

Finance minutes May 2023

St. Edmund's Bungay & Harleston Parish Finance & Fabric Committee
Minutes of the Meeting held at the Presbytery at 7.00 pm on Tuesday 2nd
May 2023

Those attending: Fr Michael Brookes, Pio Altarelli, Peter Johnson, Terence Jones, Neil Mayhew, Crispin Muir, Sue Riseborough, and Sue Allen.

1. Welcome and prayer: by Fr Mike.

2. Apologies: received from Mark Kalinaukas.

3. Appointment of Committee Chair and Minute Secretary: Pio was appointed Chair for the meeting.

Sue Allen was appointed Minute Secretary for the meeting.

4. Previous Minutes – matters arising: Under 3. Dona system of contactless giving seemed to be working well with no detriment to collection plate giving. The start-up cost was £580 already nearly recouped. To be discussed at AGM on 21st May 2023. Under 4. Some work had taken place re Presbytery upgrades and items replaced costing circa £3000. The old bathroom could be used as secure filing space. Quotes for a functioning bathroom in the Priest's flat were in the region of £7000.

These were all one-off payments and would not occur next year though there may be further unplanned work needed.

5. Treasurer's Report: Neil explained that he had had to move from the Downside accounting system to the Diocesan one, but that the advantage was that the latter enabled reports to be done on the same lines as the Diocese. He discussed documents 1-3 (attached) in detail and will produce a copy of the 'General Receipts & Payments Summary 2022 and 2021' for the AGM. Alive in Faith funds are not regarded as General Receipts but Restricted Receipts which has implications for how any deficit in overall funds is arrived at. The Committee thanked Neil for his hard work and the clarity of the financial documents.

6. Kate Smith Trust Fund account report: Sue Riseborough represented the Trust and explained that there were five heads of funding under which

sums could be drawn down to help provide for the expenses and maintenance of the Church and Presbytery. (Document 4 attached.) These could be retrospective if necessary. This was welcomed by the Committee.

7. Appointment of Gift Aid co-ordinator: Sue Allen was appointed.

8. Appointment of PPC ex-officio members: Peter would be willing to serve on the Parish Pastoral Committee, but it was decided to wait until the AGM for a final decision.

9. Alive in Faith: These funds were currently in the general receipts, but Neil had calculated their value at £5,974. (Document 5 attached.) He asked that these be ring fenced as restricted funds and this was agreed.

10. Development of Parish Buildings & Fabric Stewardship Team: As existing Custodian at Bungay Pio was willing to serve on this group together with Crispin and Terence. A new Custodian is to be appointed at Harleston. They will meet as needed and report to this committee.

11. Bungay Parish Hall Lease with Primary School: Discussion took place around a report produced by Neil on current situation with the Hall lease and school (Document 6 attached). Although transfer of parish assets to the Diocese was not yet completed, given the delay and length of lease expiry, it was agreed that Crispin, Pio and Neil would meet with school representatives to take forward negotiations on new lease terms and rent. Neil to correspond with the school giving an invitation to meet.

12. AOB: Fr Mike discussed his frustration in trying to get contractors to give estimates and carry out work both at Bungay and Harleston. Crispin offered to help him with this and get necessary and urgent work carried out.

Date of next meeting: Monday 3rd July 2023 at 7.00 pm in the Presbytery.