

Unitarian Church Cambridge
Minutes of the committee meeting on 18 September 2019 at 4.30pm in the Common Room

Opening and closing words by Andrew Brown

		Action
1	Present - Andrew Bethune (ABe), Andrew Brown (ABr), Brendan Boyle (BB), , , Elden Horner (EH), Sue Tombs (ST), Stephen Watson (SW) Apologies - Ben Grey (BG) Katie Burns (KB), Tony Burns (TB)	
2	Minutes - The minutes of meeting of 3 July 2019 were approved and signed.	
3	Matters arising from the Minutes - nil	
4	Church Membership - No current applications for membership but ABr reports interest from 3 potential new members. SW has advised Essex Hall that our Quota Membership for next year will be 34 (35 last year).	
5	Activities and Events <u>Worship</u> ABr will be on holiday on 17 Nov. Emily Ford is no longer available. ABe has asked Mark Mason if he will give the address. If not, ABe will ask Frank Walker. <u>Past events</u> 4 Aug – ABe, BB, EH 11 Aug – ST, DP 18 Aug – Michael Allured (London) 25 Aug – Joy Croft (Wyndham) Summer tea parties – 20 Jul (Jennifer and Alan), 10 Aug (Suzanne), 14 Sep (Jerry and Caroline) <u>Future events</u> 6 Oct - Harvest service. Agree to invite congregation to bring donations for Jimmy's 2019 Harvest List. ABe to circulate list to congregation. 13 Nov - ST will represent our church at Living Wage event in Cambridge. <u>Advent/Christmas</u> 1 Dec (Advent Sunday) - ST will help Mark Mason to organise a choir for an advent themed service, which will be followed by a Bring & Share Lunch, which will replace our usual pre-Christmas Lunch.	ABe ABe ST ST
6	Communications/ E-media <u>Communications</u> Committee acknowledge need for better communication between all of us, particularly when dealing with maintenance issues. To help, it was agreed that an information manual will be created on a private page of the new website, with list of tradesmen, Tallerman House contact details, an annual programme of maintenance jobs such as checking fire extinguishers, piano and organ tuning, PAT testing, window cleaning, boiler servicing, power assisted doors, etc. Copy of manual to be circulated annually to all committee members. <u>Park Group</u> Agreed that new website will go live by end of September. ABr to liaise with R Kinnear re final tasks. ABr to meet with ST to migrate all bookings. Agreed a nominated group to edit and update website - ABr, ABe, ST and SW. ABr will liaise with R Kinnear re printing of new posters and postcards. SW will set up meeting of Park Group to review progress and next best steps. <u>Inquirer</u> ABe raised issue of surplus copies. EH and ST agreed to actively promote uptake of Inquirers after Sunday morning service. But if a significant surplus remains, we may need to reduce our order. ABe will encourage uptake in next newsletter.	ABr EH/ST ABe
7	Pastoral issues - The committee considered the pastoral needs of several members and friends of the congregation.	

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8	<p>Minister's Report</p> <p>4 Jul — Meeting with Justin Meggitt, trustee of the Hibbert Trust and member of the Divinity Faculty here in Cambridge re Islam and Unitarians (for talk in September) and church website.</p> <p>6 Jul — Took part in the XR Car Free Cambridge event. Was interviewed and his contribution starts at 7'50" at the following link. <https://www.youtube.com/watch?v=9EU4JV0L130&feature=youtu.be></p> <p>10 Jul — Met with Prof. Tony Booth (of XR) to review XR the previous event.</p> <p>12 Jul — Attended Education Services meeting (educational charity)</p> <p>13 Jul — Meetings with Alex Day and Matthew Leisinger (both recently new attenders) to talk through things liberal religious and Unitarian.</p> <p>16, 19 and 22 July — Preparation and then the funeral of André Douglas at Barton Green Burial Ground.</p> <p>30 Aug — Assisting Meg Clarke from XR to prepare her Cambridge Festival of Ideas event on the need for us all to stop flying.</p> <p>5 Sep — Attended an XR planning meeting for a Christian Climate Action meeting to be held at Michaelhouse on 20th September.</p> <p>6 Sep — meeting with vulnerable adult re applying for a British Passport.</p> <p>16 Sep — Full day of teaching at the Darul Uloom Islamic School, Birmingham on the subject of the history of the encounters between Unitarians and Muslims</p>	
9	<p>Life of the Church, Children's Programme and Ministry Development Fund</p> <p><u>Children's Activities</u> S Brown has been authorised to purchase a selection of age-appropriate quiet toys and a third play mat for the church vestibule. Agreed maximum of £200.</p>	S Brown
10	<p>Treasurer's report</p> <p><u>Management Accounts</u> SW presented an updated cash flow spreadsheet which shows our booked income and expenditure to September. This is roughly in line with expectations. We now expect to spend up to £20,000 on renovations to start in January. From next year, SW proposed to present our accounts under 3 separate headings - General Expenditure/Buildings Maintenance/Ministry Development Fund. SW has cancelled our direct debit to UNA. BB will notifying UNA of our cancellation.</p> <p><u>Charity Status</u> ABe/BB attended a seminar re CIO in Birmingham on 7 Jul. Agree to proceed with transfer to CIO status. Project to be taken forward by sub-group consisting of BB, ABe, SW and ABr. Notional timetable - sub-group to report back to committee at January meeting. Recommended information to be circulated to congregation in Jan, and seek congregational approval at AGM 2020. It was felt an 'Association' type of CIO was most appropriate.</p> <p><u>Shared Interest Account</u> ABr will remind Rowland Thomas to close the Shared Interest Account to enable transfer of the funds into the church account.</p>	<p>BB</p> <p>BB/ABe/ SW/ ABr</p> <p>ABr</p>

