**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 25 April 2017 at St Joseph’s Church at 7pm**

1. **Prayer and formation: “For Courage” from Benedictus**
2. **Welcome & Introductions:** Fr Danny McAvoy, Peter Hancock (Chair), Liz Fisher, Catherine Collery, Steve Scott, David Kettle, Ian McDougall, Tony Gunning, Bernadette Fisher, Shaun Howard, David Howes
3. **Apologies for Absence:**,
4. **Absent:**
5. **Minutes of last meeting held 28 March 2017**

SMC site, no update from Diocese to date. All parties are still in dialogue.

Meeting with Architects – Alistair had a second set of drawings which were really liked, we would have a very wide flight of steps down from the veranda to the plaza, keeping much of the garden which will be landscaped. This design does everything that we want it to do regarding the front of the church, creating light and space in the porch. The new design meets all our plans. The garden will be planted with evergreen shrubs and hidden colour lighting on the steps which we can change. The committee received a copy of the new drawings were asked their decision on which style, this was discussed. The drawings will be requested from the Architect and distributed to the committee for a decision. Fr D advised that he was disappointed that the Architect was unaware of any builders. We may have to seek a recommended builder from the Diocese. The work on the church needs to be done in chronological order: Step 1 renovate front of church, Step 2 build new front steps, Step 3 work on flat roofs, disabled toilets and new office block. Shaun said that he knows a builder who may be able to take on this work.

Car park bollards: lot of work done to extend the loops. Signed off as perfect working order. GCD informed that we should use the bollards as intended. It was agreed to see how things go for a couple of months then send out renewal notices possibly August to August. GCD to set up a maintenance contract and send a copy of their public liability insurance certificate.

The issue of insurance cover was discussed especially with regard to volunteers working on site in potentially dangerous situations. Issues to be addressed now: slabs on hall entrance steps are loose, etc., no children allowed in the kitchen, legionella risk assessment especially regarding the proposed new shower. Office toilet needs floor to be redone. Lone working policy required from the Diocese.

1. **Matters Arising and Updates on Issues from 28 February 2017 Meeting**

**Quotations for new boiler in the hall** – This has now broken down it is more than 12 years old and of poor quality from the start. New boiler with 5yr guarantee to be installed on 27 April. This will now be £1260,

**Lenten Project – Will continue until end of April, total amount sent £3850 with gift aid, this is not a fair reflection as we have had 6 donations of £500 or more, contribution from parish is only £1200. Response from Sharon was “wow can I take photos”, the CAFOD Africa Emergency appeal raised £1700 +990. O4 out of 6 weeks we were asking for help for other appeals. Banners to be placed in the porch. Peter suggested a small piece in Portsmouth People.**

 **Quinquennial Report – No action but should stay on the Agenda**

This was explained to the new members of the Finance Committee. All urgent issues have

 been completed.

**7 Any Other Business**

 Nightshelter £1K, £3K was donated to the parish by a parishioner, cafod, bamenda, pilgrim hearts.

 Gents toilet is being misused most Sundays. The toilet design to be reviewed.

 Shop, stocktake done, shop account closed everything through the main accounts.

 Cleaner given her notice, leaving at end of May. When Rita is not here we do not have adequate staff to keep the site clean, dependent on goodwill and voluntary people. Office, sacristy, church, hall, kitchens, rooms. Fr Danny is doing this at the moment from 5am, we should think about doing this differently, when we employ a new cleaner 7 days, 2 hours, 7-9am or 6.30-8.30am, committed, skilled. Out of hours cleaning will need supervision. Job share may be a possibility. This was discussed.

1. **Date of next meeting: Tuesday 30 May 2017, 7.00pm**

 **9 Closing Prayer –.**