

# Trustees' Annual Report

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

### Year ending 31 December 2022

#### Legal and Administrative Information

This report is for the financial year beginning on 1 January 2022 and ending on 31 December 2022.

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 and 1 October 2021. 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 2023 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 2022</b>	<b>Mode of Appointment</b>
Mr Desmond Conridge	Treasurer	1 January 2022-present	Elected
Mr Daniel Daniells-Smith		1 January 2022 – 25 March 2022 6 April 2022 - present	Elected until 25 March 2022 Co-opted from 6 April 2022 – 26 September 2022 Parochial Church Council Appointee from 26 September 2022
Mr Bill Hardy		1 January 2022-present	Elected
Dr Philip Hargrave	Chairman & Secretary	1 January 2022 - present	Elected
Mr Clive Hayball		1 January 2022-present	Parochial Church Council Appointee until 21 May 2023 Co-opted from 21 May 2023
Mrs Lina Loadman		1 January 2022 – 25 March 2022 6 April 2022 - present	Elected until 25 March 2022 Co-opted from 6 April 2022 – 10 March 2023 Elected from 10 March 2023
Mrs Margaret Morley	Vice Chairman	1 January 2022-present	Elected
Mr Graham Rundle		1 January 2022 - 10 March 2023 17 April 2023 - present	Co-opted until 25 March 2022 Elected from 25 March 2022 – 10 March 2023 Co-opted from 17 April 2023
Mrs Sue Russell		1 January 2022 - present	Co-opted until 25 March 2022 Elected from 25 March 2022
The Revd Gareth Tracey		1 January 2022 - present	Ex-Officio
Mr Clive Weir		1 January 2021- 22 May 2022 3 July 2023 - present	Parochial Church Council Appointee until 22 May 2022 and from 3 July 2023

## **Chairman's Report to the Annual General Meeting held on Friday 10<sup>th</sup> March 2023**

Good evening and thank you for coming to the 2023 Annual General Meeting (AGM) of the Friends of St James the Great, Thorley.

Since our 2022 AGM, we have been saddened to learn of the death of one of our long-standing members, Betsy Griffin.

When the Friends Committee met in early January 2022 there was some concern that bringing people together for several hours for the Quiz Evening that we were planning to hold the following month might lead to further COVID-19 infections at a time when there was continuing pressure on the health service. We nevertheless concluded that simply not proceeding with the Quiz Evening would not itself be without adverse consequences. It was felt that many people, although still worried about the pandemic, were nevertheless very keen to return to some form of normality. So, we started our 2022 fundraising with a Quiz Evening with a limit on the number of attendees and appropriate precautions in place as set out in a Risk Assessment we undertook for the event. The remainder of 2022 saw a post pandemic return to some sort of fundraising normality, with a Sale of Nursery plants in May, an Autumn Craft Fair in November, and the provision of Sunday Afternoon Teas from the Church Room during the months of May, June, July, August and September. I'll leave it to Des to cover the financial aspects of these activities in his Treasurer's Report.

We also started this year with a Quiz Evening in February, but with a new twist. The Friends joined forces with St James Church to host a Family Quiz Night, with questions of a similar format to those in previous years set by Pam Robertson interspersed with more family friendly ones. Our Rector, Gaz, ably took on the role of Quiz Master and Chris Collins prepared a fantastic selection of meals for the interval. Primarily consisting of homemade curries for adults and pizzas for children, these also catered for those with a range of dietary requirements. I think I speak for everyone who took part in saying that it was a most enjoyable evening and that a great time was had by all.

The Friends volunteer Churchyard Team continued their work throughout last year's March to December growing season. We were very grateful to our small band of regular helpers who undertook this important task, and to those others who came when they could. The Churchyard powered machinery has recently been serviced in readiness for the new season. If you can spare a couple of hours per month to assist with Churchyard maintenance, please contact Margaret and Peter Morley who will be pleased to hear from you.

As was the case for our activities, I will also leave it to Des to cover the financial details of our Church Related expenditure last year, but I am pleased to report that the Friends made a grant to the Parochial Church Council in February 2022 to fund the purchase of a new microphone for the Church lectern and a further grant in July 2022 to fund the construction and installation of a new notice board to replace the one adjacent to the lychgate that had collapsed through rot. As I noted during my report to last year's AGM, despite the Friends' covering the full cost of an upgrade to the Church's heating system in 2018 that included the installation of more efficient radiators and new pipe work, it subsequently became apparent that there were still issues with the system that would necessitate the replacement of the boiler. The Parochial Church Council received a substantial donation from a trust fund towards the purchase and installation of a new boiler which the Friends were pleased to supplement with a grant in August 2022 to cover the remainder of the cost.

