

# Friends of St. Peter's, Stoke Fleming

## Friends of St Peters Annual General Meeting

Saturday 21<sup>st</sup> November 2020 at 10:30 by Zoom

### AGENDA

1. Welcome
2. Apologies for Absence
3. Minutes of last meeting and matters arising - *page 2*
4. Chairman's Report - *page 5*
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6. Committee Nominations/Election - *page 9*
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*If you have any questions or comments on any of the Agenda items, please complete the Comments and Voting Form (attached separately) and return it to the Secretary at [fosp@fospstokefleming.com](mailto:fosp@fospstokefleming.com) by 14<sup>th</sup> November 2020*

**Friends of St Peter's Annual General Meeting**  
Saturday 4 May 2019 in St Peter's Church, Stoke Fleming

**MINUTES**

**Those Present:**

- Committee: Rokie Shiffner (RS – Chairman), Rick Kemp (RK – Treasurer), Anne Bailey (AB – Secretary), Suzie Dodsworth (SD), Jan Lloyd-Edwards(JL-E)
- Other members and visitors: 14

**1. Welcome**

RS welcomed everyone to the meeting; she thanked members for coming and for their continuing support over the last 12 months.

**2. Apologies for Absence**

Apologies had been received from: Norman Lloyd-Edwards, Joan & Trevor Mason, Liane Baldock, Mike Dodsworth, Mary Newman, Doug Willison, Garry & Celina Cooper, Jenny Farmer, David & Rosemary Boutle.

**3. Minutes of Last AGM (28 April 18)**

The Minutes of the last meeting were agreed. Proposed: Jan Lloyd-Edwards, Seconded: Diana Knight. There were no matters arising not covered elsewhere in the Agenda.

**4. Chairman's Report**

Two fundraising events had been held since the last AGM: a stall at the village 'Hort and Sport' and a Race Night at Stoke Lodge. The Hort and Sport is not a major fund-raising event for FOSP, but we feel it is great fun and supports the Village, and is a good publicity opportunity. The Race Night in March had been a great success; RS thanked all those involved in organisation and sponsoring raffle prizes, and also thanked Suzie Dodsworth for her "Friends' notecards" which she has sold at our various events making a continuing contribution to our funds. RS reminded members of "Easy Fundraising", which raises money through on-line purchases from participating retailers at no cost to the purchaser. More details can be found on the website, or from Secretary AB.

The year 2018-19 had been unique in that the Friends had not been actively involved in any major church work. This has given the Committee a valuable breathing space in which to take stock and in particular to assess our regular rather than specifically fund-raising income; this would be addressed in the Treasurer's Report.

One of the projects discussed at last year's AGM had been the improvement of the churchyard footpaths. Through Mike Simons at the Loam Rangers the Committee had learned of the Community Rehabilitation Company and has agreed to fund, at a cost of £200.00, one day's work (hoped to be divided into two half days) to clear bushes and surface growth from the churchyard paths so that their true underlying condition could be established. The Chairman stressed that it is important to understand that this contribution does not mean the Friends are taking on any responsibility for regular churchyard maintenance.

RS reported with much regret the resignation of Jan Lloyd-Edwards from the Committee. She had played a major part in our development and activities over the last 6 years and her support and calm and wise counsel would be greatly missed. Tim Hailstone had been proposed to replace her as the fifth member of Trustees and was standing for election at this meeting. JL-E commented that she was sad to be leaving such a great team and that she had hugely enjoyed her time on the Committee.

Following Jan's resignation, and reviewing the past year when holidays and absences had made it difficult to convene meetings, the Committee had realised that it needed to be enlarged. However the Friends' Constitution stipulates that 'The Committee of Trustees should be formed of

Chairman, Treasurer, Secretary, plus up to 2 other members' (i.e. 5 in total). The Committee would like to have the option to expand this group by an additional three members.

RS asked the AGM to approve a change to the Constitution to allow the Committee to be increased by up to another 3 Trustees; Secretary Anne Bailey put the motion forward, a vote was taken and the motion carried unanimously. Application forms for Trustee members had been brought to the meeting.

