

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

### **THE CONGREGATIONAL BOARD MET ON MONDAY 16 FEBRUARY 2015 AT 8.00PM IN THE SESSION ROOM**

**Present:** Lin Baillie, Nathan Baillie, Dennise Brown, Liz Chalmers, Alison Fairley, Ros Fraser, Rev Mike Frew (Chair), Mary Hynd, Crofton Palmer, Yvonne Paterson, Suzanne Riddoch, Angie Simpson, Michael Taylor, Ian Welsh

**Apologies:** None

Mike welcomed everyone to the meeting and opened with a reading and a prayer

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

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

#### **3 Finance**

**General income** was slightly up on the budget although weekly offerings were down.

**Expenditure** is very much over budget, it is showing a deficit of £459, as the bank have made a mistake and taken two Ministry and Missions payments. This will be sorted in February as no payment will be made then. The cleaner's weekly wage was also paid out by the bank even though we have changed this to a monthly salary. Liz Chalmers has recovered the money and has sorted this out with the bank. Money owed to us by Real Life options has been paid. Four **windows were broken** at the front of the church and Liz will make an insurance claim for the repair of these. The excess is £250 and it was decided that all four panes should be repaired. The **general accounts** are with the auditors. These show a deficit of £1500 from last year. This is because we should pay the auditors a year in advance so there were two payments made of £540, and the cost of repairs due to the theft of lead on the roof which was £750. If it were not for these two things we would have broken even with last year's budget. There are funds of £8548 to be carried forward including restricted funds. Everyone was given a copy of the draft Trustees Annual Report to read over in order to have any questions ready for the joint meeting with Session to approve the budget and report. **Fundraising** we will hold a **coffee morning** in May. The date of either the 23<sup>rd</sup> or 30<sup>th</sup> will be decided once Crofton has spoken to Sarah Johnston to ask which day she will be available to run the kitchen. If Sarah is not able to help out Suzanne will be asked. Marion Marshall will be asked if she can make up a quiz and we will ask Bob Henderson if he is able to run the book stall. There will also be home baking. Crofton will advertise the coffee morning in the weekly notices and Kirk News. Crofton will also put a request into the weekly notices and Kirk News for anyone to come forward with some fresh ideas for fundraising.

**4 Appointment of Clerk** – Lin is stepping down as Clerk to the Board at the SAM in March. Mike has asked two people if they are interested but they are not able to take up the post. The Board were asked to think about anyone else and pass names to Mike who will approach them. The Clerk to the Board does not have to be a Board member.

#### **5 Property**

**Manse** – Mike and Maggie have stated that the manse is currently in good decorative order so don't feel the need to have a **room decorated**. The Board previously agreed to have a rolling programme of decoration so this will be kept in mind when the property Committee carry out their **annual inspection** of the manse. Mike mentioned that the **burglar alarm** is not working. This was installed by Corstorphine Security Services. Mike will approach them to ask whether the alarm can be repaired or if it will need replaced and will ask for a quote for the work. If it needs replaced we will ask for a second quote from another company.

**Church and Halls** – The Fire Safety Audit was carried out on 27<sup>th</sup> January. The fire officer was pleased with the work carried out already on the installation of the fire alarm and emergency lighting. He made a few recommendations though:

- The break glasses should each be checked at least once a month. He suggested testing a different two each week. A beadle will carry this out with the help from one of the door duty team as it will be an easier job with two people. Lin will contact the leaders of each team to let them know they will be required to help out.
- The fire officer was surprised that the Beadles and other significant people in the church hadn't been shown how to use the fire extinguishers. Lin contacted Bryan Baillie who installed the system and he said the recommendations are now that people should vacate the buildings instead of trying to fight a fire themselves – this was agreed by the Board
- Organisations and people who use the church buildings should be aware of our emergency procedures in the event of a fire. Angie will make sure everyone who uses the church is aware.
- There wasn't a risk assessment in the folder in the beadle's cupboard so the fire officer recommended we produce one and he provided us with material to help us but there was a discussion at the meeting and it is thought there is already a risk assessment within the property reports. Ros Fraser will check this out.
- Once a month the Beadle should be carrying out a walk-through of the premises making a visual inspection of all fire extinguishers and emergency lighting to make sure there is no damage or lights not working.
- There should also be a map of the zones on the wall above the alarm panel so people are aware of the layout of the zones in the event of a fire.

The fire officer explained that he is not required to be notified that we have carried out all his recommendations as it is our responsibility to make sure we comply. There will be another audit in three years' time.

The **rendering on the tower** is still to be repaired. The replacement of the **3 windows** at the front of the buildings and the **front door** will be carried out by City Glass after the Gift Day if this generates enough funds. The cost of replacing the windows is £1554 and the front door is £1110. The **Fire door** in the activities hall is very hard to close properly and has, on two occasions, been left open. Mike will ask Frank Gordon to repair it. The **plastic chairs** have been on the premises for a long time and some are starting to break. It was agreed to bring the extra upholstered chairs into the Session Room from the stage and take the plastic ones into the activities hall. Ian Welsh had offered to **paint the radiators** in the church and Ken Chalmers has offered to paint the radiators in the vestibule area.

## **6 National Stewardship Programme**

The committee will hold a coffee morning alongside a Gift Day on Saturday 14 March, 10.00am - 12.00pm. The hall will be set up on Friday 13<sup>th</sup> at 7.00pm; all offers of help will be appreciated. Liz Chalmers will run the home baking stall. Liz will also count the money after the event. Maggie Frew offered to organise a Fairtrade stall but the Board felt this would take money away from the fundraising efforts. Any money raised on the day will go towards the replacement of the front doors. This year completes the three-year cycle of the Stewardship programme and the Board agreed it was too early to just start the cycle again so we will hold a stewardship day and Mike will concentrate on a topic at a Sunday service each year for the next three years.

## **7 Hall Lets**

Angie Simpson advised that Daisy Music have cancelled their let. Real Life Options wanted a booking for four weeks but were told money should be paid in advance and any outstanding money should be paid before this was granted. They have now paid everything due to us. Lighthouse Chapel have their Bishop coming to visit so asked if they can use the main church

in addition to the other rooms they use. Mike and Angie will meet with them to agree terms and cost.

## **8 Action Plan**

Mike had a meeting with Hazel Hastie who carried out our action plan and she suggested approaching another congregation for help with a property convenor. Mike will ask at Davidson's Mains. Suzanne, Mike and Jean Gordon are still to meet to discuss whether a feasibility study could be carried out into the remodelling of the buildings

## **9 Report from Session**

Nothing to report

## **9 Correspondence**

Scottish Gas have been in touch to say they are replacing the gas main in the area which will mean the gas will be off for a while and the pilot lights for the central heating will need to be reignited

## **10 Any Other Business**

**Music Leader** – Marion has been off since her accident on 16<sup>th</sup> December. She is currently having physiotherapy on her wrist and they recommend a return date not before 29<sup>th</sup> March. The Board agreed to continue to pay Marion her full pay until the end of April, whether or not she is back at work. This will be reviewed, if necessary, at the next Board meeting on 20<sup>th</sup> April. Lin will write a letter to Marion on behalf of the Board explaining this.

**Membership of the Board** – Ros has decided to step down from the Board. Thanks go to her for her work on the Manse Conditions schedule and the property reports.

There are two other people who have carried out their three year membership and Lin will approach them to ask whether they are willing to continue on the Board

## **11 Date of Next Meeting**

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

2<sup>nd</sup> March, 7pm – joint meeting with Board and Session to approve 2015 budget

22<sup>nd</sup> March – Stated Annual Meeting

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 9.15pm with each blessing the others.