

PARISH FINANCE COMMITTEE MEETING MONDAY 17TH OCTOBER 2016

12.00 NOON 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

None

Item 1 – Opening Prayer

Father Hennessy opened the meeting with a prayer.

Item 2 – Welcome and Introduction

Margaret welcomed everyone to the meeting, particularly Patricia Kennedy who was attending for the first time.

Item 3 – Minutes and Action Points from the last Meeting

A draft minute had been circulated following the meeting. Some minor grammatical changes had since been made and the minutes recirculated. **The Committee agreed the latest version and that they could be published on the website.**

The Action Points from the last meeting were then considered:

- Action 1 was taken at Agenda Item 4.
- Action 2 was taken at Agenda Item 5
- Action 3 was taken at Agenda Item 6
- Action 4 was taken at Agenda Item 7
- Action 5 – a draft letter for those parishioners who gift aid their offerings has been prepared and Patricia Kennedy has provided all of the information for each person. **The Committee agreed** that letters can be prepared to be issued in conjunction with the publication of the Annual Income and Expenditure Report when the 2016 Accounts are finalised. **Action: McGrath**
- Action 6 – This has been **cleared**. A copy of the Diocesan Accounts is available on the Diocesan website and will be printed off to be available in the Church when the 2016 Accounts are produced.

- Action 7 – this has been **cleared**. An application form for an extension to the current building warrant was downloaded from the South Lanarkshire website. The Fee for this is £50.00 and the **Committee agreed** to payment.
- Action 8 – this is **Ongoing**. A draft text for the Parish Website page on the work of the Committee was considered today. With some minor text changes, the **Committee agreed** to the publication. **Action: M McGrath**

Item 4 – Lay Employees

Action Point 1 from our last meeting required a Statement of Employment for each of our two lay employees to be drafted for consideration and agreement by the Committee. Separate drafts for each employee were provided and discussed in full. The Committee agreed to the overall content – they have been prepared following the guidance provided by the Department for Business, Innovation and Skills of the UK Government. Some discussion took place around the issue of sick pay periods and notice period on change of Parish Priest. The Committee agreed that current arrangements in relation to sick pay should continue for current employees but that a draft Statement of Employment for any future new employees should make clear that these arrangements come into force following successful completion of a full year’s employment and that a check should be made with the Diocese on the Diocesan policy regarding change of Parish Priest procedures. **Action: M McGrath**

Item 5 - Health & Safety (including Security) Issues

Rev McMillan advised the Committee that the Health and Safety Risk Assessment for the Parish is on course and he will then develop the Parish Health and Safety Plan for presentation to the Committee. He has arranged to meet with the group who clean the church to train them in the new procedures and equipment they will use. The Committee agreed that a Health and Safety File be set up and that it should be a standing agenda item. **Action: Rev W McMillan to provide Health & Safety Plan. Action: M McGrath re filing and Agenda**

Item 6 - Ongoing Maintenance of Church and House

Paul McNeill advised the Committee that the training session on the new Boiler and Central Heating System had gone well and will be repeated for a number of others. The Boiler is under guarantee for one year – until June 2016 and we will then require to institute an annual maintenance contract. The central heating system will be guaranteed for one year following the official handover. Again, following this we will then require to institute an annual maintenance contract. **Action: Paul to check with Refurbishment Committee re how this is to be taken forward.** Paul was also able to advise the Committee that the following people have volunteered to join a small “maintenance group” to undertake checks etc as set out in the Maintenance Planner:

- Robert McNamara
- John Lydon
- Donald Campbell

Item 7 - Budget Preparation, Monitoring and Publication of Accounts

Margaret provided the Committee with a first cut draft budget for 2017. She explained that although she had taken account of a number of issues i.e. reduction in costs in relation to refurbishment work on the Church; the need to repay our loan from the Diocese which also necessitates the continuation of the 2nd collection; other issues cannot really be estimated until the final 2016 Accounts have been completed. For example we need to calculate the Diocesan Levy; weekly offerings will probably increase once we are back in the Church. **The Committee agreed the overall approach and will formally agree it once finalised - following the 2016 Accounts being finalised. Action: M McGrath**

Action 5 of the last meeting required a draft to be produced of an information note for all parishioners detailing Income and Expenditure for 2016. The Committee considered the draft which seeks to set out this information in an easy to read format but which gives a real flavour of where money is obtained and how it is spent – including information on e.g. Special Collections, Gift Aid etc. It will also set out details of income and expenditure for the Building Fund and that the outstanding loan from the Diocese needs to be repaid. The Committee agreed the overall approach and that it will consider the final draft once figures are available following completion of the 2016 Accounts. It was also agreed that publication should coincide with issue of letters to those who Gift Aid offerings. Rev McMillan suggested that, in addition to providing a copy of the report to Parishioners, an oral presentation should be made at all Masses on the day of publication. **Action: M McGrath to prepare final draft following completion of Accounts for consideration at our next meeting – the Committee will also be required to agree timing and form of publication / oral presentation.**

Item 8 – Date of Next Meeting

The Committee agreed that the next meeting should take place shortly after the 2016 Accounts have been finalised in order to make best decisions on budget etc. Next meeting is therefore on **Monday 6th February 2017 at 12.00 in St Columbkille’s Presbytery.**

Item 9 – Any other relevant business

The following issues were raised:

- Paul advised that he understood that a “Retainer” applied to the costs of the building work – money retained until a period after handover to ensure full satisfaction of the work. A check needs to be made on how this will work, at what point during the year it will be required to be paid, and how much it is likely to be. **Action: M McGrath**

Father Hennessy then closed the meeting with a Prayer.

November 2016