

UNITARIANS IN EDINBURGH
Minute of Council Meeting
04/06/24 at 7.30pm on Zoom

1. Present: Julie Finneran (Convenor), Jill Woolman (Treasurer & minute taker), Ann Sinclair, Joan Cook, Elyse Jacks. Apologies received from Mandy Orr.
2. Opening words were delivered by Elyse: ...?
3. The minutes of Council meeting 17/04/24 were approved subject to some final amendments. The minutes of Council meeting 09/05/24 were approved. Both sets of minutes will be uploaded to the website once the former set are modified.
4. Jill provided an update on the 2023 annual report and accounts ('the accounts'). The independent examiner has concluded her examination and has no matters to report. She did have some queries and a recommendation, all of which were attended to/useful. Jill can proceed to finalise the accounts ready for sharing with members prior to the AGM. Ann advised that she will have to register Jill with OSCR so that Jill can, in due course, complete the annual report and submit the accounts. There was some discussion about the role of charity trustees. Having recently attended two sets of training, it was agreed that Jill will share what she learned to the other trustees at the next regular council meeting as a 'refresher' course.
5. It was agreed that we can proceed with the AGM at 12.30pm on 23 June 2024. Ann is to share last year's agenda and AGM minutes with Julie and Julie will prepare content to go into the bulletin. Jill is to forward the accounts to Julie so that they can go on the website as draft, for review by members prior to the AGM. Trustee nominations are to be requested, and all current trustees must be re-nominated. Margery is to be asked to emphasise the importance of the AGM at this coming service.
6. The following updates were received from other teams:

Finance team - Jill advised that due to the high balance in the current account £30,000 has been transferred into an interest bearing fixed term account. There was some discussion about the financial resources sitting with the SUA, which could assist with training, etc.

Ministry team - Joan advised that an afternoon tea date has been set for members to remember the late Bryan Wade, given that he had a private funeral, at his choice.

Management team - Ann advised that a meeting had been held of this team (Ann, Euan, Joan, Jill) to discuss many matters. and inspect the premises. Hereon it will meet twice annually to discuss the fabric of the building.

Arrangements are in hand to ensure the vestry is welcoming should the student minister decide to use it as her office.

Communications team - this team (Jane and Monika) have not met recently. Julie was wondering whether we needed to update our website and FB page. It was decided that a more substantial refresh could take place in the autumn. The work of the council working group on engagement (Jill, Mandy, Elyse) was discussed (fulfilling one of our SMART goals). A couple of suggestions were made but overall the council welcomed the draft wording from Mandy and encouraged Elyse to progress with formatting a new leaflet. It was decided that the draft wording should be run past the Communications Team.

7. The ministry student contract was discussed. Trustees are happy with the content. Jill proposes to pay the College monthly in order to spread the cashflow. It was agreed that accommodation and travel expenses will be reimbursed. It was agreed that we can draw down from the Speed Trust as and when necessary, because this arrangement meets the objectives of the Trust. Ann to provide Jill with a copy of the Speed Trust. When taking the service on June 16th Joan will highlight the zoom service which Janine is leading on June 30th. On June 30th Joan will introduce Janine to the congregation. When Janine joins us in September we will hold a social event to welcome her to Edinburgh.
8. The SMART objectives that evolved from the workshop with the congregation were briefly discussed. We will bring them back to the next regular council meeting for ratification.
9. Technical equipment was discussed. By majority vote it was agreed to purchase a TV monitor as was originally envisaged; it was felt that there was plenty of opportunity to use it and in particular to help those participating remotely to feel more included. Jill is to advise Euan to proceed with the purchase. We still do not have a substantive solution for the replacement of Elyse when she is on mat leave, for the technical host role in the church. There has been no reply from the college or school (ie Duke of Edinburgh Award volunteer opportunity). One congregation member has been trained up, but might be relocating, and one has indicated they might be willing to train up.
10. There were no safeguarding issues to report. Joan will advise those recording the upcoming private memorial service that on no account can their recording be shared publicly.
11. Any Other Competent business: all Council members were humbled and grateful to learn that Mike West has left a bequest in his will to the church. Jill is in correspondence with the solicitor.

12. For the AGM pm 23 June Julie will do the opening and closing words. The date of the next meeting is 6 August 2024 at the earlier time of 7pm. Ann will do the 'words' and Elyse the minutes.

13. The closing words were delivered by Elyse:

Unitarians in Edinburgh
St Mark's Unitarian Church
Scottish Charitable Incorporated Organisation (SCIO) number SC014167