

**St Simon Stock Parish, Walderslade**

**Minutes of an Emergency Meeting of the Finance Committee**  
**Held in the Parish Office on 9 April 2026**

**In attendance:** Fr Joseph Donkor (FrJ) (by WhatsApp call), Tanya Wilkins (TW), Sandra Rocco (SR), John Billing (JB), Deacon Martin Smith (DcM), Lynne Pearson (LP), Martha Ugwu (MU), Helen Shepherd (HS)

**Apologies:** Mavis Westbrook (MW)

The meeting commenced with a prayer led by DcM

The Minutes of the last meeting on 29 January 2026 were agreed and signed by **JB**, the new Chair.

. Agenda Item	Summary	Action
<b>1A</b> <b>Main Account</b>	<p>On 31 March 2026, the 1<sup>st</sup> Reserve Account was down to £415.56. As it was the Easter period, <b>TW</b> spoke with 2 members of the Finance Committee to discuss how to deal with this. It was agreed to transfer £3,000 from the Development Fund into the Main Account so that we would not become overdrawn. This money will be transferred back into the Development Fund at the earliest opportunity.</p> <p>The next step will be for Father Joseph to contact the Diocese on Monday to transfer £30,000 from the Loan Account into the Main Account. This will cover the £26,283.55 overspend and the £3,000 which will be put back into the Development Fund. Any monies over £2,500 in the Main Account will be transferred into the 1<sup>st</sup> Reserve Account when applicable. Currently, there is £3,994.90 in the 1st Reserve Account.</p> <p><b>LP</b> explained to the new members what the Loan Account is and why the Gift Aid money goes into that account with the Diocese. She suggested that at every meeting, there is a check made to see if we are on budget and, if not, transfer money from the Loan Account at that point. <b>HS</b> remarked that the money in that account is from the collection, albeit gift aided, and should be used for ongoing expenditure. It is but we must request it when needed. <b>LP</b> said that the loss of interest on money in the Loan Account did not offset the need we have for that money to be readily available on an ongoing basis.</p> <p>Collections of cash and card so far this year are appreciably down so much discussion ensued about ways to address that.</p> <p><b>MU</b> had sent some suggestions which could be used to encourage parishioners to contribute more freely. These were discussed. Stating a need and the cost so parishioners could donate out of the norm for specific items and highlighting progress were all strategies used successfully in the past.</p>	<p><b>TW</b></p> <p><b>FrJ, TW</b></p>

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	<p><b>MU</b> remarked that <b>FrJ</b> is very busy in London as Director of Missio etc and asked who paid for his transport for this. <b>FrJ</b> said that Missio did. <b>MU</b> asked if the card machine matched the former second collection. <b>TW</b> answered that it kept in line and would gradually build. <b>DcM</b> commented that the machine kept switching off and then had to be rebooted. <b>LP</b> asked if we could call out the people who installed it to check it over. The issue of a second machine in the hall was discussed and it was agreed to purchase one. Cost is £372. The company will be contacted, the order placed and a request that they come and look at the first machine to see if it needs repairing. The issue of second collections for flowers for the First Holy Communion Masses was discussed. It was agreed to have those on 3 and 10 May, those dates to be put in the diary.</p> <p><b>LP</b> commented that, although the black box was great, it did allow people to just walk past it, rather than putting the money in it for the second collection. Passing the bag round encourages people to contribute. She suggested that could be one reason why the second collection had gone down drastically.</p> <p><b>SR</b> suggested a QR code for the Parish so parishioners could contribute that way. <b>HS</b> said that she'd had experience of making QR codes and could do it for us. <b>FrJ</b> thanked her but said that he would have to write to the IT guys for the Diocese because they had to encrypt the PR code for data protection.</p> <p><b>FrJ</b> asked <b>LP</b> to talk to parishioners about the lack of funds. <b>HS</b> suggested a handout for parishioners which would show the losses. It was agreed to do that and include the percentage loss too. <b>FrJ</b> agreed the dates of weekend of 25/26 April for the talks.</p> <p><b>SR</b> stated that <b>FrJ</b> had asked her to write to parishioners who donated via envelope but didn't give the envelopes in every week. It was agreed that would cause ill feeling and, possibly, result in parishioners deciding not to give in that way.</p> <p>Money we pay to the Diocese is based on the head count at Masses in September. <b>TW</b> suggested choosing two weeks and taking head counts on those weeks to see what was happening with attendance: less people, more people or just less money. No decision was made on this.</p>	<p><b>SR</b></p> <p><b>TW</b></p> <p><b>FrJ, TW</b></p> <p><b>LP</b></p>
<b>1B Development Fund</b>	£18,703.00	
<b>1C 100 Club</b>	£10,159.00	
<b>1D 1<sup>st</sup> Reserve</b>	£4,009.57	

