

## Parish Council meeting minutes - 6<sup>th</sup> August 2018

Attendees: Quentin Jackson, Isidore Faloon, Paul Turpin, Paul Kinman, Mike Eggleton, William Yeung, Paul Dobson, Rob Fernandes, Mike O'Sullivan, Michelle Spears and Jac Edwards.

Apologies: Kit Tranmer, Isabel Evans/Parker and Matthew Ives.

- 1) Quentin introduced, and welcomed to the PPC, Paul Dobson and Paul Kinman.
- 2) Election of Chairperson and Vice-Chairperson

A vote was held to elect the Chair of the Parish Council.

Results:

Name	Number of votes
Kit Tranmer	4
Mike Eggleton	2
Paul Turpin	1
Paul Dobson	1
Michelle Spears	1

[Kit Tranmer was elected as the Chairman.](#)

Another vote was held to elect the Vice-Chair of the Parish Council.

Results:

Name	Number of votes
Isabel Evans/Parker	3
Mike Eggleton	3
Mike O'Sullivan	1
Paul Turpin	1
Paul Dobson	1

A re-vote was held to elect the Vice-Chair, the results were:

Mike Eggleton, 4 votes and Isabel Evans/Parker, 5 votes.

[Isabel Evans/Parker was elected as the Vice-Chairperson.](#)

- 3) Procedures
  - a) Secretarial

Minutes will be, as usual, circulated within a week following a meeting and will contain an action list as a reminder. Such as:

Action	Name/Group	Date started	Progress/Issues	Completed

All PPC members should have read the minutes before the meeting.

The PPC Secretary will keep a record of the date when members were elected.

b) New topics

If raised, new topics should be preceded by the circulation (well before the meeting) of details of the topic to be discussed. This will enable queries to be dealt with outside the meeting. This will shorten discussion in the PPC meeting itself.

c) Sub-Committees

The number and grouping of sub-committees needs to be reviewed annually.

Each PPC member should have a responsibility (not necessarily be the Chair) for a sub-committee and report on its progress.

The person responsible for each sub-committee should be decided at the first meeting of each year.

Most PPC work should be carried out within the sub-committees, with reports being submitted regularly each month indicating: meetings held, decisions made and actions taken. Lack of activity must also be reported.

Sub-committee reports may be submitted to the secretary and circulated with the Agenda for the next meeting, or reports can be sent separately. If sent separately, there must be adequate time allowed for questions and comments to be made, by email, before the PPC meeting.

List of current and proposed sub-committee groups:

Sub-Committee	PPC Representative	Reporting	Other
Becket Centre	Kit Tranmer & Paul Turpin		
Deanery Pastoral Council	Mike O'Sullivan		
Adult Formation	Isabel Evans/Parker		
Youth Formation	Paul Kinman		
Fabric & Maintenance	Rob Fernandes & Jac Edwards		
Finance	Paul Turpin		
IT & Communications	Mike Eggleton		
Liturgy	Paul Dobson		
Caring & Social Inclusion	Paul Turpin		

Steward of the Gospel	William Yeung		
Volunteers			
Social Activities	Michelle Spears		
Health & Safety	Kit Tranmer (with Gerry Curran)		

#### 4) Priorities for 2018/2019

- a) Community and social
- b) Youth
- c) Confirmation Group
- d) Finances. Finance Committee to inform people how we spend money.
- e) Relationship with our new Office Manager. KT is already meeting regularly with Geraldine to keep her up-to-date with PPC news.
- f) Church maintenance:
  - Cleaners - ensure sufficient, dependable, cleaners.
  - Cleaning equipment - reliably maintained.
  - High level cleaning, including cleaning of the sanctuary floor and the carpet.
  - Church porch - notice boards, jumble storage etc.
- g) General Duties:
  - Ushers - what is the role of the Ushers?
  - Duty rotas - are there understood, complied with and are deputies arranged correctly?
- h) Health and Safety
  - Fire Drills
  - Signage - some signs are peeling, some removed for decoration and not replaced.
  - Safeguarding - our Safeguarding representatives are Claire Nairne and Emma Smith.
  - Car Park
  - Events - organisers to consider hazards, risks, precautions, insurance issues etc.
- i) Car parking Marshals in High-Vis vests provided and cars marshalled away from pedestrians
  - Snow and ice - to be cleared to allow safe passage of people
  - Safe pedestrian points where people and vehicles mix
  - Safe movement between vehicles and pedestrians - reversing issues
  - Speed reduction measures.
  - Other issues, including access for Emergency vehicles, damage or lost property disclaimer notices to be displayed, lighting, reversing of cars etc.
- j) Adult education
  - Areas to explore - how to further knowledge/awareness
- k) Volunteers:
  - Effective ways of finding volunteers

- How do other churches attract volunteers?
- How do we enlist reliable people?
- How do we thank/reward volunteers and helpers? Cheese and wine nights?

5) Any Other Business

- PT asked if the PPC would agree to the Becket Centre cleaner's hours being extended. This will cost up to £2500. This request was agreed.
- ME raised a request from David Underwood regarding litter in the church car park and surrounding area. David picks up litter from our car park on a weekly basis and has noticed that the volume of litter is significantly higher during the school term time. David has asked that the PPC contact our local schools regarding this issue. Action: MS will contact Dr. Doherty.
- Fr. Isidore reminded the PPC of Fr. Brian's Messenger Service and that the PPC should focus more on the pastoral care side of our Parish. It was also noted that none of the PPC members have received formal training in this area.

VOTE OF THANKS:

Quentin thanked the members of the Becket Centre Committee who worked for hours tidying and improving the upstairs meeting rooms.

ACTIONS ARISING FROM TONIGHT'S MEETING:

Action	Name/Group	Date started	Progress/Issues	Completed
Ideas for Adult Education evening	ALL PPC members	06/08/18		
Contact Dr. Doherty regarding the issue of litter	Michelle Spears	06/08/18		

6) Date of next meeting:

**Monday, 3<sup>rd</sup> September 2018 at 8pm.**

Resources:

G Drive:

<https://drive.google.com/drive/folders/OBzplfteJRdR9NlgycWM3b1dadk0?usp=sharing>

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

Facebook: @STOCWoodford

Twitter: @STOCWoodford