

## ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 7 MAR 15

**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 7<sup>th</sup> March 2015.

Serial	Agenda Item	Action	Comment
1.	<b>Introduction:</b> <ul style="list-style-type: none"> <li>Fr John welcomed everyone to the meeting.</li> </ul>		
2.	<b>Minutes of the last meeting of 6 Dec 14:</b> <ul style="list-style-type: none"> <li>Actions were reviewed in appropriate agenda items, apart from:               <ul style="list-style-type: none"> <li><b>Car parking:</b> Fr John had sent a letter to Fuggles, undertakers, asking that they not park on church property on Mondays or Tuesdays. They agreed and were prepared to keep the situation during the remainder of the week under review. Fr John will maintain his engagement with the charity shops. Action closed.</li> <li><b>Retired Clergy Fund:</b> No volunteer had been found to represent the Parish and Fr John sought help to identify someone. The requirement is to attend occasional meetings in the Diocese, be computer "savvy" and ready to engage with parishioners. The task might suit a married couple.</li> </ul> </li> </ul>	<b>All</b>	
3.	<b>Parish Finances:</b> <ul style="list-style-type: none"> <li><b>Parish Main Account:</b> <ul style="list-style-type: none"> <li>Sylwia provided copies of the draft end of year statement and invited questions:                   <ul style="list-style-type: none"> <li>The large amount of "Unknown/Differences" was of concern as it denied accurate attribution of income. It was agreed that the weekly collection sheet should be reviewed and improved. Jolyon agreed to work with Sylwia on this.</li> <li>It was important that donations from those in the Gift Aid scheme should be identified separately.</li> <li>There was still a significant difference between costs and receipts for publications, despite an earlier review. Fr John agreed to look at it again.</li> </ul> </li> </ul> </li> </ul>	<b>Jolyon &amp; Sylwia</b>  <b>Fr John</b>	Attached

	<ul style="list-style-type: none"> <li>▪ The entries for Cash should be routinely accounted for through the Petty Cash Book. It was noted that this needed to be reviewed.</li> <li>○ The healthy balance of the account - £18K - was applauded. However, Sylwia noted that ~£6K was due to go towards Diocesan Expenses in the near future.</li> <li>○ Submission of the annual report for 2014 was discussed against the requirement to send it to the Diocese by end-May as stated in the diocesan guidance in <i>Parish Financial Administration</i>. Sylwia agreed to clarify this and was committed to completing a draft report by end-Mar 15.</li> <li>○ In future stole fees for funerals would, where appropriate, include the clergy's travel expenses.</li> <li>○ The lack of a Lenten purple dalmatic vestment for the Deacon was mentioned and it was agreed that acquisition of one should be investigated.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Gift Aid:</b> <ul style="list-style-type: none"> <li>○ Colin and John committed to complete their handover before end-Apr 15.</li> <li>○ John was keen to review and, if necessary, challenge the 8% diocesan levy on Gift Aid recoveries from HMRC.</li> <li>○ John also agreed to manage Gift Aid applications on line and investigate the new ruling pertaining to donations "under £10".</li> <li>○ It was agreed that there should be a drive to maximise the Parish's Gift Aid contributions. Roger and John undertook to get suitable envelope holders and pencils to support this.</li> </ul> </li> <li>• <b>Development Fund:</b> <ul style="list-style-type: none"> <li>○ Roger briefed the annual report for 2014 submitted to the Diocese in Feb 15. He reported that it had been well received and the Parish had been commended on its progress in repaying loans.</li> <li>○ Sylwia suggested that, once she was happy with the reading for supply of water, she would change payment to monthly direct debit. Jolyon agreed to provide a monthly meter reading.</li> </ul> </li> </ul>	<p><b>Fr John</b></p> <p><b>Sylwia</b></p> <p><b>Fr John</b></p> <p><b>Colin &amp; John</b></p> <p><b>John</b></p> <p><b>John</b></p> <p><b>John &amp; Roger</b></p> <p><b>Sylwia</b></p> <p><b>Jolyon</b></p>	<p>Attached, along with annual statement</p>
4.	<p><b>Parish Centre Management:</b></p> <ul style="list-style-type: none"> <li>• As agreed at the last meeting, arrangements were in hand to repair and paint the front of the church and to refresh the parish signs. (Work is to commence on 23 Mar 15.) Along with the engagement of a gardener to maintain outside areas, these were to be funded by the Development Fund.</li> </ul>		

	<ul style="list-style-type: none"> <li>• These actions were welcomed, but the security risk of the ill-fitting windows on the side of the church was deemed to be a priority for treatment.</li> <li>• It was suggested that a working party should decorate the church nave. But it was deemed that the feasibility of this should be considered separately.</li> <li>• Donations for hiring the hall were discussed and it was agreed that a review was necessary. A tiered arrangement was suggested, favouring long-term hirers, making additional charges for use of the kitchen, and charging for use of the small meeting room. Charges should be reviewed annually.</li> <li>• It was agreed that better communications over the Parish Centre's hiring programme would reduce the risk of conflict with parish events.</li> </ul>	<p><b>Roger</b></p> <p><b>Fr John</b></p> <p><b>Roger</b></p> <p><b>Roger</b></p>	
5.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Fr John proposed that Noel Jordan, a retired architect, should be invited to join the Committee. This was welcomed.</li> <li>• Following the publication of revised Guidance Notes for Parish Financial Management in Sep 14, an extract outlining the duties of Parish Finance Committees was highlighted.</li> <li>• It was agreed that Sylwia should call an informal meeting of the Committee, when she was ready to discuss her draft annual report.</li> </ul>	<p><b>Fr John</b></p> <p><b>Sylwia</b></p>	Attached

**Fr John Hine**  
**Parish Priest**

Mar 15