

**Minutes of the Congregational Board Meeting of  
St Stephen's & West Parish Church, Broughty Ferry  
held on Wednesday, 16 November 2016  
Scottish Charity No. SC003714**

**PRESENT** The Minister opened the meeting with prayer and presided over Mrs Allan, Mrs Grinyer, Mrs Masson, Mrs McNicoll, Mrs Oakley and Mrs Parry-Richards and Messrs. Allan, Grieve, Griffiths, Justice, MacKenzie, Matheson, McPherson, Smith and Wakefield.

**APOLOGIES:** Apologies for absence had been received from Mr Brewster, Mr and Mrs Grinyer, Mrs Murray, Mrs Mussen, Mrs Rough and Mrs Watt.

**MINUTES:** The minutes of the Board meetings held on 21 September 2016 having been previously circulated, were taken as read and approved.

**SOCIAL COMMITTEE:** Hazel Allan advised that there had been 62 for lunch after the Remembrance service on 13 November. Keith Hall thanked everyone involved and hoped that the lunch would become a regular event after Remembrance.

The Christmas Fair was coming up but disappointingly four Ferry churches were to have similar events on the same Saturday. Attempts would be made to liaise about dates for next year although we had not changed our schedule.

**AOCB:** Norman Allan advised that in February 1970 he produced his first magazine with Jimmy Smith providing invaluable assistance. Jimmy is feeling the strain of the work and they have decided to change the regime so that Norman will continue to edit the magazine, Jimmy would lay it out and he would identify an external printer to print the magazine. Unfortunately such a small print run was not particularly attractive to printers so the cost may go up.

Ron McPherson had received a letter from Grove Medical Practice advising that District Nurses worked out of the practice all weekend and that parking should be available to them. Grove asked that cones placed in spaces are not removed by congregation or by those using the church hall. Ron had been to see the Practice Manager who understood that we could not be responsible for those using the hall particularly the parents of the children attending dancing lessons on Saturday morning but we would make every effort to pass the message on.

Presbytery had written seeking a volunteer to attend General Assembly and the Minter would be pleased to hear from anyone interested.

Keith Hall thanked May and those others involved for the Harvest Service and proposed that this service should fall on the second Sunday in October in the future.

There was further discussion of the Christmas Gift Service on 11 December. After numerous suggestions it was decided to continue with toys for children for this year.

Toni McNicoll had previously distributed a draft Fire Safety Policy and Fire Emergency Evacuation Plan. She reiterated that Fire Exits should not be locked when the church was occupied. An arrangement would have to be made to protect the Minister's valuables in the vestry during the service. When the upper galleries were in use the side doors in the stairwells should be open. It was agreed that the documents would be distributed to the Congregation and consideration given as to how to effectively hold a Fire Drill.

**DATE OF NEXT MEETING:** Wednesday, 25 January 2017 at 7.00 pm.

There being no other business the meeting closed with the Benediction.