

## **Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 17<sup>th</sup> April 2023 at 0830pm**

**Present:** Mary Hughes (Chair), Steve Barlow, Audrey Curnock, Andrew Chell, Roland Quinney, Father Claro, Lorraine Brabin

**Apologies:** Mary Elizabeth Shewry, Emmanuel Boakye, Sue Cole.

Audrey suggested that if anyone wishes to discuss items during discussion that we use the hand up on Zoom. This was approved by the committee.

### **1. Opening Prayer**

The meeting started with a prayer led by Mary Hughes.

## ***FINANCE SECTION***

### **2. Treasurers report**

#### **Matters Arising**

#### **Collections, counting and safe keeping:**

Father Claro stated that he now has 4 volunteers available to perform the counting of the collections which will be done on a Tuesday in the Presbytery at 10am.

Discussion ensued as to whom would be responsible to move the collections from the Altar and place them in the safe in the church – it was stated that Denise would do this initial move of the funds and then Father Claro would take them to the safe in the Presbytery.

Two people would be required to count the funds and input the information onto the financial database and enter the information in to the paying in book. Once completed the collection money would be deposited in our Lloyds bank account using the service provided by Faringdon Post Office.

**Action:** Father Claro will request that a rota is to be completed so that the volunteers know which Tuesday they will be responsible to do the counting etc.- **ongoing.**

#### **Diocese /Insurance :**

- a) Andrew to ask Diocese if / when insurance premium should be lifted. **Action: completed.**
- b) Neill has provided Andrew stated that with the list of the electronic equipment for addition to the inventory for the church. **Action: completed.**
- c) Andrew stated that he was waiting to complete or an interim return and then he will contact the diocese with the information for complete insurance cover. **Action: ongoing.**

**Gift Aid organiser** - Andrew has given forms to Jack so that he can complete the tax return information to the parishioners that provided payments in the collections in the envelopes for the last financial year.  
**Action: ongoing.**

It was stated that Rita is still thinking about taking on the responsibility of the gift aid organiser. Discussion ensued as to whether or not the diocese would accept the use of personal computers or whether a parish computer has to be used to input information.

Lorraine stated that the diocese needs to be aware that Blessed Hugh parish does not have a paid administrator etc., all of our persons performing tasks are volunteers and have their own PC's / laptops.

**Action: Andrew to contact diocese – ongoing.**

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.**

**Contactless payment:** It was decided that the use of the envelopes would now be discouraged, also any cheques given cannot be counted as gift aid. Discussion ensued and it was decided that the contactless payment machine would be made available from 1<sup>st</sup> May 2023 onwards. **Action: Andrew will discuss with Sjoerd and Neill as to how to use this payment machine and where it can be set up – ongoing.**

### **Main Treasurers report**

**Our Financial Position:** Andrew reported that the current account currently stands at £33,836, the charity account has £3259 and the building account has £587. Discussion ensued over the various accounts – Mary had been asked as to where the Justice and Peace money was held, it was stated that this is in our charity account. Andrew stated that only the second collections were paid in to our main account and then the money is then paid directly to the charity e.g. CAFOD.

Andrew to provide Father Claro with the financial details regarding various bank accounts. **Action: ongoing.**

### **3. Urgent Financial Matters**

**Closer to Christ Fund:** Andrew stated that Blessed Hugh Faringdon has reached 70% of the target, he will give a resume at the end of a church service after he has spoken to Matt Bloomer from the Closer to Christ group. **Action: ongoing.**

**Parishioner records:** Audrey stated that she has passed on the parish registration forms to the relevant people informing of the names of the parishioners that do not wish to be contacted directly by the diocese. **Action: completed.**

### **4. Q&A**

No further questions on the Treasurer's Report

## **MAINTENANCE SECTION**

### **Matters Arising**

**Insurance Claim:** Audrey stated that the church had to pay a £300 excess. **Action: completed.**

**Internal Church Cracks:** Audrey stated that an Inspection took place on 28<sup>th</sup> March with herself, Steve and Andrew in attendance with David Evans (structural engineer) and Oliver Wilson from Andrew Townsend Architects. Monitoring equipment and tags will be installed on the South and East walls. They will be left in for at least 6 months to assess any movement of the cracks, then specification for repairs will be provided and then the work can be tendered out for repairs to be performed.

**Action: ongoing.**

**Action: Choir and candle station to be moved – due to dust from the plaster etc.**

It was stated that the cracks behind the altar were OK. Discussion ensued regarding the window cracks and it was stated that glass on the left window was leaking with condensation running off down the plasterwork. **Action: ongoing as still being investigated.**

**Key Holders: Action: completed.**

**Sacristy pipework:** Andrew reported that the plumber will be hopefully completing this repair by the end of this week. **Action – to be completed by 21<sup>st</sup> April.**

**External Church noticeboard:** Audrey will contact Tim Hebborn to inform him as to the alterations and wording to modify the noticeboard. **Action: ongoing.**

## **5. Maintenance Report**

**Leaking roof over passageway:** Audrey is waiting for the Nathan the builder to come and assess the roof repair. Discussion ensued as to what would require repairing – roof repair or just around the light surround. It was decided that the latter would be best. **Action: ongoing.**

**Meters:** Fuel costs for the church was £1000 and for the presbytery was £400. Audrey reported that these will be read and a record of the meters readings will be performed on a monthly basis.

**Action: ongoing.**

**Roof space leaks:** Andrew and Steve have repaired the roof space leak in the loft area above the organ. **Action: completed.**

## 6. Health and Safety Report

### Matters Arising

**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: Steve to follow up - ongoing.**
- c. Emergency lighting service. Steve has the replacement bulbs. **Action: ongoing.**

The risk assessment was discussed and Steve will contact someone for a second opinion as the when it can be signed off. **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

**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? Andrew stated that it was originally rented but then was bought by someone who donated it to the church. Then we can replace it with a new printer. **Action: Mary will speak to Tony – ongoing**

**Old TV:** It was also mentioned that there is an old TV in the church hall. Are both items ours and can we remove them both. **Action: Mary will speak to Tony – ongoing**

**Coffee Service:** Volunteers have come forward to do the coffee / tea service after the church service and there is a rota in the kitchen area. **Action: Completed – but the committee would like to say a big THANK YOU to those who volunteered.**

**Warm spaces:** Anabelle asked Audrey if the Warm Spaces group could use the church hall for the last 2 Fridays of April. The committee agreed so Audrey would email Anabelle. (amended to 12<sup>th</sup> May after the meeting.)

The Warm Spaces group have asked if they can use the Church Hall from September 2023. Discussion ensued as to whether or not the group might be requested to pay a small amount of money to assist with the fuel bills. **Action: This seems reasonable, to be discussed at a future Finance and Maintenance meeting.**

**Documentation sent to Director of Estates:**

Audrey stated that there is a new contact based at Portsmouth who is the new Director of Estates at the Diocese, his name is Nigel Stevens. All the following documentation has been sent off to him as requested:

Gas and Electrical safety reports, Asbestos report, Fire log book, Fire safety book, and Maintenance log book. Also sent the Quinquennial Report 2022, post quinquennial actions and the reports from Shire Structural Engineers and Red Oak Surveying. **Action: completed**

**Meeting finished at 0945pm with a prayer by Father Claro**

<b>Date of Meeting at 8.30pm</b>	<b>Chairman</b>	<b>Secretary</b>
22 <sup>nd</sup> May	Audrey	Roly
19 <sup>th</sup> June	Andrew	Roly
17 <sup>th</sup> July	Lorraine	Roly