

## Minutes from the Parish Council Meeting held on 8<sup>th</sup> January 2018.

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

Apologies: Guy Williamson, Rob Fernandes, Sue Misiu

### 1) Minutes of last meeting.

Mike Eggleton pointed out that the vote of thanks for the Advent flyers should be to the whole of the Liturgy sub-committee.

It was noted that there was an over-production of all leaflets and flyers over the Christmas period.

The printing machine used to print newsletters and flyers is in a bad condition and needs replacing.

Should we be moving away from printing everything anyway?

### 2) Appeals Procedure

Kit Tranmer's document regarding the Appeals Procedure was approved.

### 3) Review of Advent and Christmas

Having an additional mass (at 3pm) on Christmas Eve worked well. Attendance at Christmas masses was good and there was less overcrowding than there was in 2016.

At the 5:15 mass, the car park was closed at 5:05. MO'S suggested that walkie-talkies are used this year so that the car park attendants can communicate.

IE/P pointed out that not all mass attendees knew the responses during mass. MO'S is looking into using screens to display the responses.

There were some comments from parishioners concerning the Christmas masses, which prompted the suggestion from ME that we conduct a survey to ask people's opinions regarding Advent (and also Lent) masses. Questionnaire/surveys should be sent out at Easter.

**ACTION: ME to produce a draft survey for next PC meeting.**

QJ - the 3pm Christmas Eve mass needs more preparation for 2018, especially with regards to the readers.

ME suggested that we need to start discussing Christmas Eve masses as early as September. There will be no need to get the mass times approved this year, so planning can be carried out by the Liturgy sub-committee without the involvement of the Parish Council.

### 4) Removal of the Christmas tree and crib

The Bishop has asked that Christmas decorations remain until 2<sup>nd</sup> February.

The Parish Council will remove the Christmas tree before this date, but leave the crib in place.

**ACTION: All members of the Parish Council.**

Christmas tree removal will take place on Saturday 13<sup>th</sup> January at 2pm

Crib removal will take place on Saturday 3<sup>rd</sup> February at 2pm.

#### 5) Renewal & Restructuring

The proposal for restructuring at Woodford Green is that the Friars will remain at, and continue to serve, St. Thomas of Canterbury and will also serve St. Anne Line Parish.

QJ - Parishioners now need to take responsibility for their Parish. It is also important that the Parish Council take control of our Parish and not rely on the Friars to do this.

There is a meeting between St Thomas of Canterbury and St Anne Line on Sunday 28<sup>th</sup> January. At this meeting St Anne Line will want to reach out to us to discuss how we will work together.

WY suggested that, in addition to him and Quentin, another member of the Parish Council should be present at this meeting.

By the end of March, we need to provide our feedback to the Diocese.

It was agreed that the Adult Discussion group talk planned for 17<sup>th</sup> January, on the subject of Renewal & Restructuring, will not take place. There is insufficient time to plan for this discussion.

QJ - This is not about a "take-over". This is about Lay people needing to be self-generating.

**ACTION: All Parish Council members. Meeting on Sunday, 28<sup>th</sup> January at St. Anne Line at 2pm.**

#### 6) The Bishop's visit to St. Thomas of Canterbury

QJ has been trying to ascertain what the Bishop's visit will entail. The Bishop's secretary has not responded to requests for information.

#### 7) Report from the Communications sub-committee - ME

The new website has gone live and has had over 2500 visitors. Paul Kinman will use Google Analytics to analyse what people are viewing on the site. This will enable us to make sure the site is focused and relevant to people's requirements.

124 people have now subscribed to the Parish Newsletter online. ME will continue promoting this service by posting notices to inform people of its availability.

ME has produced an online calendar so that we are able to see forthcoming Parish events.

A welcome area is available for new Parishioners and this information will also be held in the Parish Office for those who do not have internet access.

@stthomaswoodford.org email addresses can be set up for the various sub-committees within the Parish.

ME stressed the safety and security of our Parish website. Mike Eggleton, Paul Kinman and Veronika Yan are the only people who can update the website.

#### 8) Fabric Committee - Terms of reference.

Not discussed, due to Rob's absence.

9) Parish news

QJ - There are 4 areas within our Parish in which we need to recruit new members. A total of 5 people are required.

- 1) Barbara has resigned from the Parish Office after more than 30 years' service. The current office staff are excellent, but are struggling following Barbara's departure. The office requires an Office Manager.
- 2) Our Safeguarding Representative has resigned. The Diocese have advised that we need 2 Safeguarding Representatives in a Parish of this size. Full training will be provided.
- 3) The leader of our Brownie pack has resigned, leaving Janet Morris to fill this role. We need a new Brownies leader as soon as possible.
- 4) We need to recruit a Youth Services Leader.

The Parish Council should be organising the running of our Parish, not the Friars.

**Date of next meeting is Monday, 5<sup>th</sup> February.**