



Diocese of Nottingham: The Good Shepherd Parish Finance Committee

Minutes of the meeting held on Wednesday, 11th December 2024

In attendance: Martin Foulds, Francesca Lynch, Philip Martin, David Staiano, Oliver Wastell and Canon Philipp Ziomek (Chairperson).

1. Opening Prayer

The meeting opened with a prayer led by Canon Philipp.

2. Apologies for absence

Apologies for absence were received from John Doherty and Oliver Kuras. It was agreed that Philip would contact Oliver to see whether he still wished to be a member of the Committee. **ACTION 29/24: Philip** to check with Oliver.

3. Minutes of the meeting on 26th September 2024

The minutes of the previous meeting were approved and will now be posted on the parish notice board and website. **ACTION 30/24: Philip** to action accordingly.

4. Matters arising from the minutes

- a) *Review of parish staff salaries-*** It was noted that Ray Steeples, the parish's estates manager, has taken on the health and safety support role for both Good Shepherd and St Anthony's Churches.
- b) *New parish website-*** Canon Philipp advised that work was progressing well on the development of the parish's new website. Coda Education, the company the parish has engaged to develop the website, will be arranging training in due course for Rosemary Mahoney, Francesca and Canon Philipp.
- c) *Deanery youth worker post-*** Canon Philipp explained that the proposed support arrangements from the Catholic Youth Service, are currently on hold whilst the diocese develops its new financial options. A deanery roadshow to discuss proposals for the future funding of the diocese is to be held at Good Shepherd, probably on 18th March 2025, and will be attended by the Bishop and the Curia, as well as deanery clergy. Representatives of parish finance committees and parish councils (in our parish's case the equivalent group is the parish think tank) in the deanery will in due course also be invited to attend. Meanwhile, the parish is looking to establish its own youth support arrangements as explained at Mass last weekend.

d) Parish finance update- It was reported that there had not been any recent contact from Kelly Hart, the consultant engaged by the parish to investigate sources of grant aid towards the cost of repairing the defective concrete affecting the mullions and other parts of the church building. It was noted that the diocese now employs a specific post to offer parishes fundraising advice/support.

Canon Philipp advised that Gary Dickman (from Capitol Stone) had recommended another company be engaged to undertake the specialist concrete work, in liaison with James Phillips, the architect overseeing the work, and the diocese's property department. The company concerned will in due course be visiting the church to analyse the concrete to ensure compatibility with the requirements of Historic England. The initial analysis work will cost approx. £7,500 and the bill for this, to be met from parish funds, has been approved by the diocese.

e) Parish uniformed groups' use of the parish centre facilities- The Committee was updated about recent contact with the girlguiding units about the proposed charging arrangements for their use of the parish centre facilities. Francesca has been asked to broker a meeting in January 2025 so that the issues can be discussed prior to the introduction of the new charging arrangements.

f) Parish reorganisation- Canon Philipp advised that the Council of Priests is to meet on 16th December 2024 when the Bishop will be petitioned for the extinction of the parish of Our Lady of Victories and St Anthony, in favour of creating two new parishes (including the parish of St John Paul II, embracing the Good Shepherd and St Anthony's Churches).

5. Parish finances-update

Francesca provided an update on the parish's current finances:

- there was a credit balance of £38,841.47 in the parish's current bank account as at 9th December 2024
- the parish's separate set-off account (held with the diocese) is currently in credit to the sum of £311,264.83. This account is being built up by regular transfers from the parish's current account to help with the future cost of repairing the defective concrete affecting the mullions and other parts of the church building and to limit the amount of money the parish has to borrow.

6. Analysis of income 2024/25

Consideration was given to the report relating to the parish's "measurable" income sources (weekly offertory donations, bank standing orders, parish debt collections, Gift Aid, the Dona contactless donations and donations made through the on-line "Donate" facility). Key points discussed were:

- The parish's total income from these sources in 2024/25 is currently projected to be £162,030 which, if correct, represents a decrease of 1.9% on 2023/24 income levels.
- However, when year on year inflation is factored in there is a real terms reduction of 4.2%. In the light of this, it was reiterated that a parish finance related pulpit

appeal should be considered by the Committee later on the agenda for the meeting.

