

Dedham and Ardleigh Parishes
Minutes of St Mary's Ardleigh PCC Finance Meeting
Monday 15th February 2021 at 7:30 pm via Zoom Video Conferencing Link
 (due to COVID-19 pandemic)

In attendance:

Chair: Antony Wilson (ACW)

Members: Amanda Watts (AW) Martin West (MW) Sue Browne (SB)
 Christine Mingay (CM) Francis Perera (FP) Richard Culley (RC)

Apologies: Christina Volkmann (CV)

Please see papers circulated by the Treasurer

The single agenda item is to discuss and approve the draft 2020 accounts and discuss the handover of Treasurer role as FP is standing down at this meeting.

| Agenda Item | Minutes | Action |
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| 1 | Prayers Meeting began with prayer led by ACW | |
| 2 | Apologies for absence - see above | |
| 3 | ACW welcomed all and suggested we start with Treasurers report; then look at accounts; and then discuss the heating project | |
| 4 | <p>Treasurers Report ACW suggested FP should lead discussion.</p> <p>FP checked all present had read his report - asked for questions/comments</p> <p>SB queried the Roman Catholic's rent being placed under Donations - FP explained that the Agreement that Father Jon has wanted is still not signed by both parties, so their fee remains a donation. ACW said it was irrelevant at this time. SB agreed.</p> <p>ACW commented it was pleasing that there is surplus in the General Fund.</p> <p>FP informed the meeting re the payment of the 2020 Parish Share in full and queried what percentage of their Parish Share Dedham had paid. ACW checked and reported that Ardleigh had paid £10890, and Dedham had paid £52574</p> | |

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| <p>5</p> | <p>Accounts FP said that for PCC members Pages 1 and 3 were important and asked for comments etc page by page</p> <p>Page 1 General Fund</p> <p>MW commented how pleasing it is to see, recently, voluntary giving has risen by so much. FP replied saying he feels church members have realised that, despite lockdowns, the church still requires funding for the running of it, and everyday expenses</p> <p>ACW queried the meaning of Parish Giving - and requested that FP put an asterisk by it and adds a definition. FP agreed</p> <p>Page 2 FP explained that Page 2 is a more detailed version of Page 1</p> <p>MW queried the wonderful sum raised by the Drive in Carols. FP stated that that's not the whole picture as the expenses are recorded elsewhere - eg the £967 paid to Pop-corn Movies. ACW confirmed that, actually, all monies raised after expenses, were donated to the three charities - so the money has just passed through the Ardleigh PCC Accounts. FP agreed to provide detailed analysis of the Drive In Carols income/expenditure.</p> <p style="text-align: right;">Contd</p> | <p style="text-align: center; color: red;">FP</p> |
| | <p>Page 2a FP explained that most expenses were incurred in the first 9 months of the year.</p> <p>Page 3 FP explained that the top half of the table shows PCC Assets and the bottom half of the table shows the movements of cash for the 3 main projects - heating / asbestos/ professional services. FP confirmed the nett movement was £1500 from Fabric Fund</p> <p>Page 4 FP explained this page is a different way of recording what we have seen in the previous pages. Following discussion FP recommended that the new Finance Team make two alterations:</p> <p style="color: red;">ACTIONS:</p> <p style="color: red;">1. A letter needs to be written to the Diocese of Chelmsford requesting that the Canon Perry fund of £36-04 be transferred to the Fabric Fund 2. A letter needs to be written to the Diocese of Chelmsford requesting that the Curatage fund of £5769-90 be transferred to the Fabric Fund</p> <p>ACW and FP then proposed the following;</p> <p style="margin-left: 40px;"><u>PROPOSAL</u> 1. This PCC agrees these draft accounts and we then accept the final accounts via email when they are completed Proposer: Richard Culley Seconder: Martin West Vote: Unanimous</p> | <p style="text-align: center; color: red;">Finance Team</p> |

