Minutes of the Practical Management Group held on Tuesday 7th March 2017

Members present: Fr. Jerome, Alan Catterson, Fiona Roebuck, Philip Holland, Paul Harper, Jane Plassom – Scott, Lorna Mullett

Apologies: Michael Coen, Michael Mullett

Item 1. Finance

Jane circulated copies of the Cumulative Accounts to 31st December 2016 (attached) and noted the salient points:

*Income*

* + - The totals from the offertory collections are down
    - Attendance at Mass is down
    - The average donation per person is up
    - The income from the Haydock Centre is slightly up
    - Overall the parish income is rising

*Expenditure*

* Included the cost of the Bishops visit
* Charges for supply priests
* General parish expenses
* Overall costs slightly higher

The maintenance budget for 2017 had been set. The normal surplus of income over expenditure is anticipated at £15.5K which would meet any future major project costs.

Item 2. Building work programme

*Report on the recent installation of the new heating system*.

Alan reported that the installation was now complete with a few teething problems. There were extra expenses incurred by Richardsons and the electricians but these costs would be met easily out of the 2017 budget.

*Pointing work*

Paul reported that there was a tradesman ready to do this but there are health and safety requirements and not all contractors can or will comply with these. It was **agreed** that a simple form be drawn up and submitted to contractorsfor compliance. **ACTION: Paul Harper, Alan Catterson**

*Wi-Fi*

Jane reported that the password for the parish office Wi-Fi was becoming widely known and could, therefore, be in danger of infection. The simple solution is to install a new business router which will split the signal in to two one for the office and one for the Haydock Centre Hall. This would necessitate two new passwords. The cost quoted by KCS of Keswick for materials and installation would be £188. It was **agreed** to go ahead with this. **ACTION: Jane Plassom-Scott.**

*Radio Signal/Intruder alarm/Fire alarm*

These are not working properly and the combined job needs chasing. **ACTION: Alan Catterson**

*Drain maintenance*

This is being done by a member(s) of the parish

*Health and Safety audit*

Paul reported that the questionnaire was nearly completed and had raised, so far, 280 ‘actions’. He will talk to the Health and Safety parish reps, Rosemary and Martin, and prioritise the ‘actions’. He asked that these be kept in mind for the planned budget. **ACTION: Paul Harper**

*Roof repairs/gutters*

These are on-going with the gutters having been cleaned by members of the parish. This raised the question of health and safety and whether, or not, professional contractors should be called in.

*Gardens*

Paul reported that Michael Mullett, who undertakes the maintenance of the flower borders/patches had asked for volunteers to help, if only for an hour a week. This is especially required as he would like to extend gardening activity to the back of the Centre. Alan agreed to put together the old stone font in the Margaret Clitherow garden along the side wall. **ACTION: Alan Catterson**

*Parish Catering*

Father Jerome made a special plea for a contact person whom he could contact to arrange catering for parish events, eg Lenten lunches, Deanery Conferences

*Shower in /Father’s flat*

This was in the process of being replaced.

*Stained glass windows*

Paul reported that he had had one response to the need for repairing and cleaning the stained glass windows but that this could, potentially, be expensive as it would involve the use of scaffolding. It was **agreed** to put this work on a reserve list for 2018. **ATTENTION**: **Jane Plassom-Scott**

*Centre and Rectory Cleaners*

There are now two Agency cleaners and this is working well.

*Safeguarding*

Fiona reported that DBS checks held by parishioners will need reviewing soon but can now be done on-line.

*Sacristan*

Lorna Mullett reported that Brenda Smith had retired as Sacristan and the work is now being carried out by a team of three ladies, herself included, under advice from Brenda when necessary.

*More volunteers*

The need for more volunteers was discussed and certain ideas came forward

* Enlarging the parish database to include areas of expertise
* A picture board of PPC members – who does what? Who to approach?
* Direct approach to parishioners

It was **agreed** that the need for volunteers for both PMG and MLG work should go on to the Agenda for the next PPC meeting. **ACTION: Lorna Mullett for Gerard Ainsworth.**