**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 28 November 2017 at St Joseph’s Church at 7pm**

1. **Prayer and formation**

1. **Present:** Fr Danny McAvoy, Liz Fisher, Catherine Collery, Tony Gunning, David Kettle,

Peter Hancock, Steve Scott

1. **Apologies for Absence:** Ian McDougall
2. **Minutes of last meeting held 31 October 2017**

Accepted as a true record

**5 Matters Arising from Previous Minutes**

Town centre directions to the Church still incorrect, BFC to be contacted.

Health & Safety – Fire Alarm Quotes, will be reviewed by David Kettle. Graham Palethorpe wants to come to the parish for a follow up meeting. H&S Committee to meet first to go through action list before meeting with Graham.

BT Mydonate – Practice session with Clare Shore to be arranged before advertising in the newsletter.

Bookkeeper – CV received from Jacqui Rawstron which was reviewed by committee. Works hours approximately 4 hours per week which can be reviewed. Peter and Fr Danny to speak to David Howes regarding the accounts handover. Fr Danny to speak to Jacqui regarding the remit of parish bookkeeper.

Stipend – Anomoly paid to Fr Danny and bankers order increased to correct amount.

6 **End of Year Accounts**

Not yet received, agreed to talk to David and offer to take over the year end accounts to completion.

**7 Budget for 2018**

Peter to circulate the budget that ended 31 August 2017 as an indicator for 2018 budget.

**8 Site Update and Application for Diocesan Loan**

Question of who to employ to keep in touch with building regulations. It was agreed to use a 3rd party company rather than Bracknell Forest Council.

Doubt expressed that the proceeds of SMC site will be available in time for new build/renovation suggestion to apply for a diocesan loan to cover everything in the quotes. Question regarding the insulation costs, we had agreed not to go ahead with this as the cost is too substantial.

Sale of SMC site is delayed by complications, it was confirmed that Stage 1: repair fascade, build staircase, build ramps approx. £140K, Stage 2: conversion of rooms to disable toilet and shower room/toilets; Stage 3: new rooms with flat roofs. Concern regarding the sale of the SMC site being able to cover all the costs of the new work, was discussed. It was proposed to go ahead with Stage 1, which was agreed but would like to see a more specific breakdown. Mary McNab to attend the next meeting to help explain the breakdowns especially regarding all the plans/builders, etc. Steve has a complete set of plans/tenders, etc, and will send them to Tony. The builders to be asked if they would be happy to do the work in phases, this was discussed. It was agreed to an extra-ordinary meeting on 16 January and everyone to review all the documents Mary sent and come back with comments through the parish office by 12 December and if everyone is available to attend on 16.01.2018, Mary to be invited to meeting. Suggestion for Mary to make representation to Mark Czoch every 7 days to check status of SMC site sale.

The market outside the church was discussed regarding the blocking of the access to the church, this issue was discussed. Contact should be made to Bracknell Forest Council regarding the market and access to the church.

**9 Any Other Business**

Steve has resigned as Chairman due to work commitments but will stay on the Committee. Tony Gunning agreed to take over the position of Chairman as of this meeting.

In future, no AOB, only agenda items to be discussed, agenda items to be received before the meeting.

Query regarding hotel side gate to the steps being locked. Fr Danny explained that when unlocked the amount of litter and footfall was unacceptable, this has been improved since locking the gate.

Quinquennial report, builder would like to visit the site but can only come at weekends. Steve to have a key to allow access to review the site.

Dead tree to be inspected by H&S Committee.

Every Sunday Fr Danny to ask parishioners to be considerate in the car park, to only park in the parking bays and to clear the car park between Masses as it is triple parked on many occasions. Parishioners at 8.30am Mass are not leaving the car park but shopping in town centre so fewer spaces for parishioners at 10.30am Mass. Suggestions (a) we make our car park for disabled driver’s only (b) marshals on the gates counting to capacity and turning away cars and locking gates, (c) lock the gates at 8am and 10am. This was discussed. Fr Danny to continue to announce at the Masses regarding the packed car park. It was suggested and agreed to run a fire drill at all Masses to educate parishioners the problem of triple parking in the car park, dates to be put in the diary and fire wardens/first aiders to be made ready. David asked for the details of the parishioners who have volunteered.

**10 Extra-ordinary Meeting Tuesday 16 January 2018 at 7.00pm to discuss the site documents.**

**Next Full Meeting: 30 January 2018 at 7.00pm**

**11 Closing Prayer**