

# Friends of St James the Less Church, Tatham

## Minutes of the 3<sup>rd</sup> Annual General Meeting

Held at the Church of St James the Less, Tatham, at 19:00 on Monday, 14<sup>th</sup> May 2018

Present	Colin Burford (Chair), Paul Whatmough (Treasurer), Margaret Whatmough (Secretary), John Holt, Chris Berry, Linda Kirkby, Rita Murphy, John Parkinson, Sue Wood, Sue Marsden, Richard & Rebecca Sanderson, Trish Kirkwood – 12 people
Apologies	Barbara Harrison, Jenny Herd, Steve & Lesley Loy, Mel Winstanley,
Chair	The meeting was opened by the Chair, Colin Burford
Minutes of AGM 2017	The Minutes of the AGM held on Monday, 8 <sup>th</sup> May 2017 were agreed as a true record.
Chairman's Report	<p>This is the Annual Report for the year ending 31<sup>st</sup> December 2017, the third full year since the Friends was launched.</p> <p>The charity has been established as a Charitable Incorporated Organisation (CIO), registration number 1161272 with the following objective: to preserve and protect St James the Less Church for the benefit of the public as a place of worship and such other charitable purposes as the Trustees deem appropriate.</p> <p>A close working relationship with the Parochial Church Council (PCC) is essential to fulfil this objective and, in particular, to identify improvements and modifications to the church which would be beneficial in achieving greater use of the church buildings for both religious and secular purposes. Furthermore, the Friends are involved in raising funds to finance developments agreed by the PCC.</p> <p>Our membership is available to anyone who supports its object and is interested in furthering its purposes. General meetings of the Friends are held every two months to which all members are invited. Members are also invited to take part in the work of the various sub-groups.</p> <p>There are three officers of the charity who are also expected to take on the role of trustees. Holders of the posts during 2017 were as follows:</p> <p>Chairman: Colin Burford, Oak House, Wennington, Lancaster, LA2 8NX          Secretary: Margaret Whatmough, Coach House, Wennington, Lancaster, LA2 8NW          Treasurer: Elizabeth Quine until February 2017                            Paul Whatmough, Coach House, Wennington, Lancaster, LA2 8NW from February 2017 onwards</p> <p>(It is with great sadness that we have to report that our Treasurer/Trustee Elizabeth Quine died in February 2017. Paul Whatmough agreed to take on the role and was formally elected at the AGM held in May 2017).</p> <p>As well as attending the two monthly meetings of members, the Trustees meet regularly to monitor the activities of the charity to ensure that the organisation is run in accordance with its constitution and charity law.</p> <p><b>Financial Review:</b> A copy of the Financial Statement is attached to this report.</p> <p><b>Fundraising:</b> During 2017 the Friends organised the following fundraising activities:</p> <ol style="list-style-type: none"> <li>1. The 100 Club continued to be the main generator of funds for the Friends. The monthly draw during 2017 awarded a total of £2143 in prizes and generated a</li> </ol>

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total of £4123 for Friends' funds.

2. A concert in the church was given in February by the Levens Choir and a total of £715 was raised for our funds.
3. A summer lunch at the home of Rebecca & Richard Sanderson was held in July and a total income of £1320 was generated.
4. The Lancaster and District Male Voice Choir gave a concert in October resulting in a further £918 going to Friends' funds.

In total, therefore, the net income, including donations for 2017 was £7182.

**Outgoings:** During 2017 the Friends were pleased to assist the PCC in providing just over £10,000 to finance various improvements to the church. These included the provision of a new brew station in the north aisle, together with improvements to the existing storage cupboard.

Contributions were also made for the renovation of the church floors and improvements to lighting and sound systems.

It should also be recorded that many of the individual members of the Friends have given their time and energy to assist the PCC in running the regular activities of the church and assisting directly with building improvements and the provision of improved facilities.

In a similar manner, individual Friends have supported the editor of the church newsletter in providing copy and also the printing and distribution throughout the area of Lower Tatham, Higher Tatham and Wennington.

Further improvements and additional facilities in the church will continue to be funded by the Friends and, in order to assist the PCC in their planning for the future, a joint sub-group has been established with representatives from both Friends and PCC. This group will identify further improvements and formulate a programme of investment for future years. The proposals will be referred to the PCC for consideration and adoption.

**Other Activities:** Mention should be made of the increasing use of the church for community activities, a stated aim of the Friends. The singing group, Wenning Singers, continues to expand its membership making use of the church on Thursday evenings and it was pleasing to see that their Christmas Carol Concert on Wennington Green attracted large numbers and proved to be a great success.

The upholstery courses continue to make full use of the church facilities and Wennington Parish Council has held several of their meetings in the church. A number of other organisations have also expressed interest in using the church for meetings and exhibitions, several of which should materialize in 2018.

The Friends will continue to have regard to the Charity Commission's guidance on public benefit and encourage the community's involvement in the use of the church and its facilities.

The adoption of the Chairman's Report was proposed by Rebecca Sanderson and seconded by Linda Kirkby. All found in favour.

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Secretary's Report	<p>Membership of the Friends has stayed static throughout 2017 and numbers 50 registered members.</p> <p>The information lodged with the Charities Commission has been maintained and updated with the filing of the Annual Report and Financial Statement for the year 2016. Paul Whatmough has been registered with the Commission as a Trustee of the charity and Liz Quine's details removed.</p> <p>The Friends have held six meeting during 2016; in January, March, May, July, September and November. The average attendance has been 14 people. Members are kept updated with news of the Friends and events at the church by email. We have four members who have opted to be kept informed by post but, apart from one, correspondence can be hand-delivered. Administrative costs are, therefore, kept to a minimum. The email circulation list has also been used to draw members' attention to other events held by local societies in the area.</p> <p>2017 saw the formation of a new committee set up to work closely with the PCC and with a wide remit to look at all means and methods of promoting and marketing St James the Less Church.</p> <p>Meetings at the beginning of the year were held at The Bridge Inn for which I would like to thank Peter and Bernadette for allowing us the use of their upstairs room. More recently, however, meetings have been held at the church as access makes this a more inclusive venue.</p> <p>My thanks are also due to Colin and also to Paul for their support and welcome advice.</p> <p>The adoption of the Secretary's Report was proposed by John Parkinson and seconded by John Holt. All found in favour.</p>
Treasurer's Report	<p>The Financial Statement for the year ending 31<sup>st</sup> December 2017 are attached as a separate document</p> <p>Paul explained the figures to the meeting and responded to queries raised.</p> <p>The adoption of the Treasurer's Financial Statements was proposed by Richard Sanderson and seconded by John Parkinson. All found in favour.</p>
Election of Officers	<p>Margaret Whatmough was unanimously re-elected as Secretary</p>
AOB	<p>Colin thanked the Friends for the work carried out and to come.</p> <p>John Parkinson extended the grateful thanks of the PCC to the Friends for their work and efforts to preserve and protect St James the Less Church.</p>