

**Minutes of the meeting of the Finance and General Purposes Committee
held at 8.00pm on Tuesday 4th September 2018
at St Edmund's, Croft Road, Godalming**

Members Fr. David Parmiter
Rory Flynn
Arthur Gomez
Sean Leathem
Alan Lion
Margaret McClinton
Damian Wheeler
In attendance Ann Bleddyn (Secretary)

- | 1 | Opening Prayer | Action |
|----------|---|-----------------------------|
| | The opening prayer was led by Fr. David. | |
| 2 | Apologies for absence
All members were present | |
| 3 | Minutes of the last meeting
The minutes of the meeting held on 27th June 2018 were read and approved. | |
| 4 | Matters Arising
Alan confirmed that he had purchased a five user Microsoft licence for a period of three years. The parish computer will need the licence renewed by Alan on or before the 20th April 2019. All other matters arising to be taken under agenda items. | Alan |
| 5 | Parish Development – Strand One Vision and Mission
Fr David reported that the second Alpha course will be starting shortly. At last Sunday's masses three parishioners gave testimonials on the success of the previous Alpha course and encouraged parishioners to attend one of the taster sessions. The next weekend of "Know your Neighbour" will be 22nd/23rd September

Sarah Stilwell has been appointed as the parish assistant; she will be working on a Tuesday and Wednesday for five hours per day. Alan to prepare an item for the newsletter announcing the appointment. | Alan |
| 6 | Parish Development – Strand Two Parish Buildings
No news had been received from Waverley regarding the pre-application for the development of St Edmunds.

Arthur has prepared the first draft of the architect's brief for the renovation and development of St Josephs. Fr David and Alan to meet with Arthur to finalize the specification.

Alan reported that after contacting twelve electrical contractors he had received only one response regarding the installation of the television screens and associated works at St. Josephs. The quotation was from GB Electrical and the costs would be £2194 plus vat. The work could be undertaken toward the end of September. This quotation does not include any redecoration. Arrangements would be made to re-position the sanctuary lamp. | Fr. David
Alan
Arthur |
| | Fr David approved the cost of the installation but prior to this taking place he would speak to Kevin regarding the location of the choir. | Sean/
Arthur |
| | | Fr David |

Alan to prepare an item for the newsletter regarding the installation.

Alan

7 Treasurers Report

Rory tabled the SOFA Report to 29th August 2018 (copy in minute book).

The current bank balance is £86,253.08 with outstanding cheques of £6,431.77 less agency of £1,217.55 which will reduce the net balance to £78,603.76. The unrestricted forecast for 2018 is showing a deficit of £22,453. Rory advised members that the Diocese were late in collecting the fourth quarter of the transfer, payment was due on 10th December 2017 and was taken on 10 January 2018. 2018 FYF and 2017 actual would be adjusted accordingly.

Rory reported that while Shepherd Forestry were undertaking the tree work at St. Josephs a number of paving slabs on the side path to the rear car park were cracked. Shepherd Forestry deny all liability stating that the path is 2.2 metres wide and their vehicles are 2.5 metres and therefore they were unable to drive down the side path. Initially Shepherd Forestry was willing, as a good will gesture, to replace some of the cracked slabs and re-bed others - this offer has since been withdrawn. It is hoped that this offer will be re-established.

Rory advised members that now the tree work at St Josephs was finished he would be asking Alan Brown to recommence his fortnightly visits keep the car park and grounds tidy. This work will be going out to tender next year.

Following the successful parish audit undertaken earlier in the year Rory took members through the recommendations from Hays Macintyre for the improvement of controls and procedures. (Copy in minute book)

Members thanked Rory for all his hard work over the summer which has been extremely stressful.

8 Data Protection

Fr David reported that he was attending a GDPR course on September 13th.

9 Health and Safety

Whilst much improved, the committee discussed whether anything further could be done in relation to the sight lines when people leave St Josephs. Arthur was asked to talk to the neighbour opposite the entrance to see if they would be willing for a mirror to be placed on their land. A neighbour was very upset when someone, not an employee of Shepherd and Co, had taken matters into their own hands and damaged his hedge.

Arthur

Members agreed that Rory should appoint Crozen to undertake the Epoxy Resin work.

Rory

10 Update on the maintenance of the buildings and outside areas

The work on the flat roof at the back of the presbytery is still outstanding but will be undertaken in the near future.

Arthur

Margaret is very concerned that if a bollard is fitted in the carpark at St Josephs it will be a problem for those opening the church particularly in the winter months. Members agreed to look again at the security at St Josephs and in the meantime Fr David would contact Fr. Paul to see if any of the Polish congregation will be willing to undertake the fitting of any devices which will restrict access to the car park. Margaret suggested that part of the solution could be the fitting of CCTV.

Fr David

Margaret reported that the carpark lines were very faded and made parking

less efficient. Fr David to talk to the parish at Bexhill to see which contractors they used and Rory to talk to Crozen to see if they would undertake this work.

Fr David
Rory

11 AOB

Damian asked if any date had been set for the AGM, Alan confirmed that they were awaiting a decision from Waverly before a meeting will be arranged.

12 Date of next meeting

The date of the next meeting will be on Thursday 15th November 2018 at 8.00pm in the Parish Rooms, Croft Road, Godalming. The meeting closed at 9.30pm