

Meeting of Parish Core Team 17 th September 2024 7.30pm	
Present:	Sarah Cooper (SC), Claire Fairlie (CF), Kevin Rourke (KR), Canon Tim Madeley (CTM), Jenny Marsden (JM), 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: None
5.	Finance Update: SC - Brian O'Connor has received the required 3 quotes to replace all the fencing from East Street to the bottom of St. Gabriel's plot. A quote has been accepted and CTM has given the go ahead for this work to take place. No date has been received for the start of this work but once known each of the neighbours will need to be informed. This work will be paid for from the funds raised from the sale of the Pulborough site held by the diocese. - Accounts for Billingshurst were received this morning. It was thought that it would be helpful if SC had the ability to view the bank accounts. Need to contact the Finance Team at the diocese to see if this is possible. - KR said it was important that the Finance Team could set a budget for the year and have a clearer picture of income and outgoings. One bank account and one bookkeeper for the parish would help. Need to look for a volunteer with the necessary skills. This would help SC report to the Core Team and help us better plan. - A query was raised about the 2023 accounts where both churches were charged £200 website fee. No one knew what this was for. DB to look back and see if this amount was taken again this year. Ask question of the diocese. - With regard to the Planned Giving Drive there has been a small increase in the number of standing orders and some people increased the amount of their standing order. More people opted into the Gift Aid scheme. KR asked could this be quantified, and SC said it could and she would look to do that. As for volunteers many people listed the roles they already held. There were some new additions to the Welcoming Team, Readers and Children's Liturgy. - The Gift Aid has all been handed over to Bertha Belmore now and once she has had more time to become completely at home with the process she and SC will look into opportunities for grants. - The architect responsible for the development of the Pilgrim's Way is now looking for a quantity surveyor to project a budget and there may be a grant to pay for this. - A Finance Team meeting is needed before the next Core Team meeting.
6.	Updates and developments: St. Gabriel's - Balustrade in St Gabriel's choir loft. The Core Team asks for this to be completed by the end of October. The finance is in place. CF got an acceptable quote for the work and the team worried this quote might be lost in the delay. - SC suggested that the Hall renovations: floor, toilets, baby changing facilities, fire doors and ramp all be parcelled together and put out to tender. Perhaps a small sub-committee including the Hall Bookings Coordinator could look into this. - SC concerned about drainage in the car park so will liaise with Brian O'Connor. CF to investigate drain clearing and get a quote. - The architect gave CTM and Brian O'Connor the contact details of the contractors working at the Shrine for the creation of a ramp for church entrance at St Gabriel's and the cleaning of all the stonework including the house and garage. A representative came and discussed the project and we are now awaiting their quote. CTM felt it was best to wait for the external works to be completed before internal works are commenced to ensure there are no problems with the building being watertight and there are no damp issues. Our Lady of Consolation - The architect has contacted the stone mason and once his start date is known then the contractors can begin the groundwork in order for the altars to be installed.

	- The scaffolding has gone and the roof work is complete and the church is now watertight. CTM stated that the work has now been paid for from the Pulborough funds held by the diocese. More work will be required on the tower in the next 5 -10 years. Again, grants may be available to go towards the cost. - The same firm will install the new confessionals and font. CTM wishes the new font to be in use by the Easter Vigil 2025. The architect predicts completion by the end of February. - A meeting has taken place with the architect to discuss his initial sketches for the new Pilgrim's Way. Some queries about these drawings were explained and changes suggested by CTM were taken on board. The Core Team examined the drawings as CTM explained them and the proposed changes. JM reiterated the need for the provision of adequate storage. Once the architect produces plans these will be displayed for consultation and feedback.
7.	PCT 3 year plan (for retiring members/recruitment): CTM said that because of the development of the new parish over the next year the Bishop asks that Core Teams remain as they are for now in order to maintain stability and continuity. If anyone wishes to resign, they may of course and Canon Tim would ask for nominations to replace them on the understanding that it could be a very short term post.
8.	Suggestion Box Submissions: Each is summarised below: - In 2026 the Shrine celebrates its 150th anniversary. To mark this occasion a small group of volunteers from the parish is needed to brainstorm ideas, plan the celebration and liaise with the Diocese to inform and get their support. <i>The Core Team thought this was a great idea and the group should be formed now.</i> - Talks once a month to enrich our faith. <i>Again, a good idea. CTM said a parishioner had mentioned running a course on the Mass so would follow this up.</i> - Could the live stream Masses be labelled in a more helpful way? <i>KR not sure if this would be possible as this is how YouTube presents the videos but he would look into it.</i> - Could there be a parish list of contractors recommended by parishioners? <i>This is a difficult area and the Core Team felt rather wary of producing such a list because if something went wrong then it might create bad feeling. The parish really needs to remain impartial.</i> - A reconsideration of the explanation given of Gift Aid of Christmas & Easter donations. <i>SC explained that both ways of giving (directly in a card or through the offertory collection) have equal merit. Parishioners must be allowed to choose how they give and Canon Tim is very appreciative of all offerings received.</i> - The AGM minutes state the Planned Giving Appeal was made for the day to day running of the Parish rather than big projects is not what was said at the time. <i>Once again, to confirm, the appeal was to ask parishioners to look at their weekly offering, to consider using standing orders and to sign up to gift aid. The monies given via the collection each Sunday pay for the running of the parish, maintenance and emergency repairs. There was no deception or deliberate withholding of information. The funds we are fortunate to have from the sale of Pulborough enable us to carry out much needed work in a much shorter time frame than otherwise would have been possible. The Core Team will In future provide more information in the newsletter on the projects as they are completed. SC to help with this.</i> As with the AGM, the Core Team requests that the writers of suggestions are named and signed please.
9.	Synod Question 10: The Core Team took copies home to read and report back with their thoughts.
10.	AOB: CF reminded the Core Team that sometime ago Lucy Cooper's family asked to put a bench near the Garden of Remembrance at St. Gabriel's in memory of their father who isn't buried there but was a parishioner before the church was even built. CTM said please go ahead but to run her choice past him before ordering and to please choose a metal bench for longevity.
	Date of next meeting: Wednesday 13th November 7.30pm @ CF's home