- Mass attendance is still increasing, with total attendance over the four Masses held at Good Shepherd each weekend now averaging 708 attendees- an increase of 1.9% since 1st April 2024. If attendance at Mass on Christmas Eve/Day and Easter Sundays in 2023/24 is excluded the average increase is 34 attendees per week- a 5% increase.
- Income from the offertory collections is projected to increase by £6,421 (8.7%) on 2023/24 levels, reflecting the increase in Mass attendance. However, income from bank standing orders is projected to fall by £2,398 (5.2%).
- Income from the monthly second collections for the parish debt is currently projected to fall by £3,815 (30.9%) on 2023/24 levels. This is partly because a collection was erroneously not taken in April 2024. Parishioners' participation in the diocese's *Enabling Our Mission Campaign* was also felt to be a contributory factor.

ACTION 31/24: Philip to continue to bring quarterly income reports to the Committee.

7. Review of parish finances

It was agreed that members of the parish finance committee will address Good Shepherd parishioners from the pulpit on the parish's finances at all Saturday/Sunday Masses on a date to be determined in March 2025. **ACTION 32/24:** Philip to agree the date with Canon Philipp and thereafter lead on the preparation for the address, with support from David and other members of the parish banking and stewardship teams.

St Anthony's will in due course be brought into the financial procedures for the new parish, with Philip to address their parishioners in due course regarding the revised bank standing order arrangements etc that will be necessary when the Bishop has approved the reconfiguration of the new parish. **ACTION 33/24:** Philip to follow up at the appropriate time.

8. Parish Centre- review of charges

Consideration was given to the report circulated with the agenda. It was noted that the most recent CPI data showed year on year inflation as being 2.3%. It was therefore agreed that the hire charges for the parish centre should be increased by that percentage with effect from 1st April 2025 and that early notice should be given to the centre's regular users. **ACTION 34/24:** Francesca to action accordingly.

9. Staff pay

It was noted that the Real Living Wage has been increased from £12.00 to £12.60 per hour and that the diocese will implement this for the relevant staff with effect from 1st December 2024. This currently only applies in our parish to the administrative assistant post. The posts of parish manager and premises officer/facilities manager are covered by salary scales determined by the diocese through job evaluation procedures. The salaries for these posts will in due course be reviewed by the diocese and any salary uplifts are normally effective from 1st April each year.

10. Any Other Business

- a) **Membership of the Committee-** Canon Philipp explained that he was still trying to recruit new members, including at least one other female member, to join the Committee.
- b) **Enabling Mission Campaign-** It was reported that the parish had received its first tranche of 40% funding from the Enabling Mission Fund, equating to £5,237.56. Canon Philipp is considering whether some of this funding should be used to offer an honorarium of £2-3,000 pa to help facilitate the appointment of a director of music for the new parish (including St Anthony's). It was agreed that a rationale for such a post now exists but this should be clearly articulated given the previous considerations given to the requested honorarium for the parish choir leader ministry.
- c) **Christmas Bazaar 2024-** It was noted that the bazaar had to date made a net profit of £10,489, only very marginally less than the total for 2023 which was itself a record amount. It was agreed that the Committee's appreciation should be conveyed to Sarah Benedek who organises the event. **ACTION 35/24: Philip** to write to Sarah on the Committee's behalf.

11. Dates of the meetings in 2025

It was agreed that the Committee's meetings in 2025 should be from 6.30-8.00pm as follows:

Monday 10th March 2025;
Thursday 12th June 2025;
Thursday 18th September 2025;
Thursday 11th December 2025.

ACTION 36/24: (1) All to note in their diaries **(2) Francesca** to book the Gilbert Room for the meetings.

12. Closing Prayer

The meeting closed with a prayer led by Canon Philipp.