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11	<p>Church Estates</p> <p><u>Tallerman House</u> - ABe informed committee that Mark Collins has tested the emergency stair lights and fire alarm.</p> <p>Repair to the rear downpipe is scheduled to be carried out in the next few weeks.</p> <p>Biffa have accepted full liability for damage to shop awning. A second quotation is awaited before repair begins. Tenancy of 2nd Floor flat becomes vacant at 30 Sep. ABe will arrange to inspect flat prior to new tenants moving in.</p> <p>SW/ABe have been authorised to assess alternative letting agencies (Embassy Lettings and Cambridge Property Lettings which are both locally based).</p> <p>ABe has proposed to Tucker Gardner doing an audit of the Tallerman House keys at the time of the annual inspection of the building in the autumn - ongoing.</p> <p><u>Quinquennial</u> - SW has met with Darren Heslop of Able Construction, who has given a firm undertaking that the work will begin on 6 or 13 Jan 2020. Re-felting of shed roof to be included.</p> <p><u>Manse</u> ABr and SBr are still considering whether to replace their bath with a walk in shower.</p> <p><u>Hall</u></p> <p>The problem with the power-assisted doors has been resolved, but annoyingly we were charge £192 for the call-out and the engineer arrived the following week to carry out the 6-month service (c£270). In future, if there are minor issues with the doors it may be worth bearing in mind the date of the next scheduled service visit.</p> <p>Leaking mixer tap in disabled toilet - although repair should be covered by guarantee, we do not have a receipt. Multiple efforts to date by ABr have failed to elicit a response from KH Builders. We may have to accept that church has to bear the cost of repair.</p> <p><u>Church Carpet</u> in church - TB plans to carry out a further spot clean</p> <p><u>Common Room</u> - Committee have opted to retain both standard lamps, and Antony will refurbish chest on Common Room enabling it to function as a secure store for supplies such as copier paper and napkins.</p>	<p>ABe SW/ABe</p> <p>ABe</p> <p>TB</p>
12	<p>Hall and Church Lettings</p> <p><u>Extinction Rebellion</u> Committee discussed the concerns raised by TB and KB. ABr reminded committee that Unitarians have a long history of encouraging non-violent protest. It was also pointed out that many other churches in Central Cambridge and many other Unitarian churches around the UK are offering accommodation to XR. ABe urged all to refresh their understanding of XR's aims [https://rebellion.earth/the-truth/about-us/] and to judge XR's work in that light. So long as their protests continue to be non-violent, committee members present agreed to continue allowing them use of our premises. Agreed that, after the initial period of free use of the church, we shall ask XR to contribute to the cost of hiring both hall and church at the charity reduced rate of £18.75 per hour for each, plus a heating charge of £30 per evening for use of the church from October.</p> <p><u>Social Media Publicity</u> EH and ST will use social media to promote current hirers' activities and new use of our premises.</p> <p><u>Lettings website</u> - ST to provide ABe with necessary forms.</p> <p>.</p>	<p>All</p> <p>EH/ST</p> <p>ST/ABe</p>
13	<p>Sustainability - TB to explore grant funding for manse roof insulation. Ongoing.</p> <p>R Watson has not yet been unable, due to health issues, to investigate feasibility of installing solar panels on hall roof. Ongoing.</p>	<p>TB</p> <p>R Watson</p>
14	<p>Safeguarding - no report</p>	

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15	<p>Health and Safety - <u>Soap dispensers</u> In view of recent report of liquid soap spillage onto floor of toilets causing risk of slipping, it was agreed to cease using them. ABe will buy 4 free-standing good quality free-standing soap dispensers (to be sited on wash basins). They can be refilled using our existing supplies. <u>Stage Door Fire Escape</u> All committee members are reminded that this should be checked weekly and become part of our regular Sunday morning routine.</p>	<p>ABe All</p>
16	<p>Correspondence - BB has responded to a recent mailing from Essex Hall re our entry in next year's GA Directory, which will be available electronically. BB will circulate link to all committee members.</p>	<p>BB</p>
17	<p>Garden Report - Agreed to invite congregation to make small donations toward cost of buying a rose for the church garden in memory of Shirley.</p>	
18	<p>Coffee/Lunches - BB noted that we are still have significant stocks of non-Fairtrade tea and sugar. Committee agreed that from 1 Jan we shall only be using Fairtrade tea, coffee and sugar, enabling us to apply to become a recognised Fairtrade Church.</p>	<p>KB/BB</p>
19	<p>Any Other Business - nil</p>	
20	<p>Future Meetings <u>Business Meetings</u> 18 Sep, 20 Nov, 15 Jan, 18 Mar, 13 May <u>Life of the Church</u> No meetings currently arranged <u>AGM</u> Agreed 5 Apr</p>	

Meeting finished at 6.35pm

Brendan Boyle