

**PARISH FINANCE COMMITTEE MEETING MONDAY 10 December 2018**

**13.30 IN ST COLUMBKILLE'S PRESBYTERY**

**AGENDA**

Item No	Title
1	Opening Prayer
2	Minutes and Action Points from last meeting
3	Health and Safety
4	Ongoing Maintenance of Church and House (i) Updated Table of Future Works on Parish Estate (ii) Selection of Company to tune organ and decision on possible upgrading options
5	Budget Monitoring (i) Budget performance to date (ii) Repayment of Loan from Diocese (iii) Alternative income generation following final building fund second collection
6	Financial Performance Information to Parishioners (i) New Style Information Sheet (ii) Presentation to Parishioners (iii) Gift Aid
7	AOCB
8	Date of next meeting
9	Closing Prayer

**December 2018**

**PARISH FINANCE COMMITTEE MEETING MONDAY 10<sup>th</sup> December 2018**

**13.30 PM IN ST COLUMBKILLE'S PRESBYTERY**

**MINUTES**

**Present:**

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

**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 Rev William McMillan and Seconded by M McNamara.

The Action Points from the last meeting were then considered:

- Action Point 1 is ongoing to be dealt with in the early part of the year. **Carried forward.**
- Action Point 2 is ongoing. The door has been purchased and Rev McMillan will arrange for it to be attached as soon as possible. **Action Carried Forward.**
- Action Point 3 is ongoing. The tree has been felled and removed but stump and roots have still to be ground down (awaiting date from contractor) and new tree planted. **Action Carried Forward.**
- Action Point 4 – this point is taken at Agenda Item 4 (ii).
- Action Point 5 is cleared. Draft letter approved and signed by Fr Hennessy and issued to Steering Committee.
- Action Point 6 is cleared. Changing unit and nappy bin installed and in use. Written guidance provided and no problems reported.
- Action Point 7 is cleared. Agenda item 5(iii).
- Action Point 8 is ongoing. **Action Carried Forward.**

*Item 3 – Health and Safety*

(i) Rev McMillan reported that work on Health & Safety in the Parish is ongoing. He continues to work towards achieving risk assessments for those who may be working alone in the Church and/or House. He noted that any contractors who come to undertake work in

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the Church and/or House should have undertaken their own such risk assessments. He agreed to provide Margaret with a form of words in this respect to be used when seeking contractors in future. **ACTION POINT : Rev McMillan to provide form of words for requirement of risk assessment to be undertaken by contractors who may work in the House/Church.** Rev McMillan also raised the issue of training for Fire Wardens and First Aid officers for the Church. Discussion took place with most agreeing that to ensure that we always have a fire warden and first aider at each service, the most likely people to be trained should be the Passkeepers. Rev McMillan explained that the Diocese will provide training in both of these roles. **ACTION POINT: Rev McMillan to obtain details of the relevant training provided by the Diocese with a view to making a decision in early next year.** We will also ask for volunteers but we would still require a process to ensure that each Church Service is covered. It was pointed out that we need trained people in these roles for the Ordination in June. **ACTION POINT : M McGrath to ensure a suitable notice is published in the bulletin and the website seeking volunteers for these posts. Rev McMillan to take forward any list of volunteers for training and develop a process for covering all Services.**

### 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. She was able to report that:
- Work on the house boiler has been completed although there were still some teething problems for Fr Mournian's rooms and we are in touch with the engineer on this. The Committee was asked to note that the final cost is just over £20,000 but that the Hall had donated £15,000 towards these costs from its own income. The Committee offered its thanks for this.
  - Hand dryers, baby changing etc unit have now been installed and written instructions for users and for Passkeepers has been provided. No problems have been experienced.
  - Paul is now working on the two new Hymn Number Boards for the Church – we had already purchased the numbers to be inserted in order to check on sizes. One Hymn Board is approaching completion and work will now continue with the second one.

