

St. Mary's Church, Dalmahoy

Minutes of the Vestry Meeting

3rd June 2019

1. Present

Rev. Christine Downey
Gavin Craig
Denis King
Rosie Mann
Ted Tracey-Bower
Carole MacBride
Ella Henderson
Jane Russell
Douglas Walker
Margaret Chill
Lord Morton
Rona Finlayson

2. Apologies for Absence

None

3. Opening Prayer and Welcome

Christine said an opening prayer and welcomed the attendees to the meeting.

4. Minutes of May 6th Meeting

The minutes of the meeting held on May 6th were approved with one small amendment in relation to an incorrect date being recorded. These will now be displayed in the hall and on the website.

5. Matters Arising from Previous Meeting

The installation of the upgraded Audio System in the church has been completed and the system is now working. The sound is currently set at the Master (default) level. This may get adjusted as we get used to how the system works. There is the expectation of some snagging issues in the first few weeks but these should be addressed quickly. The stewards will pass on instructions to the congregation members who lead the people's prayers on how best to use the microphone at the back of the church.

Ted has suggested that a change to the Constitution is made as follows:

Constitution 12/d to include:

"any member of our congregation elected to the General Synod or to a Diocesan Committee shall be during their term of office an ex-officio (non-voting?) member of the Vestry"

The meeting approved the proposed change. This will now be put to the congregation at a special meeting to be held after the service on June 23rd. At that same meeting the congregation will be asked to ratify the Mission and Vision statements agreed at the Vestry Away Day.

6. Other Matters from Christine

- There is an appetite to start running House Groups again. Christine suggested that Anglicanism 101, which is based on what it means to be an Anglican and Episcopalian, would be the focus. The aim is for the groups to start in mid to late August and to be held in the rectory parlour.
- The ride on lawnmower requires to be serviced. The meeting agreed that this could be progressed.
- The labyrinth in the rectory grounds is nearly complete.
- Another well has been discovered in the rectory grounds. Its condition will be investigated and it

will be made safe.

- The rats, although still there, have moved back to the fence line beside the Ratho Park and are no longer close to the rectory. The work to eradicate them is still ongoing.
- The Sunday stewards are to be asked to fill in the register in the sacristy with the attendance details each week. They will also be asked to put a note in the office with these details. The numbers will then be entered into a spreadsheet by Paula. This will make the end of year figures much easier to produce.
- St Mary's has been selected by the Mar Thoma church to host their congregation for services, Sunday school, and celebrations. This is an Indian congregation from the Kerala province in India who have members across Scotland and meet up at a central point, normally once a month on a Sunday afternoon, to hold a communion service.
- Christine will not be able to attend the Congregational Weekend due to having been asked to be involved in preparation and ceremony for the diocesan ordination event that weekend. This will include preaching in the cathedral.

7. Treasurer's Report

- Gavin distributed his report which showed the end of April balance in the General Account as £9,805 (£4,401 of this is in unrestricted funds). The St Mary's Trust Account stood at £6,929. The value of St Mary's investment in the SEC Unit Trust Pool on April 30th was £66,555.
- As agreed at the April meeting an instruction to withdraw £10,000 worth of units from the Unit Trust Pool has been raised. The money from this will appear in the account during June.
- The half yearly Gift Aid income from HMRC which should have arrived by now is not yet in the account. This is being followed up to find out what the delay is.
- The upgrade to the Audio System has been paid from the Legacy Fund.
- The introduction of placing white envelopes in the pews to allow people to make weekly offerings or donations to specific causes easier has not yet happened. This will be progressed during the summer months.
- Gavin referred to the policy that St Mary's has adhered to for a number of years where St Mary's pays the Gift Aid for donations to charitable appeals up front. This is then reclaimed when the half yearly submission to HMRC occurs. The result of this is that St Mary's is out of pocket for at least a few months. The amounts are reasonably small but as finances are currently tight Gavin felt that the policy needs to be reviewed. This will be discussed further at the next meeting once we have a better understanding of the effect that GDPR might have on how personal details are passed on to the charities.

8. Fabric Report

The grant application for work on various rectory fabric items and the insulation of the loft in the Douglas Hall has been submitted. Depending on how much, if any, grant is received will determine what gets progressed.

Other fabric items include:

- A new brighter light bulb has been installed on the arch above the chancel.
- The outside spotlights have been repaired.
- The lighting on the outside of the hall door has been improved.
- Stonework repairs on the church are on hold at present. These will be addressed next year should finances permit.
- The Douglas Hall floor requires to be cleaned professionally as a result of the decoration work done over the winter. The cost will be £320 and this will be paid for from the proceeds of the Afternoon Tea on June 23rd.

- The shed beside the Douglas Hall has been painted by Carole.
- Weed killer has been purchased for the paths.

9. Hall Committee Report:

Rona reported that the Advent Wreath stand which went missing last year had been found in the storeroom. She pointed out the requirement for an up to date inventory of all church items and will get this progressed.

10. Lay Rep Report:

Nothing to report.

11.PVG Report

No incidents had been reported.

The new loop system in the church needs to be certified each year. This will be carried out by Killian Steele but St Mary's will have to make sure we request it. A maintenance checklist is to be set up which will include this and other items such as fire extinguisher checks and PAT testing which need to be carried out yearly. This should ensure that they get carried out in line with per St Mary's legal responsibilities.

12. AOB

Rosie said that she had noticed that the lintel stone above the outer north side church door was out of alignment and could possibly be dangerous. This will be investigated.

The Fund Raising group is scheduled to meet on June 10th.

13. Date of Next Meeting:

The next vestry meeting will be held at **7.00pm on Tuesday August 6th** in the Douglas Hall.