

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Wednesday 29th March 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 24 Trustees and Board Members. Apologies received from 8 Board Members.

Trustees Meeting:

The Treasurer advised that the accounts for year 2016 had been reviewed by the Independent Examiner and returned with no changes or additions required. The Trustees approved that the accounts for 2016 should now be signed on their behalf by the Session clerk and Treasurer. The accounts will then be submitted to Presbytery and 121 George Street.

Action: Session Clerk & Treasurer

The Trustee meeting was closed and the Board Meeting convened.

Minutes:

The minutes of the meeting held on Thursday 26th January 2017 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. This will now form part of the work required to refurbish the manse for the next occupant.

Action: Part of Manse Refurbishment

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.

A contact had now been identified in fife Council and a letter will be written to repair existing fencing & request a continuous safety rail up to Church.

Action: Property Convenor

Draft Budget: At the meeting on 26th January the draft budget for 2017 was approved at this stage and will be reviewed again at the next Board Meeting.

The draft budget will be reviewed under Financial Report.

Action: Closed

Church Boiler Room: At the meeting on 26th 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 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.
- 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

Action: Property Convenor

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

Action: Next Board Meeting

Finance Report:

The draft budget for the year 2017 showing the income and expenditure to 26/03/17 was distributed to those present. The Treasurer advised that:

- Income and expenditure for 1st quarter of 2017 were as estimated and contained no surprises.
- The income showed that so far 132 households were donating which is down from 159 in 2016 though this may increase as the year continues.

The Treasurer proposed that this draft budget should be accepted. There were no questions and the Trustees and Board accepted the budget as submitted.

Property Report:

The Property Convenor reported that:

- He had prepared the annual property report for submission to Presbytery;
- General property maintenance and routine checks were being carried out in accordance with the rolling 5 year Maintenance Schedule;
- The Manse condition schedule is now ready for signing and submission to Presbytery;

The Property Convenor confirmed to the Interim Moderator that the Manse is now ready for inspection.

A question was asked about Council Tax relief and insurance company notification while the Manse is empty.

Action: Treasurer

Halls Report:

The Property convenor advised that:

- Halls lets are running smoothly;
- Ad hoc meeting had been held with 2 groups who had shown an interest in hiring the halls for a Sunday pm and Weight Watchers for 5 hours per week.

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;
- 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.

Organisations Reports:

Visits to organisations and reports received as follows:

- Gordon Houston reported that he and Janice Scott had visited the Brownies on 2nd March '17. The Brownie Guides have 24 members, 2 Warranted leaders, 3 young helpers and a rota of mothers helping. They had found the Brownies in good heart, welcoming and polite.
- Anne Gardner reported that she and Tom Scott had visited the Cub Scouts on March 24th '17. The Cub Scouts consist of 6 boys and 5 girls and 1 Leader. The Cubs were working for various badges & undertake a least 2 camps per year. The Leader volunteered the Cubs to help to set up the Halls for a coffee morning to assist in them in team building.
- Kay Wilkie reported that she and Jean Napier had visited the Beaver Scout colony on 5th February '17. The Beavers consist of a mixture of 17 boys and girls, a Warranted Leader and an assistant. They have all been PVG checked. The evening events are made up of a mixture of games and activities. They witnessed an investiture for 5 new Beavers.
- Glenn Bruce reported that she and Morag Michael had visited the Country Dance Group on 27th March '17. The Group consists of 18 members. They were about to break for the summer until September. They were found to be in good heart.

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AOCB:

Jenny McLeod advised that the 2017 Pray Now series will be available from 21st May. Copies are available at a reduced price of £8.50. Contact Jenny to order copies.

The Vacancy:

The Interim Moderator, Ena Hudson, advised that she will lead Abbotshall through the process of the Vacancy. She advised on the following actions and processes:

- The requirement to compile an Electoral Register of all those who will be eligible to vote. This will comprise of members on the Communion Roll as well adherents - these being those who attend and are not members of another congregation. Also included would be those who attend regularly and wish to have their lines transferred to Abbotshall;
- The Electoral Register to be reviewed by the Kirk Session at a meeting on Monday 10th April;
- Once approved, the Register must be available for inspection on a Sunday and one other day;
- Kirk Session meeting with Presbytery Advisory Committee on Monday 24th April to discuss matters pertaining to the Vacancy;

Next Meetings:

Kirk Session meeting Monday 10th April at 18:00 hrs in the Kennedy Hall 22nd;
Annual Stated Meeting in the Church after Service on Sunday 23rd April;
Session meeting with Presbytery Advisory Committee Monday 24th April at 19:30 hrs in Main Hall;
Session meeting Wednesday 26th April at 19.30 hrs in Kennedy Hall;
Session meeting Thursday 25th May as a contingency;
Board meeting Thursday 22nd June at 19:30 hrs in Kennedy Hall;

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

Chair
(Interim Moderator)

Clerk