

FRIENDS OF ST. MARGARET'S CHURCH - CIO

MINUTES OF THE TRUSTEES MEETING OF THE FRIENDS

OF ST. MARGARET'S CHURCH - CIO, HIGH HALSTOW. HELD

ON MONDAY 4th OCTOBER 2021 at 7.00PM IN ST. MARGARET'S CHURCH, HIGH HALSTOW

PRESENT: Mike Meredith (Chairman)
Raymond Collins (Treasurer)
Chris Cook (Minuting Secretary)
June Collins
Maggie Ryan (Correspondence Secretary)
Jane Cook
Carole Cocup
Tamsin Stowers
Chris Peek (Membership Coordinator)

APOLOGIES: Rev. Stephen Gwilt
George Crozer
Ann Judges

MINUTES OF THE MEETING HELD ON THE 24th May 2021

The minutes, having been circulated, were discussed. It was agreed that the minutes should be accepted.

Proposed by Ray Collins

Seconded by Maggie Ryan.

They were then signed by the chairman, Mike Meredith

MATTERS ARISING FROM THE MINUTES, NOT LISTED AS A SEPARATE AGENDA ITEM:

There were no matters raised.

FINANCE: The 2021/2022 six months financial report as of 30th September 2021 was presented by Raymond Collins (Treasurer), who read out the details of the report, which is attached to these minutes as an addendum.

As a summary, subscriptions had been healthy and we have recovered the VAT on previous window repairs. Understandably due to covid, fundraising continued to be greatly reduced. Good news, the income from the scarecrow festival was almost exactly the same as last year.

Many thanks to Raymond Collins for continuing his sterling work managing the FOSM accounts.

CORRESPONDENCE:

Maggie Ryan confirmed that as previously agreed, letters explaining the work of the FOSM had been sent to all households who had partaken in the scarecrow festival. All subsequent queries had been followed up by our membership coordinator, Chris Peek.

Mike Meredith confirmed that he had put an article regarding the scarecrow festival in the High Halstow Times and Village Voices. This had attracted an additional member to the FOSM. It is very worthwhile having articles in these publications.

If anybody has any ideas for an article in the next High Halstow Times, please remember it needs to be submitted by the 26th October.

DIANE WELCH:

Diane had been a well-loved and highly valued member and secretary of the FOSM. She will be greatly missed.

If anybody has any ideas regarding how we might commemorate Diane, please let the chairman know.

MEMBERSHIP:

Chris Peek (Membership Coordinator) reported that there had been two family resignations from the FOSM since the last meeting.

Chris Peek said that she had found it very hard to speak to people who were not known to her at events such as the recent Parish 'Fun Day', and unfortunately she had found little interest from people at these events in becoming members of the FOSM.

Instead she thought that concentrating on people who were attending events in the church, such as the community choir performances could be much more productive and that she would be prepared to do this at our forthcoming event.

Since the last meeting George Crozer is now the Parish Councils representative on the trustees committee, instead of Linda Atkinson.

Maggie Ryan confirmed that she has replaced Diane Welch as one of the PCC's representative on the trustees committee.

The chairman then initiated a discussion on how to attract a volunteers to join the trustees. After a number of ideas were discussed, the chairman suggested that we should consider asking David Laphorn and Mitchell Dowsett whether they would join the trustees. They have been very helpful to the trustees in the past and the chairman felt they would be welcome additions to the trustees.

It was agreed that the chairman should speak to David and Mitchell to ascertain if they would be prepared to join the trustees.

If either or both decline then we need to consider another longstanding trustee.

Proposed: Raymond Collins

Seconded: Chris Peek

PUBLICITY AND COMMUNITY LINKS:

The chairman asked if anyone had any points they would like to make.

With no points raised he then asked how active have FOSM been on Facebook.

Tamsin Stowers then updated the meeting that Facebook is not the easiest to use for our requirements. She does regularly share information to the likes of the High Halstow appreciation page. Tamsin believes it is worth continuing with this, although it is very hard to understand how much recognition this generates.

FABRIC OF ST.MARGARETS CHURCH:

a) Update on current building works.

Great news, the window restoration project has been completed, and two plaques have been installed detailing the contributions made to fund this work.

At the last trustees meeting a list of building works and their costs, based upon recommended works in our last quinquennial were agreed.

The PCC subsequently approved our recommended work and the fact that FOSM would fund it.

Raymond Collins confirmed that we do not require a 'Faculty' for this work but instead we require the 'Archdeacons' permission to proceed. This was requested in August and unfortunately we are still waiting for approval. Raymond then made the point that it is the wrong time of year to proceed with this work.

b) Replacement of temporary felt roof.

Jane Cook informed the meeting that the Reverend Gwilt had been contacted by Sarah Anderson (DAC) to discuss the timeline for the replacement of the temporary felt roof. He asked Jane Cook to speak to Sarah to understand her concerns.

To summarise them, they are:-

- 1) That the timeline to replace the temporary roof was tight, taking into consideration the process required to obtain a specification, costs, permission, funding and the actual work. Sarah confirmed that a request to extend the completion date would not be granted by the Diocese.

- 2) That planning permission was granted on condition that the new roof would be Lead. A completely new application would have to be made if the roof material was not going to be Lead. This would all have to happen within the current timeline.
- 3) The requirement for a roof alarm system.
Jane Cook confirmed that Sarah Anderson had also highly recommended that we install a roof alarm system at the earliest opportunity.

