

Minutes for the Core group meeting 1 May 2025

Present: Fr Alexander, Ann Hannan, Robin Hannan, Fiona Perks, Rod Artiss, Marc Schembri, Anne Crisp, Lesley Squibb, John Lodge, Anna Piechocki, Chris Roffey.

Apologies:

Meeting began at 7.30pm

No	Minutes	Action Points
1	Opening Prayer Fr Alexander led us in an opening prayer.	
2	Safeguarding There has been a directive from the Diocese saying that all training and DBS checks need to be completed by 23 rd May. All necessary forms have been sent out to the relevant people by Anne Crisp. Anne is willing to help anyone who needs it. The returns can be given to Anne C, emailed or the whole process completed online. Details of a couple of Eucharistic ministers were needed by Anne and she was advised to see the Parish secretary. St Anthony's group are overseeing all the Eucharistic ministers in terms of safeguarding. Fr Alexander and John Lodge will then allocate a Minister to a person as and when the need arises. Some discussion re training for bringing communion to the sick and John Lodge will order some more books which can be used. It was also suggested that a system of buddying up with an experienced Minister would help in the first instance.	Anne C to ensure forms and training completed. John L to order booklets to be used for giving Communion to the Sick.
3	Actions from the last Core group meeting Parish Instagram Account -set up, linked to Facebook. Need to be able to post automatically from one to the other. ROCK -lunch for clergy needs to be arranged so the project can be discussed. Lines to indicate parking bays will be painted in the carpark next week while Fr Alexander is away. Altar rails – to be fitted after Mass on Wednesday 7 th May Church opening times -updated on Google Defibrillator -to be installed in the narthex, then Anne C can register so paramedics etc can use as needed. Some wish for training was expressed, Marc S willing to do this. Once installed this can be arranged. Kitchen - Anna P produced the quote for the Kitchen of £21,516. This does not include the ceiling and flooring. There is a scheme to remove the VAT from the quote as we are a charity. This will be discussed by the finance committee. Fr A was given a quote for the flooring.	Fiona to liaise with Anna P Fr Alexander to advertise ROCK in newsletter when details provided. Rod to paint Rod to install rails Training to be arranged by Marc/Anne C Fr A to provide the quote for the flooring. To be discussed at

	<p>Anna P will also provide a quote for the flooring. Ceiling tiles will be removed, grid cleaned and new tiles replaced in the grid. Anna P to choose the quartz for the work surfaces. Core group happy with the quote for the kitchen but it needs to go to the finance committee.</p> <p>Once the kitchen design is agreed by the finance committee, Anna P will post the design on Facebook to advertise the project to the parish.</p>	<p>the finance committee Anna P and Rod to get quotes for flooring</p> <p>Anna P to post design on FB</p>
4	<p>Update from the Clergy deanery meeting Clergy met with Bishop Richard- Bishop wants a unified diocesan website each parish will need to pay £10 K and a monthly fee to use it. FR Alexander made the comment that social media is more useful.</p> <p>There will be one Epsom parish finance committee but also a local 'parish' finance committee. There will still be ringfencing of monies donated for a particular purpose.</p> <p>Robert Emerson wants to retire as treasurer and there will also need to be a team of counters too. A Perks a qualified accountant is joining the finance committee.</p> <p>Parish secretary is thinking of becoming a volunteer and working one long day. Travel expenses would be paid. There was a discussion re possibility of an ex-gratia payment. Possibility of getting another volunteer to answer the phone on a Wednesday was also discussed.</p> <p>Discussion with the Bishop re Admin hub needed in the new Parish. Will it be one or two hubs. Likelihood is that it will be at least St Joseph's in Epsom and maybe one other.</p>	<p>Fr A to take the matter to the finance committee</p>
5	<p>Open meeting Actions Youth activities – Tobias an older altar server is now a Youth Captain and will be organising youth events</p> <p>Agenda for the Open meeting will be put on Facebook</p>	<p>Fiona to put agenda on FB</p>

	<p>Renting Hall-Parish can use on Sundays and SEN group will have use of the hall on Saturdays in term time and during the week in school holidays. Some discussion re the need for parish access on certain Saturdays in term time. Given sufficient notice to the SEN group Fr Alexander said access for certain dates should be possible. The SEN group should be starting after the work has been completed on the hall kitchen and garden.</p> <p>2 sheds have been installed for the nursery and SEN groups to store equipment.</p> <p>The next refurbishment will need to be the Hall bathrooms.</p> <p>Discussion re the need for a caretaker to check the hall after a rental.</p>	<p>Need for a caretaker taken to finance committee by Father Alexander</p>
6	<p>Adult formation</p> <p>The group are still reviewing a Bible study course.</p> <p>Sycamore plus is a new programme which has an annual fee of £80, Fr Alexander happy for the parish to be signed up. (Fiona spoke to Father Alexander about this on Friday since the meeting was getting late)</p> <p>The A to Z of Catholicism will continue on Father Alexander's return from holiday. When the sessions reach 'W' Fr Alexander will talk about the role of welcomers in the church.</p>	<p>Fiona to look into signing up the parish to Sycamore. Adult group to review Bible study.</p>
7	<p>Health and Safety</p> <p>Electrical certificates presented for the estate to the core group and returned to the Parish secretary. Health and Safety toolkit is up to date and Chris Roffey has agreed to speak to the Parish secretary and Fr Alexander re what is involved.</p> <p>Any refurbishments done on the estate need to be logged</p>	<p>Chris to speak to Fr Alexander and Julie.</p> <p>Rod to log work done</p>
8 AO B	<p>Sign for church-discussion started and agreed all would investigate possibilities</p> <p>Lady Chapel- Has been tidied and it was suggested that this could become the Altar of Repose for Communion after Maundy Thursday Mass.</p> <p>Review of Easter-Masses all well attended, the Music was complimented and The Stations of the Cross for Children was very favourably received. Mention was made of the lack of the feet washing on Maundy Thursday. The Exsultet This had begun before all were back in the church following the procession. The main concern was the organisation of the Masses of Palm Sunday and the Easter Triduum, possibly this could be combined with the usual readers and Eucharistic Minister rotas. One person is needed to organise this rather than several.</p> <p>It was suggested that a short rehearsal would be a good idea next year.</p> <p>Missio appeal this will be on 10th/11th May</p>	<p>All to research signs for next meeting</p> <p>Fr Alexander to speak with Pauline and Tracy Silvestro</p>

	<p>Anna P suggested that the Year 6 of St Clement’s would like to host an afternoon tea for the Parish on a Saturday before the end of the summer term. Parents would organise and the children would serve. This was met with approval.</p>	<p>Fiona to coordinate with Fr Luna</p> <p>Anna P to organise with the school</p>
	<p>Any items for the next core group meeting please send to Fiona.</p> <p>Next meeting 3 July at 7.30 pm in the Tivey room</p>	