#### **4. Treasurer's report**

The Financial Statement was circulated and is attached; it shows a balance at 31 March 2019 of some £12,280. This represents an increase in balance of £4,450 from last year, as we have not had any major expenditure. Whilst it is not the intention to amass large sums in the bank account, this has been a year of consolidation, and funds are now available if new projects are required. Money from the Race Night in March would be accounted for in the 2019/20 accounts. Rosemary Minshall noted that some £1,500 recovered VAT from the Listed Places of Worship Scheme, in relation to FOSP's contribution to the windows expenditure in 2017, was being held in the Tower Fund but allocated to FOSP.

Our membership contributions for the year were from 45 active members paying by standing order. We have also received several donations, and a significant return in Gift Aid. AB reminded members that new joiners were always welcome and asked the meeting to recruit their friends if possible. Membership forms were available at the meeting and can be obtained on the website, or from the Secretary. RK plans to write to members who pay annually by cheque on an ad hoc basis, reminding that payment by Standing Order has the advantage of giving a predictable income. However, he remarked that the Bank was scanning handwritten cheques, and if the payee name was not accurately entered, they would be rejected.

RK explained that Charity Commission registration had not been pursued, as the regular income did not reach the required threshold. Graham Fice endorsed this position, but reminded the meeting that registration, whilst involving extra workload, made applying for grants easier, if that was required.

Adoption of the accounts was proposed by Robin Shiffner, seconded by Sue Tweed and approved unanimously.

#### **5. Committee Nominations/ Election**

AB explained that the Constitution requires members of the Committee to stand down annually at the AGM, but they can stand for re-election if willing to do so. As previously reported JL-E had stepped down at this meeting and Tim Hailstone had been proposed to replace her. The other committee members were willing to stand for re-election and this composition was proposed by JL-E, and seconded by Terri Larsen.

The change to the Constitution approved at this meeting allowed for up to 3 additional committee members to be elected. Kevin Sumner was proposed by SD and seconded by RK. There were no other nominations for committee positions and this election was approved unanimously.

#### **6. Projects**

As the Chairman had remarked, during the more peaceful year of 2018/19 the committee had taken the opportunity to review the state of its finances, both from regular income and fund raising, with a view to scheduling major work into the future. There is still work to be done to renovate the remaining stained glass windows, only the 4 most severely damaged having been restored so far. The Committee has decided they should put in place a commitment, finances permitting, to support the renovation of 2 of the remaining windows every 2 years. The first to be addressed is the vestry window which has recently been uncovered and revealed to be in a serious state. The estimated cost for this is £2,500 + VAT, and it had already been agreed that work on this could be commissioned immediately, fully paid by FOSP.

The overall "windows" project includes removing and not replacing the external protective mesh, which looks unsightly from the outside and restricts the light entering the building. Graham Fice

asked if there was any insurance implication to this. Rosemary Minshall replied that any damage would be covered by the church insurance, but that premiums might be increased in the event of a claim.

Other projects under consideration are:

- Churchyard paths – these still need to be cleared to assess what, if any, major refurbishment is required. RS said that an alternative option of a working party from the Village, followed by a pint at the Green Dragon, had been discussed.
- Flagpole – the current flagpole is timber, and rotting, and is fixed to part of the parapet which is cracking and requires “stitching”. We have a quote for some £3,800 + VAT for replacement and installation of a new flagpole, but not yet for the stitching. £600 has been paid to the structural engineer for his advice. When the total estimate is available we will consider whether or not to contribute towards the replacement. Patsy Lancashire, from the floor, commented that it was good to see a flag flying on the tower on special occasions.
- A new church architect has been appointed and improvements to the back of the church are being considered by the PCC. When any plans are in place it might be appropriate for FOSP to contribute towards particular aspects of this. This is on-going.

## **7. Fundraising**

RS stated that it has been difficult to justify active fundraising without a particular project to support. This will be easier now that the on-going schedule for the remaining windows has been approved. Various ideas have been discussed, and the committee will review the options over a period. Ideas include: another Village Concert, a visiting choir, a New Year lunch at Venus Café, a classic film night, a car rally or treasure hunt, another quiz night and an auction of promises. Any other ideas and volunteers to help with organisation are welcome.

Graham Fice commented that there might be an opportunity to capitalise on the increased number of visitors during the Mayflower commemorations in 2020.

