

Minutes: Property Committee Meeting, Kirkby Lonsdale Methodist Church

Date of meeting : 15th October 2009

Location : Kirkby Lonsdale Methodist Church

Chairman: Colin Ashley

Apologies: Paul White, Michael Whitaker, Vera Schofield, Val Woodhouse, Irene Hancock and Catherine Whitaker left at 10.15am

Present: Colin Ashley, Roy Pallitt, Duncan Hamlett, Mike Scholes and Catherine Whitaker

Subject	Sub-headings/pointers	Outcomes and Actions	Responsibility for Action
1. Welcome			Colin Ashley
2. Minutes of Last Meeting		Draft accepted subject to one correction	
3. Matters Arising from minutes of 21st September 2009	Health & Safety Book	Duncan had chased Chris Knowles. The new documentation is said to be on its way. Review at next meeting	Duncan Hamlett
	Noticeboards	To be discussed at next meeting	
	Public Liability Insurance of User Groups	Mike Scholes confirms he will pursue. Revisit next meeting	Mike Scholes
	Minutes of this and future meetings	Catherine indicated that the stewards would like a copy of the minutes of the meeting. It was pointed out that they would in any event be published on the website now that they have been approved. Catherine will forward a copy on when she receives her approved copy	Colin Ashley (to arrange to go on church website) and Catherine Whitaker
	Energy audit	Roy reported that he had made enquiries and there appeared to be no-one in the church prepared to admit any appropriate expertise. Since (a) when the major alterations had taken place energy efficiency was taken into account in the heating system and (b) since there	

		was little else that could be done within the church and (c) since we were to some extent already recycling, this matter should not for the moment be pursued further.	
	Tea plates	Duncan produced a 6.5 inch tea plate from CP Catering which would cost £1.44 each and a slightly thinner 7.5 inch plate from Wilkinsons at £0.50 each. The 6.5 inch was considered the ideal but given the difference in cost the 7.5 inch was acceptable. Subject to consultation with the deemed experts (Susan Auger and Vera Schofield) it was agreed that 100 of the 7.5 inch plates be purchased forthwith.	Colin Ashley (to check with Vera and Susan) and Duncan Hamlett
	Health and Safety issues	<p>Torches near switchgear – church and schoolroom These are now in place.</p> <p>It was agreed that notices marking the position of the gas meter and electrical switchgear should be put in place, knowledge as to the location of these apparently being limited.</p> <p>Swine flu precautions. Duncan reported a world shortage of bulk anti bacterial gel. However, this had now been sourced and it and the dispensers would be in place shortly.</p> <p>At a recent Communion service the visiting celebrant had used gel discreetly. Whilst the use was applauded more ostentatious use was to be encouraged.</p>	
	Documentation	Because of time pressures this should again be deferred to a future meeting.	
	Fire extinguishers	Colin reported contact with Cumbria CC in respect of servicing. Their computer records were not up to date. They had no record of the work being done. They would verify that it had. If there was an issue they would come back to us. No further contact has been had.	

	Electrics	<p>Duncan reported that the electrician had attended and had fixed the lights over the gate and along the path. The bulbs for the hall had been ordered and, especially in view of the height, the electrician was to be instructed to fit them.</p> <p>Duncan had come armed with glue to fix the minor crack to the thermostat.</p>	
	Fire notices	<p>Agreed that when fire notices are erected they will show Assembly Point as being in Queen's Square on basis that this will not involve those evacuating (especially children) crossing road and will be out of the way of approaching emergency vehicles. Colin to ask Bette to use her best writing on the signs. Signs to be put close to each external door.</p> <p>Duncan will erect fire exit sign and self-closing device on metal gate from church land to Queen's Square.</p>	<p>Colin Ashley</p> <p>Duncan Hamlett</p>
	Paths (Moss accumulation)	Duncan had tried bleach without success. A steam cleaner (courtesy of Abbeyfield) is to be tried instead	Duncan Hamlett
5. Caretaker		<p>The person proposed for appointment had indicated that for personal reasons she did not feel able to take up the cleaning role but could take on the caretaking role and finance was agreed. However, just prior to the meeting she had again spoken to Colin Ashley and indicated that for other personal reasons she could not undertake any part of the role.</p> <p>After discussion of the various options it was agreed that having in mind Irene's sad change of circumstances it would be courteous to approach her to enquire if she wished to resume the caretaking role but on the basis that it be stressed that she must charge fully for all her time spent and also that some of the tasks which she had previously undertaken should be passed to the cleaners. Additionally, some other tasks could be delegated to others without imposing a particular</p>	Colin Ashley

