

Holy Trinity Parish Finance Committee Meeting

7.30pm Parish Centre at Holy Cross Hall - Wednesday 19 September 2018

Present: *Fr Ephrem, Matt Blair, Nick Crang, Francie Dwyer, Maureen Folan, Leona Foster, Colleen Restieaux*

Apologies: *Dave M*

Prayer: Fr Ephrem - refl on Sunday Gospel

August Minutes:

FINANCE

- **Financials** - circulated prior.

Tracking steadily and maintaining the status quo. Point to note that collections decrease - deaths and aging congregation etc; rental increase is keeping the parish afloat.

- **Collections /Security** - ongoing theft issues at HC. There are some suspicions regarding who may be responsible. Vigilance over next weeks and consider possible actions: - change to procedures; install a safe for depositing immediately after collection; collectors take basket to counters immediately after collecting. . . . There are two collectors at HC and a small change to procedures.
- **Counting** - St A counters will not count at Miramar so continue as before merger. The number of other counters is dwindling. Because of insurance requirements it appears that the counting needs to be done by Monday. Perhaps further thought could be given to improving this situation.

PROPERTY - report from Dave circulated

- **St Anthony's & Good Shepherd** - Boundary issue sorted. Nick to check money paid to Archdiocese. Some query regarding the \$2000 fee. Proposed we pay \$300 and other party pay approx. \$600. AGREED
- **Holy Cross**
- **St Patrick's** - exterior hall painting deferred; exterior church washing deferred
- **Hall Manager's Report** -handwritten report received;

PERSONNEL

- **Health & Safety**

- Regarding H & S issues we have responsibility to ensure people working or volunteering are aware of practices and procedures.
- A policy for the newsletter/website would be good - there are some quite good ones around. **Colleen to procure a draft for Holy Trinity Parish. Discussed emailing a reminder to church cleaners, etc
- Looking at Emergency signage etc in St P Hall. They need updating. (in process)
- **Francie to check St A and Colleen & Leona to check HC and St P Churches to make sure all is up to date and accurate in those buildings. Also entry and egress for Accessibility.

- **Hall Manager** - There has been effort to remedy some of the identified issues regarding management of the hall. A notebook for recording borrowing and returning of the key held at the St V de P shop and also one for recording any health and safety and maintenance issues have been set up. However, there seems to be no relationship between this and reported issues. A list of hall users has been provided. A further meeting to assist with expectations is due next month.
St P Hall - Emergency procedures and other signage in the hall has not been updated and is out of date and generally in a poor condition. Colleen is replacing this. Nor was the hall very clean when she was in there to check the floor and the signs.
HC Toilets - toilets not very clean. Ballet teacher paying for cleaning company to clean before upcoming exams. No H & S signage evident there.

- **Vesting for Mass** Fr is very keen for the small room currently used by ST A school be available again for Church use, in particular, for vesting by the priest. There was discussion regarding moving the vestments or not. It was decided to try perhaps a rack for the current liturgical season vestments (ie the set currently used) to be stored and changed as need. Therefore no need for new furniture etc. **Francie will liaise with Graham regarding this and meet with Fr E.

- **St Patricks School BoT letter re parking and safety** - concerns regarding use of school playground during funerals esp when the time extends into end of school day and parental pickup.
It appears there was a breakdown of communication on the Parish part and some misunderstanding.
There was some discussion and all agreed student safety is paramount. However, the school has use of the hall so on the rare occasion of a big funeral that space is an option. Possibly also using a barrier eg cones to prevent access to the inner playground area would help; of course, when the carpark is finished this should alleviate most issues. **Colleen will reply and also visit with the principal.

- **PPC Minutes**

Noted that St A Bazaar is scheduled for a Sunday morning in 2019. Traditionally this has been on a Sat which is more appropriate. This committee has already shared this information. **Nick will speak with someone about this.

Church property - PPC Chair email re - opinion on rationalisation and action regarding Parish properties.

AGREED that decision and action is the responsibility of the Finance Committee (as per Archdiocesan Norms). There is no need for an additional separate group. However the Finance Committee may co-opt people with expertise onto the committee for a time if we wish.

We need to pray, reflect and ponder. Bring clear thoughts, ideas and options to future meetings. Nor be railroaded by people with particular interests.

The process, of course involves discussion and communication with all parishioners throughout the process.

- **St Patrick's Church toilet** - agreed to provide a key for accessibility for a special needs parishioner who is in the Chapel regularly during the week outside of Mass times.

Meeting ended: 9.30 pm

Prayer: Father Ephrem

NEXT MEETING: Tuesday 9 October 7.30 pm
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