

## Trustees' Annual Report

# The Friends of St James the Great, Thorley

*Registered Charity No: 288678*

## Year ending 31 December 2018

### Legal and Administrative Information

This report is for the financial year beginning on 1 January 2018 and ending on 31 December 2018.

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.

In fulfilling the object of the charity, the Trustees have had due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

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 October 2019 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 2018</b>	<b>Mode of Appointment</b>
Miss Margot Cage		1 January 2018 - 9 March 2018 16 April 2018 – 8 March 2019	Co-opted until 9 March 2018 Co-opted from 16 April 2018 - 8 March 2019
Mr Desmond Conridge	Treasurer from 15 April 2019	1 January 2018-present	Co-opted until 9 March 2018 Elected from 9 March 2018
Mr Daniel Daniells-Smith		8 March 2019 - present	Elected from 8 March 2019
Mr Bill Hardy		1 January 2018-8 March 2019 15 April 2019 - present	Co-opted until 9 March 2018 Elected from 9 March 2018 – 8 March 2019 Co-opted from 15 April 2019
Dr Philip Hargrave	Chairman & Secretary	1 January 2018 - present	Elected
Mr Clive Hayball		1 January 2018-present	Parochial Church Council Appointee
Mrs Rosemary Jones	Treasurer until 8 March 2019	1 January 2018 – 8 March 2019	Elected until 8 March 2019
Mrs Lina Loadman		1 January 2018 - 8 March 2019 15 April 2019 - present	Elected until 8 March 2019 Co-opted from 15 April 2019
Mrs Margaret Morley	Vice Chairman	1 January 2018-present	Elected
Revd Chris Orme		1 January 2018 - 31 December 2018	Ex Officio
Mrs Lesley Parker		1 January 2018 - 9 March 2018 16 April 2018 – 8 March 2019	Co-opted until 9 March 2018 Co-opted from 16 April 2018 – 8 March 2019
Mr Graham Rundle		1 January 2018 - 9 March 2018 16 April 2018-present	Elected until 9 March 2018 Co-opted from 16 April 2018 – 8 March 2019 Elected from 8 March 2019

Mrs Sue Russell		1 January 2018- 9 March 2018 16 April 2018 - present	Elected until 9 March 2018 Co-opted from 16 April 2018 – 8 March 2019 Elected from 8 March 2019
Mrs Christine Tew		1 January 2018 - 9 March 2018	Co-opted until 9 March 2018
Mr Clive Weir		1 January 2018 - present	Parochial Church Council Appointee

### **Chairman's Report to the Annual General Meeting held on Friday 8 March 2019**

Good evening and thank you all for coming to the 2019 Annual General Meeting of the Friends of St James the Great, Thorley.

During the course of the past year we were sad to learn of the death of two of our long-standing members who also served as a member of the Friends' Committee, Lesley Parker and Margot Cage.

Lesley initially joined the Committee as a Parochial Church Council Representative in 2006. She was at the time a Deanery Synod Representative for the Parochial Church Council. After standing down from that role and also as a serving member of the Parochial Church Council, she stood for election to the Friends' Committee in her own right in 2011. She then continued as a member of the Committee until last year's Annual General Meeting, when she stood down for reasons of ill health. Lesley gave sterling service to the Friends over the twelve years she served on the Committee, particularly in respect of the organisation of our annual spring Plant Sale and Autumn Craft Fair.

Margot Cage served as a member of the Friends Committee for thirty years. I had to go back to the pre-digital records of the Friends, to the paper minutes of the Friends 1989 Annual General Meeting held on 31<sup>st</sup> March of that year to find reference to her as having just been appointed to the Committee as one of the two Parochial Church Council representatives. In fact, the first reference to her in the Friends' papers is that she sent her apologies to the 1987 Annual General Meeting, only the fourth to be held after the formation of the Friends in 1983. On standing down as one of the Parochial Church Council Committee representatives, she was co-opted on to the Committee in her own right in April 1991 and continued to serve as member from that date until her death at the end of February this year.

At last year's Annual General Meeting I was pleased to report that the Friends had raised what was believed to be sufficient funds to cover the full cost of the upgrade to the Church heating that had been suggested to the Parochial Church Council by the Diocesan Heating Advisor. That was one based on the existing boiler, but employing more efficient radiators to enable the system to be programmed to reach the temperature required for services and other activities in a timely manner from a lower level at which the Church would be maintained throughout the rest of the week. As many of you are no doubt aware, the work to implement the upgrade was undertaken at the start of this year. The total cost of the work was £10,355 exclusive of VAT, well within the amount the Friends had set aside for the project. We were therefore delighted to make a grant for this amount to the Parochial Church Council, the VAT element of the cost being reclaimable by them through the Listed Places of Worship Grant Scheme. We anticipate that our next grant will be to fund the work that was identified in the last Quinquennial Report as being required on the north walls of the nave, vestry and chancel, and on the south porch.

Our main fundraising event during the last 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' Grass Cutting Team continued to maintain the Churchyard throughout last year's growing season from March through to December. As the number of volunteers undertaking this important task has diminished somewhat, we were very grateful to all those who came to help. The Churchyard Machines were all recently serviced in readiness for the new season and the Friends have also purchased a new mower. If you can spare an hour or two per month to help with Churchyard maintenance, please contact Margaret and Peter Morley who will be delighted to hear from you.

The Friends would like to once again be able to offer Sunday Afternoon Teas from the Church Room during the months of May, 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.

