

THE CATHOLIC PARISH OF HASTINGS (CPH)
FINANCE & ADMINISTRATION MEETING at 7pm Tuesday 10th August, 2021

Present: Brian Kelly (chair), Alan Stanley, Vipin Thomas, Jean-Ann Fergusson, Fr Anthony Htun, Lee Pepping (minute taker)

Apologies: Fr Marcus Francis

Alan/Jean-Ann

Opening prayer: Fr Anthony led the Parish prayer.

Minutes of the July 2021 meeting: circulated, read and confirmed

Vipin/Alan

Matters arising from the minutes of the previous meeting:

- SH security – some issues involving HSM but these are being resolved.
- Immaculate Conception Church at Pakipaki – an assessment of maintenance will need to be completed at some stage.
- OLOL heating – Brian has received information that infrared heaters are the best option for our churches. As heaters fail these can be replaced with infrared heaters.
- Church signs for SPC and SH – these will be installed including the website at the bottom of the sign. No mass times included. May consider a suitable type of lighting.
- Hazard report – the storage room in SH needs sorting and emptied. Larger items can be stored in the shed behind the Mission Centre which will meet the requirements of the hazard report.

Jean-Ann/Alan

Finance:

- Reports circulated.
 - Breaking even in line with the budget
 - Vipin will prepare information for planned giving presentations at all Sunday Masses – 12th & 19th September 2021. Jean-Ann will assist Vipin in identifying people who could present the information to parishioners.
- Pledge Form – Vipin suggested using an online form. Pledge form will also be in the newsletter.

Alan/Vipin

Correspondence:

- No correspondence.

General Business:

- A Management/Leadership Team for the Parish has been established and will meet once a month.
- SH maintenance & cleaning - Don is on sick leave. St Joseph's School caretaker will be approached to care for lawns and edges until Don returns.
A parishioner with a cleaning business will be approached to regularly clean the Mission Centre.
- Planned Giving talks – priests will prepare congregations ahead of PG talks.
- SH emergency lights – have been ordered.
- SH security system – sorted. Jean-Ann, Brian and Alan have the security camera filming on their phones.
- Health & Safety requirements – only tiles at SC to be repaired which Alan will manage. Fire doors all open and close.

Emergency Assembly Area sign will be installed. This will be announced at Mass, in newsletter, on the Health & Safety map and on social media.

- Sacred Heart - Camera set above the baptismal font can be used to screen baptisms onto screen.
- Front of SH – is on hold at this stage.
- Old Pakipaki church has received some funding for restoration.

Fr Anthony/Alan

Meeting closed at 8.15pm with a prayer by Alan.

Next meeting: 7pm Tuesday 14th October, 2021. Note that there will be no meeting in September.