

Trustees' Annual Report

The Friends of St James the Great, Thorley

Registered Charity No: 288678

Year ending 31 December 2005

Legal and Administrative Information

This report is for the financial year beginning on 1 January 2005 and ending on 31 December 2005.

The Principal Address of the charity is:

60 The Paddock
Bishop's Stortford
Herts
CM23 4JW

E-mail: friends.stjames@btinternet.com

Website: www.friends.stjames.btinternet.co.uk

The object of the charity is to help and support the Rector and Parochial Church Council of the Ecclesiastical Parish of St. James the Great, Thorley (subject to any necessary faculties being obtained) to:

- maintain and embellish the fabric, furnishing and fittings of St. James the Great, Thorley
- maintain, protect and beautify the churchyard of the Church.

The Governing Document of the charity is the Constitution as adopted on 21 February 1983 and amended on 18 March 1984. This calls for the management of the charity to be in the hands of a Committee of Trustees consisting of two members appointed by the Parochial Church Council of St. James the Great and six members elected at the Annual Meeting of the Association. The Committee may co-opt additional members as necessary and invite the Incumbent of St James the Great to be an ex-officio member. The Officers of the charity are a Chairman, Vice Chairman, Treasurer and Secretary who are appointed by the Committee. The Constitution calls for an Annual Meeting to take place in the month of March and the Accounts to be made up to 31st December every year.

The following table details the Trustees as of 25 September 2006 and those who acted during the period covered by this report.

Name	Office (if any)	Dates Acted Since 1 January 2005	Mode of Appointment
Mrs Joan Abbotson		1 January 2005 - present	Initially Elected Co-opted 18 April 2005
Mrs Sue Buxey		18 July 2005 – 17 July 2006	Parochial Church Council Appointee
Miss Margot Cage		1 January 2005 - present	Initially Co-opted Elected 18 March 2005
Mrs Diane Griffith		1 January 2005 – 18 July 2005	Parochial Church Council Appointee
Mr Bill Hardy		1 January 2005 - present	Initially Co-opted Elected 18 March 2005
Dr Philip Hargrave	Chairman & Secretary	1 January 2005 - present	Elected
Mrs Rosemary Jones	Treasurer since 18 March 2005	1 January 2005 - present	Elected
Mrs Lina Loadman		1 January 2005 - present	Initially Co-opted Elected 18 March 2005
Mrs Margaret Morley	Vice Chairman	1 January 2005 - present	Elected
Mrs Lesley Parker		17 July 2006 - present	Parochial Church Council Appointee
The Revd Robert Payne		1 January 2005 - present	Ex Officio
Mr Adrian Phillips	Treasurer until 18 March 2005	1 January 2005 – 18 March 2005	Elected
Mrs Sue Russell		1 January 2005 – present	Initially Elected Co-opted 18 April 2005
Mrs Christine Tew		19 September 2005 - present	PCC Parochial Church Council Appointee
Mr Mark Westmore		1 January 2005 – 19 September 2005	Parochial Church Council Appointee

Chairman's Report to the Annual General Meeting held on Friday 17 March 2006

The Committee has worked hard on our behalf and I am sure you would like me to pass on your thanks to them.

We were sad to learn of the death of two of our longstanding members during the year, Eva Ashwell and Win Mitchley.

The Friends' key events during 2005 were the provision of Sunday afternoon teas in the Church Room from the first Sunday after Easter until the end of British Summer Time, the Festival of Flowers and Music over the August Bank Holiday weekend and the Quiz Evening in October. Rosemary will give full details of the financial aspects of these events in her report.

We were indebted to Nigel Rixson for taking over from Max Streets and, with a small team of helpers, ensuring the orderly appearance of the Churchyard during the year.

The theme for the 2005 Festival was 'Favourite Hymns', with the flower arrangements reflecting hymns chosen by members of the Church family. The Festival had as its objective the funding of the work on the St James' Church building detailed in the most recent Quinquennial Report. It proved to be the most successful Festival to date, both from the point of view of the number of visitors attending and the money raised, the latter amounting to well over £4,000. On the Sunday evening of the Festival Weekend Bob led a 'Festival Songs of Praise', during which a selection of the featured hymns were sung and a number of the arrangers explained why their hymn meant so much to them. Bob also brought the Festival to an appropriate close with a short act of worship on the Monday evening.

