

Minutes of Blessed Hugh Faringdon Finance & Buildings Maintenance Committee Meeting 12/01/2022

Present: Fr Claro Conde, Audrey Curnock, Andrew Chell, Mary Hughes, Emmanuel Boakye, Kathleen Thomas, Lorraine Brabin, Mary Elizabeth Shewry, Stephen Barlow

The meeting opened with a prayer led by Lorraine.

Father Claro welcomed everyone to the inaugural meeting and explained why he had called this formal meeting and why it was so important that the committee should read and implement the:

1. Diocesan Operating Procedures – DOP A – Finance and Accounting

2. Diocesan Estates Policies & Operating Procedures. DOP B1 -Day to day care of the estate

It was discussed that due to the fact that the Parish hadn't had a permanent Parish Priest for many years some of the recommended procedures may have lapsed or may not have been fully implemented.

Stephen, Edmund and Mary Elizabeth introduced themselves to the rest of the committee and outlined their previous work experience.

An outline Agenda had been produced by Andrew Chell and Audrey Curnock

Finance

Andrew reported that he was still finalizing one matter in the Year End Accounts (subsequent to the AGM) in discussion with Portsmouth. They had to be submitted before 31/10 2021.

The committee requested that we were sent a copy of the revised figures. **Action: Andrew Chell**

It was suggested that in future:

1. the committee should see the final report before it is submitted
2. The accounts should be reviewed by an independent accountant before submission (Andrew to check with other parishes and the diocese on this suggestion.)
3. The Parish Priest should sign off the accounts before submission

Action: Andrew Chell

It was noted that there is still £3,359 in the Charity Account that is waiting for the Justice & Peace group to allocate. This money was collected under the old system of Planned Giving, whereby a certain Percentage of the donation was allocated to Charitable causes. Andrew assured the committee that when it was distributed by The Justice & Peace group it would be publicized in the newsletter.

As per Ref 1.24 in the guidelines we should immediately introduce a Rota for counting and recording the weekly collection to ensure that 2 people are always present when the money is counted.

A record of cash collected and any Gift Aid envelopes should be recorded and the persons doing the counting must sign the cash sheet in case of any future Diocesan Audit.

This could easily take place after Mass each Sunday and a record must be kept by the treasurer.

Action: Andrew Chell

Andrew reported that during the last year 87% of the Offertory had been paid directly to the bank as part of The Gift Aid Scheme, less than 10% of the Offertory had been in cash. This is a very encouraging

Mins: Mary Hughes

figure for the parish. There have been several new Gift Aid forms received in the last few weeks as new parishioners have come to the parish.

We may need to increase our insurance to include any new items purchased recently to facilitate installation of Wi-Fi and Zoom mass for the Parish, including the Smart TV **Action: Andrew Chell**

Buildings Maintenance

We need to see a copy of the Risk Assessment produced by Tony Fecher after the last Quinquennial to ensure all the recommended actions have been executed. **Action: Audrey Curnock**

Post meeting note: we need to ensure the Accident Book/Log is easily available to record an incident/accident that takes place on the premises, especially whilst we have a very slippery path at the front of the church, which has already been identified as a hazard. Action Audrey Curnock

A booklet will be added to the noticeboard so that parishioners can report repairs/broken items in the church **Action Audrey Curnock**

A new Quinquennial report is required to be carried out as soon as it can be arranged, it was due in 2021. Due to the fact that the previous report took a year to be delivered to the Parish via Portsmouth it was decided that we should commission a local Architect to carry this out. Andrew Townsend, who is used by All Saints church was mentioned.

We will need to make him aware of the recent structural survey we have received which has already identified serious structural problems. **Action: Andrew Chell**

As Blessed Hugh is a listed building, we need to get retrospective permission from Portsmouth for the recent installation of Wi-Fi which was needed for Mass to be broadcast **Action: Audrey Curnock**

Due to the listed status we also need to apply for permission to have the speakers installed on the wall of the church. **Action: Audrey Curnock**

Father Claro is concerned that several members of the community have sets of keys to the church, there is no central record of who has keys.

1. this could be an insurance issue?
2. This could be a Health & Safety issue?
3. This is a security issue!

We need to find out who has sets of keys and why they need them. **Action: Audrey & Mary**

It was suggested that Steve Barlow contacts Paul Brame, the previous health & Safety Officer, to discuss any outstanding health & Safety problems and perhaps establish who is currently a source of information in Portsmouth, succeeding Graham Palethorpe. **Action: Steve Barlow**

The meeting closed with a prayer and we all remembered and prayed for Mairead Boyce who did so much for Blessed Hugh Faringdon Church and community over the years.

Date of next meeting : Mon 14th February 2022, via ZOOM, Time TBA

Mins: Mary Hughes