**Minutes of the Catholic Parish of Hastings Finance Meeting**

**Held at Epplett and Co Ltd Tuesday 13th March 2017**

**PRESENT**: Preston Epplett, Brian Kelly, Terry Greig, Dean Carran,

 Fr Vince Onesi, Kevin Jury, Marie Russell, Geoff Hansen,

**OPENING PRAYER**: Fr Vince

**APOLOGIES**: No apologies

**Minute Taker**

Trish Sharp

**Minutes of previous Meeting 14th February 2017 had circulated**

It was unanimously agreed the minutes should be taken as read.

Confirmed as a correct record.

Moved by Kevin and seconded by Brian.

**Matters arising:**

* Preston advised that the meeting with the Bishop did not go ahead and the committee will need to take up the issue of repairs, with him, and discuss what will happen with the Paki Paki property.
* Geoff advised that he has spoken with Tevita regarding the purchase of heat pumps. It was suggested that Dove Trust could apply to Flaxmere Licensing Trust to assist with this purchase.
* Quote for straightening carpet $650.00 + GST. It was suggested that the power point was causing the problem. There would be an additional cost to relocate this. As it is not being used and is a health and safety issue, this is to be decommissioned. Geoff is to obtain a quote from Carpet King and it was passed to go ahead with repairs based on the best price quoted.
* Microphones quote received from TC Systems (Des Kavanagh) $699-00 OLOL,
* $919-00 SH

with microphone offered for trial, to see if problem sorted.

Kingdom Music have advised Brian Kelly that the control box is faulty and needs replacing. Brian has requested they send a quote to Geoff.

Brian and Geoff to arrange a meeting with both businesses to discuss further.

Decision deferred until next meeting.

* Kevin missed cut-off date for grant application to Higgins Bequest Trust. It was suggested he apply anyway.
* Brian advised still “work in progress” regarding scaffolding for installation of LED lights.

Fire extinguishers have been replaced at OLOL

Linking Parish alarms with the office – Geoff had 3 options. It was decided to try using the remotes. If not successful adopt option 3.

**Correspondence In:**

Letter received from St. Mary’s School regarding the garden on Parish land.

* The committee is happy for the plants/weeds to be removed under the signage, however, due to the work pending at the school, nothing else is to be done. Trish to reply to this letter.

St Joseph’s School request for $2000 from Catholic Development Fund.

* The committee agreed for Geoff to write to CDF to request $2000-00 be transferred to account, and then forward funds onto St. Joseph’s School.

Christian Broadcasting Assoc. envelope collection.

* Committee agreed that we could not assist as there are too many collections at that time. Deb to reply back to them.

Request for crying room at OLOL.

* Kevin suggested changing the door to have clear glass. Brian commented that we need to check if we are allowed a ‘Crying Room’. As a compromise, it was decided to install glass in the door and see how that works. It is not feasible to install sound system at this stage.

Moved by Kevin, seconded by Dean. Unanimously all in favour.

Quote for Heat Pump at OLOL.

* It was unanimously passed that a heat pump be installed and Tony Lucy to complete installation.

Funding for the Youth Ministry training Hui at Wanganui

* Geoff advised he has purchased a return fare for the Christchurch trip and Deb is to make an application to the Catholic Charities for funding. Wanganui trip to be added to the application for funding.
* Request for the purchase of a projector, table tennis table and keyboard.

Dean commented that we need to support Faaki in her Ministry and provide “fun” activities to draw in the Youth. He also suggested that the Finance committee allocate a set amount each year to the Youth and any excess expenditure is to be fundraised. There is a table tennis table which is in need of repair. Brian volunteered to look into this and also complete an application for a grant. Preston stated that, if they get the resources, they need to respect them and have adult supervision to make sure they are respected.

Terry has put a proposal to Faaki to hold a Youth group weekend at St. John’s, run over a Fri/Sat/Sun period. They have a chapel, hall and playing area.

He has asked if he could bring in 5 youth from outside Hawkes Bay – from Auckland, Wellington etc. who are good teachers. The cost will be shared with Napier and is to be confirmed.

Terry is to construct a proposal and budget, to be put to the committee, so they can apply for a grant for assistance in travel costs.

Dean emphasised the importance of communication with the schools regarding Youth activities.

Preston stated that this is a Parish Council matter and they would need to come up with a plan and budget and then the committee will support them financially.

Kevin is to formulate a proposal to Council to put a plan in place to assist Faaki in her Youth Ministry (training, mentors etc.)

This was unanimously supported.

**The Finance Report:**

Tabled – attached to minutes.

There were no questions regarding the financial report.

Fr Vince is to find a replacement, with accounting knowledge, to replace Preston.

**General Business**

* **Communities flower spend for Easter**

A budget has been set $100-00 per community

* **Activity Risk Assessment Management Form**

Terry spoke on health and safety issues.

1st Aid kits need updating at each community and venue

Faaki needs to have forms completed for youth trips and police vetting.

It is a requirement to have a trained First Aid officers at each Mass. Terry has approached the Liturgy committee to ask Mass-coordinators to nominate and organise the training. Finance committee to cover costs.

**Other Business**

* Lights for Easter - Brian is to purchase a box of battery lights $190.00
* Bathroom repairs at SPC - Geoff to get quote from Carpet King and plumber
* Dean raised his concerns regarding the communication to the public about the removal of the MadonnaChapel**.**

He has drafted a report to be constructed by Marie, checked by Preston, and placed in the school’s and Parish newsletter for circulation.

**Action list**

**Geoff**

Geoff is to obtain a quote from Carpet King

Brian and Geoff to arrange a meeting with TC Systems and Kingdom Music to get comparable quotes.

Get quote from Carpet King and plumber for bathroom repairs at SPC

Write to CDF to request $2000-00 be transferred to St Joseph’s school.

**Brian**

Scaffolding to be arranged for LED lights to be installed

Brian to look at table tennis table to repair and also complete an application for a grant to assist in resources for the Youth Ministry.

**Kevin**

Grant application to Higgins Bequest Trust

 Formulate a proposal to Parish Council to put a plan in place to assist Faaki in her Youth Ministry.

**Terry**

Terry is to construct a proposal and budget for the Youth weekend he is planning.

**Meeting closed 9.00pm**