

## **Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 19<sup>th</sup> June 2023 at 08.30pm**

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

**Apologies:** Emmanuel Boakye, Sue Cole

Opening Prayer: Andrew led with an opening prayer

### ***FINANCE SECTION***

#### **1. Treasurers report**

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

**Action from previous meeting:** Father Claro stated that we currently have 2 volunteers who are responsible to do the counting, however a couple more people will be required. Then a rota will be completed. **Action: Father Claro = ongoing.**

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

- **Action from previous meeting** - Andrew to contact the diocese with the information for complete insurance cover. **The Additional IT equipment to be included e.g., new Parish Computer. Action: Andrew - ongoing**
- **Action from previous meeting** - Fire **Risk Assessment** – This has been completed and the document is on the Blessed Hugh file share. However, do we have insurance cover in place for any liabilities on possible claims. **Action: Andrew will check with Diocese Insurance policy.**

##### **Gift Aid Organiser**

- The new Parish Computer has been set up and is being used by Nerissa to update the Gift Aid records.
- The Diocese still needs to be contacted as to whether or not they would accept the use of personal computers or whether a parish computer has to be used to input information. **Action: Father Claro/Andrew**

##### **Contactless payment**

We now have a new Contactless Payment machine, Fr Claro has very kindly procured this on loan from the Ethnic Chaplaincy. It has been placed at the front on the church, close to the font. Money currently goes into the Ethic bank account and then Fr Claro will transfer the funds into the main church account. Discussion ensued and it was agreed that Andrew would implement the changes discussed with Sjoerd to have our own contactless machine working as soon as possible. **Action: Andrew ongoing**

### **Treasurers report as at 22/05/2023**

- current account has £24,560
- charity account has £3,259
- building account has £587

**Outgoings -** Pluming and gutter work -Tim has been paid £940  
Structural Engineer £900 (2 meetings plus a report)

### **Closer to Christ Fund:**

Andrew stated that Blessed Hugh Faringdon has reached **96%** of our target. He stated that we are in what is known as group 4 which has 13 churches. Steve asked how do parishioners know that money or pledges have been done and accepted by the diocese. Discussion ensued . Andrew will speak to Matt Bloomer from the Closer to Christ group. **Action: Andrew ongoing.**

## **2. MAINTENANCE SECTION**

### **Matters Arising**

**Internal Church Cracks:** Audrey stated that following the meeting in March Oliver Wilson from Andrew Townsend Architects:

- The Monitoring equipment and tags still need be will be installed on the South and East walls. Discussion ensued. 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 the work can be tendered out for repairs to be performed. **Action: Audrey will check with Oliver Wilson as to when these will be installed – after the meeting -the 27<sup>th</sup> June has been set to install these.**
- 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.**

### **Routine Maintenance**

- Leaking roof in passageway – Nathan has not responded to request for an inspection and quote **Action: Audrey to get a quote from Andy Ebsworth - ongoing.**
- All of the toilets had been painted by Tim - **Action: Completed**
- Guttering on the west wall of the church and presbytery near front door and neighbours garden require to be checked. The church down pipe could be blocked. **Action: Audrey will ask Neill if he can bring his drone to check the areas – ongoing.**
- Andrew stated that he had been informed that the scaffolding on the right hand side of the front door had been put up by a neighbour and will be in place for about 4 weeks. They had phoned the Parish Office to inform as to what was happening. **Action: ongoing**
- Heating was discussed and whether it could be turned off until the weather goes cold (October) Discussion ensued, **Action: Audrey will speak to Paul Padley**

## Fire Risk Assessment

Steve has updated the Fire Risk Assessment and the latest copy has been issued to committee members and is on the File share.

- **PAT testing** – A friend of Steve’s has a PAT tester so we can do this ourselves. Steve has compiled a list of equipment to be tested. **Action: Steve - ongoing**
- **Emergency Lighting** – Steve & Tim have checked the signs and lights and despite new bulbs they are not working. An Electrician will be required to identify the problem. Andrew will pass contact details to Steve of the company who undertook our last electrical inspection. **Action: Steve & Andrew - ongoing**
- Request That Tony provides all of the documents relating to the electrical lighting and for other items are handed back. **Action: Fr Claro to discuss this matter with Tony**

## AOB

### Warm Spaces

Audrey has received a request for permission to have 2 lunch dates per month from Sept. Committee agreed to this with proviso that we should make a charge for the Gas used. Audrey to stated that the warm spaces group would pay £30/month from September onwards. **Action- completed.**

### Church tidy up –Saturday 5<sup>th</sup> August 10 am – 12pm

Audrey has suggested a tidy up of church and hall, there are a lot of items cluttering, Church, Hall, Kitchen and Choir loft and in the car park , which need to be removed. We need to request help from Parishioners to clear these areas and take things to the tip. We can now dispose of the old TV in the hall and the photocopier in the Flower room following discussions with Tony.

**Action: to be announced at church that parishioners would be needed to assist on this date and to take items to the tip.**

**Action: Andrew will speak to Sjoerd regarding the items in the loft area**

**Emergency Exit:** Request that Tim puts up an emergency key box with a key in it next to the church front door.

**Action: Audrey to request this to be done - ongoing**

**Security of Church** discussion ensued as to whether or not that the Church should remain open. It was decided that the PCC needs to decide upon this matter. **Action: Lorraine will discuss it with the PCC**

**Meeting finished at 0915pm**

<b>Date of Meeting at 8.30pm</b>	<b>Chairman</b>	<b>Secretary</b>
24 <sup>th</sup> July	Lorraine	Roly
4 <sup>th</sup> September	Andrew	Roly
9 <sup>th</sup> October	Audrey	Roly