

RESOURCES TEAM
Starbeck Methodist Church
22 September 2007

NOTES OF MEETING

1. Present
Nick Witham
Julia Mosley
Aline Nowell
Edward Smith
Robert Allen
Malcolm Binks
Keith Nowell
Rachel Batchelor

Apologies
Ian Bailes
Alan Johnson

2. Matters arising from last meeting

None

3. Property

Malcolm has circulated a schedule of maintenance work. Repairs to notice board cork tile & kitchen fan extractor to be added. Malcolm will produce a more detailed spreadsheet for next meeting.

MB

Malcolm proposed that others will pick up sections of the work, for example the decorating, external work etc, so that the management of the task is shared.

Keith said that he will put a notice on the new fence regarding fire exits.

KN

Discussion re the current fire exit at the side/back, of the Church. To bring it in line with legal requirements, Ian has quoted by email that this will cost approximately £10,000.

Keith will contact Charlie Fisher re the lighting at this exit.

KN

Malcolm has alerted the new PCSO to our new fence.

3 broken windows to be fixed and insurance claim sorted.

RB

4. Finance

4.1 *Treasurer Report* Edward presented his report at the year end 31/08/07. Budgeted for income from collections of £24,000 but only received £19,432. Over the year income £47,007 and expenditure £46,144. Further capital to come from Forest Lane. Restrictions regarding how much capital can be kept in reserves. Edward has read the electricity and gas meters himself to ensure accurate bills. The budget for repairs expenditures will depend on Malcolm's schedule. Edward circulated a summary of funds. As many groups / initiatives make charitable donations to the Church, Nick asked if these could be recorded as such in the future to ensure visibility. Nick thanked Edward for such a user friendly report.

4.2 *Gift Aid* Aline presented her report.

4.3 *Cleaner's Wages* Agreed we need to confirm the 2 cleaners' employment status. Edward and Nick to meet with them for discussion. Delayed wage increase until outcome of meeting known.

ES/NW

4.4 *Room charges* Keith proposed amendments which were agreed. Keith to circulate new rates.

KN

Church Council to consider the issue of accepting room bookings in Holy Week. Julia thanked Keith for stepping in to care take the bookings at short notice.

5. Safeguarding

Robert reported that he is been in touch with group leaders re CRB checks. Worship band leaders will also need clearance. Robert has training information re safeguarding foundation course for children and youth workers. No record of who has attended what courses. Policy for Safeguarding Vulnerable People (including C&YP) exists – need operational guidelines. Robert and Nick to meet to discuss and to be on next meeting's agenda.

RA

6. Health and Safety / Fire

Keith to provide Health, Safety and Fire policy statement update to Church Council for their approval.

Keith asked for a notice board in the main corridor to be dedicated to health, safety and fire – Julia to speak to brigades.

JM

7. AOB

Insurance Edward has had a meeting with the insurance surveyor. Insurance value of both the building and the contents has been increased. The organ is insured as a specific item. Individual possessions, eg musical instruments, are not covered by our insurance.

Food Standards Geoff reported that all lunch club leaders have undergone the necessary courses and received their certificates. Geoff agreed to continue as the responsible officer for food health and safety.

Security Keith reported that he has come to the Church and found doors unlocked. All need to be vigilant.

Picture David Bucktrout's picture has been framed and is ready for hanging.

Schedule A form To be with Nick by Church Council on 18/10

RB

8. Date of next meeting

Saturday 12 January 2008 at 9.30 am