

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council held at 30 Avenue de Canet, Le Poujet, at 2.00 pm on Wednesday 16 May 2018

Present: Revd Roger Smith (Chairman), Patricia Bigot, Julie Johnson,
Andrew Marshall, Jenny Morgan, Jac Phillips, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. The chairman welcomed everyone, thanked Nigel and Ingrid for their hospitality and opened the meeting with prayer.

| | Action |
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| 1 Apologies for absence Eleanor Grant, Steven Hopkins and Susan Jones | |
| 2 Minutes of the meeting held on 21 February 2018 were approved and signed by the chairman as a correct record. | |
| 3 Matters arising | |
| 3.1 3.1 New Chalice No progress. | |
| 4 Elections/Appointments | |
| 4.1 The following were re-appointed: Lay Vice Chairman Nigel Summersall Secretary Nigel Summersall Minutes Secretary Delia Smith Treasurers Francis Bigot and Nigel Summersall Electoral Roll Officer Patricia Bigot Safeguarding Officer Jenny Morgan Environment Link/Officer Steven Hopkins Youth Officer Steven Hopkins The following were appointed to roles within the chaplaincy: Website Manager/Publicity Andy Marshall. Roger and Delia would help if and when needed. Events Organiser Jac Phillips Music Team Alison Kane, Carol Gardner and Bobbie Trickett. Two lay members of Standing Committee Julie Johnson and Delia Smith | |
| 4.2 Julie offered to be “go between” for the Music Team to send reports to the council. | Julie |
| 4.3 Roger, the wardens and Jenny, as appropriate, would complete the various diocesan returns at the end of the meeting and Nigel would submit them. Nigel pointed out that, under new legislation, everyone named on the returns must print, complete, sign and return to the Diocesan Office a data protection form. | Named council officers |

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| 5 | Finance | |
| 5.1 | Payments pending The 2 nd quarter payment of 200 € for use of the Temple was due. £250 was yet to be claimed by Julie for a Readers' Funeral Workshop. She thanked the council for supporting her attendance at this course. | Julie |
| 5.2 | Income and Expenditure year to date A statement had been circulated prior to the meeting and was noted. Nigel proposed and it was accepted that 2000 € be transferred from the current account to the Livret A. | Nigel |
| 5.3 | 2018 Budget The budget was well on track with healthy balances in fund raising and collections. The designated fund for succession planning was currently 11600 €. All payments to the diocese had been made for the year. Patricia pointed out that, although the planned giving scheme was a great help to budgeting, it was not possible to be sure of a certain level of income as individuals were free to change their commitments at any time. | |
| 5.4 | Fund Accounting Nigel was continuing to work, within the limitations of the software, on how to present financial reports in terms of fund accounting. | |
| 6 | Correspondence had been distributed prior to the meeting and was noted. | |
| 7 | Safeguarding | |
| 7.1 | The Policy Statement needed to be signed and returned. In principle, adopting the diocesan policy afforded insurance protection but Jenny said the diocese was finding it very difficult to find an insurer to cover all the countries in the Diocese in Europe. Nigel confirmed that the chaplaincy's insurance did not cover safeguarding claims. | |
| 7.2 | Safeguarding checks Nigel had found it impossible to get clearance from two countries. He would refer this problem to the diocese. Jenny would need to have her clearance renewed in July. | Nigel Jenny |
| 7.3 | First Aid Kit Jenny had checked this. Everything was now in date until 2020. | |
| 7.4 | Online training had been done by everyone who needed to. Jenny had received a print-out from the Diocesan Office showing everyone but Julie, who brought to the meeting print-outs of her certificates. Jenny would ask the diocese to update their records. | Jenny |
| 7.5 | “Level 2” Training Steven had yet to do this. The next opportunity would be in Lille, which was judged too far to travel. | Steven |
| 7.6 | Safeguarding Log Jenny said the diocese was making some changes and the log would be coming for completion later in the year. | |
| 7.7 | Safeguarding Questionnaire Jenny had completed this and Nigel would return it to the Diocesan Office. | Nigel |
| 8 | Sunday School Steven had suggested an activity before or after the service. Roger thought, and it was agreed, that “Sunday School” should stay within the current | |

timing, ie the start of the service to the offertory.

Patricia suggested seeking five or six bilingual volunteers, who would need to go through the safeguarding procedures, to form a rota to support Steven and/or Aoife.

