



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 20th September 2018 @ 7.00PM

ATTENDEES:

Fr Tom, Colin Fisher, Con McHugh Will Carr, Pat Sheehan, Marina Berry, David Parnell, Danny O' Flanagan.

APOLOGIES:

Eileen Moroney.

- 1 The meeting began at 7.10pm with a prayer.
- 2 **Minutes of the last meeting held on 12th April 7pm**
The minutes of the last meeting were formally agreed.
- 3 **Matters arising from the Minutes**
None.
- 4 **Signing of the Minutes**
Fr Tom agreed to sign a set of the updated minutes for the Parish Records.
- 5 **Building survey Report**
Fr Tom has organised a quinquennial survey for church's within the Coventry Deanery that have not had one in the last 5 years. This is a requirement by the Archdiocese. Architects Wood Goldstraw Yorath LLP (woodgoldstraw.co.uk) have been selected from a choice of three. Within Christ the King this has been extended to include the Parish Community Centre and St Augustine's Sports Centre. The formal report is due around the 31st October. Initial indications are that no major problems have been found, and that the cost to fix should be less than £5,000. It was agreed that work should be actioned when the formal report is available.
- 6 **Fr Michael Stack update (Financial Arrangements)**
Fr Michael will be moving into his home shortly. He will be paid a salary of £3,600 plus car expenses estimated to be £3,000.
- 7 **Right of Way at Christ the King**
The Archdiocese solicitor has reviewed the land register deeds. It has highlighted an entry that has been made in error by one of the houses that share the right of way. The solicitor has written to the land registry to get this amended. In parallel the solicitor has written a license agreement for use and be a licence to the first house only and personal to them. It would have to be renewed if the property was sold. If the owner does not want to sign then we will have to prevent them parking by erecting a rail to our half of the drive. The other property's rights are already enshrined in their deeds.

8 **Lift to Parish Centre**

The centre currently has a Stannah stair lift. It is slow to operate. Over the last couple of years the use of the center by the elderly has increased and more demand for wheel chairs. The stair lift is not suitable. Fr Tom and Dave Parnell have looked into the feasibility of providing a lift with the benefit of being quicker to operate. Dave circulated some concept sketches and possible products from Stannah (see pages 3,4,5). It was agreed that it would be better sited at the front of the club where people arrive. There was discussion about a platform or passenger lift. A passenger lift was preferred with enclosed lift shaft with up to 40 moves per hour see <https://www.stannahlifts.co.uk/application/files/3215/3597/5932/Stannah-Midilift-CabinLifts-Brochure.pdf>. Approx costs are estimated to be around £30k including required alterations to the club to allow this (eg ladies toilets, upstairs floor). There are possible grants available that could cover a large percentage of the costs. It was agreed to proceed with the feasibility and review by email before the next finance meeting with a view to making a decision about approving the work. A good time to get this done would be January where the club is less busy, and builders often have capacity.

9 **St Augustine's Sports Centre**

The reception ceiling and lighting have been updated. The boxing club have obtained a grant to get the floor replaced. The work is due to start in 3 to 4 weeks. The new floor will reduce the noise as the boxers' train.

10 **Investment Scheme – Update**

There was an update on parish investments. It was agreed to transfer £25,000.

