

**St Francis of Assisi Ohariu Parish
Finance Committee Meeting Agenda with Minutes
26 November 2025 from 5:00pm to 6:30pm Parish Office**

- Opening Prayer – Fr Gerard Burns
- Apologies – Niknil D Souza (NDS) Bel Manglicmot (BM), Shane Dinnan (SD)
- Attending – Fr Gerry Burns (Fr GB), Fr Alfred Tong (Fr AT), Graham Cooper (GC), Karen Kam (KK)
- Agenda Items:

1. Minutes of previous meeting and matters arising

Minutes approved and any matters arising from the last meeting are included as items for discussion in the agenda.

2. Minutes of the special meeting re Sale of St Bens

Letter to the Archbishop seeking his approval to Tender St Ben's for sale was sent.

Minutes approved and any matters arising from the last meeting are included as items for discussion in the agenda.

3. Finance:

- a) P&L and BS: GC commented that there is a bit going out in maintenance while the rest are tracking along.
- b) Gifting Programme: GC proposed comparing the figure for 5 months from July to Dec 2025 to the same period from the previous year. Still toying with the idea of an Eftpos machine but not in any hurry to get it yet.
- c) 2024/25 Finance report on website to do: GC thanked AT for putting the finance report on the website.
- d) Banking approvals of payments on BNZ update:
 - GC wanted to thank SD for Banking approvals etc but would have to do that in person.
 - GC is all set up to approve any payments. GC said that Susan is almost all set up but still waiting on one more thing. Now waiting on BM to fill in her forms to get her set up.
 - GC proposed in the interim to allow SD, Thomas Davis and Mary Burn to continue as approvers over the next 6 months while Susan and BM are being set up.
- e) Special collections:
 - GC mentioned supporting special collection during Christmas, Easter and pontifical missions.
 - GB mentioned might need agreement from people donating monthly.

- AT pointed out that there needs to be transparency ie Doner intention separating from usual collection.

4. *St Bens:*

- a) Update of St Bens Painting and Roof: Windows all done. Foot bolts removed. Repairs on leak done.
- b) House: Shower fixed by tenant.
 - GC mentioned there is a broken window upstairs that needs repairing. Got quoted \$350.
 - Mel emailed GC to inform him she had lost her job and asked if her rent can be cut back. She has another job. This has happened before and was previously dealt by Thomas. Currently waiting on BM to return so they can put together information on what Mel owes in total. Thomas Davis kept a spreadsheet to keep track of what Mel is owing. Mel has been paying her long overdue rent in drips.
- GC to monitor situation.

5. *Sale of St Bens:*

- GC thanked attendees of special meeting for their time.
- Letter was sent to the Archbishop and a reply was received from Reuban Norris informing that it will be presented to the Board of Administration meeting to be held on Thursday, 27 November 2025 as well as the College of Consultants around the same time. (Reply from Reuban Norris attached).
- Waiting to hear back from the Archbishop / Reuban.

6. *Office Update: Holiday and Christmas Plan:*

- *Sharing of duties between Susan and BM. Counting of the money for Christmas collection after boxing day.*
- *GC to talk to Challenge about their stuff in the garage.*
- *GC to follow up on when they come in to do the counting and cleaning up.*

7. *St Andrew's Update:*

- GC mentioned that kitchen needs fixing.
- Garage roof screwed down.
- The big leak has yet to be fixed.
- Exit door fixed and signs installed.
- Emergency lighting still needs to be fixed as it is currently still not working. Hence, St Andrew's Building WOF is not fine.
- Building WOF for St Ben's is fine.

- Newlands house water leak repaired.

8. *SFOA:*

- House: Electrical work completed and sliding door fixed.
- St Francis Church: High winding window has been repaired.
- Building WOF for St Francis Church: The quarterly report on fire extinguishers reported that they are in good shape. But Alliance claims that they are not. Alliance pricing quote to tidy up the extinguishers seem reasonable. GC waiting on BM to return. So Building WOF is currently put on hold.
- Defibrillator: GC approached Supplyme in Auckland. According to AT, they recommended a good model and quoted a reasonable price. Decision was made to go ahead and purchase the defibrillator. GB suggested informing the church community after the defibrillator has been purchased and to invite contributions from parishioners towards the cost of the purchase.
- First aid training was mentioned but not in much detail.

9. *Any other business*

- *GC mentioned that Michael Oh may join Finance team.*

The meeting was adjourned at 6:20pm.