

Minutes of Blessed Hugh Faringdon- Finance & Maintenance Committee Meeting 9th October 2023 at 8.30pm

Present: Audrey Curnock (Chairperson), Roland Quinney (Secretary), Andrew Chell, Mary Hughes, Steve Barlow, Mary Elizabeth Shewry, Father Claro from 9.10pm

Apologies: Emmanuel Boakye, Sue Cole, Lorraine Brabbin

Opening Prayer: Andrew led with an opening prayer

FINANCE SECTION

1. Treasurers report

Matters Arising

Church Accounts and Gift Aid

Andrew stated that he has met with Nerissa and she is doing a great job dealing with the banking and recording gift aid information for the service collections for the church. He did state that any second collections done at the end of the service require to be labelled with what they are for so that there is no confusion, so payments are made to the correct organisation.

He will check with Rita to ascertain if she is able to do the gift aid collections. Her access to a computer at home as well as internet connection was discussed. It was mentioned either she can use the computer that is in the Sacristy or one from the presbytery. Andrew stated that he will sort out the 2 latest new Standing Orders, and he stated that the tax on any gift aid payments can be claimed back from HMRC. He has kindly agreed to deal with this temporarily until a new Gift Aid Organiser is appointed

ACTION: Andrew – ongoing, Fr Claro on-going.

Contactless payment

We now have a Contactless Payment machine, Fr Claro has very kindly procured this on loan from the Ethnic Chaplaincy. It has been placed at the front on the church, close to the font. Money currently goes into the Ethnic bank account and then Fr Claro will transfer the funds into the main parish account. Approximately £71 comes through this channel each month. Fr Claro has now transferred recent funds from May 2023 to the Parish Bank Account. This will now be reported each month.

Andrew reported that our Parish contactless machine has been updated with the new parish bank account details. We should be able to use this shortly. **Action: Andrew ongoing.**

Treasurers report as at 9/10/2023

- current account has £26,164
- charity account has £3,067
- building account has £587

End of Year report

Andrew reported that the End of year report has been completed – the date for this report is 31st August. The new accounting year is now from 1st January so this report is for 8 months. He stated that part of the report has been completed using Xero system and he had done this in conjunction with Charles Blashin from the Diocese Finance department. He stated in previous times it would have taken him 3 to 4 days to complete. Using Xero system it only took him and Charles a maximum of 3 to 4 hours. The Xero system has been adopted by the Diocese. The other months were covered using the old xls. Spreadsheet. Andrew will discuss the details of the accounting documents with Father Claro and these then need to be sent to the diocese so we will be done for 1st September 2022 to 31st August 2023.

Action: Andrew and Father Claro - ongoing.

Discussion ensued as to matters relating to the Administration costs as below:

Roly stated that he would check on the Vale of White Horse Council's website to see if Parish Priests are exempt from paying Council Tax. This has been done and they are not exempt, only the property is, if it is not occupied. **Action: Completed.**

Steve asked questions regarding to the Levy – he stated that in the diocese documentation that we have to make payments to Buckland school. Discussion ensued as to whether or not we have to pay this.

Action: Andrew will discuss this with the diocese – ongoing.

Discussion ensued as to why the Gas / Electric bill for this year was so high as it was double as what it was in the previous year. We were due to receive a refund for overpayment of gas in 2022 due to estimated bills. **Action: Audrey and Andrew will look into this – ongoing.**

From the total for 2022 to 2023, the running costs of the church are approximately equivalent to the amount of income for this time period. However, the deficit which is £20,000 is from the repairs that have either been completed or are ongoing. Audrey stated that we are ahead on the Quinquennial repairs, other than the cracks in the walls. Hopefully we should be OK as the church will receive money from other sources including diocese, Closer to Christ award. **Action: – ongoing.**

Terms of Reference for Parish Finance Committees We have received a document from the diocese which states that the rules for membership of this committee. **Action: Roly to send out a copy of this document with the minutes of this meeting.**

Action: Members are required to receive a document in writing that they are on this committee from Father Claro. Also to sign a statement of good standing meeting the eligibility criteria for this committee. Action – Audrey to prepare letters on behalf of Fr.

2. MAINTENANCE SECTION

Matters Arising

Internal Church Cracks:

- The Monitoring equipment and tags have been installed on the South and East walls.

