**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 22 OCT 18**

**In attendance:** Deacon Jolyon Vickers (Chairman)

Fr John Hine (Parish Priest) Noel Jorden

Liz Walker Elena Peck Kathleen Bishop Roger Styles

**Apologies:** Chris Leahy Colin Morrison

Sylwia Dorozc

The St Andrew’s Parish Finance Committee met under Deacon Jolyon Vickers’ chairmanship at 7.00 pm on Monday 22nd October 2018.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:*** In view of Chris Leahy’s unavoidable absence, Fr John invited Jolyon to chair the meeting;
* He also welcomed Kathleen Bishop to report on the recent diocesan finance meeting.
* The absence of Colin and Sylwia was noted.
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| 2. | **Minutes of the last meeting, 19 Mar 18:*** The minutes were adopted and actions not covered elsewhere in the agenda summarised:
	+ In the wake of GDPR, an action to review the latest parish database alongside the previous one, needed to be completed. It was agreed an experienced team of Janet Brierley, Elena Peck, Andrew Butler & Mary Iglinski would do this. Roger would coordinate.
	+ Janet Brierley would be asked to confirm arrangements for the security of the hard copy of the parish database.
	+ She would also be asked to confirm that our DBS certifications were appropriate and up to date.
 | **Roger****Roger****Roger** |  |
| 3. | **Parish Finances (Parish Main Account):*** In view of Sylwia’s indisposition, her submitted statements and consolidation report were summarily reviewed. There were no challenges.
* Fr John reported that, although the recent parish audit had been satisfactory, albeit with a number of recommendations, no written report had yet been received, despite his formal request.
* Kathleen offered a summary of the diocesan meeting on 19 Oct. It was let by the Financial Secretary, who briefed on the imminent changes to governance, security and financial processes across the Archdiocese. The key changes affecting the Parish were:
	+ The Diocesan Finance Team is to be revamped in order to:
		- Introduce a new, secure IT system including new email structure and use of Microsoft Office 365;
		- Move on to electronic banking though a new accountancy process using a reputable off the shelf process;
		- Align this with the introduction of on-line management of the Gift Aid system already using Giftwise.
	+ Some elements were being trialled at the moment and it is expected all parishes to sign up, with deployment starting in Jan 19.
* It was agreed that we should set up a small working group to determine what needs to be done. Roger will take advice from the Finance Office to see what help they would offer (such as training, a structured implementation programme).
* **Salary increase:** Fr John reported that Lesley McCarthy had increased her charges for cleaning and management of the Parish Centre. The increase is to £11.50 per hour from £11.00 per hour, effective from 6 Sep 18. The Committee approved this.
* **IFM Diocesan Energy:** The Diocese has encouraged parishes to consider joining the energy contract run by Church Marketplace. This was thought to be a good idea and worth investigating. Given Sylwia’s past engagement with utility companies, she was asked (in absentia) to investigate.
 | **Roger****Sylwia** | AttachedDetails attached |
| 4. | **Financial Reports: Gift Aid:*** Liz reported good progress in receiving historic recoveries although there was still some reconciliation to do with Sylwia and standing orders.
* She reported a very significant uplift in the numbers of parishioners who now participated in the scheme following her recent publicity and renewal of authorisations.
 | **Liz & Sylwia** |  |
| 5. | **Development Fund and Parish Centre:*** Roger reported a satisfactory situation with the Parish Centre:
	+ The recent decoration had been done quickly with minimum disruption and to a good standard at a cost of £1,915.20;
	+ The maintenance of the flooring had been deferred until 2019 in order to minimise disruption to hall users. Roger was encouraged to “book our slot” with the company as soon as possible.
	+ A Gift Aid recovery of £5,103 had been received.
	+ With £20,320 in credit as at 31 Aug 18, we were confident of being able to repay £17.5K in Dec, on schedule.
	+ This would leave further payments of £17.5K in 2019 and £8.7K in 2020.
* Fr John reported that a fault had been rectified in the plant room, which had generated excessive heat throughout the summer.
 | **Roger** | Attached |
| 6. | **Maintenance Issues:*** Fr John reported a successful H&S review.
* Roger reported that authority to remove the dead tree in the car park had been received from Ashford Borough Council and a quotation for its removal, along with remedial work in the car park and refreshing parking lines, was imminent.
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| 7. | **Future Plans for the Church:** * Fr John highlighted the need for better lighting in the church and suggested that it should be tackled as soon as possible, and to precede other work. He asked for suggestions as to finding a suitable lighting designer. Noel offered to meet with Fr John and look at options.
 | **Fr John & Noel** |  |
| 8. | **AOB:*** Fr John mentioned the recent suggestion of reducing the number of Sunday masses. This was deferred to the forthcoming meeting of the Parish Council.
* In view of her detailed briefing, Fr John invited Kathleen to become a full member of the Parish Finance Committee. This was approved and she accepted.
* **The next meeting was scheduled for Monday 18th March 2019 at 7.00pm.**
 | **Roger** |  |

**Fr John Hine (Parish Priest)**

**Deacon Jolyon Vickers (Chairman)**

**5 Nov 18**