

St James the Less Church, Tatham

Minutes of the 7th Friends Meeting on 10th November 2014

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

Present	Colin Burford (Chair), Linda Kirkby, John Holt, Sue Marsden, Liz Quine, Mel Winstanley, Mike Winstanley, Paul Whatmough, Margaret Whatmough (Secretary), Clare Danz, Rebecca Sanderson, John Parkinson, Sue Wood, Chris Berry, Kate McDonald, Sue Dawson, Kathy Walker – 17 people
Apologies	John & Barbara Harrison, Jenny Herd, Carl Hunter, Rita Murphy, Richard Sanderson
Chair	The meeting was opened by the Chair, Colin Burford
Minutes	The minutes of the previous minutes were agreed as a true record.
Matters Arising	<p>Paul Whatmough confirmed that he had spoken to Roger Wheildon regarding the value of the scrap metal in the old boiler and tank. Roger confirmed that they were happy to take the items to Morecambe Metals and let the PCC have any funds they get for them less transportation costs.</p> <p>Colin Burford requested that future meetings should include reports from the Secretary, Treasurer and the PCC.</p>
Projects Sub Group	<p>Paul Whatmough reported that the new pipe work was now completed, the new boiler installed and that the fuel was due to arrive on Thursday, 13th November. The water supply had been installed on Saturday, 8th November and, therefore, the new heating system should be ready to be commissioned on Friday, 14th November. Paul asked that thanks should be recorded to Wheildons who had been very helpful and brought the commissioning date forward by four weeks. Thanks were also due to Richard & Rebecca Sanderson for their help with removing the concrete wall, together with Paul and Alastair. Thanks too to the team of church cleaners and to Brian Kirkby who, at a moment's notice, was prepared to drop everything to help. Thanks were due to John Harrison for the original planning. Linda Kirkby thanked Paul on behalf of the PCC for all his project management and help.</p> <p>Paul announced that there would be a final clean down on Saturday, 15th November, prior to the concert. Volunteers should meet at the church at 10:00.</p> <p>Moving forward to Phase 2 of the improvements; the vestry. Plans cannot progress without the faculty from the diocese and money. Sue Dawson explained that a meeting of the Ministry Team had been held on 28th October and that she had taken their proposals to the PCC meeting on 3rd November. Sue passed around drawings of the proposals which she explained to the meeting of Friends. These were not final plans but the purpose was to show that, with the provision of a unisex toilet suitable for disabled use, everything else required can be fitted in the vestry. The Ministry Team was happy with the proposals and the reaction of the PCC was very positive and no objections were raised. The PCC now needs to start applying for the faculty after Christmas. The first thing is to go to the DAC who need to agree in principle. No costings were needed at this stage. John Holt pointed out that currently the PCC is short of funds due to the new heating installation and provision being made for the roof. However, planning should start now as it can take a while for the diocese to agree plans. John Holt to get dates when DAC can visit. Visit has now been arranged for Wednesday, 3rd December 2014.</p> <p>The biggest cost for the vestry project will be the provision of the septic tank. Sue Dawson pointed out that professional input will be required by architects. The PCC has</p>

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	<p>to obtain all the necessary permissions, etc. Once obtained the Friends can then help with the building work and funding, etc.</p> <p>Colin Burford thanked Sue Dawson, Paul Whatmough and John Holt for their input so far.</p> <p>John Parkinson reported that there were difficulties with the organ but nothing further to report at this stage. If things change, this could affect the plans for the vestry.</p>
<p>Constitution Sub Group</p>	<p>Colin Burford reported that the amendments to the Sub Group's proposals as discussed at the September meeting for the Friends had been taken on board. He had met with Margaret Whatmough and Liz Quine as Trustees and they had reviewed and agreed the amendments and approved the submission to the Charities Commission. Colin was now working on this with the assistance of Carl Hunter.</p>
<p>Events Sub Group / Fund Raising</p>	<p>Sue Wood reported that a meeting of the sub-group had been held at her house to progress matters regarding the proposed 100 Club. John Holt confirmed that the bank had now opened a new bank account in the name of the PCC and Liz Quine is satisfied that this account can be ring fenced for the 100 Club until the Friends' submission to the Charities Commission is completed and their own bank accounts can be opened. Margaret Whatmough advised that she had spoken to the Licensing Department of Lancashire County Council and they had confirmed that there was no requirement for the Friends to register the 100 Club with them. It was proposed to proceed with the printing of the 100 Club leaflet even though there was currently no Charities Commission number. This would be added when received. The prize draw would be held on the second Sunday of each month after the church service at St James the Less. 35% of the monthly receipts would be given away in prize money; 20% for the first prize, 10% for the second and 5% for the third. Clare Danz was anxious to proceed with the printing and it was decided that a proof-reading meeting would be held after this meeting to approve the leaflet. Articles about the 100 Club are to be placed in local publications such as the Wrayly Mail and the Melling Chronicle and the leaflets will be included with the church newsletter. Leaflets will also be placed in local Post Offices. Clare drew the meeting's attention to the fact that people can be directly targeted by mail but must be given the option to opt out from further approaches and it was agreed that contact should be made initially to join the Friends. However this cannot happen until the constitution is registered. When people subscribe to the 100 Club they receive a copy of the rules and these will also be available on the website. Sue Wood's address is also to appear on the leaflet as main administrator of the scheme. Chris Berry to add 100 Club leaflet and rules to the Friends' website.</p> <p>It is intended to hold the first draw in January. Paul Whatmough expressed concern that subscribers might be disgruntled at the prize fund until at least 100 members had been recruited. It was decided to make it clear in the rules that the prize money depended on the monies received each month. Mike Winstanley suggested that it would be good practice to issue an annual statement to show complete transparency about income received and prize money distributed and this was agreed.</p> <p>It was agreed that just the winners' allocated number would be publicised each month and not names.</p> <p>Colin Burford thanked Sue Wood and Clare Danz for their efforts on getting the 100 Club up and running.</p>

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	The St Lawrence Singers are confirmed for 21st February 2015.
Publicity Sub-Group	Chris Berry would be adding the newsletter and 100 Club leaflet and rules to the website.
PCC Report	<p>Linda Kirkby reported that ticket sales for the Brewers Apron concert have gone well.</p> <p>Linda reminded the meeting of the Christmas Eve carol service at 18:30. After the service everyone was invited to John and Phyllis Holt's for mince pies and wine. Volunteers would be welcome to help decorate the church on the Saturday before Christmas at 10:30.</p> <p>Plough Sunday would be on 11th January 2015 at 11:00 followed by bacon butties.</p> <p>The PCC are delighted and grateful for the response and help of the Friends.</p>
Christmas Dinner	This was arranged for Friday, 28th November 2014 and twenty names have been received so far. The dinner is open to Friends, members of the PCC and partners. Interested parties should let Rebecca Sanderson know.
AOB	Colin Burford thanked everyone for their continued support.
Date of next meeting	Monday 12th January 2015 at the Bridge Inn at 7.30pm

Minutes circulated by Margaret Whatmough, 26th November 2014