

Starbeck Methodist Church

Resources Team

Meeting on Thursday 23 September 2010 at 7.30 pm

Present:-

Julia Mosley (chair)
 Rev Nick Witham
 Andrew Batchelor
 Sarah Mulholland

Ian Bailes
 Robert Allen
 Christine Atkins (Secretary)

Apologies: Malcolm Binks, Keith Nowell, Mike Clipston

Agenda Item	Notes & Agreed Actions on 26 June 2010	Responsible Person
<u>Matters arising/actions from last meeting</u>	The minutes of the last meeting were agreed as a correct record.	
	Nick reported that there is now a safe key with himself, and also one with the Senior Steward	
	Sarah is ongoing with investigating photographs of banners for the production of notelets	
	Nick has spoken to Mark Sutton who has agreed to give an idea of how much paint we would need for the internal rooms and would obtain it at trade prices. Mike has also spoken to a contact about paint prices	
	Repairs are being carried out to the sound system	
	Nick has spoken with Ian Dawson regarding the Resources Team, but he feels unable to join at the present time.	
3. <u>Warden Update</u>	Written report from Mike The team discussed the issue of external bookings using the projector in the church, and whether there should be an additional charge for using this equipment. It was felt that it would be advisable for a person from the group to receive instruction from a Church operator for the first time they use it, as part of the booking. It was decided that, for the moment there should be no extra charge – but we would need Mike's input before any changes are made – so agenda item for next meeting	Christine/Julia

<p>4. <u>Annual Key Audit</u></p>	<p>Report of annual key audit & list of Church key holders presented by Christine. There have been some problems with Brigade staff, so it was agreed that a tactful letter should be sent to Robin Wilkinson, listing the Brigade keyholders and emphasising that keys must not be passed around</p>	<p>Christine</p>
<p>5. <u>Finance Report</u></p>	<p>Report presented by Andrew</p> <p>Draft year end of August the deficit is £5875 against a budget of £5900</p> <p>There is still money to come from the Gift Aid rebate & also we are owed money from North Yorkshire, so the deficit should be approx £400 for the year.</p> <p>Nick enquired how this had reduced – it was due to expenses being less than anticipated, and donations being £4000 higher than expected. The Circuit assessment was also slightly lower. It was important not to be complacent as these may not occur every year.</p> <p>Nick to email Chris Binks re Connexional fund – has it been sent – needs to go to Church Council</p> <p>Fundraising events are down. Nick to speak to David Hunt re a date for Starbeck to run a Wesley coffee morning/cake stall</p> <p>Nick & Andrew to do a finance report for the Link to raise awareness of financial situation</p>	<p>Nick Julia</p> <p>Nick</p> <p>Nick/Andrew</p>
<p>6. <u>Gift Aid Report</u></p>	<p>Report presented by Sarah</p> <p>Estimates that we should received approx £3500 from Tax</p> <p>Have not yet received money from Brigades or Table Tennis Club</p> <p>We are approx £500 down on last year</p> <p>Sarah hopes to give out envelopes at the October Family Service. Also hopes to write an article for the Link to encourage more people to participate in giving</p>	

<p>7. <u>Cleaners terms & conditions</u></p>	<p>Keith has put together the contracts etc for the cleaners, and these have been passed by Peter Gambles, the Circuit Lay Employment Advisor. Keith also provided the team with a written report.</p> <p>Julia reported that she had spoken to Carol (Samantha was not there at the time) to explain the situation and with a view to them signing the contract of employment. The response was extremely negative, Carol did not agree to sign the contract, and intimated that it was likely that she would leave our employment. Malcolm provided email information that although we don't have to deduct tax or National Insurance, we are still obliged to send a statement to HMRC. Julia to meet with Samantha the day after the meeting.</p> <p>If both cleaners resign, we will need to recruit 2 new cleaners under the same contract</p>	
<p>8. Maintenance & work schedule</p>	<p>Query whether the organ is tuned annually on a contract basis or whether Malcolm Spink does the job as and when requested.</p> <p>Charlie Fisher has been extremely helpful in completing electrical work at minimum cost – letter of thanks to be sent</p> <p>Will wait for quinquennial inspection (overdue) – any work requiring to be done must be our priority</p>	<p>Keith</p> <p>Christine</p>
<p>9. <u>Quinquennial Inspection</u></p>	<p>There is no Circuit Property Steward at the present time. Our inspection is overdue – Nick provided information on the firm to contact:- Pearce Bottomley 0113 281 2000 Secretary to make initial contact and organise inspection date etc</p>	<p>Christine/Julia/Malcolm</p>
<p>10. <u>Schedule A</u></p>	<p>Schedule A was passed to Andrew for financial information to be added – it then needs to be taken to the October Church Council meeting</p>	<p>Andrew</p>
<p>11. <u>Safeguarding Policy update</u></p>	<p>Report by Robert</p> <p>There are some issues regarding keeping up to date with CRB checks for Brigades, but particularly GB. We need a list from GB.</p> <p>It was suggested that we update our</p>	<p>Robert/Nick</p>

	<p>policy – in view of photos, Facebook etc</p> <p>Nick had spoken to Sundi Club staff re safeguarding. Some staff have attended training courses.</p>	
12. <u>Electricity Bills</u>	<p>It would appear that one of our electricity meters has the same number as the bungalow just above the church. It was felt that this problem might have arisen previously – Julia to contact Chris Binks for information</p>	Julia
13. <u>Items for Church Council</u>	<p>Items to be reported to October meeting:-</p> <ul style="list-style-type: none"> • Schedule A • Finance • Reserves Policy • Connexional fund • Vacancy on Resources team for a representative from Church Council – need to elect • Vacancy on Resources team for a Fund Raising Co-ordinator 	Julia/Andrew
14. <u>Membership of meeting/email list of members</u>	<p>Secretary queried that some email circulation lists appear to include names of people who are not actual team members. To avoid confusion it was agreed that the Resources team emailing list should only include team members. If advice is required on a particular topic then the person should be contacted separately. Please amend lists</p>	All the team
15. <u>Any other business</u>	<p>Car parking issue – it was felt that there is a need to be able to manoeuvre. It was decided that we should assess the situation when the present lines have worn out. Leave things as they are for the present.</p>	

Dates & times of the next 2 meetings:-

Thursday, 23rd January 2011 at 7.30 – 9.30 pm

Thursday 31 March 2011 at 7.30 – 9.30 pm

Date of the June meeting to be fixed – this meeting will mainly focus on policies