

## Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 30<sup>th</sup> January 2023

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

**Apologies:**, Emmanuel Boakye, Sue Cole.

### 1. Opening Prayer

The meeting started with a prayer led by Father Claro.

## **FINANCE SECTION**

### 2. Treasurers report

#### **Matters Arising**

- a) Complete the Presbytery inventory. Date to be decided between Father Claro and others  
**Action: Mary Elizabeth, Mary, Audrey and Andrew -ongoing.**
- b) Andrew to ask Diocese if/when insurance premium should be lifted. **Action: Andrew – action pending awaiting inventory – ongoing**
- c) Andrew stated that he has contacted Neil for a list of the electronic equipment for addition to the inventory for the church. **Action: Andrew - ongoing**
- d) Find a replacement for Jack as Gift Aid organiser. Jack has stated to Andrew that he will complete this year. Andrew has spoken to Rita Harwood who will take over from the new financial year with training offered by Jack. The committee suggested that Rita should be offered to join this committee. **Action: Andrew - action ongoing.**
- e) 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: ongoing**
- f) The contactless payment machine is not in use as of yet. **Action: ongoing**

#### **Main Treasurers report**

**Our Financial Position:** Andrew reported that the current account currently stands at £39,016 credit: the other accounts being unchanged.

### 3. Urgent Financial Matters

**Closer to Christ Fund:** Andrew stated that several meetings have been held either via Zoom or at the Church. On average 4 parishioners have been in attendance. He has also mentioned the *Closer to Christ* fund at a recent mass.

Blessed Hugh has been set a target to contribute £40,000 over 5 years. Andrew stated that currently we have pledges for £11,200, which equates to 28% of the target. The total amount that the Diocese requires is £13 million over the 5 year period. He stated that the current amount pledged to the Diocese is £13.5 million.

Discussion ensued as to whether Matt Bloomer of CCS Fundraising who are supporting the Diocese can either come to a Sunday mass or whether he will be willing to do a Zoom meeting that can be done at the end of a church service, but to keep it short. **Action: Andrew will discuss this with Matt – ongoing.**

**Parishioner records:** Forms have been handed out at several Church masses and will continue over the next couple of weeks, Roly will inform the necessity for the forms to be completed and returned as soon as possible as a reminder to the congregation. The forms that have been completed by Audrey with Roly assisting. A couple of spreadsheets have been updated - main Parishioner records and another with the Children's information. So far 40 families have completed these forms

**Action: Audrey and Roly – ongoing.**

Audrey stated that we are 'GDPR compliant'. Thanks to both George and Anita.

Discussion ensued for a welcoming group of parishioners could be at the main entrance of the church about ½ hour before the service starts to welcome new congregation or visitors.

**Action: Lorraine will discuss this matter with the PCC.**

**Banking:** Andrew stated that we now require 2 electronic signatures for payments. At present it is Father Claro and Andrew. However, we need a reserve signature just in case they are not available. Therefore Audrey will become the reserve signature. Andrew did mention that in an emergency situation, the Diocese can deal with financial payments, but they can only be sent the request on a Friday morning for them to make the payment on that day.

Andrew also stated that the name of Blessed Hugh account has changed recently.

#### **4. Q&A**

No further questions on the Treasurer's Report

### ***MAINTENANCE SECTION***

#### **Matters Arising**

**Quinquennial Inspection** – Audrey reported that the Quinquennial Inspection report had been received from Andrew Townsend Architects and had been circulated to members on 11<sup>th</sup> November. She stated that all of the urgent recommendations have been completed by Tim.

Audrey also sent the attachment from Shire Structural engineers to the committee on 25<sup>th</sup> January. Discussion ensued as to the issues with the cracks in the wall above the choir area.

