

# All Saints, Hérault

The English Church at Saint Pargoire

## Minutes of the Chaplaincy Council Meeting held at 30 Route de Canet, Le Pouget, at 10 am on Wednesday 1 February 2017

Present: Revd Roger Smith (Chairman), Patricia Bigot, Sally John, Julie Johnson,  
Christine Marshall, Jenny Morgan, Delia Smith & 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.

Members agreed to modify the agenda to take an extra paper at item 4.7.

		<b>Action</b>
1	<b>Apologies for absence</b> Alison Kane.	
2	<b>Minutes of the Meeting held on 7 November 2016</b> were approved and signed by the chairman as a correct record.	
3	<b>Matters arising</b>	
3.1	<b>3.4 Change of Safeguarding Contact Names</b> Not actioned. Jenny would make a notice to replace the one mislaid.	Jenny
3.2	<b>3.5 New Chalices</b> Martin was still looking.	
3.3	<b>3.6 Collection bags</b> Sally Wheeldon had made and given two splendid collection bags. Nigel would send her a thank you letter.	Nigel
4	<b>Finance</b>	
4.1	<b>Payments pending :</b> L'Église Protestante Unie had requested an increase in quarterly payments from € 150 to € 200. This was agreed.	Nigel/ Francis
4.1.1	A payment agreed by e-mail in January was outstanding and would be dealt with after the 12 February service.	Nigel/ Francis
4.2	<b>Income and Expenditure 2016</b> Nigel talked through the previously distributed year-end figures. It was noted that a payment agreed by e-mail in September had not been actioned and that the charitable donations for 2016 had not been disbursed but that they would be after the next service.	Nigel/ Francis
4.3	<b>2017 Budget</b> It was agreed that € 600 a month be designated for succession planning and that other elements of the budget should be broadly similar to the 2016 figures. Nigel would draw up a budget proposal for the next meeting.	Nigel
4.4	<b>Up-keep of Services</b> Nigel needed input, from Patricia in particular, as to which items should be monitored. He would then set up sub-accounts for specific items, in order better to keep track of the cost of consumables and to aid	Nigel Patricia

decisions on best value, for printing for example.

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| 4.5 | <b>Mechanism for actioning agreed payments</b> This pertained mainly to donations. When suggestions from the congregation were adopted, sponsors would be asked to provide payee name and address. The Treasurer would be sent the Minutes of each meeting and asked specifically to provide cheques, which Nigel would despatch with a letter. There were times when payments by bank transfer would be preferable and internet banking would aid various other operations. Nigel would look into this. | Nigel               |
| 4.6 | <b>Common Fund</b> £300 had been requested. This would be paid from the chaplaincy's sterling account with the diocese.  | Nigel               |
| 4.7 | <b>Fund Accounting</b> A paper had been circulated, in which Delia proposed that, to give more clarity to the council's accounts and actions, Church of England regulations and practices be adopted. This was agreed. Nigel would set up Fund Accounting for 2017.  | Nigel               |
| 5   | <b>Correspondence</b> had been circulated and was noted and/or dealt with elsewhere in the meeting.  |                     |
| 6   | <b>Safeguarding</b> Jenny had circulated a comprehensive report, having received a vast amount of information from the diocese. She had completed and returned an exhaustive on-line log, which replaces the annual audit form and other paperwork and requires full details of the safeguarding checks of all who need clearance to work in the chaplaincy.<br><br>Nigel's clearance from some countries was outstanding.<br><br>Jenny was thanked for all she did as Safeguarding Officer.             | Nigel               |
| 6.1 | <b>Safeguarding Training</b> Julie still needed to do the Level 1 on-line training for children and adults. A three year programme of Level 2 training had started and five chaplaincy members would need to do this - a whole day course. An invitation to a course in Cannes had been turned down as being too far away. There would be a course in the Gard on 2 May. Jenny would answer saying this would be considered with a response later.   | Julie<br><br>Jenny  |
| 6.2 | <b>Risk Assessments and Consent for Images</b> New information and forms had been received.  |                     |
| 6.3 | <b>First Aid Kit</b> Jenny had checked the kit; all items were present and in date.  |                     |
| 7   | <b>Annual Report &amp; Accounts</b> The previously circulated draft Report & Accounts was discussed and necessary amendments identified. Nigel would modify the document and re-circulate it. It was approved subject to these amendments.   | Nigel               |
| 7.1 | Arising from discussion of the Annual Report, it was agreed that a separate <b>inventory</b> be established and the "Premises and Chattels" paragraph be shortened accordingly.  | Patricia and others |
| 7.2 | <b>Priest-in-Charge's Report</b> Roger's previously circulated report was received.  |                     |

