

## **Scottish Episcopal Church – Diocese of Brechin**

**St Drostans Episcopal Church: Tarfside**  
**Know as; St Drostans Church and Lodge Tarfside**  
**Scottish Charity Number: SC007239**

### **Report of the Trustees for the year ending 31<sup>st</sup> August 2018**

The trustees present their annual report together with their financial statements for the year 2017 to 2018.

#### **Address of Principal office**

C/o; Secretary/Treasurer.

4, St Michaels Road, Newtonhill, Stonehaven, AB39 3RW

#### **Current Trustees**

A Management Committee of Trustees consisting of the following administers the charity;

During 2017 - 2018 these were;

Priest in Charge/booking secretary - Rev Jane Nelson

Member - Rev Michael Turner

Member - Miss Sandra Guthrie

Member - Mrs C Phelan

Member - Mrs A Lowden

Member – Mr Kenneth Goddard

Secretary/Treasurer - Mr Peter Nelson (retired at AGM Nov 2017 and re-elected)

Members of the Congregation appoint the trustees at an annual general meeting established by constitution and under the Canon Law of the Scottish Episcopal Church. There is no formal induction programme, but ongoing guidance is given to ensure that trustees are familiar with the Church's values, aims and responsibilities as designated trustees of a charity.

#### **Structure and Governance**

The Church of St Drostans is a church of the Scottish Episcopal Church, in full communion with the Anglican Church, and is a registered Scottish Charity (SC007239). The superior authority is the Bishop of Brechin.

The Trustees govern all of its affairs, and its constitutional form is that of an Unincorporated Association

The present constitution applies from 1<sup>st</sup> September 2009 and is available for inspection if required.

#### **Charitable Purpose**

The purpose is the advancement of religion. The principle activities include public worship in sacrament and prayer and the operation of a low cost self-catering lodge in the Church Grounds at Tarfside. This church hall, known as St Drostans Lodge is used to provide accommodation for groups and families wishing to visit Glen Esk, for the purpose of religious retreats, recreation and family visits.

It was a condition of funding support received from the Community Fund in 2002, that the Lodge is open to all, and this has been maintained, with visitors from many denominations, and of no particular faith, being welcomed. We have also welcomed children from socially deprived groups and special schools and since the modifications made in 2002, less able persons have been able to use the Lodge.

The fees received from the use of the Lodge are the largest source of income, although donations and sales of books and postcards make a significant, contribution to funds.

## **Activities and Achievements, and Future Plans**

In January, the new kitchen including an oven, hob and extractor fan was fitted, along with redecoration of the room, installation of new blinds, and replacement of some accessories. The total cost was £9451 and this was wholly covered by a total of £9456 in donations and grants, of which the Diocese donated £4050. The kitchen has been well received by all visitors.

The 5 yearly Electrical inspection and recertification revealed that the distribution boards/fuse boards in all of our buildings no longer met the required standards. These were all replaced, and at the same time, the church quartz floodlights, half of which were no longer working, were replaced by energy saving LED floodlights at a total cost of £2770.

The original Fire panel also failed in September, and this was replaced at a cost of £623 with a more up to date model. (Peter had been called out at 10.00pm by users complaining of the fire alarm going off, and when the panel was found to be not responding to being re set, he disconnected it from the system)  
The telephone coin box was sent back to Solitaire Phones for conversion to the new £1 coins, at a cost of £36, and continues to work well. As we do not have broadband, we now pay a lower cost line rental.

The Parsonage 2003 five year lease agreement, which was a continuation of previous agreements, expired on 15<sup>th</sup> May 2018.  
Advice was taken from the Registrar on a new agreement; however changes in law required a new Private Tenancy Agreement. This is not time restricted and allows the tenant to continue to rent as long as they wish. It is not foreseen that the "Landlord" would wish to carry out a Mandatory or Discretionary eviction under the terms of the lease. This also clarifies what the "Landlord" is responsible for, and in our case, there are two areas where further work is required firstly, Smoke and Heat Alarms; the existing alarms will be brought up to the required standard and maintained annually along with those in the Lodge. This work will be carried out in January/February at a mutually convenient time when the systems in the Lodge are maintained; secondly we need to obtain an Energy Performance Certificate EPC, (noting that will have to achieve a minimum of band E by 31<sup>st</sup> March 2022 and Band D by 31<sup>st</sup> March 2025)  
Preparation of the lease involved a considerable input from the Secretary, who is also the "Landlord" under the Regulations, including a personal visit to the Solicitors Dundee office to prove his identity! The total cost of renewal was £414.

The main event of the year was once again the St Drostan's Open Day and Picnic held on the 15<sup>th</sup> July. Notice of the event had been circulated amongst households in the Glen and in the Brechin Bulletin.

A number of Churches from the Northern part of the Diocese brought along stalls and members of their congregation, however representation from the Southern area and Dundee was disappointing.

St Drostan's provided tea; cakes and soft drinks, many of the cakes had been prepared by local residents, some of whom volunteered to help us on the afternoon. It was good to see our neighbours from the Glen and to talk about our outreach mission with them and we were pleased to note that they welcomed the chance to talk with us, and some have subsequently carried out some work on our grounds  
The afternoon closed with an enthusiastic Songs of Praise service, led by Rev Jane Nelson, which was greatly enjoyed by all who attended.

An Inventory of Church Property was prepared as required by the Canons of the Episcopal Church. This contains a description of the Church and the items within the church, a photographic record being made of most of these. An Electronic copy of this document has been lodged with the Diocesan office as required. In preparing this document, an opportunity was taken to visit the Diocesan Archives at Dundee University, archive some recent documents, and understand how the system works. The Inventory is available for inspection by anyone interested.

