

## Minutes of the Our Lady of Kirkstall Parish Finance Committee 3<sup>rd</sup> October 2012

Present: Rev. P. Smythe; P. Lomas; J. McDonnell; P. Dowson; J. Barnes; S. Goodyear; Curtis Ledger; J. Knowles; R. Cavadino; J. Osmotherley; M. Teggart; Bill McCarthy; J. Hester  
Apologies: G. Bellamy

1. Fr. Pat welcomed everyone and opened the meeting with a prayer.
2. Minutes of the previous meeting:  
These were passed.
3. Matters Arising:
  - a) Removal of lead piping at St. Mary's – this has now been completed and was much less work than had been feared, as there was already a lot of copper piping in place. A couple of bits of lead in difficult to access places have been left as they seem sound.
  - b) Written Risk Assessments are ongoing. Jack is waiting for updated drawings of the Assumption & St. Mary's after all works are completed.
  - c) Holy Name Golden Jubilee – the Pastoral Committee have decided that neither the anniversary of the Foundation Stone (February) nor the Official Opening (November) would be suitable dates, so have decided that a celebration should take place in June 2013. Other than the hire of a marquee and outside caterers, no other extra expense is anticipated.
  - d) SVP events – further to the decision in principal to support these events, it was agreed that support will be offered this Christmas & careful observation made of costs and who attends (ie the poor of the parish or senior citizens who could be asked to make a contribution). Some events can be held as a whole parish, eg Mass for the Sick & Housebound, others are better held separately, eg Christmas parties. Senior Citizens from the Assumption church community will be invited to the Holy Name party.
  - e) Letter to Uniformed groups – a draft letter, thanking the group leaders for all their support & outlining the need for a levy of £1 per head per week to be raised, was passed by the committee.
  - f) The proposed meeting of a subgroup to discuss where savings can be made had not been convened. A date was set for Tuesday 6<sup>th</sup> November, 7.30pm in Holy Name Presbytery.
4. Progress of Works:

Father Pat expressed everyone's appreciation of the work done by Joe Hester, Joe McDonnell and Richard Cavadino for their skill, contacts, good will and hard work.

Richard reported that the works in St. Mary's Sacristy had gone remarkably well and were almost finished. There is only a little painting still to be done & the 2<sup>nd</sup> fix electrics. Joshua Tree will start fitting the furniture on Monday 8<sup>th</sup>. Everyone who has so far seen the works has been impressed by the quality and the costs will be on budget at £50,232. Flooring alternatives for St. Mary's Sanctuary are currently being explored.

Work at the Assumption is also going extremely well. The roof has been done, in accordance with the quote; the suspended ceiling has been fitted; the top step of the Sanctuary has been removed and radiators have been fitted. The 1<sup>st</sup> fix electrics and decorating preparation are taking place at the moment. It is hoped that everything will be done on budget at £80K incl VAT. It is hoped that all works will be completed, the church will have been cleaned and everything reinstalled by the end of October.

It was pointed out that c£10K had been saved by 'in house' supervision and organisation of projects using trusted sub-contractors, rather than employing a main contractor. This is money which has been put back into the budget.

5. Finance:

Peter Lomas presented a summary of the accounts for the half year April – September 2012. It was noted that the actual figures were only until 21<sup>st</sup> September, in order to be prepared for the meeting, so were 1 week short.

Income – offerings are on budget. Social is down, but is mostly made up of Christmas fayres so will be better next time. GAD income is above budget. Su is currently working on the half year claim for April – September. This money will probably be received in either December or January. Overall, income was on budget.

Expenses – the employment figures were low, due to the fact that employees are paid on 28<sup>th</sup> each month, so September's wages were not included in these figures. Employment costs are one of the things that the sub group should look at. The Assessment figures are a nominal monthly amount of £2,000 which is paid from the parish current account. The bulk of the annual £70K bill will be taken from the Diocesan account at the end of the financial year.

Repairs include some invoices for the special works at SM & A which have been paid to small businesses from the current account. Richard has copies of all these invoices and will be asking for these monies to be reimbursed from the Diocesan account. The amount shown in the half year's figures is £16.4K, plus £5K building regs. Overall, expenses are again over budget. However, repair costs should come down once all the building works are finished & costs will be saved by the fitting of low energy lighting and energy efficient heating at Assumption.

6. Assumption Social Club/Centre:

Fr Pat gave a short history of the Social Centre & Club, which began early in the history of the Assumption Parish and was an excellent facility not only in the Roman Catholic, but also the wider community for many years. Unfortunately, in different times the club itself struggles to continue, although it still provides a useful social function especially to elderly members. There will be an open meeting in January to discuss the future of the club, ie whether it is viable or whether it is better to either have no license (and bring own alcohol) or to use the facilities and only occasionally have a license.

Peter Dowson continued, saying that the Club Committee needs to involve more of the local Catholic community for voluntary help. Realistically, fees will need to be increased. It is hoped that Friday & Sunday Social Club gatherings could be self funding, with other social events raising money for the parish accounts. The Finance Committee were very supportive in principal of increasing publicity for the Centre. It was suggested that an article be written for the St. Mary's (& hopefully to be extended to the whole parish) newsletter. Another suggestion was that someone could appeal for help in the other churches of the parish. A brochure could possibly be produced, using Eddie Aitken's photographic and archive skills, which could be linked to the parish website. There are many baptisms in the parish, and funerals. Perhaps people could be encouraged to consider this as their venue? Likewise, school training days. Obviously, bookings would have to be made in accordance with the Social Club Constitution. Peter will provide copies for the Finance Committee.

7. Any Other Business:

- Holy Name Hall – one set of curtains needs re-hanging & the oven needs a deep clean. These are currently being dealt with.
- Once the work is finished at the Assumption, a select group of people to help clean will be needed. Again, this is in hand.

The date of the next meeting was set as Wednesday 30<sup>th</sup> January 2013, 7.30pm, at Assumption.

[This to follow the Pastoral Committee meetings at HN on 23<sup>rd</sup> Jan; SM on 24<sup>th</sup> and A on 25<sup>th</sup>. The Parish Council meeting will be on February 6<sup>th</sup>, at Assumption.]