

St James the Less Church, Tatham

Minutes of the 15th Friends Meeting on 14th March 2016 (Draft)

Held at the Bridge Inn, Tatham, at 7.30 pm

Present	Colin Burford (Chair), Liz Quine (Treasurer), Margaret Whatmough (Secretary), Linda Kirkby, Rebecca Sanderson, John Parkinson, Sue Wood, Chris Berry, Paul Whatmough, Sue Marsden, Mel Winstanley, John Holt, Barbara Harrison, John Harrison, Rita Murphy, Richard Sanderson, Steve Loy, Lesley Loy, Clare Danz – 19 people
Apologies	Mike Winstanley, Sue Dawson, Jenny Herd
Chair	The meeting was opened by the Chair, Colin Burford. Colin advised the meeting that Canon Roger Hamblin, the former vicar of the parish, and Kate McDonald, who has always supported the Friends with her attendance and assistance at events, are currently suffering with serious health problems. Margaret was asked to send cards to both expressing the good wishes of the Friends and wishing them both speedy recoveries. Cards were sent on 20th & 29th March 2016.
Minutes	The minutes of the previous minutes were agreed as a true record.
Matters Arising	John Parkinson reported that the sale and removal of the organ was proceeding and, hopefully, final confirmation of this would be received in the next week or so. The proposed meeting with the PCC to agree the procedures for the financial interface has yet to be arranged.
Secretary's Report	Margaret advised the meeting that since the last meeting, priority had been given to the registration of members. All subscribers to the 100 Club had been written to asking them if they would be interested in becoming Members of the Friends of St James the Less and, to date, 33 members have registered.
Treasurer's Report	General Account: £8,000 The 100 Club has generated £3,800 to the funds and distributed £2052 in prize money. The annual accounts have been given to the Independent Examiner for audit purposes. Liz has spoken to Ecclesiastical Insurance regarding insurance cover for the Friends. They have offered a policy with £2 million Public and Products Liability and £10 million Employers Liability. They require a risk assessment to take place before each event though this does not have to be very complex. They also require a Health & Safety Policy to be in place for our organisation. The proposed risk assessment form was handed to Barbara Harrison for consideration by her and the Events Committee. Margaret will look into the Health & Safety Policy and report back. The annual premium was quoted at £164.26. Barbara Harrison proposed and Richard Sanderson seconded that this should be paid and insurance cover put in place and all found in favour.
PCC Report	Sue Dawson has sent the following report to Linda Kirkby: <i>New Disabled WC and Brew Point for St James the Less, Lower Tatham</i> <i>Progress so far, the DAC met to discuss the St James faculty on 11 March. In February I contacted various organisations for approval and some have not yet replied. The DAC needs written evidence of their responses to be included in the</i>

St James the Less Church, Tatham

application which may be the reason for the delay in faculty approval.

I have received positive responses from:

Care of Churches

Historic England

Lancaster City Council Planning

But still waiting a reply from the Churches Conservation Advisor of the Victorian Society

Building Regulation Approval – *have discussed this with Approved Inspectors of Lancaster and am preparing drawings, which will include Trench Art system.*

Trench Arch system – *I contacted Peter Iles, the Archaeologist (no reply) and the Environment Agency. While I was on holiday I forwarded an email to Rebecca from Jake Houghton of the Environment Agency; the Trench Arch is acceptable, a form needs to be filled in and £125 to be paid to EA.*

End of Report

The £125 discharge permit would be a one off payment. Richard & Rebecca Sanderson will do percolation tests to establish whether water drains away quickly at the proposed site.

The PCC has written to the Friends requesting a contribution of £700 for the improvement to the water supply to the Church. New pipe work has been laid and the church has now got its own water meter. The PCC advise that this is a direct improvement to the church facilities. John Harrison proposed that the Friends should make this contribution and Rebecca Sanderson seconded. The motion was carried by the meeting and Linda Kirkby thanked the Friends for doing this.

The next PCC events are the catering at Wray Scarecrow Festival on Sunday, 24th April, a church stall at Wray Fair on Monday, 2nd May. This will be tombola and a photo booth. The High Society Jazz Band will play at the PCC Jazz & Fizz Night on 9th July. The PCC were thinking of holding a Burns Night in January 2017.

Linda advised that two nuns, Sister Sue and Sister Judith, will be coming to live at Tunstall vicarage where they intend to run a retreat. They have agreed a five year contract and alterations/improvements to the vicarage are to be carried out by the diocese.

If anyone would like to assist with Easter flowers for the church, they would be more than welcome at 10:00 a.m. on Easter Saturday.

