



## **Diocese of Nottingham: The Good Shepherd Parish Finance Committee**

### **Minutes of the meeting held on Thursday, 1<sup>st</sup> June 2022**

**In attendance:** Brian Huthwaite, Philip Martin (Acting Chairperson), Oliver Wastell and Canon Philipp Ziomek.

#### **1. Opening Prayer**

The meeting opened with a prayer, led by Canon Philipp.

#### **2. Apologies for absence**

Apologies for absence were received from Phil Bray, John Doherty, Oliver Kuras, Jonathan Newman and David Staiano.

In Phil Bray's absence it was agreed that Philip Martin would chair the meeting.

#### **3. Minutes of the meeting on 3<sup>rd</sup> March 2022**

The minutes of the previous meeting were approved and will be posted on the parish noticeboard and website. **ACTION 10/22: Philip** to action accordingly.

#### **4. Matters arising from the minutes**

**a) Church mullions-** Canon Philipp advised that a meeting with diocesan representatives had taken place on 17th March 2022 with a view to agreeing the way forward in the light of the three reports and estimated costings received from a quantity surveyor, a structural engineer and the Historic England concrete specialist. We are advised for planning purposes that the estimated cost of the concrete repairs may be in the order of £450,000 excluding VAT which should be reclaimable under the Listed Places of Worship Grant Scheme. The diocese has recommended that the parish form a fundraising committee/group to help source grants and other funds to pay for the required work. This has not yet been actioned but it is hoped to have such a group in place by September 2022. Meanwhile, the Finance Committee members are asked to let Fr Philipp know if they know of anyone who has the requisite fundraising experience and skills and who could be approached to join the proposed group. **ACTION 11/22: (a) All** to consider and advise Canon Philipp as appropriate; **(b) Canon Philipp** to continue to keep the Committee informed.

**b) Future accountancy support-** Canon Philipp explained that financial administration duties, including maintaining the parish accountancy procedures, were now included in the job description for the new post of part-time Community Office Manager. It is

intended that the successful appointee would work alongside Brian initially until a full handover of duties can be arranged. It is hoped to recruit to the post during July 2022 with a view to a September 2022 start. **ACTION 12/22: Canon Philipp** to keep the Committee informed.

c) ***Publicising second collections-*** Philip advised that he and Phil had now been given administrative access to the parish Facebook page and are now able to post details of forthcoming second collections. Canon Philipp suggested that we could now routinely send similar details to Cheryl Broodryk so she can put them on the parish Twitter page. **ACTION 13/22: Philip/Phil** to action accordingly.

d) ***Use of the parish community centre-*** Philip confirmed that he had provided Phil Bray with details of the use of the parish centre over a 10 week period so that Phil can in due course analyse occupancy levels and advise how we might promote the centre more effectively. **ACTION 14/22: Phil** to report back in due course.

e) ***Pastoral manager post-*** as mentioned earlier, this proposed part-time post is now titled Community Office Manager. Details of the post, including the job description and person specification, have been cleared with the diocese and were copied to the Committee on 16th May 2022. It is proposed to employ someone for 16.5 hours per week with a salary that reflects the post will have management responsibilities for the parish's two existing salaried employees as well as the parish accountancy related duties that are also now proposed. The diocese had suggested the post's remuneration should be in the range of £12-£13.50 per hour but the Committee felt that this was not sufficient, given the range of responsibilities attaching to the post and the need to provide the parish priest with high level support to relieve some of the current administrative burden currently falling on him. A salary within the range of £14-15 per hour was instead suggested by the Committee. The Committee formally recommended therefore that the salary of the post should initially be set at £14 per hour which equates to a pro-rata salary of £12,012 per annum on the basis of a 16.5 hour working week. It was agreed that Canon Philipp will advertise the post on that basis, but on the understanding that the salary may need to be further upgraded to £15 per hour (£12,870 per annum pro-rata) at Canon Philipp's discretion if the advert fails to attract candidates of the required calibre. **ACTION 15/22: Canon Philipp** to advertise the post, with the salary recommended by the Committee, as widely as possible, including in the Nottingham Evening Post.

## 5. Draft Annual Return 2021/22

Brian took the Committee through the parish's Annual Return, draft copies of which had been circulated with the papers for the meeting. It was explained that the Return reflected receipts and payments made in the 2021/22 financial year. The Return has yet to be independently examined (by John Doherty) before being signed off and submitted to the diocese by 31<sup>st</sup> July 2022.

It was explained that a number of late amendments had been made to the draft since it had been circulated and copies of the amended pages were tabled at the meeting.

Brian advised that the reporting format of the Return had been significantly amended compared with previous years. There had not been an acceptable degree of prior notice of the changes provided by the Curia and this had presented considerable difficulties for Brian in compiling the draft from his accountancy records which had been geared to the

format of previous returns. It also served to make comparisons with previous years' returns difficult. It was agreed that Canon Philipp would advise the diocese of the Committee's concerns in this respect when the Return is submitted. **ACTION 16/22:** **Canon Philipp** to action at the appropriate time.

