

Meeting of Parish Core Team 15 th April 2026 7.30pm	
Present:	Sarah Cooper (SC), Claire Fecher (CF), Diane Fievez (DF), Canon Tim Madeley (CTM), Claudine Maude (CM), Kevin Rourke (KR) Minutes Secretary: Diane Fievez (DF)
1.	Opening Prayer
2.	Apologies: Denise Bass (DB), Simon Matthews (SM)
3.	Minutes of last meeting: Agreed
4.	Matters arising: None
5.	Finance Update: <u>St Gabriels – Brian update on hall renovations</u> Brian presented an update on the estimated costs for the hall repairs. Brian has received quotes for the following work: • Strip out & replace ceiling in main hall. • Strip out and replace flooring in main hall, toilets, lobby and foyer. • Add a crash rail in the hall to prevent table trolleys causing damage to window frames. • Toilet refurbishment, including stripping out sanitary ware and existing partitions and replacing with new. • Kitchen refurbishment. Minimal refurb, change lighting and add a splashback. Approx total for works: £48,624.50 plus VAT. This figure does not include decoration of main hall, lobby and foyer which will likely need to be done by volunteers due to costs. Brian advised the partition around the electrical boxes needs to be done as it is a statutory requirement, this could be done by the contractor doing the toilets, not currently included in quote. SC advised also not currently included in the quote is the work for heating & lighting to be upgraded – quote received for £6,434.13 KR asked if multiple quotes have been requested for each element to ensure we obtain the best pricing. Brian advised that he has chased quotes, but things are slow and we are in danger of existing quotes expiring before a decision is made on who to appoint. CF asked if grants might be available for any of the above. Brian advised that possibly for the insulation and the upgrade to lighting, to be investigated. CTM advised that diocese will likely ask for additional quotes. CTM suggested Brian speak to Gareth Zaver (property manager for diocese) and ask for their help in obtaining additional quotes. Brian to copy CTM on the e-mail, and stress that the quotes are now urgent as the work needs to be done over the summer. KR suggested, given we are already above the anticipated total cost of £50k for these works to be carried out, that we leave the works for the kitchen, minimal as they are and treat this as a separate project. Lights can be updated now but hold off on other elements such as the splashback. SC and CTM agreed. It was also agreed not to change the skirting to PVC (not

	included in above quote) for fear this would be more costly to repair in the future but for these to remain as wood and painted. KR asked whether a ceiling projector installation is included in costs. Brian advised not included but he will make sure at the time of ceiling replacement that the required set-up will be considered so that this can easily be added later. CTM advised that Carl Conroy has received some parishioner support for maintenance at West Grinstead following a note in the newsletter and suggested Brian touch base with Carl to see if we could also solicit parishioners help to finish works such as the decoration of the main hall, lobby, foyer & kitchen. Removing the kitchen splashback but adding the required electrical and heating works still brings the total to approximately £48k (around £58k including VAT) The Core Team discussed funding avenues but also the need to understand the bigger picture with regard to the large parish structure to be implemented soon from the diocesan plan and the financial needs of the diocese as well. KR asked why we can't have more diocesan support, particularly with maintenance issues and getting quotes. Lots of people are employed but we are not getting support. CTM advised that when the big parish is created, we should be able to tap into this additional resource such as in Crawley & Horsham. Two roles are likely to be created (property management and parish management) to support all churches and each church financially contribute based on their size. Of course, this is subject to the decisions a new bishop may wish to make once appointed. <u>Our Lady of Consolation updates</u> The parish room is currently being redecorated by Robin Landell's son-in-law, he is very kindly doing this without charge, so we are very grateful for his help and the good work being done which is almost finished. Carl Conroy has advised that we still have concerns over the state of the house. Builders have not yet started, but works have been agreed and diocesan funding approved for initial repairs, including rotten timbers. There is also a new hot water boiler going into the church rooms. CTM advised that a donation of £1k has been received and that this will go towards the cost.
6.	Events: <u>Shrine Church 150th Anniversary - 27th June 2026</u> CTM is working on invitation lists such as to clergy etc, and is also working on the liturgy. The St Gabriel's choir will also be involved in the Mass. Seating plan for the choir needs to be agreed as the choir loft in Our Lady of Consolation is too small. CF advised that the catering plan is coming along. Some people have confirmed they are happy to make puddings etc. it will follow a similar plan to the blessing of the altars celebratory lunch in 2025. Linda Thompson is dealing with archival items for a display. Stuart Miles (organist) is confirmed. CTM noted that the organ will need tuning.

	Similar numbers of 150 to be planned for. CTM advised that there is no Bishop available so CTM will conduct the service. CTM advised it is important to consider the place the Shrine anniversary has within the parish, it's place in history and celebrating our own church community. KR asked if we will be inviting other Christian church leaders from West Grinstead. CTM agreed this would be a nice idea.
7.	Suggestion Box Submissions: <i>Please could less abbreviations be used in the minutes.</i> Noted, thank you for the feedback, all future minutes will reflect this change.
8.	AOB It was agreed that the Easter services were superb this year. The parish core team would like to say a special thank you to the choir and everyone that helped to make it such a special occasion at both churches. There was also a great turn out for the Good Friday Walk of Witness from the Catholic congregation, thank you to everyone who made it and for taking an active role in our village community. With regard to the amalgamation of the West Grinstead account into the Billingshurst account SC advised that we have three historic West Grinstead parish collections collected for 3rd parties (totalling £700) that Neville Barrie has not been able to locate payments for. Since the donations were made in good faith the diocese feels we should pay these over to an appropriate charity. It was agreed that the following funds be sent to the charities outlined below: Ecumenism / UK Missions. £245.80 (one collection 2022) – send to St Vincent de Paul. Overseas Missions / Education-Sudan. £200.00 (one collection 2024) – send to Missio. Overseas Sick/Poor-Indian Disaster. £360.80 (one collection 2022) – send to Cafod. Approved by CTM
9.	Date of next meeting: 20th May 2026 - 7.30pm@ the Priest's House, Billingshurst