

# ADMINISTRATION COMMITTEE

## REPORT FOR ANNUAL BUSINESS MEETING 29 March 2020

As in previous years there has been some changes and issues to deal with in connection with the Church premises and aspects of business administration.

We would wish to record our thanks to James MacLaren who retired this year from the duties of Church Officer. James has carried out this duty for 12 years faithfully and diligently. Always on hand to help and attend to items that arose unexpectedly. Many thanks.

With James's retirement we welcome our new Church Officer, Chris Lawrence ( husband of our Organist Nicola). I'm confident in Chris we have found a very capable and able replacement.

Cleaning Our regular cleaner, **Janis Keir** continues to come in every Friday to clean the sanctuary and all the halls, kitchens/toilets etc. We also continue to engage an extra cleaner, **Andrew McGowan**, at the start of the week to ensure the halls are acceptably clean for our hall lets from Mondays till Thursdays. He comes in either Sunday evening or early Monday morning. He also fills in when Janis is on holiday. Our thanks for their hard work.

Flower Fund/Retiring collections Our thanks to Patty Brodie for her willingness to carry out the task of ordering the Flowers and collecting monies from Flower Contributors. Of course we also wish to record our thanks to those who provide or pay for the Flowers that decorate our Church each week.

We continue with the retiring collection at the end of each communion service which provides additional funds to support the cost of flowers for the Church when there are 'blank Sundays' in the Flower calendar. This allows people who wish to help, the chance to contribute without having to take on the whole cost for one particular week. There are still a number of weeks which are available for anyone who wishes to provide flowers for the Sunday Services.

Hall Lets Since the recent closure of the British Legion the Church premises have been much sought after to hold local meetings and events. We continue to let our halls at various times in the week to numerous local activities, e.g. Old Skool Step Class, Fishermen's Club, 2 Dance Class, Yoga Classes and Dog Training. Other church organizations and groups such as Alcoholics Anonymous also continue to use the halls at various times during the week- the church is a busy place at some stage in the day and for most days of the week. The Brownies, the Girl's Brigade, the Anchor boys and Boy's Brigade also use the halls. In total from letting fees and donations more than £ 5000 comes into the church from the use of the halls- a not insignificant sum.

Equipment **Ian Kerr** has the responsibility and control of the Funds for Equipment used within the Church . During this year we have replaced the fridge in the large kitchen as the old unit was not maintaining proper temperature levels. We have also replaced and upgraded the computer equipment. BT made an offer to provide Superfast Broadband service at no cost to the Church and this has been installed.

We have been experiencing problems with the programming and running of the Electronic notice board which is currently an ongoing issue. We hope to resolve this soon.

With much gratitude we wish to record our thanks to **Robin Livingston** for his past commitment, help, time and his hard work in upgrading and attending to our Audio, Electronic and Computer equipment. Robin has now past the baton to **David Yee** and we are very grateful to have such a ready and willing replacement. Our thanks to David.

Freeland News The introduction of a combined September and October/November Newsletters has been a success as it overcomes the difficulties in obtaining and producing a September issue in August when a lot of organization are just restarting and other contributors are perhaps still on holiday. Our thanks to **Janet Birch** , Editor, for the work she puts in to produce a very interesting and informative Church publication. Janet and Irene Macfarlane carry out the organisation of the Newsletter Distribution.

Church Booklet Once again a 2019/2020 church booklet (with lots of useful information and contact details of church office bearers and organization leaders) was produced and distributed to all members in the autumn. It was again carried out 'in house' by our Church Secretary, **Margaret Coats**. It has been well received by all. Many thanks to Margaret for all her hard work and time spent producing the booklet.

Publicity **Lesley Smith** continues with the responsibility, organising and work on updating the church website. I am very happy to report that with a lot of hard work Lesley has managed to resurrect the Church Web Site following the "Hack" experienced last year. We are very grateful for all her work in dealing with this problem. Our thanks.

#### Thanks

As always, the administration of the church is only possible with the diligent work of a large number of people.

My particular thanks go to **Margaret Coats**, our Secretary, to **Patrick Devlin**, our Janitor , to **James MacLaren & Chris Lawrence** , our Church Officers this year, to **Lesley Smith** for publicity matters (including the church website) to **David Yee** for the delivery of our Audio and IT needs and to **Ian Kerr** for his attention to all Equipment matters ( including ordering new items and obtaining replacements) . The Freeland News has been produced 5 times during the last year, bang on time due to the diligent efforts of **Janet Birch**, the editor -our gratitude to her; to **Margaret Coats** for collating and printing – thank you Margaret; to her team of volunteer 'Folders' and to **Janet Birch & Irene Macfarlane** as the organisers of the Newsletter distribution, and the Church Members who deliver the copies to everyone .Last but not least, **Patty Brodie** , who looks after the flower calendar and is our liaison with the Flower providers.

Jim Welsford  
Admin .Convener