

**St. Mary's Church, Dalmahoy**

**Minutes of the Vestry Meeting**

**2<sup>nd</sup> December 2019**

**1. Present:**

Rev. Christine Downey  
Lord Morton  
Gavin Craig  
Douglas Walker  
Rona Finlayson  
Margaret Chill  
Denis King  
Ella Henderson  
Carole MacBride  
Margaret King  
Jonathan Gibbs

**2. Apologies for Absence:**

None

**3. Opening Prayer and Welcome**

Christine said a prayer and welcomed Margaret and Jonathan on to the vestry.

**4. Minutes of November 4<sup>th</sup> Meeting**

The minutes of the meeting held on November 4<sup>th</sup> were approved with no amendments. These will now be displayed in the hall and on the website.

**5. Matters Arising from Previous Meeting**

- Edward Philips in conjunction with Christine has agreed to take over the running of the Website from John Blaber. Edward will start in this role in January.
- St Mary's Office Administrator, Pippa Crichton, is going to take on the editors role for In Touch. This will again be done in conjunction with Christine. The meeting agreed that should carrying out this function lead to Pippa having to work more than her contracted hours these hours would be paid.

**6. AGM Follow-up**

- The draft minutes of the AGM, which was held on November 17<sup>th</sup>, were presented to the meeting
- Rona Finlayson agreed to take on the post of Lay Representative for 2020 and will attend the Synod on March 14<sup>th</sup>.
- Johnathan Gibbs agreed to take on the role of Alternate Lay Representative for 2020 and will attend the October Synod.
- A copy of a presentation which clarified how Quota is assessed and which items are excluded from the calculation was circulated to the meeting. Christine will put an article into the next edition of In Touch to clarify the Quota process for the congregation.

**7. Other Matters from Christine**

- Christine reported that the work which was being carried out on the bathroom and small toilet in the rectory was 95% complete (more on this under Fabric). As a number of issues had been found, for example dry rot, it was thought that the final cost may be up to £1,000 over estimate.
- The Vestry were invited to attend the Mar Thoma Church Carol Service and meal on Sunday December 8<sup>th</sup>. The number of members who were able to attend was confirmed.
- The December 15<sup>th</sup> Hanging of the Greens Service at 10.30 will be followed by the Carol Service at 14.00. Between services the possibility of getting some lunch, for those who wish, at the Dalmahoy Hotel will be explored.
- On December 14<sup>th</sup> the church will be decorated and Christingles made up.
- On December 21<sup>st</sup> at 3pm there will be a Blue Christmas service.
- Two new servers have been identified and will start training in the new year.

### **8. Treasurer's Report**

Gavin distributed his report which showed that the end of November balance in the General Account was £25,437.87. This was a slightly false figure as the monthly stipend had not been taken by the month end. Therefore the true figure would be £22,955.99.

There was £5,718 held in restricted funds. This included £3,595 in the Building Fund Appeal. The St Mary's Trust Account stood at £3,004. During the month £4,520 for materials for the bathroom in the rectory and £440 for gutter cleaning at the church and rectory had been paid from this account.

The Value of the SEC Unit Trust Pool on October 31<sup>st</sup> was £58,403.12 (November figure not available at the time of the meeting).

The meeting agreed that the Triodos Account which held £1,333 should be closed. Gavin will action.

There was also a discussion on how to proceed with St Mary's investment in the SEC Unit Trust Pool as there will almost certainly be a requirement to sell some units in this investment soon. It was agreed that the present strategy would be to wait until the monies were required and sell off in tranches rather than all at once. This would give the opportunity for the units remaining in the Trust to gain some income. It should be remembered that the price per unit can go down as well as up.

It was agreed that the Administrator's Salary for Pippa would go up to reflect the newly increased Real Living Wage of £9.30 per hour (30p per hour increase). Gavin will action

St Mary's is to be registered to receive donations via Amazon Smile as well as Easyfundraising.

### **9. Fabric Report**

Ben had sent an update on the work taking place in the Rectory :

- Both the bathrooms are 95% complete.
- The shower room still needs minor touches like hooks, wall cabinet, door stop, a threshold strip, the ceiling insulation and a Plexiglas-glass cover over the skylight tunnel.
- The smaller bathroom needs the radiator installed, the plumbing boxed in and the new window installed.

The flooring in the utility room needed to be changed and we're still waiting for the last (its discontinued after our last pack) to arrive.

- The kitchen flooring chosen had been discontinued and we need to choose/order new boarding. The pot lights will be changed at the same time.
- The joiner has started to fix the doors by installing wooden strips to the top of two, new strips around doors where thermal tape will not work (which is practically every door), new door brushes where needed, a custom brush fitted around letter box

opening and will be shaving other doors down that jam on carpets. He is also installing new door knobs where needed.

- The joiner will also install a new plexiglass cover over the hall skylight.

The purpose of the plexiglass is to stop heat from rising up the tunnel and taking it away from the living area.

The small amount of work to the doors has already made a noticeable difference in the draft control and temperature at the end of the hallway.

He thanked St Mary's for paying for the work done so far, it was much appreciated.

In addition to the above Carole reported :

- A surveyor had carried out an inspection of the Rectory to determine what work needs to be carried out and the urgency with which the various findings need to be addressed. His report is awaited. The cost of the surveyor will be met by the Province.
- A meeting had been scheduled within the next fortnight to explore how to improve the heating in the church. Quotes will be sought for carrying out this work.
- The roof on the large shed next to the Douglas Hall is leaking and needs re-felting. Once done it can be utilised for storage space.
- The hall doors are sticking. Discussions are being held as to how this will be remedied.

#### **10. Charitable Giving**

- Carole and Rosie are arranging the Christmas Hampers for the cottages this year. There will be 9 hampers given out. They have a good idea of the demographics of the occupants of each household. Therefore the contents of each hamper will be tailored accordingly. Carole is looking for monetary donations towards the overall cost which will be in the region of £270. The meeting agreed that should this target not be reached a top up of up to £100 from St Mary's funds would be approved.
- The proceeds from the Church Christmas Card will be donated to Aberlour.
- A decision will be made as to what will happen to the Christmas Open Plate collection.
- The meeting agreed that £100 would be donated to the Butterfly Trust. This is a charity that supports Cystic Fibrosis sufferers. This donation is a thank you to the Santa that attended the Christmas Fair and did such a good job. This is a charity that he supports.

#### **10. Hall Committee Report:**

Thanks were given to Ella for arranging the successful Schools Choir Contest. Rosemary and Blackie were also thanked for their assistance on the day.

The Christmas Fair had been a great success and had raised £718. It is anticipated that this may be run again next year.

#### **11. Lay Rep Report:**

Nothing to report since the AGM.

#### **12. PVG Report**

There is one current incident which is being dealt with in line with the PVG processes.

Caroline Gunn has filled in and submitted the form which the Diocese require annually on this subject.

**13. AOB**

A Vestry Away Day will be held on Saturday February 22<sup>nd</sup>. The venue will be St Peter's Linlithgow.

The Caravan Club had made a request to site a bigger shed than their current one in the area by the Douglas Hall. The meeting was not in favour of this. The Caravan Club will be informed.

**14. Date of Next Meeting:** The next vestry meeting will be held at **7.00pm on Monday February 3<sup>rd</sup>** in the Douglas Hall.