Sue Marsden advised the meeting that it was proposed to provide cushions for the pews in the church. These had been costed at a total of £1577 and, initially, the PCC are looking for sponsors at £90 each so they can make a start. **Sue will email Margaret with further information. Sue has subsequently sent the following email:**

We would like to have some comfy pew seats made for the church and hope we can find sponsors who would like to fund an upholstered cushion which would cover an entire pew. The cost per cushion is £90 and this includes a discreet embroidered acknowledgement of the sponsor or in memory of a loved one if required. If you would like to sponsor a cushion or find out more please email Sue Marsden, Secretary of St James the Less PCC, at sue.marsden@virgin.net

St James the Less Church, Tatham

Projects Sub Group	There are no current projects at present.
Membership Sub Group	No report. As the criteria for membership of the Friends have now been agreed, this item will be dropped from future meetings.
Events Sub Group / Fund Raising	<p>Barbara reported that the Events Committee has agreed a programme for 2016 as follows:</p> <p>Sunday, 15th May: Bluebell Walk through Hornby Park Wood followed by tea and refreshments at the church.</p> <p>Sunday, 12th June: the Queen's 90th birthday celebration on the Green at Wennington with possibly the Red Rose Band.</p> <p>This email was received from Barbara on 12th April: At the meeting of the Events Group last night, concern over the proposed Bluebell Walk being held the day after a similarly planned walk (by Wray School) plus the fact that two of our team would be on holiday until the day before, it was decided to postpone the walk until next year. John Holt, Sue Marsden and Chris Berry have been notified. Instead we will be putting all our energies into the Celebration of the Queen's 90th Birthday, a party on the Green in Wennington to be held on Sunday 12 June at 1pm. Details later.</p> <p>September / October 2016: Last Night of the Proms with QES orchestra to be held in the church.</p> <p>18th December 2016: Christmas songs and carols in the church.</p> <p>For 2017: bag packing at Booths Supermarket at a date to be arranged.</p> <p>Sue Wood reported that the 100 Club draw for March had taken place at the Wenning Voices choir practice. First prize of £92 went to Sue O'Brien, second prize of £46 to Derek Cookson and third prize of £23 to Edmund Midgeley.</p>
Publicity Sub-Group	<p>Chris Berry reported that items for the Spring Newsletter were required.</p> <p>Margaret sent the following email to Chris on 16th March regarding membership for inclusion in the newsletter:</p> <p>Please see below for a paragraph regarding membership of the Friends for inclusion in the Spring Newsletter:</p> <p>The Friends of St James invite all those interested in this historical church and the community that support it to join the Friends of St James the Less, Tatham, Lancashire, registered charity no. 1161272. Membership is free and open to all those agreeing to support the aims and objectives of the Friends as set out in our Constitution: to preserve and protect St James the Less Church for the benefit of the public as a place of worship and for such other charitable purposes as the Trustees deem appropriate. All Friends will be updated regularly on projects and events taking part at the church and in support of the community.</p> <p>Please complete the application form which can be found on the St James the Less</p>

St James the Less Church, Tatham

	<p>Church website: lowertathamchurch.co.uk and return to The Secretary, Friends of St James the Less Church, Coach House, Wennington, Lancaster, LA2 8NW; email: maggie.whatmough@gmail.com.</p> <p>Sue Marsden has also sent a copy of the email sent to Margaret and detailed above to Chris for inclusion in the newsletter.</p>
<p>Notification of AGM</p>	<p>The first AGM of the Friends of St James the Less Church, Lower Tatham will be held on Monday, 9th May 2016:</p> <p>Chairman's Report Secretary's Report Treasurer's Report & Financial Statement Election of Officers</p> <p>Please be aware that the current officers and trustees, i.e., the Chairman, the Secretary and the Treasurer, will be standing down at the AGM as they assumed these positions on a voluntary basis whilst the charity was being formed. The current three incumbents have all indicated their willingness to stand for election at the AGM but the positions are open to any registered member of the Friends who would be interested and willing to stand for office and become a trustee. If applicable, please speak to Margaret for a proposal form for which you will require a proposer and seconder.</p> <p>The AGM will be followed by a business meeting of the Friends.</p> <p>Please also note that the venue for the AGM and the subsequent business meeting of the Friends will now be held at the Church of St James the Less, Lower Tatham at 19:30</p>
<p>AOB</p>	<p>No items raised</p>
<p>Date of next meeting</p>	<p>Monday, 9th May 2016</p>

Draft Minutes circulated by Margaret Whatmough, 15th April 2016