

BUXTED METHODIST CHURCH

Church Council Minutes 20/10/2024

Those Present:

Chair: Rev Andy Melvin

Those Present - Christine, David and Jenny Sweet, Angella & Geoff Jenkins, Pat and Brian Mellet, Valerie Moffat, Sue and Chris Hitchins, Della Shirley, Jean Lukin.

1. **Welcome**

Andy welcomed all to the meeting and opened with a reading from Philippians Ch1: v9-11.

2. **Apologies for Absence**

Dennis, Esther, Sonia and John.

3. **Requests for AOB**

No request received.

4. **Minutes of Last Meeting – 21st April 2024**

Minutes accepted and signed by Andy

5. **Matters arising from Spring Church Council**

(a) Role - Christine handed out role descriptions to read and take any comments or queries to her.

(b) Church cleaner - investigated costs -approx.. £25 per week (£1,250 yr) Stewards will look at finances but think this will be too expensive.

It was suggested to have a cleaning rota. Jean, Christine, Sue and Geoff offered to help.

(c) Garden seat – cost approx. £200 - £500 for bench with a back and mounted on hard standing.

Della suggested putting an item re the garden seat in the Buxted Messenger.

This item will remain on the agenda for further consideration.

6. **Worship and Church Matters**

Andy reported that things were going well

Health & Safety Policy – see property report. A printed copy will be pinned to the hall notice board.

Safeguarding Policy - Christine presented the Safeguarding Policy and confirmed that no issues had been raised during the year. Andy signed the policy. A printed copy will be pinned to the hall notice board.

GDPR see property report. It was suggested that a list of contact names and telephone numbers should be kept in the church for use in an emergency. The members and other attendees would be asked to provide such information which could be added to the Members List already held by the stewards and Pastrol Visitors. A copy would be made available in a suitable location (probably The Vestry). It was noted that the nearest Defibrillator was at the Buxted Inn. The

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stewards undertook to ensure that this information was on the hall notice board.

Keyholders – See property report

Church Roles – The role of WEB master was added to the list which was then accepted. Please speak to Andy if individuals have any concerns about their role.

Group Reports – Each leader gave a review of the activities for each group.

Art Group – Valerie stated that the small group was going well; displaying work on the board in the hall. Open to all not just painting but can include craft activities such as weaving etc

Emmaus – Della advised that up to 9 members came each month. It is good to see people contributing to the discussion. Currently discussing Paul's missionary journeys in Acts.

POP-IN – Pat advised that generally up to 7 people came each month including two not connected to the church.

Coffee Morning – Valerie advised that this monthly event was well attended.

Entrance Sign – it was suggested that a sign was created and displayed pointing to the right hand side entrance. The stewards would discuss the need and cost of a suitable sign at their next meeting.

7. **Property Matters**

See attached property report in Appendix A.

8. **Finance**

Angela presented the accounts. See attached in Appendix B.

General Fund year ended 31 August 2024 – Despite expenditure on maintenance, including replacing the fridge and a number of wall heaters, income exceeded expenditure by £2,270.

Budget year ending 31st August 2025 - Expenditure includes a 10% increase in the Assessment and the cost of the Quinquennial inspection and electrical survey (estimated cost £1,400).
This has produced a balanced budget for the year.

9. **Ministry**

Things are running smoothly at present. Please contact Andy if you feel that anyone needs a visit from him.

Carol service has been arranged for 15th December led by Andy.

Covenant service will be held on January 19th 2025 led by Andy.

10. **CSUA News To Share**

Stuart Dew (URC Local Preacher from Hassocks) is the new Co-Leader of CSUA having taken over from John Lane on the 1st September 2024. Thanks went out to John at the end of his appointment.

Zee Shahbaz(URC) is being mentored by Andy while preparing to start training in the autumn next year.

Ian Srodzinski, Methodist local preacher (under training), will be taking a service in November at Buxted.

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11. **Any Other Business**

Christmas Fair – Jean suggested that a Christmas fair could be held in December and this was arranged for the second Saturday in conjunction with the Coffee morning. Valarie undertook to look at the details including what advertising was necessary to promote this event.

Notice Board Signage – Della requested that the notice board signage be updated to correct the time of the morning service and the fact that the evening service is now held via Zoom. Chris was able to advise that the new lettering had arrived and that he would update the notice board ASAP.

12. **Date of Next meeting**

The date of the next Meeting will be advised following discussion at the next Stewards Meeting (November).

Property Statement and the Finance Accounts and Budget are attached.

