**MINUTES OF FINANCE COMMITTEE MEETING**

**Held on Tuesday 31 May 2016 at St Joseph’s Church at 7pm**

**Prayer and formation: The Hour of the Unexpected, a Prayer to Jesus**

**Present:** Peter Hancock, Fr Danny McAvoy, Elizabeth Fisher, Catherine Collery, Mary McNab, David Howes, Ian McDougal, Ozohu Adoh

**Apologies:**  Bernard Oneill, Bernadette Fisher, Steve Scott, Shaun Howard

Alec Barretto and John Cole have resigned.

**Approval of Minutes from meeting held on 26.04.2016:** Peter gave a review of the last meetings’ discussions and the work to be undertaken.

**Matters arising from previous Minutes**:

**Boiler Replacement**:

The plans for the twin boiler unit had been put to the Diocese for consideration over 4 weeks ago. Four bids had been received from expert boiler installation companies who specialised in different makes of boilers. The Diocese wanted like for like bids as a basis for consideration. Peter to contact the Diocese go chase up their decision.

**Action: Open**

**Temporary Disabled Toilet:**

The alteration of the ladies toilet is not an option in isolation, it must be part of the main building work for the Church. A temporary disable toilet sited outside the building has been quoted, £60/day excluding insurance and weekly servicing of the unit by the company PAL Hire. The disabled toilet unit must be functional, aesthetically acceptable, and one that the disabled parishioners would be happy to use. Peter will take one of the disabled parishioners to view and give their opinion of the disabled toilet. Siting of the toilet could be either on the pavement at the back door ramp or the two recessed car parking spaces. The toilet to be available during Masses and functions. The toilet must be locked after every Mass, maybe by the Sacristan. The parking of cars will have to be monitored so that access from the church to the disabled toilet is unhindered.

**Action: Open**

**New Works:**

We do have the plans from Alistair for presenting to the Diocese, costs to be submitted for the Diocese. No new status on the sale of St Margaret Clitherow site.

**Action: Open**

**Car Park:**

Fr Danny said that we need a person to take over the running of the car park, yearly renewal, changes to registration, adding and removing participants. Closing down the bollard system, etc.

**Action: Open**

**Church shop:**

The shop is very busy after the Sunday Masses, this is proving a success.

**Action: Open**

**Bracknell Regeneration/Church Frontage:**

No response so far. Fr Danny has had a meeting with Rob Morris, Director of Bracknell, Regeneration team, he was very interested and enthusiastic with our suggestions and requested the plans from Abracad to pass to Simon. Peter submit the plans to Fr Danny for the regeneration collaboration.

**Action: Ongoing**

**Committee Membership and Roles**:

There are Diocese regulations regarding members of the Pastoral Council and the Finance Committee being on both committees, this was discussed. This is a huge site with very few employees. The clearing up of the church, car park, toilets and hall after the weekend Masses is an area needs to be covered. We rely on volunteers for the majority of the work done in this parish. Alex as groundsman, Grace as cleaner, Liz as Secretary and Mary as Pastoral Assistant. Peter advised that the parish numbers are up but the income is static. We are very blessed to have dedicated volunteers in the Parish. Communication to the parishioners, maybe on a one to one basis to suggest volunteering, the finance committee to each take this action. Various volunteering needs were discussed, especially clearing litter from the car park after all Masses.

**Any Other Business**:

The poor condition of the pew kneeler’s was discussed. It was agreed to include the replenishment of the padding and covers of the pew kneelers with the building work and budget.

David Howes will take on the role as parish bookkeeper. David to meet with Peter and Mary to discuss a handover of the accounts.

The Diocese have instructed us that a care plan “Covenant of Care” in place for anyone with a Schedule 1. We have 2 persons who need to go on the care plan. They will talk to the persons about offending behaviour, agree a care plan which the parish and police sign up to so they are safe in the parish. Only the Parish Priest and Safeguarding officer will know the person(s) involved.

Meeting closed at 8.40pm with a closing Prayer

**Date of Next Meeting**: last Tuesday of every month – Tuesday 28 June 2016.