

## **Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 21<sup>st</sup> November 2022**

**Present:** Audrey Curnock (Chair), Mary Hughes, Roland Quinney, Mary Elizabeth Shewry, Andrew Chell, Steve Barlow (Minutes)

**Apologies:** Father Claro, Lorraine Brabin, Emmanuel Boakye, Sue Cole.

### **1. Opening Prayer**

The meeting started with a prayer led by Andrew Chell.

## ***FINANCE SECTION***

### **2. Treasurers report**

#### **Matters Arising**

- a) Complete the Presbytery inventory. **Action: Mary Elizabeth, Mary and Audrey -ongoing.**
- b) Consult with Father Claro with regard to the inventory of Parish equipment in the Presbytery. **Action: Father Claro & Andrew – action pending awaiting inventory – ongoing**
- c) Andrew to ask Diocese if/when insurance premium should be lifted. **Action: Andrew – action pending awaiting inventory – ongoing**
- d) Find a replacement for Jack as Gift Aid organiser. **Action: Andrew and Father Claro – action ongoing.**
- e) Organise a vote of thanks to Jack and Jill Thornton for all the years of service they have given to the parish. Father Claro has obtained a certificate of thanks from the Diocese. **Action: Andrew to contact Jack and Jill to ascertain when they are available to come to church.**
- f) Report on success of contactless payment machine. **Action: Andrew**

#### **Main Treasurers report**

**Our Financial Position:** Andrew reported that the current account currently stands at £38,409 credit: the other accounts being unchanged.

**Maintenance repairs:** Audrey reported that Tim Hebborn is continuing to address Church maintenance items. He has replaced the kitchen serving hatch, repaired and painted the front door and handrails, and is starting to repair internal render and matching paintwork. Some of these items are those flagged in

the Quinquennial inspection report (see Maintenance report for further discussion). It was reported that we are currently spending ca. £700 pm with Tim. This was seen as good value.

**Zoom:** Audrey reported that she has purchased a rolling monthly Zoom contract: we can cancel at any time. Both Audrey and Kathleen (PPC) are nominated administrators for setting up and arranging meetings.

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

**Closer to Christ Fund:** Audrey gave an update on what we know about the Diocesan *Closer to Christ* fund-raising initiative, based on the email that Lorraine sent after her meeting with Matt Bloomer of CCS Fundraising who are supporting the Diocese.

The Bishop has launched this new fundraising campaign with a view to raising £13m over 5 years to support clergy from formation, through their active years in parishes and on into retirement. The fund will also be for the benefit of parishes to provide for the resources they need to thrive. Because we are a relatively small parish, we have been set a target to contribute £40k. When spread over 5 years this equates to £8k pa. The £40k includes gift aid and the funding will be split into thirds:

- 2/3 going into supporting all clergy as described above
- 1/3 being returned to the Parish for whatever is needed.

Audrey noted that the announcement of the initiative has caused concern amongst parishioners: not due to the cause but due to the proposed use of CCS to target parishioners who are already supporting the parish through direct debit and standing-order contributions.

Question: if we achieve the target we would receive a third back, are there any restrictions on what it could be used for? There are none known other than to 'assist parishes'.

It was agreed that Lorraine should continue to take the lead on behalf of the parish and Finance and Maintenance Committee.

Audrey noted that following Lorraine's meeting with Matt Bloomer, the following next steps had been proposed:

- Sunday 4<sup>th</sup> December Father Claro to announce the initiative at Mass by reading out a letter from the Bishop
- W/c 12<sup>th</sup> December a meeting with Matt Bloomer for the campaign to be discussed in more detail. We expect Lorraine to arrange, joint with the PPC.

The CCS team have requested access to the parish database (names, addresses, contact details etc). This was a key issue in Lorraine's meeting as there are two key issues:

- (i) We don't hold such a central database (and perhaps we should)
- (ii) Any interaction we have with CCS and the diocese needs to be GDPR compliant.

Audrey proposed that we should update our parishioner records, essentially start afresh with a new 'GDPR compliant' information gathering exercise. This was agreed. It was also agreed that it should explicitly ask:

- Are you happy for the Diocese to contact you with respect to fund raising?
- Are you happy for your contact details to be used for internal communications?

It was noted that we had previously sought advice on such matters from Anna Riley and it was agreed that it would be sensible to do so again.

