## Parish of the Resurrection Alton

## Admin and Finance Committee

## Minutes 12th November 2019

**Present** John Hubbard (Chair),Andrew Russell, Gordon Randall, Derek Gurney, Keith Arrowsmith-Oliver, Tim Sturt, Colin Aiken (in attendance)

1. **Apologies for Absence**

Andrew Micklefield

1. **Minutes of the Meeting on 16th September**

Were approved subject to one amendment relating to the James Trust

1. **Matters arising**

It was noted that the Holy Rood lighting project had been completed successfully and that a contract had been signed albeit late. Lessons learned would be added to future guidance for large projects.

1. **Declarations of Interest**

Derek Gurney and John Hubbard are Trustees of Resurrection Furniture

1. **Finance Matters**

5.1 General Fund financial position to the end of Sept 2019

Andrew R presented figures to the end of Sept. Income exceeded the budget by more than £6k mainly due to hiring income. Expenditure was slightly above budget by £2k mainly due to miscellaneous expenses and utilities. Overall £6k under budget for the 9 months.

5.2 Budget for 2020

The provisional budget for 2020 shows a current deficit of £5k. At this stage a number of matters were uncertain

* Whether monthly market income will go into the general fund – figures assume that it will
* An assumption that there will be no jigsaw festival
* Whether there will be any fundraising events to compensate
* Assumption that increased levels of income from planned giving and hirings will continue.
* Assumes no legacies to the general fund

It was agreed to recommend the budget to PCC with a planned review in January to get to a balanced budget.

**6. Stewardship including cashless donating**

* It was agreed to send out thank you letters to planned givers. GR suggested using one of the templates available edited for the Parish to include what had been achieved with the donations.
* JH requested a table of cashless giving since it had been started early in 2019 Action TS
* Agreed to obtain Parish Giving Scheme tokens to be put into the collection plates and bags in all churches Action TS
* Agreed that the cashless terminal should be taken to all advent and Christmas events and services. Action AM
* GR tabled a paper with suggested action for a future stewardship campaign. It was agreed to take to the PCC early in 2020 with proposed dates and a programme.

**7 Appointment of Treasurer**

JH introduced Colin Aiken who gave a brief resume of his career in IT systems, his recent professional training as a book keeper and his plan to begin a second career in book keeping from mid 2020. Alongside this he is willing to take on the worthwhile role as the POTR Treasurer. Colin had been briefed by Andrew R and JH. It was agreed unanimously to recommend his appointment to the PCC and to proceed to obtaining CRB clearance.

**8 Projects**

8.1 Living Space Project

JH reported that LSP phase I was complete, the certificate signed and final invoice about to be submitted.

Following completion of the lighting project and the recent electrical systems upgrade there were no funds for additional improvements. This position needed to be made clear to the DCC. Action K A-O. JH reported that the gas boiler could be 35 years old. It did not appear to have been serviced since 2014. Since the current gas consumption appeared high the DCC needs to build in a replacement to future projects at Holy Rood. Any future improvement projects had to be supported by a fund raising campaign.

8.2 Resurrection Furniture

JH supported by DG (both Trustees of RF) explained that RF intended to give approximately £10k early in 2020 to projects in the Parish that met its aims of supporting education and development of young people under 25 and support for maintenance and improvement of Parish buildings. In view of a POTR meeting to discuss youth work next week discussion on this item was deferred pending further guidance from the Parish.

8.3 Five Year Plan

The POTR architect has provided an initial assessment of schemes at St Lawrence and All Saints Churches and a smaller project to remove some pews at St Lawrence church.

Quinquennial reviews St L and St Peters have been completed, reviews for All Saints and Holy Rood are to be arranged. Note that fees for the reviews are funded by the Diocese.

**9 Financial Reporting**

Draft previously circulated. This set out a timetable to get financial reports to A&F and the PCC. This was approved subject to changes to the 4th (end of year) quarter reporting. Action JH

**10 Managing Large Projects**

A draft paper had been circulated. AR welcomed a more systematic approach given the financial and other risks that large projects presented to the Parish. Subject to any further comments from members this would be forwarded to PCC for approval.

**11 Other Business**

11.1 AR recommended that the laptop used by Tori H be replaced due to unreliability. TS reported that did not use the stewardship laptop. It was agreed to transfer this for Tori’s use. Action TS

11.2 Changes were required to the list of bank signatories. It was agreed to add Ellie Elder, Colin Aikin and Gordon Randall. Action AR

11.3 POTR had agreed that at baptisms collections would be shared between POTR and a charity of the family’s choosing. TS questioned the process to pass the donation to the selected charity. It was agreed that the presiding minister would pass the charity details to the Parish Office who would raise a cheque or pay on line once the amount had been confirmed. Action AM and TS

**12 Policies for Review**

An update would be received at the next meeting including any policies that needed reviewing.

10 **Items for PCC**

* Financial report
* Draft budget for 2020
* Appointment of Treasurer
* Stewardship and cashless collections/donations
* Managing large Projects (New Year)

11 **Date of the next meeting** 21st January 11am

John Hubbard 171119