

St James the Less Church, Tatham

Minutes of the 14th Friends Meeting on 11th January 2016 (Draft)

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

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 – 13 people
Apologies	John Harrison, Mike Winstanley, Richard Sanderson, Sue Dawson, David & Ros Lloyd, Jenny Herd, Rita Murphy
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>Linda Kirkby reported that redundant church pews were no longer going to be used to form oak doors for the proposed Brew Point as it had been decided that this was not a practical option.</p> <p>Church Organ: John Parkinson reported that there had been no further developments regarding the removal of the church organ. He was slightly concerned as the party who had expressed an interest in purchasing the organ were situated close to the recently flooded areas of the Eden Valley. John P proposed to get in touch with them for an update on their current position.</p> <p>Paul Whatmough was asked to express the delight and thanks of the Friends for the Wennington Christmas tree to the Wennington Parish Council. It was agreed that it was a welcome festive addition to the village and it is hoped that next year, with the appropriate planning and arrangements in place, a carol singing evening around the tree could be arranged.</p>
Secretary's Report	<p>Margaret had written, as requested, to Andrew Blackledge of the Leyland Band thanking them for their entertaining concert. A response has been received from Andrew offering to make this an annual event on a 50:50 basis. Andrew also asked if we could publicise the Leyland Brass Band website on our marketing publicity to encourage patronage. Margaret has passed the letter to the Chair of the Events Committee for their consideration.</p> <p>Other correspondence has been received as a result of the circulation of the report of the Membership Committee circulated in December 2015 and Margaret proposed that this should be discussed when the report was considered by the meeting.</p> <p>Margaret advised that the meeting to review the cash handling guidelines was still to be arranged.</p>
Treasurer's Report	<p>There is now £7,700 in the bank. The contribution by the 100 Club for its first twelve month period amounts to £2,934.75.</p> <p>Liz has made preliminary enquiries regarding the necessity for insurance with the church insurers, Ecclesiastical Insurance. It was agreed that the Friends did probably require public liability cover in place and Liz was asked to pursue her enquiries with insurers.</p> <p>The appointment of an external examiner to audit the accounts prior to the AGM was discussed. It was agreed that the examiner needed to be someone outside of the Friends organisation. John Parkinson advised that he knows of a retired chartered accountant who undertakes this audit role for different charities and agreed to speak to him about the Friends.</p>

St James the Less Church, Tatham

	<p>The meeting agreed that the first AGM of the Friends would be held in May 2016 to allow time for the external audit of accounts to take place and the Register of Members to be compiled.</p>
PCC Report	<p>Linda Kirkby expressed the thanks of the PCC for the Christmas meal organised by the Friends and held at The Bridge Inn. It was agreed that this had been a very successful evening.</p> <p>Linda also thanked the Friends for the help given in putting up the Christmas decorations in the church and said that this was greatly appreciated. There had been a record attendance in excess of 110 people at the Crib Service on Christmas Eve. The contribution to the service by the Wenning Singers was also appreciated and special thanks went to Lucy Leather for her part in leading the singers. £479 was raised at the service to be split on a 50:50 basis between the church and St John's Hospice.</p> <p>The PCC wished to thank Paul Whatmough for his sterling efforts in keeping the boiler operational despite the problems caused by the weather.</p> <p>The online application for a faculty for the brew station and toilet project has been dealt with by Liz.</p> <p>Linda thanked all those Friends who attended the Plough Sunday service.</p> <p>John Holt asked for clarification of the financial demarcation lines between the PCC and the Friends. He advised that the PCC assumed that the Friends would finance development projects but that with some work being undertaken, e.g. the laying of pipework to install the independent water supply to the church, confusion could arise as to where the funding was coming from. Colin Burford agreed that it could be difficult to draw a clear line and that the Friends were raising money for development of the church in line with their stated objectives. As a rule of thumb, capital expenditure would probably be provided by the Friends and revenue by the PCC. The PCC had a duty to maintain the fabric of the building and the Friends would support improvements thereto. It was agreed that Colin would sit with John Holt, Linda Kirkby and Liz Quine to define and agree the areas of financial responsibility and procedures for agreeing funding for projects.</p> <p>Apart from the cost of the pipework for the water supply, work which has already commenced, the church was facing repair bills for the flooding of the boiler which was not covered by insurance.</p> <p>Linda advised that the PCC would be holding a Jazz & Fizz event on 9th July, once she had sourced a jazz band.</p> <p>The Wray Fair would be on Monday, 2nd May and on Sunday, 24th April the PCC would be responsible for catering in the Wray Institute. Volunteers for both days are always welcome.</p>
Projects Sub Group	<p>There are no current projects at present.</p>
Membership Sub Group	<p>The report of the Membership Committee was circulated in December 2015 for the consideration of the Friends, as follows:</p> <p>Further to the full meeting of the Friends of St James the Less, Tatham, held on Monday, 9th November 2015 at the Bridge Inn, Tatham, the Membership Committee reconvened at the home of Colin Burford on Wednesday, 2nd December 2015 to discuss the criteria</p>

St James the Less Church, Tatham

for membership of the Friends bearing in mind the strong opinions on this matter that had been voiced at the full meeting.

