**ST FRANCIS ASCOT**

**FINANCE COMMITTEE MEETING**

**24th January 2019**

**Minutes of the Meeting**

**Attending:** Father Kevin Bidgood

 Tony Berkeley

 Jan Wilkinson

**Not present:** Gerry Devanney

 Terry Enga

**ITEM ACTIONS**

1 Father started the meeting with a prayer

2 Tony Berkeley acted as Chair and Jan Wilkinson took minutes

3 No formal apologies were received - but it was noted that no reminder or Agenda had been circulated in advance of this meeting, so members may have missed the date.

4 Minutes of the last meeting on 11th October 2018 were not available for the meeting – but would be reviewed at the next meeting.

5 Treasurer’s Financial Report

 a) Diocese annual report 2017/18 (Annual Parish Return)

 This report had been prepared and Tony reported that it tied up with the monthly reports generated from the Diocesan Accounting system. He now felt much more confidence that the various income and expenditure lines, shown in the Annual Parish Return, were classified as the Diocese intends.

 Father Kevin signed this report and Jan agreed to review it from an accounting perspective and sign on behalf of the Parish Finance Committee and return it for Tony to submit to the Diocese. The report was already late for filing (due 31st October 2018) but it was hoped that the Diocese would understand, given the timing and quarterly nature of the Parish Finance Committee meetings. All present thanked Tony for the excellent work he had done to prepare this as the Parish Accountant.

 b) Update on maintenance costs past - current – future

 Tony noted the following recent **completed** maintenancespending (November/December 2018) to bring this to the attention of the committee:

 Plinth for St Francis statue (in Sanctuary) £1,180

 Annual Roof / Gutter maintenance check/clean £1.250

 Drains maintenance (Narthex) £300

 St Francis Statue £486

 Ambry and glass case for statue £2,696

 Repair work on roof – lead valleys replaced £2,124

 Tree surgery (Kennel Wood) £720

It was noted that work **in hand** to rebuild the Friary/Office toilet facility was ongoing with a cost estimate of approximately £1,000.

**Future work** planned for routine maintenance included:

* New lino in Monk’s Corridor (to be kindly donated by a Parishioner)
* New carpet square covering beyond the Narthex/near Friary door
* New lino on stairways to St Clare/St Francis meeting rooms

Work was also needed to repair a cracked ceiling in the Parish Office which would be temporarily relocated to the St Clare room.

Tony also noted the following areas of likely more significant cost that would face the Parish in relation to matters brought up in the Quinquennial Report

* Main alter sinking / cracks being monitored - estimated £22k (minimum)
* White bloom on Monk’s Chapel ceiling - estimated £20k
* Repairing damage to Kennel Road fence – estimate £tbc

d) Summary of current monthly accounts

Tony noted presented the summary of receipts and payments from the Diocesan Accounting system. There were no unexpected or exceptional items to report – other than the maintenance works noted above.

The summary at the end of December showed that just over £4k net income had been received in the new Financial Year to date. Key figures noted below:

1st September to 31st December 2018

Receipts £ 39,470

Payments £ (35,277)

Net Income £ 4,193

 Bank balances at 31st December 2018

 Current account £13,569

 St Edmunds account £84,118

 Petty Cash £72

e) Update on new Stained Glass Window

Father Kevin reported that the artist was taking longer than expected to complete the work. He intended to get some photographic evidence of the almost complete work and share this in a letter to the generous individual donor involved in this matter – hoping that the expected donation would be forthcoming.

f) Update on Kennel Road

Tony reported that progress had continued to be slow and that the most recent activity on 16th January 2019, was a letter to the solicitor representing the Housing Association. Suitable access for the developed site was still the main stumbling block. The solicitor was being asked if access was possible via Nursery Lane – but there was no response or conclusion at this stage. Tony would continue to prompt the relevant diocesan representatives to take this whole matter forward with more urgency.

6 AOB

 There was no other business.

The next meeting date was set as **THURSDAY 25TH APRIL 2019 at 7.30PM**

Father Kevin closed the meeting with a prayer.