

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 04th February 2016

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

Sederunt:

Present were the Minister in the chair and 15 Trustees and Board Members. Apologies received from 5 Trustees and Board Members.

Trustees Meeting:

A draft copy of the Congregational Accounts for Abbotshall Parish Church for the Year Ended 31st December 2015 was distributed to all Trustees and Board Member present. The Treasurer presented the information contained in all sections of the draft report including Administration, Structure, Governance and Management, Statement of Trustees Responsibilities and Financial Accounts page by page, highlighting the information contained on each page of the Accounts.

The Treasurer reminded the Trustees and Board Members that budget set at the start of 2015 showed an expected shortfall of £11,140. However, at the end of 2015 the accounts showed the budgeted shortfall had been turned into an excess income of £9,087.

The Chair called for questions:

Q: Why are the accounts presented in such a complicated way?

A: They are presented in this manner as this is required by OSCR (Scottish Charity regulator) and the Church of Scotland, 121 George Street.

The Trustees and Board Members agreed the draft accounts and that these should now be signed by the Session Clerk and the Treasurer on behalf of the Trustees and be submitted to the Independent Examiner and then sent to 121 George Street.

Conference of Elders and Office Bearers:

The Session Clerk advised that there will be a 2 day conference, with overnight stay, for Elders and Office Bearers at Tulliallan on 29th and 30th April at a cost of £65 per attendee. The invitation is open to all Elders and Office Bearers. Morag Michael and Morna Scriven will attend. Bookings are open now until 8th April. Those wishing to attend should speak to Morag or Morna.

This ended the Trustees Meeting.

Minutes:

The minutes of the meeting held on Thursday 29th October 2015 were reviewed and approved without change.

Matters Arising:

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

Health and Safety: At the meeting on 29th October 2015 the Property Convenor advised that the Church Review Committee had instructed that health and safety was to be a standing agenda item on the Board agenda. Health and safety is now included as a standing item in the Board meeting agenda.

Action: Closed

Insurance: At the meeting on 29th October 2015 the Property Convenor advised that Organisations were from now onwards be required to submit a copy of their insurance cover together with the rental agreement. The Church web site and letting forms were ben amended to show this requirement to show written proof of their insurance cover;

All organisations have now been requested to submit a copy of their insurance policy. This is proving difficult to see evidence of the policies. Suggestion were made that organisation could be given a guide figure for insurance. It was further suggested that during visits to the Organisations that insurance policies

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should be requested. It was agreed that evidence of liability insurance must be produced or an organisation could not be allowed to continue to use the Halls.

Action: Property Convenor

Finance:

The Treasurer distributed the final budget report for the year ending 31st December 2015. He highlighted that the final figure for income over expenditure was £9,087. The budget set for 2015 estimated a deficit of £11,070.

The draft budget for 2016 was distributed to those present. The Treasurer advised that this draft budget showed an estimated expenditure over income of £11,140. This budget is based upon a conservative estimate of income and all known expenditure for the year. Maintenance costs are as shown for 2016 in the 5 year rolling maintenance schedule.

Remuneration: Remunerations were discussed and revised salaries for 2016 were agreed as follows:

- Church Organist – £3,756 to keep Abbotshall within the recommended scale set by the Scottish Federation of Organists;
- Church Cleaner - £972
- Hall Cleaner - £1,554

Wedding charges: It was agreed that the charges for wedding in 2016 should remain at:

- Church Members – Charges remain at £300. Of which £65 is for the Organist and £55 for the Beadle, which goes towards additional cost of cleaning
- Non Members – Charges should remain at £650

Wedding charges increases to be identified for 2017.

Action: Minister & Treasurer

Property & Halls:

The Property Convenor advised that:

- An updated Property Report and rolling maintenance plan for all Abbotshall Church properties had been sent electronically to all Board Members. This report included all known essential and planned work and known costings for the period 2016 to 2019;
- Maintenance work had been completed per the plan for 2015;
- Work for 2016 would be carried out as shown in the rolling plan;
- Planned maintenance work for 2015 had been completed in accordance with the plan;
- A copy of the 2015 Quinquennial property report together with comments, costs and where scheduled in the 5 year rolling maintenance plan had been sent electronically to Board Members;
- The 2015 Quinquennial Report on the condition of Abbotshall Church properties had been reviewed and returned to Presbytery with comments and advice that much of the work shown was already included in the Abbotshall Church 5 year rolling maintenance plan;

A question was asked regarding the cost of pointing work. The Property convenor advised that there is no major pointing work required and the cost was minimal.

