

ABBOTSHALL PARISH CHURCH OF SCOTLAND, KIRKCALDY
CONGREGATIONAL BOARD

Kennedy Hall

Thursday 30th June 2016

The Congregational Board meeting was constituted with a prayer.

Sederunt:

Present were the Minister in the chair and 13 Board Members. Apologies received from 6 Board Members.

Minutes:

The minutes of the meeting held on Thursday 31st March 2016 were reviewed and approved without change.

Matters arising from last meeting:

Copyright: At the Board Meeting on 18th June 2015 Bruce Farrell advised that Copyright Licence rules have changed over the last 5 years regarding the use and distribution of material and information by Churches. He recommended that a group consisting of himself, the Organist and Choir Director should investigate and confirm compliance with Copyright Licence rules.

It was reported at the meeting on 30th June that work has been done on this and costs have been submitted to the Treasurer

Action: Treasurer

Insurance: At the meeting on 29th October 2015 the Property Convenor advised that Organisations were from now onwards is required to submit a copy of their insurance cover together with the rental agreement. The Church web site and letting forms have been amended to advise of the requirement to show written proof of insurance cover;

All organisations have now been requested to submit a copy of their insurance policy. This is proving difficult to see evidence of the policies. Suggestion were made that organisation could be given a guide figure for insurance. It was further suggested that during visits to the Organisations that insurance policies should be requested. It was agreed that evidence of liability insurance must be produced or an organisation could not be allowed to continue to use the Halls.

The Property Convenor reported that all organisations have insurance cover for use of the Halls and has had sight of this cover.

Action: Closed

Wedding charges: At the meeting on 04th February the Minister and Treasurer advised that an increase to wedding charges for 2017 should now be identified.

Action: Minister & Treasurer

Organisations Visit Coordinator: At the meeting on 04th February it was intimated that Diane Murray is retiring from the Board and at the same time is withdrawing from the role of Organisations Visit Coordinator. A replacement for this role is sought. There were no volunteers at this time. An email will be sent to all Board Members asking for a volunteer.

Marina Hope has agreed to undertake the role of Organisations Visit Coordinator.

Action: Closed

Finance Report:

The Treasurer distributed the financial report for the year up to end June 2016 and gave a summary of the income and expenditure for this period. The report shows an income of £46, 601 and an expenditure of £46,180 giving an excess income over expenditure of £420.

The Treasurer advised that:

- The revised budget continue to show a projected over spend for the year of £10, 688, which has reduce slightly from the start of year published budget figure;
- Some of the maintenance budget for pointing works may not be required to be spent in 2016;
- Free Will Offerings are slightly down year to date;
- Donating households for 2016 have reduced again, continuing the downward trend noted since 2009;

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Property & Halls:

A copy of the rolling Property Report had been sent by email to all Board Members. The Property Convenor gave an overview of the maintenance work contained in the rolling maintenance plan; The Property Convenor advised that:

- There should be an underspend in the maintenance budget of £8k if no extra work required;
- Some painting remedial work has been identified but still to be costed;
- Property inspection shows no new unplanned maintenance requirements;
- There is some further deterioration in the stone work around the old boiler room door;

Q: Could the old boiler room be used for storage;

A: Not fit for storage at present and has been broken into on occasions;

Insurance renewal: Questionnaire received from insurers and completed. There is no need to increase insurance cover. The clause referring to premises being left vacant for more than 45 days was discussed; The belief is that the Church continues to be used for Church business such as bell ringing and printing even when not used for services in January and February. When Halls let for family parties they need to be instructed on safety matters;

Halls:

The Property Convenor reported that:

- Halls demand is high with existing and new hires by organisations and parties;
- All payments are up to date;
- Projected rental to year end is £12,800;
- Cleaning issues have been taken up with the Contract Cleaners. Current cleaning is 4 person hours per week for both Halls and Church;
- The Hall Keeper is to be asked to undertake more active role in tidying around the Halls including returning chairs and tables into dedicated store room and removing rubbish and weeds from outside the Halls;

Health and Safety:

No health and safety matters to report at this time;

Organisations Reports:

Jim Browning reported that he had visited the Beavers in the Hall on Friday 13th May. The Group Scout Leader advised that the Beavers have a new leader but there is a constant struggle to find leaders. The facilities provided by the Church were greatly appreciated. The leaders present were offered the opportunity to participate in the Church's autumn stewardship programme and provided with details which were enthusiastically received as the ethos of this is reflected in many of the Beaver, Cub and Scout activities.

AOCB:

Jenny McLeod reported that the annual Bike and Hike event is in the early stages of planning but will take place on 17th September; Kirkcaldy Churches are being asked to provide hospitality for those taking part. As Abbotshall church is in the middle of the route we have been asked to host an exhibition.

Audio Induction Hearing Loop System: 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.

Action: Communications Convenor

Next Meetings:

The next Board meeting will be held in the Kennedy Hall at 1930 Hrs on Thursday 3rd November 2016

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

Chair

Clerk