

CATHOLIC PARISH OF GUILDFORD - PARISH FINANCE COMMITTEE

MINUTES OF THE TWENTY FIRST MEETING (Schedule 1) held at St Joseph's Presbytery on Monday December the 3rd 2018 at 7.30 pm

Please note: There is also a Schedule 2.

Attendance:

Mgr Tony Barry	Moderator CPG
Mr Geoff Bignell	Chairman PFC
Mrs Antoinette Wilding-Robertson	Chairman St Mary's CFC
Mrs Betty Spragg	
Mr Terence Nagle	Chairman St Edward's CFC
Mr Peter Turvey	Chairman St Pius X CFC
Mr Robert King	Chairman St Joseph's CFC
Mr Michael Chambers	Health & Safety Officer
Mrs Louisa Pereira	Minutes Secretary PFC

	<i>Item</i>	<i>Action</i>	
1	Opening prayer The opening prayer was led Mgr Barry		
2	Apologies William D'Souza		
3	Minutes of the 9th October meeting No amendments. Corrections to minutes for August meeting agreed.		
4	Matters arising Communications committee. Mgr Barry will circulate the terms of reference for this committee to the PFC. Mr Bignell confirmed the minutes for this committee can be published on the website and a note placed in the newsletter.	Mgr Tony	
5	Treasurer's Report Please read schedule 2 in conjunction with this section. 2018 Management Accounts. The report end October forecasts a ~£50k deficit excluding the income from burials. Mr Turvey asked for a balance sheet to be produced for use as a summary of the accounts. Mr Bignell confirmed there will be a dashboard by the next meeting. Mr Bignell queried how the sum paid to the Deanery is calculated. Mgr Barry confirmed that the Deanery is a unit between the parish and the Diocese. There are around 12 deaneries. The budget for the Deanery is relatively new and this sum is likely to increase. It is intended that the Deanery will fund items such as 'Adoramus', management and family life. The clergy will provide monthly reviews on the work of the Deanery to parishioners. The Deanery is more pastorally than management-orientated and the Dean Fr		

