



Archdiocese of Cape Town

Property Department

To All Parish Priest and Parish Administrators
CC: Parish Finance Council Chairs

15 February 2023

Dear Fathers

PROPERTY CIRCULAR 2023-02
1. CITY OF CAPE TOWN VALUATIONS
2. PROPERTY FACILITY MANAGER
3. ADVENT APPEAL

As I mentioned at the Priests' meeting last week, there are a few important items requiring your attention (and that of the Parish Finance Council)

1. City of Cape Town Property Valuations

During the month of February, the City of Cape Town should be issuing valuation notices to all properties within their jurisdiction. These notices include both the value and the property category. Both of these impact whether or not properties pay rates and also the amount of rates payable. There is a short window of opportunity to object to the valuations, so please send copies of the valuation to me **as soon as you receive them**. Should we fail to challenge excessively high valuations or incorrect categorisation within the period, we have little or no recourse and parishes may land with high rates bills.

2. Property Department Work

Eugene Jackson is leaving the property department after several years of sterling service and so we are looking for someone to take his place. The work would be part time, with flexible hours, and include assisting me with aspects of managing Archdiocesan properties, dealing with contractors and tenants, and assisting parishes where needed on an *ad hoc* basis, especially with regards to maintenance checklists. If you know of anyone in your parishes who might be suitable for, and interested in, such a job, please ask them to contact me directly with a short CV as soon as possible.

3. Advent Appeal Clarification

Any requests for funding from the Advent Appeal must be accompanied by the usual request for permissions, including multiple quotes, the consent of the finance council and the source of the balance of the funds for the project. Customarily, the Advent Appeal grant will not cover an entire project, as some financial contribution from the parish is also needed.

Peace and Blessings

Fr Charles Prince
Episcopal Vicar: Property

