**St Edward the Confessor - Finance Committee**

**Minutes of Meeting – 29th January 2019**

1. **Opening Prayer**

The meeting opened with a prayer.

1. **Apologies for Absence**

Paul Mcloughlin had been invited to this meeting by Fr Tom. The Committee wish to record their thanks to Paul for his many years on the Committee and Fr Tom will write to him on our behalf.

1. **Minutes of Previous Meeting – Action points**
* Building and maintenance Fund figures were produced with the year end accounts together with an explanatory note of some of the terminology. One request for full accounts was received and Julia has supplied a full copy.
* Tony requested advice from Amanda Balicki re Grant applications. Tony to chase. **TH**
* GDPR wording is now included in our Gift Aid forms both on the website and at the back of the church. Occasionally an old form appears.
* A new Gift Aid email address has been set up: Romford-giftaid@dioceseofbrentwood.org
* Electronic Standing Order declarations to be chased up from Diocese **JP/TH**
1. **Constitution and Committee members**

Fr Tom explained that in view of his health situation he had been unable to approach anyone with a view to coming on board the Finance Committee. The Role of the Chairman was discussed and Fr Tom asked if, for the time being we would take turns as acting Chair.

1. **Cash Balances**

Current Account £3914.31

No 2 Account £13,570.39

Deposit £42,821.24

1. **Income & Fundraising**

Offertory income was discussed and it was agreed to 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. **Grants & Applications**

Nothing to report

1. **Gift Aid**

Gift Aid envelopes were discussed at length and it was agreed:

JP to check costings with RPD Ltd **JP**

Possibly reduce numbers and reallocate numbers to reduce overall number of envelope boxes required. **TH**

John Shean to be consulted around possible tax (?) refund for plate collections over the previous tax year (TH to action)

 Asta at the diocese to be contacted around the process of recording one-off gift aid donations (**TH t**o action)

An evening in early March would be arranged to produce labels and prepare Gift Aid envelopes. **TH/JP**

Fr Tom asked Tony to investigate the payment of Gift Aid refunds on second collections and Christmas/Easter offerings. **TH**

1. **Parish Accounts & Finance Records**

Parish accounts have been produced for parishioners. JP would like to produce summary and full accounts to parish year end 2019 in the format produced from Diocesan Finance programme.

Explore mini envelopes for second collections. **TH/JP**

Promote direct debits **Fr Tom/Committee**

New envelopes for Building Fund to be ordered to ensure GDPR compliant. **JP**

1. **Stewards of the Gospel/PPF**

Julia explained the outcome of the recent meeting of the Premises Committee with Peter Johnson and Amanda Belicki from the Diocese. It is clear the Diocese will not entertain any application for development unless it is supported by the Partnership Parishes and fully justifiable. Fr Tom was unable to attend the recent meeting of Partnership Stewards and Priests due to ill health. The effect of the Partnership on Finance was discussed as it is likely at some time in the future finances may be amalgamated.

1. **Diocesan Matters**

Fr Tom explained the Diocese is going through a period of transition and have now appointed Anne-Marie Stokkereit as the new Director of Finance. Anne-Marie is working her way through all Diocesan Finance matters.

1. **Estate maintenance & Development**

The Premises Committee are still planning to proceed with redecoration of the church. It is planned to break it down into stages.

1. **Staff Matters**

 Nothing to report

1. **Parish Expenditure**

 Will be discussed at next meeting upon receipt of redecoration quotes.

1. **Date of next meeting** To be agreed (provisional date 14th May 2019– JP to establish date of PPF AGM