

PARISH FINANCE COMMITTEE MEETING MONDAY 5th MARCH 2018

13.30 PM IN ST COLUMBKILLE'S PRESBYTERY

MINUTES

Present:

Rev Fr Patrick A Hennessy
Rev Fr Bernard Mournian
Margaret McGrath (Chair)
Maureen McNamara
Paul McNeil
Monica Toner
Patricia Kennedy

Apologies:

Rev Deacon William McMillan

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 cleared. Deacon McMillan has advised that he is on the Diocesan Fabric & Planning committee and the committee is at present preparing a health & safety policy that will cover all churches and property in the Diocese. At the moment a parish Health & Safety booklet is being proof read and will be presented at the next Fabric & Planning meeting at the end of March, and subject to approval will be rolled out to parishes around June 2018. Therefore as the Diocese wants a uniformed approach to Health & Safety the Committee agreed with Deacon McMillan's suggestion that we hold fire on what we have done to date in regards assessments etc, and suspend any more assessments until we receive the Diocesan document. The Committee was reminded that this did not exclude us from our responsibilities.
- Action Point 4 – monitoring will be ongoing.
- Action Point 5 was cleared and taken at Agenda Item 3(ii) today.
- Action Point 6 was cleared and taken at Agenda Item 3 today.
- Action Point 7 was cleared and taken at Agenda Item 3(i) today.
- Action Points 8 and 9 were cleared and taken at Agenda Item 3(ii) today.
- Action Point 10 was cleared and taken at Agenda Item 4 today.
- Action Points 12 to 14 have been fully cleared.

Item - Ongoing Maintenance of Church and House

Paul McNeil reported that the handrail has now been acquired and will be fitted in the next day or two. A further handrail to the vestry will also be fitted at that time.

- (i) The issues surrounding maintenance of the Church Roof and Gutters are ongoing. **Margaret McGrath** reported that Fr Hennessy had written to Croal and Watson re the requirement for a maintenance contract for the roof and gutters. Mr Watson had visited the Church and we now just await the proposed contract. **Action: M McGrath to ensure contract is received from Croal and Watson and that once agreed upon, account is taken in the Parish Budget 2018 and the Diocese is notified for Insurance purposes.**
- (ii) A second firm had been identified by one of the parishioners in relation to clearance of weeds in garden and grounds. **Margaret McGrath** reported that she had met with the company, but despite a tour of the areas and numerous photographs being taken, the company had failed to provide a quote. It was then ascertained that C Clark Garden Maintenance who currently do all of our gardening work are working to achieve the certificate required to treat the weeds in the grounds. On being contacted it was agreed that as soon as their certificate was obtained they would provide the Parish with a quote for this work. The committee agree this approach as we are very satisfied with the gardening work being provided. **Action : M McGrath to ensure quote for this work is received as soon as possible.** South Lanarkshire council had been contacted regarding litter and dog fouling as well as graffiti on the walls of the church and hall. The council has provided a new litter bin which I also useable for dog dirt as well as notices on the lamp posts in Kirkwood Street re dog fouling. There appears to be an improvement and we will keep this under review. In terms of the graffiti, a council workman has called to inspect the affected areas and will call again. **Action: M McGrath to ensure South Lanarkshire Council follow through on the initial visit.** A tree surgeon has been contacted re the trees in front of the Church, but the recent severe weather has delayed this work. **Action: M McGrath to update the committee at the next meeting.**
- (iii) **Margaret McGrath** informed the Committee of the action taken to obtain estimates for the work required on the house central heating system. Three companies have visited the house – all agree that we require to replace the one boiler we have (over 30yrs old) with two boilers – due to the size of the house and number of radiators etc. Other work is also required to bring the current installation up to current standards. We are still awaiting one estimate, one company has provided a provisional estimate for 2 new boilers, work to upgrade the system to current standards and work to ensure all radiators are required and in the correct position at a cost of around £22,000. The third contractor has advised that we should do the work in two stages – the first stage installing two new boilers and upgrading piping and other parts of the system to meet current regulatory standards, and once this has bedded in we can then look at the layout etc of the radiators and at that stage

decide whether further work is required – this at a cost of around £16,000. The Committee agreed that it is important to take work on this forward but are aware that we will need to prioritise this in consideration of other works – work on the church organ which we are taking forward with the organ builder – Fr Hennessy has written asking if we can stagger work on this – i.e. short term issues and medium to longer term issues. We await a response on this.

