

PARISH FINANCE COMMITTEE MEETING MONDAY 04th March 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 M McNamara and Seconded by P McNeill.

The Action Points from the last meeting were then considered:

- Action Point 1 is ongoing – the meeting was advised that our gardener had reported that she could no longer work in the garden and it was agreed that Margaret should look into a new gardener who could also deal with the weed spraying. **Carried forward.**
- Action Point 2 is cleared – front door sign obtained and fitted by Rev McMillan.
- Action Point 3 is cleared
- Action Point 4 – this point is taken at Agenda Item 3 (i).
- Action Point 5 – this point is taken at Agenda Item 3 (iii).
- Action Points 6 & 7– to be taken at Agenda Item 3(iii).
- Action Point 8- this point is cleared.
- Action Point 9- this point is taken at Agenda Item 4 (iii).
- Action Point 10 – cleared – to be taken at Agenda Item 6.

Item 3 – Health & Safety

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 if work in the Church is to be done at height, then at

least two people are required. There is also some doubt that the current set of ladders may be adequate. **ACTION POINT: Rev McMillan to ensure those who undertake work in the Church are aware that where work is being carried out at height, then two people must be present. He will also check the quality of the ladders and discuss with M McGrath if a new set is to be purchased.** Rev McMillan has not yet provided a form of words re health and safety or those working alone in the church/house 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.** In respect of the training for Fire Wardens and First Aid officers for the Church, no information had been received from the Diocese. The issue was discussed at a Deanery level, and will again be discussed at the next meeting. Margaret noted that it is important to have this issue fully cleared prior to the Ordination and some discussion took place on the wider issue of the roles/responsibilities of Passkeepers and how to manage an increase in numbers. **ACTION POINT: Clergy to discuss this in full and decide how to and who will take this forward.** No request for volunteer Fire Marshalls and First Aiders can be made until the issue of the role of the Passkeeper has been finalised. Rev McMillan then reported that, following a request for access to the garden via the west side of the Church, he had undertaken a risk assessment and found that work requires to be carried out to remove moss and weeds which present a slipping risk; and to the gate to the front of the entrance which is sticking and would prevent exit. He also noted that, as the church door on the west side is a fire exit, we need to have the light at the door checked as there could also be a risk if the light is not sufficient. Margaret advised that she is hoping to have some work done on other external lights and will include the west side one in this work schedule. **ACTION POINT : Margaret McGrath to arrange for work to be estimated for clearing moss etc; fixing gate and checking lighting at the passage at the West Side of the Church. Schedule of Works to be updated.** Rev McMillan raised the issue of the church and house alarms not being fully utilised. There had been concern about the ease of use of the keypad when opening the church but Margaret queried why the Fobs which had been provided when the system was installed were not being used. **ACTION POINT: Rev McMillan to check for full instructions for the alarm system; that we do indeed have the fobs for use, and report back at the next meeting – including whether house staff/clergy require additional training on this.** This then raised the issue of training for operating the heating systems in both the house and the church. **ACTION POINT : Margaret to liaise with Paul McNeill regarding operating instructions for both systems.**

Item 4 – Ongoing Maintenance of the Church and House

Margaret was happy to report that we had achieved real progress on the work identified last year. All of the issues identified in the church (toilet doors, hand dryers, baby changing facilities etc) had been cleared. All redecoration identified for the initial tranche in the house had also been carried out, the new stair carpet had been installed and the guest bedroom had been redecorated, furnished and re carpeted. New blind for one of the bathrooms had also been installed. All door security work has now been cleared and the new boiler has been installed. We had experienced some teething problems due to age and variety of works undertaken in the past on the central heating system and we will now install an additional small pump at the far end of the house to ensure that water pumps fully through to all radiators. Works remaining to be cleared in the house

