

**MINUTES OF ST PHILIP'S AND ST JAMES' VESTRY MEETING 11 December 2017**

Present: Tembu Rongong, Jean-Marie Meny, Jenny Kerr, Paul Stollard, Anne James,  
Toni Buchan, Jenna Greensmith, Jeremy Harper

Apologies: Rosemary King

8.00	Meeting opened with prayer	
1	<p><u>Minutes of previous meeting (6.11.17)</u> Two amendments/corrections were made:</p> <ul style="list-style-type: none"> <li>• The date of the Quiet Day should be corrected to 3 <u>February</u> 2018.</li> <li>• Lucy Stewart was recommended by <u>Jocelyn Cunliffe</u>, Architect on the roof project.</li> <li>•</li> </ul>	
2	<p><u>Matters arising, not on agenda</u></p> <ol style="list-style-type: none"> <li>1. Distribution of Minutes Concern has again been expressed that copies of Vestry Minutes are not always available to the congregation. Hard copies will be made available and they will be put on the church website. They will not be emailed to individual members of the congregation.</li> <li>2. Is there a requirement in the Constitution for Vestry members to stand down after a set period? The Lay Representative and Alternate Lay Representative are elected annually at the AGM. Other Ex Officio members are elected at the AGM as vacancies arise. <i>Of the elected members at least one shall retire annually, and shall not be eligible for re-election that year. The elected member(s) to retire shall be those who are the longest serving and, in the event of there being more than one member in such category, the identity of the member to retire shall be determined by lot.'</i></li> <li>3. Vacuum cleaner and cleaning issues Some areas may not have been cleaned adequately last week - to be checked with contractor. The vacuum cleaner in the hall is not working, probably due to over-use and the bag not being replaced. It was agreed to purchase a new 'Henry'.</li> </ol>	TR
3	<p><u>Treasurer's Report</u> Jeremy outlined the financial position as of 30 November:</p> <ul style="list-style-type: none"> <li>• This is healthy, with a current balance £29,932</li> <li>• Income for the last two months up slightly on budget.</li> <li>• Expenditure up slightly, due to timing of payments.</li> <li>• Expenditure related to the boiler project is for Andrew McOwen's fees.</li> </ul> <p>It was agreed the donations to EMMS should be separated out from other charitable giving.</p> <p><u>Budget for the year ahead, based on prudent figures:</u></p> <ul style="list-style-type: none"> <li>• Rental income of £62,307</li> <li>• Donations of £20,177</li> <li>• Other income of £39,292, which does not include any grant for the boiler. This will be added if/when confirmed. £15,000 is projected in loans towards the boiler, with a further £5,850 in donations.</li> <li>• Rectory upgrade work includes the repairs to the stone above the front window.</li> </ul>	

	<ul style="list-style-type: none"> <li>• As agreed 1% of our unrestricted income will be donated to EMMS - this should be around £800.</li> <li>• No loan repayments (to the boiler fund) will be made this year.</li> <li>• Rental from Scotland Street has not been budgeted to increase. Rent increases are normally recommended by Retties.</li> </ul> <p>The new tenancy laws do not apply to existing tenants so will not affect us. We should have £15,000 in the bank at the end of the year.</p>	
4	<p><u>St James' Boiler Project</u>  Permissions and warrant should be received in January.  A Cannon 35 form is required due to changes within the church building. We have to notify Historic Scotland and other agencies of the plans, and they have one month to comment.  A 'tidy up' date of <b>Saturday 13 January</b> was agreed for clearing the upper office which will become the new boiler room. It was suggested the old records could be moved out temporarily and then replaced in new cupboards once the boiler work is finished.  There was some discussion about use of the choir vestry/office at the back of the hall.  <u>Asbestos removal</u>  Two quotes have now been received for this, the last being for £12,000 for complete removal. We could do only the necessary work, removing the asbestos in the area where the fitters will be working, for £3,700. Leaving any asbestos in situ would require us to monitor it on an ongoing basis, and prevent us from using these areas for storage. We will seek Andrew's advice and discuss at a future meeting.</p>	PS
5	<p><u>Other maintenance</u>  The flat roof above the porch to the small hall has been leaking. Daddy Day Care have been allowed to store some of their resources in the choir vestry until this is fixed. It was agreed to get this done as soon as possible.</p>	TR
6	<p><u>Churches Together</u>  The United Service during the Week of Prayer and Christian Unity will be at St James' on <b>Sunday 21 January 2018</b></p> <p><u>Lent courses</u>  4-5 groups will be running. These will be publicised in early January.</p>	PS
13	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>• <u>Bins</u>  It was suggested that instruction notices are needed for hall users.</li> <li>• <u>Burns Supper</u>  <b>Saturday 27 January.</b> St David's and St Ninian's members to be invited.</li> <li>• <u>Birthday party</u>  Toni announced a celebration for Bill's birthday following the service on Sunday 7 January.</li> </ul>	
14	<p><u>Dates of next meetings</u></p> <ol style="list-style-type: none"> <li>1. Tuesday 16 January 2018</li> <li>2. Tuesday 13 March</li> </ol>	