

Meeting of Parish Core Team 9 th April 2025 7.30pm	
Present:	Sarah Cooper (SC), Claire Fairlie (CFa), Claire Fecher (CFe), Kevin Rourke (KR), Canon Tim Madeley (CTM), Claudine Maude (CM), Denis Woodhouse Minutes Secretary: Denise Bass (DB)
1.	Opening Prayer
2.	Apologies: None
3.	Minutes of last meeting: Agreed
4.	Matters arising from the Minutes not on the agenda: KR enquired if all went well with the Lent Lunches in Billingshurst. DB confirmed that they were a great success thanks should go to Jane Matthews, Tessa Richards and Sara Tremlett for taking on the organisation this year. She stressed that action needs to be taken to find a coordinator for 2026 and beyond.
5.	Finance Update: - SC confirmed that she had received the end of year finance statement for St. Gabriel's, Billingshurst on 10/03/25 and it takes some time to be checked and to come back from the diocese. She distributed a copy to the Core Team. It contains the money from the sale of the Pulborough property even though this is not held by the church and is in a deposit account held by the diocese. The document needs simplifying and expanding in order to clarify the information. SC did point out some positive trends e.g. donations and legacies were up. SC will contact Maggie Wares, EA to Chief Operating Officer at the diocese to get West Grinstead's end of year figures. - The parish is moving towards merging the finances of both churches. A meeting needs to be held with one of the Finance Team at the diocese with a prepared set of questions about the creation of one account. - Final details need to be discussed with the parishioner who will take over the role of bookkeeper for the parish. - DB asked the Core Team to consider who would take on the task of checking the weekly income, completing the cash sheets, preparing and taking the cash to the bank. - Core Team requested that the standing order total for each church should be put in the newsletter once a month.
6.	Suggestion Box Submissions: <i>Many thanks to those who make suggestions and signed them. Each is summarised below:</i> A parishioner suggested, after the International Supper where she found the Hall at St. Gabriel's too noisy, fabric murals to help with absorbing sound. KR that wholesale decorating of the Hall is needed. The Core Team felt that the sound issue could be considered during this process.
7.	Mass for the dedication of the new altars and font at Our Lady of Consolation: Bishop Richard will preside at Mass on Saturday 6 th September at 12 noon followed by a reception in the grounds. SC has access to a marquee in case of inclement weather. CTM has told the architect and building team about the event. He will invite representatives from St. Thomas' Church, Salisbury, where the font came from, plus other clergy and relevant people. CFe will organise the catering and will put together prices and proposals for the Core Team.
8.	Updates & Developments: Our Lady of Consolation - CTM meeting with architect 10th April with regard to snagging. - The font just requires the surrounding floor to be completed. The confessionals need locks installed. - There is a slight delay with the St. Francis de Sales altar as the roundel is with the conservator and it is taking longer to complete the work than expected. CTM will ask her to look at the St. Charles Borromeo altar to discuss work required and possible cleaning. - A marble plaque was found in the containers commemorating an anniversary of Cardinal Bourne has been put up in the Shrine, next to the St. Francis de Sales altar.

	- CTM has attended a meeting about the development of the Pilgrims' Way. The estimated cost is £1.7million. The parish has to put in £300,000. The diocese will add £250,000 and will head the fundraising for the work. The diocese is investigating a lottery grant. SC will forward details of other grants so CTM can forward to the diocese. Some VAT costs can be claimed back. CTM has sent paperwork to the diocese regarding the roof works at the Shrine to see if VAT can be reclaimed. - CM said the wall by the side entrance could be repaired possibly on Maundy Thursday. CTM said need to check that this is not already being covered by the builders. - The Core Team asked for the plans for the new Pilgrim's Way to be displayed ideally by the AGM. CTM said he is awaiting the revised plans from the architect. - CTM to check what sort of heating is planned for the new buildings. - The Core Team thanks Carl Conroy for supervising the current developments at the Shrine and ensuring everything ran smoothly. St. Gabriel's - SC had met with Brian O'Connor for an update on what's happening. The Core Team thanks Brian for all he does to organise the property works. - He is refreshing the quotes for the ramp at the front of the church. - The dead trees have been felled. - The council have sorted the drainage problem at the entrance to the site so the drainage on the site can now be sorted. - He has 3 quotes for the cleaning of the outside of the buildings. CTM will send to the diocese. - He is dealing with the pathways around the Hall and will get a concrete base sorted for the bench to be installed by the Garden of Remembrance. - There is a problem with the lighting in the narthex that now needs attention. - Brian is working through the Fire Risk Assessment report. - CTM will email Guildford parish to see how they preserved the stained glass windows from the seminary so the work can go ahead on the windows from St. Crispin's.
9.	Diocesan Plan: CTM reported that the Steering Committee would be made up of himself, Fr. Nelson (Crawley), Fr. Tristan (Horsham), Deacon Paul (Henfield) plus a couple of lay people. Each new large parish will have one Finance Committee made up of the Chairs of the Finance Committees of the current parishes. Each church would continue to have their own finance committee but now called Stewardship groups. The clergy of the deanery are going for an overnight stay at Ladywell to consider pastoral areas in the new parish and ideas of how to go forward. CTM plans for each member of the clergy to have oversight of a particular pastoral need.
10.	Dates for the diary: 14/06/25 Music Evening & Lourdes Pilgrimage Fund Raiser at St. Gabriel's 05/07/25 AGM followed by picnic at St. Gabriel's 13/09/25 Harvest Lunch at Our Lady of Consolation 19/09/25 New parishioners' Evening
	Date of next meeting: Wednesday 11th June 2025 7.30pm @ CF's home