

THE FRIENDS OF ST BARTHOLOMEW'S CHURCH, ORFORD

England & Wales · Charity number 1194884

Details

Status Registered

Legal form CIO

Registered 2021-06-22

Register [View on the Charity Commission register](#)

Contact

Address 3 Quay Street
Orford
Woodbridge
IP12 2NU

Phone 01394450656

Email stbartholomewsfriends@gmail.com

Website www.stbartholomewsfriends.org

Activities

Objects: THE OBJECTS OF THE CIO ARE THE MAINTENANCE, REPAIR, RESTORATION, AND PRESERVATION OF THE CHURCH OF ST BARTHOLOMEW'S ORFORD, ITS MONUMENTS, FIXTURES, FITTINGS, ORNAMENTS, ORGANS, OTHER CHATTELS AND ITS CHURCHYARD FOR THE BENEFIT OF THE PUBLIC.

Activities: The maintenance, repair, restoration and preservation of the church of St Bartholomew's Orford, its monuments, fixtures, fittings, ornaments, organs, other chattels and its churchyard.

Classification

- **How:** Makes Grants To Organisations, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£12,003	£4,649	-	-
2023-09-30	£9,947	£3,029	-	-
2022-09-30	£24,097	£14,507	-	-

Trustees

Name	Role	Appointed
RICHARD ANDREW MURLEY	Chair	2021-06-24
ELIZABETH PRITCHETT		2021-06-21
FIONA GERARD		2021-06-21
FRANCES BARNWELL		2021-06-24
Helen Jane Goody		2026-04-20
Kim Lara Puttock		2025-05-30
LAURA GILLESPIE		2021-06-21
Rev Mandy Elizabeth Reynolds		2026-01-09
Sally Walton		2021-06-24

THE FRIENDS OF ST BARTHOLOMEW'S CHURCH, ORFORD

England & Wales - Charity number 1194884

Accounts

The Friends of St Bartholomew's Church, Orford

Annual General Meeting 2025 and Financial Statements 2023-2024



The 3rd Annual General Meeting of the Friends of St. Bartholomew's Church,
Orford

will be held on

Thursday 31st July 2025 at 6.00pm

at High House, High Street, Orford IP12 2NW

The Friends of St. Bartholomew's Church, Orford.

Charity Registration Number: 1194884.

Registered address: 3 Quay Street, Orford, Woodbridge, Suffolk IP12 2NU

Email: stbartholomewsfriends@gmail.com

Website: stbartholomewsfriends.org

Foreword by the Chair of Trustees

I am pleased to introduce the third Annual Report and Accounts of The Friends of St. Bartholomew's Church, Orford.

In our formative period, June 2021 to September 2022, a key priority was to establish us as a new Charity and create base from which to grow. We publicised the Charity, welcomed our first Friends and, through subscriptions, events and generous donations, raised sufficient funds to start making grants for St. Bartholomew's church within our charitable remit.

Our second year, October 2022 to September 2023, was a period of consolidation, in which we continued to raise awareness of the Charity, attract new Friends and raise funds. We opened an ongoing dialogue with the PCC on future projects and priorities to enhance the church and its facilities, and support maintenance and repair. We made our first major grant towards the cost of a new combined heating and lighting system, and installation was completed in late 2022.

In our third year, October 2023 to September 2024, with income from events, membership and donations accruing, we had hoped that progress would be made on projects that the Charity could support. However, for reasons set out later in this report, the PCC was not in a position to initiate any substantial enhancements to the church. We were, however, able to make a grant to the PCC for urgent repairs to the church roof.

Under the Charity's Constitution, the Vicar for the time being of St. Bartholomew's Church is an ex-officio Trustee of the Charity. We note that The Revd. Giles Tulk left his appointment as Vicar on 2nd April 2024 to move to 'pastures new' in Shropshire. We thank him for his work with the Charity in its formative years and wish him well in his new appointment. At the time of writing, May 2025, the post in Orford remains vacant but the PCC hopes to appoint a successor in the near future and we look forward to welcoming the new incumbent as a Trustee.

I would like to thank my fellow Trustees for all their help and hard work in the past year. I also thank our Friends for their continuing support, individuals who have made generous gifts to the Charity and those who have supported our events.



Richard Murley

Notice of Annual General Meeting

Notice is hereby given that the 3rd Annual General Meeting (AGM) of The Friends of St. Bartholomew's Church, Orford will be held on

Thursday 31st July 2025

at 6.00pm at High House, High Street, Orford IP12 2NW

Agenda

1. Welcome address by the Chair of Trustees
2. Apologies for absence
3. Minutes of the 2nd AGM held on 23rd July 2024
4. Trustees' Report for the period October 2023 to September 2024
5. Financial Statements of the charity for the period October 2023 to September 2024
6. Election of Trustees*

Under the Constitution of the Charity, one third of the elected Trustees are due to retire from office at the 3rd AGM and are eligible for re-election. Those retiring are Richard Murley and Frances Barnwell. They are willing to continue to serve and therefore stand for re-election at the AGM.

7. Any other business

* Note: We welcome applications from people who would be interested in becoming Trustees of the Charity. In particular, we seek a Trustee who would act as Treasurer and also be willing to help, as all Trustees do, in the practical organisation and laying on events. Those interested should contact the Secretary, Sally Walton, in the first instance please.

The Friends of St Bartholomew's Church, Orford

2nd Annual General Meeting held on 23rd July 2024 at 6.25pm at 3 Quay Street,
Orford, Woodbridge, Suffolk IP12 2NU

MINUTES

Present: Richard Murley (Chair), Sally Walton (Secretary), Elizabeth Pritchett, Frances Barnwell, Caroline Gill, Laura Gillespie (Trustees). Jonathan Howard, Miggs Howard, Judith Shallow, Penelope Murley, Suki Pearce, Elizabeth Spinney, Chris Gill, John Farr, Jacki Maslin, Nigel Maslin, Mary Goldin, Veronica Bevan, Paula Kerr, John Bevan, Mike Shallow, James Grogono, Charles Clark, Pascale Clark, Colin Barry, Robert Pritchett, Philippa Watkins.

