**St Edward the Confessor - Finance Committee**

**Draft Minutes of Meeting – 14th May 2019**

1. **Opening Prayer**

Fr Tom opened the meeting with a prayer.

1. **In attendance/Apologies for Absence**

Fr Tom Jordan, Mark O’Donoghue, Tony Hable and Julia Pitkin – No apologies for absence

1. **Minutes of Previous Meeting – Action points**
* Tony has chased up requests for advice on Grants from Amanda Balicki but no response. Fr Tom will speak to Amanda. **Fr T**
* It was agreed the easiest solution would be to redesign the Standing Order declaration **TH**
1. **Draft Year End Accounts** Julia distributed the draft accounts. It is anticipated they will be sent to the Diocese in the next two weeks.
2. **Constitution and Committee members**

Fr Tom will be inviting Anne Corbett to join the Finance Committee.

1. **Cash Balances**

Current Account £500.69

No 2 Account £9,741.78

Deposit £42,821.24

1. **Gift Aid**

**JP and TH** have produced the labels and boxes for collections for the new tax year. Uncollected boxes to be reviewed **JP and TH**

Refund of loose plate collection still to be investigated and actioned. **TH**

**TH** has contacted Asta at the diocese about the process of recording one-off gift aid donations

Gift Aid refunds on second collections and Christmas/Easter offerings have been actioned.

New Gift Aid programme to be set up for new financial year. **TH**

1. **Church Maintenance and Development** The church radiators, the condition of the perimeter walls and the hoarding surrounding No.1 will be dealt with by the Premises Committee. The various options re replacement radiators were discussed and it was agreed to support the decision the Premises Committee. The problems with the Parish Hall continue and Fr Tom has invited Amanda Belicki to join the premises committee at the next meeting in May.
2. **& 10 Income & Fundraising /Encourage Standing Orders**

Fr Tom had drafted an item for inclusion in the Newsletter on the subject of Offertory Donations. Julia agreed to distribute to committee members for amendment/comments. It was agreed any notice should promote payment by monthly direct debit which would reduce administration and bank costs whilst providing a more regular income. The Building and Maintenance Fund continues with monthly collections.

1. **Any Other Business /Staff Matters**

 2% salary increase to all staff and additional hour per week for JP.

**11.** Preparation for PPF AGM The AGM will be held on June 24th at 6.30pm. Mark has drafted his Finance report for the PPF AGM. JP to provide supporting figures. 12

**12 Date of next meeting** 24th September 2019

**13**Fr Tom closed the meeting with a prayer**.**