



## **Diocese of Nottingham: The Good Shepherd Parish Finance Committee**

### **Minutes of the meeting held on Thursday, 26<sup>th</sup> September 2024**

**In attendance:** Martin Foulds, Philip Martin, David Staiano 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, Oliver Kuras and Francesca Lynch.

#### **3. Minutes of the meeting on 13<sup>th</sup> June 2024**

The minutes of the previous meeting were approved and will now be posted on the parish notice board and website. **ACTION 20/24: Philip** to action accordingly.

#### **4. Matters arising from the minutes**

- a) Review of parish staff salaries-** It was confirmed that following an interview process involving several candidates Rosemary Mahoney had been appointed with effect from 1<sup>st</sup> September 2024 to the vacant post of parish administrative assistant. Rosemary will be working in the parish office for two days' a week (Mondays and Wednesdays).

Canon Philipp advised that the diocese is developing a new policy for remunerating parish staff in the context that the diocese is legally the employer for such staff and needs to ensure a consistent approach is applied across the diocese.

Meanwhile, 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 is progressing on the development of the parish's new website. Sarah Williamson from the parish pastoral team has now taken on the lead role for the parish, linking with Coda Education, the company the parish has engaged to develop the website. It is hoped that the website may possibly go live by the first Sunday of Advent in 2024.

- c) Deanery youth worker post-** Canon Philipp provided an update on progress with regard to this initiative. A new approach is now being developed with the help of Erin Doughty, the director of the diocesan Catholic Youth Service, based at the Briars at Crich, Derbyshire. Further advice is awaited but it is likely to involve parishes in the

deanery buying into the service. **ACTION 21/24:** Canon Philipp to continue to keep the Committee advised as the initiative develops.

- d) Parish finance update-** It was reported that 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, had not, as yet, sourced any external financial support for this building work. **ACTION 22/24:** Canon Philipp to ask Reg Carter to contact Kelly to check on progress.

Canon Philipp advised that James Phillips, the architect overseeing the work, had been in touch. Gary Dickman (from Capitol Stone) had suggested that another company be engaged to undertake the specialist concrete work to the standard required by Historic England. Canon Philipp has forwarded this proposal to the diocese's property department for approval. Once the diocese's agreement is received the testing of the concrete can be carried out as an initial step.

- e) Parish Annual Return 2023/24-** It was confirmed that the Annual Return had been signed off and submitted to the diocese. Philip advised he had produced the usual summary for parishioners and had drafted an article on this for the parish newsletter. **ACTION 23/24:** Canon Philipp to include the article in a forthcoming edition of the parish newsletter.

- f) Parish uniformed groups' use of the parish centre facilities-** The Committee were updated about recent communications with the girlguiding units about the proposed charging arrangements for their use of the parish centre facilities. A meeting has been suggested to facilitate discussion on the issues involved.

## 5. Parish finances-update

In Francesca's absence, Philip provided an update on the parish's current finances:

- there is a credit balance of £31,016.49 in the parish's current bank account as at today's date.
- the parish's separate set-off account (held with the diocese) is currently in credit to the sum of £279,414.83. This account is being built up by regular transfers from the parish's current account to help with the 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.
- there had not been any major items of expenditure identified since the Committee's last meeting.

Canon Philipp advised that he had received details from Lloyds Bank with regard to the new bank charges that will apply to the parish's current account. **ACTION 24/24:** Canon Philipp to copy the details to Philip for information and dissemination to the Committee.

