

# St Mary Magdalen Ipswich - Finance Committee Minutes

*Meeting held in the Guildroom on Thursday 13<sup>th</sup> July 2017*

## 1. Present

Fr. Mathew George, Teresa Rose, Declan Moore and Chris Croker

## 2. Welcome and apologies for absence

No apologies required

## 3. Minutes of Previous Meetings

The minutes of the meeting of 10<sup>th</sup> March 2017 were approved and signed.

## 4. Matters Arising

### (a) List of keyholders

This has now been compiled and provided to Fr. To be maintained as changes arise.

### (b) Inventory of Church, Hall & Presbytery Contents

Outstanding still to be arranged.

## 5. Treasurer's Report

### (a) Outturn to 30<sup>th</sup> June 2017

Teresa circulated a summary of Income and Expenditure to 30<sup>th</sup> June 2017. General receipts amounted to £30.3k and general payments totalled £23.7k leaving a surplus for the year to date (assisted by donations totalling £3.4k) of £6.6k. These figures include Diocesan half year levies and Gift Aid receipts

Amounts outstanding to be paid included £1.3k for materials for the Guild room and Presbytery redecoration.

### (b) Cash position

Including our Diocesan account, the cash balance at 30<sup>th</sup> June 2017 amounted to £15.6k.

### (c) Bank signatories

Fr. Mathew is to be added to the list of bank signatories currently comprising Teresa, Declan and Chris.

## (6) Gift Aid

The tax refund for 2016/17 gift aided contributions amounted to £6.4k gross and £5.1k nett after the Diocese 20% deduction for administration. These figures

compare favourably with 2015/16 totals of £5.9k and £4.7k respectively, partly as a result of the increase in ceiling on which tax can be reclaimed on loose plate contributions.

From 2017/18 onwards we will be able to claim Gift Aid on the Christmas & Easter offerings to our priest.

A new Diocesan template for recording collections was circulated which should further simplify the process, however it is still a relatively time consuming task and more volunteers are to be encouraged to join the weekly cash counting rota.

**(7) Alive in Faith**

A dashboard report dated 29.3.17 from the AIF office was circulated showing cash donated to date of £28.4k including £12.1k of completed pledges relating to lump sum donations. Pledges on track at 29.3.17 totalled £62.9k.

After funding for the new organ and associated equipment totalling £18.1k is taken into account and at current rate of contributions the parish should have just under £7k available for funding other projects by the time our AIF 5 year programme is completed in October 2020.

**(8) Asbestos Survey**

Fr. Mathew has received a letter from Ipswich Borough Council reminding the Parish of the need to have an asbestos survey completed together with a plan for management of any asbestos on our non domestic premises. Enquiries thus far have failed to reveal the existence of any such survey being carried out in the past.

2 quotes have been received for the work, both around £840 but before we proceed it was agreed that we should (a) contact the Diocesan property managers Brown & Co. to check if they had any record of carrying out a survey in St Mary Magdalen's parish and (b) arrange for removal of the pipe organ.

**(9) Property**

(a) Hall

Work is required to repair the rear gable end and part of the soffit where the wood has rotted away. Chris to contact Jeff Orr (Hollesey Bay) and arrange for the supply of labour to carry out the work.

(b) Church

A new unidirectional microphone has been installed at the altar.

(c) Presbytery

(i) Refurbishment Works

Since the last meeting the Guildroom has been completely stripped out and refurbished including replastering, ceiling overboarding and coving installed together with new power sockets and lighting. Part of the work involved identifying the source of a leak in the ensuite bathroom above, rectifying and making good the tiling.

The large wooden table has been removed from the Guildroom and a folding table put in its place to provide flexibility of layout. A lockable wooden cupboard has also been installed to accommodate the financial records previously filed on exposed shelving.

The kitchenette has been redecorated along with the lobby and toilets where warm air hand dryers have been installed. A baby changing unit has been sourced and will be fitted in the ladies toilet.

In addition to the above, Fr. Mathews office, the hall stairs and landing and the upstairs lounge have all been redecorated.

The old gas fire has been removed from the dining room and the chimney breast replastered in readiness for this room to be redecorated.

The statue of St Mary Magdalen outside the Guildroom has also been repainted.

Thanks go to all of the men from Hollesley Bay and to all who supported this work whether that involved providing labour, supervision, materials or meals.

(ii) Garages and Grounds

With the help of a group of willing volunteers a Saturday morning in April was spent clearing both garages of surplus items and general rubbish.

Another morning was spent in July with largely the same group of volunteers cutting the hedges and generally tidying up the grounds.

Thanks go to all and especially to Richard Fox and Andrew Ford for transporting the resulting piles of vegetation either to the local tip or for burning.

It was agreed that as a result of this effort the grounds now look much tidier although there is still more work to be done which will now be left to the autumn.

**(10) Pipe Organ**

It was agreed that the pipe organ needed to be removed as soon as possible and Fr. reported that he had a contact who may be interested in taking it away, hopefully for a small donation to the church. Fr. to progress.

**(11) Any Other Business**

- (a) Council Tax. The presbytery is currently in Council Tax band E which is a band higher than similar properties in the vicinity and Fr. expressed the view that since an element is used for church purposes rather than domestic purposes we should seek a review. Chris agreed to pursue this.
- (b) Fr. reported that he had recently negotiated new lower cost Broadband and Telephone charges.
- (c) Concern was expressed about the age of the operating software on the PC in the Guildroom. It is currently running on windows Vista which is no longer being supported by Microsoft. It was agreed that we should seek to replace the existing PC, probably with a laptop but unfortunately the software currently used for maintaining records of income & expenditure (MS Money) will not run on the latest version of Windows and so before we replace the PC we need to find alternative software. The replacement ideally to be in place before the beginning of the new financial year in January 2018.

**(12) Date of next meeting**

Thursday October 26<sup>th</sup> at 10.15a.m. in the Guildroom

Minutes approved at the Finance Committee Meeting 26<sup>th</sup> October 2017

Signed:

Chris Croker - Finance Committee Chairman