



MINUTES OF THE FINANCE & BUILDING COMMITTEE MEETING
Thursday 6th June 2024 at 6.00 p.m.

PRESENT:

Fr Vincent CURTIS Arlene BAREA Mike GRIFFITHS Martin HINNIGAN **Chris HOOD** Albert PACE
Dawn STRAKER-COOK

Fr Vincent opened the meeting with a prayer.

1. APOLOGIES:

Tricia DAVIES (belated)

2. MINUTES OF MEETING HELD ON 29th February 2024:

Approval & Matters arising

- The Pascal candle and base have been refurbished (it has since been ascertained that Cecilia Blake re-lacquered the brass and Paul repaired and repainted the base).
- Presbytery sink has been repaired.
- Decision for carpeting the Hall has been deferred.
- Father Vincent's phone has been sorted
- Large tree to be pruned – no need for a tree surgeon. **ACTION; Albert**

3. CURRENT BALANCE / OTHER FINANCIAL MATTERS:

- Balance as of end of May £15,578.59. However a number of second collections will be debited next month.
- Adrian Rogers will get together with Albert to talk him through the new accounting system. This is called OPAS and is in use throughout this and other diocese.

4. BBQ on Sunday 16th June

- A list for donations of food is to be found in the Church porch.
- Numbers: 50 being catered for with a possible 10 parishioners from Melksham.
- Sausages (including vegetarian) , burgers, rolls to be provided by Albert, Arlene, Mike, Rob Pickford;
- Drinks: some to be provided by Albert but parishioners usually bring their own.
- Raffle: Paul Blake on the day
- BBQ will be manned by Albert, Tony and Mike

5. BUILDING WORK/REPAIRS

- Quotes discussed and contract for carpeting stairs, landing and the two bedrooms in top floor of Presbytery to be given to Paul Bratton, Martin to supervise moving of "stuff" from the bedrooms.
- Kitchen door to be re-hung – **ACTION; Mike**
- Front door has a piece missing: - **ACTION; Mike**
- Appliances check completed by Chris.
- 2 New plugs to be provided **ACTION; Chris**

6. HEALTH & SAFETY OFFICER'S UPDATE:

- All high-priority requirements have been met.
- Electrics check to be done and certificate to be provided **ACTION; Chris**
- Flat roof and gutter checks, drainage, etc. to be done **ACTION; Mike**
- Fire Service Emergency Plan – deferred
- Gas Service Certificate from Ultra Warm. **Action Fr Vincent/Martin**

7. A.O.B.

- 5-year electrics check due and certificate to be provided **ACTION; Chris**
- The issue of Security cameras was discussed but agreed to be deferred for the next meeting. It is unlikely that funding can be made available through "*Protective Security for Places of Worship*" as this primarily related to Hate Crime. Chris mentioned having installed 2 closed Swan systems on hard drive for the school at a cost of £500. **Action: To be discussed at the next meeting**
- Annual Chargeable Garden Waste Order has been completed.
- Chris Drury Memorial Windows: **Action: Albert to contact installer**

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, 26th September 2024 at 6.00p.m.**