

Our Lady of the Rosary- Finance Committee Meeting Thursday 28th June 2022

Membership & Attendance				
Forum	Role	Name	Present?	Initial
Finance Committee (Fin-Comm)		Father Philip Dyer-Perry	Yes	FrP
	Chairperson	Cormac O'Connor	Yes	CO
	Treasurer	Chris Eveleigh	No	CE
	Secretary	Liz Mascarenhas	Yes	LM
		Sandra Fernandes	Yes	SF
		Gabrielle Mansfield	Yes	GM
		Josephine Soane	Yes	JS
		Luciana Vicenti-Munday	Yes	LVM
Attending				

Para	Speaker	Agenda	Subject	Minute	Action (a) / Major Decision
1	FrP	A1	Opening Prayer	FrP led the Committee in prayer for its work.	
2	All	A2	Actions from Last Meeting	The Committee reviewed open actions in the Actions Table (Appendix A). A number of actions required to be rolled forward to Sep 2022 and the details of this are noted in that Actions Table.	
	FrP & CO	A2	Parish Financial Presentation	This had been deferred but Fr P opined that it was now timely to present before end of July when school holidays begin. The Committee agreed that the message should include a thank you for support; how parish is supported and plans going forward.	22-02-a06: CO to present to all Masses 9/10 th July.
		A2	Parish Financial Presentation	Committee complimented the video presentation and brief of parish finances prepared by CE and agreed this should appear on the Parish Facebook site.	CO to liaise with FrP and CE to publish. 22-06-a01
	CO/LVM	A2	Secure electronic storage	LVM confirmed that no specialist (i.e. fireproof) safes or document storage was required.	22-02-a07 closed.
	GM/JS	A2	Premises emergency pack	To be rolled forward	GM / JS to action 22-02-a08
	CO/FrP /Alan Newton	A2	Sustainability Initiative	CO advised he had recently been in contact with AN to ask him about running this initiative. FrP advised that he had already been speaking to AN (whose work was progressing) and that the Diocese had already held a conference on this. Committee agreed that it would need to look at: 1. Carbon footprint 2. Parishioner behaviour	22-02-a09 CO to work with AN as agreed. Action taken forward to inform future projects

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				3. Bio diversity 4. Other aspects identified	
	LVM	A2	Signatories	LVM confirmed all new signatories in place.	22-02-a10 closed
		A3	Approve Minutes	The Committee approved the previous Committee minutes (from Feb 2022).	Decision 1 - All Approved. To be filed with LVM in parish files. 22-06-a02
	CO on behalf of JMcN	B1	Investigation into historical water billing	CO advised the Committee that he had circulated by email the latest documents from JMcN . These showed that a claim against Affinity Water has been posted at the County Court . Claim # 297MC585 for £10455 overpayment. CO will await response from Affinity, and will update the Committee as updates arrive.	CO/FrP to review when know response. 22-06-a03
		C1	Governance	The Committee agreed there was no business to discuss here.	
	ALL		Membership Roles	The Committee agreed this could remain as agreed.	
	FrP	C2	Succession Planning	FrP noted 2 members of committee had left, Jon Twomey and Alan Newton and two new members appointed, Cormac O'Connor and Josephine Soane. FrP suggested that membership was now stable and there was no immediate need for further succession planning. The Committee agreed.	
	ALL	C3	Committee Records Management	After discussion of various methods and their merits or faults: (SF mentioned charges for storage if exceed certain amount of records): it was decided that Fr P would facilitate a DropBox in a shared folder on the parish system that would be administered by LVM/ LM. Tutorial on process to be provided by CO.	Drop Box in shared folder to be provided by FrP. 22-06-a04 LVM/LM to administrate 22-06-a05 Tutorial on process by CO. 22-06-a06
	CE/CO	D1	Quarterly Historical Review	In CE's absence, CO had circulated CE's Quarterly Review up to end of June 2022. Appendix D attached.	
	CO	D1	Income	CO noted that there had been a major shift from loose plate to standing orders in the Parish income mix. This trend emerged during the Covid-19 pandemic. This trend has continued despite relaxation in restrictions.	
	CO	D1	Income	CO noted that the Easter plate income had dropped significantly in 2022 from 2021. FrP said this could be a late Easter combined with people going on holiday as restrictions lifted.	
	CO	D1	Income	SF said should that the presentation to the Parish at Masses should remind parishioners that Christmas and Easter plates are for their parish and priest and are separate donations to regular Sunday offertory. The latter being assessed by Diocese for Diocesan contributions.	CO to mention Easter and Christmas plate in his Parish Finance Presentation on 9/10 July. 22-06-a07

