

The Catholic Parish of Hastings (CPOH)
Finance & Administration Committee Meeting
Held 7pm Tuesday 08th October 2024

Present: Brian Kelly (chair), Fr Marcus Francis, Jean-Ann Fergusson, Mark Sullivan, Alan Stanley, Vipin Thomas, Jason Kelly (minute taker).

Apologies: Lee Pepping (minute taker).

Opening prayer: Fr Marcus led the committee with the opening prayer.

Minutes of the 13th August 2024 meeting: as circulated, read and confirmed. Moved by Alan, seconded by Vipin.

Matters arising from the minutes of the previous meeting:

- Church signs – Alan has had no response from the sign-writer.
- HSM – Brian has requested a rebate covering the period of issues. HSM to come back on this.
- OLOL presbytery – discussion in general business.
- Pakipaki presbytery accommodation – legal owner is actually the Diocese. Consideration given to generating a Licence to Occupy but who would sign this for the tenant? Can it be done unilaterally by the Parish/Diocese? There are potential issues with the Parish receiving rent for the house. Suggestion was also made that the council could be asked to condemn the building. Fr Marcus will discuss the property with Liam at the Diocese office.
- Communion wafers – Fr Vijay advises to just leave for the moment.
- Sacred Heart church Painting – has started. Looks good so far.
- Office garden soil – gap has been made so it is not against the office building.

Finance:

- Financial documents have been circulated, including draft financial statements for the year ending 30 September 2024. These are incomplete with further entries to come. Brian noted that for the 2024/2025 year, insurance is likely to increase in the region of \$40 - \$50,000, wages (based on current hours and staffing) by around \$30,000 and allow general inflation on other expenses of say 3-5%.
- Final accounts to 30 September 2023 only just received. Not sure why delayed but possibly due to staff changes in Diocese office.
- Jean-Ann raised the issue of Sacred Heart cash collection – locked bags to be used in future.

Correspondence:

- Nil noted

General

- Fr Marcus e-mail re: future parish staffing etc – Trish and or Steph may look to retire / leave next year. By hiring and training Katey now, who is learning all roles over time, the parish is getting ahead of the curve. Fr Marcus advises the Diocese will cease funding the parish \$15,000 p.a. for college chaplaincy as it is looking to reduce costs due to a forecast \$700,000 deficit. Faaki may also lose the 20 hours paid direct ex Diocese. Not known if the colleges can support this financially. Will need to talk to Faaki to see if 20 hours per week enough to continue. Fr Marcus wants to look at pay increases to living wage for all parish staff. Priorities need to be balanced with funding.
- Tap & go machine – to be trialled initially at Sacred Heart. Katey has drafted two posters – green one favoured with removal of full stop after payment and squiggles

from the bottom. Thank you to be changed to green and EFTPOS added. Jean-Ann will arrange final copy to be printed on card in appropriate size.

- Pillars in front of the Sacred Heart presbytery – these have been removed to give extra car parking.
- Sacred Heart power – monthly power bill has gone from around \$500 to \$2,000 after power meters changed. Jean-Ann has power usage data but no clear answer reached. Suggestion was at least some of the increase is from heating the full church on Fridays. Further research is required as there is a charge to have the meters professionally checked. Brian advised a basic check can be done by turning everything off, ensuring the meters are not moving, and then turning on say a 100W light for 30 minutes and noting the meter movement. This would show up any obvious meter errors.
- Sacred Heart dishwasher – unlikely to see parts for repair by Christmas. As such, Brian requested, and was granted, a loan machine which has been installed.
- Office phone system – is unreliable and fails with no technical support available due to age. Now has offered some new phones. This change was approved.
- Planned giving – Fr Marcus advised there is to be a talk from the altar in all churches once the tap & go machine is in place. A simple pie graph of parish expenditure to be presented along with a vision of the future. Fr Marcus felt a Parish AGM would be of no value.
- OLOL presbytery – Fr Marcus stated the Diocese policy is to keep land rather than sell it. Mark has looked at the building and various options. All the walls, internal & external, appear to be concrete filled and with no visible cracks. The roof is at its 50 year warranty limit so needs re-roofing. There are no known covenants on any of the buildings. The suggestion is to re-purpose the existing building rather than demolishing and starting again. The layout of the building with multiple rooms would make it ideal for professionals like doctors, dentists etc. A council change of use / purpose would be required but should not be a major issue. Upstairs could be added if required as the roof was removed and replaced. Multiple tenancies are possible – potentially apartments upstairs for parishioners, or a new presbytery, with professional offices downstairs. Fr Marcus suggested the parish should keep clear of residential rentals due to potential issues. Fr Marcus will also discuss the OLOL presbytery with Liam at the Diocese office.

Meeting closed at 8:44pm.

Next meeting: 7pm TBC.

Minutes confirmed as true and correct at next committee meeting by Chair:

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Date: