

Notes from Administration and Communications Vision Group held on 13th September in the Reading Room.

Present: Beverly, Jo, Sue, Angela, Richard, Sandra, Yvonne, Trish and Eve

1. Trish welcomed the group to the meeting and each member spent some time explaining to the group the tasks they undertake.

2. **GDPR.**

Trish highlighted the effect that GDPR is having in regard to keeping members details on file. She explained that Simon Doran is in charge of GDPR at the church and will be ensuring that all aspects of this initiative are adhered to.

It was agreed that a note should also be made on the database of those who subscribe to the church magazine, and possibly those who attend Messy Church.

The updated Family list is shortly to be published. It was noted by Sandra that members paid £1 for a copy of this when it was first introduced some years ago. This has since been waived.

3. **Electoral Roll**

Richard and Sandra have taken over the organisation of the Electoral Roll. They would like to cross check the members on their records with those who have signed a consent form.

Action: Trish

The roll is completely renewed every six years, at which point all members have to re-apply for membership or else their names will be deleted. By this means, the continuing validity of the roll is maintained.

The Revision must be completed not less than 15 days or more than 28 days before the Annual Parochial Church Meeting. Not less than 14 days' notice must be given of the revision. Richard to work out dates once he is advised of the date of the Annual PCM.

Action: Richard

It was agreed that a notice should be put in the January magazine advising the congregation of the impending Revision, with an article on what the Electoral Roll is and the implications of signing up to it.

Action: Angela

Also a notice to be put on the board and mention made in the church services encouraging all members of the congregation to sign up.

Action: Beverly/Trish

4. **Magazine**

Jo will be on holiday when the October magazine needs to be produced, so Trish to step in for this month. Possibly to use Publisher instead of Word.

Action: Trish

Angela to supply the articles as usual.

Action: Angela

Jo would like to hand over the magazine to someone else at the end of the year. Everyone to try and think of someone who might like to take on this task. Possibly to mention this in the October magazine.

Action: Trish

5. **Hall Bookings**

Eve reported that the hall bookings are gaining momentum after a quiet summer with lots of children's parties at weekends. The Montessori continue to be the main user of the hall during the week, with Brownies, Guides, Yoga, Dancing etc in the late afternoons/evenings.

It is hoped that the Reading Room will be used more by the local community going forward.

6. Office

Trish reported that the office has produced Season of Invitation cards which will be handed out to members of the congregation with the intention that they should give the card to someone who doesn't currently come to church and encourage them to come at Harvest Time. Further cards to be produced for Remembrance Sunday and Christingle.

There is to be a flyer to go to the 6 different children and young people groups welcoming them to the various events.

There is also a flyer to be produced to go out to Funeral parlours, setting out what All Saints can offer if required. It is hoped to build up a better relationship with Funeral parlours, possible over a working breakfast. **Action: Beverly**

Yvonne and Sue reported that they are happy to continue with the duties they currently undertake. It was noted that Yvonne has been photocopying the news-sheet since before Barbara came to All Saints. Their efforts are much appreciated.

Richard asked whether new members are given a welcome pack and whether they are asked at that point what level of contribution they are likely to make to the church. Beverly felt that it was sufficient to just have an annual Stewardship initiative although it was agreed that it would be helpful to new people to be told that they could donate online, or using the envelopes on the pews.

Yvonne asked if the section on Births and Deaths that used to be in the magazine could be reinstated. This was agreed. **Action: Jo**

Yvonne asked if the Flower Rota could be published in a more accessible place as often people would like to know who has done the flowers. Perhaps a prettier notice with a flowery border, would be more attractive. **Action: Trish**

Beverly thanked Trish for organising the meeting and it was agreed to meet on a quarterly basis.