**Agenda item 9 Service a) (iii)**

**DEPOSIT OF ARCHIVES**

1 Work has progressed in sorting out the Epworth Room. With the Property Steward ephemeral property documents have been weeded and what needs to be retained locally is now held in a filing cabinet.

2 Other documents which needed to be retained but did not justify storing locally have now been deposited in the County Archives at Register Office Block CHR002, County Hall, Pegs Lane, Hertford, SG13 8EJ Tel: 0300 123 4049.

3 In consultation with the Church Treasurer a Terms of Agreement was signed on behalf of the church and dated 8 February 2017. A Receipt was obtained listing what has been deposited.

4 The documents are on loan and can be retrieved at any time.

5 The Accession number is Acc 5910.

Chris Kitchin, Church Council Secretary 14 June 2017

hrmc deposit of archives report to church council 140617

Agenda item 9 Service a) (iv)

**APPOINTMENT OF INDEPENDENT EXAMINER**

1 Charities are required to have an independent examination of their financial accounts.

2 Charity trustees are defined by section 177 of the Charities Act and are the people who, under the charity’s governing document, are responsible for the general control and management of the administration of the charity. Members of the Church Council hold that responsibility.

3 To maintain public confidence in the work of charities, charity law requires most charities to have an external scrutiny of their accounts. This may be an audit. Trustees may choose a simpler and less expensive form of external scrutiny called an independent examination.

4 Trustees may opt for an independent examination instead of an audit provided their charity’s gross income is not more than £1m, or where gross income exceeds £250,000, its gross assets are not more than £3.26 million.

5 An independent examination is a simpler form of scrutiny than an audit but it still provides trustees and the public with an assurance that the accounts of the charity have been reviewed by an independent person.

6 The person who has been the church's Independent Examiner in recent years is no longer able to continue his work and finished with his examination of the church accounts for the financial year 2015-2016. The church needs to find a replacement and it was suggested that the circuit might identify suitable people. That has not been possible and it remains for the Church Council to do so by 31 August 2017.

7 No-one has yet been identified and an Independent Examiner may need to be appointed before the next meeting of the Church Council.

8 **The Church Council is ask to delegate the authority to appoint the Independent Examiner to a small group comprising the minister, senior church steward and Church Council secretary jointly, reporting to Church Council members as soon as such an appointment has been made.**

9 The previous Independent Examiner provided his services on a *pro bono* basis. If the Church Council cannot find a suitable volunteer, it may be necessary to pay for such services in the future. A recent estimate suggested that the cost could be in the region of £1,000 per annum. **It is suggested that the small group is authorised to incur that expenditure should it be necessary .**

**FINANCIAL MANAGEMENT : SCHEME OF DELEGATION**

**Agenda item 9 : Service a) (vii)**

(Proposed changes in RED)

**Authorised to count collections**

Church Stewards, Financial Stewards (Susan Devi, Sue Danbury, Alan Davey, Sue Edwards, Sheila Fowler, Sheila Finlayson, Freda Gray, Gerry Livesey, Hilary Moore, Joanna Rose, Colin Rowe, John Scott).

**Bank account signatories in addition to the Church Treasurer**

The ChurchTreasurer (or in their absence his or her nominated deputy from the following named) **and** any one of the following named jointly to sign off all withdrawals:

Colin Branch, Paul Duxbury, David Mills.

**Delegated financial authority**

Items under £250

Within the budget and where all agree the Minister, Treasurer and Senior Church Steward may spend up to £250 from the Church Council budget on any one item without referral to the Church Council. Any such expenditure shall be reported to the next meeting of the Church Council and be recorded.

Treasurer and Property Steward together, where both agree, shall have authority to spend up to £250 from the Property & Finance Committee budget on any one item without the need for referral to the Property & Finance Committee. Any such expenditure shall be reported to its next meeting and be recorded.

Where materials are purchased within the agreed budget for use within House Groups, any costs recovered should be identified as such and given to the Treasurer for reimbursement.

