

# Trustees' Annual Report

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

### Year ending 31 December 2015

#### Legal and Administrative Information

This report is for the financial year beginning on 1 January 2015 and ending on 31 December 2015.

The Principal Address of the charity is:

60 The Paddock  
Bishop's Stortford  
Herts  
CM23 4JW

E-mail: [friends.stjames@btinternet.com](mailto:friends.stjames@btinternet.com)

Website: [www.friends-stjames.org](http://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 31<sup>st</sup> 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 2016 and those who acted during the period covered by this report.

| <b>Name</b>         | <b>Office (if any)</b> | <b>Dates Acted Since 1 January 2015</b>  | <b>Mode of Appointment</b>   |
|---------------------|------------------------|--|--|
| Miss Margot Cage    |                        | 1 January 2015-13 March 2015<br>27 April 2015 - present                                  | Co-opted until 13 March 2015<br>Co-opted from 27 April 2015 – 11 March 2016<br>Elected from 11 March 2016            |
| Mr John Clark       |                        | 1 January 2015-18 April 2016   | Parochial Church Council<br>Appointee  |
| Mr Desmond Conridge |                        | 1 January 2015-13 March 2015<br>27 April 2015 - present                                  | Co-opted until 13 March 2015<br>Co-opted from 27 April 2015 – 11 March 2016<br>Elected from 11 March 2016            |
| Mrs Gus Doyle       |                        | 1 January 2015-13 March 2015   | Elected until 13 March 2015  |
| Mr Bill Hardy       |                        | 1 January 2015-13 March 2015<br>27 April 2015 - present                                  | Elected until 13 March 2015<br>Co-opted from 27 April 2015 – 11 March 2016<br>Elected from 11 March 2016             |
| Dr Philip Hargrave  | Chairman & Secretary   | 1 January 2015 - present   | Elected  |
| Mrs Rosemary Jones  | Treasurer              | 1 January 2015 - present   | Elected  |
| Mrs Lina Loadman    |                        | 1 January 2015 – 11 March 2016<br>18 April 2016 - present                                | Co-opted until 13 March 2015<br>Elected 13 March 2015 – 11 March 2016<br>Co-opted from 18 April 2016                 |
| Mrs Margaret Morley | Vice Chairman          | 1 January 2015- present  | Elected  |
| Revd Chris Orme     |                        | 10 February 2015 - present   | Ex Officio   |
| Mrs Lesley Parker   |                        | 1 January 2015-13 March 2015<br>27 April 2015 – 11 March 2016<br>18 April 2016 - present | Co-opted until 13 March 2015<br>Co-opted from 27 April 2015 – 11 March 2016<br>Co-opted from 18 April 2016 - present |
| Mr Graham Rundle    |                        | 1 January 2015-13 March 2015<br>27 April 2015 – 11 March 2016<br>18 April 2016 - present | Elected until 13 March 2015<br>Co-opted 27 April 2015 – 11 March 2016<br>Co-opted from 18 April 2016                 |

|                   |  |  |   |
|-------------------|--|--|---|
| Mrs Sue Russell   |  | 1 January 2015-<br>11 March 2016<br>18 April 2016 -<br>present | Co-opted until 13 March 2015<br>Elected 13 March 2015 – 11 March<br>2016<br>Co-opted from 18 April 2016 |
| Mrs Christine Tew |  | 1 January 2015-<br>11 March 2016<br>18 April 2016 -<br>present | Co-opted until 13 March 2015<br>Elected 13 March 2015 – 11 March<br>2016<br>Co-opted from 18 April 2016 |
| Mrs Helen Turner  |  | 1 January 2015-<br>present                                     | Parochial Church Council<br>Appointee   |
| Mr Clive Weir     |  | 7 July 2016 -<br>present                                       | Parochial Church Council<br>Appointee   |

### **Chairman's Report to the Annual General Meeting held on Friday 11 March 2016**

Good evening and thank you all for coming to the 2016 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 the year we were sad to learn of the deaths of three of our long standing members, Edna Taylor, Brenda Williams and Betty Winter. As well as being a long standing member of the Friends, Edna also served as a member of the Committee, and hence as a Trustee of the Friends, for some six years from April 1994 to June 2000.

At last year's Annual General I was pleased to report that the total funds at the Friends' disposal had then reached a level that we judged sufficient to enable us to make a grant to the Parochial Church Council to cover the full cost of the design and installation of a new system of church lighting. After considering a number of options, the Parochial Church Council successfully applied for a faculty for the work associated with the selected design that was then installed and commissioned during February. The new system uses the latest LED technology and is fully programmable, enabling pre-set scenes to be configured appropriate to different forms of church service and events.

