

**Minutes of the Vestry of St Cuthbert's Scottish Episcopal Church, Colinton, held on Tuesday 2nd November 2021 at 7.00pm in Church.**

<p><b>Present:</b> Nicki McNelly (Chair), Margaret Holmes, Julia Roberts, Joan Smith, Nicholas Brignall, Beverley Henderson, Philip Rossiter, Judith Mackintosh, Martin Fairley, Patricia Brignall, Margaret Temple</p>	
<p><b>1. Apologies:</b> Wendy Pearson</p>	
<p><b>2. Minutes of the previous meeting</b> held on 7th September 2021 were approved by Vestry and signed by Nicki.</p>	
<p><b>3. Matters Arising:</b></p> <ul style="list-style-type: none"> <li>a. 7g. The Health and Safety document has been looked over by Joan and Philip and they have updated the document using general principles. They have arranged a meeting for the 12th November to do a walk around for the Risk assessment document. However, they feel that a new Health and Safety document is now needed and Jennifer Mackintosh May who works in Health and Safety has agreed to advise on this.</li> <li>b. 8j. The Bishop, quoting The Code of Canons, stated that a service must be held each Sunday. There will therefore, be a said Eucharist service at 9.30am on Sunday 26th December.</li> <li>c. 8l. Nicki requested ideas for 'Stranger in the Pew' talks and the Saturday afternoon social events.</li> <li>d. Bev. confirmed that we have paid our Eco congregation membership.</li> <li>e. The burglar alarm has now been disconnected.</li> </ul>	
<p><b>4. Finance</b></p> <p>a. Martin presented Vestry with Draft printed copies of the Financial Statements from the Independent Examiner and Vestry were asked to approve the Accounts in principle. He repeated from the last Vestry that the figures are roughly in line with the Budget. He warned Vestry that investments have been static in the past although have done well in the last two years and that we should expect a £100,000 deficit per year for the next two years and that Vestry needed to address this. On studying the document, several errors were identified by Martin and other Vestry members, either spelling, terminology used, (eg Trustee rather than Treasurer), and some of the titles under which certain financial data was tabled. This was disappointing and the document will be returned for correction. They will then be circulated by email for final approval by Vestry before the AGM.</p>	<p><b>MF</b></p>

<p><b>5. Correspondence</b></p> <p>a. Vestry had received a lovely letter from Philippa Snell, thanking both Nicki and the work of St Cuthbert's in preparing the online services and electronic and paper service sheets, her phone calls and visits to her Mother that sustained them both during the Pandemic.</p> <p>b. Vestry had received a letter from Mary Dale telling them of a proposed change of name on the Coffee Fund accounts which are independent of Church Funds. Vestry had no objection and Nicki was going to write a letter to Mary for the Bank to confirm this.</p> <p>c. Vestry had received a letter from Wendy by email encouraging Vestry to spend more of the profit made from investments and legacies on mission, by investing in a more extensive development of the church buildings than they may be considering. Joan commented that it is important not to lose sight of the bigger picture.</p> <p>d. Vestry acknowledged with thanks the receipt of Caroline's report for the Young Church; a document about her taking over the Monday Playgroup (potentially beginning in January), it's potential benefit to the community and church, and assurance of proper risk assessment; plus a document with proposals for buying tables and chairs for the playgroup and Sunday School and godly play and other resources, from a legacy that was requested to be used for young people. Nicki passed on to Vestry that Martin had no issues with the amounts and the spending of the legacy money in this way. Nicki said that better tables had now been identified that had folding legs for storage. Vestry agreed all of the purchases. Caroline is running a holiday club on the 20th and 21st December and is looking for help on these days. Caroline had commented that she is working more than 10 hours a week and Nicki and her are looking at ways to reduce her hours. We need to be mindful if we invite her to attend meetings as this impacts as part of her working hours.</p> <p>e. Vestry had received an email from Ross Addison questioning the safety of the pulpit steps and whether a change was needed. Most of Vestry commented that they had also noticed that the pulpit steps were steep and awkward and had to be used with great care and sometimes assistance. Nicki is investigating if the steps themselves are listed or if we can change them. In the meantime, some people will be encouraged to use the Lectern on safety grounds.</p>	<p>NMN</p>
<p><b>6. Safeguarding/ Notifiable events:</b></p> <p>None</p> <p>Certain people will be asked to get PVG's so that they can offer to help with the Sunday School.</p>	

**7. Property:**

Iain provided vestry with a spreadsheet summarising the work completed, required, planned and in progress with cost estimates.

