

APPENDIX

REVIEW OF PARISH FINANCE COMMITTEE : ST COLUMBKILLE'S PARISH, RUTHERGLEN

Composition of the Parish Finance Committee

Issue	Current performance	Recommendations
Appointment by Parish Priest?	All members appointed by Parish Priest	<i>No Issues identified.</i>
Parish Clergy should be members	Parish Priest, Assistant Priest and Deacon are all members of the PFC	<i>No Issues identified.</i>
Minimum of three Lay people should be members: <ul style="list-style-type: none"> • Include gift aid organiser • An accountant or with bookkeeping ability • Property experience • solicitor 	The Committee also comprises 5 Lay people: <ul style="list-style-type: none"> • gift aid organiser • parish accounts manager • lay member of Steering Group for Parish works • No solicitor appointed but committee will co-opt if necessary 	Fr Hennessy to contact Parishioner who is a member of the legal profession with a view to attending meetings when required or on an ad hoc basis.
The Chairperson should not be a member of the Clergy	The Chairperson is a Lay person	<i>No Issues Identified</i>
The members should serve three years but this can be expanded by another 3 years if the Parish Priest wishes	All Lay members will have served three years by September 2019	Fr Hennessy to appoint a new Lay Member in place of M McNamara.

Performance in Role and Functions of the Committee

Issue	Performance to date	Recommendations
Terms & Conditions of Lay Employees	<p>Terms & Conditions all set out in accordance with UK Government guidance. No Contract required but need a Written Statement of Employment Particulars. These have been agreed for each employee by the PFC and the employees – with some advice from the Diocesan Office. They cover:</p> <ul style="list-style-type: none"> • Hours of Work and Duties • Pay + annual and sick leave • Pension Scheme • Notice of termination of employment • Disciplinary and Grievance procedures 	<i>No Issues identified</i>
Health & Safety Issues	<p>This is a standing agenda item for all PFC meetings with lead taken by Deacon McMillan.</p> <p>COSHH assessments have been completed on seven cleaning products used in the church and presbytery.</p> <p>Risk Assessments have been completed on :</p> <ul style="list-style-type: none"> • Body Fluid Spillage • Storage of Materials and Equipment • Damp Mopping • Dry tub vacuums • Dry upright vacuums • Mop sweeping • Rotary scrubber and polisher • Waste disposal <p>Most recently advice has been provided on Working at Heights and a Risk Assessment undertaken for access to and exit from the West Side door of the</p>	<i>No Issues identified</i>

	<p>Church as well as on the Conservation work on the side Chapel Frescos.</p> <p>In addition, all appropriate tools have been provided for cleaning; required number of First Aid boxes have been provided and all appropriate safety notices have been displayed.</p>	
Due diligence in managing all parish assets	<p>We hold, and have available all Diocesan guidance provided in the Diocesan policy documents:</p> <ul style="list-style-type: none"> • Data Protection • Health & Safety • Privacy • Whistleblowing • Anti-Bribery and Corruption <p>And use this for all Parish Policy as far as possible. Work to implement the Data Protection Policy is currently being finalised.</p> <p>We have also introduced the following as management tools for parish assets:</p> <p><u>Ongoing Works Table</u> This enables the PFC to list and prioritise works required in the Parish estate to ensure a continuous plan of work is undertaken within our budget constraints, to achieve the ongoing upkeep of the estate.</p> <p><u>Maintenance Matrix</u> This lists all ongoing maintenance issues, for example, annual tests for electrical and gas items; fire extinguishers; roof and gutters; security alarms</p>	<p><i>No Issues Identified</i></p> <p><i>See Annex of works undertaken and identified to date.</i></p> <p><i>No Issues identified</i></p> <p><i>No Issues Identified</i></p>

