

Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 13th March 2023

Present: Steve Barlow (Chair), Audrey Curnock, Mary Hughes, Roland Quinney, Mary Elizabeth Shewry, Father Claro, Lorraine Brabin

Apologies:, Andrew Chell, Emmanuel Boakye, Sue Cole.

1. Opening Prayer

The meeting started with a prayer led by Father Claro.

FINANCE SECTION

2. Treasurers report

Matters Arising

Collections, counting and safe keeping: It was noted that Andrew had done all of this during Covid-19 and up to now. However, Father Claro stated that the Diocese requires that should have the following in place for the collections, counting of the funds, safe-keeping and banking of money:

Discussion ensued – process of obtaining volunteers to become the collection counters, how to and whom vet and train them, when will the collections be counted, it was stated that this should be done weekly – would it be on a Sunday after the Mass at Church or on another day at the Presbytery. Where would the collection funds be safely held until deposited in the bank – Safe in Church or Presbytery. Also discussed was could the funds be deposited at the Post Office on a Monday using the Church paying in book rather than having to take them into one of the Lloyds main branches either in Swindon or Carterton. It is better to be prepared for the future to have as separate tasks for the future – Main Treasurer, Collection Counters and a Gift Aid person.

Action: Father Claro will seek volunteers to become collection counters – will require more than 2 persons to enable cover for absenteeism, e.g. holidays or sickness **ongoing.**

Action: Mary Hughes stated that she will be a collection counter and will be willing to train other people on how to do this task. and Mary Elizabeth Shewry happy to assist provided counting is after Mass. : **ongoing.**

Presbytery Inventory has been completed. Thank you to Mary Hughes and Mary Elizabeth Shewry.

Action: Completed.

As Andrew was not available for this meeting – the sections below will be discussed at the next meeting in April.

- a) Andrew to ask Diocese if/when insurance premium should be lifted. **Action: Andrew – action pending awaiting inventory – ongoing**
- b) Andrew stated that he has contacted Neil for a list of the electronic equipment for addition to the inventory for the church. **Action: Andrew – ongoing**

- c) Gift Aid organiser - Andrew has spoken to Rita who will take over from the new financial year with training to be offered. The committee suggested that Rita should be offered to join this committee and will need training. **Action: Andrew and others- action ongoing.**
- d) Father Claro has obtained a certificate of thanks from the Diocese to Jack and Jill Thornton for their service to the parish. A decision requires to be made as how it will be presented to them – in person or via post? **Action: ongoing**
- e) The contactless payment machine is not in use as of yet. **Action: ongoing**

Main Treasurers report

Our Financial Position: Andrew reported to Roly with the following information that the current account currently stands at £36,342 credit and the other accounts remain unchanged.

3. Urgent Financial Matters

Closer to Christ Fund: Forms have been given out to parishioners and it has been mentioned several times at recent Church masses. **Action: ongoing.**

Parishioner records: Forms have been handed out at recent masses. The forms that have been uploaded onto a database by Audrey with Roly assisting. A couple of spreadsheets have been updated - main Parishioner records and another with the Children's information. So far 40 plus families have completed these forms. A pro-forma copy of this form can be found on the website.
Action: ongoing.

4. Q&A

No further questions on the Treasurer's Report

MAINTENANCE SECTION

Matters Arising

Quinquennial Inspection – Audrey reported that the recommendations report had been sent to Roly who made it into a table that relevant information could be added to it , with comments and dates when items have been completed. Audrey has updated this table and it has been added to the Church shared drive. Thanks to Roly for taking on this admin. **Action: ongoing for updating as tasks are completed.**

Insurance Claim: Audrey stated that the insurance claim had been completed and once the keys had been purchased and receipts for these and the work to be carried out then the documentation can be sent to the insurer. They have requested this information to be provided by the church to be sent to them on Friday 17th March. **Action: ongoing.**

Internal Church Cracks: Audrey stated that under guidance from Andrew Townsend Architects we have appointed , David Evans (structural engineer of Clive Hudson Associates, Reading). He will begin installing tags to monitor the cracks as reports are inconclusive as to the root cause of these. These will be monitored bimonthly. **Action: ongoing**

Key Holders: An updated list of keyholders to be provided once they have been cut and issued. Discussion ensued as to whom should have main church door keys as it was suggested that most people should have access via the rear entrance. **Action ongoing.**

Sacristy pipework: Andrew reported that the plumber is still awaiting to be repaired. **Action -waiting for a quote- ongoing.**

External Church noticeboard: Discussion ensued and it was decided that we would change the telephone number and modify the information on the noticeboard. We will ask Tim Hebborn. **Action: Andrew & Audrey – ongoing.**

5. Maintenance Report

Leaking roof over passageway: **Action: Audrey is waiting for the builder to come and assess the roof repair.**

Meters: Audrey reported that due to the current increase in energy costs she has instituted a new regime to monitor energy consumption more closely and will be reading and recording the meters on a monthly basis. It was agreed that this was a sensible course of action. **Action: ongoing**

6. Health and Safety Report

Matters Arising

Update on First Aiders: Steve reported that the course took place on Saturday 25th February in the church hall, with 7 new first aiders. He stated that a list of the first aiders are to be found in the kitchen and the entrance lobby. **Action: completed.**

Fire Risk Assessment: Steve has produced the document which Father Claro is the responsible person.

Three areas require actions to be completed:

- a. Gas certification - Andrew stated that the boiler inspection is due and that the bill will not be paid until we get the Gas Certificate. **Action: Completed**
- b. PAT testing - Andrew / Steve will find an electrician who is qualified to check our electrical items. **Action: ongoing.**
- c. Emergency lighting service. **Action: ongoing.**

From previous meeting - do we have insurance cover in place for any liabilities on possible claims. **Action: Andrew will check with Diocese Insurance policy.**

7. Urgent Maintenance Matters

No additional matters raised.

8. Q&A

Nothing additional raised.

9. AOB

Church Information Sheet: Roly has updated the Church Information sheet which will be placed both in the church foyer, in the Mustard Seed shop, and in Faringdon Town Information Centre.

Action: completed

Printer It was stated that the church does have a photocopy / printer in the Sacristy, however it is not functional. Is it ours and can we get rid of it? Then we can replace it with a new printer.

Action: ongoing

Coffee Service: Discussion ensued as to whom would do the coffee / tea service after the church service, It was stated that more men should be asked to assist rather than just relying upon the ladies to deal with this. **Action: Fr Claro will ask for more volunteers and will produce a new rota to help include new members of the Parish.**

Meeting finished at 0945pm with a prayer by Audrey

Date of Meeting at 8.30pm	Chairman	Secretary
17 th April	Mary	Roly
22 nd May	Audrey	Roly