

PRESBYTERY of MELROSE and PEEBLES

The Presbytery will meet at **Innerleithen Church** on Tuesday 5 March 2019 at 7pm for ordinary business.

Victoria Linford, Clerk

Business

1. Constitute
2. Sederunt and Apologies
3. Minutes (pp89-90)
4. Order of Business
5. Treasurer's Report: Financial Statements for 2018 (pp2-12)
6. Business Committee
7. Presbytery Planning Task Group (p13)
8. Standing Committee Reports:
 - (a) Governance (p14)
 - (b) Mission and Service (*see separate report*)
 - (c) Property and Stewardship (p15)
9. Intimations
10. Correspondence
11. Adjournment

[REFRESHMENTS WILL BE SERVED DURING THE MEETING, AFTER THE REPORT OF THE BUSINESS COMMITTEE]

Business Committee

1. Presbytery appoints as Commissioners to the General Assembly (18-24 May 2019): Rev Calum Macdougall and [] (Upper Tweeddale); Rev Jim Wallace and Lindsay Wilson (Ettrick and Yarrow); Rev Malcolm Jefferson and John Dimmock (Lyne and Manor l/w Peebles: St Andrew's Leckie); Rev Victoria Linford and [] (Stow and Heriot); Very Rev David Arnott and [Nora Hunter]; Very Rev Dr Finlay Macdonald and [].
2. Presbytery appoints Mary Hall (Channelkirk and Lauder Church) as its Youth Representative to attend the General Assembly of 2019.
3. Presbytery appoints Rev Tony Foley as a corresponding member of Presbytery for the duration of his familiarisation placement with Rev Calum Macdougall.
4. Presbytery approves the appointment of Timothy Linford as locum at Channelkirk and Lauder for a period of up to three months or, if sooner, until Rev Rae Clark returns from sick leave, on terms to be agreed between Channelkirk and Lauder Church, Mr Linford and Ministries Council, and subject to supervision by Rev Sheila Moir, Interim Moderator.
5. Presbytery notes that a speaker from Crossreach will address Presbytery at its meeting in October 2019, and that a speaker from the SRT (Science, Religion and Technology) Project will address Presbytery at its meeting in May 2020.

Intimations

1. Update to Presbytery Year Book – please add Presbytery elder for Caddonfoot Church: Mr Atholl Innes, 8 Yarrow Terrace, Selkirk TD7 5AR; athollp.innes@gmail.com.
2. Congregational Office Bearers Forms have now been sent out; completed forms should be returned to the Assistant Clerk by 14 March 2019.
3. Three Congregational Statistics forms are now overdue – please could the relevant Kirk Sessions submit the remaining forms to the Assistant Clerk as a matter of urgency.
4. Kirk Sessions are reminded about the annual inspection of congregational records, which will take place on Thursday 21 March 2019 from 10am – 12 noon in Innerleithen Church. The Clerk will issue a letter shortly with details of the records to be submitted.

Correspondence

1. From Selkirk Parish Church – advert for Children and Families Worker (*see attached*).

The Church of Scotland

Presbytery of Melrose and Peebles

Presbytery No: 4

Accounts for the Year to 31st December 2018

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: Rev Julie Rennick

Presbytery Clerk: Rev Victoria Linford

Asst. Presbytery Clerk: Rev Julie Rennick

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

Independent Examiner:

Mr JG Henderson Cademuir, Chambers Terrace, Peebles, EH45, 9DZ

Bankers: Bank of Scotland, 70 High Street, Peebles

Presbytery of Melrose and Peebles Annual Report Year ended 31st December 2018

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, and 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 2018 Presbytery initiated a course of Worship Leaders courses and also hosted a well-attended conference on the Middle East. Presbytery is still working with and adapting to its new structure, in which these activities play a significant part.

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 2018 Presbytery said farewell to the Rev Janice Faris of Innerleithen, Traquair and Walkerburn – and her husband Paul Faris; both had played important parts in the work of Presbytery.

The highlight of the year was the much-anticipated visit by young people from Malawi and Lebanon. This was welcomed by many congregations and individual members of churches, and was considered to be a considerable success. Presbytery plans to build on this success by strengthening links between individual congregations and their partner churches overseas.

Financial Report

This year's accounts have been prepared on a cash basis. They are presented to Presbytery for approval at one of its regular monthly meetings.

