

# St Mary's Episcopal Church, Aberfoyle

Rector: Revd. Richard Grosse

[www.stmarychurchaberfoyle.org.uk](http://www.stmarychurchaberfoyle.org.uk)

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## Minutes of Vestry Meeting

Held in the Church Room on 29 April 2009

**Present:** Mark Seymour (Chairman); Richard Grosse (Rector); Nick Cooke; Peter Joynson; Jonny North; David Thompson and George Willis

1. The meeting commenced at 7.30pm with a prayer.
2. **Apologies:** Susan Forsyth; Alastair Gardner; Philip Gaskell; Margaret Johnson; Margie Stephen; Hannah Sanderson; Robin Willis and Anne Winther.
3. **Minutes:** The Minutes of the meeting held on 16<sup>th</sup> January 2009 were approved and signed by the Chairman.

### 3.1 *Matters Arising*

Under item 5.4 *Boundary Discrepancy between St Mary's and Aberfoyle Motors* it was agreed that the Diocesan Office should be asked to confirm that this matter had been satisfactorily concluded by Pagan Osborn. This is important to know given that any purchaser of Aberfoyle Motors will need to have this confirmed as part of the legal process of their purchase. Confirmation that the agreed changes to the boundary have been registered at the Land Registry should also be sought. Alicia Rootes to be contacted.

**Action: David**

## 4. **Secretary's Business:**

### 4.1 *Vulnerable Adult and Child Protection Co-ordinator*

Hannah Sanderson reports that she has now sent the relative forms to the Diocesan Office while her Disclosure procedure is progressing. A character reference obtained from her referee by the Secretary has been forwarded to the Diocesan Office for the Bishop's approval.

The question was raised as to whether Hannah has already undertaken or applied for training for this position. David was not aware that anything had yet been done in this regard and would ask Hannah to arrange this as soon as possible, if not already in hand.

**Action: David & Hannah**

### 4.2 *General Synod Office*

Their Directory (Red Book) and Website information is being updated and revised details for St Mary's have now been forwarded to Edinburgh.

## 5. **Eco-Congregation**

No report has been received and no discussion on this subject took place.

## 6. **Rector's Report**

Richard indicated there was nothing to report relevant to this meeting.

However it was noted that James Gardner is still to be instructed in ringing the bell. Unfortunately, the bell rope has gone missing in the renovation work and Robert Curran, Hunter Clark site foreman, to be asked as to its whereabouts.

**Action: Mark & Nick**

## 7. Lay Representative's Report

Philip's paper and attached note from Bishop David of a consultation meeting between the Bishop and Chairs and Secretaries of the Area Councils has been circulated to Vestry.

The contents of these papers was noted by Vestry but not discussed as no action is needed at present bearing in mind a further consultation meeting is due this May. *Action: Philip & Richard*

## 8. Fabric & Gardens

No report had been received.

Mark hoped to arrange the next gardening session for early May. Donations of suitable plants and shrubs will be welcome. The builders have still to clear debris from the site and carry out some limited repairs/reinstatement of the paths around the church. *Action: Mark*

## 9. Music & Worship

No report was given as the Group had not met again since before the last Vestry meeting

## 10. Communications

### 10.1 *Barbara Carruthers Paper*

This paper was circulated to Vestry at the meeting. In it Barbara sets out her thoughts on how we might encourage and invite visitors and newcomer to the area to join us for our Sunday morning service. She suggests how we might welcome them and provide guidance and explanation of the format of Sung Eucharist. Mark reported that he had met Barbara in order to discuss how she felt her paper could best be used. As a result of this discussion it is felt that her paper might be divided into sections for use in hotels and B&Bs (in bedrooms and on notice boards) and part in the church, either in a separate 'Welcome Pack' and/or in Karen's annotated Liturgy booklet.

Mark was looking for someone to take on the thinking and production of Barbara's paper in a suitable form.

*Action: Richard & Barbara*

It was recognised that this paper links into Karen's Liturgy brochure and that the two concepts need to be considered together.

### 10.2 *Karen's Liturgy Brochure*

Karen has been working at this for some time with a view to tailoring a booklet that relates more precisely to our order of service than the existing 'Blue Book' is able to do and which it could replace. Richard is currently working on Karen's latest draft.

In the first instance Richard will look at both the above ideas in relation to Casting the Net and Outreach.

*Action: Richard & Karen*

## 11. Financial Stewardship Team Report & Church Giving

In a written report previously circulated the Treasurer noted that

### 11.1 *Cash Flow*

The end March bank balance for the General and Church Giving Funds of £13,400 includes a recent receipt of £6,000 as the Gift Aid tax reclaim for the 2007-08 financial year. The overall strength of the bank balance reflects the operating surplus which St Mary's has accumulated over the past two years amounting to £7,500; in accordance with Vestry's budget policy, this has been ring fenced for future maintenance work on the Rectory.

The corresponding bank balance for the Renovation Fund of £32,000 also includes a significant Gift Aid tax claim receipt for the last financial year. All grant claims for the Renovation Appeal are up to date, and I am pleased to report that in the past three months these have generated receipts of the second instalment of HLF grant worth £37,000 and the first two instalments of VAT repayment under the Listed Places of Worship Grant scheme worth £16,000. All contractors and professional fee invoices associated with the Renovation Project have been paid on time, and none are currently outstanding.

#### *11.2 New Bank Mandates*

After protracted communication with the Bank of Scotland, we have recently received clearance to operate the new mandates on both accounts, with Nick, Mark and David now acting as signatories.

#### *11.3 Society of the Child Jesus Account*

With Patrick Mileham's consent, the account has now been closed and the balance of £280 transferred to the Renovation Fund account as previously agreed by Vestry.

#### *11.4 Investment Portfolio*

Smith & Williamson have supplied a portfolio valuation at 31<sup>st</sup> March, with a total value of £68,936 and projected annual income of £2,238 at a gross yield of 3.2%. The total value figure represents a fall of 8.8% over the previous 6 months, appreciably less than the FTSE All Share and FTSE 100 indices for the same period. One major reason for this has been the large Renovation Fund reserve of £39,000 held temporarily in the S&W Cash Fund which has kept its value. In this period, changes to the portfolio have been made out of gilts and equities and in favour of collective funds, and this month the HSBC rights issue share entitlement has been taken up on very favourable terms.

Earlier this week, Mark and I attended a very useful seminar for charity trustees on investment and governance hosted by Smith & Williamson in Glasgow. This provided a salutary reminder that under the 2005 Act, trustees in Scotland are jointly and severally responsible for the effective management of their charity's investment portfolio. A major benefit of having a clear investment strategy is to help non-financial trustees understand what decisions are being taken in their name.

#### *11.5 Church Giving Fund*

As agreed at the last Vestry meeting, three donations of £250 have been made to the Maxie Richards Foundation, the Chesney Trust, and the Callander Youth Project Trust. Letters of thanks from all three organisations are now on the Church Room notice board. Vestry also agreed to consider the Matthew Miller Cancer Fund and Artlink Central in the next tranche of donations.

In subsequent discussion the following points arose from the above report:

##### *11.6 Investment Strategy*

The need for a written policy paper and governance statement was agreed.

**Action: Nick**

##### *11.7 Smith & Williamson Report*

It was agreed that a summary of this should be circulated to Vestry annually

**Action: Nick**

##### *11.8 Christian Aid Appeal*

Jean Sykes who organises the Aberfoyle appeal has approached St Mary's regarding a donation. It was agreed to defer any donation from the Church Giving Fund to Christian Aid for consideration at the next Vestry meeting along with other nominations. However, Vestry wished to be supportive of Jean and the local appeal and a discretionary donation of £50 now was agreed.