A sum of £250 will be set aside each year as a Benevolence Fund and made available for use at the discretion of the Minister.

Items between £250 and £1,000

The Property & Finance Committee may spend, within the agreed delegated annual budget, up to £1,000 on any one item without referral to the church council. Any such expenditure shall be reported to the next meeting of the church council and be recorded.

Items over £1,000

All estimated expenditure in excess of £1,000 within any agreed budget shall be subject to obtaining at least two written quotations, and three quotations if estimated to be over £2,000, accepting the lowest quotation unless reasons are recorded for not doing so and always be subject to the specific agreement of the Church Council.

hrmc policy financial management 140617

**FINANCIAL MANAGEMENT : RESERVES POLICY**

The Reserves Policy is to aim to hold a sum equal to six months' normal expenditure.

Any funds above that figure will be held pending anticipated major property work and the fruit of the ongoing review of our work and mission.

*Adopted by the Church Council on 14 June 2017 and will be reviewed annually.*

hrmc church council financial management reserves policy 140617

**FINANCIAL MANAGEMENT : CHARITABLE GIVING**

In the autumn every two years, the Church Council decides which three charities it will support for two years by personal donations and fund-raising; local, national and international.

It will only support charities which are based in the United Kingdom and for which there is a recognised process for the transfer of funds to the charity.

The congregation as a whole is invited to make suggestions and to provide information in support. These proposals are then circulated to members of the Church Council using the following template for a postal ballot on each set of local, national and international suggestions. Voting is by a simple system single transferable vote.

|  |  |  |
| --- | --- | --- |
| ***Name of charity*** | ***Purpose of charity*** | ***Choice***  ***Place 1 against your first choice, 2 against your second choice etc in each separate category*** |
| **Local** | |  |
|  |  |  |
| **National** | | ***Tick your choice*** |
|  |  |  |
| **Overseas** | | ***Tick your choice*** |
|  |  |  |

hrmc policy financial management charities 140617

**LONE WORKER POLICY**

Based on The Methodist Church Lay Employment Advisory Information pack, April 2016

The Church Council is the employer of paid workers and has similar responsibilities for those who act as volunteers.

An annual risk assessment will be undertaken of the working practices and working environment provided both for paid employees and volunteers This will be undertaken as part of the annual risk assessment of the church premises.

**Lone workers**

Lone workers include those who:

* work away from a base (eg when visiting)
* may work outside normal working hours (eg cleaners)
* are the only person on the premises (eg administrator. caretaker)
* work in the same building as others but in a space on their own (eg office worker)

At times, many people will be in situations where they are a 'lone worker'. The

recommendations below try to be realistic about what can and cannot be put in place The Church aims to be a good occupier of the premises concerned about the safety of its employees and volunteers. Some people may work from their home and so it is equally important to have a system in place to account for their safety too.

**Responsibilities of the Church Council**

* To assess the 'reasonably foreseeable risks' (e.g. Is there glass in the office door so that all callers can be seen before the door is opened? Does the Church Youth Club finish at the same time as the local pub? Does the cleaner work at night and needs to use an un-lit passageway to get home?)
* To ensure that a system is in place for calling for help if there is a problem on the premises.
* To keep a readily available record of people's contact telephone numbers
* To expect all people working on their own to have access to a mobile telephone
* To provide for those working on their own a Health and Safety Induction and that the Certificate of Employers Liability is publicly on display
* To check that insurance cover adequately covers the work to be undertaken
* To ensure an accident book is available, is kept up to date and regularly checked
* In relation to the risk assessment, consideration will be given to:
* the remoteness of the work place
* potential communication problems
* potential for verbal and physical abuse
* vulnerability of workers to feelings of isolation, street and depression
* whether or not all the plant, equipment and materials can be handled safely by one person
* how the person will be supervised
* how the person will obtain help in an emergency such as assault, vehicle breakdown, accident or fire
* whether or not there is adequate first aid cover.

**Responsibilities of the individual**

* To take reasonable care for their own safety
* To report any incidents of violence or aggressive behaviour
* To arrange to meet unknown individuals in a public place and preferably with another
* person present
* If making a home visit, to make sure that someone knows where you are going and that they have a mobile phone which is turned on.
* If practical, to leave a note stating who and where you are visiting and how you will get there
* To use the Personal Shriek Alarm provided
* To be 'streetwise' and vigilant, taking note of what is happening around.

hrmc lone worker policy v.2 140617

**SAFEGUARDING POLICY**

Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

**Principles**

We are committed to:

* the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
* the safeguarding and protection of all children, young people and adults when they are vulnerable
* the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will:

* carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
* respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
* seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
* seek to challenge any abuse of power, especially by anyone in a position of trust.
* seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against any child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

**Safeguarding Children and Vulnerable Adults Policy**

This policy was agreed at a Church Council held on 14 June 2017.

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God’s creation of male and female in God’s own image and likeness. Christians see this as fulfilled by God’s re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The Hatfield Road Methodist Church:

* is committed to the safeguarding and protection of all children, young people and vulnerable adults and affirms that the needs of children or of people when they are vulnerable are paramount.
* recognises that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God’s people.
* This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.
* fully agrees with the Connexional statement reiterated in *Creating Safer Space 2007*:

*As the people of the Methodist Church we are concerned with the wholeness of each individual within God’s purpose for everyone. We seek to safeguard all members of the church community of all ages.*

* recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God’s grace.
* commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
* commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the churches.
* commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
* affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.
* appoints Joanna Rose as both Church Safeguarding Adults Representative and as Church Safeguarding Children Coordinator and supports her in her role which is to:
  + support and advise the minister and the stewards in fulfilling their roles
  + provide a point of reference to advise on safeguarding issues
  + liaise with Circuit and District Safeguarding Coordinators
  + promote safeguarding best practice within the local church with the support of circuit ministers.

**Purpose**

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children and vulnerable adults in our care and using our premises. It is to be read in conjunction with the Methodist Safeguarding Handbook (2010).

**Good Practice**

We believe good practice means that:

* all people are treated with respect and dignity
* those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
* the church premises will be assessed for safety for children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
* any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate.
* promotion of safeguarding is recognised to include undertaking those tasks which enable all God’s people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who may be vulnerable.

**Appointment and training of workers**

Workers will be appointed after a satisfactory DBS disclosure. Each worker will be expected to undergo basic safeguarding training, within the first year of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by a named member of the Church Council and another worker within the organisation.

**Pastoral visitors**

In terms of safeguarding, Pastoral Visitors will be supported in their role with the provision of basic safeguarding training upon appointment.

**Guidelines for working with children, young people and vulnerable adults**

A leaflet will be produced and reviewed annually to be given to each worker with vulnerable adults outlining good practice and systems. The leaflet will be reviewed annually with this policy.

**Ecumenical events**

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

**Events with church groups off the premises**

Adequate staffing will be ensured for such events. Notification of the event will be given to Joanna Rose.

**Other groups on church premises**

Where the building is hired for outside use, the person signing the letting agreement will be given a copy of this policy and the leaflet. The lettings secretary will consider the various users of the building in making lettings.

**Complaints procedure**

It is hoped that complaints can generally be dealt with internally by the organisations. However, a complaint may be made to a person who will be appointed by the Church Council and who is currently the minister. If a complaint is made to another person, it should be passed to the minister who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints system of the Methodist Church which will involve initially speaking with the Local Complaints Officer who is Rev Rosemary Fletcher, Superintendent Minister.

**Review**

This policy will be reviewed annually by the Church Council. The date of the next review is 13 June 2018.