The main aspects of the accounts for 2018 are:

- Presbytery Dues increased from £310, £500 and £800 to £330, £520 and £820 respectively to assist with paying for underlying costs.
- Holding the Study Leave charges at the same level as 2017: £105, 135 and £165.
- Surveys were arranged and paid for Broughton Church and Manse, Drumelzier Church, Skirling Church, Tweedsmuir Church, Earlston Church and Manse, Peebles St Andrews Leckie Church and Manse. The overall cost of these surveys was £ 5,846.
- The various Mission activities organised by Presbytery (Worship Leaders Courses and Conference) resulted in an over spend on budget of £1,824; this was offset by a sum of £1,200 from presbytery's M & M allocation. There was still a net loss of £544 in the General Fund.
- Presbytery paid £828 to support its midwife project in Zomba presbytery.
- The costs of the visit by young people from Malawi and Lebanon were met by Presbytery – supported by generous donations from member congregations and the Church of Scotland. The overall costs associated with the visit were £9,188. At the end of 2018 there was a balance of £4,024 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 5th March 2019

Presbytery of Melrose and Peebles
Receipts and Payments Account for the year to 31st December 2018

	Unrestricted Funds			Total	Total 2017
	General	Study	Bursary		
	Fund	Leave	Fund		
	£	£		£	£
Receipts					
Assessments	11830	1770		13600	13465
Dividends received	170			170	167
Deposit account interest	84			84	94
Donation	0			0	0
Miscellaneous	<u>0</u>		<u>0</u>	<u>0</u>	<u>456</u>
Total income	12084	1770	0	13854	14182
Payments for Presbytery activities	15598	299	150	16047	13843
(Deficit)Surplus for the year	-3514	1471	-150	-2193	339
Transfer between Funds	1770	-1770	0	0	0
Provision carried forward from 2017	1200			1200	0
Opening Balance	2500	8060	1086	11646	11307
Closing Balance	1956	7761	936	10653	11646
Presbytery activities					
Clerk's salary	4318			4318	4254
Assistant Clerk	767			767	959
Pulpit supply	94			94	72
Survey fees	5846			5846	3305
Photocopying & Stationery	443			443	590
Postages & Telephone	295			295	115
Travel	203			203	208
Hall Expenses	530			530	520
Students and Readers	0			0	62
Seminars, Courses and Meetings	977			977	131
Away					
Day	152			152	549
Insurance	264			264	259
Presbytery Clerks' Forum	302			302	290
Worship Assessors	1069			1069	0
Prayer Coordinator	0			0	55
Website	186			186	300
Bursary Payments			150	150	500
Study Leave Payments		299		299	1000
Judicial Panel & Disciplinary	152			152	576
Other Payments	<u>0</u>			<u>0</u>	<u>98</u>
	15598	299	150	16047	13843

Presbytery of Melrose and Peebles
Statement of Balances as at 31st December 2018

Bank Balances	£	£
Opening Balances	18762	20789
Movement during the year*	<u>-797</u>	<u>-2027</u>
Closing Balances*	17965	18762
(* adj for movement in accruals)		
Investments at Market Value	4920	5100
<i>Church of Scotland Growth Fund (1000 units)</i>		
Liabilities (Zomba)	-4024	-4716
Liabilities- Year of Young People	-1300	-2500
M & M Reserve	-2088	0
Total	15473	16646

* split (all Funds are Unrestricted)

General Fund	1956	2500
Study Leave Fund	7761	8060
Bursary Fund	936	1086
Reserve Fund	<u>4000</u>	<u>4000</u>
	14653	15646
Increase in Investments MV	820	1000
	15473	16646

<i>+Funds brought forward for Zomba totalled</i>	<i>4716</i>
<i>Sums collected in the year were</i>	<i>2074</i>
<i>M & M contribution</i>	<i>7250</i>
<i>Amounts paid were</i>	<i><u>-10016</u></i>
<i>Funds carried forward to 2019 amounted to</i>	<i>4024</i>

Signed V Linford
Trustee

5th March 2019

Note 1:

Sums paid to Members during the year:

The following sums were paid to members during 2018

Over the year, the Presbytery Clerk received a salary of £ 3,365, to which employer's national insurance of £ 473 and pension contributions of £480 applies.

A salary of £600 to which national insurance of £83 and pension of £84 applies was payable to the Assistant Clerk.

Study Leave payments were paid as follows:

Rev Sheila Moir £299

Bursary Fund payment was made as follows:

Pamela Kennedy £150

During the year reimbursement of expenses was paid to eight members of Presbytery, totalling £3,603

Note 2

With regard to Malawi projects, £439 has been reallocated from "Other" to clear a deficit in "Bibles"

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

Midwife Project	£1,433
Bibles	0
Youth visit	2,531
Sunday Schools	60
Other (undesignated)	<u>0</u>
	£4,024

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 2018 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: Grahame Henderson

