

Minutes of the Finance and Building Committee Meeting

held on Thursday, 19th May 2016

Present:

Father Vincent Curtis who opened the Meeting with prayer.

Members Present:

Albert Pace – (Finance Officer and Chairman), Maire Flack, Mike Griffiths, (Buildings), Charles Taylor, Martin Hinnigan (Health & Safety), Chris Drury (Fund Raising).

Gabriele Pickford (Barn Dance), Anne Morgan-Jones (Temporary Minute Secretary.)

Apologies:

John O’Dea, Tricia Davies, Dawn Straker-Cook.

Albert took the chair by Default as no other person had come forward.

The **Accounts** were presented. The current Balance being held is £9,364.73. This includes the previously banked Donation of £2,000 given by the RAF to complete the placing of a Memorial window.

Action: Albert to produce a short paragraph for the weekly Newsletter.

Matters Arising.

Albert suggested producing a Quarterly Review to be published in the weekly Newsletter. Fr Vincent was not happy they should be placed on the Website as had been proposed.

Albert also reminded Father of the Diocesan requirement to set up a balanced **Annual Church Budget**, covering recurring costs: gas, electricity, Council tax, mileage, personal stipend etc. plus any building/maintenance costs not covered by the Diocese.

Action: Albert to produce information by next Meeting

Martin reported the Electricity inspection had been done and the necessary Certificate obtained.

Father requested that copies of both Gas and Electricity Certificates should be held in the Presbytery. Martin as the Health and Safety Officer, could hold the originals.

Action: Albert to chase original gas certificate.

Mike was asked for an update on the repair of the store room roof. He reported he had put a second roof over the original as this was more effective than removing and replacing the old roof. The roof no longer leaks. However further extensive repairs are required to make it sound. Mike will present his Invoice shortly.

Father drew attention to the rubbish in the shed which requires removing as also do the tree branches which have been cut. He proposed we have a Parish Clean Up Day, a date to be arranged and an announcement made.

The £2,000 was given by the RAF for the placement of the remaining stained glass windows and a memorial plaque in honour of the 10 servicemen who lost their lives in Afghanistan in 2005. Charles had obtained a quote of just over £200 for the work to be done. This was considered well within the monies available. Other suggestions as to aesthetics of the proposal were considered to be too expensive.

Action: Charles to proceed with ordering the work.

Clearing of the 3rd Floor of the Presbytery

Father was not sure what the Diocese wanted done here.

Action: Albert to organise a day for clearance of the top floor.

Fund Raising:

Gabriel had attended the meeting specifically to report on the progress of preparations for the **Barn Dance**, to be held on Friday 24th June at their farm in Cherhill. She reported the venue would be prepared, that two bands had been engaged, the Bar Licence had been obtained, and a Barbecue organised. A Risk Assessment would be carried out. Tickets would be on sale from this weekend, the price of tickets was to be the same as previously. **Adults £10, Family, including 2 parents and any number of children, £25, Student or single child £5.**

Gabriel requested help selling tickets, and to make chocolate Brownies. The money taken was to be held in the Safe in the Sacristy. She would "sort it out" after the event. Raffle prizes were requested. As the Organising Team did not wish the Raffle to go on for too long, it was suggested the 4 first prizes would be drawn publically and the rest, silently, with the tickets attached to the prize, to be collected later.

The 'Secretary' asked permission to speak. She pointed out the parish needs to be made aware of how low our funds are and of the necessity of raising money, which could be done in small ways as well as large events. There is a general sense that nothing requires doing, despite Fathers' warning shortly after he arrived.

Father Vincents' Induction on June 16th.

Maire has been given the task of organising the Reception after the Mass. This will be held in the school. She listed the supplies already in hand but said she would require more wine. It was suggested Maire ask John to make a Poster requesting contributions of food from the parish. She said she had some promises of help for the event but will require more. A person would be required to make teas etc. to welcome priests attending the event.

Car Parking:

Father Vincent explained his frustration at the mis-use of the church Car Park by neighbours, some of whom were unpleasant when 'reprimanded'. One woman in particular, leaves her car in the Car Park at times when the park is required for parishioners, though neighbours who have used the car park for 16 years claiming they have had permission from the Diocese! Do remove their cars at this time. Martin commented this has been a 'thorn in the Flesh' for many years and had been discussed extensively in the past. There is no desire to have a major dispute with the neighbours, so despite appropriate suggestions, it was regretfully decided no action should be taken. (Add. Northlands Surgery in North Street, is having exactly the same problems, encountering a lot of rudeness and aggression).

Window Cleaning:

Father wants the church and Presbytery windows cleaned 4 times a year. He had had a quote of £150 to do just the outside. His previous church had cost only £50 for the same service. He was advised to speak to Rob Pearce, a parishioner.

Action: Fr Vincent to approach Rob.

Hall Rental Charge:

Father considers the Hall rental charges could be increased. He says most Halls charge between £8 - !0 per hour. Currently the only people to hire the Hall on a regular basis are the AA and the Credit Union. AA has been using the Hall for many years without an increase in Hire charges. They

currently pay £40 for 2 months. Using the Hall once a week this works out at £2 per hour. Credit Union pay £2.50 per hour, using the Hall for 2.5 hours twice a week. Their Contract runs until the 1st of July. They are considering closing the Monday session. Martin suggested a letter be written to AA informing them there will be an increase in the Hall Hire Charge to £4 per hour as from July 1st. to defray increasing costs in maintenance, heating & lighting etc. The charge to new customers will be £8 per hour.

Action: Albert and Fr Vincent will attend to this.

Any Other Business:

Father brought up the subject of Scottish Power with whom the diocese had had a contract to supply electricity to Parishes. Although the Contract had ended before Christmas and Southern Power were supplying electricity and gas? and were being paid for the supply, Scottish Power were sending Bills including Invoices from the past. There had been many similar problems across the Diocese. The Diocesan Accountant was dealing with this.

Martin who has taken responsibility for Health & Safety for the parish, asked what it was the Parish required of him? He had read the Manual. Discussion ensued.

Action: Martin volunteered to produce a Fire Risk Assessment for the next Meeting

It was proposed the Agenda for the next Meeting should contain a recommendation for a Draft Improvement Plan. (**Who will do this?**)

The date of the next Meeting will be **Thursday 21st July at 7.30pm**

The Meeting closed at 8.50pm after Prayer.