ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 6 DEC 2014

In attendance:

Fr John Hine (Chairman)Elena PeckJohColin MorrisonRogSylwia DorozcDea

John McNally Roger Styles Deacon Jolyon Vickers

Apologies:

The St Andrew's Finance Committee met under Fr John Hine's chairmanship on 6th December 2014.

Serial	Agenda Item	Action	Comment
1.	 Introduction: Fr John welcomed everyone to the meeting, especially John McNally, attending for the first time. 		
2.	 Minutes of the last meeting of 26th Apr 2014: Actions were reviewed as follows: Review of publications: This has been completed; publication numbers were reduced and kept under routine review; Provision of a calculator: complete; An assistant for Sylwia: An attempt was made to find support for Sylwia, but she concluded that it was no longer necessary; Car parking: The situation was improving but there was still more to do. It was necessary to engage with Fuggles (undertakers), Save the Children and the Tuesday Walkers' group; List of Gift Aid scheme members: Complete. 	Fr John	
3.	 Parish Finances: Fr John invited Sylwia to review the Parish Main account finances in 2014. She invited questions and made observations: Water and sewage bills had not been fully paid in 2013, but were now paid up to date; Other payments had been high recently (for insurances [£8.4K this year], diocesan assessments [£11K already this year], safeguarding, and special collections), in the order of £57K overall and receipts around £50K. Sylwia was relying on Gift Aid being paid before the end of the year to balance the books. It was pointed out that the Parish Main Account no longer received income from the Parish Centre; It was important for all papers pertaining to Parish finances should to be placed in Sylwia's tray as soon as possible; It was agreed that Lesley McCarthy's salary 		

	payments would be routinely calculated on a monthly basis (weekly × 52 ÷ 12) with any	Fr John	
	additional payments being notified to Sylwia.		
	Roger Styles reviewed the Development Fund		
	account. The following points were mentioned:		Statement
	 Of the £170K debt, £22K had already been 		attached
	repaid to the Diocese in 2014, more than our		
	programmed obligation of £20.25K;		
	 The Development Fund had changed 		
	dramatically this year: it no longer received a		
	most of its income from charitable trusts, but		
	received income from the Parish Centre. As a		
	result, income stands at £22.2K, with £4K in		
	the bank;		
	 Payments have also been also high this year: 		
	recovering underpayment of utilities and		
	service contracts, capital expenditure (£1.4K		
	for acoustic curtains and £1.4K on salaries and		
	honorariums for hall management); total £5K;		
	 The annual report to the Diocese would be 		
	positive and submitted in mid-January 2015. It		
	would include reporting for Nov & Dec 13,		
	which was not able to be included last year;		
	 It would be necessary to continue applying to 		
	charitable trusts in 2015 and maintaining		
	support from parishioners, when we are		
	expected to repay £20.25K again.		
	Colin Morrison reported that the application for Gift		
	Aid had been submitted but the repayments to the		
	Parish would take some time to arrive. He expected		
	the recovery to be similar to last year: ~£6K.		
	There was discussion about the apportionment of the		
	recovery between the Parish Main and Development		
	Fund accounts. It was pointed out that, where		
	donations or standing orders were paid specifically in		
	support of the Development Fund, we were obliged to		
	ensure that Gift Aid recoveries were credited to that		
	account.		
	• Colin suggested that he wished to retire from the task.		
	Fr John thanked him for his sterling work over many		
	years and invited John McNally to take over the reins.		
	This was agreed and John and Colin were charged	John &	
	with handing over as soon as it was convenient.	Colin	
	 It was agreed that Roger would investigate whether it 		
	was possible to buy inexpensive envelope and pencil	Roger	
	holders so that gift aid envelopes could be more easily		
	filled in.		
	 It was also agreed that in the New Year, there would be a "call in" of St Andrew's Pence boxes. 	Roger	
4.	Parish Centre Management:		
	Roger reported an encouraging year in the		
	management of the Parish Centre. The benefit of the		

	hall manager's work and success in attracting new clients was applauded;		
	 Bids had been made for support from charitable trusts 		
	to purchase a smart TV and improved wifi hub. This		
	would provide an attractive facility for hirers and be		
	highly valuable as a parish facility, too. This was		
	agreed.		
	 The need to smarten up the entrance of the hall through new planting and general maintenance was 		
	also recognised and the engagement of a part-time		
	person to improve outside areas was approved. It was		
	recognised that a standing cost of £13.5 per hour, and		
	4 hours per month, might be insufficient to deal with		
	the seasonal peaks;		
	 There was also discussion about the prospect of hall income being abored with the Derich Main account 		
	income being shared with the Parish Main account. Whilst there was over-riding pressure to bear down on		
	parish debts, it was decided that some visible		
	"paybacks" from the hall to the Parish would be		
	attractive. Suggestions were:		
	 The Development Fund paying for the upkeep of all outside arrange 		
	 of all outside areas; Repainting of the front of the church; and 		
	 The provision of noticeboards for the church 		
	and the hall.		
	Roger agreed to investigate.	Roger	
	• It was pointed out that such was the popularity of the		
	hall, that there was some tension between hirers' and		
	parishioners' over its use. There were dangers of double bookings and an expectation that the Parish's		
	needs should always take priority. It was proposed		
	that a protocol should be developed to clarify decision-	_	
	making and to reduce conflict. Roger Styles agreed to	Roger	
	draft something for the Committee and the Hall		
	Manager to consider.		
	 Sylwia asked whether the Parish Centre's charging regime recognised when kitchen appliances were 		
	used. Additionally, she enquired whether the newly		
	created small meeting room next to the parish office		
	could be made available to hirers as well as	Bagar	
	parishioners. Roger agreed to discuss these points	Roger	
	with Fr John and Lesley.		
5.	AOB:		
	 Fr John reported that the Tenterden Food Bank would be operational next week. Appe Taylor was the parish 		
	be operational next week. Anne Taylor was the parish representative.		
	 He also reported that Ron Basher was working with 		
	those developing the Kent Credit Union, which would		
	offer low cost loans and possibly savings opportunities		
	to local people. It was not yet clear when this would		
	start.		
	Finally, he highlighted problems with the Retired		

•	Clergy Fund, which was starting a diocesan fund- raising effort. This needed a representative from within the Parish to liaise with the Diocese and head up fund- raising from this parish. It was recommended that a separate appeal should be undertaken within the Parish to avoid diluting the effort needed to repay our own debts. Fr John agreed to make an appeal to seek support from the Parish. Elena highlighted the need for good security of the parish office and the need to ensure that the blinds were routinely drawn when the office was empty. It was suggested that CCTV cameras might provide a deterrent. Roger agreed to investigate.	Fr John	
•	The date and time of the next meeting was agreed to be Saturday 7th March 2015 at 10.30 am.	Roger	

Fr John Hine Parish Priest

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