**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 10 AUG 20**

**In attendance:** Fr Behruz Rafat (Parish Priest, Chairman)

 Deacon Jolyon Vickers Liz Walker

 Sylwia Dorozc Roger Styles

**Apologies:** Liz Leahy Noel Jorden

The St Andrew’s Parish Finance Committee met at 7.00 pm on Monday 10th August 2020.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:**Fr Behr welcomed the Committee to his first meeting and thanked members for their contribution to the Parish. He also paid a tribute to the work of his predecessor and suggested that on 13 Sep 20 a celebratory Mass should be held to mark his time as parish priest and to commemorate the generosity of the estate of Maureen McGarry to enable the Church to be refurbished. |  |  |
| 2. | **Minutes of the last meeting, 18 May 20:*** The record of the last meeting, held through email exchange within the Committee, was accepted as a true record.
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| 3. | **Staffing:*** **Lesley McCarthy:** Lesley, who is self-employed has halved her hours cleaning in the presbytery from 27 Jun. Fr Behr agreed to speak to her about going on the diocesan payroll.
* **Andrew Butler:** Andrew will continue on furlough for the time being.
* **Guy Finney:** He will continue as gardener, but Fr Behr will get him to spend time tidying the area around d the church.
* **Recruitment of Admin Assistant:** Jolyon reported that the recruitment of a part time admin assistant for the Parish is further delayed because Janet Brierley, a qualified HR and current volunteer, might wish to continue with additional volunteer support. It was agreed that the recruitment process should go on hold for the time being. Jolyon agreed to continue to explore this and take the recruitment forward in due course.
* Fr Behr noted that the parish database needed updating and improved functionality in due course.
 | **Fr Behr****Fr Behr****Jolyon** |  |
| 4. | **Church Refurbishment Programme:*** Fr Behr said he was very pleased with the refurbishment work, but it has yet to be completed. The church and presbytery should be handed over around 21 Aug.
* There remain issues in the organ loft, which the contractor is required to address along with the installation of a door and windows in the presbytery.
* Also, the required insulation of the central heating pipes should be investigated by Roger.
* Fr Behr noted that the statues of Our Lady and St Andrew & the Sacred Heart are in need of restoration. He agreed to seek local expert advice to determine the scale and cost of the work.
 | **Roger****Fr Behr** |  |
| 5. | **Financial Reports, Parish Main Account:*** Sylwia presented the statements for the period Jan to Jun 20.
	+ She noted that, as expected, that the Parish had a negative balance for the period. This had been exacerbated by ~£8K in professional fees for Playle & Partners for the refurbishment programme.
* Jolyon was asked to continue to read both gas meters.
* The weekly collections for the lockdown period had been banked in June. However, Liz W and Jolyon agreed to meet to re-establish the weekly counting and banking process.
* There was discussion about the need for the Parish to support the new Priest financially, which we had expected. It was agreed that the following approach was needed:
	+ An assessment of the likely costs that would fall to the Parish; and;
	+ Communication with parishioners to encourage their recognition of the need to support the Parish Priest.
	+ Liz W and Jolyon agreed to meet to assess costs.
* Fr John had relied heavily on the use of cheques to make payments. It was now necessary to make maximum use of BACS payments, but this required additional signatories to be nominated for authorization. Sylwia would take advice on this action.
* The additional costs of providing safety equipment for COVID-19 – currently approximately £40 per week – were noted.
 | **Jolyon****Liz W &****Jolyon****Liz W &****Jolyon****Sylwia** | Attached |
| 6. | **Financial Reports: Gift Aid:*** Liz W reported that all Gift Aid input and recoveries had been completed up to 2019-20. This was welcomed. She offered a summary sheet showing additional income for the Parish of ~£10K.
* Fr Behr suggested it was time for another appeal for more parishioners to make use of Gift Aid.
 | **Liz W** | Attached |
| 7. | **Financial Reports: Dev Fund and Parish Centre:*** Roger reported that all the loans for the Parish Centre had now been paid off. However:
	+ There was uncertainty over how the payment of the last loan had been made;
	+ £5K had been taken from the remaining legacy monies; and,
	+ We needed to clarify these points and recover a credit balance in the parish’s loan account held by the Diocese. Roger would look into these issues.
* It was agreed that, when we had clarity in these areas, it would be appropriate to write to the parishioners who support the Development Fund through monthly standing orders and to advise them that their objective had been achieved.
* All parishioners should be similarly informed that the debts the Parish carried as a result of the building of the Parish Centre, had been repaid earlier than expected.
* Lesley, as manager of the Parish Centre, has received requests from local groups to bring the hall back into use.
* The use of the hall was discussed in the context of potential clients wanting to hire it again. The following action was agreed:
	+ Roger would ask Lesley to confirm with Fr Behr and he would enquire of the Diocesan Finance Office whether the Parish Centre could be used from 1 Oct, given appropriate COVID-19 restrictions.
	+ Lesley is already gathering risk assessments from the interested groups.
	+ If this is to go ahead, Lesley would restart her duties to clean the hall and to manage clients.
* It was confirmed that, in the short term, the Parish Centre should return to generating income in the same way as it had in the past, albeit now in support of the Parish. But Fr Behr preferred to reconsider that approach in the longer term as part of a proposed 5-year plan for the Parish.
 | **Roger****Roger****Roger****Fr Behr****Fr Behr** |  |
| 7. | **Maintenance Issues:*** British Gas had highlighted that the water heater and heater in the parish room were condemned. Similarly, the flue and boiler in the presbytery needed to be replaced. Fr Behr agreed to investigate options for his house; whilst the parish room requirements should be deferred for the time being.
* Fr Behr reported that essentially, the presbytery was OK, however there were a few issues:
	+ Security needed improvement, both at the front door and in the rear garden. Roger would include replacement locking when the door is painted;
	+ Double glazing from the front of the house should be investigated.
* The parish website needed to be updated with new images of the church and amendments to text following the arrival of Fr Behr. It was agreed that editorial team should be Jolyon and Roger, with support from Nick Carter. Fr Behr would review changes.
 | **Fr Behr****Roger****Fr Behr****Roger****Jolyon** |  |
| 8. | **AOB:*** Fr Behr suggested that he would like to introduce open meetings within the Parish, to engage all parishioners in a wide range of issues. This might also enable a rationalization of the formal committees within the Parish.
* Roger asked to be relived of the duties of secretary of both this committee and the Parish Council, now that the repayment of loans and the refurbishment programmed were finished. This was acknowledged.
* **The next scheduled meeting was agreed to be on Mon 12 Oct 20 at 7.00pm.**
 | **All** |  |

**Fr Behruz Rafat, Parish Priest**

**18 Aug 20**