**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 8 JUL 19**

**In attendance:** Fr John Hine (Chairman)

Deacon Jolyon Vickers Liz Walker Sylwia Dorozc Liz Leahy

Roger Styles

**Apologies:** Colin Morrison Elena Peck

Noel Jorden Kathleen Bishop

The St Andrew’s Parish Finance Committee met at 7.00 pm on Monday 8th July 2019.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:**   * Fr John took the chair and welcomed Liz Leahy as a new member of the committee. * Apologies had been received from Noel, Kathleen, Elena and Colin. |  |  |
| 2. | **Minutes of the last meeting, 18 Mar 19:**   * The minutes were adopted and actions not covered elsewhere in the agenda were summarised:   + Sylwia reported on her investigations into the suitability of the diocesan IFM utility offering. As our gas supply is fixed until 29 Jul 21 and full benefits would not be available until then, it was agreed that we should seek a 2-year contract for electricity only now. If it worked well, we should consider transferring to a broader contract following a reassessment at the 2-year point.   + Roger reported on the review of the parish website. No significant changes were recommended at the moment. A snapshot of hits on the site had shown a satisfactory usage. Whilst a source of new graphics had been found for use, there was a need to find a new local photographer to replace Stuart Kirk, recently deceased. This was agreed. | **Sylwia**  **Roger** | Decision |
| 3. | **Church Refurbishment Programme & Maintenance:**   * Fr John reported that he had been given approval by the Diocesan Art & Architectural Committee and the Diocesan Finance Committee for the proposed work to go ahead. The Finance Committee approval was limited to £70K, incl VAT, and an 18-month period. Three competitive quotations were required. * Fr John described the quotation from Lusso Developments Ltd, which was encouraging but not yet good enough to describe fully the work to be done. It was agreed that a succinct outline of the requirements should be drawn up and to the used for all 3 potential bidders. * Fr John agreed to seek the advice of the Diocese to identify 2 other suitable contractors in addition to Lusso Developments. * The need for effective project management skills and support for Fr John as client was discussed. It was suggested that an outline approach to the work required and how it should be managed within the Parish would be discussed between Fr John and Roger. * In other maintenance issues, there were no outstanding problems, although there was a reminder of 2 small issues with the Parish Centre: a rubbing strip below the service hatch and a replacement window latch in the kitchen. | **Fr John**  **Fr John & Roger**  **Roger** | Decision |
| 4. | **Financial Reports Parish Main Account:**   * Sylwia described her challenges with migration to the new finance system, but despite it being still work in progress, she had been able to provide indicative statements for both the church and hall accounts. She took the Committee through these. * She highlighted the importance of getting the weekly collections and the paying-in processes right, as subsequent corrections seemed to be prohibited. It was agreed that Sylwia would meet with Liz Leahy to resolve some of these issues. Sylwia was also invited to pop into a Sunday morning count. * It was also agreed that a list of cheques prepared by Janet Brierley should be sent to Sylwia as a matter of routine. | **Sylwia & Liz L**  **Fr John** |  |
| 5. | **Financial Reports: Gift Aid**   * Liz Walker reported that she had not yet managed to complete the work commissioned at the Mar 19 committee meeting to consolidate historic recoveries and standing orders. This would be done by Aug 19. | **Liz W** |  |
| 6. | **Development Fund and Parish Centre:**   * The maintenance of the hall floor was planned for 22 – 24 Aug 19. Careful management of hall activities over the period would be necessary, as Lesley would be away. | **Roger & Jolyon** |  |
| 7. | **AOB:**   * The Committee was warned to be ready for an extraordinary meeting to discuss issues with the Church Refurbishment Programme over the next few months. * **The next scheduled meeting was agreed to be on Monday 21 Oct 19 at 7.00pm** | **All**  **All** |  |

**Fr John Hine (Parish Priest)**

**11 Jul 19**