

The Friends of Romsey Abbey.

Charity Number 1134191.

2017 AGM Thursday 7th June 2018 at 7.30pm in the Church Rooms

AGENDA

1. Opening Prayer
2. Welcome by President
3. Apologies
4. Minutes of the last meeting
5. Chairman's Report
6. Honorary Treasurer's Report
7. Honorary Project Chairman's Report
8. Honorary Events Chairman's Report
9. Honorary Membership Secretary's Report
10. Election of Officers and Committee Members
11. Any Other Business

REPORTS INCLUDED

- Minutes of the Last Meeting
Hon Friends Chairman's Report
Report for Charity Commissioners and Annual Accounts
Honorary Project Chairman's Report
Honorary Events Chairman's Report
Honorary Membership Secretary's Report

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
FRIENDS OF ROMSEY ABBEY
THURSDAY 8th JUNE 2017 IN THE ABBEY

Present: were 33 members.

The meeting began with The Friends prayer.

Welcome: The President Revd. Canon Tim Sledge welcomed all the Friends. The Vicar paid tribute to the work of the Friends, who are a critical part of the community and its growing maturity as an organisation. He explained our importance to the life and mission of the Abbey and the projects we have funded so far.

Apologies: Cllr Ian Hibberd, Romsey Town Mayor, Tim Rogerson, Mary Greggains, Jim Wilkes, Sheila Caine, Liz Wagner, Jane Hargreaves, Kathie Horner, John and Janet Hammond, Patricia Kerridge, Mike and Sue Halliwell, Grace White.

The Chairman introduced the Trustees:

Roger Rowe Membership Secretary and Vice-Chairman
Dick Hewett Chairman of the Events Committee and Treasurer
Jill Hall Secretary
John Thompson-Hall Chairman of the Projects Committee
Ken Gibson

Minutes of the AGM on 8th June 2016 were agreed as a true record.

Chairman's Report was taken as read. John Twigg was stepping down as Chair and thanked all the members and the committee for their help and support during his past years. He said that Dick and Roger had transformed the financial side of the organisation by revising the accounts and the membership.

Treasurer's Report. Copies of the report had been distributed. Dick explained that changing banks from HSBC to TSB had been a challenge. The money from the events now goes to TSB and over time all the membership subscriptions will go there too as we will close the HSBC account. Any carried over funds are used on projects so we know how much we can spend. Dick thanked Tim Rogerson for his help.

The Projects Report was taken as read. A small effective group has been set up which has close liaison with the Vicar. Tim Sledge was thanked for his input and involvement. George Richford was now on the committee and is an invaluable help with ideas on how to attract new members. The report shows which projects are an annual commitment and which are for this financial year. Any ideas for new projects would be welcome.

Events Report. Dick Hewett explained that his report summarised the events which had taken place. Those who went on the canal trip this year would have priority booking for next year as the boat encountered some difficulty. Dick explained that he would now be Acting Events Chair as he had taken over as Treasurer, so a new Chair would be needed. He explained that the Chair has an overview and individuals organise the trips. He invited members to suggest and organise trips

themselves. We have some future events, the Test Valley Churches 25th July, Tangmere 26th September and the Parish Tea on 25th June.

Membership Secretary's Report. As there are different rules about when people become members, it has been difficult to track the exact number of members at any one time. Last year 28 new people joined but we lost 13 plus 5 who died. The membership at April 1st was 352 compared to 337 last year. Those who have not renewed by 31st March stay on as members until the end of June. Roger will be setting up a new system of spreadsheets. A new motion was proposed: To simplify the administration of the Friends for Subscriptions paid annually by cheque or internet transfer, subscriptions to 2018/19 will be due by December 31 2018. Members who have not renewed by then will be warned (in the February 2019 membership letter) that their membership will cease on March 31 2019 if they have not paid by then. This approach will be applied in the subsequent year too.

The motion was proposed by John Twigg and seconded by Dick Hewett and passed unanimously.

Election of Trustees:

Acting Chairman Roger Rowe

Membership Secretary Roger Rowe.

Secretary Mrs Jill Hall.

Treasurer Dick Hewett.

Acting Events Chairman Dick Hewett

Projects Committee Chairman John Thompson-Hall.

Committee members and Trustees: Tim Rogerson and John Twigg.

All elected en bloc.

Website John Compton

Newsletter Ria Skelton

Thanks were recorded to Ken Gibson who was not seeking re-election as a Trustee and Mike Perfect for his role on the Events Committee but they will still help at the Coffee Mornings.

John Twigg handed over to Roger Rowe as Acting Chair. Roger paid tribute to John Twigg for his great communication skills as Chair over the last few years. We will be seeking a new Chair with the same attributes as John. The Friends have great potential. Roger thanked Ken and all the committee for their work.

