

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY  
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 29<sup>th</sup> November 2012

The Congregational Board meeting was constituted with prayer.

Sederunt:

Present were the Minister, in the chair and 23 Board Members and were duly recorded in the Register.

Apologies:

Apologies were received from 9 Members and were duly recorded in the Register.

Minutes:

The minutes of the meeting held on Thursday 27<sup>th</sup> September 2012 were approved without change.

Matters Arising:

Reserves Investment: At the Board Meeting on 27<sup>th</sup> January 2011 an agreement in principle was made to investigate and bring back to the Board, funds that would be considered suitable for our reserves investment. At the Board Meeting on 29<sup>th</sup> November 2012 it was agreed that the Management Committee should consider and provide a recommendation for consideration by the Board.

Action: Management Committee

Stewardship: At the Board Meeting on 28<sup>th</sup> June 2012 it was reported that the Stewardship steering group had met and analysed the ideas documented during the Elders' lunch. Jim Browning reported that there had been two main outcomes, ideas for the September Stewardship Season listed below and aspects of Abbotshall Church which might be developed detailed under the next heading, Sanctuary Developments.

Sanctuary Development: A proposal had been made to the Kirk Session on 30<sup>th</sup> August 2012 and this had received approval in principle for the Sanctuary development to progress as follows:

- The Sanctuary should be used for worship out with Sundays
- Communications in general should be improved
- Better accommodation should be provided for children but not within the Sanctuary
- Tea and coffee should not be offered in the Church

These actions are on-going on a continuous basis and will be a standing agenda item.

Ruth Fraser had asked permission for Richard Michael to use the Church for a talk to her Probus on Wednesday 11th September 2013 (Note: 2013 is correct) between 10.30 am and 12 noon. It was agreed that, subject to funeral needs, this should be allowed. The Minister was asked to liaise with Ruth. The Minister has noted this action.

Action: Closed

Property Report

The Property Convener, Michael Petrie distributed a detailed property report dated 28/11/12 and provided an explanation of work planned, in progress and completed for the year to 28/11/12.

Actions from matters arising from previous minutes.

- Keys for Brownie cupboard – keys were issued to brownies and rainbow groups some years ago. A search has been carried out and no keys can be found. The lock requires to be replaced. Spare Keys are also required for the session room cupboard.
- Storage for Scout group - a suggestion was made that the scout group be allowed to store camping equipment in the Crypt, previously used by the Crèche. The Crypt has now been cleared of all Crèche equipment and can be used by the Scouts for storage. It was emphasised that no flammable gasses or paints should be stored in the Crypt.
- The under stage area has now been cleared of all unclaimed materials and disposed of in 3 skips. Part of this under stage area has been or will be reallocated to the Scout and Guide Groups for storage purposes.
- Men's Association Equipment – The bowl and carpets have been given to Templehall Church.

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- Session Room Tables – The existing tables moved from the session room have been checked with regard to moving them back into the session room for counting purposes. Tables require shortening at an approximate cost of £400. The Management Committee recommended that:
  - Alternative tables without a rim should be looked for,
  - The workspace at the east end of the room should be cleared every Sunday and used as a counting station.
  - Counters sit at the tables rather than stand which results in back strain.
  - This arrangement is to be trialled until alternative flat topped tables are sourced and purchased.
- Stained Glass Windows – This work has now been completed.
- Sleepovers in Hall – Scout Group requested the ability to arrange sleepovers in the Main Hall during the winter season. Sleepover held satisfactorily.
- Annual property inspection of Church, Manse and Halls – Inspection complete.
- Church Tower - Plant growth has been treated and will continue to be monitored.
- Toilet in Church vestibule - Session meeting requested improvements to toilet. At the Management Meeting on 12th Sept. It was agreed that arrangements should be made to invite Bathroom Designers to inspect and prepare suggestions for the upgrade to both toilets. Until then it is recommended that no replacement of the hot water cistern is undertaken.
- Church Noticeboards - Two notice Boards to be arranged, one to be placed on the drive up to the Church and the other to replace the old notice board at the west entrance to the Graveyard.
- Kitchen Cupboard space – An extra shelf has been installed in one cupboard. Further space could be made available through rearranging and or removal of redundant utensils.
- Mice in Halls – It was requested that if mice are suspected then this should be raised at the time with the Property Convenor so that action can be taken.

### Halls Usage:

The Property Convenor reported that Hall bookings continue to be part of our Church business and booking enquiries occur most weeks with some resulting in a firm booking while others do not, subject to availability and sometimes cost.

