**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Wednesday 26 June 2015 at St Joseph’s Church**

**Prayer: Reading from Pope Francis Encyclical**

**Present:** Mary McNab**,** Alick Barreto, Elizabeth Fisher, Maura Holt (in attendance representing the Pastoral Council), John Cole, Stephen Scott

**Apologies:** Fr Danny McAvoy, Peter Hancock, Catherine Collery

**Approval of Minutes from meeting held on 27.05.2015:**

The Minutes were approved.

**Matters arising from previous Minutes and Items for Discussion:**

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

JC Report: Car Park: The problems with the entry bollard reported to this committee on the 27 May 2015 have been resolved following the replacement of the defective unit in its entirety, including all ancillary operating electrics on Thursday 28 May 2015, trouble free rollouts took place over the subsequent 4 days. I am pleased to report the new entry and exit system is now fully operational.

Action: Item closed.

Car Park: Income from both long and short term parking remains unchanged from my last report. Action: Ongoing.

Discussion: Maura said that she is concerned when she arrives that the green light is on, JC said the light stays on for a few seconds and best practice is to wait for bollard to rise and the red shows not to enter the electronic grid. Also tailgating at the exit is confusing for some people, there has been a small accident at the exit.

**Car Park Resurfacing/Paved Area**

JC Report: The proposed paved areas adjacent to each of the bollard control boxes were completed on Friday 29 May 2015. Action: Item closed.

Discussion: Plans to be sent to Portsmouth Application details and documents of the project to be sent to Portsmouth for approval.

Action: Mary, Peter, John Cole, paved closed.

Timescale: Ongoing

**Main Gates**

JC Report:Thames Forge will be removing both sets of Main Gates for repair and refurbishment on Monday 29 June 2015. Whilst on site an inspection of the side Swing Gate and the Princess Square Staircase Gate will also take place with regard to extending the swing gate, and repairing the staircase gate. I will report back to this committee with an update and quotation for the work in July.

Action: Ongoing

**Swing Gate**

JC Report: John said we can extend the length of the swing gate and make a matching pillar for the gate.

Action: Fr Danny, John Cole

Timescale: Ongoing

**New Plans for Site**:

JC Report: Architect: Alistair Lloyd of ‘Abracad’ The Atrium Broad Lane Bracknell Berkshire RG12 9BX The measuring and photographing of St Joseph’s took place over a 3 day period recently in preparation of the new CAD church plans which are in progress.

Further JC Report: It has been discovered by ‘Abracad’ our architects that both the pitched and flat roofs to the church have little or no insulation throughout. This naturally impacts greatly on how efficiently the church can be heated in winter and kept cool in summer. With the current main boiler now past its best and quotations currently being sought for replacement, this raises important issues that must be addressed before a decision on boiler purchase is taken.

Insulation can only ever be put in place by either removing all of the roof tiles, these are currently sound except for both end apex ridge tiles that require re-fixing with fresh mortar, or alternatively by taking down the tongue and groove wood on the interior of the roof inside the church.

Some of the rainwater downpipes serving both pitched and flat roofs are inside the cavity walls on either side of the main body of the church. It would appear the only access to these pipes should they leak at anytime is via small inspection panels which are also sited approximately a foot above floor level on the walls either side of the main body of the church.

There is a rusted and leaking rainwater downpipe which is sited in the priests vestment cupboard in the sacristy, these pipes are of a cast iron construction having steel jointing collars where necessary, all are now some 50+ years old. In order to prevent further internal leakage of these pipes it is recommended to site all the rainwater pipes on the exterior walls of the church and connect them to the main surface water drains to solve this problem permanently.

The flat roof to the church is in a very bad state of repair, heavily blistered, with many poor patch repairs. The flat roof ponds deeply in several areas, mainly this is caused by the blistering and patching not allowing the rainwater to vacate the roof along the felted gullies to the downpipes.

Replacement of the roof felt with an up to date impermeable membrane and installation of insulation in the flat roof void are recommended

Action: Fr Danny, Steve Scott, Mary McNab

Timescale: ongoing

**Church Boiler**

JC Report: Main boiler: Recent visits from 3 commercial boiler installers have thrown up some interesting anomalies, all agree the current boiler is some 50% overrated whilst the fan assisted church body radiators are severely underpowered, the pump for the whole system although recently replaced is totally inadequate. I will update the committee with these companies’ suggestions and options going forward together with quotations in July.

Electrician: Fr Danny asked if a remote thermostat could be sited in the body of the church and used to control the main boiler and pump, although approved by this committee in May, this is now in abeyance whilst discussions regarding boiler replacement take place.

Action: Fr Danny, John Cole

Timescale: Ongoing

**Church Shop:**

JC Report: The purchase of a till remains in abeyance whilst proposals regarding the shops future are considered. Committee to discuss.

Discussion: Grateful thanks to Steve and Nikki for all their work on the stock. Still need to decide the future of the shop and area. Steve asked committee to decide what is saleable. Steve said we need help from Pat and Carl for high runners, Mary said it is difficult to know. Various actions were discussed. Decided to have an informal chat to Pat regarding high runners, have table top sales from September. PPC meeting the lady at Ascot may be interest in buying some of our stock. The other churches could be approached.

**Presbytery**: 6 dormant wasp nests and 4 queen pods were discovered in the roof, they have since been removed by a local pest control company at a cost of £72.00 incl vat. Action: Item Opened/Closed

**Hall TV**: Following an observation from Maura about the Hall TV regarding the possibility of difficulties connecting games consoles now it is wall mounted. This has been checked it is possible to connect consoles without any difficulty via the colour coded cable or a hdmi lead adaptors to the left hand side of the TV. Action: Item closed.

**Review of Parish Appeals**

A meeting to be arranged in Sept re: budgeting for parish appeals of the sub-committee combined finance & PPC as the budget for next year starts. Notice in the newsletter inviting people to submit appeal suggestions for next year, second collections

Action: Mary for newsletter and organise meeting Sept for Sub-Committee

Timescale: Ongoing

**Quinquennial Inspection:**

Derek Hampshire, Surveyor, has been booked, he is recommended by Diocese to do the Quinquennial survey of the site. John said he will be available 16 July most of the day

Action: Finance Committee

Timescale: Ongoing

**Any Other Business:**

Living our Faith, very close to target, 96%, need push to maximise our target. Peter has drafted a letter to the parishioners, it was suggested to hand out the letter to parishioners with a reminder in the newsletter that the yellow box and envelopes will be out that weekend for a few weeks. 4/5 July handed out letter with notice in the newsletter.

**Meeting Closed**: 8.15pm

**Closing Prayer:**

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