**Key concepts and definitions**

* Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
* Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
* Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
* Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Signed .................................................. Rev Andrew Prout, Chair of Church Council

Dated : 14 June 2017

hrmc church council safeguarding policy 140617

**USE OF PREMISES AND CHARGES**

**Charges and Conditions for Use of Premises**

Most rooms can be booked Monday to Saturday between 9am and 11pm (*N.B. bookings after 6pm on Saturdays are available only in exceptional circumstances*). Prices quoted are for the period of time between arrival and departure, and so must include any time taken to set up and/or clear away.

There is a **minimum charge** per session equivalent to the rate for **2 hours** per room used.

**Per hour Minimum**

**(or part thereof) Charge**

£ £

CHURCH *(available by special arrangement only)* 20.00 40.00

ALDERSGATE LOUNGE *(not Saturdays)* 14.00 28.00

LARGE HALL 17.50 35.00

SMALL HALL 10.50 21.00

WESLEY ROOM 7.50 15.00

UPPER ROOM *(available by special arrangement only)* 7.50 15.00

NEW ROOM 5.00 10.00

Use of kitchen by arrangement - no extra charge. (*May need to be shared with other users*.)

*(N.B. Discounts may be granted to registered charities, recognised Christian fellowships/ denominations, and to individuals confirmed as members of the Hatfield Road Methodist Society - please enquire).*

**General conditions**

- The premises may be let to organisations (including charities) and other groups. Such groups must have adequate Public Liability Indemnity insurance cover. If children and/or vulnerable adults are involved in and/or will be present during the organisation’s activities, the group must have an appropriate Safeguarding Policy.

- The premises are not generally let to private individuals, eg for social functions. Exceptions are made for children's parties (12s-and-under) finishing before 6:00pm, and gatherings organised by HRMC members.

- The premises cannot be let for any purpose deemed to contradict or compromise the purposes of the Methodist Church. (e.g. non-Christian religious/spiritual activities, including yoga; promotion/practice of martial arts, etc )

- In no circumstances may alcohol be brought onto the premises.

- Smoking is not permitted on the premises.

- Activities involving any element of gambling (e.g. tombolas, raffles) are not permitted.

- Use of the premises for the purpose of commercial selling is permitted only where goods are not sold by auction and where all goods are received by the purchaser at the point of sale.

- Users must accept certain responsibilities with respect to the premises as listed overleaf.

The Church Council reserves the right to allow or not to allow the use of the Church premises by any person or organisation applying for use. The Church Council also reserves the right to stop the future use of the premises by any person or organisation, even if the use of the premises has been previously booked, if in the opinion of the Council the premises have been improperly used or the conditions for use have not been complied with.

If the Church requires the use of rooms, prior notice will be given.

**Payment of Accounts**

Accounts should be paid at least 7 days in advance (cheques payable to *Hatfield Road Methodist Church*). Regular users will be invoiced at agreed intervals, others should send payment with their booking form, to:-

**(Mrs.) Valerie Parker 16 Evans Grove, St.Albans, Herts. AL4 9PJ. (01727 835635)**

**The user is responsible for:**

- any damage or breakage which occurs during use. A charge will be made to cover any resulting costs.

- ensuring that all areas are left clean and tidy on completion of use, i.e. all chairs stacked, furniture and equipment put back in its proper place, and all litter or spillages etc. cleared up. The church does not have paid caretaking staff.

- turning off lighting. If left on, an additional charge may be made to cover the cost incurred up until the time it is discovered. (The exception to this is the lighting of the Notice Board facing the main doors in the Foyer, which should be left on at all times. The car-park and external porch lighting is automatic.)

- ensuring at the end of a session that heater/radiator controls are left as they are found or as marked on the appliance concerned (if in doubt, please leave on maximum). The system is automatic and the timings for each room are set on a central control box at the start of each week. Turning a radiator off in a room and not turning it on again means that it will remain off for the next user.

- ensuring that the building is properly secured at the end of use (eg all external doors and windows properly shut and locked where relevant), and that security is reasonably maintained during use (e.g. unless there are people meeting in the Aldersgate Lounge, the front door should be locked from the inside to prevent unauthorised entry). Any front door key issued, or temporarily signed over, must remain in the custody only of those who have been authorised to use it.

