

All Saints, Hérault

The English Church at Saint Pargoire

**Minutes of the Chaplaincy Council Meeting held at 14 Rue du Parc, Autignac,
at 10.00 am on Monday 25 April 2016**

Present: Revd Roger Smith (Chairman), Ros Heley, Sally John, Alison Kane,
Christine Marshall, Jenny Morgan, Delia Smith & Nigel Summersall.

The sign-in sheet was completed and the chairman opened the meeting with prayer.

| | Action |
|---|---------------|
| 1 Apologies for absence Patricia Bigot, Julie Johnson. | |
| 2 Minutes of the meeting held on 27 January 2016 were approved and signed by the chairman as a correct record. | |
| 3 Matters arising | |
| 3.1 3.1 Presentation to Richard Acworth Gifts had been presented to Richard and Carol after the service on Palm Sunday. | |
| 3.2 12.4 Shared lunches and fold-up tables Alison reported that Carrefour used to have tables she felt would be ideal but seemed no longer to stock them. She would look elsewhere and hoped to find two tables for around 100 €. | Alison |
| 3.3 4.2 Planned giving pew cards Roger had designed some cards and would make copies before the next service. | Roger |
| 4 Elections/Appointments | |
| 4.1 The following were re-appointed: Lay Vice Chairman Nigel Summersall Secretary Nigel Summersall Minutes Secretary Delia Smith Electoral Roll Officer Patricia Bigot Safeguarding Officer Jenny Morgan | |
| 4.2 Safeguarding ID checker The Diocese was now recommending that Safeguarding Officer and ID Checker become one post. Jenny Morgan was willing to accept the addition to her role and was elected. Thanks would be conveyed to Julie Johnson, who had been ID checker and had been willing to continue. | |
| 4.3 Treasurer Barbara Marsh had resigned as treasurer and from the council. Thanks were recorded for all she had done in these roles. Roger said he would be sorry no longer to have Barbara to add a sometimes different viewpoint to council discussions. | |

Roger had drawn up, and circulated prior to the meeting, a summary of the treasurer's role as far as the Church of England is concerned. This was accepted as good practice and is appended.

No current member of the Council felt able to take on the role of treasurer. Francis Bigot had expressed willingness to be treasurer but would prefer not to attend council meetings. Nigel Summersall was willing, as previously, to liaise with the French authorities, prepare the annual budget, keep electronic records and prepare financial reports for council meetings. He felt it important to segregate parts of the role and would discuss with Francis how they could work together.

Nigel

- 4.4 **Environment Link/Officer** This was an appointment requested by the Diocese for the first time. Roger read out the Diocesan Policy. Council members endorsed and were sympathetic to this policy. However, many of the issues were outside their control and they didn't feel the need to appoint an officer.
- 4.5 **Youth Officer** This was another appointment requested by the Diocese for the first time. No appointment was made.
- 4.6 **Website manager** It was understood that Andy Marshall was willing to continue, with Sally as deputy. Thanks were recorded for the splendid job Andy was doing.
- 4.7 **Events Organiser(s)** Alison wished to stand down and Ros would be leaving. Christine Marshall was willing to continue to lead a team. She was appointed and would seek helpers.
- 4.8 **Music Team** Alison reported that Carol Gardner had joined the team as Ros would be leaving. It was agreed that Alison, Carol and Bobbie Trickett would form the team for the time being and that this would be reviewed in the autumn.
- 4.9 **Lay members of standing committee** It was agreed that Delia should continue and Julie Johnson would be asked to be the other lay member.
- 4.10 **Council vacancies** Following Barbara's resignation and Ros's imminent return to the UK, there would be two vacancies. After discussion, it was decided to leave these posts vacant until the AGM, when the whole congregation would have the opportunity to choose their preferred council members.

Ros was thanked for all she had contributed to the life and work of the chaplaincy, on the council, as events organiser and with the music team. She and Terry would be greatly missed.

