

Trustees of St Paul's Parish Centre

Minutes of meeting held 27.2.20

Present: David Harrison (DH) (Chair); Fr Gregory Lipovsky; Sharon Waight (SW); Katherine Harrison (KH) Anne Mullis (AM). Chris James (CJ)

1. Apologies: None
2. Minutes of meeting held 16th October 2020 agreed and signed as correct.
3. Matters arising: SW noted that the dates for the future meeting agreed on 16/10/20 are correct on the minutes of this meeting.
4. Financial Report;
 - a) End of year 31 December 2019 Accounts and Balance: KH presented the accounts for the year ending December 2019. Accounts circulated and a review and discussion held by Trustees. It was noted that there had been significant expenditure on the heating system, for the parish centre and church, installing new boiler for this year. The hall hire income discussed, and a breakdown of the expenditure on repairs and refurbishment of the parish centre reviewed. The end of the year accounts agreed by Trustees, proposed by SW seconded David Harrison. SW signed the accounts on behalf of the Trustees. KH will submit to the charity commission.
 - b) Review of the incomings and outgoings for the Trustees of the Parish Centre. Discussed under a) for the end of the year. Noted that installing the new boiler for heating and hot water £19,068.00p A significant expenditure for the year ending 31.12.19.
 - c) Implications for the scheme of delegation: None for this period. It is noted that this is when Chair can take action for up to £250, for hall repairs and emergency repairs.
 - d) Wages and contracts: Trustees pay 50% for parish administrator wages and parish administrator accountable to Trustees. Hall cleaner wages paid in full by Trustees. PA annual review due April 2020. Action SW to organise. No changes to the number of employees for the Trustees for this period.
5. Parish Centre:
 - a) Parish Centre and Trustees: Notice board for Trustees in development. To ensure publish the work of the Trustees and continued development of the parish centre. Who is Who and projects. Trustees of the Parish Centre Agendas and minutes to be on notice board. Action SW.
 - b) Parish Centre: lettings and meeting room; The hall letting schedule reviewed this looking healthy as hall hires continued. Parish centre hall

leaflet, reviewed and updated and to be available on the notice board.
New let for circuit training noted. Advertising discussed and to maintain the level of advertising for lettings.

- c) Parish Centre insurance: Is current, to review. Action KH / SW
 - d) Hall and parish centre use for Safe Sleep project; Discussed to check on cleaning schedule with organisers. Action SW / AM
 - e) Parish centre front doors and porch entrance; Recently difficult to open, due to significant rain fall. Has been altered, due for painting when weather has improved. Action GB / HPS
 - f) Signage and notices: Covered under notice board.
 - g) Parish Centre cleaning: Progressing well, standards maintained.
 - h) Parish Centre Garden: Lawns and border maintenance. CJ and GB will be cutting lawns and rota. Fr Gregory, suggested that consideration be given to a memorial garden. Trustees and PCC to consider and report back.
Lawn cutting Action CJ / GB
 - i) Parish Centre Administrator role: covered under 4 d).
 - j) Parish Centre programme of work outline for 2020. SW tabled the outline work project plan for 2020. Trustees discussed, to include Parish centre office carpet, Parish centre office painting and Sacristy painting and decorating. CJ to arrange and obtain quotes for the work.
6. Trustees terms of reference: Trustees reviewed the terms of reference. Anne Mullis to be invited onto the Trustees, all agreed. Fr Gregory proposed that the Archdeacon membership change and the deed of membership be revised. Fr Gregory proposed SW seconded. Anne Mullis to be elected onto Trustees, Action next meeting 29th April. DH reported that his term of 1 year be reviewed and his intention to stand down as Chair. Fr Gregory proposed SW for Chair, Seconded by KH, all Trustees agreed. SW Chair of Trustees.
7. 49e
- a) Maintenance of 49e; Replacement and upgrade of radiators and plumbing completed.
 - b) Car parking; space allocated at the rear of 49e for tenants. Car parking in the church by non-church and hall users, resolved.
 - c) Inspection: Due March 2020, Action SW and Fr Gregory.
8. AOB: None

Date for next meeting;
29th April 2020, 6pm
15th July 2020 6pm