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| <p>6</p> | <p>Treasurership</p> <p>Discussion then took place about how the Treasurer's role will be covered in the current absence of a volunteer stepping forward.</p> <p>MW queried how many people the PCC would be expecting to pay. ACW confirmed that Susan Carne, as Bookkeeper, would not be paid. Sara Marshall, who is a fully trained Accountant, is prepared to take on the role of Financial Administrator for a fee of £18 per hour up to £1000 in the full year. Sara is already known to the Benefice as she works, on behalf of Dedham PCC, for 20 hours per month at the Parishes Office. ACW assured members Sara would charge purely for the hours worked.</p> <p>MW proposed a Finance Subcommittee of the PCC taking the role of Treasurer and thus sharing the load amongst the subcommittee members. He also proposed paying someone, for example Sara.</p> <p>Discussion then ensued between ACW and FP about where invoices should be sent and they both agreed all invoices should be sent to The Parishes Office.</p> <p>ACW informed the meeting that all the PCC paperwork, formerly in the Filing Cabinet in the Vestry, has been moved by him to the Vicarage for storage. ACW requested FP give him all Finance Paperwork he has for storage in the Vicarage too. FP agreed.</p> <p>ACW informed the meeting that he has taken all Fabric paperwork from the filing cabinet in the Vestry and put it in the cupboard by the outer door.</p> <p>It was felt, between ACW and FP, that the first priority is to get the handover done with a meeting taking place between FP, Susan Carne and Sara Marshall. ACW suggested that ACW, MW and SB should be present too at the handover meeting.</p> <p>FP proposed once the handover has taken place a meeting for final transfer can occur [via Zoom] a week later. FP agreed to liaise with ACW re timings.</p> <p>ACW recommended that MW and RC meet monthly to get the cheque signing completed.</p> <p>ACW then suggested we make proposals:-</p> <p style="text-align: right;">Contd</p> | <p>FP</p> <p>FP/ ACW</p> <p>MW/ RC</p> |
| | <p><u>PROPOSAL</u></p> <p>1. This PCC resolves to appoint Sara Marshall as our Financial Administrator; being paid £18 per hour, up to a maximum of £1000 in one year, with effect from 1st March 2021. Proposer: Martin West Seconder: Christine Mingay Vote: Unanimous</p> | |
| <p>7</p> | <p>Resolutions</p> <p><u>PROPOSAL</u></p> <p>1. This PCC resolves to appoint Martin West and Richard Culley as cheque signatories on our account Proposer: Amanda Watts Seconder: Christine Mingay Vote: Unanimous</p> <p><u>PROPOSAL</u></p> <p>2. This PCC resolves to appoint Richard Culley as authorised as Official and Martin West authorised as Responsible Official, on our account, with HMRC Proposer: Antony Wilson Seconder: Sue Browne Vote: Unanimous</p> | |

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| 8 | <p>Heating Project</p> <p>FP reported that the overall cost of the Asbestos and Heating Projects is £124325-46 with bills still to be paid in relation to additional work by both Lodges and Henery/</p> <p>FP explained his presentation structure of Invoices 1-4 Overall, he confirmed, the PCC have paid Henery to date the sum of £51840 - 68, in two separate cheques, although the project was priced at £64953-88 We also owe Henery for the Plate Heat exchanger.</p> <p>ACW informed the meeting that the boiler is still not working, despite Matt from Henery working on it last Friday. He is contacting Matt and will set up a meeting with Colin Perlmann from MML Group to discuss the way forward.</p> | |
| 9 | <p>Any other Business</p> <p>FP referred the meeting to the final column of his Budget table to show that he has included £1000 for a financial administrator</p> <p>FP referred the meeting to the bottom of Page 2 where he has arranged a standing order to cover the cost of the Parish Share for this year, and advised all members we must be vigilant in monitoring this, to ensure there is money in the General Fund to cover the payments.</p> <p>FP informed the meeting that he has not added income from funerals or weddings into the forecast. ACW stated that he could not be sure of weddings at the current time but he was sure there would be funerals taking place in our church.</p> <p>FP informed the meeting there is still VAT recovery due - £14000 should be with us within the next 2 weeks.</p> | |
| | <p>Thanks to Francis and Barbara Perera</p> <p>ACW thanked Francis, and his wife Barbara, for all their work over the last 15years for the PCC noting the due diligence. He offered our gratitude and a round of applause was given. FP thanked the meeting.</p> <p>ACW informed FP that he and Barbara will be invited to a service once we are back in church so we can thank them appropriately.</p> | |
| 14 | <p>Prayer</p> <p>The meeting ended just after 2030hrs with all together saying The Grace.</p> | |
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| | Reminder - next Joint PCCs meeting is scheduled for 8th March at 7:30pm via Zoom | |