

## **Finance Team Meeting Minute 20th January 2025**

Pat welcomed all and opened meeting with a reading from 2nd Corinthian chapter 9, v 6 & 7, followed by a Prayer

Attendees: Pat Paterson, Jennifer Gallivan, Alastair McDonald, Willie Tomlinson, Sharon Glass & Karen Fulton

Apologies: Robert Wilson

### **Matters Arising**

Funerals & Weddings suggested that Pastoral Assistant have the discretion to administer costs.

### **Retiring Collection**

Sharon requested that the people on top table count should ensure that full information is provided ie. who the retiring collection is for and not just read retiring collection.

### **Annual P.A.T calibration**

This has been completed.

### **New Photocopier Contract**

New photocopier will be in place 31st January.

### **Contactless Machine**

Working well. Gradually everyone who is on duty now getting to know how it works.

### **A.O.C.B**

Margaret Scott requires help with template of change of bank name to Upper Braes for Coffee Morning. Sharon to send to Karen who will print off for Margaret to complete.

**Date of Next Meeting: Wednesday 30th April at 7 pm.**

Pat closed meeting with Grace

Minutes approved by Pat Paterson

**APPENDIX 1: Finance Team Actions 20/01/25**

No.	ACTION	WHO	Status
1	Discuss with Pastoral Assistant discretion to administer costs for Weddings & Funerals	Pat	
2	Weddings and funerals should ensure figures are passed onto pastoral assistants	Pat	Still outstanding
3	Sharon to send Karen template for bank change from Brightons to Upperbraes to print off for Margaret Scott to complete	Sharon / Karen	
4	Tea Fund donation to Water aid. Sharon to advise Pat on total to send to Water aid.	Sharon / Pat	
5	List of retiring collections to be sent to Sharon & Karen	Pat	
6	Can the top table at count please ensure that retiring collection clearly states who this is for in the future. Pat to inform them.	Pat	
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