

PARISH FINANCE COMMITTEE MEETING MONDAY 10th June 2019

13.30 PM IN ST COLUMBKILLE'S PRESBYTERY

MINUTES

Present:

Rev Fr Patrick A Hennessy
Rev Fr Bernard Mournian
Rev Deacon William McMillan
Margaret McGrath (Chair)
Maureen McNamara
Paul McNeil
Monica Toner
Patricia Kennedy

Apologies:

None

Item 1 – Opening Prayer

Father Hennessy opened the meeting with a prayer.

Item 2 – Minutes and Action Points from the last Meeting

A draft minute had been circulated following the meeting and was moved for approval by P McNeill and Seconded by M McNamara.

The Action Points from the last meeting were then considered:

- Action Point 1 is now cleared. The meeting was advised that a new company had been appointed to undertake the gardening and weed clearance spraying and to date we are happy with performance.
- Action Point 2 is taken at Agenda Item 3.
- Action Point 3 is take at Agenda Item 3.
- Action Point 4 is carried forward.
- Action Point 5 – this point is carried forward for further action by clergy. **Action Point: Clergy to meet to discuss the issue of Passkeepers and set out their role – including the issue of First Aid and Fire Marshall training prior to appointing someone to lead on this.**
- Action Points 6 is cleared – new gardening firm cleared the moss and will maintain on an ongoing basis. Light examined and found to be sufficient as was the gate.
- Action Point 7- Item taken at Agenda Item 3.
- Action Point 8 – Church heating system to be left alone – if problems arise the company must called out. In the house it was reported that we are unable to obtain hot water independently of heating and that the hot water system is not right at Fr

Bernard's part of the house. **Action Point: Margaret to contact the engineer to come and check this and report.**

- Action Point 9 is cleared – Future works table amended, full discussion at Agenda Item 4.
- Action Point 10 – Item taken at Agenda Item 4.
- Action Point 11 is cleared. All three companies notified accordingly.
- Action Point 12 – Cleared – this is an ongoing agenda item at Budget Monitoring.

Item 3 – Health & Safety

Rev McMillan reported that work on Health & Safety in the Parish is ongoing. He has provided the text to be used by the Parish when contracting with companies to undertake work in the Parish – this can be adjusted according to the type of work etc. The Committee agreed to adopt the basic text to ensure Insurance cover and risk assessments by contractors and their subcontractors is made available as a matter of course. In relation to guidance for those working in the parish at height, the Diocese is producing a Risk Assessment for this and we will await its receipt. Deacon McMillan then discussed the Alarm System in the Church – he has obtained the fobs which can be used to switch off the alarm when entering the church and house. Decisions on a policy regarding the setting of the alarms in both house and church need to be taken by the clergy and they will do so and report decision at next meeting. **ACTION POINT: Rev McMillan to lead on the issue of house and church alarms at a meeting of the clergy – agree a policy and report back to the Committee.** In respect of the training for Fire Wardens and First Aid officers for the Church, we still await information from the Diocese. We again discussed the issue of the Role of the Passkeepers and the need to communicate the importance of the role and for someone to take a lead to ensure proper communication between and to the Passkeepers. **ACTION POINT: Clergy to discuss this in full and decide how to and who will take this forward.** Rev McMillan then advised the Committee that he has raised concerns over the wall between the back of the chapel house and the hall, and the wall at the ramp to the carpark. In the first case he felt the wall was bowed and in some danger; and in the second he felt that water ingress could cause a problem as there are no coving stones on the top of the wall which is open to the elements. He contacted the Estates Manager for the Diocese who had reported back that the wall is not bowing but agree that the other wall may suffer damage if left open to the elements. He had asked a company to check this and provide an estimate of costs. This had come in at an unacceptable price and he decided not to go ahead. The committee raised concern over this and P McNeill voiced his disagreement on the reported state of the wall which was thought to be bowed – he is concerned that this does present some danger. In terms of the coving stone work on the other wall, the Committee is happy to obtain an estimate for this work. Fr Hennessy will write to the Diocesan Estates Manager seeking written confirmation that there is no safety issue in regards to the back wall which may be bowed. **Action Point: M McGrath to obtain estimate(s) for coving stones for side wall and to draft a letter from Fr Hennessy to the Diocesan Estates Manager re bowed wall.**

Deacon McMillan then advised the Committee that a diocesan Health & Safety audit will probably be carried out this year in our parish. He has two issues of concern

1. The boiler room in the house should be completely empty but currently has Christmas trees stored there. **Action Point: P McNeill to show area in basement where trees can be stored and when agreed, volunteers to be sought by Rev McMillan to move the items.**
2. The Electricity Room has a number of items (including old pieces of marble) which need to be removed. **Action Point: Rev McMillan and P McNeill to identify all items and seek agreement from clergy on what has to be retained and what can be discarded. P McNeill to identify area of basement in which to store items to be retained, volunteers then to be sought by Rev McMillan to move the items.**

