

Our Lady and All Saints Finance Committee meeting - Thursday 3rd February 2022 - Minutes

Welcome – Bob Hudyba welcomed everyone to the meeting.

Present – Fr Philip Griffin (Parish Priest), Bob Hudyba (Chair – Church Property), Sarah Price (Parish Secretary, Treasurer and Gift Aid Co-ordinator), Steve McNally (Health and Safety Representative), Ken Baker (400 Club/Parish SVP), Anne Shore (Grants Group Representative), Mervyn Lodge (Church Sidesman).

Apologies – Deacon Thomas Tranter.

Minutes of the meeting held on 16th September 2021. Accepted to be a true record.

AGENDA ITEMS

CHURCH – Front door – the emergency repairs are holding; no cracks have appeared. We have now paid the invoice. A quotation of £3,500 has been obtained from Croft Building and Conservation, the cleaning of the stonework and cleaning, painting of the front doors. The National Churches Trust for stonework opens today. It's worthwhile putting in an application at this time. Committee members raised the issues that the doors are not aligned. They were advised that unless a more expensive repair is undertaken, they would need to stay as they are. As the left-hand door will not stay open a hook and eye will be purchased. It has been suggested the doors be French polished, however this is very expensive. Sanding the doors down and revarnishing them would make a big difference and protect them. It is a losing battle with the stonework erosion due to the ring road. The application is on hold until more details are known.

CHURCH ROOF REPAIRS – Croft visited the site recently with a cherry picker they have replaced all the slipped tiles. They were unable to access the section of the roof on the parish centre, due to parked cars.

PRESBYTERY – Flat roof has been re-felted and the brickwork repaired. When Croft was on site, they looked at the roof above the corner bedroom at the back of the house. The flashing has split, they knitted together. Hopefully this repair will work. The water damage in the room will be monitored. The windows on the presbytery are in need of repair and painting. Local parishes to be contacted for recommendations.

PARISH CENTRE - We need a survey of the building. A suggestion was made to reduce the work on the windows, to brick up the roof windows and no one would see from inside as they are all covered by blinds – this would be a question to ask the Diocese property department. All the work on the centre is almost complete, we are just awaiting the climb paint for the foyer area. Youth Room – The wooden floor was cleaned and revarnished. New flooring laid in the second half of the room, new comfortable chairs purchased and dido rails added. The old sofas have also been removed. Main Hall – Decorated and new table have been purchased. Toilets – totally refurbished – we did reuse the urinals and sinks. Corridor and Foyer – has been fully recarpeted. Some the old tiles have been used to floor the piety stall area at the back of Church. The spare tiles will be stored in the garage. An update on the damp in the Assisi room – the tie bar is a conduit to bring water into the building. The Architect has been contacted to discuss the quotation provided as it was very expensive and went above and beyond the work required, he has however received no reply. Another contractor will be approached. Parish Centre kitchen – the dishwasher is unrepairable and the cooker has been classified unsafe. It has been suggested that we purchase a new cooker and replacement dishwasher from the 400 Club funds. We need to check with Dudley Food Hygiene if there are any restrictions on the equipment used.

HEALTH AND SAFETY – We have received updated guidance from the Bishops of England and Wales. We have reintroduced the water stoups and these will be cleaned/changed twice a week. Names will no longer be taken. Due to the anxiety of some parishioners returning to Mass, it has been decided that we would continue with some closed pews on the side aisle. The ribbon will be replaced this week. The risk assessments have been completed on the Diocesan online Xcenta health and safety system. We need to be aware that some people are still frightened, we will therefore still ask everyone to sanitise their hands and encourage them to wear a mask. Restrictions have been lifted on the numbers in the parish centre. Tea and coffee after 11am Mass has restarted. We have requested that those serving put the sugar and milk in and we are offering individually wrapped biscuits. It was commented how nice it is to see parishioners returning to the Parish Centre. A thank you was given to everyone involved with stewarding. All lighting and alarm tests have been completed.

The Electrical Testing certificates have finally arrived. Overall, the reports are good, we have 3 items in the Church, 4 items in the Presbytery, 6 items at Norton Road and 5 items in the Parish centre which are all unsatisfactory. Bob has asked J & L Electrics to provide us with a quote for the work to be completed. The electrical certificates will be uploaded to Xcenta.

CEMETERY – A survey of the headstones in the cemetery is to be completed.

RENTAL PROPERTY - Due to the uneven nature of the front garden it makes it hard to maintain it. The cemetery maintenance contractor has suggested that next time he digs a grave using a digger, he will level off the area at the front of the bungalow. A discussion was held again about the possibility of extending the cemetery to use a fenced off area at the front of the bungalow. A letter is to be written to the tenant advising her of this.

400 CLUB – We have 230 members. Approx. £30,000 has been spent on the parish centre, this has all been paid for out of 400 Funds. The 400 club is a good way to ask parishioners to donate to parish, especially those who don't donate to the offertory funds. A leaflet is to be produced to tell everyone what we have used funds for and encourage others to join the scheme.

FINANCE –The Financial return has been completed. Everyone was provided with a copy of the receipts and payments for 2021, this will be used to produce accounts for the parish. The parish also has £159,562.70 of restricted funds, which includes £42,973.64 (Building Fund), £11,361.11 (Masses), £97,763.71 (Mary Lee Legacy – Church upkeep and maintenance), £6864.24 (Foodbank funds)

The Levy has been worked out using the diocesan calculator document and on the 2020 figures - £28,599.72.

GIFT AID –We now have 97 standing orders set up with another 2 donors requesting the parish bank account details. The Gift Aid envelope order is now reduced to 32 which includes 5 spare boxes - 93 boxes were ordered in 2021. More non gift donors have also set up standing orders.

Gift Aid Claim - Amount £46, 841.90 (gift aid offertory collection and gift aid donations tax year 2020/2021), Total tax claim £11,585.87, Diocesan Commission £695.15 = Total Claim £10,890.72.

AOB – Step on St Joseph's Altar – Carpet contractor has been to quote for the work. Unfortunately, his fitter is currently unavailable.

Fr Stephen has now moved in and is settling in well.

THESE MINUTES WERE APPROVED ON THE 9TH JUNE 2022 AS A TRUE RECORD OF THE MEETING.

PLEASE NOTE SOME ITEMS FROM THESE MINUTES HAVE NOT BEEN INCLUDED IN ORDER FOR US TO CONFORM WITH GDPR REGULATIONS.