1. Welcome address

Mr Murley welcomed everyone to the meeting. He spoke of the year 1st October 2022 to 30th September 2023 as a period of consolidation. The Friends of St. Bartholomew's Church charity ("the Friends") work with the Parochial Church Council (PCC) on projects to support the Church, but undertaking new substantive projects had been held back because of a formal objection made to the combined heating and lighting installations in the Church. This was resolved in 2024, but with remaining uncertainty for the PCC on the cost consequences. Further, The Rev. Giles Tulk had moved to another diocese, and a successor was not yet in post. These factors could delay any new major projects, possibly until 2025. In the meantime, the Friends had made small grants to the PCC and supported repair of the church roof, and continued fundraising and promotional activity. Mr Murley sincerely thanked all Friends for their support and giving to the charity, and the Trustees for their work.

2. Apologies for absence

Fiona Gerard (Trustee)

3. Minutes of the 1st AGM held on 13th April 2023

The Minutes had been circulated to all Friends and were agreed by all present as a correct record of the meeting.

4. Trustees' Report for the period 1st October 2022 to 30th September 2023

A Report had been circulated to all Friends and was accepted by all present. No questions were asked.

5. Financial Statements of the Charity for the period 1st October 2022 to 30th September 2023

These had been circulated to all Friends. Net income as at 30th September 2023 was £6,918 and cash assets were £16,508; these are being held for future projects. Small grants at a total of £1,501 had been made to the PCC. The Financial Statements were accepted by all present; no questions were asked.

6. Election of Trustees

One third of the elected Trustees were due to retire from office at the 2nd AGM and were eligible for re-election. Fiona Gerard and Elizabeth Pritchett retired and were willing to continue to serve. They were re-elected by the those present.

7. Proposal to amend the Quorum for General Meetings

Mr Murley explained that, although the AGM of 2023 had unanimously agreed to amend the clause relating to the Quorum for general meetings in the Constitution, there had been a technical hitch in processing the amendment. It was, therefore, necessary to repeat the resolution.

Those present approved a Resolution:

To amend Clause 11.5 (b) of the Constitution, by deleting the first sentence of Clause 11.5 (b) and replacing it with the following:

(b) The quorum shall be double the number of Trustee members present plus one, not being less than five in total.

8. Other business

There being no further business, the meeting was closed at 6.45pm.

Signed

Chairman: R A Murley

Date: 31st July 2025

Report of the Trustees and Unaudited Financial Statements for the period 1st October 2023 to 30th September 2024

1. Reference and administration details

The Friends of St. Bartholomew's Church, Orford,
3 Quay Street, Orford, Woodbridge, Suffolk IP12 2NU

Charity Registration No. 1194884

2. Charity Trustees

The Charity Trustees during the period of this Report were:

Frances Barnwell, Fiona Gerard, Laura Gillespie, Richard Murley (Chair of Trustees), Elizabeth Pritchett.
Ex officio: The Vicar for the time being of St. Bartholomew's Church. Vacant from 3rd April 2024 (previously The Revd. Giles Tulk).

Ex officio: The Secretary for the time being of St Bartholomew's Church, being Caroline Gill.
One Trustee nominated by the Parochial Church Council, being Sally Walton.

3. Structure, governance and management

The Friends of St. Bartholomew's Church, Orford ("the Charity") is a Charitable Incorporated Organisation founded on 22nd June 2021, the date of its registration by the Charity Commission for England and Wales. The Charity is governed by its Constitution.

A committee formed of the Trustees exercises the powers of, and manages the affairs of, the Charity. They meet at least four times a year. There are an agenda and minutes for all meetings.

The Constitution provides for three to seven elected Trustees, the Vicar for the time being of St. Bartholomew's Church *ex officio*, the Secretary for the time being of St. Bartholomew's Church *ex officio*, and one Trustee nominated by the Parochial Church Council ("PCC").

Trustees are elected at the Annual General Meeting ("AGM") of the Members of the Charity in accordance with Clause 13 of the Constitution. At every AGM subsequent to the first AGM, one third of the elected Trustees shall retire from office, those to retire being those who have been longest in office since their last appointment or reappointment. Elected Trustees are recruited through advertisements in local free-of-charge community magazines delivered by their publishers to every household in Orford and five other local villages.

4. Objects

The Objects of the Charity are to maintain, repair, restore, and preserve the church of St. Bartholomew's Church, Orford, its monuments, fixtures, fittings, ornaments, organs, other chattels and its churchyard for the benefit of the public.

5. Activities and Performance

Under the Constitution, the Charity has the power to undertake any activities which are calculated to further the Objects or would be conducive or incidental to doing so.

In the Charity's third year, October 2023 to September 2024, we sought to continue and build on the Trustees' priorities established in the first year. These are to make the charity known in Orford and beyond, recruit Members, organise events to raise funds, and provide funding support for St. Bartholomew's Church within the Objects. Activities are summarised as follows.

a. Publicity and promotion

In February 2024, we updated and re-published our promotional leaflet. This continues to be used to raise awareness of the Charity and recruit new members. The leaflet is available in print and online, with printed versions placed in church and at the Charity's events, which are attended by members and non-members alike.

We continued to update the Charity's website on a regular basis, and maintained its link to the church's entry in the A Church Near You website.

b. Membership

Membership of the Charity is open to anyone who is interested in furthering its purposes. Members may be individuals or corporate bodies. Those who become Members are known as Friends and are asked to give an annual subscription.

Friends may subscribe any amount they wish to, but, in 2024, we introduced the suggested amounts of £25 a year for individuals and £50 a year for couples, with options for annual or monthly payments (as had been decided by the Trustees in 2023). Preferential pricing for members compared to non-members for events also came into effect in 2024.

