



	the annual Financial Report was finalised.		
4.	<p><b>Development Fund and Parish Centre:</b></p> <ul style="list-style-type: none"> <li>• Roger reported a similarly steady year for the Parish Centre and reviewed the summary sheet: <ul style="list-style-type: none"> <li>○ We had met our loan repayment of £17.5K for 2016.</li> <li>○ Fr John noted that he had received a note of thanks from Blackheath Parish upon our repayment of their loan in Aug 16.</li> <li>○ We were still was committed to repay a total of £76,271 by Sep 21 and following the agreed programme, we must repay £17.5K in 2017.</li> <li>○ Income was principally from Parish Centre receipts (£16.4K) and parishioners' standing orders (£6.4K), against running costs of £8.6K. There were also a few anonymous donations. At the year-end we had a credit balance of £2.5K.</li> <li>○ There had been no significant repairs in 2016. Storm damage to a Velux window had been ameliorated through an insurance claim of £300.</li> <li>○ It was agreed that the hand dryers in the toilets should be replaced with more efficient systems at a cost of ~£1.8K. This should be associated with an annual increase in donations for use of the hall by community groups. Roger agreed to look into both aspects. <i>(Afternote: It was decided that this would not be taken forward for the time being. It might be delayed until there was a more pressing need or we had repaid our debts.)</i></li> <li>○ The request from the gardener for a 2.5% increase in his charges was noted and it was also agreed to consider increasing payments to the hall manager by a similar amount, at the same time as charges were increased.</li> </ul> </li> </ul>	Roger	Attached
5.	<p><b>Parish Website:</b></p> <ul style="list-style-type: none"> <li>• Roger reported good progress in redesigning the parish website: <ul style="list-style-type: none"> <li>○ Of the allocated ~£1.5K budget, £600 had been paid to the web designer. The final payment would be made when we had accepted the new site and it was ready for service use.</li> <li>○ Stuart Kirk, a local photographer, had been commissioned to create a gallery of photos.</li> <li>○ The writing of content was underway and John reported that his brother had submitted some candidate logos for use on the site and elsewhere in the Parish. Roger agreed to give John access to the embryonic site so that he could share it with his brother for further development.</li> <li>○ The next stages were to: <ul style="list-style-type: none"> <li>▪ Complete the drafting of content;</li> <li>▪ Get the expert group together to review the complete design;</li> <li>▪ Agree how the operational site should be kept</li> </ul> </li> </ul> </li> </ul>	Roger	

	up to date.		
6.	<p><b>Gift Aid:</b></p> <ul style="list-style-type: none"> <li>• John reported that he had had a poor response from the numerous letters he had sent out to update the parish Gift Aid database. As a result, he had not confidently been able to make a claim as yet.</li> <li>• Nonetheless, he was optimistic that he would be able to make a successful recovery by Easter.</li> <li>• Over Easter too, John planned to make a presentation to parishioners on the benefits of the Gift Aid scheme and to run a surgery.</li> <li>• As it was now possible to manage the Gift Aid process on-line, he would make a laptop available dedicated to our needs in the Parish Office. He also proposed re-aligning the distribution of Weekly Offering envelopes with the end of the tax year.</li> </ul>	<p><b>John</b></p> <p><b>John</b></p>	
7.	<p><b>Maintenance:</b></p> <ul style="list-style-type: none"> <li>• Noel was unable to attend the meeting but had offered a report of an on-site survey of maintenance issues.</li> <li>• Following the report, it was confirmed that: <ul style="list-style-type: none"> <li>○ None of the issues needed urgent attention;</li> <li>○ Masking tape had been applied to the cracks in the Parish Centre walls to monitor any movement.</li> </ul> </li> <li>• There was discussion about the trip hazard and potential drainage problem in front of the church porch. It was agreed that enquiries should be made of a specialist to give us costed solutions.</li> <li>• It was noted that both the church and the Parish Centre would need decorating in the near future.</li> </ul>	<p><b>Roger</b></p>	Attached
8.	<p><b>Security Preparedness:</b></p> <ul style="list-style-type: none"> <li>• Following the receipt of the advisory note produced by the Catholic Church Insurance Association, local advice had been sought from Kent Police.</li> <li>• The Crime Prevention Advisor for Kent Police offered a site visit from the Community Liaison Officer (CLO). He also sent 3 documents on terrorism protective security for places of worship, complementing the diocesan advice.</li> <li>• Elena, Deacon Jolyon and Roger wished to support Fr John on the CLO's visit.</li> <li>• There was discussion about whether we had sufficient escape routes or "work arounds" for the protection of anyone working alone.</li> </ul>	<p><b>Elena, Jolyon &amp; Roger</b></p>	Attached
9.	<p><b>AOB:</b>  <b>The next meeting was agreed to be scheduled for Saturday 5<sup>th</sup> August 2017 at 11.00 am.</b></p>	<p><b>All</b></p>	

**Fr John Hine  
Parish Priest  
23 Feb 17**