

## FRIENDS OF ST. MARGARET'S CHURCH

### MINUTES OF THE TRUSTEES COMMITTEE MEETING OF THE FRIENDS

#### OF ST. MARGARET'S CHURCH, HIGH HALSTOW. HELD

ON MONDAY 26<sup>th</sup> APRIL 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  
Ann Judges  
Tamsin Stowers  
Chris Peek (Membership Coordinator)

**APOLOGIES:** Rev. Stephen Gwilt  
Carole Cocup  
Di Welch  
Linda Atkinson

#### **MINUTES OF THE MEETING HELD ON THE 18<sup>th</sup> May 2020.**

The minutes, having been circulated, were discussed. No amendments were made. It was therefore agreed that the minutes were accepted.

Proposed by Ann Judges

Seconded by Maggie Ryan.

They were then signed by the chairman, Mike Meredith

**POINT RAISED:** Chris Peek suggested that the title of the committee notes should be amended so that in the future they were "The Trustees Committee Meeting". This was agreed (see title above).

**AGENDA:** The chairman added "Correspondence" to the agenda.

He then stated that he had received a letter for Amazon confirming that 'The Friends of St Margaret' had been registered with Amazon Smile.

Those who use Amazon can nominate 'The Friends of St Margaret' as their charity. This means that 0.5% of any spend is donated to our charity.

It is entirely up to individuals who they nominate, but if you are not registered please consider FOSM.

**FINANCE:** The 2020/2021 end of year financial report 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, donations and therefore gift aid, had all noticeably increased from the previous year. Understandably due to covid, fundraising was greatly reduced.

There is much good news, we now have sufficient funds to cover all the costs associated with the window refurbishment programme.

We also have over £22k set aside for the roof repairs that will be required in the future, that is, replacing the temporary flat roof covering with a permanent solution.

We also have £3k allocated to repointing.

The treasurer confirmed that the accounts have already been successfully audited.

Many thanks to Raymond Collins for another year of sterling work managing the FOSM accounts.

Looking forward to future fund raising and expenditure, there was much discussion on a number of issues and ideas.

Regarding the windows, although there is a wish to have the main window above the altar and the two adjacent small windows to be professionally cleaned, the treasurer indicated that he believes there are currently insufficient funds within the window restoration funds to cover these costs.

June Collins will ask the window restorers for a quote to clean the windows.

Raymond Collins confirmed when asked, that the £18k (inc gift aid) anonymous donation has been received and included in the accounts.

Although covered in more detail under the 'Building Works' heading, the chairman explained that we are currently obtaining quotes from builders to undertake the repairs highlighted in the last Quinquennial report. We have still to receive one quote regarding work on the west wall, but currently the recommended quote is over £16k. Taking into account the balance of accounts and the previously mentioned repointing funds, we still have a £9k+ shortfall.

The chairman questioned the possibility of grants.

Chris Cook said that there are grant funds we could apply for to help with the cost of replacing the temporary roof. Although not guaranteed, there was a good possibility we could receive a grant of 50% towards the total cost. We would however have to already set aside our half of the total cost before our application would be considered.

Jane Cook explained that grants for other aspects of our building works were often dependent upon expanding the reach of the church to those outside the current users / members. This could prove difficult at this time.

There was a discussion regarding asking for funds to cover some of our shortfall from the PCC. Jane Cook (PCC Treasurer) stated that there is a small fund to cover churchyard repairs

(Jesse Hogben), and also approximately £6K in the St Margaret's request. These funds can only be released with the agreement of the PCC.

There was then a discussion about the repairs to the Lychgate. Jane Cook explained that the PCC had undertaken a very successful appeal to fund the repairs. There should be sufficient funds to complete the repair, although there is always some uncertainty as until the works are started, there may be further work and cost required that had not been envisaged.

Maggie Ryan suggested that the FOSM should consider a specific appeal for funds towards the Quinquennial repair costs. Although the principle was very worthwhile, the issue raised the problem that the Lychgate repairs had not yet commenced. It was felt that many contributors to the Lychgate appeal would be deterred from subscribing to a new appeal until they could see the repairs completed.

Tamsin Stowers said that perhaps a joint PCC – FOSM appeal for funds may be more successful. A point to consider once the Lychgate repairs are completed.

#### **MEMBERSHIP:**

Chris Peek (Membership Coordinator) reported that there had been no new members since last summer (2020). There were however a small number of members, not renewing for various reasons.

She suggested that we should consider setting a target for the committee to attract new members.

Members should be proactive in finding new members.

The chairman said we should carry on with tried and tested methods.

With the new Redrow houses now being occupied and many houses in the area having been sold, there are many new occupants of the village who may not be aware of the role of the FOSM and could well be happy to become members.

Discussions took place as to how to communicate with these and also long standing members of the community.

The chairman proposed that we communicate with the whole village. To do this he will ask the editor of the High Halstow times if we can include a 'fly sheet' in the next edition (June?) If so he will create a sheet, which will highlight the church and the important work of the FOSM, inviting those interested to apply to be members.

The chairman will also send a separate advertisement to be included the next issue detailing future events that will be happening this year.

#### **BUILDING WORKS:**

Update on current building works.

Although there have been delays to the window refurbishment which has been outside the control of the committee, two further windows have been restored, both windows are awaiting the stonemasons to complete their work.

Two further windows will now be restored, they are one adjacent to the vestry and one to the right of the main entrance (upon entering the church).

David Jarrett of J A Warner Ltd, has been employed to provide a specification for the building works required, based on the last Quinquennial report. This has been completed and has been sent to three building contractors for quotations. The quotations have been received and David Jarrett has recommended Ellan Gray Contractors as the preferred contractor. Subsequently a further specification regarding works to the west side of the church has been sent to the contractors for them to provide quotes.