Efforts to recruit new Friends continued in 2023/24 through promotion as at 5a. above.

c. Raising funds

In addition to subscriptions from members and occasional donations, fundraising through events is key. Based on experience in the Charity's first two years, funds are raised through a number of core events each year, with the option to arrange other events if needed for specific projects. In line with this, the following core events were held, and were well-supported by members guests.

<i>December 2023</i>	Refreshments stall at Orford's annual Bazaar in the church.
<i>March 2024</i>	Quiz Evening with supper and a raffle in the Town Hall.
<i>May 2024</i>	Orford Open Gardens

Open Gardens is an annual event that was held every two years directly in aid of the church before the Charity was formed. In 2022/23, it was agreed with the PCC that every other year ('odd' years, e.g. 2023), proceeds from ticket sales would go direct to the church and other proceeds, e.g. from refreshment and plant stalls, would go to the Charity. In 'even' years, e.g. 2024, all proceeds would accrue to the Charity. A raffle was introduced in 2023 to increase giving.

During the year, the Trustees outlined plans to hold a musical evening in church in November 2024 with an early music group, Hexachordia, and a cheese and wine tasting evening early in 2025.

The Trustees are grateful to all the volunteers who helped with events.

d. Projects and grants

As the PCC is responsible for the church and its assets, it is the most likely recipient of funds from the Charity for projects within the Objects. The Trustees' Grants Policy establishes that the Charity makes

grants for projects at up to 50% of the total project cost where the cost is over £500, and up to 100% for projects less than this amount (“small grants”).

In 2023/24, no new substantial projects for improvements to the church were initiated by the PCC owing mainly to uncertainties relating to (a) the formal objection made to the heating and lighting system that had been installed in the church in 2022 and (b) the timing of appointment of a successor to The Revd Giles Tulk, who left Orford in April 2024 to take up a post in Shropshire.

However, the 2023 Quinquennial Review had identified repair works to the church roof as a high priority; the roof felt was perishing and failure to repair it could cause other structural problems. After investigations, the PCC obtained a quote for the work, including scaffolding. The Trustees agreed to support the costs and made a grant of £3,864.50 towards the total, within the Charity’s policy as above.

Despite the uncertainties noted above, dialogue continued with the PCC in 2023/24 about potential future projects, including repairs to external drainage and the internal audio system, which were considered priorities. These were followed up in 2024/25.

6. Financial review

The Charity’s financial year is 1st October to 30th September. This Report sets out the financial statements for the year 1st October 2023 to 30th September 2024.

The main sources of income in the year continued to be events and membership subscriptions and donations. Gift Aid recovery increased in the year, amounting to over £2,000. Income, all of which was unrestricted, was £12,002.94 including Gift Aid recovery. Under expenditure, a total of £3,864.50 was granted to the PCC (as above). In the absence of new major projects for the Charity to support, the year ended with net profit of £7,354.58 and a closing balance of £23,862.13, available for future activities in the Charity’s remit.

There were no income or contracts from central Government, local authorities or sources outside the UK. No debts were incurred. The Charity has no trading subsidiaries or staff. All activities were carried out by the Trustees and volunteers. The Trustees receive no remuneration or other payment from the Charity.

The Charity has a reserves policy that enables it to hold reserves from unrestricted funds for the following purposes:

- i. To be able to provide funding to the PCC for unexpected purposes within the Objects.
- ii. To be able to provide funding for pilot projects, or as “seed funding” to enable an activity to commence.
- iii. By exception, to cover planned commitments that unexpectedly cannot be met by annual income, e.g., where the Trustees have committed to support a project but insufficient funds are raised to meet the commitment.
- iv. By exception, to fund short-term deficits in the cash budget, e.g., money may need to be spent before a funding grant is received.

As the Charity has no fixed costs and the financial position could provide for any likely scenario, the Trustees saw no need to establish a reserve amount its initial years but agreed to keep this under review. On review in 2023/24, the Trustees decided set a modest reserve figure of £500. It was considered appropriate to decide a figure for good practice reasons but that, given the positive state

of the Charity's finances and development, there was no justification for holding a larger amount for the time being.

An independent examination of the accounts is not required because the Charity's income falls below the statutory financial threshold for examination.

7. Declaration

The Trustees declare that they have approved the Trustees' Report above. Signed on behalf of the Trustees:

Signature: 

Full name: Richard Andrew Murley Position: Chair of Trustees

Signature: 

Full name: Sally Walton Position: Secretary

Date: 30th May 2025

The Friends of St. Bartholomew's Church, Orford

Receipts & payments account for the period 1st October 2023 to 30th September 2024

Receipts	2023/24			2022/23		
	Unrestricted £	Restricted £	Total	Unrestricted £	Restricted £	Total
Events	4,319		4,319	4,768	0	4,768
Donations & Subscriptions	4,575		4,575	4,731	0	4,731
Gift Aid	2,055		2,055	448	0	448
Book sale in church	1,054		1,054	0		
Legacies	0		0	0	0	0
Total receipts	12,003		12,003	9,947	0	9,947
Payments						
Events	587		587	1,162	0	1,162
General	0		0	85	0	85
Bank charges	72		72	72	0	72
Website	125		125	209	0	209
Grants	0	3,865	3,865	0	1,501	1,501
Total payments	784	3,865	4,649	1,528	1,501	3,029
Net receipts/(payments)	11,219	(3,865)	7,354	8,419	(1,501)	6,918

Bank and cash at the start of the period 1st October 2023 £16,508

Bank and cash at the end of the period 30th September 2024 £23,862

Statement of assets and liabilities at 30th September 2024

	£ unrestricted
Cash assets	
Current bank account	£23,862
Petty cash	0
Total cash assets	£23,862
Other assets	
Sum-up machine	£118
Total other assets	£118
Liabilities	£0

These financial statements are accepted on behalf of the Charity on 30th May 2025 by:

Signature:



