

Starbeck Methodist Church

Resources Team

Meeting on Thursday 27th January 2011 at 7.30 pm

Present:-

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

Ian Bailes
Malcolm Binks
Keith Nowell
Shirley Clapham
Christine Atkins (Secretary)

Apologies: Robert Allen

7.30 – 7.45 pm Julia welcomed Adrian French and Jo Webster from the Youth and Community Centre.

We discussed lines of communication between Adrian/Jo and ourselves. It was agreed that it would be beneficial for all of us if the Community Forum could be re-instated, with regular meetings.

Mike raised the issue of room bookings and whether we could, if we have a large booking and are unable to provide all the rooms required, liaise with Jo regarding using the Youth & Community Centre. This was agreed. Adrian will let us have a timetable of Youth & Community Centre usage.

Adrian circulated a list of improvements/work needing to be done in the Centre. This was left with us to discuss, and we will then inform him of our decisions regarding financial responsibility.

Adrian will send us the Centre's Fire Audit Report & recommendations. These items will be circulated to our Team for further discussion, and decision regarding our responsibility financially.

Agenda Item	Notes & Agreed Actions on 27 January 2011	Responsible Person
	Julia welcomed Shirley Clapham to the Resources Team. Julia thanked Keith & Aline for the donation of tables and trolley for the hall. These were given in memory of Keith's parents.	
	The minutes of the last meeting were agreed as a correct record	

<u>Matters arising/actions from last meeting</u>	Regarding tuning of the organ – Keith contacts Malcolm Spink as and when required – there is no contract	
	Electricity bills/meter – under the impression it had been sorted out. Decided to leave things as they are for the moment	
	Nick has spoken to David Hunt re Starbeck having a Saturday coffee morning at Wesley. Nick to let David know that we would like to go on the Reserve list + also a date at the end of the year	Nick
3. <u>Quinquennial Inspection Report</u>	This inspection took place in November 2010. All team members have received a copy. Malcolm felt that all items of work needing to be undertaken were already being covered. Julia informed the members that in recent days there had been a theft of lead from the roof. There had also been an attempted burglary, with the lounge door being smashed through, but nothing appears to have been stolen. Secretary to contact Methodist Insurance re claims for damage	Christine
4. <u>Maintenance/Property</u>	Malcolm reported that the maintenance list is the same as the September list. Ian will be providing an estimate for the roof repairs following the lead theft. Our financial position needs to be clear before we can embark on further maintenance, but hoping to decorate the bottom room during the summer. The outside noticeboard is in need of refurbishment – also needs the times of services changing.	Keith
5. <u>Finance Report</u>	Andrew presented the report – and highlighted several points:- Collections more or less on budget Donations ahead of budget Cleaning costs slightly down Lettings slightly down Our position is roughly what we expected it to be Malcolm asked if he & Andrew could meet to discuss finance/maintenance Nick enquired whether our accounts are still with Peter Gambles	Malcolm/Andrew

<p>6. <u>Connexional Funds</u></p>	<p>Christine Binks had provided a report on our previous giving to General Methodist Fund.</p> <p>At the last Church Council meeting it was agreed that the Resources Team should decide on the amount that our church should donate to the General Methodist Fund for this year. Accordingly, at this meeting, members decided that £500 should be sent this year – Treasurer to send. We will reassess our financial position before we consider the donation for next year</p>	<p>Andrew</p>
<p>7. <u>Gift Aid</u></p>	<p>Sarah presented the report.</p> <p>For the 9 months from April – December the total envelopes & single gifts envelopes is £12,746.69. Last year at this time total was £13,894.24.</p> <p>Sarah suggested we could try to encourage more people to join the envelope scheme – more publicity – in the Link, announcement from pulpit. Nick & Sarah to liaise on dates etc</p>	<p>Nick/Sarah</p>
<p>8. <u>Warden Update</u></p>	<p>Mike presented the report, and also details of the duties he undertakes.</p> <p>Nick has spoken with Heather Jemison, Len has agreed to assist Mike with opening/locking up on a regular basis</p> <p>Discussion regarding Saturday morning coffee shops & the feasibility of additional groups/individuals running table top sales at the same time. It was felt that caution was needed here – it was vital that the hall did not become overcrowded – social interaction vital – atmosphere at the coffee shops important.</p>	
<p>9. <u>Health & Safety</u></p>	<p>Keith presented the report. PAT tests+fire extinguisher tests have been done – reports to Secretary for file</p> <p>Keith & Julia had recently met with a Police Terrorism Officer regarding our strategy in case we receive a warning of a heightened risk of a terrorist attack.</p>	<p>Malcolm/Christine</p>

	<p>Keith pointed out that we need to be more formalised and have plans in place. The Officer would be able to provide us with further advice if required</p> <p>Christine & Julia reported that during January, Environmental Health officers had inspected the Church kitchen & we have been awarded 5 stars for cleanliness. Item for the Link</p>	Christine
10. <u>Church Cleaners</u>	<p>Julia reported that we now have 2 cleaners, Rejoice and Jenny. Andrew needs information on names/insurance numbers of cleaners Keith raised the issue of lone people in the building, but although not ideal, there are times when this is inevitable.</p>	Andrew/Julia
11. <u>Schedule A</u>	<p>Discussion regarding the difficulties of completing Schedule A with the tight timescale of the accounts being audited. It would be helpful if the Church Council meeting could be later in October, but it has already been set for October 20th this year</p>	
12. <u>Safeguarding</u>	<p>Nick mentioned new publication – includes draft Child Protection policy. Has been issued to Nick + Church copy to go into Resources files We need to officially review our policy in view of this new guidance – should be done at our June meeting We should have a review date on every policy. Robert Allen is resigning from his Safeguarding Role. Nick is thinking about an Admin person to help him</p>	Nick/Christine Julia/Nick
13. <u>Items for Church Council</u>	<p>Items to be reported to February Church Council meeting:-</p> <ul style="list-style-type: none"> • Finance • Connexional fund £500 sent • Cleaners & Policies – Disciplinary, Health & Safety, Grievance. CC members need to have copies of these before CC meeting. Secretary to sort 	Julia/Andrew Christine
14 <u>Any other business</u>	<p>Letter has been received from Jean Lazenby's daughter, regarding a memorial seat in memory of Jean. It</p>	

	<p>was felt that there was insufficient room for an additional seat in the church garden area. Nick to contact Pat to advise.</p>	<p>Nick</p>
	<p>Rack for leaflets in the church porch – table looks very untidy. Julia to investigate prices/styles</p>	<p>Julia</p>
	<p>Concern expressed that Dr Barnardos will no longer be using the Youth & Community Centre</p>	
	<p>Short of Worship Books, need to invest in more</p>	
	<p>Re Greenfield Court & large print editions of Songs of Fellowship Book 4 – decided we have sufficient</p>	
	<p>Andrew mentioned that the gas contract is up for renewal – will get prices and email members with details</p>	<p>Andrew</p>

Dates & times of the next 3 meetings:-

Thursday 31 March 2011 at 7.30 – 9.30 pm

Thursday 7 July 2011 at 7.30 – 9.30 pm

Thursday 29 September 2011 at 7.30 – 9.30 pm