

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held by Zoom at 2.00 pm on Wednesday 2 December 2020

Present: Revd Roger Smith (Chairman), Patricia Bigot, John Gifford, Jim Mallett, Phyl Mallett, Andy Marshall, Jac Phillips, Sue Robinson and Nigel Summersall.

In attendance: Delia Smith

Members present were marked on the sign-in sheet. The chairman opened the meeting with prayer. Roger welcomed the new members: John Gifford, Jim and Phyl Mallett and Sue Robinson. He explained that Eleanor would continue as a member until the next Annual Meeting but would probably not take an active part.

Members agreed that Delia should take minutes until “appointment of minutes secretary”.

	Action
1 Apology for absence Julie Johnson	
2 Minutes of the meeting held on 29 January 2020 were approved and would be signed by the chairman as a correct record.	
3 Matters arising	
3.1 13 Altar linen Jac was working on this.	Jac
4 Elections/Appointments were duly proposed, seconded and agreed as follows:	
4.1 Lay Vice Chairman Nigel Summersall	
4.2 Secretary Nigel Summersall	
4.3 Treasurer John Gifford. Nigel pointed out that John would need an electronic accounting package. Roger mentioned that accounting packages designed specifically for churches are available. Nigel would hand over the rôle after the end of the year.	
4.4 Two lay members of Standing Committee Delia had been a member. It was proposed and agreed that she be co-opted onto the council and continue in this role. John Gifford was elected as the second lay member.	
4.5 Electoral Roll Officer Patricia Bigot	
4.6 Safeguarding Officer & ID Checker Jenny Morgan was willing to continue until a replacement was found. She had completed the latest training. It was acknowledged that this was a big job and whether or not the role could be shared was discussed. Questions were asked about reporting to the council if the Safeguarding Officer was not a member. Steven Hopkins had offered to replace Jenny. Roger would check that he was still	Roger

willing and would ask Jenny about reporting and if sharing the role would be practical.

4.7 **Environment Link/Officer** Post not filled

4.8 **Youth Officer** Post not filled

4.9 **Sidespeople**

Sidespeople were needed as, to-date, Patricia had set up and cleared away for services. When she was not able to, Roger and Delia did this. Steven Hopkins and Trevor Jones had volunteered. Jim and Phyl Mallett also volunteered and it was agreed that these four should form the group Patricia could rota to share duties with her at each service.

Roger was waiting to hear from Jenny what level of safeguarding training sidespeople needed.

4.10 **Minutes Secretary** Delia Smith

4.11 **Website and Publicity Manager** It was decided to re-combine Website and Publicity. Andy Marshall was willing to continue. Delia was willing, with training, to share this role. Julie Johnson had offered to “keep an eye” on the website and offer articles. These three were appointed.

4.12 **Events Organiser** Jac Phillips

4.13 **Music Team** Alison Kane, Carol Gardner and Sue Robinson

5 **Eucharistic Assistants**

The current licence expires at the end of December. The meeting agreed that the bishop would be asked to licence the following:

Patricia Bigot
Steven Hopkins
Nadia Hopkins
Julie Johnson
Alison Kane
Jim Mallett
Phyl Mallett
Barbara Marsh
Barry Marsh
Andy Marshall
Jenny Morgan
Nigel Summersall
Roberta Trickett
Sian Wilmot Hall

Roger would run a short training course for the new Eucharistic Assistants. Andy suggested that it would be good for them all to do this course.

6 **Finance**

6.1 **Payments pending** Outstanding were a payment of 89€ to Patricia for printing

