

**THE CATHOLIC PARISH OF HASTINGS (CPH)**  
**FINANCE & ADMINISTRATION MEETING at 7pm Tuesday 13<sup>th</sup> February, 2024**

**Present:** Brian Kelly (chair), Alan Stanley, Vipin Thomas, Jean-Ann Fergusson, Fr Marcus, Deacon Tevita, Lee Pepping (minute taker).

**Apologies:** Mark Sullivan

**Opening prayer:** Alan led the committee with the Parish prayer.  
Brian welcomed Fr Marcus to the meeting.

**Minutes of the 21<sup>st</sup> November, 2023 meeting:** circulated, read and confirmed. *Alan/Vipin*

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

- Church signs – it was agreed that there is no need to include Mass times on signs for SH and SPC. Website will be included. New signs will be similar to the present OLOL sign which uses the CPH logo. The sign writer will have the template. Jean-Ann/Brian to follow up on this.
- Fence between Brian Coe and OLOL land has been repaired. Any costs incurred will be shared.
- Hall rental rules were discussed with minor alterations made to one condition.
- Omahu land – this process is being managed by the Diocese. *Vipin/Alan*

**Finance:**

- Financial documents have been circulated. Discussion followed.
- Xero accounting system is working well with easy to interpret reports.
- Positive income over the past 3-month period. Increase has mostly been in cash collections.
- It was agreed that there will be a Planned Giving presentation at all masses sometime this year. *Alan/Vipin*

**Correspondence:**

- Nil

**General**

- Fr Trung's farewell & Fr Marcus' welcome went well and was very well attended. HSM re SH – Jean-Ann will follow up with HSM. A full proposal with a quote is required for all the recommended work is essential before a decision can be made. Jean-Ann will also query the fees charged by HSM for their errors. Jean-Ann will also check with NOW who is the telephone services provider.
- Insurance claim for stolen defibrillator at OLOL – this will not be replaced because the ongoing costs are now the responsibility of the CPH and this is quite expensive. *Marcus/Alan*
- Letter from Diocese re: insurance review – Brian reminded the committee that it is stated in appendix 4 that parishes are required to insure all buildings on property in their care. Diocese needs to clarify their stance on insurance of buildings. A letter will be written to Liam Greer requesting clarification.
- Office staff update – Steph is presently absent from work to complete training for her second job. Trish is covering the office work during this time. Trish has been working on Mondays which has assisted Jean-Ann. The committee is on board with these arrangements.
- Fr Marcus is completing an overview of the CPH from his perspective. Prior to publication as an insert in the newsletter, he will share it with Brian and committee members. Feedback can be provided via Brian.
- Preston Epplett has requested the purchase of minor items to improve the SPC sound system. Vipin suggested some superior products for him to purchase. *Vipin/Alan*
- Fr Marcus suggested the possibility of replacing the heating at SPC with similar heaters recently installed at OLOL. Jean-Ann will discuss the viability of this proposal with Chris Jablonski.
- OLOL parishioner's group have provided a list of maintenance relating to OLOL. The majority of the tasks are small and some have already been completed. They have been given the approval to do most of the work recommended and provide any invoices to the office.

**Meeting closed at 8.10pm.**

**Next meeting: 7pm Tuesday 9<sup>th</sup> April, 2024.**