**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Thursday 1 May 2014 at St Joseph’s Church**

**Present:**

Peter Hancock (Chairman), Fr. Danny McAvoy, Catherine Collery, Pradeep Kumar, Elizabeth FisherMaura Holt (in attendance representing the PPC)

**Apologies**

Alex Tam, Karen Grimm (resigned), Mary McNab

**Opening Reflection:**

Fr. Danny prayer.

Peter opened the meeting by confirming the function of the Parish Finance Committee to the new committee members, Pradeep Kumar and Elizabeth Fisher. John Cole has been invited to join the committee. Peter advised that it is important to meet regularly.

**Approval of Minutes from meeting held on:**

The Minutes were agreed as a true record.

**Matters arising from previous meeting:**

* **Site Manager** – John Cole has taken on the car park supervision, it is hoped that John will be available to become Site Manager
* **Minute Secretary -** Elizabeth Fisher has agreed to take the role as Minute Secretary commencing at this meeting.
* **Fixed Asset** Register – Annual return reports the fixed asset register, the Diocese advised that we should have a separate register. The details of the register were discussed, ie, ownership of items belonging to the parish that are not personal to the Parish Priest. Asset value to be assessed on each of the parish items. Mary to assess the office equipment and the house contents in conjunction with Fr Danny.
* **Bookkeeping** – Pradeep has agreed to take on this role. Peter explained 31 August is year end and books to be made available to the Diocese for this date. Peter suggested Pradeep to meet with Mary for exchange of information.

**Projects**

* **Front of Church** – Need to take a step back and consider all the work that needs to be done to the church and grounds, this was discussed at length. Some of the areas needing refurbishment are: leaking flat roofs, renewing the tiled “A” frame at the front of the church, existing toilets to be refurbished and disabled toilets designated, all outside woodwork needs repainting including fences, clean and paint the large cross and St Joseph on the front of the building, repairing the cracked concrete and walls. Ken, the hall painter, said he would work on the fences and cross, it was agreed that he commence the work. Suggestions regarding redesign of the flat roofs to possible restructuring to arched gables on both sides, an Architect would need to be approached, planning permission may be needed. With regard to the church front garden Ken, the painter, is the Chairman of Bracknell Horticultural Society advised the Society members would work on the church gardens providing parishioners would assist with the work. The committee were advised that Angela Dossett’s son, John Dossett, has agreed to cut all the church lawns. John has advised the the mower needs repair and made safe as none of the garden equipment is fit for purpose. John Dossett to be invited to advise the equipment he will need. The setup of a Health and Safety team to check equipment was discussed and agreed.
* **Hall –** Hall and corridor now redecorated, lights changed and upgraded. Complaints received regarding the hard plastic seating, this was discussed but no decision made regarding replacement.
* **Staff Room Kitchenette/ Disabled Facilities** - Meeting with builder regarding the following suggestions: toilets by the office refurbished and made into disabled toilet, install a hand drier and a mini-kitchen in the alcove as drop in centre for St Vincent de Paul, and a common room for Secretaries. Transforming all toilets to unisex toilets and some to disabled toilets. Suggested a ramp up by the choir to access a disabled toilet through door at the side of the altar. Different suggestions were discussed regarding the location of disabled toilets for best access.
* **Upper Room** – Clearance of the choir loft has commenced, this space to be for the young of the parish to use. The glass church side is safety glass. The glass wall on the town centre side couldconverted to a solid wall as window cleaning is problematic.
* **Quinquennial report** – Surveyor inspects the church and grounds reporting on the state of the site. The flat roof was the only issue reported. This is not a legal requirement but good practice for an old or listed building. This was discussed. It was agreed to an inspection of the site be made by the parish, repairs made then the Quinquennial Report be completed. Fr Danny to ask Allen the builder to complete a pre-inspection and advise his findings.
* **Living our Faith**

Meeting with Erica from CCS, requests the parish to raise £165K over five years from Living our Faith, Fr Danny had suggested that an event be held in the hall inviting people to visit and make a donation. Erica requested to meet Peter Hancock with regard to raising funds, eg, five year collection for the formation, training and ongoing welfare of priests and parish needs. Peter outlined the purpose of the CCS project and its success over the past five years and the contributions of the parishes within the Diocese. Peter confirmed he would be happy to meet Erica and for the Financial Committee to work on this.

Fr. Danny closed the meeting with a short prayer.

**Date of Next Meeting:**

Thursday 12 June 2014, 7.00pm