

**The Catholic Parish of Hastings (CPOH)**  
**Finance & Administration Committee Meeting**  
*7pm Tuesday 17<sup>th</sup> December 2024*

**Present:** Brian Kelly (chair), Fr Marcus Francis (arrived at 6.30pm), Jean-Ann Fergusson, Mark Sullivan, Alan Stanley, Vipin Thomas, Lee Pepping (minute taker).

**Apologies:** None

**Opening prayer:** Alan led the committee with the opening prayer.

**Minutes of the 8<sup>th</sup> October 2024 meeting:** as circulated, read and confirmed. Moved by Alan, seconded by Mark.

**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 is still refusing to agree with Brian on rebate.
- OLOL presbytery – discussion in general business.
- Pakipaki presbytery accommodation – discussion in General Business
- Sacred Heart church Painting – completed and looks good.
- Locked bags for Sunday collections – generally working well.
- Staffing – discussion in General Business.
- Tap & Go – discussion in General Business.
- Dishwasher – fixed and installed.
- Office phones – new phones are in place. They are very basic phones with good back-up support in place.

**Finance:**

Annual finances appear worse than they actual are due to Sacred Heart paint and the removal of trees at OLOL.

**Correspondence:**

- Nil noted

**General**

- Security camera at front of Sacred Heart – plants & a container have been stolen from Sacred Heart. It was decided that a camera won't solve this but a dummy camera could be a deterrent. Mark will investigate and install.
- Hygiene fitting in all churches and office. Consideration will be given to installing one in SH toilets available for the church and office.
- New fridge SPC – it seems that a 2<sup>nd</sup> hand fridge has been acquired and there will be some remedial work to ensure it fits in the existing space.
- Pakipaki – Brian shared that the rent paid doesn't cover the rates and insurance. There is deferred maintenance that will need addressing. There needs to be a roundtable including Maori community, Diocese and CPH to make any progress on how to manage the Pakipaki property.  
Tap n Go – installed in Sacred Heart by Alan and Jean-Ann. May need to be more visible. There is to be an insert in newsletter which includes a pie chart on ways of gifting. Frs Marcus & Vijay will inform parishioners (22/12/24). Posters are tasteful and well designed. Discussions to be held with ethnic communities about ways of gifting.
- Immaculate Conception – Pakipaki – research has been done on work required through Edwards & Hardy about repairs to metal tile roof and plastic replacement of 4 sections of clear lite roof. Also, gutters have been cleaned. Waiting for costing.

- Passionist Family Groups – The CPH usually pays \$1,000.00 per annum. Due to the small number of Passionist Family groups within the CPH(3) and the limited feedback from Fr Paul Trainor’s annual training sessions/visits it has been decided that this contribution will be reduced to \$500.00. These groups are no longer meeting all the goals originally set for Passionist Family Groups. All in agreement with this decision.
- Staffing – Parishes are being encouraged by the Diocese to pay all staff the Living Wage. Fr Marcus stressed the importance of efficiency in the office. Committee needs to be aware that with the increase of events/activities/groups etc, demands on office staff increases. Faaki has lost hours previously paid by the Diocese. These hours will be picked up by the CPH.  
Trish will work to develop a picture of roles/responsibilities to ascertain appropriate hours of work for each staff member.

**Additional items**

- A parishioner has suggested that a leaf blower is purchased to maintain a tidy appearance at the entrance to SH. The committee agreed so Mark will organise the purchase of this.
- There has been an offer of gardening assistance for SH which will be accepted.
- SH vacuum cleaner – may need replacing – this will be organised.
- SPC have requested the purchase of a hand-held microphone. Jean-Ann/Vipin will investigate.
- Bishop John is keen to have conversations with all parish Finance/Administration committees next year.
- One section of carpet at OLOL needs stretching because it is a health & safety issue.
- One area at OLOL outside the entrance to the old office is causing problems which is a health & safety issue. Mark has looked at this with Dan Doohan but they are unable to remediate. This will need professional attention.

**Meeting closed at 8:35pm.**

**Next meeting: 7pm Tuesday 18<sup>th</sup> February, 2025.**

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

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**Date:**