**MINUTES OF FINANCE COMMITTEE MEETING**

**held on 3rd April 2014**

**Those Present:** Catherine Collery, Peter Hancock, Fr. Danny McAvoy, Alex Tam, Maura Holt (in attendance representing the PPC)

1. **Opening Reflection**

Fr. Danny read a text by John Shea.

1. **Apologies**

Karen Grimm, Mary McNab.

1. **Approval of Minutes from the meeting held on 27th February 2014**

One correction to minutes – Maura Holt in attendance representing the PPC. The minutes were approved and accepted.

1. **Actions arising from those minutes**
* **Building/Maintenance contact names/numbers** – This has been obtained, although there may still be some irregular contacts outstanding e.g. the drains have been blocked again today and Carl needed to be contacted for the contact details of the company.
* **Issuing of Car Park Keys** – This role will be taken on by John Cole
* **Site Manager** – to be addressed, Hall bookings are being managed by the office
* **Workplace Pensions -** road shows completed. Father Danny has requested pay rise for staff, awaiting response from Diocese.
* **Job Descriptions** – one pagers have been produced
* **Minute Secretary** – agreed to advertise for someone to volunteer for this role in the newsletter.
* **Parish Administration Changes** – Mary and Christine have adjusted their hours/working days.
* **Meeting** between Alex, Mary & Peter still to meet to discuss book keeper role: to be actioned before the next meeting.
* **Fixed Asset Register**: still outstanding and to be carried forward again to the next meeting.
1. **Projects**
* **Front of Church** – Bracknell Horticultural Society are to be re-approached to support the garden. The refurbishment of the front will be looked at by Ken Marshall who has been doing work on the Hall. Will need specialist equipment to do safely.
* **Hall** – this is being repainted.
* **Staff Room Kitchenette/Toilet** – a quote of £4,000+ for the toilet was received further quote being sort as this appeared high.
* **Disabled Facilities** – suitable position that does not involve steps and takes into account existing drainage is proving difficult. Suitable positions were not ideal as they would involve a lift or ramp. Small working group to be put together to look at this further.
* **Upper Room** – Young people of parish would like this as a meeting room. The glass is old and not sufficiently safe. Awaiting quote for replacement from double glazing company.
* **Other** – Peter reported that it had been seven years since the last quinquenial survey was undertaken by the Diocese. Peter will request this be re-done in order that we are aware of any issues that will need funding going forward.
1. **Living our Faith**

Peter gave an overview of what was involved and the benefits to both the Parish and the Diocese. We are one of ten parishes in the Diocese who did not sign up at the beginning we have been re-approached to do this. CCS run the project and provides advice. Agreed to move forward with involvement in this over the next few months,

Although it will need a different group of people from the PPC and Fin Comm to be involved. There will be a heavy workload in the early weeks, and admin will be critical, but after a while the workload falls away .

Fr. Danny closed the meeting with a short prayer.

1. **Date of Next Meeting:**

To be circulated through the office