

# All Saints, Hérault

## The English Church at Saint Pargoire

### Minutes of the Chaplaincy Council Meeting held on Thursday 18 November 2021 at 320 Rue du Stade, 34700 Saint Etienne de Gourgas

Present: Revd Roger Smith (Chairman), Patricia Bigot, John Gifford, Jim Mallett, Phyl Mallett, Jac Phillips, Sue Robinson, Delia Smith and Nigel Summersall.

Members present signed the sign-in sheet. The chairman thanked Jim and Phyl for their hospitality and opened the meeting with prayers at 10.45 am. Roger reported that Andy Marshall had resigned, due to spending increasing time in the UK.

		Action
1	<b>Apologies for absence</b> Graham Gardner and Julie Johnson	
2	<b>Minutes of the meeting held on 9 September 2021</b> were approved and signed by the chairman as a correct record.	
3	<b>Matters arising</b>	
3.1	<b>Minute 3.1, Altar Linen</b> Outstanding.	Jac
3.2	<b>Minute 14.2, Communion wafers</b> Having investigated further, it was decided not to change to wafers.	
3.3	<b>Minute 9, Projector</b> Roger had had a preliminary look. The choice was not straight forward. He would research this further.	Roger
3.4	<b>Minute 10.2, Recording services</b> Trevor Jones would record the service on 21 November. Julie Johnson had requested this recording, as it would be the third anniversary of her admission as a Reader and she would not be able to be present.	
4	<b>Finance</b>	
4.1	<b>Treasurer</b> No change; Nigel and Graham were still working in tandem.	
4.2	<b>Payments pending</b> A small claim from Roger, mainly for consumables, was outstanding. He would claim travel expenses at the end of the year. A cheque for €50 would be drawn for holding Prayer Group meetings at the monastery of St Joseph de Mont-Rouge. €226 given in memory of William Pinnell had been disbursed by Nigel in sterling. This was yet to be reimbursed from chaplaincy funds. The €1000 allocated for charities would be paid out after this meeting.	Nigel
4.3	<b>Income and Expenditure year to date</b> The General Fund stood at €2338, compared to €3455 at the start of the year.	
4.4	<b>2021 Budget</b> This was slightly over on revenue and more over on expenditure. Expenditure was higher than budgeted largely due to buying sound equipment. Patricia was concerned about increased spending on consumables, eg paper cups for "Covid safe" refreshments. A breakdown was not readily available.	

4.5	<p><b>Charity Donations from the General Fund</b></p> <p>It was agreed to give €200 each to</p> <p>UNICEF, for aid following the earthquake earlier in the year in Haiti</p> <p>Languedoc Solidarity with Refugees</p> <p>Médecins sans Frontières</p> <p>Bishop Robert's Advent Appeal</p> <p>World Food Programme for famine relief in Madagascar</p>	Nigel
5	<p><b>Correspondence</b> had been circulated, for information, in advance of the meeting, including</p> <ul style="list-style-type: none"> <li>• Formal announcement of the the appointment of the Revd Canon Dr Peter Hooper as Archdeacon of France and his appointment as a Canon of the Cathedral of HolyTrinity, Gibraltar.</li> <li>• The Diocesan Climate Change event on 29 October</li> <li>• A new Diocesan Guide for Churchwardens</li> </ul>	
6	<p><b>Link with Fenoarivo parish in Toliara Diocese, Madagascar</b></p> <p>Phyl, Roger, Carol Gardner and John Griffin had had a Zoom meeting on 17 November with Cheryl, Head of Parish Links in the Diocese of Toliara, to make clear All Saints' position. All were agreed that a link with Fenoarivo parish would be primarily about a mutual wish to get to know one another, offering friendship and prayer and that this link would be developed slowly.</p> <p>Council members agreed unanimously to proceed towards a formal link.</p>	
7	<p><b>Safeguarding</b> Policies needed to be agreed now but Roger said that it would be better for them to be reviewed at the first meeting in 2022 of the new Council.</p>	
7.1	<p><b>Chaplaincy Safeguarding Policy Statement</b> Agreed. Signed policy appended.</p>	
7.2	<p><b>List of Non-Chaplaincy Activities held on chaplaincy premises</b> Not applicable; the chaplaincy has no premises.</p>	
7.3	<p><b>Chaplaincy Policy Statement on use of Social Media and the Internet</b> Agreed. Signed policy appended.</p> <p>As a result, an unwanted and unused Facebook account set up by a previous churchwarden would need to be closed. Patricia would try to do this.</p> <p>Also, in line with the policy, members present signed a sheet authorising publication of their photos on the chaplaincy website.</p>	Patricia
7.4	<p><b>Chaplaincy Policy Statement on the Recruitment of Ex-offenders</b> Agreed. Signed policy appended.</p>	
7.5	<p><b>Secure storage of safeguarding records</b> Roger would look into secure on-line storage in the name of the chaplain with access by him and the churchwardens.</p>	Roger
7.6	<p><b>Council members' safeguarding training</b> Nigel and Delia now had their C2 certificates. Julie had yet to complete C2 training, Jac needed to do C0. John had done C0 and would check if he needed to do C1.</p>	Julie Jac John

