

Minutes of Blessed Hugh Faringdon Finance & Maintenance Committee Meeting **25th July 2022**

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

Apologies: Emmanuel Boakye, Sue Cole.

1. Meeting started with a prayer led by Fr Claro. We thanked Roly for his excellent minutes from our last meeting, which were so clear and concise.

2. FINANCE SECTION

Treasurers report

Matters Arising

- a) Andrew to ask Diocese if/when insurance premium should be lifted. **Action : Andrew – action pending awaiting inventory - ongoing**
- b) Produce comprehensive inventory for Parish equipment covering both Church and Presbytery. Audrey, Mary and Mary Elizabeth have started to compile a new inventory. We have now drafted this but need to type it. Neill has kindly produced an IT inventory. **Action : Audrey, Mary and Mary Elizabeth – action ongoing**
- c) Find a replacement for Jack as Gift Aid organiser. **Action Andrew and Father Claro – action ongoing.**
- d) Organise a vote of thanks to Jack and Jill Thornton for all the years of service they have given to the parish. Father Claro will try to obtain a certificate of thanks from the Diocese.
Action Father Claro – action ongoing
- e) Finance spreadsheet. Aligning our spending with our Mission
Following discussion at recent meetings, Andrew reported that most of our spending is for running costs so aligning our spending to the 6 mission statements may not be very helpful. After discussion we further agreed to add a 7th category for Fixed Running Costs. We agreed to trial this for one year to see if this is useful to us. Further discussion followed and we will aim to set a budget next year using these costs as a starting point. **Action Andrew, action closed**

f) Main Treasurers report

Our Financial Position: Andrew reported that there had been no major expenditure since the last meeting. The current account now stands at £45,602, all other accounts are unchanged. This change is due to having received a Tax rebate of Gift Aid and savings in fuel bills which have been lower over the last quarter due to the better weather. He is pleased to report we have some new Standing Orders for parishioners' donations.

Second Collections: Andrew stated that the Red Box collection received was £61.50, which compares favourably with our previous donation from actual red boxes. This does not include Direct Debits paid

by parishioners privately. These sadly can no longer be attributed to a parish. The Apostleship of the Sea raised £92.

Cleaning: A vote of thanks was given to Iryna & Yaroslava for their excellent work in cleaning the Church Hall and Kitchen. A general discussion followed about cleaning within the Church and the Hall. It has been decided to trial taking cleaning in-house for a period of 6 months. Subject to agreement with a fee and the number of hours we will ask the Ukrainian Ladies to help from 1st September. Confirmation will be via email after the meeting. Subject to no dissention, we will give a month's notice period to the current contract cleaner. It is possible some of the Filipino ladies may help longer term. We have bought lots of cleaning supplies. Steve will look at these to check safety.

Action: Audrey to discuss with Lyn, agreement will be via email with the committee. Subject to no dissention, Andrew to give notice to contract cleaner. Steve – COHSH Check of cleaning products. (After the meeting: discussions with Lyn- we agreed £16 an hour from 1st September, committee members to notify us by 29 July if there are any objections.)

Contactless Machine: Andrew is delighted to report that we will have a contact-less payment machine for use in church in the next week. The fee is £24 as a one-off payment and 1.6% on takings, which is equivalent to 1.6p in the pound. This is similar to the mustard seed payment machine.

3. Urgent Financial Matters

Nothing to report.

4. Q&A

Key Holders – Mary has miscellaneous keys to check. Tony is no longer able to have keys cut, so one of us will need to take this on board. A Keyholders list is on our shared drive, a sheet on the maintenance spreadsheet. **TBC**

ACTION: Mary, Action on-going.

5. MAINTENANCE SECTION

Matters Arising

- a) Quinquennial – awaiting report.
- b) Keys update – see above.

Action Architect – action on-going.

- c) Church Hall, including kitchen: Our ovens, hobs and extractor hoods have been cleaned. The kitchen and hall have been given a deep clean so all ready to support parish life. Some instructions have been placed in the kitchen for the dishwasher and these will be laminated this week. .

Action – Audrey, action on-going (laminating.)

- d) The main Church noticeboard has incorrect information on it – phone number and time of Mass. Audrey will get a quotation from Falcon signs in Wantage. Andrew asked if the information could be edited rather than a new one being made. Audrey is in discussions with Falcon signs. Andrew to forward the original purchase paperwork from a Kent company to Audrey.

Action – Andrew & Audrey – action ongoing

Main Maintenance report

A brief report from Audrey included:

- a) Repairs: The hatch door between the kitchen and hall has fallen off, it is rather heavy. The handy man has been asked what can be done. He suggests making it into two smaller doors.
Action – Handyman, Tim Hebborn, , Audrey overseeing.
- b) Maintenance: Our church front door is looking in need of some attention. Tim has suggested we paint it to be more welcoming to our community. After discussion we agreed to go ahead with this, and we chose a Navy colour, also the front gates re-painted black. The door has previously been painted a different colour.
Action – Handyman, Tim Hebborn, Audrey overseeing.
- c) Using cello tape on walls: Mary reported that we need to use white tack to put up posters in church. She will buy some, these will not remove paint or leave a mark when removed. **Action: Mary.**
- d) Flower waste: Mary will remind flower arrangers to take waste home or leave for Andrew or Roly to compost. **Action: Mary.**

6. HEALTH AND SAFETY

Matters Arising

- a) Update and recruit new first aiders. Need to make another general announcement at Mass to ascertain for members of the congregation to become first aiders. Steve will organise a training session in September, we may invite other local churches. **Action – Steve & Roland ongoing.**
- b) Fire alarm: Bristol Fire has visited our church and tested our system and re-started it. All is working well. We now have a maintenance contract with them. Steve reported that there are 6 call points and he will routinely test one each week. The hall call point is now showing an error and may need replacing. **Action – Steve to arrange for this to be remedied.**
- c) Update emergency plan and hold fire drill This will be done in September. Fire stewards and tabards will be needed. We may ask the fire brigade to assist in the training.
Action – Steve On-going.

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. Steve has now purchased this and has install this in church car park. **Action closed**

7. URGENT MAINTENANCE

Steve and Roland attempted to open the two lights requiring attention in the courtyard, however they were unable to do so. **Action – need to contact Tim – Handyman to replace the bulbs - ongoing.**

8. Q&A

Discussion was raised over obtaining a fire sign to be installed for exiting from the Sacristy to the alleyway and the street beyond. This may not be clear but it is a right of way for the church and visitors may not know where to go. **Action Steve & Roly- Action ongoing**

9. Any other Business

- a) Hymn Number Board : we will need to look through all storage places to see if a number board is in church. Its thought that there is one. **Action Audrey, Mary & Mary Elizabeth- action continues**
- b) The PPC has written to Andrew to request a list of our current charitable donations (2nd Collections) on an annual basis. This list should be placed on the Noticeboard as well. The aim is for the church to be able to track donations eg to CAFOD and try and increase this over time. Care is needed in that the Diocese require all charitable collections to be kept in a separate account to the parish finance account. This is in line with the Charities Act. **Action Andrew**

Meeting finished at 9:51pm with a prayer led by Father Claro

Meeting Date @ 8.30pm	Chair	Minutes
26 September	Mary	Roly
24 October	Steve	Mary
21 November	Audrey	Roly

Minutes AGC 27/7/2022