

St James the Less Church, Tatham

Minutes of the 6th Friends Meeting on 29th September 2014

Held at the Bridge Inn, Tatham, at 7.30pm.

Present	Colin Burford (Chair), Linda Kirkby, John Holt, Sue Marsden, Liz Quine, Mel Winstanley, Paul Whatmough, Margaret Whatmough (Secretary), Clare Danz, Richard Sanderson, Rebecca Sanderson, John Parkinson – 12 people
Apologies	John & Barbara Harrison, Jenny Hird, Carl Hunter, Rita Murphy, John & Sue Wood, Chris Berry, Kate McDonald, Mike Winstanley, Mark Cannon, Sue Dawson, Kathy Walker
Chair	Colin opened the meeting by thanking Sue Marsden for her work as Secretary to the Friends and welcoming Margaret Whatmough who has agreed to take on the role.
Minutes	The minutes of the previous minutes were agreed as a true record.
Matters Arising	All matters arising will be discussed when the Sub Groups have reported.
Projects Sub Group	<p>Paul Whatmough reported that the heating plans have been agreed by the DAC subject to the Registrar issuing a faculty. John Holt explained that this faculty was a legal document and two notices have to be displayed for a month (one inside and one outside the church). These have been in situ now for 10 days. The PCC have agreed the estimate from Wheildons and a letter has been sent to them confirming this. Wheildons require 25% of the costs in advance. John emphasized that there were time pressures for the work to be carried out. The RHI is going down from 8.4% to 7.8% on 1st October 2014 and it is likely to decrease further in January 2015. Also there is a concert booked in the church on 15th November 2014. Paul thought that, hopefully, the wait for the faculty to be issued would correspond with the time needed by Wheildons to schedule and prepare for the work to be carried out. The new pipe work should be completed before the concert and the new boiler fitted afterwards. The water supply and B4RN ducting work is to be done on Wednesday, 1st October 2014. Volunteers would be very welcome and should meet at the church at 09:30. Wheildons have yet to confirm their start date but have indicated that there is no need to clear the vestry and minimal clearance is required in the church.</p> <p>Paul Whatmough volunteered to act as Clerk of Works and this was agreed by the Friends.</p> <p>John Holt mentioned that within the current boiler room there is a concrete wall, cladding and a heavy metal door separating the boiler from the oil tank. The removal of these items is not itemised on the estimate from Wheildons. Also, John Harrison had suggested that the cellar may need tanking or lining. Paul Whatmough to discuss with John Book (Heating Advisor to the DAC). Subsequent telephone conversation between Paul and John Book confirmed that this was not necessary.</p> <p>Linda Kirkby queried whether there was any scrap metal value in the old boiler and tank. Speed Fuel Oils have agreed to come and drain the existing tank but disposal of these items is not mentioned in the estimate. Rebecca Sanderson suggested that it might be worth taking them to Morecambe Metals. Paul Whatmough to clarify this point with Wheildons.</p> <p>Sue Marsden queried the costs of installing the water supply. Paul Whatmough advised that these would be minimal as the pipework would be laid in the same trench as the B4RN cabling. In the short term, so that the work can proceed, the water supply will come off from the private residential supply. However, in the long term, the church will require its own metered supply.</p>