Address: Cademuir, Chambers Terrace, Peebles

Date: 5th March 2019

Budget 2019	2018 Budget	2018 Actual	2018 Difference	2019 Budget
<u>Income</u>				
Assessments	11950	11830	-120	12355
Study Leave assessments	1770	1770	0	1770
Donations received	0	0	0	0
Dividends received	165	170	5	165
Deposit Account interest	100	84	-16	100
Miscellaneous	0	0	0	0
Total income	13985	13854	-131	14390
<u>Expenditure</u>				
Clerk's salary	4320	4318	2	4404
Secretarial Assistance/Ass't Clerk	795	767	28	782
Pulpit supply	80	94	-14	80
Survey fees	5700	5846	-146	5800
Zomba	0	0	0	0
Photocopying & Stationery	450	443	7	450
Postages & Telephone	300	295	5	320
Travel	250	203	47	250
Hall Expenses	530	530	0	530
Students & Readers	100	0	100	100
Seminars & Courses	100	977	-877	100
Presbytery Clerks' Forum	300	302	-2	300
Away Day	300	152	148	0
Worship Assessors	0	1069	-1069	0
Insurance	270	264	6	270
Prayer Coordinator	70	0	70	70
Website	150	186	-36	110
Judicial Panel	0	152	-152	0
Miscellaneous	100	0	100	100
Total Expenditure	13815	15598	-1783	13666
Surplus (Deficit)	170	-1744	-1914	724
Tfr to (from) Study Leave Fund	0	0	0	0
Net Surplus (deficit)	170	-1744	-1914	724
Offset by Credit c/fwd		1200		
Net loss		-544		

Presbytery of Melrose and Peebles

The **Annual Report and Accounts for 2018** follow similar patterns as in recent years. The accounts have been examined and I am obliged to Grahame Henderson 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 £544 in the General Fund; this compares with a budgeted surplus of £170, which is a negative change of £724. The main items for comment are the over spend on Mission activities: Worship Leaders courses £ 1,069 and Conference £877. To avoid having a deficit of £1,744, a drawdown of £1,200 from the brought forward balance of £2,500 for the YOYP was made; this would be made up by a release of £1,200 from the M & M allocation in 2019 – as approved at the January 2019 meeting of Presbytery. The cost of surveys is a major charge on the General Fund and came in at £5,846.
- £10,016 was expended on Zomba initiatives: £828 on the Midwife project and £9,188 on the summer visit by young people from Malawi and Lebanon.
- The year-end balance in the General Fund is £1,956 – this is very much on the low side and is £544 lower than at the end of 2017; the Study Leave Fund is at £7,761 and is sufficient to meet needs.
- The Bursary Fund was able to support an award of £150 and stands at £936.
- The Reserve Fund has a balance of £4,000
- The sum built up for Zomba projects by the end of the year was £4,024. This is made up of: Midwife project £1,433; Sunday schools £60; Youth Project/undesignated £2,531.

Budget 2019

In planning the Budget for 2019, I have tried to limit the burden on our congregations of what they have to pay in Presbytery Dues and at the same time provide sufficient income to allow presbytery to carry out its normal activities.

I have consulted with the fabric convener to ascertain the anticipated sums required for property surveys and based on his advice £5,800 has been allowed for these. Presbytery approved a charge on the M & M allocation to support Mission activities (including worship assessors training) so it is anticipated that the General Fund will be relieved of any need to finance that. The rise in presbytery dues has provided a small surplus of £724 – which should offset the deficit made in 2018.

With regard to **Study Leave** Dues, I propose that again there be **no change**; this will offset any 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 3%; last year they were increased by £20 across the board - this will balance the spread of increases out. This would take the levels from £330, £520 and £820 to £340, £540 and £845. As mentioned last year, one issue is that in drafting this budget I am to some extent “working in the dark” as I still do not have the congregational rolls for congregations, which of course means that some of the underlying assumptions may be at risk. With this in mind I have very slightly amended the cut off numbers for the bands from 175 to 170 and 400 to 380.

To summarise, my proposal is for the following Presbytery Dues to be levied in 2019:

Congregations up to 170:	£330 – inc £10> £340 (3.0%)
Congregations from 171 to 380:	£520 – inc £20> £540 (3.8%)
Congregations over 380:	£820 – inc £25> £845 (3.0%)

I am concerned that presbytery dues keep rising at a time when congregations are less able to afford them and think that presbytery should consider whether any areas of expenditure could be reduced – perhaps by spreading them across a longer time span; that may be a matter for my successor.

I feel privileged to have served as Treasurer for 11 years, and wish my successor well in his work.

Fraser Simm (20th February 2019)

Deliverances:

1. Presbytery receives the report.
2. Presbytery approves the Report and Accounts to 31st December 2018.
3. Presbytery thanks Grahame Henderson for examining the Accounts.
4. Presbytery approves the proposed congregational assessments for 2019: congregations up to 170 - £340; congregations between 171 and 380 - £540; congregations over 380 - £845.
5. Presbytery approves the charges for Study Leave for 2019: charges with up to 350 members £105; charges between 351 and 650 members £135; charges with 651 and more members £165.

