

# St Mary Magdalen Ipswich - Finance Committee Minutes

*Meeting held in the Guildroom on Thursday 26<sup>th</sup> October 2017*

## 1. Present

Fr. Mathew George, Teresa Rose and Chris Croker

## 2. Welcome and apologies for absence

Apologies were received from Declan Moore

## 3. Minutes of Previous Meetings

The minutes of the meeting of 13<sup>th</sup> July 2017 were approved and signed.

## 4. Matters Arising

### (a) Inventory of Church, Hall & Presbytery Contents

Outstanding still to be arranged.

## 5. Treasurer's Report

### (a) Outturn to 30<sup>th</sup> September 2017

Teresa circulated a summary of Income and Expenditure to 30<sup>th</sup> September 2017. General receipts amounted to £43.9k and general payments totalled £35.1k leaving a surplus for the year to date (assisted by donations totalling £3.5k) of £8.8k. These figures include Diocesan half year levies and Gift Aid receipts.

### (b) Forecast Outturn 2017

The forecast outturn for the year will depend on the cost of further works to the presbytery and the hall but is expected to be cash positive.

## (6) Council Tax

Chris reported that since the last meeting a successful request had been filed with the Valuation Office to reduce the presbytery Council Tax banding. The basis of the request centred on the use of certain rooms (inc Guild room and priest's office) which have always been used for church related purposes rather than for residential purposes. The Valuation Office have recently informed us of the decision to reduce the banding from D to E which will save the parish around £300 in a full year.

This reduction however has only been backdated to the date of the revaluation request (22<sup>nd</sup> August 2017) whereas the rooms referred to in the appeal have been used for church related purposes well before the introduction of Council Tax in April 1993.

It was therefore agreed to lodge an appeal with the Valuation Office to change the effective date.

### **(7) Asbestos Survey**

Following a reminder from Ipswich Borough Council of the need for the parish to have an asbestos survey and management plan a company was commissioned to carry out a survey of church premises and this was due to take place in October 2017. Just before the company arrived however a last minute search of the archives revealed that a survey was carried out and a report produced by Brown & Co, Diocesan property managers of Norwich in March 2004. The new survey was therefore cancelled saving the Parish over £800.

It was agreed that Chris should prepare an asbestos management plan and register using the 2004 report and provide a copy to Ipswich Borough Council.

### **(8) Fire Safety**

It was noted that the fire extinguishers in the Presbytery, Church & Hall were all overdue for maintenance as the previous maintenance contract with GFA Premier had lapsed. It was agreed to obtain quotes for a new maintenance contract and to organise for the work to be carried out within the next few weeks. The cost is expected to be around £300 for a first visit as a number of extinguishers need replacing but reducing to less than £100 per annum thereafter.

### **(9) Other Property Matters**

#### **(a) Church**

Progress since the last meeting:-

- 2 benches have been removed from the gallery and taken to Hollesley Bay for refurbishment to match those in the body of the church and an already refurbished bench has been moved from the garage to the gallery. The gallery will eventually be comprised of 5 benches and the existing chairs will be removed and stored.
- A battery operated light has been fitted to the statue of Mary on the Walsingham altar.

Future work required:-

- Following the parish meeting a sub committee comprising Andrew Ford, Joe Cleary and Val Croker has been set up to produce a proposal for the final layout of the gallery and for modifying the gallery wall to enable parishioners sitting at the rear to have a view of the altar.

- A further sub committee comprised of Joe Cleary, Jim Poll, Chris Croker and Frank Viera has been set up to produce a proposal for building an enclosure in the Sacristy to provide privacy for parishioners making confessions.
- An additional sub committee will be set up in the New Year to produce a proposal for improving the current lighting arrangements in the church.

**(b) Presbytery**

Progress since the last meeting:-

- The dining room and spare bedroom have both been redecorated.
  - Shelving has been removed from the guest bedroom and the main bedroom. Both rooms have been redecorated and new power sockets and a light switch installed in the guest bedroom and new curtains fitted in the main bedroom.
  - The dressing room/ensuite has been redecorated. Carpet around the shower cubicle has been removed and replaced with cushioned vinyl flooring. New curtains, opaque window film and a roller blind have been fitted along with a new self closing seat for the toilet.
  - An Xpelair fan has been installed in the kitchen and a door manufactured at Hollesley Bay to closely match the existing doors has been fitted.
  - A leak in the washing machine connection has been rectified and the affected flooring and skirting in the downstairs toilet has been removed and replaced. A new self closing seat has been fitted to the toilet and an enclosure constructed to hide pipework. A roller blind has been fitted and the room fully redecorated.
- An inner door has been removed from the Guild room ladies toilet and a baby changing unit and new outer door lock installed.

Future work required:-

- The kitchen to be redecorated during Fr.'s visit to India in January.
- Lighting in the hallway and ensuite bathroom to be made more effective.
- Broken leaded light panel in the hall doorway to be replaced.
- Rear upstairs windows to be painted in spring 2018 along with the main garage.
- Drains to be checked and cleared where necessary

**(c) Hall**

Progress since the last meeting:-

- The gable end at the rear of the hall which had deteriorated and part of the soffit have been overclad with uPVC.

Future work required:-

- Grant funding to be sought for replacing the kitchen units.

**(d) Grounds**

Future work required:-

Fr. mentioned that he would like the brick pier to the left of the church drive entrance removed or resited to allow for better vehicular access.

**Once again thanks go to the men from Hollesley Bay together with a stalwart group of our own parishioners (you know who you are!) and to all who supported this work whether that involved providing labour, supervision, materials or meals.**

**(10) Pipe Organ**

The pipe organ was dismantled and removed in September by an organisation specialising in rebuilding/refurbishing organs in Poland. A donation of £500 has been received.

**(11) Committee Membership**

Fr. to invite Andrew Ford to rejoin the committee.

**(12) Any Other Business**

- (a) Teresa has proposed a modified version of the Diocesan format for weekly cash collection sheets to accommodate more closely parish requirements. Suitability to be checked with the Diocese.
- (b) Teresa to check whether VT software could be used for maintaining the Parish accounts in which case we could dispense with the existing PC which is now running with unsupported Microsoft software and replace it with a laptop.

**(13) Date of next meeting**

Thursday February 22<sup>nd</sup> 2018 at 10.15a.m. in the Guildroom

***Minutes approved at the Finance Committee Meeting 22<sup>nd</sup> February 2018***

Signed:

Chris Croker - Finance Committee Chairman