Full name: Richard Andrew Murley

Position: Chair of Trustees

Signature:



Full name: Sally Walton

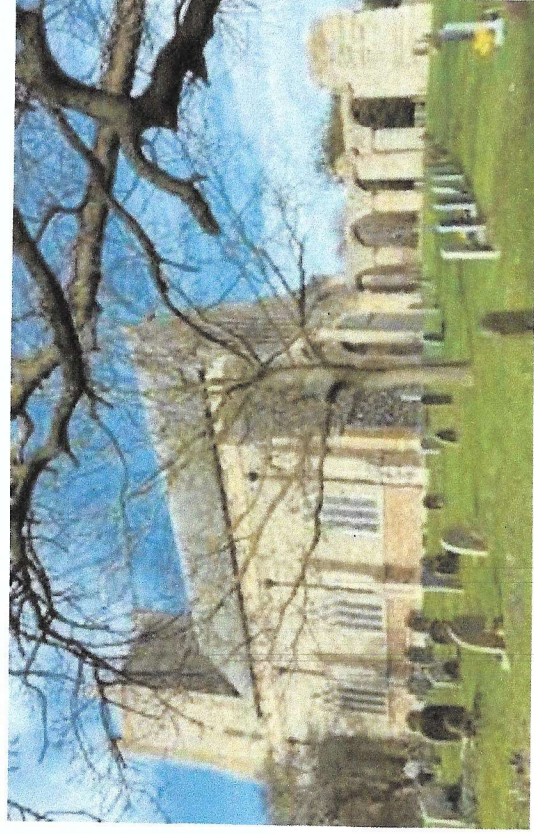
Position: Secretary

THE FRIENDS OF ST BARTHOLOMEW'S CHURCH, ORFORD

England & Wales - Charity number 1194884

Accounts

The Friends of St Bartholomew's Church, Orford
Annual General Meeting 2024
and
Financial Statements 2022-2023



The 2nd Annual General Meeting of the Friends of St. Bartholomew's Church,
Orford

will be held on

Tuesday 23 July 2024 at 6.00pm

at 3 Quay Street, Orford

The Friends of St. Bartholomew's Church, Orford.
Charity Registration Number: 1194884.

Registered address: 3 Quay Street, Orford, Woodbridge, Suffolk IP12 2NU

Email: stbartholomewsfriends@gmail.com

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Foreword by the Chair of Trustees

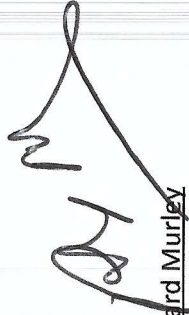
I am pleased to introduce the second Annual Report and Accounts of The Friends of St. Bartholomew's Church, Orford.

In our formative period, June 2021 to September 2022, a key priority was to establish us as a new Charity and create base from which to grow. We publicised the Charity, welcomed our first Friends and, through subscriptions, events and generous donations, raised sufficient funds to make our first grant for St. Bartholomew's to part fund a new combined heating and lighting system.

Our second year, October 2022 to September 2023, has been a period of consolidation in which we have continued to raise awareness of the Charity, attract new Friends and raise funds. The Trustees have worked with the PCC to develop a programme of projects in support of the Charity's objectives, to be pursued as and when funds are available.

As many Friends will be aware, a formal objection was made to the new heating and lighting system after its installation. The objection was the subject of a hearing in March 2024 before the Chancellor of the Diocese of St Edmundsbury. I made a written submission to the Chancellor on behalf of the Trustees emphasising our support for the project and highlighting the benefits that a more effectively heated church had brought to the Orford community. At the time of writing, the PCC await the Chancellor's decision.

I would like to thank my fellow Trustees for all their help and hard work in the past year. I also thank our Friends for their continuing support, individuals who have made generous gifts to the Charity and those who have supported our events.



Richard Murley

Notice of Annual General Meeting

Notice is hereby given that the 2nd Annual General Meeting (AGM) of The Friends of St. Bartholomew's Church, Orford will be held on

Tuesday 23 July 2024

at 6.00pm at 3 Quay Street, Orford, Suffolk IP12 2NU

Agenda

1. Welcome address by the Chair of Trustees
2. Apologies for absence
3. Minutes of the 1st AGM held on 13th April 2023
4. Trustees' Report for the period October 2022 to September 2023
5. Financial Statements of the charity for the period October 2022 to September 2023
6. Election of Trustees*

Under the Constitution of the Charity, one third of the elected Trustees are due to retire from office at the 2nd AGM and are eligible for re-election. Those retiring are Fiona Gerard and Elizabeth Pritchett. They are willing to continue to serve and therefore stand for re-election at the AGM.

7. Quorum – to vote on a proposal to adopt the following Resolution:

To amend Clause 11.5 (b) of the Constitution, by deleting the first sentence of Clause 11.5 (b) and replacing it with the following:

(b) The quorum shall be double the number of trustee members present plus one, not being less than five in total.

8. Any other business

* Note: We welcome applications from people who would be interested in becoming Trustees of the Charity. In particular, we seek a Trustee who would act as Treasurer and also be willing to help, as all Trustees do, in the practical organisation and laying on events. Those interested should contact the Secretary, Sally Walton, in the first instance please.

The Friends of St Bartholomew's Church, Orford

1st Annual General Meeting held on 13th April 2023 at 6.00pm in St. Bartholomew's Church, Orford

MINUTES

Present: Richard Murley (Chair), Sally Walton (Secretary), Elizabeth Pritchett, Frances Barnwell, Fiona Gerard, Caroline Gill, Laura Gillespie (Trustees) Jonathan Howard, Miggs Howard, Judith Shallow, Penelope Murley, Suki Pearce, Elizabeth Spinney, Chris Gill, John Farr, Jacki Maslin, Nigel Maslin, Mary Goldin, Veronica Bevan, Paula Kerr, John Bevan, Mike Shallow, James Grogono, Charles Clark, Pascale Clark, Colin Barry, Robert Pritchett, Philippa Watkins.