The Committee agreed the draft and thanked Brian for his usual excellent work on the Return. Brian will email Philip a copy of the updated draft so it can be circulated to the Committee for information, prior to it being independently examined and signed off before dispatch to the diocese. **ACTION 17/22:** **Brian** to send the updated copy of the Return to Philip to circulate accordingly.

Thereafter, Brian to advise Philip when the Return has been submitted to the diocese so he can draft the usual summary for parishioners. **ACTION 18/22:** **Brian/Philip** to action accordingly.

Meanwhile, Philip to check with Phil Bray that he is agreeable to his contact details as chairperson being included on the Return as is now required by the diocese. **ACTION 19/22:** **Philip** to check with Phil and advise Brian thereafter.

## **6. Parish finances- update**

Brian provided a separate update on the parish's current finances. Key points identified were:

- There was a credit balance of £23,819 on the parish's current bank account as at 22<sup>nd</sup> May 2022.
- The parish's separate set-off account (held with the diocese to help with the cost of repairing the deteriorating concrete affecting the church building) is currently in credit to the sum of £112,192. This includes a recent transfer of £10,000 from the parish current account.
- As previously reported, although the parish's former debt has been fully cleared we have continued to make monthly payments of £3,950 into the set-off account bearing in mind the need to fund the concrete repairs in due course.
- We continue to make monthly payments (of £2,453 in 2021/22) as our required contribution to the diocesan quota which funds the diocesan Curia infrastructure to support parishes and the Bishop.
- There has been recent expenditure of £3,014 for upgrading of the parish centre and emergency lighting.
- Other costs will shortly be incurred in respect of the electricity inspection condition report covering the church, parish centre and the priest's house.

## **7. Analysis of income 2021/22**

Philip took the Committee through his final report for 2021/22 relating to the parish's "measurable" income sources (weekly offertory donations, bank standing orders, parish debt collections and Gift Aid). The key points identified were as follows:

- The parish's income from these sources for 2021/22 totalled £149,770. That represents a significant improvement of £22,201 (17%) on the 2020/21 financial year total and very nearly back to 2019/20 (pre-pandemic) levels, allowing for inflation.
- Since the social distancing restrictions at Holy Mass have been lifted the number of attendees has gradually increased and is currently averaging 516 in total for the four week-end Masses. This contrasts with the average week-end attendance of 667 in 2019/20 (pre-pandemic)- a 23% reduction. It remains to be seen whether Mass attendance will recover to former levels now the obligation to attend Mass is to be reinstated.
- We need to be mindful of the continued dependence of the parish finances on a relatively small number of donors. Relatively small changes can have a disproportionate impact on the parish's finances.

**ACTION 20/22:** Philip to continue to bring quarterly income reports to the Committee.

## **8. Diocesan quota 2022/23**

Philip reported that the parish's diocesan quota payment for 2022/23 has been assessed as £26,097.12 per annum, i.e. £2,174.76 per month. This is based on 21% of the parish's offertory collections and Gift Aid received for 2020/21 as reported on the parish Annual Return for that year.

## **9. Deanery Roadshow, 15<sup>th</sup> June 2022**

It was confirmed that Phil Bray will be one of the two parish delegates at this event, along with Reg Carter from the parish think tank and two delegates from St Anthony's. The Roadshow will provide an update on the plans to rationalise parishes across the deanery, reflecting the current shortage of priests and declining numbers attending Mass. It is hoped that the Bishop will subsequently formally confirm the amalgamation of Good Shepherd and St Anthony's parishes, thereby enabling appropriate planning to take place with a view to rationalising our respective ministries and financial/administrative arrangements.

## **10. Parish database support**

Oliver (Wastell) tabled his proposed approach to improving/updating the parish database architecture. The intention is to transfer the existing data held on the parish database into the new architecture and then update it by means of a parish census. Oliver will be able to arrange the transfer of the data in the near future and it was confirmed that other parishioners from the parish think tank had offered to input the new data when the census has taken place. Canon Philipp meanwhile will email the census form template received from the diocese to the Committee for information and so that Oliver can check that it coalesces with the database architecture he has produced. **ACTION 21/22:** (a)

**Canon Philipp** to email the census form to the Committee; and **(b) Oliver** to thereafter transfer the data on to the new database framework and confirm when that has been done.

It was reiterated that we also need to update the separate Excel-based parish Gift Aid database which currently has a number of anomalies. Philip and Oliver will need to discuss this and as a starting point it was agreed that Philip will email Oliver a copy of the existing database for consideration. **ACTION 22/22: Philip/Oliver** to action accordingly.

#### **11. Any other business**

Nothing was raised under this item.

#### **12. Date of the next meeting**

It was confirmed that the Committee's next meeting will be at 6.30pm in the parish centre on Thursday, 22<sup>nd</sup> September 2022.

#### **13. Closing Prayer**

Canon Philipp closed the meeting with a prayer.