

PARISH FINANCE COMMITTEE MEETING MONDAY 4th SEPTEMBER 2017

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

Fr Bernard Murnion joined the meeting as part of his introduction to the Parish organisation

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. *The Committee previously agreed to clear this by email to enable publication as quickly as possible.* Deacon McMillan made the point that they should be formally moved and seconded. All agreed that this could also be achieved by email. **Circulate draft minutes and request formal mover and seconder prior to publication on website. Action : Margaret McGrath**

The Action Points from the last meeting were then considered:

- Action 1 was taken at Agenda Item 3 today.
- Action 2 was taken at Agenda Item 4 today.
- Action 5 was taken at Agenda Item 5 today.

Action 3 – This has been cleared. Margaret spoke to Guy Logan at the Diocese, he has not yet received a report regarding the House Boiler. The company involved are going through some management changes at present and Guy suggest we wait a further four weeks and check with him again. **Action : Margaret McGrath speak to Guy Logan in four weeks.**

Action 4 – This has been cleared. Note of thanks to Gift Aid members was inserted in the Parish Bulletin.

Item 3 – Health and Safety (Inc Security Issues)

Rev McMillan reported that work on the Risk Assessments for all Cleaning Materials used in the House and Church has been completed. It should be noted that no changes can be made to cleaning materials used without first referring to Deacon McMillan and a Risk Assessment being undertaken and fully recorded. In addition, Rev McMillan has also provided First Aid Kits (in the Sacristy and the House) and Spillage Kits in the Sacristy. We now need to provide appropriate signage to ensure these kits can be properly utilised.

Action : Rev McMillan to source appropriate signage liaising with Accounts Team as appropriate.

The next phase to be undertaken will be Risk Assessment in relation to jobs. For example, we need these for the Housekeeper, Cleaners, Volunteer Cleaners as well as those undertaking general ongoing maintenance (e.g. changing light bulbs etc). Deacon McMillan will work closely with Paul McNeil to identify all activities and to undertake the Risk Assessment. **Action : Rev McMillan to report on progress at next meeting.**

A further issue to be undertaken is in relation to Fire Procedures. The Fire Extinguishers need to be checked to ensure they are properly attached and Instruction Signs need to be procured. Fire Marshalls and Assembly points need to be identified and signage obtained. Rev McMillan suggested it may be helpful to invite the Fire Service to visit. **Action : Margaret McGrath to provide details of all Fire Extinguishers (from the annual check report). Rev McMillan and Paul McNeil to ensure all are properly attached. Rev McMillan to source appropriate signage liaising with Accounts Team as appropriate. Rev McMillan to consider invitation to Fire Service and how best to identify and train Fire Marshalls.**

The point was made that the Committee had already noted that both stairways to the choir loft should be unlocked when in use to ensure easy exit in an emergency – this has not been happening. **Action: Margaret McGrath to arrange for Choir Leader to be advised re the unlocking of stairways.** The Committee also agreed that a notice is required advising that the Public is not allowed in the Choir Loft. **Action : Margaret McGrath to provide appropriate signage.**

A number of related issues were then discussed. A small notice re not **chewing gum** in the church is to be placed on the notice board – just to be able to point to it if we are asking someone to dispose of chewing gum. **Action : Margaret McGrath.** Dog Fouling at the side gate to the Church is a continuing nuisance, as is litter which blows into the grounds from Kirkwood St which does not appear to be cleaned by the road sweepers. In addition graffiti on the front wall of the Church is still visible despite South Lanarkshire Council cleaning it and new graffiti has appeared on the back wall. **Action: Margaret McGrath to contact South Lanarkshire Council re Dog Fouling notices; cleaning of Kirkwood Street and removal of graffiti.**

