

CATHOLIC PARISH OF GUILDFORD

The Catholic Churches of St Joseph, St Edward the Confessor, St Mary and St Pius X

EIGHTH MEETING OF THE PARISH FINANCE COMMITTEE

held at St Pius X Pastoral Centre Meeting Room, Merrow, Guildford
on **Tuesday 07 June 2016 at 7.30 p m**

Attendance:

Fr Colin Wolczak
Guillermo Lopez Esq.
Terence Nagle Esq.
Peter Turvey Esq.
Rev Dcn J Michael Phillips

Moderator
Chairman PFC
Chairman St Edward's CFC
Chairman St Pius X's CFC
Financial Secretary

MINUTES (VERSION 2)

Serial	Item	Action	Annex
	The Meeting convened at 7.30 p m and Fr Wolczak led the Opening Prayer	-	-
1	Chairman's introduction. The Chairman welcomed everyone to the Meeting. Fr Wolczak said he hoped to convene a preliminary meeting of the St Joseph's CFRC in the coming weeks. It was noted that St Mary was still without a CFC	Fr Wolczak Fr Wolczak	-
2	Apologies. None	-	-
3	Minutes of Meeting held on 05 April 2016. The Minutes were approved without amendment and signed by the Chairman.	-	A
4	Matters arising from the Minutes of the Meeting of 05 April 2016, not already on the agenda. <ul style="list-style-type: none"> • The Secretary tabled a summary of actions taken, which is at Annex B. • The Chairman tabled a draft Reserves Policy, which is attached to these Minutes. Mr Turvey said he would prefer a more definitive statement rather than time-related guidance. Fr Wolczak said that in view of the overdraft at St Mary an appeal was needed. The Chairman, supported by Mr Turvey, welcomed the proposal but said that an appeal is not a strategy. The Committee agreed to adopt the draft Reserves Policy as an interim policy. • Mr Nagle asked for the surveyor's report on St Mary's presbytery to be pursued. <i>(Post Meeting Note: Diocese has pressed surveyor).</i> • Mr Turvey sought clarification from the Chairman on the £6K deficit and had sought clarification of the alleged deficit at St Pius X , which he was still awaiting. • Mr Nagle asked for the rate of inflation used to calculate salary uplifts. <i>(Post Meeting Note: sent)</i> • The Committee expressed the view that was not acceptable for an employee not on the Committee to have attempted to have the Minutes changed before publication on the website. Fr Wolczak said he had since made it clear that the Committee's recommendation had been approved by him and would not be modified in 2016. • <i>Afternote: An update to Terms of Reference is still outstanding.</i> 	- - Secretary - Secretary -	B Attached
5	Staffing. The Chairman briefed the Committee on the present position with the self-employed Parish Accountant who had expressed a wish to hand over around February 2017. Mr Nagle	Chairman Mr Nagle	-

Parish Office: 12 Eastgate Gardens, Guildford, Surrey, GU1 4AZ
Telephone: 01483 562704 ext. 1014. E-mail: deaconphillips@guildfordcatholicchurches.co.uk.

CATHOLIC PARISH OF GUILDFORD

The Catholic Churches of St Joseph, St Edward the Confessor, St Mary and St Pius X

	proposed to co-opt Mr John Vickerman to the St Edward's CFC, to Fr Wolczak agreed.		
6	Progress of Administration Forward Plan. The Secretary tabled the progress on the Administration Forward Plan, which is at Annex C. It was suggested it would be helpful if changes were highlighted or sidelined. The names of Mr Tom Daly and Mr Michael Hornby-Smith were suggested as possible volunteer archivists.	Secretary	C
7	FY 2016: Report as at 30 April 2016. The Chairman tabled Reports, which are at Annexes D and E. Mr Nagle said it was difficult to put together spreadsheets and asked that future reports be sent out as hard copy: in his case he had missed one of the tabs on the spreadsheet. The Chairman stated the difference between Unrestricted Funds, Restricted Funds and Agency Funds. Mr Turvey said it was essential to have one single Parish accounting policy. The Chairman undertook to, over time, separate Unrestricted, Restricted and Agency Funds within the accounts. Mr Turvey said that his work with the St Pius X accounts had been hampered by the putting off of a meeting with the Parish Accountant: he had a responsibility to communicate with his community and this was not possible if the St Pius X information was not easily obtainable. The Chairman undertook to facilitate a meeting between Mr Turvey and the Accountant in the immediate future. <i>(Afternote: This has taken place)</i> Mr Nagle queried the rise in assessment of Diocesan contributions. The Chairman explained how the formula for the Diocesan assessment. Members felt this too complex for a verbal explanation and asked the Secretary to obtain from the Diocese a written statement. It was suggested that donations be specified in future. Mr Nagle thought that more headings would be useful. The Secretary expressed concern that there was no budget nor budget heading for Information Technology on which over £10,000 had been spent since the start of the Financial Year. The chairman felt that there should be stronger controls over the initiation of expenses. Fr Wolczak said that the Parish should put a stop to expenses without prior approval.	Chairman Secretary Chairman Chairman Secretary	D +E
8	Construction of Budget 2017. The Chairman outlined how he proposed to construct the FY 2017 budget. Mr Nagle said that a first step would be to cost the requirements surfaced in the Quinquennial Surveys. The Chairman asked for the St Edward's and the St Pius X representatives to bring their proposals for extraordinary expenditure in 2017 to the next meeting.	Chairman Mr Nagle Mr Turvey	-
9	Merger of Parishes: 9.1. Bank Accounts now and in the future. The Secretary tabled a document for which bank accounts should be retained and which closed. There was agreement that this was a helpful working document, but that there should be no precipitate closing of accounts until there was certainty that all standing orders and direct debit mandates, both in and out, had been closed down. Mr Turvey said that there would still be a requirement for paying in books. 9.2. Expenditure and accounting. The Secretary tabled a document at Annex G, which repeated and updated decisions taken at previous PFC Meetings. Mr Nagle was of the opinion that any cheque for over £200 should have two signatures and the		F G

Parish Office: 12 Eastgate Gardens, Guildford, Surrey, GU1 4AZ

Telephone: 01483 562704 ext. 1014. E-mail: deaconphillips@guildfordcatholicchurches.co.uk.

The Arundel and Brighton Diocesan Trust is a Registered Charity No. 252878