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	CO	D1	Income	Committee members suggested there should be reminders of above note to parishioners in Newsletter and Notices before Christmas and Easter. CO/LM to set up Finance Committee Electronic Diary for such events and add these dates going forward.	22-06-a08.
	CO	D1	Income	CO referred to the Financial Presentation Slide 6 which showed highest amount of income in September /October 2022 from tax refunds. Income generally higher than last year in all months.	
	CO	D1	Expenditure	CO referred to the Financial Presentation Slide 9 which shows expenses with project costs stripped out and that we are seeing higher expenditure on rates and utilities although lower than last year and double budget. This seems to be an anomaly.	CO to check this with CE. 22-06-a09
	CO	D1	Expenditure	Financial Presentation Slide 10: the Committee agreed that the minimum £50K float be maintained noting that reserves continue to build. CO advised that the Diocesan assessment on Parish income is at 20% but may increase in the future. FrP noted that Masses are currently at 80% attendance of pre-covid figures but overall collection levels have increased.	
	CO	D1	Expenditure	Slide 13 shows that Surplus to May 2022 is standing at just over £12.5K which exceeds last year and budget by c. 50%.	
	CO	D1	Expenditure	Slide 15 CE notes that FY Projection for Income is between £77 -100K. Lower income is projected due to economic situation and people being able to give less.	
	CO	D1	Expenditure	Slide 16 CE notes is that the Parish will have a slightly better costs than budget and there will be savings post covid on cleaning and projects. Overall surplus of £24K is currently projected.	
	ALL	D1	Commitments and future projects	There was discussion of current commitments and future projects in light of increasing economic hardship. FrP said should never be a situation where a lack of finances should a) exclude a family in need from parish activities or b) reduce the normal standards of service. GM mentioned the case of certain parishioners who encounter difficulty and/ or expense in getting to Mass. GM suggested that we have a community support project going forward. There was discussion of parish perhaps providing hot meals to families. However there was discussion of what might be involved in terms of hygiene and it was agreed that an update/ refurbishment of the kitchen and provision of a catering standard dishwasher should be made a future project.	22-06-a10 FrP to look at scope and costs associated with kitchen update to present to next meeting.
	ALL	D2	Approval of Expenditure Made	Approved pending queries raised.	Decision 2.

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		D3	Cash Float Level	After discussion it was agreed to maintain this at £50K	Decision 3
	FrP/CO	D4	Communication with Parishioners	This was covered earlier.	
	CO	E1	Assets – Review of Assets and Asset Register	CO has been trying to engage with Diocese to check for an asset register in existence. He has not been successful to date but will continue to try.	22-06-a11
	LVM	E2	Review of approved projects	Re-upholstery of chairs: the Committee noted that this project was going ahead. Budget of £1500 previously signed off.	
	CO/FrP		Asbestos removal	CO will ask Diocese for a suitable contractor.	22-06-a13
	ALL	E3	Review tenders on potential projects	There were no tenders to review.	
	ALL	E4 & E5	Review Spending Requests & Agreement of Spending Priorities	The refurbishment of the parish office and rooms will commence as follows: 1. End of July - existing fittings will be stripped out. 2. 1 st August 22. Cost of painting quote : £ 1500. 3. The last week of August – carpenter to start building 4. Flooring under discussion . Decision to be made by FrP and LVM 5. Furniture -Maximum spend £7K . 6. LVM stated that no secure/fireproof storage required. Maximum cost of project will be £12K	22-06-a12 decision on flooring to be made by end of August FrP & LVM
	ALL	E6	Regulatory Certificates	FrP said next inspections would take place in September 2022.	
	ALL	E7	H & S Requirements and Emergency Pack	GM and JS noted that as the location of the main water main had now been determined, they could take this forward.	
	CO/FrP/AN	E8	Sustainability	Alan Newton to be invited to next meeting in Oct 2022.	22-06-a14
		F2	AOB Walk Round of Premises	GM suggested that this should be undertaken by the Committee members prior to the next meeting in October	
		F3	Closure of Meeting & Date for next meeting	<u>CO closed the meeting and the date of next meeting scheduled for Tuesday 4th October 2022</u>	