## 6. Analysis of income 2024/25

Consideration was given to the first report for 2024/25 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 £168,008 which, if correct, will represent an increase of 1.7% on 2023/24 income levels.
- However, when the current level of year on year inflation is factored in this will represent a real terms reduction of about 0.5%. In the light of this, it was reiterated that consideration of a parish finance related pulpit appeal should be considered by the Committee at its meeting in December 2024 with a view to agreeing the approach to be adopted in March 2025.
- Mass attendance is still increasing, albeit marginally. The total attendance over the four Masses held at Good Shepherd each weekend 701 attendees, an increase of 0.9% since 1<sup>st</sup> April 2024.
- Income from the monthly second collections for the parish debt is currently projected to fall by £4,070 (33%) 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.
- It was also noted that the parish has now installed two, upgraded Dona contactless collection plates in the church reception area and that a field for ticket sales had been added.

**ACTION 25/24:** (1) **Philip** to continue to bring quarterly income reports to the Committee; (2) **Philip** to include the proposed finance appeal on the agenda for the Committee's meeting in December 2024.

## **7. Parish Friendship Group- statement of accounts 2023/24**

The statement of accounts for 2023/24 for the parish friendship group was received by the Committee and duly noted.

It was reported that Brian Huthwaite, the parish's former accountant, has agreed to help Lily Sales, the friendship group's treasurer, develop a spreadsheet to assist with the group's future accounts statements.

## **8. Parish reorganisation- distribution of parish finances**

Consideration was given to a report from Fr Michael O'Donoghue about the distribution of finances when the parish reorganisation affecting the churches of Our Lady of Victories, Southwell and St Anthony's at Calverton in the current parish of Our Lady of Victories (OLV) has been formally approved by the Bishop. Reflecting data compiled on the weekly offertory income share for both churches, it has been suggested that any balances available in the OLV parish accounts (both the parish's current account and its separate set-off account) should be split on the basis of 22.4% for St Anthony's and 77.6% for Southwell at the date from when the restructuring is agreed.

Petitions supporting the proposed parish reorganisation will be considered by the diocese's Council of Priests on 7<sup>th</sup> October 2024, prior to formal approval being sought from the Bishop.

The Committee agreed the following approach as and when formal approval for the reorganisation is received:

- Philip will arrange to speak to St Anthony's parishioners at Mass, on a date to be determined, about the formal transfer of parish funds and the arrangements needed to transfer bank standing order donations to the bank account for the new parish of Good Shepherd and St Anthony's.
- St Anthony's parishioners who do not currently donate by means of bank standing orders will be offered the opportunity to participate in the Good Shepherd parish offertory envelope arrangements but on the understanding that they will not be expected to contribute to the second collections for the parish debt. Such collections will not be held in St Anthony's.
- Any funds transferred from St Anthony's to the new parish bank account will initially be "ring fenced" to ensure they will not be used to meet the Good Shepherd parish debt.

**ACTION 26/24:** Philip to liaise with Canon Philipp and follow up these points when the parish reorganisation has been finally approved.

## 9. Any Other Business

- a) ***Membership of the Committee-*** Canon Philipp advised that he was keen to strengthen the Committee's membership, including addressing the current gender imbalance on the Committee. It was also agreed in principle that we should seek another representative from St Anthony's as and when the parish reorganisation is approved. **ACTION 27/24:** All to consider and advise Canon Philipp if they have any suggestions about possible new members to be approached.

## 10. Date of the next meeting

It was noted that the Committee's next meeting (originally scheduled for Thursday, 5<sup>th</sup> December 2024) should be rescheduled for 6.30pm on Wednesday 4<sup>th</sup> December as some members are not now available to attend on 5<sup>th</sup>. Items logged thus far for the agenda are (a) planning for the proposed finance appeal to be held in cMarch 2025;(b) a review of the parish centre charging arrangements; and (c) the Committee meeting dates for the 2025 calendar year.

**ACTION 28/24:** (1) All to note and to bring their diaries with them to the next meeting so that the Committee's meetings for the 2025 calendar year can be agreed; (2) Philip to rebook the Gilbert Room for the meeting on 4<sup>th</sup> December and to ensure the logged items are included on the agenda for the meeting.

## 11. Closing Prayer

The meeting closed with a prayer led by Canon Philipp.