

Minutes of Blessed Hugh Faringdon Finance & Maintenance committee meeting **25th April 2022**

Present: Mary Hughes, Lorraine Brabin, Audrey Curnock, Andrew Chell, Mary Elizabeth Shewry, Steve Barlow, Roland Quinney, Sue Cole

Apologies: Emmanuel Boakye, Father Claro

Meeting started with a prayer led by Audrey Curnock

FINANCE

Actions from previous meeting (14 March)

Change in VAT Rules (2014) and claim for survey work undertaken by Red Oak now allowable – claim to be raised. **Action Andrew - action ongoing**

Father Claro to investigate use of previous accountant to provide independent review of accounts. **Action Father Claro – action ongoing**

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.**

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**

Find a replacement for Jack as Gift Aid organiser. **Action Andrew and Father Claro – action ongoing.** Andrew reported he will follow up at Mass on Sunday.

Promote the benefits of Gift Aid with a view to wider take up by community. **Action Andrew, Mary and Audrey – action ongoing**

Approved cheque signatories list to be updated. **Action Andrew and Father Claro – action ongoing**

Father Claro to progress plans for creation of Parish Office. **Action Father Claro – action ongoing**

Father Claro to clarify plans for a Parish Secretary. **Action Father Claro – action ongoing**

Work with Neill Taylor (webmaster) and create secure password protected area on the Parish Website for use by Finance and Maintenance committee members. **Action Steve Barlow.** Steve reported that this addition to the website was now up and running thanks to Neill and initial access has been given to himself, Father Claro, Andrew, Mary and Audrey. It was agreed that access should be given to all meeting attendees. **Action ongoing.**

Matters arising

With Father Claro unable to attend due to the Bible Study Group, Audrey had asked him if he was happy for the committee to make decisions without his input. Father Claro's response has been emailed to the meeting; small and medium decisions are ok as long as they follow the parish mission statement. Bigger decisions will need further consultation with the Diocese.

Red Box Secretary. With Jenny Tierney moving away from the area Father Claro is looking to find a replacement Missio Red Box secretary. Jenny has provided all the relevant information to Father Claro, including the administration of donations. It was noted that donations can be made without the need for physical boxes. Father Claro emailed to say that he continues to seek a replacement for Jenny.

Action Father Claro – identify replacement for Red Box secretary role.

Historic Churches Trust. Andrew reported that the unused grant (£10,384) has been repaid to the Trust and as a result the account balance is now £41,802.

Urgent Financial Matters

Church structural repairs. Andrew reported that Father Claro has forwarded a letter from the Diocese informing us that the Art, Architecture and Patrimony Committee (AAPC) has 'approved in principle' the structural repair works and phased approach as recommended by the architects. This was agreed as good news indeed and Audrey said we would come back to this topic under the maintenance agenda item.

Andrew reported that the shower in the Presbytery has been replaced and paid for, however it has yet to be tested. It was agreed that it should be tested as a matter of priority. **Action Father Claro – test and confirm shower is satisfactory.**

Q&A

Audrey enquired whether it would be possible to modify the financial spreadsheet to provide a breakdown of spend against the six statements listed in the Parish Mission Statement. Andrew responded that the spreadsheet is currently structured to meet the needs of Diocesan reporting, but it does include a section on 'parish activities'. It was requested that Andrew consider whether this can be broken down further to provide costs for each of the six missions. **Action Andrew – consider how finance report can be broken down to align with Parish Mission.**

An example of the above would be to purchase gifts for the confirmation candidates to mark this special occasion. Andrew advised that budget for this could be accommodated, and Lorraine undertook to investigate suitable missals or similar. **Action Lorraine.**

MAINTENANCE

Actions from previous meeting (14 March)

Provision of access ladder and roof space walkway. Audrey reported that she's meeting Tim next week to progress the installation of the access ladder. The safe roof space walkway will be deferred until cooler weather in the autumn/winter. **Action Audrey – action ongoing.**

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.**

Quinquennial Report

As reported to the last meeting Andrew Townsend Architects (ATA) have been approved by the Diocese to undertake the quinquennial report. Audrey is progressing this with their architect Oliver Wilson. ATA have proposed that the structural cracks by the left rear window are monitored for movement prior to undertaking any repair. This will require the attachment of monitoring tags. **Action Audrey.**

Budgens Site

Following notification of the proposed redevelopment of the neighbouring Budgens site, Audrey confirmed that a response to the planning application had been provided to the planning officer at Vale of White Horse DC. The response had informed the council regarding the listed nature of the church and structural issues regarding the rear wall adjoining the development site. Oliver Wilson has advised that a 'party wall' agreement will be needed with the developer. Audrey has yet to receive any feedback as a result of the submission but will inform the meeting as and when such feedback is received.