Rating Valuations: A letter has been received from Fife Council advising that the rateable valuation of the Church is £10.2K and the Halls is £6.5K.. No demand for rates has been received..

Halls:

The Property Convenor advised that:

- A spread sheet showing the Organisations renting the Halls and the Income from the use of the Halls had been sent electronically to all Board Members;
- 1 organisation had still to pay for 2015. This payment is being pursued;
- Notification has been received from several organisation advising that they would not require use of the Halls in 2016; Fife College have not made any approach to use the Halls;
- An approach has been received from Abbotsford Care to use the Halls for training purposes;
- Projected income for use of Halls in 2016 is £11,715;
- Obtaining copies of organisations liability insurance was proving difficult;

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Health and Safety:

- No accident or incidents reported;
- The Fire escape plan and general health and safety rules for the Halls are being redrafted;
- A fire alarm for the Halls is to be purchased and will be installed;
- No contractors are due on site in the near future but all Contractors are asked to provide their written safety plan prior to commencing work;

Organisations Reports:

Rainbow Guides – Anne Gardner reported that she and Glen Bruce had visited the Rainbow Guides on 19th November 2015. They are 15 Rainbow Guides which is the maximum number, and there is a waiting list waiting to join. They observed and reported on the Rainbows evening routine. They reported the Rainbow Guide group to be in good heart.

Cub Scouts – Isobel Anderson reported that she and Jean Napier had visited the Cub Scout in November 2015. They had received an explanation from the Cub Scout Leader on the content of the meetings and observed the Cub Scouts partaking in games, a talk on dangers of cold weather exposure and a demonstration of resuscitation. Isobel and Jean congratulated the Cubs on their turn out at the recent Church Parade. They reported the Cub Scout group to be in good heart and very satisfied with the facilities available to them in the Halls.

Guides – Anne Steward reported that she and Gordon Houston had visited the guides on 5th November 2015. They reported that there 24 Guides, a Leader and 3 Assistant Leaders. They received an explanation from the Guide Leader on the activities undertaken during the evening. They reported that some of the Guides are hoping to undertake the Duke of Edinburgh's Bronze Award. They reported the Guide group to be in good heart.

Choir – Diane Murray reported that she and Kay Wilkie had visited the Choir on Sunday 18th October 2015. They reported that there were 8 members present and the Choir rehearsed the hymns for the Church service. The Organist suggested that if the Congregation were less spread out and gathered more central in the Church the choral message would be communicated more effectively. The Choir would welcome new members from the Congregation, there is no requirement to be able to sight read music only keenness the sing. They reported the Choir to be in good heart.

Walking Group – Jenny MacLeod reported on the Walking Group (Holy Strollers). She advised that the Walking Group undertook walks on every 3rd Saturday in the month between March and October. The walks were varied in distance and difficulty and were undertaken in all weather conditions. She reported them to be in good heart.

AOCB:

Organisation Visitor Coordinator - It was intimated that Diane Murray is retiring from the Board and at the same time is withdrawing from the role of Organisations Visitor Coordinator. A replacement for this role is sought. There were no volunteers at this time. An email will be sent to all Board Members asking for a volunteer.

Action: Session Clerk

KART Bake-off: It was intimated that KART are planning to hold a Bake-off to raise funds in support of their work. It was agreed that Abbotshall church would donate the proceeds of a coffee morning to assist the KART fund raising initiative.

Action: Treasurer

Super Sunday: It was intimated that Super Sunday will be held on Sunday 13th March. The Session Clerk will approach Members to participate in the service and providing soup after the service.

Action: Session Clerk

Church of Scotland News Letter: The Minister has received n e-news letter containing an item about "What it is like to be a Minister on Orkney", she will distribute this electronically.

Board and Trustees meetings will be held in the Kennedy Hall at 1930 Hrs on Thursday 31st March 2016
The Annual Stated Meeting of the Church will be held on Sunday 17th April 2016

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

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Chair

Clerk