



**Church of Scotland
Presbytery of Edinburgh & West Lothian**

Steering Group (SG)

**Newhaven Church (NC)
North Leith Parish Church (NLPC)
South Leith Parish Church (SLPC)**

***Notes / minutes of Meeting No 8
Held on 25 September 2022 @ NLPC***

Agenda	Item	Notes
1	Welcome	The Chair welcomed those Steering Group (SG) Members present
2	Opening Prayer	The meeting was constituted by prayer – Chair
3	Sederunt	K McKay (Chair), P. Bluett, A Lamont, A Rutherford, T Bell, J Robertson, S Lowe, G Booth, C MacNeill, M Doig, Sheena Glen, Keith Martin
	Apologies In attendance - scribe	I May, J Hodge, S Edwards, H McDiarmid
4	Approval of Minutes of meeting held on 21 August 2022	These had been previously circulated and were approved.

Agenda	Item	Notes
5	AOCB – items to be notified prior to Agenda Item 11 below	Music (Sheena)
6	Updates – Collaborative Working	<p>Property: team has met – no immediate issues</p> <p>Finance: team has met and has considered rationalisation and consolidation issues. The following areas were explored:</p> <ul style="list-style-type: none"> ➤ Bank accounts ➤ Finance Team roles: <ul style="list-style-type: none"> ✓ Convener ✓ Treasurer and Assistant Treasurer ✓ Gift Aid Coordinator ✓ FWO Coordinator ✓ Payroll Manager ➤ Liaison with Fabric managers, Roll Keepers and Hall Let managers ➤ Updating of market values of assets across the 3 congregations <p>Next meeting is scheduled for November – work in progress.</p>
7	Congregational Meeting(s)	<p>This had previously been scheduled for October. It was decided that any such meeting would be best held <u>after</u> the October Presbytery on 4 October. It was decided that any adverse decisions or recommendations resulting from the Presbytery meeting, would be proactively communicated to congregations, prior to the main congregational meeting, on 9 October. It was thought that communication be put together and circulated to the three congregations via the towards our new parish website prior to the meeting on the 16 October. Thereafter, a combined meeting of the 3 congregations would be held after the next joint service to be held on 16 October at Newhaven.</p>
8	Pastoral Care	<p>The Chair reiterated that steps to provide comprehensive care are in place, and would kick in as and when required. The Chair, the 2 Ministers and the 3 Session Clerks will carefully monitor the situation.</p>
9	Basis of Union – Template (BoUT)	<p>The BoUT had been issued to SG members. This would form the <u>single</u> item on the agenda for the next SG meeting. Members were asked to give the document some thought and consider what they thought important to include in this.</p>

10	Communication	Gavin had provided a most informative presentation for congregational members present during the service, prior to this meeting. Steering Group members were asked to continue with the policy of confidentiality.
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11	AOCB	<p>Sheena suggested that, in addition to the existing collaborative groups, the component music groups should also meet to discuss:</p> <ul style="list-style-type: none"> ➤ Different styles of worship employed ➤ The formation of a consolidated music group – potentially involving both organists ➤ The format of contribution(s) to the Scottish Service for Seafarers, held at SLPC in November <p>To progress this was enthusiastically agreed.</p>
12	Close	The Chair closed the meeting with prayer, thanking members for their attendance
13	Dates of Next Meetings	<p>16 October 2022 @ Newhaven 20 November 2020 @ SLPC (The Scottish Service for Seafarers) 18 December 2022 @ NLPC</p> <p><i>Please note changes to VENUES previously stated on Agenda</i></p>

Written by: **Hugh**
Vetted by Chair: **27/09/2022**
Amended: **27/09/2022**

Date: **26 September 2022**
Issued: **27/09/2022**
Reissued: **27/09/2022**