AOB Geraldine Trayhorne suggested that the Friends should have a badge and a sample was passed round. It was agreed to put it on the next Trustees agenda.

Time Sledge elaborated on the projects, paid for by the Friends, that are improving the visitor experience in the Abbey.

Ethelflaeda Festival – guest speaker and music

Children's worker is part of partnership funding

Audio guides for tours, what the guide is saying is relayed into the audio guide of the visitor
Youth work equipment is for under 16's

'Firesticks' are available to connect the Abbey Services livestream to Nursing Homes.

New member publicity and new visitor leaflets.

FRA Chairman's Report 2017/18

At the last AGM our then Chairman John Twigg resigned after several years of sterling service. Tim Sledge was our President and had not yet resigned as Vicar, I reluctantly agreed to be your Chair, and we seemed unlikely to have an Events Organiser or any outings.

We have adapted to all these challenges by simplifying the way we run events, improving the way we work with the PCC, and by working harder. Tim's departure was a spur to make us rethink our working with the Wardens and we agreed what we needed to change as we entered the interregnum.

- Dick Hewett and I met with the Wardens to help ensure the flow of Project Ideas and the funds for them was well managed by both parties.
- Dick, Ken Gibson, and I worked with the Wardens to get the Abbey's Social committee off to a good start. Dick now handles their bookings and Ken is the Chair of the Social Committee.
- I used my experience as Membership Secretary in setting up and running our database to set up the system the PCC needed for the Abbey to comply with the new GDPR regime.

This has increased the load on an already minimal sized Trustees Committee – now down to just 5 of us with no Clergy representative. You don't need to be a Trustee or attend endless meetings to come and help us out. We will need more help to keep the Friends running.

Within a few months, Dick - working with Colin and Rosemary, came up with an easier way to manage events and we had an Events Programme again as more event volunteers came forward. The Coffee morning team with Lis Speck as the creator and chief organiser, and her great team of Margaret Lillywhite, Marion Gibson, Sandra Vines, John and Hazel Clarke gave us a very successful string of Coffee Mornings with our world famous homemade biscuits. And our Dinner was great fun, organised by John Twigg and Ken Gibson and music from Tim Rogerson and Dick Hewett.

The money we raise is to fund Projects for the Abbey. John Thompson-Hall's Projects Committee manage these for us and a Church Warden now attends the meetings. We need the flow of Projects for the Abbey to be just right – not too many, not too few and within our surpluses. This has been harder than we expected, and John is attacking it with a will. Our Treasurer has streamlined the way we handle event and projects expenditure and income, and we have reduced the duplication of work between the Membership Secretary and the Treasurer.

The range of activities we are engaged in requires a good Secretary, and I am very grateful to Jill Hall for all her efforts across the 3 groups in this regard. I am very grateful too, to all the people I mentioned above. They have kept the Friends running.

For the next year we are rebalancing the work between the Trustees, with Dick taking on the Vice Chairman ("dogsbody") role and me handing more of our communications over to Jill.

And one great piece of news for us. We recently learned that we are to receive a substantial bequest directly to The Friends. This greatly increases our ability to fund Abbey projects and the influence we can have on the Abbey. We'll let you know as soon as we have the detailed figure. But with a new Incumbent and substantially greater funds we have the ideal circumstance for a new Chair to take over and lead the Friends in 2019. Please bring any suggestions to any of our Trustees.

FRIENDS OF ROMSEY ABBEY

Report and Accounts

for the year ended

31st March 2018

Contents

- | | |
|---|-------------------------------------|
| 1 | Report of the trustees |
| 3 | Receipts and payments account |
| 4 | Statement of assets and liabilities |

THE FRIENDS OF ROMSEY ABBEY

Report of the trustees for the year ended 31st March 2018

Legal and Administrative Information

This report covers the year from 1st April 2017 to 31st March 2018.

<i>Charity Number</i>	1134191
<i>Contact Address</i>	The Parish Office, The Vicarage, Church Lane, Romsey, SO51 8EP
<i>Website</i>	www.romseyabbeyfriends.org

Trustees

The following all served as Trustees for the whole of the period from 1st April 2017 to the date of this report except as noted below:

Officers

T C K Sledge (President) – until September 2017
J W Twigg - until April 2018
J Hall (Secretary)
R B Hewett (Treasurer and Chairman of Events Committee)
R Rowe (Membership Secretary and Vice-chairman)

Other Trustees

J Thompson-Hall (Chairman of Projects Committee)
T M Rogerson
K R Gibson - until May 2017

Activities in the year

Membership has risen from 352 to 399 during the year running from 1 April 2017 to 31 March 2018.

During the year six Coffee mornings and the Annual Members Dinner were held. A number of outings were arranged for members including visits to Swanage (including a ride on the Swanage Railway), Tangmere Military Aviation Museum, The Mill Theatre at Sonning, and three village churches in the Test Valley. There was also a Canal Tour, which had to be aborted when the engine on the canal boat failed very soon after departure. The visit has since been repeated successfully.

