

St James the Less Church, Tatham

Minutes of the 11th Friends Meeting on 20th July 2015

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

Present	Colin Burford (Chair), Liz Quine (Treasurer), Margaret Whatmough (Secretary), John Holt, Linda Kirkby, Mel Winstanley, Rebecca Sanderson, John Parkinson, Sue Wood, Chris Berry, John Harrison, Jenny Herd, David Lloyd, Ros Lloyd, Clare Danz, Rita Murphy – 16 people
Apologies	Paul Whatmough, Barbara Harrison, Mike Winstanley, Richard Sanderson, Kate McDonald, Sue Marsden
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>An Independent Examiner will have to be appointed in due course so that the accounts can be audited before the AGM. Margaret has diaried this to be reviewed in January 2016</p> <p>John Parkinson reported that a full faculty has yet to be received for disposal of the church organ but it has been indicated that this will be granted. Permission to advertise the sale of the organ has been granted and this is in hand. John Holt advised that it would probably be another two months before faculty is received. Linda Kirkby stated that no conclusion regarding the potential use of the organ space has been reached by the PCC and no final decision will be made until the organ has been removed. However there was no problem with the proposed siting of the toilet.</p> <p>Colin Burford said that the Trustees had met to discuss further the problem of membership of the Friends and what qualifying criteria, if any, is required. Colin explained that it was essential to establish the rules of membership so that it was clear at meetings of the Friends who was eligible to vote and stand / elect officers. In the subsequent discussion, it was evident that the majority feeling was still against the introduction of a subscription fee. The Trustees advised that there would be administrative costs involved in the running of the charity and if a fund was not to be raised through subscription, then these costs would have to be met from monies raised at fund raising events and this was deemed to be acceptable. A two tiered membership was discussed with an Associate Membership available to people who were interested in the activities of the Friends but due to distance or other factors could not be more actively involved. Margaret had looked into any obligations of the charity to register with Data Protection but was satisfied that, as a small not for profit organisation, the Friends were exempt. However it was essential that any attempt to contact the public regarding membership and the 100 Club was made through the Secretary and that full records were kept and maintained. The Trustees were also aware that the Friends probably required Public Insurance cover for some of their activities and this too was to be looked into. Colin advised that the Trustees would meet again and would revert in due course with concrete proposals to be discussed and voted upon.</p>
Secretary's Report	Nothing to report.
Treasurer's Report	Two bank accounts are now open with Barclays; one for the general fund and one for the 100 Club. Liz pointed out that those subscribers to the 100 Club who paid by Standing Order would need to complete new forms. Also the 100 Club leaflets would have to be amended with the correct bank details. Linda Kirkby suggested that a letter should be sent to people concerned and, where possible, hand delivered so that a face to face explanation could be given and the new form completed then and there to prevent people from dropping out of the 100 Club.

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	<p>General Account: £4885.20 100 Club: £1680.00 Monthly surplus generated by the 100 Club and transferred to the General Account: £263.25</p> <p>John Holt enquired who authorises expenditure on behalf of the Friends and was advised that responsibility for this lies with the Trustees.</p>
Projects Sub Group	<p>John Harrison reported as follows: Project team-wise we have little to report. But other team members may wish to contribute.</p> <p>At the request of the PCC, I have prepared a drawing of the disabled access WC in the Vestry with access via a ramp from the body of the church, using the space adjacent to the organ keyboard. It is my understanding that this would be the basis for a Faculty to enable this project to go ahead, once permission is granted. I shall pass this onto the PCC ASAP.</p> <p>I have also prepared a drawing showing my interpretation of how best to use the organ loft space, once the organ has been removed.</p> <p>I have also prepared a drawing showing my interpretation of the completed combined schemes plus a reconfiguration of the North aisle seating.</p> <p>Whilst the drawings are complete to draft stage, they have not been circulated and to date only John and Phyllis Holt have had sight of them. I will circulate copies ASAP on our return. Perhaps a separate meeting might be in order to discuss them further.</p> <p>Whilst not within my remit, my personal view is that now the PCC has been given a green light for the future of the organ, the PCC should now consider submitting a combined Faculty to include Works within the Vestry, the use of the Organ loft and any changes to the North aisle seating area.</p> <p>I believe this would clearly demonstrate that the PCC has a clear plan in place to take the church forward as an improved community asset .</p> <p>There are practical reasons as well, in that the work could be planned, progressed and funded in an efficient manner, without any need for duplicated effort and double disruption - plumbing, drainage and electrics. It would also be administratively more efficient both for the PCC and the relevant diocesan committee.</p> <p>Following John's report, the meeting discussed the advantages of proceeding with the toilet project as a standalone project but it was thought that the plumbing / electrics, etc would be better as one project with the development of the organ space. There would also be VAT implications. Formal plans would need submitting to the Diocese and Building Regulations so one big scheme would probably be more desirable.</p>
Constitution Sub Group	Nothing to report - see Matters Arising.
Events Sub Group / Fund Raising	<p>In Barbara's absence, Sue Wood reported that the Open Gardens had raised £1540.70. Barbara had requested that Paul & Margaret, Clare Danz and Rebecca be thanked for their contribution towards the day. Colin thanked the Events Team for their efforts and for organising such a successful day. As such a lot of cash was handled on that day,</p>

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	<p>Colin said that money handling procedures should be drawn up so that all the Friends could adhere to the same standards at future events.</p> <p>Sue advised that the next event would be on Saturday, 31st October and would be the concert by members of the Leyland Brass Band. There would be 14 band members plus a conductor attending and would play 2 x 45 minute sessions. There would be a £200 charge to the band. A ticket price of £15 per head was suggested but firmed plans would be submitted to the next meeting.</p> <p>The 100 Club had gained 2 more members and the next draw will take place at the PCC Summer BBQ on 7th August.</p> <p>The Singing for Fun Group is up and running weekly on a Thursday evening and is greatly enjoyed by all those attending.</p>
Publicity Sub-Group	<p>It was suggested that the Singing Group could be promoted in the September newsletter. It was also agreed that the Friends would submit more content for the newsletter.</p> <p>It was also suggested that a general raffle pool of prizes should be started.</p>
PCC Report	<p>Linda Kirkby said that the PCC were delighted that the Open Gardens had been so successful for the Friends.</p> <p>The next PCC fund raising event would be the Summer BBQ at Raw Riddings, courtesy of Richard & Rebecca Sanderson.</p> <p>Next Sunday after the 11:00 am Communion Service there would be a picnic at the church. Everyone welcome but please bring your own picnic and seating.</p> <p>The Jumble Sale would be held on Saturday, 12th September at Hornby Institute.</p>
AOB	<p>John Holt advised that the Deanery had lost another member of the clergy so the number of monthly services was under threat.</p>
Date of next meeting	<p>Monday, 7th September 2015 at the Bridge Inn at 7.30pm.</p>

Minutes circulated by Margaret Whatmough, 9th August 2015