I will leave it to Rosemary, our Treasurer, to give you some detail as to where our finances now stand. However, as a result of another successful year of fundraising, I can report that we hope to be in a position in the next year or so to be able to make a grant to the Parochial Church Council to cover the cost of the planned redecoration of the interior of the Church. As you may recall, the need for such redecoration was discussed at last year's Annual General Meeting and, with the agreement of the Parochial Church Council, was subsequently declared to be the Friends' latest fundraising objective. With the likely funds required for this nearly in place, the Committee has naturally been giving consideration to what the Friends next fund raising project should be. In the light of the discussion at last year's Annual General Meeting, our current view is that we should make an offer to raise funds for the PCC to upgrade the church heating system. As you

will see from the Agenda, there will be an opportunity to discuss this idea further at a later stage of this evening's meeting.

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 2015 Festival were able to view flower arrangements on the theme of *A Good Read*. They were also treated to a number of musical moments and group singing throughout the Festival. 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.

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 Robertson for once again setting the questions for the Quiz and overseeing the marking, and to Mike Trippick for his sterling performance as Quiz Master. As usual, a great time was had by all.

The Friends would like to be able to once again offer Sunday Afternoon Teas from the Church Room during the months of June, July, August and September this year. However, this will only be possible if volunteers are forthcoming who are prepared to organise rotas for segments of this season, together with those willing to sign-up for the individual weekly slots in these rotas. Please let me or any of the other Committee members know if you are able to help in either way. Don't worry if you haven't been involved with the Teas before, as training will be provided.

As you may recall, the Friends put together a display about the men of Thorley who served in the First World War to mark the 100th anniversary of its outbreak 2014. This was based largely on the contents of a note book 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. During the past year this display was again on view during our Festival of Flowers and Music in August, and in October was the centre piece of the Friends' stand at the History Day at the Markwell Pavilion organised by the Bishop's Stortford History Society. Staying on the theme of the First World War, once the necessary business of this Annual General Meeting has been completed, Bill Hardy will introduce a film about life on the Home Front in Hertfordshire during that War, which will then be shown as our evening continues with a finger buffet and drinks.

The Friends' website has continued to attract attention during the course of the year. It was particularly pleasing to receive an email from Prof Paul Janz, the Head of the Department of Theology and Religious Studies at King's College London, to say that he

had found the biography of Samuel Horsley on our website helpful in understanding what he termed 'that worthy divine's background'. Samuel, like his father before him, was Rector of St James the Great during the eighteenth century. Brought up in Thorley from the age of twelve, where he was taught at home by his father, Samuel went on to become a skilled mathematician and scientist as well as an eminent theologian. He was to pick and win a theological fight with Joseph Priestly, the discoverer of oxygen, that led to him being elevated to the Bishopric and judged by many to be the ablest prelate of his time in the House of Lords. If you would like to learn more about him, or indeed any of the other Rectors who have served from the fourteenth century to the end of the Second World War, do take a look at the Friends' website.

I will 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 2015 to the Annual General Meeting held on Friday 11 March 2016**

This year our accounts, as presented in Annex A, show an excess of income over expenditure of £13,903. We hold healthy cash balances in our bank and savings accounts.

All our excess funds are deposited with the Church's Central Board of Finance until they are needed so we can earn a little interest.

The Accounts I am presenting tonight show how the income was received and the expenditure was incurred in the year ended 31<sup>st</sup> December 2015 with comparative figures for 2014. The increase of £4,000 from 2014 is due to the repayment of a loan which we made to the PCC to cover VAT payments on the work carried out in 2013.

1. Subscriptions and Donations show a slight increase this year, mainly due to gifts in memory of Friends who have died in the past year.

2. The Festival of Flowers and Music was again a huge success. Gross takings of £7,027 less expenses of £1,982 once again resulted in a contribution to funds of over £5,000. I have produced details of the figures for you, alongside the Accounts.

3. Our annual Quiz evening was held February 2015 and raised a net £756.

4. Sunday teas have again generated substantial funds , £1,181. The accounts show a full year without winter lunches, which is why the figure is down on 2014.

5. The Plant sale in May raised £356 and the Craft Fair in November £572.

All our events are outreach opportunities, something of which the whole Church family should be aware. The Friends, through our activities, probably welcome more non-St.James people, indeed, non-Churchgoers to our Church than come through other activities. We need to pray for more members of our Church family to be on hand at these events to welcome our visitors.

7. Repairs and Maintenance costs remain high, with our equipment needing costly repairs because of all the hard work to which it is put. Our thanks to Peter and Margaret Morley for all their dedication and efforts in this area.

