

**Minutes of the Congregational Board Meeting of
St Stephen's & West Parish Church, Broughty Ferry
held on Wednesday, 21 September 2016
Scottish Charity No. SC003714**

PRESENT The Minister opened the meeting with prayer and presided over Mrs Allan, Mrs Martin, Mrs Masson, Mrs McNicoll, Mrs Murray, Mrs Mussen, Mrs Oakley, Mrs Parry-Richards and Mrs Thomson and Messrs. Allan, Brewster, Cowan, Grieve, Grinyer, MacKenzie, Matheson, McPherson, Ross, Smith and Wakefield.

APOLOGIES: Apologies for absence had been received from Mrs Grinyer, Mrs Rough and Mrs Watt and Mr Griffiths.

MINUTES: The minutes of the Board meetings held on 18 May 2016 having been previously circulated, were taken as read and approved.

FABRIC COMMITTEE: Ron McPherson advised that he had called the slaters in to attend to flashings and the downpipes at the hall were choked and required clearing. The damp in the library wall would be investigated again. Toni McNicoll advised that over the summer all the electrics had been inspected, the boiler serviced and a timer fitted and the Ambi-rad in the hall was serviced. In addition appropriate fire exit signage had been put up in accordance with the recommendations of the insurers. The lightning rod was still to be tested and we are required to have a fire drill and she would contact the committee shortly about this.

The Minister highlighted the tired state of the carpet in the church particularly in the central aisle, pulpit and pulpit steps. Estimates would be obtained for replacement to be put before the Board.

GARDEN COMMITTEE: Beatrice requested and received approval to purchase compost for the beds which were in need of boosting. John Grinyer advised that the Hall Garden under Shirley's care had won a bronze medal in Broughty in Bloom.

The Minister had been approached by the late John Symington's family seeking permission for a small memorial stone in the church garden which was his great joy. This was unanimously approved. Keith thanked Beatrice and her team for their hard work over the summer.

HALL COMMITTEE: Ron McPherson requested permission to increase the hire rate from £16.50 per hour to £17.50 and this was agreed.

SOCIAL COMMITTEE: Hazel Allan advised that there would be a two course lunch after the Remembrance service on 13 November. The cost was £5 per head.

FINANCE COMMITTEE: Toni McNicoll advised that the Finance Committee had met before the Board meeting and had discussed the general finances of the church and the matter of the various funds that appeared in the annual accounts. They had discussed the original benefactors and the purposes as far as this could be determined. The Committee proposed to close the following funds by transfer of funds as appropriate to or from the General Fund:

Alison Band Fund
Manse Fund
Fabric Fund
Sunday School Fund.

In addition, since the Rae Memorial Fund was an endowment of £5,000 then the balance over this amount should be transferred to the General fund as available income. The proposals were made in order to simplify and modernise the accounts.

The Board discussed the proposals and sought explanations from the Treasurer and Committee. Since the bulk of the church's funds are unrestricted and available to the Board as required for whatever purpose then it is largely unnecessary to 'ring-fence' funds for fundamental purposes such as maintenance of the fabric. Also, we pay 50% of the cost of the Manse and a separate Manse fund is not required. The proposals were approved by the Board.

AOCB: Hazel Allan announced her decision to resign as Convenor of the Mothers and Toddlers Group after the Toddlers' Christmas party. Several of the Mothers had expressed an interest in running the group themselves and Hazel would discuss this with them over the coming months. Hazel thanked all the ladies who had assisted and the Minister thanked Hazel for her service to the group.

Toni McNicoll advised that the ladies who provided the flowers in church were now taking more duties each due to fewer volunteers. There was a problem with distribution of the flowers after the service as a couple of the ladies don't drive. They were seeking the assistance of the Elders such that each Sunday there would be an Elder on duty who was willing to assist with delivery. It was envisaged that in the absence of a nominated recipient from the Minister or an Elder that the flowers be delivered to a care home in the Ferry. The Elders were happy to assist and Toni would speak to Alan Justice about noting this on the duties rota.

DATE OF NEXT MEETING: Wednesday, 16 November 2016 at 7.00 pm.

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

Rev Keith F Hall

Clerk to the Congregational Board