

St Mary's Episcopal Church, Aberfoyle

Rector: Revd. Richard Grosse

www.stmarychurchaberfoyle.org.uk

A charity registered in Scotland: SC023266

Minutes of Vestry Meeting

Held in the Church Room on 24 July 2009

Present: Nick Cooke (Acting Chairman); Richard Grosse (Rector); Susan Forsyth; Alastair Gardner; Philip Gaskell; Peter Joynson; Jonny North; David Thompson and George Willis.

1. The meeting commenced at 7.35pm with a prayer.
2. **Apologies:** Margaret Johnson; Hannah Sanderson; Mark Seymour; Margie Stephen; Robin Willis and Anne Winther.
3. **Minutes:** The Minutes of the meeting held on 29th April 2009 were approved and signed by the Acting Chairman.

3.1 *Matters Arising*

Boundary Discrepancy between St Mary's and Aberfoyle Motors

Alicia Rootes has confirmed that the Disposition for St Mary's Episcopal Church has now been signed by the Bishop and forwarded to Pagan Osborne by Colin Liddell of J.H. Mitchell WS on 26 June 2009 in order that they may finalise matters.

Vulnerable Adult & Child Protection Co-ordinator.

Hannah Sanderson's Disclosure procedure had been held-up at Diocese level because of the difficulties with AAR applications reported to Vestry by the Secretary on 2 June 2009. On checking recently with Alicia she requires one further signature from Hannah and is in touch with her on this. Hannah's Disclosure application can then proceed as the AAR problem has now been resolved.

Regarding training Hannah does not intend to undertake any relating to this position in the near future, given her recent past teaching and youth work experience. However, further training to take account of latest legislation and AAR element may be needed in due course. **Action: Hannah**

4. **Secretary's Business:**

To ensure that all Vestry members receive Agendas, Minutes, etc. they will be asked to please acknowledge with a Read or Delivery receipt automatically.

5. **Rector's Report & Casting the Net**

In written reports previously circulated the Rector noted that:

5.1 *Rector's Report to Vestry July 2009*

Diary Dates

Thursday 30th July

19.30 Accordion Concert Port of Menteith Kirk

Friday 31st July to Monday 3rd August

St Andrew's Flower Festival

Saturday 15th August

Coach Trip to Falkland Hall

Saturday 29th August
10.00 St Saviour's Bridge of Allan
Workshop for initiatives with young people Bookable through Sue White (sueyte@aol.com)

Tuesday 1st September
19.30 St Mary Dunblane
James Peticrew Casting the Net Development Officer

Friday 9th October
19.30 St Andrew Callander
Joint Harvest Supper

Sunday 11th October
11.15 Harvest Festival

Sunday 8th November
11.15 Act of Remembrance at Aberfoyle Kirk
10.00 Act of Remembrance St Andrews
11.00 Act of Remembrance Callander Kirk
No Evening Service at St Mary's

Wednesday 11th November
10.50 Act of Remembrance at St Mary's

Sunday 13th December
10.30 Holy Communion
11.15 Annual Meeting of Vestry

(a) It was noted that **the Church AGM** on the above listed as 'Annual Meeting of Vestry' is to be on Sunday 13th December. This contradicts the date shown in the Minutes of the 2008 AGM as Sunday 6th December. Richard explained that the timing of this meeting had to take account of other factors in the Church Calendar for Advent and would need his further consideration before confirming.
Action:Richard

(b) ***Back to Church Sunday: 27th September:*** This is understood to be a National event intended to encourage 'infrequent' worshippers to come to Church. It is up to individual members to make contacts and extend the invitations. Richard agreed to provide more details on this and find out if Invitation Cards and any guidance notes can be provided for members to pick up at the back of the Church.
Action:Richard

As well as being an important Diary Date it was also recognised this initiative also relates directly to Casting the Net.

5.2 Casting the Net

Introduction

'Casting the Net' is not an exercise set by the Bishop and Diocese to keep parishes and clergy occupied. Indeed The Bishop is anxious that parishes do not feel overwhelmed by the process. Rather it is hoped that 'Casting the Net' will be a means whereby the Diocese and its parishes can grow and pilgrim fruitfully together. For its part, The Diocese is already putting in hand major changes to its administrative structures, and set aside resources to assist parishes. Thus we are not undertaking this alone.

