

**Minutes of OLMSJ Finance Committee**  
**1<sup>st</sup> November 2022 7pm**

**Present:**

Fr David Adams  
Gerry Heneghan (Chair)  
Frances Walker  
Neil Jenkins  
Nichola Kirby  
Linda Guilding

The meeting opened with a prayer led by Father David

**MINUTES OF LAST MEETING** accepted as a true record.

**MATTERS ARISING** :there were no matters arising

**AGENDA ITEMS**

**1.PARISH ACCOUNTS**

FW had previously circulated the accounts and after further discussion they were officially approved and signed off By Fr David, FW and GH (Chair). They were then sent to the Finance department at the Diocese.

Fr David thanked FW on behalf of the parish and the committee for all her hard work keeping the accounts, Gift Aid and Building Fund up to date.

**2.PARISH AGM**

An easy-to-read copy of the accounts will be given to each parishioner as they enter. FW to present accounts at AGM.

**ACTION: FW**

**3.CONTACTLESS GIVING UPDATE** : FW showed a graph were contactless giving was making a profit.

Concern re the internet connection to the unit itself as it is temperamental. It was suggested that a network cable be installed.

**ACTION: Fr David**

**POST MEETING:** The cable was installed on 10<sup>th</sup> November.

**4. BUILDING FUND**

Concern re parishioners withdrawing their pledges as Diocese preventing the money to be spent and building work to progress.

38 pledges down to 25.

The Building Fund account is ring fenced. It's still there, it just can't be spent at the moment due to a financial crisis in the diocese.

A letter to be sent to Heather Hauschild, the COO at the Diocese to clarify if and when the money can be spent. Part of the Building fund money is a legacy.

**ACTION: NK**

The Quinquennial is now out of date. A new Quinquennial is needed.

**ACTION: GH**

## **5. CHARITABLE STATUS**

- The Diocese is changing its charitable status by 31<sup>st</sup> December 2022.
- Lawyers who are experts in Charity Law have been employed by the Diocese to help them through the transition.
- Bank accounts and sort codes will stay the same but anything involving the new Charity number and new name of the Charity will have to be updated in the New Year.
- The diocese is looking into how it will affect Gift Aid, Direct Debits and Standing orders.
- The new charitable status will affect-Visas for overseas priests, parish contracts, employees' contracts, finance policies, parish websites, emails. Grants and legacies will be transferred to the new Charity.

## **6. INFORMATION FOR FINANCE COMMITTEES**

- Finance committee to meet at least quarterly and it has to set an annual budget.
- Finance committee must comprise of a minimum of 2 members (not including the PP), Chair, Secretary & Treasurer.
- Heather Hauschild is working on terms of reference for finance committees.
- When a PP leaves the finance committee ceases to exist and the new priest starts a new committee.
- Reconcile the parish bank accounts 31<sup>st</sup> December and it will be quarterly or monthly thereafter.
- There will be a different way of calculating the Levy. Richer parishes will give a greater contribution. Poorer parishes will give less.
- Anyone who is 75+ years who is counting the parish collection must be accompanied to the bank by a parishioner who is under 75 or else insurance will be invalidated.

### **6i) Coming from the diocese to finance committees over the next few months**

- ✓ Diocesan operating procedure (DOP) for finance and accounting.
- ✓ Finance handbook for parishes.
- ✓ Anti-money laundering policy.

## 7. A.O.B

7i) **CHRISTMAS TREE FESTIVAL** 2<sup>nd</sup> – 6<sup>th</sup> December at St Thomas's. Tree to be decorated by members of the Friendship club. Visitors to the festival bid for the trees and the money comes back to the parish. **ACTION :FW**

7ii) **ASBESTOS UNDER STAIRS** IN Presbytery **ACTION: GH**

7iii) **SACRAMENTAL CERTIFICATES** and GDPR regulation. There is a form which the person requesting a copy of a Sacramental certificate needs to fill in with proof of identity.

7iv) **METER READINGS:** Fr David taking meter readings monthly.

7v) **CATHCOM:** Diocese looking to using Cathcom for everything connected with the parish, including monthly accounts. Being trialled at the moment. Cathcom presently used for Diocesan directory and stats.

7vi) **QUESTION-** are volunteers insured by the diocese? **ACTION: LG**  
**POST MEETING:**

Yes, ***anyone undertaking activity on behalf of the Diocese is covered*** even when out visiting the sick for example or when fetes are held, and people are working the stalls etc.

Kind regards

Karena Fulford

Head of People, Governance and IT

The meeting finished at 8.15pm

**DATE OF NEXT MEETING:** None