

PARISH FINANCE COMMITTEE MEETING MONDAY 11th June 2018

13.30 PM IN ST COLUMBKILLE'S PRESBYTERY

MINUTES

Present:

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

Due to a large funeral at 1.00 pm Mass, some members joined the meeting late.

Apologies:

Rev Fr Bernard Mournian

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 Patricia Kennedy and Seconded by M McNamara.

The Action Points from the last meeting were then considered:

- Action Point 1 is now cleared. We have signed a maintenance contract with Croal and Watson for the annual check of the Roof, Gutters etc.
- Action Point 2 is ongoing. C Clark Garden Services have completed the first part of the certification process for weed clearance spraying and just await the final part.
- Action Point 3 is cleared – South Lanarkshire Council arrived very quickly after our email to them and the graffiti has been cleared. However, Deacon McMillan had reported that the front wall had been covered in graffiti following the Landemar Day celebrations at the weekend. He has contacted the police, council and local press.
- Action Point 4 – this point is taken at Agenda Item 4 (iii).
- Action Point 5 – this is cleared – draft plan has been issued and discussion is at Agenda Item 4 (ii).
- Action Point 6 has been cleared. Discussion on the budget is at Agenda Item 5 (ii).
- Action Point 7 – draft information discussed in full at Agenda Item 5 (i).

Item 3 – Health and Safety

(i) Rev McMillan reported that the Diocesan Health and Safety Procedures manual has now been published and clergy have attended a training session. We have a copy of the Manual which will be retained in the parish office. Rev McMillan advised that the procedures are the same as those he had undertaken for the parish, but he will still need to undertake some further risk assessments e.g. people working in the church/house on their own. We will be audited on a regular basis and must therefore keep all information fully up to date:

- Health & Safety Posters already prepared should have Fr Hennessy's name on them rather than anyone else. Ultimately the Parish Priest is responsible for Health & Safety and we are here to support him in meeting all responsibilities.
- Key Log for Chapel House front door keys which is being set up should be filed in the Health and Safety Manual and available for inspection.
- The Parish Maintenance Plan which holds details of e.g. PAT Testing and Fire Extinguisher etc testing should also be filed in the Health and Safety Manual and available for inspection. **ACTION POINT: M McGrath to check and amend posters as required; set up and file Key Log; file Maintenance Planner as above.**

(ii) Rev McMillan then outlined the action taken following the recent incident where a person forced his way into the Chapel House and threatened Fr Hennessy. The lock on the front door has been changed (both Yale and Mortice) and a stronger chain has been installed. Signage will be obtained for the front door explaining at what time the Chapel House front door will be locked and not answered unless someone has a specific appointment – contact details to call in an urgent case will be shown on the sign. Rev McMillan emphasised the importance of only giving keys to those who need them and in maintaining a log.

Item 4 – Ongoing Maintenance of the Church and House

- (i) Margaret provided an updated version of the Maintenance Planner which now had contacts for all issues identified. The meeting agreed that the Planner is sufficiently up to date.
- (ii) The draft paper on Future Works for the Church and House as agreed at the last meeting had been issued to all members who have had the opportunity to read and digest it prior to the meeting. Margaret explained that she had listed all future works identified through the following:
- a. Works identified by the Steering Committee for the Church Refurbishment which, although not agreed in the original contract for Phase II, required to be tackled immediately and work undertaken by our contractor Fleming Buildings Ltd, e.g. replacing disabled toilet doors and washbasin taps;
 - b. Works identified by this Committee, e.g. new central heating boiler for the house etc;

- c. Works identified by the Steering Committee which need to be undertaken in *Phase III* of the overall refurbishment process.

(iii) The Committee discussed the Paper in detail, agreeing the proposed priority for each project, that work should begin as soon as possible on High Priority Projects and that the Annex to the Paper which outlines all works required should be maintained as our official record of works agreed for the Parish Estate and should be updated when agreed by the Committee. The following points were agreed by the Committee and that the Annex should be amended accordingly:

- Project 1 – Phase II additional works agreed and request for an update of current position from the Contractor to be made through the Steering Committee. The two further issues to complete Phase II (baby changing unit and hand driers for disabled toilets) will be managed by this Committee through our Parish Maintenance Group and estimates obtained. **Action Point: Paul McNeil to liaise with Steering Committee re current position of additional works to be carried out by contractor. Action Point : Deacon McMillan to obtain estimates from Bunzl for Baby Changing Unit and Hand Dryers.**
- Project 2 – Replace House Central Heating Boiler. Agreed that as soon as third estimate received Margaret to seek advice from relevant Committee members and select company to undertake the work. Letter from Fr Hennessy to be submitted to the Diocesan Fabric & Planning Committee with a view to gaining permission to begin work as soon as possible – to have completion before colder weather begins. **Action Point: Margaret McGrath to obtain final estimate; liaise with Fr Hennessy and Paul McNeil re selection of contractor and draft letter to Fabric & Planning Committee for Fr Hennessy's signature.**
- Project 3 – Improvement of House door security. Deacon McMillan has already taken forward this work and the Committee agreed that this had to be completed soon as possible. **Action Point : Deacon McMillan to finalise work on front door and obtain Signage for the door.**
- Project 4 – Removal/Replacement of leaning tree in Church – agreed that this was a high priority due to Health and Safety issues. Margaret reported that despite a good meeting with the Tree Surgeon – no estimate had yet been received. **Action Point : Margaret McGrath to follow up on estimate and ensure one is obtained as soon as possible.**
- Project 5 – The Committee agreed that the repairs to the Church Organ are a medium priority at this state. The organ tuner had, as requested, outlined a phased approach to the repairs required. The Committee agreed that we need some advice on this – perhaps from the organists and Fr Mournian. **Action Point : Fr Mournian to discuss the letter from the organ tuner with the organists and advise the Committee on the way forward on the suggestions made.**
- Project 6 – The Committee agreed that the provision of new Hymn Book Number Boards is a Low Priority work. Margaret had looked at various companies who provide these and prices range from £203 to £780 for two boards. Paul McNeil

agreed to look at the best way of providing such boards. **Action Point : Paul McNeil to consider and advise the Committee at the next meeting.**

