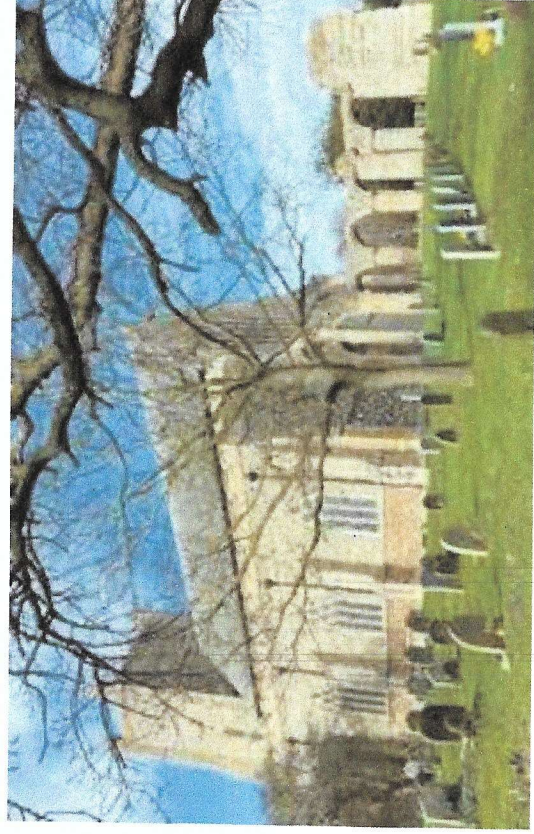


**The Friends of St Bartholomew's Church, Orford**  
**Annual General Meeting 2024**  
**and**  
**Financial Statements 2022-2023**



**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](mailto:stbartholomewsfriends@gmail.com)

Website: [stbartholomewsfriends.org](http://stbartholomewsfriends.org)

## Foreword by the Chair of Trustees

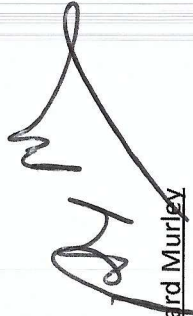
I am pleased to introduce the second Annual Report and Accounts of The Friends of St. Bartholomew's Church, Orford.

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 2<sup>nd</sup> 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 1<sup>st</sup> AGM held on 13<sup>th</sup> 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 2<sup>nd</sup> 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

### 1<sup>st</sup> Annual General Meeting held on 13<sup>th</sup> 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: 23<sup>rd</sup> October 2023

## **Report of the Trustees and Unaudited Financial Statements for the period 1<sup>st</sup> October 2022 to 30<sup>th</sup> 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  
2<sup>nd</sup> 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 22<sup>nd</sup> 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 30<sup>th</sup> September. In this Report, the Trustees set out the financial statements for the year 1<sup>st</sup> 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:

- 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 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:

7<sup>th</sup> June 2024

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

### Receipts & payments account for the period 1<sup>st</sup> October 2022 to 30<sup>th</sup> 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
<b>Total receipts</b>	<b>9,947</b>	<b>0</b>	<b>9,947</b>	<b>24,097</b>	<b>0</b>	<b>24,097</b>
<b>Payments</b>						
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
<b>Total payments</b>	<b>1,528</b>	<b>1,501</b>	<b>3,029</b>	<b>14,507</b>	<b>0</b>	<b>14,507</b>
<b>Net receipts/(payments)</b>	<b>8,419</b>	<b>(1,501)</b>	<b>6,918</b>	<b>9,589</b>	<b>0</b>	<b>9,589</b>

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

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

### Statement of assets and liabilities at 30<sup>th</sup> 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 7<sup>th</sup> June 2024 by:

Signature:			
Full name:	Richard Andrew Murley	Position:	Chair of Trustees
Signature:			
Full name:	Sally Walton	Position:	Secretary