

KLMC Church Meeting 8th September 2009

Matters arising from the Property Committee

The Property Committee meets quarterly. There has not been a meeting since the last Church Meeting on 8th July 2009. The next meeting of the Property Committee is scheduled for 21st September 2009. If anyone has any issues that they wish to have raised would they please communicate them to the Chairman, Colin Ashley. In addition to the items mentioned in more detail below, there are two other specific items already notified for discussion namely, an Energy Audit and the positioning of the "decisions" file.

Caretaker

The issue of a caretaker for KLMC has been raised on occasions and has again recently surfaced. It is my understanding that Mrs Irene Hancock who has been undertaking some of the caretaking role does not wish to continue.

Duncan Hamlett, mindful of the issue, has recently found someone ("the Discovered One") who may be willing to take on the role but who is currently in other employment. I have spoken to the Discovered One to try to pin them down as to what they would be prepared or wish to do but this is a difficult since, obviously, no formal decision has been taken about the principle of such an appointment.

The Church needs to address the following points:

- What jobs falling within the remit of a caretaker need to be done e.g. opening up, cleaning, moving chairs, preparing rooms/setting out chairs for meetings, locking up, putting out bins, attending contractors etc?
- Whether we need a caretaker?
- Whether we can afford a caretaker?
- Whether we are prepared to fund a caretaker?
- How many hours do we need a caretaker to do?
- How many hours are we prepared to pay a caretaker to do? At what rate?
- If we can't fund a caretaker to do all these things which are the priorities?
- If a caretaker is not to be appointed to do some or all of these things, who is going to do them?
- If a caretaker is appointed, who will deputise in the caretaker's absence?

Once we have those decisions:

- How are we to appoint?
- Who makes the decision?
- Can we simply appoint the Discovered One?
- What are the church requirements and procedures for appointment of paid staff?
- In view of Safeguarding Vulnerable Groups Act 2006 will we have to go through the Vetting and Barring Procedures under the new act when it comes into force in October? Even if not required strictly should we still do it as a matter of precaution? In any event I think we will have to seek a CRB Disclosure. (See CPD 2008, Volume 2, Book VI, Part 5, Section 1 [Page 821]),
- Terms of appointment?
- Is there any impact on insurance?

The Treasurer will doubtless comment further if need be at the meeting but has expressed the view as follows:

As things stand today, I think we will be doing well to break even in the coming year which means that any stipend we pay to a caretaker would have to come from increased contributions from the congregation less any savings made by not having to employ cleaners etc. We currently spend around 2700 pounds a year on cleaning. However, I am aware that our circuit assessment will increase by another 2000 pounds next year, so I see the likelihood of us being able to afford a caretaker as being very slim if not zero in the coming year.

Putting the financial bit to one side, I think the idea is a good one and should certainly be put before the Church meeting to see if the majority of people are also in favour. If so, we could then embark on defining the role, how much we might pay such a person, and then generate a financial plan to determine how much we would need from the congregation in order to support such a position (a buffer or reserve of some sort might be needed to iron out fluctuations in contributions on a monthly basis etc). If the numbers add up and we gain a commitment from the church members to support it financially, we would then have a clear path forward.

Appended to this are a list of caretaking duties as supplied by Mrs Irene Hancock.

If the meeting decides not to proceed with the appointment of a caretaker then it will be necessary to address the issue as to who will carry out the tasks that would be undertaken by a caretaker?

The Chairs

At the last meeting of the Property Committee complaints were received from various individuals and user groups about the number of chairs and the way in which excess chairs impeded activities.

The Committee was advised that for most purposes the maximum number of chairs needed was 45 and it was proposed that the excess should be moved into the outside shed and, when required, brought back in. It was proposed that it may be appropriate for a dehumidifier to be installed. It was agreed that the smaller of the two pews should be brought back from the Hall into the church and located behind the organ bench (and that has in fact happened). One of the organists finds the presence of the pew to be restrictive. Our minister is understood to find its presence useful.

Mr Michael and Mrs Catherine Whitaker have kindly agreed to store the other pew and should it be decided to sell it at some point they may be interested in buying it.

The decision about the chairs was communicated to necessary parties but it was reported back that there was simply insufficient room in the sheds for the excess chairs.

There are two sheds at present: the small shed is used for storage of gardening equipment and the large shed is used for storage of equipment belonging to (amongst others) Brownies/Rainbows, Meet to Eat, See and Know as well as the church generally.

