

**Trustees Meeting**  
30/06/2007 at 9:30 AM at the Church Building  
Minutes

1. Prayer led by Trevor
2. Those Present: Amanda Lowden, Doreen Owens, Trevor Owens, Sharon Owens, Joseph Hannan, Andrew Hoseason, Elaine Harbron, Suzanne Wilson
3. Apologies:
4. Minutes of Previous Meeting accepted by Doreen and seconded by Stephen
  
5. Chair's Report
  - a. WASP have sent a letter to confirm that they will continue running the crèche.
  - b. SLA signed and copy sent to Coalfields Regeneration Trust.
  
6. Treasurer's Report
  - a. Current Account £1653.67 less wage payment £850.00
  - b. Capital Reserve £6900.56
  - c. Reserve Account £229.67
  - d. Petty cash £189.32 minus payment to lunch club £47.10
  - e. Heating and lighting is averaging £1000.00 a month though this includes elements of before and after the refurbishment work:  
£1545 dec, £1120 jan, £1106 feb, £1135 march, £256 april
  - f. BT are now being paid by direct debit otherwise we will be charged extra.
  - g. Joseph says the internet supply is the cheapest supply, linked to the telephone supply that includes the alarm.
  - h. A Gift Aid claim is ongoing. Joseph is working on this.
  - i. Two payments of 13000 for ESOL of which at least 10000 to be paid for wages. The £3000 will hopefully return to the capital reserve.
  - j. Economies have been made on toilet rolls, now 10p/roll rather than 31p and as a result the rate of rolls stolen has reduced.
  
7. Centre Management Group
  - a. The SLA has been signed. A copy has been sent to the Coalfields Regeneration Trust.
  - b. A bank account is being set up.
  - c. A constitution is being set up
  
8. Health & Safety
  - a. We have to fill in a Church Fire Risk Assessment form. Andrew to do this.

- b. Fire drill have to be done for each user group.
- c. Joseph is seeing if he can get no smoking notices free from the council.
- d. Window cords in crèche have been shortened.
- e. Someone came to look at the dripping tap in the crèche. We are unsure if it is resolved in full.

## 9. Building Maintenance and Security

- a. The outside-front-door light, prayer room light and the woodturners cupboard light are left on when people turn on other room lights. We should have them isolated in some way.
- b. Roof repairs waiting to be done, pending good weather.

## 10. Classes

- a. The Spanish courses are funded £25/hour and tutors are on casual work contracts at £22.50/hour. Elaine and Suzanne are aiming to negotiate a 2.50 drop in order to better finance the whole project. We note that Elaine and Suzanne get £6.00 an hour for managing this.
- b. Portfolio based Open College Networks literacy courses will replace exam based ESOL for funding reasons.
- c. A Citizenship course is being run. Elaine noted that most British people couldn't answer some of the questions!
- d. A food preparation course is also being run.
- e. Employability Skills and family history courses due to start. OCN provide for these.
- f. Elaine said that ESOL would like to have their own bank account. Trevor said he felt it was best that for now things stay as they do while the finances are fine-tuned.

## 11. Any Other Business

- a. We note that WASP as some core funding now.
- b. Benevolence meeting needed: Joseph Kathy Sharon and Trevor are on this.
- c. AGM required – 21 days notice required. 22<sup>nd</sup> July. Chair and Secretary have to stand down and we need to see who needs to stand down. Sandwich buffet after AGM.

12. Date of next meeting: July 21<sup>st</sup> then September

13. Prayer led by Stephen