

All Saints, Hérault

Minutes of the Chaplaincy Council Meeting held on Wednesday 27 September 2023 by Zoom

Present: Revd Roger Smith (Chairman), Patricia Bigot, Graham Gardner, John Gifford, Jim Mallett, Phyl Mallett, Jac Phillips (from 6.3), Sue Robinson, Delia Smith, Nigel Summersall, Ian Thomas.

The sign in sheet was marked and it was agreed to record the meeting. The chairman opened the meeting at 10.08 am with prayer. He asked to add “dates for the coming year” at Any Other Business. This was agreed.

Action

1 **Apologies for absence** None

2 **Minutes of the meeting held on 17 May 2023** were approved and signed by the chairman as a correct record.

3 **Minutes of the joint chaplaincies’ meeting held on 6 September 2023** were approved and signed by the chairman as a correct record.

4 **Matters arising**

4.1 **3.1 Agreement for use of the Temple** Nigel reported that the agreement for 2022-23 had never been signed. One for 2023-24 was now being drafted.

4.2 **5.3 Bobbie’s Bookstall** Bobbie was still raising money for the work of La Croix Rouge in Ukraine. €153 was currently held awaiting transfer, which the treasurers said they intended to do at the end of the year.

4.3 **6.5 New Statuts** and re-registration were approved at an EGM on 4 June and had been lodged with the Prefecture.

5 **Finance**

5.1 **Payments pending** The current quarter’s payment of €300 for use of the Temple was due.

5.2 **Income and Expenditure year to date**

Reports had been distributed prior to the meeting, showing a surplus of income over expenditure year to date of roughly €7000.

A donation of €50 to the chapel at Puissalicon, following use of the church on Good Friday, had not been made. It was agreed that the donation would be made at the end of the year.

Nigel

5.3 **Budget** This would need to be adjusted when recruitment costs were known.

5.4 **Charity donations from general fund**

After discussion, it was agreed to put to the congregation a plan to share 10% of General Fund income at the end of the year (expected to be around €1000) equally between Languedoc Solidarity with Refugees, the parish of Fenoarivo, the Unicef

Roger

appeal for Morocco and Libya, and aid to Armenia (when it was known how best to do this).

6 **Chaplaincy development**

6.1 **Update on the Three Chaplaincies project** The timetable had slipped in that the posts had not been advertised on the proposed dates. The Archdeacon was arranging to meet representatives of the four groups involved, by Zoom, in the week beginning 1 October. He had said that he would send a draft advertisement to the representatives before the end of September.

6.1.1 **Review of Financial Questionnaire** This had been dealt with by the Archdeacon, who had sent a revised document to all CC members on 6 September.

6.1.2 **Review of three year joint chaplaincies' budget** This would need to be reviewed when details became clearer.

6.2 **Ratification of representatives for recruitment meetings** Patricia Bigot and Ian Thomas were confirmed as All Saints' representatives.

6.3 **Congregational Worship Leaders** Nothing had yet been arranged. Roger would pursue this. Roger

7 **Electoral Roll update** Patricia reported no change.

8 **Link with Fenoarivo** Carol Gardner had sent a comprehensive report (appended) which Delia would put on the chaplaincy website. Roger would let Revd Delphin know when it had been posted. Roger

9 **Correspondence** Patricia reported that Bishop David was due to retire and suggested writing to thank him for his support of our chaplaincy from its inception. Nigel offered to draft a letter. Nigel

10 **Safeguarding**

Steven Hopkins, our Safeguarding Officer, had sent the following report prior to the meeting:

What Safeguarding is (and is not)

In the annual report to the chaplaincy council delivered at the beginning of the year, the distinction between pastoral care and safeguarding was clarified. Where pastoral care involves looking after members of the congregation in need of support (in the widest sense), safeguarding seeks to ensure that all relationships among church members, including, but not limited to, pastoral care, are held to strict deontological standards.

In this report, a further distinction can be clarified, that between health and safety and safeguarding. In May, our Reader, Julie Johnson, raised a legitimate concern about safe access to one of the venues used for our church services, the chapel in Roquessels. When contacted, the Diocesan Safeguarding Team clarified that, issues such as safe access were matters of health and safety, not safeguarding.

Safeguarding concerns

At the time of writing, there are no outstanding safeguarding issues and in the

period since the last report, no safeguarding concerns have been brought to my attention nor, as far as I know, to the attention of the chaplain or the churchwardens.