'Casting the Net' in this parish

Nine Marks have been identified by the Diocese as principles to guide our deliberations

1. Worship that renews and inspires
2. Transformed lives and communities
3. Life long Christian nurture
4. Reaching out to Children and Young People
5. Rooted in Prayer word and sacrament
6. The welcome of newcomers and celebration of life events
7. Showing faith by confident and sensitive evangelism
8. Serving the Community in practical ways
9. Ready to seek growth

Suggested means and timetable for putting 'Casting the Net' into practice

Step 1

Encouraging as many as possible to hear the 'Casting the Net' presentations on the Saturday 29th August and Tuesday 1st September

Step 2

To begin to divide 'Casting the Net' into sections with a view to tackling each at Vestry Meetings over the next months as other business allows

Suggested Steps for 'Casting the Net'

It has already been suggested that 'Casting the Net' might be addressed by dividing the process over Vestry meetings for the next year as pressure of other business allows

1. An internal audit

Although the point of Casting the Net is to look outside ourselves, it is crucial that we first 'clear the decks' and take stock of ourselves especially after nearly a year of upheaval during renovations. We might start by looking at **leadership**. Is the Vestry happy with the present style of ordained leadership? Where does it fail and where might it be improved? Has the time now come for a change? This might be a session that initially might be conducted without the Rector's presence. What of **The Linkage**? Is Vestry happy merely to share The Rector with St Andrew's or is more required? What issues arise from this? **Communication** within the congregation is through two media: the website and the weekly bulletin. The website is now well established, but can it be improved further? The bulletin reaches some but recently has been found wanting. Lessons have hopefully been learnt, but what else can be done?

2. Choosing a starting point

From the Nine marks of Mission it is suggested that the following lend themselves to practical action and thus might be looked at first. When these have been exhausted, other Marks of Mission might then be considered. The marks suggested are:

- Worship that renews and inspires (Mark 1) coupled with Rooted in prayer word and sacrament (Mark 5)
- The welcome of newcomers and celebration of life events (Mark 6)
- Serving the Community in practical ways (Mark 8)

6. Lay Representative's Report

Philip had been unable to attend the recent Area Council meeting. The role of Area Councils is changing and in future will be concerned with education in the Casting the Net development. Its first meeting with this new remit with James Petticrew – Casting the Net Development Officer – will be on 1st September in Dunblane (see Rector's Report Diary Dates for more detail). Philip and Richard will be meeting to consider some practical ways forward for us. **Action: Richard & Philip**

7. Music & Worship

Richard reported that the Group will meet again to discuss the Liturgy as part of Casting the Net. It was noted that membership of the Group is currently rather depleted. A number of issues/ideas were raised and discussed by Vestry and are summarised as follows:

7.1 Sunday Service

It was noted that Eucharist as the only and set weekly service tends to lose its unique relevance. Could Matins be re-introduced – say once per month? Discuss further in Casting the Net context and consider for possible discussion at December AGM. **Action: Richard**

7.2 Hymns

Some concern was expressed at the introduction of hymns with unfamiliar words or tunes and the capacity of our small congregation to sing them with confidence. While accepting 'new' hymns should not be entirely ignored, there is a desire for familiar hymns sung to familiar tunes.

7.3 Communion & The Common Cup

In the light of the Swine Flu pandemic and very recent press reports on the possible infection risks in Communion and the chalice the following points were made:

(a) It is believed that in England the Anglican Church has issued guidance to all parishes. In Scotland the Episcopal Church has not yet done this.

(b) Richard assured us he and others serving Communion would be diligent with hand washing.

(c) Bearing in mind the number of young people in Church on Sunday 26 July when the Manchester Lads would be with us, Richard agreed to speak at the start of the Service to invite those with concerns to either not drink from the Chalice or to dip their wafer in the wine.