- 7.3 **Annual Meeting Arrangements** Patricia would bring to the 12 February service Electoral Roll forms and Nomination Forms for Synod and Chaplaincy Council members. It was noted that as, due to resignations in 2016, there were four Council vacancies to fill, two new members would need to be asked to serve for two, rather than three, years to re-establish the correct rotation.
- It was decided to have a Shared Lunch after the Annual Meeting. Christine asked for help with furniture moving, as she would be short of members of her team.
- 8 **Music Team Report** Being unable to attend the meeting, Alison had sent a written report:
- The team is currently still just three: Bobbie Trickett, Alison Kane and Carol Gardner. We continue to try and include a variety of styles when choosing hymns, though we are aware that sometimes the result is not entirely successful! The use of a Taizé chant during Advent worked well, and we shall look to using more music during the service in the future. Once again we welcomed Peter Fawcett to accompany us, at our Remembrance Service. Our thanks also go to Nigel Summersall, whose choice of music at the beginning, end and during Communion, is always an enhancement to the service. We also thank him for being our ‘Techie’ for our hymn accompaniments. We shall be holding our next music meeting in the next few weeks, date still to be confirmed.
- 9 **Website and Publicity** Andy Marshall had reported that over the last year, the church website was visited around 2,300 times with multiple pages being viewed most times. The most popular pages were the Home page, the Our Church page and Local Christian Organisations page. Andy continued to evolve the website and welcomed articles and feedback.
- It was agreed that the website is a valuable tool both for the congregation and for people trying to find a church. Thanks are extended to Andy for all his work.
- 10 **Julie Johnson's Reader Training** Julie asked for prayers to help her through the current module, which she was finding difficult during ill health.
- 11 **Steven Hopkins' discernment process** Steven had attended an Enquirer's Weekend in London at the end of January and positive reports had been received from both him and the Diocesan Director of Ordinands. The next step would be a formal interview in London in June.
- 12 **Keyholder List** This needed to be formalised. Patricia would buy a notebook in which to keep a record. She would also check with Richard Acworth whether he was still in possession of his key.
- 13 **Report on Recent Activities**
- 13.1 **Fontès Carol Service** The service had been successful, as usual, with around 320 attending.
- 13.2 **Ecumenical Service** Organisation had been a problem, as usual, but it was a good occasion with members of four churches present.

Patricia

Patricia

14	<b>Future Events</b>	
14.1	<p><b>Lent, Holy Week &amp; Easter</b> Jenny and Roger had been looking at possible courses and a decision would be made soon, in order that Jenny could begin to organise hosts and leaders for groups followed by a lunch, following the usual pattern.</p> <p>Julie suggested the Pilgrim Course and an 8 week course that she felt could be reduced to 5. It was felt to be too late to order, receive and modify material but that either of these courses might be suitable for Breakfast Club. Julie would send links to Jenny and Roger.</p> <p>Other Holy Week services would follow the usual pattern.</p>	<p>Jenny</p> <p>Julie</p> <p>Alison/ Nigel</p>
14.2	<p><b>Harvest Festival</b> Roger Armson and Barbara Marsh respectively were happy to organise a Bring &amp; Buy and Raffle for Harvest. It was felt the charity or charities to benefit should be decided early on. Christine and her team would organise a Bring and Share Lunch and other churches would be invited. As Christine's team would need to concentrate on the lunch and on the assumption that Roger A would need help, Roger S would ask for volunteers from the congregation.</p>	<p>Roger/ Nigel</p>
14.3	<p>A service at <b>Roquessels</b> on 25 June and one at <b>Margon</b> on 27 August would be planned. Patricia would ask for permission to use the church at Margon.</p>	<p>Patricia</p>
15	<p><b>Any Other Business</b> None.</p> <p><b>Date and place of next meeting</b> Thursday 11 May 2017 at Delia and Roger's home.</p>	

The meeting closed at 12.10 pm with members saying the Grace together.