



Christ the King

with St. Augustine's

& Our Lady
of Lourdes



14, Westhill Road, Coundon, Coventry, CV6 2AA

The Parish is part of the Archdiocese of Birmingham Registered Charity No. 234216

MINUTES OF FINANCE MEETING

THURSDAY 26th JANUARY 2018 @ 7.00PM

ATTENDEES:

Fr Tom, Colin Fisher, Con McHugh Will Carr, David Parnell, Pat Sheehan. Marina Berry, Eileen Moroney .

APOLOGIES:

Danny O'Flanagan.

The meeting began with a prayer.

- 1 **Minutes of the last meeting held on 12th October.**
A couple of minor edits were highlighted to be updated. The minutes of the last meeting were formally agreed with these corrections.
- 2 **Matters arising from the Minutes:**
None.
- 3 **Signing of the Minutes**
Fr Tom agreed to sign a set of the updated minutes for the Parish Records.
- 4 **Presbytery heating system and Electrical testing**
This work on the heating system is now complete and is working well.
During this above it was highlighted that the main fuse board needed to be upgraded to be compliant with the latest electrical regulations and that this would help minimise any impact for future work being done. This work is now complete. There are now 3 separate boxes i) house ii) flat iii) library. The old fuse board had started to show signs of burning on the bakelite. Thank you to Danny O'Flanagan for arranging for the electrical work to be done at no cost to the Parish.
- 5 **New Parish Sister – Agreement with Sisters of the Holy Rosary.**
Sister Julie's Mother superior visited from Ireland. The contract has been agreed and a includes a 2 year break for both parties. Sr Julie's work is going well at St Augustine's. Father Tom acknowledged all the help he has with deacons and the various clubs in the Parish.
- 6 **Parish worker for leading Liturgy and music**
To date Fr Tom has been unsuccessful in finding somebody to help improve the music. It was agreed to approach local schools and universities to try to find a suitable candidate.

7 'Right of Way' signs

There are two 'Right of Way' signs that have been erected in the two entries either side of the Parish property in Westhill Road (see below from Google Maps) and Hollyfast Road. One of the two signs has been repositioned without agreement. It was agreed that a formal letter should be written to the property owner by the Diocesan Solicitor to clarify the position on the right of access.



There is still concern at how cars are parking on the verge either side of the gates into the Church car park at peak times. Shown below is the view when clear. Vans are also being parked inappropriately. Bollards on either side would stop this happening.

Action: Fr Tom to discuss with Danny and see if this can be addressed before somebody is seriously hurt.



8 Retired Priest to work in Parish

Fr Tom explained that Fr Michael Stack is considering moving back to Coventry to help with Parish work at Christ the King. Fr Michael would like to live independently in the parish. He would be a great help to Fr Tom. The idea was discussed. The possibility of buying a small property was discussed and agreed in principal subject to a suitable contract being drawn up. The Archdiocese could also buy the property. At the moment this is only an idea. To proceed Fr Michael needs to ask the Archbishop. Following this a proposal will then be brought back to the Finance group for consideration.

9 Data and records project

The General Data Protection Regulation (GDPR) is a new EU law that will come into effect on 25 May 2018 to replace the current Data Protection Act. It's the biggest overhaul of data protection legislation for over 25 years, and will introduce new requirements for how organisations process personal data. This includes charities. (It is comparable to introduction of Health and Safety on building sites in the 70's but for Data)

Personal data is information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored or disposed of it must be done within the terms of the Data Protection Act. For more information see:

<https://ico.org.uk/for-organisations/charity/>

Top 6 tips

1. Identify what data you currently have.
2. Make sure your staff are adequately trained to explain how they should store and handle personal information.
3. Use strong passwords. All passwords should contain upper and lower case letters, a number and ideally a symbol. This will help to keep your information secure from would-be thieves.
4. Encrypt all portable devices used to store personal information are encrypted.
5. Tell people what you are doing with their data.
6. Only keep people's information for as long as necessary.

This gives the opportunity to start to use online 3rd party tools that allow self service with double optin etc. Other benefits include mobile friendly content and the ability to email to specific groups. The website has been updated to allow this to start: <https://ctk-cov.org.uk/wp/newsletter-sign-up/>. Fr Tom will also mention this in the newsletter asking parishioners to sign up online.

10 Future Fund

This is working well with those signed up. It was agreed not to promote this again until 2019, whilst continuing to make the leaflets available.

11 Investment of Funds

Discussion occurred on the parish investments and interest rates. It was agreed that Fr Tom could make an additional investment of £50,000 from the current bank account into Diocesan Investment funds in January.

12 AOB

John Rock was a member of this Finance Group. He died on 11th November 2017, aged 83. The group acknowledged the work that John had done in the Group and parish in particular with Gift Aid. John was prayed for.

St Augustine's Sports Centre. Fr Tom mentioned that the Sports Centre have applied for a grant to improve the insulation in the roof so that condensation does not form on the floor thereby creating a slip hazard.

Parish Report. It is hoped to make this available around Easter 2017.

The meeting concluded at 8.15pm.

Next meeting will be Thursday 12th April 2018 at 7.00pm in the Presbytery