

Hemel West Parish Finance Committee
Minutes of meeting
Tuesday 28 February 2023 at 19:30 - Zoom

<p>Attendance:, Fr. Brian McMahon (Fr B), Minutes – Katy Kent (KK), Geoff Doyle (GD).</p> <p>Apologies: Anthony Parisi (AP)</p> <p>Email address for distribution: Father Brian – brianmcmahon@rcdow.org.uk Katy Kent – hemelwestfin2@rcdow.org.uk Geoff Doyle – hemelwestfin3@rcdow.org.uk Anthony Parisi – hemelwestfin4@rcdow.org.uk Shirley Bailey – shirleybailey@rcdow.org.uk</p>	
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1.	Capital Projects / Health and Safety	
	<p>The condition survey of the buildings has now been done and we should have the report in a couple of months. Fr B to follow up on this.</p> <p>Boxmoor & St Marks lighting upgrades-awaiting outcomes of asbestos survey & Diocesan sub committee approval of replacement lighting proposals(see Contractor Spec).</p> <p>Mike Dalton has now taken on Health and Safety, and spent time with the auditor.</p>	Fr B
2.	Climate Change / Environmental Issues	
	<p>Anthony Donovan, a member of the Justice and Peace group, is looking into the issue of solar panels. He went to a diocese meeting in February on this and will see what the next steps are when they are provided by the diocese (the timeframe has not yet been made clear by the diocese so await further information from them, then Anthony will liaise with Fr Brian/FC.</p> <p>Our energy usage needs/costs are monitored quarterly & further efficiencies considered at each FC meeting.</p>	Fr B
3.	Heating	
	<p>Confirmed that the heating is now being turned on for weekend masses, committee noted the church feels comfortable (noted that the cost of heating per hour has tripled).</p> <p>Summertime (post Easter) needs to be reviewed/adjusted and caretaker advised accordingly</p>	Fr B
4.	Planned Giving Drive / Fundraising	
	<p>KK is still to undertake some analysis on overall pattern of giving with a view to updating on this quarterly.</p> <p>Fr B will get access to OPAS for KK and GD, which will make this type of analysis more straight forward.</p>	KK Fr B

	Discussed that Fundraising experience is something that we need on Finance Committee. Geoff works with a parishioner/DENS Fundraising manager & will invite her to the LIA mtg 28/3/23.	
5.	Rent review	
	Fr B to follow up on this – GD to provide a brief note for Fr B to send on to Diocesan CEO.	GD / Fr B
6.	Lighting	
	We are waiting for the survey report back (see point 1) before making any further decisions regarding lighting. In hand via Fr B.	Fr B
7.	Finance Committee Chair	
	Further discussed that we need to try and get a Chair in place to help structure Finance Committee meetings – to mention in the Love in Action meetings.	Fr B
8.	Budget 2023	
	<p>The budget file was discussed in more detail.</p> <p>Fr B to find out more about the future costs arising from the ending of the Precision contract and introduction of a new Diocesan inhouse facility.</p> <p>GD to ask Shirley Bailey when the contract for cleaning renews and if any price changes envisaged</p> <p>Cost for green bins – Fr B to pass this on to GD.</p> <p>Fr B to ask Caretaker(Mick) to ask the appointed roofing contractor to inspect ALL flat roof areas of the Church(incl the Porch & St Joseph,s Hall toilets) & quote for any remedial work.</p> <p>Quote from specialists Ormsbys of Southport for reparation / replacement of the Statue of Our Lady including grotto is £2,500.To be included in 2023 Budget.</p> <p>Fr B is obtaining a quote on the overhead projector.</p> <p>KK and GD have some further work to do on checking through the budget file / variances.</p>	<p>Fr B</p> <p>GD</p> <p>Fr B</p> <p>Fr B</p> <p>Fr B</p> <p>Fr B</p> <p>KK / GD</p> <p>Fr B</p> <p>KK/GD</p>
9.	Requirement for 3 quotes	
	Discussed what is required by the diocese when we are obtaining quotes to have work done – three quotes is preferable but as we have seen in many instances recently sometimes it can be hard to even get one quote for a job. Fr B to send out the current diocesan audit requirements for the Committee to review.	Fr B
	Date of next meeting – Wednesday 19th April (followed by Wednesday 19 th July / Monday 30 th October)	

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