

St Mary Magdalen Ipswich - Finance Committee Minutes

Meeting held in the Guildroom on Friday 22nd March 2019

1. Present

Fr. Mathias, Teresa Rose, Andrew Ford and Chris Croker.

2. Apologies for absence

Apologies for absence were received from Declan Moore and John Anderson-Hurst

3. Minutes of Previous Meetings

The minutes of the meeting of 16th November 2018 were approved and signed.

4. Matters Arising

Insurance

The Diocesan Finance Office have confirmed that there is insurance cover for cash in transit including loss and personal accident as well as injuries sustained from malicious attack/assault. We were reminded that any amounts over £3000 should be taken to the bank by 2 people (although this is likely to be a rare occurrence in our parish!).

There is also cover for Business Interruption including loss of rent in the event that the hall becomes unuseable for any reason.

5. 2018 Accounts

A summary of the 2018 outturn was circulated showing a surplus of £10.9k. This figure includes a one off rebate of £5.4k for Presbytery Council Tax.

The cash balance at 31.12.18 totalled £21.7k.

Chris has worked with John to complete the annual Parish Financial Return and due to ill health John has now stepped down from the Finance Committee. Appeals for a replacement have thus far been unsuccessful and Chris has agreed to take over the role for 2019.

In his absence, John was thanked for his efforts over the last year.

6. Gift Aid

As discussed at the previous meeting it was agreed that we should make an appeal for more parishioners to sign up to Gift Aid. This needs to comprise of both an explanatory note and a short appeal from the lectern. Chris has agreed to produce a note for newsletter insert and Declan has agreed to make the appeal.

Fr. Mathias was of the view that we should develop a welcome pack for new parishioners which could include forms for the parish records, gift aid, standing order etc. Fr. agreed to provide an example as used in another parish.

Teresa announced that she will be stepping down as Gift Aid Officer and membership of the Finance Committee following completion of the 2018/19 tax claim and was thanked for her work over the years.

An appeal will need to be made for a volunteer to take over the role.

7. Alive In Faith/Organ

A summary was presented showing cumulative AIF receipts to 31.12.18 of £12,169 which after payments for the organ of £18,114 leaves a balance of £5945 still owing. This debt is being serviced by regular AIF receipts and is expected to be fully extinguished when parishioner contributions to AIF cease in 2020.

8. Church Hall & Car Park

Andrew passed around the latest design proposal for a new hall and car park in the grounds of the church/presbytery. The next step will be obtain costings to ensure financial viability before we put the proposal to the Diocese and open up the proposed project to parish consultation.

9. Church Floor

The church floor is in need of repair and maintenance. The original supplier Granwood Flooring Ltd has recently ceased trading but it does have a sister company specialising in maintenance and repair of the floors and so it may still be possible to obtain replacement blocks to fill in the existing patches. A three part process will be required. (i) repair the holes and cracks for which we may need the specialist company, (ii) thoroughly clean the floor and (iii) apply new base and finishing coats. The latter two stages we may be able to do ourselves with assistance from our colleagues at Hollesley Bay.

The tiling on and around the altar is also in need of maintenance and will be considered as part of the overall project.

12. Other Property Matters

(a) Hall

Work carried out since the last meeting

Nothing to report apart from general ongoing maintenance.

Future work required

There is considerable investment required to bring the hall up to modern day standards but until its long term future has been decided it was agreed that only minimum maintenance should be carried out to satisfy operational and health & safety requirements.

(b) Church

Work carried out since the last meeting

- Michael has commenced the process of installing replacement LED lights in the body of the church, the 2 overhead lights above the sanctuary and spotlights to highlight the statues and the Walsingham altar.
- Michael has also reviewed the sound system and recommended a device which will allow the volume to be increased whilst minimising the risk of feedback. The device automatically shuts off the microphones on the lectern and altar when not in use. Cost is approximately £200 and has been approved.

Future work required:-

- The notice board near the entrance to the church drive to be refurbished.
- Gutters and downpipes to be checked and cleared where necessary.
- Fabric cover on the Walsingham altar to be cleaned of wax and a toughened glass cover installed to protect it.

(c) Presbytery

Work carried out since the last meeting:-

- The study French doors and side windows and the kitchenette window have all been replaced with laminated and double glazed uPVC units to improve security and insulation.

Future work required:-

- Broken leaded light panel in the hall doorway to be replaced.
- Main garage to be repainted and guttering repaired
- Gutters and downpipes to be checked and cleared where necessary.

(d) Grounds

Work carried out since the last meeting:-

- Nothing to report apart from general ongoing maintenance.

Future work required

- Frontage to be tidied up including clearing the driveway of vegetation.

13. Any Other Business

None

14. Date of next meeting

Friday 12th July 2019 at 10.15a.m. in the Guildroom

Minutes approved at the Finance Committee Meeting 12th July 2019

Signed:

Chris Croker - Finance Committee Chairman