



Diocese of Nottingham: The Good Shepherd Parish Finance Committee

Minutes of the meeting held on Wednesday, 7th March 2024

In attendance: Martin Foulds, Francesca Lynch, Philip Martin, David Staiano and Canon Philipp Ziomek (Chair).

1. Opening Prayer

The meeting opened with a prayer led by Canon Philipp.

2. Welcome to new member

A warm welcome was extended to Martin Foulds who was attending his first meeting of the committee as a representative of St Anthony's Church.

Canon Philipp mentioned that he knew of another parishioner from St Anthony's who had an accountancy background and who might in due course be asked to join the committee. **ACTION 01/24: Canon Philipp** to follow up at an appropriate time.

3. Apologies for absence

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

Canon Philipp advised that Phil Bray had recently tendered his resignation from the committee. It will therefore be necessary in due course to appoint a replacement chairperson. In the meantime Canon Philipp will act as chairperson.

It was also reported that John Doherty had recently moved outside the parish catchment area but was continuing to be an ex-officio member of the committee as he had agreed to continue in his role of scrutinising the parish's Annual Return to the diocese.

4. Minutes of the meeting on 29th November 2023

It was noted that David had offered his apologies for absence subsequent to the meeting of the committee on 29th November 2023 and these had not therefore been recorded in the minutes of that meeting. Beyond that, the minutes of the previous meeting were approved and will be posted on the parish noticeboard and website.

ACTION 02/24: Philip to action accordingly.

5. Matters arising from the minutes

a) Parish choir leader- It was confirmed that the decision not to approve the request for an honorarium to facilitate the appointment of a new parish choir leader had been conveyed to the choir via an email sent by Philip to Mike Hoy. Canon Philipp expressed his disappointment that the choir was currently in abeyance. Efforts to recruit a new choir leader have not yet been successful. This has served to highlight the necessity for parish ministries to give early thought to succession planning and it was agreed that the parish think tank should be asked to consider this. **ACTION 03/24: Philip** to refer this to the think tank for future consideration.

b) Provision of a defibrillator- It was advised that the parish had now purchased its own defibrillator. The defibrillator will be registered in due course with emergency services and will be located on the outside wall of the parish centre once the electrical connection has been arranged. Rebecca O'Connor will be leading the training arrangements for those parish volunteers who have agreed to undertake the training. Currently, four stewards and two other parishioners have put themselves forward for training. Laura Pierzycki, who is a cardiac nurse, has offered to support Rebecca in this regard.

c) Review of parish staff salaries- It was reported that the diocese, in its capacity as the formal employer, had agreed to implement the 10.1% increase in the Real Living Wage hourly rate of pay to the parish's paid staff, backdated to 1st December 2023. The diocese has also been asked to apply the same percentage increase from the same date to the salary of the parish office manager post.

Canon Philipp advised that the post of parish administrative assistant was currently vacant, following the resignation of Carmel Ryan. The post is being readvertised after the late withdrawal of the candidate who had been offered the post following the recent recruitment process.

d) Proposed coffee machine- Francesca explained that Cema Vending had not been able to agree a three month trial period for the proposed new vending machine to be located in the parish centre. After further discussion and consideration of the leasing charge, operational fee and maintenance costs involved (amounting in total to £64 per week) plus the charge of 40p per cup it was decided not to pursue this proposal. **ACTION 04/24: Francesca** to advise Cema Vending.

e) New parish website- Philip reported that although Phil Bray had resigned from the committee he had agreed to confer with Coda Education and thereafter advise what needed to be done to bring the work on the development of the new website to a conclusion. **ACTION 05/24: Philip** to contact Phil to check on progress.

Canon Philipp advised that members of the parish pastoral team are prepared to be involved in the work in producing the new website.

f) Deanery youth worker post- Canon Philipp reported that owing to time pressures he had not yet been able to meet with the diocesan youth officer at the Briars to progress this initiative. **ACTION 06/24: Canon Philipp** to follow this up in due course.

g) Uniformed groups' use of the parish centre- There was discussion about the much diminished role of the uniformed groups in the life of the parish. It was therefore agreed that from 1st September 2024 neither the boys' nor the girls' uniformed groups would be deemed to have "parish group" status in terms of their use of parish facilities and that consequently they would, from that date, be charged for the use of the centre on a full cost recovery basis in accordance with the scale of charges previously agreed by the committee. The groups may however be eligible for the frequent user discount arrangements set out in the scale of charges. It was agreed that the groups should be given early notice of this change in their status and that Francesca should advise them accordingly at the earliest possible date.