The transcription of Register of Baptisms, Marriages and Deaths dating back to 1839 has been re-analysed and revised lists of names, locations and dates produced to make family history searches easier. Copies have been placed in the church for public viewing.

In addition to the required work indicated above on the parsonage, it is proposed that in the next year we procure new gates for the Church Grounds, either wood or metal, as the existing wooden ones are rotten. The two wooden picnic benches are also at the end of their life and it is recommended that these be replaced with recycled plastic versions to reduce maintenance and increase life. The benches are well used and much appreciated by visitors.

It is also proposed that we purchase a small lockable stationary cupboard to store longer term records, building plans and other items which require secure storage, rather than at the Secretaries home. This could be placed in the large single bedded St Andrews room.

Rev Jane and Mr Peter Nelson announced at the March Diocesan Synod that they wish to retire from the roles of booking secretary, treasurer and secretary from 2020 after serving in these roles since 2004. Jane is willing to remain as Priest in Charge, with the Bishop's permission and both are willing to continue to serve as Trustees. This advance notice is to allow discussions on the future of St Drostan's with Bishop Andrew and the Diocese, agree any new strategies, and allow transition of new people into the required roles.

We had a number of items published in the monthly Diocesan Newsletter to maintain our profile and continued to publish items on "Facebook" (over 100 followers) and on our website, which is now our main source of booking communication.

The overall numbers using the lodge were one hundred down this year, 797 from 897 last year, the number of separate visits by groups was also down from 46 to 42 and these figures are below our budget figure of 900 bed nights. (Looking at the five previous years, although the average is 928 we need to think about reducing the budget figure to 850 bed nights per year to ensure an realistic estimated cash receipt figure)

Of the groups using the Lodge over the past year, five were directly related to the Diocese of Brechin, (St Ninians Girls Brigade, St Ninian's Ninians Youth Group, The Woman's Retreat, All Souls Invergowrie and St Luke's Men's Group (Pirate Monks). It was good to see these additional groups, particularly the Men's Group who had a particularly rewarding time at the Lodge.

On the "ecumenical" aspect, three groups used the lodge for retreats, two Roman Catholic and one ecumenical.

The largest user group categories continues to be families, many of whom have been using the Lodge for generations and this is matched by the "special user groups" who have a wide range of interests, from the Scottish Christian Hill Walkers, Bagpipers, Greek/Hebrew Bible studier's, Wildlife Studies, U3A and Yoga. The use by social works, Youth and educational groups also continues to grow, and is an important contribution to assisting young people making their way in the world.

The Insurance values of the three buildings are inflation linked and are currently:

Lodge – ANSVAR	£706,334	24 <sup>th</sup> November 2017
Parsonage –ANSVAR	£1,010,626	31 <sup>st</sup> May 2018
Church – Ecclesiastical	£2,600,000.00*	31 <sup>st</sup> May 2018

(\* the insurance company now states a "maximum" repair amount for the church)

### **Trustee Remuneration and expenses**

Expenses have been paid to the following trustees. All mileage is paid at the SEC/IR not for profit rate of 45p/mile.

P Nelson

£339.80 Mileage associated with repairs/renewals & admin

Rev J Nelson

£280.80 Mileage associated with services and visits

### **Reserves**

Reserves are held in The Co-operative Community Direct Plus Account, which is not interest paying on deposits less than £25,000, and the SEC Unit Trust Pool. These unrestricted reserves are held for items of major expenditure, improvements and repairs to the properties at Tarfside; Church, Lodge, Parsonage and associated grounds.

A strategic reserve is held the SEC Unit Trust Pool, which pays dividends twice per annum.

Levels of strategic reserves are reviewed at the AGM when future budget expenditure is being considered, and at the AGM held in November 2015 it was agreed to purchase £5,000 worth of units in the SEC using cash from our current account.

The balance sheet shows current reserves to be carried forward of £12,002.02, (slightly more than the agreed budget figure of £11,562), and units within the SEC pool which had a value of £14,244.34 in June 2018, up from £12,794.86 in the previous year

### **Surplus/Deficit**

St Drostan's account shows a surplus of £5,027.70 (Budgeted surplus £4,572) this year, mainly because of slightly higher than expected Locum Fee donations from the services which the Priest in Charge takes in Stonehaven, Muchalls and Aberdeen, rent and interest payments, which balance a reduction in expected fee income. (Fee income was £17,538, more than last year which was £16,958, but as lodge numbers did not meet full 900 bed night expectation the budgeted income of £19,800 was not met)

Expenditure was about to plan, laundry and cleaning and repairs and replacements being slightly less and insurances and fuel being slightly more than expected.

We have seen an increase in the number of visitors wanting to pay deposits and Fees directly to our bank, which saves us time, and also reduces post office visits and postage. Most suppliers are now paid by debit card, or by direct bank transfer in some cases, although this is a fairly complex process for us, requiring two authorisations.

It is recommended that the fees for 2020 should be £25 per person per night. The levels of regular donations were at the same order as previous years, assisted by the HMRC GASDS process of claiming gift aid from small cash donations. The votive candle stand in the Church continues to be a welcome source of donations.

### **Donated Facilities and Services**

The Trustees are grateful for the time freely given by a small number of volunteers without whom it would be difficult for the charity to operate successfully. We are pleased to record that the new kitchen was entirely funded by additional donations and grants and that a new microwave oven was also donated by a regular visitor.

### **Statement of Trustees Responsibilities**

The Trustees must prepare financial statements, which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The Trustees are responsible for keeping proper accounting records, which, on request, must reflect the current financial position of the Church at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud or other irregularities.

Signed on behalf of the Trustees



P Nelson  
Secretary/Treasurer  
Date 9/9/2018  
Statement of account and balances signed



P Nelson  
Secretary/Treasurer  
Date 9/9/2018