

**The Centre Management Group
Washington Church of Christ Christian Centre**

Minutes – Monday 18th June 2007

1. Opening Prayer led by Trevor.
2. Present: Joseph Hannan (CMG Chair), Elaine Harbron (WASP), Moira Harper (Guides), Doreen Owens (WCOC), Sharon Owens, Trevor Owens, Eileen Stephenson (The Nest Crèche), Isabel Ward (Treasurer & Community Representative).
3. Apologies: Andrew Hoseason (CAB, Secretary), Helena Lister (Brownies).
4. Minutes of the meeting held on Monday 14th May 2007 were accepted and proposed by Moira Harper and seconded by Eileen Stephenson.
5. Matters Arising:
 - Cleaning

All present agreed that the building looks very good. Joseph and Moira praised and thanked Doreen and Sharon for all their efforts. Joseph feels that a church cleaning day needs to be organised, to be undertaken on a Saturday, to clean the building inside and outside, with all participants sharing lunch together.
 - First Aid

Elaine asked for days and times when people are available to undertake the First Aid at work course. The course runs over 4 x 8 hour sessions and will cost £1959.98 if held at WCOC premises. The fees will be covered by FACL, as part of the professionalisation of the workforce funding pot. All agreed that afternoons will be better so Elaine will find out if it is possible to do (8 x 4 hour sessions) and apply to FACL for the funding.
 - Banking

Isabel brought information from the Co-Op Bank. This banking organisation will provide free and ethical banking and the Centre Management Group will be able to apply for grants. Rents are to be paid into this account to ensure that the gas, electric, water rates and maintenance of the building are provided for. Joseph would like to look at the logistics and finances with regards to the banking and how much it costs to run the building, with Isabel, Trevor and Elaine. If a bank account is opened, the signatories will be the Centre Management Group Chair, Treasurer, Secretary and Other.

Coalfields funding requirement is that the CMG manage the building, with one representative from each organisation that uses the building. Joseph is the Chair and he has the casting vote in the event of a tie. The Group would like to view the Coalfield request as to what their requirements are regarding the CMG and how the Group should run the building (e.g. Limited Company, Registered Charity or Constituted Body).

- Taps
Joseph is going to contact the owner of the plumbing business that installed the taps in the crèche tomorrow (Tuesday 19th June). They drip constantly, as much as a full dish of water overnight. The CMG participants agreed that this is a priority as the amount of water wasted is going to result in an inflated water bill. The Group do not accept that when one tap is switched on, the other will automatically come on to relieve pressure and would like this matter explained to them.
- Service Level Agreement
Andrew is still working on this document
- Constitution
Ongoing
- Rent Policy
Ongoing
- Policies
Andrew would like copies of WASP and the Nest Crèche policies, to assist him in organising similar policies for the CMG.
- Ecclesiastical Insurance
The insurance company are happy with the building refurbishment.
- Cleaning Tick List
The cleaning tick list is now on the wall.
- Boxing the Kitchen Pipes
John is coming out to take a look at the pipes and he will be fixing the door in the crèche at the same time.
- Drains
The blocked drains will be expensive to fix and the possibility of claiming through the Ecclesiastical Insurance is going to be looked into, as the Church cannot afford to pay for this.
- A.O.B.
WASP is to be given a spare key for the Church office (re: alarms). Training for fire alarms and heating will be at 3.30pm tomorrow afternoon. Trevor pointed out that the Woodturners group need this training as they generally do not have anyone from the Church present when they use the building on the first Monday of each month.

The fire alarm should be tested on a weekly basis. The crèche must undergo a full evacuation every 4-6 weeks under Ofsted Regulations. Joseph stated that the whole building would be evacuated as a matter of course at the same time.

Trevor and Elaine will be attending Fire Marshall Training tomorrow morning. Joseph asked if we can bring him, Eileen, Moira and Kathy up to date with this training.

- Date and Time of next meeting
Monday 30th July 2007 at 5pm.

ITEM	Target	Who	Date Actioned
First Aid at Work	Next Meeting	Elaine	
WASP Policies & Nest Creche Policies	Next Meeting	Elaine and Eileen	
Church Cleaning Day	TBA	All users (voluntary) & congregation	
Wood Turners Fire Alarm Training	TBA	Joseph or Trevor	
Fire Alarm Training	Tue 19 th June 2007	Joseph	Tue 19 th June 2007
Heating System Training	Tue 19 th June 2007	Joseph	Tue 19 th June 2007
Fire Marshall Training Info Sharing	Next meeting	Elaine or Trevor	