

## Minutes for Meeting of St David's Committee, 25<sup>th</sup> February 2016

7.30 Christopher opened the meeting with prayer

**Apologies** : Tom, Mary Kirkland, Bill Pattinson, Hilary Todd, Nigel Walsh, Emma White

**Present:** Dave Allin, Barbara Allin, Roger Beer, Christopher Durrant, Chris Gill, Stephanie Hills, Richard Johnson, Keith Postlethwaite, Avril Pattinson (Minutes)

### **Minutes of meeting held on 16<sup>th</sup> December 2015**

#### **Matters arising:**

Following discussion re: Health and Safety Officer, Dave confirmed he would be drawing up a Job Description, prior to approaching the congregation for volunteers.

Roger proposed approval

Dave seconded

Unanimous approval.

ACTION Dave

### **Finance Report**

Barbara Allin

1. St David's 2015 Accounts: Notes

Details : please see attached

1. Income and Expenditure for the year ended 31<sup>st</sup> December 2015

Details : please see attached

3. St David's Church P and L and balance sheet 2015

Details : please see attached

Discussion followed re when best timing to ask for more financial support from the congregation. In particular to establish an annual stewardship campaign this year, possibly when the major repair work has been completed in August 2016. To be reviewed when we are close to project completion.

Geoff and Barbara have agreed St D's should have an Annual Celebration of Planned Giving, thanking all who have given support during the year. This was unanimously thought to be a good idea, Thanks to Barbara for her detailed report.

ACTION Geoff/Barbara

### **TRANSFORMATION PROJECT**

Dave Allin

The project has finally started and should be in full swing by mid March. The initial works are to stabilise the stonework to allow removal of the scaffolding and floor to allow the piling to commence. The external site preparation has been delayed awaiting approval from highways for the kerb drop. A conservationist has examined the angels and concluded that they could be regilded with gold leaf. This would create a very striking effect if they were then properly lit. We will return to this item when we are clearer on project costs.

An offer of £225.00 has been accepted for Wrefords Close.

CYCLE RACKS. When paths are re-designed, Dave to raise with Architect how and where these lockable racks can be placed.

NORTH PORCH GATE : It is possible we may have funding to instal a gate in the North Porch. An application to be made to our local councillor, and discussion with the Architect re design of the gate.

ACTION Dave

Thanks to Dave and Keith for all their hard work.

WI-FI connection is under consideration. The discussion to be followed up possibly in May/June.

WEBSITE - this is now back in action and we are now authorised to develop a new website.

ACTION Sue Holden

### **WORSHIP**

**Lent** – New service books are welcomed. An increase in these service books needed, as regularly there are not enough to give to all the congregation. ACTION Avril

**Family Service** – It was agreed that the last Family Service gave much more opportunity for children to participate and the hymns were cheerful. A tendency still continues for these services to exceed 50 mins and to remain rather formal. It was agreed that this service should be included on the agenda for the next staff meeting.

ACTION Avril

### **Safeguarding**

Mary is continuing to check on the DBS status for leaders of the various church groups. I am looking at the writing of information sheets on safeguarding. It is rather slow progress at present.”

**Launch Party** – All preparation seems to be going well. It is anticipated 100+ might attend.

Christopher closed meeting with prayer.

### **Date of next meeting (tba)**

Documents attached :

1. St David's 2015 Accounts: Notes
2. Income and Expenditure for the year ended 31<sup>st</sup> December 2015
3. St David's Church P and L and balance sheet 2015
4. Transformation and repair – financial position

## ST DAVID'S 2015 ACCOUNTS – NOTES

Whilst the overall financial state looks healthy it should be noted that:

On the income side

- regular giving, gift aid recovered & collections were £67,570 in 2015 and £73,604 in 2014. A reduction of about £6,000
- fundraising and lettings were down by about £500
- there was a generous donation of £25,000 for church fabric
- there was a £21,000 grant from H.L.F.

on the expenditure side

- utilities have seen a significant cost increase of £1,000
- the transformation project accounts for the increased expenditure overall.
- The diocesan share was £59,000.

the implication seems to be that at the current giving levels we will be unable to pay our parish share and running costs. This will start eating into our reserves.

