

## **Minutes of Blessed Hugh Faringdon Finance & Maintenance Committee Meeting** **23<sup>rd</sup> May 2022**

Present: Fr Claro, Mary Hughes, Lorraine Brabin, Audrey Curnock, Andrew Chell, Steve Barlow, Roland Quinney

Apologies: Emmanuel Boakye, Sue Cole, Mary Elizabeth Shewry

Meeting started with a prayer led by Fr Claro

### **FINANCE**

#### **Treasurers report including actions and matters arising**

Change in VAT Rules (2014) and claim for survey work undertaken by Red Oak now allowable – claim to be raised. **Action Andrew.** Andrew reported that the claim will be included in the yearly VAT claim. **Action closed.**

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

Produce comprehensive inventory for Parish equipment covering both Church and Presbytery (or update existing if can be located). **Action Audrey and Mary – action ongoing.**

Find a replacement for Jack as Gift Aid organiser. Andrew reported that Jack will continue through to the end of May. **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. **Action Father Claro – action ongoing**

Approved cheque signatories list to be updated. Fr Claro reported that the list has been updated, with himself and Andrew as approved signatories. Andrew reported that two signatories will be sufficient since cheque usage is now very low (typically two per year). **Action closed.**

Father Claro to progress plans for creation of Parish Office. Father Claro reported that he has made some progress with sorting Baptismal records but could do with some further assistance in finding and filing documents associated with Finance and Maintenance. Much useful information is now on the secure website ([link here](#)) but Father said he is wanting to establish an archive of hard copy documents. Lorraine offered to help. **Action closed.**

Steve Barlow reported that Neill Taylor has updated access rights to the secure fileshare website for all meeting attendees and all are encouraged to use and explore it. **Action closed.**

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 ongoing.**

Father Claro reported that the Presbytery shower is now fixed and working correctly. **Action closed.**

### **Treasurers report**

Andrew reported that there had been no major expenditure since the last meeting. The current account now stands at £41,802, other accounts are unchanged.

Regarding Gift Aid organiser it was suggested that Andrew enquire whether Rita or Allison might take on this role as it is understood that they have undertaken similar roles in the past.

Following a question on 'tap and pay', Mary reported that she and Andrew had attended the presentation on implementing the "digital plate" and concluded that the set-up and running costs of such a system would outweigh the benefits. It was noted that the iZettle system as used by the Mustard Seed might be a more cost effective option.

Father Claro reported that there was still no progress in finding a replacement for Jenny Tierney as Missio Red Box secretary. Andrew suggested that we could avoid the need for this admin task if we treated the Red Box collection as a 'Second Collection'. This could be arranged for June. **Action Andrew.**

Lorraine reported that Missals could be provided as gifts for the Confirmation candidates at £13 per copy. Andrew agreed that there was budget to cover this. **Action closed.**

### **Urgent Financial Matters**

Nothing to report.

### **Q&A**

Nothing further discussed.

## **MAINTENANCE**

### **Maintenance report including actions and matters arising**

#### **Quinquennial Report**

Audrey reported that the quinquennial inspection was conducted on 20<sup>th</sup> May by Oliver Wilson of Andrew Townsend Architects. During the time available he completed the survey of Church, Church Hall and outbuildings and Presbytery (apart from loft space for which a step ladder is required – Andrew offered to supply). We will be provided with a draft of the report for review prior to its finalisation. The draft is expected within four weeks.

Oliver will now contact Shire Structural Engineers (conducted the structural survey in October 2021) to progress the proposed crack monitoring, which could commence sometime after issue of the Quinquennial Report. **Action closed.** It is thought that monitoring would likely be required for 12

months or so, taking any repair programme into 2023 at the earliest. The budget cost of £50k is thought to be reasonable but will need to be reviewed in the light of the outcome of the planned monitoring programme.

Audrey reported that Stephen Hardman (Diocesan Estates) had expressed concern with proposals for the ladder access for the roof space inspection and a temporary work around had been adopted for the Quinquennial inspection. **Action closed.**

Replacement of Sacristy roof. Action deferred until Quinquennial report completed. **Action Audrey – action deferred.**

Asbestos report to be made available to inform any work undertaken in or around the roof space. **Action Audrey – action ongoing.**

### **Church Hall, including kitchen**

The last meeting agreed that the dishwasher and microwave should be replaced, and Andrew agreed that budget was available. Mary undertook to investigate options. **Action Mary.** Audrey undertook to progress cleaning of the oven. Father Claro suggested a toaster would be a useful addition to support breakfasts and has one in the Presbytery that can be used.

The last meeting discussed Hall and kitchen hire charges which have remained static for 11 years. Action on Sue to investigate and compare with Corn Exchange, Barber Rooms and United Church, and to consider whether to charge separately for hall and kitchen. **Action continues.**

Circulate copy of the hall hire agreement. **Action Sue – action continues.**

Update list of key holders. **Action Audrey, Mary and Tony – action continues.**

## **HEALTH AND SAFETY**

### **Actions from previous meeting**

Update and recruit new first aiders. **Action Steve.** Steve reported that a general announcement at Mass had not elicited any response, although Andrew and Roly had responded positively. **Action continues.**

Update emergency plan and hold fire drill. **Action Steve.** Steve reported that 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. **Action continues.**

### **H&S Issues**

Steve reported that the Maintenance and Fire Log Books now have a permanent home at the foot of the stairwell just off the front entrance lobby.

## **URGENT MAINTENANCE**

Steve reported that a maintenance check of outside carpark and courtyard lights had been carried out and two lights requiring attention had been identified. Steve and Roly offered to see if bulbs could be replaced. **Action Steve and Roly.**

Sjoerd to be consulted regarding hymn number sign. **Action Audrey – action continues.**

## **Q&A**

Nothing further discussed.

## **Date of next meetings**

Date	Chair	Minutes
20 June	Audrey	Roly
25 July	Andrew	Audrey
26 September	Mary	Roly
24 October	Steve	Mary
21 November	Audrey	Roly

## **Any other Business**

None

**Meeting finished with a prayer led by Father Claro**