the number of chairs currently used at 10am mass and will draw a conclusion from this.**

**Date of next meeting is 9<sup>th</sup> April 2018 at 8pm**