**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 3 FEB 20**

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

 Deacon Jolyon Vickers Liz Leahy

 Sylwia Dorozc Noel Jorden

Roger Styles

**Apologies:** Liz Walker

The St Andrew’s Parish Finance Committee met at 7.00 pm on Monday 3rd February 2020.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:*** Fr John welcomed everyone and noted that Liz Walker was unlikely to attend the meeting as a result of work commitments.
* He also reported the resignation of Kathleen Bishop. Fr John thanked Kathleen for her contribution and agreed that she should not be replaced on the committee.
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| 2. | **Minutes of the last meeting, 21 Oct 19:*** The minutes of the last meeting were accepted as a true record; actions not covered in the new agenda were summarised:
	+ **Admin assistant for the Parish Office:** Jolyon reported that Janet Brierly, the present voluntary parish secretary, wished to “ease herself out” of her commitment. She had therefore agreed to lead the work to define the job specification – ensuring completeness for the role – and recruitment. As Janet has professional HR skills, this offer was warmly welcomed. Jolyon would liaise with Janet to ensure the process was successfully completed by end-Apr 20.
 | **Jolyon** |  |
| 3. | **Church Refurbishment Programme:*** Fr John led the briefing on progress with the Church Refurbishment Programme. The key points were:
	+ Following advice from the Diocesan Property Team (Clive de Silva), we had commissioned pre-contract advice from Playle & Partners (Construction Consultants) of Sidcup.
	+ We had been encouraged by Playle’s to increase our potential contractor numbers from 3 to 5. They are now: Lusso Developments Ltd, Jenner (Contractors) Ltd, Combs (Canterbury) Ltd, Hurstway Construction Company Ltd and Ash Contracting Ltd. All have expressed their interest.
	+ Playle’s has successfully surveyed the damp in the nave and commissioned a structural engineering review to ensure the move of the tabernacle in the sanctuary is both feasible and safe.
	+ They are now in the process of examining whether planning permission is needed and preparing tender documentation, including the necessary Construction Design and Management (CDM) data. This will enable the tender documents to be sent to contractors within the next few days.
	+ Work on site is expected to begin in mid-Apr.
* Separately, Fr John reported that the back door in his house had been repaired, saving the cost of a replacement door and windows.
* The committee was asked to be ready to help with the assessment of tenders in mid-Mar. This would probably be done by email.
 | **All** |  |
| 4. | **Financial Reports, Parish Main Account:*** Sylwia outlined the 2019 end-of-year reports, which were accepted by the Committee. She highlighted a few points:
	+ There had been a number of errors in the accounting for utility bills, for both fresh and waste water. Despite this, after analysis, she concluded that costs for water were similar to last year.
	+ Sylwia said she would recommend that all utility payments should be by direct debit in the future to simplify matters. Fr John accepted this.
	+ Similarly, accounting errors had been made in the payment of electricity charges. For example, a payment of £8,969 had been taken in error and since recovered.
	+ There had also been a charge of £4,870 for insurance but Sylwia was not clear whether this was for the last two years, or whether it was a significantly increased annual premium. She would seek clarification.
* Fr John thanked Sylwia for her determination in gaining clarity during a difficult period with the new online accounting.
 | **Sylwia****Sylwia** | Attached |
| 5. | **Financial Reports: Gift Aid:*** In Liz’s absence, Fr John noted that the Parish had received no Gift Aid recoveries for the past two years and this was having a detrimental effect on Parish finances. He committed to seeking assurance from Liz that the necessary remedial action was in hand.
 | **Fr John** |  |
| 6. | **Financial Reports: Dev Fund and Parish Centre:*** Roger reported that there was sufficient income from the Parish Centre in 2019 to make the required loan repayment. However, it had been withheld pending the publication by the Diocese of loan statements, which should confirm our final payments. These were expected to be £17.5K for 2019 and £8.771 to close our accounts in 2020.
* Once these payments had been made, it was proposed that letters should be sent to parishioners who make monthly standing orders to the Development Fund, giving them the option of continuing or finishing their donations.
* Fr John asked for copies of our repayments since 2011.
 | **Roger** |  |
| 7. | **Maintenance Issues:*** When asked by Noel, Fr John reported that the recurrent sewage problems were “quiet” at the moment, despite the heavy rain.
* It was reported that the fire alarm was malfunctioning.
	+ ***After meeting note:*** *After inspection by an expert, it was determined that a repair was necessary. As a result, Fr John decided that a full audit for all serviceable fittings should be undertaken and a schedule of periodic maintenance developed.*
* Fr John had had to repair his garden fencing. He also suggested that it would be timely to seek quotations for repainting the presbytery, which had not been done for many years.
 | ***Roger*****Roger** |  |
| 8. | **AOB:*** Jolyon asked that the committee recognize the excellent work done by the charity running the 3 memory cafes in Tenterden. The cost of hiring suitable premises was a drain on their finances. Our Parish Centre was used for one afternoon each week and was providing an ideal venue. The committee agreed to reduce the donation from £26 to £10 per session, as a contribution to our utility costs.
* **The next scheduled meeting was agreed to be on Monday 18th May 20 at 7.00pm.**
 | **Fr John** |  |

**Fr John Hine (Parish Priest)**

**Feb 20**