

PRESBYTERY of MELROSE and PEEBLES

The Presbytery will meet at **Innerleithen Church** on Tuesday 6 March 2018 at 7pm for ordinary business.

Victoria Linford, Clerk

Business

1. Constitute
2. Sederunt and Apologies
3. Minutes (pp68-69)
4. Speaker: Crystal Cryer, 24-7 Prayer Scotland
5. The Baird Trust – Presentation of Book Token
6. Order of Business
7. Treasurer's Report: Financial Statements for 2017 (pp3-13)
8. Former Moderator's Committee (*verbal report*)
9. Business Committee
10. Vacancy Procedure Committee – Innerleithen, Traquair and Walkerburn (p14)
11. Discussion Topic: Presbytery Pilot Structure (p15)
12. Standing Committee Reports:
 - (a) Governance (*verbal report*)
 - (b) Mission and Service (*see separate report enclosed*)
 - (c) Property and Stewardship (p16-17)
13. Intimations
14. Correspondence
15. Adjournment

[TEA/COFFEE WILL BE SERVED DURING A BREAK IN THE MEETING, AFTER THE VPC REPORT]

Business Committee

1. Presbytery appoints as Commissioners to the General Assembly (19-25 May 2018): Rev Janice Faris and Mr Jim Borthwick; Rev Dr Leon Keller and Mr Peter Sandison; Rev Rae Clark and []; Rev Julie Rennick and Mr Mark Wands; Very Rev David Arnott and Mrs Susan White; Very Rev Dr Finlay Macdonald and [].
2. Presbytery seeks to appoint a Youth Representative to attend the General Assembly of 2018; applications should be made to the Clerk.
3. Presbytery notes that it is planned to meet in [] Church in June 2018.
4. Presbytery appoints Rev Julie Rennick as the Alternate Contact Person for the purposes of its complaints process.
5. Presbytery grants approval, as requested by the Kirk Sessions of Broughton, Glenholm and Kilbucho l/w Skirling l/w Stobo and Drumelzier l/w Tweedsmuir, for the continued appointment of Rev Thomas A Foley as locum for that linked charge with effect from April 2018, for a further period of two years or until the vacancy comes to an end, whichever is sooner.
6. Following the decision by Presbytery to present an Overture on the Westminster Confession of Faith to the General Assembly of 2018, Presbytery seeks representatives to speak on this matter at the General Assembly; if anyone is interested in doing this, please could they contact the Clerk.
7. Presbytery notes the appointment of Rev Rosie Frew to provide cover for Rev Julie Rennick as Assistant Clerk during her absence on sick leave.
8. Presbytery notes that a successful conference was held in Duns Presbytery on 3 February 2018, which was also attended by members of Melrose and Peebles Presbytery; the speaker was Rev Peter Neilson and the topic of the conference was "Revisiting the Church Without Walls report".
9. Presbytery notes that a new Data Protection regime will come into place in the UK as a result of the European Data Protection Regulation, and that it is planned to hold a training day later in 2018.

Intimations

1. Kirk Sessions are requested to submit all remaining Congregational Statistics forms to the Clerk as soon as possible.
2. Members of Presbytery are reminded that the Presbytery website can be viewed at www.melrosepeeblespresbytery.org.uk.
3. The Presbytery Prayer Diary for March/April/May 2018 has been sent out by email and some printed copies will be available to collect at the Presbytery meeting.

4. Reminder – the annual Presbytery inspection of congregational records will be held on Thursday 15 March 2018 in Innerleithen Church from 10am-12noon.
5. Presbytery notes that, due to the bad weather, services were not held in the following churches on Sunday 4 March 2018: [].

