

## Minutes for the Core group meeting 13 February 2025

**Present:** Fr Alexander, Ann Hannan, Robin Hannan, Fiona Perks, Rod Artiss, Julian Hall, Marc Schembri, Anne Crisp, Lesley Squibb, John Lodge.

**Apologies:**

**Meeting began at 7.30pm**

No	Minutes	Action Points
1	<b>Opening Prayer</b> Fr Alexander led us in an opening prayer.	
2	<b>Safeguarding</b> Wilf and Anne C had a discussion with Fr Alexander. According to diocesan regulations, all volunteers need to have had safeguarding training and DBS by the end of February. Anne C has asked for an extension to this date as she is new to the safeguarding role. Parish had a safeguarding audit last November. Not all volunteers need the safeguarding training or a DBS. If the volunteer role is connected with vulnerable people and is regular and intense, at least once every three weeks, then electronic training and registration with a DBS is required.	<b>Anne C to set up a spreadsheet and check who has a DBS and who needs one and or training.</b> <b>Anne C details to be displayed on website and noticeboard in the narthex</b>  <b>John Lodge agreed to look after the safeguarding list for the members of St Anthony's group</b>
4	<b>Actions from the last Core group meeting</b> <b>Parish Instagram Account</b> -still not set up. Fiona will set up an Instagram account and link to Facebook account.  <b>Churches in Epsom</b> -organising a Passion Play in Epsom, any volunteers welcome. ROCK- (initiate redeeming our communities, have police support.) Coming to Epsom to see what we want to do in Epsom. Fr Alexander to advertise in the newsletter. We should all share Churches together in Epsom posts to our Facebook page.	<b>Fiona to set up Instagram account</b>  <b>Fr Alexander to advertise ROCK in newsletter</b>  <b>Rod offered to go to Churches in Epsom meetings in the future.</b>  <b>Rod to paint the parking</b>

<p><b>Disabled Parking Bays</b> Diagonal parking bays to be painted on car park when the weather improves. Signs for no exit to be put up on wall next to the car park entrance.</p> <p><b>Two reflection days</b> have been booked:</p> <ol style="list-style-type: none"><li>1. 29<sup>th</sup> March at Chilworth-</li><li>2. 22<sup>nd</sup> March at Ladywell –</li></ol> <p>Programme for each day should be available soon.</p> <p><b>Pilgrimage</b> -Tyburn pilgrimage has been booked for May. It will be advertised in the newsletter</p> <p><b>Music</b> was discussed. George Matthews to play at 10.30am Mass once a month and John Farell has offered to play once a month too. He has also offered to help others to learn to play this particular organ. Pascal Van Loon is learning to play and is keen to help. Bernard Marley has agreed to sing in the 10.30 am choir, but would like the hymns in advance.</p> <p><b>Kitchen</b> -further discussions on what was required in the kitchen using the plans that Anna had emailed to everyone after the last meeting. It was agreed that usability is the important thing. A commercial dishwasher is needed not domestic, plus a new cooker/oven. Anna will need to update the quote to include these items plus fitting the kitchen. Ashley flooring (Jason Jones is the contact) will be providing the flooring. Connor O Sullivan will be installing the cooker as it was agreed to continue to go for a gas appliance. The plumbing in the kitchen needs to be checked as there is a problem with the hot and cold-water supply. Rod to liaise with Connor re this problem. Connor is coming in to look/fix the radiators in the Parish Hall. The budget for the kitchen it was agreed could be £16 000 so Fr Alexander now needs to decide how to proceed. Work is hopefully taking place over the Easter holiday nursery break. Praetorium have liaised with Rod to block the necessary dates for this work. A local locksmith PES is coming in to check the money boxes in the church and a lock on the Sacristy door.</p> <p><b>Deanery clergy BBQ</b>- Wilf has agreed to do this but is happy if anyone else would like to take over.</p> <p><b>Sound system aerial</b>- aerial has been moved and several parishioners have commented on the improvement. Thanks to Rod Artis.</p> <p><b>Financial report</b>-Financial report presented at the recent open meeting by Robert Emerson. A summary of amounts collected weekly are being included in the newsletter.</p> <p><b>Electrics</b>-have been certified but there are remedial works to be completed which will be carried out by Drays? Brian Stone is liaising with Rod, quote is around £6500</p> <p><b>Rails for Sanctuary Access</b>-Rails are finished, Rod to arrange installation. No date as yet.</p>	<p><b>bays</b></p> <p><b>Fr Alexander liaising with Fr Bergin</b></p> <p><b>Fr Alexander to advertise the pilgrimage in the newsletter</b></p> <p><b>Rod liaising with Anna, Connor, Jason and PES</b></p> <p><b>Rod Artis to liaise with Brian Stone.</b></p> <p><b>Rod to arrange installation.</b></p>
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4	<p><b>Update from the Clergy deanery meeting</b></p> <p><b>Deanery clergy BBQ-</b> Wilf has agreed to do this but is happy if anyone else would like to take over.</p> <p><b>Clergy meeting</b> was held on Tuesday 11 February and there will now be a unified approach to major events. Pulpit swap mentioned at the open meeting and the setting up of a deanery core group will not now happen. The name moderated parish is not going to be used just Parish! no name as yet. Fr Alexander still thinks that the amalgamating of the deanery parishes will happen in the next two years.</p>	
5	<p><b>Open meeting Actions</b></p> <p><b>Youth activities</b> It was decided to allow the youth events to arise naturally. Possibly to ask the confirmation group if they want to continue on a monthly basis after Confirmation. Such as film nights, bowling, pizza evenings and walks. Also, the Confirmation group can be asked to lead a Youth Mass once Confirmation has taken place.</p> <p>The next open meeting will be on <b>18 May after the 10.30 Mass</b>. It was agreed that no raffle should take place on an open meeting day as it disrupts the flow of the meeting. It was also suggested that the next meeting could be arranged in a horseshoe shape without tables. This would enable more focused concentration on the meeting and a speedy conclusion.</p> <p><b>Renting of the Hall-</b> Another client is looking to possibly renting the Hall to run an after-school club for special needs children. Monday to Friday 3-5 pm plus Saturdays and every day in the school holidays. This leaves a problem for the Rainbows uniformed group. There will also not be much time for this group to prepare. Negotiations ongoing with Praetorium.</p> <p>The Nursery have increased their offer for hiring the hall to £ 24000. The group agreed it was a good idea that the Nursery are expected to follow some ground rules, (regarding keeping the facilities clean and tidy) if they are to stay hiring the hall. The nursery will be asked to clear the committee room. A skip will be needed.</p> <p><b>Any items for the agenda of the next open meeting can be sent to Fiona.</b></p> <p>.</p>	<p><b>Hannans to ask confirmation group</b></p> <p><b>Fr Alexander to advertise in the newsletter</b></p> <p><b>Father Alexander and Julian to liaise with Praetorium.</b></p>
6 AO B	<p><b>Finance-</b> clarification of a comment made at the open meeting. Only legacies to St Clément's will be ringfenced for the parish when the deanery finance committee is set up.</p> <p><b>Bible Study-</b> Lent group has been organised by the adult formation group using a diocesan recommended booklet called 'We dare to hope' and follows the theme of this jubilee year. Starting on 12th March. Three groups will run, one face to face by Pauline Groves, one by The Adult formation group over zoom and one by Fiona Perks at St Clement's school (for parents of school children)</p> <p>Ascension press publication 'Unlocking the mystery of the Bible' is being considered for the Bible Study group and Fr Alexander has agreed that the Parish can cover the costs of the materials needed. Once confirmed it will be advertised in the newsletter.</p>	<p><b>Fiona and Marc to continue to liaise with the adult formation group</b></p>

