

St Francis Finance Committee

Minutes of meeting held in the St Clare room, St Francis RC Church, Coronation Road, Ascot on the 18th May 2017 at 7.30pm

Attendees:

Tony Berkeley (acting Chair)

Father Kevin Bidgood

Jan Wilkinson

Gerry Devanney (joined at 8pm)

Terry Enga

1. The minutes of the last meeting held on the 2nd March were approved.
2. Tony demonstrated the new Diocesan accounting system, PAMIS, which is now being used effectively for our parish finance.
3. It was noted that the authorisation matrix for spending limits had been approved at a previous committee meeting.
4. Tony briefed the committee on maintenance work carried out:
 - a. New lights for the sanctuary – c £3-3.5k;
 - b. 9 other relatively minor electrical projects were completed in the month, including LED lighting in the Narthex and electrical hand-dryers for the toilets.
5. Tony noted that Leylandii tree roots are damaging underground pipe work. Tony was requested to get quotes to:
 - a. Either, remove or trim [extensively] the Leylandii trees and replace with a fence;
 - b. A simple fix for the pipework.
6. Tony was authorised to get the sacristy window, which is in an awful state, repaired. The estimation for the works is £1k.
7. Tony was asked to prepare a simple table for each finance meeting to include:
 - a. Brief description and requirement of job;
 - b. High-level quote(s) - who from, amount;
 - c. Final total charge.
 - d. Status of job – needed, quoted, completed.
8. Father Kevin suggested that the annual accounts are presented to the parish in late October 2017. Further work is required to prepare these and hold an AGM.
9. Father Kevin noted the he had invited Rev Canon Griffiths to review and comment upon the stained glass windows and the interior design of the church before next commission.

St Francis Finance Committee

Minutes of meeting held in the St Clare room, St Francis RC Church, Coronation Road, Ascot on the 18th May 2017 at 7.30pm

10. It was noted that the recent meeting held with Steven Morgan from the diocese regarding the Kennel Road site was extremely positive; we await the minutes from that meeting and a date for the Bishop to visit the parish.
 11. Jan noted that she had now completed her initial work to the annual report on the previous years parish accounts and will share these with Tony. Some changes have to be completed before these are finalised.
 12. It was noted that the parish does not have a budget for 2016/17 and that a budget for the year 2017/18 cannot be prepared until the final accounts are completed for 2015/16.
 13. Tony noted that he had requested 3 quotes to complete the QQ (Quinquennial Survey Report Church & Friary), originally scheduled for April 2017.
- Tony suggested that AED Practice who were the most competitively priced (at £1,200) and had done a very good job of the last QQ are appointed. This was approved.
14. For next meeting both the minute taker and the chair will continue to be rotated.
 15. The date of the next meeting is to be decided.
 16. The meeting closed at 9.15pm.