



Diocese of Nottingham: The Good Shepherd Parish Finance Committee

Minutes of the meeting held on Thursday, 21st September 2023

In attendance: Francesca Lynch, Philip Martin, David Staiano, Oliver Wastell and Canon Philipp Ziomek. In Phil Bray's absence, Canon Philipp chaired the meeting.

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 and Oliver Kuras.

3. Minutes of the meeting on 15th June 2023

The minutes of the previous meeting were approved and will be posted on the parish noticeboard and website.

ACTION 34/23: Philip to action accordingly.

4. Matters arising from the minutes

a) *Parish database support-* Oliver (Wastell) was asked to arrange for Canon Philipp, Francesca and Carmel Ryan to be given access to the new parish database.

ACTION 35/23: Oliver to follow up.

b) *Parish website update-* Canon Philipp mentioned a recent incident where someone had created an email address and had emailed certain parishioners for financial help under the pretext of being Canon Philipp. A warning posted on the parish Facebook page had complicated matters by erroneously suggesting that Canon Philipp's own email address had been used for this purpose- this was not correct and had resulted in the diocese's intervention. Concerns were expressed that nothing of this nature should in future be posted on the parish's Facebook account without prior reference to the parish. Meanwhile, the parish computers and Canon Philipp's iPhone had been checked by the parish's IT consultant and were found not to have been compromised.

c) *Repair of the driveway to the priest's house-* Canon Philipp advised that this work had now been completed and the invoice paid.

d) Provision of a defibrillator- Philip explained that the provision of a defibrillator, to be located outside the parish centre, had been discussed at the meeting of the parish think tank on 16th September 2023. Advice had been received from Rebecca O'Connor, who is an intensive care nurse and who now lectures on the use of defibrillators as part of her NHS role. The think tank had unanimously recommended that the parish should purchase a defibrillator and Rebecca had offered to provide appropriate training on its use and to be responsible for its maintenance. Details of costs are awaited from Rebecca before the proposal is referred to Canon Philipp for formal approval.

ACTION 36/23: Philip to action this in due course.

5. New parish website

In Phil's absence this item was not discussed. Instead, it was agreed that Phil should be asked for a brief written update report which can then be circulated to the Committee by email.

ACTION 37/23: Philip to request this from Phil.

6. Parish accounts 2022/23

Philip tabled copies of the summary of the parish accounts for 2022/23, based on the parish's Annual Return to the diocese. The summary has recently been published and publicised in the parish newsletter. Copies are available in the narthex for the information of our parishioners.

It was noted that the accounts do not yet encompass St Anthony's. Canon Philipp advised in this respect that the parish had still not yet been formally merged with St Anthony's as it is necessary for the proposal to be considered initially by the Sherwood Deanery before it is referred to the Bishop via the Council of Priests. Canon Philipp is to attend the Sherwood Deanery finance meeting on 25th September 2023 when action on this will hopefully be expedited.

7. Parish finances- update

Francesca provided an update on the parish's current finances:

- there is a credit balance of £20,451.95 in the parish's current bank account as at today's date;
- the parish's separate set-off account (held with the diocese) is currently in credit to the sum of £229,534.93. This account is being built up to help with the cost of repairing the defective concrete affecting the mullions and other parts of the church building and will limit the amount of money we subsequently have to borrow.

8. Analysis of income 2023/24

Philip took the Committee through his report projecting the income in 2023/24 from the parish's "measurable" income sources (weekly offertory donations, bank standing orders, parish debt collections, Gift Aid, the Dona contactless donation point and donations made through the "Donate" facility).

Despite a significant increase in Mass attendance, the parish's total income from these sources in 2023/24 is currently projected to show only a small increase on 2022/23 levels and at a rate that is not keeping pace with present levels of inflation. It was recognised that it might be necessary in due course (perhaps in March 2024) to have a Finance Committee led appeal from the pulpit to address this. It was noted, however, that in 2022/23 the parish's accounts showed a significant net "surplus" of income over expenditure so we need to be circumspect in terms of seeking increased donations from parishioners, particularly in the current difficult economic climate..

It was agreed that before any such appeal is considered the parish's income position should continue to be carefully monitored and, to that end, reports should continue to be brought to each meeting of the Committee.

ACTION 38/23: Philip to continue to bring quarterly income reports to the Committee.

9. Parish three year budget plan

Consideration was given to the three year parish budget projection which Philip had produced at short notice to support the work of Kelly Hart, the consultant the parish has engaged to explore external sources of funding towards the cost of repairing the defective concrete affecting the mullions and other parts of the church building. This had overtaken the proposed development of a rolling three year parish financial plan to help inform our future financial decision making, as discussed at the Committee's previous meeting.

10. Parish Friendship Group- statement of accounts 2022/23

The statement of accounts submitted on behalf of the Parish Friendship Group was received and duly noted.

11. Review of parish staff salaries

Consideration was given to Philip's report on the arrangements for reviewing the salaries of the three part-time staff employed by the diocese on behalf of the parish. Francesca withdrew from the meeting for this item given her pecuniary interest in the issue.

It was agreed that the locally determined salary for the part-time parish manager post be updated each year in line with any nationally agreed percentage changes to the Real Living Wage (RLW) and from the same date that any such changes are applied to the two other parish posts whose hourly rate of pay are specifically linked to the RLW. This will ensure existing salary differentials are not eroded.

ACTION 39/23: Canon Philipp to action this at the appropriate time.

12. Proposed coffee machine

Francesca tabled three quotes for the proposed coffee machine, to be located in the Atrium in the parish centre, that had been obtained from Vending Sense, Cema Vending and Brothers Coffee.

After due consideration it was agreed that the quote from Cema Vending should be pursued but with the caveat that we need to be satisfied that the proposal is cost effective from the parish's perspective, given we have no way at present of gauging the likely level of use of the facility. With that in mind, Francesca was asked to see whether the company would be prepared to allow the parish to trial the machine for three months before a final decision is made about whether or not to enter into a formal 3-year rental arrangement .

ACTION 40/23: Francesca to pursue this accordingly.

13. Any other business

a) ***Agenda and minutes-*** It was agreed that copies of the Committee's agenda and minutes should routinely be held on the parish computer. Oliver offered to set up a shared drop box folder to facilitate access to the agenda and minutes.

ACTION 41/23: Philip to provide Francesca with copies of the agenda and minutes from the Committee's meetings over the last couple of years; **Francesca** thereafter to link with Oliver regarding the shared drop box folder proposal.

14. Date of the next meeting

It was confirmed that the Committee's next meeting would be in the parish centre at 6.30pm on Thursday, 7th December 2023. The schedule of meetings for 2024 will need to be agreed at that time.

ACTION 42/23: Philip to include this on the agenda for the meeting.

15. Closing Prayer

Canon Philipp closed the meeting with a prayer.