

Meeting of Parish Core Team 20 th March 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 reported back to the team about the Planned Giving Drive. The team wished to thank the parishioners for their positive response. There were a number of new Time and Talent offers, an increase in the number of people committing to Standing Orders and Gift Aiding their offerings. There will be a thank you in the newsletter immediately and individual thanks to those who returned their forms. The team thanked SC for the thoughtful way she spoke in Week 2. The team also thanked KR and David Morris for producing the booklets and wished their thanks to be expressed to David Innes from Horsham parish for all his input. SC was thanked again for answering the important questions parishioners put to her after Mass. She brought to the team's attention the 2 biggest questions put to her. Someone asked about the sale of the Pulborough site and why it wasn't announced in the parish. The diocese was very slow to confirm the sale and the finances involved were not available when the booklets for the Planned Giving Drive were printed. The money will not be in the parish account but will be held by the diocese. It will be used to fund big parish projects. The other big question was about the outgoing from the parish to the diocese. Every parish pays a levy to the diocese to fund Catholic schools, priests' training etc. There will be an opportunity to learn about the 2023 accounts and some of the plans for spending the money. Overall, there was a very positive response with people wanting to help.
6.	Updates on developments: CTM gave a brief outline of developments. The sale of the Pulborough site has gone through but he is still in discussion with the diocese over the allocation of the funds raised from the sale. Major works are required on the roof of Our Lady of Consolation and are now urgent as some of the water coming through is threatening to damage the organ. CTM has been on the roof with the architect and the builder. The builder is resubmitting his quote for the work which should be received shortly. The diocese will pay for the installation of the new altars at Our Lady of Consolation with funds left over from the sale of the seminary at Wonersh. The new font has arrived at Our Lady of Consolation. Our thanks to Carl Conroy who is taking the project forward. As for the confessional project at Our Lady of Consolation, the old one will be offered to the diocese and if not wanted then sold. The architect has been asked to produce plans for the new Pilgrims' Way. These plans, hopefully, will be available for the AGM. Diocese to give DB access to view the bank account for Our Lady of Consolation as at present no one has access. A new pilgrimage team has been created led by Linda Thompson. A Horsham parishioner has given £500 towards the much needed roof repairs. CTM suggested that perhaps this should go towards the architect's fees for the roof. St. Gabriel's has received a legacy from a deceased parishioner. The ramp and balustrade projects need to go ahead now as the funds are available. CTM thought that perhaps the best plan for the balustrade would be to completely remove it and start again with a new one at the correct height and with the spindles correctly spaced in line with Health & Safety guidelines.

	There has been a fire risk assessment at St. Gabriel's, and we are now awaiting the assessor's report. There may well be financial implications resulting from this. The fencing on the house side of the St. Gabriel's plot from the road to the back of the property all needs replacing. A full list of all works needed in the parish was sent to the Diocesan Finance Committee. This can be used now as a working document with the costings added. It was agreed that SC and CTM should arrange a meeting with Gareth Zaver, the Diocesan Property Manager for advice and recommendations for good tradespeople.
7.	Volunteers and Rotas: KR to contact those on the cleaning rota to ask for a volunteer to create the cleaning rota. KR will also add all the offers on the Time and Talents form into the parish database. The form will be available again this coming weekend 24th March in case anyone missed it last Sunday.
8.	Suggestion Box Submissions: Each is summarised below: • <i>Could the team justify the use of the coffee money during Lent? Could the total raised be announced and how the money was spent? Could the coffee money revert to charitable giving?</i> The money raised goes to the church which part of the Arundel and Brighton Diocesan Trust, Registered Charity No.252878. The money received is to be used for the charitable purpose of the furtherance of the Catholic faith. This is a one-off collection in response to the following suggestion box submission last time: <i>'There are more children attending Mass at St. Gabriel's at the moment. Is there anything that can be done to make the carpeted area at the back of the church more child friendly?'</i> Parishioners have been very generous. The total raised will be published in the newsletter along with how the money was spent. The coffee fund will be looked at and if there is any surplus it will go to a Catholic charity, but the priority is to pay for amenities used to hold coffee in the Hall. CTM suggested the Knights of the Holy Sepulchre to help with the work they do in the Holy Land particularly at this difficult time. • <i>Could parishioners be provided with the total amount of revenue from Hall rent and how this money has been spent?</i> The team will ensure the figures for the revenue from the Hall will be available at the AGM. The money goes into general parish funds. The money isn't ring fenced in the accounts to be spent on the Hall alone though some of the money does go towards heating, lighting, maintenance, insurance etc. There were two offers of help with fundraising ideas of a parish cream tea and a praise and worship event. The team is grateful.
9.	AGM: 8th Saturday June 2024 2pm with afternoon tea at 3pm. Held at Our Lady of Consolation so plans can be shared of the developments there. KR will chair the meeting supported by CTM and SC. The members of the Core Team and Finance Team all invited to attend.
	Date of next meeting 1st May '24 7.30pm at JM's house