		<p>burden, for example, tidying church after service – door stewards could be asked to undertake. Also checking PA system turned off and key properly located could be deputed to the Sound engineers after services.</p> <p>Mike still to check with District person re lay employee's contract of employment.</p>	Mike Scholes
6. Chairs & Storage		<p>It was reported that Michael Whitaker had erected in the shed the shelf proposed at the last meeting.</p> <p>Duncan reported he had spoken to the user groups. It had been suggested by See and Know (Fiona Dodd and Christina Barratt) that to assist in the reorganising of the sheds and as an alternative to a new shed the space (5 feet wide x 10 feet long) which existed between the boundary wall and the side of the smaller of the two sheds (that containing garden equipment) could be used for storage of some of the plastic toys belonging to See and Know especially if a lean-to/car port like structure was erected with a roof attached to the back (side) of the shed and on the wall side supported by three posts. Duncan had costed this and it could be done at a price inclusive of labour of £300. It was agreed that on an interim basis a tarpaulin could be used to cover the toys and then, as soon as convenient, chairs would be moved into the shed to see if the problem was solved in that way. If it was, then the proposal for the lean to should be pursued. Duncan offered the loan of dehumidifier for the shed on an interim basis.</p> <p>It had been reported by Peter Deaville that the tea trolley in the shed had been donated many years ago as a projector table and it was no longer used. It was agreed that a note be put in the Church notices to see if it could be rehomed and if not it is to be dumped.</p>	

