



**MINUTES OF FINANCE COMMITTEE MEETING  
held on Thursday, 6<sup>th</sup> October 2016**

**Present:**

Father Vincent CURTIS

Arlene BAREA Tricia DAVIES Cari DEPLA Mike GRIFFITHS Martin HINNIGAN Albert PACE  
Dawn STRAKER COOK Charles TAYLOR,

**Apologies:**

Chris DRURY Máire FLACK

**MATTERS CARRIED OVER:**

**Stained glass windows / Charities to be supported by the Church:** These two matters would be discussed after Sunday Mass. The date will be given in the Parish bulletin two weeks before the event.

**CURRENT BALANCE:** This stands at £8,978.30. Un-presented cheques amounted to £650 (these would not be valid 6 months after the date of issue) and have therefore been incorporated into our balance. Three cheques still remain to be issued.

**FUND RAISING**

**Re-establish 100 Club:** Tricia has this in hand. There are 32 paid-up members to date and new members will be sought over the next 5 weeks. Monies raised will be paid into the parish account.

**Standing orders:** Appeal will be made in the New Year to parishioners to set these up.

**ACTION: Cari**

**Social Events:** There was no movement on this as a Social Committee has yet to be formed.

**ACTION: Notice in Bulletin**

**REPAIRS/FORTHCOMING EXPENSES/BUILDING WORK:**

**Chalice:** The broken chalice has been repaired at a cost of £300.

**Deanery Meeting:** It will be the turn of St Edmund's to host this event next Tuesday. Around 13 participants will be taken to the Lysley Arms. Anticipated cost around £150.

**Computer:** A new computer is to be purchased as the cost of repairing the present one will exceed the price of a replacement. **ACTION: Fr Vincent/Jan** (now completed)

**Carpet:** The threadbare bedroom carpet in presbytery will be replaced; room will have to be emptied. **ACTION: Fr Vincent to liaise with Albert should help be needed to empty room.**

**Front door frame of the Presbytery:** Repairs and re-painting in hand.

**Church Door/Windows:** To be oiled – NOT VARNISHED. **ACTION 1: Albert to liaise as necessary** (now in hand and Chris Gosling and Paul Blake looking to do this on Monday 17th)

**ACTION 2: Mike to obtain quotes for repair to window mechanisms.**

**HEALTH & SAFETY MATTERS**

Martin had done a H & S survey and had identified certain risks which he categorised as requiring immediate action; action within the next 3 to 6 months and medium-term action.

### **1. Immediate Action:**

**(a)** Quotation to be obtained for **asbestos removal/inspection** from contractor formerly used. Areas identified: broken down-pipes in shed; holes in the boiler room ceiling and damaged sacristy cupboard roof. **ACTION: Martin to obtain quotation and Albert to search out the 2004 Asbestos Survey report.**

**(b) Security system for Presbytery:** Various options were discussed: visual access equipment, an outside light, and a security camera with signage. The last of these was recognised as a good deterrent. **ACTION: Martin/Fr Vincent to ask the electrician (a parishioner) to quote for a LED sensor.**

**(c) Car park security:** An announcement would be made requesting parishioners to use only the designated parking bays and not to double-park in the Church forecourt. Apart from a potential accident hazard, evacuation in the case of a fire in the Church would be seriously hampered and restrict access to fire-crews. The rationale behind this decision would be explained. Parking will be monitored on several Sundays. **ACTION: Martin/Arlene.**

**Noted** (a) all the fire extinguishers had been serviced although one did not have a record tag. (b) all the hall kettles had been PAT tested (c) rat poison under the sink had been removed.

### **2. Action Within The Next 3 to 6 Months:**

**(a)** Hedge on town side of drive to be cut back as it obstructs a clear view of the road for drivers leaving the car park.

**(b)** A notice, incorporating a disclaimer will be displayed indicating that the car park is private (not for public access). **ACTION; Martin.**

**(c)** Martin was concerned about people working at height in Church, such as covering the crucifix for Lent. No decision was made.

**(d)** A Lone Working system for people working alone in the Church, such as installation of an alarm, was discussed..

**(e)** Risks associated with gardening: **ACTION: Fr Vincent to introduce Martin to gardener to discuss equipment/methods.**

### **3. Medium Term Action**

A fire drill will have to be conducted. In this connection Signs indicating escape routes and fire assembly points need to be installed.

There was a leak in the kitchen ceiling which could have been the result of the recent strong winds and rain.

An urn for hot water to be purchased for use in the kitchen.

### **ANY OTHER BUSINESS**

A request for new hymn books, costing in the region of £700 had been received. **ACTION: Cari to liaise with Cecilia Blake.**

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, 15<sup>th</sup> DECEMBER 2016 at 7.30p.m.**