

St Simon Stock Parish, Walderslade

Minutes of a Meeting of the Finance Committee
Held in the Parish Office on 23 June 2022

In attendance: Mavis Westbrook, Chairperson (MW), Fr Pawel Sobol (FrP), Deacon Martin Smith (DcM), Tanya Wilkins (TW), Lynne Pearson (LP), Sylvia Berko (SB), John Billing (JB) & Stephen Pike (SP) who attended later in the meeting.

The meeting commenced with a prayer led by DcM.

Apologies: None

The Minutes of the last meeting on 27 January 2022 were agreed and signed by MW.

Agenda Item	Summary	Action
1A Main Account	<p>Committee members had received a summary of the year's account up to May 2022 and monthly breakdowns, before the meeting. They were given a summary sheet at the meeting by TW, with a simpler format to identify where the budget stood by the end of May 2022. LP commented that the total for Budget 2022 was £50 more than agreed at the last meeting. TW replied that it was an additional £50 for Staff Pensions</p> <p>TW stated that she is running the old system and new system in tandem because the new system is still not correct. Alterations can't be done by TW; she has to contact Finance at the Diocese as there are still quite a few anomalies in the new system. Sometimes things are allocated to the wrong account so TW has to ring up and ask for the errors to be corrected. She often has to wait for a considerable time before she gets an answer. The main account usually updates immediately but that's not the case with the other 3 accounts and it can involve a lot of phone calls by TW before amendments are made.</p> <p>LP stated that it is unacceptable that the system that has been in place since 2019 is still not working as it should. She questioned why the system hadn't been tested before it was imposed upon parishes and why TW is having to do double the work to ensure we have some idea of what we have in the accounts. LP suggested a strong letter of complaint should be sent to Adrian (Head of Finance) with a copy to the Archbishop to outline the problems. All agreed that the letter was the next step to take. MW suggested that members of the Finance Committee sign the letter to show all were in agreement. MW, TW & LP to</p>	

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	<p>draft the letter.</p> <p>LP queried some of the totals on the Main Account and they were explained (see below):</p> <p>February: Code 50 – £424.70 St Killian candles; £119.90 Carmelite Monastery (bread)</p> <p>March: Code 61 £419.25 Healthcare increase</p> <p>April: Code 62 £761.74 Heat & Light – too much taken, will get a rebate.</p> <p>May: Code 50 – £153.68 Flowers.</p> <p>Code 56: January payment of £130 was for December; £266 taken in February was for January & February. Cost now increased from £130 to £133 per month.</p> <p>Code 65: Increase of 101% for the Diocesan Levy. This year, in transition, it will be £15,000; 2023 it will be £20,000.</p> <p>Code 88: £8,000 to go back into this code for heating installation.</p>	MW/TW/LP
<p>1B Budget Account</p>	<p>This is overspent by £10,000 because of the increase in the Diocesan Levy.</p> <p>The money was in last year's account for the heating so it looks like we've overspent on that code.</p> <p>The Loan Account (Gift Aid held for us by Diocese) is £32,131.04.</p>	
<p>2A Development Fund</p>	<p>£26,509.18 in this account.</p>	
<p>2B 100 Club</p>	<p>£8,485.95 in this account. Some of this will be used towards the cost of the cladding outside the Church. Members of 100 Club have been informed.</p>	
<p>2C 1st Reserve Account</p>	<p>£40,694.04 in this account.</p>	
<p>2D Covid Support Fund</p>	<p>There is £2073 in this fund, which resides in the 1st Reserve Account.</p>	
<p>3A Gas meter removal</p>	<p>British Gas quoted about £1,000 to remove the meter. As we are not paying any standing charge, it was agreed to leave the meter in situ. However, we are going to get the boiler removed so that the space could be used for storage.</p>	

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	<p>SB mentioned that we could check the list of parishioners who gave their names during the 'talent search' exercise a couple of years ago, to identify potential skilled experts who could volunteer to take out the boiler. The aim is to get it removed without charge or any cost to the parish.</p>	<p>FrP/DcM</p>
<p>3B Diocesan Levy</p>	<p>We will probably be in a debit situation in the future because of the huge increase in this levy. There was some discussion of how and when we share this increase with the parishioners. No decision has been made yet about this.</p>	<p>TW</p>
<p>4A Any other business</p>	<p>Cladding around the Church building: FrP stated that quotations for this had been sought from various contractors. 2 of them were not interested in the job. 1 contractor quoted £10,200 for outside the Church (car park side) and £8,400 for outside the Parish Hall. They would not touch the wires that were outside, that would have to be done by another contractor! The 4th contractor (South East Doors, Sittingbourne) would do all the work (scaffolding etc) in 2 stages. 1st stage: Church; 2nd stage: front, side and entrance of Church. There was a sample of wood which could be used but all agreed that it would be unsuitable, particularly as it only had a life span of 5 - 10 years maintenance free. The Rosewood UPVC would cost £15,000 for the 1st stage and £20,000 for the 2nd stage and would have a lifespan of 20 years maintenance free. All agreed that the 4th contractor seemed to be the best choice. FrP to pursue.</p> <p>As the cost was over £10,000, FrP would have to ask the Diocese for permission to do the work and to ask for our Gift Aid money to pay for it.</p> <p>FrP pointed out that the windows in the Parish Hall were in a very bad state of repair: rotten wooden frames etc and would have to be done in the future. LP said that if FrP got some quotes for the windows, she would look for some grants which may help us to pay for that work to be done.</p> <p>DcM said that one of our parishioners was now working for the Local Authority. They are looking for a venue where they can do some 2-hour courses with a focus on 'A Healthy Lifestyle'. The courses would run for 12 weeks. DcM has replied to them, informing them that Friday a.m. or Monday evening or Saturday</p>	<p>FrP</p> <p>FrP</p> <p>FrP/DcM</p>

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	<p>a.m. could be possibilities. Costs would be £50 for the 1st hour and £12.50 for each subsequent hour. He is waiting for a reply.</p> <p>FrP said that hiring the hall in this way, as a business, would bring up issues about who would open up/close, check the hall etc and if they would be paid. SB said that it could possibly be done if there was a group of 3 people who could co-ordinate between them. Nothing was decided on this. MW also pointed out that sessions for the children preparing for Reconciliation and First Holy Communion are on Monday after school and Saturday morning. It was decided that nothing could be agreed until we hear back from the Local Authority.</p> <p>This discussion did lead to more comments on how the hall is managed/should be managed eg do people have to give a deposit when booking etc. It was decided to revisit this again at the next meeting as it needed a lot more thought.</p>	
<p>4B Letters from parishioners</p>	<p>MW shared the information from a letter that had been put in the box: Collections used to be noted in the newsletters. Will they be noted in future? After discussion, it was agreed that collections should be noted at the same time each month for consistency. The 2nd week of each month seemed the best option to ensure the previous month's collections had all been counted.</p> <p>The 2nd part of the letter suggested that we keep parishioners informed about what the collections were to be used for. JB stated that it was prudent to collect for future eventualities, even if there were not in evidence at the time. Obviously, if there is something specific eg cladding, we will keep the parishioners informed.</p>	
<p>4C Open questions from Committee Members</p>	<p>There were none.</p>	

The next meeting will be in the Parish Office on 8 September 2022 at 6.30 pm.

FrP led the closing prayer and the meeting finished at 8.30 pm