**Action: Nick**

##### *11.9 Overview of Church Giving Fund*

As an aid to decision-making at the July Vestry meeting as to the charities to be supported, Nick suggested it would be helpful to summarise what has been given over the past two years.

**Action: Nick**

## **12. Update on Church Renovation Project and Appeal**

In a written report previously circulated the Treasurer noted that

### *12.1 Contractors' Works Schedule and Progress Meetings*

- a) Hunter & Clark completed work on the main contract 10 days ago although their site hut is still in place. The Architect has not yet signed off the works as completed and has drafted an initial snagging list of outstanding work, much of this associated with installing proper rainwater drainage. The site has not yet been cleaned up. Overall, however, the fabric repairs now carried out have greatly improved the structural soundness and visual appearance of the whole Church building, with some notable new features such as the modified weather vane and finial and the restoration of the original exterior colour scheme.
- b) The Architect has requested Stirling Council building control to issue a building warrant for the works to the Vestry and disabled WC, following which an additional sink for flowers etc can be installed.
- c) The associated work to relocate the Fanshawe stained glass from the south transept to the west window of the nave, noted in my last report to Vestry, received Diocesan Building Advisory Committee approval under Canon 35 in February. This work is expected to be carried out imminently by a specialist contractor; it will not form part of Hunter & Clark's main contract but will still qualify as part of the HLF grant eligible works programme.
- d) Regular progress review meetings chaired by John Sanders of Simpson & Brown and attended by the contractor and QS as well as members of the Vestry working group continued to be held up to the end of March. George has built up a comprehensive photographic diary of the whole works programme in progress, which will be of considerable interest to posterity.
- e) As a separate tender, Vestry has accepted a quotation for £5,600 plus VAT from Morton & Sullivan for the repainting of the entire interior of the Church. This firm has already been acting as the painting sub-contractor to Hunter & Clark and work will start on the interior of the south transept imminently. This is in preparation for the reinstallation of the organ, which can commence as soon as the Fanshawe stained glass has been relocated.

### *12.2 Additional Works to the Main Contract*

- a) Mark has provided a separate paper to Vestry on a list of additional works on the Church which are now being put forward for consideration, subject to identifying available funding. Please note this includes the repainting of the interior of the Church. Mark and I are working on specific grant applications to the Gannochy Trust and the Big Lottery 'Awards For All' to seek a significant level of funding for other items on this wish list, as noted in Mark's paper.

### *12.3 Organ Restoration Contract*

- a) Work on the organ has been in progress for a while. Paul Miller thinks it will take up to a month to carry out the entire reinstallation of the instrument, hopefully starting in early May. As part of this, a possible rearrangement of the large ornamental pipes on the face of the transept arch will be discussed in conjunction with the Architect.

### *12.4 Heritage Lottery Fund – Repairs Grant*

- a) We have now received £82,710 or 90% of the maximum HLF grant, with a potential remaining payment of £9,190 due on completion of the main contract. Please note the exact amount of the final payment will depend on how far unused contingencies, to be agreed by the QS in the final contractors account, reduce the actual expenditure on grant eligible work. If these amount to say £10,000, there may be a reduction in HLF grant of £3,800 which will still create a net saving of £6,200 on budgeted costs.

## 12.5 Renovation Project Budget

a) I attach an updated summary budget statement on all elements of the Renovation Project. This incorporates adjustments to the rate of VAT, the current level of external grants, and all categories of Renovation Appeal income including Gift Aid tax recoverable. I am most grateful to all members of St Mary's who have honoured their pledges to support the Appeal so generously. To date, total Appeal income amounts to £126,000 against an original target of £150,000.

b) The schedule of actual and estimated income raised for the Appeal from fundraising events, net of Gift Aid recoverable, now reads:

• 'Flowers & Folderols' – Blairuskin:	£1,230
• Garden Open Day – Blairuskin:	174
• Xmas Fayre – Aberfoyle:	987
• 'Burns Revisited' – Blairuskin:	886
• Sponsored walks to Iona and Whithorn:	3,000 (estimate, £2,400 current)
• Garden Open Day / lunch – Duntreath:	<u>1,500</u> (estimate)

Total: £7,777

c) The overall Renovation Project budget shortfall is now £4,000. I hope to have the final account figures on the main contract from the QS next week. The last revision of these in March showed unspent contingencies of over £13,000 so, taking into account the potential net savings identified at para 12.4(a) above, there is a fair prospect the overall shortfall will be eliminated and converted into a small surplus. See also Mark's paper.