- (iv) The committee then moved on to discuss the proposed work on one of the house bathrooms as this would also require to be considered in association with the other items of work on the house and grounds. **Fr Mournian** advised the Committee that, in addition to the three bathrooms attached to clergy rooms in the House, there is a fourth bathroom which is used by visiting clergy and other guests. The bathroom is very large and has suffered water damage which is quite unsightly. He reminded the committee that a few years ago a proposal had been made to split the bathroom into two, an estimate had been obtained but work had been delayed due to the Church Refurbishment and constraints on the budget. Margaret also reminded the Committee that we had considered this work last year as South Lanarkshire Council had advised that the Building Warrant granted for the work was due to expire. We had agreed at that time to extend it – it will therefore expire in September 2018. Fr Mournian explained that a family in the parish had provided an estimate and he is awaiting a further two estimates. He considers the bathroom is not suitable for use and some visiting priests are unable to use the bath and that a shower is required. Margaret reminded the committee that if the original plans are changed this may require a new building warrant.

The committee discussed the need for all of these works to be undertaken, but they would have to be prioritised. **Margaret** advised that this would not necessarily delay things too much – e.g. the work on the central heating system would have to be put forward to the Fabric and Planning Committee at the Diocese; the proposals on the bathroom would have to be considered in light of planning requirements and we are still awaiting information from both the Tree Surgeon and the Organ Builder. Margaret also reminded the Committee that the Refurbishment Steering Committee is also working to provide a list of works required in the church and grounds. Fr Hennessy advised that he is concerned about the state of the slabs in the grounds as well as the retaining wall at the back. It was agreed that, although some of the works likely to be on this list will have to be considered as Phase 3 of the Refurbishment, others may well have to be tackled more quickly. The committee therefore agreed the following: **Action: M McGrath to**

- **Secure final estimate for work on central heating system**
- **Secure advice from Organ Builder and from Tree Surgeon**
- **Check on situation regarding Building Warrant for bathroom**
- **Seek advice from the Steering Committee (via Paul McNeil) on list of works still to be considered**
- **Draft a plan for Church and House works setting out costs, permissions or advice required and prioritising each project and circulate to the Committee for agreement.**

- **Once agreed, take action to obtain permissions etc to start work on Priority 1 project and put the priority list on the Committee's future agenda for consideration.**

Item 5 - Budget Preparation, Monitoring and Publication of Accounts

Margaret advised that the 2017 Accounts had been finalised and sent to the Diocese in time to meet the deadline of the end of January. The Committee discussed the actual spend – there is nothing of particular significance and things had gone quite well considering this was our first official budget. Margaret noted that the ordinary income had increased on last year – more people were again attending the church since we had moved back from Masses etc in the hall, and we have had a slight increase in Gift Aid following last year's appeal. Our 2nd collection income continues to maintain a very good level despite the length of time the second collection every week has been in operation. Margaret pointed out that we need to remember that the balance held at the bank can include e.g. Special Collection still to be sent off and parishioner's savings e.g. for Rome 2018. The draft budget for 2018 has not been finalised – we await details of our Levy and Council Tax. The Committee agreed to Margaret's suggestion that the new budget should include actual monies that we know about, e.g. Council Tax and that for other income and expenditure we should add 3% to last year's figures. The amounts for special collections (e.g. SCIAF, Mission Appeal) etc, don't require this as the amount received is then quickly paid out again. **Action : Margaret McGrath to draft new budget for 2018 as discussed and circulate for approval.** The Committee then spent some time discussing communicating the parish financial information. It was agreed that we should again publish the parish income and expenditure accounts on the parish website; prepare a pamphlet highlighting the main income and expenditure for 2018 and providing information to end 2017 on the parish debt and proposals for clearing of it. The pamphlet will be available at all Masses on a date to be finalised. On that day M McGrath will speak briefly at all Masses to introduce the pamphlet and importantly to thank the parishioners for their continued support. The date selected will need to be after Easter to allow time to prepare and agree all information and a date when Fr Hennessy is here (he will be Lourdes at Easter). **Action : M McGrath to prepare information for parishioners and circulate for agreement.**

Margaret then introduced the draft debt repayment plan for 2018. We are due to have repaid our debt to the Diocese by August 2018 – Margaret proposed the following:

- Request an extension of the repayment period to December 2018
- Re-start repayments at £5,000 per month from March to July then increase to £6,000 per month August to December
- Use all monies refunded by HMRC in respect of Gift Aid and Gift Aid Small Donations Scheme for the building fund
- Liaise with Fundraising Committee to advise of target for fundraising for 2018

The Committee agreed to all of the above actions.

Item 6 – AOCB

No other issues were raised.

Item 7 – Date of next Meeting

The Committee agreed that, in keeping with our 3 monthly timescales, the date of next meeting will be **Monday 4 June 2018 at 1.30 pm** in the Chapel House.

Item 6 – Closing Prayer

Father Hennessy closed the meeting with a Prayer.

March 2018