

St Francis temporary Finance Committee

Minutes of meeting held in the St Clare room, St Francis RC Church, Coronation Road, Ascot on the 19th October 2016 at 7.30pm

Attendees:

Tony Berkeley (acting Chair)

Father Kevin Jones

Jan Wilkinson

Gerry Devanney

Terry Enga

1. The minutes of the last meeting held on the 7th July were approved.
2. Tony presented the annual parish return, which had been submitted to the diocese on the 29th September. Further review is required of the return as an anomaly was found during review.
 - a. Tony will send Gerry the excel workbook to review.
 - b. Tony will re-check the bank amounts as at the 31st August 2016.
 - c. Terry will perform a sample audit on at least 3 expense items.
3. Tony presented a draft budget for the period 2016/17. It was agreed to await the correction of the annual return, noted above, and the appointment of a new parish priest before any review can be undertaken.
4. Tony briefed the committee on maintenance work carried out and potential major works to be completed during the period 2016/17:
 - a. Repairs, costing £2,650, were completed on the boilers.
 - b. Father Kevin noted that the friary required considerable work, including the central heating and kitchen. Any such works should await the arrival of the new parish priest before being discussed and prioritised in addition to those items presented by Tony at the meeting (see appendix).
 - c. Tony noted that the lead on the roof gullies have serious issues, which require replacement and/or repair. Terry noted that a potential longer-term solution would be the replacement of the lead with plastic.

Tony was asked to get three alternative quotes for this work; one already received to repair the lead; and two for the potential longer term solution of replacing lead with plastic.
 - d. Tony noted that the QQ (Quinquennial Survey Report Church & Friary) will be undertaken in April 2017 and a figure of c £3,000 should be budgeted for.
5. The UCM did a great job in raising circa £8,000 for the new stained glass window, with the remaining £8,000 agreed to be donated by one parishioner, though all fund raising has been suspended as per the letter from Father Kevin to the UCM dated 24th September, 2016.

It should be noted that in all such matters the policy is clear in that the parish priest with the permission of the diocese has ultimate authority and that on no account

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should monies be raised or monies borrowed without their approval.

6. Tony noted that the a representative of diocese will attend and update the Finance Committee on the potential Kennel Road sale once the new parish priest is in situ.
7. For next meeting both the chair and the minute taker will be rotated.
8. The date of the next meeting is to be decided.
9. The meeting closed at 8.30pm.