

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 31st JANUARY 2022 at 7.00PM IN ST. MARGARET'S CHURCH, HIGH HALSTOW

TRUSTEES PRESENT: Mike Meredith (Chairman)
Raymond Collins (Treasurer)
Chris Cook (Minuting Secretary)
June Collins
Maggie Ryan (Correspondence Secretary)
Jane Cook
Carole Cocup
Ann Judges
David Laphorn
Mitchell Dowsett

ALSO PRESENT: Chris Peek (Membership Coordinator)

APOLOGIES: Rev. Stephen Gwilt
Tamsin Stowers
George Crozer

MEMBERSHIP:

The chairman moved 'membership' up the agenda, to enable the trustees to consider the proposal for two additional people to join the trustees.

The chairman reminded the meeting that at the last trustees meeting on the 4th October 2021, it was agreed that he would contact David Laphorn and subsequently Mitchell Dowsett to see if they would be prepared to join the FOSM trustees. The good news is that both indicated that they would be happy to become trustees, hence their attendance at the meeting.

The chairman informed the meeting that the trustees would have to agree their membership.

He therefore asked the meeting if somebody would propose that David Laphorn become a FOSM trustee.

This was proposed by Jane Cook. The vote to accept the proposal was unanimous.

The chairman then asked the meeting if somebody would propose that Mitchell Dowsett become a FOSM trustee.

This was proposed by Raymond Collins. The vote to accept the proposal was unanimous.

The chairman then informed the meeting that Linda Atkinson had formally resigned as a FOSM trustee.

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Linda was a representative on behalf of the Parish Council. The Parish Council has informed the chairman that they would like to nominate George Crozer as Linda's replacement. The chairman then asked the meeting if somebody would propose that George Crozer become a FOSM trustee.

This was proposed by Raymond Collins. Seconded by Mike Meredith. The vote to accept the proposal was unanimous.

Chris Peek (Membership Coordinator) then updated the meeting on new membership. Two individuals had indicated that they would like to join the FOSM. One has already completed the membership form and one has mislaid their membership form and needs to complete a replacement.

Neither has started their contributions.

An update from Raymond Collins, there are currently 51 subscriptions, over the last year for various reasons three have stopped subscriptions and we have gained two new subscriptions.

MINUTES OF THE MEETING HELD ON THE 4th OCTOBER 2021:

The minutes, having been circulated, were discussed.

There were a couple of corrections that were agreed at the meeting, including one highlighted by Raymond Collins, which was on Page 3, paragraph 4. The permission from the Archdeacon was requested in August, not July.

It was agreed to accept the amendments and the minutes.

Proposed by Jane Cook

Seconded by Ann Judges. The vote to accept the proposal was unanimous.

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

There were no matters raised.

FINANCE:

Raymond Collins (Treasurer) gave an update on the FOSM Accounts up to 31st January 2022. The detailed report is attached to the minutes as an addendum.

As a summary, subscriptions have been healthy and we have recovered VAT on previous window repairs. Covid continues to affect our fundraising, but we should highlight the excellent income from the Christmas tree sales, a great achievement by Tamsin Stowers.

Once again many thanks to Raymond for managing the FOSM accounts.

CORRESPONDENCE:

Maggie Ryan (Correspondence Secretary) updated the meeting on the correspondence from the FOSM to the PCC. Maggie's draft report has been distributed to the trustees and

includes an update on the Quinquennial repairs, History talk. Christmas tree festival, Community choir, Christmas tree sales, Advent windows event and Christmas card sales.

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There were no specific comments from those attending the meeting.

There was a question from Chris Peek, who asked how many people are on the PCC.

Jane Cook, who is a member of the PCC said there were approx. 15 people, with half from St Margaret's and half from All Saints- Allhallows.

The chairman said the information should be on the PCC website.

Jane Cook updated the meeting on the Church music copyright required for St Margaret's. The PCC pays for the licence required for church services. In addition we also need a separate license for live music such as the community choir and another license if recorded music is played back in the church.

