**St Luke’s Methodist Church Centre**

**Newsletter**

**No 2 May 2015**

Welcome to this news sheet, the information it contains is important and needs to be actioned by the end of June this year. It is not St Luke’s that is asking for this information but other organisations within the Methodist Church. Would you please supply the following information in writing?

1. A list of all key holders for your organisation together with their addresses and phone numbers so that we have a complete list of Key holders.
2. A copy of your public liability insurance (this is for all non-Church organisations).
3. A list of all the staff/leaders who have taken part in a Safe Guarding programme of training and when the training took place. This information can be placed in a sealed envelope and pushed under the door at the top of the steps marked for the attention of Ian Smith.

You will no doubt have noticed that we have painted 2 disabled bays in the car park. These are for the use of those who hold blue badges and need extra space to get in and out of their cars. Please do not abuse these parking bays.

We have been advised by our Circuit to issue licences to all hirers of our halls because some churches have experienced difficulties with groups and individuals hiring their buildings. We will be changing our system from September 2015 and will be issuing each organisation with a licence renewable every 12 months. I will be making an appointment to meet with leaders of each organisation to discuss the licences.

Please could I ask leaders to ensure that all rubbish is removed after each session and that all damage is reported as soon as possible?

We have also accrued various items of lost property – clothes, crockery, bags, etc in the back rooms, kitchen and passageway. We try to keep our building neat and tidy so would ask you to help by removing these items each week. We will be disposing of any items remaining each Friday.

The large store has also become cluttered which has caused problems for some groups accessing their equipment. During the summer holidays we will be having 2 clear out days. You will be notified when this tidy up will take place and we would ask that if you have items in the store, you attend to sort and dispose of any equipment you no longer need.

Moaning over - now the good news. We have applied to Medway Council for planning permission to change the front and inside of the building. We should hear by the middle of May. We are arranging a number of fundraising events to raise money for this project and would welcome your support at these events. If you would prefer to do your own event then please feel free to do so. It could be cleaning cars at the church on a Saturday, a sponsored walk etc. On Saturday 30th May we are having a stall in the Moat of the Castle selling items, if you would like to help with this then please contact Val on 01634 290079.

If you have something for a future news sheet then please contact Ian on 01634 723477 or ihoward.smith@hotmail.co.uk.

Thank you all for your help and support and I look forward to receiving the information requested.

Ian Smith

Chair of Property and Finance