

Hemel West Parish Finance Committee

Minutes of meeting

Thursday 23rd November 2023 at 18:00 – SMSJ Hall

<p>Attendance: Fr. Kim Addison (Fr K), Minutes – Katy Kent (KK), Geoff Doyle (GD), Shirley Bailey (SB), Anothony Parisi (AP).</p> <p>Apologies: none</p> <p>Email address for distribution: Father Kim – kimaddison@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.	Update on plans for Hemel West	
	<p>The diocese wants to find a new parish priest for the parish of Hemel West following the early retirement of Father Brian McMahon on health grounds. In the meantime, Father Kim Addison, parish priest of the Hemel East parish, will act as parochial administrator for Hemel West. Father Kim cannot conduct mass in the parish due to his responsibilities in how own parish, but will be able to provide mass services for weddings and funerals. In the immediate future, masses will be at weekends only in Hemel West, due to the high cost of supply priests.</p>	
2.	Property / Sustainability updates	
	<p>Any changes or works on the church should be delayed where possible until a new parish priest is appointed and can take such decisions out of respect for the new appointed parish priest. Any required works should be reviewed, and if possible delayed for a few months until a new priest is appointed, with the exception of anything that impacts health and safety or structural.</p> <p>End of tenancy repainting / cleaning on the vacant flat near the Presbytery is complete and flat will be ready to be back on the rental market by the end of next week; diocese are aware. GD to send a copy of the recent rent review on the flats to Father Kim.</p> <p>Confirmed that the asbestos survey was completed under the instruction of Father Brian, but no report has been located and it is not known who completed the survey. Shirley will ask Mick if he knows, and review invoices and payments in case supplier can be located that way – report then to be asked for.</p> <p>Fr K to ask Chris Fanning about the condition / structural survey that was undertaken on the church, SB to remind Fr K on this.</p>	<p>GD</p> <p>SB</p> <p>SB / Fr K</p>

	<p>The replacement statue was already approved and budgeted for as a 2023 item by Father Brian therefore we should proceed with this. Shirley and Mick have undertaken some preliminary investigations, and Fr K has some further ideas as to how to protect the statue from damage including an anti-vandalism Perspex screen – SB and Fr K to take this forward with a view to getting this in place as soon as possible.</p> <p>PA System – some quotations on this were received in the past but these are likely now out of date, and noted that this would be something a new parish priest would want to decide on. Replacement system therefore to be delayed until new parish priest is appointed, this will be one of the first works recommended to them.</p> <p>Boiler has recently been serviced with no issues. Heating is now on a timer, and will be managed based on any feedback on temperature.</p> <p>Overhead lighting – quotes for this work exceeded £10k so this went to the diocese for approval, they insisted on a survey for hidden asbestos (see point above re. asbestos survey); they will also want their own team to review for ambience; this on hold depending on outcome of these points.</p> <p>Roof repairs at SMSJ to three dormers; the one by the altar is rotten but has had a temporary fix, so this work can wait until the new parish priest is appointed. This will be monitored and addressed if necessary.</p> <p>Disabled access ramp for SMSJ hall – this was previously commissioned for £6k but work wasn't complete and the contractor is not able to be contacted in order to re-arrange, therefore agreed we will defer this for the new parish priest's appointment, at which point we will need to get new quotes from alternative contractors.</p>	SB / Fr K
3.	Sustainability / Environmental Impact	
	<p>Noted that the diocese is working on this, therefore we await guidance from the diocese as to how to take our push on sustainability forwards. In the meantime, we will aim to undertake any essential works that have to be completed in the most sustainable way possible.</p>	
4.	Budget to Q3	
	<p>We are running more of a surplus than budget, but this is because some capital works have not been and now will not be completed this year, so we will need to use any surplus funds to get on top of this next year once new parish priest is appointed.</p>	
5.	Audit	
	<p>The audit is now complete, and the parish is compliant, with a score of 93% - Finance Committee thanked SB for her hard work.</p>	
6.	Finance Committee	
	<p>Health and Safety – confirmed that Mike Dalton is the Health and Safety rep, and will prepare reports for AP who is the H and S lead.</p>	

	<p>Fr K as parochial administrator cannot appoint to Finance Committee or make changes, so we will need to continue under current structure until new parish priest is appointed.</p>	
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Confirmed that meetings will be quarterly going forwards, with SB in attendance also, and if necessary in between we can arrange Zoom calls.