5 **Finance**

5.1 **Payments pending**

150 € for use of the Temple from April to June

406 € for Roger and Delia's attendance at Synod

50 € for the use of the chapel at Puissalicon

400€ (it being agreed to round up the 392 € collected at the Lent lunches) to Bishop Robert's Lent Appeal

| | | |
|-----|---|-------|
| | A payment to Yola re the website, outstanding from January. Nigel would speak to Andy about this. | Nigel |
| 5.2 | Planned Giving Scheme Nigel reported that there were two members of the sterling scheme and ten members of the euro scheme. The projected annual income from plate and planned giving was over 10000 €. | |
| 5.3 | 2016 Budget Nigel had drawn up a budget which had been circulated prior to the meeting and was accepted with thanks. 500€ a month was being earmarked for “succession planning”. This would have a big impact on charitable giving from the chaplaincy. It was agreed to hold a congregation meeting in October to try to ensure that all members had an opportunity to express their opinion and ask questions about the future of the chaplaincy should Roger retire at the end of his current licence. Roger would talk to the Bishop at synod about what exactly were the options for himself and for the congregation. | Roger |
| 5.4 | Refugees in Beziers The 500 € donation had been made following the granting of French association status. | |
| 5.5 | Emergency Donations Ros raised the issue of the chaplaincy being able to donate quickly in emergency situations. It was agreed to earmark 500 € annually; the standing committee to decide on its use. | |
| 6 | Correspondence had been distributed prior to the meeting and was noted and/or dealt with elsewhere on the agenda. | |
| 6.1 | UK Gift Aid forms These had changed. Nigel would send Andy the new forms in order that he could replace those currently on the website. | Nigel |
| 6.2 | Message from a Bishop in Uganda A few hours before the meeting, Roger had received an email from a Bishop in Uganda referring to a letter sent (but not received) in December requesting financial help to provide water to a school. Being wary of “scams”, Roger had checked that this bishop and his diocese does exist. He would try to check further that the request and the project were genuine, in which case the council agreed that money raised at Roquessels, which usually went to WaterAid, could possibly be sent. | Roger |
| 6.3 | Ecumenical Event Roger had been asked to take part in an ecumenical Conference “Croître en Communion – Perceptions de l'Église” on Saturday 11 June in Montpellier, by presenting an Anglican point of view. He would find language a barrier and would need help to take part. Suggestions were made of which church members might be interested in this event. | |
| 7 | Safeguarding Jenny reported that she had received three very long emails from the diocese saying that the diocesan team had changed again, along with telephone numbers and the website. She said she would need to look through all this information carefully again and, in the meantime, she would change the contact names and telephone numbers displayed at the Temple. | Jenny |

- | | |
|--|---|
| <p>7.1 Online training Jenny reported that there was new online training for working with vulnerable adults. Those who had completed the training for working with children would now need to do this extra training. Nigel, and it was thought Julie, needed to do both.</p> | <p>Jenny Patricia Nigel Roger Julie</p> |
| <p>8 Music Team Report</p> <p>Alison thanked Ros for all she had contributed and confirmed that Carol Gardner had taken her place in the team.</p> <p>The team was grateful to Peter Fawcett for playing keyboard whenever he was able. Also, they were considering adding more music into the services.</p> <p>Ros asked for new hymns to be played through at services in advance of singing them. It was also suggested that, when words were difficult to fit to music, it could help to provide a sheet with words and music.</p> <p>Ros also suggested sometimes including a sung version of The Lord's Prayer.</p> | |
| <p>9 Publicity Delia had noticed that “The Connexion” publish church services on their website, especially at major Festivals. They were not currently being sent information from All Saints. Publicity via the chaplaincy website was good and effective but it was agreed that Delia and Roger would try to see that at times like Christmas and Easter All Saints' services appeared with the others on the lists published by local English language newspapers and magazines.</p> | <p>Delia Roger</p> |
| <p>10 Julie Johnson's Reader Training Roger reported, on Julie's behalf, that she had received Module 4, of 6, and had ordered books from the recommended reading list. Julie was doing very well, generally getting A's for her assignments.</p> | |
| <p>11 Report on Recent Activities</p> | |
| <p>11.1 Lent groups and lunches Roger said an average of 15 people had attended the course and 16 the lunches. Twenty-five people in all had been involved. At the last session it was agreed to continue in 2017 but to look for a course that didn't use a film.</p> | |
| <p>11.2 Holy Week and Easter Jenny suggested considering, for Good Friday 2017, a three hour slot of hymns and meditation, in order that people could come and go at any time and stay for as little or as long a time as they wished.</p> | |
| <p>12 Future Events</p> | |
| <p>12.1 Queen's birthday celebrations on 12 June After discussion, and given that a shared lunch was planned for 26 June at Roquessels, it was agreed to include special prayers within the usual service and to celebrate with “fizz” and cake, rather than coffee, after the service.</p> | |
| <p>12.2 Service at Roquessels on 26 June It was understood that the Coulshaw family had arrangements in hand.</p> | |
| <p>12.3 Harvest Event After discussion, and in view of the Confirmation in October, it was decided to celebrate Harvest on 25 September, in the Temple, with a shared lunch and possibly a Bring & Buy and/or a cake stall.</p> | |

