

Hemel West Parish Finance Committee
Minutes of meeting
Monday 25 April 2022 at 18:30 - Presbytery

<p>Attendance:, Fr. Brian McMahon (Fr B), Laura McLellan – Diocese – Parish and Digital Fundraising Manager (LM), Minutes – Katy Kent (KK), Deacon Simon Wright (Dc S), Geoff Doyle (GD) from 7.15pm. Apologies: Ivonne Reina (IR)</p>	
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1.	Planned Giving Campaign	Action
	<p>LM shared a Financial Summary relating to Hemel West.</p> <p>Discussed possibility of having 2 contactless devices – LM confirmed statistics she has only show a second device does increase donations, but not by how much; issue with lack of potential space for a second device in SM&J. Location and promotion of devices is key.</p> <p>There are leaflets which contain a QR code enabling people to sign up for Gift Aid on their phone so they don't have to do this every time they donate on the device – LM to send some of these to Fr B.</p> <p>Discussed that Standing Orders as a % of overall donations are very good based on comparatives and that therefore the focus of the Planned Giving campaign could be to promote Gift Aid sign up – currently at around 58% and LM thinks this could get up to around 75%. LM to send a brief summary of Gift Aid / how it works to help us share this with parish. LM also suggested we could think about reminding people about Legacy / Gift In Will.</p> <p>Discussed whether a detailed financial review should be provided as part of campaign – LM suggested a brief summary and invite of further questions may be best.</p> <p>Agreed that large focus of campaign should be saying thank you for all people do / give currently. The focus areas could be: thanks, and looking back / Gift Aid / vision and mission and looking forward. LM to provide template talks and bullet points for each of the weeks.</p> <p>Fr B noted that the parish hope to recruit a Pastoral Assistant in 2023 to focus on areas such as the First Holy Communion programme, adult education, all catechetics, Caritas / the elderly of the parish. This could be a key part of vision and plans for the future in the campaign.</p> <p>Dc S also raised that as well as asking for financial support, volunteer / time support is also key – encourage volunteer sign up (Parish Council generally to manage this pastoral side of things).</p> <p>Typical structure might be: Week 1 – Fr B to mention in the homily, and leaflets to be handed out Week 2 – Message of thanks (KK agreed happy to speak) Week 3 – Thanks and discussion of Gift Aid (LM suggested Dc S may be well placed to explain Gift Aid through knowledge of this) – discussed that the 'ask' could be either time, or gift aid, or further donations.</p>	<p style="text-align: center;">LM</p> <p style="text-align: center;">LM</p> <p style="text-align: center;">LM</p>

	<p>Volunteers will be needed to hand out leaflets etc – discussed parish council may be able to support on this.</p> <p>Proposed dates to be around late September after the school holidays and before Advent. LM to share some proposed timings over email for approval for Fr B / Dc S / Finance Committee.</p>	LM
2.	Letter from Justice and Peace Group	
	Held over for next meeting.	
3.	Valuation of rental properties	
	<p>Further discussion regarding the valuation of the rental properties as rent has not changed in 10 years. Two factors to consider:</p> <ul style="list-style-type: none"> Valuation of properties (research done locally by GD would suggest £900 to £950) suggests that there should be a rent increase The parish is only receiving 80% but now the loan is paid off this should increase to 100% <p>Letter to be drafted to the Diocese regarding increase and receipt of 100%.</p>	Fr B
4.	Purchase of chairs - update	
	This has been held up because the payment was blocked by the bank despite signatures being appropriate and correct – unclear whether this is due to size of payment; Shirley Bailey will talk to the diocese to ask them to clear payment on behalf of the parish as chairs to be bought asap to avoid any further price increases.	With Shirley (not present)
5.	Capital projects - update	
	<p>Chris Fanning due to conduct church surveys soon.</p> <p>Lighting – GD to ask how long each quote stands, and send copies of quotes to Fr B and Dc S.</p> <p>Fr B to write to Diocese for approval of amount / number of quotes needed being less than required but lack of availability of other quotes and known good quality supplier.</p> <p>Exterior of SM&J painting to be pushed to 2023.</p> <p>Discussion of plans historically drawn up for church porch – GD to find the plans previously drawn by the architect and share for information.</p>	<p>GD</p> <p>Fr B</p> <p>GD</p>

6.	Audit	
	<p>Fr B explained the new Diocesan audit requirements. Expected each parish will be audited every 3 to 5 years with 2 to 3 days notice.</p> <p>Before next meeting, Finance Committee to read documentation on new audit processes as shared by Fr B.</p> <p>Next meeting – to go through line by line and talk about specifics. Particular areas for discussion:</p> <ul style="list-style-type: none"> • Structure / Capability of Finance Committee • Cash management and handling (currently with counting team for their suggestions) 	All
7.	Parish Financial Summary	
	<p>AFR to be published in the newsletter – GD volunteered to take last year’s as a base for rolling this forward (with some further words from FR B)</p> <p>Budget – noted that master copy to be kept by Shirley on the shared drive.</p> <p>KK suggested could ask IR to show KK how she does the actuals monitoring in case support is required / in holiday times etc.</p>	<p>GD</p> <p>KK / IR</p>
8.	Fundraising	
	<p>Potential fundraising opportunity to be part of would be the annual Bike n Hike run by the Beds and Herts Historic Churches Preservation Trust.</p> <p>GD raised whether as a parish we should be thinking about doing something specifically to support Ukrainian families; perhaps sponsorship of families within the area.</p> <p>Fr B agreed to raise with various stakeholders for ideas and support such as:</p> <ul style="list-style-type: none"> • Parish Council • Caritas (Fran Moore, John Colby) • Justice and Peace Group • Bishop Paul McAleenan 	Fr B
	Date of next meeting - Monday 18th July 18.30 - Presbytery	