**MINUTES OF FINANCE COMMITTEE MEETING**

**held on 15 January 2014**

**Those Present:** Catherine Collery, Carl Grey, Karen Grimm, Peter Hancock, Fr. Danny McAvoy, Mary McNab, Alex Tam

1. **Opening Reflection**

Fr. Danny read a beautiful reflection from Pope Francis’s latest encyclical – The Joy of the Gospel – reflecting upon some of the challenges of today’s world.

1. **Apologies**

None received. Peter introduced Alex Tam who has kindly offered his time and talents to the parish as book keeper. We also remembered with fondness, Gerry Berry, who served as the parish book keeper for many, many years, and sadly passed

away at the end of October 2013.   
**ACTION: Peter suggested that he, Alex and Mary would meet to discuss the book keeper role in more detail at another time in the near future.**

1. **Approval of Minutes from the meeting held on 23 October 2013**

The minutes were approved and accepted.

1. **Actions arising from those minutes**

We were due to have a meeting in November solely to discuss the budget for the new year but it didn’t go ahead at the time out of respect for Gerry.

* Church Roof – on the agenda for discussion later.
* Fr Jaya – the appeal is now finished but Peter was able to report that an additional £1515 (150,000 IR) was wired to Fr Jaya as a result of Gerry’s family requesting any donations at the funeral to be for Fr. Jaya’s work in India. Peter has informed Gerry’s family.
* St Margaret Clitherow Site Update – the site has been mandated to be sold to Vail Williams who are commercial estate agents. They will market it subject to planning permission and they will see what bids come in in the next 3 months. By the end of April we should have a good idea of what prospective buyers think of the site.
* Auditor’s Report – recommendation to implement a fixed asset register.   
  **ACTION:** **This item is still outstanding and will be carried forward to the next meeting.**

1. **Committee Membership/Roles/Responsibilities**

All agreed that the current size and membership of the committee is at its optimum.

Fr. Danny commented on the relationship between the Finance Committee and the Pastoral Council saying that it is vital that there is a good relationship in place and the ideal would be that a representative from the Pastoral Council becomes an observer and advisor on the Finance Committee and vice versa. So that when the Pastoral Council gather together to do pastoral care and require funding, it is important that they know the reality of the situation i.e. what we have and have not got. It is also important that we as the Finance Committee support the work that the Pastoral Council do. The first Pastoral Council meeting is taking place directly after this meeting so it was agreed that we would wait to see what comes out of that.

1. **2013/2014 Budget**

Peter presented a two page hand-out showing the proposed income and expenditure budget for 2013/2014 based upon last year’s actual figures (attached.)

Peter expressed the view that he sensed there would be unrest from the ‘long term stayers’ about the car park being open one hour before and after all parish services/meetings. Carl agreed saying that he felt that the ‘opening hours’ could be reduced.

**ACTION: Fr. Danny has said that he will review this after a month to see how things are going.**

Carl also reported that Weightwatchers are no longer using the hall for their meetings which would result in a loss of approximately £4K to £5K a year.

Peter also raised the question about whether the hall is being used enough from a parish/pastoral perspective and it was agreed that it will be interesting to see what ideas the Pastoral Council will bring in this respect going forward.

Karen raised the question about budgeting for staff pensions. Peter said we need to implement this for 2015.

The subject of Staff Contracts and Job Descriptions was discussed.

**ACTION: Peter agreed to ask the diocese to provide some sample job descriptions to cover what Grace and Alex are employed to do within the parish.**

**ACTION: Carl agreed to review the job descriptions and customise them accordingly.**

1. **Church Roof**

A parishioner has kindly offered to go up on the roof every week to clear away any debris and there is a marked improvement in the amount of leaks despite a wet winter so far. The problem is that the flat roof is past its sell buy date and has been patched many, many times. It really needs replacing but that would cost at least £350,000. So for the moment we are leaving thing as they are, regularly clearing away the debris and keeping our fingers crossed that we don’t get any serious leaks.

1. **Church Boiler**

The boiler has been serviced and passed for another year, but the engineer commented that it was gobbling up gas and costing us a fortune. A new smaller boiler would cost around £6,000 but over time it would save us a lot of money. Plus we could reclaim that room because a new boiler would be much smaller than the current one.

**ACTION: Carl will ask British Gas to provide a quote for a replacement boiler.**

1. **Photocopier**

Toshiba is doing a good deal on a colour photocopier for £3,600. Fr. Danny recognises that this is a big cost but feels that a good photocopier really supports better communication in the parish. All agreed that it was a good idea and approved

the purchase.   
**ACTION: Mary to contact Toshiba to accept the quote and place the order.**

1. **Disabled Facilities**

Carl reported that after consulting a tradesman to look at the whole area, it looks like the current ladies toilet would be the ideal place to have the disabled toilet. Entrance would be through the hall and down the corridor. We would also look again at the ramp from the church to the hall and whether some of the doors would need buttons for automatic opening and or/widening.

**ACTION: Carl will continue to investigate, produce a plan and obtain a quote.**

1. **Front of Church**

Fr. Danny would like a sub-committee set up to look at what we can do to restore the front of the church which is looking extremely shabby and tired, especially now that the entrance to Princess square has been redeveloped.

**ACTION: Carl to head up the team.**

1. **Appropriate Spending of StMC Legacy**

The legacy has been ring-fenced and untouched since the new parish of St Joseph and St Margaret Clitherow was created. It was agreed that the newly formed Parish Pastoral Council could discern how and what these funds could be spent on, if necessary, going forward.

1. **AOB**

* Fr Danny reported that the Bishop is making a Pastoral Visit to Ascot in March. Fr. Danny as Coordinating Pastor will be conducting a pre-visit inspection during early February.
* The Confirmation Mass will take place at the Cathedral in Portsmouth on 22 June 2014. There will be a series of social evenings for the candidates and parents meetings in the hall over the course of the next few months.   
  **ACTION: Mary will ask Krzysztof to email Carl to book the hall on these dates.**

1. **Date of Next Meeting**

Fr. Danny would like to have monthly finance meetings for the time being.

**ACTION: Mary will email everyone with a suggested date for the next meeting and monthly meetings thereafter for the rest of the year.**