**Notes detailing Parish Finance Committee meeting of Mon 12 Oct 20.**

**Attendees: Fr Behr, Deacon Jolyon Vickers, Sylwia Dorozc, Liz Walker, David Green,**

**Liz Leahy, Roger Styles.**

**Apologies: Laura Vitoria**

**Introduction:**

* Welcome David Green

**Review of Minutes of 10 Aug 20 & Remaining Actions arising:**

* Minutes approved
* **Lesley McCarthy & diocesan payroll**: she prefers to remain self-employed, but if necessary will comply. Agreed Fr Behr to go back to Lesley to say OK for time being but if hours increase, need to clarify with Diocese.

**Parish Main Account:**

* Sylwia to provide Roger list of current S/O donors to Dev Fund
* No evidence of payment to Ash of £72,360.30 in statements – to be clarified
* In other respects accounts are OK
* Problem in inputting weekly collections authorisation on line; Liz L to clarify with Diocese & let Sylwia know outcome
* No progress on Finance Office authorising BACS payments
* Sylwia is finding it difficult to solve issues with Finance Office; Fr Behr agreed to raise issues at Deanery meeting on 13 Oct.

**Financial Initiatives:**

* Fr Behr raised plan to increase fund raising in Parish – Laura has been asked to look at it.
* Agreed that parishioners should be asked about S/Os through newsletter.
* Jolyon and Liz W agreed to look at a fundraising appeal to parishioners through masses, newsletter & website.
* Liz W agreed to do a Gift Aid appeal, but legacies and PayPal giving should be put aside for the moment.

**Parish Database:**

* Fr Behr highlighted that the diocesan’s favourite parish database was Churchsuite.com; payment of £26 pcm, more for other capabilities
* Liz W recommended that we define our parish need before expenditure
* Agreed that work is needed to assess what data we currently have, how to confirm uncertain listings, who should lead work on writing to parishioners and cleaning up data, as well as our future needs
* Therefore, no need to authorise investment yet.

**Maintenance**:

* **Refurbishment programme**: Cttee happy, but need to reposition Our Lady statue
* **Use of Parish Centre**: Welcome new income, but COVID-19 risk assessment needs to be undertaken before proceeding(along with new diocesan hiring contract). Therefore, no urgency at the moment. But interested in providing community service, if possible.
* **Local Craftsmen:** Fr Behr asked the committee to let him know of trusted local craftsmen to maintain presbytery, church & parish centre. All.
* **Presbytery works:** Fr Behr has a quotation of £3K for a new boiler from British Gas and a maintenance contract offer of £1.7K pa. It was suggested that the heating/water for the Parish Room should be included. Additionally, there is a need to provide double glazing to the front windows. David agreed to look at the economies that might be available in this area.

**AOB:**

* Fr Behr needed an “admin pack” for handovers covering all aspects of parish. All to give thought and action this in their own areas.
* **New Secretary:** Fr Behr will consider combining Parish Council & Finance Cttee or making the Parish Council an open parish meeting. No takers for secretary role.
* **DNM:** 25 Jan 21 at 7.00pm