



MINUTES OF THE FINANCE & BUILDING COMMITTEE MEETING Thursday 2nd February 2023 at 6.00 p.m.

PRESENT:

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

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

1. **APOLOGIES:** Arlene BAREA The minutes of the last meeting were approved and signed.(point of order raised by Father Vincent).
2. **MATTERS ARISING from Meeting held on 17th November 2022.**
 - **Handle on Hall Door :** Fixed by Mike.
 - **Hook on Church Door:** Will be fitted in the summer. **ACTION: Mike.**
 - **See also Health & Safety Officer's Update.**
3. **CURRENT BALANCE:**
 - Balance as at November 2022: £20,305. Current balance £18,544.
4. **SUMMARY OF LAST YEAR'S ACCOUNTS & BUDGET FOR 2023.**

Albert presented the accounts and budget with the following observations:

 - **Hall rental INCOME:** Up by £700 due to post-pandemic extra use.
 - **Direct Debit INCOME:** The tax rebate for the year amounted to £4,000 but it is possible to increase this. Appeal for more subscribers to be made; **ACTION: Albert.**
 - **Heating & Lighting EXPENDITURE:** Though less than expected will increase significantly this year.
 - **Housekeeping EXPENDITURE:** An increase to include window cleaning.
5. **BUILDING WORK / REPAIRS:**
 - **Church lighting:** Scaffold tower to be hired through **Mike**. Faulty lighting to be replaced with existing spares and LED replacements to be purchased for further use. **Chris HOOD** to be contacted. A companion would be required to assist. **Mike and Martin** volunteered.
 - **Light above Crucifix on gable end of Church to be considered for repair:** Switch for this in sacristy **ACTION: Chris/Martin.**
 - **Redecoration/refurbishment of top floor of Presbytery :** Scheduled for later in the year BUT for the present, a thick curtain was proposed for the top of the stairs to cut down heat-loss and draughts. **ACTION: Mike to measure up and Dawn to contact Jenni Edge re making curtain.**
6. **HEALTH & SAFETY OFFICER'S UPDATE:**

OUTSTANDING:

 - **A new Diocese H & S officer, Peter Moreno** has been appointed and **MARTIN** has at long last been able to access the Safety Tool Box: 19th December 2022.
 - **Emergency Lighting test – a 3-hour operation – will have to be carried out.** As the power will have to be turned off, the boiler will most probably have to be re-set. **EVIDENCE** of previous inspection **to be sorted.**
 - **Inspection to premises: to be done.**
 - **Fire extinguisher annual check: DUE.**
 - **Father Vincent** to obtain fire-retardant material from **Melksham** for use under alter candles.

DEALT WITH:

- **Fire drill & Evacuation – Carried out last year.**
- **Fire Safety Log Book: - Dossier prepared by MARTIN.**
- **Usage instructions to all fire extinguisher locations: done.**
- **Evidence of electrical systems tested within last 5 years: done.**
- **Evidence of most recent boiler safety inspection: provided.**
- **Fire Emergency Plan: Prepared.**
- **GEEP and PEEP: Included in planning.**
- **Fire Exit Signage: Provided.**
- **Fire Assembly Point: Relocated.**

THE COMMITTEE WISHED TO RECORD ITS GRATEFUL THANKS TO MARTIN FOR THE TIME AND EFFORT EXPENDED ON THE IMPLEMENTATION OF THE HEALTH & SAFETY REQUIREMENTS.

7. A.O.B.

- **Town Council Letter:** inviting comments on its intention to designate the “garage” a building of Historical Importance: **Paul Blake** had prepared an excellent reply detailing the reasons why this should not take place.
THE COMMITTEE WISHED TO RECORD ITS THANKS TO PAUL BLAKE.
- **Annual St Edmund’s BBQ:** Date fixed for **Sunday, 25th June, after Mass.**

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, 11th May 2023 at 6.00p.m.