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Appendix A - Property Statement

1. Worship Matters

- a. H&S Policy – latest copy of the H&S Policy is available for review and approval. Once approved then it will be displayed on the notice board and on the WEB site.
- b. GDPR Review – Every two years the Methodist church requires that each individual church invites the members and other regular attendees to formally agree to be contacted with information. This exercise has been completed for this year.
- c. Keyholders review – The Methodist Church, this year, requested that each keyholder should confirm in writing that they were in possession of a set of keys. This exercise has been completed.

2. Property Matters

a. Property Report

- i. As you are aware since the spring Church Council Meeting, the Flat Felt Roof has been replaced (£6.5K) and the Hall windows (£2.5K) replaced. Both should last a good few years before needing any attention.
- ii. Quotations have been received for the internal decoration of the Rear Vestibule, Toilets, Kitchen and the Front Vestibule. The final decision on whether to proceed will be taken at the next stewards meeting in November.
- iii. It is considered that the decoration of the hall, the chapel as well as the upstairs rooms can be delayed and are being planned to be undertaken in the next five years.
- iv. An evacuation of the church is planned to be undertaken before Christmas at the end of one of the services.
- v. New Garden Bench – a quotation for a bench has been received including a hard standing. Decision to be made is whether it is really necessary or affordable?

b. Scheduled Maintenance

- i. In 2025, the quinquennial survey is due (August) and as part of this process the electrical survey, including portable equipment such as the kettles, will also be tested.
- ii. The annual service of the Fire Extinguisher will be undertaken during August 2025.
- iii. A new five year plan is under preparation.

- c. **Hall Hire** – the hall is currently hired by the music group on a weekly basis throughout most of the year. The Scouts (Explorers) are also hiring the hall for a few months until their rebuilt Scout Building is ready for use.

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Appendix B – Financial Statement

Accounts FY23-24

BUXTED METHODIST CHURCH
NOTES TO THE ACCOUNTS
YEAR ENDED 31 AUGUST 2024

GENERAL FUND

	ACTUAL 2023/24	ACTUAL 2022/23
INCOME		
Collections	8881	8179
Tax refunds	2198	2128
Grant - Buxted Parish Council	500	500
Lettings	460	694
Fund-raising	592	585
Donations	674	511
Legacy	-	5200
Interest	781	276
TOTAL INCOME	14086	18073
EXPENDITURE		
Assessments	7700	7700
Repairs/maintenance	1726	541
Stationery	-	129
Insurance	651	622
Utilities	1471	1116
Sundries	268	283
TOTAL EXPENDITURE	11816	10391
NET INCOME	2270	7682
Transfer to Building Maintenance Fund	-2500	-7000
BALANCE B/FWD	3756	3074
BALANCE C/FWD	<u>3526</u>	<u>3756</u>

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BUXTED METHODIST CHURCH NOTES TO THE ACCOUNTS YEAR ENDED 31 AUGUST 2024

	2023/24 £	2022/23 £
BUILDING MAINTENANCE FUND		
Balance at start of year	12829	5829
Receipts		
Transfer from General Fund	2500	7000
Grant - Benefact Trust	1750	-
Balance at end of year	17079 *	12829
TOTAL FUNDS HELD		
General Fund	3526	3756
Building Maintenance Fund	17079	12829
TOTAL	20605	16585
REPRESENTED BY:		
Lloyds bank account	665	924
Central Finance Board deposit account	19940	15661
	20605	16585

Note *£8,770 of expenditure committed for repair of flat roof and replacement of hall windows.

Page 2 General Fund

BUXTED METHODIST CHURCH NOTES TO THE ACCOUNTS YEAR ENDED 31 AUGUST 2024

	2023/24 £	2022/23 £
Money received and passed on to other external organisations		
MRDF - All We Can - Harvest	141	141
CRISIS	174	110
Total	315	251

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Budget FY24-25

<u>BUXTED METHODIST CHURCH</u>		
<u>BUDGET</u>		
<u>YEAR ENDED 31 AUGUST 2025</u>		
<u>GENERAL FUND</u>		
	BUDGET	ACTUAL
	2024/25	2023/24
	£	£
INCOME		
Collections	8881	8881
Tax refunds	2198	2198
Grant - Buxted Parish Council	300	500
Lettings	500	460
Fund-raising	500	592
Donations	450	674
Interest	600	781
TOTAL INCOME	13429	14086
EXPENDITURE		
Assessments	8472	7700
Repairs/maintenance	2400	1726
Stationery	100	-
Insurance	678	651
Utilities	1480	1471
Sundries	299	268
TOTAL EXPENDITURE	13429	11816
NET INCOME	0	2270
Transfer to Building Maintenance Fund	0	-2500
BALANCE B/FWD	3526	3756
BALANCE C/FWD	3526	3526

FY24-25 Budget