**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 28 June 2016 at St Joseph’s Church at 7pm**

**Prayer and formation:** A reading by Fr Danny

**Present:** Peter Hancock, Fr Danny McAvoy, Elizabeth Fisher, Catherine Collery, Ian McDougal, Steve Scott, Shaun Howard, David Kettle

**Apologies:**  Bernard Oneill, David Howes

**Approval of Minutes from meeting held on 31.05.2016:** Amendment: Temporary Disable Toilet quoted for £60/week and not £60/day.

**Matters arising from previous Minutes**:

**Boiler Replacement**:

Email, two quotations and invoice from Climate Solutions circulated to the Committee. Approval from Diocese took 8 weeks. 2 boilers running in tandem with a 5 year guarantee. No heating in shop, quote 2994 is for installing radiator. The lack of hot water in hall is nothing to do with the boiler breakdown but coincided with boiler breakdown. Climate Solutions have advised that the present water heater is very old and completely scaled. Climate Solutions quote 2995 is for multipoint water heater replacement to be relocated to new site. Invoice 114899 for 25% deposit for the boiler replacement, work will commence on Monday 1 August, taking approx. 2 weeks. Every radiator will be flushed through until clear. Hopefully, by the start of the new school term the boiler should be up and running. It was confirmed that the fan radiators will be working at full capacity when the boiler work is completed.

**Action: Open**

**Temporary Disabled Toilet:**

PPC felt that we are way behind with having toilet access for disabled parishioners. Peter discussed buying the toilet with the company but decided rental a better option. The temporary toilet will be delivered on Thursday 30 June 2016. The temporary toilet will be serviced/cleaned every week possibly on Mondays. It will be located in the car park at the back hall fire doors near the ramp. We are only paying monthly until we are happy with the servicing/cleaning. Jon Richardson, a disabled parishioner, checked the accessibility and said this is very good. Quoted Insurance cover £10 per week but not required as we are covered under out existing policy.

**Action: Open**

**Car Park:**

In need of a person to take over the annual running of the car park, subscription renewals, temporary repair, etc. Daily subscriber maintenance and bollard issues to be handled by the Parish Secretary.

**Action: Open**

**Bracknell Regeneration/Church Frontage:**

Three sets of Abracad plans sent to all Committee members. The plans is for the front ramp side of the Church to be redeveloped with a new build containing the office, disability toilets, etc. The present ladies toilet will be changed to single toilet and a wet room. The mini kitchen will contain a washing machine and dryer, this will be especially important for the Homeless Shelter time during the winter. This is subject to obtaining official planning permission, etc. This may cost approximately £150K to £200K. The plans received from Abracad have been sent to the Diocese, Abracad to submit the costs for the new build which will be submitted to the Diocese. This work is depended on the sale of the land from St Margaret Clitherow Church, there is a restrictive covenant on the site negotiated with the Council and this was explained to and discussed by the Committee. Fr Danny asked if the front wooden doors would be widened and changed to transparent doors. Redevelopment of the porch to an evangelisation and communication centre. Reduce the shop stock to quarter, this area to be the centre for evangelisation and learning with books, etc. Peter asked for specifics regarding the plan for the porch, Fr Danny explained the proposed plan for the porch to be TV screen with rolling information of all parish functions, events, etc. The front stairway to the church and ramp plans were explained to the committee and discussed.

**Action: Ongoing**

**Parish Bookkeeper:**

David Howes as agreed to be the parish bookkeeper, David has had a handover meeting with Peter and Mary and will commence within the next two weeks.

**Action: Closed**

**Any Other Business**:

Abracad will be project managing the new build and arranging the contractor and/or sub-contractor. Each area will be costed separately. Costings then sent to the Diocese.

The Committee were advised that we must complete a risk assessment especially with regard to showers when installed, Legionaires, etc. PPC agreed a new health and safety policy and new person appointed, namely Graham Palethorpe. All Clergy are expected to go on the Clergy training. The mats in the porch and all other doorways have become a trip hazard. The floor area outside the parish office and nearby toilet has very slippy floors. New slip mats to be purchased, which have been approved by the dementia society.

Condition of the car park, one or two areas have dangerous deep holes which must be filled. Large clumps of tarmac are coming loose which are causing trip and stumble hazard. Ready made tarmac and stamper costs to be sourced and submitted to the Committee.

Due to a hit and run car park accident on 24 June, we need a camera at the exit bollard at car registration height so that offending vehicle number places can easily be recorded and seen. Also, to install a 4th camera to record the front of the Church and the car park area from the town centre to the exit bollard. It was also suggested that the cameras be adjusted so that their effectiveness is not diminished by sunshine/shade. Fr likes the bollards locked down for Masses and funerals. GCD to be contacted with regard to these issues.

Meeting closed at 8.20pm with a closing Prayer

**Date of Next Meeting**: last Tuesday of every month – Tuesday 26 July 2016.