

# PARISH FINANCE COMMITTEE MEETING MONDAY 10<sup>th</sup> September 2018

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

### Apologies:

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 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. Relevant posters amended accordingly.
- Action Point 2 is ongoing. C Clark Garden Services has now advised that they are unable to undertake this type of work, although fully trained, the costs for a micro business are too high due to storage, health & safety issues etc. **Carried forward** for new company to be contacted.
- Action Point 3 is cleared all issues for the contractor have been finalised and the bill paid.
- Action Point 4 – this point is taken at Agenda Item 4 (i).
- Action Point 5 – this point is taken at Agenda Item 4(i).
- Action Point 6 - work has been finalised on door lock, chain and new keys/key log. Deacon McMillan asked the meeting to confirm the time to be shown on the door sign as closed and he will arrange this. **Action Carried Forward.**
- Action Point 7 – new company had to be identified and they will visit next week to provide estimate. **Action Carried Forward.**
- Action Point 8 – Fr Mournian has sought advice from two additional organ tuners/builders and we can consider their advice etc. **Action Carried Forward.**

- Action Point 9 – this point is taken at Agenda Item 4(i)
- Action Point 10 - this point is taken at Agenda Item 4(i)
- Action Point 11 – this point is taken at Agenda item 4(i)
- Action Point 12 – this action is fully cleared.
- Action Point 13 – Ongoing – for next meeting in December
- Action Point 14 – Cleared and all monies erroneously deducted have been returned.
- Action Point 15 – this point is taken at Agenda Item 5(iii)

### *Item 3 – Health and Safety*

(i) Rev McMillan reported that work on Health & Safety in the Parish is ongoing and he will report at the next meeting on progress on the remainder risk assessments. Rev McMillan also reminded us that the Accident Book must be used to record all accidents in the Church and grounds, no matter how small. He also confirmed that all work on the front door has been completed in terms of locks and keys, but that the signage has not yet been ordered as we need to confirm the time at which the door will be locked (throughout the year) and that the house telephone number will be shown. This was agreed with Fr Hennessy stating that the door will be locked at 9.00pm each night. **ACTION POINT : Rev McMillan to finalise arrangements to procure and fit the new sign for the house door.**

### *Item 4 – Ongoing Maintenance of the Church and House*

- (i) Margaret explained that the table of Future Works for the Church and House has been amended to include all items and changes agreed at the last meeting. In addition, she was able to report that:
- Work on the house boiler has begun and will be completed by next week. Half of the estimated costs were paid once the boiler and other parts had been delivered. The final half will not be paid until fully installed, all checks are made, and we are happy that all is well.
  - When discussing the fact that all work due to be undertaken in Phase II had now been completed and the invoice paid, Fr Hennessy requested that a formal letter be drafted for issue to each member of the original Steering Committee to advise them that all work is complete and thank them for their time, commitment and expertise. We do not know when Phase III will begin and there is no point in expecting the same people to take this forward. We should however note that we may need to seek their advice at some point. **ACTION POINT: M McGrath to draft letter for Fr Hennessy’s signature to be issued to Steering Committee members.**
  - Estimates had been sought for a baby changing unit and hand dryers for the public toilets. We had sought advice from a plumber who advised that a “fixed” baby changing unit is not possible as the walls in the toilets are not strong enough to support this. Margaret had therefore searched for a mobile unit which can be used. She has found one which is also “foldaway” and she proposed purchasing this and it should be stored by the Passkeepers in their store room and made available on request. A notice to this effect to be displayed in the toilets. The meeting agreed to this suggestion. **ACTION**

**POINT : Margaret McGrath to purchase unit as described, produce guidance for Passkeepers and notice for toilets.** Margaret also advised that it was considered necessary to obtain the plumbers view on installing hand dryers –the plumber has visited the site and will provide an estimate for both supply and fitting of hand dryers. Margaret will update the next meeting on progress.

