

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 26th January 2017

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

Sederunt:

Present were the Minister in the chair and 23 Trustees and Board Members. Apologies received from 6 Board Members.

Trustees Meeting:

A draft copy of the Congregational Accounts for Abbotshall Parish Church for the Year Ended 31st December 2016 was distributed to all Trustees and Board Member present. The Treasurer reviewed the information contained in all sections of the draft report highlighting the information contained on each page of the report and accounts.

The number of Elders who are also Congregational Board Members and shown under the Trustees, Kirk Session is to be verified.

Action: Session Clerk / Clerk to the Board.

An explanation of £242 expended under Pastoral Care was explained by Anne Steward.

The Chair called for questions:
There were no questions.

The draft Congregational Accounts for the Year Ended 31st December 2016 were approved by the Trustees for submission to the Independent Examiner.

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

Minutes:

The minutes of the meeting held on Thursday 03rd November 2016 were approved without change.

Matters arising from last meeting:

Audio Induction Hearing Loop System: At the meeting on 30th 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

Manse Energy Performance Certificate: At the meeting on 3rd November 2016 the Property Convenor advised that the Presbytery had given an instruction 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.

The Board were informed that as the minister is demitting office this will now form part of the work required to refurbish the manse for the next occupant.

Action: Property Convenor

Safety Handrail: At the meeting on 3rd 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.

Action: None allocated

Finance Report:

The Treasurer distributed a draft budget for the year 20117 together with the actual income and expenditure for 2016 as a comparison.

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The Treasurer provided a breakdown of the estimated income and expenditure for 2017 which shows a potential expenditure of £21K in excess of income at year end. This potential over expenditure is due to additional cost of work to the Manse and pointing work to Properties.

The draft Budget was approved at this stage and will be reviewed again at the next Board Meeting.

Action: Board

The Treasurer provided an analysis of funding for the six years since 2011 and advised that the number of households giving to the Church continued to decline year on year. For the time being Abbotshall is able to maintain its current reserves policy.

Property Report:

The Property Convenor gave a presentation on the key areas of Church Property maintenance requirements for 2017.

Manse maintenance and repairs:

- With the Minister demitting office there will be a requirement to refurbish the Manse in line with the guidelines provided by the Church of Scotland before a new minister arrives;
- Maintenance and repairs based on quinquennial report including total redecoration estimated at £20000, to be confirmed once presbytery instructions are received;

Church maintenance and repairs slightly behind budget for 2016;

- Repair to worst damaged east window to be discussed with Rainbow Glass. Repairs to be carried out when they are work in Kirkcaldy;
- Roof inspection carried out proposed work £1600 inclusive of vat;
- Areas affected by damp continue to show improvement. Repairs may be possible during 2017;
- During inspection and repairs to roof over choir doorway the source of water ingress into the outer wall was found; plaster to be removed and walls allowed to dry; plastering and redecoration required on drying out. (Budget costs - £1091)
- Statutory scheduled maintenance to be carried out as planned (Budget costs - £6500)

Halls maintenance and repairs generally for 2016 slightly behind budget;

- Gutter cleaning, minor slate repairs and minor repointing completed;
- Statutory planned maintenance Budgeted at £6600;
- Planned inspection works budgeted at £800.

Manse renovations etc.	£20000
Manse statutory works	£2880
Church statutory works + salaries etc.	£3500
Church repair works	£12000
Halls statutory works + salaries etc.	£6550
Halls repair works	£800
TOTAL PROVISIONAL BUDGET	£45730

Church Boiler Room:

- The Boiler room door lintel is showing signs of deterioration. Steel beam lintel and support stonework has cracked and is liable to collapse. Required usrgent work to replace the lintle.
- Asbestos sheets inside boiler room will require to be partially or totally removed to allow safe work site for lintel repairs.

Action: Property Convenor

Halls Report:

Projected income for 2016 was £13740; A shortfall in income exists due to cancellations, illness and attendance;

Halls use in 2017

- Bookings for recurring hall users are complete;
- Additional bookings are already coming in;

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- Halls will be used for the local elections in May
- Projected income for the year to date £12,424
- Allowing shortfall as per previous years projected realistic income £11,000.

An increase in costs was discussed and 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.

Health and Safety:

Accident at Christingle service on pavement outside Halls. Report submitted to Property Convenor. Lighting level checked and found to be within approved limits. Consideration to be given to marking area with reflective paint. Also mark parking area and fire exit.

Action: Property Convenor

Organisations Reports:

The Organisations Convenor advised that visitation letters have now been issued.

AOCB:

Minister advised that there had been a meeting to discuss an increased involvement in Jenny Featherstone's work. It has been confirmed that Abbotshall wish to continue being involved. Greater involvement to be discussed at a later meeting.

Action: Next Board Meeting

Rosie Frew expressed her sincere thanks to all and in particular to the Treasurer and Property Convenor for all their work and support during her time as Minister at Abbotshall.

Next Meetings:

Kirk Session 22nd February

Annual Stated Meeting date to be confirmed when the Interim Moderator is appointed;

The next Board meeting date to be confirmed when the Interim Moderator is appointed;

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

Chair

Clerk