



MINUTES OF THE FINANCE COMMITTEE MEETING

held on Thursday 9th May 2019 at 7.30 p.m.

PRESENT:

Father Vincent CURTIS

Tricia DAVIES Máire FLACK Mike GRIFFITHS Martin HINNIGAN

Albert PACE Dawn STRAKER COOK

Fr Vincent opened the meeting with The Lord's Prayer. Albert was congratulated by the Committee on a special birthday!

1. **APOLOGIES:** Arlene BAREA Chris DRURY

2. MATTERS ARISING:

- Minutes of the meeting held on 7th February 2019 were approved and signed after reference to the Sanctuary lamp was queried.
- Most of the building work and repair jobs were completed – see paragraph 4 for details.

3. CURRENT BALANCE:

- The balance stood at £12,281 as at the end of March 2019.
- Gift Aid envelopes handed to Mark – the gift aid co-ordinator.
- Fr Vincent said that £600 was collected from the Lenten meals. This would be made over to our current charity: *Mary's Meals*.
- £1,000 had been received from Melksham.

These last two items will appear in the next bank statement.

4. BUILDING WORK / REPAIRS:

- Refurbishment of upstairs room in the Presbytery will be held over to next year.
- Porch window is misting up. **Action: Mike**
- Some of the Church windows are not shutting properly. **Action: Mike**
- Stopcock to Presbytery to be investigated. **Action: Mike**
- The guttering needs to be investigated. **Action: Martin**
- Crucifix on the outside of the Church needs attention. **Action: Albert speak to Paul Blake.**
- The safety tape round the carpet in the hall entrance to be renewed. **ACTION: Martin.**
- Tape round mat under the tea-light stands in the Church to be renewed. **ACTION: Martin.**

5. HEALTH & SAFETY MATTERS

- Martin had been informed by the Diocese that the H & S manual was now on line, but since it was a restricted document it was not accessible to him. **Action: Father Vincent to ask Jan Darts to access the manual.**
- The Diocese had also issued its *Parish Compliance Policy* detailing a 3-stage process for non-compliance.
- In answer to a query, it was confirmed that PAT testing would be done every two years.

6. A.O.B.

- To mark the 30th Anniversary of Father Vincent's ordination, St Edmund's will host a *Strawberry & Wine* afternoon, organized by the Parish Pastoral Council. Funds were requested. Albert pointed out that there were bottles of wine left over from a previous Parish event which could be used.
- There was a request for a new set of step ladders. This was approved, with the proviso that the old ladders were disposed of. **ACTION: Mike.**
- The radiators in the hall get tampered with when parishioners feel they need to adjust them. It was agreed to create a simple sign on each radiator stating, **PLEASE DO NOT ADJUST.**

Father Vincent brought the meeting to a close with a prayer to the Holy Trinity.

THE NEXT FINANCE COMMITTEE MEETING WILL BE HELD ON

THURSDAY, 25th July 2019 at 7.30p.m.