Keyholder update

Mary reported that she has updated her list of keyholders to add Steve Barlow who has been issued with a set of keys returned from Jack Thornton. She noted that the list of key holders needs to be reconciled with an older list held by Tony. It was agreed that a single up to date list should be compiled.

Action Audrey, Mary and Tony

Church Hall, charges and maintenance

Sue Cole reported that the hall hire charges were fixed after the hall renovations 11 years ago and haven't been revisited since. They currently stand at £8/hr (summer) and £9.20/hr (October to April) for parishioners and charities, and £12/£13.20 per hr for others. In addition a fee of £1.20 is collected to cover overheads such as electricity/gas. It was agreed that the hire rates should be reviewed. As a first step Sue was asked to find out the hire rates charged by the Corn Exchange, Barber Rooms and United Church. **Action Sue.**

Currently there is no additional fee to use the kitchen although we are aware that other halls do so to help cover the cost of appliances etc. What is the position in other Faringdon halls (as above)? **Action Sue.** If this information can be provided, the discussion can be continued at the next meeting.

It was noted that the oven should be cleaned, and the microwave and dishwasher replaced. Andrew confirmed that budget could be made available. Discussion whether dishwasher should be integrated or standalone. **Action to provide costs for both options.**

Sue undertook to provide a copy of the hall hire agreement to the meeting. **Action Sue.** She noted that most hirers are very good at tidying up and cleaning the hall after use. Only once has she needed to ask for further cleaning.

HEALTH AND SAFETY

Actions from previous meeting (14 March)

Steve and Roly to work through the 2020 Audit report and to ensure that all the urgent items have been actioned. Steve reported that the action tracker was circulated on 31 March. **Action complete.**

Steve and Audrey to discuss merging the documents detailing the schedule for checking risks e.g.: Electrical testing, Fire Extinguisher checks, Gas checks: we need a comprehensive schedule detailing who undertakes these checks, how long does the certificate last, what does it cost, etc. Steve reported that this is covered by the Risk Assessment now drafted and being implemented. **Action complete.**

Update and recruit new first aiders. **Action Steve – action ongoing.**

Update emergency plan and hold fire drill. **Action Steve – action ongoing.** Roly noted need to identify fire marshals and for hi-vis tabards.

H&S Issues

Steve reported that the church and hall now has an Accident book where accidents/incidents and near misses should be recorded.

We also have a Fire Log book where records should be kept for alarm testing, fire extinguisher inspections etc. Steve was advised to coordinate with Tony for details of fire alarm testing.

We also have a Maintenance Log book where safety related checks and maintenance should be recorded. Steve said these should be kept in a readily accessible place – the church entrance lobby was suggested.

Post-meeting note: the Fire and Maintenance Log books are now located in the entrance hall stairwell.

URGENT MAINENANCE

It was suggested that we provide a 'suggestion box' so that parishioners can make us aware of any defects or maintenance that should be attended to.

A solution to this could be to provide information to the community on the various committees and provide contact details etc so that parishioners can raise any issues with the appropriate contact (including maintenance issues). This could be done via the notice board.

Reggie has suggested that we revert to the practice of posting hymn numbers at the front of the church. This used to be the practice, but the frame and numbers were removed as part of the church refurbishment. Sjoerd should be consulted to see what is possible. **Action Audrey.**

Sue reported that there appears to be a problem with the back gate lock. She will investigate and report back.

Q&A

Regarding hall hire, how do hirers get access to the keys? These have to be collected from Sue at her home. Regular hirers (pilates and yoga) have their own keys (note for keyholder action).

Concluding prayer led by Audrey.

Date of next meeting: 23rd May. Possibility of a 8.30pm start to help Father Claro attend meeting after Bible Study (start time to be advised). Lorraine offered to Chair, Roly to take minutes.