Appendix A: Actions				
Ref.	Action	Owner	Closed?	Update
2020-a01	Project VAT Claim: check with diocese finance on whether OLOR can itself reclaim Lighting VAT	CE	NO	Rolled forward to Sep 2022
2020-a02	PWG Checks: advise GM or project approval	AN	NO	Added 23 Sep
2021-a02	Patio Improvements: engage with Ms K Powell to develop a concept for this for next Fin-Comm.	FrP	NO	Rolled forward to Sep 2022
2021-a04	Glass Panel Replacement: report to Fin-Comm on possibilities for replacing partition wall between Church and Hall.	GM	NO	Rolled forward to Sep 2022
2021-a05	Office Refurbishment: submit proposal to Fin-Comm describing the scope of refurbishment required.	LVM	YES	
2021-a06	Asset Survey: write to Diocese re having a survey of the church building and assets.	FrP	YES	CO to take forward.
2021-a08	Premises Emergency Pack: prepare premises information pack for emergency services	GM / JS	NO	Rolled forward to Sep 2022
2021-a09	Asbestos: contact Diocese re asbestos removal	FrP/ LVM	NO	Rolled forward to Sep 2022
22-02-a01	Water Company Billing Claim: prepare summary of case for Committee (including costs); seek advice of any legally qualified parishioners; approve submission to Small Claims Court and proceed.	JMcN / CO	YES	Claim submitted. Water Company has sought extension.
22-02-a02	Committee Member List: update this.	LVM	YES	
22-02-a03	Committee Diversity: recommend future candidates for Committee from across all Parish ethnic groups	Committee	NO	Rolled forward to Sep 2022
22-02-a04	Parishioners with Skills of Interest: recommend willing parishioners	Committee	NO	Rolled forward to Sep 2022
22-02-a05	Cloud Based Committee Document Storage: investigate use.	CO	NO	Rolled forward to Sep 2022
22-02-a06	Parish Financial Presentation: for April 2022	CE / CO	YES	Roll to 22-06-a07
22-02-a07	Secure Electronic File Storage: identify requirements for secure storage and include in quotes for May 2022 Committee	CO / LVM	YES	
22-02-a08	Sustainability Initiatives: identify possibilities.	AN	NO	Progressing.
22-02-a09	Asking Parishioners for Project Ideas: establish as agenda item for Parish Council.	FrP	YES	
22-02-a10	Bank Account Signatories: ensure these are updated before end of financial year	LVM, FrP	YES	Done.
22-06-a01	Financial Results Video: ensure new Finance results presentation is loaded to Parish Facebook site.	CO / LVM	NO	
22-06-a02	Minutes Publication: load Feb 2022 minutes to Parish Facebook site	LVM	NO	

22-06-a03	Water Company Claim: Update Committee as soon as there are developments.		NO	
22-06-a04	Finance Committee DropBox: set up shared folder for Committee	FrP/ LVM	NO	
22-06-a05	Finance Committee DropBox: administer the Finance Committee shared folder.	LVM	NO	
22-06-a06	Finance Committee DropBox: obtain for LVM DropBox instructions.	CO	NO	
22-06-a07	Finance Committee Presentation to Masses: CO to give these during July 2022	CO	NO	
22-06-a08	Finance Committee Planning Calendar: set this up within the new Finance Committee DropBox	CO / LVM	NO	
22-06-a09	Cost Enquiry on Rates & Utilities: enquire with CE as to why this is high.	CO	NO	
22-06-a10	Hall Kitchen Upgrade: submit project scope and rough cost forecast for discussion at Fin-Comm of Oct 2022.	FrP	NO	
22-06-a11	Parish Asset Survey: CO to write to Diocese to establish what services they can offer.	CO	NO	
22-06-a12	Parish Office flooring: provide update on potential costs for Fin-Comm at Oct 2022.	LVM	NO	
22-06-a13	Parish Asbestos Clearance: write to Diocese to ask if they have preferred contractors for Parishes.	CO / FrP	NO	
22-06-a14	Sustainability Agenda: invite AN to give presentation to Fin-Comm at Oct 2022.	CO	NO	

Appendix B: Decisions Taken / Pending				
Date	Decision	Detail	Approving	Dissenting
28 June 2022	Decision 01	Minutes approved.	ALL	None
28 June 2022	Decision 02	Bank account float to be maintained at £50k.	ALL	None
28 June 2022	Decision 03	Approved proceeding with Office Refurbishment.	ALL	None
28 June 2022	Decision 04	Re-upholstering approved.	ALL	None