The Charity supported several projects during the year including the post of Children and Families Worker for Romsey Abbey, Romsey Future Tourism, new microphones, visitor leaflets, and various other smaller items. The Trustees have also spent a significant amount of time trying to establish closer working practices with the Parochial Church Council of Romsey to avoid the situation whereby project funding is offered but not subsequently claimed.

Financial Review

The receipts and payments account on page 3 shows income for the year of £18,486 (2017: £14,388) and expenditure of £13,941 (2017: £19,181), giving an excess of receipts over payment for the year of £4,545 (2017: payments over receipts of £4,793). The cash funds at the end of the year were £20,213 (2017: £15,668). Adjusting this for known assets and liabilities at the year-end gives a reserves balance of £16,063 (2017: £11,930). The Trustees continue to give consideration to the level of free reserves that the Charity should hold and have concluded that it would not be inappropriate for the Charity to hold up to £50,000 of free reserves, which would be used to support a major project for Romsey Abbey.

THE FRIENDS OF ROMSEY ABBEY

Report of the trustees for the year ended 31st March 2018 (continued)

Risk Management

The Trustees continue to review the risks to which the Charity may be exposed and take such action as they deem necessary to manage those risks. The most significant risks faced by the Charity are a failure to recruit members and an inability to secure the services of enough Trustees to ensure that the Charity operates.

Public Benefit

The Trustees confirm that they have reviewed the guidance issued by the Charity Commission on this matter and consider that the Charity's activities provide a benefit to the Public.

Plans for the future

Plans have been made for a programme of outings and social events as well as regular coffee mornings. During the year the Parochial Church Council (PCC) of Romsey restructured its programme of Social Events, which included the reintroduction of a "Social Committee" with which the Charity is working closely. The Trustees hope that following a review of the way in which the Charity interacts with the PCC further projects for the Charity to support will be identified. The Trustees also plan to continue their recruitment programme to increase the number of members and hope to be able to recruit more Trustees.

Structure, Governance and Management

The Charity is governed by its constitution, which was adopted on 6th March 2009 before the launch of the charity on 3rd April 2009. It was subsequently amended before the charity obtained its registration with Charity Commission on 8th February 2010. The objects of the Charity (as stated in its constitution) are to advance the Christian religion in particular but not exclusively by assisting and supporting the Abbey Church of Saint Mary and Saint Ethelflaeda, Romsey, Hampshire (The Abbey), and support the Abbey's charitable purposes.

The Charity is managed by Trustees. In addition to meetings of the Trustees which take place four times each year there are two subcommittees which meet six times each year. One of these deals with Projects, whilst the other is responsible for planning the programme of Events. New Trustees are given information about the Charity and training for Trustees is provided as appropriate. Officers and other Trustees are elected annually by the Members of the Charity in Annual Meeting or by invitation from the Trustees at other times. Trustees retire at the Annual Meeting following their appointment but are eligible for re-election.

This report was approved by the Trustees on 8th May 2018 and is signed on their behalf by:

J Hall
Secretary

J. HALL

Jill Hall

R. Rowe
R. Rowe

FRIENDS OF ROMSEY ABBEY

Receipts and Payments Account for the year ended 31st March 2018

	2018 £	2017 £
Receipts		
Income from subscriptions	5,450	5,210
Donations and legacies	199	10
Fundraising activities	106	-
Income from activities	12,731	8,188
Gift aid	-	980
	<hr/>	<hr/>
Total receipts	18,486	14,388
	<hr/>	<hr/>
Payments		
Grants	4,995	12,477
Expenditure on activities	8,536	6,322
Printing, website and displays	295	382
Fundraising activities	115	-
	<hr/>	<hr/>
Total payments	13,941	19,181
	<hr/>	<hr/>
Net receipts/(payments) for the year	4,545	(4,793)
Cash funds at 1 st April	15,668	20,461
	<hr/>	<hr/>
Cash funds at 31st March	£20,213	£15,668
	<hr/>	<hr/>

All amounts relate to unrestricted funds.

FRIENDS OF ROMSEY ABBEY**Statement of Assets and Liabilities at 31st March 2018**

	2018 £	2017 £
Cash Funds		
Bank current account	£20,213	£15,668
	<hr/>	<hr/>
Assets		
Payments made for future events	£2,255	£1,295
Stock of goods for resale	£50	-
Receipts due in respect of previous events	-	-
	<hr/>	<hr/>
Liabilities		
Amounts received in respect of future events	£6,455	£5,033
Accrued expenses	-	-
	<hr/>	<hr/>

The financial statements were approved by the Trustees on 8th May 2018



R. Roye
Vice-Chairman

8 May 2018

Projects Committee Report for the Romsey Abbey Friend's AGM June 2018

Since the last AGM the Friends have made financial contributions towards the Ethelflaeda Festival during October; partial costs throughout the year for our Children and Families Worker and in conjunction with TVBC, part cost towards the Romsey Future Tourism leaflets. A contribution was also made towards a Chorister Tutor for twelve months, and further costs for recreational equipment awarded to our Youth Workers team.

