

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

In attendance: Fr John Hine (Chairman)
 Elena Peck John McNally
 Colin Morrison Roger Styles
 Sylwia Dorozc 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Actions were reviewed as follows: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> • Fr John invited Sylwia to review the Parish Main account finances in 2014. She invited questions and made observations: <ul style="list-style-type: none"> ○ 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 be placed in Sylwia's tray as soon as possible; ○ It was agreed that Lesley McCarthy's salary 		

	<p>hall manager's work and success in attracting new clients was applauded;</p> <ul style="list-style-type: none">• 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 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:<ul style="list-style-type: none">○ The Development Fund paying for the upkeep of all outside areas;○ Repainting of the front of the church; and○ The provision of noticeboards for the church and the hall. <p>Roger agreed to investigate.</p> <ul style="list-style-type: none">• 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 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 parishioners. Roger agreed to discuss these points with Fr John and Lesley.	<p>Roger</p> <p>Roger</p> <p>Roger</p>	
<p>5.</p>	<p>AOB:</p> <ul style="list-style-type: none">• Fr John reported that the Tenterden Food Bank would 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		

