

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at 6 lotissement les pins, Puissalicon, on Thursday 2 November 2017

Present: Revd Roger Smith (Chairman), Patricia Bigot, Steven Hopkins (from item 3), Alison Kane, Andrew Marshall, Christine Marshall, Jenny Morgan, Jac Phillips, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. The chairman opened the meeting with prayer, at 2.40 pm, welcomed everyone and thanked Alison for her hospitality.

	Action
1 Apologies for absence Julie Johnson	
2 Minutes of the meeting held on 6 July 2017 were approved and signed by the chairman as a correct record.	
3 Matters arising	
3.1 3.1 Change of Safeguarding Contact Names Jenny said the notice at the Temple hadn't needed changing.	
3.2 3.2 New Chalice No progress.	
3.3 3.5 Matins service booklet Roger had printed the booklets but had yet to buy the copy of Common Worship and Bible that would be needed if and when Morning Prayer was said.	Roger
3.4 4.5 Vacuum Cleaner for Temple Bobbie had chosen and bought a new vacuum cleaner for which she thanked the Council.	
3.5 5.1 Email from Mireille Toutois Mireille had not responded to requests for a meeting so it was assumed that the Église Protestante no longer had issues they wished to discuss.	
3.6 6.5 Safeguarding Information on Notices The agreed change had been made.	
3.7 7.1 Unison Gloria Roger had identified the Gloria he had in mind but, on reflection, it had been thought best not to introduce this into services.	
3.8 9 Archdeaconry Synod Report for Website None had been written.	
4 Finance	
4.1 Payments Pending Expenditure of around 450 € in the next two months was expected - for use of the Temple, the chapels used by the Prayer Group and for printing and consumables.	
It was agreed to make donations of 50 € each to Saint-Joseph de Mont-Rouge, Puimisson and to Les Amis de la Chapelle St Guiraud, Puissalicon. Jenny and Alison respectively would deliver them.	Jenny Alison

<p>Patricia would ask Francis to write cheques for these payments and also a cheque for 200 € for use of the Temple, to be passed on by Nigel.</p>	<p>Patricia Nigel</p>
<p>4.2 Income and Expenditure year to date Nigel had circulated details prior to the meeting. He said if Income and Expenditure were as expected for the last two months of the year and 1000 € was given to charities, the General Fund should break even by the year end.</p>	
<p>4.2.1 Nigel reported that since distributing figures he had corrected some small items but these corrections made no material difference. The amended reports were available to Council members on the G-drive.</p>	
<p>4.2.2 Patricia asked if the devaluation of sterling after the Brexit vote had affected the chaplaincy's income. Nigel answered "not yet".</p>	
<p>4.3 Presentation of Accounts for Annual Meeting The Council having adopted the Church of England's recommended practices and in particular Fund Accounting, consideration was given to the presentation of the 2017 Accounts (which should with the Annual Report form a single document) given the auditor's apparent lack of experience of Church of England practices. Nigel and Delia would seek a pre-audit meeting with John Holmes and Roger suggested providing him with some explanatory documentation.</p>	<p>Nigel Delia</p>
<p>4.4 2017 Budget Nigel reported that income was exceeding budget and expenditure was slightly under.</p>	
<p>4.5 Banking changes Internet banking was in place and a Livret A had been opened, into which had been transferred 2017 succession fund money and that designated for quick response to emergency appeals. Roger pointed out that there was no need to separate designated and general fund monies and suggested that just a working balance should be kept on the current account, to maximise (albeit small) interest earned.</p> <p>Nigel asked for IBAN details from those who make expenses claims.</p>	
<p>4.6 Charitable giving for 2017 After discussion, it was decided to give 200 € each to WaterAid Enlighten Education Trust British Charitable Fund Bishop Robert's Advent Appeal Myanmar (probably through United Nations – Jenny and Roger to investigate)</p>	<p>Jenny Roger</p>
<p>It was decided not to give to Médecins Sans Frontières this year as concerns were expressed about the uses to which they put donations. Patricia would investigate and MSF would be considered for a donation in 2018.</p>	<p>Patricia</p>
<p>5 Correspondence distributed prior to the meeting was noted.</p> <p>Nigel had since received a letter of thanks from Adrian Mumford for the gift made on his retirement as Diocesan Secretary.</p> <p>Roger had received a few hours previously an email with a questionnaire about youth work. He would forward it for Steven to answer.</p>	<p>Roger Steven</p>