Looking forward, the Committee has agreed that the Friends will fund the purchase and installation of audio-visual equipment to enable the more straightforward and professional streaming of services in the Church than is possible with the portable camera and associated components that are currently in use. Such streaming is now an important element of our Church services, with typically about one third of the congregation participating in this way.

During the Quinquennial inspection that was undertaken in 2019, the stained-glass window in the tower was identified as in need of some restoration work. The Parochial Church Council therefore commissioned a report on its condition by Andrew Taylor, the Wiltshire based ecclesiastical stained-glass designer and conservator who undertook the major restoration of that window that was funded by the Friends back in 1991. That restoration had involved the removal of all the glass, the re-joining of broken pieces using copper foil, clear silicone and epoxy resins, the plating of such repaired areas with protective clear glass, and the addition of new glass to replace missing pieces and those damaged beyond repair. This new glass was then painted, and the eroded areas of the original glass repainted. Andrew's inspection report noted that the current need for further work was because the painted glass had eroded back to the condition it had been in before the 1991 restoration and because there had also been paint erosion in previously unaffected areas in the intervening 30 plus years. Although he advised that the best remedy would be to repaint such eroded areas and to seek to prevent future paint loss by installing an isothermal glazing system at a cost of around £15,000, he noted that simply repainting these areas, at a likely cost of around £500, would provide a remedy that should last for a number of years. Subject to seeking approval by the diocese through a Faculty application, the Parochial Church Council has decided to proceed with this latter approach, and the Committee has agreed that the Friends will cover the cost.

During my report to the 2021 AGM, I noted that the Parochial Church Council was giving consideration to the acquisition of land to extend the Churchyard as it was becoming full. That was something that had been viewed as worthy of a contributory grant by the Friends at our 2016 AGM. However, with the requirement for new graves now running at only two or three per year, the Parochial Church Council has concluded that the current Churchyard is likely to have sufficient capacity for a further seven to ten years. Given this and other considerations, it has decided to defer further discussions on its enlargement for the time being.

As you will have seen from the letter inviting you to this year's AGM, the Committee's plans for the remainder of this year once again include a Sale of Nursery Plants in May and an Autumn Craft Fair in November. The Committee is currently seeking a new person to coordinate with the Craft Stallholders in the organisation of this latter event. Please let Bill Hardy or me know if this is something you would be willing to consider.

We would also like to be able to offer Sunday Afternoon Teas from the Church Room during the months of May, June, July, August and September. However, this will only be possible if volunteers come forward who are prepared to organise rotas for segments of this season, together with those willing to sign-up for the weekly slots in these rotas. Please let me or any of the other Committee members know if you can help in either way. If you happen to have your diary to hand and are aware of your availability over the coming months, why not sign up for one or more of the unfilled slots on the rota that is on display here tonight?

One change in the provision of Sunday Afternoon Teas that the Committee has agreed to make this year is to seek donations for the refreshments rather than selling them in accordance with a price list as in previous years. This approach worked well when trialled during the 2022 season on the Sunday when our Rector, Gaz, was installed as Area Dean. As well as simplifying the serving of the teas, it also has the advantage of enabling the Friends to benefit from the 25% uplift obtainable on charitable cash or contactless donations that are individually no more than £30 through the Gift Aid Small Donations Scheme (GASDS) administered by HMRC.

It has been suggested that the Friends should consider being able to accept contactless donations for Sunday Afternoon Teas, given that individuals now often carried little cash, and this is something that the Committee will be investigating going forward.

Once the necessary business of this AGM has been completed, the evening will conclude with a 'bring and share buffet' with drinks provided.

I will now draw my report to a close by thanking Margaret Morley, our Vice Chairman and Des Conridge, our Treasurer, and indeed all the members of the Committee, for their help and support since our last AGM. On behalf of the Committee, I would also like to thank you all for the support you have given us.

Unless there are any questions at this stage, I will now pass over to Des for him to deliver his Treasurer's Report.

Thank you very much.

### **Treasurer's Report to the Annual General Meeting held on Friday 10th March 2023**

The formal annual accounts for 2022 (Annex A) show how income was received and expenditure incurred in the year ended 31st December 2022, with comparative figures for 2021.

It has been a good year financially. We have raised significant funds for the church and made a number of donations to the PCC for a variety of projects.