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	<p>David Osborne is responsible for agreeing a reasonable budget with the parishes.</p> <p>2019 Budget (Appendix B)</p> <p>Mr Bignell informed the PFC that this is a standstill budget, based on the forecast from this year and adjusted. The PFC hopes to increase income through the appeal. No decisions on new capital expenditure can be taken until after the results of the appeal. Mr Turvey requested a balance sheet for the 2019 Budget too.</p> <p>Graveyard research schedule and graveyard fees</p> <p>Mr Chambers noted that the forecast income from the plots is low. Mgr Barry stated that the majority of burials use pre-paid plots. Mr Turvey reminded the PFC that there should be a written accounting policy for receipts from burials. There will be a note on this in the accounts. Mr Chambers said that the approval process for the new burial plots is waiting on a response from Woking Council.</p> <p>2019-21 Capital Programme (Appendix C) Maintenance is included in the schedule. Mr King is trying to use a 3-year process. The aim is to ensure the parish's facilities enable the best liturgy. There is a separate spreadsheet for each church community. The £140k currently allocated (which includes ~£80k for the boilers) will not cover all the items. Lots of educated estimates have been used, but the PFC would benefit from having volunteer expertise on call from a quantity surveyor, a structural engineer and estimator. Mr Bignell recommended putting a note asking for help in the newsletter. Mr Bignell noted that no items of capital expenditure have been approved apart from the new boilers and the office move. He also reminded the PFC that the parish must live within its means and make decisions after the appeal results.</p> <p>Dashboard and KPIs It is envisaged that an A4 sheet will be produced with the KPIs (cash, debt, creditors etc) on and the number of parishioners. KPIs on prayer life and mission are beyond the remit of the PFC and may be considered by the pastoral team. Mgr Barry envisages that there will be two teams: finance and administration and pastoral.</p> <p>Budgetary Control (Appendix D) A recommendation has been produced by Mr D'Souza. Mr Turvey would like a written procedure for emergency expenditure included. Mr Chambers noted that paperwork for PFC meetings should be submitted a minimum of 2 weeks prior to the meeting. Mgr Barry stated that Mr D'Souza is compiling a parish directory to include operating systems and procedures and appendices.</p> <p>Diocesan Levy (Appendix E) Mr D'Souza and Mr Bignell will ask the Diocese whether we can be exempted from the Diocesan Levy</p>		
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	<p>until we can balance the books. Our share of the Retired Priests Levy is ~£16k.</p> <p>Graveyard research schedule and graveyard fees (continued) – Mr D’Souza recommends charging £5k for a plot and £1k for a cremation plot. Mgr Barry confirmed there are currently 12 -20 plots remaining and we have not had a response from Woking Council regarding extending the graveyard. Mr Bignell recommended charging £4k for burial plot and £1k for an ashes plot. This was agreed, with the caveat that the cremation plots at St Mary’s are for arishioners and are not for sale.</p> <p>Fees and Charges (Appendix G) The recommendations in Mr D’Souza’s paper are agreed.</p> <p>Fundraising A plan is in place to cover wills and giving with presentations over 3 Sundays. There will be some crossover to take into account those parishioners who do not attend every Sunday. Mr Turvey suggested social events could be held in each community to show the videos too. Mrs Wilding-Robertson suggested including the ethnic masses in the appeal.</p> <p>Operational Manual This has already been discussed. See above.</p> <p>Approved Suppliers’ List (Appendix H) A good start has been made. There is some duplication. This should be completed by February, but will then be run as an ongoing document.</p> <p>Hall Hire Contracts (Appendix I, J and K) These have now been reviewed and brought up to date. St Joseph’s Hall is no longer let to outside users. Mrs Wilding-Robertson reminded the PFC that regular users will also need to see the Hiring Contract and agree to its terms and conditions. Mr Chambers noted that there is no hall hire manager or secure handing over of keys and this could lead to problems. Mr Bignell suggested that this area could be dealt with in the operational manual. Mr Turvey asked for the wording in the hall hire contracts to be checked: there was a recent problem with the excessive volume of a disco at St Pius.</p> <p>St Joseph’s Boiler and Office Moves Mr King stated that a new pump is not needed for the boiler, which will reduce the estimated cost. The current annual cost for gas at St Joseph’s is £8600, but this should fall to less than £3000 once the new boilers have been installed. There isn’t availability for work to commence on the boiler before Christmas. Mr Bignell noted that the Diocesan procedure for approving major projects is changing. For instance, specifications need to be drawn up by independent experts. Re Office Move, William Wallasworth will take a client’s list of proposed work accompanied by drawings and from this will draw up a detailed specification. It will then be put out for quotations from contractors. William will act an administrator for the contract.</p>		
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	<p>Review of Giving by Cash, Card, Text & Apps This will be reviewed by Mr D'Souza. Each CFC has a responsibility to raise funds as well as to spend them.</p> <p>PFC and CFCs' Terms of Reference (Appendix L) Mr Chambers noted there is no mention of the CFC or of the H&S officer in the composition of the committee. Appendix I is missing and will be produced next time.</p>		
6	<p>Gift Aid There is currently no Gift Aid Officer. There is currently a trial publishing Gift Aid information in the newsletter.</p>		
7	<p>Please see schedule 2.</p>		
8	<p>Property.</p> <p>St Pius Quinquennial Survey. St Pius is in excellent condition.</p>		
9	<p>Health & Safety report – already circulated. Mr Chambers queried whether the Health & Safety report should be added to the PFC minutes.</p> <p>There is an audit on Friday.</p>		
10	<p>GDPR Privacy Policy</p> <p>Mgr Barry attended a Diocesan conference on GDPR. It is at an early stage. The two main messages were “Don’t over-react” & “Current practice is not acceptable”.</p>		
11	<p>30 November Parish Meeting: Follow-Up (‘the Vision’) Representatives attended from all key groups. Chairs are beginning to be identified and there is a plan for the groups to become more active. It is envisaged that the Diocese and Deanery will be able to contact these groups directly so that opportunities are not missed if they fall before the next meeting. Positions will be allocated according to ability and not distributed evenly across the church communities.</p>		
12	<p>Future meetings</p> <p>26th February; 7th May; 9th July; 24th September; 3rd December</p>		
13	<p>Mgr Barry to closed the meeting with a prayer.</p>		