

Trustees' Annual Report

The Friends of St James the Great, Thorley *Registered Charity No: 288678*

Year ending 31 December 2014

Legal and Administrative Information

This report is for the financial year beginning on 1 January 2014 and ending on 31 December 2014.

The Principal Address of the charity is:

60 The Paddock
Bishop's Stortford
Herts
CM23 4JW

E-mail: friends.stjames@btinternet.com

Website: www.friends-stjames.org

The object of the charity is to help and support the Rector and Parochial Church Council of the Ecclesiastical Parish of St. James the Great, Thorley (subject to any necessary faculties being obtained) to:

- maintain and embellish the fabric, furnishing and fittings of St. James the Great, Thorley
- maintain, protect and beautify the Churchyard of the Church.

The Governing Document of the charity is the Constitution as adopted on 21 February 1983 and amended on 18 March 1984. This calls for the management of the charity to be in the hands of a Committee of Trustees consisting of two members appointed by the Parochial Church Council of St. James the Great and six members elected at the Annual Meeting of the Association. The Committee may co-opt additional members as necessary and invite the Incumbent of St James the Great to be an ex-officio member. The Officers of the charity are a Chairman, Vice Chairman, Treasurer and Secretary who are appointed by the Committee. The Constitution calls for an Annual Meeting to take place in the month of March and the Accounts to be made up to 31st December every year.

At a meeting of the Committee held on 15 January 2007 it was agreed that it would be prudent to maintain reserves at a level of £2,500.

The following table details the Trustees as of September 2015 and those who acted during the period covered by this report.

Name	Office (if any)	Dates Acted Since 1 January 2014	Mode of Appointment
Mr Toby Braddick		1 January 2014 - 27 April 2014	Parochial Church Council Appointee
Miss Margot Cage		1 January 2014 - 14 March 2014 14 April 2014 – 13 March 2015 27 April 2015 - present	Co-opted until 14 March 2014. Co-opted from 14 April 2014 – 13 March 2015 Co-opted from 27 April 2015
Mr John Clark		23 June 2014 - present	Parochial Church Council Appointee
Mr Desmond Conridge		1 January 2014 - 14 March 2014 14 April 2014 – 13 March 2015 27 April 2015 - present	Elected until 14 March 2014 Co-opted from 14 April 2014 – 13 March 2015 Co-opted from 27 April 2015 - present
Mrs Gus Doyle		1 January 2014 - 13 March 2015	Co-opted until 14 March 2014 Elected from 14 March 2014 – 13 March 2015
Mr Bill Hardy		1 January 2014 - 13 March 2015 27 April 2015 - present	Co-opted until 14 March 2014 Elected from 14 March 2014 – 13 March 2015 Co-opted from 27 April 2015
Dr Philip Hargrave	Chairman & Secretary	1 January 2014 - present	Elected
Mrs Lindsey Holme		1 January 2014 - 27 April 2014	Parochial Church Council Appointee
Mrs Rosemary Jones	Treasurer	1 January 2014 - present	Elected
Mrs Lina Loadman		1 January 2014 - 14 March 2014 14 April 2014 - present	Elected until 14 March 2014 Co-opted from 14 April 2014 – 13 March 2015 Elected 13 March 2015 - present
Mrs Margaret Morley	Vice Chairman	1 January 2014 - present	Elected
Revd Chris Orme		10 February 2015 - present	Ex Officio
Mrs Lesley Parker		1 January 2014 - 14 March 2014 14 April 2014 – 13 March 2015 27 April 2015 - present	Elected until 14 March 2014 Co-opted from 14 April 2014 – 13 March 2015 Co-opted from 27 April 2015 - present

The Revd Robert Payne		1 January 2014 - 31 March 2014	Ex Officio
Mr Graham Rundle		13 January 2014 – 13 March 2015 27 April 2015 - present	Co-opted 13 January 2014 – 14 March 2014 Elected 14 March 2014 – 13 March 2015 Co-opted 27 April 2015 - present
Mrs Sue Russell		1 January 2014 - 14 March 2014 14 April 2014 – present	Co-opted until 14 March 2014 Co-opted from 14 April 2014 -13 March 2015 Elected 13 March 2015 - present
Mrs Christine Tew		1 January 2014 - 14 March 2014 14 April 2014 - present	Co-opted 14 March 2014 Co-opted 14 April 2014 – 13 March 2015 Elected 13 March 2015 - present
Mrs Helen Turner		22 September 2014 - present	Parochial Church Council Appointee

Chairman's Report to the Annual General Meeting held on Friday 13 March 2015

Good evening and thank you all for coming to the 2015 Annual General Meeting of the Friends of St James the Great, Thorley.

The Committee has worked hard on all our behalves over the past year, and I am sure you would like me to pass on your thanks to them.

During the course of that year we were sad to learn of the deaths of four of our members, Albert Camp, John Dobson, Reg Jacobs and Ruby Conridge.