We have funded a state of the art device in various local Care Homes to enable people regular access to the live streaming of Abbey services. We have also met the cost of replacement microphones for the existing P.A. system and funded the printing of 30,000 additional English Visitor Leaflets and 2000 Italian leaflets and also 50,000 copies of the Abbey brochure. In addition more recently we have provided Lanyards for the Abbey Guides, and audio visual equipment to enhance communication between our Organist and Choir during services and rehearsals.

Within our limited funds which we have obtained from our member's generous subscriptions, donations and regular fundraising at our events, we will continue to finance similar projects during 2018/19 and would like to take this opportunity to thank all our members for the continuing support.

John Thompson-Hall

Membership Secretary Report AGM 2017/18

The rule for Standing Orders is changing to simplify our banking arrangements. Existing Members paying by Standing Order will be members for 2018/19 provided we receive their subscription by January 2019, and so on for subsequent years. I have now asked all members who pay by Standing Order to pay them to our TSB account. This entails cancelling their existing one to the HSBC account and starting a new one to our TSB account payable on December 31st. This has been difficult for some of you I know, and I thank the many of you have made the change already.

To be a Member in 2019/20 existing members who pay by cheque or internet transfer need to renew their subscriptions by 31 March 2019.

Our membership count for 2017/18 based on the old rules is 399! This actual number will reduce as some members will not renew by June 30th 2018.

Next year, due to the new rules, I will be able to count our member numbers on March 31st 2019 and report our correct year end number at the AGM. So, please, if you have not yet taken out your new Standing Orders to TSB paying us on December 31st 2018: please give this your attention now, or contact me if you have a problem.

Roger Rowe

Membership Secretary

FRA Events Report 2017-18

The FRA Events Calendar runs by calendar year, with a schedule compiled in the autumn which is advertised around the New Year for events between January and December. As a result, this report leads on from my Report from last year's AGM, focusing on the continuing 2017 programme and the first event of 2018.

Our Events Diary for 2017 included a wide variety of visits, which were generally well supported by the Friends.

In June two minibuses transported a party to the Swanage Railway and Corfe Castle, led by Dick Hewett. Dick also led a trip by minibus to two old churches in the Test Valley at Ashley and Little Somborne, where Liz Hallett was an expert guide; and yet another trip, this time to the Tangmere Military Aviation Museum near Chichester in September. Tim Rogerson was the second minibus driver. Finally a new venture saw Colin and Rosemary Davis lead a large party by coach to the Mill Theatre at Sonning for lunch and a matinee performance of "My Fair Lady".

Members will note that all five trips in 2017 were all ultimately led by either Dick Hewett or Colin and Rosemary Davis, and whilst these trips were all enjoyed by our enthusiastic members who continue to support our ventures which all made suitable surpluses to add to the FRA funds, they do rely on a very small number of people to make them happen. Fortunately in 2018 several others have stepped forward to share the load, and we hope that will continue.

In October a very good gathering of Friends enjoyed the Annual Dinner at the White Horse Hotel, coordinated by John Twigg and Ken Gibson. Brian Draper gave us a thoughtful talk after the meal, following which Dick Hewett and Tim Rogerson provided a musical finale featuring the songs of Flanders & Swan. It is rumoured they may return in October 2018.

In addition to all these programmed events, the Friends continue to organise regular bi-monthly Coffee mornings in the Town Hall. These continue to be well supported, offering an opportunity for fellowship, as well as a chance to recruit new members and encourage members to sign up for the events.

The programme for 2018 was issued in the New Year, with the first trip again proving extremely popular, led by Colin and Rosemary Davis. This was a direct replacement for an aborted trip on the Kennett & Avon Canal in April 2017, when the party travelled only a few hundred yards before the boat became marooned. In 2018 the party were delighted to make it the whole way to Bath, enjoying a splendid meal en route.

Plans for the rest of 2018 include trips to Hampton Court, the Weald & Downland Museum at Singleton, The Vyne and Sandham Memorial Chapel, and a repeat trip to Sonning, this time for "Guys And Dolls".

I would like to thank all those who have directly or indirectly led or supported the many events which have been organised, both past and future. All our events are budgeted to make a surplus which feeds directly into the funds we can use for the projects we wish to support. The full events programme contributed over £3k from 2017, a very significant total, thanks to the healthy numbers attending. May this continue in 2018.

Dick Hewett
Chairman, Events Committee