After considerable debate it was agreed that the decision regarding the roof material, etc. and the roof alarm system was for the PCC to decide upon.

Maggie Ryan (Correspondence Secretary) will therefore write to the PCC to confirm that they will need to discuss and decide upon how they wish to proceed with not only the roof replacement but also the installation and maintenance of a roof alarm system.

It was noted by the chairman that of course the FOSM would be more than happy to discuss with the PCC any assistance that we can give to them on these matters, if requested, once decisions have been made.

REVIEW OF EVENTS HELD:

Scarecrows. The chairman spoke for the trustees when he said that this years scarecrow festival had been very successful. There had been very good feedback of the event and he believes that it has been uplifting for the whole village community.

One disappointment, Tamsin Stowers confirmed that at least one scarecrow had been vandalised this year and apparently every year the event has occurred. This should not deter us from holding future events.

FORTHECOMING EVENTS AND FUTURE PLANS:

2022 Scarecrow festival. It was agreed we should proceed with a scarecrow festival in 2022. With regards to timing, with the special Queen celebrations and public holidays on 2nd, 3rd 4th and 5th June it was felt that it would be good if the festival could cover these dates and that with celebrations in the village they could be displayed as part of the festival.

There will be a Christmas tree festival in the church.

Tamsin Stowers confirmed that as last year she will be organising Christmas Trees for those who pre-order. This is looking very positive as she has already had 16 extra requests from new purchasers.

Maggie Ryan confirmed that there will be choir concert in the Church on the 11th December.

Maggie also confirmed that there will also be a historical talk by Ken Reynolds – Peninsula Railway History, 100 years of the Hoo railway, on 12th November in the Memorial Hall. When the location was queried, it was pointed out that with the age profile of those attending, they expect easy access to toilets.

The entrance fee will be £5.00 per person, with the proceeds going to FOSM.

Note: The hall fee has been kindly waived, as it is for a good village cause.

Raymond Collins confirmed that Christmas cards will once again happen this year.

SUB COMMITTEES FOR EVENTS AND ADVERTISING:

No discussion occurred.

CHARITY COMMISSION SUB GROUP:

The next meeting of the sub group will be on 9th October at 10.00 at the chairman's residence.

SAFEGUARDING:

The chairman said that we should expect all trustees to be aware of safeguarding rules and regulations, once agreed.

Maggie Ryan has the necessary safeguarding qualifications and is across the PCC's requirements.

Maggie suggested that we ascertain what other 'Friends of' are doing regarding this issue.

The chairman asked any trustee who has any information regarding safeguarding, to please let himself or Maggie have the details.

Further discussions on this issue will be on the agenda of the next FOSM trustees meeting.

AOB:

Ray Collins informed the meeting that there needs to be a financial risk assessment. He has volunteered to undertake one.

The meeting gratefully accepted his proposal.

DATE OF THE NEXT MEETING:

The next Friends of St Margaret's Trustees meeting will be in the church on Monday 31st January 2022 at 7.00 pm.

There being no further business, the meeting closed at 8.50pm.

SIGNED:

DATE:

ADDENDUM: FOSM 2021/2022 SIX MONTHS FINANCIAL REPORT AS OF 30TH SEPTEMBER 2021.

Friends of St Margaret's High Halstow
 Profit & Loss Account
 For The Year Ended 31st March 2022 as of 30 Sept 2021

| | 2020/21 | | 2021/22 | |
|--------------------------------|-----------|-----------|----------|-----------|
| | £ | £ | £ | £ |
| Income | | | | |
| General | | | | |
| Subscriptions | 5,349.00 | | 3,045.00 | |
| Gift Aid | 4,573.23 | | 828.12 | |
| Donations | 14,545.00 | | 58.00 | |
| PCC repayment windows | 22,165.00 | | 1,900.00 | |
| | | 46,632.23 | | 6,731.12 |
| Fund Raising | | | | |
| Scarecrow Festival | 185.38 | | 184.18 | |
| Summer Concert | | | 0.00 | |
| Christmas Tree Festival | | | 0.00 | |
| Christmas Cards | 149.00 | | 0.00 | |
| Heritage Day | | | | |
| Sunflower competition | | | | |
| Knit & Natter | | | 0.00 | |
| Coffee Tree | | | 0.00 | |
| Christmas trees | 160.00 | | 0.00 | |
| Family day | | | 12.90 | |
| High Halstow Lottery grant | | | | |
| Christmas Concert | | | 0.00 | |
| Christmas Nativity | 87.07 | | 0.00 | |
| Amazon | | | 5.00 | |
| | | 581.45 | | 202.08 |
| Total Income | | 47213.68 | | 6933.20 |
| Expenditure | | | | |
| Insurance | 369.93 | | 391.96 | |
| Stationery | 16.92 | | 0.00 | |
| Asbestos Removal | | | | |
| Roof Survey | 961.00 | | 0.00 | |
| Window renovation | 12990.00 | | 16830.00 | |
| Charity application expenses | 1,146.00 | | 0.00 | |
| Miscellaneous | 23.59 | | 32.69 | |
| Fabric repairs | 900.00 | | 82.74 | |
| Total Expenditure | | 18407.44 | | 17337.39 |
| Excess Expenditure Over Income | | | | |
| Excess Income Over Expenditure | | 30606.24 | | -10404.19 |

