

Our Lady of Hope Parish - Tawa & Titahi Bay

Schedule of work approved by the Finance Committee *

Schedule updated on	19/02/25
Updates approved at Committee meeting on	17/02/25
Schedule controlled by	Chair

Property:	Priority	Completion	Comments:
Church roof - Tawa	2	Mar-26	Essential roof repairs
Presbytery upgrade - Tawa	2	Jun-25	Planning
Doors from church to foyer - Tawa	2	Jun-25	Check feasibility of making these doors more user friendly
Security - Tawa	2	May-25	Check feasibility of installing outside security cameras
Shrine - Tawa & Titahi Bay - selection of Icon		Completed	Selection of icon design (confidential until unveiling)
Shrine - site selection & preparation	1	May-25	Site preparation and mounting of Icon
Remove ribbon fences Tawa & Titahi Bay	1	May-25	Action when agreed
Second screen - Tawa	1	U/A**	Installation
Heating for side chapel - Tawa	1	U/A	Installation & operation (test for ongoing effectiveness)
Outsourcing Church cleaning Tawa & Titahi Bay		Completed	Includes Tawa Presbytery
Main church door - Tawa	1	U/A	Main church door is not secure (west side)
Public toilets - Tawa church	2	Mar-25	Upgrade to be determined and quotes obtained
Essential Presbytery improvements - Tawa	2	Apr-25	Decluttering, toilets, curtains, office furniture etc.
Fire evacuation policy Tawa & Titahi Bay	2	Apr-25	Fire warden selection & training/compliance
Heating & electrical review - Tawa	2	Jun-25	Tawa church heating/ switch board
Miscellaneous issues Tawa & Titahi Bay	2	Ongoing	Record and action relatively minor issues (See list attached).
Health & safety issues Tawa & Titahi Bay	2	Ongoing	As identified and reported by Parishioners
Organ for Titahi Bay	2	Jun-25	New asset for use at St Pius X church

Non - Property:

Financials		Completed	Ratify contract with Every Cent Accounts monthly reports
"		Completed	Ratify contract with Crossroads Accounting year end
"	1	U/A	Prepare budgets for 2025/26 with professional assistance
Transfer Fergus Reeves Trust to Archdiocese	2	Mar-25	Will action when paperwork is received from lawyer
Research & implement income options	2	Mar-25	Introduce electronic options for donations
Web site review and upgrade	2	Mar-25	In conjunction with the Pastoral Council
Planned giving renewal initiative	2	Aug-25	In conjunction with Archdiocese

Miscellaneous Issues:

Small window in Fr Rico's office door	2	U/A	As requested by Fr Rico / to be installed
Safeguarding notice board Tawa	2	U/A	Purchased / waiting installation
Safeguarding notice Board - Titahi Bay	2	T/A ***	
Install safety rail at Prayer Leaders side-Tawa	2	U/A	Placement and installation
Light adjustment in choir loft Tawa	2	U/A	As requested by choir
Repairs to drawers in the Sacristy Tawa	2	T/A	Long drawer slides damaged
Repair hot water cylinder in Sacristy Tawa	2	T/A	Small hot water cylinder in Sacristy not working
Replacement of microwave Titahi Bay	2	T/A	Previous microwave not working

* Subject to planning and budgeting approval

** under action

*** to be assessed