

## **BRIGHTONS PARISH CHURCH - MINUTE OF DEACONS' COURT – 30.1.24**

On which date the Court met and was constituted with a reading from 1 Corinthians 12, and prayer.

**PRESENT:** - Rev. S. Burton, Chair; and Elders J. Dick, A. Gillespie, J. Glass, C. McEwan, H. McManus, G. Mann, J. Norton, P. Paterson, G. Scott, M. Scott, W. Tomlinson, K. Wansbrough.

Deacons G. Bell, K. Fulton, H. O'Neill, M. Stirling, R. Wilson. Attending - S. Glass.

**APOLOGIES:** were tendered for I. Baillie, J. Callahan, R. Callahan, J. Falconer, A. McDonald, T. Nimmo, J. Meek, W. Rankine, J. Wallace, M. Dick.

**MINUTES/MATTERS ARISING:** the minutes of 21.11.23 were approved as issued. As part of matters arising and on behalf of the Manse Committee J. Glass indicated that the sale of the Manse was still making progress and may reach a conclusion soon. However, in the event of a conclusion not being clearly imminent by early February, 2024, the Court authorised the Manse Committee to re-advertise the Old Manse if the Committee felt this was the best way forward in the light of all the evidence to hand. The Chair thanked J. Glass and the Committee for their help to date. Further, as part of matters arising, J. Norton indicated that our "Policies", tabled at the last Court meeting, are available on the Church website/front rear doors. Court "conflict of interest forms" are now almost all complete. Group Leaders in the Church will be advised about the new Policies.

**FINANCE:** An income/expenditure draft accounts summary for 2023 shows a surplus, before all Gift-aid added, of £3890 and this will probably be around £12K after all Gift-aid is added. Most figures were in line with the expected budget. Our "Giving to Grow" figure ( the previous M & M allocation) for 2024 is around £92K. A "pence per £" breakdown was given for the "Giving to Grow" monies, e.g. support nationally for other Churches, and it was felt that such figures should more widely shared. The most recent Finance Committee minute had been circulated. The Court agreed to increase - Funeral fees - no fee for members but a guideline "donation" figure of £120 to cover Beadle/Organist, for non-members £300, and no fee for under 16s; Wedding fees - members £300 and non members £450. These figures will be index linked to inflation. Regarding account signatories Pat Paterson and Sharon Glass have now been added - Eric/Alan/Jeremy will be removed and Alistair MacDonald added. All accounts will be added to online banking and Pat set up to use online banking. Organisations will be asked to submit their 2023 accounts by 25.2.24. W. Tomlinson was thanked for his help with the Banking issues. A question was raised regarding any final settlement figure for the Old Manse once the purchase was completed. It was explained that this was uncertain due to aspects such as loan rates charged by "121" and how our related accrued interest would be viewed by "121". Regarding the Youth Worker an update paper had been circulated. The latest position for funding was that we were very close to the funding figure sought from the Congregation. In the light of this success, following detailed discussion, the Court agreed that the Youth Worker Group progress matters further by preparing for an advertisement, addressing such details as the interview panel, interview process and all related documentation. The financial impact of progress with the expected forthcoming Union will be taken into account by the Court at each critical stage of any appointment process.

The Chair thanked Sharon, Pat and the finance committee for their work in the area of finance and Keith, together with all others involved in the Youth Worker appointment process to date.

**SAFEGUARDING:** a detailed update minute had been circulated. It was noted S. Stirling would be standing down as our Safeguarding Coordinator. She has made excellent progress since her appointment. Attestation of Safeguarding data held by us is due at the end of March. Therefore records will need to be updated/clarified by this date. The Court was asked to consider a possible replacement for S. Stirling. We also require at least one further member for our Safeguarding Panel and Court members were asked to consider volunteering for this position.

The Chair thanked the members of the Safeguarding team for their help.

**PROPERTY & SAFETY:** A full report covering Property and Health & Safety had been circulated. Works undertaken recently included - in the Church/Halls - inspection of firefighting equipment/emergency lighting/fire alarms. Regarding the Church/Halls, following the annual inspection, repairs are needed to roofs/gables. The Court approved a budget of £1734 for the necessary repairs itemised in the circulated report.. For the Manses - for the former Manse a fire alarm has to be fitted and a broken fence repaired; for the current Manse window repairs are needed and the Court approved the acceptance of the quote for £798 from Ronnie Laing.

The Chair thanked Gordon and his team for their recent work.

**HEALTH & HYGIENE:** an update report had been circulated to the Court. The Church of Scotland has updated their website with full guidance available via their Health & Safety toolkit. As "121" will not be providing training, Congregations are strongly recommended to arrange training in this area for volunteers to ensure that a least one holder of an elementary food hygiene certificate is present when food beyond tea/biscuits is being served. Congregations need to source their own training in this regard. The information regarding training will be circulated to Group Leaders. The Chair thanked Graham for his help in this area.

**COMMUNICATIONS/LETS:** a full note had been circulated covering the most recent meeting. Details included an update on the Sunday newsheet; new Church policies will be added to the website; communion cards are being progressed; Easter cards are in hand; help will be offered to Team Conveners/Group Leaders as necessary. The let dates for the Blood Transfusion Service for 2024/25 are now to hand - 15.7.24 & 6.1.25. The Long Covid Group have expressed their appreciation for the use of our Halls. The Chair thanked the Group again for their support in this area and Jim for his help with Lets.

**AOB:** a) Dates/Evening Service - it was clarified there will be an Evening Service at the end of June - 30.6.24.  
b) Duty Lanyards - it was noted that "Welcomers" were also using the lanyards. G. Scott will investigate the provision of sufficient lanyards to cover both Groups - those on "Duty" and those "Welcoming".

**FUTURE MEETINGS:** - Deacons' Court – 19.3.24 - 7.45 p.m.

This being all the business the Chair closed the meeting with the joint blessing.

Chairman.

Secretary.

**BRIGHTONS PARISH CHURCH DEACONS' COURT – 19.3.24- 7.45 P.M.**

**AGENDA.**

1. Constitution by the Chair.
2. Welcome and apologies.
3. Declaration of Conflicts of Interest.
4. Minutes of previous meetings – approval and any matters arising including Manse Committee.
5. Finance
6. Safeguarding.
7. Presbytery Report.
8. Property & Safety.
9. Health & Hygiene.
10. Communication.
11. Lets
12. All other items which need financial approval from the Court.
13. AOCB as intimated.

Correspondence to the Minister

Date of next meeting – 25.6.24 – 7.45 p.m.

Close of Meeting. (benediction as given below.)

And now may

“The grace of our Lord Jesus Christ, the love of God  
and the fellowship of the Holy Spirit be with us all” Amen.

BPC/6.2.24