Duncan Hamlett has been kind enough to address his mind to the issue and is of the view that by turning one of the sheds round it would be possible to install a further shed without (**and this is important**) increasing significantly, if at all, the overall footprint of the sheds ("the footprint issue"). Duncan has determined that an 8 x 6 heavy duty shed erected will cost £505 inc vat + £25 delivery.

I am aware that there is a view that a further shed, of itself, would be inappropriate because of its visual impact.

There is a strongly held view that if some groups were to compact their chattels or dispose of (or otherwise remove) some items then sufficient room could be created for the chairs. I am not privy to any previous arrangements which might have been made with various groups as to their storage allocation in the sheds and therefore cannot comment on the position. It has been noted that some items have spilled over into the Wendy House and they too need to be returned to the large shed in order that the Wendy House can be fully used for its primary and natural purpose and for which I understand it was kindly donated.

From a quick inspection, if items were stored more compactly and some more shelving were to be erected, then there would be some space which could be created for some

chairs but whether that would be sufficient is open to question.

The issues that seem to need addressing are:

- What arrangements are there already in existence for various groups to store equipment, if any?
- If there are any in existence, are they being adhered to?
- If none, or if any are not being followed, should representations be made to /negotiations entered into with/directions given to the relevant group/s?
- If relevant groups did sort out any issues, would that resolve the storage problem completely thus avoiding the need for a further shed?
- If not, do we acquire a further shed and if so on the terms proposed by Duncan, especially having in mind the comments made on the limited increase in footprint?
- In any event, is there a need for increased storage facilities generally and is the acquisition of an additional shed a good idea in any event, always, again, having in mind the comments made on the limited increase in overall shed footprint? In considering this, we need to have in mind that on the one hand "stuff" has a habit of increasing with the space available and, on the other hand, we do not know where the "vision" will lead us and additional storage may become essential in any event. Please have in mind that we have agreed that chairs should be stacked no more than four high. Will this apply to the sheds as well as within the bricks and mortar?
- If a new shed is considered appropriate, how is it to be funded? It is understood that there are monies left over from the sound deadening project. Subject to the agreement of the donors and the agreement of the Church Meeting can those monies be used to meet some or all of the cost of a shed?

If the meeting decides that a new shed is not appropriate at this time will the meeting please authorise the Property Committee to take such steps as it may consider appropriate to allocate storage in the existing sheds in such a way as to enable convenient storage of the excess chairs?

Colin Ashley

31 August 2009

APPENDIX

CARETAKER DUTIES LIST AUGUST 2009

- SECURITY CHECK X 2- checking DOORS, WINDOWS, ROOF VELUXES, SWITCHES and TAPS (beg. and end of wk)
- INTERNAL DOORS- all closed and left NOT wedged
- HEATING- Setting the heating clock once a week depending on Users and season, check 5 room thermostats and 5 radiator thermostats twice a week. (Folk tend to alter and not return to original settings)
- BINS-MONDAYS -MOVE large green OR grey bins to Front Gate on the road, emptying internal wastebins regularly (3 toilets bins and 4 elsewhere).
- WATERING of plants and flowers once a week
- TOILETS- check tidy, clean* and restock with toilet rolls, paper hand towels and soap in dispenser. (*No cleaning done unless unuseable- extremely rare). CLEANING TEAM work on Tues Mornings,8.30-10am and THURS afternoons,2-4pm.
(SPARES- Lr. Box of T.Rolls kept in Large wooden shed outside –Padlock code
Some T. rolls, Paper towels and soap dispensers in double cupboard with Vacuum cleaner)
- KITCHEN – tidy, check dishwasher ok and plug FIRMLY in, all switches off And roll of Paper hand towel in dispenser. SPARES are in base unit next to it or else in double cupboard with Henry Vacuum cleaner.
- MAIN HALL- check SOUND SYSTEM OFF AND KEY on hook above .
- TIDYING OF CHURCH- things back in place, eg. Pews, hymn books, litter removed, prayer cards and visitors welcome cards in correct place, bibles and toy box.
- BE available to let NEW User groups in and show them how to use the Key Lock Safe, open door and give general tour. Vera Schofield as Bookings Secretary quite often does this as well.
- CHAIRS- restack if necessary. Usually 3 or 4 high -NO MORE THAN 4 TO AVOID INJURY.

N.B. CHILDREN AND ELDERLY FOLK have to lift these chairs during the week. ALSO, if a rubber protective stopper from a chair leg is found the C-T. locates the deprived chair and fixes it back on before the floor is badly scratched !!

TIME -usually takes 1.5hrs per week during term-time with the 2 visits-one at each end of week.

N.b. 1st visit on Mondays and 2nd visit of week after last user group of week been and before Sunday services.