

PRESBYTERY of MELROSE and PEEBLES

The Presbytery will meet at **Innerleithen Church** on Tuesday 3 March 2020, at 7pm for refreshments, and thereafter at 7.30pm for ordinary business.

Victoria Linford, Clerk

Business

1. Constitute
2. Sederunt and Apologies
3. Minutes (pp 108-109)
4. Order of Business
5. Farewell to Rev Rae Clark
6. Farewell to Rev Elspeth Harley
7. Vacancy Procedure Committee (*to follow*)
8. Treasurer's Report: Financial Statements for 2019 (pp2-12)
9. Presbytery Planning Implementation Committee
10. Business Committee
11. Committee Reports
 - (a) Mission and Service (p13)
 - (b) Property and Stewardship (p14)
12. Intimations
13. Adjournment

Business Committee

1. Presbytery notes with approval the following commissioners for the General Assembly (16-23 May 2020): Rev Rosie Frew, Rev Stewart McPherson, Rev Sheila Moir, Rev Marion Dodd, Very Rev David Arnott, Very Rev Dr Finlay Macdonald, Mr John Pollitt, Mrs Mary McElroy, Ms Susan McDonald, Dr Fiona Burnett, Mrs Isobel Hunter.
2. Reminder - Presbytery encourages applications from young people aged 18-25 to attend the General Assembly 2020 as its Youth Representative; application forms and more details can be obtained from the Clerk.
3. Reminder - The Business Committee noted that after 12 years' service, Fraser Simm is looking to stand down as Treasurer of Presbytery. (It was planned for this to happen last year, but circumstances prevented that being followed through). The position does not have to be filled by a current member of Presbytery; further information can be provided to anyone interested and the plan is for a handover to take place during the summer].
4. Interim moderator training for elders – this has been rearranged and will now take place on Saturday 9 May 2020 from 10am-4pm in St Cuthbert's Parish Church, Lothian Road, Edinburgh. If you would like to attend, please contact the Clerk by 10 March 2020.
5. Presbytery notes with approval that Elizabeth Parker (from Peebles: Old Church) has taken over the role of Presbytery Prayer Co-ordinator, and that the next prayer diary will be issued for June/July/August 2020. Presbytery thanks Rev Winnie Munson for her valued contribution to Presbytery as its Prayer Co-ordinator over the past few years.
6. Presbytery notes that a final report of the Transitional Support Group has been received in respect of the Interim Ministry of Rev Stewart McPherson in the charge of Carlops l/w Kirkurd and Newlands l/w West Linton: St Andrews. The report commends the work of Mr McPherson and the congregations, and concludes that the objectives of the Interim Ministry have been achieved, although the situation has now altered with the planned linking with the Churches of Upper Tweeddale. Presbytery agrees that Mr McPherson remains in the charge until the end of June 2020, to assist the congregations with the move towards the new linking.

Intimations

1. Children and Family Ministry Regional Gathering – Saturday 21 March 2020 at Melrose Parish Church from 10.30am-4.30pm. A day to explore creative ways to develop our vision and practice in nurturing faith with children, young people and families. Flyers available at Presbytery.
2. Kirk Sessions are asked to note the annual inspection of congregational records, which will take place on Friday 20 March 2020 from 10am – 12 noon in Innerleithen Church. The Clerk will issue a letter shortly with details of the records to be submitted.

The Church of Scotland

Presbytery of Melrose and Peebles

Presbytery No: 4

Accounts for the Year to 31st December 2019

Presbytery of Melrose and Peebles

Reference and Administrative Information

Name: Presbytery of Melrose and Peebles

Presbytery Reference No: 4

Contact address:

**Rev Victoria Linford,
The Manse,
20 Wedale View,
Stow, TD1 2SJ**

Principal Officers:

Moderator: Dr Fiona Burnett

Presbytery Clerk: Rev Victoria Linford
**Asst. Presbytery Clerk: Rev Julie Rennick (to 4th September),
(from 1st October) Mr Peter Sandison**

Treasurer: Mr Fraser Simm, 5 Manor Park, Stow, TD1 2RD

Independent Examiner:

Mr Tom Fairbairn 4 Gallowhill, Peebles, EH45, 9B

Bankers: Bank of Scotland, 70 High Street, Peebles

Presbytery of Melrose and Peebles Annual Report Year ended 31st December 2019

Structure, Governance and Management

Governing Document

The Presbytery is administered in accordance with the Acts and Regulations of the General Assembly of the Church of Scotland.