- Paul then advised the meeting that he had agreed to make two new Hymn Number Boards for the Church – we had already purchased the numbers to be inserted in order to check on sizes. Fr Mournian advised that he would be able to provide a free standing Hymn No board from the Convent he had recently visited – there was some discussion on this but the meeting agreed we require a board on each side of the Church on the pillars, to ensure everyone has sight of them. Fr Mournian will provide the convent board and Paul will either make a second one to be fitted on wall mountings, or will make two new ones – whichever is most helpful. **ACTION POINT : P McNeil to take forward work on Hymn No Boards.**
- Margaret had sought the advice of the Housekeeper on the main areas of the House where some maintenance/updating is required. She has included this work on the Future Works table. The work is mainly redecoration of the hall, kitchen and small sitting room on the ground floor – stairs and landing, guest bedroom and guest bathroom. The guest bedroom also requires new furnishings. One toilet requires new blind, the kitchen requires a dado rail due to damage to the wall by chairs, and new splashback as the current one is too short, and the kitchen floor requires to be replaced – probably by lino. The dining area of the kitchen does not require any work to the floor. The stair carpet is dangerous and Fr Mournian agreed to contact Lynagh’s to check if they can turn this – otherwise to obtain an estimate to replace the stair carpet (the hall and landing carpet is fine). **ACTION POINT: Fr Mournian to liaise with Lynagh’s re stair carpet.** Margaret advised it would be helpful to have at least some of this work completed by Christmas but will depend on budget. She agreed to obtain estimates for all costs and consider against budget. **ACTION POINT: M McGrath to take forward work on estimated costs.** There was then some discussion on whether/when to take action to have the walls in the tower boarded and plastered. It was agreed, however, that it would be sensible to go through a further winter to check that there is no water ingress before taking this work forward. To be revisited in Spring 2019

- (ii) Margaret reported that, now that we had a date for the Ordination of Deacon Charles Coyle in June 2019, we need to identify any areas where further work is required. She pointed out that this would not take place until next year as it would be pointless doing so too far in advance. The Sacristy and corridor and stairs from the Sacristy to the Church require redecoration – corridor and stairs require new flooring and lighting in the whole area should be looked at. It was agreed that this

should all be include in the Future Works Table. **ACTION POINT: M McGrath to add these issues to the table.**

*Item 5 – Budget Monitoring*

- (i) Margaret has updated the budget with actuals up to end of July. She reported that there are no significant issues, offertory each week continues to perform well and no big variations from that expected in either income or expenditure.
- (ii) Margaret also advised that we have managed to meet our commitments to repaying the loan from the Diocese as per out plan which was agreed by the Diocese finance team. At the end of August our debt now stands at £39,000. We have increased our payments (as per the plan) from August to £6000 per month and Margaret hopes this can continue. It will mean that by end December we will have £15,000 left to pay. It is hoped that the second collection could be stopped end February/March 2019. Some concerns were raised that this could perhaps have a detrimental effect on First Collection income while others thought the opposite could be true. Fr Hennessy suggested we could look at Gift Aid envelopes which e.g. have a prayer printed on them – and reminded us that we need to arrange a Gift Aid information event/pack next year. We all agreed to continue discussion on these issues – there are a number of alternative ways of increasing our ordinary income e.g. quarterly collection or Easter and Christmas collections for the upkeep of the Church. This matter should be discussed at our next meeting. **M McGrath to ensure discussion on this matter at next meeting.**
- (iii) Margaret had prepared an analysis on spend on utilities as well as cost and spend on votive candles. Margaret explained that it is difficult to easily access information beyond last year from the accounts as they are all filed away and would take quite a bit of work to go through. However, she does retain a small spreadsheet each year in relation to bills paid by direct debit. She presented information from 2013 to end July. The gas and electricity presented some problems in terms of analysing as there were two long, separate periods when we were not using the Church but the workmen were and we had changed suppliers at least once (arranged by Diocese). From what we can see, the cost of electricity is now reducing but the cost of gas is still high. The problem with the gas bill is that it does not separate house and church as the electricity bill does. In terms of the new votive candles, comparisons were difficult due to the two long periods when the church was closed, however, Margaret was able to provide some comparison of income. Expenditure is difficult as the cost of votives is included in the overall Divine Service Code. Having said that, the committee is happy that the figures show we are receiving income above the costs of the candles and are content with the data supplies. **ACTION POINT: M McGrath to continue to record data on utilities where possible and try to find out if bills can be separated for Church and House.**

*Item 6 – AOCB*

Margaret advised that the Diocese had written to parishes re RV re-assessment for building not attached to the church – an assessment will be made shortly, the cost to parishes has been capped at £350. The letter also advised that the Diocese will now take responsibility for awarding our Water contracts – Everflow will take over and we will receive our details in the near future. No other business was raised.

*Item 7 – Date of next meeting*

The Committee agreed the next meeting will take place on **Monday 10<sup>th</sup> December** at 1.30 pm in the Chapel House.

*Item 8 – Closing Prayer*

Father Hennessy closed the meeting with prayer.

***Post Meeting Note***

Minutes have been circulated and agreed – Proposed by Rev McMilland and Seconded by M McNamara.

**September 2019**