6	Safeguarding	
6.1	Safeguarding checks Nigel’s clearance from some countries was still outstanding. Steven was going through clearance, in connection with his discernment process. Jenny needed to do an identity check and sign his forms. Jenny said checks for herself and Julie would need to be repeated in 2018.	Nigel Jenny
6.2	On-line training Nigel still needed to do the Adult on-line training and Jenny would need to know the date this was completed.	Nigel
6.3	“Level 2” Training Jenny and Nigel had attended the training day in Paris in October.	
6.4	Child/Adult ratio In answer to a question, Jenny said, for activities with children at least two adults with safeguarding clearance should be present, or one if there was an open door between them and other adults.	
6.5	Risk Assessments Jenny had learnt at the Level 2 training that annual risk assessments of the building and of services should be carried out and recorded.	
6.6	Insurance Jenny and/or Nigel would make quite sure that insurance arranged by the diocese covered the chaplaincy in the case of any allegation.	Jenny Nigel
6.7	Data Protection Jenny asked for and received advice on how to protect sensitive data on her computer and/or information sent by email. Diocesan advice was that she should shred or return personal data to the individuals concerned once the diocese had confirmed receipt. She would do this, against a signature to confirm.	Jenny
7	Music Team Report	
7.1	Alison said it was “business as usual”. The team’s next meeting would be on 17 November. Roger would provide a list of readings.	Roger
7.2	Choice of hymns The team wondered if they were being a bit too diverse in their hymn choice. To try to gauge this, she suggested asking members their five favourite hymns. Patricia would send an email. If hymns that were perhaps not well-known were chosen, it was decided there would be a short practice at the start of the service. Roger offered, if necessary, to provide sheets which included the melody line as well as the hymn words. Andy offered to put a link on the church website to a recording (eg from YouTube) of new hymns being sung, if Alison sent him the details.	Patricia Alison Andy
7.3	Loose leaf hymn sheets, or alternatives It was agreed that Alison would make up each set of copies to 50, to try to avoid running out and/or having to ask people to share. Roger had been impressed by the Église Protestante’s use of a data projector at their service on 29 October. He felt this was something to consider for the future (rather than hymn books or loose sheets).	Alison

7.4	<p>Unused Hymn Books It was decided that the sets of Mission Praise and English Hymnal taking up space on the Église Protestante’s bookcase were of no further use to the chaplaincy and were probably too dated to be of interest to another congregation (even if they could be transferred/transported). Therefore, Vincent’s offer to take them to be recycled would be accepted. Except that the five music copies of English Hymnal would be kept.</p>	Roger
7.5	<p>Keyboard player Peter Fawcett had not been able to play for recent services due to eye problems but Patricia thought he may be able to play on 12 November. Alison would ask him.</p>	Alison
8	<p>Website and Publicity</p>	
8.1	<p>Andy reported fewer visits to the website (452) than reported for the three months preceding the last meeting, with no change in what people viewed. He said he tried to offer more than basic information, ie to make the website more like a parish magazine.</p>	
	<p>Discussion raised the following points:</p>	
	<ul style="list-style-type: none"> • Basic information could be hard to find as it wasn’t always available under the obvious tabs and was sometimes not current. • Maybe for some articles there should be a “disclaimer” saying that the views were not necessarily those of the priest and/or congregation. It was suggested that these be put on a “Discussion” page. • Could the site be split between church information and general interest? • Andy said he would consider reducing the number of tabs and combining/rationalising some categories but he pointed out that there were limitations set by the provider as to what could be done. 	Andy
	<p>Roger offered to keep things up to date if Andy let him know dates when he would be away.</p>	Roger Andy
8.2	<p>Welcome Leaflet Roger had printed just six copies, until the demand was known and in case details changed.</p>	
8.3	<p>Website Youth Page Steven said there had been no progress on a Youth Page on the website, largely due to lack of young people. However he was trying to get the chaplaincy advertised by the diocese with a possible view to young people visiting the area and joining in a service or other event.</p>	
8.4	<p>“Sandwich Board” notice at The Temple Delia reminded the meeting that the notice placed outside the Temple each time there was a service still advertised Richard Acworth as one of the priests. Roger would make a replacement notice.</p>	Roger
9	<p>Julie Johnson's Reader Training Julie had sent a message that she had written one essay of the Christian Ethics module: “A Just War”, for which she had received an A. She would send this to Andy for the website. She was ready to write the second essay, on homosexuality, and would then need to write a third to complete the 5th module.</p>	
10	<p>Steven Hopkins' Discernment Process Steven was preparing for a seminar in London on 15-16 February from which, if the result was positive, he would go before</p>	

