

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 30th January 2014

The Trustees and Congregational Board meeting was constituted with a prayer.

Sederunt:

Present were the Minister in the chair and 24 Trustees and Board Members.

Apologies received from:

Messrs W. Beveridge, J. Henderson, R. Michael, Miss. A. Gardner, P. Bell, Dr. E. Smith, Mrs M. Hope, R. Wright, A. Moyes, S. Docherty;

Trustees:

Explanation given of responsibilities of Trustees. All members of the Board and Kirk Session are Trustees and are responsible for signing off the Accounts as correct.

A point was raised that some Elders were no longer thought to be in a position to accept responsibility for signing accounts. The Minister advised that elders have to formally resign otherwise they remain Trustees with the responsibilities of a Trustee. All Trustees receive copies of the Financial Statement so should be aware of their responsibility.

Financial Statement:

Draft No.2 of the Financial Statement for the year ended 31st December 2013 for Abbotshall Parish Church was distributed to all Trustees present. The Treasurer provided an explanation of the information on every page of the Financial Statement;

The Treasurer advised that the accounts, if approved by the Trustees, would be submitted to the Independent Examiner for inspection before being returned to the Trustees for final approval and signing by the Session Clerk on behalf of all the Trustees.

The shortfall between income and expenditure was clearly explained.

Discussion took place regarding the size of the Ministries and Mission Allocation. It was explained that this sum was allocated to each congregation by the Stewardship and Finance Department at 121 George Street.

A donation to Kirkcaldy Street Pastors is given by Presbytery however the donation is shown in our financial statement. We pay the donation for Presbytery and receive an equivalent reduction in our Ministries and Mission Allocation. A further explanation was given regarding the sums shown under Charitable Activities;

Questions were called for. No further questions were raised.

Draft No.2 of the Financial Statement for the year ended 31st December 2013 for Abbotshall Parish Church was approved by the Trustees for submission to the Independent Examiner.

The Chair advised that Trustees business was concluded and Congregational Board business would commence.

Minutes:

The minutes of the meeting held on Thursday 26th September 2013 were approved without change.

Matters Arising:

Church Bell – at the meeting on 21st March 2013 concern was expressed that the Bell Pintles were worn making the bell difficult to pull. The Property Convenor advised that the greasing of the Pintles would be undertaken before resumption of Services in the Church;

Action: Property Convenor.

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Property Report:

The Property Convenor distributed a comprehensive spread sheet of the maintenance work carried out on the Church Properties to year end 2013 and provided an explanation of work completed, costs and outstanding work proposed to be carried into 2014.

Additional work to Manse and Halls Roofs was explained as due to some repairs not being clearly identified and repaired by a previous contractor. As this had been some 2 years previously it would be impossible to claim recompense for poor workmanship.

The Property Convenor presented a schedule of proposed work and estimated cost for Church Properties for 2014. The work scheduled for 2014 was presented as the baseline work that would be necessary for statutory requirements for the healthy and safe use of the Church properties.

Discussion took place about the cost of work and shortfall in funds available to pay for work;

- Refurbishment of Church toilet has been reduced to essential work only;
- Purchase of a Projector Screen for the Halls at circa £2k has been discussed by the Management Committee. The Board considered this item to be unaffordable and was put on hold for the time being;

Questions called for;

Discussion took place regarding the justification for work and the Church's lack of funds to meet the work proposed for 2014.

- Possibility of claiming recompense for poor roof repairs is unlikely as over 2 years ago. Current and future practice will require photographic evidence to be produced by Contractor;
- New Church Sign Boards discussed, considered to give additional dignity to the Church;
- Concern expressed about markings of emergency exits from the Church. Suggestion made to stop use of Gallery for Watch-night Service due to concern about lack of emergency lighting.
- The Management Committee had been in operation since 2007. Members consist of Minister, Session Clerk, Treasurer, Property Convenor, Communications Convenor and Clerk to the Board. They review proposed work and bring recommendations to the Board for agreement.
- Proposal for financial expenditure by the Management Committee will always be presented to the Board and the Board can reject;
- Consideration to make the Manse Garden easier and cheaper to maintain. Some work already done by the Manse Family however trees and hedge are too big for them to maintain. The Church is responsible for managing a large garden and the work provides employment for local people.

Halls:

The Property Convenor reported that:

- The majority of letting form for 2014 have now been returned to Property Convenor, with a potential income of £11000.00;
- 3 new enquiries have been received for use of Halls;
- Receiving good feedback from Hall users;
- There is further potential to market Hall to other users. Need to make external organisations aware of Halls availability;

Finance Report:

The Treasurer distributed a draft budget for 2014 and gave a detailed explanation of the estimated income and expenditure, stating that the income was a conservative estimate of expected income.

The difference between the estimated income and potential expenditure was clearly highlighted. The shortfall of income of circa £35.5k was discussed at considerable length. The requirement to take immediate action to reduce expenditure and or increase income to bridge the gap was discussed at length.

It was pointed out that the Board should not approve a Budget in which expenditure is in excess of income.

A proposal was made that ways of offsetting expenditure through applying for grants. Pointed out that to get a grant the Church had to be able to part fund any proposed work. A Board Member would require to

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undertake the work of researching grants as this additional function would be too much to expect the Property Convenor to undertake this action.

First draft of the 2014 budget was rejected by the Board. It was agreed that the Budget was a work in progress and further work will be done before it is represented to the Board at the next meeting.

Stewardship:

Jim Browning – Stewardship Convenor issued and referred to two documents which had been distributed to all Trustees and Board Members and advised all to read these documents in particular the section on “Financial Liabilities” and “Essential Information”

- Charity Trustees, liabilities and OSCR clearly describing the financial liability of church office bearers;
- Stewardship of Money Preview showing income deficit year on year illustrating that Abbotshall Church is becoming insolvent.

The three year rolling Church of Scotland Stewardship programme for 2014 is the Stewardship of Money as described in the Stewardship of Money Paper.

Jim Browning emphasised that we need more money and more people. We need to tell the Congregation what is required of them to support our church. Our Stewardship program to focus on:

- January to April preparing material to publicise the situation to members and wider public;
- Michael Family Concert in May;
- May, June and July communicate the situation to members and the wider public;
- Stewardship Season in September, Minister to explain situation & to encourage the Congregation to increase “giving” to sustain the Church;
- September, request cash donations from the Congregation to re build cash reserves to £85k

Organisations:

Jenny McLeod reported on the activities of the Walking Group during 2014;

Raymond Duncan reported on a visit he had made with Gordon Houston to the Craft Group on 29th January '14. Reported to be in good health and had contributed £1k to Church funds;

Jean Napier reported on a visit that she and Evelyn Armstrong had made to the Cub Scout on 6th December '13. Reported the Cub's activities and found them to be in good heart.

Frank Nuthall reported on a visit that he and bill Page had made to the Beaver Scouts on 22nd November 2013. He reported on their activities and had found them in good heart;

Social Committee:

Jane Gilmour advised about the planned Music Festival to be held in the Church Halls on 23rd May. The numbers will be restricted by the seize of the Halls but consideration will be made to use Church if response warrants this;

The Social Committee requested help with the Concert from the Board Members as follows:

- Need Helpers
- Need Drivers to ferry people to and from the Concert;
- Sponsorship to cover cost of refreshments;

Next Meetings:

The next meeting of the Trustees and Board will be held in the Kennedy Hall on Thursday 27th March 2014 at 1930 hrs..

The Annual Stated Meeting of the Congregation will take place in the Church on Sunday 27th April;

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

Chair

Clerk