Meanwhile, the girls' groups should be approached to seek a donation to parish funds for their use of the parish centre facilities over 2023/24, consistent with the £500 donation (£250 nominally for each of the Brownies and Rainbow groups) which they made at the end of the 2022/23 financial year.

ACTION 07/24: Francesca to action both these points as a matter of urgency.

6. Parish finances- update

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

- there is a credit balance of £38,189.55 in the parish's current bank account as at today's date. This however includes a gift of £2,000 from the relative of a recently deceased parishioner which is specifically intended to purchase a processional cross for the altar.
- the parish's separate set-off account (held with the diocese) is currently in credit to the sum of £241,264.93. This account is being built up by regular transfers from the parish's current account to help with the cost of repairing the defective concrete affecting the mullions and other parts of the church building and to limit the amount of money we subsequently have to borrow.
- there had not been any major items of expenditure since the committee's last meeting. Invoices are however awaited for the electrical work carried out in updating the parish's emergency lighting. It was also mentioned that the diocesan quinquennial review of the parish's property is ongoing and that this might in due course lead to recommendations involving costs, to remedy any issues identified by the review.

It was agreed that Francesca would check with Kelly Hart, the consultant the parish has engaged to investigate sources of grant aid towards the cost of repairing the defective concrete, as there had been no recent feedback in this regard. **ACTION 08/24:** Francesca to check with Kelly Hart.

7. 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).

The parish's total income from these sources in 2023/24 is now projected to show an increase of 0.92% on 2022/23 levels. When inflation is factored in, there is a real terms reduction of around 3.08%. This is an improvement on the position reported at the committee's last meeting and partly reflects a recent unexpected backdated offering from a parishioner of £1,560.

It was reported that there had been a year on year increase of 15.2% in Mass attendance and in recent weeks the average week-end attendance had further increased to 736 attendees.

It was noted that Phil Bray had not produced the parish finances supplement to the parish newsletter which he had volunteered to draft prior to his resignation from the committee. In Phil's absence, Philip volunteered to draft the supplement.

It was agreed that the committee would review its approach when it is able to gauge the success or otherwise of the supplement in encouraging parishioners to review their current levels of giving and also persuading more parishioners to join our parish planned giving and Gift Aid arrangements. If necessary, it may after all be appropriate to hold a finance committee led appeal from the pulpit. David volunteered to help Philip with this if necessary.

It was again mentioned that the Good Shepherd had been selected as one of four parishes in the diocese which are to pilot the diocese's *Enabling Our Mission Campaign*. This fund raising initiative aims to raise at least £8 million to be allocated over three priority areas of spending: becoming more missionary; supporting our clergy; and strengthening our parishes. The campaign is asking our parishioners through individual information giving sessions and, subsequently, some group meetings, to pledge donations payable over three to five years to help us reach our parish goal of £330,000. Our parish will receive 40% of all funds raised up to our goal and 50% of any funds which exceed it.

ACTION 09/24: (1) Philip to continue to bring quarterly income reports to the committee; (2) Philip to draft the supplement on planned giving and Gift Aid for the parish newsletter.

8. Any Other Business

Nothing was raised under this item.

9. Date of the next meeting

It was confirmed that the committee's next meeting, currently scheduled for 6.30-8.00pm on 13th June 2024, will need to coalesce with the deadline for the parish's annual return as that will be the substantive item on the agenda. Canon Philipp may also be away on 13th June so the date for the meeting may have to be rearranged.

ACTION 10/24: Philip to confer with Canon Philipp about rearranging the date of the meeting if need be and advise the committee members accordingly.

10. Closing Prayer

Canon Philipp closed the meeting with a prayer.