As I reported last year, it had by then become clear that significant sums were required to undertake work in areas of the St James' estate that fall outside the remit of the Friends to support. The Committee therefore agreed that the Friends should step aside from organising a Festival of Flowers and Music and associated Craft Fair over the 2018 August Bank Holiday weekend to enable the Parochial Church Council to use the extended weekend for fundraising in support of other parts of the St James' estate. The Parochial Church Council decided to hold a Festival of a similar format to that organised by the Friends in recent years. Following the success of this event, and the continuing requirement for funds for areas of the St James' estate outside the remit of the Friends, the Committee agreed at its meeting in October of last year that it should once again step aside from organising a Festival in 2019 should the Parochial Church Council wished to do so. The Parochial Church Council has taken up this offer and has already formed an organising committee which held its first meeting towards the end of January.

I will now draw my report to a close by thanking Margaret, our Vice Chairman and Rosemary, our Treasurer, 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.

I would normally hand over to Rosemary at this point, but unfortunately she cannot be with us this evening as she has broken her ankle. It will therefore fall to me to deliver the Treasurer's report on her behalf. However, before doing so I want to pay very special thank-you to Rosemary who is standing down as Treasurer and will not be offering herself for consideration as a member of the incoming Committee. This has nothing to do with her broken ankle but was a decision she came to over a year ago.

Rosemary was first elected to the Friends Committee at the 2004 Annual General Meeting. Adrian Phillips, the Treasurer at the time, had indicated that he wished to stand down from that role and as a member of the Committee with effect from the 2005 Annual General Meeting. Rosemary stood for election at the 2004 Annual General Meeting with a view to shadowing Adrian during the course of the year and offering herself for the role of Treasurer after the 2005 Annual General Meeting. Rosemary did indeed take on the position of Treasurer after that latter meeting and has given fourteen years of sterling service in that role. As well as publicly thanking her for all she has done for the Friends, it was also my intention that I should present her with a small token of thanks at this meeting, something that will unfortunately now have to await another occasion.

If there are no questions in respect of my report, I will now deliver the Treasurer's report on Rosemary's behalf.

Thank you very much.

**Treasurer's Report for the Year Ending 31 December 2018 to the Annual General Meeting held on Friday 8 March 2019**

The Accounts (Annex A) show how income was received and expenditure incurred in the year ended 31st December 2018, with comparative figures for 2017.

Expenditure in the year exceeded income by £8,940, but this was to be expected as we did not hold our major fund-raising event, namely a Festival of Flowers and Music over the August bank Holiday weekend.

However, our other fund-raising events continued to be successful, ever popular and, as always, attracted many visitors to St. James.

Grants to the Parochial Church Council during the year included £10,155 in respect of the VAT exclusive cost of the recently completed upgrade to the Church heating system, the Parochial Church Council being able to reclaim the latter element through the Listed Places of Worship Grant Scheme.

£741 was spent on repairs to and maintenance of churchyard equipment.

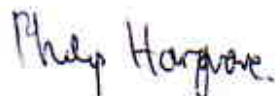
Our reserves at year end were a healthy £20,394.

If you have any questions regarding the accounts, my contact details are available on Church Suite and I will do my best to answer them.

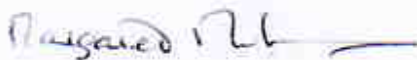
In my absence, I commend the accounts to the meeting.

**Authorisation**

This Annual Report is issued on behalf of the Trustees and was approved by them at a Committee Meeting held on 9 October 2019.



Philip Hargrave  
Chairman and Secretary



Margaret Morley  
Vice Chairman



Desmond Conridge  
Treasurer

9 October 2019

Annex A

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

**AS AT 31st DECEMBER**

<b>2018</b>		<b>2017</b>
<b>£</b>		<b>£</b>
	<b>NET ASSETS</b>	
8,238	Barclays Community Account Bank Balance	17,238
12,156	CBF Church of England Deposit Fund Bank Balance	12,096
<b>20,394</b>	<b>TOTAL NET ASSETS</b>	<b>29,334</b>
	<b>REPRESENTED BY:</b>	
29,334	Surplus Brought Forward from Previous Year	32,718
(8,940)	Year Surplus / (Deficit)	(3,384)
<b>20,394</b>	<b>TOTAL RESERVES</b>	<b>29,334</b>

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

**INCOME & EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDING 31 DECEMBER**

2018		2017
£	<b>INCOME</b>	£
965	Subscriptions	935
370	Donations	2,593
	<b>Fund Raising</b>	
0	Festival of Flowers and Music	7,685
687	Quiz	833
935	Plant Sale	1,051
859	Craft Fair	972
1,139	Refreshments	1,249
63	Sundries	50
<b>3,683</b>	<b>Sub-total Fund Raising</b>	<b>11,840</b>
60	Bank Interest	34
642	Tax Rebate (Gift Aid)	608
<b>5,720</b>	<b>TOTAL INCOME</b>	<b>16,010</b>
	<b>EXPENDITURE</b>	
12,660	Grants to PCC including Church Heating (2017 Decoration)	14,849
	<b>Fund Raising Costs</b>	
0	Festival of Flowers and Music	2,602
117	Quiz	208
662	Plant sale	646
36	Craft Fair	142
<b>875</b>	<b>Sub-total Fund Raising Costs</b>	<b>3,598</b>
	<b>Other</b>	
13	AGM	28
20	Lottery Registration	20
300	Insurance	272
741	Repairs and Maintenance	607
51	Sundries	20
<b>1,125</b>	<b>Sub-total Other</b>	<b>947</b>
<b>14,660</b>	<b>TOTAL EXPENDITURE</b>	<b>19,394</b>
<b>(8,940)</b>	<b>TOTAL SURPLUS / ( DEFECIT)</b>	<b>(3,384)</b>

Rosemary Jones, Honorary Treasurer  
March 2019