- Project 7 – The Committee agreed that refurbishing the guest bathroom is a Low priority project considering the number of bathrooms available in the House and that it would be better looked at again when parish debts had been paid off. In the meantime, perhaps the bathroom could be redecorated and a small shower unit installed. This would cut costs and could be a good stopgap. Fr Hennessy then advised that the general condition of the house may need some redecoration work and e.g. the stair carpet is very worn and could become problematic. The Committee agreed that the issue of a short term solution for the refurbishment of the guest bathroom should be considered alongside other issues where upgrading work is required in the House. **Action Point : Margaret McGrath to liaise with the clergy to identify the main areas of the House where redecoration etc may be required and include this in the Future Works Paper for further consideration.**
- Project 8 – The Committee agreed that the provision of an external notice board for the Church is a Low Priority. A number of issues would require to be considered e.g. planning requirements, siting of board etc. Margaret had looked at the costs of such boards and identified some which are priced from £17000 and £3000. This Project should remain on the list but no action required at this time.
- Project 9 – This project, the works identified by the Refurbishment Steering Committee which would be Phase III of the overall refurbishment project for the Parish Estate, has not been given a priority at this time. No decisions have yet been made on undertaking Phase III and we would certainly have to clear all outstanding works and debts for Phase II before considering this. The Committee agreed that the details should be retained on the list for future reference. Maureen asked whether there would be merit in beginning some work on obtaining funding from other sources (as we had for Phase II from Viridor and National Churches Trust) but Paul explained that in order to do so we would require to have some detailed plan, committee, architect etc in place. There had been a question regarding whether the cement board on the Tower should be included here or escalated as a project on its own, and it was agreed that the Steering Committee should be asked for advice on this. **Action Point : Paul McNeil to liaise with Steering Committee.** In addition, the Committee agreed that our thanks to the Refurbishment Steering Committee and Ed McGuigan in particular, for their commitment and hard work, should be published in the minutes of this meeting.

(iv) The final point on this agenda item related to the handrail in the Church. Margaret advised that the handrail at the side of the altar to assist those returning to the main body of the church (e.g. Eucharistic Ministers, Readers etc) had been installed. Thanks are offered to Deacon McMillan; Paul McNeil.

Item 5 – Budget Monitoring

- (i) Plans to communicate the 2017 Parish Finances to parishioners as agreed at the last meeting had not been undertaken due to sick leave. Margaret suggested that it was now too late (half way through the financial year) to provide a presentation at Masses to all parishioners. This was agreed by the Committee who also agreed that the 2017 Financial Report, which had previously been agreed, should be published on the Parish website. Margaret had redrafted the information leaflet which is to be issued to parishioners and asked that the Committee check it and make any suggestions for change to Margaret by Monday 18th June. The Committee agreed that it should then be published on the website and printed copies issued with the weekly bulletin as soon as possible. Fr Hennessy suggested that the clergy could be given information in order to announce at Masses that the leaflet was being issued and the importance of reading it. It was also agreed that planning for a communication exercise for the 2018 Financial Report should begin before the end of the year so that dates can be agreed in good time and preparation made. **Action Point : All members to read the information for parishioners leaflet and provide comments etc to Margaret by 18th June. Action Point : Margaret to take account of comments received and redraft Booklet as required; arrange for copies to be made and issued with weekly bulletin as soon as possible ensuring clergy are provided with information to announce this at Masses. Action Point : Margaret to ensure that agenda for December meeting includes item on the planning for communicating the 2018 Financial information.**
- (ii) Margaret presented the updated 2018 Budget with Actuals for January to May 2018. She reported that there are no real issues of concern, the new Pensions rules have increased our staff salaries a little and travel costs have also increased but nothing of real concern, and the Committee can check on these with our regular updates of actual payments. One issue being dealt with at the moment is the imposition of bank charges by RBS on our bank account. Margaret advised we had a similar problem in 2014 and had it sorted out after some communications with the bank. Fr Hennessy has written but to date has received no response. **Action Point: Margaret McGrath to draft a further letter to RBS expressing disappointment at lack of response to initial contact and ensure all monies deducted are returned.** In terms of income, the first collection is doing very well and building fund also continues to do well. Deacon McMillan asked whether we have undertaken any comparisons on costs of heating and lighting (particularly for the Church) since the refurbishment. Margaret explained that she had not had time to do so but will undertake some work on that for the next meeting. Deacon McMillan also asked for a similar look at the cost of the new candles and income received from them. Margaret could assure the Committee that our income from the candles exceeded our costs –

although we needed to take account of the initial set up costs to obtain a full picture. She will look at this for the next meeting. **Action Point : Margaret McGrath to make comparisons as requested and report at next meeting.**

Item 6 – AOCB

No other issues were raised.

Item 7 – Date of next meeting

The Committee agreed the next meeting will take place on Monday 10th September at 1.30 pm in the Chapel House.

Item 8 – Closing Prayer

Father Hennessy closed the meeting with prayer.

Post Meeting Note: Following circulation of the minutes – proposed for publication by P Kennedy and Seconded by M McNamara

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