Recruitment and Appointment of Members

All Ministers inducted to charges within the bounds of the Presbytery become members of the Presbytery on their induction. Other ordained ministers living within the Presbytery or having been living or serving within the Presbytery may become a member. Each congregation nominates a Representative Elder to the Presbytery and in addition equalising elders are appointed by the Presbytery chosen because of the experience and skills which they have. Presbytery also appoints corresponding members.

Organisational Structure

Presbytery is chaired by the Moderator; it meets eight times in the year for Ordinary Business and is responsible for over viewing the activities of all matters pertaining to the individual churches within the Presbytery boundaries. It transacts business with the higher and lower courts of the General Assembly and the Kirk Sessions and also has important links to churches of other denominations, to other organisations in which a spiritual presence is required (e.g. Borders General Hospital, Local Authority Education Department).

Objectives and Activities

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in polity. It exists to glorify God and to work for the advancement of Jesus Christ's word throughout the world. As a national Church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry. It co-operates with other Churches in various ecumenical bodies in Scotland and beyond.

The essential role of the Presbytery is to oversee the work of the Church within its bounds. This is effected by the supervision of congregations in the quinquennial review process, the implementation of the Presbytery Plan and the pastoral care of the ministerial members of Presbytery.

Achievements and Performance

In 2019 Presbytery continued its local Mission initiative specifically by supporting Worship Leaders courses and setting up a full programme of training and learning opportunities for 2020 to 2023. This initiative is a most important part of Presbytery's work at a time of change and challenges and tribute is paid to Graeme Donald, Convener of the Mission and Service Committee, which drew up the programme.

The highlight of the year was the visit by to Zomba to renew the Memorandum of Understanding and to strengthen links between individual congregations in Presbytery and their partner churches in Malawi. This visit was enjoyed by all who went to Malawi on behalf of their congregations and other bodies and was greatly appreciated by our partners in Zomba Presbytery.

In other ways Presbytery built on its work of the past years and maintained good links with all of the churches within the boundaries of the Presbytery. In 2019 Presbytery said farewell to the Rev Julie Rennick of Earliston and thanked her for her work as Assistant Clerk. Presbytery also notes with sadness the deaths of Rev Charles Duncan and Rev Milton Cashman, both of whom were valued and committed members and served Presbytery for many years in many different roles.

Financial Report

This year's accounts have been prepared on a cash basis. They are presented to Presbytery for approval at its March meeting.

The main aspects of the accounts for 2019 are:

- Presbytery Dues increased from £330, £520 and £820 to £340, £540 and £845 respectively to assist with paying for underlying costs. Two congregations had failed to pay their dues by the end of the financial year; this would be followed up in 2020.
- Holding the Study Leave charges at the same level as 2017 and 2018: £105, 135 and £165.
- Surveys were arranged and paid for were: Principal reports: Trinity church, hall and manse, Caddonfoot church, Lauder church and hall; Interim reports: Stow church and manse, Heriot church, Yarrow, Ettrick and Kirkhope churches. The overall cost of these surveys was £ 5,622.
- Presbytery approved the use of £6,855 from the annual Ministry and Mission allocation for local Mission initiatives. Of this, £1,864 was used for support the Away Day and Worship Leader training; the balance is carried forward to support similar activities in future years.
- Presbytery paid £1,126 to support its midwife project in Zomba presbytery; a further sum of £1,200 was paid in early 2020.
- The costs of the visit by to Malawi were largely met by those travelling, but generous assistance towards flights and visas amounting to £7,900 was paid for by the Church of Scotland's Faithshare programme. At the end of 2019 there was a balance of £5,151 (of which £3,830 was for the midwife project) earmarked to support activities in association with Zomba.

Reserve Policy

Presbytery reviews its reserves from time to time. Its current policy is that unrestricted reserves shall be sufficient to cover one year's ordinary income plus foreseeable commitments.

