

Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting V2 22nd May 2023 at 08.30pm

Present: Audrey Curnock (Chair), Mary Hughes (sec) Steve Barlow, Andrew Chell, Father Claro.,

Apologies: Mary Elizabeth Shewry, Emmanuel Boakye, Sue Cole, Lorraine Brabin, Roland Quinney.

Opening Prayer: Father Claro led with an opening prayer

FINANCE SECTION

1. Treasurers report

Collections, counting and safe keeping:

Action from previous meeting: Father Claro will request that a rota is to be completed so that the 4 counters (volunteers) know on which Tuesday they will be responsible to do the counting...- **ongoing Father Claro.**

Diocese /Insurance:

- **Action from previous meeting** -Andrew stated that Interim accounts have been completed and sent to Diocese. This finalizes the Accounts registered under the old Charity Number. **Completed**
- **Action from previous meeting** - Andrew to contact the diocese with the information for complete insurance cover- ongoing **Andrew. (Additional IT equipment to be included e.g., new Parish Computer)**
- **Action from previous meeting** - **Fire Risk Assessment** - do we have insurance cover in place for any liabilities on possible claims. **Action: Andrew will check with Diocese Insurance policy.**

Gift Aid

- Jack Thornton has completed the Tax Forms for 2022-2023 and delivered them to Parishioners.
- Jack Thornton has handed all the records for Gift Aid to Father Claro.
- Father Claro has obtained a new computer from the Diocese for the Parish Office. We will have to pay Approx £500 for the new computer
- The new Parish Computer has been set up and is being used by Nerissa to update the Gift Aid records.
- Father Claro has obtained a certificate of thanks from the Diocese to Jack and Jill Thornton for their service to the parish. Father Claro has discussed with Jack & Jill a special ceremony to give them this vote of thanks for all their service but they declined as they have now joined a new parish.

Gift Aid Organiser

- Rita is still thinking about taking on the responsibility of the gift aid organiser.
- 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. We all have family responsibilities so being able to volunteer has to be reasonable.
- 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. **Action Father Claro/Andrew**

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 1st 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.**

Post meeting note – We now have a new Contactless Payment machine, Fr Claro has very kindly procured this on loan from the Ethnic Chaplancy.

Treasurers report as at 22/05/2023

- current account has £32,000
- charity account has £3,259
- building account has £587

Outgoings - Pipework Repair £3,400 incl VAT (£2800 net).
Architects Fee £708
Structural Engineer £900 (2 meetings plus a report)

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

Closer to Christ Fund:

Andrew stated that Blessed Hugh Faringdon has reached **90%** of our target, he is hopeful that 2 more commitments may be finalised.

Andrew to give a resume at the end of a church service after he has spoken to Matt Bloomer from the Closer to Christ group. We congratulated Andrew and Lorraine on drawing this all together. **Action: Andrew ongoing.**

2. MAINTENANCE SECTION

Matters Arising

Internal Church Cracks: Audrey stated that an Inspection took place on 28th 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 the work can be tendered out for repairs to be performed.
- 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 Log

- Noticeboard at front of church updated
- Gents toilets are being painted and soap dispensers installed in Ladies
- Leaking roof in passageway – Nathan has not responded to request for an inspection and quote Audrey to get a quote from Andy Ebsworth
- Inventory needs to be updated to include new Parish Computer and IT equipment **Action Audrey & Mary**
- Audrey has requested a tidy up of church and hall, there are a lot of items cluttering, Church, Hall, Kitchen and Choir loft which need to be removed, Steve reports that they **are a fire risk and a hazard**. We need a request for 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. **A working party TBA - Action Audrey & Mary**

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**
- **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. **Action: Steve**

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 discuss with Annabel. **Action Audrey**

Meeting finished at 0945pm with a prayer by Father Claro

Date of Meeting at 8.30pm	Chairman	Secretary
19 th June	Andrew	Roly
17 th July	Lorraine	Roly