1. Welcome address

The Chair of Trustees, Richard Murley, welcomed everyone to the meeting. He spoke of the Friends aim to work with the Parochial Church Council on projects to support the Church as a community asset. Since the establishment of the Friends the major project which has been supported is the new chandelier heating, which has been installed, and a few changes will need to be made to satisfy the Church authorities. The Friends have contributed a third of the cost, approximately £14,000. Another smaller contribution has been made to buy a handheld mike for use in the Church. The Friends are now thinking about the next project, to try and improve the look and feel of the building for visitors, to re-introduce the Museum, taking advice from church architects as to the best way to do this. Other projects for the future will be practical issues such as the provision of kitchen/toilets to make the church suitable for events. The financial and physical support of Friends is much appreciated.

The annual cycle of events – Open Gardens, Quiz and one or two ad-hoc occasions, will continue. £13,000 is in the bank ready for the next project.

2. Apologies for absence

Rev Giles Tulk

3. Trustees' Report for the period June 2021 to September 2022

Attached.

4. Financial Statements of the charity for the period June 2021 to September 2022

Attached.

5. Election of Trustees

Frances Barnwell, Fiona Gerard, Laura Gillespie, Richard Murley and Elizabeth Pritchett were unanimously re-elected as Trustees.


6. New Quorum

A unanimous agreement was reached to amend Clause 11.5 (b) of the Constitution, by deleting the first sentence of Clause 11.5 (b) and replacing it with the following:

(b) Subject to the following provisions, the quorum for general meetings shall be not less than 5 (five) members, or twice the number of trustee members present plus one.

There being no further business the meeting was terminated.

Signed

A handwritten signature in black ink, appearing to be 'R A Murley', written in a cursive style.

Chairman: R A Murley

Date: 23rd October 2023

Report of the Trustees and Unaudited Financial Statements for the period 1st October 2022 to 30th September 2023

1. Reference and administration details

The Friends of St. Bartholomew's Church, Orford,
3 Quay Street, Orford, Woodbridge, Suffolk IP12 2NU

Charity Registration No. 1194884

2. Charity Trustees

The Charity Trustees during the period of this Report were:

Frances Barnwell, Fiona Gerard, Laura Gillespie, Richard Murley (Chair of Trustees), Elizabeth Pritchett
Ex officio: The Vicar for the time being of St Bartholomew's Church, being The Revd. Giles Tulk, until
2nd April 2024.

Ex officio: The Secretary for the time being of St Bartholomew's Church, being Caroline Gill.
One Trustee nominated by the Parochial Church Council, being Sally Walton.

3. Structure, governance and management

The Friends of St. Bartholomew's Church, Orford ("the Charity") is a Charitable Incorporated Organisation founded on 22nd June 2021, the date of its registration by the Charity Commission for England and Wales. The Charity is governed by its Constitution.

A committee formed of the Trustees exercises the powers of, and manages the affairs of, the Charity. They meet at least four times a year. There are an agenda and minutes for all meetings.

The Constitution provides for three to seven elected Trustees, the Vicar for the time being of St. Bartholomew's Church *ex officio*, the Secretary for the time being of St. Bartholomew's Church *ex officio*, and one Trustee nominated by the Parochial Church Council ("PCC").

Trustees are elected at the Annual General Meeting ("AGM") of the Members of the Charity in accordance with Clause 13 of the Constitution. At every AGM subsequent to the first AGM, one third of the elected Trustees shall retire from office, those to retire being those who have been longest in office since their last appointment or reappointment. Elected Trustees are recruited through advertisements in local free-of-charge community magazines delivered by their publishers to every household in Orford and five other local villages.

4. Objects

The Objects of the Charity are to maintain, repair, restore, and preserve the church of St. Bartholomew's Church, Orford, its monuments, fixtures, fittings, ornaments, organs, other chattels and its churchyard for the benefit of the public.

5. Activities and Performance

Under the Constitution, the Charity has the power to undertake any activities which are calculated to further the Objects or would be conducive or incidental to doing so.

In the Charity's second year, October 2022 to September 2023, we sought to continue and build on the Trustees' priorities established in the first year. These are to make the charity known in Orford and beyond, recruit Members, organise events to raise funds, and provide funding support for St. Bartholomew's Church within the Objects. Activities are summarised as follows.

a. Publicity and promotion

We continued to use our promotional leaflet to raise awareness of the Charity and recruit new members. The leaflet is available in print and online, with printed versions placed in church and at the Charity's events, which are attended by members and non-members alike.

We continued to update the Charity's website on a regular basis, and maintained its link to the church's entry in the A Church Near You website.

b. Membership

Membership of the Charity is open to anyone who is interested in furthering its purposes. Members may be individuals or corporate bodies. Those who become Members are known as Friends and are asked to give an annual subscription of any amount they wish.

In 2022/23, we continued effort to recruit Friends. The Trustees decided to adjust the subscription framework to suggested specific amounts for individuals and couples, to encourage payments by standing order where possible, and to introduce preferential pricing for members compared to non-members for events, which are open to both. For timing reasons, these decisions were implemented in 2024.

c. Raising funds

In addition to subscriptions from members and occasional donations, fundraising through events is key. Following experience in the Charity's first year, the Trustees agreed to raise funds through a number of core events each year, and others to be arranged as needed for specific projects. In line with this, the following core events were arranged, and were well-supported by members guests.

<i>November 2022</i>	Refreshments stall at Orford's annual Bazaar in the church.
<i>December 2022</i>	Evening of music and church history in the church.
<i>February 2023</i>	Quiz Evening with supper and a raffle in the Town Hall.
<i>May 2023</i>	Orford Open Gardens
<i>August 2023</i>	Refreshments stall at the Teddy Bear Parachute Jump organised by the Rev. Giles Tulk in the churchyard.