the Bishops' Advisory Panel in April/May. This would be the final step to determine if he would train for the priesthood.

Roger would be writing a reference for Steven for February.

Roger

11 Report on Recent Activities

11.1 **Service at Margon on 20 August** This had been a good occasion but the soloist who sang during the distribution of Communion had been inappropriately loud.

11.2 **Harvest Event on 24 September** Chaplaincy Council members had learnt from the aftermath of what had been an enjoyable and successful event that the details of any such future event should be closely controlled in advance by the council.

Chris explained that the wine should not have been part of expenses. She and Andy had bought it to sell it at a profit for the benefit of the charities. The profit made from selling the wine on the day had been amalgamated with the profit from the Bring and Buy stall and the Cake/Produce stall.

Roger Armson had asked what he should do with the bric-a-brac left over from the sale. Roger would ask him to bring it to the next service, to be offered to Secours Populaire.

12 Future Events

12.1 **Quiet Day** Sheila Chesterton had offered to lead a meditative multi-sensory experience called "Walk the Rainbow" as part of a Quiet Day. It was agreed to ask her to do this. Jenny agreed to join the planning group in Delia's place and the group would meet to plan the rest of the day and to find a date and venue. Andy suggested a chapel near his and Chris's home. Roger and Delia would have a look at this, bearing in mind that Sheila would most likely need to set up her contribution the day before and need it to be safe.

Jenny
Julie
Steven
Roger
Delia

12.2 **December services** Nigel had not yet asked for use of the Temple on Christmas Eve. He would do so and also ask for use on 3 December rather than 10 December. Alison would provide mulled wine and Chris "nibbles" for after the Christmas Eve service. Delia would bring decorations.

Nigel
Alison
Chris
Delia

12.3 Plan for 2018

Roger had circulated a provisional plan.

Roger would be attending a planning meeting on 15 November for the **Week of Prayer for Christian Unity** service to be held at Salelles du Bosc on Saturday 27 January. He expected All Saints to take part in this service, rather than a separate one at St Pargoire.

Roger

Patricia questioned the number of **BCP services** and asked about the introduction of a more modern service. It was agreed to have a BCP service in February and to consider future ones at the next meeting.

Easter season Nigel would check with the Église Protestante if the Temple could be made available for services on 15 and 29 April, ie the 3rd and 5th Sundays.

Nigel

Roger would ask Simon Coulshaw if it would be possible to go to **Roquessels** on 17 June, ie a week earlier than usual.

Roger

Patricia would ask to go to the church at Margon on 26 August.	Patricia
Services later in the year would be discussed at the next meeting. In the meantime Roger would send a revised plan reflecting the above.	Roger
12.4 Lent course Roger suggested a course written by Hilary Brand and based on the writings of C S Lewis. This was agreed; he would order the books and work out how to provide the required clips from three films.	Roger
12.5 Other Services and Events	
It was decided to hold the Annual Meeting on Palm Sunday, 25 March, followed by a shared lunch.	
13 Any Other Business	
Emergency Contacts Scheme This is something talked about previously and which Roger would pursue.	Roger
Extending invitation to twin parish This would be discussed at a future meeting.	
14 Date and place of next meeting Wednesday 21 February, at Jenny's home, following the first Lent Group, which she would host.	

The meeting closed at 5.11 pm with members saying the Grace.