Item 4 – Ongoing Maintenance of the Church and House

- (i) Margaret provided a draft updated Table of Future works in the Parish Estate. She pointed out, in particular,
 - the works which have been completed since the last meeting including lighting, decorating and carpeting for the Ordination. In particular, a fault had been found in the external lighting which had to be fixed as quickly as possible;
 - the works which have been started but to be completed include the final works to the kitchen (splashback and flooring) – these should be given a high priority as they were on the original list of works to be identified – the Committee agreed. In addition – the work on the tower at the choir loft had been delayed by a further year beyond the first year after the renovations to ensure no further water ingress. The Committee discussed whether the time was now right to go ahead with the work required as it would be good to finally finish all of Phase II of our plans. It was decided that we require some technical advice on this and Paul McNeill will contact Hamish McBeth to assist; **Action Point: P McNeil to contact H McBeth and report back.**
 - Repairs to the Church Organ identified by our organ tuner should not take place until after the three celebrations in June and July. Following those we should seek advice from P Miller on timings. **Action Point: M McGrath to contact P Miller in late July re future work.**
 - P McNeill produced the completed Hymn Board and reported that the second Board will also be completed in time for the Ordination. The Committee congratulated Paul on the quality of his work.
 - The guest bathroom has been redecorated and new cupboard put in place. P McNeill reported that there is room for a separate shower unit to be installed. **Action Point: P McNeill to liaise with M McGrath on obtaining estimates etc.**
 - the main discussion then took place regarding the work identified by Fr Mournian to clean and repair the Fresco ceilings on both side chapels. Fr Mournian reported that he had obtained an estimate for this work from a reliable conserver. The cost would be kept to a minimum by providing the conserver with accommodation in the Chapel House for the weeks in which

he would work on the ceilings. Margaret advised that she had taken advice from Historic Environment Scotland and South Lanarkshire Council planning. She reported that as the Church is a Grade 1 Listed Building we need to download the forms for listed building approval (we don't need planning permission) and have our chosen contractor advise on the technical questions on the application. When this is submitted to the Council planners, they will liaise with Historic Environment Scotland before giving permission. There is no cost for this. However, before we can appoint a contractor, as the cost is likely over £10,000 we need to seek the permission of the Diocesan Fabric and Planning Committee chaired by the Bishop – we need to write to them explaining the work, how we plan to pay for it and attaching 3 estimates. While there was some disappointment regarding the process we need to follow, the Committee agreed that Fr Bernard would seek two further estimates and liaise with M McGrath on the application.

Action Point: Fr Mournian to seek estimates then liaise with M McGrath.

In light of this and the other work identified for the Church and House, it was agreed that this work would be given a Medium Priority on the Workplan.

- Finally, the issue of an external sign/notice for the church was again discussed. Problems were identified with the height it would be required to sit at and the position of such a board. The Committee agreed not to take this work forward. **Action Point: M McGrath to amend the workplan accordingly in respect of all decisions taken above.**

- (ii) Margaret provided a new Maintenance Matrix for 2019 and reported that all works e.g PAT Testing, fixed wire testing and gas testing as well as regular checks on central heating and alarms systems are ongoing as per the Matrix.

Item 5 -Budget Monitoring

Margaret provided information on actual income and expenditure against those budgeted for since the last meeting. Things are going well with no issues of concern. She advised the committee that this year's Gift Aid refund from HMRC has been received. It shows a slight increase on that received last year. P Kennedy reported that the two main issues were parishioners who had died or left the parish but who had been members of the Gift Aid scheme are not being replaced by younger parishioners and secondly, many of those who pay through the bank have been paying the same amount for several years. This is understandable as many do not have to think about it once they make arrangements to pay through their bank account. The Committee agreed that, although grateful to those who do help us achieve more income by gift aiding their offerings, the amount which is gift aided is not a big percentage of the total offerings received. **Action Point: M McGrath to draft a note for the bulletin thanking those who gift aid for their assistance, giving details of the amount refunded by HMRC and seeking further members or increase in offerings. This needs to be sensitively worded.**

Item 6 – Preparations for formal review of the Parish Finance Committee

- I. Margaret explained that the Parish Finance Committee (PFC) was established following receipt of Guidance on the Duties, Roles and Responsibilities of such committees from the Diocese of Motherwell. It is a consultative body established to help and advise the Parish Priest in the administration of the goods of the parish. As the members of the Committee are appointed by the Parish Priest for a period of 3 years (although this can be extended if so agreed), and in September our three year period will end, it seems reasonable to institute a short review of the Work of the Committee to assist the Parish Priest in any decisions on future membership, roles and functions.

- II. The Committee has a role in a number of functions undertaken in the Parish, specifically in relation to:
 - the terms and conditions of lay employees
 - Health & Safety issues, including Security
 - due diligence in managing all parish assets
 - setting of an annual budget, monitoring income and expenditure against it; and
 - ensuring full and proper books of accounts are kept in accordance with Diocesan procedures.

- III. It was agreed that the main part of our next meeting in September will be in reviewing the PFC – and that the issues to be reviewed should be:
 - The Composition of the PFC
 - Activity in relation to the functions set out above. **Action Point : M McGrath to draft appropriate agenda for the next meeting including a format for undertaking the review.**

Item 7 – AOCB

The only item raised was a point of information from Margaret. The Diocese had advised that we will receive a separate notification from our insurers in respect of the Church organ as its value is over a certain threshold. The Committee noted this.

Item 8 – Date of next meeting

The proposed date for the next meeting is Monday 2nd September to continue our 3 monthly cycle

Item 9 – Closing Prayer

Father Hennessy closed the meeting with prayer.

Post Meeting Note

Minutes have been circulated and moved for approval by P Kennedy and seconded by M McNamara

June 2019