The work that requires to be performed in the Presbytery, such as the glass in the internal doors that require to be checked by Tim. **Action: Audrey will consult with Tim and arrange a suitable time.**

**Key Holders:** Mary reported that reconciliation of key lists is ongoing. **Action ongoing.**

**Sacristy pipework:** Andrew reported that the plumber is still awaiting to be repaired. **Action - ongoing.**

**External Church noticeboard:** Discussion ensued and it was decided that we would change the telephone number and modify the information on the noticeboard.

**Action: Andrew & Audrey – ongoing.**

**Friday Warm Spaces:** This group wishes to continue after March once a month. They have stated that they will buy and donate a new kettle and 2 more tables for the church hall. Donations of left over food is provided to them by various organisations /people. A meeting has been arranged with the Warm Spaces group on 23<sup>rd</sup> February in the church hall. **Action: Andrew will look at the energy bills and then a decision will be made if this group can meet up once a month.**

## **5. Maintenance Report**

**Disabled Toilet:** It has been reported that the disabled toilet pull-cord alarm will not reset. Audrey has put a note near the reset button in the disabled toilet about pressing 3 or 4 times.

**Leaking roof over passageway:** **Action: Audrey is waiting for the builder to come and assess the roof repair.**

**Meters:** Audrey reported that due to the current increase in energy costs she has instituted a new regime to monitor energy consumption more closely and will be reading and recording the meters on a monthly basis. It was agreed that this was a sensible course of action.

## **6. Health and Safety Report**

### **Matters Arising**

**Update on First Aiders:** Steve reported that the course will now take place on Saturday 25<sup>th</sup> February in the church hall. Discussion ensued as to whether invitations should be offered to the other Churches in Faringdon who would have to pay £25 per person attending. **Action: Ask Paul Padley to send out invite**

**Fire Risk Assessment:** Steve has produced the document which Father Claro is the responsible person.

Three areas require actions to be completed:

- a. Gas certification - Andrew stated that the boiler inspection is due and that the bill will not be paid until we get the Gas Certificate.
- b. PAT testing - Andrew / Steve will find an electrician who is qualified to check our electrical items.
- c. Emergency lighting service.

**Action: ongoing.**

Discussion ensued as to do we have insurance cover in place for any liabilities on possible claims.

**Action: Andrew will check with Diocese Insurance policy.**

## 7. Urgent Maintenance Matters

No additional matters raised.

## 8. Q&A

Nothing additional raised.

## 9. AOB

**Inner Church Door:** Mary Elizabeth mentioned that this door was heavy and that it squeaked. Audrey has contact Tim who states he's never seen a mechanism like this before. So we would need a specialist contractor if it needs adjusting. Certainly Tim can oil it when he's back. **Action: ongoing.**

**Maintenance Log Book:** Steve reported that the Maintenance log book that is on the wall by the stairwell should be completed if any maintenance items are performed in the church. Audrey has updated it on 31st January.

**Maintenance team:** It was reported that Tony Fecher had to go to the church to sort out the circuit breakers as the alarm went off. Audrey stated that more people are required to be available who can pop down to the church if anything occurs, Both Andrew and Roly have offered to assist however each would need a set of church keys and our phone numbers would need to be provided to relevant people. Roly would need to be shown where everything is and how to turn on / off items. **Action: ongoing.**

**Church Information Sheet and Printer:** Roly is working on the Church Information sheet which will be placed both in the church foyer and in the Mustard Seed shop. Discussion ensued as to whom will print off the document. It was stated that the church does have a photocopy / printer in the Sacristy, however it is not functional. Is it ours and can we get rid of it? Then we can replace it with a new printer.

**Action: ongoing**

**Church Fire Alarms:** Father Claro reported that on 31<sup>st</sup> January that the fire alarms had been checked by the Bristol company and they will send a report to Steve.

**Meeting finished at 10.00pm with a prayer by Father Claro**

<b>Date of Meeting at 8.30pm</b>	<b>Chairman</b>	<b>Secretary</b>
13 <sup>th</sup> February	Steve	Roly
17 <sup>th</sup> April	Mary	Roly
22 <sup>nd</sup> May	Audrey	Roly