

Meeting of Parish Core Team 10th January 2023 7.30pm

Present:	Kevin Rourke (KR), Claire Fairlie (CF), Robin Landells (RL), Canon Tim Madeley (CTM), Jenny Marsden (JM), Claudine Maude (CM), Denis Woodhouse (DW)
	Minutes Secretary: Denise Bass (DB)

1.	Opening Prayer
2.	Apologies: None
3.	Minutes of the last meeting: minutes were agreed.
4.	Matters arising from the Minutes not on the agenda: KR reported the decision of PCT to CFG re payment for meeting venue. This has now been accepted and the matter closed. The CFG have booked a slot for a meeting in St. Gabriel's Hall during the next school holiday.
5.	Correspondence: Following a cry for help by a stranger at the beginning of the month, concerns had been raised with KR about the parish WhatsApp group and the fact it could be joined by anyone and thereby they would have access to individuals' mobile phone numbers. It was decided by the PCT that the group should be made private with membership by invitation only. KR was asked to create a code of conduct for the group covering tone of postings, privacy of members information and only inviting persons known to join the group.
6.	Finance: RL reported that they are still having teething problems with the DONA machine at Our Lady of Consolation but that the company had been very helpful. There were difficulties with identifying second collection offerings on the machine. CTM recommended keeping matters very simple with just 4 options: 1 st Collection, 2 nd Collection, Shop and Donation. The Gift Aid option works as long as instructions are followed correctly. RL still awaiting the finance figures for the year. St. Gabriel's bookkeeper is working to complete the figures for the year by the end of this month. The Gift Aid Coordinator for Our Lady of Consolation has been invited to a handover meeting with the outgoing coordinator of St. Gabriel's. RL will be invited when the date is set. After this there will a meeting of the Finance Team.
7.	Update on developments at Our Lady of Consolation: The 3 altars have arrived and are in shipping containers in the back car park. CTM is a little concerned about the wooden altar remaining outdoors for a long period of time. He plans for it to be brought inside and be stored in the back sacristy. The question was raised about who was paying for the containers and CTM said he would check with the architect. No new concerns or comments have been raised about the eagle lectern. RL has spoken to a parishioner, Gary Richards, about the damaged kneelers. He has sourced leather strips and brass tacks and will make the repairs. The parish will pay for the materials. The PCT expressed their thanks to Gary for building the external crib at St. Gabriel's. The sacristy step must be painted yellow and black as it's a serious trip hazard that was observed by the bishop. RL to speak with Carl, Health & Safety Officer.
8.	Update on developments at St. Gabriel's: RL reported that Chris Dobbe will give a further quote for the fencing at St. Gabriel's once the tree stumps have been removed. Brian O'Connor still investigating quotes for this work. RL to check with Chris if he could do this work. DW to ask his father in law if this is work he would do or if he could give an expected price for this kind of work. It was felt that a time frame should now be set and that the end of February was a reasonable deadline. CTM gave a list of works needed (in no particular order): Carpet on the sanctuary

	Mechanism for the bell Internal walls painted and cracks fixed Sanctuary back wall repaired and painted to link with the red and gold of the canopy Improve the porch area and ramp to main door External stonework professionally cleaned External lighting repaired and improved The hall toilets, decorating, possible new entrance for playgroup, additional window for meeting room The sale of the site at Pulborough remains stalled. There are 80+ developers working together in the Horsham District to solve the water shortage problem. They are still working on the idea of water credits where new taps and ways of harvesting and using rain water would be put in existing buildings such as St. Gabriel's Hall. CTM raised the question of who would pay. The Diocese are looking to renegotiate the price with the developers. The Anglican church have again expressed interest in the site. In the discussion of the damage to the sanctuary carpet, fire safety and the young servers was raised. A fire blanket is needed on the sanctuary and CTM to talk with them about being safe around candles and lighters.
9.	Synod Question 3 – Celebration: CTM stated that the difficulty with Liturgy is that what suits one person doesn't suit another. Within our parish we provide for those who prefer a more traditional approach at Our Lady of Consolation and a more enveloping approach at St. Gabriel's. There is a Zoom Rosary Group, which has a strong core membership and is highly valued by those involved. There are also Zoom Advent and Lent groups focussing on the Sunday readings. This too is much appreciated by those involved but as with the Rosary there are very few new members. DB will add the written instruction to pause after each intention before concluding with 'Lord in your mercy...etc. The good response to the Synod groups in the parish speaks well of the parish. PCT proposed establishing Lenten groups based on the Synod groups. KR, DW and CF will research suitable materials by 15th January. Synod group leaders will be contacted and asked if they'd like to lead a Lent group and be given materials to choose from. All parishioners will then be invited to join a group. The Loop system works well in both churches. People are provided with readings, hymn words and prayers of the Mass at both churches in different formats. Working towards having St. Gabriel's open during the daytime involves: - Fixing the raised balustrade in the choir loft - Putting a barrier or door on the stairs to the choir loft - Locking the electronic equipment - Updating the CCTV - Having people willing to open and close the church during the week
10.	Suggestion box: There were no suggestions in either box or online.
11.	Date of next meeting: 22nd February 23 after 7pm Mass in Priest's House (Ash Wednesday)
12.	Final Prayer