At the start of last year, the total amount at the Friends' disposal for our latest fund-raising project, the purchase and installation of new Church lighting, stood at £15,500. As I reported at last year's Annual General Meeting, this was set to rise to approximately £19,500 on repayment of the loan we had made to the Parochial Church Council to cover the VAT payable for the recent programme of Church restoration. This loan was part of a total grant by the Friends of some £24,000 for such work, the VAT element being reclaimable by the Council through the Listed Places of Worship Grant Scheme.

I am pleased to report that, as a result of our fund raising during the course of last year, more detail in respect of which will learn from Rosemary during her Treasurer's report, the total at the Friends' disposal, when including the repayment of this loan, had risen to some £29,500 by the start of this year. This is likely to be more than enough to fund the purchase and installation of new Church lighting. However, as a consequence of the move from the use of incandescent to LED lighting, there has been a delay in the selection of a final design. As a relatively new technology, LED lighting brings with it a number of options, and it has proven difficult to determine the most appropriate solution for the Church. Although this has delayed the spending of the funds that we have raised for the lighting, it is right that the necessary time is taken to establish the best way forward. We are hopeful that a final decision will be made shortly.

The matter of our next project has already been raised with the Parochial Church Council and, as you will see from the agenda, will be the subject of a discussion later on this evening.

Our main fundraising event during the last year was, as usual, our annual Festival of Flowers and Music held over the August Bank Holiday weekend. Visitors to the 2014 Festival were able to view flower arrangements on the theme of *Saints - Familiar and Unfamiliar*. They were also treated to a number musical moments and group singing throughout the Festival, and had an opportunity each day to receive prayer for healing. Together with a Craft Fair on all three days of the Festival, a Mini Fete on the Monday, and a chance for visitors to sit and chat over refreshments, the Festival was once again a great success, both as a significant outreach opportunity and also financially. I will leave the latter to Rosemary to address in her report.

To mark last year's 100th anniversary of the outbreak of the First World War, the Friends put together a display about the men of Thorley who served in that war. It was based on the contents of a small red notebook compiled by the Revd John Edward Ingleby Procter, the Rector of Thorley at the time, in which he painstakingly recorded details of the 103 servicemen from the parish who answered the call to arms. The display included transcriptions of the entries in this notebook matched with photographs of 50 of the servicemen that had been found by a relative of two of them in the Hertfordshire Archives and Local Studies Centre. It also featured extracts from the Herts and Essex Observer describing life at the front and the feelings of families back home in Thorley that had been compiled by Lesley Parker whilst she was working on a research project for Bishop's Stortford Museum. Once the necessary business of this Annual General Meeting has been completed, you'll have the opportunity to learn far more about Thorley in the Great War during a short presentation by Bill Hardy before our evening concludes with a bring-and-share buffet. Returning to the matter of the display itself, it first went on view in the Church during Open Churches Sunday in June of last year, and was then in the Emmaus Centre throughout the Festival, when a commemorative booklet produced for the Friends by my wife, Maureen, also went on sale. Maureen wrote an article about the notebook and the display that was published in the Herts and Essex Observer in the run up to the Festival and through which we gained significant publicity for it. It was pleasing that we were approached by number of Festival attendees who said that they had come specifically to view the display and learn more about individual servicemen to whom they were related. More biographical information came to light as a result of these viewings, which we plan to include in a second edition of the booklet.

After a further airing in the Church on Remembrance Sunday, the display subsequently moved to Bishop's Stortford Library from where it is destined for Bishop's Stortford Museum.

The Friends other fund raising activities during the course of the past year were a sale of plants in May, an Autumn Craft Fair in November, and our sale of Sunday afternoon teas from the Church Room during the summer months. Most recently we held another very successful and most enjoyable Quiz Evening in February of this year. A particularly big thank you is due to Pam and Steve Robinson for once again setting the questions for the

Quiz and overseeing the marking, and to Mike Trippick for his sterling performance as Quiz Master. A great time was had by all.

The Friends will once again be offering Sunday Afternoon Teas from the Church Room this year during the months of June, July and August. The Committee would also like to be able to offer Teas during the months of May and September, as has been the case in previous years. However, this will only be possible if individuals come forward to take overall responsibility for these months. If you are willing to do so for either of May or September, please let me or one of the other Committee members know. Don't worry if you haven't been involved with the Teas before, as training will be provided.

The Friends' website continued to attract attention during the course of the year. Shortly after last year's Annual General Meeting, the From the Archives section was updated to include articles relating to Thorley that appeared in the Herts and Essex Observer between 1910 and 1919 that had been transcribed by Lesley Parker whilst working on the research project that I mentioned previously. Last September our section on early twentieth century postcards with a Thorley connection was updated to include details of one from one of the servicemen featured in Canon Procter's notebook that is now in the possession of one of his relatives and who had drawn it to the attention of Bill Hardy. Earlier this year Bill was also contacted by a relation of the Clark and Day families of Thorley. This contact has 22 Edwardian postcards that were originally part of a collection that was made by Tom Clark of Thorley who was born in 1901. Images of the messages on these cards have now been added to our site. Another recent addition has been what are known as 'photo spheres' of the churchyard. These panoramic photographs enable one to view the churchyard through a full 360 degrees of azimuth, and through all elevations from the ground through to the zenith. If you have not already done so, do please take a look at these new additions.

