

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY  
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 03<sup>rd</sup> November 2016

The Congregational Board meeting was constituted with a prayer.

**Sederunt:**

Present were the Minister in the chair and 13 Board Members. Apologies received from 3 Board Members.

**Minutes:**

The minutes of the meeting held on Thursday 30<sup>th</sup> June 2016 were approved without change.

**Matters arising from last meeting:**

**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.

It was reported at the meeting on 30<sup>th</sup> June that work has been done on this and costs have been submitted to the Treasurer.

It was recommended that during the visits to Organisations using our premises the requirement for copyright licencing should be brought to their attention.

It was stated that Abbotshall would be compliant with copyright requirements by start of 2017.

Action: Closed

**Wedding Charges:** At the meeting on 04<sup>th</sup> February the Minister and Treasurer advised that an increase to wedding charges for 2017 should now be identified.

It was stated that wedding charges would be kept under review but would remain unchanged for 2017.

Action: Closed

**Audio Induction Hearing Loop System:** At the meeting on 30<sup>th</sup> June 2016 Bruce Farrell advised that he has priced a system for the Kennedy Hall. It could be purchased for circa £100 plus £650 to install amplifiers and speakers. The Board agreed to go ahead with the purchase as it can be to advantage for disabled groups using the Halls.

The Property Convenor advised that he is waiting for a report from Bruce Farrell.

Action: Communications Convenor

**Finance Report:**

The Treasurer distributed the financial report for the year up to 30<sup>th</sup> October 2016 and gave a summary of the income and expenditure contained in the report for this period. Up to 30<sup>th</sup> October the total income from all sources is £68,874 and the total expenditure is £75,960 giving an expenditure of £7,085 in excess of income.

The Treasurer advised that:

- The revised budget to year end shows a projected overspend of £11,185 over income;
- The projected expenditure to year end contains maintenance costs which may not be required in 2016;
- Indications are that income and expenditure by year end will break even or even be a small excess of income;
- The year on year trend downwards in donating households continues, has gone from 223 in 2009 to 153 in 2016;
- There is a letter about WFO in the next News Letter;

The Board agreed that the Christmas Appeal envelopes should be sent to all households via the Autumn News Letter.

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## **Property Report:**

The Property Convenor gave a presentation on the key areas of Church Property maintenance:

Manse maintenance and repairs generally on schedule, slightly below budget;

- Door, garage door, rainwater and downpipe redecoration – completed
- Gutter repairs and downpipe repairs were carried out – invoice awaited,
- Gutter clean, minor repointing and minor slate repairs scheduled for after leaf fall.
- Lawn mower replaced,
- Alarm system maintenance completed
- Gas boiler service scheduled for December;
- Energy performance certificate is being arranged for manse by end November.

Church maintenance and repairs generally up to date, slightly behind budget;

- Vandalism repairs and additional protection to session, entrance and vestry windows completed to date; Repair to worst damaged east window to be discussed with rainbow glass. Local glaziers cannot competently repair.
- Gutter cleaning, minor slate repairs and minor repointing scheduled for after leaf fall;
- Monitoring of areas affected by dampness continues to show improvement. Repairs may be possible during 2017;
- Removal of asbestos sheet ceiling to old boiler room is being considered for 2017;
- Increased deterioration of lintel over old boiler room doorway will require action during 2017.

Halls maintenance and repairs generally on schedule, slightly behind budget;

- Ladies toilet redecoration completed and funded from underspend at manse;
- Gutter cleaning, minor slate repairs and minor repointing scheduled for after leaf fall;
- Heating issues have now been resolved. Thermostats require to be left as set otherwise follow on groups may not have adequate or any heating.

## **Halls Report:**

- Bookings continue to come in December quite busy;
- Projected income for 2016 now at £13740;
- Possibility of some shortfall in income from 2 groups due to insufficient numbers attending;
- Bookings for recurring hall users have started to come in;
- Abbotsford Care will not be using the halls in 2017 onwards as they are developing their own training / recruitment resource, loss in income about £1246

Discussions with cleaners and hall keeper should have resolved most cleaning issues; however halls are sometimes left in a very dirty condition. Users have been advised that they should carry out a level of cleaning at the end of their session and to replace chairs to how they were set on entry.

Instruction received from Presbytery that an Energy Performance Certificate is required for the Manse costing circa £150 and only last for a short period of time. Discussion took place leading to a request from the Board that the requirement is challenged with a view to not complying with the requirement.

Action: Minister / Property Convenor

## **Health and Safety:**

A manual fire bell has been installed in entrance to Halls. Fire notices are being altered.

## **Organisations Reports:**

The Organisations Convenor advised that there were no visits to organisation during the summer period. Visitation letters have been prepared and will be distributed in the next few weeks.

## **AOCB:**

**Build a House Appeal for Nepal:** Each Sunday during Advent there will be a retiral collection to raise money to rebuild homes for families who lost their homes in the Nepal earthquake of 2015. Abbotshall target is £500. There are collection boxes available to download from the internet for households to collect change for this appeal.

**Sunday Winter Service in Halls:** Having not had a severe winter decision taken to remain in Church this winter and only move to Halls if slippery weather occurs.

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**Safety Handrail:** Request to cost the installation of a handrail on the hill from west gate to Church  
Action: Property Convenor

**Stewardship:** Talents Cards for the 2016 Stewardship campaign to be handed to Jim Browning by 27<sup>th</sup>  
November

**Next Meetings:**

The next Board meeting will be held in the Kennedy Hall at 1930 Hrs on Thursday 26<sup>th</sup> January 2017

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

Chair

Clerk