



MINUTES OF THE FINANCE & BUILDING COMMITTEE MEETING
Thursday 19th May 2022 at 6.00 p.m.

PRESENT:

Father Vincent CURTIS Martin HINNIGAN Mike GRIFFITHS Albert PACE Dawn STRAKER COOK

Fr Vincent opened the meeting with The Glory Be. The meeting took place in the back garden.

1. APOLOGIES: Arlene BAREA Tricia DAVIES

2. MATTERS ARISING from meeting held on 27th January 2022

- First aid requirements: In hand
- Various electrical repairs and PAT testing : All completed by Chris Hood
- Tube light replacement in hand.

The minutes of the last meeting were approved and signed.

3. CURRENT BALANCE:

The balance stands at £22,000.

4. BUILDING WORK / REPAIRS:

- Top priority to be given to erection of a new section of fencing in the back garden and removal of one tree. Estimate given by the owner of the adjoining property found to be too high. We will manage the work ourselves. **ACTION:** Mike to obtain 2 estimates.
- Refurbishment of presbytery top floor has been postponed. (estimated cost £2K to £3K)

5. SUMMER BBQ & OTHER FORTHCOMING EVENTS:

- BBQ will take place on Sunday 11th September after Mass. As in the past, parishioners will be asked to help with contributions of food. Melksham parishioners to be included.
- Barn Dance at the Pickford's: End of June or first week in July.
- Harbour Project event hosted by Victoria Nye: To be advised.

6. HEALTH & SAFETY OFFICER'S UPDATE:

- Fire Risk Assessment Martin presented a list of actions to be taken as prioritised in the Assessment report (List attached).
- High priority to be given to
 1. providing documentary evidence of the PAT testing done by Chris Hood
 2. providing evidence of boiler safety inspection done in January
 3. Creating general and personal evacuation plans
 4. Relocating the current fire assembly point
 5. Providing signage on fire exit doors as required
 6. Carrying out an asbestos survey, possibly in a month's time.
- The Medium and Low priority items to be discussed at the next meeting.

7. A.O.B.

- Fire drill is overdue. ACTION; Father Vincent.

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, 1st September 2022 at 6.00p.m. @ Dawn's home.