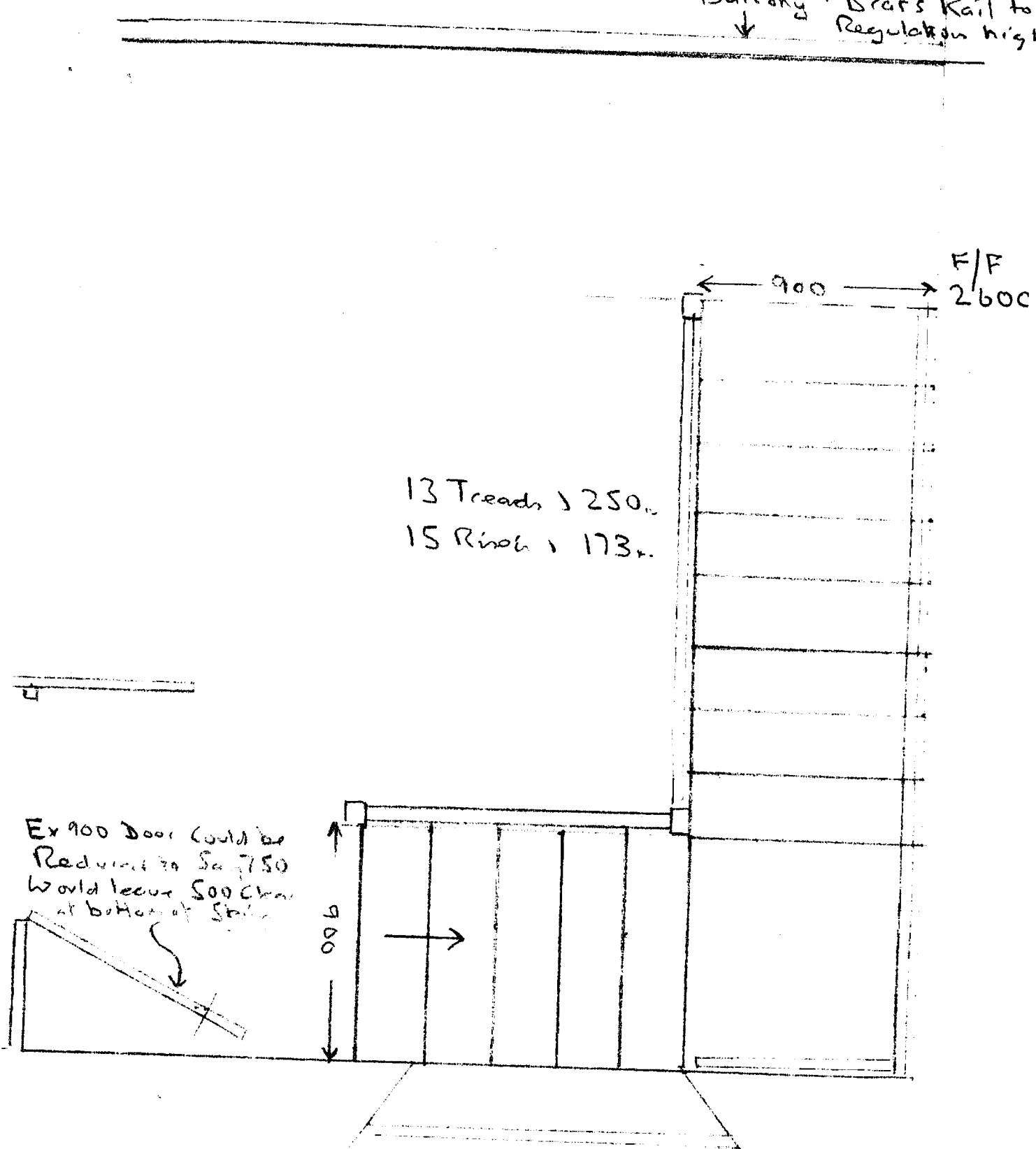
		<p>See and Know had indicated that there was no enthusiasm for a pram shelter at the front of the church and since at present there were no motorised or similar scooters to be accommodated it was agreed that any such proposal should not be pursued at the present time.</p> <p>A donated printer has appeared in the vestry. It was proposed that since Peter Deaville probably does most printing it might be appropriate to invite Peter to have the printer at home.</p>	Colin Ashley and Duncan Hamlett to progress
7. Application of Donated Monies		<p>It had become apparent that there was substantial support for the opening up of the balcony. Duncan had been in touch again with the Planners and had made a revised proposal which they had smiled upon. Whilst about 4 or 5 seats would be lost downstairs, in the region of 40 would be gained upstairs. Some valuable storage space for hymn books, bibles etc would be acquired downstairs. He had produced some costings which showed that the opening up could be effected at an approximate cost (including VAT) of £6000. An anonymous offer of a donation to meet the cost of construction of the staircase (materials £2100) had been received. It was agreed that this clearly was a much bigger project than had initially been anticipated when suggestions for use of the donated monies were requested and should be taken to the Church Meeting as a stand alone project and tied in with the 175th Anniversary. Duncan advised that if approval could be obtained at the Church Meeting he believed work could start early in 2010 and be completed in good time for the actual Anniversary. Duncan agreed that he would speak to the matter at the Church Meeting.</p>	Duncan Hamlett and Colin Ashley
8. Checking Your		Colin Ashley had produced a draft of the Schedule and	

Church Schedule		the Property Checklist and a list of details outstanding or in need of positive rather than apocryphal verification. The view was taken that it was important that the newly formed committee should take the opportunity rigorously to consider the Schedule. This was done. Colin and Mike would meet to fill in outstanding detail in time for presentation to the forthcoming Church Meeting.	Colin Ashley and Mike Scholes
9. Any Other Business		1. Nancy Pallitt has kindly agreed to take over as Bookings Secretary whilst Vera is of no-fixed abode	
10. Date of Next Meeting	To be agreed.		
This Meeting closed at 11.45			

Kirkby Lonsdale Methodist Church
Proposed Replacement Staircase to Balcony
Scale 1:20 metric

Proposal A

Balcony + Brass Rail to
Regulation high



13 Treads x 250
15 Risers x 173

900
F/F
2600

Ex 900 Door could be
Reduced to Sa 750
Would leave 500 clear
at bottom of stairs

900

Hampton Hamlyn

Cragg House Barn
High Casterton
via Carnforth
Lancs LA6 2SD
Tel/Fax: 015242 72405

15/10/09

KLMC Budget Cost for Gallery Staircase

Price for for RG Packings balia If Required	220.00
SLDC Building, Reg Fee	210.00
Estimate for New Staircase	2100.00
Budget Estimate to cut out balcony - timber joint	720.00
Budget Estimate Make good decoration	500.00
Estimate for 3 no Lights to match existing	600.00
Estimate for Beam Rail to balcony	400.00
Budget for Carpet on Stair Treads	250.00
	<u>5000.00</u>

17 1/2% VAT

875.00
£ 5875.00

Budget £ 6000.00