

# PARISH FINANCE COMMITTEE MEETING MONDAY 4<sup>th</sup> DECEMBER 2017

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

### *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 were moved for approval by P McNeil, Seconded by M McNamara as per Action Point 1.

The Action Points from the last meeting were then considered:

- Action 2 was taken at Agenda Item 4 today.
- Action 4 was taken at Agenda Item 3 today apart from 4(ii) which has been cleared.
- Action 6(ii) was taken at Agenda Item 4 today. Action 6(i) has been cleared.
- Action 7 was taken at Agenda Item 4 today.
- Action 9 was taken at Agenda Item 5 today.

Action 3 – This has been cleared. All appropriate signage has been sourced and now in place.

Action 4(ii) – This has been cleared. All Fire Extinguishers were checked and appropriate attachments procured to ensure they are secure – all appropriate signage is now in place.

Action 5 – This has been cleared. Choir Leader now ensures both stairways are unlocked when choir loft in use and sign advising No Public Access to choir loft is now in place.

Action 6 (i) – This has been cleared – small sign regarding chewing gum in place on the notice board in the Porch.

Action 8 – This has been cleared – budget adjusted to reflect actual Overall Heat and Light costs.

*Item 3 – Health and Safety (Inc Security Issues)*

Rev McMillan reported that work on the Risk Assessments in relation to House staff is ongoing. Deacon McMillan is working with Paul McNeil and will report on progress at the next meeting. **Action : Rev McMillan to report on progress at next meeting.**

Consideration is still being given to the appointment of Fire Marshalls. They should be people who are going to be available during Church Services – the Passkeepers may be the best people to train as Fire Marshalls but further consideration being given to this. **Action : Rev McMillan to provide proposals to the Committee at the next meeting.** Deacon McMillan also reported that an invitation to the Fire Service to visit the Church would be of use. **Action : Rev McMillan to arrange contact with appropriate officer from the Fire Service to arrange visit.**

It was agreed at the last meeting that M McGrath would contact South Lanarkshire Council regarding Dog Fouling at the side gate to the Church. Donald Campbell, Hall Manager had already contacted the Council with this complaint – they have put new signs on some of the light poles on Kirkwood St regarding the penalties for dog fouling. It was agreed we need to continue to monitor this to check for improvement. **Action : Margaret McGrath to liaise with D Campbell on dog fouling issue, and raise again with South Lanarkshire Council if required.** Margaret also reported that, due to time constraints she had not yet contacted the council re the cleaning of Kirkwood St and graffiti. She asked that this action be carried forward. **Action : Margaret McGrath to contact South Lanarkshire Council cleaning of Kirkwood Street and removal of graffiti.**

*Item 4 - Ongoing Maintenance of Church and House*

Paul McNeil reported that the requirements for the handrails at the Altar had been identified and that costing for the work can be obtained. **Action : Paul McNeil to provide costs and timescales for work on the handrails.** The issues surrounding maintenance of the Church Roof and Gutters are ongoing. The Steering Group had advised that the original contractor for the new roof should be used for its maintenance due to the type of slates etc used. Paul had been attempting to discuss this with them but has had no response to date. Margaret pointed out that the Diocese has advised all Parishes that our Insurers require proof that this maintenance work is being carried out. It was agreed that a letter from Father Hennessy to the contractor may help with this. **Action : M McGrath to liaise with P McNeil to provide draft letter for Fr Hennessy to issue to contractor regarding ongoing maintenance contract for gutters and roof.** In relation to the weeds in the garden and grounds, a company had been identified and their quote had been accepted. Unfortunately we have been unable to contact them since then despite several messages and emails. Margaret McGrath had therefore formally written to them advising them we would not require their services. Another firm has been identified by one of the parishioners and the committee agreed that they should be contacted. **Action : M McGrath/ P McNeil to seek an estimate from this company.**