Correspondence

1. From Borders Street Pastors – the latest update, for February 2018, is enclosed with this Agenda.

The Church of Scotland

Presbytery of Melrose and Peebles

Presbytery No: 4

Accounts for the Year to 31st December 2017

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: Prof. Murray Campbell

Presbytery Clerk: Rev Victoria Linford

Asst. Presbytery Clerk: Rev Julie Rennick

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

Independent Examiner:

Mr G 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 2017

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 2017 Presbytery followed up on its pilot programme incorporating a new arrangement of presbytery meetings. "Away Day" conferences at Duns, Trinity Galashiels and Tweed Horizons were arranged – to which members of Duns and Jedburgh presbyteries were invited. Presbytery is still working with and adapting to its new structure, in which these Away Days 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. Fond farewells were expressed to Rev Bob Milne Minister at Upper Tweeddale and Rev Samuel Siroky, Minister of Ettrick and Yarrow both of whom served their parishes well over many years and had been Presbytery Moderators. Rev. Dr. Linda Dunbar also departed her charge at Carlops, Kirkurd and Newlands and West Linton.

(4)

An exciting development had been the setting up of a presbytery website and thanks are due to John Henderson for his work in this. Presbytery also looks forward to supporting a “Year of Young People” in 2018 which is being led by its Mission and Service Committee.

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 2017 are:

- Presbytery Dues increased from £300, £485 and £780 to £310, £500 and £800 respectively to assist with paying for underlying costs.
- Holding the Study Leave charges at the same level as 2016: £105, 135 and £165.
- Surveys were arranged and paid for Innerleithen Church and Manse, Traquair Church, St John’s, Church and Hall, Galashiels, St Paul’s Church, Hall and Manse, Galashiels, Peebles Old Parish Church and Hall, Eddleston Church. These surveys were scheduled to be carried out in 2018, but came forward in error; there were savings of £610 through not requiring reports of St John’s Manse and Peebles Old Parish Manse.
- Presbytery paid £778 to the Scottish Bible Society for 100 bibles in the Chichewa language for Zomba Presbytery and £700 to support Rev Picklen’s course at Zomba Theological College. It also looks forward to welcoming young people from Malawi and Lebanon in 2018. At the end of 2017 there was a balance of £4,716 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 its behalf,

V Linford
Clerk

Date 6th March 2018

Presbytery of Melrose and Peebles
Receipts and Payments Account for the year to 31st December 2017

	Unrestricted Funds			Total	Total 2016
	General	Study	Bursary		
	Fund	Leave	Fund		
	£	£		£	£
Receipts					
Assessments	11695	1770		13465	13430
Dividends received	167			167	167
Deposit account interest	94			94	119
Donation	0			0	50
Miscellaneous	<u>0</u>		456	<u>456</u>	<u>0</u>
Total income	11956	1770	456	14182	13766
Payments for Presbytery activities	12343	1000	500	13843	13236
(Deficit)Surplus for the year	-387	770	-44	339	530
Transfer between Funds	1000	-1000	0	0	0
Opening Balance	1887	8290	1130	11307	10777
Closing Balance	2500	8060	1086	11646	11307
Presbytery activities					
Clerk's salary	4254			4254	4254
Assistant Clerk	959			959	767
Pulpit supply	72			72	70
Survey fees	3305			3305	5155
Photocopying & Stationery	590			590	416
Postages & Telephone	115			115	295
Travel	208			208	136
Hall Expenses	520			520	555
Students and Readers	62			62	156
Seminars, Courses and Meetings	421			421	391
Away					
Day	549			549	0
Insurance	259			259	258
Prayer Coordinator	55			55	28
Website	300			300	0
Bursary Payments	0		500	500	0
Study Leave Payments	0	1000		1000	720
Judicial Panel	576			576	0
Other Payments	<u>98</u>			<u>98</u>	<u>35</u>
	12343	1000	500	13843	13236

Presbytery of Melrose and Peebles
Statement of Balances as at 31st December 2017

(6)

		2016
<u>Bank Balances</u>	£	£
Opening Balances	20789	19816
Movement during the year*	<u>-2027</u>	<u>973</u>
Closing Balances*	18762	20789
(* adj for movement in accruals)		
Investments at Market Value	5100	4750
<i>Church of Scotland Growth Fund (1000 units)</i>		
Liabilities (Zomba)	-4716	-8882
Liabilities- Year of Young People	-2500	0
Liabilities (Accrued salary)	0	-700
Total	16646	15957
* split (all Funds are Unrestricted)		
General Fund	2500	1887
Study Leave Fund	8060	8290
Bursary Fund	1086	1130
Reserve Fund	<u>4000</u>	<u>4000</u>
	15646	15307
Increase in Investments MV	1000	650
	16646	15957

