

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Wednesday 17th January 2018

This Meeting of Trustees and Congregational Board was constituted with a prayer.

1. Sederunt:

a) **Board**

Present were the Interim Moderator, Ena Hudson, in the chair and 20 Board Members.

Apologies received from 1 Board Member.

b) **Trustees**

I. Anderson, M. Baxendine, G. Bruce, I. Clark, A. Duncan, Euan Fraser, Jane Gilmour, Jim Gilmour, R. Henderson, M. Hope, J. McLeod, M. Michael, W. Page, M. Petrie, J. Scott, M. Scriven, E. Smith, G. Webster.

Apologies received from: S. Docherty, A. Gardner, D. Murray, A. Steward, R. Michael, E. Webster, R. Wright.

2. Welcome:

Sheila Jamieson was welcomed to the Board as a nominated member of the Congregational Board.

3. Trustees Meeting:

Draft copy of the Congregational Accounts for Year Ended 31st December 2017 were distributed to all Board Members and Trustees present. The document was reviewed page by page and amendments and corrections were noted by the Treasurer.

Under section titled **Reference and Administrative Information** it was identified that some the names of Trustees were missing. The list of Trustees to be reviewed and amended where appropriate
Action: Session Clerk

Under section titled **Structure, Governance and Management** it was requested to include a reference to Abbotshall's participation in Messy Church under the heading **Kirkcaldy Churches Together**.

The **Financial Section** of the Congregational Accounts for Year Ended 31st December 2017 was reviewed page by page with the Treasurer providing an explanation of the information contained in each section of the financial Report.

There were no questions.

It was agreed by the Board and Trustees that, with the amendments and corrections identified, the Congregational Accounts for Year Ended 31st December 2017 were ready to be submitted to the Independent Examiner.

The Interim moderator thanked the Treasurer for all his work throughout the year and for preparing the Congregational Accounts for 2017.

This ended the Trustees Meeting. All Trustees remained for the Board meeting.

4. Minutes

Minutes of the Board meeting held on 26th October 2017 and the Extraordinary Meeting of Trustees and Board held on 29th November 2017 were approved without change.

5. Matters Arising:

a) **Audio Induction Hearing Loop System:** At the meeting on 30th June 2016 Bruce Farrell advised that a system for the Kennedy Hall could be purchased for circa £100 plus £650 to install amplifiers and speakers. The Board agreed to go ahead with the purchase.

At the meeting on 22nd June '17 it was agreed that the hearing loop system in the Main Hall would be moved into the Kennedy Hall. No action yet.

Action: Communications Convenor

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- b) **Messy Church:** At the meeting on 26th October 2017 it was agreed to provide financial support for Messy Church. Due to high level of expenditure on the Manse and the resulting low level of funds the decision was taken to make a one off contribution of £60 at this time. No action yet.
Action: Treasurer

- c) **Property Maintenance Plan:** At the meeting on 26th October 2017 it was agreed that a copy of the Property Maintenance Plan be placed on the Abbotshall Web Site.

This action will be taken when the 5 year rolling plan is updated

Action: Property Convenor

- d) **Manse East Gable Chimney:** At the meeting on 26th October the Board were informed that the crack identified in the east Gable Wall is considerably worse than initially identified. The Board approved by a majority vote the financing of a full repair.

The Property convenor advised that this work is in progress.

Action: Closed

- e) **Replacement of the Manse:** At the extraordinary meeting on 29th November 2017 the Trustees were advised that there could be a problem for a new Minister, on a single salary, to afford to live in the current Manse due to high heating and general maintenance costs.

The Trustees **approved** by a majority vote to authorise the NC to intimate in the Abbotshall Church Profile and to candidates for the Vacancy, that the option has been approved for the existing Manse to be exchanged for a more modern Manse.

This information has been included in the Abbotshall Church Profile

Action: Closed

- f) **Advertising Vacancy:** At the meeting on 29th November the Board were requested to authorise the NC to spend £375 on an advertisement for the Vacancy in Life and Work magazine and a possible additional unknown expenditure to develop a video about Abbotshall to be shown on Face book. This request was approved by a majority vote.

The advertisement has now been placed in Life and work and a video is being developed.

Action: Closed

- g) **Member's Commitment to Giving:** A decision is now required from the Trustees as to what actions can be taken increase in "Giving" to the Church in order to make up the considerable shortfall between income and expenditure. This decision should also include actions to encourage the large number of absent Members to contribute towards the Church commitments.

Action: Session

- h) **Congregational Roll:** Kirk Session requires to make a decision about the Roll with regard to the Members who do not support the Church in any way.

Action: Session

- i) **Increase Giving:** Agreement was made that an article should be written addressing the need to increase giving, particularly reaching out to the households that contribute nothing.

Action: ?

6. **Health and Safety:**

- a) All Contractors risk assessment documentation is in place for work on Manse Chimney
- b) Presbytery are reminding Congregations about the importance of H&S and having risk assessments carried out for all work.

7. **Property Report:**

The Property Convenor provided an update on Church Property maintenance work.

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- a) **Manse Gable Wall:** Stone Masons working on repairs to gable wall and chimney. Chimney liners found cracked and will be repaired. All within budget.
 - b) **Manse window** refurbishment on schedule.
 - c) **Manse refurbishment** work will be undertaken during early part of 2018.
 - d) **Manse Boundary Wall:** On 1st January the Manse front wall was damaged by a car reversing in Milton road. Police charged driver with leaving the scene without reporting an accident. Our insurers hope to recover from car owners insurance.
 - e) **Church Properties Inspection:** carried out on 12th December. Items identified will be included in the 5 year rolling maintenance plan.
 - f) **2018 Property Budget:** will only contain statutory and routine maintenance.
- 8. Halls Report:**
- a) 1 Organisation has withdrawn from using the Halls in 2018. Other Organisations using Halls in 2018 are mostly the same as in 2017.
 - b) Halls income is expected to be £10K.
 - c) During 2017 there was a shortfall between expected and actual payments for use of Halls due to organisations not paying if a routine session is cancelled.

The Interim Moderator thanked the Property Convenor for his diligence.

9. Organisations:

Euan Fraser reported on the visit that he and Bill Page had made to the 86th Fife Scout Group on 1st December. The Scout group meet in Abbotshall Church Halls on Friday evenings. He reported that they had found the Group to be in good heart.

10. Correspondence:

The Session clerk advised of the Elders Conference to be held at the end of April and commended attendance to all Elders.

Next Meeting:

- Next Board meeting will be Wednesday 21st March 2018 at 19:30 hrs in Kennedy Hall;
- Annual Stated Meeting of the Congregation will be Sunday 22nd April after Church Service.

The Meeting was closed with the Grace

Chair
(Interim Moderator)

Clerk