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<b>1E Covid Support Fund</b>	£1,314.	
<b>1F Loan Account</b>	£76, 016.06 – This will decrease by £30,000 when the overspend has been cleared.	<b>FrJ/TW</b>
<b>1G Maintenance</b>	<p><b>LP</b> discussed the amended table she'd done for the maintenance work to be carried out this year and/or next year. It was agreed to give it to Trevor and ask that he gets the required 3 quotes for the work to be done, checks the costs are okay and then get the work done while it's dry. <b>SR</b> also produced a short list of general maintenance items that also needs to be done. <b>FrJ</b> asked that <b>LP</b> would meet with him and Trevor at 5 pm on Sunday to go over all that needs to be done.</p> <p><b>TW</b> showed a report of electrical items which needed repair at a cost of £619.50. It was agreed that these needed to be done as soon as possible.</p>	<p><b>LP</b></p> <p><b>TW</b></p>
<b>Any Other Business</b>	<p><b>TW</b> informed the members that from Wednesday next week, <b>FrJ</b> would have a cleaner. She will do 4 hours a week at £14 an hour on a service contract. <b>FrJ</b> said that he would put her name in the newsletter so everyone knew who she was. <b>HS</b> said that the budget would have to be amended accordingly.</p> <p>Parish Mass books were discussed. A parishioner has offered to pay for them in remembrance of a relative. <b>FrJ</b> asked <b>LP</b> to get the details of the books for him so he could forward the costs to the parishioner with a covering letter. 100 copies of each were requested. <b>LP</b> suggested that if the cost was too much for the parishioner, we could ask the 100 club to contribute.</p> <p>Lots of discussion about the sanitary bins in the toilets – current contract is £992 per year. <b>MU</b> suggested offensive bins which, with relevant bags, could be put in the normal rubbish. It was decided that would cause additional work and taking used sanitary products home was not a job people relished. <b>TW</b> had a quote from Medway Washrooms who would provide 4 foot-operated units for £468 on a 3-year fixed price. They would be collected every 4 weeks. <b>LP</b> suggested 3 be put in the ladies' toilets with 1 in the disabled toilet. A notice to be put on the 4<sup>th</sup> toilet in the ladies' toilet to say that the toilet did not have a sanitary bin. No bin for dirty nappies is required; people should take them home.</p> <p><b>FrJ</b> talked about the fence at the side of the field. As the young people can't get in the gate, they are going under the fence by number 19. <b>DcM</b> informed the members that if we wished to have a new fence inside the existing one, we would need to ask the Diocese Property Team and Medway Council for permission.</p>	<p><b>FrJ, TW</b></p> <p><b>LP</b></p> <p><b>TW</b></p> <p><b>FrJ</b></p>

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	<p><b>TW</b> suggested that Trevor have a look at it in the meantime and see what needs to be done,</p> <p><b>FrJ</b> informed the members that on 2 July there would be a National Missio Mass in the Church at 11 am until 12 noon, led by Fr Athony Chantry. The subsequent lunch would be paid for by Missio.</p>	<p><b>FrJ, TW</b></p>
<p><b>Letters from Parishioners</b></p>	<p>There were no letters from parishioners.</p>	

**The date of the next meeting is 2 July 2026 at 6.30 pm in the parish office.**

**DcM** led the closing prayer and the meeting finished at 8.10 pm