ST ANDREW'S PARISH FINANCE COMMITTEE MEETING, 22nd OCTOBER 2016

In attendance: Fr John Hine (Chairman)

Roger Styles John McNally Noel Jorden

Deacon Jolyon Vickers Colin Morrison

Apologies: Sylwia Dorozc Elena Peck

The St Andrew's Parish Finance Committee met under Fr John Hine's chairmanship at 11.00 am on Saturday 22nd October 2016.

Serial	Agenda Item	Action	Comment
1.	 Introduction: Fr John welcomed members, noted the absence of Elena Peck and that apologies had been received from Sylwia Dorozc. 		
2.	 Minutes of the last meeting, 23 Jul 16: The minutes were adopted and actions not covered in the agenda were reported: Moving the St Andrew's Cross: Jolyon noted that the stonemason had not reverted with a date for the work and he agreed to chase them again. Poor Box income: Fr John agreed to highlight to parishioners that the proceeds from the Poor Box were used to support parish SVP charitable donations. Collection "counters": Fr John observed the current frailty of the team of volunteers who count weekly collections. He and Jolyon agreed to approach one or two suitable candidates who might be able to provide reinforcement. Cushions for benches: After consultation with parishioners, it was confirmed that: Swatches of green fabrics would be obtained, in preference to red; Some benches at the back of the nave could be left without cushions; Sufficient cushions to fit all benches would be purchased; A parishioner had offered to meet half the costs and Fr John would encourage others to help with the remainder. 	Jolyon Fr John & Jolyon Fr John	
3.	Parish Finances (Parish Main Account): In Sylwia's absence, Fr John reviewed the parish main account summaries she had provided. He highlighted: The generally healthy state of the parish accounts; Income from collections and standing orders was consistently good; The repository was proving to be popular and viable, as were votive candles; Publications were now under control and some		Attached (Sylwia had presented this summary to the Parish Advisory Council earlier in the

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	 books had been purchased for first communicants; The Parish Centre was similarly healthy, the details of which would be covered later. 		week.)
	 Sylwia had agreed to adjust the payment of £1.5K from Maintenance to Christmas & Easter Offerings. 	Sylwia	
	 The new IT office suite had been installed and work was now in hand to dispose of the photocopier and Risograph. 	Johnan 9	
	 Jolyon reported that pie charts would be prepared for the presentation of financial data to parishioners at the end of the year. 	Jolyon & Sylwia	
4.	Parish Website:		
4.	 Roger introduced a paper recommending improvements to the parish website. He highlighted: It was no longer feasible to rely on the generosity of Mike Doggwiler to be our "webmaster"; The current site was out of date but it was not feasible to edit or amend content with the current arrangements; It was recommended that we change to a Content Management System software named WordPress, which would allow us to take ownership of the site and have nominated editors. There was probably a dearth of in-house expertise and therefore external support would be needed. A local web designer (lancefrench.com) had been identified and he had suggested costs in the order of: £240 + VAT pa to license and host the website; ~£1K + VAT for website redesign; ~£200 + VAT for training. 		Attached
	 After discussion, it was agreed that: The Parish should "take ownership" of its own website; A budget of in the order of £1.5K should be made available; 	Roger	
	 Roger should approach Lance French to obtain a fully costed proposal; 		
	 A small team should be set up to drive through the redesign and establish maintenance of the site. John offered to approach his brother to see whether he could offer advice in graphic design. 	John	
5.	Development Fund & the Parish Centre:		
	Roger summarised the Development Fund: Receipts and payments were stable and under control;		Attached
	 £10K had been repaid to Blackheath Parish on schedule; £7.5K more was needed to meet our loan repayment programme for 2016; this should be 		
	feasible. No applications had been made to charitable trusts this year and it was heartening to see that the Parish		

	Centre was able to meet scheduled costs. We currently still owe £86.25K; we have 4 more years of repayments at £17.5K pa and a final payment of £6.271K in 2021. The Parish Centre was working well. Small points were noted: An insurance claim had been submitted for repairs to a Velux window. The sewage pumps needed servicing. (Fr John will call AC Pumps.) There was likely to be need for a new water pump. (Jolyon offered to investigate and call Westview Plumbing Services.)	Fr John Jolyon	
	 The plan to replace the washroom dryers would be deferred until next year. 	Roger	
6.	 Gift Aid: John updated progress on sorting out the gift aid submissions for 2014/14 & 2015/16. He had identified some issues and the necessary link up with the updated parish database. In line with diocesan plans, he hoped to use on-line support as much as possible for Gift Aid in the future. He would be writing to all "gift aiders" in the Parish to let them know what was going on and to confirm their details. He was considering holding a gift aid surgery to deal with individual issues. He was hoping that, with luck, he might be to recover ~£10K for the Parish by the end of the year. John was thanked for his sterling effort in this area. 		
7.	 Maintenance: Noel still needed to review maintenance issues with Fr John and agreed to meet up. Specific areas for review were: Drainage in front of the church; a longer-term solution might be necessary; Guttering, particularly in the front and between Fr John's house and the church; and The back garden fence. 	Noel	
8.	 Jolyon raised the issue of security preparedness in the light of potential attacks. He offered a diocesan summary advisory sheet and asked the committee give it thought, so that we could consider how suggested measures might be implemented at our next meeting. The next meeting was agreed to be scheduled for 	AII	Attached
	Saturday 11th February 2017 at 11.00 am.		

Fr John Hine Parish Priest