

Parish Council meeting minutes – Monday, 9th April 2018

Attendees: Quentin Jackson, Paul Turpin, Matthew Ives, Mike O'Sullivan, William Yeung, Mike Eggleton, Kit Tranmer, Isabel Evans/Parker, Michelle Spears, Rob Fernandes and Jac Edwards.

Apologies: Guy Williamson and Sue Musiu.

1) Minutes of last meeting

Approved.

2) Matters arising from minutes

- a) Mass followed by a barbecue on 10/06/18 - Michelle

Planning for this event is underway. A meeting will be held on 10/04/18 to discuss.

- b) Summer fayre - Michelle

Planning for this event is underway. Event organisers are meeting within the next month to discuss.

- c) Parish AGM - 15/07/18

We need to get volunteers to join the Parish Council. ME has produced an information leaflet on what it means to be a member of the Parish Council. This will be available on the website. A note will be placed in the newsletter every week during May to ask people to come forward as Parish Council candidates.

KT and PT will stand again.

Action: IE/P to amend the Constitution.

- d) Church Spring Clean - PT

A professional cleaner (with appropriate insurance) has agreed to clean the church carpet free of charge.

Pat Bell will stand down as organiser of the church cleaning rota from September 2018. RF is in conversation with Pat Bell to organise the cleaning rota going forward. RF will meet with the cleaning team as there is concern that not all members of each team are turning up to clean.

Action: RF

The equipment used to clean the church is old and in poor condition. The vacuum cleaners, especially, are often not working. MO'S, RF and JE will look at the equipment on Thursday, 12th April when the church is cleaned.

Action: RF, MO'S and JE

3) Guides' shed and its use - PT

PT has asked for a meeting with the Brownies and a representative from the Fabric Committee. The steel shed offered to us is still available.

Action: PT to ask the Parish Office about the steel shed.

QJ raised the point that we need somewhere to store items for the Summer Fayre.

4) Response to the Diocese on First Planning Proposal - WY

There has been no feedback on the "Working Together to Evangelise our Diocese" document. We understand from the document that we will share our Priests with St. Anne Line Parish. St. Anne Line Parish have not responded to requests for a meeting.

WY - There are 5 areas that we should focus on to renew our parish. These are:

- 1) Putting together a programme - "Forming Intentional Disciples".
- 2) Starting a process of discernment to discover "called and gifted" within our parish.
- 3) Putting together an "Alpha" course. (Alan Mair will run this)
- 4) Take part in the group that Stephen Webb is forming.
- 5) Forming a monthly "Scriptural Discussion Group" among our readers at mass.

We need people from our parish to be the next "Intentional Disciples". There will be a panel of people who will provide support and training.

WY would like the Parish Council to approve this scheme.

Action: WY to put together a proposal to be considered at our next meeting.

WY - It is hoped that the Intentional Disciples programme will increase our following. WY would like all members of the Parish Council to read a summarised version of the "Forming Intentional Disciples" book.

Action: WY to produce, and distribute to members of the Parish Council, a one-page summary of the book.

5) Update on IT & Comms - ME

The Parish Council agreed that the Parish Website should continue. Comments on the Website have been positive.

There have been 7259 hits on the website, 1760 of these in the last month. We now have 201 subscribers to the newsletter.

There was a peak in visitors to the website over the Easter weekend, with 8 to 10 new subscribers to the newsletter during this period.

ME would like a different sub-committee group to promote what they are doing each month. This would also be an opportunity for groups to ask for volunteers, if required.

The Facebook page has 156 followers and people are also "checking in" on fb. Our Twitter account currently has 19 followers.

2 new groups have been set up on fb: a Lenten Discussion Group and a Youth Group. If all of these pages are linked it may encourage more people to "like" our page.

It was also suggested that we could "live stream" events onto fb. The open-air mass (to be held on 10th June) would be perfect for this. It is hoped that this would mean that the housebound could view mass on their device.

The Data Protection Act is changing from next month and there will be a conference in Brentwood about Data Protection within our Diocese. QJ informed the Parish Council that a new Office Manager will be appointed soon. This person should be up-to-date with the Data Protection rules and will be able to advise us on this matter and what it means for our Parish.

6) Music Group request for 2 new speakers (£339 each - £698 in total)

The Music Group (who provide the music at 10am mass) have requested 2 new speakers. These will be used at the open-air mass and then regularly during 10am mass. QJ approved this request and also raised the point that the speaker system in church is old and needs updating.

7) Liturgy Committee proposal for "Volunteers Day" - ME

The Liturgy Committee would like to get a member from each group within our Parish to talk about the work they carry out and to ask for volunteers. It is suggested that this event take place after 11:30 mass when teas and coffees are being served in the Becket Centre. Another suggestion was that we hold this event after the open-air mass on 10th June. This will happen if the mass takes place outdoors. If it rains, and the mass is held indoors, it will not be possible due to the high number of people likely to be in the Becket Centre.

8) Additional chairs for use in church

Between 20 and 60 chairs are required. These would be permanently left in the church and people would be discouraged from removing chairs from the Becket Centre to use in the church. The new church chairs will be stackable and of a different style to those in the Becket Centre.

Action: PT to get prices of chairs and purchase around 30 initially.

9) Youth Initiative

This would be a day for the young of our Parish to meet up in the Becket Centre. MS suggested that we do this in conjunction with the Confirmation Programme.

Action: MO'S will raise this idea to the Confirmation group leaders.

Action: PT will contact Alan Mair to ask if he can get the young of our Parish on board.

Action: MS to contact Nigel Doherty for his input on the Youth Initiative.

We would need access to WiFi in the Becket Centre.

Action ME: Look into getting a WiFi booster installed in the Becket Centre.

10) AOB

- a) Finance Group & Fabric Committee - There are a number of large expenses coming up for our church (including repairing the roof and the grasscrete in the car park) and we need to find a way of increasing donations from Parishioners.

Several ideas were suggested to increase donations including: persuading people to donate by standing order and using "Touch & Pay" instead of putting cash in the collection baskets during mass.

Action: WY to ask the Diocese about Touch & Pay.

- b) KT - Following the supervision of the church car park during the Easter masses, should we be supervising the car park regularly? Is this something we need to put in place long-term, to stop people from double-parking and parking on the double yellow lines?
- c) RF raised concerns that if there was an emergency situation during mass (for example, if someone collapsed) would anyone be able to help? PT advised that this is the role of the Stewards. However, due to a lack of volunteers, there are occasions when the Stewards at mass comprise 1 adult and 3 children, so this may not always be possible. KT advised that it is not a straightforward matter and that guidelines on what to do in an emergency are not easy to produce.

Action: WY to ask the Diocese if there are guidelines on what to do in an emergency during mass.

Next meeting - Monday, 14th May 2018 at 8pm

Resources:

G Drive:

<https://drive.google.com/drive/folders/OBzplfteJRdR9NIgycWM3b1dadk0?usp=sharing>

Website: <https://www.stthomaswoodford.org/>

Facebook: @STOCWoodford

Twitter: @STOCWoodford