**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 19 MAR 18**

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

Deacon Jolyon Vickers Noel Jorden

Liz Walker Colin Morrison Elena Peck Sylwia Dorozc Roger Styles

**Apologies:**

The St Andrew’s Parish Finance Committee met under Chris Leahy’s chairmanship at 7.00 pm on Monday 19th March 2018.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:*** Welcoming a full attendance, Chris Leahy introduced the meeting.
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| 2. | **Minutes of the last meeting, 21 Oct 17:*** The minutes were adopted and actions not covered elsewhere in the agenda were summarised:
	+ **The use of safer candles:** Fr John reported that, following investigations, he concluded that, because the option he explored required a commitment to rent candles and holders, he recommended that this idea should be deferred until we are able to redesign the sanctuary.
	+ **Organist:** Fr John had sought advice of the Diocesan Financial Office and reported that the organist had received a monthly rise of 3.8%, bringing it in line with the National Living Wage.
	+ **Gardener:** Fr John has hired a new gardener, Rod Finney, to attend fortnightly, with a priority to keep the church and parish centre grounds tidy. He will do whatever is necessary, at a rate of £20 per hour.
 |  | No further action. |
| 3. | **Parish Finances (Parish Main Account):*** Sylwia presented the draft end-of-year account to the Committee for approval. She clarified some of the entries:
	+ The Miscellaneous Receipts, came from the Parish Christmas Lunch and a Men’s Breakfast: (The Christmas Lunch was further discussed under AOB.)
	+ Standing Orders: In relation to Gift Aid recoveries, Liz asked for a list of these.
	+ Poor Box: Fr John explained that the small sum - £358.68 – had been dispensed in aid of the needy and SVP beneficiaries.
	+ The difference between Receipts and Payments in respect of Diocesan Second Collections resulted from a lag in payments to the Diocese at the year-end.
	+ The interest on Bank Deposits - £0.61 – attracted much inconclusive discussion!
	+ Sylwia is now able to see the bank transactions on line. This was welcomed and she confirmed that Jolyon was also able to sign in on her absence.
	+ Jolyon noted that Publications were still costly, despite efforts to reduce waste. But it was confirmed that these figures included publications given to communicants and those confirmed.
	+ It was confirmed that the bank balance of £20K included a £15K legacy, since paid to Diocese in support of Parish Centre loan.
	+ Sylwia agreed to show the entries for Miscellaneous and Sundry in more detail.
	+ Fr John and Chris Leahy were required to complete Page 1.
* The Committee offered their thanks to Sylwia for her hard work.
 | **Sylwia****Sylwia****Fr John & Chris** | To be made available once finalised. |
| 4. | **Financial Reports: Gift Aid (& GDPR from Agenda Item 6)*** Liz Walker reported on her attendance at the recent Diocesan Gift Aid Conference, where the impact of the imminent implementation of the General Data Protection Regulations (GDPR) was outlined, along with new processes for Gift Aid and the introduction of secure email accounts for all those involved with personal data or finances.
* She advocated a “refresher” weekend in May to deal with both Gift Aid and the Parish Database. This would provide the opportunity to brief parishioners and to invite them to sign new authorisation for the Parish to hold their personal data. It would also provide an opportunity to encourage others to sign up to Gift Aid donations.
* It was decided to set up a small working party to plan for the necessary changes. Liz agreed to lead this with support from Janet Brierley (Parish Database and Safeguarding) and Roger.
* It was also pointed out that it is vital that we hold all necessary Data & Barring Service (DBS) clearances and that they are in date. It was suggested that Janet should be able to provide a list of these requirements.
* Some historic entries in the Parish Database (perhaps deceased, moved away or fallen by the wayside) would need to be managed, and the small group should consider ways of auditing the current parish database.
* Liz was asked to review the parish website and offer an update to the Gift Aid pages.
 | **Liz****Roger & Liz****Roger & Liz****Liz** |  |
| 5. | **Development Fund and Parish Centre:*** Roger reported on the fund and reviewed the summary statement of account:
	+ Our annual report to the Diocese on repayment of loans had been well received. As required, we repaid £17.5K in 2017. Future payments would be £17.5K for both 2018 and 2019. As a result of a payment of an additional £15K in Feb 18, we would then be able to clear our parish debt through the payment of £8,771 in 2020.
	+ Letters were sent to those who provided monthly standing orders in support on the Development Fund thanking them for their vital support.
	+ Income from the hall remained good, being almost £19K in 2017, and costs had been reasonably low, with no major repairs required.
* We have obtained two quotations for the repairs to plaster and repainting the walls of the hall and kitchen, both just short of £2K. We were also seeking expert advice on maintenance of the hall flooring. All work should be carried out in the summer.
 |  | Attached |
| 6. | **Maintenance Issues:*** The plant room heating was discussed and Noel agreed to examine the existence of a possible ventilation option in the ceiling, and to suggest how it might be tackled.
* Roger reported that it had not been possible to contact the hall architect (Graham Bedford) over worries about sewage from the Parish Centre. Luckily, Fr John reported that currently there was no problem.
* Noel reported that, during his review with Fr John, he felt that the organ loft and the nave showed signs of water ingress, and it would need to be tackled.
 | **Noel** |  |
| 7. | **Future Plans for the Church:** * The magnitude of the current decoration problems in the church needed to be considered along with the plans for the future. It was agreed that the priority ought to be redesigning the lighting.
* Fr John had discussed the ideas with the priest responsible for Art & Architecture in the Diocese and he was broadly happy.
* It was deemed imperative that some formal and expert study should be undertaken to scope and cost the refurbishment project to give the Committee something to work on. Noel agreed to consider this with Fr John.
 | **Noel & Fr John** |  |
| 8. | **AOB:*** A brief discussion on the Parish Christmas Lunch, which had not been as successful in 2017 as had been hoped, was deferred to the Parish Council, due to meet in April.
* **The next meeting was scheduled for Monday 22nd October 2018 at 7.00pm.**
 | **Fr John** |  |

Fr John Hine (Parish Priest)

Chris Leahy (Chairman)

24th March 2018