## 12.6 Renovation Appeal – Update

a) The 'Burns Revisited' evening, the most recent event held last month in aid of the Appeal, was a great success and all credit must go to David Stephen for the original concept and presentation and to David and Saffrey Miller for their generous hospitality. Mark and I set off on our second sponsored pilgrimage on 20<sup>th</sup> May, walking from Aberfoyle to Whithorn; sponsorship donations are coming in both via the Workwithus.org web page and offline. Finally, arrangements for a buffet lunch and home produce stall at Duntreath as part of the Garden Open Day are in hand, courtesy of Julie Edmonstone.

## 12.7. Interpretation & Publicity

a) No further work has been done yet on developing the template for the triptych wall mounted interpretive panel as described previously. This will be taken forward with the Architect.

**NB The budget referred to above follows on the next page**

**ST MARY'S ABERFOYLE - CHURCH RENOVATION PROJECT**

**SUMMARY BUDGET AT 20 APRIL 2009**

<u>EXPENDITURE</u>	<u>COST</u>	<u>VAT</u>	<u>TOTAL</u>
1. Fabric Repairs per Contractor's Tender * <i>(see below)</i>	199	30	229
2. Interpretation	3	1	4
3. Professional Fees	32	5	37
4. Organ Renovation	19	3	22
<b>TOTAL EXPENDITURE</b>	<b><u>253</u></b>	<b><u>39</u></b>	<b><u>292</u></b>

**FUNDING ALREADY IDENTIFIED :**

Organ / South transept repairs - insurance monies <i>(received)</i>			27
VAT Refund - Listed Places of Worship Grant <i>(re items 1,3 and 4 above - see Notes)</i>			37
Heritage Lottery Fund grant - fabric repairs programme <i>(contracted)</i>		92	
"    "    "    "    "    - project development <i>(received)</i>		<u>6</u>	98
<b>SUB TOTAL</b>			<b>162</b>

**Renovation Appeal - external :**

SEC Maintenance & Development Fund grant <i>(received)</i>		10	
Grants & Donations - Trusts & Individuals <i>(received)</i>		<u>28</u>	38

**Renovation Appeal - congregation :**

Individual pledges received to date.		6	
"    donations    "    "    "		59	
Fundraising events - net proceeds received / estimated.		8	
Gift Aid tax recoverable on above.		<u>15</u>	88

**TOTAL FUNDING IDENTIFIED TO DATE**

**288**

**BALANCE OF TOTAL FUNDING STILL REQUIRED AT TODAY'S DATE**

**4**

**292**

**Contractor's Tender :**

*(net of VAT, after provisions and adjustments by QS)*

Roof - total overhaul	58,520
External walls / decoration	20,767
Windows / external doors / porch repairs	13,313
Floor Vents	4,350
Vestry / disabled toilet	23,011
Preliminaries / ancillary	59,250
Contingencies	<u>19,575</u>
	<b><u>198,786</u></b>

Notes: 1. All Summary figures in £000.

2. Heritage Lottery Fund grant limited to 36% of actual eligible costs and fees incl VAT.

3. VAT at 15% applicable to all Contractor's invoices.

4. " " 17.5% " " £5,355 of professional fees, 15% for balance.

