

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 29th October 2015

The Congregational Board meeting was constituted with a prayer.

Sederunt:

Present were the Minister in the chair and 11 Board Members. Apologies received from 12 Board Members.

Minutes:

The minutes of the meeting held on Thursday 18th June 2015 were approved.

Matters Arising:

Damage to Halls - at the Meeting on 18th June 2015 the Board was advised that the wall in the Kennedy Hall had been damaged. Such damage should be covered by Organisations own insurance as stated in the Terms and Conditions stated in their Contract and this should be brought to the attention of all Organisations;

The property Convenor advised that he is reviewing the letting form to reinforce the need for organisations to carry 3rd part liability and damage insurance. The web page will also reflect this requirement. Organisations will be required to submit a copy of their insurance cover.

Action: Closed

Church Premises Rental Charges: At the Board Meeting on 18th June 2015 discussion took place regarding the need to increase charges for use of Church Properties as costs for lighting, heating, maintenance and cleaning continue to rise. Concern expressed that if costs too high users may go to other places. It was agreed that:

- An increase in rental cost should be considered;
- Other similar Hall charges should be investigated and compared to Abbotshall charges.

The Management Committee advised that information had been gathered from other Congregation and Abbotshall rental charge was on the low side. It was submitted to the Board that rental for each Hall is increased for 2016 from £12/hour to £14/hour. Organisations which had already given an undertaking until summer 2016 should remain on £12/hour until summer 2016. Rental for the Sanctuary to be consider on a case by case basis but should be circa £100/hour. This proposal was approved by the Board.

Action: Closed

Board Member Retiral: At the Board Meeting on 18th June 2015 the Board it was proposed that Elders who no longer attend Board Meetings should be offered the opportunity to resign.

Board Members who had not attended Board meetings for several years have been contacted and had now retired. New Elders were still to be consulted about their wishes to participate in Board meetings.

Action: Session Clerk

Copyright: At the Board Meeting on 18th June 2015 Bruce Farrell advised that Copyright Licence rules have changed over the last 5 years regarding the use and distribution of material and information by Churches. He recommended that a group consisting of himself, the Organist and Choir Director should investigate and confirm compliance with Copyright Licence rules. This action is in progress.

Action: Bruce Farrell

Finance:

A Budget Report up to 30/09/15 was distributed to the Board Members present. The Treasurer provided a report on the actual income and expenditure for this period. The report shows an income of £57,916 and an expenditure of £66,317, an overspend of £8,401 year to date. The Treasurer advised that:

- Income and expenditure will continue to be monitored carefully as the estimated expenditure to year end could exceed income by £5.2K;
- FWO continue to be the best way to raise income for the Church;
- Giving has increased per household;
- Abbotshall Church accounts for 2014 have been submitted to and accepted by OSCR which allows us exemption from Water Rates

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Property & Halls:

A report showing the 5 year rolling maintenance plan for Church properties was issued to the Board Members present. The Property Convenor gave an overview of the maintenance work.

The Property Convenor advised that:

- Maintenance work continued as scheduled on the 5 year plan;
- New heating system was working well;
- No new major work had been identified;
- The quinquennial inspection report had been received and a response to the report was being prepared; Some concern expressed that work which was already contained in our 5 year maintenance plan was included in this report despite this being pointed out to the surveyor;

Jim Gilmour offered to report back to Presbytery if items from the previous quinquennial report which had been completed were still contained in the present report.

Halls:

The Property Convenor issued a spread sheet showing the Organisations renting the Halls and the Income from the use of the Halls:

The Property Convenor advised that:

- The next few weeks will see a busy period for the use of the Hall;
- 2 organisations have stopped renting the Halls;
- There has been no further approach for rental of the Halls from Fife College;
- Some of the organisations have still not paid their Invoice for the 2nd quarter;

Insurance: The letting form and the Church web site are being altered to reflect the need for all Organisations using the Halls to carry damage and 3rd party liability insurance cover. Organisations will be required to submit a copy of their insurance cover together with the rental agreement.

Health and Safety:

Health and safety is now required to be a standing agenda item on the Board agenda as advised by the Church Review Committee. The following items were discussed:

- Fire evacuation instructions need to be re written and
- A rotary type fire alarm will be purchased;
- Contractors working on Church Properties will be asked to show evidence of their employers liability insurance policy;
- Any accidents or incidents will be investigated;

Action: Property Convenor

Organisations Reports:

Morag Michael reported on a visit that she and Morna Scriven had made to the Craft Group on 14th October. The Craft Group have donated £1430 since the start of the year and hope to donate more before the year end. They would be pleased to welcome new members, especially men, who would be welcome to pursue any craft/model making etc. They would like to be mentioned in the weekly service sheet and the News Letter to raise awareness for all members and bring in new participants.

Other Reports:

None

AOCB:

Board and Trustees meetings will be held in the Kennedy Hall at 1930 Hrs on:

Thursday 28th January 2016 and

Thursday 31st March 2016

The Annual Stated Meeting of the Church will be Sunday 24th April

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

Chair

Clerk