## Parish of the Resurrection Alton

## Admin and Finance Committee

## Minutes 7th November 2017

**Present** Andrew R, John H, Jeremy C, Keith A-S

1. **Apologies for Absence**

Derek

1. **Minutes of the meeting** of 13th September 2017 were approved
2. **Matters arising**
	1. Derek had drafting guidance to church and hall hirers to include insurance exemptions. This draft would be shared with Andrew R, Tori and Robert S before seeking the approval of the Standing Committee. Action Derek
	2. John had checked with the Heritage Lottery staff re the criteria for grant applications. These had not changed and so the Living Space Project was still not eligible for a grant. However, a second bid could be submitted to include some of the items in Phase II that clearly had a heritage benefit to the community. Action John
	3. PMAP was the main item for the recent PCC meeting – an updated PMAP is awaited.
3. **Finance Matters**
	1. Andrew was pleased to confirm that POTR expenditure information had been received up to the end of September. This was broadly in line with the budget after 9 months of the year.
	2. The committee received a report on Sunrise income from Louis Nyman. Income from advertising is £1,700 pa and AR reported that voluntary donations in lieu of a cover price had raised £400 to date in 2017– say a total of £2,200 pa. Expenditure on printing is currently £2,160. This is expected to rise in 2018 with a larger print run, however income will also rise with advertising rates increasing in the New Year. A system to chase unpaid invoices was needed. AR confirmed that he will take this on. We need a volunteer to find more advertisers. Action JH to advise PCC.
4. 2018 General Fund Budget
	1. AR presented a draft budget for 2018. It was a balanced budget despite the ending of the major anonymous donation that POTR had received for several years. This was good news. He had considered trends in expenditure and income based on 2017 performance plus known changes for 2018.
	2. Members discussed a budget for charitable donations. AR confirmed that the Mission Fund (all collections for charitable giving) usually reached £8k and in 2017 was already £10k. Approximately half was for Karamoja. The other half was close to 5% of all general income. In addition, the Parish Mission Action Plan Fund was available to support activities including charitable and community services across the parish rather than financial donations.
	3. Members agreed that the draft budget as presented should be sent to PCC. Action AR. The general fund should not have a separate line for charitable donations. These are appropriately provided for in the Mission Fund and PMAP. However, A&F could recommend that any end of year surpluses be added to the Mission Fund or PMAP or both.
	4. There was a need to review Parish buildings hire charges. Action JH
	5. All DCCs had responded with an indication of future expenditure on buildings. The big-ticket items were:
		1. St Peters – Roof repairs and upgrade – initial cost £5,000 in 2018 plus a further £20,000 over the next four years. Need for support from the All Churches Fabric Fund plus some fundraising/grant applications
		2. St Lawrence’s – Organ refurbishment – costs unknown at present – Fundraising required supported by church fabric fund and All Churches fund.
		3. All Saints – damp problems reported but no costs yet. To be covered by the All Saints Maintenance Fund budget.
		4. Holy Rood – Lighting problems need to be addressed in 2018. Also roof renovation of the Vestry due to long term bee infestation. The lighting works could be part of a bid to the Heritage Lottery.
5. **Draft Banking Controls**
	1. These had been drafted by AR with help from Tori and were approved by members Action AR
6. **Diocesan Loan Fund**
	1. The Parish had been invited to invest in the Diocesan Loan Fund set up to help parishes with loans at advantageous rates. The rate of interest was modest (0.75%) but better than CCLA (0.25%) where most of the Parish Funds were currently invested. It was agreed to transfer £50k to the Fund. Action AR.
7. **Parish Policies**
	1. A draft Health and Safety Policy was received and approved Action JH
	2. The current list of policies was updated. These needed to be posted on to the website Action AM
	3. Members discussed whether further polices were required. Drafts of a data protection policy and volunteer policy would be obtained. Action JH
8. **Items for PCC**
	1. Proposal for a general fund budget for 2018
	2. Headlines from DCC reports on future expenditure on buildings
	3. Intention to review the rates for letting of premises in 2018.
	4. Request for a volunteer to seek new advertisers in Sunrise
	5. Approval of a Health and Safety Policy
	6. To note the current policies in place and those under discussion.
	7. Transfer of £50,000 to the Diocesan Loans Fund
9. **Date of the Next Meeting**

16th January 7.45pm

JMKH 081117