## **8. Any Other Business**

- a. On behalf of the PCC and the Church, Peter Barker expressed appreciation and thanks to FOSP for their continuing support and help in maintaining the church as a very special building in the Village.
- b. Heather Stramik presented copies of the new, printed Annual Church Report which will be distributed throughout the Village.
- c. Graham Fice noted the absence of a Church or Parish website, but commented that the FOSP website was useful.

AB  
5 May 2019

*A vote will need to be taken to accept the Minutes of the Last Meeting; please see the Comments and Voting Form*

## CHAIRMAN'S REPORT 2020

**Rokie Shiffner**

Well, this is difficult! Stunned as we were by lockdown, and the cancellation of our AGM (as well as everything else, such as the whole of what up to then had been 'normal' life), I did not have the forethought to think of writing my Report at the time; the world had been shut down and was holding its breath – and it is now incredibly hard to think myself back to 2019 when life was .... life, and now we are locked down again! But happily our Secretary, Anne Bailey, is a minute-taker extraordinaire, so I am able to bring you up to date by giving you a précis of the discussions at the Friends' meetings during the past nineteen months. Among matters discussed between May 2019 and October 2020 we:

- Welcomed new Committee members Kevin Sumner and Tim Hailstone;
- Agreed to fund the repair of Vestry window, which had been found to be in crumbling order and in need of vigorous and rapid restoration.
- Agreed to meet the cost of the steeplejacks' 'stitching' of the crack at the top of the church tower (£350 + VAT), VAT to be met by the church.
- And also agreed to pay the steeplejacks a nominal sum for the removal of the old flagpole at the same time. (It is very heavy and unwieldy, so safer to have it done professionally rather than risk our churchwarden and volunteers and, if it slipped, damage to the building!)
- Discussed Community Rehabilitation Group and footpaths: we had agreed to contribute £200 for a day's work but regrettably so far efforts to communicate with them have been unsuccessful.
- Considered the church's proposal to install a disabled toilet and new kitchen; initial sketches had been made and FOSP decided to wait until the plans are further developed to see if there is a particular aspect they would like to support (rather as we specifically supported the clock during the Tower project).
- Were unable to take a stall at the 2019 Hort & Sport, as we were a scattered Committee at the time. Of course the event was cancelled this year, but we have an idea for what our stall might do in 2021.
- Considered Future Fund raising events.

In December 2019 we held a most successful Film Night in the Village Hall and it was a great joy to be able to use their new screen: the film was 'Grease' (John Travolta and Olivia Newton John) and was highly entertaining. At the time Gigaclear was digging up Stoke Fleming, the main road was closed and it was a bit of a cliffhanger with barely a handful of tickets sold until two days before the event. As, for various reasons, it was one of the most expensive events we had put on we were Very Worried. However on the night far more people turned up than expected, many of them in 'costume'; Jenny Farmer won first prize for her 'Schoolgirl Sandy' outfit complete with Alice Band, socks and 'Mary Jane' shoes. The theme of course was '50's America', so Budweiser, Coca Cola, hot dogs and popcorn were served, and it was gratifying when a visiting American came up for a second hot dog! It is always lovely to give a fund raising event when the evening ends with relaxed and happy atmosphere, and this was one of those occasions, everyone seemed very happy and jolly. Many hands made clearing up light work, and thankfully the evening was profitable too, clearing £460, so thank you if you contributed to this.

At the same time as the plans for the film night advanced, so also the plans for the Village Concert, to be held on March 20, 2020, were beginning to take shape: John Belli had agreed to produce it for us, our original compères were going to introduce the acts again, and John had assembled an excellent line-up of talent, including a special turn by our very own Vicar. We hope that once we can gather again we may be able to re-visit this.

Thanks to Adrian Lloyd Edwards, we were also busy selecting a date for an Autumn 2020 Fund Raiser concert by the Maesteg Male Voice choir from South Wales ..... so our 2020 events were planned, but of course you know the rest - concert and Maesteg washed out together with our AGM and everyone else's plans too. Sadly in May we were not as tech. savvy as we hope we are becoming now. So, although we may, initially, appear to have little to show for it, the nineteen months since our last AGM have been very active for your Committee!

