

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

**Minutes of the Vestry Meeting 2<sup>nd</sup> August 2021**

**It should be noted that due to the current situation this meeting was a hybrid meeting with some attendees being on Zoom and others in the Douglas Hall**  
**The attendees were in agreement that it was acceptable to regard it as a vestry meeting and minute it as such.**

**1. Attendees:**

Rev. Christine Downey  
Lord Morton  
Denis King  
Carole MacBride  
Margaret Chill  
Margaret King  
Wilma Brown  
Jonathan Gibbs  
Gavin Craig (Zoom)

**2. Apologies for Absence:**

Ann Donoghue  
Ella Henderson

**3. Opening Prayer and Welcome**

Christine said a prayer and welcomed the attendees to the meeting.

**4. Minutes of July 5<sup>th</sup> Meeting**

There were no amendments to the minutes of the meeting held on July 5<sup>th</sup>  
The minutes were approved by the meeting and will now be filed and displayed as normal.

## **5. Matters Arising from Previous Meeting**

- The new website is now live and available to all. It had been pointed out that the vestry minutes from November 2019 – June 2021 were not available on the site. This is being addressed.

**Update these were added to the website on Tuesday 3<sup>rd</sup> August.**

- Gavin had got through to someone via a phone call regarding registering St Mary's as a possible film location. However, the person was on holiday but gave Gavin an email address to get in touch with them after the holiday. Gavin will progress this.
- Wilma will make sure that the lists for readers and intercessors are available at the back of the church on Sunday's in order that the stewards can make sure attendees are aware of them, and can sign up.
- The list of people who receive In Touch has been reviewed. Those who do not have email addresses are being contacted to ask whether they have an email address or wish to get a paper copy. This has led to a further 8 people requesting a paper copy. It was also pointed out that In Touch now displays, on the back page, contact details for agencies that can give professional advice for issues that people may have.

## **6. Other Matters from Christine**

- Christine had sent out an email to let vestry know of her schedule and holidays plans for August and September
- She stated that it is lovely to be back in the church for our Sunday Services. It is quite inspiring and feels like being back home. The Douglas Hall had been very beneficial in providing a safe and suitable place to hold the services while restrictions were in place. St Mary's was very grateful for it.
- Some weddings, a number of baptisms. wedding vow renewals, and a memorial (to be held at the Dalmahoy Hotel) are planned in the next few months. Christine felt that this indicated that the community is getting more aware of St Mary's and its place within it.

## **7. Covid-19**

- The Dean had approved St Mary's plan for reopening the church for Sunday Services. There were a few points that she had asked to be addressed. Some of these had already been picked up and the correct steps taken to mitigate them.
- The notices in the church and hall will be changed to display the new capacities.
- The Douglas Hall is now available for hire to outside groups. Pippa is contacting people who previously used the hall. As per the minutes of the July meeting, previous users of the hall will be charged at the rate they used to pay. However, new users will pay the high charges.

## **8. Community Engagement Team (CET)**

Margaret King reported that the CET had been very busy in the past month:

- The Questionnaire is almost complete after quite a few revisions to ensure it addresses the correct areas for feedback.
- Three congregation members have been identified and have agreed to give replies as a trial run. There will also be three people outside of the congregation, who have experience in this area, that will be asked to sense check the questionnaire for suitability.
- Once the trial is complete the questionnaire will be sent out and replies analysed when received.
- The identities of the people completing the questionnaire will remain anonymous. All replies will be sent to Pippa who will transcribe them to ensure that the person sending it in cannot be identified in any way.

The Friends of St Mary's initiative is progressing. A draft letter has been created. This will be sent to recently married couples in the first instance, with plans to send to a wider group later. The letter will be sent in St Mary's name with Christine being the signatory. Christine, Gavin, and Pippa will co-ordinate replies.

The next action that the CET will be looking at is outside marketing, such as advertising.

## **9. Treasurer's Report**

Gavin had distributed his report which showed that the 30<sup>th</sup> July balance in the General Account was £18,829.

There was £3,709 held in restricted funds or for other specific purposes, leaving £15,300 in unrestricted funds.

The £500 invoice for the church ceiling cleaning is still awaited.

A back payment of £1,275 had been made to HMRC for 3 months of PAYE which had been missed in early 2020. This was a central payroll issue, not something that St Mary's had missed.

The St Mary's Trust Account stood at £2,832 (previous month £2,103)

The value of the SEC Unit Trust Pool on June 30<sup>th</sup> was £49,670 (May end value £47,549). July end figure not available at time of meeting.

## **10. Fabric Report**

Carole reported that :

- After reading the Quinquennial Review she was getting in touch with the stonemason regarding some of the comments which had been made around the stonework on the rectory.
- Carole is going through the process of informing the congregation about the proposed FAR Infrared Heating units. This work would require a Canon 35 to be agreed by the SEC before any requests for grants could be made. Before the Canon 35 can be put to the diocese it requires notification to have been made to the congregation over a four week period. That is the process that is being addressed at Sunday services presently.
- Communications were in progress with the Secondary Glazing company mentioned at the last meeting. It was stressed that the proposal is for Secondary Glazing as opposed to Double Glazing. There will be nothing permanently affixed to the stained glass windows. The Secondary Glazing is internal, and is intended to stop draughts and keep heat in.
- Carole has contacted Zero Waste Scotland again and these are the sort of projects for which they may offer grants in the Small and Medium Enterprises Work on Carbon Footprint area.

- Carole has also been on webinars with the National Churches Trust, which she has taken out a membership for on behalf of St Mary's. They also offer grants in this area but these have a number of strings attached. For example having the church open to the public for a minimum days per year. The exact requirements need to be clarified.

#### **11. Hall Committee Report:**

Nothing to report.

#### **12. Lay Rep Report:**

Nothing to report.

#### **13 .PVG Report**

Wilma asked if St Mary's currently had enough people with valid PVG Disclosure. This was in the event that a number of young people attending. It was felt that, although this was the case, it may be worth reviewing whether St Mary's should get disclosure for more of the congregation.

#### **14. AOB**

- It is planned to have a short meeting after church on Sunday 8<sup>th</sup> of August for those interested to discuss plans for the celebration service on August 15<sup>th</sup>
- Jonathan Gibbs confirmed that he will be moving house to Rutland within the next month. Therefore, he was stepping down from his roles at St Mary's (Lay Representative, Vestry, and member of the Community Engagement Team). He gave his thanks for the love and support that he has felt at St Mary's. Thanks were given to Jonathan for all the service and advice that he has given to St Mary's in his various roles over the years. He will be sorely missed.

**Date of Next Meeting:** The next vestry meeting will be held at **7.00pm on Monday September 6<sup>th</sup>**. At present this will be, again, a face to face meeting which will also allow for people to attend via Zoom.