

St Mary's and St James' Standing Committee

Date: 6 November 2023 – By zoom

Present at the Meeting:

Fr Robert	Chair
Fr Ross	
Tom Rainbow	Warden
Laurel Hunte	Treasurer
Di Ashby	PCC Secretary
Apologies	Florence Bruce-Annan

The minutes of the previous meeting on 4th September were approved and signed off.

Financials

Due to the low level of funds currently available in our bank account, it was AGREED that we need to pause our common fund payments with immediate effect.

Laurel advised that to enable her to make a proper analysis of our finances, the figures need to be keyed into QuickBooks. She suggested that we ask Beryl to return for 1 or 2 days a week to allocate the transactions in the system. It is important that keying in the figures is done properly and needs someone with a basic understanding of book-keeping which Wilson currently does not have. It was suggested that Wilson should take a basic book-keeping course as part of his professional advancement as this will be part of his role going forward.

When our accounts are up to date, we need to assess our expenditure and see where we can cut back on spending. It was also noted that this year's budget included fundraising which hasn't yet happened.

Fundraising

No fundraising has been done so far as Wilson has been working on property maintenance issues, particularly the work required following the HMO inspection and negotiations around the leases of the Montessori nurseries at both St Mary's and St James'. He has said that he should be in a position to look at fundraising by January. It was suggested that fundraising should start as soon as possible rather than wait for the HMO and lease issues to finish. Andrea Dumbrell, a member of St James'

congregation, has experience in fundraising and may be able to give Wilson some guidance.

Common Fund

Due to our urgent need for funds, it was AGREED that we would advise the Archdeacon that we need to stop our common fund payments for 3 months, at which time we would re-assess the situation. Fr Robert will explain that a considerable amount of work has had to be done to the flats at 42 Birchington Road in order for us to obtain our HMO licence.

In the medium term we are hopeful that we will be able to build up our accounts. We will get an increase in our rents at both halls if the Montessori nurseries agree to renew their lease and we can also expect some income from the rental of St James' hall.

Financial Updates

It was agreed that the weekly email giving basic details of our account situation should be sent to the wider PCC (it is currently only sent to the Standing Committee). On a monthly basis Laurel will send the PCC a more detailed income and expenditure summary.

HMO for St James' House

We have recently discovered that we need an HMO licence for 2 of the flats in St James' House. This will probably incur additional costs to bring them up to standard, but it will take some time before the inspection takes place. We've been advised that once you start the process you are covered but ideally, we would like to get the licences sorted as quickly as possible. Wilson has been asked to start the application with immediate effect.

Flat 2 has a single occupant and does not need an HMO. However, it was agreed that we should ask the tenant if there is anything that needs to be done.

Survey of St James' House and 42 Birchington Road

Aside from the HMO requirement the PCC agreed at a previous meeting that it would be useful to have a survey undertaken by our architect on all properties along the lines of a Quinquennial Inspection. The cost of the inspection and report is quoted at £1,150 for each property plus VAT and expenses, however, it was not clear if this cost is per flat or the whole building. It is important to do this work, but we will hold back

until the costs are clarified. Once the costs are clear the issue will be brought back to the Standing Committee.

AOB

Tom has not been able to find any information about the **lectern at St James'**.

School Governor (PCC Representative)

The husband of a member of St James' congregation has expressed interest in taking on the role. He will meet with the Head of St Mary's school and if both parties wish to proceed the PCC will be asked to approve his appointment as the PCC representative.

Actions from this meeting

	Action	By
1.	Speak to Beryl re working 1 or 2 days a week	Fr Robert
2.	Discuss with Wilson taking a basic accounting course	Fr Robert
3.	Advise the Archdeacon of our decision re non payment of our common fund for 3 mths	Fr Robert
4.	PCC to review our common fund payment at the February meeting	Di to add to agenda

Signed
Chair