The PCC has already paid for the additional licenses, but as the additional licenses are required for events organised on behalf of the FOSM she wondered if the FOSM would contribute towards their cost. Each license is approx. £40.00.

After much discussion the chairman suggested that for this year only the FOSM would contribute £40.00 towards their cost.

Proposed by Mike Meredith

Seconded by Ann Judges Agreed by the meeting - six for, one against and one abstention.

PUBLICITY AND COMMUNITY LINKS:

The chairman reviewed the types of publicity that the FOSM have had. Although there had been a problem with including items in the High Halstow Times and Village Voices last December, they were normally an excellent way of advertising on behalf of the FOSM. The chairman indicated that he was happy to continue with the task of sending articles to both these publications.

The chairman also informed the meeting **that FOSM now has a 'Facebook' page which is posted on The High Halstow Appreciation Page.**

Please would trustees send him any information they would like to be included in this account.

The chairman then updated the meeting on the very successful Christmas tree sales. However there had apparently been disquiet from some purchasers that monies raised would be going towards the upkeep of the church. There is apparently still some unhappiness with the way that the Red Dog pub had been closed and how the change of licensee had been handled.

Carol Cocup said that many people were still unaware that the income from the Red Dog rental was going the High Halstow Relief in Need charity and not the church.

David Laphorn suggested that we should consider preparing an article for publication that details the four different aspect of the church operation.

The chairman thought that this was an excellent idea, which was agreed by the meeting.

After discussion there were four volunteers, one for each subject. They are:-

Jane Cook – PCC

June Collins- Churchwardens

Chris Peek – Charity

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Mike Meredith – FOSM

It was agreed that a summary from each of the contributors would be sent to David Laphorn who will collate the information, ready for publication.

There was then a discussion on how to encourage those who had been married in St Margaret's church to be involved with its future.

Mitch Dowsett agreed to consider how to collate the marriage information and how it could then be used to inform as many as possible of the work of the FOSM.

FABRIC OF ST MARGARET'S CHURCH:

- a) Update on agreed building works. Now that permission has been obtained an order will be placed by Raymond Collins. Hopefully the works will commence as soon as the weather allows.
- b) Replacement of temporary felt roof. Jane Cook updated the meeting on the current PCC position. They are currently trying to ascertain the material adjoining the felt roof, which was thought to be zinc, but the paperwork suggests is aluminium. They are also investigating if we have to replace the temporary felt with lead, or if there are other options which Heritage England, Medway Council and the Church authorities would accept.
Once this is resolved the PCC will be formally asking the FOSM for assistance in funding the replacement.
- c) Roof Alarm. Jane Cook updated the meeting on this issue. The PCC are currently obtaining quotations from four companies. Two are scheduled to do site surveys this week (31st Jan – 4th Feb). Whoever is chosen, the company and its system proposals must be acceptable to our insurers, as we need to have our current claims limit removed once the installation is completed. Fundraising will be necessary for this work to proceed, but anybody approached will need to see the total cost before they will consider if they can financially support this work.
- d) Recommendations for building work funding. Fully costed works will be required before any possible funding routes can be considered.

REVIEW OF EVENTS HELD:

History talk – Ken Reynolds. A lovely, well attended talk on the history of the peninsular railways.

Christmas tree festival. Although not as many trees as last year, they were appreciated by all who saw them, especially at the Christmas service.

Those contributing a tree were:-Bellringers, Community Choir, Kings Kitchen, Knit and Natter, First Responders, Gardening Club, Dowsett Family, Remembrance Tree, Women's Institute, Littlewhite Tree and Twig Tree. Thanks to June Collins for the list.

Community Choir Concert. Once again an excellent example of a well-loved tradition.

Christmas Tree sales. The best year yet! As previously mentioned well done the Stowers family.

Ann Judges updated the meeting on the Advent Stained Glass window decorations in many

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homes around the village.