(d) Philip felt that the present infection risk may be relatively low, but that by Autumn/Winter the virus could be much more virulent. He would consider what steps it might be prudent to take.

Action: Philip

8. Communications

Richard reported that he has prepared a paper on this relevant to Casting the Net and dealing initially with internal communications. This will be circulated when this topic is fully discussed by Vestry.

9. Financial Stewardship Team Report & Church Giving

In a written report previously circulated the Treasurer noted that:

9.1 Cash Flow

The end June cash balance for the General and Church Giving Funds remains healthy at £16,000, which will comfortably allow for planned expenditure on Rectory maintenance – see below. The current cash balance for the Renovation Fund of £15,000 takes into account all contractors and professional fee invoices received to date - see separate report.

9.2 Investment Portfolio

In the light of highly volatile share movements, Smith & Williamson have made various changes to the portfolio to move out of direct equity holdings and into managed funds, as reported previously following our discussions with Graeme Brock last year. Under the latest reorganisation, approximately 40% by value of St Mary's investments is now placed in bond and fixed interest funds and the rest in equities. As noted elsewhere, the temporary Renovation Fund reserve held in the S & W Cash Fund has been realised and this significantly reduces the total size of the portfolio.

9.3 SEC Pension Fund – Vestry Contribution Rate from January 2010

All Vestries have been notified that the triennial actuarial valuation of the SEC Pension Fund at 31 December 2008 indicated a shortfall of £8.8 million against the Fund's liabilities. The Pension Fund Trustees are therefore required to submit a Recovery Plan to the Pensions Regulator. Last month General Synod approved a draft Recovery Plan prepared by the Standing Committee and Trustees. The terms of the Recovery Plan include the payment of a lump sum of £2 million from General Synod funds by 31 January 2010 and an increased contribution rate of 34.9% of stipend or salary in respect of all Scheme members from January 2010. As part of our future planning for our Rector's costs, we are advised to provide for an increased rate of pension contribution of approximately £2,150 to a total of £7,765 per annum based on current standard stipend. This increase will hit many charges hard, and highlights the importance of preparing a sound budget for St Mary's in the coming year and the need to review our current stewardship commitment.

9.4 Insurance Cover – Ecclesiastical Insurance Group

Following a recent visit by our EIG Insurance Consultant, we have received an updated building and contents valuation for the Church of £1,390,000 and for the Rectory building of £290,542 together with new insurance quotations. ***Vestry is asked to note in particular the contents of the accompanying risk management report and recommendations, including the need to appoint a designated Safety Officer and implementation of a written Health & Safety Policy and fire risk assessment for St Mary's. The report lists key action points we must address.***

9.5 Rectory Maintenance

Replacement of the garage door and repairs to roof slates, downpipes and window frames have recently been carried out, and the pebble dash exterior wall covering has been greatly improved by power washing. The Renovation Project working group is currently discussing with Richard and Melanie a new colour scheme for the painting of all doors and windows and the cement eaves on the Rectory, to harmonise with the new colour of the Church timber work.

9.6 Church Heating System

Following the long overdue re-wiring of the Church, we will discuss with Bissets the feasibility and cost of installing a low energy air-to-air pump heating system, using the new Communities and Renewable Energy Scheme (CARES) grant programme – for more information, see www.communityenergyscotland.org.uk. This could achieve significant cost savings and underline our Eco-Congregation commitment to reducing St Mary's carbon footprint.

9.7 Church Giving Fund

Vestry's six monthly review of potential donations from the Fund is now due, and the current balance in the Fund stands at £553. So far this year, three charities have received £250 each and there is a balance of £450 in this year's budget. Jean has asked us to defer a donation to Christian Aid until next year. Meanwhile, it has been suggested that members' personal connections with the Matthew Miller Cancer Fund and Artlink Central should be reflected in this year's donations. ***Vestry is asked to give this consideration.***

9.8 *Discussion and Other Points on above Report*

(a) Alastair offered to consult his colleagues on Risk Management requirements and report back to Vestry on the contents of the EIG report and recommendations. Thereafter it should be clearer as to what steps we have to take to comply with Health & Safety regulations. **Action: Nick & Alastair**

(b) Nick reported to Vestry the outcome of a further meeting on the Rectory exterior decoration colour scheme and confirmed this would mirror that of the Church. Dark green for doors, window frames and cement eaves with gutters and downpipes in black **Action: Nick & Mark**

(c) Donations from the church Giving Fund for the second half of this year were agreed:

Help for Heroes: £250

Matthew Miller Cancer Fund: amount to be finalised.