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	<p>John Holt advised that Tatham Fells Church has offered to assist with a loan but this has yet to be finalised. Rebecca Sanderson asked whether it was necessary to carry out further insulation work to the church to qualify for the RHI. Colin Burford requested that John Holt speak to Tatham Fells about this as they have had similar work carried out and Paul Whatmough agreed to speak to John Book , the Heating Advisor for the Diocese. John Book has subsequently confirmed that no further insulation work needs to done to qualify for RHI.</p> <p>There was no progress to report on the proposed kitchen and WC.</p> <p>There was a prolonged discussion on the future plans for the organ. The diocese is not keen on the organ being removed and the costs for repair are not defined but likely to be expensive. This is essentially a PCC matter. John Parkinson advised that with the installation of the new heating system, the warmer temperature and lack of humidity in the church would have a beneficial effect on the organ. Colin Burford stated that it would be useful for the Friends to have a long term plan for the improvements and changes to the church but Linda Kirkby was anxious that changes should be drip fed to the congregation . John Holt proposed and it was agreed that all plans should be viewed progressively as: Phase 1 - heating Phase 2 - the vestry Phase 3 - the organ</p>
<p>Constitution Sub Group</p>	<p>Colin Burford gave a summary of the discussions of the sub-group to progress the constitution. It was viewed essential that the Friends should be independent of the PCC and, as such, should have a separate identity, be able to enter contracts in its own right, to have its own bank account and benefit from being a charity. It was proposed that the best way to achieve these aims was to become a CIO (Charity Incorporated Organisation) responsible to the Charities Commission. A proposed constitution to this effect had been emailed to all Members prior to the meeting. There could be a maximum of 12 Trustees but the Sub-Group was recommending 9 who would act as a management committee. There would be no financial risk to the Trustees. Mark Cannon had declined to accept an ex-officio trusteeship as he did not see the need.</p> <p>A prolonged discussion ensued on the requisite and preferred number of Trustees and their role. It was generally felt that it was only necessary to have three Trustees: Chairman, Secretary and Treasurer whose role would be to ensure that the decisions and actions taken by the Members were within the remit of the Constitution and interface with the Charities Commission. Colin Burford and Mel Winstanley will review the Constitution document in view of the wishes of the Members to ensure that there are no contradictions. In the event that no obstacles are found, John Holt proposed and Richard Sanderson seconded the endorsement of the Constitution for the CIO be adopted. All Members were in favour and the proposal was carried unanimously.</p> <p>In the Rules of Implementation it was agreed that an initial membership fee of £15 per annum should be introduced to cover any administrative costs. This is to be reviewed annually.</p>

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	<p>The election of Trustees then took place:</p> <p>Margaret Whatmough was a candidate for the role of Secretary: Proposed by Colin Burford Seconded by Liz Quine Carried unanimously</p> <p>Liz Quine agreed to stand as Treasurer: Proposed by Colin Burford Seconded by Rebecca Sanderson Carried unanimously</p> <p>Colin Burford agreed to stand for Chairman but would wish the position to be reviewed in one year: Proposed by Mel Winstanley Seconded by Sue Marsden Carried unanimously.</p> <p>Colin Burford to arrange a meeting of the Trustees as soon as possible to complete the registration with the Charities Commission.</p>
<p>Events Sub Group / Fund Raising</p>	<p>Clare Danz passed round a mock up of the proposed leaflet which met with praise and approval by the attendees. It was thought that there would be three monthly prizes and that membership could exceed the 100. Sue Wood has agreed to monitor and administer the 100 Club. John Holt explained that he had requested a third account in the name of the PCC for the 100 Club. (As the Friends have still to register with the Charities Commission as a CIO they cannot currently have a bank account in their own name). However the signatories on the new account would have to be PCC. Liz Quine explained that best practice would ensure that this account would be ringfenced. Even if and when the account was in the name of the Friends, it would still require ringfencing. Several comments were made suggesting changes to the wording on the proposed leaflet and Sue Marsden agreed to proof read and report back with suggested amendments. Clare Danz advised that she was contributing the design and print cost and no charge would be made for this. It was thought that 500 leaflets would be adequate.</p> <p>There were no further details on the proposed Snowdrop Walk and the St Lawrence Singers.</p> <p>The Open Gardens weekend will be either the first or second weekend of July 2015.</p> <p>Rebecca Sanderson agreed to speak to The Bridge Inn to arrange a Christmas meal for the Friends.</p> <p>Linda Kirkby reminded the meeting that a concert by Brewers' Apron would take place in the church on 15th November 2014. Tickets are available at £12.50 per head.</p>
<p>Publicity Sub- Group</p>	<p>No report</p>

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AOB	Colin Burford extended thanks to all the attendees for their enthusiasm and progress. Thanks were also extended to all those who had volunteered for cleaning and flowers at the church and thanks were also recorded to Colin, John Harrison and Mel Winstanley for all their hard work on the constitution.
Date of next meeting	Monday 10th November 2014 at the Bridge Inn at 7.30pm

Minutes circulated by Margaret Whatmough, 27th October 2014