## Parish of the Resurrection Alton

## Admin and Finance Committee

## Draft Minutes 21st January 2020

**Present** John Hubbard (Chair),Colin Aiken Gordon Randall, Derek Gurney, Andrew Micklefield (chair from item 5)

1. **Apologies for Absence**

Keith Arrowsmith-Oliver, Tim Sturt

1. **Minutes of the Meeting on 12th November**

Were approved.

1. **Matters arising**

3.1 Tim Sturt was unwell and so the thank you letters to givers via Parish Giving and via envelopes are delayed.

3.2 Gordon agreed to order the Parish Giving Tokens – Action GR

3.3 a member had asked for information on donations to POTR for the year end 18/19. John H to refer to Tim S Action JH

3.4 proposals for managing large projects discussed at the previous meeting were agreed to go to PCC in March Action AM

1. **Declarations of Interest**

Derek Gurney and John Hubbard are Trustees of Resurrection Furniture

1. **Finance Matters**

5.1 Colin reported that he had just received the financial position to the end of November. This showed income exceeded expenditure by £781, slightly ahead of the budget of +£625. He had not had time to review the figures in detail but would provide any update to the PCC on 5th February.

5.2 Budget for 2020

The provisional budget for 2020 shows a current deficit of £5k. It was agreed to recommend the budget to PCC with a planned review in January to try to get to a balanced budget. Action CA

5.3 Bank mandates

New bank mandates are with CAF to approve. (AM, GR, PP,EE) CCLA complete Shawbrook needs AM signature. Newbury BS awaiting documentation. Action AM

5.4 Closure of bank accounts

Members reviewed the proposal to close The All Saints Religious Education Fund bank account and the All Saints Vicars and wardens school fund bank account. Both are no longer in use with a total of approximately £16000 locked up. It was agreed to recommend to PCC that:

‘The Parish of the Resurrection Alton agrees to the closure of The All Saints Religious Education Fund bank account and the All Saints Vicars and wardens school fund bank account and authorises The Vicar and the Treasurer to request that HSBC pays the outstanding balances to the POTR General CAF bank account. The Treasurer will undertake to transfer the same amount to the PMAP Fund for the support of youth work in the Parish.’

5.4 Andrew Russell had drafted a procedure for speeding up the process of paying POTR missional collections to charities. Colin to liaise with Philippa and Tori. Action CA

**6. Stewardship including cashless donating**

Further to discussion on the draft approach to a future stewardship campaign from Gordon it was agreed to take to the March PCC meeting and to consider at a future Parish Conversation. An important element would be a concerted approach to moving more members to the Parish Giving Scheme with all its benefits. Action AM/GR

**7 POTR Hiring Rates**

**7.1** New hiring rates for church buildings were presented with a 1-2% uplift for inflation and some adjustments for easier administration. These were approved for ratification by PCC to apply from 1st March 2020

**7.2** Hiring conditions needed to state that organisers of concerts and events that incurred performing rights fees would be responsible for payment of such fees after the event, otherwise such events are in effect subsidised by church members. This was agreed.

**7.3** Revised for bellringers, choirs and organists would be confirmed and submitted to PCC/Standing Committee for approval.

**8 POTR Governance and Committee Structure**

 Members considered the proposal to form a Parish Executive to combine the three functions of Buildings Group, Standing Committee and Churchwardens Forum. This would report to the PCC alongside the Admin and Finance Committee, the Worship and Outreach Committee and the Five- Year Group. Church Fabric Groups would replace the DCCs and report to this committee. The objective is to be prepared for the requirements of large projects to come and bring together key roles for church wardens in one place. These proposals had been informally discussed by church wardens and PCC. The revised structure was recommended for approval by PCC along with the draft terms of reference. Action AM

**9 Admin and Finance Business Planning 2020**

 John explained that as he is stepping down as Chair and from the committee the plan sets out several areas of work in progress that could be the basis for future agenda items. Other than matters already agreed upon these are:

* Church and hall hiring and management including paying for PRS licences
* Stewardship including cashless donating
* Utilities Management
* Service contracts
* GDPR, parish software and communications.

It was agreed that this would be a valuable basis for future discussion and action. Action AM

 **10 Policy Updates**

 The schedule had been updated but not circulated. Action JH

 **11 Financial Roles and Responsibilities**

Drawing on material from other parishes a draft paper was discussed that aimed to clarify roles of individuals – treasurer, bookkeeper, stewardship coordinator and those of committees including the newly formed fabric groups. The plan is to agree spending limits so that action can be delegated for routine items across the parish. It was agreed that Andrew would meet with Colin and Tori to finalise the document to take to Parish Executive. (provisional date 25th February). Action AM/CA/TH

**12 Items for PCC**

* Financial Report
* Budget 2020
* All Saints Bank account closure resolution
* Church hiring fees
* Parish Governance and Committee Structure.
* Stewardship proposals (March)
* Management of Large Projects (March)
* Financial Roles and responsibilities (later)
* Policy updates (later)

13 Dates of future meetings

 March 19 1100

May 19th 1100

Sept 8th 1100

Nov 3rd 1100

 JMKH and AM 220120