**MINUTES OF FINANCE COMMITTEE MEETING**

**held on 27 February 2014**

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

1. **Opening Reflection**

Fr. Danny read a text from Pope Francis’ Evangelii Gaudium followed by a prayer from the Breviary for Lent.

1. **Apologies**

None received.

Carl Grey emailed all the members of the Finance Committee on 26 February 2014 to say that he no longer wishes to serve on the Committee. With sadness, Fr. Danny and the Finance Committee accept his resignation.

**ACTION: Mary to contact Carl to retrieve the necessary contact numbers to allow Carl’s successor to make a smooth transition and for the works that are ongoing to continue.**

1. **Approval of Minutes from the meeting held on 15 January 2014**

The minutes were approved and accepted.

1. **Actions arising from those minutes**
	1. **Meeting** between Alex, Mary & Peter to discuss book keeper role: to be actioned before the next meeting.
	2. **Fixed Asset Register**: still outstanding and to be carried forward again to the next meeting.
	3. **Car Park Gates**: Fr. Danny said that some people are very happy that the car park is open 1 hour before and after all Masses, but some people are not. The ‘out gate’ was also damaged recently when somebody forced it open after being locked in. Fr. Danny asked if we should continue with the current system of issuing keys and locking the gates at all. Peter commented that the income received from the car park is usually around £11,000 which makes up the bulk of our surplus each year. It was agreed that the car park should not be a free for all for non-parishioners and that some control is needed. Additionally, with Carl resigning, if we want to continue with the current system we will need to recruit someone to manage it and this may be an opportunity to review how we want the car park to be managed going for.

**Other items arising out of Carl’s resignation:**

 Hall bookings: Will be managed by the parish office.

 Site Manager: A replacement will be recruited.

* 1. **Workplace Pensions:** The Pensions Roadshow in Reading was cancelled but is due to be rescheduled. Patrick Dobell from the Diocesan Finance Department has told us that the cost to the parish will be minimal (no more than 1% of a person’s salary) and that some staff will be eligible, some will be ineligible and some will opt out even if eligible. It was agreed that all eligible employed staff should be given all the information available and encouraged to join the scheme.
	2. **Job Descriptions:** Awaiting update.
	3. **Church Boiler:** Quote received from British Gas of £24K which we have decided not to accept.
	4. **Photocopier:** The new colour photocopier is now installed.
	5. **Disabled Facilities:** Awaiting update.
	6. **Front of Church:** Awaiting update.
	7. **Confirmation Meetings:** The hall has been booked for all parents and candidates meetings.
1. **AOB**
* Peter suggested that we find a volunteer to take on the role of Minute Secretary for the Finance Committee. **ACTION: Mary**
* Parish Administration: It was recognised that a review of the secretarial and administration duties within the parish office is required given the increased workload since Fr. Danny’s arrival and the emergence of the new Pastoral Council. This will mean changes at a number of levels including possible revised job descriptions and contracts. **ACTION: Mary / Christine / Fr. Danny**

Fr. Danny closed the meeting with a prayer.

1. **Date of Next Meeting: Thursday 3 April 2014 at 7pm.**