

## **BRIGHTONS PARISH CHURCH - MINUTE OF DEACONS' COURT – 25.6.24**

On which date the Court met and was constituted with a reading from Acts 15, and prayer.

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

Deacons G. Bell, M. Dick, H. O'Neill, M. Stirling, R. Wilson.

**APOLOGIES:** were tendered for J. Callahan, R. Callahan, T. Nimmo, G. Scott, W. Tomlinson, K. Fulton, S. Glass, E. Hope.

**MINUTES/MATTERS ARISING:** the minutes of 30.1.24, 25.2.24 and 28.5.24 were approved as issued. As part of matters arising, policy documents in the areas of Health & Safety; Vehicle Use; Building Security; Equality, Diversity & Inclusion; Harassment had been circulated to the Court. Following explanation and related discussion the policies were approved by the Court after noting that - policies would be checked where reference to only employees and /or employees and volunteers might be used; for vehicle use policy the position of volunteers in a number of areas, e.g. car insurance, would be checked by K. Wansbrough; in the Harassment policy the question of support for any volunteers in the event of an accusation against them would be checked. The Chair thanked J. Norton, G. Scott, J. Falconer and any others involved for their help in preparing these documents.

**FINANCE:** the basic financial position remains largely as given at the Court meeting of 28.5.24 and the recent ABM. M. Dick asked for the closure of the current Sunday School account as funds were low and amounts received small. The Court agreed to this request. M. Dick noted that, in future, requests for funds or payment of any outlays will be covered via direct contact with the Treasurer with involvement of the Court where necessary. The Chair thanked Sharon, Pat and the finance committee for their work in the area of finance and M. Dick for her work as Sunday School Treasurer.

**SAFEGUARDING:** a detailed update minute had been circulated. Amongst other matters it was agreed that J. Bell, W. Rankine and G. Scott would join the panel. All 3 now have Basic Disclosure clearance and have completed Introductory training with Advanced Safeguarding training to follow. Work is ongoing to rationalise the Safeguarding Congregational Register. This has proved to be a complex task e.g. in the area of removing those no longer actively involved from the Church of Scotland lists. No safeguarding issues have been raised. Those listed below have all received PVG clearance to come onto the Safeguarding Congregational Register and as such were approved as officially appointed by the Deacons Court. Between July - December 2023 - Margaret Wright, Iain MacAskill, Pauline O'Rorke, Jill Dickson, Margaret Bryce, Sheila MacLennan - Pastoral Visitors and Sheila Colebrook, Eileen Hope - Sunday Schools.

From January 2024 - Eileen Hope -Safeguarding Coordinator; Dr. Isabel Scougal, Robert Callahan - Pastoral Visitors; Jane Miller, Norma Thomson, June Arkless - Friends of Jesus; Ruth Beaton, Catherine McIntosh, Diane Tate, Chloe Kirkton, Janet Crossthwaite, Jamie Mcintosh, Mhairi McNeill, Stephanie MacAskill, Peter Costello - Sunday Schools;

The Chair thanked E. hope and 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 - annual inspection of firefighting equipment, general maintenance duties. Three fire extinguishers were replaced in the Church - cost - £191.90. For the new Manse - a quote of £876 had been received to carry out repairs to windows with leaks and this was approved by the Court. Forthcoming works include quarterly inspections and ongoing maintenance. A question was raised regarding the current pattern of heating in the Church buildings. G. Scott will be asked to check our heating use and give feedback. In the area of Health & Safety our current policy has been updated to match other Church policy documents. J. Falconer was thanked for his help with preparing this policy. The Chair thanked Gordon and his team for their recent work.

**HEALTH & HYGIENE:** an update report had been circulated to the Court. At the January meeting of the Court it was noted that the Church of Scotland recommends that Congregations provide structured training for at least 1 holder of an elementary Food Hygiene Certificate to be present when food, beyond tea/biscuits, is being prepared. The Pre-5s have requested that 3 helpers be trained. Forth Valley College - Stirling Campus - provide the necessary training and our interest has been registered with them. Options are either a 1 day course or an online option, both £85 per person. The Court approved £255 to provide training for 3 people from the Pre-5s. It was also requested that the need for this training be made more widely known.

The Chair thanked Graham for his help in this area.

**COMMUNICATIONS/LETS:** a full note had been circulated covering the most recent meeting. It was noted that J. Falconer had taken on the role of Communications Team Convener. The Team are beginning to consider likely areas of change following the move to the Upper Braes Union. There will be a substantial number of changes required and necessary items will be brought before the Court in due course. Regarding lets Organisations/Groups will be asked to submit requests for the use of Halls for next session to allow the compilation of a Calendar. J. Norton will help J. Dick with this matter.

The Chair thanked J. Falconer and the Group again for their support in this area and J. Dick for his help with Lets.

**FUTURE MEETINGS:** - Deacons' Court – 10.9.24 - 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 – 10.9.24- 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.
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 – 19.11.24 – 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/28.6.24

