

ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 26th APRIL 2014

In attendance: Fr John Hine (Chairman)
 Michel Payne Elena Peck
 Colin Morrison Roger Styles
 Sylwia Dorozc

Apologies: Deacon Jolyon Vickers

The St Andrew's Finance Committee met under Fr John Hine's chairmanship on 26th April 2014.

Serial	Agenda Item	Action	Comment
1.	<p>Parish Finances:</p> <ul style="list-style-type: none"> • Fr John invited Michael Payne to review the parish finances for 2013. He invited questions and observations: <ul style="list-style-type: none"> ○ The disparity between the costs and sales of publications indicated a need to review our orders; ○ Water and sewage bills were unduly high and had been in dispute since Nov 13. Michael Payne agreed to re-engage with South East Water; ○ A reminder has recently been received in respect of servicing for the waste water pump, but there was no record of invoices being received. Fr John agreed to ask for the missing invoices. • Sylwia Dorozc, the new Parish Treasurer, pointed out: <ul style="list-style-type: none"> ○ Utility bills would now be received monthly; ○ British Gas should have been paid £1K in Feb 14; Sylwia would investigate; ○ There were often discrepancies between the collection counts and the amount banked. It was agreed that a calculator should be put in the office; ○ All invoices received should be placed in Sylwia's tray as soon as possible; ○ Sylwia's professional workload was high and there would be benefit if a volunteer assistant could be found. • Fr John thanked Michael Payne for his admirable work as Parish Treasurer. 	<p>Fr John</p> <p>Michael Payne</p> <p>Fr John</p> <p>Sylwia Dorozc</p> <p>Fr John</p> <p>Fr John</p>	<p>Statement attached</p>
2.	<p>Fund-Raising:</p> <ul style="list-style-type: none"> • Roger Styles reported on fund-raising for the Development Fund. He offered a report which led to the following observations: <ul style="list-style-type: none"> ○ The hall was attracting new hirers but needed a fundamental review. For example: <ul style="list-style-type: none"> ▪ The charging rate needed to be 		<p>Report attached.</p>

	<p>reviewed to recognise the use of different facilities, such as use of the kitchen;</p> <ul style="list-style-type: none"> ▪ The current free use of the car park by businesses in Tenterden needed to be reviewed. Fr John agreed to provide Fuggles with a warning of changes; ▪ Advertising and conditions of use for hiring needed to be reviewed, and ▪ The hall's name could be improved. 	<p>Fr John</p> <p>Fr John</p>	<p>A review will be undertaken upon engagement of a manager.</p>
3.	<p>Parish Structures:</p> <ul style="list-style-type: none"> • Fr John suggested that the Fund-Raising Committee had completed its purpose of identifying methods of raising money. In future it should meet only as needed but its members should be invited to offer their expertise in support of the Finance Committee; • The Finance Committee should have two roles: advising on strategy, and dealing with day-to-day issues, including the running of the Parish Centre; • Fr John suggested that a small group, comprising the Treasurer, Gift Aid organiser, one member responsible for the hall, and one other, should meet as needed, working principally through email. The full Finance Committee would normally meet twice a year. • These suggestions were agreed. 	<p>Fr John</p>	
4.	<p>Parish Centre Administrator:</p> <ul style="list-style-type: none"> • Fr John made the case for employing a part-time manager for the Parish Centre, rather than relying on a willing volunteer; • This was agreed. • Fr John agreed to seek the advice of Diocese with regard to advertising the post; • Fr John suggested an honorarium should be paid to Kevin Thornton; this was also agreed. 		<p>Outline job specification attached.</p> <p>To be charged to the Dev Fund.</p>
5.	<p>Gift Aid Report:</p> <ul style="list-style-type: none"> • Colin Morrison reported that he had received 3 new forms Gift Aid from parishioners following the recent briefing; • He highlighted the need for ad hoc donations and second collections to made in the "visitor envelopes" which are available; • He pointed out that we should keep an eye out for someone to take over his role in due course. • Sylwia Dorozc requested a list of parishioners who currently make monthly standing orders. Colin agreed to do that as soon as possible. 	<p>Colin Morrison</p>	
6.	<p>Parish Priest's letter to parishioners:</p> <ul style="list-style-type: none"> • Fr John's draft letter was agreed, including the plea for bequests. 		

7.	AOB: <ul style="list-style-type: none">• Sylwia Dorozc asked some members to be signatories to initiate on-line banking for the Parish;• It was agreed that the next meeting of the full Finance Committee should take place at 11.00am on Sat 22 Nov 14.		
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Fr John Hine
Parish Priest

2 Jun 14