

Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 24th July 2023 at 08.30pm

Present: Lorraine Brabin (Chairperson), Roland Quinney (Secretary), Audrey Curnock, Mary Hughes , Steve Barlow, Father Claro, Mary Elizabeth Shewry, Andrew Chell

Apologies: Emmanuel Boakye, Sue Cole

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 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. Father Claro stated that the computer in the Sacristy is available on a Tuesday and it is linked to the Portsmouth Diocese. **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, we have insurance cover in place for any liabilities on possible claims. **Action: Completed.**

Gift Aid Organiser

- The new Parish Computer has been set up. Discussion ensued as to whom and how the information would be entered and reconciled for the Gift Aid records – will it be Rita or Nerissa. Andrew has asked the Diocese if home computers can be used to make it easier for volunteers who work.
Action: Andrew / Father Claro will check - ongoing

Contactless payment

We now have a 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 Ethnic bank account and then Fr Claro will transfer the funds into the main parish account. This has not yet been completed. Discussion ensued, and Andrew reported that our Parish contactless

machine has been updated with the new parish bank account details. We should be able to use this shortly. **Action: Andrew ongoing**

Andrew stated that a new Accounting system called Xero is likely to be adopted by the Diocesan Finance Team and he will find out more information for how this to be used.

Action: Andrew ongoing

- Mary asked if Father Claro or other could mention again at the end of church services that payment via this machine can be made as we do have visitors to the church and they may not be aware that this system. **Action: Fr Claro ongoing**
- Discussion was also about the contactless payments which need to be accounted for and any gifts made to Father Claro via the Contactless payment machine or by other methods such as cash in envelopes. **Action: ongoing**
- Lorraine and Andrew mentioned that they will be attending a meeting in Basingstoke on Thursday 27th July to obtain information regarding finance for the church and the diocese. **Action: Lorraine and Andrew to report back - ongoing**

Treasurers report as at 25/07/2023

- current account has £25,712
- charity account has £3,259
- building account has £587

Closer to Christ Fund

Andrew stated that Blessed Hugh target. He stated that there was was now required, however pledges. **Note after the confirmation on 27th July that are above the 100% target – see**



Faringdon has reached **99%** of our approximately only just under £300 that there maybe still others that will do **meeting: Andrew has received we have exceeded the £40,000 so we message below:**

Thank you for your support!

We are delighted to announce that we have now secured £41,975 in pledges for the ***Closer to Christ*** Campaign, surpassing our goal of £40,000. My heartfelt thanks to each and every one of you.

I know there are some families out there who are still considering their pledge and I would be delighted to have your support. While we are guaranteed to receive one third of the initial £40,000 raised, the parish will receive 50% of everything raised over this and so we have much to benefit from.

Thank you for your support and please pray for the continued success of the ***Closer to Christ*** Campaign in our parish.

2. MAINTENANCE SECTION

Matters Arising

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

- The Monitoring equipment and tags have been 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 the architect to see when the first set of reading can be taken – she has informed me that these will be performed on Friday 28th July. - ongoing**
- 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/Sacristy – Nathan has not responded to requests for an inspection, we have asked for a quote from Andy Ebbsworth, but he is not available at present due to his workload, so will get quotations from other companies. **Action: Audrey - ongoing.**
- Gutters: Neill used his drone to check the Guttering on the west wall of the church. The church down pipe was found to be blocked and Tim will aim to replace this with new piping. Also guttering at the presbytery near front door and neighbours garden require to be checked. **Action: completed**
- Heating was discussed and whether it could be turned off until the weather goes cold (October). **Action: completed**
- Emergency Exit: Request that Tim puts up an emergency key box with a key in it next to the church front door. **Action: completed**

Please see attachment – Church Maintenance report – June / July 2023 provided by Audrey.

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. Steve has now completed the testing and no problems were found. **Action: completed**
- Emergency Lighting – Steve & Tim have checked the exit signs and lights and despite new bulbs they are not all working. A (Commercial) Electrician will be required to identify the problem. Steve mentioned that the lights work on a temporary basis but the system requires to be checked out properly. He will contact the company who do our alarm servicing and this will be performed in August.
- **Action: ongoing**
- Request That Tony provides all of the documents relating to the electrical lighting and for other items are handed back. **Action: ongoing**

AOB

Church tidy up – Saturday 5th August 10 am – 12 noon

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 all 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: Notice to be put in our parish weekly newsletter and 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

Security of Church Discussion ensued as to whether or not that the Church should remain open Tuesday mornings. It was decided that the PCC needs to decide upon this matter. Lorraine will check with the Diocese. **Action: ongoing**

Meeting finished at 0935pm with a prayer by Father Claro

Date of meeting	Chairperson	Secretary
4 th September	Andrew	Roly
9 th October	Audrey	Roly

Report Maintenance June/July 2023

Q means this is listed on the quinquennial.

1. Photocopier

I've contacted The Reboot project in Swindon and The Pure Planet recycling project. Waiting to hear.

2. Work Tim has undertaken:

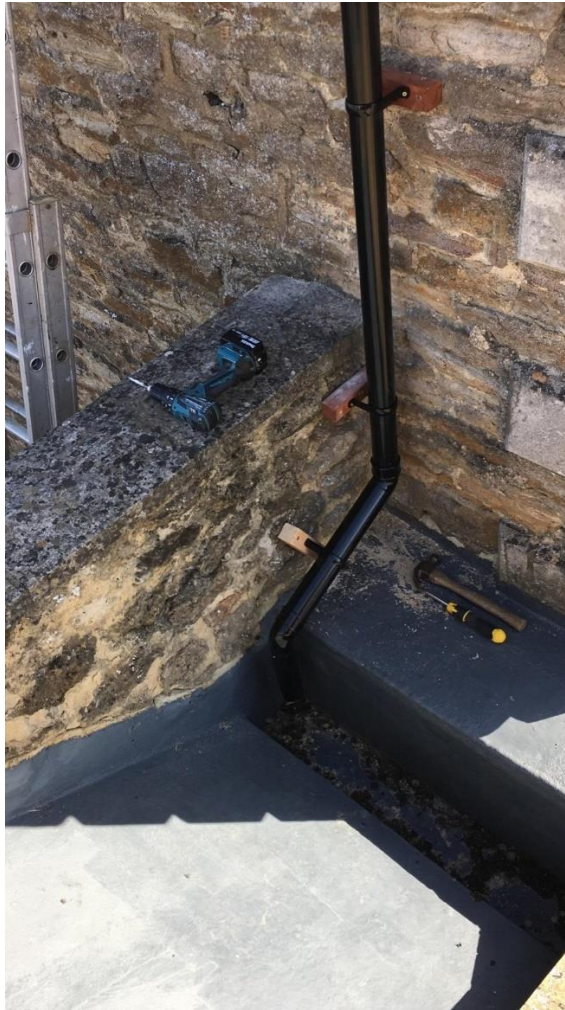


a) Key safe at front of church now complete

b) Gate from car park has been re-stained – we had the stain from before (**Q**)



c) Gutter has been re-directed along east wall – it had nowhere to drain so was making our



east wall damp.

- d) New signage made for the car park to try to deter random parking



e) New inner front door for Fr- being fitted Wednesday 26th July. (Q)



f) Painting the corridor - nearly finished (Q)

g) Door sliding bracket has been repaired in kitchen – the cutlery drawer. (last month.)



h) Nosings on stairs up to the choir loft were repaired a while ago – I maybe mentioned this – but here is a photo which explains it better (Q)

