**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 26 January 2016 at St Joseph’s Church**

**Prayer:** A prayer led by Fr Danny was followed by a reading from “Good Friday People “ by Sheila Cassidy, a book about the Hospice movement and caring for the poor, which highlights the reasons for this meeting and calls for more work to be done .

**Present:** Peter Hancock, Fr Danny McAvoy, Catherine Collery, Stephen Scott, Shaun Howard, Alick Barretto, Bernard O`Neill

**Apologies:** Mary McNab, John Cole

**Absent**: Elizabeth Fisher, David Howes**,** who has been invited to join but, due to technical issues, was unable to access the documents regarding this meeting. It is hoped that David will attend the next meeting on 23 February. Minutes of the previous two meetings and the budget have been sent to David. David is an Accountant by profession.

**Approval of Minutes from meeting held on 1.12.2015:**

The Minutes were not presented

**Matters arising from previous Minutes:**

John Cole’s report:

Car Park Entry/Exit: A 24 hour closure of St Joseph’s main gates took place over the Christmas period. This is to comply with the regulations preventing the church car park becoming a public right of way.

On Wednesday 20 January 2016 GCD Security installed the new replacement ‘Exit’ bollard. After completing thorough testing and safety checks it has been deemed operational with immediate effect. Temporary high visibility yellow wrappings are currently on the bollard the permanent more durable wrappings are en route to GCD from the manufacturers and will be affixed to the bollard as soon as practicable. This means the entire ‘Entry and ‘Exit’ system is in full working order. **Action: Closed**

Car Park CCTV: Installation by GCD Security of CCTV to monitor car park usage will commence on Tuesday 26 January 2016 it is anticipated it will take three days to complete. **Action: Open**

Car Park Income: In my last report to this committee in December there was a negative balance of £7254.42 income has realised £570.00 reducing the negative balance to £6684.42. However, installation of a further safety ground loop to the ‘Entry’ bollard (£672.00) and repairs to both bollards caused by persons/vehicles unknown (£220.00) and rebate of charges to two long term parking users (£200.00) has pushed the negative balance back up to £7776.42, I anticipate a return to a positive balance will be achieved early into the 2016/2017 car parking year and well within my initially projected and reported breakeven point of eighteen months. **Action: Open**

Car Park Window Stickers Renewal: In readiness for the upcoming renewal period windscreen stickers expiring 31 March 2017 have been purchased at a cost of £222.00 incl vat. In order that an accurate year ending figure for 2015/2016 can be submitted to this committee at the end of March 2016 and after consulting with Peter this sum will be carried forward and offset against the 2016/2017 income period. **Action: Closed**

Main Gates: The removal and repair of the damaged ‘Entry’ gate and by Thames Forge in December had to be postponed until Friday 29 January 2016 due to unforeseen circumstances. **Action: Open**.

Disabled Access: Alistair Lloyd (Abracad Architects) is liaising with ‘Stannah’ stair lifts to bring about a site visit to discuss the operation, logistics, type and site of the proposed wheelchair lift from the main body of the church into the hall. **Action: Open**

Main boiler Replacement: Currently in abeyance, to be discussed by this committee as to how and when replacement is to take place given other ongoing projects. **Action: Open**

Washing Machine: Due to leakage a replacement waste was installed by myself and Ian McDougall total cost £29.71. **Action: Closed**.

Church shop: Since re-opening in November the church shop takings amount to £937.34. Due to parishioner demand a small amount of low cost high return votive candles and some pre-paid items have been purchased at a cost of £117.00, it is hoped that these will draw parishioners into the shop to browse the current 50% reduced clearance stock. It was agreed by this committee in December to defer the purchase of a new shop till until the correct type and format is identified that will best suit those responsible for future orders and shop operation. **Action: Open**

**Quinquennial Inspection:**

Architect has looked at the whole building, will submit a report regarding the building. The inspection gradings are (a) immediate and (b) not so important.

**Action: Ongoing**

The patio in Fr Danny`s garden is condemned. The quote to replace, using mostly the same materials, seemed very expensive. Further quotations will be required.

**Action**: **Ongoing**

**Other items for discussion**

**Bamenda:**

Chris White from our parish is going to Bamenda with the Diocesan visitation on 15 February 2016. It was felt that, as a representative of this parish, we should meet his flight and other small expenses so will grant him £500 as a donation. He has subsequently stated that he wants to donate that back to the parish so that we can make this a donation, plus Gift aid, making £625 to him to use as seed money, in country, to be used at his discretion along with a selection of items from the shop and stock room. This will allow him to put a little extra to the local communities.

**Action: Ongoing**

**Lenten Project:**

It was agreed to set up a “one off” sub group to review ideas for our Lenten project. Not many ideas have come through the PPC. The sub group needs to meet within a week so that the selections made can be announced at all Masses 6/7 February, with launch dates before Ash Wednesday. Peter and Steven agreed to represent Finance on this subcommittee.

Action: Ongoing

**Living our Faith:**

Peter reported that the books have been reconciled between the Diocese and Parish as there had been a discrepancy between them of nearly £300, errors from both sides. The total is £156,000 against a target of £165,000.

**Action: Closed**

**Any Other Business:**

World Youth Day: A Parishioner has made a significant donation for World Youth Day but the group are unaware as they need to continue fundraising. A cheque for £1200 was presented to the youth at their party on 18 December. Over £3200, excluding the donation, has been raised. They have a cake sale organised for weekend 6/7 February which are always well supported

**Closing Prayer: by Fr Danny**

**Date of Next Meeting: last Tuesday of every month – 23rd February 2016**