



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

### **Minutes of the meeting held on Thursday, 3<sup>rd</sup> March 2022**

**In attendance:** Phil Bray (Chairperson), Brian Huthwaite, Philip Martin, Jonathan Newman 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. Minutes of the meeting on 2<sup>nd</sup> December 2021**

The minutes of the previous meeting were approved and will be posted on the parish noticeboard and website. **ACTION 1/22:** Philip to action accordingly.

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

**a) Church mullions-** Philip advised that a meeting with diocesan representatives is to take place at the church 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. Copies of these reports had been circulated by email to the Committee on 20<sup>th</sup> December 2021. **ACTION 2/22:** Canon Philipp to continue to keep the Committee informed.

**b) Database support-** Canon Philipp advised that Oliver (Wastell) had not yet been in contact to look at improving/updating the parish database and the separate Gift Aid database. In Oliver's absence it was agreed that this should be carried forward for discussion at the Committee's next meeting. It was felt that this work needs to be actioned as soon as possible and that it might be necessary to identify someone else to progress this if Oliver is not available to help within a reasonable timescale. **ACTION 3/22:** Oliver to be asked to advise further at the Committee's next meeting on 26<sup>th</sup> May 2022.

**c) Future accountancy support-** Canon Philipp updated the Committee on this: a lady that used to look after the accounts at his previous parish had been willing to consider taking on the role of parish accountant, given Brian's wish to

retire as soon as possible, but there were issues to resolve as to how this support might best be provided, including the possibility of remote working.  
**ACTION 4/22: Canon Philipp** to keep the Committee informed.

## **5. Parish finances- update**

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

- There was a credit balance of £24,586 in the parish's current bank account as at 21<sup>st</sup> February 2022.
- The parish's separate set-off account (held with the diocese to help with the cost of future building works) is currently in credit to the sum of £90,046. This includes a recent transfer of £20,000 from the parish current account. It also reflects an outgoing payment of £14,280 for the essential work carried out on the kitchen in the Priest's House, as approved by the diocese.
- As previously reported, although the parish debt has been fully cleared we have continued to make monthly payments of £3,950 into the set-off account bearing in mind that in due course we will need to fund the repairs to the church mullions.
- We continue to make monthly payments of £2,453 as our required contribution to the diocesan quota which funds the diocesan infrastructure to support parishes and the Bishop.
- A receipt of £1,500 was credited to our accounts for the reimbursement of priest "supply" support for St Anthony's at Calverton. This is recoverable from Newark Holy Trinity which currently administers St Anthony's finances until such time as the Bishop decides to formally align it with Good Shepherd.

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

This analysis, relating to "measurable" income sources (weekly offertory donations, bank standing orders, parish debt collections and Gift Aid), was considered. The key points identified were as follows:

- Current projections suggest that the parish's income from these sources for 2021/22 will total £148,631. If correct, that will represent a significant improvement of £21,091 (16.5%) on the 2020/21 financial year total and will very nearly be back to 2019/20 (pre-pandemic) levels, albeit not accounting for inflation.
- Income from the monthly collections towards the parish debt remains considerably lower than pre-pandemic levels.
- £2,068 has been received since April 2021 from on-line donations through the donate platform on the parish website and/or the QR code shown in the parish newsletter, generating additional income of £361 from Gift Aid.

- Since the social distancing restrictions at Holy Mass have been lifted the number of attendees has gradually increased and is currently averaging 475 in total for the four week-end Masses. This contrasts with the average week-end attendance of 667 in 2019/20 (pre-pandemic). It remains to be seen whether Mass attendance will recover to former levels when the requirement to attend Mass is eventually reinstated.

**ACTION 4/22: Philip** to continue to bring quarterly income reports to the Committee.

Phil queried whether we were publicising the second collections actively or appropriately- he had not seen anything on Twitter and only one mention within the last few months on the parish Facebook page. The background to this was discussed. It was agreed that the parish should maintain a central register of its social media accounts, including log-in details, so that, if necessary, other people can be authorised to contribute items. Phil agreed to consider how best to publicise in advance the second collections, given Canon Philipp advised he is reluctant to mention the collections at the end of Mass. As a first step, Philip will try to obtain the log-in details for both the parish Twitter and Facebook accounts and forward them to Phil. **ACTION 5/22: Philip** to action accordingly; **Phil** thereafter to suggest ways of improving the publicising of the second collections.

## **7. Use of the new (Dona) digital collection plate**

The report on the use, to date, of the parish's new digital collection plate was noted. Canon Philipp advised however that the facility had recently been stolen from its location in the church narthex and a replacement is currently awaited.

## **8. Hall hire charges 2022/23**

The report on the charges currently made for the hire of the parish community centre was considered. It was noted that our charges have not been increased for six years. It was agreed that the charges should be increased from 1<sup>st</sup> May 2022 by an average of 5.5% in line with the current annual rate of inflation measured by the CPI and reflecting the likelihood that the parish's energy costs will greatly increase owing to current global issues. It was noted that the charges would continue to be subject to the discounts set out in the report.

**ACTION 6/22: Philip** to liaise with Carmel Ryan, who administers the parish's arrangements for the hire of the centre, with a view to the new charges being applied from 1<sup>st</sup> May 2022 and for our existing regular users to be advised accordingly.

Phil asked about occupancy levels for the centre. It was agreed that Philip would ask Carmel to provide the centre diary sheets for the last two months so that these could be sent to Phil for analysis and to consider ways in which we might promote the centre more effectively with the wider local community. **ACTION 7/22: Philip** to action accordingly; thereafter **Phil** to carry out an analysis of the data and advise further.

## 9. Any other business

**(a) Pastoral manager post-** Canon Philipp explained again the need to establish a new part-time post to provide high level support to him in the management of the parish. The Committee formally recorded its support for such a post and it was agreed that the diocese should be asked to advise on the appropriate salary for the post. Canon Philipp is currently drawing up a job profile for the post, prior to it being advertised and interviews being arranged. **ACTION 8/22:** **Canon Philipp** to share the details with the Committee when they have been finalised.

The possible source of funding for the post was also discussed- with the suggestion that the parish could, if necessary, reduce its current monthly payments into the set-off account to free up funds to enable the post to be established.

## 10. 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, 26<sup>th</sup> May 2022. The main focus of the meeting will be consideration of the parish's annual financial return to the diocese for 2021/22 which Brian will draft. **ACTION 9/22:** **Brian** to draft the annual return (including comparative figures for 2020/21) and email the draft to Philip to circulate to the Committee with the papers for the meeting.

## 11. Closing Prayer

Canon Philipp closed the meeting with a prayer.