

St Simon Stock Parish, Walderslade

Minutes of a Meeting of the Finance Committee Held in the Parish Office on 16 September 2025

In attendance: Fr Joseph Donkor (FrJ), Mavis Westbrook (MW), Tanya Wilkins (TW), Sandra Rocco (SR), John Billing (JB), Deacon Martin Smith (DcM), Lynne Pearson (LP)

As Chair, MW welcomed FrJ. The meeting then commenced with a prayer led by FrJ

The Minutes of the last meeting on 17 July 2025 were agreed and signed.

Agenda Item	Summary	Action
1A Main Account	Answers to LP's current queries were: The Sum Up payments of £743 in July and £408.88 in August are payments to the account. We pay £15 for the sim card and 4p per transaction. The machine is a viable source of income, with little outlay. There was an error on the Income on the Parish account. The deficit is £12,142.96, which can be covered by money in the Loan Account. Music Code: 88: no money spent on this code but the music licence fee is still to come. Furniture and Fittings Code 56: will be significantly overspent by the end of the year because of the cost of the new bed, mattress, pillows etc bought for the Presbytery. Church Supplies & Consumables, Flowers, Candles and Votives Codes 50, 51 & 52: need to look at how these codes are split in next budget. Ground Maintenance & Site Maintenance Codes 57 & 58: need to look at how these codes are split in next budget. Mobile Phone Code 71: this cost includes the monthly payment of £15 for the sim card for the machine, Supply Priests Code 76: will be more overspent by the end of the year. Some discussion between FrJ and LP about cost of having priests on weekdays whenever FrJ is away. Balancing the perceived pastoral need for a Priest to say Mass every day against the cost when we have Extraordinary Ministers who can share the Liturgy of the Word and give out Holy Communion. FrJ suggested more discussion needed. H & S Code 94: overspend includes management survey of asbestos (as per PPMS Report). None found and report generated.	TW TW FrJ

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	TW stated that now Maria has left the Diocese, all queries are referred to Adrian and they are done immediately. Still a problem with the 2nd collection payment for one of our parishioners but TW can deal with that. The bank accounts updated in August without error. £2,500 in this account.	TW
1B Development Fund	£16,304.57	
1C 100 Club	£11,213.22 Diocese has again taken money out of this account in error. TW has contacted Diocese to sort this out. Will contact Adrian if this does not happen.	TW
1D 1st Reserve	£19,398.02	
1E Covid Support Fund	£1664.00	
1F Loan Account	£69,692.15	
1G Cross for the Church	Steve, the Caretaker of St Thomas More School, is making the Cross. Father Pawel has left money to pay if there is any charge for this.	TW
1H Gas Supply	The gas meter has been removed so we will not have any more charges for this.	
1I Painting inside of Church	Father Pawel accepted Steve Murphy's quote of £2,080 for painting inside the Church. 13 October is the date we would like that work done. DcM to contact Alfredo for Steve's phone number. The Church will be closed for 4/5 days while the work is being done and there will not be Adoration that week. Notice needed in newsletter & on WhatsApps.	DcM TW/LP
1J New Computers	New computers, with Windows 11, have been ordered for the parish office and they should arrive this week. Cost is around £2,000.	FrJ/TW
Any Other Business	LP shared the Conditions and Terms of Reference for the Finance Committee and asked that all members read them at their leisure. LP also shared a more user-friendly table from the Planned Preventative Maintenance Schedule which highlighted the urgency of the work outlined in that document. The management survey of asbestos, rated needing urgent attention, was done on 21 July 2025 and showed no areas where asbestos could be found. Other areas where work was needed were also identified.	All Members

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	LP asked all members to make themselves au fait with the contents of the table so that when the new budget is being set in January 2026, they would be able to identify funds for the more urgent areas needing repair/replacement/update. FrJ asked if a summary of the table could be done to share with parishioners. LP said she would look at it. FrJ asked if someone could talk about the table after all Masses once it was done.. DcM said he would if needed. FrJ needs a car and he can ask for permission from the Diocese to authorise a loan of up to £5,000 from the parish to buy one. FrJ must complete a Loan Agreement, liaising with Adrian at the Diocese. FrJ hopes to have the car before he goes on holiday. LP asked about the insurance and tax. FrJ said that the parish pay that. TW to contact Adrian to ensure all paperwork is submitted in timely fashion. FrJ asked about the Covid Support Fund and it was explained to him, how it came about and how it was managed. It was agreed that the note about it should remain in the newsletter. FrJ wants the collections to be put in the newsletter every week and he outlined how he wanted the collections to be put in there.	All Members LP DcM FrJ/TW FrJ/TW TW
Letters from Parishioners	There were no letters from parishioners as the meeting was arranged at short notice. Will need a notice in newsletter a week before next meeting in January.	TW

The date of the next meeting is 29 January 2026 at 6.30 pm in the parish office.

FrJ led the closing prayer and the meeting finished at 8.10 pm