

All Saints, Hérault

Minutes of the Chaplaincy Council Meeting held on Wednesday 5th June 2024 at 10.30 am at 30 avenue de Canet, 34230 Le Pouget and by hybrid Zoom

Present: Revd Roger Smith (Chairman), Patricia Bigot, (Zoom) John Gifford (Zoom), Jim Mallett, Phyl Mallett, Sue Robinson (Zoom), Nigel Summersall, Ian Thomas (Zoom) Graham Gardner

Apologies: Julie Johnson

The sign in sheet was signed, and marked for those attending by Zoom, and it was agreed to record the meeting.

The chairman welcomed everyone, thanked Nigel for his hospitality and opened the meeting with a prayer.

Nigel agreed to take the minutes of the meeting. The meeting agreed that Roger could add another matter under item 6.

Action

<p>1. Apologies for absence</p> <ul style="list-style-type: none"> • Julie, Jacq <p>2. Minutes of CC meeting on 31 January 2024</p> <ul style="list-style-type: none"> • were approved <p>3. Matters arising not elsewhere on the agenda</p> <ul style="list-style-type: none"> • None <p>4. Election/appointment of Church Council Officers</p> <p>Officers required by diocese:</p> <p>Lay Vice-chair</p> <ul style="list-style-type: none"> • Nigel Summersall <p>Secretary</p> <ul style="list-style-type: none"> ▪ Nigel Summersall (also responsible for minuting meetings until a new Minutes Secretary is appointed) <p>Treasurer</p> <ul style="list-style-type: none"> • Graham Gardner <p>Lay Members of Standing Committee</p> <ul style="list-style-type: none"> • Graham Gardner, Jim Mallett <p>Electoral Roll Officer</p> <ul style="list-style-type: none"> • Patricia Bigot 	Nigel
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<p>Safeguarding Officer & Safeguarding ID checker</p> <ul style="list-style-type: none"> • Steven Hopkins <p>Steven had requested that we appoint a Safeguarding Officer designate to take over from him at or before the next AGM. Ian Thomas was willing to do this, subject to a conversation with Steven.</p>	Ian
<p>Environment Link/Officer:</p> <ul style="list-style-type: none"> • Jim Mallett to research what is involved with a view to taking up the post. 	Jim
<p>Youth Officer</p> <ul style="list-style-type: none"> • both posts hitherto not filled given our situation. This may change with travelling programme of new priest. 	Patricia
<p>Local officers:</p>	
<p>Setting-up teams:</p> <ul style="list-style-type: none"> ▪ Roger and Delia to join in with existing four teams (John and Trevor, Jim and Phyl, Bobbie and Jenny, Stephen and Nadia) 	Roger
<p>Minutes secretary:</p> <ul style="list-style-type: none"> ▪ Rosemary Barrow had expressed willingness and Nigel would talk to her. There is a question about whether she could attend by Zoom when in the UK. There was also discussion of a possible role for Edwige Wilson. 	Nigel
<p>Website manager & publicity:</p> <ul style="list-style-type: none"> • Roger willing to continue in place of Delia. 	
<p>Events organiser(s):</p> <ul style="list-style-type: none"> • questions over Jac's continued availability (moving to Béziers). John Gifford agreed to head the team and Susan and Phyl volunteered to be team members. 	John, Susan, Phyl
<p>Rotas:</p> <ul style="list-style-type: none"> ▪ Patricia to continue drawing these up. 	
<p>5. Finance</p>	
<ul style="list-style-type: none"> • Donations: noted Diocesan finance requirement that contribution to Carol Gardners' visit be reported as exceptional expenditure. • Payments pending: none • Income and expenditure year to date: in reply to Roger's query explained that "Donations" covered Wines Sales donated to LSR, donations for Carol's visit and the balance for a fund to be announced 	
<ul style="list-style-type: none"> • Nigel agreed to change 'Fund Raising Events' to 'Lent lunch donations' on Income & Expenditure. 	Nigel
<ul style="list-style-type: none"> • Nigel agreed to arrange for the normal donation of 50€ to be made 	Nigel

<p>to Chapelle St Guiraud, Puiissalicon for the Good Friday service and to do this on every occasion that we use the chapel.</p> <ul style="list-style-type: none"> • Nigel agreed to add the 500€ disaster fund to the designated funds. • I & E in line with budget so far but Roy’s arrival will test the budget going ahead. • Digital giving [see meeting papers]: Treasurer’s recommendation not to progress this unanimously supported. 	Nigel
<p>6. Chaplaincy development</p> <p>Progress of the ‘Three Chaplaincies’ project:</p> <ul style="list-style-type: none"> • Archdeacon’s latest update noted • Problems with the dates far as the other two chaplaincies were concerned will probably result in Roy being inducted on a weekday at All Saints. • Roger to continue in post at All Saints until 30th June but is requesting PTO so that he can officiate at his farewell service on 7th July and thereafter. • Letter of Appointment model text to be located and submitted to Archdeacon. • John had concerns over All Saints being sole signatory to the Letter of Appointment (solely liable) <p>Communion wafers: unanimously agreed that non-gluten wafers should be used for communion. Suitable containers will be needed to keeping the wafers once unpacked. Roger will arrange this and Patricia will buy the wafers in the future.</p> <p>Standing decisions of Council: review and nominate Minutes Secretary as new compiler/keeper: Delia’s record was reviewed and accepted, except for the “Succession Fund” which should be renamed and repurposed and not revert to nil. Roger to update the list and Nigel to hand off to new minutes secretary when identified.</p> <p>The Council agreed that the Chaplaincy should buy a desk microphone for use instead of the radio microphone, as that would be easier for the priests to use. Roger would buy this.</p>	<p>Patricia</p> <p>Roger</p> <p>Nigel, Ian</p> <p>Roger Patricia</p> <p>Roger</p> <p>Roger</p>
<p>7. Electoral roll update:</p> <ul style="list-style-type: none"> • No change in ER but noted that ER will be recompiled wef 1/1//2025. Patricia expects up to a 50% decline in the number of names on the roll. 	Patricia
<p>8. Safeguarding</p> <ul style="list-style-type: none"> • Approval of Chaplaincy Safeguarding Policy [see meeting papers]: signed 	

- Review of Chaplaincy's policy on the use of social media [see meeting papers]: done
- Review of Chaplaincy's policy on the recruitment of ex-offenders [see meeting papers]: done

Roger to submit documents to Diocese

- Possible future Safeguarding issues None identified.
- Safeguarding training for Council members: noted that Priest and Wardens had access to training records for Council Members. Diocese advises Priest & Wardens of their training update deadlines.

9 Link with Fenoarivo parish in Toliara Diocese in Madagascar:

Carol was about to depart for her visit and will report fully on the scene there. Phyl noted that Rev. Delphin assigned away from Fenoarivo parish to the School project, to which All Saints had contributed. Roger mentioned that he had received a letter from Carol thanking him for the contribution towards her travel costs.

10. Correspondence; N/A

11. Music team report: noted with thanks

12. Website: continues to be very well visited

13. Recent activities

- Lent groups: return to the pre-covid format welcomed
- Holy Week & Easter services : well-attended

14. Any other business:

- This year, there has been a Spring Synod (early June), and autumn Synods are proposed for the four French deaneries.
- Agreement that occasional theology sessions should continue.
- A vote of thanks to Delia for her exemplary work as Minutes Secretary was unanimously carried.

14. Date & place of next meeting: tentatively Tuesday 10th September by Zoom.

Roger closed the meeting with prayer at 12.30 pm.

Roger

Ian

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