- a. Martin informed us that scaffolding has been erected at the rectory and that the work on the guttering was started this day.
- b. A new leak has been identified in the mezzanine area of the Rectory where the kitchen roof joins the mezzanine roof and so the workmen will be directed to look at this.
- c. The electrical contractor is due on the 4th November.
- d. The current stonemason does not respond to our requests and so a new person will be found.
- e. The rectory windows are 30% complete and are ongoing.
- f. The identified rectory flooring has been replaced.
- g. There is a glass door in the rectory that needs safety glass to be fitted.
- h. The notice board in the hall has been refitted.
- i. The defibrillator installation is imminent.

**IMN**

## **8. Rector's Report**

- a.** Nicki began by thanking Martin for all his work during his time on Vestry and all that he will continue to do for the life of the Church. He has resigned from Vestry but is continuing as Treasurer and Chair of the Property committee. Nicki also thanked Margaret Holmes for all she has done as People's Warden and Patricia and Wendy as their term on Vestry comes to an end at the AGM.
- b.** Nicki reported that the 10.30am services are going well with the singing in masks and by the choir working as planned and numbers quite good. The PVC screen can be removed for the evening service. The 8.30am Sunday service and the Wednesday service have a low attendance at present (usually 4-7/3-12 respectively).
- c.** Non fixed cameras are now in place for filming the Sunday service so that it can be transmitted live via the website. Killian and Marie will collaborate to insert a button onto the website to enable this.
- d.** Euan and Robert have agreed to learn how to use the application on the iPad so that they can choose which camera is live at any time (other volunteers will be needed). People receiving communion cannot be filmed and a picture will be seen on line at this time. It is planned that Advent 1 will be the first live service to be filmed.
- e.** Nicki reported on the great success of the Halloween Light party that Caroline had organised. Sadly about 20 people had been turned away as the church hall was at maximum capacity to comply with fire regulations. Joan, Bev and Margaret were thanked for helping.
- f.** Nicki will revisit the Pastoral Care Team to see what is required going forward and who wishes to remain as Pastoral visitors and who is willing to be licensed to take home communions.
- g.** Nicki listed the Advent and Christmas Services. These will be printed in the magazine. There will be no Wednesday service between Christmas and New Year.
- h.** AGM- Vestry was asked to encourage people to serve on Vestry and to nominate them if in agreement. A full Vestry would enable more to be done for mission. The AGM will be held in Church as the sound is better. Coffee can be brought into the church or the people on the coffee rota can bring drinks in on a tray. It was suggested that disposable cups could be used so that there was minimal clearing up afterwards.

NMN

<p><b>9. Date of Next Meeting:</b></p> <p>TBA</p>	
<p><b>10. AOCB:</b></p> <p>a. Eco Meeting: Caroline, Bev, Julia - propose to send out a questionnaire to engage with the congregation re their carbon footprint and to plant a tree. Vestry approved both suggestions. We are aiming to have a Fair Trade sale possibly during coffee time after Sunday service.</p> <p>b. Sanctuary Project: Nicki wanted to confirm that Vestry had agreed to putting the plans with the more limited alterations, to the congregation. Vestry confirmed that this was the case for the first phase for the Church interior alterations ( Vestry Minutes September 2020) and that the second phase for the hall, storage, choir vestry etc. had some divided opinions on the access and foyer area although Vestry was generally positive about the plans. Nicki commented that the money from Heather Cottage would be used up with the balance coming from the general reserve. It was noted that a legacy left to the church was earmarked for the project as this had been a request. Nicki commented that chairs instead of pews at the back of the church could actually increase the capacity. Nicolas commented that glass screens would isolate people if high numbers attending meant that people sat in the Transept. However this area has only very rarely had to be used during a service and the glass door would be open.</p> <p><i>The meeting ended with saying Grace.</i></p>	