There was agreement at the meeting that we needed David Jarrett to provide a list of works based on their priority. e.g. works that are urgent compared to works that can wait another year or more.

Raymond Collins agreed to ask David Jarrett to provide this list and to chase the outstanding quotations.

The chairman then proposed that we set up a small sub group to move forward with this issue. This was agreed by the meeting.

The subgroup is: Mike Meredith, Raymond Collins, Ann Judges and Chris Cook

Proposed by Ann Judges

Seconded by Maggie Ryan

### **SUMMER EVENTS:**

It was confirmed that due to Covid there will not be a Church Garden Party this year.

Discussions took place regarding the Scarecrow Festival last year and proposals for an event this year.

Tamsin Stowers gave an update on previous years. There were at least 35 scarecrows last year, although there were over 100 in the first year when there was an associated trail organised.

There was agreement that another scarecrow festival should be organised for this year.

Tamsin Stowers suggested that a basic trail could be organised based upon 20 volunteers who would guarantee to have a scarecrow at named locations. The basic trail information

will then encourage participants to walk around the village looking for additional 'surprise' scarecrows.

Tamsin agreed to ask for scarecrow volunteers via the High Halstow Appreciation website.

Mike Meredith confirmed that he will arrange for the Scarecrow Festival to be advertised, with a start date of spring half term and lasting until the summer holidays.

With regards to asking for donations associated with the scarecrow festival, June Collins said that we should advertise how monies can be donated and as with last years Festival we should ask the shop to have a donation box for the duration of the festival.

Maggie Ryan gave an update on events that could be organised for the autumn.

Len Feist – Peninsular Ramblings

Ken Reynolds – Peninsular Railway History

Peter Hartley – Offers three talks on the Royal Family (small fee)

Community choir- will be restarting rehearsals in the autumn.

June Collins reminded the committee of Heritage Open Day in September. Although last year's visitor numbers were disappointing, there was a general agreement that anything that advertised the church and FOSM was to be encouraged.

June Collins advised the meeting that Kings Kitchen could be open from the 21<sup>st</sup> June, with a maximum of 20 people, subject to there being sufficient volunteers to run it.

Ray Collins informed the meeting that a village "End of Pandemic Party" was being considered for the August Bank Holiday.

#### **AGM:**

**The Friends of St Margaret's Annual General Meeting will be held on Monday 24<sup>th</sup> May, at 7.00 pm in the Church.**

#### **AOB:**

There was no AOB raised.

There being no further business, the meeting then closed.

**SIGNED:**

**DATE:**

## ADDENDUM: FOSM 2020/2021 FINANCIAL REPORT

Friends of St Margaret's High Halstow

Profit & Loss Account  
For The Year Ended 31st March 2021

	2019/20		2020/21	
	£	£	£	£
<b>Income</b>				
<b>General</b>				
Subscriptions	4,504.50		5,349.00	
Gift Aid	908.45		4,573.23	
Donations	350.00		14,545.00	
PCC repayment windows			22,165.00	
		5,762.95		46,632.23
<b>Fund Raising</b>				
Scarecrow Festival	150.04		185.38	
Summer Concert	283.78		0.00	
Christmas Tree Festival	179.01		0.00	
Christmas Cards	137.20		149.00	
Heritage Day	43.76			
Sunflower competition	25.00			
Knit & Natter	38.36		0.00	
Coffee Tree	20.00		0.00	
Christmas trees	197.00		160.00	
Cricket family day	21.72			
High Halstow Lottery grant	1000.00			
Christmas Concert	334.20		0.00	
Christmas Nativity			87.07	
		2430.07		581.45
<b>Total Income</b>		8193.02		47213.68
<b>Expenditure</b>				
Insurance	348.77		369.93	
Stationery	33.62		16.92	
Asbestos Removal	234.00			
Roof Survey	900.00		961.00	
Window renovation	9425.00		12990.00	
Charity application expenses	45.85		1146.00	
Miscellaneous			23.59	
Fabric repairs			900.00	
<b>Total Expenditure</b>		10987.24		16407.44
Excess Expenditure Over Income		-2794.22		
Excess Income Over Expenditure				30806.24

## Friends of St Margaret's High Halstow

### Balance Sheet

31<sup>st</sup> March 2021

	<u>2019/20</u>		<u>2020/21</u>
	£	£	£
<b>CURRENT ASSETS</b>			
Debtors	1105.21		4572.11
Bank Account	16860.70		44220.59
Cash In Hand	24.20		3.65
Payments in Advance	0.0		0.0
	17990.11		48796.35
<b>CURRENT LIABILITIES</b>			
Creditors	0.0		0.0
<b>TOTAL</b>		17990.11	48796.35
<b>FINANCED BY</b>			
<b>ACCUMULATED FUNDS</b>			
Fund Account		20784.33	17990.11
Surplus/(Deficit) For The Year		-2794.22	30806.24
Total		17990.11	48796.35

### **FINANCIAL STATUS FOR REPAIRS AS OF 31<sup>ST</sup> MARCH 2021**

Bank Account	44220.59
Promised Grant for Windows	6000.00
<b>Total Assets</b>	<b>50220.59</b>
Costs to compete windows	20280.00
Set aside for roof repairs	22706.45
Set aside for repointing	3000.00
<b>Total committed expenditure</b>	<b>45986.45</b>
<b>Balance</b>	<b>4234.14</b>
Cost for quinquennial repairs	16379.09
Less pointing set aside	13379.09

**Shortfall**

**-9144.95**