

Meeting of Parish Core Team 14 th January 2026 7.30pm	
Present:	Sarah Cooper (SC), Claire Fecher (CF), Diane Fievez (DF), Canon Tim Madeley (CTM), Claudine Maude (CM), Kevin Rourke (KR), Simon Matthews (SM) Minutes Secretary: Diane Fievez (DF)
1.	Opening Prayer
2.	Apologies: Denise Bass (DB)
3.	Minutes of last meeting: Agreed
4.	St Gabriel Hall – Brian O'Connor: - Complaints have been received by users of the hall about the floor, toilets and general dilapidated appearance. - Brian presented a report detailing the suggested work needed to bring the hall back to standard. Recommendations include; renew toilet facilities, remove existing acoustic ceiling tiles and replace with upgraded tiles, renew lighting, install new higher dado rails and repair window frames (table/chair storage trolleys are knocking into walls/frames and causing damage), renew flooring, fit partition and sliding door access to the electrical board in the storage area, repair heating and full interior redecoration. In addition, the kitchen is currently of a domestic standard (warming food only) and requires cosmetic updates. Should this be stripped out and replaced with a commercial stainless-steel kitchen to enable events with full catering and make the hall more marketable? - CTM asked if a window could be added to the small committee room. It only holds 6 people due to fire regs, but could it be usable meeting/office space, it is mainly used for storage and is very untidy. SC suggested adding floor to ceiling cupboards and make it a better storage space. The back storage room of the hall is used by the playgroup. Also, a piano is in the hall, is this being used and do we need to consider selling this to create more room? - KR – asked if the guards on the heaters can be replaced when the electric heating works are done. - Redecorating. Consider colour scheme and window drapes. Also consider acoustic panelling for the back wall. - SC suggested we need a projector & screen and add wi-fi to the hall. - Consider solar panels. SC noted that Horsham Council grants are open again; SC will get the contact. - KR suggested that the redecoration be done professionally rather than volunteers, costs permitting. - CTM asked that a working group be put together to include Jacqui Rourke (hall booking co-ordinator), SC, Brian O'Connor, SM and possibly Gary to move this forward. - Timeline – work needs to take place during the summer holidays. Brian to provide costs once working party agree plan of action.
5.	Matters arising: - Many thanks to SC for sorting the baby changing unit in the hall at St Gabriels. - Eucharistic Ministers at Our Lady of Consolation now communicate regularly about the rota. - Linda and Carl are working on the action plan for the required repairs to the Priests House at Our Lady of Consolation, many thanks to them both for keeping this moving. - SC and KR submitted their draft paperwork for the pastoral plan.

6.	Finance Update: SC reported the following. • The main outlay has been to get the roof repaired of the Priest's House at St Gabriels. Diocese provided a roofing contractor who could move quickly. This has now been repaired. Cost was £3k. • Some additional electrical work has been done in the church. • Brian to work on quotes for the access ramp to the main entrance of the church and for the cleaning and repair of the church and presbytery stonework. • Our Lady of Consolation – Carl obtained a quotation for security cameras, which has been approved. SC will verify with Carl that the installation has been completed. • Positive meeting with Neville Barrie regarding the hand-over of the management of the accounts. Diocese have been informed. Neville will be responsible for finalising current tax year accounts to ensure seamless hand-over. This is for both churches. Accounts will be amalgamated but cost centres kept separately, ensuring easy identification of costs for each church. • QR code now in place at St Gabriels, enabling payments via mobile phones. This provides a detailed report of all funds, donations, collections and repository sales etc. KR has built an app that once up and running fully, with a new credit card machine to come, we can stop paying £12 a month in fees. We will then plan to roll this out at OLC. SM suggested adding the QR code within the church such as on benches. CTM has asked for it to be included in the newsletter instead.
7.	Events • Lent lunches – An organiser is needed for the lunches and someone to arrange two charity speakers. KR suggested Safe in Sussex, a charity supporting women affected by domestic abuse in West Sussex. • Week of Prayer for Christian Unity – starts on Monday 19th January and concludes on Sunday 25th with a service at St Mary's at 6.30pm. Our dedicated night of prayer is on the Monday 19th January being run by Sue Petritz.
8.	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>Can the taxi be moved?</i> CTM is waiting for parts to be removed before the vehicle can be moved.
9.	Pastoral Plan Update: • CTM stated that although the plan has been submitted, there is no further update due to the Bishop's relocation to Westminster. • CTM will attend a Moderators meeting in February, where the Diocese will review activities and plans pending a new Bishop's appointment.
	AOB • Due to the kind generosity of a benefactor, a new wooden altar has been installed at Our Lady of Consolation, incorporating the existing altar tabletop (mensa). • International fundraising Evening to be planned for Sat 14th March – dependant on availability of St Gabriels Hall (<i>KR Note: hall is now booked</i>) and Jasmin to help. SC to check on both before date is confirmed.
10.	Date of next meeting: Wednesday 25th Feb 7.30pm @ the Priest's House, Billingshurst