**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 21 OCT 19**

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

 Deacon Jolyon Vickers Liz Walker Sylwia Dorozc Liz Leahy

Kathleen Bishop Noel Jorden

Roger Styles

**Apologies:**

The St Andrew’s Parish Finance Committee met at 7.00 pm on Monday 21st October 2019.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:*** Fr John welcomed a full committee membership. He sought agreement that the committee currently had sufficient members and recognised both Elena Peck and Colin Morrison had stepped aside through illness.
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| 2. | **Minutes of the last meeting, 8 Jul 19:*** The minutes of the last meeting were accepted as a true record; actions not covered in the new agenda were summarised:
* Roger reported that the action to identify a local source for a photographer to replace Stuart Kirk (RIP) had led to the Tenterden Camera Club and Homewood School, which had a photographic unit.
* Homewood School was the preferred option, especially as it also had a pupil-based approach and included printing services too, which would be helpful for service sheets. Roger agreed to approach the school when we next need a photographer.
 | **Roger** |  |
| 3. | **Church Refurbishment Programme & Maintenance:*** Fr John reported current progress on the Refurbishment Programme:
* Three potential contractors had been approached: Lusso Developments from Peterborough, Jenner (Contractors) Ltd of Folkestone, and Coombs (Canterbury) Ltd. All had expressed an interest and initial visits to assess our requirements statement have been conducted.
* Help has been sought from the Diocese Property Team and their representative has visited and had recommended that we engage our own Quantity Surveyor to assist with the production of contract documentation, assist with contract selection and monitoring budget performance.
	+ The Finance Committee was alerted to their likely engagement when assessing tenders prior to contract award.
	+ It is expected a planning application would be prudent to authorise the replacement of windows in the church and Fr John’s house.
* The Committee members alerted Fr John to the need for an active communications package to prepare parishioners for the inevitable disturbance and to keep them informed of progress. This aspect was to be added to the requirements statement.
* There was discussion about the results of the recent British Gas review of appliances in the church, hall and Fr John’s house covered by their management contract, which runs until Mar 20. This had been unsatisfactory, and:
	+ - It was agreed to seek a new commercial central heating contractor. Jolyon agreed to seek advice from the local churches and Homewood School.
		- Separately, Roger agreed to ensure we had an electrician to look at the fans in the toilets and the cooker hood in the hall kitchen.
 | **All****Roger****Roger****Jolyon****Roger** |  |
| 4. | **Financial Reports, Parish Main Account:*** Sylwia presented the first statements available using the new Accounts IQ system. She said that the systems were becoming clearer to all parties and was pleased to offer a view of the Parish’s finances up to date, as at end-Sep 19. She offered a series of statements to members and highlighted:
	+ The need to separate cheques from cash inputs on weekly collections;
	+ The requirement to clearly identify the intended charities;
	+ Her anxiety over charges for insurance for last year and the coming year, due in Oct 19;
	+ The current balances in the 3 accounts were: Development Fund A/C £23,073, the Reserve A/C £177,692 and the Main A/C £25,478. However, £9,937 needed to be transferred from the Development Fund to the Main A/C.
* After discussion about utility charges, Sylwia agreed to review last year’s charges against the current year.
* Fr John complimented Sylwia in the diligence and energy with which she had tackled the new finance system.
 | **Sylwia** | Attached |
| 5. | **Financial Reports: Gift Aid*** Liz Walker reported that she was tackling the remaining complexities of gift aid legacy entries, and that she expected a payment soon of £10 - £12K (to be appropriately divided between the Main A/C and the Development Fund).
 | **Liz**  |  |
| 6. | **Development Fund and Parish Centre:*** Roger reported that 2 major charges against the hall had been made this year: 50% of the car parking costs (£1.4K) and the floor maintenance (£2.6K). Additionally, there was a current dip in income through the loss of 2 weekly contracts.
* Nonetheless, he expected to be able to repay £17.5K at the end of the year, leaving only a liability of £8.7K for 2020, after which all hall income come to the Parish.
* Discussions took place regarding the use of the hall after its debts were cleared and how we would need to manage burials, etc. during the refurbishment work.
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| 7. | **AOB:*** Roger introduced a proposal to recruit a part time assistant in the Parish Office. This was agreed unanimously, and a draft job specification was offered by Jolyon. Jolyon and Roger were asked to take this forward and to seek advice on job descriptions and pay scales used by other local churches.
* The Committee was warned to be ready for an extraordinary meeting to discuss issues with the Church Refurbishment Programme.
* **The next scheduled meeting was agreed to be on Monday 3 Feb 20 at 7.00pm.**
 | **Jolyon & Roger****All****All** |  |

**Fr John Hine (Parish Priest)**

**25 Oct 19**