

Minutes of Blessed Hugh Faringdon Finance & Maintenance Committee Meeting **20th June 2022**

Present: Fr Claro, Lorraine Brabin, Audrey Curnock, Andrew Chell, Sue Cole, Roland Quinney

Apologies: Emmanuel Boakye, Mary Elizabeth Shewry, Mary Hughes, Steve Barlow

Meeting started with a prayer led by Audrey

FINANCE

Treasurers report including actions and matters arising

Andrew to ask Diocese if/when insurance premium should be lifted. **Action Andrew – action pending awaiting inventory - ongoing**

Produce comprehensive inventory for Parish equipment covering both Church and Presbytery. Audrey, Mary and Mary Elizabeth have started to compile a new inventory. We have now drafted this but need to type it. **Action Audrey, Mary and Mary Elizabeth – action ongoing**

Find a replacement for Jack as Gift Aid organiser. **Action Andrew and Father Claro – action ongoing.**

Organise a vote of thanks to Jack and Jill Thornton for all the years of service they have given to the parish. Father Claro will try to obtain a certificate of thanks from the Diocese. **Action Father Claro – action ongoing**

Finance spreadsheet. Following discussion at the last meeting, Andrew reported that he had reviewed the finance spreadsheet and concluded that it would be possible with minor changes to break down the 'parish activities' entry to align with the six agreed parish missions. **Action Andrew – action closed.**

Treasurers report

Andrew reported that there had been no major expenditure since the last meeting. The current account now stands at £41,663, other accounts are unchanged. He also stated that there has been no major bills or donations to the account.

Andrew stated that the Red Box collection had not been done in June and he will request a second collection to be performed in July. **Action Andrew - ongoing.**

Urgent Financial Matters

Nothing to report.

Q&A

Nothing further discussed.

MAINTENANCE

Maintenance report including actions and matters arising

Audrey reported that Tim (Handyman) has had access to the roof space and has been given the Asbestos Report. This Report is on the shared drive. **Action Audrey – action closed.**

Church Hall, including kitchen

Mary has purchased and installed a microwave for the Kitchen, costing £89.00, receipts & VAT receipt to follow to Andrew. The old one has been removed.

She has also purchased a new integrated Hotpoint dishwasher to replace the broken one, cost £389, receipts to follow to Andrew. Delivery and installation will be on Saturday 2nd July and Mary will be there to receive it and ensure it is fitted properly. They will remove the broken one. There will be a small charge for installation and removal.

The committee expressed their thanks to Mary for sorting out these issues.

Discussion regarding who can use the dishwasher was raised. It was decided that anyone can use the machine as the church hall requires clean and sanitized items to be used. A laminated operation instruction card will be attached to the outside of the dishwasher once it's in place. **Action – Audrey.**

Audrey has arranged for Cotswold Oven Valeting to clean the ovens, hobs and the extractor fans on 30th June. Cost will be £172. **Action – Audrey.**

Father Claro has supplied a toaster. **Action – Completed.**

Audrey stated that the general church cleaner only washes the floor in the kitchen area and not any of the other surfaces including the cupboard spaces. A deep clean of these areas was discussed and approved. Father Claro & Audrey will arrange for this to be done. **Action – Father Claro & Audrey.**

Sue stated that the current costs for the use of the hall per hour was as follows:

Parishioners and Charity groups – Summer £8 and for Winter £9.20

Other users – Summer £12 and for Winter £13.20

The Committee decided that the price would increase for Parishioners and Charity groups by £3 and for Other users by £5 per hour. Prices have not increased for over 10 years. However, these prices would need to be reviewed later in the year (or in January 2023) with regard to any energy price rises that are passed on to the church.

It was agreed that from 1st October 2022 that the new price for the hire of the hall and kitchen area would be per hour:

Parishioners and Charity groups - Summer £11 and for Winter £12.20

Other users – Summer £17 and for Winter £18.20 **Action completed.**

A copy of the hall hire agreement has been added to the shared drive. **Action Sue – action completed.**

Update list of key holders – Mary will meet with Tony in the near future. **Action Mary and Tony – action ongoing.**

Audrey stated that whilst she was on the church premises today, the Surveyors for the Budgens site were outside assessing the rebuilding of that site. She had a good positive discussion with them with regard to the crack and on-going movement in the church structure. They are willing to cooperate in the future. They stated that their time frame is about a year which is similar to the church monitoring and subsequent repairs. **Action – Audrey will keep us informed of any developments – ongoing**

Audrey and Father Claro stated that the main Church noticeboard had incorrect information on it – phone number and time of service. Audrey will get a quotation from Falcon signs in Wantage. Andrew asked if the information could be edited rather than a new one being made. Audrey will investigate. **Action – Audrey - ongoing**

HEALTH AND SAFETY

Actions from previous meeting

Update and recruit new first aiders. Need to make another general announcement at Mass to ascertain for members of the congregation to become first aiders. **Action – Steve & Roland ongoing.**

Steve reported via email to the committee the following: he had met with Tony so that he could show me the fire alarm system. It quickly became apparent that the system was not working. On investigation he found that the power supply had been switched off. When switched back on again the alarm went off and they were unable to reset it. At the moment the power is off again and therefore the fire alarm is inoperable. Father Claro has been informed. Quite how long we've been in the is position is unknown but could be weeks, months or even years!

This is obviously a situation that needs to be remedied. Steve has tracked down the original installers of the system, Bristol Fire, and arranged for an engineer to visit. This will cost £165 (plus vat) for the visit, any parts required will of course be extra. In the future they will be available 24/7 for call out should we have any more breakdowns/faults. This is a different supplier to the one discussed previously with Audrey & Andrew, all will be pleased to hear is cheaper!

The committee discussed this and approved that Bristol Fire can be contacted to send out an engineer to sort out the system as soon as possible, as we may not have insurance cover whilst it is not working. **Action – Steve to arrange for this to be completed.**

Update emergency plan and hold fire drill. Committee suggested that this could be done in September. Fire stewards and tabards will be needed. **Action – Steve .**

The emergency plan for the Church was being drafted/updated. In the event of a fire, the congregation would be instructed to leave by the nearest (or least congested) fire exit and assemble in the car park at the rear of the church. A suitable Fire Assembly Point notice would be needed. Steve has now purchased this and will install it in the church car park. **Action – Steve – action ongoing.**

URGENT MAINTENANCE

Steve and Roland attempted to open the two lights requiring attention in the courtyard, however they were unable to do so. **Action – need to contact Tim – Handyman to replace the bulbs - ongoing.**

Q&A

Discussion was raised over obtaining a fire sign to be installed for exiting from the Sacristy to the alleyway. This may not be clear but it is a right of way for the church. **Action - ongoing**

Any other Business

Sjoerd has been consulted regarding hymn number sign. Might need to purchase new numbers, but we will ask if the one at Buckland can be used. **Action Audrey – action continues**

Lorraine was thanked for obtaining the Missals. It was suggested that a label was put into the front of each one to congratulate the new confirmation candidates with the date of when Bishop Philip confirms them in Didcot.

Meeting finished at 9:25pm with a prayer led by Father Claro

Meeting Date @ 8.30pm	Chair	Minutes
25 July	Andrew	Audrey
26 September	Mary	Roly
24 October	Steve	Mary
21 November	Audrey	Roly