Action - ongoing

- The window cracks and the glass on the left window was leaking with condensation running off down the plasterwork have been looked at. In part this may be exacerbated by the poor fit of the windows. Audrey mentioned the Tim has checked the glass and is in the process of replacing them. He has replaced one of the pieces of glass in a window. **Action: ongoing.**

Routine Maintenance

- **Leaking roof in passageway / Sacristy** – Andrew and Audrey have met with Billy Reed from Oxford Roofing & Maintenance Ltd. We have received a new estimate of £1,425+VAT. This is to replace broken tiles, and repairs concrete ridges and a new junction of where the roof meets the church. He is due to start on 7th November. We hope to get this completed before winter. **Action: Andrew & Audrey - ongoing.**
- **Plaster** was removed around the cracks by Peter Hawkin, Contactor on Wednesday 20th September. **Action: completed.**
- **The Oxfordshire 10 year plan** is inaccurate for our church and worrying for its future. It states that the condition of our church is “poor” whilst the 2022 Quinquennial reports states that it is “good following a major refurbishment in 2007”. Furthermore, it states that our Quinquennial repairs will be £200,000, which includes £120,000 for a new church roof. Our Architect tells us **we do not** need a new roof (we have an asbestos roof but it is in good repair and ideally should be left in situ). As we have already spent £10,000 over the last 18 months in repairs, our repairs are at most £70,000 and probably a lot less. Discussions with the Diocesan Estates Office, Fr Dominic and the Curia have been ongoing to correct these errors. Fr Dominic is going to invite the Diocesan estates officers to visit him in Didcot and then to come to us. They do not know our church. **Action: Audrey - ongoing.**
- **Space**—Mary reported that we need more space for cleaning supplies and flower arranging. The current cupboard is overflowing. Sue Cole mentioned prior to the meeting that the Bridge/U3A currently use the large cupboard off the Kitchen. It was suggested to ask them if it’s still needed and if so we will make a small charge as we need space. The Bridge club will pay a monthly fee of £20. **Action: completed.**
- **Open Kitchen** will pay a monthly fee of £30 to help the energy bills. **Action: completed.**
- **Doors and weeds** these have been sorted out by Tim. Roly removed the bags of weeds and put them into his garden waste recycling bin. **Action: completed.**
- **T-loop** One of the parishioners – Laurance assisted Audrey on Sunday 8th October to remove the T-loop monitor from the shelving in the organ stairwell so the equipment can be handed over to Neill. Hopefully Neill can link it to the new amplifier and speaker system, and it can be fully working within the next couple of weeks. The T-loops system is a legal requirement so that anyone who has hearing problems can hear what is said. **Action: ongoing.**

Fire Risk Assessment

- **Emergency Lighting** – Steve & Tim have checked the exit signs and lights and despite new bulbs they are not all working. A (Commercial) Electrician will be required to identify the problem. Steve mentioned that the lights work on a temporary basis but the system requires to be checked out properly. Bristol Fire the company who do our alarm servicing came on 4th August, all the lighting was tested and they have a better understanding of how the lighting works. A report has been received and Andrew has approved this, approx. £1700 and repairs and replacement as necessary. **Action: Steve will contact the contractor to get it sorted out as soon as possible.**
- **Old documentation** - Request That Tony provides all of the documents relating to the electrical lighting and for other items are handed back. **Action: Fr Claro – ongoing.** Roly has offered to check through the documentation and prepare a list / filing system. **Action: ongoing.**
- **Fire drill** – It is a year in November since our last fire drill, therefore we need to do a new one to ensure that everyone knows what to do in case of an emergency. Steve / Roly will sort out an actual date for this to happen in November. **Action: Roly will inform members of the congregation on the next couple of Sundays that this is going to happen.**

AOB

Security of Church Discussion ensued as to whether or not that the Church should remain open Tuesday mornings. It was decided that the PCC needs to decide upon this matter. Lorraine will check with the Diocese. No response as yet from the Diocese. **Action: ongoing.**

Annual General Meeting Discussion ensued as to whether or not the church requires an annual general meeting for all of the committees and groups. It has been over 2 years since the last AGM was held. It was decided by this committee that it would be a good idea and hold it in the church hall in an evening so that the parishioners could attend, listen to what was said and to ask any questions. **Action: Audrey etc. to ask for suitable date and time in January 2024 from other groups / committees. Book hall with Sue Cole**

Action: Roly is willing to sort out the agenda and do the minuting for this meeting.

Note Post Meeting – Audrey has contacted Kathleen of the PPC and she has suggested the end of January 2024 would be a good time for an AGM.

Meeting finished at 9:35 pm with a prayer by Father Claro

Date of meeting	Chairperson	Secretary
4 th December	Steve	Roly
January 2024 - AGM	To be decided	Roly