

Leeds Methodist Mission Council

Minutes of the meeting held at Oxford Place Centre

7.30pm, 5th June 2017

1 Welcome and attendance

Present: The Revd Anne Brown (Chair), Miss Sarah Cave, Mr Bernard Neville (Treasurer), Deacon Jenny Jones, Mrs Rachel McCallam (Consultant to the Council), Mr Trevor Parker (Conference and Property Manager) Mr Kenneth Tait (Secretary), The Revd Peter Whittaker

Apologies were received from: The Revd Madeleine Andrews, The Revd Tim Boocock

The secretary had received an email (dated 4th June 2017) from Mr John Goacher stating that he wished to resign from the Council with immediate effect.

2 Opening devotions

Anne read from a hymn and led the meeting in prayer that our mantra should be 'love not hate' as expressed by young people reacting to the bomb at the Manchester Arena.

3 Minutes

The minutes of the following meeting were each accepted as a true record and signed by the Chair:

- (i) Scheduled meeting 7th February 2017
- (ii) Extra meeting 3rd April 2017
- (iii) Extra meeting 8th May 2017

4 Matters arising from the minutes

- (i) Storage of leases 2017-02-07 6(ii)(d)

Leases were still stored at Oxford Place Centre. The delay in transferring them to the circuit safe was the result of a difficulty with one lease which had now been resolved. The leases would be transferred by hand to the superintendent of the Leeds South and West circuit for safekeeping in the circuit safe.

[BN]

- (ii) Insurance excesses 2017-02-07 6(v)(b)

An increase in the excess on our policies with Methodist Insurance from £250 to £1000 had reduced the annual premium by around £2000. (The premium for 2016/2017 was £18,497.) Also, the premium would be paid in monthly instalments to preserve cash-flow.

- (iii) Income from Batcliffe Drive manse 2017-02-07 7(i)(b)

As of 1st September 2017 the income from the Batcliffe Drive manse would go directly to the Yorkshire-West¹ district and the district's funding of the Deacon's post would be increased over the coming five years:

- o 2017/18 £43,000
- o 2018/19 £43,500
- o 2019/20 £44,000

1 Our part of the Leeds District will become part of the Yorkshire-West district on 1st September 2017

- o 2020/21 £45,000
- o 2021/22 £46,500

£2,000 per annum would be provided for the Deacon's expenses.

(iv) Financial risk assessment 2017-04-03 5(viii)(d)

- (a) The treasurer presented the meeting with a table showing expected income and expenditure month-by-month from May 2017 to August 2018 (Annex A) which assumed that the present position in regard of tenant and conference income did not change.
- (b) The paper will be communicated to the District Policy Committee and the two new groups (see 11(ii)).

[KT]

- (c) It was noted that we might be able to let some of the vacant space which would improve the projections in the paper. However, the key information was that by drawing on our reserves the Mission could meet its liabilities until the end of the next connexional year by which time it was expected that a new project for the building would be in place.
- (d) Although the paper set out a pattern of running down the present project, it was made clear that any remaining funds at the end of August 2018 would be available for mission in the city centre. This continuation of the work in the city centre would be the responsibility of the Mission Development Group (see 11(ii)).

(v) Staff notice etc. to Rob Cooper 2017-04-03 5(vii)(d).

This had been done.

(vi) Contact Alan Firth 2017-05-08 4(i)(d)

Alan Firth had recommended someone to do this who had been approached and agreed to carry out the Portable Appliance Testing.

5 Notice to Tenants and Rents for 2017/18

- (i) It as agreed that the present tenants could now be given 12 months notice to quit the premises. (The building would need to be cleared by 31st July 2018, though this date needed to be confirmed.)

[TP, BN, KT]

- (ii) After some discussion it was agreed that, as a measure of goodwill, the present tenants would not have their rents increased for the year 2017/18.

6 Finance

- (i) Audited accounts (Annex B) had been circulated to the Council members and now needed to be lodged with the Charities Commission.

[BN]

- (ii) Costings consequent on the fire and asbestos surveys were being calculated with the help of the District Property Secretary and our architects, Pearce Bottomley.

[TP]

7 Fire Risk Assessment – documents and actions taken

The Council was provided with a report (Annex C) of actions already taken together with costs incurred and some anticipated costs, and with draft copies of the following documents:

- Fire Safety Policy (Annex D)
- Emergency Plan (Annex E)
- Fire Evacuation Procedures (Annex F)
- Personal Emergency Evacuation Plan (Annex G)
- Contractor Competency Questionnaire (Annex H)

These documents were accepted on the understanding that frequent reviews in the light of experience would be undertaken.

It should be noted that the first two of these documents (Annexes D & E) were based on model documents provided by the company who carried out the Fire Risk Assessment.

[TP]

The following specific points arose out of the discussion.