	<p>etc. This means we have, in one place, details of all contractors used and dates of when checks are due and have been undertaken. This is also essential for meeting the requirements of our insurance policy.</p> <p><u>Asset Register</u></p> <p>We do not currently hold a register of items such as church/vestry assets or office and house assets (e.g. pc's printers etc)</p>	<p>Deacon McMillan to lead on the production of a Parish Asset Register</p>
Set annual budget, monitoring income and expenditure against it	<p>Implemented when PFC formed. Standard agenda item; actual spend against budget provided quarterly at meetings</p> <p>Annual Accounts are published on the parish website and available to parishioners who may wish to examine them.</p> <p>Information sheet explaining the accounts issued to parishioners, introduced by a member of the PFC speaking at every Mass.</p>	<i>No Issues identified</i>
Ensure full and proper books of accounts are kept in accordance with Diocesan procedures	<p>The parish accounts are recorded on a database with clerical record back up. An invoice or paper receipt is maintained for every transaction. Print outs of income and expenditure etc all available to PFC members. A team of parishioners is used to count money received through offertories and double check undertaken and recorded. Electronic banking is now used, as well as a parish debit card – bank accounts are available to the Diocese on-line. Diocese controls access by the parish.</p>	<i>No Issues identified.</i>

	A parish Accounts Procedure Manual has been produced and maintained. Last independent Audit was in 2018 (of 2017 account) – no issues raised by Auditor)	
Meetings should be held regularly – at least every three months	Meetings are held every three months – agenda and minutes are published on the parish website	<i>No Issues identified</i>

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Annex

Ongoing Maintenance – works identified and completed in the last three years:

- Upgraded some work undertaken in Phase II by installing hand dryers and baby changing facilities in the public toilets
- Identified issues with toilet doors in advance of final payment on Phase II
- Cleaned choir loft and fitted carpet tiles
- Repair to wiring for sound system in loft and at Altar
- Chapel House - Renewed stair carpet (dangerous) redecorated hall, landing and stairs – Fr Hennessy's sitting room/ kitchen and guest bedroom and bathroom. Provided new furnishings for guest bedroom. Provided new blind in Fr Hennessy's bathroom
- Upgraded front door security in house, new chain, lock and keys
- Removed and replaced leaning tree in front of church
- Provided new Hymn Nos Boards (2) for the Church – process of upgrading hymnals has begun and is ongoing
- Replaced central heating boiler and associated works to bring all up to safety standards
- In preparation for 3 celebrations we redecorated the Vestry and hall way and re-carpeted all. Also renewed lighting in the vestry and re-painted church gates and other metal work on walls (shot blasting where necessary), renewed all lighting in the vestry and passageway to the church, rewired for a safety light in the passageway to the church, installed additional external lighting at the front of the church and work ongoing to spotlights at 2 Stations of the Cross.
- Obtained full reports on the church organ and identified and secured a new contractor.
- Identified and secured contractor for roof and gutter annual checks and repairs.
- Identified and secured contractor to clean and check windows in church and presbytery regularly and twice yearly cleaning of external and internal windows.
- Identified and secured contractor for garden and grounds (weeds and tidy).
- All annual PAT; GAS; Security Alarm, Fire Extinguisher and Central Heating (Church) Testing undertaken. Five-yearly fixed wire electrical testing completed.

Work already agreed but still to be completed:

- Fresco ceilings at side chapels – work began in August for completion in December
- Kitchen floor and splashback – joiner has been arranged to provide estimate (w/c 2 September)
- Work is underway to obtain costings for the installation of a shower cubicle in the guest bathroom – in addition to the over-bath shower presently there.
- Organ maintenance is ongoing – specific issues had been identified during the process of appointing a firm for this work – three firms had provided analysis of the condition of the organ. No work undertaken due to the approaching 3 celebrations this year (Golden Jubilee; Ordination and Silver Jubilee). Company to be contacted to agree timetable for this restorative work.
- During the annual gas safety check, the gas fire in Fr Hennessy's sitting room on the ground floor was condemned. Action required to obtain estimate for removal of old fire and supply and fit of new fire – before winter.
- The broadband system in use in the parish does not perform to an acceptable level – the reception in rooms on the first floor is not good and our ability, e.g. to use video link to the parish hall to show e.g. specific church services is very limited – this was highlighted during the Ordination earlier this year. We hope to obtain estimates for an upgraded system which would solve these issues.
- Phase III of the Restoration Project covers the work required externally to the grounds of the church and the hall – including reinstatement of access from the hall car park to the church grounds – hopefully via a ramp for use by elderly and disabled parishioners/visitors – work on the walls which surround the car park etc. Some of this work is required from both a Health & Safety and Accessibility perspective. We do not plan to begin Phase III work in the near future, but do need to think about how we start to plan and fund this project.