

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at 6 Lotissement les Pins, Puissalicon, at 10 am on Monday 11 July 2016

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

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

| | | Action |
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| 1 | Apologies for absence Julie Johnson | |
| 2 | Minutes of the meetings held on 25 April 2016 and 8 May 2016 were approved and signed by the chairman as a correct record. | |
| 3 | Matters arising | |
| 3.1 | 3.2 Shared lunches and fold-up tables Alison had succeeded in finding and buying two fold-up tables, for which she was thanked. Thanks were also recorded to Francis Bigot for providing longer screws to make them properly secure! | |
| 3.2 | 3.3 Planned giving pew cards had been made and were in use. | |
| 3.3 | 4.3 Organisation of Treasurer's work Francis Bigot would look after receipts and payments and keep files; Nigel would be responsible for reporting. Francis was now a signatory on the bank account. | |
| 3.4 | 5.3 Options when Roger's licence expires Roger had been told by Bishop David that he would be willing to re-licence him when he was 70, if Roger and the chaplaincy wished. Roger and the Council would continue, in the intervening two years, to think about and plan for the future of the chaplaincy. | |
| 3.5 | 6.1 UK Gift Aid forms Action outstanding. Nigel would give Andy the necessary information for the website. | Nigel |
| 3.6 | 6.2 Message from Bishop in Uganda Roger had investigated further and decided that the email was a scam. | |
| 3.7 | 7 Change of safeguarding contact names Action outstanding. Jenny would up-date the notice at The Temple. | Jenny |
| 3.8 | 15 Servers After further thought, considering the arrangements for and lack of "ceremony" in the services, Roger had decided against introducing servers. | |
| 4 | Finance | |
| 4.1 | Payments pending Since preparation of the financial statements for the meeting, cheques had been written, and/or were written at the end of the meeting, | |

as follows:

- 18,64 (14,40 € for publicity: 4,22 € for printing and consumables)
- 226,72 € annual insurance premium
- 150,00 € 3rd quarter payment to the Église Protestante
- 100,00 € to the chapel at Puissalicon, for use on Maundy Thursday and for the Prayer Group (including that agreed at the April meeting)
- 400,00 € to Bishop Robert's Lent appeal (as agreed at the April meeting)
- 100,00 € to Saint-Joseph de Mont-Rouge for use of a chapel for the Prayer Group

Still outstanding was a refund to Andy in connection with the website. Nigel would speak to him. Nigel

4.2 **Income and Expenditure update and Budget report** The previously circulated statements were reviewed and accepted, with 2,42 € needing to be moved from “Publicity” to “Printing and Consumables”. Nigel reported that the budget was largely on target.

4.3 **Planned giving scheme** The scheme had been well accepted and was being well used. Planned giving was broadly meeting the chaplaincy's standing costs.

4.4 **Charitable giving for 2016**

Roger would talk to the congregation in October about this and planning for the future of the chaplaincy, as agreed at the April meeting. Roger

At the end of September Patricia would email those on the chaplaincy mailing list asking for suggestions of charities to be supported, complete with website address and reasons for the suggestion. Suggestions would inform the council's decisions at their next meeting. Patricia

5 **Correspondence** Previously circulated correspondence was noted and/or dealt with elsewhere in the meeting.

6 **Safeguarding**

6.1 **Safeguarding checks** Delia was being checked. Roger was being re-checked, on the five year cycle. Patricia and Nigel needed to start their checks. Jenny would let them know what to do. Patricia
Nigel
Jenny

6.2 **Online training** Delia, Julie and Nigel needed to do the training for working with children and young people. All those concerned needed to do the newly-available training for working with vulnerable adults. Julie
Delia
Roger
Jenny
Patricia
Nigel

6.3 **Policy Review** Nigel confirmed that the form completed after the April meeting had been returned to the diocese.

Jenny had received a Routine Annual Audit Return form to be completed and submitted between 1 April and 31 May each year.

