

MINUTES

MEETING:	St Thomas of Canterbury Parish Council Meeting
DATE OF MEETING:	9 th May 2016
LOCATION:	Becket Centre
CHAIR:	Jeremy Davey
MINUTES:	Linda Taylor
ATTENDEES:	Fr. Quentin David McLaughin Linda Taylor Paul Kinman Kit Tranmer Mike Eggleton Matthew Ives Jonathan Constable Paul Turpin Susanna Musiu Maureen Duke Mary Leonard
APOLOGIES	Alan Mair

MINUTES & ACTIONS

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
1.	Agenda Approved		
2.	Minutes of April Approved		
	Presidents Report		
1.	<p>The PPC confirmed the date of the next AGM is on 3rd July 2016 at 12.45pm in the Becket Centre.</p> <p>The Finance Committee will attend the next PPC meeting to provide a dry run of their finance presentation before the AGM.</p> <p>A nomination form was reviewed and amendments will be made. Nomination forms will be available at the back of the church and a note will be placed in the Newsletter advising nominations must be received on 6th June 2016, 28 days before the AGM.</p> <p>All current PPC members who wish to put themselves forward for election must complete a nomination form.</p> <p>A list will be published of all those that have put themselves forward for election and their 100 words confirming why they wish to join the PPC. Ballot papers will be available at the AGM.</p>		

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	The Returning Officer will check the ballot papers. Jeremy Davey will Chair the AGM. AGM Agenda will follow the usual format: Presidents Report Chairs Report Finances Voting Guest Speakers – will be requested to advise the PPC if they wish to speak at the AGM.		
2	Mary Leonard will speak to Alan Mair regarding 6 th Form pupils joining the PPC.	M Leonard	6 th June 2016
3.	The PPC Constitution will need to be amended at the AGM and added to the AGM agenda.	J Davey	2 nd July 2016
4.	24hour Exposition on 20 th & 21 st May is planned. Sporadic coverage at moment. Fr Quentin to coordinate a list this week.	Fr Quentin	13 th May 2016
	Chairs Report		
1.	No matters to report		
	AOB		
1.	The Parish Plan needs an overhaul. Jeremy Davey to distribute the latest plan to all members. It will be used as a reference tool at the next meeting to create a new Parish Plan.	J Davey	6th June 2016
2.	Susanna Musiu advised the heaters at the back of the church are very noisy. Should we get them looked at by an engineer. To be discussed at the next Fabric Committee meeting.	Fabric Committee	TBC

ACTIONS CARRIED FORWARD

REF:	DESCRIPTION:	OWNER:	TARGET DATE:
8.	Fr Quentin confirmed that a survey took place of the church buildings. Fr Donal has the document Jeremy Davey to obtain a copy. Jeremy Davey to meet with the Company that produced the report and ascertain what is urgent and might cause any Health & Safety issues. Additionally he will look at what will be needed in future years to keep the Church and Friary in good order. 7 th December 2015 Jeremy Davey to obtain a summary of urgent matters that may contravene Health & Safety or endanger Parishioners. A meeting will be arranged to discuss with Barkers Do we need a 5 year plan to maintain the church and buildings? 12 th January 2016 To be carried forward to next meeting. 7th March 2016 To be carried forward to next meeting.	J Davey	

	11 th April 2016 (see point 14 below)		
9.	<p>The annual Finance Report will be presented at the AGM in October. A shortfall in income of £13,000 has been identified. Each quarter the Parish has noted a downward trend in donations.</p> <p>Jeremy Davey will set up a meeting with the Finance Committee to establish the reasons for the decline in donations.</p> <p>Jeremy Davey confirmed the Finance Committee will review options in terms of how we invest the Parish funds at their next meeting on 14th September:</p> <p>Hold certain funds in current account Remainder of funds in higher interest account (2 year fix) Invest in funds</p> <p>5th October update The Parish Council approved the set-up of a Credit Union account to earn additional interest on Parish funds. No high risk investments will be utilised. Approx. 40 to 60k will remain in the Parish Nat West account.</p> <p>7th December 2015 Can the Finance Committee present the PPC to provide more detail on finances?</p> <p>12th January 2016 Jeremy Davey will attend the Finance Committee meeting on 18th January 2016 and request they attend our next meeting to provide more granularity on finances.</p> <p>1st February</p> <ul style="list-style-type: none"> • Fintan Canavan attended the meeting to provide the PPC with an overview of the Parish Finances and how they are governed. • The Diocese of Brentwood has to grant permission for the Parish to invest any funds. • There is a slight downward trend in the offertory. • Brian Martin is working with Claire from the Diocese to see if we can have our own charity number. • Jeremy will speak to Brian Martin and Jim Hoban regarding how we can escalate at Brentwood. • Parish Finances for the last 3 years will be loaded onto the Parish website. A note will be placed in the newsletter advising where they can be found. Additionally Finances will be published at the back of the church for those that wish to view them and do not have internet access. • Jeremy Davey will share the minutes of the Finance Committee meetings with the PPC. <p>Do we need a sinking fund to look after the fabric of the church. To cover restoration</p>		