Open Gardens is currently an annual event that used to be held every two years directly in aid of the church before the Charity was formed. During 2022/23, it was agreed with the PCC that every other year, including 2023, proceeds from ticket sales would go direct to the church and other proceeds, e.g. from refreshment and plant stalls, would go to the Charity. A raffle was introduced in 2023 to increase giving.

The Trustees are grateful to all the volunteers who helped with events.

d. Projects and grants

As the PCC is responsible for the church and its assets, it is the most likely recipient of funds from the Charity for projects within the Objects. The Trustees' Grants Policy establishes that the Charity makes grants for projects at up to 50% of the total project cost where the cost is over £500, and up to 100% for projects less than this amount ("small grants").

Small projects but no new substantial projects were initiated by the PCC in 2022/23. The Charity granted a total of £1,5001 to the church in the year, being:

- A small grant of £431 for purchase of roving and lapel wireless microphones to enhance the church's audio equipment, which is used for public and community events.
- A small grant of £380 for a new contactless payment device for the church to support direct income to St. Bartholomew's through casual giving by visitors (including for the second-hand book sale).
- £690 as the final instalment of the Chairity's contribution to the heating/lighting project instigated by the PCC in 2021/22.

Dialogue with the PCC, initiated in the Charity's first year, on potential projects and priorities continued in 2022/23. Projects discussed were to improve the entrance area to the church, enhancement of information and display boards, provision of toilet facilities, and improvement of the kitchen facilities. It was envisaged that internal changes would need to be made in the church for these purposes, and that the internal space could be used space more effectively for other purposes such as storage. Professional advice should be taken at an early stage; this was followed through by the Trustees and PCC in the next period, 2023/24.

The report of the 2023 Quinquennial Inspection of the church identified areas of priority to maintain the fabric of the church. These included repairs to the roof as an urgent matter; again, this was followed through in 2023/24.

6. Financial review

The Charity's financial year is 1st October to 30th September. In this Report, the Trustees set out the financial statements for the year 1st October 2022 to 30th September 2023.

The main sources of income in the year were events, membership subscriptions and individual donations. Income, all of which was unrestricted, and including Gift Aid, was £9,946.56. Under expenditure, a total of £1,501 was granted to the PCC (as above). In the absence of no new major projects for the Charity to support during the year, the year ended in net profit of £6,918.31. The closing balance was £16,507.55, available for future activities in the Charity's remit.

There were no income or contracts from central Government, local authorities or sources outside the UK. No debts were incurred. The Charity has no trading subsidiaries or staff. All activities were carried out by the Trustees and volunteers. The Trustees receive no remuneration or other payment from the Charity.

The Charity has a reserves policy that enables it to hold reserves from unrestricted funds for the following purposes:


- To be able to provide funding to the PCC for unexpected purposes within the Objects.
- To be able to provide funding for pilot projects, or as "seed funding" to enable an activity to commence.
- By exception, to cover planned commitments that unexpectedly cannot be met by annual income, e.g., where the Trustees have committed to support a project but insufficient funds are raised to meet the commitment.
- By exception, to fund short-term deficits in the cash budget, e.g., money may need to be spent before a funding grant is received.


As the Charity has no fixed costs and the Charity's financial position in the year could provide for any likely scenario, the Trustees saw no need to establish a reserve amount in 2022/23. This would be kept under review in future years.

An independent examination of the accounts is not required because the Charity's income falls below the statutory financial threshold for examination.

7. Declaration

The Trustees declare that they have approved the Trustees' Report above. Signed on behalf of the Trustees:

Signature: 
Full name: Richard Andrew Murley Position: Chair of Trustees

Signature: 
Full name: Sally Walton Position: Secretary

Date: 7th June 2024

The Friends of St. Bartholomew's Church, Orford

Receipts & payments account for the period 1st October 2022 to 30th September 2023

Receipts	2022/23			2021/22		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Events	4,768	0	4,768	7,699	0	7,699
Donations & Subscriptions	4,731	0	4,731	11,398	0	11,398
Gift Aid	448	0	448	0	0	0
Legacies	0	0	0	5,000	0	5,000
Total receipts	9,947	0	9,947	24,097	0	24,097
Payments						
Events	1,162	0	1,162	2,056	0	2,056
General	85	0	85	248	0	248
Bank charges	72	0	72	85	0	85
Website	209	0	209	101	0	101
Grants	0	1,501	1,501	12,000	0	12,000
Total payments	1,528	1,501	3,029	14,507	0	14,507
Net receipts/(payments)	8,419	(1,501)	6,918	9,589	0	9,589

Bank and cash at the start of the period 1st October 2022 £9,589

Bank and cash at the end of the period 30th September 2023 £16,508

Statement of assets and liabilities at 30th September 2023

£ unrestricted

Cash assets	
Current bank account	16,508
Petty cash	0
Total cash assets	16,508

Other assets

Sum-up machine	118
Total other assets	118

Liabilities

0

These financial statements are accepted on behalf of the Charity on 7th June 2024 by:

Signature:



Full name: Richard Andrew Murley

Position:

Chair of Trustees

Signature:



Full name: Sally Walton

Position:

Secretary

THE FRIENDS OF ST BARTHOLOMEW'S CHURCH, ORFORD

England & Wales - Charity number 1194884

Accounts

The Friends of St Bartholomew's Church, Orford
Annual General Meeting 2023
and
Financial Statements 2021-2022



The 1st Annual General Meeting of the Friends of St.
Bartholomew's Church, Orford

will be held on

Thursday 13th April 2023 at 6.00pm

at St. Bartholomew's Church, Orford

The Friends of St. Bartholomew's Church, Orford.
Charity Registration Number: 1194884.
Registered address: 3 Quay Street, Orford, Woodbridge, Suffolk IP12 2NU

Email: stbartholomewsfriends@gmail.com

Website: stbartholomewsfriends.org

Foreword by the Chair of Trustees

I am pleased to introduce the first Annual Report and Financial Statements of The Friends of St. Bartholomew's Church, Orford.

