

## Minutes of Finance & Maintenance committee meeting 14<sup>th</sup> March 2022

Present: Mary Hughes, Audrey Curnock, Andrew Chell, Mary Elizabeth Shewry, Stephen Barlow, Roland Quinney, Father Claro (part meeting)

Meeting started with a prayer led by Andrew Chell

### FINANCE

Matters arising & actions from previous meeting

- Year End accounts – Portsmouth have completed their Audit – **Closed**
- Change in VAT Rules (2014). - Red Oak survey (Dec 2021) £8,000 – claim to be raised.  
**Action Andrew**
- Independent Accountant- No response to email sent to Portsmouth. – **Closed**
- Father Claro has contacted his previous accountant and ask him to look over the accounts. Concerns were raised about the cost **Action Father Claro**
- The charity account – Awaiting Justice & Peace decision. - **Closed.**
- **Insurance Premiums** – Andrew has asked the Diocese if/when we should increase the premium because of the new electronic equipment in the church. Pending inventory. **Action Andrew**
- **Inventory** - It was agreed by all that a comprehensive Inventory needs to be produce covering all items of electrical equipment, the organ, electronic keyboard, statues, etc..... This must include a separate inventory for the Presbytery. Apparently, an inventory already exists which was produced by Tony Fecher, this needs to be found and updated. **Action Audrey & Mary**
- **Gift Aid Organizer** - Jack Thornton has confirmed that he will continue until EOY Tax Certificates are printed and distributed for those parishioners who pay Tax. - **Closed**
- We must organize a vote of thanks to Jack & Jill for all the years of service they have given to the parish  
**Action: Father Claro**
- **Gift Aid organizer** - we urgently need to find a replacement as soon as possible so a period of training and handover can be established, before Jack and Jill go abroad again.  
**Action: Andrew & Father Claro.**
- **Gift Aid** - It was agreed that we should have another announcement about the benefits of Gift Aid during Lent, especially as the last few weeks have produced a marked rise in cash donations.  
**Action Andrew, Mary, Audrey**
- **GADS** - Andrew advised that as a result of the introduction of GADS (Gift Aid Small Donation Scheme), Jack counts all cash donations made during previous quarter and submits a Gift Aid claim.
- **DONA** -Contactless Payments – The report produced by Mary as a result of the presentation was issued to all members and discussed. It was agreed that we are too small a Parish to benefit from this idea as the costs would outweigh the benefits
- **Grant from Historic Churches Trust** was £19,000. We were allowed to claim £7,706 therefore we have to repay £10,384 to the Trust, which has been done.
- The issue of the rejected cheque raised by Andrew to pay back the unused Grant was discussed. There is only one cheque book which is held by Andrew – The Treasurer. There seems to be no reason why the cheque was rejected by the Bank as 2 signatories were present and funds were

available. After discussion with Portsmouth Finance Office, it was agreed that the money should be paid by BACS.

- The meeting was told that 2 signatures were required on any cheque raised of over £5,000. the signatories are Jack Thornton, Tony Fecher, Andrew Chell, Canon Peter Turbitt, Father Claro Conde. It was agreed that this list needs to be revised ASAP **Action Andrew & Father Claro**
- Father Claro is setting up a Parish Office in the Presbytery and wants all official Parish Records and documents stored there, this includes Cheque Book, Cash from Collections, Inventories of Parish equipment etc..... there is a safe for security. **Action Father Claro**
- Father Claro is recruiting a Parish Secretary to assist him in running the office, it was not clear if this would be a voluntary or paid post. Concern was raised about the cost of employing someone on a permanent basis. **Action Father Claro**
- Stephen Barlow is in discussion with Neill Taylor the Webmaster about the possibility of a secure area on the Parish Website to store important documents, these should be password protected but available to nominated people. **Action Steve Barlow**

## **REPAIRS AND MAINTENANCE**

- **Quinquennial** = Andrew Townsend has been approved by the Diocese to carry out the quinquennial at a cost of £1,150 plus VAT. Before the inspection can be done work needs to be carried out on the access to the loft hatch and a safe walkway needs to be established so that access can be gained to the roof space. Quotes are being requested. **Action Audrey**
- **The diocese has sent a report on the asbestos contained in the roof, this must be taken into consideration when any work on the roof is undertaken and needs to be highlighted to any workmen.** **Action Audrey**
- **Sacristy roof** – Needs replacing, - awaiting Quinquennial report **Action Audrey**
- **Repairs to cracks in church walls and ceilings** - Andrew Townsend wants to monitor the movement of the church walls and wants to place strips across the cracks to check and see if the building is still moving. This needs to be done asap so we have a benchmark before any building work commences on the adjacent Bugden's development. **Action Audrey**
- **List of Keyholders** – List produced by Mary does not match Tony's list, comprehensive list needs to be produced asap **Action Audrey and Mary**
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## **HEALTH AND SAFETY**

- Steve and Roly to work through the 2020 Audit report and to ensure that all the urgent items have been actioned. **Action Steve and Roly**
- First draft of Risk Assessment has been produced. No new actions identified since 2020 Audit have been identified. **Action Steve & Roly**
- Steve has conducted a tracker of Audit actions following 2020 Audit. Responsibilities Have been noted- some new volunteers will be needed... Accident Book, Fire log and First Aid Box have been checked (thanks Roly for this). **Action: Steve and Roly**
- Log for inspection of testing of Fire and smoke alarms will be begin shortly **Action Steve and Roly**

- Steve and Audrey to discuss merging the documents detailing the schedule for checking risks e.g.: Electrical testing, Fire Extinguisher checks, Gas checks: we need a comprehensive schedule detailing who undertakes these checks, how long does the certificate last, what does it cost, etc.  
**This must include Hall and Presbytery. Action: Audrey and Steve**
- All the electrical equipment in the kitchen needs to be checked to ensure it is still working. It was discussed that some items may need to be replaced, Audrey to check with Kathleen and Sue Cole about the cooker. With on-going repairs needed in the church its important to limit spending.  
**Action Audrey**
- We need to find out if this equipment is part of the Hall Letting fee, Sue Cole needs to advise  
**Action Audrey**
- **First Aiders** - New list of First Aiders needs to be produced and new recruits will be needed and trained up, it's possible some health care workers in the parish already hold this qualification.  
**Action Steve**
- Roly has suggested that we might wish to purchase a Defibrillator, especially as a lot of the congregation are elderly.  
**This matter for future discussion and consideration.**
- **Fire Drill** – We need to organize this asap, Assembly points need to be confirmed, Fire Marshals need to be identified.  
**Action Steve and Roly**

**Post meeting Note: We have had a response to the Planning feedback, Audrey has circulated to all committee members.**

**Date of next meeting: 25<sup>th</sup> April 2022 at 8pm**