

St. Mary's Church, Dalmahoy

Minutes of the Vestry Meeting 4th October 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
Carole MacBride
Margaret King
Gavin Craig
Ella Henderson
Denis King
Ann Donoghue
Wilma Brown (Zoom)

2. Apologies for Absence:

Margaret Chill

3. Opening Prayer and Welcome

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

4. Minutes of September 6th Meeting

There were no amendments to the minutes of the meeting held on September 6th. The minutes were approved by the meeting and will now be filed and displayed as normal.

5. Matters Arising from Previous Meeting

- Gavin reported that the company he had been dealing with regarding the subject of registering St Mary's with an agent as a possible film location were not answering his emails. He is going to look for another company to contact.

- Christine had spoken with the leader of the Ratho Scout troop. They will, definitely, be holding some of their activities in the Douglas Hall in future. A schedule is being organised.
- We are awaiting further contact from Oatridge College regarding the initiative for them to carry out some ground's maintenance work for St Mary's as part of their course work.
- A meeting with the Head Teacher of Currie Primary School regarding the Choir Festival is pending. Christine and Ella will attend.
- Pippa will be keeping a track of her hours over the next few months to determine the extra hours that may be required for her to be in the office.

6. Other Matters from Christine

- An exercise has been carried out where some congregation members have gone through the hymn books and hymn sheets that were used in the past. They then marked hymns that the congregation know. This information will be used by Christine when she decides on the hymns for future services.
- The Pet Service on October 3rd had gone well. The animals had been, as always, so well behaved. Positive feedback had been received, both from congregation members and also from the wider community due to the service being streamed.
- November 2nd will be the All Souls service, November 14th Remembrance Sunday and November 21st the AGM.
- Christine is planning to hold an event on Saturday December 4th. The theme will be The Meaning of Advent.

7. AGM

- St Mary's AGM will be held on Sunday November 21st in the Douglas Hall, after the morning service. There will be the option for people to join the meeting via Zoom.
- All papers required to create the AGM pack should be submitted by Saturday 16th October.
- There will be a large turnover of vestry members this this year, mainly due to members terms of office coming to an end. Roles which will be required to be elected are :
People's Warden
Lay Representative
Alternate Lay Representative
At least 3 other Vestry Members
A new Secretary to the Vestry will also be required. This can be one of the elected Vestry members or a non-elected person in a non-voting capacity.

There are already volunteers willing to take on the People's Warden (Margaret King) and Lay Representative (Ann Donoghue) roles. However, nominations for any of the roles should be sent to Christine or Denis prior to the AGM.

8. Community Engagement Team (CET)

- The Questionnaire/Survey will soon be sent out via email and using the In Touch mailing list. Those who get In Touch delivered in paper format will receive a paper copy of the questionnaire. Consideration is being given into how to ensure that replies are depersonalised. Also being considered is how they will be analysed to provide the structured feedback which the exercise is aimed to provide.
- The CET are now intending to look at marketing St Mary's in the wider community. This will be initially via the Choir Festival and exploring the possibility of running a Christmas Fayre.

9. Treasurer's Report

Gavin had distributed his report which showed that the 30th September balance in the General Account was £14,342. (£15,272 previous month) There was £3,729 held in restricted funds or for other specific purposes, leaving £10,613 in unrestricted funds. (£11,744 previous month).

- A £200 donation had been made to the Fabric Fund.
- The Harvest Plate collection raised, including Gift Aid, £187.50. This has been donated to St Salvador's Food Bank.
- Fire extinguisher stands were purchased at a cost of £117.60.

The St Mary's Trust Account stood at £2,659 (previous month £2,088).

- Necessary Stonemasonry work had been carried out on the church at a cost of £500
- £775 had been re-imbursed from the Douglas Trust to meet the cost of Pest Control at the Rectory

The value of the SEC Unit Trust Pool on August 31st was £51,447 (July end value £50,242). September end figure not available at time of meeting.