Following recognition that the ever-growing need to raise funds to maintain churches applies as much to St. Bartholomew's as to churches nation-wide, a group of local people conceived the idea of forming a charity to help meet this need for Orford's beautiful church.

After defining the purposes that the charity would serve and determining the best structural and constitutional options for its operation, the group applied to the Charity Commission for status as a Charitable Incorporated Organisation. This was granted, and the CIO was registered by the Charity Commission on 22nd June 2021. The formal Objects of the Charity are:

"... the maintenance, repair, restoration, and preservation of the church of St. Bartholomew's Orford, its monuments, fixtures, fittings, ornaments, organs, other chattels and its churchyard for the benefit of the public."

In fulfilling this remit, the Trustees of the Charity place emphasis on public benefit, i.e., on projects to enhance St Bartholomew's use as an asset for the whole community. This is because the church has an active role in the Orford community, for instance hosting concerts, drama and dance performances, lectures, bazaars and country markets. It also hosts public events for other organisations including charities, attracts visitors from far and wide and is open to anyone for tranquil reflection.

In the time since June 2021, we have worked to publicise and promote the Charity, establish a growing list of Friends, and hold a variety of activities and events to raise charitable funds. We raised sufficient funds in our first twelve months to make our first grant for St. Bartholomew's to part fund a new heating system.

I would like to thank my fellow Trustees for all their help and hard work since the Charity was established. I would also like to thank those who have become Friends, those who have made generous gifts to the Charity and those who have supported our events. We are grateful to everyone who has helped us 'get off the ground' through giving their time and expertise to make our activities possible.

Richard Murley

Notice of Annual General Meeting

**Notice is hereby given that the 1st Annual General Meeting (AGM)
of The Friends of St.
Bartholomew's Church, Orford will be held on
Thursday 13th April 2023
at 6.00pm in St Bartholomew's Church, Orford**

Agenda

1. Welcome address by the Chair of Trustees
2. Apologies for absence
3. Trustees' Report for the period June 2021 to September 2022
4. Financial Statements of the charity for the period June 2021 to September 2022
5. Election of Trustees*

Under the Constitution of the Charity, the founding Trustees are required to retire at the first AGM and are eligible for re-election, if they are willing to continue to serve. At every subsequent AGM, one third of the elected Trustees retire from office. Five out of five of the elected Trustees have confirmed that they are willing to continue to serve and therefore stand for election at this 1st AGM:

Frances Barnwell
Fiona Gerard
Laura Gillespie
Richard Murley
Elizabeth Pritchett

6. Any other business

*We welcome applications from people who would be interested in becoming Trustees of the Charity. In particular, we seek a Trustee who would act as

Treasurer and also be willing to help, as all Trustees do, in the practical organisation and laying on events. Those interested should contact the Secretary, Sally Walton, in the first instance please.

Report of the Trustees and Unaudited Financial Statements **for the period 22nd June 2021 to 30th September 2022**

1. Reference and administration details

The Friends of St. Bartholomew's Church, Orford
3 Quay Street, Orford, Woodbridge, Suffolk IP12 2NU Charity Registration
No. 1194884

2. Charity Trustees

The Charity Trustees during the period of this Report were:

Frances Barnwell, Fiona Gerard, Laura Gillespie, Richard Murley (Chair of Trustees), Elizabeth Pritchett

Ex officio: The Vicar for the time being of St Bartholomew's Church, being The Revd. Giles Tulk.

Ex officio: The Secretary for the time being of St Bartholomew's Church, being Caroline Gill.

One Trustee nominated by the Parochial Church Council, being Sally Walton.

3. Structure, governance and management

The Friends of St. Bartholomew's Church, Orford ("the Charity") is a Charitable Incorporated Organisation founded on 22nd June 2021, the date of its registration by the Charity Commission for England and Wales. The Charity is governed by its Constitution.

A committee formed of the Trustees exercises the powers of, and manages the affairs of, the Charity. They meet at least four times a year. There are an agenda and minutes for all meetings.

The Constitution provides for three to seven elected Trustees, the Vicar for the time being of St. Bartholomew's Church *ex officio*, the Secretary for the time being of St. Bartholomew's Church *ex officio*, and one Trustee nominated by the Parochial Church Council ("PCC").

Trustees are elected at the Annual General Meeting ("AGM") of the Members of the Charity in accordance with Clause 13 of the Constitution. At the first such AGM, the elected Trustees shall retire from office and are eligible to stand for re-election. At every subsequent AGM, one third of the

elected Trustees shall retire from office, those to retire being those who have been longest in office since their last appointment or reappointment.

Elected Trustees are recruited through advertisements in local free-of-charge community magazines delivered by their publishers to every household in Orford and five other local villages.

4. Objects

The Objects of the Charity are to maintain, repair, restore, and preserve the church of St. Bartholomew's Church, Orford, its monuments, fixtures, fittings, ornaments, organs, other chattels and its churchyard for the benefit of the public.

5. Activities and Performance

Under the Constitution, the Charity has the power to undertake any activities which are calculated to further the Objects or would be conducive or incidental to doing so.

In the Charity's formative period, June 2021 to September 2022, the Trustees' priorities have been to make the charity known in Orford and beyond, recruit Members, organise events to raise funds, and, given sufficient income, to begin providing funding support for St. Bartholomew's Church within the Objects. To these ends, the activities below have been carried out.

a. Publicity and promotion

A promotional leaflet that served the dual purpose of raising awareness of the Charity and acting as a membership application form was produced and made available in print and online. The leaflet was widely distributed to local households, and made available in church and at events that the Charity held. In addition, the Trustees had a promotional stall to raise awareness of the Charity at the Orford, Gedgrave and Sudbourne Flower Show and Fête in August 2021.

A dedicated website for the Charity was designed and launched in 2022. It was regularly updated, and linked to the church's entry in the A Church Near You website.

b. Membership

Membership of the Charity is open to anyone who is interested in furthering its purposes. Members may be individuals or corporate bodies.