As you will have reminded yourself, last year's AGM Minutes referred to the restoration of the windows project. There had been a long pause in the work because our supplier, Heritage Glass, had been involved in some major works elsewhere. However we are delighted to be able to report that not only is the work on the Vestry window (impeded for months by new and uncertain personnel in the Diocese) now under way, but the hot news is that we hope to complete the whole of the windows project this year, i.e. all the windows will have been renovated and their grilles removed, two years before we were expecting to have been able to finish the project. The steeplejacks, who were unable to stitch the parapet and remove the old flagpole because their arrival would have been on the same date as Storm Alex, also have St. Peter's definitely on their flightpath now; it would be lovely to be able to report that the work has been completed by the time of our Zoom AGM, we'll just have to wait and see!

May I also take this opportunity to thank Anne Bailey for her meticulous 'house keeping' of the Friends' website. It is always worth visiting to see what is going on, although in 2020 this has been harder to do!

Before we open up the Finance Report I regret I must report that Rick Kemp, who has been an absolute Treasure of a Treasurer, announced during the year that he wished to resign from the Committee, as he felt he was running out of puff. This more than understandable; Rick has contributed so much in so many ways – not least his contribution to our meetings, and who can forget 'Mr. McCririck's' hilarious descriptions of each horse's ancestry at our Race Night evening, but it was a considerable blow to all of us as he has been such an enthusiastic asset in every way.

However it was a great relief that Tim Hailstone said he would take on the task of Treasurer - except that Covid has intervened; Tim has been stuck in France for most of this year so the handover has not yet been possible and Rick, having resigned, has valiantly continued to watch over our financial affairs and has provided the figures for our 2020 AGM. We wish to thank you Rick, most wholeheartedly for all your work – and for continuing to do it for us when you have already resigned. Nothing could show more clearly the calibre of this man, and why we will miss both him and also Catriona's quiet but immensely helpful supportive presence

**TREASURER'S REPORT :**  
**Rick Kemp and Tim Hailstone**

Financial statement as at 31 March 2020

**Treasurers Report      Friends of St Peter's      Financial Year 2019 – 20**

| <b>Year ending 31<sup>st</sup> March 2020</b>    |          |                  | <b>2018– 19</b>  |
|--|----------|------------------|------------------|
| <b>Receipts</b>                                  | £        | £                | £                |
| <b>Subscriptions</b>                             |          |                  |                  |
| Standing Orders                                  | 2,510.00 |                  |                  |
| One off annual payments                          | 762.00   |                  |                  |
| <b>Total</b>                                     |          | <b>3,272.00</b>  | <b>3,246.00</b>  |
| <b>Gift Aid</b>                                  |          | <b>691.60</b>    |                  |
| <b>Other</b>                                     |          |                  |                  |
| Race night                                       | 980.00   |                  |                  |
| Film night                                       | 1,019.00 |                  |                  |
| Shop Christmas raffle donation                   | 120.00   |                  |                  |
| Easy fundraising                                 | 43.96    |                  |                  |
| Card sales on Race night                         | 50.00    |                  |                  |
| Transfer from petty cash                         | 50.00    |                  |                  |
| <b>Total</b>                                     |          | <b>2262.96</b>   |                  |
| <b>Total receipts in this financial year</b>     |          | <b>6,226.56</b>  | <b>4,655.63</b>  |
| <b>Expenditure</b>                               |          |                  |                  |
| Race night                                       | 412.50   |                  |                  |
| Annual website fee                               | 110.00   |                  |                  |
| Film night                                       | 556.75   |                  |                  |
| <b>Total expenditure in this financial year</b>  |          | <b>1,079.25</b>  | <b>203.09</b>    |
| <b>Total surplus in this financial year</b>      |          | <b>5,147.31</b>  | <b>4,452.54</b>  |
| <b>Bank Balance b/f from last financial year</b> |          | <b>12,284.16</b> | <b>7,831.62</b>  |
| <b>Balance as of 31<sup>st</sup> March 2020</b>  |          | <b>17,431.47</b> | <b>12,284.16</b> |

Note                    £117.97 of petty cash held in addition to main bank account balance.

