

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at by Zoom on Wednesday 2 February 2022

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

Members present were marked on the sign-in sheet. The chairman welcomed everyone and opened the meeting with prayer at 10.05 am. Recording the meeting was agreed, as was dealing with draft agenda items 11 under “Matters Arising”.

| | | Action |
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| 1 | Apologies for absence Graham Gardner and Jac Phillips | |
| 2 | Minutes of the meeting held on 18 November were approved and signed by the chairman as a correct record. | |
| 3 | Matters arising | |
| 3.1 | 3.1 Altar Linen No progress. Roger would speak to Jac. | Roger |
| 3.2 | 3.3 Projector Roger had found that a projector similar to the one owned by the Église Protestante would cost €270 and a lamp about half that. This was low-resolution, suitable for text but poor quality for pictures, etc. A mid-range projector would cost around €400 and an HD one around €700 and €200 for a lamp. <i>[Post-meeting note: lamps are included in the projector cost, the lamp cost given above is for a spare]</i> As using a projector would involve a significant change in our worship and would need volunteers with suitable equipment and understanding to prepare the material and use the projector, it was decided to ask the congregation at the AGM if they would welcome such a change. | Roger |
| 3.3 | 3.4 Recording of Services Roger said a device which came with the new sound system made recording easy and editing took very little time. He would continue recording services. Roger felt, for the future, that a “Technical Team” was needed. | Roger |
| 3.4 | 10.1 Sound System progress Nigel would follow up with the Église Protestante our request to replace our cupboard. | Nigel |
| 3.5 | 10.3 Crack in Temple Wall Nigel would follow this up with the Église Protestante. | Nigel |
| 3.6 | 10.2 Insurance Outstanding. Nigel would contact the insurers. | Nigel |
| 3.7 | 7.3 Social Media & Internet Policy Patricia had cancelled the chaplaincy’s unused Facebook account. | |

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| 4 | Finance | |
| 4.1 | Payments Pending - a small expenses claim for a Zoom licence and for Communion bread. | |
| 4.2 | Income and Expenditure year to date Income exceeded expenses for the first three weeks of the year. | |
| 4.3 | Income and Expenditure year ended December 2021 Delia felt that, to help council members to understand and take collective responsibility for the Annual Report and Accounts, they should see full, rather than summary, year-end figures. This was noted for the future. | |
| 4.4 | 2021 Budget Income had been 2% over budget and expenses 40% over, largely due to purchasing the sound system. | |
| 4.5 | Successor to John Holmes as Independent Examiner Patricia had a suggestion which she and Nigel would follow up. Julie would follow up, indirectly, another suggestion. | Patricia Nigel Julie |
| 5 | Preparations for 2022 Annual Meeting | |
| 5.1 | Approval of 2021 Report & Accounts A draft had been circulated prior to the meeting. Roger thanked Nigel for the huge amount of work he put into this. Small changes were identified: Front page Chaplain: Revd Roger Smith, not “Chaplain in Charge”. Hon Treasurers: John Gifford & Nigel Summersall, not “Graham Gardner”. Page 5, Safeguarding dashboard At end of first line “... which Churchwardens have access to view, . . .”, not Nigel. Page 6, Temple: Last line, correct cost of sound system to €832. I&E Statement and Balance Sheet Amend titles to say 2021 , not 2020. Balance Sheet and Funds Statement Amend “Unrestricted Funds” to agree. | Nigel |
| | Nigel said the Independent Examiner’s Statement was outstanding as he was awaiting some documentation from Graham. Ideally, electoral roll figures in the report should indicate changes over the calendar year. Patricia would look into this. | Patricia |
| 5.2 | Nigel would produce Notice of Meeting, Agenda and Report & Accounts . Patricia was working on up-dating the electoral roll. | Nigel Patricia |
| 5.3 | Elections Members were reminded that nominations would be invited for three chaplaincy council members. | |
| 6 | Correspondence Year-end information and forms had been received from the Diocesan Secretary on 1 February. This led to Patricia giving information about new electoral roll guidelines. In future, changes to the electoral roll have to be reported at each chaplaincy council meeting | |

with the names of those taken off and added. Also the Electoral Roll Officer has to have written confirmation before names may be removed. Patricia reported that in 2021 four people left: Trish and Roger Armson, Carla Bates-Gasiorowski and Jean Gasiorowski. Three people joined, Robert and Edwig Wilson and Thea Wilmot Hall. The electoral roll was, in future, to be published without addresses. Patricia would deal with this for the next service. She expected two more names to be added before the AGM.

Patricia

7 **Link with Fenoarivo parish in Toliara Diocese in Madagascar**

Roger had written to Revd Florent, who had responded. A meeting with the Links Co-ordinator was planned for March. Phyl felt strongly that, for a link to work, the congregation needed to support it. At the AGM, Roger would talk to the congregation and formally propose that they endorse the council's decision to go ahead.

Roger

8 **Safeguarding**

8.1 **Approval of Chaplaincy Safeguarding Policy, Use of Social Media Policy and Policy on the Recruitment of Ex-Offenders**

These were re-approved. Roger would take copies to the next service, for signature by the Churchwardens and sending to the Diocese with the annual returns.

Roger

8.2 **Secure storage of safeguarding records during a clergy vacancy**

Roger had opened a Google account for the chaplain (chaplain.allsaintsherault@gmail.com) and copied his safeguarding folder to its 'Drive' online storage area.

8.3 **Safeguarding Training**

Julie said she had yet to complete C2 training.

Julie

9 **Website**

Roger assumed Andy wished to stand down so had taken over the website email and would pay the fee for the domain. He had also had the diocesan website incorrect details changed and was keeping our page on "A Church Near You" up to date.

Delia was continuing to act as webmaster.

10 **Music Team Report**

Sue said the team would be meeting soon to choose music from March onwards. When there was a choice within the set readings, Roger chooses. He would, therefore, supply the team with a list.

Roger

11 **Caring for Creation**

A new website page, collating and recording research and actions in 2021 and asking all to do their bit, had been added. There seemed no more the council could do at present.

12 **Christmas Eve Service**

seemed to go well.

13 **Future Events**

13.1 **Confirmation (Ellie Wilmot Hall)**

Roger had written to those responsible for choosing venues to ask for one as close as possible and was awaiting a response.

13.2 **Living in Love and Faith & Lent Course**

The diocese would still like all its congregations to report on the Living in Love and Faith initiative, by April. The council considered this, again, for Lent and decided it

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| | would work best for small groups. Jim would try to set this up. | Jim |
| | Given the current Covid situation, Lent Coffee Mornings along the lines of those held in 2021 would be arranged. Roger would look for suitable material. | Roger |
| 13.3 | Lent, Holy Week and Easter Services It was agreed to have a Maundy Thursday service in the Temple and a Good Friday service at Puissalicon but not to have a Palm Sunday service. | |
| 14 | Any Other Business None | |
| 15 | Provisional date, place and time of next meeting 10.30 am on Wednesday 18 May, at Delia and Roger's home, subject to this suiting members elected at the AGM . | |

The meeting closed at 11.51 am with members saying the Grace.