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| 7 | <p>Music Team Report</p> <p>Alison reported that the Agnus Dei would now be sung at each service and the team would look at introducing more sung prayers.</p> <p>The team comprised Alison, Bobbie Trickett and Carol Gardner. Alison would look for one other member.</p> <p>Roger thanked the team for their continuing work.</p> | Alison |
| 8 | <p>Website and Publicity</p> | |
| 8.1 | <p>Patricia had noticed that a letter sent to Andy for publication had not appeared. Christine would check.</p> | Christine |
| 8.2 | <p>Nigel would send Andy the Chaplaincy Council draft agenda prior to each meeting, for posting on the “Agenda, Minutes & Notices” tab.</p> | Nigel |
| 8.3 | <p>It was agreed to ask Andy to add a note on the website home page inviting anyone who wished to email achstp@gmail.com to ask to go on the chaplaincy email list.</p> | Delia |
| 9 | <p>Julie Johnson's Reader Training This had come to a temporary halt as Julie recovered from her operation.</p> | |
| 10 | <p>Archdeaconry Synod Report Delia's report had been distributed and was accepted. It would go forward to the annual report.</p> | |
| 11 | <p>Reports on recent activities</p> | |
| 11.1 | <p>The Queen's birthday celebration on 12 June, had been a happy and successful event.</p> <p>Bottles and glasses remaining from that event had “gone missing” and would be sought.</p> | Patricia |
| 11.2 | <p>Roquessels service on 26 June The service and shared lunch had been well-supported and enjoyed. 530 € had been raised - by donations (excluding planned giving) at the service, sale of wine and a raffle - and sent by the Coulshaw family to the chosen charity (Aide aux Jeunes Diabétiques).</p> <p>It was agreed that when shared lunches are planned the email notice would make clear provision of/for basics, such as bread, water and wine.</p> | Patricia |
| 12 | <p>Future Events</p> | |
| 12.1 | <p>Harvest, 25 September It was agreed that after the service there would be a shared lunch in the hall opposite The Temple, to which Simply Church and the two local French churches would be invited, as our guests. A Bring & Buy and/or other stall(s) may be organised if anyone was interested in taking this on (possibly for the benefit of Restos du Cœur). Roger would talk to Roger Armson. Nigel would book the hall and invite the RC and Protestante churches. Patricia would invite Simply Church.</p> | Roger Nigel Patricia |
| 12.2 | <p>Confirmation 15/16 October An apero after the service would be planned. Other arrangements would depend on the date and the Bishop.</p> | |

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| 12.3 | Other services and events | Nigel |
| | <ul style="list-style-type: none"> • 27 November, Advent Sunday, BCP • 4 December, main service (moved from 2nd Sunday) Nigel to check availability of the Temple • 11 December, 3 pm – Nine Lessons and Carols at Fontès • Saturday 24 December, Christmas Eve, 6.30 pm, followed by mulled wine and “nibbles”. Nigel to check availability of The Temple. | Nigel |
| 13 | New chalices Roger had reservations about buying chalices without seeing them. Christine suggesting asking her friend (who attends our services when he is in France and would know what to look for) to look out for a suitable buy. | Roger Christine |
| 14 | Any Other Business | |
| 14.1 | Portable table Thanks were recorded to Roger Armson who had made and given a small portable table. Nigel would send him a letter of thanks. | Nigel |
| 14.2 | Broken table Patricia asked that a table be purchased to replace the one belonging to the Église Protestante which had been broken by our use. This was agreed and Alison agreed to look for one. Roger would measure the existing one and pass her the details. | Alison Roger |
| 14.3 | Collection bags As the bags belonging to the Église Protestante were not always available to us, Alison would ask a friend to make some for our chaplaincy's use. | Alison |
| 14.4 | Chalice Administrators Two of those currently licensed having left the church, Patricia had difficulty filling the rotas. After discussion, it was agreed that Roger would apply to the Archdeacon for the Bishop's permission for Sally John and Alison Kane to be licensed and also Andy Marshall (subject to Christine checking with him if he would be willing). | Roger Christine |
| 15 | Date and place of next meeting Monday 7 November at Jenny's home. | |

The meeting closed at 12.08 pm.