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	<p>required to the Becket Centre roof, car park finishes, new boiler and heating system as these will need attention in the next 5 years. 7th March 2016</p> <p>Brentwood has one charity number for all Parishes including this Parish. The Parishes work within Brentwood's guidelines with the exception of St Thomas of Canterbury and Stratford.</p> <p>We need the approval of Brentwood to open any new bank accounts. At the moment we await permission to open a new account. Brentwood would like the Parish to follow the standard model.</p> <p>Gerry Curran is conducting a review of the civil and Cannon law regarding banking arrangements and our relationship with Brentwood. This will take some time to complete. Once the review is finished Jeremy Davey will set up a meeting with Gerry Curran and the Friar's to decide next steps. 11th April 2016 & 9th May 2016</p> <p>Gerry Curran continues to work on a review of the Civil and Cannon law regarding banking arrangements etc.</p>	J Davey	6 th June 2016
10.	<p>Does the Parish Council wish to have a plan of what we want to achieve between now and 2020. Further discussion required by Parish Council</p>		
11.	<p>Collect Parishioners views on how we can improve communication with the Parish and provide more transparency on what we do. To be discussed further by Parish Council</p>		
12.	<p>Administration and care of Becket Centre Two specific areas needing immediate treatment Taking responsibility for the Becket Centre. Provision of a person or sub-committee to take responsibility for care of maintenance and matters arising concerning the buildings and surrounds Susanna Musiu, Kit Tranmer, Paul Turpin to form a subcommittee to look at the current use of the Becket Centre and consult with those that use it. Do we need a Caretaker? Report back at the next meeting.</p> <p>We will discuss at the next meeting the need for a fabric subcommittee to look at the fabric and grounds of the Parish. 7th December 2015 Becket Centre Sub Committee members expanded: Kit Tranmer Susanna Musiu Paul Turpin Alan Mair Committee will draw up a proposed constitution for review at the next meeting.</p>		

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	<p>12th January 2016 Becket Centre Proposed Constitution approved subject to a financial restriction being inserted. Jeremy Davey to inform Finance Committee of the new Becket Centre Constitution.</p> <p>7th March 2016 Becket Centre subcommittee now looking at security of the centre.</p> <p>11th April 2016 Subcommittee to report on security at the next meeting.</p> <p>9th May 2016 Becket Centre Sub Committee confirmed Gas all ok Ventilation fixed Instructions to be placed on how the cooker & ventilator work. Weekly inspections will be held. An Issues log book will be placed in the Becket Centre to record any problems. Security will be reported on at the next meeting.</p>	<p>Becket Centre Sub Committee</p>	<p>6th June 2016</p>
<p>14..</p>	<p>Building survey Fr Quentin arranging for a walk through with Jeremy Davey Fr Quinten had to deal with flooding in the basement is appropriate? Lights failing we need an electrical engineer to help? Should we have Maintenance Company to look after the Parish? Paul Turner requested a copy of the Building Survey. Should we invite Parishioners to join a Fabric Committee to give advice? There are many Parishioners with professional knowledge. Run this idea past Jeremy Davey to gain his opinion</p> <p>7th December 2015 A Fabric & Building Committee will be set up. David McLaughin will lead committee. Jeremy Davey will ask Peter Sherlock, Ian McVeigh if they would be willing to join.</p> <p>12th January 2016 To be carried forward to February meeting.</p> <p>7th March 2016 Building & Fabric Meeting held their first meeting. Attendees were: Jeremy Davey Brian Martin Gerry Curran Peter Sherlock Constitution will be written. Two lists will be created. 1. Small work items that require attention here and now. 2. Long term plan for Roof, boilers etc. Committee will meet regularly. Barkers proposed that they can manage the works for a fee and confirm what needs to be done and why, plus advise on trades people. Fabric committee to discuss this proposal.</p>		

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	<p>11th April 2016 & 9th May 2016 Fabric Committee to provide an update at the next meeting.</p>	<p>J Davey/ D McLaughin</p>	<p>6th June 2016</p>
18.	<p>Jonathan Constable thought that a Thank you event for Readers, ushers, etc. with refreshments after Easter would be welcomed. Mike Eggleton to ask the Parish Office to help in forming a list of groups and contacts that we should invite to a thank you event.</p>	<p>J Constable M Eggleton</p>	
19.	<p>IT website, e mail and infrastructure were discussed. Paul Kinman advised that our domain is hosted out of Canada; If we move this to the UK we will gain the advantage of administrative control and more web space. The cost for Love IT to host our domain in the UK is £168 per year. Paul Kinman will approach the host in Canada to gain permission to move to the UK. Mike Eggleton & Paul Kinman to investigate fully and make recommendations at the next meeting. 9th May 2016 The host of the domain in Canada is happy for it to move to the UK. Paul Kinman & Mike Eggleton to move this forward. Mike Eggleton confirmed the Parish Office & Friary are now on Windows 10, the transition went well. We need to look at our current IT Helpdesk and review current model. Can we appoint a cheaper provider that gives the level of support we need.</p>	<p>P Kinman M Eggleton</p>	

Date of next meeting: Monday 6th June 2016 at 8pm in the Becket Centre