



MINUTES OF THE FINANCE & BUILDING COMMITTEE MEETING
Thursday 1st September 2022 at 6.00 p.m.

PRESENT:

Father Vincent CURTIS Tricia DAVIES Martin HINNIGAN Albert PACE Dawn STRAKER COOK

Fr Vincent opened the meeting with a prayer. The meeting took place in the back garden.

1. **APOLOGIES:** Arlene BAREA Mike GRIFFITHS

2. **MATTERS ARISING from meeting held on 9th May 2022**

- New fence installed in back garden
- First aid requirements: In hand
- Various electrical repairs and PAT testing : All completed by Chris Hood
- Tube light replacement: scaffolding tower required

The minutes of the last meeting were approved and signed.

3. **CURRENT BALANCE:** Balance beginning August: £23,724.52.

4. **BUILDING WORK / REPAIRS:**

Storeroom in hall has been tidied up. Mother & Toddler Group equipment stored here—not much room for anything else.

5. **SUMMER BBQ :** Sunday 11th September: Social not fundraising event:

Meats will be provided by Albert & Tony Mathews and a Guessing Game in hand to help with cost.

ACTION: Albert to ask for donations of drinks, salads, etc.

6. **USE OF CARD MACHINES:**

Albert presented information as follows: The system recommended by the diocese is “Dona Donate” which is exclusively set up for churches. Each test device or card reader costs an initial £216 to purchase and £120/year in charges or rental. We would then require a dongle at £71/year for each device. These costs are multiplied for each card reader. Any donations made through the device will incur 1.69% admin charge from the company or 2.4% if paid on line. The committee is of the view that the system is too expensive for us at this stage.

ACTION: Albert to announce result also to appeal for more Direct Debit donations in October.

7. **HEALTH & SAFETY OFFICER’S UPDATE: Note:** Martin to **ACTION** where indicated.

1. **Providing signage** on fire exit doors – done
2. **PAT testing** Chris Hood to be asked to provide evidence **ACTION**
3. **Boiler Safety Inspection** - In hand
4. **Asbestos survey** - Name of company given by Diocese safety officer **ACTION**
5. **Fire evacuation** plan to be displayed in Sacristy and Porch **ACTION**
6. **Special needs** Parishioners to be informed of plan and persons responsible for their safety notified **ACTION**
7. **Combustible altar fabrics:** Glass sheets to be provided **ACTION**
8. **Fire Extinguisher Use:** Expert to be contacted to give talk and instructions for use. Instructions to be displayed next to all extinguishers. **ACTION**
9. **Fire Safety Logbook:** **ACTION**

Albert thanked Martin for his tremendous efforts in drawing up the evacuation plan - attached to these minutes = and to addressing and attending to the Health and Safety issues raised by the Diocese.

8. A.O.B.

- **Harbour Project Fund Raising Event: Saturday 15th October at 6.45 p,m,**
Victoria Nye has been in touch with Fr Vincent and Albert re. hosting this event at Cadenham Manor. The Shelburne Trio will be performing. Tickets at £15 will be limited to 60 persons.
- **Rent for use of Hall:** It was suggested that the rental to the A.A. should be increased in January 2023.
- **Car Park:** Trucks and cars continue to use the private car park. Posts and a chain with padlock will be installed. **ACTION:** Mike Griffiths.
- **Tables for Hall:** Folding tables to be purchased as tables on loan have been returned. **ACTION:** Paul Blake to be asked to purchase tables.

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, 17th November 2022 at 6.00p.m.**