

Meeting of Parish Core Team 1 st July 2026 7.30pm	
Present:	Canon Tim Madeley (CTM), Claudine Maude (CM), Sarah Cooper (SC), Diane Fievez (DF), Claire Fecher (CF), Brian O'Connor (BO'C) Minutes Secretary: Diane Fievez (DF)
1.	Opening Prayer
2.	Apologies: Denise Bass (DB), Kevin Rourke (KR), Simon Matthews (SM)
3.	Minutes of last meeting: Agreed
4.	Matters arising: None
5.	<u>Brian's Update</u> Health & Safety inspection reported 90% compliance – some uploaded certificates not yet showing. <u>Hall works</u> The combined quotes from K&G Contractor Sussex Ltd and M.Berwick and Son Flooring have been agreed to be taken forward as together these were the lowest prices of those who tendered for the hall refurbishment work. The combined quote however is still higher than St Gabriel's had budgeted circa £45k. Brian had asked K&G whether they would reduce their price if the parish was to undertake the redecoration themselves but the diocesan property manager Gareth Zaver was concerned about the H&S aspect of this and has advised Brian to go ahead with K&G including the redecoration. SC to clarify with Gareth if extra money can be found by diocese to support the shortfall. Brian will instruct both contractors (K&G and Berwick) directly and put them in touch so that their works can be coordinated. Brian has asked if we can check availability of the hall for 23 July – 28th August for the works to be done, contractors need 4 weeks to complete the work. CTM to ask DB to check dates and confirm. Overall cost for the hall works is £55k including VAT. Decision needs to be made on the paint colour for the walls and flooring finish. Magnolia or something slightly lighter. Contractors will use Trade paint. Brian to obtain colour charts. Decision to be made on Sunday 5th July. Flooring – Vinyl in a light oak colour for the hall. Non-slip flooring is being placed in the toilets. Quinquennials Priests House at West Grinstead: £2,580 (inc VAT) – survey completed, report received – cost of inspection and remedial works is covered by the diocese. Our Lady of Consolation Church: £3,000 (inc VAT) – survey completed, report awaited. St Gabriels Church, Hall and Presbytery: £3,600 (inc VAT) – inspection instructed but not yet undertaken. Once the reports are received for each church, the parish will need to create a plan for maintenance for the next 5 years. Tree to be taken down (dead willow) at St Gabriels Presbytery on Thursday 2nd July. Volunteer party is needed to do a hard cut on bushes at St Gabriels and a tidy of the garden. Note to go into newsletter to ask for a volunteer group to help in September. Sea Sunday is on 12th July. Brian would like to bring the boat along and has asked Rachel to get a crew together from the children's liturgy group. Brian will be making an appeal for Stella Maris in both churches.

Finance

SC provided a finance update.

Anne-Marie and Mark Woodhouse are now working well with Kate and Denise. Combined P&L for both churches to be issued every quarter and sent to SC for review.

Overall, we are at -£2,498 for Q1, (Jan-Mar 2026) this is a combined figure for both churches.

The net income for the quarter is as follows:

Billingshurst £1,382	West Grinstead -£3,880	Parish -£2,498
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There were some large payments made in January such as for the emergency roof repairs of St Gabriels Presbytery. Comparing this to Q1 of the previous year (Jan-Mar 2025) which was a bigger loss £-4,838 (£2,577 variance) so for the moment no immediate cause for concern, the quarterly periods across the year differ significantly and the winter months usually show higher costs.

West Grinstead offertory has increased significantly (year on year); St Gabriels increase is marginal. CTM pointed out that some of our elderly parishioners at St Gabriels are no longer with us and that the cost-of-living crisis is having an impact on everyone.

A new card reader is needed for St Gabriels as the previous one is no longer working. The plan is to also change the one at West Grinstead (to move away from using Dona due to the high fees charged). It was agreed that we need to have both a card reader and the QR code available to ensure we meet everyone's preference of how they wish to donate. KR has been investigating card machines. SC to follow up with KR to get this in place as soon as possible.

The Diocese/Parish get charged fees for every banking transaction so we need to look at how we can reduce transactions, such as possibly asking people to change standing orders to quarterly or 6 monthly if possibly.

Other income – we have increased on Billingshurst hall lettings year on year. Once the refurbishment has been completed, a review of the hire fees to consider an increase.

Expenditure – things that have increased significantly. Liturgy costs (candles), office costs (printing), energy costs (oil), property maintenance (includes repairs to the presbytery plus the boiler at Our Lady's). The loss for the quarter is explainable, but it was agreed we should consider a review of our current suppliers to see if cost efficiencies could be achieved.

Energy – SC asked if it was also worth reviewing oil providers. SC to talk to Kate.

CTM advised that Susan can no longer play the organ at West Grinstead. Stuart who plays once a month for us does not have additional availability. CTM to speak to Fr Tristan at Horsham to see if we could ask for support from their organists possibly on a rota basis. DF mentioned that we had previously discussed the possibility of Chris Bass programming the organ with a similar set-up to St Gabriels. CF suggested bi-weekly acappella as an option. Whatever is decided going forward it does mean that additional costs will be incurred to hire an organist regularly.

Pilgrimage visits are increasing at Our Lady of Consolation, with special thanks to Linda who is doing a wonderful job, so we would hope to see an increase in income in the future.

Pilgrimage Centre Update.

16th July meeting at 10am. Carl Conroy, Gareth Zaver (Diocesan Head of Property) to attend & possibly Jenny Marsden (parishioner and local resident) and Kate. Waiting for planning permission. SC advised we have not received an update from the Diocesan finance team on progress with grant applications for the Pilgrimage centre, SC to ask Gareth for an update.

	<u>DBS Audit</u> CTM advised that a safeguarding audit report has been received, the number of people recorded with confirmed DBS checks in place looks inaccurate (lower than actual). An immediate review is required of the full list to include validity and up to date training in order that an accurate list can be resubmitted to the auditors.
6.	Events: Shrine 150th – A very special thank you to everyone involved with the Shrine’s celebrations. Huge numbers in attendance (close to 120 people attending) with a great crowd from both churches as well as from Horsham. It was such a lovely day, thank you for all the hard work in the planning and on the day. The archbishop thought it was fantastic! Upcoming: 12th September Harvest Lunch with AGM @ Billingshurst
7.	Suggestion Box Submissions: None
8.	AOB First Holy Communion – To consider a rota of the children’s liturgy teams to help run the First Holy Communion sessions. This needs to be agreed by September ideally. SC suggested that Katherine who is considering helping with children’s liturgy might also be available to help. Consider setting up a WhatsApp group for the PCT so that we can communicate on meetings. SC to speak to KR when he returns from holiday.
9.	Date of next meeting: 2nd Sept 2026 - 7.30pm@ the Priest’s House, Billingshurst.