

Minutes of the Our Lady of Kirkstall Parish Finance Committee 5<sup>th</sup> February 2014

Present: Rev. P. Smythe; J. McDonnell; J. Barnes; S. Goodyear; J. Knowles; R. Cavadino; J. Hester; P. Lomas; B. McCarthy; C. Ledger; K. Nelson; P. Dowson; M. Teggart

Apologies: J. Osmotherley

1. Fr. Pat welcomed everyone and opened the meeting with a prayer.
2. Minutes of the previous meeting:  
These were passed.
3. Matters Arising:
  - a) Plans for winter conditions – the measures proposed have all been put in place. In addition, after correspondence with our Insurers, risk assessments had been produced for each of the three churches. It was considered that the risk of closing the car parks would be greater than that of leaving them open, due to the fact that parishioners would have to walk from elsewhere. The only action still left undone is for a list of volunteers to be obtained for each church community – Fr. P & Su
  - b) Assumption Fencing, ceding of ground – Peter Lomas had raised this issue with Kevin Anderson at the Curia. Nothing further has happened. The perceived issue with allowing access through the grounds is that a right of way would eventually be formed. However, ceding part of the land would also create a right of way. This matter to be held in abeyance for now.
  - c) Health & Safety Audit – Jack is in the process of updating records. This is an ongoing project.
  - d) Keyholders – Su will post a notice in the bulletin this weekend, asking people to update the list.
  - e) Cracked floor (HN) – this appears to be an old crack, which has raised rather than sunk. It has got no worse since the HSE inspected in 2006. Richard & Joe McD will arrange to cut it out & box it over
  - f) CAFOD Ceramic work of Art – this has been framed & hung & everyone agrees that it looks very nice.
  - g) Proposed doorway (A) – work on this will begin next week. The PA system needs moving & ideally storing away from the building during the work. Richard will arrange for the electricians to look at disconnecting it. If they are not able to, Fairbank Harding will have to be employed. The Sacristy will be without water for a couple of weeks, but water is available in the facilities at the back of the church. The Vestments need moving & storing. Fr P & Michael will do this on Tuesday. \* Update – Father Pat has already boxed up everything from the drawers and moved the contents into the room at the back of church. The drawers will need to be moved. He does not now feel that the vestments need moving as they are in a cupboard with well-fitting doors. Therefore there is no need for he & Michael to meet on Tuesday.
  - h) Decoration of Assumption Church Rooms – this has been done & looks much better. The Social Club met this expense of £1600.
  - i) Bulletin explaining work of committees – Jack expressed his wish that all the various groups within the parish would give a brief account of how they work & what they do, beginning with the Finance & Property Committee. It would be nice if members of each group would provide a photo & brief paragraph about themselves. This would hopefully be put on the website. Everyone was in agreement that this was a very good idea. The members will consider the best way to go forward with this & feedback to Jack.
  - j) Contribution to Horsforth Churches Together – This was discussed at length and all agreed that HCT do many good works. However, in the current financial climate it is felt that no extra money can be promised from ‘central’ parish funds. Bill suggested that some money could be raised locally at St. Mary’s coffee mornings. Possibly

Duncan Stow could be invited to speak about his work at one of these fund-raising events. This was felt to be the best solution.

#### 4. Financial Report:

Curtis presented the figures to the end of December.

Income: Offerings are still up on last year – there has been a small drop in weekly offerings, but Standing Orders are up by 17%. There were two significant legacies this year (£500 and £1000) which is an exceptional income. There had also been an 18% increase in hall hires, which were £1200 up. This includes contributions from the Uniformed Organisations, as well as contributions from the Assumption Social Club. The Gift Aid Tax refunds are currently lower than would be expected. We are awaiting the transfer of monies from the Diocese, claimed at the end of September. \*Update – Information sent by the Finance office shows £12561.81 to be credited into our account. Christmas and Easter offerings are down on budget, but this is down to the timings of Easter – there has not been an Easter in this financial year.

Expense: There had been a 5% reduction in household costs. Travel costs seem higher than last year, almost up to the budget figure.\* Update - after the meeting, it was discovered that the figures for 2012-13 included £500 repaid by Father Boniface in April 2012, which had been borrowed in October 2011. Father Pat had also had a high repair bill for his car.

Gas has risen inline with budget – 30%. Electricity costs are down due to a refund for the Assumption. Votive costs are down. Liturgical costs are still high, but the purchase of the new Mass books is coming to the end of its cycle so this should decrease next year. Social expenses were up, due to the Diamond Jubilee at Holy Name. The main problem area continues to be Repairs & Replacement. It is hoped that most major works have now been completed so that the trend will not continue into next financial year. All the buildings have had their 5 yearly Periodic Tests (electrical safety tests – further information available at [www.esc.org.uk/public/home-electrics/periodic-inspection-explained/](http://www.esc.org.uk/public/home-electrics/periodic-inspection-explained/), required by our insurers to be carried out on all buildings every 5 years) this year, and several changes had to be made to bring them up to regulation standard. The Assessment balance of £48K will be taken from the Diocesan account at the end of March. This will mean an overall deficit of around £15K.

Proposed Budget: Curtis presented his draft budget. In order to break even, the repair costs must be kept to a minimum. A moratorium on discretionary repairs was agreed. The budget was agreed in principle.

#### 5. Property Matters:

- a) Assumption Church Rooms – windows. There are two windows which were not replaced at the same time as the ones in the church. Access was gained through one of these windows recently. Fortunately nothing was stolen. Peter reported that there were sufficient funds in the Social Club account for them to pay for these windows and this offer was accepted.
- b) Father Pat reported that a parish elder at St. Mary's had drawn his attention to a movement survey which had previously been regularly carried out on the side wall of the church. This had not been done for many years & it was felt that it ought to be checked. Richard will arrange for someone to take a look – free of charge.

#### 6. Any other business

Father Pat explained that some clarification had been called for with regards to the order and regularity of 2<sup>nd</sup> collections in the parish. He presented three documents for the committees' information:

- a) The collections expected to be taken on behalf of the Diocese – some are dropped in favour of more pressing needs, eg. Natural disasters, or appeals for charities supported by the various church communities.
- b) The collections actually taken in the previous year – this shows that no more than two collections are taken in any one month.
- c) The amounts given by each church community

There was some further discussion given to the timings of the twice yearly meetings. It was agreed that February and September/October would be better times to meet. Therefore, the date of the next meeting was set as Wednesday 22<sup>nd</sup> October 2014, 7.30pm, in the Assumption Church Rooms.