- (i) Staff training needed to be completed as soon as possible.
- (ii) It is important identify where fire doors, emergency exit signs, emergency lighting etc. needed to be brought up to current standards. These matters will be discussed with the District Property Secretary, and our architects, taking into account the report arising out of the electrical inspection which has yet to be received.
- (iii) At present the documents indicated two assembly points following evacuation of the building. It was agreed that there should be a *single* assembly point and that this should be on the pavement at the main entrance on Oxford Place.
- (iv) The appointment of fire wardens and evacuation coordinators was seen to be a problem as we only have a few staff on the premises at any time. It was agreed that tenants and groups using the building should be required to appoint a person to act as evacuation coordinator. Such a person should have access to the list of persons under their care who are in the building and know the evacuation procedure and route out of the building.
- (v) A monthly check list is being prepared and added to the calendar. Actions will be logged.
- (vi) Staff should be alert to noticing anything that was not in accordance with these documents as part of the regular movements around the building. Deficiencies should be rectified as soon as practical and, where appropriate, users of the building reminded of their responsibilities. Both actions and reminders should be logged.
- (vii) It was recognised that evening users are more vulnerable when only one staff member on duty. A lone worker policy is in preparation.
- (viii) The leaders of Leeds Christian Fellowship Church needed to be made aware of their responsibilities and it was agreed that they should be required to have a practice evacuation drill.
- (ix) A concern was raised about one page in the *Personal Emergency Evacuation Plan (Annex G)* which requires people with 'special needs' to fill in (with help if

necessary). As this is additional to what is required of other people, it could be considered discriminatory.

The Building Development Group will be informed of their responsibility in these matters.

8 Asbestos Management

- (i) The required encapsulation had been carried out on the ceiling boards (2017-05-08 5(i))
- (ii) The term 'manage' as used in the asbestos survey means inspect regularly for signs of damage (which may need action) and to avoid totally any work or repairs that may damage asbestos until a risk assessment has been undertaken.
- (iii) Where helpful photographs on the condition of the asbestos will be taken and kept.

The Building Development Group will be informed of their responsibility in these matters.

9 Conference and Property Manager's Report

A report was tabled (Annex I) including year-on-year comparisons of income from conferencing (Annex J)

It was emphasised that over the next year every effort should be made to ensure that invoices are sent out promptly and that late payments pursued quickly to maintain cash-flow and to ensure that when the building is cleared there are no payments outstanding.

[TP]

10 Deacon's Report

A report was tabled (Annex K).

The following comments were made:

- (i) Jenny explained that what she had written was in some ways a review of her work and that she had omitted mention of 'civic services'. She was also building up a list of contacts to pass on.
- (ii) She emphasised that the the problem of mental health is huge and that this is significant element of the work with the Lighthouse Church.
- (iii) Much of the deacon's work arises out of listening 'to what the city is saying'.
- (iv) The new deacon, Merry Evans, should be provided with a copy of the report.
- (v) The Rector of Leeds Minster, the Revd Sam Corley, had been approached as to the possibility of Merry having a base at Holy Trinity Church , Boar Lane.
- (vi) The Mission Development Group needs to be made aware of the report as it must ensure that Merry is supported though encouragement, guidance, help, advice and supervision in the context of the wide range of activities that are part of the deacon's work.

[JJ]

[AB]

It was suggested that the welcome/induction for Merry would be combined with the Leeds South and West Circuit's welcome/induction for other ministers. The date for the event was thought to be 4th September, but this needed to be confirmed.

11 Membership of the new Groups

The responsibilities of the Council will be passed to two new groups: the Mission Development Group and the Building Development Group. The proposed membership of this groups, which must be confirmed by the District Policy Committee at its next meeting (13th June 2017) is:

- (i) Mission Development Group
 - Mr Michael Noble
 - The Revd Madeleine Andrews (Leeds South and West Circuit)
 - Mrs Anne Vautry
 - The Revd Mark Harwood (Leeds North and East Circuit)
- (ii) Building Development Group
 - The Revd Tim Boocock (Chair)
 - Mr David Quick (District Property Secretary)
 - Miss Sarah Cave
 - Mr Andrew Hartley (Leeds South and West Circuit)

It was noted that Deacon Merry Evans has requested an early meeting with the Mission Development Group. (He takes up his appointment on 1st September.)

Bernard would meet with Andrew Hartley to beginning handing over responsibility for finance.

Ken and Bernard agreed to be available to respond to questions from the two groups.

12 Trustees of the Leeds Methodist Mission Charity Reg No: 1138731

At present the members of the Council are the trustees. With the dissolution of the Council at the end of August 2017 there will be a need to appoint new trustees from 1st September 2017 onwards. It was agreed that the responsibility for this must lie with the District Policy Committee.

[SC]

It has been the Council's practice to effect changes in trustees through the Conference and Property Manager.

13 Thanks

The Chair expressed her thanks to all who had contributed to this Council, especially Bernard, Peter and Ken.

14 Close

Peter closed the meeting with prayer.

Agreed actions are listed on the next page.

Actions

Who	Action	Minute	Target date
BN	Storage of leases	4(i)	Soon as practical
KT	Financial risk document to DPC/MDG/BDG	4(iv)(b)	When membership of both MDG and BDG has been confirmed
TP, BN, KT	Letter to tenants giving notice and informing them of no increase in rent	5(i)	As soon as the date for having the building clear has been confirmed.
BN	Audited account to be sent the Charity Commission	6(i)	Soon as possible
TP	Costings consequent on the fire and asbestos surveys	6(ii)	After discussion with Property Secretary and architect
TP	Revise fire safety and evacuation documents in the light of comments	7(i)-(ix)	As soon as practical but possibly after discussion with the BDG
TP	Prompt invoicing etc.	9	As required
JJ	Copy of deacon's report to Merry Evans	10(iv)	As soon as practical
AB	Communication of Deacon's report to Mission Development Group	10(vi)	When membership of MDG has been confirmed
SC	Updating the list of trustees held by the Charities Commission	12	1st September 2017