The Trustees established that the application form in the promotional leaflet would be the mechanism for applying for Membership. Those who become Members are known as Friends. The leaflet and website make clear that people are welcome to become Friends wherever they live, and regardless of religious belief if any and whatever aspect of St Bartholomew's they are interested in. Friends are asked to give an annual subscription of any amount they wish. By 30th September 2022, 40 individuals or couples had joined as Friends.

c. Raising funds

The Trustees considered that, in its formative period, fundraising was a high priority in order to generate income that would enable the Charity to begin to fulfil the Objects. The Trustees judged that membership subscriptions and holding events were the main ways in which the Charity was most likely to be able to raise funds initially. Additional funds were received through generous donations from individuals and a legacy.

Events were open to anyone as a way of raising awareness of the Charity and recruiting new Friends, and were well-supported by Friends and other

guests. The Trustees are grateful to the volunteers who helped with the events, which are listed below.

August 2021, Summer evening garden at the Great House, Orford, with supper and music.

August 2021, Refreshment stall at the Teddy Bear Parachute Jump organised by the Rev. Giles Tulk in the churchyard.

November 2021, Crocus planting – local people purchased crocus bulbs in aid of the Charity and planted them in the churchyard.

November 2021, Stalls selling second hand kitchen equipment and refreshments at Orford's annual Bazaar in the church.

February 2022, Quiz Evening with a hot supper and raffle in the Town Hall.

June 2022, Orford Open Gardens

d. [Projects and grants](#)

The Trustees recognised that, because the PCC is responsible for the church and its assets, it is the most likely recipient of funds from the Charity for projects within the Objects. The Trustees place emphasis on public benefit, i.e., on projects to enhance St Bartholomew's use as an asset for the whole community. This is because the church regularly hosts events for local and wider communities, attracts visitors from near and far, and is open to anyone for tranquil reflection.

The Trustees adopted a Grants Policy. This established that the Charity would make grants for projects at up to 50% of the total project cost where the cost is over £500, and up to 100% for projects less than this amount. Dialogue was initiated with the PCC on potential projects and priorities.

Given income in the first 12 months, the Trustees were able to approve the Charity's first grant to the PCC, a contribution of £12,000 towards the cost of a new chandelier-style combined electrical heating and lighting system in the church. The project was commissioned by the PCC, which supplied the balance of funding alongside an individual gift. The new system updates the previous dependency on oil and offers a more efficient means of heating the church that will be of benefit for community and public events, especially in winter. The work is largely completed with final certification from the Diocese awaited.

In collaboration with the PCC, the Trustees initiated a project to improve information about the church for the education and enjoyment of the steady stream of visitors it receives as it is open daily. By the end of 2022, new laminated explanatory guides were made available in church to help people understand and appreciate St. Bartholomew's history, features and artefacts. The project, which had no cost to September 2022, will continue in the year from 1st October 2022.

6. Financial review

The Charity's financial year was established as 1st October to 30th September. In this Report, the Trustees set out financial statements combined for the Charity's initial part-year, 21st June to 30th September 2021, and the first full year, 1st October 2021 to 30th September 2022.

A bank account was opened in 2021 at the Unity Trust Bank (online only) with the Secretary named as the account holder on behalf of the Charity.

The Charity's main sources of income were membership subscriptions, individual donations, a legacy and income from events. All income was unrestricted. There were no income or contracts from central Government, local authorities or sources outside the UK. No debts were incurred.

The Charity has no trading subsidiaries or staff. All activities were carried out by the Trustees and volunteers. The Trustees receive no remuneration or other payment from the Charity.

A reserves policy was adopted that enables the Charity to hold reserves from unrestricted funds for the following purposes:

- i. To be able to provide funding to the PCC for unexpected purposes within the Objects.
- ii. To be able to provide funding for pilot projects, or as "seed funding" to enable an activity to commence.
- iii. By exception, to cover planned commitments that unexpectedly cannot be met by annual income, e.g., where the Trustees have committed to support a project but insufficient funds are raised to meet the commitment.
- iv. By exception, to fund short-term deficits in the cash budget, e.g., money may need to be spent before a funding grant is received.

A target reserve amount was not established given that financial performance and activities were difficult to predict in the formative period of this Report. However, the Trustees anticipated growing a reserve year-on-year.

An independent examination of the accounts is not required because the Charity's income falls below the statutory financial threshold for examination.

7. Declaration

The Trustees declare that they have approved the Trustees' Report above. Signed on behalf of the Trustees:

Signature:

Full name: Richard Andrew Murley Position: Chair of
Trustees

Signature:

Full name: Sally Walton Position:
Secretary

Date: 24th March 2023

The Friends of St. Bartholomew's Church, Orford

Receipts & payments account for the period 21st June 2021 to 30th September 2022

Receipts	Unrestricted, £	Restricted, £	Total, £
Events 7,699	7,699	0	
Donations & Subscriptions 11,398	11,398	0	
Legacies Total receipts 24,097	5,000 24,097	0 0	5,000
Payments			
Events 2,056	2,056	0	
Bank charges 85	85	0	
Website Grants 12,000	101 12,000	0 0	101
Other payments Total payments	248 14,507	0 0	248 14,507
Net receipts/(payments) 9,589	9,589	0	

Bank and cash at the start of the period 21st June 2021 £0
Bank and cash at the end of the period 30th September 2022
£9,589

Statement of assets and liabilities at 30th September 2022

	£ unrestricted
Cash assets	
Current bank account	9,589
Petty cash	0
Total cash assets	9,589
Other assets	
Sum-up machine	118
Total other assets	118
Liabilities	0

These financial statements are accepted on behalf of the Charity on 24th March 2023 by:

Signature:

Full name: Richard Andrew Murley Position: Chair of
Trustees

Signature:

Full name: Sally Walton Position:
Secretary