

St Simon Stock Parish, Walderslade

Minutes of a Meeting of the Finance Committee Held in the Parish Office on 26 January 2023

In attendance: Mavis Westbrook, Chairperson (MW), Fr Pawel Sobol (FrP), Tanya Wilkins (TW), Lynne Pearson (LP), John Billing (JB). Deacon Martin Smith (DcM) (arrived later due to heavy traffic).

The meeting commenced with a prayer led by FrP.

Apologies: None

The Minutes of the last meeting on 8 August 2022 were agreed and signed by MW.

Outcome of letter send to Adrian Radford:

Adrian visited re problems with the new account system. He gave useful advice but there are still problems eg cheques put on system but not there later. Recently, TW had to input some cheques over and over again. Then, when she came to reconcile the account, they were there more than once and some had to be deleted. TW is still not able to access bank statements when she needs to access them and she has more queries. Adrian contacted Maria after his visit and Maria said that she hoped to visit to see what was happening. However, TW did email her with some queries and Maria's not got back to her. **TW to contact again.**

Advice was given on other matters and that will be explained later in the minutes.

Agenda Item	Summary	Action
1A Main Account	Lynne had some queries which were explained as follows: Code 50 & 51 were underspent by a significant amount. To be amended in next budget. Code 52: Overspend was due to an increase in photocopying costs. To be amended in next budget. Code 56: Figures include payment from November & December of previous year. Code 62: Had underestimated previously, then cost went up substantially. This was challenged more than once and a refund eventually received. We now have a smart meter for Church and house so cost should be more stable. Budget to be increased by 100% for this code due to rising costs. Code 65, 74, 75 & 94: Total budget of £10,210; total spending of £13,226.20. These codes are now all part of Code 65, Diocesan Levy. Increases will be made in next budget to accommodate the increase in the Diocesan Levy. Code 73: Having more than one Priest for Reconciliation services etc so budget needs to be increased.	

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	<p>Code 88: Major repairs tend to come out of the Development Fund, rather than the main account, so it was decided that this code should be used for Site Maintenance and will be renamed accordingly.</p> <p>LP stated that it was difficult to reconcile the new profit and loss sheets with the old budget figures. TW explained that this is because the codes are split in a different way in the new system. TW to see if she can align the two sets.</p> <p>LP pointed out that, last year, we set a budget of £62,970 but we did not have enough income to cover that amount. FrP reminded the members that, in addition to the income noted in the main account, we also have the gift aid monies which are in a separate account to make up the difference, if needed.</p> <p>A budget for 2023 was set (Appendix A).</p>	TW
1B Budget accounts	As we had been unable to meet since August 2022, the end of year figures were used to assess which codes needed to have expenditure reduced and which to have expenditure increased for 2023.	
2A Development Fund	£8,635.00 had been donated this year bringing the total in the account to £18,500.33.	
2B 100 Club	£8468.95.	
2C 1st Reserve	£36,051.61.	
2D Covid Support Fund	<p>Some more money had been paid into this account, bringing it up to around £3,000.</p> <p>Only one person has ever applied for this fund. There was a lot of discussion about how we can get to those people in our parish who do need financial help. FrP suggested it could be the process people had to go through to access any help which put them off. It is a simple system and we have to have a system as we're accountable for the monies that are in that account. It was suggested that the Heads of the schools be contacted to see if they knew of any parish families who are struggling financially and may need help. The Heads could support the people to access this fund.</p>	FrP

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2E Loan Account	£37243.86	
2F Current Account	£2,500.	
3A Gas Meter Removal	As we are not paying any standing charges for this, we are going to leave it as it is.	
3B Diocesan Levy	<p>When Adrian Radford visited, FrP had a discussion with him about how the amount of the Levy was decided. FrP challenged the amount we as a parish were going to have to pay, pointing out to Adrian that we had some grants in our accounts which were allocated for payment of the new heating system and which, FrP felt, should not have been included in our income. Adrian said he would look into the matter.</p> <p>We've recently had a letter to say that the Diocesan Levy we had to pay was going to be reduced and we would now have to pay £18, 358 per annum. We were also to have a refund of over £2,000 for what we'd already overpaid.</p>	
4A Any other Business	<p>FrP had a conversation with Adrian Radford when he visited about the land in Knole Road and was given some sound advice. As a result, in late November, FrP met with Alfredo and a local estate agent to discuss the matter. The agent's advice was to get an estimate of what the land is worth. The way to do this is to put the land on the market and see if there's any interest in it. This would give an idea of the price. We would not be seeking planning permission; it would be put up for sale as it is. Previous information about the land and how it could be used could be useful. FrP would have to contact the Diocese about the land and about putting it on the market.</p> <p>The large tree in Bleakwood Road which overlooks the parish fence is not protected. There have been 4 quotes for reducing the size of the tree to make it safer: £745 including VAT for crowning the tree; £360 for cutting the branches which are over the fence; £1200 to drastically cut the tree; £360 including VAT for crowning the tree. The last quote from Medway Tree Surgeons as a special price for the Church. It was agreed to accept the last quote.</p> <p>Hall windows and door: Alfredo to get quotes for this. LP stated she had work done recently and would give Alfredo the number of that firm so he could contact them as one of the quotes. LP asked that she be</p>	<p>FrP</p> <p>FrP/Alfredo</p> <p>Alfredo/FrP</p>

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	<p>informed of the cost so she could look to see if we are eligible for any grants for this work.</p> <p>Peter Machin spoke with DcM he and said that we should tell people why we are collecting money as we would then get more. FrP usually does and will make sure he remembers to do that.</p> <p>MW asked if the amounts of collections were going in the newsletters? They hadn't been because of illness. To be done in the future.</p>	<p>LP</p> <p>FrP</p> <p>TW</p>
4B Letters from parishioners	There were none.	
4C Open questions from Committee Members	There were none.	

The next meeting will be in the Parish Office on 27 April 2023 at 6.30 pm.

DcM led the closing prayer and the meeting finished at 8.00 pm

APPENDIX A: BUDGET FOR 2023

Code	Description	Budget 2023 £
50	Church supplies & consumables	2500.00
51	Church repairs & maintenance	2000.00
52	Church furniture & equipment	3600.00
53	House – food & household expenses	3000.00
54	House – ordinary repairs & maintenance	1500.00
55	House – furniture & equipment	500.00
56	Priest support	1708.00
58	Staff Salaries	19080.00
60	Staff Pensions	400.00
61	Property Insurance, Council Tax, Water	6000.00
62	Heat & Light	6000.00
64	Parish Catechesis Lay Training	200.00
65	Diocesan Levy	18358.00
66	Telephone, stationery & postage	1600.00
67	Car allowance & travel expenses	1000.00
68	Catholic newspapers & publications	300.00
73	Cost to Parish for supply priests	1500.00
78	Clergy In-Service Training	1000.00
88	Site maintenance	1500.00
	TOTAL	71746.00