Presbytery Planning Task Group Update – March 2019

The PPTG is encouraged by the number of exciting things happening around the Presbytery as we all take on board the remits from the General Assembly and the challenge of planning for the future life, work and mission of the church.

The Convener contacted Session Clerks asking for an update from each congregation - what they have been doing, who they have been meeting with, whether they have any questions and whether they would appreciate a meeting with the Task Group. A number of responses have been received, some are still to come. Please respond to RFrew@churchofscotland.org.uk

The Convener has been in discussion with the Convener of the Mission and Service Committee about the Presbytery Away Day on Saturday 1 June 2019. During that day all congregations / clusters will be encouraged to give an update on 'where they are' in terms of Presbytery Planning.

Governance Committee Report – March 2019

LOCAL REVIEWS 2019

1. BOWDEN AND MELROSE. (IR 2021)

(Team: Very Rev Finlay Macdonald, Rev Julie Rennick, Linda White, Fran Selkirk)

2. ETTICK AND YARROW (IR 2021)

(Team: Rev Nancy Norman, Rev Jim Wallace, Tom Burnham, Andrew Bramhall)

3. EDDLESTON lw. PEEBLES: OLD (IR 2021)

(Team: Rev Marion Dodd, Rev Chris Levison, John Henderson, Ros Pyatt)

INTERIM REVIEWS 2019

1. LYNE AND MANOR lw ST ANDREWS LECKIE (LR 2022)

(Team: Rev Miller Milloy, Keith Simpson)

Deliverance:

1. Presbytery notes the details of the Local Reviews and Interim Reviews to be carried out in 2019.
2. Presbytery notes that the annual inspection of congregational records will take place on Thursday 21 March 2019 from 10am – 12 noon in Innerleithen Church.

**PROPERTY AND STEWARDSHIP COMMITTEE REPORT
FOR MARCH 2019 PRESBYTERY MEETING**

1. The Treasurers' Conference addressed by Archie McDowell the Deputy Treasurer (Congregational Finance) on 6th December had been useful with a chance to ask specific questions and engage in discussion. The very real danger of fraud and scams was highlighted, and Archie confirmed that he was always open to answering questions for Treasurers. The timing of the conference, midweek and during the day made it difficult for some Treasurers to attend it may therefore be of interest to note that Edinburgh Presbytery are to hold a Treasurers' Evening at Tron Kirk Gilmerton and Moredun Hub on 6 Ravenscroft Street on 14th March from 7pm to 9pm which Congregational Treasures from our Presbytery are very welcome to attend. Please confirm numbers to kkcampbell@churchofscotland.org.uk in order to help with biscuit and tea supply.
2. Quinquennial surveys: The following properties are scheduled for surveys-

Principal Reports

Trinity Galashiels – Church & Halls
Trinity Manse
Caddonfoot Church
Lauder Church & Halls
Lauder Manse

Interim Reports

Stow Church
Stow Manse
Heriot Church
Yarrow Church
Ettrick Church
Kirkhope Church

Tenders were invited from three companies of Chartered Surveyors, and the following quotations were received –

Andrew Isherwood Ltd	£5118.00
Alan Grant Associates	£5610.00
Adams Napier Associates	£6408.00

All inclusive of VAT

It is proposed to accept the quotation from Andrew Isherwood Ltd.

3. There is currently a healthy sum remaining in the Presbytery Discretionary Allowance Fund (the 5%). It has been encouraging to see that recent requests to the fund have been weighted towards mission rather than towards property. The direction of travel within the Church of Scotland implies more rather than less funds available to distribute at a local level. We would therefore encourage Presbytery and Congregations to consider what projects might be of benefit to our future mission in Melrose and Peebles.
4. The Church of Scotland Unincorporated Councils and Committees made an operational loss of £4m in 2018 and is forecasting something similar in 2019. Clearly this is not sustainable which is why the Radical Action Plan to be presented to the General Assembly this year is so important. Everything is up for review, which should also be the case where individual churches find themselves in a similar deficit position.

Deliverances:

1. Presbytery receives the report.
2. Presbytery commends the Edinburgh Presbytery Treasurers' Evening to Congregational Treasurers.
3. Presbytery approves the acceptance of the quotation for quinquennial visits, from Andrew Isherwood Ltd in the sum of £5118.00 inclusive of VAT.
4. Presbytery and Kirk Sessions should consider where funds from 'the 5%' might be best used in promoting mission within the Presbytery.