The Chesney Trust is also seeking practical help in sourcing an engine (diesel?) suitable to power a maize milling plant which could provide work and income for a Malawi community next year. Cost to be established. Richard to discuss with John. **Action: Richard**

10. Church Renovation Project and Appeal including Additional Work

In a written report previously circulated the Treasurer noted that:

10.1 *Main Contractors Schedule*

(a) Simpson & Brown certified practical completion of the Hunter & Clark contract in May and at the same time issued a snagging list of outstanding items. The site has been cleared up. We have now agreed with the Architects that the following items of work are to be completed under the direct control of Vestry, i.e. outwith the main contract:

- (1) Relocation of the Fanshawe stained glass to the west end window and the substitution of plain glass in the south transept.
- (2) Installation of the Belfast sink in the new WC.
- (3) Excavation and supply of drainage for the WC to connect with the mains drainage for the Rectory.

Work on all of these items is still to be carried out, but we are currently hiring local contractors for items (2) and (3) which will achieve considerable savings on comparable quotations from Hunter & Clark.

(b) I am pleased to confirm that Stirling Council Building Standards department issued the necessary completion certificate on 11th May. This covers all works on the internal alterations to the Vestry room and provision of the disabled toilet. Ironically, it was not until after the Council inspection that we discovered that the WC drainage has been inoperative for many years - an additional unforeseen job we now have to tackle.

(c) We have been assured by Bryan Hutchinson that he will at last start work on the stained glass this week after a delay of some 3 months due partly to supply of materials. As previously noted, the work on the windows no longer forms part of the main Hunter & Clark contract but will still constitute HLF grant eligible expenditure.

10.2. *Additional Works to the Main Contract*

(a) Following the decision reached at the last Vestry meeting, we have now made an additional financial commitment of £18,080 to cover expenditure on:

- (1) Re-wiring of the entire Church and overhaul of the existing heating system by James Bisset Electricians, coupled with replacement of the ceiling reflector lights under a new lighting scheme devised by Cotterells Light Centres, Glasgow.
- (2) Repainting of all interior ceiling and wall surfaces and cleaning of the ceiling timbers by Morton & Sullivan.

- (3) Replacement of the existing carpet, with extended coverage of the entire floor area at the back of the Church, and partial re-use of the old carpet to replace the floor tiles in the Church Room.
- (b) Work on items (1) and (2) above will be finished by the end of this week. This has involved the erection of a substantial two tier scaffolding rig, which has led to the temporary closure of St Mary's for services over the past two Sundays. Naturally, this is regrettable but the scaffolding is now being dismantled and we hope the results will be seen to be worthwhile.
- (c) Application for Canon 35 approval of the new Church interior lighting scheme has been submitted to the DBAC and this will be the subject of a site meeting this Wednesday with Ian Simpson from the Committee and Ruth Lindsay from Cotterells. The scheme includes retention of the existing wall bracket lights and the lamps above the lectern and pulpit, i.e. only the old ceiling reflector lights are being replaced.
- (d) Further to the last Vestry meeting discussion, a grant application is being submitted to the Big Lottery 'Awards For All' fund to cover further planned expenditure on:
 - (1) Replacement of the five short pews with chairs of an appropriate design for Church use.
 - (2) Renovation (on health and safety grounds) of the Crawford rail on the front approach path to the Church.
 - (3) Replacement / upgrade of the existing acoustic loop hearing system.

This application is predicated on the regular use of St Mary's for future activities that will be of benefit to the wider community, including smaller group worship and musical events. The 'Awards For All' vetting procedure is complex, but the Diocesan Secretary has kindly agreed to act as independent referee for this purpose. We will hear if the application is successful in a few weeks but there may well be an enforced period of delay in committing the grant aided expenditure.

