

**PARISH OF ST ANTHONY AND ST MARK**  
**PARISH FABRIC COMMITTEE MEETING 12 DECEMBER 2023**  
**MINUTES**

Present:

Fr S Reilly  
Mr I Smith  
Ms A Ferry  
Mrs K Smith  
Mr B McKenna  
Mr B Shields  
Mr J Welsh  
Mr F Conway  
Lord Haughey  
Mr S Kilcoyne  
Ms M McGrath

**Opening Prayer**

Father Reilly opened the meeting with a prayer.

**Introduction**

Fr Reilly thanked everyone for coming this evening in what he hopes will be a more stable Fabric Committee for the Parish. He invited everyone to introduce themselves and say a little of their experience/expertise which will be useful in Committee discussions.

**Role of the Committee**

Fr Reilly asked that the Committee agree a statement of the role of the Committee. He had circulated a draft with the agenda:

*The Committee is a consultative body established to assist the Parish Priest ensure that the Parish Estate is well maintained and safe. The Committee shall ensure that all required Diocesan procedures are adhered to in managing the Parish Estate.*

A short discussion ensued, including clarification that, ultimately, Fr Reilly will be held responsible for the management of the Parish Estate. The Committee agreed the Role of the Committee as outlined.

**Identifying and Prioritising Projects required in the Parish**

In order to assist the Committee in prioritising projects identified, a matrix has been produced for use in establishing a numerical value to attach to each project. The draft matrix was discussed in full, with acknowledgement that decisions may be based on a variety of issues or circumstances which would be considered in addition to the numerical value achieved. Of particular note was the issue of ensuring that Regulatory issues are identified and met. For example, a number of requirements must be met on issues such as Electrical PAT testing, check of fire extinguishing equipment etc and other issues related to Health & Safety Legislation. After much discussion it was agreed that those issues which are legislative requirements would be identified and documented separately, with other projects subject to the draft matrix. **Action Point: Parish Office to produce a list of Regulatory Required actions in relation to the Parish, with details of when next check/test due and company/business used.** It was agreed that the descriptors within the matrix were sufficient for our needs. The Committee agreed that the matrix is a useful tool going forward which can be used as part of the decision-making process, but also taking cognisance of other issues on individual cases.

## Directory of Trusted Traders

Fr Reilly explained that, for large projects, we rely on the Estates Management Team in the Diocese to ensure that relevant businesses are acceptable (e.g. appropriate insurance etc is in place). The problem we often encounter in the Parish is when a small piece of work, e.g. leaking pipe, requires attention we need to identify a local small business to do so. Would it be possible to create a list of local tradespeople that we could use? This was discussed in some detail. Some small projects have been undertaken by volunteer parishioners with relevant expertise, but this is not always possible. The Committee agreed to use a contact provided who can signpost us to the relevant tradesperson to undertake these types of tasks.

It was also suggested that the Diocese should hold a register for each Church Estate and that this should be made available to the Parish. **Action Point: Parish Office to contact the Diocese to obtain this.**

## AOCB

Fr Reilly had prepared a list of issues he has noticed since joining the Parish.

### St Mark's

Church Central Heating – this resulted in much discussion around the cause of heat loss and possible solutions. The system is adequate to temperatures of -4 degrees but heat loss is affected by: no insulation, single glazed windows and very high ceiling. The Committee agreed we need to look at the best possible solutions, and perhaps do a small trial to assist in decisions. Some solutions could include UPVC Secondary Glazing; insulating panels on windows; underfloor insulation. **Action Point: Committee to discuss in full at next meeting.**

The other areas identified by Fr Reilly were: church kneelers where covering underneath is ripped and requires to be replaced; Aisle carpet which is worn; Fire Safety – the number of exits open at all times needs to be checked; disabled access is poor – as well as for people using prams. Parking is also an issue in this regard and Fr Reilly explained that there is a possibility of using a space created by the demolition of the garages next to the Church and we can look at taking this forward. Lighting of the carpark had been a problem but this has been solved by the installation of a new light; Choir Loft has mildew on the walls and there was a suggestion that vents in the roof may help; pointing at the house side of the church needs to be repaired.

Church Hall – a full itinerary of work is currently underway in the hall, at no cost to the parish, and will continue in relation to the pathway and lighting. The point about disabled access was made and this will be taken forward.

Church House – the guttering has been repaired, but the house is cold and may require insulation.

### St Anthony's

Church House – will eventually be used by the Poor Clares and the Diocese will be responsible for works on this – we may need to check on expected dates for this with the Diocese. **Action Point: Parish Office to check with Diocese.**

Church – Lino under the benches is becoming a trip hazard; plans have been discussed for changes to the side chapel – 20 chairs have been donated by Healthy and Happy to help make this a flexible, multi-use area; Fire Safety – push bar on external door may need to be re-installed.

Hall – there are storage issues for the Foodbank.

## Date of next meeting

Next meeting 13<sup>th</sup> February at 6pm. Location TBC.

Father Reilly then thanked everyone for their very useful contribution and closed the meeting.

**DECEMBER 2023**