Steven would be asked to source teaching resources.

Steven

Roger would help Patricia to draft an email in consultation with Steven and Jenny.

Roger

9 **General Data Protection Regulation**

A large amount of background information about the change in European law from 25 May had been circulated prior to the meeting.

Roger felt the immediate need was to publish a privacy notice on the website and by email before 25 May. He would draft this and ask the standing committee to check it.

Roger

A discussion raised more questions than answers about the exact details of what other steps to take. Roger would start by asking the diocese “Do we need a positive response for someone to remain on the chaplaincy mailing list?”

Roger

Julie asked could she continue to email the prayer diary to chaplaincy members and friends. There seemed to be no problem with this providing it was done “bcc”.

Nigel said he had heard two days before the meeting that on-line training was available; he passed a copy of the email to Roger.

Cybersecurity insurance (including GDPR risks): it was agreed we should await guidance from Diocese before pursuing the matter with our insurers.

- 10 **Archdeaconry Synod Report** A written report by Julie had been circulated before the meeting. Julie added that she felt one of the most positive aspects of synod was the opportunity to meet other members of the archdeaconry and she thanked the council for sending her as a representative.

Nigel had noticed a mistake in Mike Fegan’s job title. He would correct this before the report went into the Annual Report.

Nigel

- 11 **Music Team** The council wished to record their support for the Music Team members and their appreciation of the choice of hymns.

One request for more traditional hymns had been made and noted at the congregation meeting on 13 May.

The service sheets continued to invite specific suggestions of hymns from members of the congregation.

12 **Website and Publicity**

- 12.1 Andy had arranged for details of All Saints to appear on The Connexion website under “Communities” and said he would update Chaplaincy Council member details on the website and welcome leaflet.

- 12.2 Patricia and Delia had noticed that the first item under the “Paperwork” tab was from 2016. Delia suggested that out of date items still of possible interest be put under an “Archives” tab.

- 12.3 Julie reported errors in the way “A Church Near You” advertised All Saints; something she had mentioned at synod. A quick check at the meeting suggested this

was no longer the case.

- 13 **Julie Johnson's Reader Training** Julie was working through the last module, on Common Worship, which she was finding fascinating. She thanked the council for supporting her through her training, which she hoped to finish by June. She would then be looking to be licensed.
- 14 **Steven Hopkins' Discernment Process** Sadly, Steven had not been recommended for ordination training.
Succession planning was briefly discussed and would be kept under review at each council meeting.
- 15 **Invitation to twin parish** Ebrington PCC would consider this and get back to us.
- 16 **Report on Recent Activities**
 - 16.1 **Lent groups and lunches** Roger said 25 people had been involved, with an average weekly attendance of 13.
 - 16.2 **Easter** There was a record attendance of 76 at the Easter Day service.
- 17 **Future Events**
 - 17.1 **Service at Roquessels on 17 June** It was agreed that a collection would be taken for either WaterAid or a diabetes charity. Roger would speak to the Coulshaw family.
 - 17.2 **Service at Margon 26 August** Patricia may need help to get all necessary equipment to the church.
 - 17.3 **Breakfast Club** had ceased due to lack of numbers. Patricia suggested considering an occasional "Breakfast Club" as a second service in a month. Roger thought there may be some support for this as of 40 people who responded to the recent questionnaire, 26 said they would be interested in "Café Church".
 - 17.4 **Harvest Event on 30 September** The Bishop of Madagascar and his wife would be guests of Jane and John Griffin in September and the Bishop was willing to preach at the service and talk about his work at a bring-and-share lunch afterwards.
Nigel would check availability of the Temple.
 - 17.5 **Quiet Day** Of 39 responses to the survey, 10 said they would come with 7 more possibly, depending on the date. Roger thought maybe 12 could be expected. It was agreed that he should ask at Simply Church when he preached on 20 May if they would be interested in a joint event.
If what had been offered by Sheila Chesterton didn't work out, Jenny suggested a walk followed by a time of quiet meditation possibly at Notre Dame de Capimont or the little chapel near Chris and Andy's home. Once again, back to the planning group.
- 18 **Any Other Business** None.
- 19 **Date and place of next meeting** Wednesday 28 August, Patricia's home at 10.00 am.

Roger

Nigel

Roger

The meeting closed at 4.20 pm with members saying the Grace together.