Since that time, funds have continued to come into the account, thanks to our generous members and donors, and a Gift Aid claim. At 30 September 2020, the bank balance was **£20,068**.

We thank Becky in the Village Shop for her very generous donation of £120 from her Christmas Raffle, and also Suzie Dodsworth, whose artistic and technical abilities have produced wonderful cards and envelopes which have quietly raised for us **£65.10** over this year.

And if you are not already using it for your on-line purchases (and this has become more and more important during lock down), may I recommend to you the 'EasyFundraising' scheme – which is making a silent but significant contribution to our funds. This is an amazing win-win situation, in which the purchaser pays the normal asking price (i.e. there is no surcharge), but the vendor can reduce their tax bill by making a small donation to a charity nominated by the purchaser. FOSP has raised over **£230** in this way since we joined the scheme. It works incredibly well, and if you would like to know more about it please ask Anne Bailey about it after the meeting.

*If you have any questions or comments, and to register your vote to adopt the Accounts, please complete the Comments and Voting Form and return it to the Secretary at [fosp@fospstokefleming.com](mailto:fosp@fospstokefleming.com) by 14<sup>th</sup> November 2020*

## **TRUSTEES NOMINATIONS / ELECTIONS**

### **Anne Bailey**

FOSP is run by a committee of Trustees. The current Trustees, elected at the 2019 AGM, are:

|                 |           |
|-----------------|-----------|
| Rokie Shiffner  | Chairman  |
| Tim Hailstone   | Treasurer |
| Anne Bailey     | Secretary |
| Suzie Dodsworth |           |
| Kevin Sumner    |           |

Our Constitution states that Trustees should step down annually at the AGM, but they can stand for re-election if willing to do so. All current Trustees are willing to continue until the 2021 AGM; unless other nominations are received it is proposed that the current Trustees are re-elected en bloc.

Last year we voted to increase the Committee members by three but have not yet filled all the slots so there are still some vacancies. Please contact our Secretary, Anne Bailey, if you would like to find out more about being a Trustee – it's certainly not arduous but it is enjoyable: useful qualities would include humour, a flexible and imaginative mind, energy and occasionally being involved in a fund-raising event.

**Re-election of Trustees en bloc has been proposed by Mary Newman, seconded by Diana Knight**

*Please register your vote on the Comments and Voting Form and return it to the Secretary at [fosp@fospstokefleming.com](mailto:fosp@fospstokefleming.com) by 14<sup>th</sup> November 2020*

## **PROJECTS:**

**Rokie Shiffner**

### Quinquennial Report

The projected disabled toilet/new kitchen project is still engaging our attention though has not moved substantially ahead, partly because of Covid, and partly because 2020 is the year of the Quinquennial Report, a regular 5-year event when the Church Architect (Julie Boulty) carries out a full survey of the building to pick up any developing issues. This year the main problem seems to be with the roof and guttering, last fully replaced 140 years ago so it has done well! At that time the church was also substantially refurbished internally to fit it for the following century or so.

Detailed discussions are now being held, not only about the extent of repairs needed to the roof and guttering but also, while considering improving disability access and kitchen facilities, whether it would be possible for us likewise to carry out some careful reorganization within the church interior so it becomes a more flexible space for the use of the village.

FOSP needs to consider how best to deploy its funds in support of the PCC with these projects.

*Comments from the membership on these issues are welcome. Please complete the Comments and Voting Form and return it to the Secretary at [fosp@fospstokefleming.com](mailto:fosp@fospstokefleming.com) by 14<sup>th</sup> November 2020*

## **FUND RAISING**

In an effort to raise spirits, as well as perhaps a very modest amount of cash, we are aiming to run at least two 'Village Power Point' presentations in the darkest months of 2021; currently we have Becky Marsh speaking on Life in the Village Shop and Mary Newman on Start Point Lighthouse. There will be a fuller announcement in the December/January magazine.

## **ANY OTHER BUSINESS**

Having now read through all this, please will you let Anne know if you wish to raise any items under Any Other Business, by completing the Comments and Voting Form and return it to her at [fosp@fospstokefleming.com](mailto:fosp@fospstokefleming.com), or to the address shown on the Form, by 14<sup>th</sup> November 2020.