**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Wednesday 27 May 2015 at St Joseph’s Church**

**Prayer:** A reading by Fr Danny

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

**Apologies:** Steve Scott, Peter Hancock

**Approval of Minutes from meeting held on 29.04.2015:**

The Minutes were approved.

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

**Car Park Entry System - Update**

JC Report: The new system is unfortunately still non-operational at present due to a further technical issue which is being investigated by both GCD Security and the manufacturers, it is now anticipated that replacement of the entry bollard in its entirety will solve this ongoing issue. It is hoped this will be resolved over the next week. Once again safety being of paramount importance a temporary shutdown was the only course of action available.

Income from both long and short term parking has now reached £10364.00 net, this amount has been verified and signed off by Mary McNab and I on the 18 May 2015. There are now 87 of the 172 vehicles on the short term database registered, and all 19 on the long term database.

Action: John Cole

Timescale: Ongoing

**Car Park Resurfacing**

JC Report: Quotations for three of the five companies invited to tender for this work are now on a spread sheet which is attached. Committee to discuss.

Discussion: All 3 companies will use the same tarmac materials. All the companies guarantee the hardwearing of the tarmac and will not hold up any planned building or restorative building work. A matrix of each of the quoting companies was presented to the Committee for consideration. The Committee agreed to use Reading Asphalt to complete the work, application to be made to the Diocese.

JC Report: Two small paved areas are to be created where the bollard control boxes are situated, this is for the safety of those manually overriding the bollards during mass and other events, cost for this work to be carried out is £280.00 in total. Completion is expected by Friday 05 June 2015 or earlier.

Action: Fr Danny, John Cole

Timescale: Ongoing

**Stolen Bollard**

JC Report: The cost for replacing the stolen bollard to match the remaining cast iron one is: £922.08 incl VAT. This would need to be completed prior to the resurfacing of the car park.

Discussion: As this is very expensive, it was agreed to not replace the bollard but to possibly have new long gate.

Action: Fr Danny, John Cole

Timescale: Ongoing

**Main Gates**

JC Report: An inspection of the main gates by Thames Forge of Maidenhead regarding refurbishment took place on Thursday 21 May 2015. The quotation for complete refurbishment of both pairs of gates is £2064.00 including VAT. This includes raising both set of gates on new seasonally adjustable hinges, the gates being stripped back to bare metal repaired as necessary and black powder coated, the hardest wearing coating currently available. Quotation and plan of the refurbishment presented to the Committee, the Quotation is valid for 30 days only. Committee to discuss.

Discussion: John advised that the refurbished gates can easily be brought back into line if they go out of line, no need to bring in Specialists to adjust. Repair of the gates is necessary from a health and safety perspective.

Fr Danny asked about the replacement of the car park gate for funerals and the refurbishment of the gate before the steps to the town centre. John suggested they both could be done at a later date. Fr Danny said that he picks up an enormous amount of litter from the car park, closing the steps gate may stop people crossing the car park to the town centre and dropping their litter on their way through the car park. The car park funeral gate is very tatty and the hole in the car park from the stolen bollard causes problems. Thames Forge to advise on replacing both these gates. The Committee agreed to the cost of the refurbishment of the main gates.

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 cost for drawing up new CAD plans and elevations for St Joseph’s is about £5000.00. Committee to discuss.

Discussion: Architect will provide metrically measured ground plans. Once this is done exact computer aided plans of the site will be produced. An up to date set of plans must be available until any work can be made on the buildings. Mary suggested we have a schedule of work to be undertaken so that the budget can be put together, ie, CAD plans, then the chronology of work to be undertaken on the buildings, submissions made to the Diocese. This was agreed to use Architect Alistair Lloyd of Abracad.

Action: Fr Danny, John Cole

Timescale: Ongoing

**Electrician and New Thermostat**

JC Report: 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. Yes, however given the thickness of the walls it may require a wired thermostat instead. In either case it would be sited on the wall next to the organ. Cost £144.00 incl VAT.

Main boiler: Given the high estimate received from British Gas for replacement, Fr Danny has asked me to get quotations for consideration. I have the first of three meetings with commercial boiler installers on Thursday 28 May 2015. I will update the committee with quotations and progress in June.

Action: Fr Danny, John Cole

Timescale: Ongoing

**Church Shop:**

JC Report: Stock take is now complete, our thanks to Stephen and Nicki Scott for a job very well done. The purchase of a till is in abeyance whilst the shop remains closed. There is a need to identify that stock which has little chance of being sold, and written off as such. Proposals for turning a large proportion of the remaining stock back into cash are invited. Committee to discuss.

Discussion: Stock needs to be depleted to a viable level in the shop. Although there is a significant amount of money tied up in the stock in excess of £11,000, many items are not sellable and should be disposed of, John to ask Steve and Nicki to sort out the saleable and unsaleable stock which can be offered for donation, a report for next meeting requested. No volunteers to take over the running of the shop. Fr suggested to make the area more spiritual with books and CD’s, etc., and may be made into a reading/music listening area.

Action: Fr Danny, Steve Scott, Mary McNab

Timescale: ongoing

**TV in the hall**

JC Report: Fr Danny asked if the TV could be wall mounted to create space, the mounting bracket cost £48.61 this is now fitted. The old stand is dismantled and stored. Item opened and closed.

**Nepal Appeal**

Excellent appeal, parishioners were extremely generous, donations sent to CAFOD for the Nepal Appeal.

**Review of Parish Appeals**

Discussed in previous meetings. Several appeals have already taken place within the Parish.

Fr Danny to ask the youth group to choose a project for Fr Jaya . Maura said that the Youth Group want to raise money to pay for their inclusion in the Diocese trip to World Youth Day to Poland 2016, approximately £995/person, each person has to register to the Diocese for the trip, this was agreed. The Diocese have chosen Bamenda as their Appeal. It was agreed to form a sub-Committee to discuss and review the parish appeals, volunteers are Fr Danny, Catherine Collier, Liz Fisher, John Cole, Maura Holt and Peter Hancock to be invited to be part of this sub-committee. Maura suggested an Item in newsletter inviting appeal submissions for new financial year commencing Sept

Action: Sub-Committee

Timescale: Ongoing

**Digital Display in Porch:**

An excellent report from Shaun Howard of which the Committee is very grateful. Two options, one needs internet access, the other is standalone software which contains information loop. Responsibility of updating the information was discussed. Concerns over the security of the equipment needs to be considered. It was suggested to tie this in with the revamping of the shop area. It was decided that this issue need further discussion and consideration.

Action: Finance Committee

Timescale: Ongoing

**Any Other Business:**

Refurbishment of the church front garden was discussed. A parishioner’s son offered to do the garden. The wall is very porous which needs remedial work to allow the wall to dry out. An extension to the gallery to Malala’s birthday creating flowers, etc., and attaching to the wall.

Quinquennial Inspection: Fr Danny and Mary to organise the inspection and to contact the relevant persons for the inspection.

**Meeting Closed**: 21.05

**Closing Prayer:** By Fr Danny

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