10.3 Organ Restoration Contract

Reinstallation of the organ can begin as soon as the work on the south transept window is completed, noted above. Paul Miller has advised us that some superficial damage has been done to some of the pipes stored in the back of the Church as a result of the erection of the scaffolding for the current redecoration.

10.4. Heritage Lottery Fund – Repairs Grant

The final instalment of HLF grant has to be claimed by 30 September 2009, and will be supported by a final report from Simpson & Brown. No further advice has been received from the QS on the final price of the main contract with Hunter & Clark, but to date we have paid a total of £188,742 against an original agreed tender price of £198,786. As noted previously, the exact amount of the final HLF grant payment will depend on how far any unused contingencies as agreed by the QS in confirming Hunter & Clark's final account will reduce our actual expenditure on HLF grant eligible work.

10.5 Renovation Project Budget

- (a) I attach an updated summary budget statement on all elements of the Renovation Project, including the additional works noted above. The statement incorporates adjustments to the rate of VAT recovery, the current level of external grants, and all categories of Renovation Appeal income including fundraising events and Gift Aid tax recoverable. Almost all pledges made by members of St Mary's have now been honoured in full. Vestry is greatly indebted to one member who has recently offered an interest-free short term loan facility of £15,000 to cover expenditure on the additional works. With this sum included, total Appeal income to date now amounts to £148,000 which almost meets our original target of £150,000.

- (b) I am pleased to report that instalment claims to the Listed Places of Worship Grant scheme for repayment of VAT on eligible contractors invoices have been paid promptly, and this greatly helps with planning our forward cash flow.
- (c) The ‘bottom line’ of the summary budget figures should be read with an important word of caution. We can only really say we have now fully funded the whole Renovation Project once (1) we know that the final Hunter & Clark contract cost will not exceed the agreed tender price, as noted above, and (2) all sums promised as pledges are actually received and short term loans repaid. In practice, it will be a while before we reach this position.
- (d) Cash flow in the Renovation Fund bank account has remained positive throughout the past quarter. The short term reserve of £39,000 in the Smith & Williamson Cash Fund was redeemed in May, and this has earned almost £1,000 income over the past year.
- (e) The past quarter has seen much activity with fundraising events in aid of the Appeal – see below. The schedule of net funds raised from all events since the start of the Appeal, including Gift Aid recoverable, now reads:

‘Flowers & Folderols’ – Blairuskin Lodge :	£1,329
Garden Open Day – Blairuskin Lodge:	174
Christmas Fair – Dounans, Aberfoyle:	1,014
‘Burns Revisited’ – Blairuskin Lodge:	886
Garden Open Day & lunch – Duntreath Castle:	2,342
Sponsored pilgrimages to Iona and Whithorn:	<u>6,403</u>
 Total:	 <u>£12,148</u>

10.6 Renovation Appeal – Update

- (a) The marquee sandwich lunch and Garden Open Day at Duntreath on 31st May proved a great success on all counts, thanks to excellent weather, the hard work of St Mary’s helpers, and the generous hospitality afforded by Archie and Julie Edmonstone. Special mention should be given to the sandwich makers as well as the home baking and ice cream stall holders.
- (b) At the same time, Mark and I safely completed our second sponsored pilgrimage walking the 180 miles from Aberfoyle to Whithorn from 20th to 31st May. We are deeply grateful to all our sponsors, logistical helpers and promoters who made such a memorable experience possible and helped us raise so much money for the Appeal.
- (c) With the inception of monthly ‘bring and buy’ sales in the Church Room, a new source of fundraising for the Appeal has now been started, thanks to Carol’s leadership. The first two events in June and July have raised £236 in total.

10.7 Interpretation & Publicity

Work has yet to be started on the template for the wall mounted interpretive panel, which will be taken forward with the Architect.

The budget referred to above follows on the next page.