Approved by Presbytery and signed on their behalf,

V Linford
Clerk

Date 3rd March 2020

Presbytery of Melrose and Peebles

Receipts and Payments Account for the year to 31st December 2019

	Unrestricted Funds			Total £	Total 2018 £
	General Fund £	Study Leave Fund £	Bursary Fund		
Receipts					
Assessments	10998	1770		12768	13600
Dividends received	170			170	170
Deposit account interest	131			131	84
Donation	0			0	0
Miscellaneous	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Total income	11299	1770	0	13069	13854
Payments for Presbytery activities	15720	1539	300	17559	16047
(Deficit) Surplus for the year	-4421	231	-300	-4490	-2193
Transfer between Funds	1400	-1400	0	0	0
Provision carried forward from 2017	0	0	0	0	1200
Offset against M & M (worship/training)*	1864	0	0	1864	0
Opening Balance	1956	7761	936	10653	11646
Closing Balance	799	6592	636	8027	10653
Presbytery activities					
Clerk's salary	4405			4405	4318
Assistant Clerk	586			586	767
Pulpit supply	184			184	94
Survey fees	5622			5622	5846
Photocopying & Stationery	427			427	443
Postages & Telephone	545			545	295
Travel	186			186	203
Hall Expenses	540			540	530
Students and Readers	47			47	0
Seminars, Courses and Meetings	109			109	977
Away Day	372			372	152
Insurance	265			265	264
Presbytery Clerks' Forum	320			320	302
Worship Assessors/Learning Guides * (see above)	1492			1492	1069
Prayer Coordinator	0			0	0
Website	240			240	186
Bursary Payments	0		300	300	150
Study Leave Payments	0	1539		1539	299
Judicial Panel & Disciplinary	340			340	152
Other Payments	<u>40</u>			<u>40</u>	<u>0</u>
	15720	1539	300	17559	16047

Presbytery of Melrose and Peebles
Statement of Balances as at 31st December 2019

6

		2018
<u>Bank Balances</u>	£	£
Opening Balances	17965	18762
Movement during the year*	<u>3041</u>	<u>-797</u>
Closing Balances*	21006	17965
(* adj for movement in accruals)		
Investments at Market Value	5580	4920
<i>Church of Scotland Growth Fund (1000 units)</i>		
Prepayment	51	0
Liabilities (Zomba)	-5151	-4024
Liabilities- Year of Young People	0	-1300
M & M Reserve	-7979	-2088
Total	13507	15473
* split (all Funds are Unrestricted)		
General Fund	799	1956
Study Leave Fund	6592	7761
Bursary Fund	636	936
Reserve Fund	<u>4000</u>	<u>4000</u>
	12027	14653
Increase in Investments MV	1480	820
	13507	15473
<i>+Funds brought forward for Zomba totalled</i>	<i>4024</i>	
<i>Sums collected in the year were</i>	<i>7068</i>	
<i>M & M contribution</i>	<i>0</i>	
<i>Amounts paid were</i>	<i><u>-5941</u></i>	
<i>Funds carried forward to 2020 amounted to</i>	<i>5151</i>	

Signed V Linford
Trustee

3rd March 2020

Note 1:

Sums paid to Members during the year:

The following sums were paid to members during 2019

Over the year, the Presbytery Clerk received a salary of £ 3,446, to which employer's national insurance of £476 and pension contributions of £483 applies

A salary of £459 to which national insurance of £63 and pension of £64 applies was payable to the Assistant Clerk.

Study Leave payments were paid as follows:

Rev Margaret Steele £246

Rev Julie Rennick £ 559

Rev Victoria Linford £ 734

Bursary Fund payment was made as follows:

Pamela Kennedy £150

Timothy Linford £150

During the year reimbursement of expenses was paid to ten members of Presbytery, totalling £2,966

Note 2

With regard to Malawi projects, £2,531 has been reallocated from "Youth visit" to "other" and has been offset against the net cost of the 2019 trip to Malawi

At the end of the financial year, the breakdown of the funds collected and held for Zomba were:

Midwife Project	£3,830
Bibles	0
Youth visit	0
Sunday Schools	60
Other (undesignated)	<u>1,261</u>
	£5,151

Presbytery of Melrose and Peebles Presbytery 004

Independent Examiner's Report on the Accounts of the Presbytery of Melrose and Peebles

I report on the accounts of the Presbytery of Melrose and Peebles for the year ended 31st December 2019 which are set out on the accompanying pages.

