



MINUTES OF THE FINANCE & BUILDING COMMITTEE MEETING
Thursday 29th February 2024 at 6.00 p.m.

PRESENT:

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

Fr Vincent opened the meeting with a prayer.

1. APOLOGIES:

Chris HOOD.

The minutes of the last meeting were approved and signed. A point of order was raised again and will be adhered to at the next meeting.

2. MATTERS ARISING from Meeting held on 28th September 2023

- Arlene BAREA's request to re-join the committee was approved.
- Mains cable outside Presbytery has been secured.

3. CURRENT BALANCE / OTHER FINANCIAL MATTERS:

- Balance as of end January 2024 £12,526; this stood at £13,882 at the end of December 2023.

4. BUDGET

Albert explained the reasons behind his forecast for 2024 item by item.

The Total Income figure, excluding Second Collections and the Parish Project, was lower than last year; however he thought that there might be further income from an expected donation.

A figure of £4,000 has been ear-marked for payment of bills relating to the top floor of the Presbytery and purchase of carpeting and a curtain for the same.

Chris HOOD has yet to be paid for work done.

Electricity bills have not been paid since May 2023. A figure of a further £1,200 was anticipated.

5. BUILDING WORK/REPAIRS

Work on the top floor of the Presbytery has been completed, the Committee wished to express its thanks to Tony Matthews and Paul Blake for their hard work.

6. HEALTH & SAFETY OFFICER'S UPDATE:

- **MARTIN** has had no response from the Diocesan H & S Officer regarding RAA concrete.
 - Just 33% of the (minor) H & S requirement now needs to be addressed.
 - Fire Risk Assessment was last carried out in December 2021 and is now overdue.
 - Fire extinguishers have been provided and a Notice on Usage and Operation will be displayed
- ACTION: Martin.**
- Fire Extinguisher Training – key persons to be nominated. "DO NOT FIGHT IT: EVACUATE"!!
 - The Fire Service Emergency Plan has been deferred.

Risk Assessment Matters

- Duration Test for emergency lighting has been done.
 - Flat roof and gutter checks, drainage, etc. addressed.
 - Gas Service Certificate (from Ultra Warm) and other required certification to be obtained.
- ACTION: Martin/Fr Vincent**
- Assessment of suitability of premises for Youth and other activities – done.
 - **Mature Trees:** See A.O.B. below.

7. A.O.B.

- **Pascal Candle Base: To be replaced.** Since offering, Dawn has found that she no longer has a round marble tile which could have been used.
- Hall Rental: It was decided not to increase the rental.
- Smart Meters: We already have 3 installed.
- It was decided not to carpet the Church Hall but rather invest in a light rug ahead of next winter.
ACTION: Albert
- Father Vincent's phone package has been sorted.
- The large tree near the cable needs specialist attention. **ACTION: Albert to arrange.**
- Father Vincent asked for the garden shed to be cleared. Perhaps a skip could be hired? **ACTION: Albert/Mike**
- Historic Churches Grant: This had been looked into by Albert. The work being undertaken to the Presbytery, or general heating costs, are not relevant to the scheme. There is currently no work required in the Church which would qualify under the scheme.
- Presbytery Cleaner: The existing cleaner has proved to be unreliable. Albert is arranging for a new cleaner. The key will have to be handed back.
- Chris Drury Memorial Windows: 2 small stained-glass windows will be installed as the back of the Church after Easter.
- The sink in the Sacristy is leaking and will have to be replaced, together with the cabinet.
ACTION: Mike.
- We still owe £658.46 from Second Collections. Several of these are historical and go back a number of years. **ACTION: Albert**
- **Father Vincent's 35th Anniversary Celebration and the annual summer BBQ will take place on Sunday, 16th June.**

The meeting was brought to a close by Father Vincent with a prayer to our Lady.

**THE NEXT FINANCE AND BUILDING COMMITTEE MEETING WILL BE HELD ON
THURSDAY, 6th June 2024 at 6.00p.m.**