

PARISH FINANCE COMMITTEE MEETING MONDAY 2nd September 2019

13.30 PM IN ST COLUMBKILLE'S PRESBYTERY

MINUTES

Present:

Rev Fr Patrick A Hennessy
Rev Fr Bernard Mournian
Rev Deacon William McMillan
Margaret McGrath (Chair)
Maureen McNamara
Monica Toner
Patricia Kennedy

Apologies:

Paul McNeill

Item 1 – Opening Prayer

Father Hennessy opened the meeting with a prayer.

Item 2 – Minutes and Action Points from the last Meeting

Margaret explained that the minutes of the last meeting had been agreed and had been published on the website. As had been agreed at our last meeting, today's meeting would be concerned with the formal Review of the Parish Finance Committee. A list of Action Points from previous meetings had been produced and the Committee agreed that these all be carried forward to our next ordinary meeting. **ACTION POINT: M McGrath to carry forward all action points to next meeting.**

Item 3 – Formal Review of Parish Finance Committee

3.1 Margaret explained that the Review would be based around the Review Matrix which was circulated prior to the meeting. This outlines the requirements of a PFC as per the Diocesan Guidance; an outline of current performance and any Recommendation made at today's meeting. A copy of the completed Review Matrix is included as an **Appendix** to this minute.

Composition of the Parish Finance Committee

3.2 As set out in the Appendix, the Committee considered each aspect of the Composition of the Committee in turn. No Issues were identified in relation to the appointment process or membership by the Parish Clergy. In relation to the Lay members we discussed that originally it had been decided that we did not require a full time solicitor to become a member. Today, we agreed that we had not required any legal advice to date, however, it might be helpful to identify a parishioner who is a member of the legal profession, who would be willing to attend the PFC on an ad hoc/as and when required basis. **ACTION POINT: Fr Hennessy to approach appropriate parishioners.**

The Committee also considered the size of the Committee and whether it would be helpful to invite more Lay Members. It was felt, however, that the Committee membership is currently the optimum size in terms of arranging meetings and making decisions. No changes recommended. We then

discussed the tenure of current members. This should be for 3 years and all had now reached that point. Fr Hennessy advised that he would prefer members to continue in post at this time. Maureen McNamara advised that she had other commitments and would prefer to now let her membership come to an end. Fr Hennessy accepted this and agreed to appoint a new Lay Member. *The Committee offered it's thanks to Maureen McNamara for her work and support over the last three years.* **ACTION POINT : Fr Hennessy to appoint a new Lay Member.**

3.3 The Committee also agreed that no issues had arisen in terms of the appointment process for the Chairperson. A discussion then took place on whether the Chairperson should be changed or the role of Chair should rotate. The Committee decided unanimously that no changes were required.

Performance in Role and Functions of the Committee

3.4 Work on the Terms & Conditions of Lay Employees had all been satisfactory and no issues were identified. Health and Safety issues are well covered at all PFC meetings as it is a standing agenda item. Our performance in undertaking due diligence in managing all parish assets was then fully discussed. We agreed that all Diocesan guidance is followed as set out in Diocesan policy documents; the Ongoing Works Table and the Maintenance Matrix are working well and continue to be used,. One issue of concern is that we do not hold a Parish Asset Register – for both church/vestry assets and office based assets (e.g. pc's and printers etc). We agreed that it would be advisable to begin work on producing such a register, and Deacon McMillan volunteered to take this forward. He will seek the assistance of a parishioner to photograph some of the assets where required. **ACTION POINT: Deacon Millan to lead on the production of a Parish Asset Register.**

3.5 The Committee then considered performance in respect of setting a budget and monitoring income and expenditure against it, and ensuring full and proper books of accounts are kept. It was agreed that the Committee is fully involved in the budget setting process and has full oversight of the income and expenditure through accounts system print outs discussed at each meeting in terms of amount budgeted and income/spend actuals to date. Accounts were audited in 2018 and no issues were raised by the Auditors.

3.6 Organisation of meetings, including papers and minutes were discussed and the Committee is satisfied with work on this and that details are published on the Parish Website as soon as possible.

Item 4 –Christmas Collection

4.1 Margaret advised that no comments had been received from parishioners, either in the box provided or via the website, on the issue of restarting the Christmas Collection. The Committee agreed that it should therefore go ahead this year, followed by an Easter Collection. Monies collected will be Parish Ordinary Income. M McGrath and P Kennedy to ensure all who are members of the gift aid scheme can gift aid this payment. **ACTION POINT: M McGrath to arrange Christmas collection and to liaise with P Kennedy re gift aid procedure for this.**

Item 5 – Date next meeting

It was agreed that our next meeting will take place on Monday 2 December at 1.30 in the Chapel House.

Item 6 – Closing Prayer

Father Hennessy closed the meeting with a prayer.

Post meeting note : The minutes of this meeting were circulated and moved for approval by Maureen McNamara and seconded by Monica Toner.

September 2019