

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY  
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 22<sup>nd</sup> June 2017

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

**Sederunt:**

Present were the Interim Moderator, Ena Hudson, in the chair and 15 Board Members. Apologies received from 7 Board Members.

Marylin Hughes was welcomed onto the Board.

**Minutes:**

The minutes of the meeting held on Thursday 29<sup>th</sup> March 2017 were approved without change.

**Matters arising from last meeting:**

**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.

At this meeting the Communications Convenor advised that a new system would cost approximately £1k including cost of installation. Alternatively the hearing loop system in the Main Hall could be moved into the Kennedy Hall. It was agreed to progress this alternative option of moving the system.

Action: Communications Convenor

**Safety Handrail:** At the meeting on 3<sup>rd</sup> November 2016 a request was made to cost the installation of a handrail on the hill from west gate to Church. The Property Convenor advised that a handrail would cost approximately £40/meter circa £3800 to install on the north side of the pathway. The ground does not belong to the Church so Council would have to be approached before this work could be carried out.

Reported at this meeting that an email has been sent to the Council and now awaiting a response

Action: Property Convenor

**Church Boiler Room:** At the meeting on 26<sup>th</sup> January the Property convenor advised that:

- The Boiler room door lintel is showing signs of deterioration. Steel beam lintel and support stonework has cracked and is liable to collapse. Required urgent work to replace the lintel.

Discussions held with a Stone Mason and a report received quoting £1,725 to carry out a repair to the Boiler room door lintel. This work and cost were approved by the Board.

Action: Property Convenor

- Asbestos sheets inside boiler room will require to be partially or totally removed to allow safe work site for lintel repairs.

No one in Fife wishes to undertake asbestos removal work. Asbestos removal not included in lintel repair work. Can be considered at a later date,

Action: Property Convenor

**Trip Hazard:** Report received that a person had tripped on the pavement outside Halls. Lighting level checked and found to be within approved limits. Marking the area with reflective paint and to mark parking area and fire exit will be included in the schedule of maintenance work.

Now included in planned Maintenance Schedule.

Action: Closed

**Jenny Featherstone's work:** At the meeting on 26<sup>th</sup> January it was confirmed that Abbotshall wish to continue being involved. Greater involvement by Abbotshall to be discussed at a later Board meeting.

This matter carried forward to the next Board Meeting

Action: Next Board Meeting

**Manse Council Tax & Insurance:** At the Board meeting on 29<sup>th</sup> March a question was asked about Council Tax relief and insurance company notification while the Manse is empty.

**ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY  
CONGREGATIONAL BOARD**

The Treasurer advised that both items have been attended to as part of the vacancy work.

Action: Closed

**Halls Rental Costs:** At the Baord meeting on 29<sup>th</sup> March it was agreed that due to increases in heating and lighting costs that costs for use of church properties by the Council should be increased to £60 per hour.

This was not discussed at this meeting.

Action: Property Convenor

**Health & Safety:**

All contractors involved in the refurbishment of the Manse and repairs to the Boiler room door lintel will be required to provide risk assessments.

**Finance Report:**

The Treasurer distributed the financial report to 31/05/17. The Treasurer advised that the budget has been revised to include £28.3k for the refurbishment work on the Manse in preparation for the new Manse family. The budget now shows a projected over expenditure of £44.8K, compared to the Published Budget projected over expenditure of £22.2K.

The analysis of funding shows a reduction in households giving continuing to decrease, now down to 142 households in 2017 compared to 159 in 2016. This reduction in giving needs to be made up if possible.

The Treasurer distributed a letter from the Church of Scotland, Stewardship and Finance Department regarding Contributions to Ministries and Mission (M&M). While Abbotshall pay its M&M allocations in full, the Treasurer reported that Abbotshall should be considered "Aid receiving" for at least three years (2015-2017). The intention is to pay the 2017 allocation of £47,502 in full from which £7,600 (16%) would go to Mission and £39,202 (84%) to Ministries but the cost of a parish minister at the top end of the scale is £41,866 so that other congregations are required to support Abbotshall by paying the £1,964 shortfall.

**Property Report:**

The Property Convenor reported that the Manse condition schedule and inspection by Presbytery and the Interim Moderator had been completed in accordance with the "Vacancy Guidelines". Aim to complete all the repairs and re-decoration before a new Minister takes up residency.

A detailed costing for the Manse refurbishment was presented to the Board, overall cost estimate is £30,670 + 10% escalation = £33,740.

It was highlighted that the Manse refurbishment should put the Manse into a good state of repair and decoration for the next few years and some of the cost will be offset by a reduction in annual budget figure of £6K per year for the next 5 years.