In relation to issues identified at the last meeting regarding the unstable tree and steps at the front of the Church, Paul McNeil advised that we do need the services of a tree specialist to look at the tree as the roots are affecting the paving around it and the tree is leaning at an angle. **Action : M McGrath to identify tree surgeon and request their advice.** In relation to the front steps, Paul reported that the Steering Committee had advised that Phase 3 of the Church Refurbishment plans included work on the front area and steps to the Church. There is no plan in place as yet in relation to Phase 3 works. In the meantime, ongoing maintenance of the steps will continue to ensure no risk to health and safety. **Action : Committee to keep this issue under review.**

#### *Item 5 - Budget Preparation, Monitoring and Publication of Accounts*

Margaret provided the Committee with a spreadsheet showing actual spend and receipts against the Parish Budget to the end of October 2017 (November bank statement not yet available). In general, we have seen an increase in funding through the weekly offertory and some increase in Building Fund collections at the second collection. Margaret asked the Committee to note that a large proportion of the income we receive is then paid back out – for example, we have had savings for various trips (Poland etc) and although the money is held in our bank account it is not available to the Parish. However, in general terms we are managing well. The Committee agreed that next year’s draft budget should reflect a 2.5% increase in both income and expenditure. **Action : M McGrath to produce draft budget for 2018.**

Monthly repayments to the Diocese in respect of the loan have continued to be made and will do so until the end of the year. At that point we will need to review our repayment plan. The draft repayment plan provided at the last meeting is still viable, however we have not yet received the final Bill from Flemings in respect of the Retention Payment. We understood that this is likely to be in the region of £23,000 but some additional small works were identified which had not been included in the original contract and so this figure may increase slightly. In addition, we continue to await information on the House Boiler from Guy Logan. Margaret had contacted him again but he was unable to provide further information at this stage. Following some discussion it was agreed that we should seek advice and estimates from three firms for work required to bring the House central heating system up to standard which the Committee can then consider. It was agreed that there is urgent need to ensure the House heating is properly maintained. **Action : M McGrath to identify three firms and seek reports to inform the Committee.** The Diocese should be informed that our new repayment plan for 2018 cannot be finalised at this stage and that we will keep them fully informed. **Action : M McGrath to liaise with Diocesan Finance Manager.**

In relation to Fundraising, Margaret reported that the Diocesan Finance Manager had advised that funds raised from the Parish Calendar are not subject to Gift Aid. Donations can be “gift aided”, but where items or services are sold, funds received cannot be gift aided. For example, we were able to gift aid funds received via the Sponsor a Slate scheme –

no one actually received a slate but merely donated money to pay for them. **Action : M McGrath to advise Evelyn Kearney, lead of the Fundraising Committee, of this.** Margaret was also reported that the “thermometer” displayed on the front porch continues to be updated.

#### *Item 6 – AOCB*

Margaret Advised that the most recent tuning of the Church Organ had been undertaken and Michael Macdonald, Organ Builder had written explaining that the organ had recovered very well after the overheating problem with the new heating system, however there are still some problems in relation to one slide (the Swell Principal which is jammed by a twisted slide, and the off- chests on the Quintade stop. The Principal Stop can be repaired in situ, but the Off-note chest requires workshop treatments. It would take two weeks to complete at a cost of £3,600.00. The Committee discussed this in detail and felt that rather than agree to what may be the first of a number of short term fixes, advice should be sought from the company on the short-term/ medium term and long term issues affecting the organ. The Committee can then formulate a plan for moving this forward. **Action : M McGrath to draft letter for Fr Hennessy to write to the Organ Builder.**

Margaret Also advised that the Diocese had provided guidance from the Insurance Company on action in relation to prevention of accidents during winter weather i.e. falls on ice. Rev McMillan explained that he had provided a grit bin last year but that it is empty. Paul McNeil advised that grit available at hall. **Action : Paul McNeil to ensure that grit bin in Church grounds is filled.**

#### *Item 7 – Date of next Meeting*

The Committee agreed that, in keeping with our 3 monthly timescales, the date of next meeting will be **Monday 5<sup>th</sup> March 2018 at 1.30 pm.**

Father Hennessy closed the meeting with a Prayer.

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#### **January 2018**

##### **Post Meeting Note**

Patricia Kennedy proposed formal adoption of the minutes and publication on the Parish Website– Seconded by Maureen McNamara