Christmas Cards. Once again thanks to Ray Collins for organising these popular cards.

FORTHCOMING EVENTS AND FUTURE PLANS:

Community Choir. They are planning to have more concerts in 2022. Maggie Ryan confirmed that the first concert is probably going to be on Saturday 28th May, t.b.c.

History Talks. Maggie Ryan is organising another history talk which it is hoped will take place in March, Date t.b.c. Location – Memorial Hall.

Christmas Tree festival. June and Raymond Collins have volunteered to oversee this years festival.

Scarecrow festival. To be themed for the Queens Jubilee celebrations in June. June and Raymond Collins have volunteered to oversee. (see note below)

There will be a church garden party this year on the first weekend of July, organised by the Rev Steven Gwilt.

Christmas Tree sales. Tamsin Stowers will again oversee.

Advent Windows. Tasmin Stowers and Ann Judges will oversee.

Christmas cards. Raymond Collins will organise.

Note: It was agreed that because of the special nature of this years scarecrow festival, there will be a subcommittee to oversee the organisation, consisting of Mike Meredith, Raymond Collins, June Collins and Chris Peek.

June Collins suggested that there could be a 'Scarecrow Worksop' held to encourage participation in the festival, to be discussed by the subcommittee.

CHARITY COMMISSION SUB GROUP:

The subcommittee of Mike Meredith, Chris Cook, Ann Judges and Raymond Collins met on the 9th October 2021.

They completed the document required by the Charity Commission, which was then submitted by the chairman. This was subsequently accepted by the Charity Commission.

Thanks to all involved.

SAFEGUARDING:

Maggie Ryan informed the meeting that safeguarding training has occurred for members of the parish. Those who have received the training who are members of the trustees are, Jane Cook, Maggie Ryan, June Collins, Carol Cocup and Mike Meredith.

Maggie Ryan will investigate if all trustees are required to undertake the training, or not.

Separately the chairman asked our two new trustees, David Lapthorn and Mitchel Dowsett if they could let him know if they belong to any other charities apart from FOSM. He will send them both the charities information related to the FOSM.

ANY OTHER BUSINESS:

There was no any other business.

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DATE OF THE NEXT MEETING:

The next Friends of St Margaret's Trustees meeting and AGM will be in the church on Monday 9th May at 19.00.

The meeting will be in two parts, the first will be the Annual General Meeting, immediately followed by a meeting of the Trustees.

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

SIGNED:

DATE:

ADDENDUM: FOSM FINANCE REPORT AS OF 1ST JANUARY 2022.

The Friends of St Margaret's Church, High Halstow

Accounts as of 31 January 2022

	2020/2021	12 months	2021/2022	10 months
Income				
General				
Subscriptions	5349.00		5471.00	
Gift Aid	4573.23		1153.27	
Donations	14546.00		58.00	
PCC repayment	22165.00		3765.00	
		46632.23		10447.27
Fund Raising				
Scarecrow festival	185.38		184.18	
Christmas Tree festival			147.31	
Christmas cards	149.00		126.90	
Christmas trees	160.00		500.00	
Christmas Concert			170.90	
Christmas nativity	87.07			
Family day			12.90	
Amazon			5.00	
Railway talk			160.40	
		581.45		1307.59
Total income		47213.68		11754.86
Expenditure				
Insurance	369.93		391.96	
Stationary	16.92		0	
Roof survey	961.00		0	
Window renovation	12990.00		16830.00	
Charity application expenses	1146		0	
Fabric repairs	900		82.74	
Miscellaneous	23.59		32.69	
Total expenditure		16407.44		17337.39
Excess expenditure over income				5582.53
Excess income over expenditure		30806.24		

Bank Balance	41584.16
Fixed reserves	
Roof repairs	26042.20
Pointing	4000.00
Total	30042.20
General reserves	11531.04
Debtors	
Gift aid	1153.27
Christmas trees	500.00
Total	1653.27
Subscriptions	
Total	51
lost in year	3
Gained	2