



**MINUTES OF THE FINANCE & BUILDING COMMITTEE MEETING
Thursday 30th January 2020 at 7.30 p.m.**

PRESENT:

Father Vincent CURTIS

Arlene BAREA Tricia DAVIES Chris DRURY Mike GRIFFITHS Martin HINNIGAN Albert PACE Dawn STRAKER COOK

Fr Vincent opened the meeting with a prayer.

1. APOLOGIES: Máire FLACK Mark TUCKER

2. MATTERS ARISING from meeting held on 24th October 2019:

- **Second Collection** figure for 2019 will appear in the January 2020 statement. Albert will submit the second collection figure to the Diocese every three months for deduction from our account. **ACTION: Albert.**
- **GDF Fund:** £3,422.20 (interest £42.8) in credit.
- **Timer** for the garage light has been installed by Chris Hood.
- **Sensor light outside the Sacristy** to be installed. **ACTION: Fr Vincent to liaise with Chris Hood.**
- **Overpayments:** Albert has sorted this out with Adrian.
- **Fundraising:** Joint event has been arranged with the School for later in the month, with the proceeds to be split between the School and the Parish.

The minutes of the last meeting were approved and signed.

3. CURRENT BALANCE:

The year-end balance for 2019 stood at £14,535.48, after deducting the figure for second collections of £679.59.

4. BUDGET FOR 2020:

Albert gave a detailed explanation of the projections for 2020. In particular, contributions from St Anthony's, Melksham were shown as increased income and there were savings with regard to some "general" Church expenses. Stipends to visiting Priests were also budgeted for. A copy of the budget was given to members of the Committee.

5. BUILDING WORK/REPAIRS:

Chris Hood was in the process of PAT testing. He had repaired the "humming" plug by the musicians' area. He had condemned a heater and the microwave oven in the Presbytery, which will have to be replaced.

The main building project for this year is the refurbishment of the top floor in the Presbytery. 3 quotations, if required, will be sought in the summer for a back boiler/heating. **ACTION: Albert/Mike Griffiths.**

6. HEALTH & SAFETY OFFICER'S UPDATE:

In late November, Martin had received a First Aid directive from Anthony Hughes detailing actions required by the Diocese. He (Martin) summarised the lengthy document identifying the minimum Diocesan requirements. A copy of the summary is attached to these minutes. A Risk Assessment had already been undertaken to our satisfaction, and Mike Griffiths nominated his wife, Carolynn, as a trained First Aid officer to maintain supplies and records as required. We hold 3 First Aid Boxes: 1 in the Sacristy, 1 in the Presbytery and 1 in the Church Hall. **ACTION: Mike to appraise Carolynn. Dawn to circulate summary.**

7. A.O.B.

- **A letter of Thanks** for a donation was received from the Children's Society.
- **Quiz & Curry Night:** Fixed with the School for Friday, 28th February at 6.00 pm. The earlier time was chosen so that parents could bring their children along, without having to pay for baby-sitting, which had discouraged attendance in the past. Tricia said that a quiz-master had been found, arrangements had been made with Church House, Calne, for the hire of glasses and tickets would go on sale shortly. Tickets would be priced at £8 for adults, and £2 for the first two kids of primary school age. Secondary school-aged children would have to pay the adult price. Tricia asked for a volunteer to sell tickets. **ACTION: Tricia to find a volunteer.**
- **Barn Dance: The Pickfords had offered to hold another barn dance. ACTION: To be discussed.**
- **A Crucifix and a box of incense** belonging to the late Charles Taylor had been donated to St Edmund's.
- **Wayleave Agreement:** The company offering to claim compensation on our behalf for electricity poles and overhead cables on Church land had not come back to us. **ACTION: Martin to follow up.**
- **Parking:** Maria Wykes asked if the matter of inconsiderate parking could be brought up. Father Vincent said that he had made appeals in the past which were heeded for a week or two at the most. After extensive discussion, it was agreed not to make any formal announcements at this stage. **ACTION: To be discussed at a later.**
- **Elizabeth Hitchins** had asked for the Church Hall to be carpeted. It was decided not to go ahead with this request since food was consumed there at least once a week, which would be trampled in. The hall is cleaned once a month.
- Father Vincent said that alternative arrangements would have to be made for banking Collection money since Lloyds Bank will be pulling out of Calne in June/July. **ACTION: To be discussed at next meeting**
- A Direct Debit is to be set up with Vision, our printers. **ACTION: Fr Vincent/Jan**
- **Hall Hire:** It was decided not to increase the amount charged to AA for weekly hire of the hall, even though they were paying less than the going rate.
- **Raffle and Father Vincent's 65th Birthday:** The draw for the raffle (to raise funds for the Parish Project) and a Wine and Nibbles Celebration to mark Father Vincent's 65th birthday would take place after the 11 am Mass on Sunday 2nd February.

There being no other business, the meeting was brought to a close by Father Vincent with a prayer.

THE NEXT FINANCE AND BUILDING COMMITTEE MEETING WILL BE HELD ON

THURSDAY, 30th April 2020 at 7.30p.m.