8	<b>Website</b> Roger now had administrator rights to A Church Near You and information was now correct. Following Andy's resignation from the Council, Roger had asked if he wished to continue as Webmaster but had not yet had a response. The domain registration would need to be changed if Andy resigns.	
9	<b>Music Team Report</b> Sue reported that hymns had been chosen to the end of January. She thanked Nigel for all he does to produce music for services.	
10	<b>Plans for the Chaplaincy's future</b>	
10.1	<b>Sound System</b> The sound produced was good. The Église Protestante had raised no objection to putting a larger cupboard in the kitchen but had plans of their own for new furniture and asked us to wait a while.	
10.2	<b>Insurance</b> Nigel reported that chattels were covered up to €5500, but the number of services per year covered needed to be increased. Nigel would arrange this.	Nigel
10.3	<b>Crack in Temple wall</b> Patricia was concerned that this was getting larger. Nigel would ask the Église Protestante if they had plans to repair it.	Nigel
11	<b>Church and Diocesan Initiatives</b>	
11.1	<b>Caring for Creation</b> Roger had not yet written anything for the website but he would do so.	Roger
11.2	<b>Living in Love and Faith</b> Phyl and Jim had reservations about doing this in Lent. Our bishops asked all church members to take part. How and when this might be achieved would be considered again at the next meeting.	re-agenda
12	<b>Past Events</b> <b>Harvest Festival and Remembrance Sunday Services</b> had both been good.	
13	<b>Future events</b> <b>Christmas Eve</b> Pending confirmation from the Église Protestante, this would be at 6.30 pm, followed by mulled wine and nibbles. Patricia to organise. Jac offered to bring mulled wine.	Patricia
13.1	<b>Confirmation</b> The course was almost finished but the venues offered this autumn had been impossible for the family. The Bishop would be in the south-west of France for confirmations in April 2022. Roger would ask for a venue within reasonable travelling distance.	Roger
13.2	<b>AGM date 20 March 2022</b>	
14	<b>Any Other Business</b> None	
15	<b>Date and Place of Next Meeting</b> <b>Wednesday 2 February</b> at 10.30 am at Delia and Roger's home.	

The meeting closed at 12.26 pm with members saying the Grace together .

# Chaplaincy Safeguarding Policy Statement

<b>Chaplaincy Name</b>	All Saints, Hérault
<b>Safeguarding Officer Name</b>	Steven Hopkins

## Safeguarding Policy Statement

**In accordance with the Diocese in Europe's Safeguarding Policy, our Chaplaincy is committed to:**

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

**The Chaplaincy will:**

- Endeavour to create a safe and caring place for all.
- Have a named local Safeguarding Officer to work with the incumbent and the Chaplaincy Council to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Where possible, ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the chaplaincy.
- Display in church premises and on the chaplaincy website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops' guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and local child and/or adult services immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Review the implementation of the Safeguarding Policy, procedures and practices at least annually.

