

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at 6 Lotissement les Pins, Puissalicon, at 10 am on Wednesday 16 April 2014

Present: Revd Roger Smith (Chairman), Patricia Bigot, Sally John, Julie Johnson (to item 11), Alison Kane, Barbara Marsh, Christine Marshall, Jenny Morgan, Delia Smith & Nigel Summersall.

The sign-in sheet was completed, the chairman welcomed everyone, especially Christine to her first meeting, and thanked Alison and John for the use of their home. He opened the meeting with prayer.

Action

- 1 **Apologies for absence** were received from Revd Richard Acworth and Ros Heley.
- 2 **Minutes of the meeting held on 29 January 2014** were approved and signed by the chairman as a correct record.
- 3 **Matters arising**
 - 3.1 **3.2 Julie Johnson's Reader application** Julie had been interviewed and accepted for training. She expected to begin her distance learning course with St John's College, Nottingham, very soon. The course comprises six modules. Julie was expecting to do at least two modules a year but the time taken to complete the course could be very flexible.
 - 3.2 **3.3 Bank Account** Nigel reported that La Banque Postale had still not changed the name on the account. Nigel
 - 3.3 **6.2 World War One Centenary** After discussion, it was **agreed** that a service should be held at the chapel of Notre Dame de Capimont, but on Friday 1 August, when war began in Europe, rather than 4 August when Britain entered the war. A picnic was decided against as silence is requested in and around the chapel, which is always open to all. It was not known who is responsible for the chapel but if it proved possible to find out, permission to hold the service would be requested. It was agreed to invite Simply Church to join us for this service, which would be held at 11 am. Roger

Julie had lots of information and suggestions for the format and content of the service. She would work with Roger on this and was thanked for the research she had done to date. Several council members had personal/family memories which might be incorporated. It was suggested that something in French and/or about France be included in the service.

 Julie & Roger
 - 3.4 **9.2 Tax deductible giving** No further progress had been made. Nigel
 - 3.5 **5.6 Donation to Mont-Rouge** Jenny had sent an email asking to whom the cheque should be made payable. She had received no reply and Mont-Rouge had not been able to accommodate the Prayer Group during Lent. The group had, therefore, met in the chapel in Puissalicon, which had been used in the past. After discussion, it was **agreed** that the cheque for €100 for Mont-Rouge would be handed by Jenny to the Sister who greeted Prayer Group members in May and also that a donation of €50 euros be made (via Alison) to the chapel at Puissalicon. Barbara Jenny Alison
 - 3.6 **5.5 Collection at Joint Service on 18 January 2014** No money had been received.

It was assumed that the collection had been donated to charity.

4 **Finance**

- 4.1 **Diocesan Standard Form of Accounts** The chaplaincy was required to send Annual Accounts to the Diocese in a standard form. Nigel had transcribed the accounts accepted at the Annual Chaplaincy Meeting into this format. These were **approved** for submission to the diocese. It was **agreed** to adopt the format for chaplaincy accounts, with the addition of sub-headings as appropriate.
- 4.2 **Lent Lunch donations** It was noted that those who took part in the Lent lunches wished donations to go to Bishop David's Lent appeal to support the education and empowerment of women in Afghanistan. This donation was ratified and Barbara would send €500 to the Diocesan Office.
- 4.3 **Treasurer's Report** A bank balance of €3419.17 was reported.
- 4.4 **Payments outstanding** The second quarter's payment of €150 for use of the Temple was due. The opportunity would be taken to request, again, a new agreement showing the revised annual use and payment.
- 4.5 **2014 Budget** The proposed budget, drawn up by the Standing Committee at a meeting on 7 April and presented by Nigel in the Diocesan format was considered and **approved** (copy attached). Charitable giving was not yet included but the indication was that around €1500 may be available.
- 4.5.1 There was some uncertainty about whether the €240 Continuing Ministerial Education Fund payment made to the Archdeaconry in January was for 2013 or 2014. No quota had been requested. Roger explained that he was entitled to claim back from the Archdeaconry some of this CME payment for activities which enhanced his Christian ministry. Barbara asked if this could include attendance at synod. This was not possible but, whereas the chaplaincy pays synod accommodation costs, the archdeaconry pays travel costs.
- Nigel was thanked for all the work he had put into re-casting the chaplaincy accounts.
- 4.6 Detailed **Income & Expenditure** figures to date were presented in the new format. Small adjustments were needed, partly due to the chaplaincy expenses claim form not having a "budget heading" column. Now that the standard form of accounts had been adopted, one would be added.
- 5 **Chalice Administrator** The diocese had advised that Julie should be a chalice administrator now that she is a reader in training. She was proposed by Patricia, seconded by Alison and accepted by the council for this role. Roger would complete the form for the diocese.
- 6 **Correspondence** A letter from Bishop David about safeguarding and an email from Roger Armson about a social/fund raising event had been received and circulated with the meeting papers. These were dealt with under the relevant agenda items.
- 7 **Safeguarding**
- 7.1 **Disclosure and Barring Service applications** Jenny had received by email confirmation of her clearance; the clearance certificate had been posted to the wrong address and never received. Richard had been informed by the diocese that he needed to re-apply for clearance and his application was in progress.
- 7.2 **Safeguarding Officer's Report** Jenny reported that she had rationalised the huge amount of paperwork and made sets of information for people in different roles

Barbara

Barbara
& Nigel

Roger

Roger

within the chaplaincy, as well as extracting “responsibilities”, “definitions” “working practices” etc. She was working on getting this all in electronic form. She had identified the “responsible agency” - Le Conseil General de l'Hérault in Montpellier and had phone numbers. Jenny explained the chain of communication in case of concern over a child or vulnerable adult. She mentioned that the chaplaincy should post in the Temple helpline numbers. It was not clear if the French number 119 offered help for children but the British ChildLine service could be used.