Some of the House maintenance work has been completed – the new blind in Fr Hennessy's bathroom has been installed, as has the dado rail in the kitchen. Estimates for redecoration in the House have been obtained and agreed and work will take place in January 2019. Advice has been received from Mr Lynagh re the stair carpet. It cannot be "turned" and an estimate has therefore been obtained and agreed for a replacement carpet for the stairs as well as for the guest bedroom. This work will be undertaken as soon as the decorating work has been completed. Work in the Vestry and stair and hallway leading to the Church has been identified. The vestry requires to be painted and lighting checked to offer a lighter room. Carpet/carpet tiles to be laid on the stairs and hallway from the Vestry to the Church. This is now in the Future Works table, however, work will not be completed until April/May

as we want it to be as fresh as possible at the time of the Ordination. **ACTION POINT: M McGrath to amend the Future Works table accordingly.**

- (i) The issue of the Church Organ was then discussed in full by the Committee. Margaret advised that reports had been obtained from the three Organ Tuning Companies (the current one and the two additional companies approached for advice), and that she had provided a precis of these (differing) reports to Fr Bernard who sought the advice of Alan Taverner. Mr Taverner is of the view that, due to the diverging opinions in the reports we could ask an independent professional who does not work in the Organ business to inspect the organ and give a view – he can provide a contact. On the other hand, we could seek a professional opinion from an independent expert – we would require to pay a professional fee, but Mr Taverner knows someone we could approach. The Committee discussed this in full and agreed that we require a professional opinion. Father Bernard will therefore be asked to take this forward with Mr Taverner – in the New Year. **ACTION POINT: Fr Bernard to seek professional advice as suggested by Mr Taverner.**

*Item 5 -Budget Monitoring*

- (i) Margaret has updated the budget with actuals up to end of October. 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 continue 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 November, our debt to the Diocese now stands at £21,000 which provides an opportunity to cease the second collection early next year. We would require to find an alternative way of increasing ordinary income. This matter is to be discussed in full at Agenda Item 5 (iii).
- (iii) Margaret provided a draft paper to use in providing Financial Performance information to parishioners. She explained that in the recent past we have issued a small booklet style document outlining our income and expenditure and current state of the parish debt. Margaret felt that many people were put off by the style of the booklet and provided a draft A4 size sheet, printed on both sides, which she proposed we adopt next year. Page one will be headed Financial Performance 2018 and will give a brief outline of the main points regarding income and expenditure in 2018. The Second Page will be headed Financial Planning. It will give details of the current parish debt – announce the cessation of the 2<sup>nd</sup> collection for the Building Fund and then highlight the need for alternative income generation to provide a financial “buffer” for future emergencies (a good example being the new boiler required for the house). It will introduce the proposal for an Easter and Christmas collection – beginning with the Christmas collection in 2019 (too much is going on earlier in the year due to the Ordination etc) and seeking comments and views from parishioners. It will also provide details of the gift aid levels in the Parish and seek to

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encourage new members. Finally, it will provide information on how to access the full Financial Report and how to comment or raise questions.

These issues generated a good deal of discussion and it was agreed that Margaret would provide a draft of the information sheet as soon as possible once the 2018 Financial Report has been completed. This will be issued to Committee members in advance of our next meeting. Margaret will also provide draft speaking notes which she will use to introduce the Information Sheet etc at all Masses on a date in mid-March – to be agreed by the Committee. In addition, a format for parishioners to air their questions or views on the proposed new Easter and Christmas collections – or their alternative ideas – will also be made available to the Committee in advance of the next meeting. Full discussion and agreements will be required. **ACTION POINT: M McGrath to provide draft Information Sheet, Speaking Notes and format for queries/comment/alternative ideas from Parishioners in advance on next meeting. ACTION POINT: Committee members to offer comments etc on these papers prior to meeting in March.**

### *Item 6 – AOCB*

Margaret advised that Patsy Beveridge, on behalf of the Church Cleaning Group has reported that a second “henry” vacuum had broken and is being repaired. She is concerned that they may be left without sufficient cleaners and requested that a new “henry” be purchased. The Committee agreed and Rev McMillan will obtain a quote. **ACTION POINT: Rev McMillan to obtain quote and Margaret to purchase as soon as possible.**

### *Item 7 – Date of next meeting*

The Committee agreed the next meeting needs to take place in early March to ensure agreements on communication of the Parish Finances can take place in Mid-March. The next meeting will therefore take place on **Monday 4<sup>th</sup> March 2019** at 1.30 pm in the Chapel House.

### *Item 8 – Closing Prayer*

Deacon McMillan closed the meeting with prayer.

### **Post Meeting Note:**

**Minutes have been circulated and agreed – proposed by M McNamara and Seconded by M McNeill**

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