**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 26 JAN 21**

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

 Deacon Jolyon Vickers Liz Walker

David Green Laura Vitoria

 Liz Leahy Roger Styles

**Apologies:** Sylwia Dorozc

The St Andrew’s Parish Finance Committee met through a Zoom meeting on Monday 26 January 2021.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:**Fr Behr welcomed Laura Vitoria to her first committee meeting. |  |  |
| 2. | **Minutes of the last meeting, 12 Oct 20:*** The record of the last meeting was accepted as a correct record.
* Actions outstanding:
	+ Action still required to make an appeal for parish fundraising, Gift Aid and standing orders.
	+ Fr Behr reiterated need for an “admin pack” to be lodged with him to help future handovers.
 | **Jolyon & Liz W****All** |  |
| 3. | **Christmas Offering:*** A diocesan instruction noted that Christmas donations should come cover 25 Dec – 6 Jan and that bids for a top up would be acceptable.
* After a review of donations received, it was agreed that a bid to the Diocese for a top could be made as long as it was clear that donations were limited to the designated period.
 | **Fr Behr** |  |
| 4. | **40 Days of Prayer:*** Cttee agreed to a £153.82 share for each parish and was deemed good value, enhancing the Church’s profile in Tenterden.
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| 5. | **Parish Finances:*** There was a vote of thanks for the work of Sylwia, but recognition that there was a need to provide additional support for her.
* The diocesan offer of IQ Accounts training was discussed and agreed that it would be a good idea to add day to day financial support to the role for planned admin support recruitment.
* Laura suggested that she might be able to help. It was agreed that Fr Behr would bring together Sylwia and Laura to discuss ideas.
* **Post-COVID finances.** Fr Behr led adiscussion on contingency planning and the need to forecast likely resilience of income. This work should cover the Church and Parish Centre alike.
* **PayPal.** Thediocesan lobby to introduce PayPal as a fund-raising option was discussed. It was agreed that we needed to learn more about likely running costs and practical returns, along with an assessment of its viability in a small parish with an elderly population.
* The consensus was that we would prefer to increase the use of standing orders, which should provide a more stable income.
 | **Jolyon****Fr Behr, Sylwia & Laura** |  |
| 6. | **Pay Rise for Lesley McCarthy:*** Lesley provides cleaning support for sacristy and Parish Centre, and is the manager of the Parish Centre. Her work is exemplary, and she is very loyal to the Parish.
* Her last pay rise was in Sep 18 and it was agreed that an additional £1 per hour should be offered.
 | **Fr Behr** |  |
| 7. | **Financial Planning for 2021:*** It remained Fr Behr’s wish to renovate the Sacred Heart and St Anthony statues in the Nave, and to reposition the Our Lady statue into the Parish Centre lobby. He estimated an overall cost of ~£4K. This expenditure could legitimately be included in the refurbishment budget, which is currently below its forecast budget.
* Fr Behr said future use of the Parish Centre should be focused upon its use by parishioners and providing support to the local community. (Even with the continuing support of current parishioners through standing orders, an additional ~£500 pcm would be needed to meet running costs.)
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| 7. | **AOB:*** Fr Behr highlighted the need to improve transparency of the parish situation to parishioners and to seek greater engagement. This was readily agreed and could be covered, inter alia by:
* Better use of newsletters, the parish email grouping and website;
* Greater exposure of financial data, on a 6-monthly basis.

**The next scheduled meeting was agreed to be on Mon 12 Apr 21 at 7.00pm.** | **All** |  |

**Fr Behruz Rafat, Parish Priest**

 **Feb 21**