**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Wednesday 25 March 2015 at St Joseph’s Church**

**Prayer and Formation:**

Reflective prayer from Fr Danny, Sands of Silence by Derek Webster

**Present:**

Fr. Danny McAvoy, Catherine Collery, Alex Burretto, Elizabeth Fisher, John Cole, Maura Holt (in attendance representing the Pastoral Council), Steve Scott

**Apologies:** Peter Hancock (Chairman**),** Mary McNab

**Approval of Minutes from meeting held on 25.02.2015:** John Cole missing from the list of “Present” committee members. Minutes now approved.

**Matters arising from previous Minutes:**

**Other Capital Expenditure**

Car Park (Entry System and Resurfacing)

John updated the committee. The installation of the new car park entry and exit system is almost complete, there is some residual work to be carried out on Thursday 26 March 2015. This will include all necessary instruction and ‘safety’ signage.

Following this there will be a period of collecting in and processing of the long and short term parking applications also the issuing the numbered windscreen car park passes, adding those to the database, and deleting those that have not chosen to renew. This will naturally produce the updated database of those to be uploaded to the Parish Office laptop and then uplinked to the entry and exit console.

We are still on track to roll the system out at the middle of April 2015, in the meantime those with padlock keys will continue to use them. Those who register for the first time will be given a padlock key to use in the interim. We have this week gained six employees of Santander wishing to park long term this will add £2880.00 for the period 01 April 2015 to 31 March 2016. I will update the committee each month with ongoing income reconciliations. Points to discuss are refunds, and the maximum numbers of spaces to be let out to long term parking, past five year average was twenty-seven. I recommend this be capped at 25 or less if the committee wishes, and subsequently create a waiting list. Refunds to those who pay for long term parking, this will be refunded pro-rata.

Church and Hall Exterior Repairs & Maintenance:

Main roof is in good condition, only top tiles need to be rebedding. Widows either side of the altar are in good condition. John explained the work needed on the flat roof.

Car Park Resurfacing, the construction of a disabled toilet, the church roof all need to be discussed and prioritised. St Joseph’s to indicate what needs to be done and how to achieve our goals by the most chronological and cost effective route.

Apparently, there are no concise set of plans showing the building as it is today. Therefore, it is important that a new set of concise plans be drawn up. This was discussed and suggested that several independent Architects to be approached for selection with consideration of their charges.

Church and Hall Exterior Repairs & Maintenance/continued…:

It was suggested that we use an Architect, independent and not linked in any way to the Parish. An Architect has been suggested to complete the proposed work from Abracad in Bracknell.

It was agreed that all the exterior and public signs should be St Joseph and St Margaret Clitheroe Church. Fr Danny said that the name of the name of the church should have been officially changed. These signs are now in the process of being changed. The Council signs are also being changed.

Electrical Cupboard/Hall Boiler Electrics/Toy Store Light: I have a quotation to replace the faulty pull cord switch in the electricity cupboard, supply and fit an RF thermostat in the hall, and replace the ceiling light in the toy store. The quotation is £240.00 incl vat. Utilising and tidying up all the store cupboards was discussed, all users to be instructed to keep the cupboards tidy.

The pipework which is presently internal is now very old and in need of replacing, the pipework will be replaced and resited external to the buildings.

**Action for above items**: Ongoing

**Timescale**: Ongoing

**Disabled Facilities:**

With regard to the construction of a disabled toilet fresh plans for submission to the Bracknell Forest Borough Council for Planning Consent would be required, as they would be when inviting builder quotations.

Disabled toilet location suggestion is outside church in the enclosed front garden as the best access to the sewer pipework. This will be a new build, level access from the church, changing the present doorways etc. Disabled toilet from the hall, a suggestion to make the ladies toilet with a wider doorway and changed to a unisex disabled toilet.

**Action**: Ongoing

**Timescale**: Ongoing

Youth (Upper Room):

John was asked to source the hire of some heaters for the church loft for Holy Thursday Night as the Youth Group will be holding a vigil. HSS Hire Infra Red Heaters at £110.00 per week each, as a charity we qualify for a 50% reduction. Two heaters would cost £133.08 incl vat and requires a £200.00 returnable deposit. This is the cheapest option of the three local hire companies I contacted. The Branch Manager has offered to set up an account for future use, forms forwarded to the office for completion.

This was discussed and decided that hiring the lamps is too expensive. Halogen lamps can be purchased from Argos at a fraction of the cost. Leaving the church heating on overnight Holy Thursday was also a viable option.

**Church Shop:**

John has sourced an electric cash register, it is a Casio SE-S 3000 fully programmable and personalised by the suppliers. It features a dual till roll for audit purposes, the issuing St Joseph’s Church headed customer receipts. Cost with one year’s guarantee and technical support is £275.88 incl vat. This meets the recommendation put forward by the Parish Support Team from Portsmouth, however this is outstanding as is the recommended church shop stock take.

**Church Shop/continued:**

Fr Danny will be meeting with Pat Grey in the near future to discuss these matters.

**Action**: Fr D, Pat Gray

**Timescale**: Ongoing

**Any Other Business**: JC: Conscious incidences of committee discussions out in the domain, ie, using a fob instead of a phone code. Problem with the software to two mobile phones for one car, this will not be possible. For those who wish to pay at the Mass to be directed to John Cole who will be at each Mass over Easter.

Additional office computer, a quotation to supply a second Parish Office computer has been submitted. It’s a Lenovo Windows 8.1 PC with Quad core, 8GB RAM & 1 TB HDD HDMI memory, WiFi enabled with a 27 inch monitor wireless keyboard & mouse. Cost £663.00 incl vat. This was agreed.

Meeting Closed: 8.42pm

**Closing Prayer:** By Fr Danny

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