



Parish of St Thomas of Hereford and St Bede



Parish Finance Committee

Notes of a Meeting of the Parish Finance Committee
held in 3 Orchard View, Weobley, on Monday 13th January 2025

Attending:

Fr Simon, Joanna Helme (Chair), Pat Roberts, Patricia Stuart, Charles De Rohan

1. Apologies:

Peter Hereford (Sec)

Keith White

2. The Minutes of the Meeting of 23rd September 2024 approved and signed by the Chair.

3. Matters Arising:

- Legacy from Robin Williams: Joanna reported the parish received a £100,000.00 legacy from Robin Williams. According to Edmond, it is envisaged more funding from Robin's legacy will be given to the parish, the sum is unknown until legal work is finalised.
- Special Collections: Joanna confirmed the £100.00 Special Collection for the "Life Charity" was split 50/50 between "Right to Life" and "Life".
- Parish Ordering: Julie Gander offered to take on the roll of ordering. Joanna will meet with Julie on January 21st to discuss the role and process.
- Parish Book-Keeper: A meeting about the role of a parish bookkeeper took place. A copy of the minutes to be sent to the finance committee.
- New Sunday Missals Advent 2024:
 - 29 payments received.
 - 3 waiting payment
 - 6 unsold
 - 1 unaccounted

Six unsold missals to go to Belmont Abbey for sale. **ACTION** - Joanna

St Bede's Sunday Mass 10:30 am. Andy will open and set-up the church in readiness for Mass. **ACTION** - Andy

4. Repairs and Renewals:

The Repairs and Renewals report reviewed and accepted. A spreadsheet is available for review. The salient points discussed are as follows:

- Andy refurbished and moved the notice board for St Thomas. We now have a waterproof board which can hold A4 notices. Thanks go to Andy for an excellent job at minimum cost for the parish.
- Father Simon to follow up with his contact about changes to the main notice board at the front of the church.

- Interior redecoration at Weobley is currently on track, SC Joseph began work on Tuesday 14th
 - Carpets fitter due 28th January
 - Kneelers ready by 29th January
 - Deposit for curtains paid to Coach House Interiors. Date for hanging curtains to be finalised.
- Joanna mentioned under the “Listed Places for Worship Grant Scheme” the VAT on refurbishment costs could be claimed.
- Floor at Kington: As agreed during the last PAC meeting, a survey of the deteriorating parquet floor and uneven surface would be scheduled. A Survey was completed in November 2024 by R V Williams, the survey report has gone to the Arch Diocese.
- The R V Williams survey report to be discussed at the next PAC meeting, January 27th.
- Window cleaning of St Thomas will be every 8 weeks. **Action:** Joanna to find out from Gleam Clean if they dry off the windows.

5. Current Financial Position:

Joanna distributed up to date spreadsheets showing the accounts up to November 2024.

Please refer to spreadsheet for detailed information on income and expenditure.

It was highlighted, due to inflation, expenses such as the cost of light, heat, water, council tax are going up. Although we have the benefit of generous donations, general income is not increasing at the same pace. The current legacy from Robin Williams has cushioned the impact of inflation. Charles agreed to review the spreadsheets to show if we can check trends (Income over Expenditure) and therefore budget accordingly.

The Parish receives investment income from Belmont Abbey CIO’s General Fund; however, it is not clear how funds are invested.

A one-off payment, such as the Retreat to Llangasty is recorded under Sundries

Pat Roberts shall continue managing the Gift Aid process. Pat mentioned no other parish contacts donors requesting they confirm their annual gift aid donations. This is an administration overhead only carried out by St Thomas and St Bede.

It is likely, when a new bookkeeper starts, financial admin processes will change, for example online banking will reduce the number of cheques used, however this said, the right people will /approve payments.

6. Any Other Business

The TABLET: **ACTION:** Joanna to ask Keith to drop the subscription of the TABLET to one.

St Bede: **ACTION:** Joanna to arrange new table for St Bede’s (Andy has the measurements).

Water Meter Readings: **ACTION:** Andy shall continue to check meter readings in each church.

Payment for new printer currently withheld, waiting for engineer to comeback to explain double sided printing. **ACTION:** Joanna to download Instruction manual from website.

Edmund will be retiring in April 2025

Dedication to Margaret Neill. Lectionary to be engraved. **ACTION:** Pat Robert’s to follow up.

Keith White is retiring in April 2025. His contributed to the finance committee and the parish is to be recognised.

7.Date of Next Meeting:

The next meeting 11:00am 28th April 2025 in the Presbytery after Mass.

Patricia Stuart on behalf of Peter Hereford (Sec)

Joanna Helme
Chair
January 2025