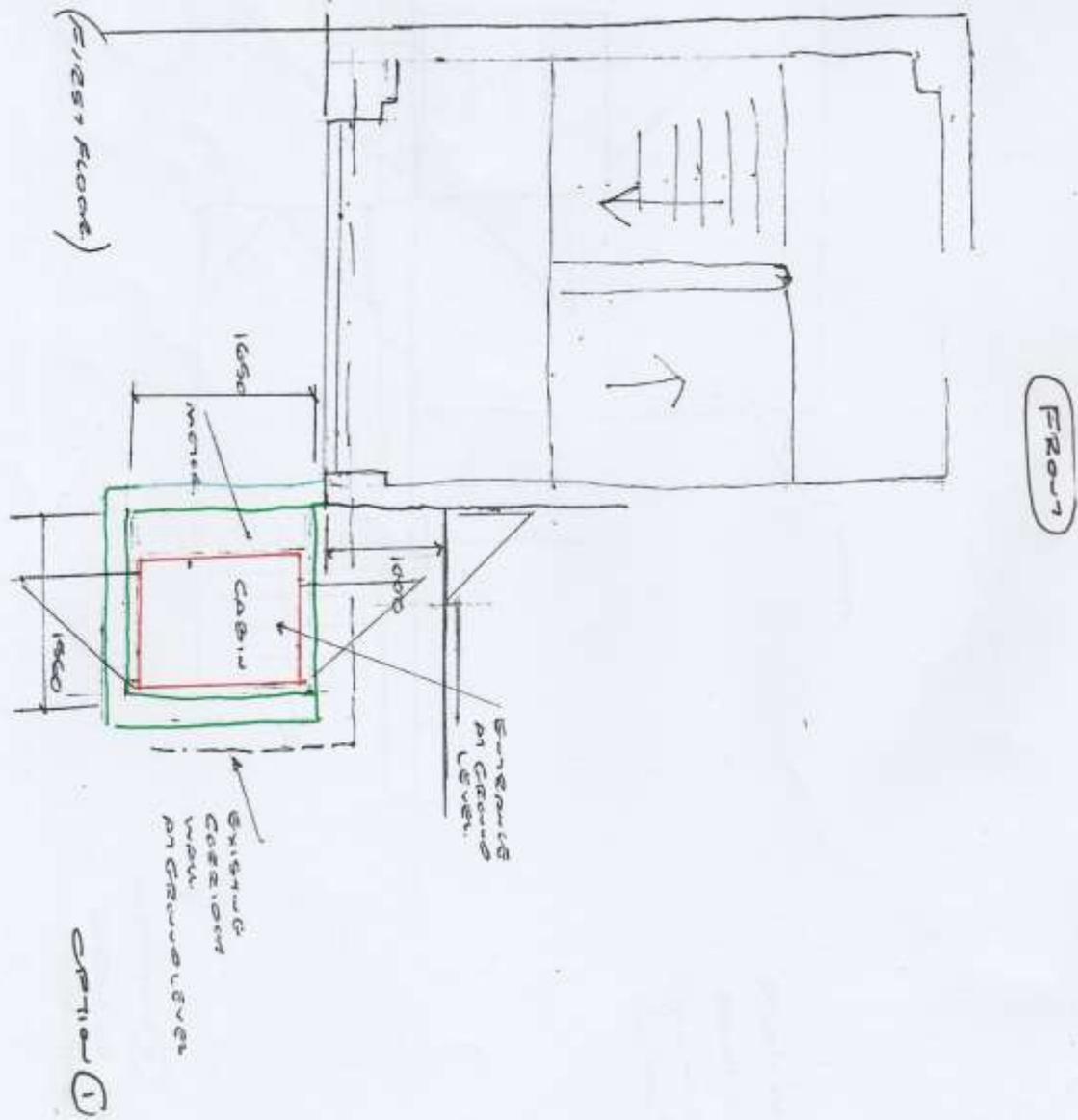
11 **Club review (six months)**

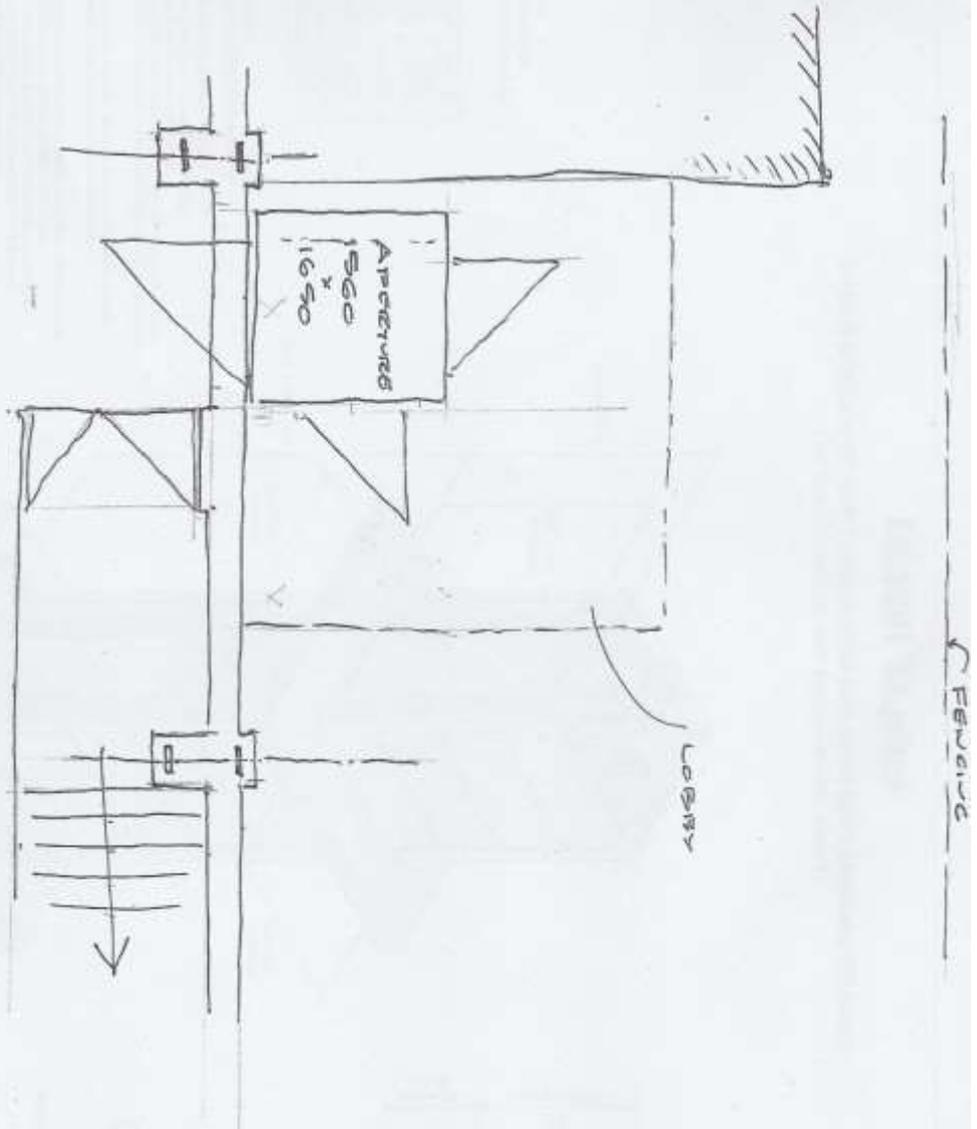
The 12-month review with the club Manager is due in October. The points mentioned in the previous meeting have all been addressed. Children are allowed 6pm-8pm weekday and up to 9pm at the weekend. Frank is working 2 evenings a week supporting Matthew.