<i>+Funds brought forward for Zomba totalled</i>	<i>£8,882</i>
<i>Sums collected in the year were</i>	<i>£387</i>
<i>Amounts paid were</i>	<i><u>£4,553</u></i>
<i>Funds carried forward to 2018 amounted to</i>	<i>£4,716</i>

Signed V Linford
Trustee

6th March 2018

Note 1:

Sums paid to Trustees during the year:

The following sums were paid to Trustees during 2017

Over the year, the Presbytery Clerk received a salary of £ 3,329, to which employer's national insurance of £ 459 and pension contributions of £466 applies

A salary of £750 to which national insurance of £104 and pension of £105 applies was payable to the Assistant Clerk.

Study Leave payments were paid as follows:

Rev Samuel Siroky £1,000

Bursary Fund payment was made as follows:

Rev Barry Hughes £500

During the year reimbursement of expenses was paid to five members of Presbytery, totalling £822

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	£1,497
Bibles	0
Youth visit	2,843
Sunday Schools	60
Other (undesignated)	<u>316</u>
	£4,716

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 2017 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: 6th March 2018

Budget 2018	2017 Budget	2017 Actual	2017 Difference	2018 Budget
<u>Income</u>				
Assessments	11920	11695	-225	11950
Study Leave assessments	1770	1770	0	1770
Donations received	0	0	0	0
Dividends received	165	167	2	165
Deposit Account interest	100	94	-6	100
Miscellaneous	0	0	0	0
Total income	13955	13726	-229	13985
<u>Expenditure</u>				
Clerk's salary	4400	4254	146	4320
Secretarial Assistance/Ass't Clerk	780	959	-179	795
Pulpit supply	130	72	58	80
Survey fees	5000	3305	1695	5700
Zomba	0	0	0	0
Photocopying & Stationery	300	590	-290	450
Postages & Telephone	300	115	185	300
Travel	250	208	42	250
Hall Expenses	530	520	10	530
Students & Readers	160	62	98	100
Seminars & Courses	250	421	-171	400
Away Day	0	549	-549	300
Insurance	270	259	11	270
Prayer Coordinator	80	55	25	70
Website	300	300	0	150
Judicial Panel	0	576	-576	0
Miscellaneous	100	98	2	100
Total Expenditure	12850	12343	507	13815
Surplus (Deficit)	1105	1383	278	170
Tfr to (from) Study Leave Fund	-1340	-1000	-340	-1000
Net Surplus (deficit)	-235	383	618	-830

The **Annual Report and Accounts for 2017** 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 inflow (surplus) of £383 between the General and Study Leave Funds; this compares with a budgeted deficit of £235. The main items for comment are the disparity between the dues for Study Leave and the actual charges, which gave a favourable difference of £770; a small extra payment to the Assistant Clerk for additional work carried out; the cost of the Away Days (£549) and Judicial Panel (£576) neither of which were budgeted. The cost of surveys which came in significantly under budget (£1,695) because (a) the list was misread and the 2018 surveys were not required for Galashiels St John's Manse or Peebles Old Manse..
- £4,553 was expended on Zomba initiatives; £778 for Bibles, £700 for the Rev Picklen's course and £3,075 on the Midwife project.
- The year-end balance in the General Fund is £2,500; the Study Leave Fund is at £8,060 and is sufficient to meet needs.
- The Bursary Fund was able to support an award of £500 and stands at £1,086.
- The Reserve Fund has a balance of £4,000
- The sum built up for Zomba projects by the end of the year was £4,716. This is made up of: Midwife project £1,497; Bibles Nil; Malawi Youth Project £2,843; Sunday schools £60; undesignated £316.

