

## **EDINBURGH SLATEFORD LONGSTONE PARISH CHURCH OF SCOTLAND**

### **THE CONGREGATIONAL BOARD MET ON MONDAY 20 OCTOBER 2014 AT 8.00PM IN THE SESSION ROOM**

**Present:** Lin Baillie, Nathan Baillie, Liz Chalmers, Alison Fairley, Ros Fraser, Rev Mike Frew (Chair), Mary Hynd, Tom Kisitu, Crofton Palmer, Suzanne Riddoch,

**Apologies:** Dennise Brown, Angie Simpson, Michael Taylor, Ian Welsh

Mike welcomed everyone and the meeting opened with Lin reading a passage from the Bible and Mike saying a prayer

#### **2 Minutes of Previous Meeting**

The minutes of the previous meeting held on 8<sup>th</sup> September were approved

#### **3 Finance**

**General income** is slightly down on budget. Expenditure is on budget. Travel expenses looks well under budget but £400 has been paid in October which makes it on budget. Fabric repairs to the church and halls are above budget with the expense of the window sill outside the session room and the rendering on the tower still to be met. The Finance Committee suggested that any other property expenditure this year should be made from the Church of Scotland Investors Trust. The Board agreed. Overall our finances are £780 below budget. The finances should balance out by the end of the year.

**Contents insurance** Liz Chalmers will check with 121 George Street whether the existing buildings insurance covers kitchen and bathroom fittings or if we need to have these added to the policy. Contents insurance is not required as the congregation does not own e.g. white goods.

Liz Chalmers and Angie Simpson have spent a lot of time on the **HMRC** website inputting information for our two employees. Unfortunately the employees have been given an emergency tax code as they both receive pensions meaning they should be paying tax. This should be backdated to April last year totalling £976. We cannot expect the two employees to pay this amount. Liz will get in touch with HMRC to ask that we can have notice of the amount given in writing with an assurance that if we pay, it will be paid back to us and not the employees. Liz will also get in touch with Archie McDowall in the **Church's Stewardship** and Finance Department for advice. Once the tax code is sorted by HMRC there will be no need to pay tax as the two employees' income will not be above the threshold. If we are required to pay this tax the money will be taken from the Church of Scotland Investors Trust account. There has also been a fine of £400 set as the details were not uploaded onto the HMRC website by the end of September. This incurred as HMRC did not send the activation code in time so Liz has sent a letter along with evidence to appeal this fine.

The annual **minimum wage** increase has been put in place. Liz will ask the cleaner if she is willing to be paid monthly instead of weekly to bring her in line with the organist

A letter signed by the treasurer and the clerk has been sent to Presbytery to request consideration for a reduction to our **Ministries & Mission Contributions** for 2015 based on unusual property expenditure - the main front entrance double-door is badly in need of replacement and the three windows at the front of the building are also in poor condition and should be replaced. The committee meet on Thursday 23<sup>rd</sup> October and will discuss our appeal.

#### **4 Property**

**Manse** – Mike has painted the bathroom and around the new velux window. There are no other tasks to be carried out at the moment

**Church and Halls** –Dyno Rod have unblocked the **drain in the car park**. The **rendering** that needs repair on the tower will require scaffolding. Elite will supply the labour free of charge so the cost will only be the £200 for the scaffolding. Elite have also donated a **skip** to enable us to get rid of a lot of rubbish on the stage, under the stage and in the attic during the "**Autumn Tidy**" morning on Saturday 15 November, 10.00am-12.00pm. During this time the flaking paint on the outside of the windows will be scraped off and repainted and if there is enough manpower, leaves will be cleared from the grounds. The clean-up will be advertised in the weekly notices with an appeal for help from the congregation

Crofton has offered to donate a **Dyson vacuum cleaner** for use in the church premises by organisations. The board accepted and agreed it will be stored at the top of the stairs leading to the stage from the back hall in the hope that it will not go missing. Mike will also write the church name on the cleaner. Angie will be asked to advise the organisations where the Dyson will be stored

Margaret Harley informed Mike that one of the cisterns in the ladies toilets is leaking. Mike will ask Peter Bald to fix this before it causes too much damage

There is a new person, Daniel, working with the Garvald group on the **memorial garden**. Mike advised members to have a look at the garden as it has really taken shape

## **5 National Stewardship Programme**

Nothing to report

## **6 Hall Lets**

Angie Simpson advised that there is a new Fit Steps class on Wednesday mornings

## **7 Action Plan**

Nothing to report

## **8 Report from Session**

Nothing to report

## **9 Correspondence**

Nothing to report

## **10 Any Other Business**

**Clerk to the Board** – Lin advised that she is stepping down as Clerk to the Board. Her last meeting will be the SAM in February

**Christmas tree** – Mike asked for volunteers to put up the Christmas tree and nativity scene. Crofton, Nathan and Mike agreed on Monday 1<sup>st</sup> December at 7pm. Any other offers of help will be appreciated

## **11 Date of Next Meeting**

The dates for the next coming year were agreed as follows:

8<sup>th</sup> December 2014

16<sup>th</sup> February 2015

20<sup>th</sup> April 2015

15<sup>th</sup> June 2015

Mondays at 8pm with committees meeting at 7.15pm

This being all the business the meeting was closed at 8.50pm with each blessing the others.