



**MINUTES OF THE FINANCE COMMITTEE MEETING**  
held on Thursday, 17<sup>th</sup> August 2017

**PRESENT:**

Father Vincent CURTIS

Arlene BAREA Tricia DAVIES Chris DRURY Martin HINNIGAN Albert PACE

Dawn STRAKER COOK

Fr Vincent opened the meeting with a prayer.

**1. APOLOGIES:**

Cari DEPLA Mike GRIFFITHS

**2. MATTERS ARISING:**

**Inspection of Church buildings:** Father Vincent reported that this had taken place and the report received. (See 7. below).

**Letter to Derek Salmon:** sent out. Work on gas supply will start in September as will work on the Hall.

**Work on window catches:** completed.

**Parish Charity:** Target has been reached.

**Ramp:** A ramp from the fire escape door in the Hall is being planned.

**3. CURRENT BALANCE:**

After payment of the balance of £1,000 to our chosen charity, £2,168 to the contractor and monies taken for second collections, the current balance will stand at approximately £16,000.

**ACTION: Albert** to submit second collection amounts at regular quarterly intervals.

**4. FUND RAISING:**

Thanks to funds raised from events such as the bingo night, the plant sale, the Parish BBQ, afternoon teas, cake sales, etc. our target for **Embrace the Middle East** (of £2,000) has been reached. These funds have been augmented by recent generous donations enabling the process of installing the new boiler and heating systems for the Church and Hall to begin. **However**, further donations will be more than welcome as the total cost for the work is in excess of £13,000.

**ACTION: Jan** to include appeal for donations in the **Parish bulletin**.

**5. BUILDING WORK/REPAIRS:**

**Church windows:** The repairs to the window locks have been completed at a cost marginally over the budgeted amount as some of the locks had to be replaced.

**Trees:** Two trees, one in the corner of the car park and the other near the garage urgently require cutting back. Another, which overhangs the neighbour's garden needs attention too.

**ACTION: Chris Drury** to put a note in the **Parish bulletin** calling for quotations from a parishioner qualified in tree surgery.

**Attic Bedroom & Father Vincent's Bathroom:** Refurbishment put on hold until heating work is completed.

**6. CHURCH & HALL HEATING:**

Dates for installation of the new gas supply to the plant room: 4<sup>th</sup> and 5<sup>th</sup> September. **Mike Griffiths and Martin** will dig the trench to take the pipeline. The cabinet to house the gas meter will be located below the Sacristy window. **Martin** to check whether the window is fixed or not. Our current gas supplier, **TOTAL GAS** might be asked to put in the new gas meter. Two quotations have been received for installation of pipe-work: one from **Ultra Warm** for £5,841.60 and the other from "**Andy**" for £5112. Ultra Warm to be asked to update their quotation to take account of the new meter: their quotation does not include the new gas pipeline.

**ACTION: Martin** to (a) ask Ultra Warm to update their quotation (b) obtain a third quotation for the work, to conform with Diocesan requirements.

**7. HEALTH & SAFETY OFFICER:**

**Inspection:** Martin was present at the inspection. The report from the Ecclesiastical Insurance inspector identified two requirements **(i)** A Fire Risk Assessment to be conducted **(ii)** A Manual Handling Procedure – both to be put in place within six months. It further recommended that Volunteer Induction should be put in place.

**ACTION: Albert/Martin** to obtain quotes for **(i)** above.

**8. ANY OTHER BUSINESS:**

**Fire Drill:** Escape routes to be worked out to take account of wheel-chair users and people with impaired mobility.

**Church Electrical Survey Report:** Clifton Diocese said that they had not received a copy of this report. Albert said that the report had been sent to them twice.

**100 Club: ACTION: Tricia** to put request renewal of subscriptions on 17<sup>th</sup> September in **Parish bulletin.**

**Parish Pilgrimage:** Tricia said that she would prepare an update.

**Curry/Quiz Night:** Tricia mentioned that FOSE were keen to hold another joint event, following a successful evening last year. Details will follow.

**Parking:** Father Vincent had a less than happy encounter with a neighbour who continued to park in the Church car park, despite having his own drive. There had been several other incidences of unauthorised parking. Parking notices have now been erected in the car park. These have been funded by a parishioner at no cost to the Church.

**Unused items in kitchen:** A request had been made to have such items removed/stored elsewhere/given away. **ACTION:** a note to be placed on the coffee-machine and the small microwave oven offering these items to anyone who needed them.

Martin told us that he was having a hip-op in October; we offered him our best wishes for a good outcome.

Father Vincent brought the meeting to a close with a prayer and thanks to all present for their attendance.

**THE NEXT FINANCE COMMITTEE MEETING WILL BE HELD ON  
THURSDAY, 26th OCTOBER 2017 at 7.30p.m.**