Budget 2018

In planning the Budget for 2018, 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; this is a tricky one as a sum of ca £6,000 to £6,469 is required. I have provided £5,700, which is £2,400 more than in 2017 (which was admittedly, well under budget). This is less than has been asked for but even so, it gives a deficit of £530 in the General Fund. I am content to budget for a deficit – noting that there was a surplus of £383 in 2017 but I am reluctant to set the deficit any higher. The budget for the upkeep of the website has been agreed with the website manager.

With regard to **Study Leave** Dues, I propose that 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: £20 across the board – in previous years increases have been slightly more for the bigger churches; the across the board increase will, in a small way, add an element of “balance” to the dues. This would take the levels from £310, £500 and £800 to £330, £520 and £820. 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 all congregations, which of course means that some of the underlying assumptions may be at risk. (I have held the bands the same as last year).

To summarise, my proposal is for the following Presbytery Dues to be levied in 2018:

Congregations up to 175:	£310 – inc £20 > £330 (3.3%)
Congregations from 176 to 400:	£500 – inc £20 > £520 (3.1%)
Congregations over 400:	£800 – inc £20 > £820 (2.5%)

Finally, having served as Treasurer for 10 years, I feel it is time for Presbytery to identify a successor; I hope that a suitable person may come forward.

Deliverances:

1. Presbytery receives the report.
2. Presbytery approves the Report and Accounts to 31st December 2017.
3. Presbytery thanks Grahame Henderson for examining the Accounts.
4. Presbytery approves the proposed congregational assessments for 2018: congregations up to 175 - £330; congregations between 176 and 400 - £520; congregations over 400 - £820.
5. Presbytery approves the charges for Study Leave for 2018: charges with up to 350 members £105; charges between 351 and 650 members £135; charges with 651 and more members £165.

Fraser Simm (20th February 2018)

Report of the Vacancy Procedure Committee March 2018: Innerleithen, Traquair and Walkerburn

The Committee notes the decision of Rev Janice Faris, minister of Innerleithen, Traquair and Walkerburn, to retire from her charge at the end of July 2018. The Committee has decided to appoint Rev Dr Miller Milloy as Interim Moderator, with effect from the end of July 2018 or the date when permission to call a new minister is granted, whichever is earlier.

Deliverances:

1. Presbytery receives the report.
2. Following intimation by Rev Janice Faris of her intention to retire from full-time parish ministry at the end of July 2018, Presbytery notes with approval the appointment of Rev Dr Miller Milloy as Interim Moderator in the charge of Innerleithen, Traquair and Walkerburn, with effect from the end of July 2018 or the date when permission to call a new minister is granted, whichever is earlier.

Discussion Topic: Presbytery Pilot Structure

Presbytery is coming towards the end of a two-year pilot, with some changes to its structure. The main practical change has been to reduce the number of Presbytery committees, from 11 to 4 (Business, Governance, Mission and Service, and Property and Stewardship). The meeting structure of Presbytery has also changed, to include two Committee Evenings, and more discussion topics within Presbytery meetings, as well as Away-Days and more events with the other Borders Presbyteries.

At the Presbytery meeting, the following questions will be discussed in small groups:

1. What has worked well? What benefits have you seen?
2. What difficulties have arisen?
3. How do you see the pilot developing?
4. Think of the committee that you are on – how well has it been working?
5. Any other comments?

Thank you to all who have already submitted completed Questionnaires on the Presbytery pilot structure. To help the discussion, here are some of the helpful comments already made in Questionnaire responses:

“I was warned that Presbytery was tedious and drawn out, but I think we are progressing in the right direction”

“the meetings are shorter” (this is noted as a benefit!)

“the meetings would be better with more content, after travelling a long way to get to them”

“loving the less formal format of the meetings”

“the new committee system allows all members of Presbytery to contribute to discussions”

“the committees only report to Presbytery so infrequently, that their business is slow to have much general impact”

“it is still slightly Ministers v Elders when at tea/coffee breaks”

“the convener of the Mission and Service committee seems to have an awful lot to do!”

