**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 5 AUG 17**

**In attendance:** Chris Leahy (Chairman) Fr John Hine (Parish Priest)

Elena Peck Sylwia Dorozc

Deacon Jolyon Vickers Colin Morrison Roger Styles

**Apologies:** Noel Jorden John McNally Liz Walker

The St Andrew’s Parish Finance Committee met under Chris Leahy’s chairmanship at 11.00 am on Saturday 5th August 2017.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
| --- | --- | --- | --- |
| 1. | **Introduction:*** Fr John welcomed everyone, especially new members Chis Leahy and Liz Walker. He invited Chris Leahy to chair this and subsequent meetings of the committee. He also noted that apologies had been received from Noel Jordan, John McNally and Liz Walker.
 |  |  |
| 2. | **Minutes of the last meeting, 11 Feb 17:*** The minutes were adopted and actions not covered in the subsequent agenda were summarised:
	+ **Collection “counters”:** Fr John reported he now had sufficient counters to meet normal needs. Action complete.
	+ **Cushions for benches:** Action complete.
	+ **Pie Charts:** The production of pie charts to help parishioners understand parish finances had not been produced. They were now needed for both the newsletter and website. Jolyon and Sylwia agreed to expedite this.
	+ **Hand Dryers in the Parish Centre.** It had been decided that new dryers would not offer value for money. No Further action.
	+ **Parish Centre salaries:** Agreed salaries had been raised. Action complete.
	+ **Logos:** John McNally’s brother had kindly designed a clutch of logos for the Parish. One had been used on the new website and thought should now be given to wider use of the others within the Parish.
	+ **Maintenance:** The trip hazard had been sorted out, along with drainage issues. However, it was reported that there was still a leak in the gutter. Roger agreed to contract the contractor.
	+ **Deferrals:** Actions on Gift Aid and Security Preparedness were deferred to later in the meeting.
 | **Jolyon & Sylwia****Fr John****Roger** |  |
| 3. | **Parish Finances (Parish Main Account):*** Sylwia presented current statements of account and invited questions. It was noted that the Parish’s reasonably healthy position, partly resulting from good income from the Parish Centre and the closure of an interest-earning business reserve account, to the benefit of the Main Account. It was reiterated that, even without Gift Aid recoveries, the Parish was now in a more healthy financial position than hitherto.
* Utilities seemed to be under control but Sylwia asked whether the newly installed smart meters could be monitored. Jolyon agreed to do this.
* Fr John thanked Sylwia for the work she does and reported that the Diocese planned to make the accounts visible on line. This was welcomed.
 | **Jolyon** | Attached |
| 4. | **Development Fund and Parish Centre:*** Roger reported on the Parish Centre and reviewed the summary statement of account:
	+ Our debt in 2011, on construction of the Parish Centre, was £170K arising from 4 loans from other parishes and an agreed overdraft from the Diocese. The debt now stood at £76K and this year’s obligation was to repay £17.5K, as planned.
	+ Income from hiring continued to hold up well, amounting to ~£10K in the year to Jun, as had standing orders from parishioners (~£3K so far this year). The Development Fund had a current balance of £12,090 at 30 Jun 17.
	+ There had been no significant repairs so far this year but we had recently commissioned new coat hooks for the lobby (~£500) and electrical work and possibly changes to the sewage would be needed. An investment in CCTV was also expected. (See Agenda Item 8.)
	+ Surface cracks had appeared in the hall and kitchen, which were being monitored and would be treated, hopefully as routine decoration, in due course.
 |  | Attached |
| 5. | **Gift Aid:*** In John McNally’s absence, Fr John reported that John had found it difficult to make progress with our applications for Gift Aid recoveries and that he needed help.
* Fr John offered to get in touch with John and suggested that he would bring parties together to assess the situation and work out a plan to claim for past years and for the future.
* Further discussions were deferred until Fr John had been in touch with John McNally.
 | **Fr John** |  |
| 6. | **Parish Website:*** Roger reported that the new website was now operational with 3 volunteer editors. This allows the site to be kept fully up to date with the current newsletters, calendars, rotas, etc.
* The development of the site had cost £1.2K and likely annual costs of £240 were expected, along with ad hoc costs for fresh images from our local photographer.
* The new site was welcomed and Fr John highlighted that we must now continue to raise its profile within the Parish. For example he offered to maintain his “Thought for the Week” piece throughout August, despite there being no weekly newsletter.
 | **Fr John** |  |
| 7. | **Maintenance:*** Noel was unable to attend the meeting but his recent review was scrutinised.
* The following points were made:
	+ The ominous sewage issue is currently not a problem, but the autumn rains might demand action.
	+ The overheating in the Parish Centre plant room should be examined through the British Gas maintenance contract, rather than the local electrician. Jolyon agreed to contact British Gas. It was also agreed that it might be necessary to make a vent in the plant room door.
	+ It was agreed that the decoration of the church and hall should be costed, once the situation with the surface cracks was clearer.
* Jolyon reported that Canon Currie’s grave in the local cemetery needed to refurbishment. It was agreed that he should explore costs and, if reasonable, get the work done. Jolyon also offered to make an appeal for donations within the Parish.
* Fr John noted that a tree in the car park was partially dead, but a check should be made as to whether it had listed status, and if not, action taken to remove it, which would involve repairs to the tarmac.
 | **Jolyon****Jolyon****Fr John** |  |
| 8. | **Security Preparedness:*** Following advice from Diocese and elsewhere, a visit from the Kent Police Community Liaison Office and other investigations, the following plan of action was agreed:
	+ Fr John as a lone worker, had already been equipped with personal deterrent alarms;
	+ Security briefings will be made within the Parish focusing on advice on dealing with emergencies in the church and the Parish Centre;
	+ “Grab Bags” will be deployed both in the church and the Parish Centre containing instructions and high visibility jackets to bring order in an emergency;
	+ Installation of a CCTV system was proposed, covering both the church and the Parish Centre. The estimate, including some electrical repairs, was likely to be in the order of £1K.
* The Committee agreed that this work should go ahead, sharing costs 50/50 between the Main Account and the Development Fund.
 | **Roger****Sylwia** |  |
| 9. | **AOB:*** **The next meeting was scheduled for Saturday 21st October 2017 at 11.00 am.**
 | **All** |  |

Fr John Hine (Parish Priest)

Chris Leahy (Chairman)

14th August 2017