

PARISH OF ST ANTHONY AND ST MARK – PARISH FABRIC COMMITTEE  
MEETING 13 JUNE 2024 (Feast of St Anthony) – ST ANTHONY'S PARISH HOUSE

**MINUTES**

**1. Welcome and Opening Prayer**

**2. Present:** Anne Marie Brown, Robert Brown, Frank Conway, Ann Ferry, Stevie Kilcoyne, Marjorie McAuley, Fr Stephen Reilly, Iain Smith, Karen Smith.

**3. Apologies:** Brian McKenna, Jimmy Welsh

**4. Acceptance of minutes:** the minutes of 25/4/24 were accepted.

**5. Matters arising from minutes.**

Potholes at the entrance gate of St Anthony's have been repaired by SK.

St Anthony's Side Chapel is working well and has provided a homely space for several purposes already.

**6. Updates on progress**

**Overall progress summary at year's end:** the group felt that much progress has been achieved. The disability ramp and secondary glazing at St Mark's should complete the major works.

A discussion ensued about the lack of greenery at St Anthony's, which is very neat and tidy after the weeding but a bit bare. The committee agreed that Fr Stephen should ask St Anthony's Primary if they would like to take over the flower bed in front of the parish house in session 2024-25 to cultivate it. In the meantime, RB will investigate putting hardy plants into the flower bed and whether it needs additional bark. Fr Stephen will investigate large tubs / barrels to decorate the front door of the church. SK will also give some thought to a relocation and / or enhancement of the current Our Lady statue.

**Ongoing projects:**

a) *Occupation of St Anthony's house* by Fr Johny Vettickal Abraham of Syro-Malabar Mission. In May, the parish Finance and Fabric Teams met to discuss the issues and draft an agreement and charge then met with Syro-Malabar Mission to agree these. The agreement was signed and keys handed over on 13/6; Fr Johny will move in from 1<sup>st</sup> July.

a) *Damp issues in St Mark's church: church and choir loft.* Washing of walls is still to be completed. The movement of air in the church due to destratifications fans should remove the need to cut external vents.

b) *Repair to storm damage at St Anthony's tower roof.* Completed

c) *Standing rainwater* at the Woodend Rd side of the Church: the culvert not working. Ongoing.

d) *Heating at St Mark's church*: de-stratification fans have been installed.

The issue of noise will be monitored over time, but the fans should be significantly quieter than the air source heaters, which are currently required to continue working during services during winter. The issue of ongoing maintenance and servicing has been solved by putting the fans on an electronically operated pulley system.

e) *Secondary glazing* in St Mark's church. SK is taking this forward with Brian Haughey. The potential issue of condensation between existing outside windows and new secondary glazing should be eliminated since the new glazing will be double rather than single glazed. SK will investigate putting the secondary glazing units on hinges to allow access to clean the existing windows.

f) *Disabled access* to St Marks' church. This remains a priority. SK will take this forward with Brian Haughey.

g) *Replacement of existing carpeting* of St Mark's church: this remains on the radar but not a priority.

h) *Kneeler underside repair* St Mark's church. SK and IS will investigate the viability of a home-made solution using glue.

i) *Carpet tiling of current wooden flooring* at St Mark's: this was raised as a possibility which could help significantly with both heat retention and acoustics. The committee will give this serious attention going forward.

## **7. Maintenance and compliance schedule**

IS has completed a detailed spreadsheet which will detail all of the relevant issues with a scale of urgency.

The imminent occupation of St Anthony's house has made it the most pressing issue and IS has read and summarised all the relevant legislation regarding the responsibilities of landlords towards tenants, all of which we would wish to adopt whether or not the parish is legally considered as a landlord.

The most important is fire safety:

- We require to have linked domestic fire detectors: IS will check the existing system and install the extra detectors required.
  - We require to have all appliances PAT tested
  - We require to have EICR inspection and certification
- We will seek a local electrician to carry out the PAT and EICR testing and any work arising: FC will pass on details to SK, and KS will also investigate.

We also must draw up a folder with all relevant details to help Fr Johny to understand the house and be safe within it. This will contain e.g. the relevant electrical certificates, manuals of all electrical appliances, the testing schedules. Fr S and IS will meet on 21/6 to finalise this folder.

IS will also undertake a legionella test on the taps.

IS also pointed out the advisability of making the house efficient before Fr Johny moves in, e.g. replacing old bulbs with LED ones, ensuring that there is an accurate meter for both gas and electricity servicing the house (as per the agreement between the parish and the Syro-Malabar mission). IS, SK and Fr S will work on this.

MM mentioned the ongoing historic issue of blocked and smelling drains, and Fr S will investigate a company to clean the drains. This may be able to be claimed from house insurance.

When the committee meets again, we will consider all the other Maintenance and Compliance issues, with a particular priority given to fire safety in both churches: an emergency plan; fire exits; assembly points; appointment of those responsible; training of stewards; visibility of stewards; recording of compliance etc.

**8. AOCB.**

**9. Date and time of next meeting.**