- The Adam Smith College have committed to the use of the Halls during the autumn semester. Additional bookings have been requested for the first 3 months of 2013.
- Scrapbook Club have indicated that they will no longer require the use of the Halls due to their demise.
- Tia Chi Group is extending their use of the Main Hall from late September (24th) to start a beginner's class.
- Gamers - Contact details obtained and letting form issued. They indicated that they have traditionally only paid £60 per month. They have been advised that this can no longer continue. It has been agreed that they continue with this until the end of December, and then they will pay the rate per hour as stated in our terms. They have indicated that they will consider how they manage this.

There is some shortfall in the collection of fees. It is propose that pre-print envelopes are used so that weekly payments can be more clearly identified.

An invoicing pro-forma has been developed for single stand alone or long term bookings can be invoiced at regular intervals and payments can make directly to the Treasurer.

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Q: Why is there a reduction in use of Halls?

A: The usage figure is a cautious estimate but Adam Smith College have reduced their requirement, as previous year had been exceptional. Also, some organisations are finding it difficult to raise funds to pay the rental.

### Finance Report:

The Treasurer, Andrew Duncan raised the following points for discussion and guidance.

- Freewill Envelopes - 400 sets of envelopes purchased but 300 would be adequate. It is proposed that number of envelopes be reduced from 400 to 300 with a current cost reduction from £672 to £506 per year. This change would require that enveloped numbers over 300 would have to be reallocated. This proposal was agreed.
- Bank Signatories – Currently the Treasurers Account with B of S has 4 signatories, Andrew Duncan, Diane Murray, Willie Beveridge and Tom Christie. Willie Beveridge has intimated his desire to retire from this duty also B of S requires us to re-register signatories by 10<sup>th</sup> Jan. '13. It was agreed that Alan Mentiplay and Michael Baxendine would be registered as signatories.
- Acknowledgement – It was agreed that the retrial of Willie Beveridge from financial duties should be acknowledged by a presentation. It was suggested that a C of S service certificate could also be appropriate. The Minister agreed to investigate.

Action: Minister

- Retiral Collections
  - £31.33 was donated on retiral from the last communion Service and £8 left in the poppy box on Remembrance Sunday. It was proposed that the total of £39.33 be sent to Poppyscotland. This was agreed.
  - The Watch Night and Christmas Service collections are traditionally distributed to nominated and agreed charities. After discussion it was agreed that this year the collections would go to Bethany Christian Trust and Cross Reach.

The Treasurer, Andrew Duncan circulated an updated Budget and gave an explanation of the changes in the income and expenditure.

- Income to 25/11/12 - is £70,461 and expenditure £108,137, a shortfall in income of £37,676.
- Total funds at 25/11/12 - are £94,637, down from £132,313 at start of 2012.
- Expected Income for 2012 – about £80K, a reduction of about £18K from last year, mainly due to a reduction in Halls rental, Wedding fees, Funeral donations and fall in Membership.
- Membership – Now down to 184 contributing households. Contributing circa £360 per household. It is hoped that the Stewardship campaign will help to address this issue.
- Place of Worship Grant Scheme - £374 grant for windows repairs has not yet been included in income.
- Standing Order – The Finance Committee proposed that Standing Orders and Gift Aid Scheme for tax payers should be promoted as a way to contribute Free Will Offerings. It was agreed that these should be promoted through an article in the Church News Letter.

Action: Communications Committee

- Salaries – it was proposed that monthly salaries be increased by 2% for 2013. This would increase salary bill by £241 to £11,039
  - Organist £287 to £293
  - Church Officer £248 to £253
  - Hall Keeper £220 to £224
  - Cleaner £124 to £127
  - Relief Organist £50 to £55 per service

These proposed increases were approved.

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- Fabric Projects in 2013 – Over last few years Reserves have been used to fund major projects. Reserves are expected to have fallen to £87K by start of 2013. Guidance is sought from the Board as to what budget figure should be allocated to fabric maintenance. The Board agreed that the Management Committee should make a proposal to the Board.
- Wedding Fees for 2014 – Wedding booking for 2013 have been accepted at £500 for non-members. The Finance Committee propose an increase for 2014
  - Members £250 to 265
  - Non Members £500 to £550These increases include Organist fee increase to £60 and Church Officer from £45 to £50. These increases were approved.

Q: It was felt that a Christmas Appeal Envelope should be issue this year as it has become an expectation.

A: Some discussion took place. It was felt that additional funds had been raised through the Auction of Talents and that the Christmas Appeal was targeting the same people. It was agreed to enclose envelopes within the Order of Service on Sunday.

### Organisations Report

No reports.

### Other Reports

No reports.

### AOCB:

No other business

### Next Meeting:

The next meeting of the Board will be held in the Kennedy Hall at 1930 hrs. on Thursday 31<sup>st</sup> January 2013. This will be a joint Board and Trustees meeting

There being no further business the meeting was closed with the Grace.

Chair

Clerk