ST MARY'S ABERFOYLE - CHURCH RENOVATION PROJECT

SUMMARY BUDGET AT 10 JULY 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
5. Additional Works - committed	16	2	18
TOTAL EXPENDITURE	<u>269</u>	<u>41</u>	<u>310</u>

FUNDING 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 only)</i>			37
Heritage Lottery Fund grant - fabric repairs programme <i>(contracted)</i>		92	
" " " " " - project development <i>(received)</i>		<u>6</u>	<u>98</u>
SUB TOTAL			162
Renovation Appeal - external :			
SEC Maintenance & Development Fund grant <i>(received)</i>		10	
Grants & Donations - Trusts & Individuals <i>(" ")</i>		28	
Investment income - Smith & Williamson Cash Fund <i>(" ")</i>		<u>1</u>	<u>39</u>
Renovation Appeal - congregation :			
Individual pledges outstanding		6	
" donations and loans <i>(received / due)</i>		77	
Fundraising events - net proceeds <i>(" ")</i>		10	
Gift Aid tax recoverable on above.		<u>16</u>	<u>109</u>
<u>TOTAL FUNDING IDENTIFIED</u>			<u>310</u>

BALANCE OF TOTAL FUNDING STILL REQUIRED AT TODAY'S DATE **0**

<u>Hunter & Clark Tender :</u>		
<i>(net of VAT, as accepted)</i>	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>
		<u><u>198,786</u></u>

- 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 10 July 2009.

10.8 *Additional points to above Report*

(a) Bryan Hutchison has today started work on the Fanshawe Window. Two of the three sections have been removed and replaced with clear leaded glass.

(b) Repainting of Church interior now completed.

(c) Fitting of new carpet scheduled for 3-4 August.

(d) Diocesan approval of the Church new interior lighting scheme now awaited. The wall lights have been modified – the sconces have been removed. Clear bulbs have been fitted with small shades still to be fitted to obviate glare. Lastly, two external corner lights are to be fitted to complete the scheme.

(e) Paul Miller has given some more detail of the damaged organ pipes. The ends of six pipes need repair. He may be able to do this, otherwise a specialist repairer in Leeds may be required. The cost of these repairs is still to be advised. Morton & Sullivan have been notified of this damage caused by their scaffolders. Pipes to be painted – gold suggested.

(f) Nick is hopeful that all work committed on the Renovation Project should be completed by October/November 2009.

(g) The revised estimated cost for the interpretative panel is £3000, based on it being designed and produced by Simpson & Brown Architects. Concern at the cost was expressed. However, we should bear in mind that we are obliged to produce and display this panel as a condition of the HLF grant. The revised cost compares with an original estimate of c£5K.

It was recognised that St Mary's will have to provide the history of the Church and other materials in the first instance. The present Renovation Project Team, hopefully, with the help and advice of Peter Joynson, Bill Richardson and Billie Bates to undertake this.

11. Vestry Membership changes due at AGM December 2009/Vestry Structure

11.1 Mark will have completed his four-year term in December 2009. However, he has indicated his willingness to continue for up to two more years with the Congregation's approval.

11.2 David's agreed two-year term as Vestry Secretary ends December 2010 and a replacement will need to be sought in due course.

11.3 Robin, Susan and George will all have completed their four-year terms in December 2009. Alastair has already indicated because of business commitments he is unable to continue on Vestry for his fourth year.

The possibility of Robin, Susan and George continuing on Vestry for another year has been suggested. Robin has declined, Susan would be willing to serve a further year and George would rather not, but will discuss with Mark. New candidates for Vestry membership should also be sought. *Action:Mark*

12. AOCB

12.1 Bell ringing

Jonny has new bell rope to fix.

Action:Jonny

Alastair suggested if bell was to be rung every Sunday an additional bell ringer would be needed to cover for James when unable to attend.

12.2 Eco-Congregation

Nick will revisit the Eco-congregation agenda when the Renovation Project is completed, taking account of Anne's current unavailability due to the duties of motherhood. *Action:Anne&Nick*

12.3 Acting Chairman

On behalf of Vestry George thanked Nick for Chairing the meeting in Mark's absence.

13. Date of Next Vestry Meeting – Wednesday 28th October 2009

The meeting closed with prayer at 9.30pm

Signed.....

Date.....