are the splashback and flooring in the Kitchen. Estimates for the work due to be completed in the Vestry have now been obtained – new lighting has been installed – the issue of expanding that work to include the lighting in the corridor to the church was discussed and it was agreed this would be undertaken. The electrician who had undertaken the work had noticed that there was no emergency lighting in the corridor and was coming back to do that anyway. Redecoration work will begin in early April, followed by the installation of new carpet tiles. Paul has now completed one of the new Hymn Number Boards and the other is well on its way to completion **ACTION POINT: M McGrath to amend the Future Works table accordingly.** Discussion then took place on further work on the guest bathroom – it has been redecorated and Fr Mournian confirmed that we should retain the bath but that if there is room, the addition of a shower cabinet would be helpful for some guests who may have restricted mobility. **ACTION POINT: Paul McNeill to look at this and advise Margaret whether this is feasible to enable this to be added to the future works table.** A suggestion was also made that use of the space in this bathroom could be better if the entrance door was restricted to the one from the bedroom and the corridor door could be used as the door to a newly constructed cupboard which is required for storing additional linen and cleaning implements. Rev McMillan advised that his room is also sometimes used for guests and as it has no en suite bathroom, the door from the corridor to the guest bathroom is necessary. It was agreed that a free standing cupboard could be obtained instead. **ACTION POINT: Margaret to investigate the purchase of a new cupboard – liaising with house staff as necessary.** Rev McMillan advised that paintwork on the arch between the Lady Chapel and the Altar is flaking. The meeting agreed that we could ask G Welsh to have a look at this. **ACTION POINT : Paul to liaise with G Welsh and advise.** We then discussed the issue of the state of the frescos on the ceilings of both side altars. They definitely require to be cleaned and there is flaking which also requires attention. Fr Mournian knows someone who has undertaken restoration of a large painting to great effect and is happy to contact them for advice and would be happy to lead any fundraising activity required. Margaret asked him to delay this action at the moment until we check on any restrictions which may apply when undertaking this work. **ACTION POINT: Margaret to check on processes for making any restoration to the ceilings and liaise with Fr Mournian once we have obtained clarity.**

- (i) Margaret reported that a new Maintenance Matrix for 2019 has been produced – she had discovered that annual gas safety checks had not been completed and had arranged for this to be done in the next few weeks. When undertaking the annual PAT testing, the company advised that the 5 yearly fixed wire test for the house was also due and this has now been completed and details entered on the Matrix. The timing of this check is now out of synch with the same check in the church due to the timing of the renovation but that is not a problem. All other contracts are in place (e.g. roof and gutter checks etc).
- (ii) Father Mournian was able to report that we had now obtained the advice from the independent organ expert in regard to the three conflicting reports we had received on the organ. Happily he agreed that there was nothing which had to be carried out urgently on the organ and it is working well. There are some issues which need to be tackled over time and he recommended that the company which had correctly identified the remedial work required was Paul Miller and that he should be retained to maintain and tune the organ. **ACTION Point: Margaret to draft letters to the three organ companies concerned – thanking two of them for their advice and asking third (Paul Miller) to undertaking the tuning of the organ and advise of best timing for any remedial work.**

Item 5 -Budget Monitoring

- Margaret reported that final performance against the 2018 budget raised no real issues. Heat and Light costs had increased slightly but this may well level off now that we have the new boiler. Housekeeping costs are up, but professional costs were less than budgeted. Overall performance was satisfactory. Margaret has therefore drafted the 2019 budget based on last year's outcomes with an additional 2% applied except where actual costs are known (e.g. Council Tax; Diocesan Levy etc). The Committee agreed to continue to monitor the 2019 budget at every meeting, using the information on actuals to be provided.
ACTION POINT: Margaret to continue to provide "actual" income and expenditure reports for each PFC meeting.

Item 6 –Finance Performance Information to Parishioners.

- Margaret had provided the proposed new style Information Sheet for parishioners to the Committee prior to the meeting. She explained that it was in two parts – page one on performance in 2018 and page 2 on financial planning for 2019. The Information Sheet will be handed out after all Masses on 16/17 March and Margaret will speak briefly at all Masses encouraging parishioners to take a copy and consider its contents. The main points to be highlighted on page 1 are:
 - a. Thanks for continued support through Offertory, Gift Aid and 300 Club
 - b. Continued Generosity from all for Special Collection
 - c. Appreciation for the continued contributions to the building fund over such a lengthy period.The main points to be highlighted on page 2 are:
 - a. Our target fundraising to clear the parish debt has now been met in full – sincere thanks for patience and effort in achieving this.
 - b. Due to this, the 2nd collection will cease from the end of March. From April only 2nd collections will be those for Special Collection.
 - c. Future income will come only from offertory, Gift Aid, 300 club. Note that P Kennedy and team will be available at all Masses on 23/24 March to give out new envelopes/ answer any queries/ speak to new members – Gift Aid is an easy way to raise funds.
 - d. This means we have no financial buffer – the boiler had to be replaced in 2018 – an unexpected outgoing. PFC propose to reintroduce the Easter and Christmas collection – Christmas only in 2019 and then Easter added in 2020.
 - e. Very keen to have views/ queries/ideas from parishioners – variety of ways to contact us on this – all set out in the Information Sheet.
- The Committee agreed this approach.

Item 7 – AOCB

No other items raised.

Item 8 – Date of next meeting

The proposed date for the next meeting is Monday 3rd June to continue our 3 monthly cycle

Item 9 – Closing Prayer

Father Mournian closed the meeting with prayer.

Post Meeting Note : The minutes, having been circulated have been agreed by members – proposed by Paul McNeil and Seconded by Maureen McNamara

March 2019