



# Meeting House Management Committee Minutes 2024-05-07

Convenor: Henry S. Thompson  
Monday 24 June, p.m., in 7 Victoria Terrace  
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## 1. Attendance

### Present

Rachel Fitzgerald (RF), Miranda Girdlestone (MG) (in part), Katrina McCrea (KM), Jacqueline Noltingk (JN), Laragh Quinney (LQ), Henry S. Thompson(HST)

### Prevented

Sue Sierra (SS)

### Copy to

Susie Harding, Neil Turner

## 2. Transition and hiring

### 2.1. Transition cover

MG asks for questions

Do you foresee any problems for contract staff (Majk Stokes (M), Eliza Giles (E), Ken Latham (K)) going forward?

Having 3 people in an office along with 2 PCs is not likely to work well. So we need to work hard to encourage M&K to take annual leave.

**ACTION:** MG & HST to identify work for MEK to do during July/August towards improving the booking process

E has a project to move forward on sustainable reusables, K on signage

MEK all have annual leave cards, fill in and bring it to MG, it's on TeamUp

MG thinks MEK's Job Descriptions are sufficient for what's coming

At Annual Review time, we'll look at their Job Descriptions if need be.

Structure between the three of them should be as flat as possible: when in doubt, send email to all three. Leave it up to them to choose who does something that you ask to be done. Always be encouraging them to work as a team.

A small uplift across the board, say 1%, would be a good signal that we recognise their contribution.

### 2.2. Security issues

Safe is in two parts, MS and MG have keys to the top, there's a key to the bottom therein

**ACTION:** MG to add "safe key" to [relevant log]

**ACTION:** MG to inventory the safe and send to HST

Passwords?

Building security in the absence of anyone on the stair:

**ACTION:** HST and MG to arrange for more building keys, for MHMC contacts and CARTs

**ACTION:** HST to bring the matter of the intruder alarm back to a subsequent meeting

## 2.3. Hiring

MG: This [her leaving] is not an uncommon problem, the difficulties of [the situation] are widely shared

You'll need to reset/review/renew the situation with MEK for what's coming next, say next 3 months

Gave a relevant Job Description for Manchester to HST

**ACTION:** HST to circulate Manchester Job Description

**ACTION:** Get a system for notice when contract renewal (e.g. maintenance) are coming up.

## 2.4. Minor points

September - carpet changeover will need attention from staff, but they should be up for it

E cares for the wee garden and the plants

K/E will be tasked with checking empty flat(s) regularly to satisfy insurance

**ACTION:** MG to notify JN when she cancels the utility contract for 3F2, take meter reading and send to JN as she leaves.

**ACTION:** MG to be sure that new lighting invoice from Gunn is addressed to Area Meeting and goes to JN

# 3. Practical matters during Fringe

## 3.1. On-call rota for 7 weeks

**ACTION:** RF to arrange contact rota with HST, RF

**ACTION:** MG to get HST, RF, KM access to TeamUps

## 3.2. Staff rota for 7 weeks

In case of illness/family urgency, staff will contact us if can't sort out between themselves.

**ACTION:** MG to send August staff rota to HST

**ACTION:** HST to send staff rota to RF, KM

### **3.3. Staff tasks during their weeks**

**ACTION:** HST to ask staff to think about this at all-hands on 25/6 **DONE**

## **4. Time without staff**

We have had time without staff, which was taken up with a good threshing session.

Job Description is simple to update, key part of expectation management for new hire(s) is getting the Aims and Objectives right. Calling this a 'Manager' post carries an expectation of e.g. a 5-year plan and a budget.

## **5. Date of next meeting**

Tuesday 2 July, 5 p.m., at 7 Victoria Terrace