

Finance minutes October 2023
St. Edmund's Bungay & Harleston Parish Finance & Fabric Committee
Minutes of the Meeting held at the Presbytery at 7.00 pm on Monday 23rd
October 2023

Those attending: Father Mike Brookes, Pio Altarelli, Terence Jones, Neil Mayhew, Mark Kalinaukas, Crispin Muir, Sue Riseborough and Sue Allen.

1. Welcome and prayer: Chair –Terence. Minutes – Sue A.
2. Apologies: received from Peter Johnson.
3. Previous Minutes – matters arising: Covered under Agenda.
4. Kate Smith Trust account fund Sue R's Report is attached (Doc 1.) It was decided to draw down £2786.40 for the invoice for repairs to the water leak at St. Edmunds Church roof in January 2023. Neil will arrange this with the Trust.
5. Treasurer's Report: Neil had circulated Docs 2 – 8. As regards 'Budget Variations (to 23 October 2023)' (Doc 2) Expenses of the website reflected the need for appropriate hosting and security. Thanks were expressed to Mary for her work. Utilities were more expensive than budgeted for but included the billing costs associated with water leak at Jay's Green. An additional claim is being undertaken with the insurers for investigative work carried out concerning the leak. The work on the new bathroom at the Presbytery will hopefully begin in November. Fr Mike indicated approval for the project had been granted by the Diocese. It was agreed to move £20,000 into the Parish account with the Diocese which pays interest at 5%. This sum to include £6,000 ring fenced for Alive in Faith and to help meet the obligation of annual Diocesan levies. It may be decided appropriate next year to add further sums to the interest account. A question arose on the 20% levy on offertory giving associated with support for schools. Financial returns published on the Diocesan website may be viewed, which give some indication of expenditure in this area.
6. Stewardship Programme feedback (Doc 4)

Following the Stewardship Programme, standing orders to the Parish have increased by approximately £500 a month. The Dona donation Card Machine has raised around £3000 since March this year. (Addendum to reporting - Gift Aid registrations have increased since the summer, with 14 new registrations from Stewardship programme and 21 registrations through Donations). Fr Mike indicated that when he came to Bungay the Mass count calculated every September, was 70, last year it was 102 and it is now 125. At Harleston there was an increase from 25 to 35 last month with some new young families. There are signs that the effects from Covid during 2020-2021 are beginning to change.

7. Diocesan Finance briefing days (Doc 7 Finance briefing days for parish priests, finance chairs, treasurers and gift aid officers) These are taking place at Poringland on Saturday 18th November and Saturday 9th December 10.30 am - 3.00 pm. Neil is attending both days to give a talk on solar panels. The days are very interesting and if anybody else would like to go please contact Neil as places are limited. Pio expressed an interest.

8. Buildings & Fabric teams report Pio read out a list of all the jobs that had been carried out and was thanked for his hard work. Water leaks in two roof areas of Parish Hall are being investigated. Two estimates for the works to the Chancel roof are being obtained. Work on the Presbytery Garden will finish for the year on 24th October. A tree surgeon is coming to advise about various tree issues in the cemetery grounds. There is a need to have a full tree survey every three years. The gas boilers are being serviced next week. Poor surface drainage from the Presbytery driveway also needs investigations. Use of vehicles associated with the school may be having an impact on the confined space and structural limitations.

Neil explained that at Harleston, an EICR and other electrical works have been completed. New carpeting in entrance corridor has been arranged following water damage. The Fabric team and other parishioners have repainted the entrance corridor. Annual boiler service is booked for November. The fire emergency exit door mechanisms need updating. It is recommended to install an interconnected fire alarm system, with appropriate testing routines and records undertaken by the Harleston Fabric team. Neil to arrange.

9. Parish Hall school lease issues Fr Mike reported on some discussions he had had with the Bishop. It is hoped negotiations will be concluded with Downside by the end of the year and at that point a new lease with the school can begin to be negotiated. Neil will write to MAT regarding outstanding matters of electricity usage reimbursements, and negotiation on replacement boiler costs under the present lease. He will also reply to correspondence from Diocesan Schools Department (Helen Bates) indicating the Parish views on current and future lease negotiations.

10. AOB: None.

Date of next meeting: February 2024. Date to be decided.