Roger

	<p>and consumables and 33,58€ to Roger for a Zoom licence for two months. After discussion it was agreed to buy a one year Zoom pro licence for 139,90€ with the churchwardens and Roger as owners.</p>	Roger
6.2	<p>Picrights payments</p> <p>A total of 700€ had been paid to Reuters, Associated Press and Agence France-Presse for infringing copyright by posting photographs owned by them on the chaplaincy website. 500€ of this cost had been paid by members of the outgoing council, who are thanked for their generosity. The other 200€ had been covered by a reduction granted on the chaplaincy’s contribution to the diocese. The website was now clear of anything that might be an infringement.</p> <p>Roger had written to the CEO of Reuters, as suggested by Andy. He had received no reply and didn’t expect one. He had also written a letter to the Church Times to warn others. The letter had not yet been published but he hoped it would be.</p> <p>Andy commented that being targetted by Picrights, acting for Reuters, etc, had probably arisen from a recent French court ruling.</p>	
6.3	<p>Income and Expenditure year to date A statement had been circulated prior to the meeting and was accepted.</p>	
6.4	<p>2021 Budget</p> <p>The draft presented by Nigel was accepted with the addition of 1000€ under Chaplain’s Expenses as Roger planned to begin to claim expenses in order to give a clearer idea of what might need to be budgeted for under a future chaplain. Expenses claimed by Roger would be donated back to the chaplaincy.</p>	Nigel
6.5	<p>Charities for 2020</p> <p>The agreed 10% was 800€, given reduced income due to the Covid-19 pandemic. Nigel suggested, and it was agreed, that payments to the Succession Fund be suspended until 2021 and the money used to make the charities fund up to 1500€.</p> <p>Using suggestions made by the congregation, the following donations were agreed:</p> <p>400€ La Ligue Contre le Cancer, Montpellier 400€ Médecins Sans Frontières 300€ Languedoc Solidarity with Refugees 150€ Bishop Robert’s Advent Appeal 150€ Polio France 100€ The Barnabas Fund “Give a Goat” Scheme</p>	Nigel
6.6	<p>Charities Contingency Fund Roger proposed and it was agreed that 500€ should be designated automatically at the start of each year, with the standing committee to decide on its use during the year. Should more than 500€ appear to be needed in the year the whole council would be consulted.</p>	John
7	<p>Correspondence had been distributed prior to the meeting and was noted, especially the good news of the appointment of a full-time Archdeacon of France.</p>	
8	<p>Safeguarding</p> <p>Jenny Morgan had submitted a written report which was accepted and is appended.</p>	

	<p>Roger said he believed the Church of England had finally accepted the need for fundamental change after a shameful safeguarding history. He offered to make available to members the documentary “Exposed: The Church’s Darkest Secret”, which is required watching in the safeguarding training he and Jenny had just completed.</p>	Roger
	<p>The latest Diocesan Safeguarding Policy was accepted. Roger would sign it and pass it on for the churchwardens’ signatures and post it on the website.</p>	Roger Nigel Patricia
	<p>Jenny had supplied an updated contact sheet, for posting on the Temple door and on the website. Roger would deal with this.</p>	Roger
	<p>It was noted that the First Aid kit at the Temple would need to be checked when services resumed.</p>	Roger
	<p>Jim and Phyl Mallett reported that Jenny had advised they needed to do C2 safeguarding training as leaders of the Wednesday Group. They had booked for a date in February.</p>	
9	<p>Music Team Report</p> <p>Sue said choosing had been harder than expected recently due to not being able to meet but hymns were now chosen until February. She was assured that the team’s work is much appreciated.</p> <p>Roger mentioned the need to bear in mind copyright and to choose only YouTube music with a “share” button. He asked also that, when services were able to re-start, the team check that the number of verses of the hymns matches the music on the “karaoke” and suggest a solution if they don’t.</p>	Sue
10	<p>Website</p> <p>Roger had removed a lot of out-of-date material from the website and also the group photo of the outgoing council members. He suggested individual photos of the new council be posted on the website and captured on Zoom the photos of those at the meeting but invited members to send their own head and shoulders photo if they preferred.</p>	All
11	<p>Chaplaincy Development</p>	
11.1	<p>Succession planning</p> <p>A document written by Roger and Delia had been circulated before the meeting arising from which it was agreed to buy a lectionary and to cease relying on Nigel’s and Roger’s own equipment for music for services and to buy a sound system. Roger would look into this.</p> <p>The cupboard in the kitchen at the Temple was already overloaded and, bearing in mind that a sound system might be quite large and would need to be stored securely, Andy offered to look for a replacement cupboard for the kitchen and/or a cupboard for the garage.</p>	Roger Andy
11.2	<p>Learning from Podcasts</p> <p>The podcasts seemed to be appreciated, especially by those who would not have been able to get to services. No changes were considered necessary.</p>	

Prayer Group podcasts had many more listeners than used to attend in person. It was agreed that these podcasts should be continued after Covid-19 restrictions were lifted.

