

**LEEDS DIOCESAN BOARD OF FINANCE**

**COMPANY NUMBER: 8823593**

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

**Held on 8th September, 2014 at 2pm at Church House, 1 South Parade, Wakefield WF1 1LP**

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

**1. Introduction and welcome**

Bishop Tom Butler opened the meeting with prayers.

**2. Apologies**

The Ven Paul Slater.

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

Minutes of the meeting held on the 8<sup>th</sup> July, 2014 had been circulated prior to the meeting. With an amendment to Item 8, (first bullet point: the second percentage figure should be 1.8%) the Minutes were approved.

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

**4.1. Bedale allotments**

Simon Baldwin gave an update on the progress of this matter.

After discussion it was agreed that Simon Baldwin, Michael Lindley, Ashley Ellis and Paul Slater continue the negotiations with the allotment holders but that the matter should be returned to the Board for a final decision before any legally binding commitment was made.

*(The Board has agreed not to disclose a confidential section of this item.)*

**4.2. Recruitment and Programme Office arrangements**

John Tuckett gave a report on the recent appointments in the Programme Office. Ian Bustin had now begun work as the Head of Communications on a 6 months contract extendable to 9 months. He would be based in the Programme Office and would be involved in the Transformation Programme as well as other diocesan communications matters as well as leading the current Communications team. Interviews were due the next day for a Programme Planner. Advertising was going ahead for the appointment of a Diocesan Director of Education with interviews in the first week in November. The Risk Management function would require a full time role and this matter was being reviewed and may be referred back to the Board once the Programme Planner was in post.

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The setting up of a Programme Board and a Steering Group was a priority.

### 5. Items in Minutes of 8<sup>th</sup> July, 2014 to be kept confidential in the online publication

Items were discussed for removal from the online Minutes.

### 6. Declarations of interest

None were disclosed.

### 7. Parish Share Report

Summaries of Parish share receipts by episcopal area, deaneries and historical diocese had been circulated and a revised projected forecast for the year as at July 2014 had been tabled. Ashley Ellis reported that the same percentage of share allocations had been received as at the same point in 2013. However, it should be noted that the former Wakefield diocese had had a low collection rate in 2013. Each of the historical diocesan areas had a parish share review group which was assessing the share levels.

### 8. Budget 2015 update

The Budget for 2015 was due for approval by Diocesan Synod in November. Initial indications were that there may be a budget deficit of between £0.75m and £1m. In addition to this a transformation budget of approximately £2m would need funding. It was estimated that the DBF could continue with this level of deficit for 2 to 3 years from reserves with a break even position in 4 years' time. However, there was likely to be a significant reduction in the funding from the Church Commissioners and this would need factoring in. John Tuckett was to meet with the Church Commissioners to discuss their support.

### 9. Appointment of Company Auditors

Ashley Ellis reported that process for the appointment of the first auditors for the company was in progress. Five firms had tendered for the appointment. Shortlisting was soon to take place followed by interviews. The recommendation for appointment would be brought to the next meeting.

### 10. Any other business

#### Marrick Priory Board of Trustees

Bishop James Bell reported that the Leeds DBF provides financial support to the Marrick Priory outdoor centre and had been invited to nominate a person to be a member of the MP Board. He recommended Bryn Heapy.

The recommendation was approved.

#### Brighouse and Clifton parsonage

Ashley Ellis reported that this item was being brought to the Board in its role as Diocesan Parsonages Board. It was proposed that the current parsonage property (which was currently tenanted and outside the benefice) be transferred to the Leeds DBF and that a new parsonage property be purchased in the benefice. This was to be in preparation for the appointment of a full time incumbent to the benefice which was currently vacant.

After detailed discussion the proposal was agreed.

#### Governance project

John Tuckett reported that the governance project was already in place and reviewing options for the future

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governance structure of the diocese including area models; diocesan education; Synodical structure.

**Additional meeting**

An additional meeting of the Leeds DBF Board was scheduled for 3<sup>rd</sup> December, 2014 to review the business transacted at the Diocesan Synod on 22<sup>nd</sup> November, 2014.

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

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

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