

**MINUTES OF A MEETING OF ELGIN HIGH CHURCH
CONGREGATIONAL BOARD
HELD IN THE CHURCH HALL ON WEDNESDAY 12th SEPTEMBER 2007**

The Assistant Minister, Rev. Anne Attenburrow was in the chair and opened the meeting with a reading and a prayer. She welcomed Paula Baker and Margaret Rankine to their first Board meeting.

APOLOGIES

Apologies were accepted on behalf of A Allardyce, N Cameron, A Chapman, H Davidson, J Easterling, Mrs J Morrison, R Richards, E Roger, J Roger, M Roger, M Smith, E Stuart, N Sutherland, N Walker, S Wilson.

ATTENDANCE

There were 43 members in attendance.

MINUTES

The minutes of the previous meeting, having been on display in the Hall for over a month were accepted as a true record. Proposed by Frank Harris, seconded by Libby Mitchell.

CLERK'S REPORT

The Clerk intimated that he had written to Margaret Rankine and Lindsey Jackson inviting them to join the Board as co-opted members. Margaret Rankine has confirmed her acceptance in writing. Lindsey Jackson has, however, declined the invitation due to family commitments.

Moira Trotter has confirmed that she is willing to co-ordinate the arrangements for the Christmas Bazaar due to be held on Saturday 17th November 2007.

Following his recent retirement as Minibus Co-ordinator, Jim Morrison was thanked by the Clerk for his considerable efforts during the past 13 years. This was fully endorsed by Board members.

TREASURER'S REPORT

The Treasurer gave a report of the financial transactions that had taken place since the previous meeting. Offerings are slightly up (1.5%) on the same period last year. George Hay asked whether a decision had been made on how the balance of the New Hymn Books Fund was to be utilised. The Assistant Minister indicated that this is still under consideration; one possibility was the purchase of Complete Mission Praise, and this would be re-discussed in the future.

Reference was made to the cost of £314 for the annual copyright renewal but it was agreed that the three licences involved are necessary. Mention was made of the income generated by the ceilidh night (£445) and the photo competition (£112).

Concerns were expressed regarding the additional demands resulting from a new accounts format being introduced for charities by the Office of the Scottish Charity Regulator (OSCR). In response to a query from Libby Mitchell it was confirmed that High Spirits is a charity in its own right and requires separate registration from the Church. Discussion took place regarding the Conditions of Let for organisations using Church premises and whether they require to have their own insurance cover.

Anne Garrow confirmed that all organisations hiring Church premises are issued with a Conditions of Let document. It was also confirmed by George Hay that the BBs have their own public liability insurance.

Mr Shayer indicated that he, as Treasurer, had previously been the only signatory for the Church cheque book. A Business Meeting was convened on the 15th July 2007 involving the Minister, Session Clerk, Board Clerk and Treasurer to consider alternative signatories during periods of absence by the Treasurer. It was decided at the Business Meeting that the Minister and the Clerk to the Board should become signatories and the necessary documentation required by the Clydesdale Bank plc was subsequently completed. A proposal that the Minister, Julie Woods and the Clerk to the Board, Charles Fraser become designated signatories was proposed by Neil McLeod and seconded by Bill Duncan. This proposal was agreed by Board members.

PROPERTY REPORT

Mr Urquhart summarised the work in hand and mentioned that some delays were due to pressures of work on local contractors. Reference was made to the significant cost increase being requested (100%) in respect of the annual warranty agreement for the Church organ. This is largely due to the ten years parts and five years labour warranty having expired. Discussion took place on the merits of either a) taking a risk and not renewing the warranty or b) investigating other options such as trying to include this item within the Church's insurance policy. The majority of Board members (35) voted in favour of renewing the warranty with 8 voting against. In order to ensure that funding is available for this type of expenditure in the future it was proposed by both Neil McLeod and George Rae that the existing Organ Fund and Hymn Book Fund, which had previously been amalgamated, be re-designated as the Music Fund. This proposal was agreed by Board members.

Mr Urquhart referred to the congregational Church development meeting due to be held on Tuesday 25th September 2007. This has been publicised in the Northern Scot, the Herald newsletter and in Church intimation sheets. A suggested agenda for the meeting, produced by the Minister, was outlined to Board members including notes elaborating on agenda items. This agenda was agreed by Board members.

A question relating to the need for a quorum at the congregational meeting was raised by Fergus McIntosh but the consensus was that this would not be necessary.

Tributes were conveyed following the recent death of Pattie Fyffe who had been a member of the Property Committee for twenty-five years. Pattie will be remembered both for the quality of his craftsmanship and the wide range of tasks which he undertook unstintingly within the Church buildings.

SOCIAL REPORT

Mr Rae mentioned forthcoming events including the slide show due to be held on Saturday 27th October 2007 and the concert (with a meal) due to be held on Saturday 24th November 2007.

HALL REPORT

Mrs Garrow outlined a number of bookings for use of the Hall during the coming weeks. She confirmed that a copy of the Conditions of Let document will be available for Board members to view at the next Board meeting.

FUND-RAISING REPORT

Mrs Urquhart reported on the success of the family ceilidh and the photo competition and the level of income generated (see Treasurer's Report). The winning photos will be included in a 2008 calendar which will be on sale from October 2007. Mike Crossland asked whether additional income could be generated by producing and selling a jig-saw puzzle of the winning photo. It was agreed that this possibility would be considered.

DATE OF NEXT MEETING

After announcing that the congregational development meeting will be held on Tuesday 25th September 2007 at 7.30pm and the next Board meeting will be held on Tuesday 13th November 2007 at 7.30pm the Assistant Minister closed the meeting with a prayer and a blessing.

Minister

Clerk to the Board

Date