12 **Future Events**

12.1 When services resumed they would be on the 1st and 3rd Sundays, a change that was necessary to meet the needs of the Église Protestante. There was no current plan to re-start services at the Temple.

12.2 **Lent Course** A decision would need to be taken at the next meeting.

13 **Any Other Business** None.

14 **Next Meeting** **Wednesday 3 February at 10.00 am** by Zoom, in order to give time for the Annual Report & Accounts to be approved by the council before going to the auditor with a view to holding the Annual Meeting on Sunday 21 March.

The meeting closed at 4.08 pm with members saying the grace together.

Safeguarding report for CCM Dec. 20

Safeguarding remains at the heart of the chaplaincy's priorities and continues to be the concern of the whole congregation. We need to keep it in mind in everything we decide. The independent report into the Church of England on its safeguarding history has been very condemnatory and hence the need for safeguarding to be seen to be working has risen enormously.

Many changes have taken place and are still occurring and the Diocesan Safeguarding team, with whom we liaise, is constantly changing. Now Grace Fagan is the Diocesan Safeguarding Adviser (DSA) so I have amended the telephone numbers and names accordingly and these need to be affixed to the church door/ notice board and put on the website if thought necessary. There will shortly be a new training manager appointed to the Diocesan Team and so the new training modules may well be changed again, especially those for Europe as we are still training under the same system as the UK and many things in Europe are different.

At the moment Roger and I have completed the new C2 training which has been done on-line , due to covid, instead of face to face. This level needs to be completed by Patricia, Nigel, Julie , Phyl and Jim. Anyone appointed to work with children or young people would need to complete this level too. There is a course at the beginning of December. It consists of 2 morning 1 ½ hr sessions a week apart but the new basic awareness training and level C1 training must be completed on-line before the C2 session. The Basic Awareness training should be completed by anyone on the chaplaincy council and it is recommended that it is done by anyone in the congregation who feels so inclined . The training modules can be found at <https://safeguardingtraining.cofeportal.org/> Please let me know when the training modules have been completed.

I enclose the new telephone numbers list and the new form for the chaplaincy policy document which has to be completed annually.

Also enclosed a brief summary of the chaplaincy's role and responsibilities regarding safeguarding.

Parish Roles and Responsibilities

Adopt and implement the Safeguarding Policy

Appoint a Safeguarding Officer

Safer recruitment , support and training. Also need a policy statement on recruitment of ex-offenders, need to ensure all working with children , young people and vulnerable adults are safely recruited.

Ensure Church officers are aware of safeguarding policy/ guidance and are trained.

Provide appropriate insurance cover for all activities undertaken.

Display :- Policy statement signed on behalf of the chaplaincy council;
Ensure info is displayed on how to contact the safeguarding office and get help outside the church
Ensure safeguarding arrangements are on the front page of the parish website.

Respond: Have procedures in place to deal promptly with any allegation.
Report all safeguarding concerns against parish officers to Parish Safeguarding officer , incumbent and DSA.
Ensure all known offenders or those who may pose a risk are effectively managed and monitored in consultation with DSA.
Comply with data protection legislation ie. Safeguarding records.
Ensure Activity risk assessments are completed and reviewed regularly for each activity run in the name of the church.

Review and report progress: Parish safeguarding officer reports to chaplaincy council and this should be on the agenda at each chaplaincy meeting

Hire out of Church premises. Addendum to a” hire out” agreement should always be used if it is for children, young people or vulnerable adults.

Working in a local Ecumenical Partnership: agree whose safeguarding policy to follow.

During a clergy vacancy: Chaplaincy members must work with church wardens to ensure that all information about safeguarding matters is safely stored before passing it on to the new incumbent. The former incumbent should give the information to the safeguarding officer to give to the new incumbent.