Basis of independent examiner's statement

My examination includes a review of the accounting records kept on behalf of Presbytery and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the Treasurer concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

I confirm that adequate accounting records have been kept which are in accordance with the accounts presented. In my opinion there are no additional matters to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: TomFairbairn

Address: 4 Gallowhill, Peebles, EH45 9B

Date:3rd March 2020

Budget 2019	2019 Budget	2019 Actual	2019 Difference	2020 Budget
<u>Income</u>				
Assessments	12365	10998	-1367	12400
Study Leave assessments	1770	1770	0	1630
Donations received	0	0	0	0
Dividends received	165	170	5	165
Deposit Account interest	100	131	31	120
Miscellaneous	0	0	0	0
Total income	14400	13069	-1331	14315
<u>Expenditure</u>				
Clerk's salary	4404	4405	-1	4449
Secretarial Assistance/Ass't Clerk	782	586	196	0
Pulpit supply	80	184	-104	80
Survey fees	5800	5622	178	3700
Zomba	0	0	0	0
Photocopying & Stationery	450	427	23	450
Postages & Telephone	320	545	-225	320
Travel	250	186	64	200
Hall Expenses	530	540	-10	550
Students & Readers	100	47	53	80
Seminars & Courses	100	109	-9	100
Presbytery Clerks' Forum	300	320	-20	165
Away Day	0	0	0	0
Worship Assessors	0	0	0	0
Insurance	270	265	5	270
Prayer Coordinator	70	0	70	70
Website	110	240	-130	320
Judicial Panel	0	340	-340	0
Miscellaneous	100	40	60	40
Total Expenditure	13666	13856	-190	10794
Surplus (Deficit)	734	-787	-1521	3521
Tfr to (from) Study Leave Fund	0	-1770	1770	0
Net Surplus (deficit)	734	-2557	-3291	3521

Presbytery of Melrose and Peebles

The **Annual Report and Accounts for 2019** follow similar patterns as in recent years. The accounts have been examined and I am obliged to Tom Fairbairn for carrying this out in time for the accounts to be presented today.

The papers presented consist of the following:

- Annual Report (pages 1 to 4)
- Within the Annual Report (on page 4) a Financial Report; this should be read in conjunction with the accounts (pages 5, 6, & 7)
- The accounts show an overall outflow (loss) of £4,421 in the General Fund; this compares with a budgeted surplus of £734, which is a negative change of £5,155. Two matters need to be noted at the outset: £1,864 has been allocated from funds transferred from Ministry and Mission – mainly to offset the cost of Worship Leaders' courses (£1,492) and the Away Day. This reduces the "deficit" to £2,557. The other "unusual" item is that there were Congregational Dues outstanding from 2 congregations, amounting to £ 1,324, which has affected the top line. (One of the two congregations paid their dues recently – their treasurer had changed address – and the other will receive a second reminder shortly!).
- The main things to note are shown in the Balance Sheet. The M & M reserve – mainly for Mission activities, but also includes £2,088 for accounts assistance/training. £5,151 was carried forward for Zomba activities; since the year end £1,200 was paid to the midwife project, but more donations have also been received in January/February. An analysis of movement in the year and the year-end allocation of Zomba funds is shown. At the end of 2018 £2,531 was shown as allocate to "Youth projects" but I put that into the "other" category – some of this was used for last year's visit.
- £5,941 was expended on Zomba initiatives: £1,126 on the Midwife project and the remainder on the trip to Zomba presbytery (most of the latter was reimbursed by the visiting team).
- The year-end balance in the General Fund is £799 – this is very much on the low side and is £1,157 lower than at the end of 2018; the Study Leave Fund is at £6, 592 and is sufficient to meet needs.
- The Bursary Fund was able to support an award of £300 and stands at £636.
- The Reserve Fund has a balance of £4,000

Budget 2019

In planning the Budget for 2020, I had to consider one technical point. Presbytery has approved a new Presbytery Plan – which includes groupings, unions and linkages which will no doubt proceed during the year. As I mentioned at last month's presbytery meeting the question arises: Should presbytery dues be charged to congregations based on the former (and in most cases, current) status or based on the status in the approved presbytery plan. The point here is that congregations are charged on the size of their congregations (including numbers in charges) and with congregations coming together in various guises the underlying numbers will change significantly.

It is clear that charging would have to follow one method or the other – any combination of methods would not work – and considering that (a) not all congregations will arrive at any new set up during the year and (b) those that do, will reach their new set up at different times, it seemed to be that the best thing to do would be to retain the old charging arrangements for the budget – and dues, which will go out in May – and then change things for the following year. I hope this ling-winded explanation will be understandable and be seen as the best option.

