

**THE CATHOLIC PARISH OF HASTINGS (CPH)**  
**FINANCE & ADMINISTRATION MEETING at 7pm Tuesday 12<sup>th</sup> April, 2022**  
**Meeting held via Zoom.**

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

**Apologies:** Nil

*Fr Anthony/Jean-Ann*

**Opening prayer:** Parish prayer.

Brian welcomed Fr Trung to the meeting as a member of the Finance & Administration Committee.

**Minutes of the February 2022 meeting:** circulated, read and confirmed

*Alan/Fr Anthony*

**Matters arising from the minutes of the previous meeting:**

- HDC meetings – no further contact has been had relating to the use of a meeting space.
- Jean-Ann rang parishioners and had a response from about eight who needed assistance with planned giving
- Fr Anthony had no responses
- Painting at SPC by Fr Marcus is progressing
- OLOL heating – reported in General Business
- Eftpos machines at Mass – reported in General Business
- SPC stormwater issues – still waiting to hear from HDC - no progress

*Vipin/Alan*

**Finance:**

- Financial documents have been circulated. Discussion followed.
- Financial contributions continue to decline and this is challenging to address because parishioners are not attending Masses. The Diocese is also struggling due to lower contributions from parishes.
- Auditor's letter has been received. Committee believes the cost is expensive and it was suggested that it is worth testing the market for a cheaper fee. At this stage, the auditor used is based on a Diocesan policy. The auditor queried how CPH protects against fraud. There are processes in place and a statement needs to be written to explain fraud prevention processes.
- Taihape property – a small section of land at Fernhill which accommodates a statue of Mary. This is maintained by local residents.

*Fr Anthony/Vipin*

**Correspondence:**

No correspondence received.

**General Business:**

- OLOL heating – the decision has been made to progress with 11 infrared heaters. Santosh Thomas has supplied a quote for labour and cabling which is cheaper than a competitor's quote. He has offered to provide everything at cost. This is a generous offer. Santosh will also be asked to price the purchase of the heaters.
- Eftpos machines for the CPH – Brian received information and advice from the Catholic Parish of New Plymouth and has circulated information about options. Discussion was held about the best option for the CPH. The option chosen has a 3-month trial period. Fr Trung will arrange signage which is essential and parishioners will be advised and educated on the use of the machines.
- SPC storm-water – needs attention. Vipin suggested applying for funding from ECT. Brian will continue to work on a solution.
- Life Teen – programme is being funded by the CPH and will be starting the 1<sup>st</sup> week of June with at least 17 participants.
- Don has reduced his hours to 6 hours per week of inside work and Trish is working 4 hours per week and is responsible for the gardens.
- Aubert Centre – a rent review is due by the 31<sup>st</sup> May 2022. Brian will communicate with the Diocese to remind them of this review.

- Eastern & Central Community Trust (ECCT) – Vipin recommended applying to the ECCT for funding in the future for anything that demonstrates the funding is for the common good of the community, such as upgrading the SPC hall which is used by the wider community.
- Staff – Vipin reminded the committee that it is time for the annual salary review. This will be undertaken by Brian, Frs Anthony and Trung.
- Jean-Ann will investigate being registered for Zoom for future meetings as required.

*Fr Anthony/Jean-Ann*

**Meeting closed at 8.10pm with a prayer.**

**Next meeting: 7pm Tuesday 14<sup>th</sup> June, 2022.**