

**EDINBURGH SLATEFORD LONGSTONE PARISH CHURCH OF SCOTLAND
THE CONGREGATIONAL BOARD MET ON MONDAY 20 APRIL 2015 AT 8.00PM IN THE SESSION ROOM**

Sederunt: Mesdames L Baillie, D Brown, L Chalmers, A Fairley, M Hynd, S Riddoch and A Simpson
Messrs N Baillie, Rev M Frew, M Taylor and I Welsh

Apologies: Madame Y Paterson

The minister welcomed everyone to the meeting and opened with a reading from Revelation 21: vv1-4 and 22-27 and a prayer.

1. **Clerk to the Board:** Suzanne Riddoch was sworn in as the new Clerk and has taken the *Oath de Fidele*.

2. **Minutes of Previous Meetings:** The minutes of meetings 16 February, 2 March (joint with Kirk Session) and 22 March 2015 were all approved. All minutes were previously circulated.

3. Finance Report

Offerings: Offerings are currently lower than the budgeted figure and the Gift Day was also less than budget. Activities for generating funds are up from budget but overall we are £1,000 short of expected budgeted figure. All costs are as they should be with all payments up to date.

Organist: We have paid for Organist cover whilst Marion Henderson has been off sick but donations of £200 were received to cover some of these costs. Thanks to those who donated.

Fairtrade: Jim Fairley asked that we make the Board aware the cost of Fairtrade coffee costs at least twice the price of the coffee we used previously.

Payroll: The treasurer reported that there is an opportunity for an organisation to provide payroll services for us at a cost of £15 per month and indicated that she feels happy to continue administering this herself for now. The Board supported this decision. The treasurer is to advise the Board if she feels the job does become too much for her in the future and we will reconsider our options at that time. The treasurer will check if we could join the scheme mentioned at a later date if necessary. Angie Simpson was thanked for her support in setting up the electronic payroll and assisting with HMRC queries.

Coffee Morning: Our next coffee morning has been set for Saturday 23 May and arrangements are all in hand for set up on the Friday evening, people to work in the kitchen, donations and manning of the home baking and book stalls.

Fundraising Activity: Crofton Palmer has put an article in Kirk News looking for volunteers to work on a small fundraising group. To date we only have one offer so a notice will go out again in the hope of attracting more support.

4. Property

Manse Report

Burglar Alarm: The burglar alarm is now working again and the cost to make good was £538, not known at the time of the last meeting but the repair had been approved. HF have quoted to replace sensors and for a maintenance contract but the property committee have declined this additional work at this time.

Upstairs Bathroom: Re-decoration is required and the minister has advised he is willing to do this himself. His offer was gratefully accepted.

Garage Door and House Front Door: Some repair is required to the lock on the back garage door and there is some water ingress at the front door depending on the way the wind blows. Frank Gordon is to be asked if he can look at both of these and repair if possible.

Sitting Room Windows: The windows are watertight but draughty and it was agreed we would look for quotes to replace these. Quotes are to be requested from Lochinvar, Dalmatian and City Glass.

Study Carpet: The study carpet is old and wearing and we should consider replacing in 2016.

Church Report

Fire Alarm Testing: A regular testing schedule is to be put in place to ensure the equipment is in good working order and set up to trigger an alarm if necessary.

Radiators: Ian Welsh has offered to paint the Church radiators and Ken Chalmers the vestibule radiators. It was also noted that some preparatory work had been done to some radiators in the Activity Hall but it was not known who had done this. Angie Simpson will see if she can find out anything about this from hall users.

Front Door: The front door will be replaced week beginning Monday 27 April. The new door will lock from the inside and at this time we will be asking key holders for hall users to come in from the back door and unlock the front door from the inside. The reason for this is to limit the cost of providing new front door keys. This will be monitored over the next few months to ensure there are no issues with the front door being left unlocked by organisations when they leave the building.

Replacement windows for front of building: Estimated costs for replacing the coffee lounge and group room windows are £1,154. This will be funded from a combination of Gift Day monies, remaining after replacing the front door, and drawing on our reserves (held on the general ledger) later in the year when monies are required to cover ongoing running costs.

Ground Clearance at side of building: Robin Scott has been clearing the ground at the side of the building at the tower end. Raymond Dennis has been asked to cut this area as part of our ongoing maintenance going forward. The Board recorded their thanks to Robin for carrying out this work for us.

Front Path: The minister is currently investigating options as to how we can repair / replace the path as it is in a bad state of repair and very uneven.

Ceiling in Toilet corridor: Michael Taylor will look at doing a repair on the ceiling in this corridor.

Tower rendering: Some work is still outstanding and Elite will look to complete this.

5. Hall Lets

Angie Simpson reported that there has been an enquiry from a Slimming Group for a hall let and she has given them some options. We await a response from them.

6. Local Churches Review Action Plan

Property Convenor: The minister reported that he is meeting with Davidson's Mains Church next week (where he is currently acting as Interim Moderator during their vacancy) and plans to ask if they have anyone who would be interested in taking on the job of Property Convenor for us.

7. Session Report

Elders to serve on Board for 2015/16: Suzanne Riddoch, Lin Baillie, Dennise Browne, Alison Fairley, Mary Hynd and Iain Welsh have all agreed to serve for another year. Like the Board itself we are short of 2 Elders to serve. Session will continue to look for another 2 representatives from the Elders.

8. Any Other Business

Sound System: It is not always possible to hear those doing the readings on a Sunday. It was reported there is nothing wrong with the equipment and readers are to be asked to arrive early enough to do a sound check to try and eliminate this issue.

Membership of the Board: Lin Baillie has tried to contact Claire Fleming re membership of the Board but as yet has not been able to get a response. The minister will ask Claire about this when he next sees her. Robin Scott was also mentioned as a possible candidate to serve on the Board and the minister will ask Robin when he next speaks to him.

Office Bearers Conference: Attendees were reminded the Office Bearers Conference will be held on Saturday 22 August at Heriot Watt Chaplaincy Centre from 10am – 3pm

9. Date of Next Meeting

The next meeting was fixed for Monday 15 June 2015 at 7.00pm for the committees and 8.00pm in the Session Room for the full meeting.

This being all the business the meeting closed at 9.10pm with each blessing the others.

SUZANNE E RIDDOCH
Clerk to the Board

REV. MICHAEL W FREW
Moderator

EDINBURGH SLATEFORD LONGSTONE PARISH CHURCH OF SCOTLAND CONGREGATIONAL BOARD AGENDA FOR MONDAY 15 JUNE 2015 AT 8.00PM IN THE SESSION ROOM

1. Opening devotions
2. Apologies for absence
3. Any Other Business to be added
4. Approval of previous minutes
5. Finance Report
6. Property Report
7. Hall Lets
8. Local Churches Review Action Plan
9. Session Report
10. Presbytery Report
11. Correspondence
12. Any Other Business
13. Date of next meetings