I have consulted with the fabric convener to ascertain the anticipated sums required for property surveys and based on his advice £3,700 has been allowed for these; this is considerably less than in earlier years and reflects the fact that one or two properties will be falling off the list and is also a consequence of a cycle that includes some lower spending years. The above reduction in cost of assessments gives presbytery a chance to make up some of the negative cash flows of the past two years without increasing the dues to any extent. The budget surplus of £3,521 will offset the deficits of the past two years.

With regard to **Study Leave** Dues, there was **no change** during the past two years; I propose to cut these charges by £10 (ca 8-10%). This will offset the small percentage increase in the main presbytery dues (some charges will pay less as a reduced roll will take them from one calculation band to a lower one).

I propose that **Presbytery Dues** are increased by around up to 2.9%; last year they were increased by 3%; this would take the dues from £340, £540 and £845 to £350, £550 and £850. Higher percentage increases for smaller charges will be offset by higher decreases in Study Leave. With regard to the bands, this will no doubt have to change for 2021 so I have left these alone for 2020.

To summarise, my proposal is for the following Presbytery Dues to be levied in 2020:

Congregations up to 170:	£340 – inc £10 > £350 (2.9%)
Congregations from 171 to 380:	£540 – inc £10 > £550 (1.9%)
Congregations over 380:	£845 – inc £5 > £850 (0.6%)

I feel privileged to have served as Treasurer for 12 years, and wish my successor well in his work.

Presbytery Deliverances:

1. Presbytery receives the report
2. Presbytery approves the Report and Accounts to 31st December 2019
3. Presbytery thanks Tom Fairbairn for examining the Accounts for 2019
4. Presbytery approves the proposed congregational assessments for 2020: congregations up to 170 - £350; congregations between 171 and 380 - £550; congregations over 380 - £850
5. Presbytery approves the charges for Study Leave for 2020: charges with up to 350 members £95; charges between 351 and 650 members £125; charges with over 651 and more members £155

Mission and Service (Ministries sub-group) Report March 2020

Applications for Presbytery Study Leave Funding have been received from Mrs Isobel Hunter and Rev Sheila Moir. Presbytery opened the Study Leave Fund to non-ministers at its meeting in November 2019. The group, having considered the applications, noting the availability of funds invites Presbytery to give approval as set out in the Deliverances.

Deliverances:

1. Presbytery receives the report.
2. Presbytery approves Study Leave Funding of £200 for Mrs Isobel Hunter to cover the cost of attending the course Leading Worship in a Local Context run at New College Edinburgh.
3. Presbytery approves Study Leave Funding of £1,000 to enable Rev Sheila Moir to attend the Oberammergau Passion Play in Austria during September 2020.

Property and Stewardship Committee Report for Presbytery 3rd March 2020

The Property & Stewardship Committee met on the 4th of February. The need to request an Architectural Feasibility Survey of the three churches in Galashiels was intimated. This was agreed and a deliverance was put to Presbytery and agreed that evening.

An application for a Ministries and Mission Rebate from St Andrew's Leckie Peebles had been reviewed in November with funding for counsellor training agreed but the need for further consultation on the other requests. The Convenor and Property Convenor met with a representative of St Andrew's Leckie in January and reported back to the Committee. It was agreed that further information was needed before the requests around expenditure on fabric could be considered.

The committee were updated on the ongoing investigation by The Parishes of Upper Tweeddale into the possibility of selling the existing church, purchasing the LaurelBank Café and building a new sanctuary in the grounds. The Committee agreed that this could continue to be explored while noting that there were a lot of boxes still to tick.

It was noted that the commitment given to Stow and Heriot to rebate sufficient to cover any shortfall in funding for congregation members travelling out to Malawi up to a maximum of £1,000 had resulted in expenditure of £365 from Presbytery Funds.

The quinquennial surveys required this year are:

Full Reports:

Ashkirk Church: Selkirk Church and Hall: Selkirk Manse

Interim Reports:

Kirkurd and Newlands Church: St Andrews Church West Linton: West Linton Manse: West Linton New Hall: West Linton Lesser Hall: Carlops Church

Three tenders were received from Adams Napier Partnership, Alan Grant and Andrew Isherwood.

The lowest Tender was for £3652.80 from the Adams Napier Partnership. They have provided reports for us in the past which have been thorough and well presented. It is therefore proposed that we accept the tender from the Adams Napier Partnership.

Deliverance:

1. Presbytery receives the Report
2. Presbytery agrees to the proposal that the Adams Napier Partnership undertake this year's quinquennial surveys.

21 February 2020