- ensuring adequate adult supervision of any persons under 18 years present at the function for which the premises have been booked.



hrmc church council policy use of premises & charges

**BABIES AND TODDLERS GROUP MEMORANDUM OF UNDERSTANDING**

**AUTUMN 2016**

**History**

The Babies and Toddlers Group was set up in 197- by a number of young mums in the Church who saw value in meeting together weekly for mutual support and fellowship. Since then the group has grown and expanded and is attended now not only by parents of children but also childminders and nannies. People who currently attend are drawn largely from the wider local community and include people of diverse cultural backgrounds. Volunteers are drawn both from the Church and from those who have a connection to the Group.

All are made welcome. A maximum of 40 adults together with the children they bring can be accommodated. As a result there are occasions when some people have to be turned away because the group is full. To function the group requires an individual or individuals willing to act in a leadership capacity overseeing a team of volunteers. The Group currently meets on a Wednesday Morning during School Terms from 9.45am – 11.45am but has met at different times and on different days in the past.

**Leaders and Volunteers appointed by Church Council**

As the Group falls under the direct oversight of the Church and its work is undertaken in the name of the Church any Leader or Leaders of the Group and all the Volunteers are appointed by the Church Council. Their appointment (other than those who do not have direct contact with the children such as those who solely work in the kitchen or only set up and clear away), will be subject to a satisfactory Enhanced Disclosure and Barring Service check. Leaders and Volunteers who have direct contact with the children must have completed the Methodist Church’s Safeguarding Foundation Module which will be made available at no cost. From 2017 this Module must be repeated every four years. The Leader (s) and volunteers must be familiar with the Church’s Safeguarding Policy.

**Money and Volunteers**

The Leader or Leaders are responsible for organizing the team of volunteers to facilitate the group, for notifying the Minister of the names and contact details of any new volunteers, for ensuring good practice and for handling finances. They may or may not be members of the Church.

In respect of finances a cash float of £50 will be provided by the Church and must be maintained at that level with a charge being levied at the door to generate sufficient income to cover expenditure. A Receipts and Payments book should be kept detailing all income and expenditure. Both this book and the attendance list must be retained for a minimum of six years in order that income and expenditure can be verified. All expenditure must have accompanying receipts. On at least a monthly basis all monies held in excess of the £50 float must be submitted to the Church Treasurer in the manner the Treasurer prescribes. The Church will use the income it receives from the Group to cover all expenses in relation to the facilitation of the Group and for any exceptional items of expenditure requested by and agreed with the Leader or Leaders. Any surplus income will be used for the general purposes of the church.

**Management**

Where the Leader or Leaders of the Group are not members of the Church they shall meet once a term or three times a year with a Management Group appointed by the Church Council. The Management Group will consist of the Minister, a Church Steward and one other person who must be a Church Member. The purpose of the Management Group will be to offer support as well as to ensure necessary oversight. In order to offer week by week support the Church may also appoint one or two Link Persons who attend the Group as volunteers and can act as an immediate point of contact between the Church and the Leader or Leaders.

**Risk Assessment**

The Leader or Leaders appointed by the Church must undertake at least annually a Risk Assessment of the Group’s activity in a prescribed form and submit the results to the Minister. As a dedicated Church Group the Church will provide the necessary cover for insurance and Public Liability. All assets, both equipment and finances will remain the legal property of the Church.

At least two members among the Leaders and Volunteers should be trained in First Aid.

The Minister and Members of the Church in liaison with the Leader or Leaders will offer opportunities from time to time for those who attend the Group to join in a suitable optional act of Christian Worship or Activity. Other activities and events in the Church will be publicized from time to time.

The Leader or Leaders in writing must inform all adults who attend the Group that they remain responsible throughout the session for the children in their care and retain responsibility at all time.

**Adopted by the Church Council at its meeting on Tuesday 11 October 2016 to be reviewed in June 2017.**

hrmc church council 140617 policies consolidated