<b>Date adopted / reaffirmed by the Chaplaincy Council</b>	<b>18 November 2021</b>
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<b>Chaplain Name</b>	Revd Roger Smith	<b>Chaplain Signature</b>	
<b>Churchwarden Name</b>	Patricia Bigot	<b>Churchwarden Signature</b>	
<b>Churchwarden Name</b>	Nigel Summersall	<b>Churchwarden Signature</b>	

Diocesan Safeguarding Policy and Guidance: <https://europe.anglican.org/introduction/introduction>

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## The English Church at Saint Pargoire

A Chaplaincy of the Church of England Diocese in Europe

www.heraultenglishchurch.fr

achstp@gmail.com

L'Église Anglicane de Tous les Saints dans l'Hérault  
Association N° W 342001220      Président: Roger Smith  
Registered Office / Siège Social: 30 route de Canet, 34230 le Pouget, France

## Policy statement on use of Social Media and the Internet

- The congregation of All Saints Hérault (hereafter 'the Chaplaincy') is spread out over a large area of southern France; the Hérault has an area of 6,224 square kilometres and many travel for up to an hour to attend church. The Internet is therefore the only practical way to communicate and this policy is designed to establish legal, safe, effective and Christian ways to use the Internet.
- For communicating to its congregation and enquirers, the Chaplaincy will use its accounts on gmail for e-mail, its website, and its YouTube, Podbean, SoundCloud, Zoom and similar accounts. The Chaplaincy will not use Facebook, Instagram, Twitter or similar platforms.
- The Chaplaincy will always have regard to the requirement to be ambassadors for Christ. Both the content and the tone of its Internet communications will be consistent with Christian values. All content, even if published for only a short time, must be regarded as permanent because it could have been re-published elsewhere.
- All content published on the Internet by the Chaplaincy will be either owned by the Chaplaincy, used by permission or copyright-free.
- All content published on the Internet by the Chaplaincy will comply with its Safeguarding policy. 'Safeguarding is about looking after each other, whether it's children or adults going through a difficult time', as it says on our notice sheet for each service. Therefore we shall not publish content that might cause distress to children or vulnerable adults.
- Information given in confidence will not be published on the Internet by the Chaplaincy.
- Personal information such as addresses, telephone numbers, will not be published without express permission and after considering the dangers of giving such information to the whole world.
- All photographs where people can be identified will, from the date of this policy, have written permission for publication from those pictured, and from the parent or guardian of those under 18.
- The number of e-mails to the congregation will be kept to the minimum.
- E-mails will be considered to be a non-confidential communication method, the equivalent to sending a postcard by conventional mail.
- The website will be kept up to date.

- YouTube playlists and the videos owned by the Chaplaincy will be classified as 'unlisted' and only accessible from our website.
- SoundCloud podcast playlists and the sound parts owned by the Chaplaincy will be classified as 'private' and only accessible from our website.

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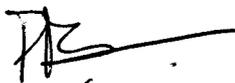
L'Église Anglicane de Tous les Saints dans l'Hérault  
Association N° W 342001220      Président: Roger Smith  
Registered Office / Siège Social: 30 route de Canet, 34230 le Pouget, France

### **Policy statement on the recruitment of ex-offenders**

- All undertakings to comply with UK legal requirements are subject to the compatibility of UK legal requirements with French Law and Regulation.
- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the Chaplaincy of All Saints, Hérault (hereafter 'the Chaplaincy') complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The chaplaincy undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The Chaplaincy can only ask an individual to provide details of convictions and cautions that the Chaplaincy is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the Chaplaincy can only ask an individual about convictions and cautions that are not protected.
- The Chaplaincy is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- The Chaplaincy actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The Chaplaincy selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- The Chaplaincy will ensure that all those in the Chaplaincy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Chaplaincy will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, the Chaplaincy ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- The Chaplaincy makes every subject of a criminal record check submitted to DBS aware of the existence of this Code of Practice and makes a copy available on request.
- The Chaplaincy undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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