**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 21 OCT 17**

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

Deacon Jolyon Vickers Noel Jorden

Liz Walker Roger Styles

**Apologies:** Elena Peck Sylwia Dorozc

 Colin Morrison

The St Andrew’s Parish Finance Committee met under Chris Leahy’s chairmanship at 11.00 am on Saturday 21st October 2017.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:*** Fr John welcomed everyone and noted the absence of Sylwia Dorozc, Elena Peck and Colin Morrison. He asked for two items to be covered under AOB: the gardening contract and a possible increase in the salary of the parish organist. He then offered the chair to Chris Leahy.
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| 2. | **Minutes of the last meeting, 5 Aug 17:*** The minutes were adopted and actions not covered in the elsewhere in the agenda were summarised:
	+ **Use of new logos in the Parish:** Through the support of John McNally, we now had access to new logos for use in the Parish, the first of which was introduced into the new website design. Members were reminded to use the more modern logos when opportunities occurred.
	+ **Guttering:** Roger reported that the leaks to the guttering overhaul had been rectified.
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| 3. | **Parish Finances (Parish Main Account):*** In Sylwia’s absence Fr John introduced the financial statement and said that the account was healthy with a current balance of ~£14K at the end of Aug 17. Large payments to the Archdiocese had been made already, but there were significant payments still to come (e.g. insurance, CCTV installation). He invited further comments.
* Liz asked for greater clarity over second collection receipts and payments and also asked for an overall reconciliation of receipts, payments and current balance to be added to the statements.
* She also asked how the (Poor Box) St Vincent de Paul Society (SVP) receipts were used. This led to a discussion on the future of the Society in the Parish. Fr John concluded that there were issues nationally with the SVP but the group within the Parish could be consolidated and continue to do local pastoral work. This would entail continuation of clearances sought through the Disclosure and Barring Service (DBS) for group members and updates to the parish website.
* Jolyon reported that the format of financial pie charts had been agreed and expected the Committee, when it next met, to consider publishing pie charts for years 16/17 and 17/18.
* He also reported that all utilities now had smart meters and that he routinely monitored the readings. This ensured readings matched invoices.
* Finally, Fr John reported that the cost of renovation of the gravestone of the parish’s founding priest, Canon Currie, was estimated to be £480. He had asked parishioners to consider making a contribution, and was pleased to note that some were positive about helping.
 | **Sylwia****Fr John** | Attached |
| 4. | **Financial Reports: Gift Aid*** Liz Walker had recently taken over from John McNally as the coordinator for Gift Aid. She reported that:
	+ She had visited the Archdiocese Finance Office to learn that the Parish should expect to receive Gift Aid recoveries for 14/15, 15/16 and 16/17, possibly amounting to ~£18K.
	+ She was still battling with the new software.
	+ A new Data Protection Bill will be introduced in Apr 18. In preparation, it will be necessary to seek new declarations from parishioners who have already committed to Gift Aid. This would also offer an opportunity to introduce new participants.
* Liz also agreed to offer updates to the parish website.
 | **Liz****Liz** |  |
| 5. | **Development Fund and Parish Centre:*** Roger reported on the fund and reviewed the summary statement of account:
	+ Income continued to be steady, on average £1.6K pcm from the hall and £500 pcm from parishioner’s standing orders.
	+ Payments were low so far this year, but significant costs were imminent, including 50% share in the CCTV installation, pump maintenance and the insurance premium.
	+ The bank balance stood at £15.7K at end-Aug, which suggested that we should meet our loan repayment target of £17.5K this year, and it might be possible to make an over payment. This was deemed to be attractive as it might offer a loan-free year in 2021, but such payments would need to be cleared by the Committee.
 | **Roger** | Attached |
| 6. | **Security Preparedness:*** Roger reported that the installation of CCTV throughout the Church and Parish Centre was complete and it was time to introduce parishioners and those who use the hall to the new emergency procedures. Briefings would be held at each mass this weekend and notices had been placed in the newsletter and on line.
* It was agreed that the declared assembly area (the main car park) should be extended to include the adjacent grassed area on the junction with Turner’s Avenue.
* There was discussion about briefing the small group of “welcomers” at services in action in an emergency, as they might be likely first responders.
* In view of the potential fire risk, Fr John introduced the possibility of getting safer candles, and he agreed to investigate the supply and costs more fully.
 | **Roger****Fr John** |  |
| 7. | **Maintenance Issues:*** Noel enquired about the performance of the sewage system, which had not failed during the summer. Continued vigilance was deemed necessary and Roger agreed to ask Peter Lonergan whether he had contacted the Parish Centre architect.
* Jolyon was asked whether he had discussed the heat in the pump room with the British Gas maintenance team. He said that he would do so and investigate further whether there was a facility in the pump room for ventilation or whether the door could usefully be modified.
* Noel offered to do another review of the whole site with Fr John and include consideration of touch painting and plastering the superficial cracks in the hall.
 | **Roger****Jolyon****Noel** |  |
| 8. | **Future Plans for the Church:*** Fr John introduced his ideas for future improvements in the church. These were offered, in priority order:
	+ Better lighting throughout the church, making use of recent advances in technology;
	+ Redesigning the sanctuary by:
		- Moving the tabernacle to “centre stage”;
		- Shortening, remodelling and cleaning the crucifix;
		- Change the paint and carpets to make it more welcoming.
	+ Redecoration of the church.
* He also agreed that the statue of Our Lady could be better presented.
* It was agreed that Noel and Fr John would include the implications of these ideas in their review of maintenance issues.
* Other members of the committee were invited to think about Fr John’s ideas and come up with any ideas of sources of advice at future meetings.
* Fr John agreed to seek that advice from the Archdiocesan property adviser.
* Liz enquired whether we had any legacies. She highlighted that these were worth considering and could be suitable in support of big projects such this.
 | **Fr John & Noel****All****Fr John** |  |
| 9. | **AOB:*** **Parish Organist:** Fr John suggested the parish organist should receive a pay rise. This was generally welcomed and Fr John agreed to seek advice on an appropriate rate and offer suggestions to committee members by email.
* **Gardening:** There was discussion about the poor performance of the current contractor. It was agreed that Fr John would further explore another source, which would most likely be £50 per week, a little more than we currently pay. At the same time, he should disengage with the current contractor.
* **The next meeting was scheduled for Monday 19th March 2018 at 7.00pm.**
 | **Fr John** **Fr John****All** |  |

Fr John Hine (Parish Priest)

Chris Leahy (Chairman)

24th October 2017