



Diocese of Nottingham: The Good Shepherd Parish Finance Committee

Minutes of the meeting held on Thursday, 22nd September 2022

In attendance: Phil Bray (Chairperson), Brian Huthwaite, Philip Martin, David Staiano, Oliver Wastell and Canon Philipp Ziomek.

1. Opening Prayer

The meeting opened with a prayer, led by Philip.

2. Apologies for absence

Apologies for absence were received from John Doherty and Oliver Kuras.

3. Jim Pacey RIP

It was reported that Jim had died recently after a lengthy period of illness. The Committee formally placed on record its thanks and appreciation for the work that Jim and Ernest Dale (who died last year) had carried out for many years on behalf of the parish in a number of areas, including the parish finance and banking team arrangements, and for their active participation as past members of the Committee.

4. Minutes of the meeting on 1st June 2022

The minutes of the previous meeting were approved and will be posted on the parish noticeboard and website. **ACTION 23/22: Philip** to action accordingly.

5. Matters arising from the minutes

a) Future accountancy support- Canon Philipp tabled a document received recently from the diocese outlining the new on-line parish accounting system (OPAS) which is a web based application and which will combine parish accounting ledger and Gift Aid records. Francesca Lynch, the recently appointed parish manager, has been to a recent diocesan organised awareness event on the new system. The diocese will be rolling out the new arrangements to each parish in due course, supported by appropriate training.

b) Parish manager post- it was confirmed that Francesca Lynch had been appointed to this new, part-time post following a rigorous interview process. Francesca will be a member of the parish leadership team and has line management responsibilities for the existing parish employees: Carmel Ryan and Ray Steeples. She is currently working alongside Brian and will, over time, assume responsibility for the parish's

accountancy support arrangements. Reflecting this, it was agreed that Francesca should be invited to future meetings of the Committee. **ACTION 24/22:** Philip to follow up with Francesca.

- c) **Publicising second collections-** Philip confirmed that he and Phil had been given administrative access to the parish Facebook page and he routinely now posts details of forthcoming second collections. He is also now able to post similar details on the parish Twitter account, via Cheryl Broodryk who administers the account.
- d) **Use of the parish community centre-** Phil advised that he has not yet had time to carry out his intended analysis of the parish centre occupancy levels. It was agreed that this should be deferred to a future meeting of the Committee. **ACTION 25/22:** Phil to report back in due course.
- e) **Parish database support-** Oliver (Wastell) reported that the work on the upgraded parish database was almost complete. He will now instal the upgrade on the parish office computer before it is signed off. Thereafter, Oliver will liaise with Canon Philipp and arrange to hold a briefing session for him and other prospective users of the database.

Canon Philipp confirmed that once the new database is operational a census of parishioners will be arranged, using a template provided by the diocese. The data derived from the census will entirely replace the data held on the existing database which is very much out of date. **ACTION 26/22:** Canon Philip to action accordingly in due course.

Phil agreed to check and advise whether the parish's current GPDR policy, available on the parish website, is fit for purpose in the context of these new arrangements. **ACTION 27/22:** Phil to check and advise.

In the light of the new web-based OPAS arrangements discussed earlier, it was suggested that the proposed update of the separate Excel-based parish Gift Aid database be delayed until we can be sure that it is compatible with the new accountancy procedures required by the diocese. **ACTION 28/22:** Philip/Oliver to review accordingly in due course.

6. Parish finances- update

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

- There is a credit balance of £37,331 in the parish's current bank account.
- 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 £145,042. This includes a recent transfer of £21,000 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 in due course the repairs to the mullions.

- We continue to make monthly payments of £2,174 as our required contribution to the diocesan quota which funds the diocesan Curia infrastructure to support parishes and the Bishop.
- The wage bill for the parish's employees currently amounts to around £1,100 per month but this will increase following the appointment to the parish manager post.
- Expenditure of £5,200 on an upgraded office photocopier has been approved by the diocese and the installation of the new copier is awaited.
- £1,097 has been incurred on the licence for the parish's live streaming arrangements.

7. Analysis of income 2022/23

Philip took the Committee through his report projecting income during 2022/23 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 latest projection of the parish's total income from these sources is £156,078. If correct, that will represent an improvement of £6,308 (4.2%) on 2021/22.
- However, as inflation is currently running at 10.1% (as measured by the CPI for the 12 month period to July 2022) there is likely to be a real terms decrease in the parish's disposable income.

There was a related discussion about the increased energy costs the parish may face. It was confirmed that the parish does not negotiate direct with energy suppliers. Instead it is covered by the bulk purchasing arrangements made by the inter-diocesan fuel management (IFM) company which is mutually owned by a number of dioceses and to which our diocese is a party. Under these arrangements the parish pays IFM monthly for the agreed energy costs rather than the energy companies.

Canon Philipp advised that he was keen to proceed as soon as possible with the repair work on the church mullions to minimise the heat loss in the church and mindful that inflation could result in an increase in the estimated cost of the remedial work required.

ACTION 29/22: Philip to continue to bring quarterly income reports to the Committee.

8. Parish Service Fair, 9th October 2022

Philip confirmed that he and Phil will represent the parish finance ministry at this event which is to take place immediately after the 10.00am Mass on 9th October.

9. Finance Resources Group

Canon Philipp advised that the diocese has recommended that the parish form a small team to help source grants and other funds to pay for the required work on repairing the church mullions. Meanwhile, he has bid for some funding from the Sir John Eastwood Foundation.

The parish had in the past relied upon the knowledge and expertise of the late Bob Reynolds in such matters. To buy in such support would be very costly.

It was suggested that Julie Rawdings, who has property related responsibilities in the parish leadership team, might be invited to lead this initiative and that Philip should approach her accordingly. It was also noted that the issue had been discussed at the recent meeting of the parish think tank and that Rebecca O'Connor had agreed to approach someone she knew who has expertise in this field to see whether they are prepared to help the parish. **ACTION 30/22: Philip** to contact Julie about this.

It was suggested as part of this approach that the team will need to develop a parish "profile" explaining what the church does and the extent to which our facilities are open to and used by the wider local community. It will be important to have this readily available to support grant claims which often have to be made within challenging timeframes.

10. Parish website update

Phil explained that this work had stalled owing to other commitments. However, Julie Rawding has now reinvigorated matters and has sourced quotes from two agencies. Phil is to review these and proposes to speak with the agencies to get some questions answered. **ACTION 31/22: Phil** to follow this up accordingly.

Meanwhile, Julie has emailed Canon Philipp about suggested dates for a proposed further meeting of the project management team in order to progress this initiative. **ACTION 32/22: Canon Phillip** to respond to Julie as soon as possible so the meeting can be firmed up.

It was confirmed that St Anthony's Church should ideally be an integral part of this development. This is however complicated by the fact that the current arrangement whereby Good Shepherd assists with their pastoral care is of an interim nature only and we have no current responsibilities for St Anthony's buildings and finances. The diocese has advised that consultations need to take place simultaneously across Good Shepherd, St Anthony's and Newark parishes to seek a consensus from parishioners as to the way forward in terms of any reorganisation and this is to be arranged as soon as possible.

As a related issue, there will need to be an agreement as to how the residual funds in St Anthony's bank account are to be treated in any reorganisation.

11. Any other business

- a) **Legacy-** Canon Philipp advised that a late former parishioner had left the parish two sums, totalling £1,500, in her will.

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, 8th December 2022. The schedule of the Committee's meetings for the 2023 calendar year will need to be agreed at that meeting. **ACTION 33/22: Philip** to include this on the agenda for the meeting.

13. Closing Prayer

Canon Philipp closed the meeting with a prayer.