



## MINUTES OF THE FINANCE COMMITTEE MEETING

held on Thursday 30<sup>th</sup> August 2018 at 7.30 p.m.

### PRESENT:

Father Vincent CURTIS

Chris DRURY Mike GRIFFITHS Martin HINNIGAN Albert PACE Dawn STRAKER COOK

**Fr Vincent opened the meeting with a prayer.**

**1. APOLOGIES:** Tricia DAVIES (Máire FLACK subsequently apologised for her absence).

### **2. MATTERS ARISING:**

Minutes of the meeting held on 3<sup>rd</sup> May 2018 were approved and signed.

### **3. CURRENT BALANCE:**

This stands at approximately £20,000 at present, but it is expected that the August Bank Statement when received will show a balance of approximately £16,000.

### **4. FUND RAISING:**

- John & Mary Cooke have suggested a **Food From Around the World** event.
- **An Art Exhibition in St Edmund's** featuring Sean Crampton's Stations of the Cross and Paul Blake's Icons in collaboration with the Calne Music & Arts Festival in October.
- **A Harvest Sale** was also mentioned.

### **5. BUILDING WORK / REPAIRS:**

**Mike GRIFFITHS** was thanked for completing several works: erecting the fence facing the road; repairing the rear fence, rendering a wall, installing skirting boards in the hall.

Work on the **Presbytery Bathroom** is still outstanding.

The **Notice Board** will have to be updated with the new Mass times and the name and contact details of the Parish Priest - Father Vincent mentioned that people might wish to make arrangements for marriages, baptisms, etc. As Melksham will be under Father Vincent's pastoral care from late September, necessitating the change in Mass times, a sign painter will have to be contacted soon. **ACTION: Father Vincent** to make an appeal to the parishioners for a sign-painter in the bulletin.

The floorboard(s) towards the rear of the storage area in the Church Hall appear to be giving way.

**ACTION:** To be investigated.

### **6. HEALTH & SAFETY MATTERS**

- **Martin** wished it to be put on record that the Health & Safety document from Anthony Hughes Health and Safety Co-Ordinator of the Diocese had been carefully read and directives will be complied with.
- **Chris HOOD** has completed the emergency lighting signage. His invoice is awaited. He identified several faults, but as the electrical survey was carried out relatively recently – in January of this year – he would be asked to rectify the faults presenting a hazard, such as the faulty socket in the lectern. Once again, the Committee felt that we should insist on an invoice from Chris; he has done several jobs, at his own expense, as a favour to the Parish, notably the two new LED lights in the servers' area. It was agreed that Chris would be asked to do the next electrical survey – and bill the Parish.
- **Noted** that the new security lighting was obscured by the hymn board when the board is in use on Sunday mornings. The committee decided that it is unlikely that this is cause for concern.
- **Fire Drill:** Father Vincent thought it was time to hold another fire drill.

## **7. General Data Protection Regulation**

We had received guidance from the Diocese regarding the above which included  
 The Diocesan Privacy Policy  
 Parish Census / Data Collection  
 Gift Aid forms

We would like it put on record that the Finance Committee members (a) are happy to be publicly listed; (b) two committee members have attended meetings/training sessions and (c) the Committee is aware of the new regulations.

## **8. A.O.B.**

**Chris Drury** said that a parishioner had asked about the money raised for the two Parish Projects. Details had appeared in the Bulletin several weeks ago!

The Committee gave glory to the Father, Son and Holy Spirit, led by Father Vincent, who brought the meeting to a close.

**THE NEXT FINANCE COMMITTEE MEETING WILL BE HELD ON**

**THURSDAY, 29<sup>th</sup> November 2018 at 7.30p.m.**