	<p><b>Updating of the website-</b> This is an ongoing task. John Lodge would like any suggestions for updates to be emailed to him. This could be advertised in the newsletter.</p> <p><b>Minutes of meetings-</b> For greater transparency it was suggested that minutes of the core group, Open meetings plus the Finance group be published on the Parish website. John Lodge suggested he could set up a Parish Business section where these minutes could be added.</p> <p><b>Opening times of the Church-</b> these need updating on Google to reflect the times the Church is actually open in the week.</p> <p><b>HCPT discovery</b> -the meeting went ahead and was a worthwhile exercise to help spread awareness of the charity. Thanks to Julian for organising</p> <p><b>Welcomers-</b> a discussion re welcomers and what the requirements are. There is a rota for 8.30 am Mass which works well (organised by Catherine Phillips) and Lesley and Wynn cover the 10.30am Mass. No rota for 6pm Saturday. It was suggested that Fr Alexander advertise in the newsletter for welcomers and what they need to do.</p> <p><b>Defibrillator-</b> it was agreed that it was a good idea to acquire one.</p> <p><b>Lady Chapel-</b> Fr Alexander mentioned he would like the Lady Chapel area to be tidied up.</p> <p><b>Missio appeal</b></p>	<p><b>John Lodge to continue to update the website</b>  <b>John Lodge to set up parish business section on the website and Fiona to forward the minutes once agreed.</b></p> <p><b>Fiona to update the timings</b></p> <p><b>Fr Alexander to advertise in the newsletter.</b></p> <p><b>Anne C to investigate with British Heart foundation etc</b></p> <p><b>To be further discussed and organised</b></p> <p><b>Fiona to check second collection dates so that a date for this appeal can be suggested to Missio.</b></p>
	<p><b>Any items for the next core group meeting please send to Fiona.</b></p> <p><b>Next meeting 1 May at 7.30 pm in the Tivey room</b></p>	