

**Minutes of the Eleventh Meeting of the St Edward's Church Finance Committee and
Community Support Team
Held in the Church Hall on 04 July 2019**

Present:

Monsignor Tony Barry
Terence Nagle (Chairman - CFC)
Gerard Dyson (Chairman - CST)
Vicky Fulcher (Minutes Secretary)
Deacon Michael Phillips (CST)
Betty Spragg (CFC, CST)
Andrew Wright (CFC)

Item 1 - Opening Prayer

Monsignor Tony led attendees in the opening prayer.

Item 2 - Apologies for absence

Apologies were received from Gabrielle Chambers (CST), Mike Chambers (CFC), Fred Fulcher (CFC) and Ingrid Phillips (CST).

Item 3 - Minutes of the previous meeting

The minutes of the previous meeting were agreed and signed as correct.

Item 4 - Matters arising not otherwise on the agenda

- i) Pre-Mass quiet and prayers
- It was noted that the saying of the Diocesan prayer 'The Word who is Life' five minutes before the start of Mass has been quite effective in introducing a period of quieter time once it has been said.
 - It was noted that prayers for Readers, Eucharistic Ministers and Altar Servers are said a quarter of an hour before Mass in the three other churches. This has not yet been introduced at St Edward's. The comment was made that if this were to be introduced, it would also be a helpful way of identifying whether individuals are present or whether a replacement needs to be found. It was also noted that the sacristy at St Edward's may be too small to accommodate everyone and an alternative may need to be considered.
 - Monsignor Tony kindly offered to consider this with Fathers Roy and Sebastian before the next committee meeting.

Action: Monsignor Tony

- ii) Woking half marathon - route
- The route for the Woking half marathon is now firmly set for the next three years and there is no further action that can be taken at this point.

- iii) Porch notice board
 - The comment has been made that the porch does not provide a suitable space to stand and read notices on the noticeboard and that the notices may not be receiving the attention that they would ideally command.
 - The suggestion was made that the noticeboard on one of the internal church doors be extended to include the other side of the door and this could be used for immediate social notices, as an example, amongst others.
 - It was noted that there are some spare notice boards in the sacristy which could be used for this purpose.

- iv) Churches Together in Woking
 - It was agreed that as St Edward's is now part of the Guildford parish, membership of the Churches Together in Woking group is no longer appropriate. Terence Nagle kindly offered to tell the group that the church is now connected to Guildford.

Action: Terence Nagle

- v) Communication of CFC and CST meeting discussions and outcomes
 - The point was raised that information on the meetings of the St Edward's CFC and CST teams is not reaching parishioners. It was suggested that a selection of key points from each meeting is published in the newsletter. Terence Nagle kindly offered to organise this.

Action: Terence Nagle

Item 5 - Parish fund raising appeal campaign update

- It was noted that the response to the campaign has been pleasing.
 - Fund raising for projects amounted to approximately £127,000, including £20,000 of Gift Aid). The target for the ongoing project appeal is £285,000 over three years, so fund raising to date is going well; however, it will be important to keep the momentum going.
 - Regular giving has increased by £50,000 per annum (including £9,000 of Gift Aid) in 2019 and will increase by £70,000 in 2020 (including £12,000 of Gift Aid). It was noted that although the target for the increase in regular/planned giving had been set at £100,000, the increase actually achieved does not fall too far short of the target.
- The suggestion was made that there could be some promotion or publicity of the potential to leave a legacy to the Parish in a Will.
- The subject of contactless payment was also raised. It was noted that this would not currently be possible at St Edward's as there is not yet an internet connection. Some attendees at the meeting had experienced contactless payments for offertory collections and other donations in other churches and the experience was generally a positive one. Monsignor Tony noted that the Guildford Parish has been lent some test units. These are currently being tested and feedback will be provided at the end of the test period to the company that lent the units.
- There will be a 'thank you' weekend towards the end of July to update parishioners on the funds raised to date. It will also be important to manage expectations on what can be achieved with the funds that have been raised.

Item 6 - Gift Aid report

- It was noted that in the year June 2017 to May 2018, approximately £26,800 of the offertory collection at St Edward's was eligible for Gift Aid. In the year June 2018 to May 2019, approximately £22,500 of the offertory collection was eligible for Gift Aid. The reduction is in large part due to the passing away of a number of generous donors.
- It was noted that contactless payments could help to increase the amount of Gift Aid allowed on donations.

- i) Retiring Collections 2019
- It was noted that in past years, St Edward's has been allowed to choose the recipient charity for four retiring collections. Terence Nagle kindly offered to liaise with Sandy Hunt and identify whether there are remaining collections for which a charity should be chosen.

Action: Terence Nagle

- ii) Lent Project - final outcome
- It was confirmed that £2,819 was raised during the St Edward's Lent project. Half of the sum raised will go towards the Parish appeal and half to the orphanage in Cambodia. In addition, a further £600 was raised for the orphanage through a special Cambodian lunch in St Edward's church hall.
 - It was noted that some parishioners were unclear as to how the decision on charities for Lent project fund raising was made and that it may be helpful if next time it is publicised more widely that the St Edward's CFC and CST make this decision with input from members and the wider community.

