

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 21st March 2013

The Trustees and Congregational Board meeting was constituted with prayer.

Sederunt:

Present were the Minister, in the chair and 16 Trustees and Board were duly recorded in the Register.

Apologies:

Apologies were received from 8 Trustees and Board Members and were duly recorded in the Register.

Minutes:

The minutes of the meeting held on Thursday 31st January 2013 were approved without change.

Annual Accounts for year ending 31st December:

The Treasurer advised that the 2012 accounts had been examined and signed by the Independent Examiner. The accounts had been altered to reflect that they could be signed by the Deputy Session clerk on behalf of the Session Clerk.

The Trustees agreed that Morag Michael would sign off the Accounts for 2012 on behalf of the Session Clerk.

The accounts once signed by the Deputy Session Clerk would be returned to the Independent Examiner and then to Presbytery and then to 121 George Street.

The Accounts for 2012 will be issued to the Congregation at the Annual Stated Meeting of the Church on 21st April.

There being no further business the Trustees Meeting was closed.

The Congregational Board meeting was constituted. Trustees were invited to remain and attend the Board Meeting.

Minutes:

The minutes of the meeting held on Thursday 29th November 2012 were approved with one a spelling correction and a change in wording. .

Matters Arising:

Reserves Investment: At the meeting on 31st January where it was agreed that a reserve of £85K would be put into the Reserves Policy statement. This figure will be reviewed at appropriate intervals.

Item closed

Acknowledgement – It was agreed that the retiral 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 advised that Church of Scotland only issue one Certificate, which Willie had received on his retiral as Session Clerk. It was agreed that an appropriate certificate, sample a shown, would be presented from the Members of Abbotshall.

Action: Minister

Standing Order – At the meeting on 29th November 2012 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. This action has not been taken yet due to problem with Banks and Standing Orders, which have to be resolved.

Christmas Appeal Envelopes: At the meeting on 29th November 2012. A correction was requested to the wording to reflect that “It was felt that additional funds had been raised through the Auction of Talents and that the Christmas Appeal was targeting some of the same people”.

Item closed

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Property Report

The Property Convener, Michael Petrie, provided an update of maintenance work proposed and in hand. He advised that at this early part of the year little work had been put in hand.

The Annual Property Report on Church Properties are being finalised and will be ready in time for presentation to Presbytery.

The following Property activities are in progress or proposed:

- Installation of the 2 new Notice Boards, for outside the Church, has been put on hold until the information can be amended. They will be amended when the Kirk Session approved the appointment of the Session Clerk. They will then be installed.
- A schedule of remedial and decoration work for the Manse has been drawn up in conjunction with the Minister, this included remedial work to the roof.
- Church - There has been no work identified for the Church.
- Halls - Guttering remedial work has been identified.
- Church Toilet upgrade – A plumber visited and has been asked to provide a proposal and costing. The Property Convener will discuss this work with those who raised the issue.
- Halls Kitchen – Refurbishment will be discussed shortly with the main users to identify what is required to be done.

Halls Usage:

The Property Convener reported that Halls usage is very high with new requests and enquiries being received all the time. He advised that the Congregation need to be aware of the Halls Schedule and submit booking forms early to the Property Convener to avoid disappointment.

Finance Report:

The Treasurer, Andrew Duncan, distributed a copy of an Analysis of Funding for Abbotshall Parish Church covering the last 5 years from 2008 to present date and gave a briefing of how these figures represented the number of active households within the Church.

A draft Budget for 2013 was distributed. The Treasurer advised that this was a draft budget and requires the approval of the Board. The Treasurer gave a detailed breakdown of the figures. The following items in the Budget were highlighted

- The expenditure for 2013 is below that for 2012 as all major project work has now been completed in the Church and no new projects have been identified for 2013.
- It was pointed out that a figure of £4000 had been proposed for KART

This Budget for 2013 was approved and will now be presented to the Congregation at the Annual Stated Meeting.

The Treasurer advised that he will be away for 4 Sundays during the year and requested named Board Members to undertake the task of Banking free will offerings after Sunday Service. The following agreed to bank money on

Sunday 28th April – Jim Gilmour

Sunday 4th May – Jim Gilmour

Sundays 8th & 15th September – to identify later.

Organisations Report

No reports.

Other Reports

No reports.

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AOCB:

The Minister intimated that Alex McLean, the Beadle, had tendered his resignation due to continuing poor health.

- It was agreed that he should be given a Certificate to mark his time as Beadle and a gift, such as a bottle of whisky.
- A list of the routine duties carried out by the Beadle is being prepared by the Management Committee.
- Proposal will be made to the Kirk Session that in the meantime the Sunday and Special Service duties will be carried out by the No1 Elder and Church Cleaning will be carried out by a Contract Cleaner.

Action: Kirk Session

Food Bank – The Minister advised that a Food Bank is being set up in Kirkcaldy. There will be a meeting on 15th April in the Cottage Centre, Temple Hall, for those who are interested in assisting in this project... Information is contained in the Fife Free Press.

Halls Let – A suggestion was made that money for Halls lettings could be collected at the time of booking. The Property Convenor acknowledged that this could be done but majority of Organisations paid on receipt of an invoice and the only problem organisation was a long term issue which was being addressed.

Church Bell – concern was expressed that the Bell Pintles were worn making it more difficult to pull. The Property Convenor noted this concern.

Action: Property Convenor.

Next Meeting:

The next meeting of the Board will be held in the Kennedy Hall at 1930 hrs. on Thursday 20th June 2013.

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

Chair

Clerk