

ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 19th MARCH 2016

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

Apologies: Colin Morrison

The St Andrew's Finance Committee met under Fr John Hine's chairmanship at 11.00 am on Saturday 19th March 2016.

Serial	Agenda Item	Action	Comment
1.	Introduction: <ul style="list-style-type: none"> Fr John welcomed members to the meeting and noted the absence of Colin Morrison. 		
2.	Minutes of the last meeting, 19 Sep 15: <ul style="list-style-type: none"> The minutes of the meeting of 19 Sep 15 were adopted and the actions not covered in the agenda were reported: <ul style="list-style-type: none"> Moving the St Andrew's Cross: <ul style="list-style-type: none"> Fr John noted that there was no impediment from Diocese to the moving of the cross. Providing secure fixing on the ambo was likely to be difficult; Jolyon agreed to approach a local stonemason to do the work. Engagement with Parishioners: <ul style="list-style-type: none"> Jolyon and Sylwia agreed to assess the best way of presenting the parish financial information to parishioners in a digestible form, having first defined what message was needed. 	<p>Jolyon</p> <p>Jolyon & Sylwia</p>	
3.	Parish Finances (Parish Main Account): <ul style="list-style-type: none"> Sylwia offered the final draft of the Financial Return to the Diocese for the year to 31 Dec 15. It was noted that total payments exceeded total receipts but as payments included repayments from the Development Fund of £19,500 during the year, there was still a healthy balance across the board. The Parish Main Account showed a credit balance of £15,035 and the Development Fund had a net credit balance of £2,387 at the year-end. It was agreed that the committee was "relaxed" about the current financial situation but that it would be wise to identify a reserve/disaster fund. It was agreed that we should work towards a £15K surplus in the future. It was noted that the parish office equipment (Risograph, photocopier and computer) were all on their last legs and needed to be renewed. However, it was noted that retention of sensitive data would be a constraint. The following actions were agreed: 		Draft return attached.

	<ul style="list-style-type: none"> ○ John McNally offered to make available space on a secure server, if needed; ○ Roger agreed to take advice on the replacement or refreshment of the office systems; and ○ Sylwia agreed to dig out the extant support contracts for the Risograph and the photocopier. 	Roger Sylwia	
4.	<p>Parish Finances (Development Fund):</p> <ul style="list-style-type: none"> • Roger reported on the health of the Development Fund in 2015. Summarising the report to the Diocese: <ul style="list-style-type: none"> ○ We had met our repayment obligation of £20,250; ○ The remaining loan liability was now £93,771 to be cleared by Sep 21; ○ The agreed repayment for 2016 would be £17,500; ○ There was a end-year credit balance of £2,387; ○ Income from the hall was £12,715 against costs of £7,905; ○ There had been no grants from charitable trusts in 2015, highlighting the importance of parishioners' standing orders and ad hoc donations, which amounted to £18,799 during the year (including £6K for the WiFi and audio visual suite). This highlighted the crucial need to retain support within the Parish whilst we had debts to pay off. However, once we had done so, the hall ought to be able to contribute to parish finances. • It was agreed that it was unnecessary to renew the annual subscription for access to the Charity Commission database. 		Attached, including statement for 2015
5.	<p>The Parish Centre: Roger reported:</p> <ul style="list-style-type: none"> • The WiFi extension and audio-visual panel had been installed at a cost of £5,997, fully funded by contributions from the KCC, the Allchurches Trust and a private donation. • New donations for use of the hall had been agreed: <ul style="list-style-type: none"> ○ The fee for the hire of the hall would rise from £12 to £13 per hour in line with the local market; ○ Access to the secure WiFi would be free, although use of the audio-visual suite would attract a fee of £30 per session; ○ Use of the cooker would attract £15 per session; and ○ At Fr John's discretion, a deposit of £30 would be sought for bookings if it was suspected that additional cleaning would be likely. • Salary rises were also agreed: <ul style="list-style-type: none"> ○ Lesley McCarthy, the hall manager, would receive a rise to £11 per hour, plus a £50 bonus, backdated to 11 Feb 16; ○ John Warren, the gardener, should receive an increase to £13.95 per hour (including a 10% discount) from 1 Mar 16. • There is a need to look after maintenance in the hall, for 		

	example there was a current issue with the Velux windows, which might require servicing/repair at a cost of ~£500.		
6.	<p>Parish Finances (Gift Aid):</p> <ul style="list-style-type: none"> • John reported that he was in the process of reconstructing the parish Gift Aid applications for 14/15 and 15/16 and needed to submit them to the Diocese by 12 Apr 16; • He hoped to be able to challenge the diocesan retention of 8% of the recovered tax in favour of greater support to the parish. • He needed to review the current parish Gift Aid list to bring it up to date, and was determined to relaunch Gift Aid within the Parish in the near future to improve our processes and to highlight the benefits to tax-paying parishioners. 	<p>John</p> <p>John</p>	
7.	<p>Maintenance:</p> <ul style="list-style-type: none"> • Noel had inspected the church to assess decorative problems and identify necessary improvements. He offered his report and highlighted: <ul style="list-style-type: none"> ○ The poor insulation of the roof of the nave; and ○ A drainage issue that needs further investigation. • Noel proposed to look at the hall separately and to review service arrangements and insurances to ensure we had an efficient approach. He also recommended that we identify a list of preferred suppliers. • The committee welcomed the approach. 		Attached
8.	<p>AOB:</p> <ul style="list-style-type: none"> • There was no other business to discuss. • The next meeting was agreed to be on Saturday 23rd July 2016 at 11.00 am. 	All	

Fr John Hine
Parish Priest

29 Mar 16