Item 4 - Ongoing Maintenance of Church and House

Paul McNeil reported that the issues surrounding maintenance of the Church Roof and Gutters, handrails at the Altar and in Choir loft would be the subject of discussion at the Steering Group meeting later this week where details of a contract for the roof and gutter

will be considered. **Provide an update on maintenance of the Church roof and gutters, and handrails at next meeting. Action : Paul McNeil.** Paul also advised that the work on the carpet tiles and cleaning of the choir loft was not quite finished but is nearly there. Monica asked the Committee to note that Paul's work here had made a significant improvement. In relation to the weeds in the garden and grounds, a company had been identified and their quote had been accepted. The work has not yet begun and they will be contacted for a start date. **Action: Paul McNeil to contact company to have work undertaken as soon as possible.** Rev McMillan pointed out that the front step to the Church requires attention and the tree at the front (LHS looking towards front gate) is also in a bad way and could be a health and safety issue. **Action: Paul McNeil to check on both issues and propose appropriate action liaising with Accounts Team as appropriate.**

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 July 2017. In general, we have seen an increase in funding through the weekly offertory and some increase in Building Fund collections at the second collection. The payments being made for Overall Heat and Light are far greater than the draft budget. Margaret explained that this was because it had been difficult to estimate these costs as we had been in and out of the Church over a few years, but this year's costs will be used as a benchmark for next year's budget. Rev McMillan suggested that the actual costs should be shown in the budget and future months in this year's budget should be re-estimated to reflect this. **Action : Margaret McGrath to adjust budget as agreed.** Following a question from the Committee, Margaret was able to reassure that the income from the new Votives was more than paying for the monthly expenditure on the candles. The initial payment for the contract at the beginning of the year was obviously not fully covered as yet by sales of candles, but over the period of the contract it would be fully paid for.

Margaret advised Evelyn Kearney has agreed to continue to lead the Fundraising Committee and has plans to create a 2018 Calendar with photographs of the Church for sale over the Christmas Period. She is currently liaising with the local printer and we have a set of professional photographs available of the newly refurbished church. Evelyn had asked if we could arrange to gift aid purchases of the calendar in the same manner as we did for the "Sponsor a Slate" fundraising. **Action: Margaret McGrath to identify requirements to gift aid payments received for fundraising calendar and continue to liaise with Fundraising Committee.** Margaret was also able to report that the "thermometer" is now displayed on the front porch – it will be updated every three months to match quarterly update published in the Parish Bulletin. Margaret explained that movement on a monthly update would not show up very well on the thermometer where a quarterly update would display a high level of fundraising over the period and would be more noticeable. She noted however, that as we neared our target it might be helpful to update it monthly. **The Committee agreed to the current level of communication on this meantime.** Margaret had developed a draft plan for repayment of the loan from the Diocese. This shows that if we continue to pay our £5,000 per month for the remainder of this year (until December

2017) we will have reduced our outstanding debt to the Diocese to £85,000. She suggested that if we raise our monthly payments to £6,000 per month and use next year's gift aid repayments from HMRC for the building fund as we have done this year we will be well on our way to meeting the two year deadline for repaying the loan, with Fundraising activity making up any shortfall. One issue to consider for this year is the payment due to Flemings Buildings (Retention Payment) following sign off of the refurbishment works which is due in October. This will be nearly £23,000 and could impact on our ability to meet our £5,000 per month commitment to the Diocese. Next year we may require to do some work on the House Boiler, but that remains to be seen. Margaret suggested that a further draft plan be prepared for our next meeting, at that time we should have dealt with the Retention Payment and may have an understanding of the possibility of work required on the House Boiler. The final draft can then be agreed at our next Committee meeting in December to enable Margaret to submit it to the Diocese. She noted that, should any unforeseen activity occur which requires significant impact on the budget we can always seek to delay our repayment to the Diocese as appropriate at the time. **Action : Margaret McGrath - Following settlement of the Retention Payment to the builders, and information from Guy Logan on the state of the House Boiler, produce a further draft of the Repayment Plan for the loan from the Diocese for agreement at the next meeting and submission to the Diocese.**

Item 6 – Date of next Meeting

The Committee briefly discussed the change of timing of the meetings and it was agreed that 1.30 pm was more appropriate and this should continue. Date of next meeting **Monday 4th December at 1.30 pm.**

Father Bernard closed the meeting with a Prayer.

Post Meeting Note

As agreed by the Committee, draft minutes were circulated and agreed. Paul McNeill proposed formal adoption of the minutes and publication on the Parish Website – Seconded by Maureen McNamara.

October 2017