

Meeting of Parish Core Team 20 th May 2026 7.30pm	
Present:	Canon Tim Madeley (CTM), Kevin Rourke (KR) Claudine Maude (CM), Simon Matthews (SM), Sarah Cooper (SC), Minutes Secretary: Sarah Cooper (SC)
1.	Opening Prayer
2.	Apologies: Denise Bass (DB), Claire Fecher (CF), Diane Fievez (DF), Brian O'Connor (BO'C)
3.	Minutes of last meeting: Agreed
4.	Matters arising: None
5.	Finance and resources: <u>St Gabriel's Church:</u> Awaiting quinquennial inspection– BO'C to confirm date Safety toolbox – Uploads needed for: • Accidents and Emergencies Checklist • Fixed Access Equipment Inspection Report • Portable Ladder Inspection Record • Premises inspection checklist • Residential property inspection checklist Gareth Zaver (Diocesan Head of Property) visited on 19/05. Front Disability Discrimination Act compliant ramp is still required – obtaining of quotes for this has been paused to try to arrange the hall works during this summer holiday. Asbestos tiles in sacristy need covering with lino for protection in the future as will those in the hall. Cracks in rear wall - Shelf may have to be removed to maintain the rear wall. New carpet required for sanctuary – darker colour suggested. Full redecoration required. Budget £50k <u>St Gabriel's Hall:</u> Gareth Zaver (Diocesan Head of Property) visited on 19/05. Awaiting additional quotes from two contractors for hall refurbishment. Brian O'Connor has been chasing these – SC to support. No update on grant applications with HDC for insulation and energy efficient lighting/heating. The toilets do not meet current Building Regulations for space within cubicles and would need to be reconfigured – within the space available the only way to achieve compliance is to have the handbasin within the cubicle. This will push costs up as toilet waste outlet positions need to be moved in the gents. BO'C has asked Horsham Building Control team for advice. The playgroup raised concerns over children having to wait for a cubicle to come free to wash their hands, but as minimum requirement is met for number of cubicles, it was felt this could be managed by the playgroup team. Asbestos tiles in playgroup store cupboard need covering with lino for protection. Gareth Zaver was happy with reduced scope of works (replacement flooring, ceiling tiles, lighting and heating to all rooms except kitchen with full toilet upgrade). Budget 50k

	<u>Our Lady of Consolation Church:</u> Quinquennial undertaken – awaiting report Safety toolbox – Uploads needed for: • Buildings survey (quinquennial) • Emergency lighting annual test • Premises inspection checklist A new hot water boiler has gone into the church rooms and an overflow drain fitted to the church boiler. The organ needs to be re-tuned ahead of 150-year celebration. A huge thank you to Gary Lyons for creating a beautifully crafted prayer intention box to receive our prayers. <u>The Pilgrim's Way / Pilgrimage Centre:</u> No progress has been made with the sale of the field at Jolesfield, Partridge Green. Same developer as at Pulborough is trying to obtain planning permission for residential homes to increase the value of the site. Diocese have yet to confirm that all proceeds (including 35% diocesan levy) will go to the Pilgrimage centre development. No updates from diocesan finance team on progress with grant applications for the Pilgrimage centre. <u>The Priest's House:</u> Carl Conroy has advised that we still have concerns over the condition of the house. Builders have not yet started, but works have been agreed and diocesan funding approved for initial repairs, including rotten timbers. Diocese is awaiting the results of the quinquennial inspection. Aerial needs fixing – Thanks to Kevin for trying to help. Stair lift – needs to be inspected – Carl has arranged with Diocese <u>'Big Parish' updates</u> Discussions have started around combining teams – Joint confirmation preparation is working well. Administration – Horsham admin team have offered support.
6.	Events: <u>Shrine's 150th - 27th June 2026</u> Archbishop Stack (Archbishop Emeritus of Cardiff) has kindly agreed to conduct the Mass. CTM is working on invitation lists such as to clergy and other churches in W.Grinstead. Horsham's Saturday morning Mass has been cancelled to allow Fr Tristan to attend. Catering is under control. Similar numbers to last years' altar blessing Mass of 150 to be planned for – CF. Liturgy is under control. Organ will be tuned by then. Car parking marshals required – Sign up list required - Linda Car sharing to be encouraged - Sign up list required – Linda
7.	Suggestion Box Submissions: None
8.	AOB Parish Walk in preparation Parish 10am mass in Arundel Cathedral – followed by a “pilgrimage” style walk. Simon Clare is organising this and has walked the route which takes around 7hrs with a 1 hour lunch break.

	First Holy Communion – We think we should look at how we might support the catechist perhaps with a larger catechetical team shared with children's liturgy. This has benefits as many of the children attend both and would know the catechists. Churches Together in Billingshurst – Messy Church and Seniors Lunches going well. Street Pastors' AGM 9th June (anyone interested can talk to Adrian Frisby) to be advertised in newsletter? Catenian networks – Kevin is looking at how like-minded young Catholics, young families, homeworkers etc could be supported to come together to share their faith. To be advertised in newsletter. RCIA 2026/27 – CTM shared that 3-4 people have already expressed an interest.
9.	Date of next meeting: 1st July 2026 - 7.30pm@ the Priest's House, Billingshurst (Kevin away) Dates for Parish Diary: 27th June - OLOC 150th 12th September Harvest Lunch with AGM @ Billingshurst