“the committee conveners have a greater burden and responsibility”

“the Away-Days are good”

“the challenge is to make Presbytery meetings more interesting”

“it would be better if the working parties of committees reported to each meeting of Presbytery, as appropriate”

“wider awareness in larger committees is better, and more work gets done in the committees; Presbytery gets through its meetings more quickly”

Property & Stewardship Committee Report for Presbytery, March 2018 (following Committee meeting on 6 February 2018)

1. The Committee recommend that Presbytery approve the sale of part of the Glenholm Glebe for the extension to a garden.
- 2.1 The Committee recommend that Presbytery approve the request from Innerleithen Traquair and Walkerburn for £1,000 support from the Ministries and Mission Rebate while they undertake the Path of Renewal Programme.
- 2.2. The committee recommend that Presbytery approve the request from Stow and Heriot Church for £1,500 from the Ministries and Mission Rebate towards the expenses incurred by their 'Year of Promise' initiative.
- 3.1. The Committee discussed the problems that can arise when property registers are held on to for a long time by Presbytery. Congregations like to have them to hand, and there have been instances of documents going missing. It is however important that whoever is to inspect the buildings has sight of the register so that they are informed about what they are going to see, so the idea of returning them immediately they have been viewed by Presbytery was not deemed appropriate. The main problem is the lack of qualified individuals to carry out the inspections thus resulting in delays in getting around everyone. There are only two individuals currently on the committee with the background required. The committee therefore appeals to all congregations in the Presbytery to search out any individuals who might be willing to undertake a few inspections, the more people we can find the fewer each person has to do, the quicker the inspections can be done and the sooner the registers can be returned.
- 3.2 The Committee were informed that the current year would be the Treasurer Fraser Simm's last year of office before retiring. As well as individuals with a property background therefore we are appealing for someone to step forward to fill Fraser's shoes.
- 4.1. The Committee presented an urgent deliverance requesting authority to the Business Committee to call on up to £1,000 from the Ministries and Mission Rebate to provide administrative assistance to the Presbytery Clerk.
- 4.2 The Committee were forewarned of other possible calls this year on the Ministries and Mission Rebate totalling approximately £8,500.
5. The Convenor passed on a warning from the Stewardship Department that one Church Treasurer had been successfully scammed and one or two others had been contacted by scammers purporting to reduce a direct debit then calling back later as the bank reporting a scam and asking to confirm bank information... a number provided to call back as a check was also not legitimate. Be aware that Church Treasurers seem to be being targeted.
6. Quinquennial Property Inspections:

The following properties are due to have surveys carried out this year-

PRINCIPAL REPORTS :

Broughton Church
Broughton Manse
Drumelzier Church
Skirling Church
Stobo Church
Tweedsmuir Church

INTERIM REPORTS :

Earlston Church

Earlston Manse
Peebles St Andrews Leckie Church
Peebles St Andrews Leckie Manse
Peebles St Andrews Leckie Bakehouse

Invitations to tender were sent to three Chartered Building Surveyors, quotations as follows –

Adams Napier Partnership

Principal Reports £3194.00 + £638.80 VAT Total £3832.80

Interim Reports £2197.00 + £439.40 VAT Total £2636.40

Alan Grant Associates

Principal Reports £2675.00 + £535.00 VAT Total £3210.00

Interim Reports £2325.00 + £465.00 VAT Total £2790.00

Andrew Isherwood Ltd

Principal Reports £3050.00 + £610.00 VAT Total £3660.00

Interim Reports £2325.00 + £465.00 VAT Total £2790.00

It is proposed to accept quotations as follows –

Principal Reports Alan Grant Associates in the sum of £2675.00 + £535.00 VAT Total
£3210.00

Interim Reports Adams Napier Partnership in the sum of £2197.00 + £439.40 VAT Total
£2636.40

Total cost £5846.40.

Deliverances:

1. Presbytery receives the report.
2. Presbytery approves the sale of part of the Glebe at Glenholm for a garden extension.
3. Presbytery approves a Ministries and Mission rebate of £1,000 for Innerleithen, Traquair and Walkerburn as they follow the Path of Renewal programme.
4. Presbytery approves a Ministries and Mission rebate of £1,500 for Stow and Heriot towards expenses for their 'Year of Promise'.
5. Presbytery approved the appointment of consultants to carry out the 2018 Principal and Interim reports.