Item 7 - Hall income and letting

- It was confirmed that bookings increase as the weather improves and that the policy of inviting donations rather than specifying a certain amount per event continues to be successful.
- It was noted that the hall will be entirely closed from Monday to Friday during the week commencing 08 July and this is for interior redecoration. Gerard Dyson has kindly provided this as a gift to the church and sincere thanks were expressed to him for his generosity and his hard work in managing the hall.

Item 8 - Property maintenance

- i) South wall crack
- Monsignor Tony confirmed that he had spent the afternoon of 04 July with a specialist surveyor. The surveyor was suggested by the Diocese and he has worked on St Joseph's church and also has family connections to the Guildford parish.
 - There is some concern that because of the clay on which the church stands, and the changing climate, high water table and summer heat, there may be some ground movement causing movement in the structure of the church.
 - It was noted that there are some cracks in the end wall of the church, and others around the church. These are fairly evenly spread which may suggest that the building is moving, although this is not yet serious.
 - Around 6-9 months of investigations may be required to assess the most appropriate way forward. An internal survey would be carried out and accurate measurements recorded, and the same survey would be carried out in around six months' time and the measurements compared.
 - The surveyor is keen to put in place some exploratory water boreholes for regular monitoring of water levels. He would also like to establish three points of excavation along the outer wall and he noted that the soakaway may have clogged. In addition, the alignment of the soakaway may not be correct.
 - It was noted that there may be some underpinning required if the building is moving.
 - The comment was made that it would be sensible to approach the insurance company to ask if they would pay for some of the survey work. It is also hoped that if the structural issues are due to subsidence, an insurance claim for the costs would be successful, although this cannot be guaranteed. The insurance company has been informed of the crack in the south wall.
 - The point was made that the surveyors will check the drains as part of the survey work and it is hoped that the drains at Vine Cottage will be incorporated into this work.

- It was noted that if underpinning is needed, the stained glass will need to be removed from the church during the process.
- It was noted that the Surrey Churches Preservation Trust was intending to provide £1,000 towards repairs. It will be necessary to write to the Trust to put this in abeyance as the grant is time-bound and may be lost if no action is taken. Deacon Michael kindly offered to write to the Trust.

Action: Deacon Michael

- ii) Gutter cleaning and repair
 - The gutters have been cleaned. Some sections are cracked and need replacing, although these are of an older type which the contractor did not have with him.
- iii) Driveway and parking area resurfacing
 - It has been noted that the driveway and parking area is in need of resurfacing and has become a trip hazard. Three quotations have been obtained for the potential cost of this work. The example quotes provided are for £7,038, £9,060 and £11,085. The quotations are comparable, although the area to be resurfaced varies very slightly between the quotations.
 - The quotations are for replacement of the current surface with macadam (road surface) rather than gravel. It was noted that it may be necessary to consult Historic Churches regarding the intention to replace the gravel, as a like-for-like replacement may be required for a listed building. This reference will be achieved through the Diocese if the project is submitted for approval.
 - The preference may be to keep the gravel finish and further research will be needed on the type of gravel that may be suitable.
 - It was noted that it would be sensible to avoid carrying out any works until the results of the survey of the church are finalised and it is clear what disruption to the surfaces any remedial works would entail.
- iv) Graveyard flint walls repair
 - Flint wall repairs are due to start on Tuesday 16 July providing the weather is fine.
- v) Lightning conductor test
 - This has been done.

Item 9 - Adoration of the Blessed Sacrament

- It was noted that a number of parishioners would appreciate the opportunity for adoration of the Blessed Sacrament at St Edward's.
- It was confirmed that a priest does not need to be present for this and that an extraordinary minister would be sufficient.
- Deacon Michael kindly confirmed that he would be able to supervise the adoration of the Blessed Sacrament on a Friday afternoon, possibly at around 5pm to 6pm, and would be able to finish with benediction. Sincere thanks were expressed to Deacon Michael for this kind offer.

Action: Deacon Michael

- It was also suggested to hold adoration of the Blessed Sacrament after the 10am Mass on the first Wednesday of every month leading up to the parish lunch.

Action: Monsignor Tony and Deacon Michael

Item 10 - Health & Safety Report

- Mike Chambers kindly circulated a Health & Safety report before the meeting.
- Point 2 on the report (Legionella monitoring) is in hand.

Item 11 - Calendar of social events for 2019

- The St Edward's Church Barbecue will now take place on 21 July. The date has been changed to take account of another event on the previously selected date.
- Maureen Galea has kindly offered to put on a concert in September and Gerard Dyson will liaise with her regarding a suitable date. A suitable charity will need to be chosen.

Item 12 - Graveyard extension - planning application progress

- It was noted that the extension of the graveyard would be a serious undertaking in terms of planning and investment. It would also increase maintenance costs for the Parish going forward.
- There are few plots remaining for which burial rights have not been sold. However, it was noted that St Edward's is unusual in having a graveyard as most churches do not.
- It was noted that most graveyard requests are not from parishioners, but from further afield.
- Careful consideration will be required as to whether an extension to the graveyard is needed and / or wanted at this point.

Item 13 - Road signage in Jacobs Well

- The sign at the Jacobs Well crossroads is bent over. Bob Hughes is kindly following this up with Surrey County Council.
- It may be necessary for the Parish to pay for a replacement sign or repairs to the sign, although it was agreed that this is probably worth doing.

Item 14 - Date of next meeting

- The next meeting will take place on Thursday 17 October.

Item 15 - Closing prayer

- Monsignor Tony closed the meeting with a prayer.