



	<p>books had been purchased for first communicants;</p> <ul style="list-style-type: none"> <li>○ The Parish Centre was similarly healthy, the details of which would be covered later.</li> <li>○ Sylwia had agreed to adjust the payment of £1.5K from Maintenance to Christmas &amp; Easter Offerings.</li> <li>○ The new IT office suite had been installed and work was now in hand to dispose of the photocopier and Risograph.</li> </ul> <ul style="list-style-type: none"> <li>• Jolyon reported that pie charts would be prepared for the presentation of financial data to parishioners at the end of the year.</li> </ul>	<p><b>Sylwia</b></p> <p><b>Jolyon &amp; Sylwia</b></p>	<p>week.)</p>
4.	<p><b>Parish Website:</b></p> <ul style="list-style-type: none"> <li>• Roger introduced a paper recommending improvements to the parish website. He highlighted: <ul style="list-style-type: none"> <li>○ It was no longer feasible to rely on the generosity of Mike Doggwiler to be our “webmaster”;</li> <li>○ The current site was out of date but it was not feasible to edit or amend content with the current arrangements;</li> <li>○ It was recommended that we change to a Content Management System software named WordPress, which would allow us to take ownership of the site and have nominated editors.</li> <li>○ There was probably a dearth of in-house expertise and therefore external support would be needed.</li> </ul> </li> <li>• A local web designer (lancefrench.com) had been identified and he had suggested costs in the order of: <ul style="list-style-type: none"> <li>○ £240 + VAT pa to license and host the website;</li> <li>○ ~£1K + VAT for website redesign;</li> <li>○ ~£200 + VAT for training.</li> </ul> </li> <li>• After discussion, it was agreed that: <ul style="list-style-type: none"> <li>○ The Parish should “take ownership” of its own website;</li> <li>○ A budget of in the order of £1.5K should be made available;</li> <li>○ Roger should approach Lance French to obtain a fully costed proposal;</li> <li>○ A small team should be set up to drive through the redesign and establish maintenance of the site.</li> <li>○ John offered to approach his brother to see whether he could offer advice in graphic design.</li> </ul> </li> </ul>	<p><b>Roger</b></p> <p><b>John</b></p>	<p>Attached</p>
5.	<p><b>Development Fund &amp; the Parish Centre:</b></p> <ul style="list-style-type: none"> <li>• Roger summarised the Development Fund: <ul style="list-style-type: none"> <li>○ Receipts and payments were stable and under control;</li> <li>○ £10K had been repaid to Blackheath Parish on schedule; £7.5K more was needed to meet our loan repayment programme for 2016; this should be feasible.</li> <li>○ No applications had been made to charitable trusts this year and it was heartening to see that the Parish</li> </ul> </li> </ul>		<p>Attached</p>

	<p>Centre was able to meet scheduled costs.</p> <ul style="list-style-type: none"> <li>○ We currently still owe £86.25K; we have 4 more years of repayments at £17.5K pa and a final payment of £6.271K in 2021.</li> </ul> <ul style="list-style-type: none"> <li>• The Parish Centre was working well. Small points were noted: <ul style="list-style-type: none"> <li>○ An insurance claim had been submitted for repairs to a Velux window.</li> <li>○ The sewage pumps needed servicing. (Fr John will call AC Pumps.)</li> <li>○ There was likely to be need for a new water pump. (Jolyon offered to investigate and call Westview Plumbing Services.)</li> <li>○ The plan to replace the washroom dryers would be deferred until next year.</li> </ul> </li> </ul>	<p><b>Fr John</b></p> <p><b>Jolyon</b></p> <p><b>Roger</b></p>	
6.	<p><b>Gift Aid:</b></p> <ul style="list-style-type: none"> <li>• John updated progress on sorting out the gift aid submissions for 2014/14 &amp; 2015/16. He had identified some issues and the necessary link up with the updated parish database.</li> <li>• In line with diocesan plans, he hoped to use on-line support as much as possible for Gift Aid in the future.</li> <li>• He would be writing to all “gift aiders” in the Parish to let them know what was going on and to confirm their details.</li> <li>• He was considering holding a gift aid surgery to deal with individual issues.</li> <li>• He was hoping that, with luck, he might be to recover ~£10K for the Parish by the end of the year.</li> <li>• John was thanked for his sterling effort in this area.</li> </ul>		
7.	<p><b>Maintenance:</b></p> <ul style="list-style-type: none"> <li>• Noel still needed to review maintenance issues with Fr John and agreed to meet up.</li> <li>• Specific areas for review were: <ul style="list-style-type: none"> <li>○ Drainage in front of the church; a longer-term solution might be necessary;</li> <li>○ Guttering, particularly in the front and between Fr John’s house and the church; and</li> <li>○ The back garden fence.</li> </ul> </li> </ul>	<p><b>Noel</b></p>	
8.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Jolyon raised the issue of security preparedness in the light of potential attacks. He offered a diocesan summary advisory sheet and asked the committee give it thought, so that we could consider how suggested measures might be implemented at our next meeting.</li> <li>• <b>The next meeting was agreed to be scheduled for Saturday 11th February 2017 at 11.00 am.</b></li> </ul>	<p><b>All</b></p> <p><b>All</b></p>	<p>Attached</p>

Fr John Hine  
Parish Priest

Oct 16

