

St Mary Magdalen Ipswich - Finance Committee Minutes

Meeting held in the Garden Room on Friday 8th July 2022

1. Present

Fr. Paul, Linis Dolby, Declan Moore, Andrew Ford & Chris Croker

2. Apologies for absence

None required

3. Minutes of previous Finance Committee meeting and matters arising

The minutes of the meeting held on 18th February 2022 were approved; matters arising were as follows:

- Improvements to the church frontage were noted and that gate posts on Highfield approach have been installed awaiting refitting of hinges and gate.
- Contactless payment – see minute 7 (b)
- Martin Last hasn't been contacted about drawing up plans for the redesign of toilet facilities in the hall - refer to minute 8.

5. Financial Position

A summary of the accounts for the 6 months ending June 2022 was distributed which showed the parish making a surplus for the period of £3.5k. This figure includes income of £3.9k for hall rentals, £2.0k for 150 Club and £1.1k from the Alive in Faith initiative. Without these there would have been a deficit for the period of £3.5k which illustrates how dependent we are from income streams outside of the main offertory collection.

The offertory collection weekly average to the end of June including standing orders stood at £542 compared with the average for the same period last year of £450 the increase being mainly in cash collected through the offertory plate.

A Giftaid tax rebate of £8.8k for the 2021/22 tax year was claimed and received during the period which has reduced our year end debtors figure and bolstered our cash balance which stood at £16k at the end of June.

On the expenditure side worth mentioning is the fact that certain items (hall fence, garden room door) have been covered by donations and telephone costs have reduced substantially since the parish moved over to internet calling (VOIP).

It was noted that diocesan levies totalling £7.8k will fall due for payment in the second half year.

It was agreed to reinstate 2nd collections for parish use with proceeds used to fund specific maintenance projects including hall refurbishment.

Barring any unforeseen expenditure in the second half of the year and providing that weekly collection figures continue at their current rate, cash balances at year end are expected to remain around their current level.

6. Presbytery Furniture

When Fr. Paul leaves there will be a requirement to replace certain items of furniture which he brought with him including lounge furniture and a bed for the principal bedroom. Fr. Paul said that he is however leaving the dining room furniture.

7. Collection

(a) Counting

Since the outbreak of Coronavirus the collection has been counted by Declan & Celia on a monthly basis. Chris has checked with the Diocese and they have no objection to monthly counting. Declan stated that he was happy to continue with this practice which has proved less onerous and more efficient.

(b) Contactless Payment

Investigations have shown that the cost of installing a digital collection plate in the church would be £360 (one off) with a £15 per month service charge and a 1.69% transaction charge. It was decided not to proceed with this at present as based on experience elsewhere the cost, certainly in the first year is likely to exceed the income.

8. Hall Update

3 companies have been approached to quote for replacing the roofing felt and installing some form of insulation in the roof of the church hall. Thus far only one quote has been received for £24k to replace the felt plus a further £9.5k to install insulation. Further quotes continue to be sought.

2 quotations have been received to install uPVC double glazing. The quotes varied between £10k and £15k. A third quote is currently awaited.

A plan dating back to the year 2000 was recently discovered in the archives which showed how an accessible toilet could be constructed in the storage area off the hall foyer. This involves reconfiguring the staircase to the loft but appears to be a neat solution and one which would not involve changing the layout of the existing toilet block.

The overall cost of all the improvements needed to bring the hall up to modern day standards is estimated at £80k. To help bring this capital expenditure within the parish's capability, a donation exceeding £30k (with gift aid) has already been received which will cover priority work on the hall roof and roof insulation. The further intention is to seek grants, use maintenance collections and hall rental income to provide the parish with a modernised and well insulated facility. This

should then give the parish a long term source of income from community and parish activities.

To relieve Linis of the task of cleaning the hall and guildroom toilets each week it was agreed that we should advertise for a cleaner in the church weekly bulletin. Fr. Paul to organise plus also advertise for a house cleaner at the same time.

9. Health & Safety

The Diocese is contracted with a company to carry out Health & Safety inspections on parish properties. The house was inspected last year and Fr. Paul agreed to email the Diocese to organise for the hall to be checked this year.

10. Other Property Matters

(a) Hall

Work Carried Out Since the Last Meeting

- Rear fencing replaced
- Car park gates repainted

Future Work Required

- Wire fencing at front to be renewed
- Pedestrian gate to be repainted
- Saturday morning garden tidy to be organised

Church

Work carried out since the last meeting

- Remedial work carried out to floor repairs
- Gutters and downpipes cleared
- Mass times changed on the front noticeboard
- Future Work Required
- Minor pointing to ridge tiles and replacement of eaves pointing
- Window frames and soffits to be repainted

(b) Presbytery

Work carried out since last meeting

- Door installed between front bedroom and the shower room
- Earthing fault identified in the electrical inspection now rectified
- Gutters and downpipes checked and cleared
- Future Work Required
- Both chimneys to be repointed and lead flashing re-dressed
- Garage to be repainted and guttering repaired

(c) Grounds

Work carried out since last meeting

- Beech hedging replaced along Highfield Approach and new gate posts installed
- Continued enhancement of the gardens and grounds

- Future Work Required
- Highfield Approach gate to be refitted

11. Committee Chairmanship

For a number of years now Chris has held the posts of both Chair of the Finance Committee and Treasurer but to comply with Diocesan financial regulations these roles should be segregated. Fr. Paul asked Declan if he would agree to take on the role of Chair going forward and Declan agreed.

Chris will remain as Treasurer and Giftaid Co-ordinator.

12. Date of Next Meeting

Friday 14th October 2022, 3.00pm in the Garden Room

Minutes approved

Signed:

Declan Moore - Finance Committee Chairman

Date: