



Diocese of Nottingham: The Good Shepherd Parish Finance Committee

Minutes of the meeting held on Thursday, 3rd December 2020

Attendees: This meeting was conducted by email in view of the restrictions on social gatherings imposed as a result of the Coronavirus pandemic. The documentation for the meeting was circulated on 24th November 2020 to the Committee's current membership: Nanette Beaven, Sarah Bray, John Doherty, Michael Dwan, Brian Huthwaite, Oliver Kuras, Philip Martin, Jonathan Newman, David Staiano, Oliver Wastell and Canon Philipp Ziomek. Committee members were given the opportunity to raise any queries or comment on the documentation by 10th December 2020.

1. Minutes of the meeting on 17th September 2020

In the absence of any comments to the contrary, the minutes of the previous meeting are deemed to be accepted as a true record and will be posted on the parish noticeboard and website. **ACTION 24/20: Philip** to action accordingly.

Nanette Beaven and David Staiano have joined the Committee since it last physically met. It is hoped that it will be possible for colleagues to meet Nanette and David in person at a forthcoming meeting of the Committee. **ACTION 25/20: Philip** to bring this forward for the agenda at the appropriate time.

2. Matters arising from the minutes

- a) Parish property management-** Canon Philipp advised that a successor to Bob Reynolds as parish architectural adviser has yet to be identified. By way of an article in the parish newsletter, he has invited any parishioners with architectural experience to volunteer to act as clerk to the works for the prospective work required on the church mullions.
- b) Church mullions-** Canon Philipp advised that the parish's funding application to CaTEW was unsuccessful. He is currently in negotiations with Alan Joyce Architects, who are drawing up plans for the remedial work that is required. Meanwhile, a response from Heritage England to a grant aid application made through Rachael Oxspring (Diocesan Property Department) is awaited but we are not optimistic as to the likely outcome. **ACTION 26/20: Canon Philipp** to update the Committee at its next meeting.
- c) Database support-** it has still not been possible to progress this owing to the current restrictions. **ACTION 27/20: Canon Philipp** to make contact with Oliver (Wastell) after the current restrictions are lifted with a view to arranging for Oliver to visit the parish office to assess what improvements can be made to

the main parish database; **Philip** to contact Oliver thereafter to arrange a separate session at a later date to look at the parish's Gift Aid database.

- d) Parish Community Centre: income trends-** owing to the current restrictions Philip had not been able to investigate the background to the 18.4% reduction in income for the hire of the parish community centre in 2019/20 compared to the previous year.

3. Parish finances-update

The usual update on the parish finances was provided by means of a report from Brian and Philip, circulated with the papers for the meeting. Key points identified were:

- There was a credit balance of £24,287 in the parish's current bank account as at 18th November 2020
- The parish debt stood at £1,448 (excluding interest). This reflects the fact that the parish has continued to reduce the debt by monthly repayments of £3,950. We are therefore scheduled to clear the current debt when our next monthly repayment is made. That said, we need to be mindful that we will in due course have to borrow a substantial sum from the diocese to fund the required repairs to the church mullions.
- We continue to make payments of £2,531 per month to the diocesan Quota for 2020/21. On top of this there are the usual invoices (eg utility costs) the parish has to pay periodically.
- As previously reported, the diocese has confirmed that it will ensure all parish bank accounts maintain a positive balance during the current Covid-19 restrictions. Funds will be transferred from the parish set-off account, as required, even if this means that it moves into deficit (and effectively has to be covered by further loans from the diocese).
- Again as previously reported, the diocese asked all parishes to complete a monthly analysis of income over the period April to September 2020 compared to the same period in 2019 so that the diocese is able to quantify the losses that individual parishes have incurred resulting from the current restrictions on Mass attendance and the loss of rental for facilities such as the parish community centre. A copy of our parish return was included with the paperwork for the Committee meeting. This showed a reduction of £14,219 in the parish's income for the six month period surveyed.

4. Analysis of income 2020/21

An analysis, prepared by Philip, had been circulated with the agenda. The key points identified were as follows:

- Our income has, not unexpectedly, been significantly affected by the initial suspension and subsequent enforced reductions in public attendance at Holy

Mass resulting from the Covid-19 restrictions. Consequently, the parish is faced with the first real terms projected reduction in its “measurable” income sources (weekly offertory donations, bank standing orders, parish debt collections and Gift Aid) for some years.

- If the current pattern of such income is maintained until 31st March 2021 our income from these sources for the 2020/21 financial year is projected to total £125,892 although considerable uncertainties attach to this estimate. If correct that would represent an overall reduction of 16% (£23,307) on the total for 2019/20.
- This does not take into account reduced income from other sources (such as reduced repository income and no income at all to date from the hire of the parish community centre).
- On the other hand, the parish has received several large donations from individual parishioners, including donations towards the cost of the new Mass streaming facility or in recognition of the current strain on our parish income.
- Additionally, there will be savings of £3,950 per month once the current parish debt is cleared, albeit it is recognised that we will in due course have to borrow a substantial sum from the diocese to effect repairs to the church mullions.
- Public attendance at Holy Mass was reinstated from 19th July 2020, albeit subject to social distancing measures. There was then a further lockdown period covering the whole of November 2020. The number of Mass attendees had gradually increased prior to the November lockdown and was running at around 347 in total per week-end. This contrasts with the average of 667 over 2019/20 and represents a 48% reduction.

In summary, the current projected reduction in measurable income of £23,307 is significant but may be potentially manageable in the short term. However, it is not clear how long the current restrictions will last, the concern being that over time the severity of the impact on parish finances will increase. The position will therefore continue to be carefully monitored. **ACTION 28/20: Philip** to continue to bring quarterly income reports to the Committee so progress can be monitored.

5. Date of the Committee’s meetings in the 2021 calendar year

The Committee’s programme of meetings for the 2021 calendar year meeting will be as follows:

Thursday, 4th March 2021

Thursday, 20th May 2021 (main focus- Parish Annual Return to the diocese)

Thursday, 16th September 2021

Thursday, 2nd December 2021

Unless held by email or Zoom, all meetings will be at 6.30pm in the parish centre.

ACTION 29/20: Philip to book the venues for the meetings in due course and notify the Committee ahead of each meeting.