

LEEDS DIOCESAN BOARD OF FINANCE

COMPANY NUMBER: 8823593

MINUTES OF A BOARD MEETING OF LEEDS DIOCESAN BOARD OF FINANCE

Held on 5th November, 2014 at 2pm at St Mary's Street, Leeds LS9 7DP

**Present:** The Rt Revd Dr Tom Butler (Chair), Mr John Tuckett (Company Secretary), The Rt Revd Nick Baines, The Rt Revd James Bell, The Ven Paul Slater, Mrs Debbie Child, Mr Ashley Ellis, The Revd Martin Macdonald, Mr Simon Baldwin and Mr Raymond Edwards.

**In attendance:** Peter Foskett (Diocesan Registrar) - from Item 8.

**Introduction and welcome**

Bishop Tom Butler opened the meeting with prayers.

**Apologies**

The Rt Revd Tony Robinson.

**Declarations of interest**

There were no declarations of interest.

**Minutes of the meeting of the Board held on 8<sup>th</sup> September, 2014**

Minutes of the meeting held on the 8<sup>th</sup> September, 2014 were approved with no amendments.

**Matters arising (not already on the Agenda)**

Bedale allotments

Simon Baldwin gave an update on the progress of this matter. Recent meetings with the allotments holders had been positive. The matter would be reported on again at the next meeting.

**Items in Minutes of 8<sup>th</sup> September, 2014 to be kept confidential in the online publication**

*Items were discussed for removal from the online Minutes.*

**Parish Share Report**

Summaries of Parish share receipts by episcopal area, deaneries and historical diocese had been circulated together with an outturn report. Ashley Ellis reported that payments of parish share were 1% down on the receipts at the same point in 2013.

**Budget 2015**

A draft Budget document had been circulated to the Board prior to the meeting. Ashley Ellis reported that for the Diocesan Synod this document would be supported by the summaries of parish share; summary of final set of accounts for each of the former dioceses.

**The Budget document was discussed and the following matters were noted/agreed:**

- The Reconciliation of 2015 Budget compared to 2014 table to be headed “Planned deficits”; negative figures to be shown in brackets
- An outline would be given to Synod of the measures being taken by LDBF with regard to the deficit
- It was noted that the reserves of the LDBF were unusually high for a charity

**It was agreed that the Budget was approved and that Ashley Ellis, Simon Baldwin and Bishop Tom Butler would meet to look at the detail of the Budget presentation for Diocesan Synod. (Bishop Tom would introduce the Budget; Simon Baldwin would present the detail and Bishop Tom would move the motion.)**

**Longer Term Financial Strategy**

A Confidential paper by John Tuckett on the longer term financial strategy had been tabled at the meeting.

John Tuckett reported that the meeting with the Church Commissioners to discuss the longer term financial strategy of the diocese had been positive. The Church Commissioners had indicated that an application could be made to the Strategic Development Fund (up to a maximum of £1m) for assistance towards the Transformation Budget. It wasn't possible to confirm that the monies would be granted by the Church Commissioners but they had indicated that was a planning assumption. The Board discussed the options outlined in the confidential paper. It was agreed that identification of savings/other sources of income should be put in hand ready for when the area model was agreed.

**It was agreed that the “Way forward” on pg 3 of in the Confidential document be recommended by the Board.**

**Accounting Policies**

In some aspects the three former dioceses had adopted different accounting policies. It was proposed that where the policies were the same this would be continued but that it was proposed that policies would be standardised where there were differences. After discussion it was proposed that:

- a) Where accounting policies were the same across the former dioceses these would be adopted;
- b) Fixed assets purchases of under £25k would be depreciated in full in year of purchase;
- c) For Properties, in accordance with the new SORP, Fair Value and revaluing after 5yrs would be adopted.

**All agreed.**

**Appointment of Company auditors**

It was reported that five firms had been invited to tender for the contract. Of the five, four were invited to interview. The strongest firm by far were hayesmacintyre. It was therefore recommended that hayesmacintyre be appointed the company's auditors.

**All agreed.**

**Property Policy**

Ashley Ellis reported that it was proposed that the three former dioceses' property policies be standardised. A copy of a proposed policy together with a table outlining those areas where there were policy differences had been

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circulated to the board. Members were asked to feedback comments to enable a standard Housing Policy to be in place for 2015.

### **Any other business**

Diocesan Synod 22<sup>nd</sup> November, 2014

John Tuckett outlined the matters which would need to be addressed at the Diocesan Synod.

### **Constitution of the Leeds Diocesan Board of Finance as the Board of Finance of the Diocese of Leeds**

Peter Foskett explained that it was being proposed that the Leeds DBF be constituted as the Board of Finance of the Diocese of Leeds. The members of the Leeds DBF had to agree to this before it was proposed to Diocesan Synod.

*"It was proposed that the members consent to the Leeds Diocesan Board of Finance being constituted as the Board of Finance of the Diocese of Leeds."*

**All Agreed.**

### **Amendment of Articles of Association of the Company by Written resolution.**

Peter Foskett reported that it was proposed that for the time being the current members of the Leeds DBF be the members following constitution of the Leeds DBF as the Board of Finance of the Diocese of Leeds by the Diocesan Synod. To achieve this and to comply with the legislation governing Boards of Finance, it was necessary to alter the membership provisions of the company. A written resolution was circulated to the Members of the company to put this in to effect.

### **Diocesan Director of Education**

John Tuckett reported that interview were to take place for the appointment of a Diocesan Director of Education.

### **Governance model**

Of the planned Transformation plan, the governance model was formulated and the area model was being worked on.

### **IT System**

The Programme office was looking at what arrangements needed to be in place before a new IT system could be considered.

### **Accounting System**

Ashley Ellis reported that the accounting systems needed to be rationalised and this was being looked in to with a view to having a stand-alone cloud based system.

### **Diocesan Director of Ordinands**

It was proposed that there should be one DDO, a 0.5 DDO and an administrative assistant and that recruitment should be put in hand.

All Agreed.

**Date of the next 2014 meetings:**

3<sup>rd</sup> December, 2014 (2pm – Hollin House)