**Action: Audrey to prepare new data form as input to generating a new Parishioner Database**

**Action: Audrey to discuss GDPR implications of Parishioner Database with Anne O'Reilly**

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

No further questions on the Treasurer's Report

### ***MAINTENANCE SECTION***

#### **Matters Arising**

**Quinquennial Inspection** – Audrey reported that the Quinquennial Inspection report had been received from Andrew Townsend Architects and had been circulated to members on 11<sup>th</sup> November. The report contains some 23 recommendations split as follows:

- a. Works required urgently – 3 items
- b. Works required within 12 months – 14 items
- c. Works which may be required within 5 years – 6 items

There's also a section on works that may be desirable – but these are considered as lower priority

Audrey reported that Tim had already started to look at these recommendations and indeed we have already started to tackle some of them.

One of the urgent items referred to the leaking roof above the sacristy/passageway and Tim would join the meeting later to address this.

**Action: Audrey to update the maintenance plan with Tim to prioritise the necessary works**

**Key Holders:** Mary reported that reconciliation of key lists is ongoing. **Action ongoing.**

**Sacristy pipework:** Andrew reported that the plumber is awaiting spare parts before the repair can be completed. **Action ongoing.**

**External Church noticeboard:** We have had a quote of £150.81 + VAT. **Action: Andrew & Audrey – action ongoing.**

## 5. Maintenance Report

**Repairs and maintenance:** It was reported that Tim Hebborn continues to make good progress addressing various maintenance items. Since the last meeting he has tightened the securing screws on the church hall chairs, repaired the leak from the ladies toilet, installed the new hymn board, and painted radiators and ceiling in the rear entrance hall. Tim has also installed a carbon monoxide alarm in the kitchen.

**Disabled Toilet:** It has been reported that the disabled toilet pull-cord alarm will not reset. On investigation it has been concluded that the unit is faulty and should be replaced. A replaced part is being procured by Tim and will be fitted when available. Andrew reported that with the fault, the alarm can be reset by interrupting the electrical supply, but this of course is not a satisfactory long-term solution. **Action: Audrey to pursue the replacement alarm unit with Tim.**

**Leaking roof over passageway:** The meeting was joined by Tim Hebborn. Tim has investigated the cause of a roof leak that has led to staining of the passageway ceiling and water puddles on the floor. It is thought that water ingress may have been happening periodically for the past two years or so. Tim has inspected the roof area in question and showed some photographs. He suspects that the water is entering through gaps around the 'light-tunnel' dome. He recommended this was a job for a roofer as it would likely require some new roof tiles and possibly additional flashing. He advised that roofing timbers were likely to be damp but that did not mean that they would be rotten. **Action: Audrey to add roof repair to the maintenance plan as an urgent item.**

**Church heating:** Tim reported that it has been noted that the Church heating system appears to be running continuously. Paul Padley is aware and has consulted Steve Peregrine (Unicorn Plumbers) who thought this may be the result of the controller maintaining heat in the 'comfort zone'. This seems unlikely as Tim has attempted to adjust the thermostat but to no avail. **Action: Audrey (via Paul) to investigate further.**

**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.

## 6. Health and Safety Report

### Matters Arising

**Update on First Aiders:** Steve reported that he had identified two additional qualified first aiders in the congregation who were willing to be part of the team; Darren and Sean. He had also made contact with a local first aid trainer (Malcolm Gee) who had worked with the Tennis Club, Town Council and Pump House Project and who could put together an appropriate half-day course at a cost of £25 per head. Training would be arranged for the New Year. **Action: Steve & Roly ongoing.**

Steve reported that Paul Padley had expressed interest in attending the First Aid course and it was questioned whether others volunteering at the Warm Space sessions should be included. Steve said he would follow this up with Paul. **Action: Steve**

Steve and Roly propose to review the safety signage and notices in the church and would include consideration of the need for a notice identifying the location of the nearest defibrillator.

**Fire drill:** Steve reported that a fire drill had been carried out at Mass on Sunday 6<sup>th</sup> November. The Church and hall were evacuated in a time of 1 minute, 52 seconds, which was considered to be very good. Steve, Roly and fire marshal's were thanked and the following points were discussed:

- Should we supply a collapsible wheelchair for the infirm? It was thought that those having mobility issues would already have a wheelchair if needed.
- Wheelchair access and ramp are provided at the rear entrance.

## **7. Urgent Maintenance Matters**

No additional matters raised.

## **8. Q&A**

Nothing additional raised.

## **9. AOB**

Nothing additional raised.

**Meeting finished at 10.00pm with a prayer led by Audrey.**

**Date of next meeting: 30 January 2023.** Chair Andrew, Minutes Roly