

RESOURCES TEAM
Starbeck Methodist Church
26 April 2008

DECISIONS & AGREED ACTIONS

1. Present

Julia Mosley
Malcolm Binks
Keith Nowell
Nick Witham
Ian Bailes
Edward Smith
Aline Nowell
Rachel Batchelor

Apologies

Alan Johnson
Geoff Wilkinson
Robert Allen

Alan Johnson has resigned from the Resources Team. **JM** to write to Alan to thank him for all his work.
RB to invite Mike Clipston to join the Team as new Warden.

2. Matters arising

KN to find out how many word and music copies of Songs of Fellowship we have.
Lighting over fire exit now installed.

3. Safeguarding Update

CRB audit continues.

Viv Morrissey advised to wait for new safeguarding recommendations which makes training mandatory and hopefully there'll be training for Starbeck. **RA** to keep record of those who attend.

RB to attend to key holders declaration form in the Summer key audit.

KN to pass on form to Mike Clipston for room booking people.

Awaiting revised safeguarding book.

KN to circulate final Safeguarding Policy.

4. Maintenance Update

Front gable pointing to be done Summer 2008. **MB** to get quotes. Using money from reserves.

Repair to metal windows required. **MB** to contact Mark Sutton.

Hall floor to be cleaned, buffed and re-coated. **MB** to arrange.

Organ needs tuning. **KN** to arrange.

MB to investigate different ways of cleaning moss on roof.

Toilet lock in ladies toilet repaired. **RB** to put in property log.

19/7 - morning of gardening in preparation for wedding.

5. Health & Safety / Fire Update

Yearly risk assessment undertaken by KN, Brian Clarke and Martin Brassington. Produced report with range of actions.

Fire exits to be future agenda item.

Practice fire evacuation tba - **KN/NW**

Separate H&S/Fire meeting to be arranged in the future after independent consultation.

User Guide updated. To be reviewed in 12 months.

JM to check cleaners cupboard in relation to COSHH.

6. Finance Update

ES presented budget information.

Agreed increase in wedding and funeral fees. No charge for Church members. To be reviewed yearly.

	Charges 13/10/05	Charges 26/05/08
Organist	£30	£40
Steward	£20	£25
Funeral	£50	£55
Wedding	£100	£110

7. Gift Aid Update

AN presented report. ES taking over in April 2009.

8. Cleaners Update

H&S training required.

Peter Hoole pays them. They are responsible for paying and declaring their tax.

JM sorts their materials.

JM to ask Alan Johnson if he can supervise them.

MB/ES to work on job descriptions.

9. Link Update

RB produced her first issue.

Ken Redshaw continues to arrange distribution.

Agreed to increase annual cost of advertising in Link from £20 to £30, as a more realistic charge given printing costs and circulate of magazine.

RB to investigate printers on Wharfedale Avenue.

10. AOB

ES asked if we have a discrimination policy and if we need to take action. NW to check. NW also to check for update on grievance and disciplinary procedures.

Radio York have approached KN re use of premises, discussions ongoing.

IB to investigate cost of carpet for hall.

Agreed car boot in our car park on 7/6 by NYCC Youth Centre.

MB has security pen to mark items of value.

ES to investigate internet cost.

11. Date of next meeting: Tuesday 1 July 2008 at 7pm