

**LEEDS DIOCESAN BOARD OF FINANCE**

**COMPANY NUMBER: 8823593**

**MINUTES OF A BOARD MEETING OF LEEDS DIOCESAN BOARD OF FINANCE**

**Held on 8th July, 2014 at 2pm at Kadugli House, Elmsley Street, Steeton, Keighley BD20 6SE**

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

**1. Introduction and welcome and Nomination of Chair**

It was reported that the Bishop of Leeds was now a Member and Trustee of the company and had nominated Bishop Tom Butler to continue as Chair of the Board until the first Diocesan Synod.

**2. Apologies**

Mr John Tuckett

The Rt Revd Tony Robinson

Mr Simon Baldwin

**3. Minutes of the meeting of the Board held on 28<sup>th</sup> April, 2014**

Minutes of the meeting held on the 28<sup>th</sup> April, 2014 had been circulated prior to the meeting. No amendments were raised and the Minutes were approved.

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

**4.1. Bedale allotments**

It was agreed that this matter would be reported on at the next meeting

**5. Items in Minutes of 28<sup>th</sup> April, 2014 to be redacted in their online publication**

Items were discussed for removal from the online Minutes.

**6. Declarations of interest**

None were disclosed.

**7. Parish Share Report 2014**

Ashley Ellis reported that the Archdeacons and finance staff had met to review the parish share reports and were actively chasing up parishes where appropriate.

The Parish share payment receipts were currently £28k lower than payments received at the same time in 2013. In making this comparison, it should be noted that 2013 had been a poor collection year for the old Wakefield diocese. A query was raised about the Wakefield diocese 2013 waiver of historic arrears. It was explained that

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in 2013, any parishes which had paid their Parish share allocation in full for 2013 had been able to request that any historic arrears of Parish Share payments be written off. Bradford and Ripon & Leeds had similar arrears policies.

### 8. Parish Share Assessments 2015

Ashley Ellis reported that the parish share assessment for 2015 needed to be agreed by the Board. After discussion it was agreed that:

- There would be a flat rate increase of between 1.5% and 1.8% on current Parish Share assessments for all parishes (actual assessment still to be calculated)
- This was to reflect the increase in clergy stipends and the direct link between the meeting of the clergy staffing cost and the payment of the parish share
- A letter would be sent to parishes from the Chief Officers with information about the increase and the direct link between Parish Share receipts and church staffing
- An ad clerum letter would be sent from the Bishop of Leeds and a communication from him would also be placed on the diocesan website with the same information
- The commencement of the project to devise a new parish share system was also discussed and it was agreed that a group review this as soon as possible

### 9. Business case for employment of staff

Raymond Edwards gave a presentation on the paper "Business Case for Employment of Additional Staff" which had been circulated prior to the meeting. The paper was outlining the staffing John Tuckett believed would be needed to support the Programme Brief. After discussion it was agreed that:

#### Director of Education appointment

- This would be a permanent position appointment
- Recruitment would be done in-house through the usual channels

#### Interim Head of Communications

- The appointment would be for a period of 6 months with a possible extension of no more than 3 months

#### Programme Management

- An interim Programme Manager to be appointed for a period of 9 months

The proposals for the funding these appointments were approved and that the funding for the Project costs would be from reserves pending negotiation with the Church Commissioners.

*(The Board agreed not to disclose a confidential section of Item 9 above)*

### 10. Property Authorisation Procedures policy

A proposed Property Authorisation Procedures policy has been circulated prior to the meeting. Ashley Ellis reported that following the dissolution of the former dioceses' boards and committees there was a need for an

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agreed delegation scheme for the approval of property matters. After discussion it was agreed that the proposed Property Authorisation Procedures policy was agreed with the following amendments/additions:

- For Purchases and Disposals of any property: emailed approval would be sufficient if it wasn't practical for the matter to go to a scheduled Board meeting
- The policy would be reviewed each month to ensure it was working practically

**11. Any other business**

No other business had been received.

The following additional matters were discussed:

- All new staff appointments were overseen by Debbie Child and Shaun Birch dealt with the payroll for all diocesan staff. It was asked that it be minuted that all new staff appointments should be monitored by Debbie Child so that someone had an overview of the issue.
- The Finance Reference Group was looking at what was needed for the appointment of auditors for the new Leeds Diocesan Board of Finance. It was noted that the LDBF would need to approve the appointment.

**12. Date of the next 2014 meetings:**

8<sup>th</sup> September, 2014 (2pm – Wakefield office)

5<sup>th</sup> November, 2014 (2pm – Leeds office)

The meeting closed with prayer.