

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Wednesday 21st March 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 2 Board Members.

b) Trustees

M. Baxendine, G. Bruce, A. Duncan, E. Fraser, Jane Gilmour, Jim Gilmour, M. Hope,
J. McLeod, M. Michael, J. Napier, W. Page, M. Petrie, J. Scott, M. Scriven, E. Smith, A.
Steward

Apologies received from 6 Trustees

2. Welcome:

Glenn Bruce was welcomed as a new member of the Congregational Board.

3. Trustees Meeting:

a) Congregational Accounts for Year Ended 31st December 2017:

The Treasurer advised that the Independent Examiner had accepted the Congregational Accounts for Year Ended 31st December 2017 with two recommendations for amendments. Independent Examiner's Report to the Trustees with recommendations was distributed to the Trustees and Board Members.

Recommendations for change:

- Reserves policy of £85,000 should be maintained as unrestricted reserves to cover any risk of shortfall in funding and cover any unforeseen emergency property expenses
- The Reserves fund has fallen below £85,000 which should be redressed in due course. This sum approximates to 12 month of activities.

The Treasurer advised that the Congregational Accounts for Year Ended 31st December 2017 are now ready for submission to Presbytery and OSCR.

Questions. Confirmation was requested that the term unrestricted was to now be applied in place of reserve funds. This was confirmed by the Treasurer.

The Trustees gave approval for the 2017 accounts to be signed off by the Session Clerk and Treasurer.

b) Endowment Funds:

The Treasurer advised that historically Endowment Funds had been left to the church for specific purposes or organisations and many of the organisations to which the funds had originally been allocated no longer exist and the individual income is small.

Questions: Confirmation was requested as to whether there was any legal reason that prevents the re naming of the funds. The Treasurer advised that there are no documents.

~~The Trustees approved the renaming of all the Endowment Funds under the heading of General Funds.~~ The Trustees approved the recategorising all local Endowment Funds (and income) as Unrestricted Funds as from 1 January 2018.

c) 2018 Budget:

A copy of the draft Budget for 2018 was distributed. The Treasurer advised that the Budget shows a deficit, year to date, in income over expenditure of £17,460. This deficit is due to expenditure on Manse refurbishment.

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The Treasurer advised that this was the Budget for 2018 is a cautious budget as income from “use of premises” and “Fundraising” are unknown. The 2018 year end budget income over expenditure shows a deficit of £64K.

The Trustees accepted the 2018 Budget and agreed that it should be distributed to the Members at the Annual Stated Meeting.

There were no questions.

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 17th January 2018 and meeting of Trustees and Board members were approved without change.

5. **Matters Arising:**

a) **Audio Induction Hearing Loop System:** 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. This action is now included in the 5 year rolling maintenance plan

Action: Closed

b) **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. The Treasurer advised that this payment has been made.

Action: Closed

c) **Property Maintenance Plan:** A copy of the 5 year rolling Property Maintenance Plan is now available on the Abbotshall Web Site.

Action: Closed

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) **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

f) **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

g) **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

h) **Increase Giving:** At the meeting on 17th January 2018 it was agreed that an article should be written addressing the need to increase giving, particularly reaching out to the households that contribute nothing. An article will be included in the next News Letter

Action: Treasurer

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6. Health and Safety:

- a) All H & S monitoring actions are included in the 5 year Property Maintenance Plan.
- b) During the recent period of winter snow conditions pathways to and from the Church were closed and access around Halls were cleared and salted.

7. Property Report:

The Property Convenor drew attention to new ongoing and scheduled work contained in the Property 5 Year Rolling Plan which is available through the Church Webb site.

- a) **.Manse refurbishment** work almost complete.
 - Windows still being refurbished but expect to be complete by end April.
 - When new manse family arrives final decisions will be made concerning supply of white goods, curtains and garden maintenance

b) Church ongoing maintenance:

- Looking for volunteers to carry out some maintenance tasks to help reduce costs.
- Suggestion made that a Self Help group is formed. Request volunteers through News Letter

Action: Property Convenor

- c) **Halls:** All work scheduled in the 5 year plan.

8. Halls Report:

- a) Continue to get new bookings for the Halls and routine bookings continue.

- b) KART AGM booked for 12th June. Refreshments to be provided by Abbotshall

Action: Jenny McLeod

9. Organisations:

No reports. A new schedule of visits is being prepared

Action: Marina Hope

10. Beadle, Hall Keeper, Cleaning:

- a) These roles had been discussed at Session and pointed out that frequently the Beadle's tasks were falling on a very small group of people and the time has come to consider how to divide the tasks more fairly. The Board was asked to consider how these tasks could be handled from now on. Consideration was given to:
 - Reinstating the role of Beadle to cover traditional duties including cleaning church. Possibly a husband and wife position;
 - Combine Beadle, Hall Keeper and cleaning of Church and Halls;
 - Allocate Beadle duties to the Duty Elders;
 - Current budget for carrying out these tasks is £5,168 excluding laundry costs.

- b) No contracts are currently in place for these positions. C of S law department should be contacted to request advice on whether or not a contract of employment or continue to work on a self-employed status is most suitable.

Action: Property Convenor

- c) It was agreed that from 1st April the Duty Elders would be allocated the Beadle duties. No:1 would be responsible for obtaining Church keys and opening the Church. Nos: 2 to 6 would each be responsible for the other tasks. Duty rota to be updated to show the Sunday duties.

Action: Deputy Session Clerk / Duty Elders

11. Learn Conference:

Morag Michael will represent Abbotshall at the conference this year. It was agreed that the cost of £150 would be met from Church funds. Invoice to be sent to Treasurer.

Next Meeting:

- Annual Stated Meeting of the Congregation will be Sunday 22nd April after Church Service.
- Next Board meeting will be Thursday 28th June 2018 at 19:30 hrs in Kennedy Hall;

The Meeting was closed with the Grace

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
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Chair
(Interim Moderator)

Clerk

DRAFT