Looking at the detail of the Friends' income in 2022, you will see that we received:

- £900 in subscriptions in respect of 32 memberships
- £560 in donations of which £260 was for a new strimmer and £300 a bequest from the estate of Colin Sampford
- £719 from the Quiz Night in February
- £1,104 from the Plant Sale in May
- £1,163 from the Autumn Craft Fair in November
- £1,383 from Sunday Afternoon Teas from May to September
- £240 in bank interest
- £283 in the form of a tax refund in respect of Gift Aided donations.

**The Friends total income for the year was £6,353.**

Our expenditure in 2022 was as follows:

- Fund-raising costs of £890 consisting of
  - £48 for the Quiz Night
  - £40 for the Craft Fair
  - £803 for the Plant Sale all but £26 of which was paid to Matthews Plants.
- Other expenditure amounting to £4,318 consisting of
  - £26 for AGM expenses
  - £268 for insurance
  - £656 for repairs & maintenance of the churchyard
  - Grants to the Parochial Church Council consisting of
    - £510 to replace the notice board outside the church
    - £297 for a new lectern microphone in the church
    - £2,560 as a contribution towards the new boiler for the church.

**The Friends total expenditure in 2022 was £5,208.**

The Friends started 2022 with total reserves of £20,665, which by the end of the year had increased by £1,145 to £21,810. Of the latter, £2,546 is in the Friends' current account with Barclays Bank and £19,264 with the Church of England Deposit Fund.

Looking Forward, on the income side we have already held this year's Quiz Night, jointly with the PCC, and, as mentioned by Philip. we are planning a Plant Sale in May, the provision of Sunday Afternoon Teas during the summer months and a Craft Sale in the Autumn.

On the expenditure side for 2023 there are, as also mentioned by Philip, two areas of expense that we know about so far. The repair to the stained-glass window in the belltower, which is expected to cost no more than £500, and the installation of audio-visual equipment in the church to further enhance the on-line experience. Gaz is leading on this issue and a lot more planning and research work is needed before it becomes a reality. The Friends of St James have committed up to £5,000 towards the cost.

### **Authorisation**

This Annual Report is issued on behalf of the Trustees and was approved by them at a Committee Meeting held on 25 September 2023.

Philip Hargrave  
Chairman and Secretary

Margaret Morley  
Vice Chairman

Desmond Conridge  
Treasurer

October 2023

Annex A

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

**AS AT 31st DECEMBER**

<b>2022</b>		<b>2021</b>
<b>£</b>		<b>£</b>
<b>NET ASSETS</b>		
2,546	Barclays Community Account Bank Balance	2,641
19,264	CBF Church of England Deposit Fund Bank Balance	18,024
<b>21,810</b>	<b>TOTAL NET ASSETS</b>	<b>20,665</b>
<b>REPRESENTED BY:</b>		
20,665	Surplus Brought Forward from Previous Year	25,801
1,145	Year Surplus / (Deficit)	-5,136
<b>21,810</b>	<b>TOTAL RESERVES</b>	<b>20,665</b>

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

**INCOME & EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDING 31 DECEMBER**

<b>2022</b>		<b>2021</b>
£	<b>INCOME</b>	£
900	Subscriptions	740
560	Donations	314
	<b>FUND RAISING</b>	
719	Quiz	0
1,104	Plant Sale	0
1,163	Craft Fair	1,091
1,383	Refreshments	545
<b>4,370</b>	<b>Sub-total Fund Raising</b>	<b>1,636</b>
240	Bank Interest	11
283	Tax Rebate (Gift Aid)	202
<b>6,353</b>	<b>TOTAL INCOME</b>	<b>2,902</b>
	<b>EXPENDITURE</b>	
	<b>Fund Raising Costs</b>	
48	Quiz	
803	Plant sale	0
40	Craft Fair	0
<b>890</b>	<b>Sub-total Fund Raising</b>	<b>0</b>
	<b>Other</b>	
26	Annual General Meeting	34
510	Notice Board	0
268	Insurance	253
656	Repairs and Maintenance	586
297	Church microphone	0
0	Paid to PCC (Lodge)	7,165
2,560	Church boiler	0
<b>4,318</b>	<b>Sub-total Other</b>	<b>8,038</b>
<b>5,208</b>	<b>TOTAL EXPENDITURE</b>	<b>8,038</b>
<b>1,145</b>	<b>TOTAL SURPLUS / DEFICIT</b>	<b>-5,136</b>

Desmond Conridge Treasurer  
March 2023