**F R I E N D S O F S T. M A R G A R E T’S C H U R C H - CIO**

**MINUTES OF THE TRUSTEES MEETING OF THE FRIENDS**

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

**ON MONDAY 25th APRIL 2022 at 7.45PM 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

 David Lapthorn

 Mitchell Dowsett

 Tamsin Stowers

**APOLOGIES:** Rev. Stephen Gwilt

 Chris Peek (Membership Coordinator)

 George Crozer

**MINUTES OF THE MEETING HELD ON THE 21st JANUARY 2022:**

The minutes of the meeting had been circulated in advance.

The chairman reviewed the minutes.

There being no amendments, it was proposed to accept the minutes.

Proposed by Raymond Collins

Seconded by David Lapthorn The vote to accept the proposal was unanimous.

They were then signed by Mike Meredith (Chairman) as a record of the meeting.

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

David Lapthorn updated the meeting on the proposal at the last meeting to prepare an article for publication that details the four different aspects of the church operation. Four volunteers would provide a summary to David Lapthorn who would collate the information, ready for publication.

The current position is:-

Mike Meredith to provide a summary about the Friends of St Margaret’s Church, this will be completed within the next week.

Jane Cook has already sent David Lapthorn a summary of the PCC.

Chris Peek has discussed the proposal with David Lapthorn, who is awaiting her final document about High Halstow Relief in Need.

June Collins has yet to complete her summary of the work of the Churchwardens.

**Page 1**

After a short discussion as to how to proceed, it was agreed that the aim was to have the final document ready by May, for publication in the High Halstow Times.

The chairman suggested that the final article should be ‘short and sweet’.

**FINANCE:**

Raymond Collins (Treasurer) had already given an update on the FOSM 2021/22 financial report at the preceding AGM meeting,

The full report is attached to the FOSM AGM minutes, which has been sent to all Trustees.

**PUBLICITY AND COMMUNITY LINKS:**

The chairman reviewed the types of publicity that the FOSM have had, including items in the High Halstow Times and Village Voices, they are 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 annual Parish meeting is to be held on Wednesday 11th May 2022, in the Memorial Hall at 7.15pm.

All members of the parish are encouraged to attend. The FOSM have an opportunity to give an overview of our work at this meeting. Unfortunately the chairman is unable to attend this meeting, but Maggie Ryan has kindly agreed to give an overview of our work, at the meeting.

Facebook. As mentioned at our AGM, there is a concern that we are not benefitting as much as hoped from our Facebook page.

Tamsin Stowers then gave the meeting a very interesting update on Facebook and how it works. She regularly updates the Facebook page but the main issue is that we do not have enough Facebook users who are ‘liking’ our posts, which limits how Facebook improves our reach.

Tamsin Stowers shares all our information on all ‘Peninsular’ pages, which she believes is the best way to communicate at the moment.

**FABRIC OF ST MARGARET’S CHURCH:**

1. Update on agreed building works. Good News, the order has been placed and the work has commenced. The only issue was the location of the portable toilet which has already been resolved.
2. 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 and have asked David Jarrett to arrange for a survey to confirm exactly what material it is. No report had been received at the time of the meeting, but subsequently it has been confirmed that the material is ‘Zinc’.

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.

**Page 2**

Once this is resolved the PCC will be formally asking the FOSM for assistance in funding the replacement.

David Lapthorn asked if the FOSM had any funding for this work. He was informed we have some ‘protected’ money already, currently approx. £27k.

1. Roof Alarm. Jane Cook updated the meeting on this issue. The PCC have obtained quotations from four companies, two of which are ‘local’. 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.

Note: the proposed systems are wireless linked to a router within the church, which connects to a 24/7 manned control room, who will decide if the alarm requires investigating. If so they contact the relevant company / person. It has not at this time been decided who will be the point of contact.

1. Recommendations for building work funding. Fully costed works will be required before any possible funding routes can be considered.

**REVIEW OF EVENTS HELD:**

History of High Halstow talk. A well-attended and very interesting talk was given by Len Feist.

A Scarecrow making workshop has taken place, organised by June Collins.

**FORTHCOMING EVENTS AND FUTURE PLANS:**

Community Choir. There is a community choir ‘Jubilee Concert’ on Saturday 28th May at 7.00pm at St Margaret’s Church, High Halstow.

History Talks. Maggie Ryan is hoping to organise another history talk, by Ken Reynolds on the unusual subject of the ‘History of Pharmacists in the Peninsula’. Date t.b.c. Location – The Memorial Hall.

Scarecrow festival. This has already been advertised and is to be themed for the Queens Jubilee celebrations on Saturday 5th June. It is planned for the scarecrows to also feature at the church garden party and to continue until the end of the summer school holidays. June and Raymond Collins have volunteered to oversee.

Tamsin Stowers has once again agreed to organise a ‘Scarecrow Trail’. This year it will be based upon finding as many scarecrows as possible, with the winner being the one who has found the most.

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

Tamsin Stowers recommended a ‘Wreath Making class’ that she had attended. We could organise for it to occur nearer Christmas. There would be an upfront cost, but we could advertise it to the whole peninsula?

David Lapthorn raised a point regarding our last meeting, which discussed how to encourage those who had been married in St Margaret’s church to become involved in its upkeep in the future. Mitchell Dowsett had indicated he would be prepared to find and collate the information.

**Page 3**

Raymond Collins suggested that we could have a wedding picture display in the church, by encouraging those who were married there to donate photographs of the occasion. We could place an advertisement in the local publications to encourage participation in the event.

Mitchell Dowsett agreed to investigate this idea and to continue with collating relevant information.

**CHARITY COMMISSSION SUB GROUP:**

Our charity commission details have been kept up to date by the chairman, including amending the list of trustees, to take into account recent changes.

All details about our charity status can be found on the Charity Commissions website.

The subcommittee of Mike Meredith, Chris Cook, Ann Judges and Raymond Collins are to meet to discuss the information that the charity commission requires to be submitted on an annual basis. Date t.b.c.

**SAFEGUARDING:**

Maggie Ryan has produced an excellent safeguarding report for the FOSM, which has been distributed to all members.

As you will see in her report, Maggie has been the safeguarding officer for the last six years and has decided that now is time for her step down from her position as of the 9th May 2022.

Replacing her is Mrs Alex Welsh. It will take a while for Alex to familiarise herself in this new position. It is expected that it will August before she is fully ‘up and running’.

Everybody wishes to thank Maggie Ryan for her sterling safeguarding work over the last six years.

**ANY OTHER BUSINESS:**

There was no any other business.

**DATE OF THE NEXT MEETING:**

The next Friends of St Margaret’s Trustees meeting will be in the church on Tuesday 13th September 2022 at 19.00.

There being no further business, the meeting closed at 9.10pm.

**SIGNED: DATE:**

**Page 4**