- 13 **New Chalices** To go back on the agenda for the next meeting.
- 14 **Visiting the Sick** The council felt that this happens without formality.
- 15 **Servers** Given that no objections were raised at the Annual Chaplaincy Meeting, Roger would sort out how best to implement his wish to have a server for Communion services. Roger
- 16 **Date and place of next meeting** Monday 11 July at Alison's home, at 10 am.
- 17 **Any Other Business**
- 17.1 **St Michael's in the Gard** Revd Stafford Lowe had contacted Roger to say that he would like the congregation of All Saints to be involved in a celebration of St Michael's 10th anniversary of becoming a chaplaincy of the Diocese in Europe. The congregation had been formed in autumn 2006 and had become a chaplaincy the following year. The date for a celebration would depend on if and when a Bishop could come.
- 17.2 **Confirmation** Roger had told Stafford that Bishop David had agreed to come for a Confirmation on 15-16 October. This could become a joint event if Stafford had candidates.
- 17.3 **Annual Returns to Diocese**
- The stipend review had been completed and submitted.
- Following elections/appointments at this meeting, Nigel would complete and submit all remaining returns: Nigel
- Churchwardens admission/declaration
 - Statistics for Mission
 - Finance Return
 - Council Officers Return
 - Adoption of Diocesan Safeguarding Policy (formally adopted at the January council meeting).

The meeting closed at 12.05 with members saying the Grace together.

Summary of Chaplaincy Council Treasurer's Role

The Chaplaincy Council is in charge of the Chaplaincy's money and the Treasurer acts on behalf of the Council. He or she does not decide how money should be spent. The council makes the decisions and the Treasurer carries out its policy, monitoring and recording income and expenditure and flagging up to the Council any issues that arise.

The Treasurer should prepare an annual budget.

The Treasurer usually handles money coming in, such as Sunday collections and pays it into the bank: but the Council or Churchwardens may decide to ask some other trustworthy person to do this. The cash should be counted on church premises immediately after the service, by two people who are not related and who do not live in the same household.

The Treasurer pays expenses and other costs involved in running the Chaplaincy: most of these payments will be made as they arise using delegated authority from the Council.

The Treasurer should record all monetary transactions in a way that the Auditor can trace and verify. There should be a robust system of book-keeping and of filing all supporting documents.

The Treasurer should keep the Council aware of its financial duties, such as paying the diocesan quota and church expenses. He or she should advise on good and efficient practices for all financial matters and make sure that the Council is fully informed about and understands the Chaplaincy finances.

The Treasurer should keep the Council aware of its duties to support other Christian charities and missions.

The Annual Accounts for the Chaplaincy are prepared by the Treasurer, who also liaises with the Auditor, so that they may be approved by the Council and audited prior to being presented at the AGM.

It is good practice for the two Churchwardens, the priest-in-charge and the Treasurer to be signatories on the bank account(s) and for two signatories (one of whom should be the priest-in-charge or a Churchwarden) to be required on cheques.