9. Finally, I would like to thank John Wrentmore for examining our Accounts.

| Flower Festival    | 2015        | 2014        |
|--------------------|-------------|-------------|
|                    | £           | £           |
| Raffle             | 572         | 687         |
| Donations          | 1470        | 1328        |
| Refreshments       | 1676        | 1661        |
| Ice Cream          | 10          | -           |
| Souvenirs          | 30          | 105         |
| Plants             | 439         | 272         |
| Flowers (note 1)   | (3)         | (2)         |
| Stalls -Mini Fete  | 485         | 447         |
| St Barnabas Centre | (120)       | (120)       |
| Expenses (note 2)  | (127)       | (215)       |
| Craft Fair         | 240         | 310         |
| Programmes         | 82          | 112         |
| Books              | 277         | 427         |
| Bill Hardy's Talk  | 14          | 21          |
| <b>Totals</b>      | <b>5045</b> | <b>5033</b> |

| Stalls                            | 2015       | 2014       |
|-----------------------------------|------------|------------|
|                                   | £          | £          |
| Recycled Goods                    | 204        | 239        |
| Tombolas                          | 126        | 108        |
| Cakes and Produce (incl. flowers) | 155        | 100        |
| <b>Totals</b>                     | <b>485</b> | <b>447</b> |

#### Notes

1. Cost of flowers met by sponsors £683 (2014 £501).
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 26 September 2016.

*Philip Hargrave*

*Margaret Morley*

*Rosemary Jones*

Philip Hargrave  
Chairman and Secretary

Margaret Morley  
Vice Chairman

Rosemary Jones  
Treasurer

26 September 2016

Annex A

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

**AS AT 31st DECEMBER**

| <b>2015</b>            |  | <b>2014</b>     |
|------------------------|--|-----------------|
| <b>£</b>               |  | <b>£</b>        |
| <b>NET ASSETS</b>      |  |                 |
| 10030.19               | Barclays Community Account Bank Balance              | 4279.12         |
| 32000.28               | CBF Church of England Deposit Fund Bank Balance      | 23848.05        |
| <b>42030.47</b>        | <b>TOTAL NET ASSETS</b>                              | <b>28127.17</b> |
| <b>REPRESENTED BY:</b> |  |                 |
| 28127.17               | Surplus / Deficit Brought Forward from Previous Year | 18624.19        |
| 13903.30               | Current Year Surplus                                 | 9502.98         |
| <b>42030.47</b>        | <b>TOTAL RESERVES</b>                                | <b>28127.17</b> |



**FRIENDS OF ST JAMES THE GREAT, THORLEY**

**INCOME & EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDING 31 DECEMBER 2015**

| <b>2015</b>     |   | <b>2014</b>     |
|-----------------|---|-----------------|
| <b>£</b>        | <b>INCOME</b>                               | <b>£</b>        |
| 915.00          | Subscriptions                               | 1170.00         |
| 855.27          | Donations                                   | 559.75          |
|                 | Whist Drives                                | 120.50          |
|                 | Church Tours                                | 130.00          |
|                 | <b>Fund Raising</b>                         |                 |
| 7027.02         | Festival of Flowers and Music               | 7013.53         |
| 999.89          | Quiz  | 971.95          |
| 941.31          | Plant Sale                                  | 728.70          |
| 700.35          | Craft Fair                                  | 650.95          |
| 1181.14         | Sunday Refreshments and Souvenirs           | 1758.95         |
| <b>10849.71</b> | <b>Sub-total Fund Raising</b>               | <b>11124.08</b> |
| 152.23          | Bank Interest                               | 65.98           |
| 679.57          | Tax Rebate (Gift Aid)                       | 592.41          |
| 4416.94         | <b>Repayment of Loan to PCC</b>             |                 |
| <b>17868.72</b> | <b>TOTAL INCOME</b>                         | <b>13762.72</b> |
|                 | <b>EXPENDITURE</b>                          |                 |
|                 | <b>Fund Raising Costs</b>                   |                 |
| 1982.00         | Festival of Flowers and Music               | 1980.40         |
| 243.84          | Quiz  | 268.85          |
| 585.00          | Plant sale                                  | 501.40          |
| 128.54          | Craft Fair                                  | 110.61          |
|                 | Sunday Refreshments ,Souvenirs and Sundries | 30.49           |
| <b>2939.38</b>  | <b>Sub-total Fund Raising Costs</b>         | <b>2891.75</b>  |
|                 | <b>Other</b>                                |                 |
| 20.00           | AGM   | 32.44           |
| 100.72          | Equipment Purchase                          | 78.40           |
| 20.00           | Lottery Registration                        | 20.00           |
| 253.48          | Insurance                                   | 228.14          |
| 611.84          | Repairs and Maintenance                     | 572.16          |
|                 | Church Flower Fund                          | 250.00          |
|                 | Church Tours & Gifts to Clergy              | 117.95          |
| 20.00           | Gifts                                       | 68.90           |
| <b>1026.04</b>  | <b>Sub-total Other</b>                      | <b>1367.99</b>  |
| <b>3965.42</b>  | <b>TOTAL EXPENDITURE</b>                    | <b>4259.74</b>  |
| <b>13903.30</b> | <b>TOTAL SURPLUS</b>                        | <b>9502.98</b>  |

Rosemary Jones, Honorary Treasurer  
March 2016