I would like to end my Report by thanking Rosemary, our Treasurer, and Margaret, our Vice Chairman and indeed all the members of the Committee, for their help and support during the past year. On behalf of the Committee and myself I would also like to thank you for the support you have given us.

Unless there are any questions at this stage, I will hand over to Rosemary for her Treasurer's report. Thank you very much.

Treasurer's Report for the Year Ending 31 December 2014 to the Annual General Meeting held on Friday 13 March 2015

This year the accounts, as presented in Annex A, show a surplus of £9,503. We hold healthy cash balances in our current and savings accounts.

All our excess funds are deposited with the Church Central Board of Finance until they are needed.

1. Subscriptions and Donations show a slight decrease this year, a concerning trend over recent years.
2. The tax rebate decreased to £592 this year as expected due to lower income.

3. The Festival of Flowers and Music was again a huge success. Gross takings of £7,013 less expenses of £1,980, once again resulting to a contribution to funds of over £5,000.
4. Our annual Quiz Evening was held in February 2014 and raised a net £703.
5. Sunday Teas again generated substantial funds, £1,728.
6. The Plant Sale in May and the Craft Fair in November raised £227 and £540 respectively.
7. Repairs and Maintenance to Churchyard equipment remains high because of heavy usage.

Thanks are due to the Accounts Examiner, John Wrentmore.

Flower Festival	2014	2013
	£	£
Raffle	687.32	713
Donations	1328.37	1333
Refreshments	1660.85	1730
Ice Cream	-	48
Souvenirs	104.60	25
Plants	272.50	443
Flowers (note 1)	(1.58)	(1)
Stalls -Mini Fete	446.50	461
St Barnabas Centre	(120.00)	(120)
Expenses (note 2)	(215.00)	(190)
Craft Fair	310.00	280
Programmes	112.40	86
Books	426.87	329
Bill Hardy's Talk	20.70	18
Totals	5033.13	5155

Stalls	2014	2013
	£	£
Recycled Goods	238.55	195
Tombolas	107.85	122
Cakes and Produce	100.10	144
Cut Flowers	-	-
Totals	446.50	461

Notes

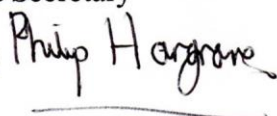
1. Cost of flowers met by sponsors £501 (2013 £625).
2. Other expenses include donation to Organist, advertising and printing

Authorisation

This Annual Report is issued on behalf of the Trustees, and was approved by them at a Committee Meeting held on 28 September 2015.

Philip Hargrave
Chairman and Secretary

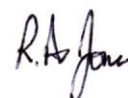
October 2015



Margaret Morley
Vice Chairman



Rosemary Jones
Treasurer



Annex A

**FRIENDS OF ST. JAMES THE GREAT, THORLEY
BALANCE SHEET**

AS AT 31st DECEMBER

2013		2014
£		£
	NET ASSETS	
10842.12	Barclays Community Account Bank Balance	4279.12
7782.07	CBF Church of England Deposit Fund Bank Balance	23848.05
18624.19	TOTAL NET ASSETS	28127.17
	REPRESENTED BY:	
32387.89	Surplus / Deficit Brought Forward from Previous Year	18624.19
-13763.70	Current Year Surplus / Deficit	9502.98
<u>18624.19</u>	TOTAL RESERVES	<u>28127.17</u>

FRIENDS OF ST. JAMES THE GREAT, THORLEY

INCOME & EXPENDITURE ACCOUNT

FOR THE YEAR ENDING 31 DECEMBER 2014

2013		2014
£		£
	INCOME	
1225.00	Subscriptions	1170.00
870.00	Donations	559.75
149.00	Whist Drives	120.50
0.00	Church Tours	130.00
	Fund Raising	
7527.00	Festival of Flowers and Music	7013.53
774.00	Quiz	971.95
778.00	Plant Sale	728.70
491.00	Craft Fair	650.95
1666.00	Sunday Refreshments and Souvenirs	1758.95
		11124.08
97.00	Bank Interest	65.98
1169.00	Tax Rebate (Gift Aid)	592.41
<u>14746.00</u>	TOTAL INCOME	<u>13762.72</u>
	EXPENDITURE	
23961.70	Church Works	0.00
	Fund Raising Costs	
2372.00	Festival of Flowers and Music	1980.40
150.00	Quiz	268.85
512.00	Plant sale	501.40
103.00	Craft Fair	110.61
62.00	Sunday Refreshments ,Souvenirs and Sundries	30.49
		2891.75
	Other	
19.00	AGM	32.44
330.00	Equipment Purchase	78.40
20.00	Lottery Registration	20.00
196.00	Insurance	228.14
784.00	Repairs and Maintenance	572.16
0.00	Church Flower Fund	250.00
0.00	Church Tours & Gifts to Clergy	117.95
0.00	Gifts to Leaving Clergy	68.90
<u>28509.70</u>	TOTAL EXPENDITURE	<u>4259.74</u>
-13763.70	Total Surplus / Deficit	9502.98
<u>14746.00</u>		<u>13762.72</u>

Rosemary Jones, Honorary Treasurer
March 2015