The Festival and Sunday afternoon teas, as well as being important events from the point of view of fundraising, also offered significant outreach opportunities.

John Loadman hosted another successful and enjoyable Quiz Evening in October. Our fundraising year was then brought to a close by a raffle organised on our behalf by the Holy Sew 'N' Sews which had as its first prize a king size patchwork quilt that they had made. We very much appreciated this and the other support given to the Friends by the Holy Sew 'n' Sews during the year.

During the 'Any other Business' agenda item of last year's Friends' AGM, the question was raised as to the potential liability of the Friends to litigation should an incident occur at one of our events. It was suggested that the Friends should seek indemnity from the Parochial Church Council to ensure that the Committee and volunteers would not become personally liable under such circumstances. If this were not to be forthcoming, it was felt that the Friends should seek its own insurance cover. After protracted discussions with Ecclesiastical Insurance, I am pleased to report that the Friends now has appropriate public liability and product liability insurance in place.

During the year an updated version of our Churchyard database was launched on our website. As well as now detailing all marked interments as of August 2005, the database now also includes all unmarked interments as of that date for which there are known locations and the details have been confirmed from the burial registers, and all interments of unknown location recorded in the register covering the period 1925-1992.

The Friends' website continues to attract much interest from around the world. We were able to help the churchwarden of St John the Baptist, Wolverley, Worcestershire who was seeking advice on how to construct a searchable database of the monumental inscriptions in his churchyard.

As a result of Bill Hardy's 'From the Archives' articles we learnt during the year that Thorley has a direct connection with the leading French general of the First World War and also with the tradition of oranges and lemons at St. Clement Danes church in the Strand.

We also received a 'thank you' from Jonathan Raper, a descendant of the parents of Matthew Raper who was a distinguished scientist and Lord of the Manor of Thorley in the eighteenth century. He knew that Matthew's nephew, George Raper, had sailed to Australia aboard HMS Sirius, the flagship of the First Fleet that set out from England to establish the first European colony in New South Wales. He also knew that a number of his paintings and maps are to be found in the Natural History Museum in London as well as in Canberra and Sydney. He had often been asked what influence George could possibly have had to be included on the voyage, but knew of none apart from the fact that his parents were wealthy. From Bill's article on our website the influence of George's Uncle Matthew was now clear and he was keen to find out more about him. We were also able to assist a coin and medal consultant who was seeking details about a medal that carried a

presentation inscription from Moses Raper, Matthew's uncle, to his nephew William, on the latter's first birthday in 1710.

Bill and I also responded to a plea from Australia to have another attempt at deciphering the inscription on the cover-stone of the grave of Robert Flack who died in 1781. Unfortunately the years of weathering have taken their toll and, despite Bill's and my best efforts just before Christmas, we were unable to decipher any more than had already been published on our website. Nevertheless we were able to send our enquirer some pictures of the stone and he and his wife have promised to visit St James next time they are in England.

The total money raised by the Friends since its foundation in 1983 has now passed the £100,000 mark. In addition to the £3,500 earmarked for the redecoration of the Church building, the amount committed to the Parochial Church Council for the Quinquennial repairs has been increased to £25,000

I would like to end my Report by thanking Rosemary, our Treasurer, and Margaret, our Vice Chairman and indeed all the members of the Committee, for their help and support during the past year. On behalf of the Committee, and myself I would also like to thank you for the support you have given us.

Treasurer's Report for the Year Ending 31 December 2005 to the Annual General Meeting held on Friday 17 March 2006

1. The year was again financially very successful. There was an excess of receipts over payments of £9035 compared to £5272 in 2004. This is an increase of nearly £3800 due to increases in income at all our events with the addition of a very generous donation of £611 from the Holy Sew 'n' Sews. You will note that we have not spent any money on the fabric of the Church this year. This will not be the case in 2006 as proposed expenditure is already in the pipeline. The excess funds have been invested in the Central Board of Finance (CBF) until such time as they are required.

The accounts presented in Annex A show how we have done over the year to 31st December 2005.

2. Subscriptions

The total of £1247 is an increase of £75 over 2004. However, it is a concern that there are only 52 paying members and 7 subscriptions from couples who were married at St James during the year. I think that the change in Treasurer may have had something to do with this. I wrote to all members on the list and, no doubt, some people took the opportunity to opt out. We must do our bit to encourage new members.

3. Administration Expenses

This sum includes the costs of refreshments at last year's AGM.