Jenny was thanked for the enormous amount of work she was putting into making the documentation usable.

7.3 **Diocesan Safeguarding Policy** In view of the Bishop's letter about revised policy wording, the council re-adopted the diocesan policy with the amendment.

8 **Music Team Report** Alison reported as follows:

- The team continued to try to cover all tastes within the choice of hymns
- Requests for hymns were invited
- The team was grateful to Peter Fawcett for playing the keyboard. He had said he should be available again in June/July
- Thanks to the girls who were confirmed in 2013, there could be live music from time to time. There were hopes that this would grow.
- Nigel's provision of music before and after the service was appreciated
- Sung responses had not yet been considered but were still on the agenda.

Nigel reported that Peter Fawcett had told him he would love to play for an Evensong. Alison would take this offer to the next music team meeting.

Patricia would include on the notices mention that hymn requests could be sent to Alison.

Alison

Patricia

9 **Website & Publicity**

9.1 **Website** Roger had re-formatted the website. He, Julie and Sally had met and proposed the following, which was **accepted**:

- Julie would be responsible for the content of the website
- Sally would look after the technical side of the website and publicity
- The website would be regarded as providing information for members and new-comers and would also have a spiritual element
- The mystery person feature plus photo, would be retained but, for technical reasons, the “Photo” tab would become “Thoughts”
- The website would be up-dated whenever there was news or a new contribution.

Julie had two contributions waiting to be posted, including one from Barbara who would continue to write articles about the congregation's support of Restos du Cœur.

9.2 The software used for the website was free but the domain name had to be paid for. Despite efforts to change it, this was still in the name of Robin Field. Robin had succeeded in creating an account in the name of Richard Smith (it would cost money now to change that name). Robin was still trying to complete the transfer. Roger and Patricia would see if they could help him – transferring to the chaplaincy rather than an individual, if possible.

Roger
Patricia

9.3 **Publicity** It was noted that the advertised time of services in BBB was still 10.00 am, despite efforts for many months to get it changed to 10.30 am.

Bryan Payne used to pay for advertisements and claim back the cost. It was not

known when payments were due. Sally would contact BBB and HAT for full information, for invoices to the chaplaincy and to try to get the BBB advertisement changed.

Sally

10 Recent Activities

10.1 **Women's World Day of Prayer** This had been a good event, thanks to Julie's organisation and Alison's leading the service. It was hoped to hold a Women's World Day of Prayer service again in 2015 with more participation by other churches. Julie had found that a booklet in French, but with different hymns, should be available.

10.2 **Lent lunches and Lent course** These had been well attended and much appreciated. Average attendance for the course had been 18 and for the lunches 20. Jenny was thanked for organising these ever-growing events. Participants had agreed on a similar formula for 2015. In view of increasing participation, Jenny said she would try to get an idea of numbers in advance and possibly change the organisation a little. More contributions of an element of lunch and asking participants to bring their own "couverts" were suggested as ways of easing the workload of the hosts.

11 Future Events

11.1 **Fund raising/social event in the autumn** Roger Armson's suggestion, to raise money for Secours Populaire and French Red Cross was considered and approved in principle. Patricia asked that Secours Populaire could be the one in Pézenas.

For various reasons, it was decided that the event should be held on 12 October and be combined with Harvest. Simply Church would be invited to either join our congregation for the service or just to come for the lunch, in the hall opposite the Temple, after their service. It was assumed that Roger Armson would be part of a planning group and Barbara and Patricia volunteered. Alison said she, and she expected Ros, would join the group but that she would prefer a meeting to be deferred until after the summer.

Barbara
Patricia
Alison
Ros

11.2 **Service in the Chapel at Roquessels on 22 June** Alison had spoken to Monica Coulshaw, who had suggested this service at Roquessels. Monica believed that the chapel was unconsecrated and was under the care of Père Verlinde, the Prior at Mont-Rouge, who should probably be asked for permission to hold a service. Enquiries could be made at the next Prayer Group meeting at Mont-Rouge. Monica had suggested a bring and share lunch on their terrace after the service, when a small charge would be made for the Les Trinités wine which they would provide.

Roger would try to check if there was lighting and or/power (to play music) in the chapel. It may be necessary to take some folding chairs. Patricia and Barbara would arrange to bring hymn books, chalices, etc, from the Temple.

Roger
Patricia
Barbara

12 **Date and place of next meeting** Tuesday 15 July at 10 am at Jenny's home.

13 **Any other business** Roger reported that friends of Ros and Terry Heley had given two old authorised version Bibles to the chaplaincy, one of which was on display in the church.

The meeting closed at 12.20 pm.