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

**In attendance:** Chris Leahy (Chairman)

Fr John Hine (Parish Priest) Deacon Jolyon Vickers Noel Jorden Liz Walker Kathleen Bishop Sylwia Dorozc

Roger Styles

**Apologies:** Colin Morrison Elena Peck

The St Andrew’s Parish Finance Committee met at 7.00 pm on Monday 18th March 2019.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:*** The Chairman said apologies had been received from Elena and Colin, and invited Fr John to introduce the meeting.
* Fr John reported that our parish had received a significant legacy from the estate of Maureen McGarry (RIP) for the benefit of St Andrew’s Church in Tenterden.
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| 2. | **Minutes of the last meeting, 22 Oct 18:*** The minutes were adopted and actions not covered elsewhere in the agenda were summarised:
	+ **Reduction in Sunday masses:** Fr John reported that the diocesan plan to reduce the number of masses on Sundays had been dropped. He said he was happy with this but, in extremis, he might be required to assist the Headcorn Mass Centre.
	+ **GDPR Actions:** Roger reported that:
		- Janet Brierley would conduct 1to1 reviews with selected parishioners to rationalise the parish databases.
		- She also confirmed that the Parish was up to date with DBS and Safeguarding requirements.
		- Fr John confirmed that he held historic information under lock and key.
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| 3. | **Parish Finances (Parish Main Account):*** **IFM Energy:** Sylwia reported on her investigation of the merit of the IFM Diocesan Energy offering. She made the following points:
	+ Our current contractual notice periods were to 29 Jul 21 for Gas and one month for Electricity. But IFM allowed single utilities to be joined by additional contracts.
	+ Currently, we pay 20% VAT for Electricity and 5% for Gas. IFM offer prices with the equivalent of 0% VAT.
	+ There might be a problem with the incorporation of smart meters in the scheme. IFM requires us to read all meters monthly. Jolyon agreed to do this if needed.
	+ Sylwia would ask IFM for a local reference site with similar usage to us. And Fr John would call his colleagues in Sevenoaks to see whether they are happy with the IFM system.
	+ The committee agreed to make use of the IFM scheme if Fr John and Sylwia recommended it, following their investigations.
* **New Finance System:** Sylwia reported on the introduction of the new diocesan finance system. She welcomed it and reported that we were due to go live on 1 May 19. She asked the committee to allow her to retain data for months 1-4 2019, pending the introduction of the system to avoid nugatory work. She promised to seek help with the introduction from committee members, if necessary.
* **Weekly collections:** Fr John highlighted a current issue with the retirement of the team of collection weekly “counters” and the introduction of an on-line system. It was agreed that Chris and Liz Leahy, supported by Liz and Kathleen, would between them undertake the counting using the new system immediately after mass on Sundays, starting on 7 Apr 19.
* **Annual Financial Return:** Sylwia reported on the highlights of the draft Annual Report
	+ She noted that Staff Wages (Serial 58) were higher as a result of Andrew Butler now receiving a number of years past pay increments.
	+ She also reported that Serial 077 included charges for Lesley’s cleaning and management roles in the Parish Centre.
	+ She highlighted that she had been unable to pay the 2018-9 insurance premium, despite offering to do so, so the return showed ~£3K less in Serial 061. Fr John noted that we held a current certificate of insurance.
	+ Sylwia also reported an unexplained “Special Collection” of £175.85. She agreed to seek an explanation with Fr John.
* After offering thanks to Sylwia for good work, the Committee approved the draft financial return for 2018.
 | **Jolyon****Sylwia****Fr John****Sylwia****Chris****Liz****Kathleen****Sylwia** | Brochure attached.Decision.Attached,when submitted. |
| 4. | **Financial Reports (Gift Aid):*** The Committee noted with pleasure the success of once more receiving Gift Aid recoveries, and Liz reported that she still had a few more recoveries to complete. She now had all the data for parishioners who donated through standing orders. Liz was thanked for her hard work in sorting this out.
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| 5. | **Development Fund and Parish Centre:*** Roger said that the programme to repay the Parish Centre’s debts was progressing well and, as there was no financial penalty, it should be maintained without change until completion, hopefully in mid-2020.
* We were well set to repay £17.5K as required in 2019.
* Income from bookings and standing orders was holding up well and costs were reasonable. We recently had to buy a new dishwasher and some small maintenance changes were expected.
* The maintenance of the hall floor was planned for 22 Aug 19 over 3 days.
* It was also agreed that the Parish Centre should take 50% of the £3,168 charge for car park refurbishment.
 | **Sylwia** | Summary for 2018 attached |
| 6. | **Maintenance Issues:*** Noel reported that he and Fr John had discussed maintenance issues, notably the temporary solution to the damp in the westerly wall of the church. The solution was in hand with the possible use of rain guards over the ventilation bricks. Noel offered to help when Andy Gill examines the site.
 | **Roger****Noel** |  |
| 7. | **AOB:*** **Legacy:** Fr John introduced his thoughts on use of the legacy. His priorities were:
	+ Sorting out the damp and poor insulation, and redecorating the church;
	+ Redesigning the electrics in the sanctuary and nave;
	+ Some alterations in the sanctuary;
	+ Sorting out the surplus confusion around the Baptismal font.
* Fr John agreed to approach the building experts in the Diocesan office and seek advice for a church architect to initiate a costed project definition study.
* There was a vigorous discussion about alternative uses of the legacy monies, but it was agreed that the legacy was given for the benefit of our church and that this should be our focus, at least until full costs were known. \*
* It was however agreed that, should there be an opportunity to do so, we should forego the hire charge for the Parish Centre’s weekly use by the Tenterden Memory Café.
* **Parish Website:** Roger asked everyone to review the parish website at https://www.standrewstenterden.org/ and offer comments to refresh it, if needed.
* **The next meeting was scheduled for Monday 24 Jun 19 at 7.00pm**
 | **Fr John****All****All** | \* See note below.  |

**Fr John Hine (Parish Priest)**

**Chris Leahy (Chairman)**

 **21 Mar 19**

\* Extract from Parish Financial Administration for Parish Priests Sep 17: *“… practice will conform to the Code of Canon Law (Can. 1301), which stipulates the Ordinary’s canonical responsibility of ensuring the proper execution of the intention of the donor together with any attendant condition.”*