Safeguarding dashboard

At the time of writing, all lights are green apart from Training for Key Roles, which remains red. Either some members of the CC have not completed required Safeguarding training or, where such training has been completed, they have not forwarded me proof of having completed it.

From the beginning of next year, safeguarding training certificates (which are valid for 3 years now rather than 5) will start expiring and it will be necessary for members of the CC to renew their certificates as necessary.

Chaplaincy commitment to safeguarding

The prominence given to safeguarding information on the chaplaincy's website, on church notices, and at the entrance to the chapel is a fair reflection of the extent of the chaplaincy's commitment to safeguarding.

The 19th. November has been designated National Safeguarding Day. I have sent information to Roger, Julie, Patricia and Nigel. There is no obligation to participate, but I think it would be constructive at the very least to recognise the importance of Safeguarding either in the intercessions and/or the choice of hymns. Ideally, it would be nice to modify the service to allow for a discussion around Safeguarding among the congregation, which to date has remained, sadly, unresponsive to encouragement to take the Basic Awareness training (C0).

In the last report, attention was drawn to health and safety in the kitchen: the first aid kit needed to be readily accessible and visible; warnings and instructions regarding the use of electrical equipment, such as the coffee urn, needed to be published. I am not aware that these issues have been addressed.

- 10.1 **National Safeguarding Day, 19 November** After discussion, Roger said he would mark this in the service. Jim asked Patricia to point it out to whoever was doing intercessions on that day. Sue made a note for the Music Team, re choice of hymns. Ian suggested that a brief discussion of safeguarding in our context, at the service, would be good. Sue suggested asking Steven to draft a one page “hand out” explaining concisely how safeguarding is relevant to our congregation. Roger said he would talk to Steven after the service on 1 October. Patricia
Sue
Roger
- 10.2 **Health & Safety concerns** Members believed that these had been addressed: there were notices on equipment and written instructions and an accessible first aid kit.
- 11 **Music Team Report**
Sue was thanked for the following report sent before the meeting. She asked Roger to supply readings for the next three months. Roger
Alison, Carol and Sue met in August to prepare the hymns for the services from 30th August to 19th November, and will meet up again in November to prepare for the services taking us through the Christmas period to the end of January 2024, based on the prescribed readings.
We are extremely grateful to Nigel and Ian for organising and preparing the music

for our services - it's good to be able to share this essential work and have someone else who has the technical 'know how'. We haven't had any further preferences or thoughts for music and hymns put forward by the congregation, but please feel free to offer any thoughts to a member of the Music Team - Alison, Carol, Sue or Ian.

- 11.1 **Live Music** Ian said live music was currently down to him and Tim (on trumpet). He said if live music was wanted the chaplaincy needed to think about buying a suitable keyboard, at a cost of perhaps €500/600, and seeing if anyone other than him would be willing to play it.

This led to a suggestion that Tim be asked to play The Last Post on Remembrance Sunday (5 November). Sue volunteered to ask him.

Sue

- 12 **Website** Delia continued to keep this "ticking over".

- 13 **Service at Roquessels on 28 May**

Roger said he was sorry about the unhappiness surrounding this service. He continued to strive for unity in diversity.

An email from Alison Kane was considered and discussed, along with members' personal opinions and opinions reported to them.

The consensus was:

- many members would be very disappointed if these occasional services stopped
- members unable get to the chapel could attend just the lunch
- the service should be live-streamed
- exceptional care should be taken to make it as safe as possible, including perhaps offering an accompanied, guided walk from the village to the chapel and helpers immediately outside the chapel.

- 14 **Remembrance Sunday and Christmas Eve**

Remembrance Sunday would include, as usual, remembering loved ones by the lighting of candles.

Christmas Eve Before arrangements could be made we needed to know if the Temple would be available to us for a service at 6.30 pm. Nigel would ask for this to be written into the agreement.

Nigel

- 15 **Any Other Business**

- 15.1 **Service dates for 2024**

Nigel was asked to request the following dates:

14 February: Ash Wednesday

28 March: Maundy Thursday

31 March: Easter Day

Nigel

- 15.2 **Discussion Groups** Ian asked for occasional informal meetings where members could discuss a topic related to their faith. After discussion, various suggestions and general agreement to form such a group, Roger said he would take this further.

Roger

- 15.3 **Chaplain's travel allowance** Delia proposed and John seconded that the Archdeaconry rate per kilometre should be used: currently €0.35. Agreed.
- 16 **Next Meeting** Wednesday 6 December at 10.00 am at Ian's home, by hybrid Zoom if necessary.

The meeting closed at 12.13 pm with members saying the Grace together.