

**Minutes of the meeting of the trustees of Gillingham Community Church number 34
21st March 2016**

Present

Gale Cable (GC), Phil Cana (PC), Steve Gibbons (SG), Neil MacBean, (NM), Graham Palmer (GP), Matt Short (MS) and Rosie White (RW).

The meeting opened with prayer.

Apologies

None.

1. Minutes of the previous meetings

Approved.

2. Matters arising

Action

a. Annual accounts

The annual accounts had been sent to Carter and Coley and filed in good time.

b. Old Library central heating

The most urgent part of the central heating had been replaced, showing a marked improvement in the heating in the Old Library. SG had requested a quotation for the remainder to be replaced in the next financial year.

SG

NM raised the subject of whether the new radiators should have covers on them to protect people, particularly small children from burning themselves. There was further concern that a child had scalded themselves with hot chocolate in the kitchen at the Old Library recently.

The consensus was that similar radiators were in use in many public buildings and that covers were unnecessary. RW volunteered to speak with Ann Rowden, who worked in a local nursery, to check what their arrangements were. It was also agreed that anyone in charge of meetings or other events being held at the Old Library should be reminded of their duty of care and that a disclaimer should be included in the notices regarding use of the building.

RW

SG

c. Hope for Justice

SG had been in contact with Hope for Justice but had found that they were more interested in fund-raising through churches than other kinds of active involvement. Discussion with the other leaders had resulted in the decision not to pursue the matter at the present time.

SG also reported that £75 per month was now being donated by GCC to Open Doors, working to support persecuted Christians throughout the world, including Syria.

3. Financial

NM and SG presented the income and expenditure to date (version correct to 31st March 2016 attached).

It was noted that there were some significant overspends during the year. About half of this was due to the emergency replacement of the broken heating and hot water boiler and half of the radiator system in November. The remainder of the overspends included advance payment of airfares and other expenses for overseas ministries visiting GCC later this year, an additional quarter's rent paid late from last year for the Old Library.

The Old Library boiler and radiator replacement costs would be reimbursed out of money received for infrastructure alterations in the coming year.

NM and SG would complete and validate the income and expenditure up to the end of March and forward it to the trustees shortly thereafter.

NM & SG

Bank balances, as at 31st March 2016, were as follows:

Account	Balance
Current	£2,389
Compassion	£742
Reserve	£10,343
Credit Union	£14,996

4. 2016-17 Budget

SG presented the proposed budget for next year (agreed budget attached) to the trustees, amounting to £110,500 of expenditure. The budget was broadly in line with the previous year but included an additional £30,317 of National Lottery Good Causes funding for the CAP expansion project.

There was some discussion around various items and how they related to the previous year's expenditure and around £4,000 was taken out of the budget.

SG said that the accounting spreadsheets will be simplified for the next financial year, making them easier to manage and less prone to errors, which took a lot of time to race. He showed the trustees a sample of the spreadsheet, including the summary, which was used at trustees meetings. The new spreadsheets would also separate out the restricted funds, making it easier to monitor and account for in the annual report and accounts. RW suggested that a notes column be added to the both the income and expenditure spreadsheets. SG said he would include this.

SG

The budget was agreed subject to the agreed adjustments to be made by SG.

5. Youth and Schools Worker

The leaders' team proposed that funding for next year, which was to pay for having Maren for a third year should now be used instead to employ a part-time youth and schools worker for one year initially, as Maren will be leaving GCC in July. The cost would be no more than that for supporting Maren during each of the previous two years.

SG pointed out that having someone who was more experienced would free Jules to carry out other activities on behalf of GCC, whereas much of her time had been spent supervising and looking after Maren. GP pointed out that some thought should be given to and possibly paying someone to provide more pastoral support for the congregation as the church was increasing in size. SG said that this was a concern of the leaders and that it would be the focus of Jules freed-up time.

It was agreed to go ahead and advertise for a part-time youth and schools worker to be in place following the departure of Maren.

6. Premises

Some maintenance and other essential work will be carried out at the Old Library during April and May. This was to accommodate the additional posts created by the CAP expansion project and the Youth and Schools Worker. This would involve the volunteer maintenance team as well as some local firm. The cost has been included in the budget and is part of the funding for the CAP expansion project.

7. Any other business

GP raised the matter of salary and job reviews for Han and Jules. After some discussion it was agreed that a 2% pay rise from 1st April 2016 would be appropriate. SG declared an interest at the start of the discussion and took no further part in this section of the meeting other than to confirm the latest RPI figure.

It was further agreed that GP would conduct job reviews with Han and Jules and that he would inform them of the pay increase. He would also arrange for Carter and Coley to implement this.

GP
GP

8. Next meeting

7.30pm in the Old Library on 13th June 2016.

The meeting closed with prayer.