

Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 26th September 2022

Present: Fr Claro, Lorraine Brabin, Steve Barlow, Audrey Curnock, Mary Hughes (Chair), Roland Quinney (Minutes), Mary Elizabeth Shewry

Apologies: Andrew Chell, Emmanuel Boakye, Sue Cole.

1. Meeting started with a prayer led by Father Claro.

2. FINANCE SECTION

Treasurers report

Please note that due to Andrew being on vacation he sent a brief summary to Audrey which she passed on the information to the committee.

Matters Arising

- a) A comprehensive inventory for Parish equipment covering the Church has been completed inventory. **Action: Closed.**
- b) We now need to complete the Presbytery inventory. **Action: Mary Elizabeth, Mary and Audrey -ongoing.**
- c) Need to consult with Father Claro with regard to the inventory of Parish equipment in the Presbytery. **Action: Father Claro & Andrew – action pending awaiting inventory – ongoing**
- d) Andrew to ask Diocese if/when insurance premium should be lifted. **Action: Andrew – action pending awaiting inventory – ongoing**
- e) Find a replacement for Jack as Gift Aid organiser. **Action: Andrew and Father Claro – action ongoing.**
- f) Organise a vote of thanks to Jack and Jill Thornton for all the years of service they have given to the parish. Father Claro has obtained a certificate of thanks from the Diocese. **Action: Andrew to contact Jack and Jill to ascertain when they are available to come to church.**
- g) **Main Treasurers report**

Our Financial Position: It was reported that with all of our current bills paid that our current account now stands at £ 39,497.

Maintenance repairs: reported that Tim Hebborn (Handyman) has completed some excellent repairs to the church fabric.

It was stated that Andrew needs to chase the heating engineers for the new pipework in the sacristy.

Action: Andrew

Contactless Machine: We now have a contact-less payment machine for use in Church. **Action: Andrew to report if the machine has been used.**

3. Urgent Financial Matters

Warm Spaces initiative: Paul Padley, PPC reported to this committee that he attended a meeting called Faringdon Winter Warmers. If we join in the initiative it is on the understanding we do not make a charge. Voluntary donations would be ok. He reported that there was a central funding allocated; £100k from Oxfordshire Community Foundation and £100k from Oxfordshire County Council, but the likelihood is that most of this will be allocated to Oxford City. Paul reported that at the Faringdon Winter Warmers meeting on 23.9.2022 that the tentative plans for Faringdon were as follows:

The Pump House plan to extend the Tuesday morning cake and coffee to an all-day event with soup and roll lunches.

The Pump House is considering doing the same on Wednesdays.

Annabelle (we think she is from All Saints) is planning to form a CIC (Community Interest Charity) and hold a 10am-5pm warm space in the Corn Exchange with food provided, on Fridays.

There are plans to have a warm space in the Barber Rooms on Thursdays and Fridays 10am -3pm, from November 1st; though it was noted that access is difficult for the elderly.

Faringdon library and Leisure Centre are designated warm spaces.

Discussion ensued as to how Blessed Hugh Church could assist and which day of the week the Hall could be made available.

After the meeting – Lorraine sent the following message to Paul and JP:

We talked about this at the Finance meeting tonight and agreed that we would want to support this from a financial perspective. It was felt that before we committee we would need to get volunteers so we can manage expectations going forward. Therefore, we will need a shout-out for volunteers at Mass on Sunday before we go back with definite days / times. Paul / JP – can we agree who will do this on Sunday and can we try to get volunteers to sign up then also to move this forward?

[Note after the meeting: Paul agreed to make an announcement at the end of the Mass on Sunday 2nd October asking for volunteers, but before this he would like to check with the OCC web site to make sure of any regulations we need to meet; first aider for example. **Action: PPC Committee to carry this forwards and inform relevant people eg Bethia Thomas, local councillor.**

Key Holders: Mary still needs to discuss with Tony the key lists as her version is different from his. **ACTION: Mary action ongoing.**

Zoom: Discussion ensued regarding the purchase of a general Zoom account that anyone can use for meetings etc., rather than relying on personal Zoom accounts, such as Neill's. A monthly cost is £14.39, and this can be cancelled at any point. **Action: Committee to request that Andrew looks into the cost of purchasing a Zoom account that we only pay for actual usage.**

4. MAINTENANCE SECTION

Matters Arising

- a) **Quinquennial** – awaiting report. Audrey mentioned that she had been in contact with the Architect and he asked for recent repairs since his visit in May. We should expect the report shortly. Audrey notified Oliver Wilson of these and updated him on the cracks in the walls and the loose plaster around the two main large windows of the Church. The cracks seem to be growing and worsening. She has sent some photos of these problems to the Architect.

We have had no further news / information with regard to the planned development of the Budgens site.

Action Architect – action ongoing.

- b) **Keys update**: see above.
- c) **Church Hall, including kitchen**: Audrey reported that she has laminated instructions the dishwasher and these will be placed in the kitchen. **Action: Audrey.**
- d) **External Church noticeboard**: we have had a quote of £150.81 + VAT. **Action: Andrew & Audrey – action ongoing.**

Main Maintenance report

- a) **Repairs and maintenance**: It was reported that Tim Hebborn had completed all of the tasks requested for him to complete including the hatch door between the kitchen and hall, check the lighting and emergency lighting, replace any bulbs, repaint the outer main Church door. The Porch has now been re-rendered in places and a leak in the Porch roof has been repaired. The outside gate and framework from the car park into the courtyard has been repaired and stained. **Action: completed.**
- b) **Flower waste**: Mary will remind flower arrangers to take waste home or leave for Andrew or Roly to compost. **Action: completed.**
- c) **Cleaners Products**: Discussion ensued as to where the cleaner's products were stored. It was stated that these were in the cupboard where the items for the florists are kept. **Action: Mary to check what items are in the cupboard.**
- d) **Hymn Number Board**: Father Claro mentioned that the Church had been donated two boards. Numbers are thought to be somewhere within the Church premises, so cupboards and other

areas including around the organ will be checked. If not found then a set will need to be purchased. **Action: Mary to check.**

5. HEALTH AND SAFETY

Matters Arising

- a) **Update and recruit new first aiders.** Steve mentioned that he has spoken to several members of the congregation with regard to becoming first aiders. Steve will organise a training session in October / November, we may invite other local churches. **Action – Steve & Roland ongoing.**
- b) **Fire alarm:** Steve reported that Bristol Fire had completed the problem with the hall call point. **Action: Completed.**
- c) **Update emergency plan and hold fire drill:** Steve reported that the fire emergency plan had been completed and all necessary information can be found on the shared drive. Tabards have been purchased and these are on the table inside the porch area. Several members of the congregation have stated that they will be fire wardens. A Fire drill will be performed at the end of a Sunday Mass either at the end of October or sometime in November, Father Claro will be consulted as to when this should take place. **Action: Steve ongoing.**
- d) **Signage:** Steve reported that all of the fire exit signage has been put up. This all looks excellent. **Action: Completed.**

6. Any other Business

- a) **Ordering of supplies:** Audrey asked who orders the supplies such as products for the cleaners, toilet rolls, kitchen rolls and hand-wash drying paper towels. Discussion ensued as to where the products could be ethically purchase from, would this be from the Mustard Seed or from the other Environmental shop in Faringdon. **Action: Lorraine will check with Karen to ascertain where products could be purchased from and who will do this - ongoing**

Meeting finished at 9:25pm with a prayer led by Audrey

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

Minutes RMQ 27/09/2022