Gavin felt that there was now a requirement for St Mary's to sell some of the Units held in the Trust Pool. The main reason for this was the proposed installation of the new heating system (see under Fabric). The meeting agreed to sell £9,000 worth of units. The other £1,000 required to meet the up front cost of the heating project would be taken from the Legacy Fund. It should be noted that of the £10,000 cost of the heating, St Mary's can reclaim the VAT paid. Also, a £2,000 grant has already been approved with Carole seeking other grants, which would further lessen the impact on St Mary's finances.

The company that held the Boiler Service contract for the Rectory has stopped carrying out this type of work. A new provider will be sought.

Gavin asked if the Redemptorist pew leaflets were still required as they were no longer being put in the pews on a Sunday. It was agreed that we should continue with them and that the stewards would be asked to place them in the pews. The question will be asked of Redemptorist as to whether the number of leaflets sent can be reduced.

Charitable Giving

- Jean Tracey-Bower had proposed that St Mary's make a donation to the charity Education for the Children for their project in Guatemala. The vestry agreed to donate £400 from our annual Charitable Giving pot to this charity. Leaflets describing what the charity does will be placed in the Douglas Hall or speak to Jean if you want more information.
- St Mary's yearly £500 commitment to sponsor an ordinand in Papua New Guinea will be paid in November.
- St Mary's still intends to meet its commitment to donate £500 to the East Calder Gala when it, hopefully, takes place in 2022. This commitment was made in 2020 for the Gala's 100th year celebration. Unfortunately, Covid forced the cancellation of the Gala both in 2020 and 2021.

10. Fabric Report

Carole reported that :

THE HEATING PROJECT.

At the time of the meeting the Canon 35 Application had not been approved. The meeting of the Diocesan Buildings Committee had been held earlier in the day, but no decision had been communicated.

Update : Carole found out on the Tuesday that approval had not been given as the committee required some extra information. This information had been asked for and sent back by Carole previously. For some reason it had not got to the correct person. The information has been resent and it is hoped that a decision on the application can be made before the next meeting of the committee.

The meeting agreed that improving the heating in the church is a necessity, and that the project offered to address this at a reasonable cost. Therefore, unanimous approval was given to allow the installation of the heating to be scheduled.

THE SECONDARY GLAZING PROJECT

Carole continues to fill in the application for a grant from the FCC Scottish Action Fund. This is the only grant provider willing to give large amounts for this type of work. The application has to be in before December and a decision will not be made until March 2022. Various documents and permissions are required as part of this application. These are being gathered. One of the

permissions required is from the owners of the church, which is the St Mary's Trust. Its Trustees have their annual meeting on October 26th, gaining approval will be an agenda item.

A Canon 35 had been submitted. The meeting of the Diocesan Buildings Committee had been held earlier in the day, but no decision had been communicated.

Update : Carole was informed the next day that the Canon 35 had been approved.

The meeting agreed that where grant applications required authorised signatories, Carole would be considered eligible to sign on St Mary's behalf.

Further Fabric Items reported on were :

- As mentioned in the Treasurer's report, necessary stonemasonry work had been carried out on the church.
- The annual PAT Testing had been completed.
- Remedial work is scheduled for the church roof to ensure that the church is watertight. This is not expected to be a large amount of work at this time.

11. Hall Committee Report:

Nothing to report

12. Lay Rep Report:

Diocesan Synod is taking place on October 21st via Zoom. Christine and Ann will be representing St Mary's.

13 .PVG Report

Nothing to report.

14. AOB

On Sunday October 3rd a short vestry meeting was held in the church after the service. The purpose of the meeting was to agree where best to site the equipment required to stream services from the church. This equipment, which had been used for streaming in the Douglas Hall, had been moved into the church. It was initially put in the Lady Corner but that was not a suitable location. Ben had been in discussion with the technician. From this it was

suggested that the best location was at the back of the church in the corner furthest from the main door. The camera would be sited on and to the side of the shelf at the West Window. The shelf would require to be made more stable. This solution would mean that very little space would be required and that the equipment would not be intrusive.

This proposal was agreed by those present.

Date of Next Meeting: The next vestry meeting will be held at **7.00pm on Monday November 1st**. At present this will be, again, a face to face meeting which will also allow for people to attend via Zoom.