

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 24th MAY 2021 IN ST. MARGARET'S CHURCH, HIGH HALSTOW**

PRESENT: Mike Meredith (Chairman)
Raymond Collins (Treasurer)
Chris Cook (Minuting Secretary)
June Collins
Maggie Ryan (Correspondence Secretary)
Ann Judges
Chris Peek (Membership Coordinator)
Carol Cocup

APOLGIES: Rev Stephen Gwilt
Di Welch
Jane Cook
Tamsin Stowers

MINUTES OF THE MEETING HELD ON THE 26th APRIL 2021.

The minutes, having been previously circulated, were discussed.

Chris Cook (Minuting Secretary) stated that he had altered the original meeting notes changing 'Committee' to 'Trustees' and also had corrected a couple of misspellings.

This was accepted by the meeting.

There being no other amendments, the amended minutes were accepted.

Proposed by Maggie Ryan

Seconded by Ann Judges

They were then signed by the chairman, Mike Meredith.

MATTERS ARISING FROM THE MINUTES.

Maggie Ryan proposed a vote of thanks to Tamsin Stowers for all her hard work on organising both last years and this years Scarecrow Festival.

This was unanimously agreed.

BUILDING WORKS.

Report on the building works subcommittees meeting, held on the 12th May, 2021.

The chairman reminded the meeting of the remit of the building works subcommittee, to review the David Jarrett proposals and to make recommendations to the trustees.

Ann Judges (member of the subcommittee) then gave an update on the meeting and its conclusions.

Page 1

The subcommittee undertook a detailed line by line review of the building works specification, to enable a priority list of recommended works to be created.

The recommend list of works and their costs are:-

Scaffolding £3,150.00

Repair of the tower slated roof £634.00

Rainwater Goods - Nave South Side £45.00

Stone and Brickwork

- a) Ragstone repointing £360.00
- b) Misc. brickwork repointing £240.00
- c) Fill voids and pockets £325.00
- d) Removal of wall vegetation (especially buddleia) £270.00

Joinery repairs £250.00

Painting and Decorating Tower Windows £480.00

Roadside ragstone boundary walls (eastern and western parts) £1,575.00

Provisional sum (Contingency) £1,100.00

Total cost of the above works £8,429.00 (+vat)

Reduced to £6,854.00 after excluding the boundary walls repair costs (see below for reasons why this cost has been excluded)

Notes:

- a) We were expecting a list of priority works from David Jarrett in time for the meeting. These were not forthcoming. However this has not delayed our recommendations due to the detailed review of the proposals by the subcommittee.
- b) David Jarrett is also expected to provide an additional quotation to cover works required to the west end of the church. This will increase the final cost, if the works are considered essential. David has been reminded that we still require this quote.
- c) David Jarratt's proposals included many items of work that the subcommittee discovered have already been resolved by the hard work of Ray Collins (many thanks Ray!) Hence their exclusion from our recommendations.
- d) There was also a quote titled 'Ferramenta and Door Ironmongery' for £1,650.00. At the time of the meeting we were unsure what this work entailed. Subsequently Ray Collins has found out this is to repaint the main door hinges and the outside window bars. Ray Collins has surveyed these items and has recommended we do not proceed with this work. If painting is required this can be undertaken 'in house'
- e) To enable these works to be fully funded it may be necessary to 'borrow' money from the 'protected' roof repair fund. If that occurs there will be an enhanced amount set aside from future income to repay any amounts 'borrowed'.

After the presentation, there was a question from Chris Peek regarding the removal of Buddleia and other vegetation from the church walls.

All ground level vegetation has been and continues to be removed by Ray Collins. The recommendation is that we pay for the high level vegetation to be removed.

Page 2

There was then a conversation regarding who should pay for the Boundary Wall repairs.

It was agreed that we would ask the PCC to fund this work, with some of the costs covered by the remaining Jesse Hogben fund, which can only be used for churchyard work and can only be released by the PCC.

It was then proposed that the subcommittees' proposals are accepted in full.

This was agreed by the meeting.

Proposed by Maggie Ryan

Seconded by Carol Cocup

The next step would be to ask the PCC to agree to the FOSM funding this work. However June Collins, who is also a member of the PCC, informed the meeting that at the last PCC meeting these works were discussed and the PCC has agreed we can proceed, subject to receiving the relevant authority from the church authorities.

June Collins confirmed that she will be applying for the relevant authority on behalf of the PCC.

Please note, the PCC authority to proceed does not include the boundary wall repairs, which will be discussed at the next PCC meeting.

SUMMER EVENTS.

Due to current uncertainty on covid restrictions the only summer event is the Scarecrow festival.

Please note that the scarecrow trail will go live on Monday 31st May.

Maggie Ryan informed the meeting that she is still hopeful that some or all of the autumn events mentioned at the last trustees meeting and detailed in the meeting notes will proceed.

AGM – MATTERS REQUIRING ATTENTION.

There were no AGM matters that required attention.

AOB.

The chairman reported that the trustees have to undertake a report on the FOSM to the charity commission within 10 months of the beginning of our financial year.

He has already spent many hours reviewing the charities commission requirements and has completed a questionnaire, with the result that they have informed him they are currently considering what information our report needs to contain.

Page 3

The chairman suggested that the trustees set up a charity commission subgroup to undertake this task.

There were four volunteers for the subgroup. They are Mike Meredith, Ann Judges, Raymond Collins and Chris Cook.

The meeting agreed to proceed with the charity commission subgroup.

Ray Collins (Treasurer) informed the meeting that the last two church windows, of our window restoration project, were in the process of being restored. The total cost of the window restoration project is approx. £40k.

We have also had to renew our insurance policy at a cost of £400.00.

Chris Cook informed the meeting on behalf of Jane Cook that the last PCC meeting, of which she is a member, discussed the possibility of installing suitable toilets at St. Margaret's Church, High Halstow.

This would be a PCC project, but if it were to proceed there could be a wider benefit for the FOSM. In so much that many of the funds that we could approach for finance donations insist on 'added value', that is how the church will widen its appeal to the local community. Obviously the addition of toilets is an important step in the right direction.

After much discussion, it was agreed by the meeting that if the PCC decide to proceed with this project, the trustees would be more than happy to meet with them, to discuss their proposals and the wider benefits to maintaining our lovely church.

ADDENDUM:

Please note that subsequent to the trustees meeting, Raymond Collins received the quote for the repair work to the west wall of the church and for rebuilding part of the western ragstone boundary wall.

The chairman has agreed with Raymond Collins (treasurer) to include the west wall repairs to our recommended list of works and therefore the additional cost of £822.00.

The total cost of the recommended work is now £7,676.00 (+vat)

The quote for the additional ragstone wall repair, has been passed to the PCC for their consideration.

DATES OF THE NEXT MEETINGS.

Friends of St. Margaret's Trustees meeting. Monday 4th October at 7.00pm in the church.

Friends of St. Margaret's Charity Commission Subcommittee. **Provisional date and time**
Monday 5th July at 7.00pm in the church. There appears to be a PCC meeting scheduled for the same date and location, therefore location and or date and time may well change.

Page 4

There being no further business, the meeting closed at 8.45pm.

SIGNED:

DATE:

Page 5