



**Our Lady and St Thomas of Canterbury Wymondham**  
**Finance Committee**

**7<sup>th</sup> July 2021 (Wed)**

7:30pm (via zoom)

**Minutes**

**In attendance**

Fr Pat Cleary  
Fr Denis Gallagher  
Nick Williams - Chairman  
Martin Mclroy – Treasurer  
Jenny Lysons – Member (via phone)  
Moira White - Member  
Ella James – Member  
Chrissie Baldwin – (Minutes)

No:	Minute:	Action
1.	<b><u>Opening Prayer</u></b> Opening prayer- Father Pat led the meeting with a prayer	
2.	<b><u>Apologies</u></b> Arnie McConnell Felix Desira	
3.	<b><u>To agree minutes of the last meeting (7<sup>th</sup> April 2021) with any matters arising</u></b> The minutes were proposed by Jenny Lysons and seconded by Martin Mclroy and agreed by all with no matters arising.	None
4.	<b><u>Financial Dashboard (April – June)</u></b> Martin (Treasurer) presented the Parish Financial Dashboard, which was circulated prior to the meeting.  <b><u>Issues covered in the report were;</u></b> <ul style="list-style-type: none"> <li>• Analysis of unrestricted income increased by £8400</li> <li>• Fr Denis chaplaincy income for the work he is doing at the prison is £1000 per month</li> <li>• Expenditure is as is 2020 which demonstrates prudent spending has been achieved.</li> <li>• Page 3 – closing balance, Cash flow in good position. In June the cash position is £8400</li> </ul>	Martin

	<p><b><u>Point to note</u></b></p> <ul style="list-style-type: none"> <li>• Receipts and payments in June were in balance, so prudence is still required but good news is total monthly collections and Standing Orders means that we are now above last year and in line with pre covid times. – indicating a strong recovery and income from the plate has gone up.</li> <li>• Standing Orders YTD is £11k</li> <li>• Standing Orders accounts for 57% of plate giving.</li> <li>• Hall rental is not good, 3k to date however stepping stones and Tae Kwon do are now booking the hall for regular use.</li> <li>• We have changed cleaners of the hall and quality has improved.</li> <li>• <b>Restricted funds</b> FEPOW £422 (£62 expenditure). Community Kitchen £6000 less £422 - Arnie can only draw out what is ringfenced for this restricted fund.</li> <li>• <b>Bank issues to note:</b> HSBC safeguarding is completed. HSBC are not being helpful they are continuing to be difficult to work with. Martin is looking at better alternatives</li> <li>• <b>Diocesan bank account</b> At the last meeting Martin confirmed that he had asked for a statement from the Diocese. The balance currently stands at £89k Martin Proposed that we put £500 per month from parish account into the diocesan account which was seconded Fr Pat.</li> </ul> <p>Nick Williams thanked Martin for his hard work on the financial dashboard. Ella James proposed the dashboard for agreement and Jenny Lysons seconded.</p> <p><b>Draft invoice document - rentals</b></p> <p>It was proposed to change name to Wymondham Roman Catholic Church. Putting the full title of the account name, at the bottom with account details with phone number taken out leaving an email only - Charlie Purves (Booking secretary) will manage the invoicing</p> <p>It was proposed by Moira White, Seconded Nick Williams to change the name when we change the bank.</p> <p><b><u>Proposed Budget 2021</u></b></p> <p>Martin gave an overview following circulated papers ahead of the meeting</p> <p>The committee thanked both Martin and Ella for the budget acknowledging that the challenge is to encourage more rents of the Hall.</p>	<p>Martin</p> <p>Moira/Martin</p> <p>Martin</p>
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	The budget was proposed by Jenny Lysons and seconded by Moria White - all were in agreement	
5.	<p><b><u>Dona System update</u></b></p> <p>Nick gave an update on the dona system which is now up and working. Vote of thanks was made to Chris White who has done a lot of work on this.</p> <p>Nick updated that It may be possible to link to the live mass youtube channel and was proposed by Nick and seconded by Martin that we should consider.</p>	Nick
6.	<p><b><u>Site update:</u></b></p> <p><b><u>Moira gave a site update;</u></b></p> <ul style="list-style-type: none"> <li>• To consider quote for refurbishment/decoration of Church Hall. The committee would like to see consideration of more than one quote if possible to provide due diligence. <ul style="list-style-type: none"> <li>○ Ella to give the name of decorator for the academies trust to Moira</li> <li>○ The committee asked for an item in the newsletter re: decorating to see if any further quotes can be obtained acknowledging that the refurbishment part of the project makes it a complicated project.</li> <li>○ All members agreed that the invoice to be paid from the diocese account</li> </ul> </li> <li>• Electrician has been PAT testing today - invoice to follow.</li> <li>• Presbytery cellar has some damp this will come from a separate budget</li> <li>• There is some tidying up at the back of the hall still to be done</li> </ul> <p>Vote of thanks to Kathy Sayer, volunteer for work done to the front of the presbytery.</p> <p>The Committee also gave a vote of thanks to Chris Samson who has undertaken the rose bed at the front of the Church</p>	<p>Moira</p> <p>Moira Moira</p>
7.	<p><b><u>Discussion – Increasing revenue from the hall</u></b></p> <p>The committee agreed that it would be helpful to have oversight of the calendar of bookings for the hall. Moira reported that most afternoons and weekends are currently free.</p> <p>It was agreed that the hall will be much more marketable once the decoration and refurbishment are complete.</p> <p>Church Coffee following mass – It was generally agreed now is good time to start church coffee again. The CWL is keen to do coffee at the end of April and this could be the first one, Nick to draft something for the newsletter and speak to Angela Norris.</p>	<p>Moira</p> <p>Nick</p>

8.	<p><b>Use of the Website for financial information</b></p> <p>Moria asked that we consider use of the website for financial information. Which would provide;</p> <ol style="list-style-type: none"> <li>1. Better use of quarterly report on website – giving parishioner’s transparency.</li> <li>2. A more updated way of providing plate giving information.</li> </ol> <p>It was proposed by Moira and seconded by Fr Pat that we would provide collective giving information each month to give better transparency with a % for plate and amount of Dona. This will replace current position as per qtly finance meetings – Nick to draft</p>	Nick
9.	<p>AOB</p> <p>It was generally agreed that the finance committee now meeting on a regular basis, should not take on work of other committees so as to retain the focus for this committee and that the committee as a whole would like to see the Parish Cttee reinvigorated to consider all but finance matters. Fr Pat agreed to discuss with Teresa Wiseman as chair of the Parish Council</p>	Fr Pat
10.	Closing Prayer – Fr Denis closed the meeting with a prayer.	Fr Denis