

St Gregory's PPC
Thursday 24th September 2009
7:30pm

Prior to the main PPC meeting there was a short meeting to discuss refurbishment of the hall.

Present for Hall re-furbishment meeting: Cannon Michael, Ann Burke, Christine Francis, Peter Pelly, Alan Trowbridge.

Some draft plans and outline costs were presented and a decision made to obtain detailed costings. Cannon Michael & Peter Pelley were unable to stay for the main council meeting.

St Gregory's PPC (main meeting)

Present: Ann Burke (AB), Christine Francis (CF), Richard Verrian (RV), Alan Trowbridge (AT), Mike d'Apice (MD).

Apologies: Helen Burnell, Steve Godwin

Action No.	Minute Item	Action	Person(s) responsible
1.	Item 1 Action 1	<u>Baptismal and Marriage Course</u> <u>Parish representative</u> Volunteers from St Gregory's parish to be identified for baptism and marriage courses	SG No support for this forth coming due to size of commitment. Action ongoing notice to be put in bulletin Ongoing
2.	Item 1 Action 3	<u>Questions about Faith</u> post box purchased MD has notice. Post mtg note: Box has now been fitted and notice has now appeared in a number of bulletins	BD & MD Action ongoing BD to fix box to notice board in porch MD to provide notice for approval by clergy. Actions closed
3.	Item 2	<u>3 PPCs to meet together socially and in prayer</u> SG to take forward and arrange a date with other PPCs First social was held, it was proposed that the exercise be repeated (perhaps twice a year)	
4.	Item 3	<u>Follow up to parish Meeting</u> Lending Library – BD to ask Christine Muggleton to be person responsible.	BD On going bookcase to be set up in porch, RV to provide A3 poster Ongoing
5.	Item 4	Date to be arranged to locate Parish Assets and compile register.	BD HB Ongoing
6.		New hooks needed for number boards	BD Ongoing
7.		<u>PAT testing</u> needs to be carried out.	Tim Varney to be asked about borrowing equipment to do this. Ongoing

Actio n No.	Minute Item	Action	Person(s) responsible
8.		Health and safety There are 2 First Aid boxes, one in the Hall (Kitchen) and one in the church (Porch)	MD to research H &S requirements. SG to provide duplicate copy book for accident recording. Equipment Service and maintenance Record to be set up. New drive belt to be fitted to Hoover in hall. Above actions ongoing. New Action: MD to check contents of First Aid boxes and re-stock as required.
9.		<u>SCORE constitution</u>	BD - New copy to be placed in porch to replace defaced one. Ongoing
10.		<u>Refurbishment of Hall</u>	PP to organise for Barry Blunden to assess cost of refurbishing kitchen, toilets, walkway. Ongoing
11.		<u>Heating thermostats</u> To avoid repeat of huge heating bill an understanding of where the thermostats are and how they work is needed. It was confirmed that the main problem was the Church (Hall is OK)	PP to arrange for service engineer to go through operation of heating system at next service Ongoing
12.		<u>Access to fuse box in hall office</u> It was noted that there is a light mounted externally on the rear of the Hall which is constantly on. Post mtg Note: Attempts were made to locate switch when hall attic space was cleared out but were unsuccessful.	PP to provide notice detailing names and telephone numbers of key holders in event of electrical problem in hall. Ongoing
13.		<u>Disposal of furniture from hall and garage.</u> It was agreed that this would take place Friday 2 nd Oct immediately prior to the Jumble sale the following day.	Van and muscle needed to remove furniture – suggested date Sunday July 26 th Post mtg note: Furniture was disposed of. Action now closed.
14.		<u>Key for Small Window in church to be identified.</u> <u>Key for Fire exit in sacristy to be cut and placed in sacristy</u> It was noted often in the hot summer months it was oppressive in the church due to the side windows being shut. It was suggested that perhaps a number of volunteers be sought to open & close them on a regular basis.	HB to try key Ongoing BD to get original from FR M. and copy Ongoing
15.		<u>Letter of Thanks to Jeffrey Herbert</u>	RV to complete. Completed

Meeting Closed at 9:00pm.

Date of next meeting Thursday 14th January 2010 7:30pm – Anne's House.