

ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 19 SEPTEMBER 2015

In attendance: Fr John Hine (Chairman)
 Elena Peck John McNally
 Colin Morrison Roger Styles
 Sylwia Dorozc Deacon Jolyon Vickers
 Noel Jorden

Apologies: None

The St Andrew's Finance Committee met under Fr John Hine's chairmanship at 11.00 am on Saturday 19th September 2015.

Serial	Agenda Item	Action	Comment
1.	<p>Introduction:</p> <ul style="list-style-type: none"> • Fr John welcomed everyone to the meeting, especially Noel Jorden, attending for the first time. • Fr John mentioned the Pope's encouragement to "say what you think" and invited the Committee to keep this in mind while recognising the "end game" of what we are trying to achieve in the Parish. • Fr John said he intended to pass on the results of the Finance Committee's work to the Parish Advisory Council and ultimately through the weekly newsletter, to parishioners. 		
2.	<p>Minutes of the last meeting, 7 Mar 15:</p> <ul style="list-style-type: none"> • Actions were reviewed in appropriate agenda items, apart from: <ul style="list-style-type: none"> ○ Retired Clergy Fund: No volunteer had yet been found to represent the Parish in the Diocesan grouping and Fr John sought help to identify someone. ○ The Deacon's Vestments: Although the suggestion that he should have a purple Lenten vestment was appreciated, Deacon Jolyon said that there was no need for him to have additional vestments. 	All	
3.	<p>Parish Finances (Parish Main Account):</p> <ul style="list-style-type: none"> • Sylwia provided copies of the Main Account summary sheet. She commented: <ul style="list-style-type: none"> ○ The Main Account included both Parish and some Development Fund income and payments but she was reconciled to managing the resultant complexity, rather than separating the 2 accounts when the monies were counted in the church; ○ The bank balance was OK at present but there are still big payments to make before the end of the year, notably the ~£5K Diocesan Development Fund and insurance premiums of ~£2.5K; ○ We would continue to rely upon a significant Gift Aid recovery for a satisfactory year-end balance; 		Attached

	<ul style="list-style-type: none"> ○ Utilities are now under control with monthly meter readings being taken. • Fr John provided assurance that the tax affairs for the 3 part-time employees were in good order. • Fr John introduced the proposal to move the St Andrew's Cross from the head of the sanctuary to the front of the lectern. This required: <ul style="list-style-type: none"> ○ The all clear from the Diocesan Art & Architecture Committee. This would be obtained. ○ Costs of the move should be ascertained. ○ The Committee endorsed the expenditure, which they expected to be only a few hundred pounds. 	Fr John Fr John	
4.	<p>Parish Finances (Development Fund):</p> <ul style="list-style-type: none"> • Roger provided a summary of the Development Fund account, along with a list of the key points: <ul style="list-style-type: none"> ○ Income from the hall was now averaging £1100 pcm and income from standing orders was £520 pcm; ○ Projected income for 2015 was likely to be ~£21K and running costs ~£9K; ○ Currently £6.9K was held in cash; ○ Capital expenditure of £4.3K was new signage and painting the front of the church, previously agreed by the Committee. ○ It was projected that there would be no difficulty with meeting our obligation to repay £20.25K this year. • The effectiveness of the part-time hall manager and gardener was highlighted as being good value for money. • The on-going review of "charges" was welcomed; • The hall was in use everyday although there was still free space. • Roger introduced the initiative to extend the parish wifi and install an audio-visual suite in the hall. This would allow us to offer the hall to small businesses for events, as well as providing an asset for the Parish. The KCC had offered a grant of at least £1K in support. A possible grant of £3K from Ashford BC to provide a better broadband connection was also noted. The Finance Committee applauded the initiative and encouraged action as soon as tenders can be evaluated. 	Fr John & Roger	Attached
5.	<p>Parish Finances (Gift Aid):</p> <ul style="list-style-type: none"> • John confirmed that he and Colin had completed the transfer of their responsibilities. Colin was thanked for leading this important work over recent years. • John said he would visit the Diocese Finance Office on 9 Oct 15 to discuss a number of issues; • He expected to conduct as much parish gift aid business on line as possible; • He was keen to verify that the maximum number of eligible parishioners were taking part in the gift aid scheme; • In order to alert people to the benefit of Gift Aid, he agreed to talk to congregations towards the end of the tax year. 		

	<ul style="list-style-type: none"> Options to make greater use of Gift Aid envelopes, through the acquisition of pew-end envelope holders were discussed. John agreed to continue his investigations in this area. 	John	
6.	<p>Encouraging support from Parishioners:</p> <ul style="list-style-type: none"> Fr John highlighted the need to keep parishioners informed of the state of parish finances. He noted that new parishioners had not been invited to become more fully involved since he had arrived in the Parish. There were difficulties in presenting complex financial information in a palatable manner. Deacon Jolyon agreed to help by designing pie charts, etc to provide illustrations. The overall aims were to maintain interest in the Development Fund, to increase monthly standing orders, and to increase Gift Aid uptake across the Parish. He noted that suggestions had been made to set up a Friends of St Andrew's group and to have a 100 Club fundraiser. However, he was not in favour of either of these as they might be divisive. Rather, he preferred to have a party inviting parishioners new and old to include presentations to increase engagement and support across the Parish. Elena highlighted the importance of including current parishioners in such an event. These proposals would be put to the Parish Advisory Group at its meeting next week for their thoughts. This was welcomed. 	Jolyon Fr John	
7.	<p>Long-Term Plan for Building Maintenance:</p> <ul style="list-style-type: none"> Noel was invited to outline his ideas to having a structured approach to maintenance of all the parish buildings. These covered the church, office, house and hall. He advised refraining from embarking upon a preventative programme, which would most likely to be too costly to manage. Noel agreed to fix a date with Fr John for an initial review to identify current issues and to come back to the committee with his thoughts as to priorities for action. 	Noel	
8.	<p>AOB:</p> <ul style="list-style-type: none"> There was no other business to discuss. The date of the next meeting was agreed to be 11.00 am on Saturday 19 March 2016. 	All	

**Fr John Hine
Parish Priest**

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