



MINUTES OF THE FINANCE COMMITTEE MEETING

held on Thursday 7th February 2019 at 7.30 p.m.

PRESENT:

Father Vincent CURTIS

Arlene BAREA Tricia DAVIES Mike GRIFFITHS Martin HINNIGAN

Albert PACE Dawn STRAKER COOK

Fr Vincent opened the meeting with a prayer.

1. **APOLOGIES:** Máire FLACK Chris DRURY

2. **MATTERS ARISING:**

- Minutes of the meeting held on 30th August 2018, approved at the last meeting were signed.
- Minutes of the meeting held on 29th November were approved and signed.
- Fire Drill: Rear exit to be tested and reported on at the next meeting.
- Loud speaker system had been tested.

3. **CURRENT BALANCE:**

- Currently stands at £14,0051.58.
- Gift Aid: Records sent to Diocese by Gift Aid co-ordinator, but some “envelopes” still held by Fr Vincent. **ACTION: Albert to take the matter up with co-ordinator.**

4. **BUDGET FOR 2019:**

This would be finalised, taking into consideration changes in the Church levy; the contribution towards Fr Vincent’s stipend and some running costs, by St Anthony’s, Melksham; lower building maintenance costs were foreseen as major works had been completed in 2018. Income from hall rental would be less than in the past. **ACTION: Albert to finalise budget and submit to Secretary.**

5. **REPLACEMENT CARPET BY MAIN ENTRANCE:**

Albert had been to *Tapis* in Chippenham and received a rough quote of £250 for supply and fitting. Samples to be obtained by Albert and left in the Church porch, and an “inspection of site” by a company representative carried out, before a final figure is given. **ACTION: Albert.**

6. **BUILDING WORK / REPAIRS:**

- The bathroom in the presbytery is virtually completed.
- Door closer to Church front door: done
- Gate at the front: repaired.
- Presbytery window glass replacing: **Action: Mike.**
- Stopcock to presbytery to be investigated: **Action: Mike**

- Notice board: As a temporary measure, “stick-on numbers “ would be used to cover the old Mass times: **Action: Albert**

7. HEALTH & SAFETY MATTERS

- Martin had completed and submitted the lengthy H & S document required by the Diocese. He had received a courteous letter from Anthony Hughes in acknowledgement.
- He had also received notification of H & S courses being offered by the Diocese. These can be found on their H & S website.
- Father Vincent mentioned that the Sanctuary lamp was insecure and had to be taken down. **ACTION: Mike to investigate.**

8. A.O.B.

- The hall vacuum cleaner is defunct. **ACTION: Dawn to purchase a replacement.**
- The Secretary was reassured that the Minute files that she held on computer did not need to be password protected.
- The safety tape round the carpet in the hall entrance to be renewed. **ACTION: Martin.**
- Plastic mat under the tea-light stands in the Church to be investigated. **ACTION: Martin.**
- St Edmund’s will host the Deanery meeting again this year as Father Paul is delayed in India and his Parish is unable to do so. Father Vincent asked for the cost of taking the participants out for a meal to be met by our Parish.
- The Parish had been receiving copies of a newspaper, produced by the Plymouth diocese, on a 6-month trial. Father Vincent did not intend to continue receiving the newspaper as it was not relevant to our Parish.
- Martin suggested that the Parish avail itself of the offer made by Taylor Walton to get £275 from the electricity board, as electricity supply cables to surrounding properties passed over Parish land. **ACTION: Martin to get Father Vincent to sign the application papers.**

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

THE NEXT FINANCE COMMITTEE MEETING WILL BE HELD ON

THURSDAY, 9th May 2019 at 7.30p.m.