**ST ANDREW’S PARISH FINANCE COMMITTEE MEETING, 12 APR 21**

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

Deacon Jolyon Vickers Liz Walker

Sylwia Dorozc Laura Vitoria

Liz Leahy Roger Styles

**Apologies:** David Green

The St Andrew’s Parish Finance Committee met through a Zoom meeting on Monday 12th April 2021.

| **Serial** | **Agenda Item** | **Action** | **Comment** |
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| 1. | **Introduction:**   * Fr Behr welcomed everyone and asked for prayers for committee member David Green recovering from COVID-19. |  |  |
| 2. | **Minutes of the last meeting, 26 Jan 20:**   * The minutes of the last meeting were accepted as a correct record. * **Actions outstanding:**   + To be retained until completed:     - 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. | **Parish Finances:**   * **Working regimes devised for Sylwia and Laura:**   + Laura had completed an Accounts IQ course and was now easing into providing assistance to Sylwia;   + She had uploaded the Jan 21 spreadsheets and was now preparing Feb & Mar for Sylwia’s scrutiny. She agreed to seek Sylwia’s review before completion. * Sylwia highlighted that the Diocese was still not responding to her enquiries, despite chasing them. Fr Behr offered to raise this issue at the Deanery meeting on 13 Apr. * Fr Behr offered the committee’s thanks for the good work of both Sylwia and Laura. * **Day to day arrangements:**   + Liz L had found difficulties in uploading weekly collections and getting them correctly attributed. * **Comparison between 2020 & 2021**:   + Sylwia said that it was difficult to draw off a report from Accounts IQ to enable a simple comparison. However, she had been able to assess a significant reduction in income of ~£20K and a residual loss of ~£13K.   + She highlighted the lower income from the Parish Centre, the reduced Mass attendance and the additional expenses from a new priest. There were also changes resulting from the loss of our organist and a mix up in Council Tax with regard to the church resulting in a £4.5K deficit. * **Projections of income & expenditure over next 6 months:** Still required to forecast income & expenditure. * **Gift Aid:**   + Liz W highlighted the discrepancy between the list of standing order donors and the number of Gift Aid boxes just received. Even recognising the issue of UK taxpayers, it did not match the number on the parish email grouping.   + She concluded that a presentation appeal for more Gift Aiders is needed as soon as current restrictions permit. (See the outstanding action above.) | **Laura**  **Fr Behr**  **Sylwia** |  |
| 4. | **Future Needs:**   * Fr Behr highlighted the need for simple tool to be developed to show parishioners where the Parish is in terms of income and expenditure. It would also encourage the identification of possible improvements in the Parish, such as acquiring a new organist and greater volunteering. * Whilst the need for an organist was important, it was agreed that the existing requirement for admin support/”plant manager” would need to be delayed at present. |  |  |
| 5. | **Parish Centre:**  Roger briefed on a recent meeting on the future use of the Parish Centre. Summary:   * It was proposed to seek to reopen for clients on or around 1 Sep 21. * This would require:   + Adoption of a new letting contract;   + A full risk assessment conducted and accepted by the Diocese;   + Letters send to potential clients, inviting them to return and asking for their own risk assessments;   + Identification of weekly periods to be reserved for use of parishioners;   + To restart payments for Lesley as hall manager and to clean the Parish Centre, but also seeking volunteers to help clean between hirings. * This action plan would be discharged over the next few weeks. * It was considered that the parishioners currently who make regular donations should be encouraged to continue their support and that if that pertains, we sould aspire to an letting income of at least £500 pcm. | **Roger & Fr Behr** |  |
| 6. | **Refurbishment Programme**:   * Roger briefed on progress:   + A few small remaining issues with contractor.   + Additional work is required to repair sanctuary beading, to reposition the Our Lady statue and to refurbish 2 statues from the Nave. Total estimate ~£5K.   + Remaining charges: Final invoice from Playle’s (£690) and 2.5% (~£2.1K) completion invoice from contractor.   + Final payment to contractor of 2.5% (~£2.1K) at end of 12-month defect period after completion.   + Projected overall programme cost of ~£100K from legacy budget of £173K. |  |  |
| 7. | **Meeting of Finance Committee & Parish Council:**   * Fr Behr invited views of whether it would be helpful to call a joint meeting of the Finance Committee and the Parish Council. * He highlighted that the Finance Committee was obligatory under Canon Law. * The suggestion was generally supported and Fr Behr agreed to negotiate a possible date. * Fr Behr confirmed that it was his intention to encourage occasional open parish meetings in order to seek ideas and possible volunteers to assist with the parish activities. | **Fr Behr** |  |
| 7. | **AOB:**   * Liz W suggested drawing up a number of scenarios for analysis which would illustrate the Parish’s financial position arising from the committee’s discussions. This would be done in collaboration with Sylwia. * Jolyon offered to send a note to members of the Parish email group seeking more standing orders and Gift Aiders. * **The next scheduled meeting was agreed to be on Mon 10 May 21 at 7.00pm (TBC).** | **Liz W &**  **Sylwia**  **Jolyon**  **All** |  |

**Fr Behruz Rafat, Parish Priest**

**Apr 21**