

PUTNOE HEIGHTS CHURCH

Management Meeting – Monday 29 September 2008

Present: Rev Charles Royden (Chairman), Jenny Emsley, Linda Hoar, Ian Morse (Treasurer), Wendy Nash, Barry Snelson (Centre Manager), Sam Ware, Lawrence Wyatt, Pam Kinselley (Minutes).

APOLOGIES: None

The meeting began with a prayer led by the Chairman.

- 1 MINUTES of LAST MEETING (16 July 2008): These Minutes, which had been circulated prior to the meeting, were signed by the Chairman as being a correct record.
- 2 MATTERS ARISING: Barry reported - that the outside Notice Board has been erected and also that Joan's name has been removed from the internal board; **Agreed** that Charlie's name and telephone numbers be added temporarily; the events notice board now goes from Sunday to Sunday.
- 3 PRE-SCHOOL: Linda reported that the accounts are with Ron Simmonds; the budget remains much as it was; the Ofsted inspection is imminent; there is a possibility of a grant to help with the cost of erecting a canopy over the play area; **Agreed** to get quotes for both a smaller and larger canopy. There is a requirement for a named Deputy – this will have to be advertised but will hopefully the appointment will be made from existing Pre-School staff.
- 4 CENTRE MANAGER'S REPORT: Barry handed out sheets giving details of income and expenditure; he asked for guidance on the increase in hire charges for 2009 – **these were agreed as follows** – Regular Hirers (Non-commercial groups) – Church & Large Hall up to £8 per hour; Small Hall & Meeting Rooms up to £6 per hour; (Commercial Groups) – Church & Large Hall up to £14 per hour; Small Hall & Meeting Rooms up to £9 per hour. Single Bookings (Non-commercial groups) – Church & Large Hall up to £10 per hour; Small Hall & Meeting Rooms up to £7 per hour; (Commercial Groups) – Church & Large Hall up to £20 per hour; Small Hall & Meeting Rooms up to £12 per hour. Children's Parties up to £15 per hour for all rooms. Barry to be able to negotiate as he sees fit. **Also agreed** that Pre-School be charged £6.50 per hour for the Small Hall (an increase of £1 per hour) and £10.50 per hour for the Large Hall (also an increase of £1 per hour) – it was felt that the charges to Pre-School must be increased but due to their stringent circumstances the increase would be kept to a minimum. The Small Hall is completed although there is still work to be done to complete the kitchen fittings – Lunch Club is opening on Wednesday 1 October. **Barry** will sort out all cupboards and allocate space to various Groups. **Agreed** to ask Val Morgan to look into the provision of curtains in the Small Hall which it is hoped will deaden sound – **Lawrence** will speak to Val. There had been a suggestion of providing notice boards for Groups but this matter to be left in abeyance. Barry reported that there are no problems with cleaning. As far as Maintenance of Buildings and related matters are concerned, Barry has received the Property Schedule and will complete it; unfortunately it is not feasible to have a

wall built between the neighbouring property but the fence will need replacing – **Charlie** will discuss this matter with our neighbour. John Creasey is going to deal with the lighting in the Church.

- 5 CHILDREN'S & YOUTH GROUPS SUB-COMMITTEE REPORT: It had been decided that this was irrelevant to this Meeting and that the Report is now given to Leadership Team but Linda said that a recent, very successful, Children's Day had been held at St Mary's and she asked if we could offer our Hall and garden for a future event – **Agreed**.
- 6 RECORDS: All Records up to date but **Linda** will check with Pre-School whether they keep any accident records which are not included in our Accident Record book.
- 7 TREASURER'S REPORT: Ian handed out detailed figures on all aspects of the Church's Accounts. He pointed out that Hire income met the budget but was less than received for previous year; expenditure in total was less than budget; utility costs had increased by 24%; interest from the Trust Fund (£10600) has been used; August contract work invoice awaited. The balance on Trust Fund at end of August was £144000 but after completion of building works this will be reduced to £127000 which obviously will mean a decrease in interest. Ian also reported that the initial Budget reviewed by Leadership Team had a projected deficit of £5200 but various small changes had reduced this deficit to £2800.
- 8 ANY OTHER BUSINESS:
 - (a) Lunch Club volunteers asked that they be able to use the new Small Hall with the increased benefits of being able to serve straight from the kitchen – **Agreed**.
 - (b) Future dates for Management Meetings: **agreed as** – MONDAY 10 NOVEMBER 2008; 19 JANUARY 2009; 20 APRIL; 13 JULY.

The meeting closed with the saying of the Grace.