12 **AOB**

1. **Inconsiderate Car Parking.** Fr Tom has approached the local councillor, who has referred the matter to the Highways team to respond. It was felt this may be slow and never happen. To reduce the risk of an accident it was agreed to get a quote and for the parish to pay for pavement bollards from a Highways Agency approved supplier.
2. **Liturgy/Music Co-ordinator.** Fr Tom has managed to find somebody suitable who is currently trialling the role. The costs will be the same as the organist circa £25 / hour.
3. **Gift Aid.** Eileen was unable to make the meeting but provided an update. See page 6. This year the parish recovered £19,415 based on £56,494 being eligible for Gift Aid. 52% of the collection is gift aided. There are 259 parishioners who have signed up. Fr Tom thanked Eileen for the work she has done.
4. **The Next meeting** to be advised.

The meeting concluded at 8.10pm.





C Elevation

PLAN 'M'
PLAN 'L'
BUILDING REAR

OPTION 2
REAR OF PLAN 'M'
CENTRE



Midlift XLplus

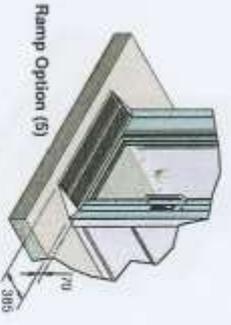
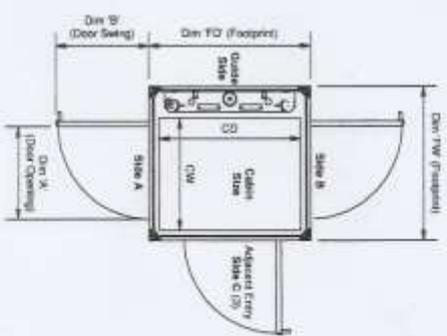
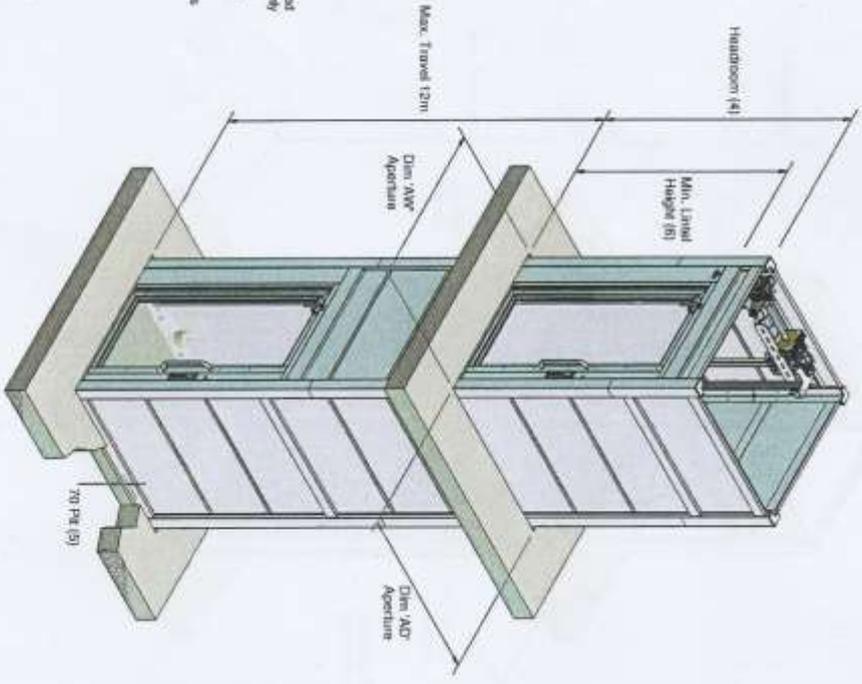
Vertical platform lift with traction drive and cabin (with enclosed lift shaft)
For shaft by others see separate data sheet.