Of course 2016 will be an atypical one with the transformation taking place so perhaps we have to wait and put extra effort into raising planned giving when the repair is complete.

Investments are obviously not increasing in value as much as we would wish but we have £25,000 in two restricted funds, the organ and pastoral funds. £42,000 in unrestricted funds.

44 Wrefords close is to be sold and the cash generated is to go towards the transformation.

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2015

INCOME	2015		2014	
	£	£	£	£
GIFT AIDED DONATIONS	47,063		46,898	
TAX RECOVERABLE	12,664		16,615	
OTHER PLANNED GIVING	2,797		3,969	
COLLECTIONS	5,042		6,122	
DONATIONS	3,298		4,232	
HLF DEVELOPMENT GRANT	20,600		25,750	
COFFEE	566		645	
LEGACIES				
OTHER FUNDRAISING	3,226		3,486	
BOOKS/LETTING/MAGAZINES	3,319		3,672	
DIVIDENDS/INTEREST			1,588	
FEES RETAINED	2,181		5,473	
OTHER INCOME	3,972		2,415	
COLLECTIONS FOR SPECIFIC CAUSES	2,027		1,248	
CHOIR/MUSIC	260		120	
OUTREACH	689		3,000	
REPAIRS AND TRANSFORMATION	4,010		6,210	
DONATIONS TO FABRIC FUND	25,732			
DONATIONS TO ORGAN FUND	923			
DONATIONS TO BELLRINGERS			643	
DONATIONS TO OTHER PROJECTS	500		1,565	
	138,866		133,651	
EXPENDITURE				
MISSIONS/GRANTS/DONATIONS		1812		1,343
YOUTH GROUP		120		120
PASTORAL FUND				1,140
PROJECTS				108
OUTREACH		1,395		1,342
DIOCESEAN SHARE		59,000		58,699
DIOCESEAN FEES		970		
CLERGY EXPENSES		510		3,865
CHURCH UPKEEP		1,585		1,876
HEATING AND LIGHTING		10,227		8,973
WATER		495		507
INSURANCE		4,998		5,342
REPAIRS AND CLEANING		4,224		5,308
SALARIES AND SUPPORT COSTS		1,929		1,170
ALTAR SUPPLIES/ SERVICE SHEETS		1,414		1,325
MUSIC AND CHOIR EXPENSES		202		868
SUNDRIES		15		
FUNDRAISING COSTS		845		525
GOVERNANCE COSTS				720
TRANSFORMATION PROJECT		41,732		
		131,475		93,231

ST DAVID'S CHURCH P AND L AND BALANCE SHEET 2015

INCOME FROM CASH BOOK	£138,917.00
EXPENDITURE FROM CASH BOOK	£131,475.00
EXCESS REVENUE	£7,442.00
INCOME FROM WREFORDS CLOSE	£7,923.00
TOTAL EXCESS NOT FROM INVESTMENTS	£15,365.00
BALANCE SHEET	
CURRENT ACCOUNT BALANCE	
AT 31/12 /2015	£92,714.00
AT 31/12/2014	£100,212.00
INCREASE	£7,498.00
	(excess in bank £56)
WREFORDS CLOSE BANK BALANCE	
AT 31/12 /2015	£16,432.00
AT 31/12/2014	£8,509.00
INCREASE	£7,923.00
TOTAL CASH INCREASE	£15,421.00
ST DAVID'S ASSETS AT 31/12/15	
WREFORDS CLOSE	£220,000.00
2/3 ST DAVIDS INSTITUTE	£28,281.33
CURATES HOUSE FUND	£14,200.15
ORGAN FUND RESTRICTED	£18,006.00
PASTORAL FUND RESTRICTED	£7,185.00
CASH IN BANK (WREFORDS)	£16,432.00
CASH IN BANK ST DAVIDS ACCOUNT	£100,212.00
TOTAL ASSET VALUE 31/12/15	£404,316.48
ASSET VALUE AT 31/12/14	£356,396.00

## Transformation and repair – financial position

As we commence the repair part of the transformation and repair project it seems appropriate to produce an overview of exactly where we are with respect to income and expected expenditures.

