**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 1 December 2015 at St Joseph’s Church**

**Prayer:** A short reflection from Fr Danny

**Present:** Peter Hancock, Fr Danny McAvoy, Catherine Collery,Elizabeth Fisher, John Cole, Stephen Scott, Shaun Howard

**Apologies:** Mary McNab, Alick Barreto

**Absent:** Bernard Oneill

**Approval of Minutes from meeting held on 29.10.2015:**

The Minutes were not presented

**Matters arising from previous Minutes:**

The Minutes were not available

**Budget Setting for 2015/16**

Fiscal year ends August.  For indicative purposes only, also shown are actual figures for 2013 and 2015.  There was a delay in the processing of the income tax returns last which will soon be resolved and thus a substantial increase from last year.  Income pretty accurate from offertory and standing orders.

Expenditure: Supply Priests: Fr Adrian had not been paid expenses for many years, this has been rectified and have now paid him expenses to cover the timescale.  Wages include new Pastoral Assistant role and the new Secretary.  With regard to Pensions some persons have decided to opt out.

Repairs / maintenance:  last year this covers costs of SVP room, painting exterior of the building, altar carpets, replacing keys, fascias and the front windows, etc.  The proposed disabled access and toilets expenditure is not included.

Mostof the expenditure is outside our control, ie, diocesan levy, stipend, wage rates, council tax, insurance, which forms the bulk of expenditure.  The variable costs are the liturgical costs: printing, phones, etc.

On a normal running year we can just about break even.  Income has stayed the same across the years.  Although the parishioner headcount is up the revenue remains the same.  If any major expenditure occurs we may struggle and must eat into our reserves.

Any new initiatives from the new Pastoral Assistant are not budgeted for.  Costs should be accessed in future before retreats are announced, ie, residential retreats. This should now be a recurring item every two years as the confirmation courses run. It was agreed a contingency fund of approximately £3000/£4000 for the Pastoral Assistant work over the next year.

Self-financing administration was discussed, ie, signing passports, official letters, etc, a small charge was suggested which would help offset the office wages.  It was suggested that these should be of “good will” and not charged.  It was decided that charges would be on a case by case basis.

**Shared Youth Worker**

This is no longer viable as the other Parishes feel the focus is too diluted and the concept doesn’t work. Fr Danny advised that the Pastoral Assistant’s role encompasses this area. There are several people from the Pastoral Council volunteer their time each week working with the youth of the parish and are doing a splendid job.

**Disabled Access Church/Hall**

Peter feels that more discussion is needed with regard to the suggestion of a lift for the disabled. The area is not sufficient for the manoeuvring of wheelchairs. Also the door space/widening needs serious consideration. John has spoken to Abracad who will be providing alternative design for the disable access. Compliance must be adhered to. Disabled toilet to be installed in the front right hand side garden area.

**Disabled Access Church/Hall/continued**

A chronology of the work needed around the building must take precedence. Abracad to come up with a proposal to solve flat roof issue and a design for the disabled toilet on the right. Also the re-siting of the downpipes to the outside of the building. Disabled facilities on both sides of the building.

John’s Report:Architect: Alistair Lloyd of ‘Abracad’ The Atrium Broad Lane Bracknell Berkshire RG12 9BX This committee to discuss how best to use ‘Abracad’ going forward.

**Action**: Open

**Car Park Entry System, etc - Update**

John’s Report: On Saturday 21 November 2015 a replacement ‘Exit’ bollard was re-installed. The initial report from the manufacturing company is that there were no defects found in the unit save for those caused by it having been hit by at least two vehicles. The cost of the repairs is as yet unknown, I shall update this committee going forward.

Update: The ‘Entry’ bollard is again in lockdown from Sunday 29 November 2015, it would appear that misuse will be deemed responsible, the technological side of the bollard operation is being investigated.

We await the manufacturers liaising with GCD for a solution.

**Action**: Open

**Car Park Income**:

John’s Report: This remains unchanged since my last report to this committee in October.

**Action**: Open

**Main Gates**

John’s Report: The damaged ‘Entry’ gate is due to be removed and repaired by Thames Forge in the next two weeks. I have this week received information that The National Farmers Union is the insurer of the company concerned and the cost of repair is too be met by them as soon as repairs have been affected and resulting paid invoice is forwarded on to them for reimbursement in due course.

**Action**: Item Open.

**Front Entrance**

John’s Report: After discussing the cracked paving slabs outside the main entrance it was felt by this committee that although some non-urgent remedial work required this can be scheduled for a later date. I shall monitor going forward.

**Action**: Closed

**Main boiler Replacement**

John’s Report: Currently in abeyance, to be discussed by this committee as to how and when replacement is to take place given other ongoing projects.

**Action**: Open

**Church Shop**:

John’s Report: Since re-opening in November the church shop taking amount to £330.65. Whilst current stock levels are being reduced can I ask this committee to agree that the shop till be temporarily deferred until which type will be required going forward can be agreed with those who will be responsible for future orders and week to week running of the shop.

**Action**: Open

**Hall**

John’s Report: The locks and punch bolts to the main hall doors have been renewed at a cost of £460.64 incl VAT

**Action:** Closed

**Quinquennial Inspection:**

Architect has looked at the whole building, will submit a report regarding the building. The inspection gradings are (a) immediate and (b) not so important.

**Action**: Ongoing

**Any Other Business:**

World youth day, a parishioner has made a significant donation for world youth day. Cheque for £1200 will be presented to the youth at their party on 18 December.

The poor and needy box is doing really well for donations.

**Meeting Closed**: 9.10-pm

**Closing Prayer: by Fr Danny**

**Date of Next Meeting: last Tuesday of every month.**