Colin emphasized the importance of reaching a resolution on this matter as it is imperative that a full register of members is compiled prior to the AGM which must be held within 18 months of the registration of our charity.

The Membership Committee would like to propose, therefore, that there is one tier of membership available to all those people in our community and afar wishing to join the Friends. In accordance with Charity Commission regulations, anyone wishing to become a Friend of St James the Less Church will be required to complete an application form giving basic contact details and agreeing to support the aims and objectives of the Friends as set out in our Constitution. Assurance is given that such information will not be passed on to any third parties. Organisations will also have the right to membership. Under the terms of the Constitution, the Trustees have a responsibility to approve all applications for membership and it is proposed that a period of no more than 21 days should be allowed for this. Any refusal, together with the reasons, must be set out in writing and an appeal mechanism will need to be established.

Membership will be non fee paying and all members will have full voting rights. This report is being circulated to all those Friends currently on our mailing list and it would be greatly appreciated if you could revert to the Secretary with your comments and suggestions prior to the next meeting of the Friends on Monday, 11th January 2016. This is to allow time for the Membership Committee to consider your views and, if deemed necessary, to amend the report so that a vote may be taken at the next meeting and a resolution achieved on the criteria for membership that meets with the approval of all the Friends.

Margaret Whatmough advised that she had received emails in support of the Membership Report from Susan O'Brien, Rosalind Lloyd and John Parkinson.

The recommendations of the Membership Committee were agreed by acclamation by the meeting.

Linda Kirkby and John Holt agreed to continue representing the PCC at the meetings of the Friends.

Margaret will write to the parish councils of Tatham and Wennington inviting them to become members of the Friends.

Margaret will obtain email addresses of the 100 Club subscribers from Sue Wood so that they can be invited to join the Friends. Email addresses obtained.

Margaret will email the application form to Mel Winstanley who will approach the Wenning Singers regarding membership of Friends. Email sent 15th January 2016.

Membership forms are to be left in the church.

Leaflet to be produced to go in the church. However, ideally, the input for the leaflet would come from Clare Danz and concerns were raised about Clare's recent health problems. **Margaret is to write to Clare expressing the best wishes of the Friends for her speedy recovery. Done**

St James the Less Church, Tatham

Events Sub Group / Fund Raising	<p>The 100 Club now has 90 members but, as the annual renewal period for subscriptions to the club falls around Christmas, it had been a difficult time for Sue Wood in ensuring that payments for 2016 were received. Thanks were offered to Sue for her excellent management of the 100 Club since its inception.</p> <p>The Events Committee are to hold their next meeting in February at Cathy Walker's house. Any thoughts and ideas for future events would be welcomed.</p>
Publicity Sub-Group	<p>Chris Berry advised that the website was achieving on average 100 hits per month.</p> <p>Margaret is to email the application form for membership of the Friends to Chris to be added to the website. Done.</p>
AOB	<p>Item required for The Bell. The deadline in 17th January 2016 and Colin Burford agreed to submit an article.</p> <p>John Holt drew the attention of the meeting to the Lenten Lunches to be held every Thursday during Lent. A lunch of soup and cheese is offered in different homes and a donation is requested. The first lunch will be held on 11th February 2016 at The Old Rectory, Tatham, the home of John & Phyllis Holt. It was agreed that the February draw of the 100 Club would take place at this lunch.</p> <p>It was suggested that cushion seats for the pews in the church would be appreciated by many people. Sue Marsden agreed to look into this.</p> <p>The plan to invite the diocesan lighting advisor to review the lighting in the church is to be postponed until after the organ has been removed. However, Rebecca Sanderson requested that a provision of a light to illuminate the way out of the church at night was urgently required. The singing group were, in particular, finding it difficult to safely exit the church. John Parkinson agreed to look into this.</p>
Date of next meeting	<p>Monday, 14th March 2016 at the Bridge Inn at 7.30pm.</p> <p>The AGM of the Friends of St James the Less, Tatham, will be held on Monday, 9th May 2016 at 19:30. The AGM will be held at The Bridge Inn unless the anticipated numbers attending warrant a change of venue. The AGM will be followed by a general meeting of the Friends.</p>

Draft Minutes circulated by Margaret Whatmough, 15th February 2016