### Background

To arrive at the point where we have been able to commission the repair works has taken over 4 years and involved expenditure of over £80,000 excl. VAT. The works in this period have been in two main parts. Initially expenditure directly by the church to secure the damaged arches and verify the cause of the problem after the major movements of 2011 and into 2012 costing around £20,000. Following the rejection by English Heritage of our grant request for underpinning as period of reflection was followed by the successful HLF development grant application in late 2014. The whole of 2015 was occupied with preparing and conducting the tender for the main works, securing the required approvals and seeking adequate partnership funding. This exercise cost around £60,000 excl. VAT.

### Income

The income position as of 1<sup>st</sup> February 2016 is as follows

<b>Who</b>	<b>How much</b>
HLF delivery grant	£198,000
Project fund raising	£5,000
Pennon including 10% to be refunded	£75,000
Garfield Weston	£10,000
Bernard Sunley	£10,000
All Churches Trust	£9,000
Diocese fund	£3,000
Sale of 44 Wrefords Close	£220,000
<b>Total</b>	<b>£530,000</b>

The last line of income is an estimate and we will confirm when the property is actually sold. In addition to the above we had on January 1<sup>st</sup> 2016 £100,000 in the operational account and £16,400 in the Wrefords Close account of which monies £43,300 is in for designated funds (£25,000 for fabric/maintenance, £2,000 for the south porch gates, £14,800 for the transformation and the remainder made up of smaller amounts for the Bells, Organ, Choir etc.) . However, we have a clear need for a sensible level of working capital and the amount in the bank ignores liabilities such as a return to HLF of the underspend in the discovery phase grant. Thus we should not assume that more than £30,000 is available for the project, giving a present total of £560,000

We are presently in the process of seeking other grants :-

- National Churches Trust with hope of £30,000 or more
- Worshipful Company of Glaziers, maybe £3,000
- Exeter Historic Buildings Trust, maybe £3,000
- Others yet to be identified and approached

## Expenditure

The expenses, excluding VAT which is refundable, are shown in the table below. However a number of words of warning concerning this :-

- we hope not to spend the contingency but no doubt some will be needed and could be more not less.
- The estimates are just that and each one needs different health warnings
  - pews and rooms presently based the work being performed by John Wakely.
  - Heating might be lower if we reuse high level radiators and get them down ourselves. Refurbishing costs £235 versus new at £850 before discount. For a contractor to remove old ones will need scaffolding. I think we can do it slowly with tower and some extra material. Removing old pipework in tunnels is slow but not technically difficult.
  - Path cost is a guess. To be refined soon. Let us hope an over estimate
  - Lighting we can trim
  - Seating is at the mercy of what the DAC will allow and they have expensive tastes.
  - Staging is a real challenge for us to design something flexible, effective, affordable and that we can store!
- The sequence is not quite serial and we may do parts, especially the pews and chairs, or overlap such as paths with lights.

What	Total excl. VAT	Of which contingency	Status	Running total
Main contract	£440,000	£29,000	About to sign	£440,000
Fees for above	£17,000	£0		£457,000
Pennon payment	£7,666	£0	10% of offer	£464,666
Stained glass	£3,000	£0	Gubbins quote	£467,666
Kitchen and meeting room	£25,000	£0	Estimate, should be OK	£492,666
Pew shortening	£30,000	£0		£522,666
Paths and signage	£20,000	£0	Guesstimate	£542,666
Heating	£50,000	£0	Estimate	£592,666
Lights	£5,000	£0	Estimate	£597,666

Sound	£10,000	£0	Old quote	£607,666
Staging	£10,000	£0	Guesstimate	£617,666
Extra chairs	£36,000	£0	Guesstimate	£653,666

Looking at the total income suggests we will stop before we have the heating and all items below completed. However this could change if we get further grants or avoid the use of the contingencies. We also have scope to juggle by :-

- shorten the pews quickly then remodel as we have the money. Could shift £15-20,000
- fit the kitchen and delay the meeting room. Could shift £5-10,000
- do only the lights that are essential first. Could shift £2-3,000