

Minutes of Finance & Maintenance committee meeting 7th February 2022

Present: Mary Hughes, Lorraine Brabin, Audrey Curnock, Andrew Chell, Mary Elizabeth Shewry, Stephen Barlow, Roland Quinney, Father Claro (part meeting)

Meeting started with a prayer led by Andrew Chell

FINANCE

Matters arising & actions from previous meeting

- Year End accounts have been sent to Diocese however there are still reconciliation issues to be resolved, Andrew in discussion with Charles Blishen – new Diocesan Finance Director
Action Andrew.
- It has been pointed out that there has been a change in VAT Rules (2014). This means that we can now claim VAT on works recently carried out. Claims must be submitted by 10/03/22
Action Andrew
- Andrew has asked the Diocesan Finance Office if an Independent Accountant is required to check the accounts before they are submitted to the Parish & Diocese, he is awaiting a response. **Action Andrew.**
- Father Claro has contacted his previous accountant and ask him to look over the accounts.
Action Father Claro
- The charity account still has money in it, this has been designated for the Justice and peace group to allocate. Sjoerd has been advised.
- Insurance Premiums – Andrew has asked the Diocese if/when we should increase the premium because of the new electronic equipment in the church. **Action Andrew**
- It was agreed by all that a comprehensive Inventory needs to be produce covering all items of electrical equipment, the organ, electronic keyboard, statues, etc..... This must include a separate inventory for the Presbytery. Apparently, an inventory already exists which was produced by Tony Fecher, this needs to be found and updated. **Action Audrey & Mary**
- Gift Aid Organizer Jack Thornton has resigned, he will continue his duties until the end of the current Tax Year in April. WE must confirm with Jack that EOY Tax Certicates are printed and distributed for those parishioners who pay Tax. **Action Andrew**
- We must organize a vote of thanks to Jack & Jill for all the years of service they have given to the parish
Action: Father Claro
- Gift Aid organizer - we urgently need to find a replacement as soon as possible so a period of training and handover can be established, before Jack and Jill go abroad again.
Action: Andrew & Father Claro.

REPAIRS AND MAINTENANCE

- **Quinquennial** = Andrew Townsend has been approved by the Diocese to carry out the quinquennial at a cost of £1,150 plus VAT. Before the inspection can be done work needs to be carried out on the access to the loft hatch and a safe walkway needs to be established so that access can be gained to the roof space. Quotes are being requested. **Action Audrey**
- **The diocese has sent a report on the asbestos contained in the roof, this must be taken into consideration when any work on the roof is undertaken and needs to be highlighted to any workmen.** **Action Audrey**
- The repair to the Valley on the roof has been completed, the Builder has replaced approx. 50 tiles, the cost was £2,600. Builder reported that there are a lot of cracked tiles on the sacristy roof which they recommend should be fixed asap. Quotes to be obtained **Action Audrey**
- Speakers have been fitted to the church. They are very successful.
- **Repairs to cracks in church walls and ceilings** – Audrey has been working with Steve Hardman to obtain a £19,000 grant from the Diocesan and Historic Churches committees. Once the grant has been obtained the job will go out to tender. So far, we have spent £10,000 getting surveys and reports to submit to this process. Andrew Townsend is advising on this matter.
Action: Audrey
- A new list of Keyholders has been drawn up, although apparently there is already a list which was maintained by Mairead. Audrey is to ask Tony if we can have a copy and we will match it with the one being produced by Mary. **Action Audrey and Mary**

HEALTH AND SAFETY

- Andrew reported that all paths at front of church have been treated, scrubbed and pressure washed.
- Stephen Barlow has been working with Steve Hardman from the Diocese on our Procedures and Risk Assessment he has substantially updated the original PDF file containing The Health and Safety Audit (2020) to make it easier to understand and action. He has sent a copy of the updated file (now in Excel format) to all members of the committee.
- Steve to work through the 2020 Audit report and to highlight any urgent actions that should have been taken and ensure that responsibilities are allocated, Roland has offered to help in this matter. **Action: Steve and Rollie**
- Rollie has suggested that we might wish to purchase a Defibrillator, especially as a lot of the congregation are elderly. This matter for future discussion and consideration.
- **POST MEETING NOTE – What is the current status of our First Aiders? The list that is available is probably out of date?**
- 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
This must include Hall and Presbytery. Action: Audrey and Steve
- It was agreed that a vote of thanks be issued to Paul Padley on behalf of a grateful parish for his heroic work on sorting out the heating problems in the church. He deserves a medal!!!
Action: Audrey

Meeting closed with a prayer led by Audrey.

Next meeting 14th March 2022 @ 8.00pm