5. Works on Vestry / disabled toilet ineligible for LPWG refund of VAT.

6. This report updated to 20 April 2009.

### **13. Additional Works to the Main Renovation Contract**

13.1 Mark had circulated to Vestry before the meeting a list of works we might be able to manage to finish the Church and present it in the best possible way. His paper indicated how these works may be funded without another appeal to the congregation in the immediate future with the cost of each item either formally estimated or best-guesstimated. A further up-date of the proposed works with revised costs was handed out at the meeting.

13.2 Vestry was asked to place the list of works comprising nine items in order of priority accepting that not all could be implemented in the short term. The works listed were (not in any order of priority):

- The painting of the interior of the Church
- Replacing or refurbishing the carpeting
- Replacing the present lighting
- Repairing and restoring the Crawford rail
- Upgrading or replacing the sound system
- Buying additional freestanding chairs to replace the pews near the Chancel
- Carrying out essential maintenance on the Rectory
- Rewiring the electrical circuits in the Church
- External floodlighting of the Church

The best estimate of the total cost to undertake all of the above including VAT is between £49000 and £39000. This might reduce once formal estimates for all items are to hand.

13.3 After due consideration Vestry agreed that priority should be given as follows:

1 <sup>st</sup> equal: The painting of the interior of the Church	£6440*
1 <sup>st</sup> equal: Rewiring the electrical circuits in the Church	c£5000
3 <sup>rd</sup> : Replacing the present lighting	c£4000
4 <sup>th</sup> : Repairing and restoring the Crawford rail	£6200
Approximate estimated total cost	<u>£16402</u>

\* Note: Firm quote accepted

13.4 It was agreed that essential maintenance work on the Rectory must proceed in any case. The remaining four items of work listed above were not authorised at this stage but authority was given for the Building Renovation Group to proceed with these as funding became available.

13.5 In the case of the Rectory and the four items of further work on the Church the following points were noted:

- a) **Rectory:** Essential maintenance items identified are woodwork requiring some replacement. Replacement of the garage door and repairs to gutters and pebble dash and painting. Advice has been given that the pebble-dash Rectory walls should not be painted. In the first instance this should be pressure washed to see if this cleans and enhances the appearance satisfactorily. This has not been costed separately but is included in the painter's estimate. Painting of all woodwork to proceed in due course. Likely cost of the whole (including painting) is £3450 incl VAT. Further advice from John Sanders, our architect, to be sought with regard to painting the pebble dashed walls. *Action: Nick & Mark*
- b) **Replacing the present lighting:** Vestry was reminded that some of the current lights, notably the wall lights, were gifted to St Mary's by Joanne Dunlop in memory of her husband John Dunlop.

**Note:** a post-meeting discussion between Mark and Mary Dunlop indicated that whilst Mary wished to be kept informed, she will be quite content to have the wall lights replaced, if that is recommended.

- c) An electrical safety inspection is to be carried out in order to establish whether any circuits are in need of rewiring. Central Electrical Services of Stirling have been asked to quote for this work in the first instance.

**Note:** since the meeting this quotation has come in at £900 + VAT

### 13.6 Funding

Possible surplus from current Renovation work	c£5000
Gannochy Trust grant	possibly £5000
Another Trust grant (possibly AwardsForAll?)	possibly £2-5000
Existing Rectory Repair fund	£7500
Total	£20000-£22500

A member of the congregation might be willing to provide an interest free loan for a five year period.

### 13.7 Action

Work on the above priority items will now be scheduled by the Renovation Working Group under Nick.

**Action: Nick**

## 14. AOCB

### 14.1 Possible Future Fundraising

On the subject of future Church Renovation Project fund raising Jonny North indicated he may be able to organise a clay pigeon shoot.

**Action: Jonny**

### 14.2 Bring & Buy Table in Church

It was noted that this would not commence until after the Duntreath event has taken place.

## 15. Date of Next Vestry Meetings

Vestry meetings are arranged for Friday 24<sup>th</sup> July and Wed 28<sup>th</sup> October.

The meeting closed with prayer at 10.00pm

Signed.....

Date