Stannah

- Specifications:**
 Rated Load: 400kg
 Rated Speed: 0.15m/s
 Maximum Travel: 12m
 Maximum number of stops: 5
 Internal height of cabin enclosure: 2m
 Controls: Latched call controls as standard.

Cabin Size (CW x CD)	Dim. CW*	Dim. CD*
Footprint (FW x FD)	Dim. FW*	Dim. FD*
Aperture (A x AD) (AW x AD)	Dim. AW*	Dim. AD*
Door Clearing ¹⁾ Swing (ASB)	Dim. X*	Dim. Y*
	900	930

- Notes:**
 (1) All dimensions in mm, unless stated.
 (2) 2500mm minimum floor to floor is required for entrances above each other on the same side.
 (3) Egress entry only available at lower & intermediate floors.
 (4) Footcure of 2500 is required at the upper level (same for all levels).
 (5) If a carrel be turned a ramp is available as an optional extra.
 (6) Min. level height required for standard door closer = 2150mm. Min. level height for a powered door closer = 2250mm. (add 70mm to either dim F ramp option is being used - this applies only to the lower floor).
 (7) Part M (England & Wales) set section 4.2 of the Technical Handbook (Standard) compliant.
 (8) Range of cabin finishes available, please contact us for further information.
Electrical Requirements:
 (9) Provide a dedicated single phase supply protected by a 10amp type D MCB. The lift supply is to terminate in a lockable isolator at a position shown on buildon work diagram.
 (10) Provide a 1amp electrical outlet socket adjacent to the lift installation at all levels. The supply to these sockets is to be derived from the lift supply detailed in note 9 above.
 (11) Ensure that lighting at all landing levels is not less than 50lx.
Finishes:
 (12) The lift is fixed to the floor at the base of the enclosure. Finings are also required at other points, the exact location depends on travel and configuration. Please contact us to discuss further.
Control Equipment:
 (13) The drive unit and electrical control equipment are housed within the lift shaft at the upper floor level.



Notes:
 The data sheet is for guidance only & must not be used for project planning/drawings. Please contact us for particular details before proceeding. Drawing is our policy of contractual requirement, we reserve the right to alter specifications & dimensions without prior notice.

Stannah Lifts Ltd.
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 Hampshire, SP10 2NX
 Tel: 01264 339090
 www.stannahlifts.co.uk

Information sheet
XL 801
 27/09/2013

	2017/18 Tax Year End Claim £	2017/18 Donors
Total Donations for Year	<u>65,583</u>	<u>259</u>
Tax Recovered from HMRC	16,399	
Less Diocesan Commission	-984	
Net Tax to Parish	<u>15,415</u>	
Tax recovered on Gift Aid Small Donations for :		
St Augustines	2,000	
Christ The King	2,000	
Total	<u>4,000</u>	
Total Tax Recovered for Tax Year 2017/18	<u>19,415</u>	

	2017/18 Tax Year	% Split For Ist Collections & Monthly Standing Orders
Gift Aid Donations		
Envelopes		
First (Weekly) Collections	48,655	
Second Collections	9,089	
Envelopes Total	<u>57,744</u>	
Standing Orders (Monthly)	7,839	
	<u>65,583</u>	
Gift Aid (Weekly & Monthly)		
Envelopes Weekly Collections	48,655	48%
Standing Orders	7,839	8%
Gift Aid Envelopes & Standing Orders Total	<u>56,494</u>	<u>56%</u>
Non Gift Aid Weekly Collections	44,541	44%
Total	<u>101,035</u>	<u>100%</u>

Note: *Not further fund = £8,513.*

19/09/2018