

Meeting of Parish Core Team 15 th October 2025 7.30pm	
Present:	Sarah Cooper (SC), Claire Fecher (CF), Diane Fievez (DF), Canon Tim Madeley (CTM), , Claudine Maude (CM), Kevin Rourke (KR) Minutes Secretary: Denise Bass (DB)
1.	Opening Prayer
2.	Apologies: Simon Matthews (SM)
3.	Minutes of last meeting: Agreed
4.	Matters arising: KR asked about the New Parishioners' Evening, was it a success and did we get any new volunteers for roles within the parish. The Core Team felt the evening had been a success. The attendees were mainly from last year's RCIA group and possible members of this year's group. Apart from two offers to sing in the choir at Our Lady of Consolation there weren't any other offers of help.
5.	Finance Update: • KR said it was great to see that the balustrade project in the choir loft at St. Gabriel's is now complete. The work is hardly visible from the body of the church which was exactly the desired effect. CTM said that some tidying of the area is now required. Many thanks to Brian O'Connor and Chris Bass for seeing this task to its conclusion. • SC reported that Neville Barrie, St. Gabriel's current bookkeeper, has prepared a crib sheet to help with the takeover of the bookkeeping role for the whole parish. It was suggested that this should take place between now and Christmas. • CTM informed the Core Team about the leak in the roof of the priest's house in Billingshurst. A deposit has been paid and we are awaiting a start date for the work. • The light boxes to display the stained glass windows removed from Ss. Crispin and Crispinian's Church, Pulborough, are complete and a place has been chosen for them to be displayed at St. Gabriel's. Once the wiring has been sorted for them then they can be installed. • SC proposed the next large tasks would be the cleaning of the external walls of the church and the installation of a ramp up to the main door. • It was suggested that oversight of the tasks should be shared. SC will invite Gary Richards to the next Finance Team meeting in order for Brian and Gary to liaise. • SC mentioned that any work done on the hall needs to be planned and contractors found so it could be carried out in the summer holidays 2026. • A list of the work required in the church needs to be put together before internal decoration e.g. the repair of the cracks, channelling the wiring into the wall and why the front pews by the heating vents look scorched. • CTM reminded the Core Team that there had been a meeting of Historic Churches, the Diocese, Horsham District Council and the architect at Our Lady of Consolation to discuss the plans for the new Pilgrims' Way. It was a productive meeting with suggestions put forward for improvements to the plan such as a more sensible pitch of the roof containing the solar panels. • Antony Feltham King, the architect, will be meeting with the residents of Carylls' Meadow to talk through the plans for the work. • CTM explained that the focus for the Diocese has to be on the essential repairs to the Priest's House where the original Elizabethan wooden beams are in a crumbling and dangerous condition. The cost of this work will be covered by the Diocese. • CTM thanked Carl Conroy who sees all the tasks are moved forward and completed.
6.	Suggestion Box Submissions: <i>Many thanks to those who make suggestions and signed them. Please remember that the PCT agreed last year not to consider anonymous suggestions. Each is summarised below:</i>

	<i>'Please can we announce (in the newsletter?) the coffee money charity for each month at St. Gabriel's? This seems to have stopped.'</i> Last time coffee money was discussed by the Core Team in 2024 it was decided that the coffee fund will be looked at and if there is any surplus it will go to Catholic charity but the priority is to cover the cost of having coffee in the Hall. This will continue to happen with any surplus being donated to the Lourdes Pilgrimage Fund alongside particular charities being supported during the Advent/Christmas season and Lent. The amounts raised for these particular charities will be reported in the newsletter as before. <i>'Please can we organise for the side aisle paintwork in St. Gabriel's to be cleaned whilst we wait for next year's survey to report and then actioned?'</i> The Core Team agreed about the poor condition of the wall but were concerned that any attempt to clean it might in fact make it worse as it certainly looks worse since the church had its big clean in the summer. <i>'Baby Change Table or Mat. As we're lucky enough to need this, please could a temporary facility be set up for Sundays in the meeting room at St. Gabriel's? A table, mat and a friendly notice as to where the appropriate bin is.'</i> The Core Team concurred that there is a need which had been discussed previously but not actioned. It was felt that a drop down baby changing table in the disabled toilet would be most appropriate. The cost would be approximately £150. SC will investigate if there is sufficient wall space to do this and then an appropriate table will be ordered and installed. <i>'Could the Shrine have set opening times advertised in the newsletter and online to avoid people arriving there and being disappointed?'</i> CTM will discuss at the next monthly Parish Team meeting. One suggestion from the Core Team was that a rota could be drawn up of times when regular volunteers are present at the Shrine. <i>'Could a rota of Eucharistic Ministers be drawn up for Our Lady of Consolation and advertised in the newsletter?'</i> CM will liaise with Robin Landells and Carl Conroy to decide on the best way forward for now. <i>'Could money be budgeted to pay for an organist and director of music at Our Lady of Consolation? Could the parish provide missals and hymn books rather than printing booklets each week?'</i> The parish does pay Stuart Miles once a month to play the organ at Sunday Mass. He or another of the Horsham organists play for funerals and weddings. The parish will have to budget for an organist in the future. It was felt that a director of music is not required for such a small parish to sustain especially as one can get tied into the rules and fees of the Royal College of Music. The cost of printing each week is less than the cost of buying missals and hymn books. Hymn books also restrict the choice of hymns sung as with sheets they can be selected from a range of sources.
7.	Implementation of the Bishop's Pastoral Plan: There will be a meeting of the Council of Priests at Ladywell on the 29th October. CTM will submit the application for the creation of the new 'big' parish. He asked SC and KR to complete the section of the draft paperwork focussed on the Chairs of Core Teams and Finance Committees and return them to him as soon as possible.
	Date of next meeting: Wednesday 10th December 2025 7.30pm @ the Priest's House, Billingshurst