



# Minutes of the Malvern Baptist Church Fabric and Safety Committee 9<sup>th</sup> July 2018



## Present:-

Dave Clarke (Chairman)  
Joanna Crewe  
Paul Hern  
Steve Dowling  
David Snell (Minute secretary)

## Appologies:

Steve Ayling

## Minutes of previous meeting:-

Dave Clarke opened the meeting with prayer.

The minutes of the previous meeting held on 30<sup>th</sup> April 2018 were circulated beforehand.

## Matters arising:

- 1) Actions done, but Paul investigating another more easily amended sample document.
- 2) Plan agreed and notices done.
- 3) The new lock on the flower room cabinet had to be removed because the key broke. This raised a point about defect reporting. A suitable place is to be made available on the notice board where defects can be noted so that Steve Dowling can be informed.

**Action:** Steve will get a hasp and padlock for the cabinet.

4) Hiring agreement has been modified to make users aware of the need to a H&S certificate if the kitchen facilities are needed.

5) Anchor point for lounge roof access has been fitted.

6) Pictures of how chairs are to be stacked are in place. Cable covers are still being assessed, extra microphone sockets are also being progressed.

**Action:** David Snell to order suitable covers and install microphone sockets under the screen.

7) Lone worker policy still in progress but when working at height two people should be in attendance. When working in the Church someone must be informed.

8) Mr. Bird still to be contacted regarding the other leak that has appeared in the lounge roof.

9) Emergency lighting has been fixed

11) Old copier and mixer case have been removed, the latter is in Davids' loft space awaiting disposal

12) Old manse drains and damp problems are being dealt with by Terry Robins.

## Topics for discussion.

### 1) Boiler room

Steve Ayling is contacting his friend about removal of the tanks now that the wall has been removed.

**Action:** Steve Ayling to progress this with his friend.

A lot of stuff needs to be removed from the boiler room as it has accumulated over the years. There are also a number of stacking /chairs that may be useful to someone, these could be advertised. A clearance company could be used to remove what is no longer needed.

**Action:** Dave and Paul to look it over and see what can be removed.

### 2) Organ room.

Waiting for plasterer to do the re-plastering.

**Action:** Steve Dowling to chase the plasterer.

Re-decoration needs a working party to be organised. Rob Lawrence could be asked if he would organise this.

### 3) Health and Safety Policy

Paul has found a free download of a H&S policy document which can be amended easily for our purposes.

The Accident book has been placed on the Health & Safety notice board.

**Action** Paul to continue progress on the H&S policy.

### 4) Grounds

Joanna is continuing to work on keeping the drive and other areas tidy. The leaf blower was not very effective. Yard brooms are needed.

**Action** David Snell to obtain two large and one small yard broom from Handyman House.

The stone has been laid in the car park and seems to be effective.

The moss can be removed with a pressure washer. Falling stones are being put on top of the garden when necessary. The hedge on left going up the drive needs cutting down or removing as it is dangerous to get access to it for trimming.

Steve Dowling is concerned about the lack of knowledge of where services around the church are positioned and suggested a survey should be made for issuing to external contractors.

**Action** Steve Dowling to investigate suitable survey companies.

### 5) Disabled toilet.

Steve has obtained three quotes for the drainage work, the best of which comes to more than £10 000 with VAT. It was considered the a re-assessment of modification to the upstairs toilets could be made which may provide a cheaper option. Also look again at the possibility of installing a pumped system. This would be put to the deacons.

**Action** Dave Clarke to bring it to the next deacons meeting.

**Action** Steve Dowling to obtain quotes for the necessary work.

### 6) Quinquennial Report.

The summary of the quinquennial report was presented, most of the required actions had been done or were in hand. The outstanding item was the rust removal and repainting of the steels supporting the heating unit above the lobby roof. Steve had been unable to find a contractor willing to do it. Paul Hern has a contact who may do the job.

**Action** Paul to get in touch with his contact to see if he will do it.

### Next meeting:

The next meeting is scheduled for Monday October 1<sup>st</sup> 2018 at 09:45.