**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 30 May 2017 at St Joseph’s Church at 7pm**

**1 Prayer and formation: Reflection on Leadership (speak to Fr Danny how he wants this to read)** what is given from the heart. Thanked us all for being part of it,

**Welcome & Introductions:** Fr Danny McAvoy, Peter Hancock (Chair), Liz Fisher, Catherine Collery, Steve Scott, David Kettle, Ian McDougall, Tony Gunning, Shaun Howard

1. **Apologies for Absence:** Bernadette Fisher and David Howes
2. **Minutes of last meeting held 25 April 2017**

Item 6 should read 28 March and not 28 February.

The Minutes were approved.

1. **Matters Arising from Previous Minutes**

Boiler

installed and working well.

3rd set of Architect drawings to be sent to committee.

Lenten project Medaille Trust was sent £5000 – Mass 2nd offerings and gift aid, £500 from the Catenians and two large late gift aided donations. Medaille Trust absolutely delighted, they requested the photos taken at cheque presentation and an article to be published in the Portsmouth People which Peter will provide. Catholic Herald has already published the presentation picture. It was disappointing that some parishioners walked past the baskets for the offering every weekend. This also happened with the East Africa Appeal, especially as we had excellent speakers at the Masses, this was discussed. It was suggested that we are becoming a cashless society, “Just Giving” online donating to be considered for the parish website. Sharon will speak at Masses in Autumn regarding the Trust.

1. **Updates on Issues from 25 April 2017 Meeting**

Bollards are now working well. The rubber cap on the ”out” bollard has become detatched. We now have a maintenance contract with GCD, so they can be call out to fix the cap. cover H&S group have investigated kids in the kitchen, diocese gave a risk assessment. Speak to Peter

Vacancy for Cleaner(s), advert in newsletter. Two parishioners have shown serious interest but one wanted to change the hours to the evening. Fr Danny will suggested job share between the two applicants, this would be done through the correct channels diocesan employment documents.

**Quinquennial Report – No action but should stay on the Agenda**

All urgent issues have already been completed.

**7 Health and Safety**

Peter said he spoke to Graham Palethorpe who is diocese H&S person.

Liz advised the committee regarding the new Health and Safety Committee of 6 parishioners as a result of the 19 page Fire Risk Assessment conducted by the Diocese which contained 7 High Priority Remedy Action Plan: Installation of Smoke Detectors, Break glass call points, month emergency light checks, fire safety training, boiler room asbestos, pipework fire stopping materials and storage near fuse boxes – this has been completed.

2 members of the H&S group attended a very informative and extensive Safety Training course run by the Diocese, presentations to the sent to Finance Committee. A site visit from Steve Sheikh of the Fire Brigade submitting a schedule of suggested improvements, also evacuation assembly points were discussed at length. Most important actions which will action most of the Diocese Fire Risk Assessment are (1) Install fire alarm, (2) Request volunteers for First Aiders and Fire Wardens for each weekend Masses and their training, (3) evacuation assembly points established and made known to parishioners, (4) Fire Warden Grab Bags and AED (Automated External Defibrillator) for First Aiders, plus possible training.

Catherine voiced concern regarding events of terrorist attacks, crazed drug addict rampages, etc, this was discussed. Fr Danny confirmed that the Health and Safety Committee work and recommendations will be wholly supported by the Finance Committee.

**8 Car park Parishioner Renewal**

It was decided that the parishioner car park renewals to be sent out in June for renewal commencement on 1st July. It was agreed to keep the renewal price at £50. A parishioner request made for daily overnight parking, this was discussed at length and decided not to set a precedence by allowing overnight car parking.

**9 Any Other Business**

Fr Danny advised the Committee that Steve Scott has agreed to take over as Chair of the Finance Committee from Peter Hancock, Peter said he will do all he can to help and support Steve. It was agreed that the Chairmanship will be on a 2 year span.

**10 Date of next meeting: Tuesday 27 June 2017, 7.00pm**

**11 Closing Prayer**