

Hurunui Parish Finance Committee Minutes

Wednesday 29th August 2018

Present: Fr Mathew, Emmett, Paul, Geoff & Liz

Apologies: Carl

Meeting Opened: 5.05pm

Minutes were confirmed from previous meeting as a true and accurate reading.

Presentation

We started the meeting with a presentation from Marie-Louise Van Spyk from AskRight about fundraising in the Diocese. Her recommendation would be that Bequests would be the best area of fundraising for the Hurunui. She gave us an overview of the process for implementing it for our Parish and how she would support us. The committee decided that further discussion as a committee would be required before a decision could be made, and Marie-Louise was doing the same presentation with the Parish Council and we would like to hear their feedback first.

Matters Arising

Geoff Harnett being brought on as a finance committee member – all in agreeance and we welcomed him onto the committee.

Board Chair – Paul advised that he was not always available for all the Board Chair commitments as when first approached was not working as many hours, unfortunately hours have increased and was concerned that he wouldn't be able to make all meetings. Paul had spoken to Bruce Mills, who has experience in being a board chair and would be happy to take on this position. Fr Mathew is to contact Bruce and ask formally if he is happy to come on board as Chair. Paul confirmed he is would stay on as a committee member and help with the accounting/financial side, especially supporting Liz in this area.

Financial Reporting/Cash Flow

Liz advised that she has been in touch with Jennifer Ross, Management Accountant of Christchurch Diocese regarding doing all our reports through Xero, this will help in simplifying our reporting system and making our reports more transparent. Everyone was in agreeance. Liz confirmed she will be meeting Jennifer before the next meeting, with the goal of having this implemented.

Income from Planned Giving – weekly collections are down, partly due to less Masses. It was discussed that we need to continue putting it in the weekly newsletter. There has already been a positive response from it being in last weeks newsletter.

Hanmer Back Flat – Income for the back flat has been low since commencement, Liz advised we have had trouble with the pricing through Bookabach not being correct, a lot higher than was instructed with Cathy from Hanmer Village Accommodation. Committee agreed that our main concern is stabilised price and occupancy. Committee has decided that we need to look at another Company managing both Bookabach listings, Liz confirmed she will contact Bach Care & Hanmer Holiday Homes for a quote to take over as

Property Manager. Also had an email from Liz & Damien Youngman outlining concerns with the front & back flat, cleanliness, broken electrical equipment, water pooling in carport, firewood dropped and left in carport etc. Most of these will be addressed with Liz confirming she will liaise with Mary Greenfield regarding an electrician being organised and the removal of the firewood and stacked in correct shed, and Garth James fixing the water problem in the carport.

Office Wages/reduced hours – Sarah & Liz's hours over the past couple of months had increased, this was due to implementing H & S for each Church in the Parish and setting up our new Website. Due to being over budget and less income coming in, their hours have been reduced to one day per week (Friday) approximately 6-7 hours. Liz confirmed that this has made it more productive than doing two half days 8-10 hours.

Expenses- Fr Mathew advised the importance of following the Norms regarding expense approval.

Parish Operations

Emmett confirmed that Cheviot Farm has had a good winter and on track with budget.

Committee discussed the rates credit \$5072.10 for the Hawarden Farm for the services charged incorrectly. Committee would like to know for what period and has it gone back far enough, Liz to email Maureen Bamford for information from HDC.

General

Geoff had been contacted from HDC regarding the driveway to Brackenfield Cemetery. A neighbour has been looking after the upkeep/maintenance at there own time & cost. Geoff has advised that he will contact the person who has been doing this for us and advise outcome.

Amberley Church – Geoff advised that heating, lights and re-wiring has been completed.

Amberley Sacristy- Geoff confirmed that since he had last spoken to the builder nothing has progressed. Geoff will push on and get plan/quote for the refurbishment. Geoff to table plan and quote at next meeting.

Meeting Closed: 6.45pm

Next Meeting: Wednesday 24th October 2018