4. Donations

The sum of £729 is an increase of £309 on 2004. This included £526 donated in memory of Eva Ashwell.

5. Flower Festival

The excess receipts over payments for this event was £4194, an increase of £679 over 2004. Overall income increased by £647 and overall expenditure decreased by £32.

The following table compares the income from the 2004 and 2005 Festivals.

	2004 Profit (Loss)	2005 Profit (Loss)
Raffle	£459	£511
Donations	£753	£797
Refreshments	£1009	£1287
Ice Cream	£35	£78
Souvenirs	£59	£58
Plants	£229	£345
Flowers ¹	£45	-£96
Stalls	£508	£856
St Barnabas Centre	-£120	-£120
Other Expenses ²	-£133	-£158
Books	£153	£413
Craft Stalls	£325	£195
Programmes	£193	£257
Outreach	£0	£5
Signs	£0	-£234
Total	£3515	£4194

Notes

1. Cost of flowers met by sponsors £300.
2. Other expenses include organist donation, advertising and printing.

The following table compares the net income from the mini-fete stalls at the 2004 and 2005 Festivals.

	2004 Profit (Loss)	2005 Profit (Loss)
Bric-a-brac	£207	£301
Tombolas	£196	£270
Lucky Dip	£0	£108
Games and Toys	£53	£28
Cakes	£52	£132
Children's books	£0	£19
Clothing	£0	£7
Produce	£0	£20
Bouncy castle	£0	-£29
Totals	£508	£856

6. Quiz Evening

Another successful evening was held, and the net income was £297, including raffle receipts. This was an increase of £118 over 2004.

7. Souvenirs

Other than at the Flower Festival, very little has been sold in the way of souvenirs this year and no new items have been purchased.

8. Sunday Teas

The sale of refreshments on Sunday afternoons to raise funds was continued from April to October. The net total was £1042, an increase of £240 over 2004.

9. Repairs and Maintenance

The only item of expenditure was on miscellaneous equipment, giving a reduction under this heading of £2456 compared with 2004, but we envisage spending sums on various areas of the Church in 2006.

10. Quilt Raffle

We are hugely indebted to the Holy Sew 'n' Sews for their most generous donation of £569 net, proceeds of the sale by raffle of the magnificent quilt, which I'm sure many of you would have seen and longed to own.

11. Gift Aid Refund

This represents the payment from the Inland Revenue in respect of Gift Aid payments in the tax year to 5 April 2005.

Authorisation

This Annual Report is issued on behalf of the Trustees and was approved by them at a Committee Meeting held on 25 September 2006.

Philip Hargrave
Chairman and Secretary

Margaret Morley
Vice Chairman

Rosemary Jones
Treasurer

14 October 2006

Annex A

FRIENDS OF ST. JAMES THE GREAT, THORLEY

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2005

2004		2005
£ RECEIPTS		£
1172 Subscriptions (including £210 weddings)		1247.00
420 Donations		729.74
Fund-raising:		
4963 Flower Festival		5610.65
427 Quiz Evening		671.00
42 Souvenirs		11.40
836 Sunday Teas		1057.88
- Quilt Raffle		611.00
Other:		
20 AGM		-
863 Bank Interest		1147.36
1228 Tax Rebate		293.00
	TOTAL	1440.36
9971		11379.03
	PAYMENTS	
Fund-raising:		
1448 Flower Festival		1416.33
248 Quiz		373.30
175 Souvenirs		-
34 Sunday Teas		17.02
- Quilt Raffle		42.00
Other:		
86 Administration Expenses		58.42
17 Lottery Registration		17.50
- Insurance		183.75
2691 Repairs and Maintenance		259.67
	TOTAL	235.00
4699		2343.32
5272 Excess of Receipts over Payments for the Year		£ 9035.71

FRIENDS OF ST. JAMES THE GREAT, THORLEY

BALANCE SHEET AS AT 31st DECEMBER 2005

2004		2005
	£	£
19789	Balance brought forward from previous year	25061.59
5272	Excess of receipts over expenditure	9035.71
25061	TOTAL	34097.30

Represented by:

24674	C.B.F.	30821.74
304	Barclays	3410.06
83	Lodgement not presented by year end	125.00
-	Cheques not presented by year end	(259.50)
25061	TOTAL	34097.30

Rosemary Jones
 Honorary Treasurer
 30th January 2006