

Meeting of Parish Core Team 4 th September 2025 7.30pm	
Present:	Sarah Cooper (SC), Diane Fievez (DF), Canon Tim Madeley (CTM), Simon Matthews (SM), Claudine Maude (CM), Kevin Rourke (KR) Minutes Secretary: Denise Bass (DB)
1.	Opening Prayer
	Carl Conroy joined the meeting to discuss the final arrangements for the Mass of Dedication on the 6 th September including rehearsal of servers, role of the Parish Core Team, the Orders of Service, parking arrangements etc. CTM suggested giving a Blessed Francis Bell card to all who attend and the Parish Core Team agreed this would be a lovely gesture. The Team thanked Carl for all his help and he left the meeting.
2.	Apologies: Claire Fecher
3.	Minutes of last meeting: Agreed
5.	FinanceUpdate: - SC has the past year's accounts ready for the AGM on the 13th September. SC has contacted Mark Woodhouse about the role of bookkeeper and what will be involved. She has given him the account information for the last 5 years so he has a picture of the current situation, explaining that the two church's bank accounts will be merged into one and that we are a long way off from the creation of one account for the new 'big' parish. - Just 2 items remain to be sorted: organising MW's training on the diocesan finance software and a handover meeting with the current bookkeeper for St. Gabriel's. - SC has also a breakdown of the money spent from the money held by the Diocese in the deposit account. - CTM and SC have met with Sarah Kilmartin, Chief Operating Officer at the Diocese and other finance teams from the communities which will form the new 'big' parish to discuss finance and the way forward. - The Parish Core Team then focussed on the AGM and put together an agenda for the meeting: 1. Opening Prayer 2. Minutes of the last AGM 3. Pastoral Plan Update 4. Finance Report 5. Future Projects 6. Q & A DB to put in the newsletter that questions need to be submitted by email or put through the door of the Priest's House, Billingshurst. Only these questions will be addressed during the AGM.
6.	Suggestion Box Submissions: <i>Many thanks to those who make suggestions and signed them. Each is summarised below:</i> <i>Could there be a bench put in the shade under the tree at St. Gabriel's for parents who wish to come out of Mass with their babies or toddlers?</i> A bench has been kindly purchased by a parishioner and their family. It has not yet been installed as it was felt that it needed to be sited on a concrete base and other works have delayed this project. CTM has a person in mind to approach about taking on the project and will do shortly.
7.	Implementation of the Bishop's Pastoral Plan: - CTM said the leaflets about the Pastoral Plan, where we are now and what happens next, had been distributed to the whole deanery and he had received some positive feedback. - He said there were still some unknowns such as the name of the new 'big' parish, he imagines it will be a regional name, and which of the churches will be the parish church. Bishop Richard will make these decisions.

	• He predicted that the new parish would be enacted between January and Easter 2026. • Please pencil in your diaries Saturday 22nd November as the new date for the Deanery Congress for all those with an active role in their parishes. CTM will have more details after a meeting he is attending on 5th September.
8.	New Parishioners' Evening: • Friday 19th September 7.30pm for anyone who has joined the parish in the last 5 years. General invitation to go in the newsletter. Invitations to be emailed to wedding couples, past RCIA members and those who have filled in new parishioner forms. • SC & CM will organise drinks and nibbles. • DB to make badges for Parish Core Team and the guests. • Richard Hartle has asked to speak about the choir at St. Gabriel's with a view to new recruits. • KR stressed that any volunteering for roles within the parish must be followed up swiftly.
	Date of next meeting: Wednesday 15 th October 2025 7.30pm @ the Priest's House, Billingshurst