The Property Convenor gave a power point presentation on Vacancy Manse Refurbishment work. This report included details of the vacancy refurbishment work required in the Manse and costs of carrying out this work. Work and costs contained in the following table:-

DESCRIPTION OF WORKS	COST
Emergency replacement of lower sash to window in Bedroom 3 (west)	£495
Electroguard maintenance of security alarm systems	£290
Gas system checks and repairs – Replace 15 year old boiler, remove and refit radiators after redecoration, fill and test system.	£2592
Remove redundant gas fires, service remaining gas appliances, pressure test gas system and certificate.	£198
Plumbing work – replace bath panels in main bathroom, replace damaged WHB and taps, service shower controls, refill and test system.	£769
Electrical work – 100% inspection and test of all circuits, repair any faults found, install CO and smoke detectors, test and certificate, supply and fit new electric fires	£1788
Gutter cleaning Dec 2017	£162
Renew telephone line (completed)	£60
Cut out and resurface front area of driveway, remove moss to remainder	£4620
Garden maintenance	£360
Cut grass, treat with moss and weedkiller, scarify and aerate, topdress and reseed	

**ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY  
CONGREGATIONAL BOARD**

where relevant, repeat weed and feed *3	£1660
Annual Prune of shrubs and fruit trees	£80
Roof works – replace / refix approx 45 slates, reseal / replace flashings, supply and fit 8 no vent cowls, provide access equipment	£2286
Rake out and repoint mortar to cope stones and skewes, rake out and repoint 5m2 mortar on east facing gable including pointing to chimney coping.	£1860
Build up gas fire openings, plaster finish and dress in to existing wall finishes	£330
Remove sashes to all sash and case windows, refurbish and fit with brush seals	£687
Interior redecoration to all areas of Manse	£6590
External decoration of refurbished windows	£1000
Clean existing carpets to all rooms	£450
Lift and replace vinyl floor coverings to Kitchen areas and bathroom. (Allow the sum of )	£700
Supply and install the following white goods:- Undercounter fridge, Undercounter freezer, washing M/C, Dishwasher and Tumble drier.	£1267
Supply and install curtains to public rooms:- (allow the sum of )	£1000
Replace door glazing to 2 no vestibule doors with safety glass, minor repairs to some window panes	£560
Carry out EPC survey of Manse and submit report with energy conservation recommendations.	£70
Garage Repairs – replace window to rear of garage, remove and dispose of fibre board ceiling and replace with WBP plywood ceiling. (Allow the sum of:- )	£800
<b>SUB TOTAL</b>	<b>£30,0674</b>
Allow 10% contingency fund	£3,067
<b>FINAL BUDGET COSTS</b>	<b>£33,741</b>

Q: Could money for this work be forthcoming from Presbytery?

A: Treasurer advised that we could apply but this would be considered along with other priorities. Advice from Presbytery Elder is that congregations should fund fabric work from within their own funds.

Q: How important is the requirement to re surface the drive?

A: Surface is fragmenting and could be used as missiles to break windows.

The Treasurer advised that carrying out all the Manse refurbishment would potentially reduce the reserve fund to £65k.

The Board gave its approval to carry out the work the refurbishment work on the Manse contained in the above schedule.

**Church Sound System:** A complaint about the quality of the Church sound system has been investigated by the Property and Communications Convenors. They advise that the sound system is working as best as possible within the design of the current system. Some adjustments have been made to the system to try and overcome external interference and loss of sound output.

Looking to get a professional sound engineer from Edinburgh, week commencing 26<sup>th</sup> June, to investigate and advise on needs for a new sound system.

Action: Communications Convenor

**Halls Report:**

The Property Convenor advised that Halls lets were ticking over nicely with some new enquiries. Nothing further to report at this time.

**Organisations Reports:**

Michael Baxendine reported that he and Marina Hope had visited Abbotshall Guides in the Main Hall on the evening of 11<sup>th</sup> May '17. The Group consists of 25 girls, no boys, 1 warranted Leader, who has been a Leader now for 18years, she is helped by 1 other adult and 2 senior guides who are working towards becoming warranted leaders. We were advised that the guides carry out activities in the Halls during the winter but try to get outside as much as possible during the summer. They were found to be in good heart.

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY  
CONGREGATIONAL BOARD

**Correspondence:**

None.

**AOCB:**

None.

**The Vacancy:**

It was reported that the Nominating Committee had been elected by the Congregation. They are due to meet on Sunday had met on Sunday next to commence the process of developing the Church Profile, which is the first step to advertising the vacancy.

**Next Meeting:**

Next Board meeting will be Thursday 26<sup>th</sup> October at 19:30 hrs in Kennedy Hall;

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

Chair  
(Interim Moderator)

Clerk