Minutes of the Apostles of Jesus Missionaries Support UK Charity
Registered Charity No: Reg 1205905

Held at 1.30pm BST 5th September 2025
Meeting held virtually via Teams

Present: **Fr Jimmy Lutwama (Trustee and Chair); Laetitia Wamala (Trustee); Paul Matthews (Trustee); Jean Connor (Trustee); Alison Turnbull (Secretary); & Philip Richardson (Trustee)**

Agenda Item		Action
1.	**Apologies:** none. It was noted that Fr Moses was not present. However, since Fr Moses is the bursar of the AJ Community bank account and is not a trustee, he need not be present.	
2.	**Minutes of the previous meeting:** The minutes of the meeting of 14th March 2025 were approved as accurate.	
3.	**Matters arising from the minutes of the previous meeting:** **Agenda item 3:** JOC clarified figures relating to the bank account: £50,000 is earmarked to be sent to the AJ order in Nairobi, and £19,463 to the AJ's community bank account at St Osburg's, Coventry. The latter has gone through, but the former is pending, since there were some issues getting the money sent in accordance with the HSBC's international payment requirements. JOC will be dealing with this very shortly to ensure the payment is made. PR stressed that it was important to have a full audit trail with regard to these payments, both in the minutes and in the banking transactions. Accordingly, we need a letter from St Osburg's and the AJ community in Nairobi confirming safe receipt and the amounts received. **Agenda item 4.1:** the establishment of the website was still outstanding as were photographs of the existing trustees. There was some discussion about the need for a website. On balance it was felt important to have a platform to showcase the work of the AJ priests to motivate support for the charity.	**JC to approach Fr Moses.** **Fr J to contact Nairobi.** **FR J to research website set-up and costings.** **Trustees to provide digital photographs to AT.**
4.	**New appointment and registration of trustees.** FR J had made an approach, but there were no new trustees at present. PR noted that the existing trustees need to be registered with the Charity Commission. We also need to upload our new policies. Fr J needs to grant access to the Charity Commission's website to JOC and AT.	**Fr J to grant access to JC and AT.**
5.	**Treasurer's report.**	

	Annual Report: The Annual Return is due January 2026 for the period March 2024 to March 2025. JOC will sort the payments out from the bank and then liaise with LW with regard to its completion. **Bank account signatories:** JOC and Fr J were now signatories to the HSBC account. JOC will check whether LW is still a signatory. **Post of treasurer:** it was confirmed that JOC was the treasurer for the charity. It was wise for Fr Moses to operate outside the charity due to a potential conflict of interest. LW agreed to act as a 'treasurer back-up' in the event of JOC's absence. **Bank account balance:** after the payments to Nairobi and the AJs community account, the charity's balance will be £27,901.55 (minus minimal bank charges of £17 per transaction). **Charity's future income:** it had been decided at the last meeting that the 9 AJ priests' salaries should be paid into the community account at St Osburg's. This leaves the question of how income is generated for the charity, and whether we need to sort out Gift Aid. JOC agreed to sent out the Gift Aid with LW. There was a discussion around fundraising as a major source of income. The Birmingham diocese currently limits each of the parishes to 2 fund raising events for the AJ's needs each year. LW suggested that we need a AJ fundraiser in each parish to raise awareness, and to organise fundraising events. FR J suggested that we need a fundraising strategy. PM suggested that each parish will need to sort Gift Aid via sign-up sheets etc. PR noted the importance of regular donations also and that this could be achieved via the website when set up.	**JC and LW to liaise.** **JC check signatories.** **JC to liaise with LW.** **FR J to consider fundraising strategy.**
6.	**Outstanding applications for support:** FR J confirmed that there had been no further applications received. This did, however, leave the applications which had been received a few months ago from the AJ order. It was noted that more than 2 months had elapsed, which is the time limit in the grant making policy. Despite this, it was noted that these applications had made reference to other applications being made in the US and Germany. Accordingly, they would be declined for the present. Fr J will indicate this to the applicant(s).	**FR J to contact applicant(s). AT to draft a response for Fr J.**
7.	**Future core trust activity:** this had been considered under 5 above.	
8.	**Any Other Business:** Next meeting will be held at 12.30pm BST on 5th December. As this would the AGM the accounts will need to be ready to be signed off by Fr J. Also, it will need to be held in a place open to the public. We could use Our Lady's church hall if free. LW will join via Teams. For the future, it was agreed that the Trust would meet in the even months of the year, and dates would be set for 2026 at the December meeting. PR will check the number of meetings required each year and the AGM requirements. Fr J needs to sign copies of the minutes of the last few minutes.	**JC to prepare accounts for Dec meeting.** **PR to check meeting and AGM requirements.** **AT to arrange signature of minutes.**

Alison Turnbull.

The minutes have been accepted as a true and accurate record of the meeting held on 5th September 2025.

Chair _____ **Date:** _____

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