

ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 23rd JULY 2016

In attendance: Fr John Hine (Chairman)
 Roger Styles Sylwia Dorozc
 Deacon Jolyon Vickers

Apologies: Colin Morrison Elena Peck
 John McNally Noel Jorden

The St Andrew's Finance Committee met under Fr John Hine's chairmanship at 11.00 am on Saturday 23rd July 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 and that apologies had been received from Noel Jordan, John McNally and Elena Peck. 		
2.	Minutes of the last meeting, 19 Mar 16: <ul style="list-style-type: none"> • The minutes were adopted and 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"> ▪ Jolyon had contacted the stonemason about the feasibility and cost of moving the cross. ▪ <i>Afternote: Jolyon has now received a quotation of £120 + VAT for refixing the cross on the ambo. The work could be done in late-Aug.</i> 		
3.	Parish Finances (Parish Main Account): <ul style="list-style-type: none"> • Sylwia briefed on receipts and payments of the Parish Main Account, using largely the same headings as the diocesan end of year report. • The new presentation of accounts was welcomed and it was agreed that they should be published on a quarterly basis. The same for the Development Fund. • The healthy current account balance of £14,519 was noted. There was concern however that no request had been received from the Area Bishops' Fund (possibly the Diocesan Development Fund (DDF)), expected to be in the order of £1,500, and one or two other charges were still due. Fr John agreed to enquire about the DDF request. • Utilities costs were now stable and the cost of catholic papers was significantly reduced by consistently returning unsold copies. It was also noted with satisfaction that the Parish continues to benefit from stipends, which would ordinarily be paid to the clergy. We are fortunate in that, like his predecessor, Fr John generally does not take these stipends, as he benefits from income from elsewhere. • Jolyon agreed to draft separate pie charts for the Parish Account and the Development Fund, based upon the headings shown in Sylwia's analysis and share them with 	<p style="text-align: center;">Sylwia</p> <p style="text-align: center;">Fr John</p>	Attached

	<p>the committee. The aim remained to show parishioners how their funds were being used.</p> <ul style="list-style-type: none"> Income from the Poor Box was discussed. The income is transferred to our branch of the Society of St Vincent de Paul. This was welcomed and it was suggested that this should be brought to the attention of parishioners. Fr John proposed to use approximately £1,500 to purchase cushions for all benches in the church. <ul style="list-style-type: none"> Fr John asked that committee members not present should call to discuss this proposal if they were concerned about it; It was suggested that the same cushioning material should be used to cover the seats in the sanctuary; and Fr John should invite parishioners to contribute towards the costs if they wished to. Roger reported that the parish office equipment had been replaced at a cost of £1,968. He would now terminate the contracts and dispose of the Risograph and photocopier. The next steps were to improve the parish website, which would attract additional design and other costs, along with a need to a small team to work together to define our requirements and undergo training. 	<p>Jolyon</p> <p>Fr John</p> <p>All</p> <p>Fr John</p> <p>Roger</p> <p>All</p>	<p>Roger to ask for support.</p>
4.	<p>Parish Finances (Development Fund):</p> <ul style="list-style-type: none"> Roger reported on the hall: <ul style="list-style-type: none"> The current balance at end-Jun 16 was £10,790, with hall income stable at ~£1,000 pcm and standing orders at ~£500 pcm. Whilst running costs were in the order of ~£600 pcm. We were obliged to repay £17,500 in 2016 and this should be possible. It was noted that one of the loans (£10K from Blackheath Parish) was due for re-payment in Aug 16. It was agreed that a special payment for this sum should be made to the Diocese forthwith. It was also noted that an insurance claim would be made to recover some of the £600 paid to repair a Velux window, in consultation with the Diocesan Finance Office. Sylwia agreed to investigate the recent charges for sewage repairs, which should be attributed to the Development Fund and to investigate further pump servicing charges from AC Pumps Ltd. 	<p>Sylwia</p> <p>Roger</p> <p>Sylwia</p>	<p>Attached quarterly statement</p>
5.	<p>The Parish Centre:</p> <ul style="list-style-type: none"> Overall, there was contentment about the way the hall was running, and both Lesley and John were excellent in supporting it. It was felt that once loans were paid off in 2021, there should be greater flexibility for parishioners' use at weekends. 		

6.	<p>Parish Finances (Gift Aid):</p> <ul style="list-style-type: none"> • John had been unable to attend the meeting but provided a comprehensive report. The key points were: <ul style="list-style-type: none"> ○ The Diocese is introducing an on-line system to allow submissions and claims to be made within the yearly cycle. ○ John is checking all donations and records for the past 2 years and is in the process of submitting claims to the Diocese; ○ These should lead to ~£10K in recoveries before the year-end. ○ John is already engaging with parishioners to improve records and maximise uptake. This will be completed in conjunction with the parish database update currently underway. • The committee thanked John for the hard work he has undertaken. They looked forward to a further update at the next meeting. 	John	
7.	<p>Maintenance:</p> <ul style="list-style-type: none"> • In Noel's absence, the committee gave some thought to possible maintenance issues. They identified: <ul style="list-style-type: none"> ○ The line of paving stones in the front of the church, which might become a trip hazard; ○ The guttering around the church, which in some areas needed repair; ○ The wooden fence adjacent to the neighbouring house, which will soon need attention. 	Noel	To note and discuss with Fr John.
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 22nd October 2016 at 11.00 am. 	All	

**Fr John Hine
Parish Priest**

28 Jul 16