

Finance and Governance working group meeting

Thursday 12 April 2018, 7.30 pm, The Vicarage

Attended by: Revd Simon Stevenette (vicar), Brian Harris (chair), Andrew Yeoward (treasurer from APCM) Keith Tredget (treasurer), Daniel Pitt (notes)

Apologies None

1. **Prayer** At Brian's request, Simon opened the meeting with [prayer.

2. **Notes of the last meeting**

- We reviewed the notes 12 February 2018 meeting (Ref. 1, as sent out with the documents for the 26 March PCC). Notes, as Ref. 1, were accepted.
- Action completed - Daniel had spoken with the tenant in 31 Cricklade St. and had confirmed that there would be no reduction in rent if the tenant sold her car.
- Matters arising - Andrew Yeoward and Stephen Grosvenor are working on grant applications for the organ and for the roof. This is ongoing.

3. **Roll-out of the Parish Giving Scheme (PGS) - detailed planning**

3.1 Date for roll-out

Agreed Sunday 27 May for the roll-out to the congregation of the PGS – presentation and the roll-out of the PGS information packs.

3.2 Presentation

Brian Harris undertook to give a presentation to the main Sunday services on 27 May, i.e.

08.00 Christ Church

09.00 St Mary's

10.00 Christ Church

18.30 Christ Church

Brian's presentation would last about 5 minutes and would be integrated with the sermon. The central message is to encourage givers to adopt the Parish Giving Scheme, i.e. to give by Direct Debit, rather than Standing order.

At Christ Church, the presentation would include a PPT presentation using the main screen and projector. At St Mary's the PPT would be issued as print-outs.

At the 10.00 am service at Christ Church, the presentation might be given after Holy Communion and before the final blessing. This to be confirmed nearer the date.

3.3 Covering letter

Brian undertook to draft a covering letter to be signed by Simon. The letter would clarify the advantages of the PGS, and why we seek to adopt it. The letter would include an invitation to join the scheme, with a suggested return date of 13 June. Reminders would be given in the news-sheets of 3 June and 10 June.

3.4 PGS information packs

The launch of the PGS would include the distribution of the PGS information packs. Each pack would include:

- (i) PGS information sheets and application form (Keith has already obtained these.)
- (ii) Covering letter
- (iii) Stamped and addressed (labelled?) envelope for sending application form to PGS

Items (i) – (iii) will need to be put in envelopes and addressed. The list of those to receive the packs would include all current planned givers by Standing Order or the envelope scheme (info c/o Stephen Grosvenor).

Andrew and Daniel arranged to meet on Tuesday 22 May, 2 pm (in Church) to collate the information packs.

3.6 Follow-up

The PGS will need to be promoted on an ongoing basis, for example, at the time of the autumn stewardship campaign.

4. **2018 Stewardship focus - initial thinking**

It was agreed that the 2018 stewardship campaign should focus on the outcome(s) of the strategic review, i.e. including the vision and mission statements, and the outcome of the worship review (with possible recommendation for a young families worker).

Dates:

Sunday 9 September

Outline the vision and mission (This date would be included only if it is decided to adopt a full 3-week programme.)

Sunday 16 September

Launch the stewardship campaign - what do we want to do and how do we resource it?

Sunday 23 September

How do we become disciples and how do we respond?

5. **APCM – Sunday 29 April**

The APCM will be held in Christ Church. Daniel to arrange teas and coffees in church.

Financial Report – to be given by Keith.

Simon has arranged for Phil Mansfield to give an update on the Strategic Review.

6. **Membership of F&G working group**

Keith is able to attend on an ad-hoc basis after the APCM. For example, the budget setting meeting.

Brian agreed to continue as chair of the F&G for a further year, recognizing his and Karen's anticipated plans from 2019. As chair, Brian would prefer to continue to serve as a trustee on PCC.

Daniel agreed to continue on F&G.

Two people were identified as possible members of F&G. Daniel undertook to approach.

7. **Card reader**

The Parish Resourcing team had contacted Keith with details of organisations offering card payment systems at specially negotiated rates for churches (Ref. 2). We all undertook to look at the information and evaluate. Payments by card are increasingly used. Cheque books and cash are being used less often. To include Stephen Grosvenor in discussion.

8. **Future meetings:**

Tuesday 22 May	2 pm, in church. Collation of the PGS information packs (Andrew and Daniel)
Monday 30 July	7.30 pm Vicarage – Review financial strategy in the light of the Strategic review
Monday 20 August	7.30 pm, Vicarage – Plan the Stewardship campaign. (9, 16 and 23 Sept)
Thursday 4 October	7.30 pm, Vicarage. Budget, incl. proposing the level of Parish Share for 2019. (PCC budget meeting – 29 October)

Dates subject to confirmation, recognizing that commitments may come up.)

9. **Brian closed the meeting with The Grace.**

References

1. Notes of 12 February 2018 F&G meeting (Issue 1, 16 March 2018, including clarifications from Brian Harris and Keith Tredget, as circulated ahead of 26 March PCC)
2. Email, Parish Resources Team to Keith Tredget, 11 April 2018. Contactless card readers - national trial results. Email forwarded by Keith to F&G members, 11 April 2018