

Friends of Romsey Abbey AGM 2017

Reports

AGM Agenda

Draft Minutes of AGM 2016

FRA Report and Accounts to Charity Commission

Including Chairman's Report and Honorary Treasurer's report

Honorary Project Chairman's Report

Honorary Events Chairman's Report

Honorary Membership Secretary's Report

The Friends of Romsey Abbey.
Charity Number 1134191.

Annual General Meeting
Thursday 8th June 2017 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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
FRIENDS OF ROMSEY ABBEY
TUESDAY 7th JUNE 2016 IN THE ABBEY

Present: were 41 members.

Welcome: The President Revd. Canon Tim Sledge welcomed all the Friends and our Honorary Vice President, The Romsey Town Mayor, Councillor John Parker and the Mayoress Tessa Parker. The Vicar explained that the work of the Friends enhances the visitor attractions in the Abbey. Recently the Friends have paid for the refurbishment of St Anne's Chapel and the introduction of live streaming for weddings and services.

The meeting began with The Friends prayer.

Apologies: Anne Hewett, Angela Twigg, Michelle Twigg, Carol and Brian Lamb, Rosemary Larkin, Muriel Hobbs, Tim Rogerson, Liz Hallett, Clive and Margery Gregory, Steven and Anita Wood and Sue Holden.

The Chairman introduced the Trustees:

Roger Rowe Membership Secretary and Vice-Chairman

Dick Hewett Chairman of the Events Committee

Michelle Twigg has resigned as Treasurer so Roger and Dick will take care of the accounts until we find a new Treasurer.

Jill Hall Secretary

John Thompson-Hall Chairman of the Projects Committee

Ken Gibson

Minutes of the AGM on 2nd June 2015 were agreed as a true record. Proposed by Kay Peake and seconded by Anne Wattie.

Chairman's Report was taken as read. All the information about the AGM was now on the website as well as all the officers' reports. John Twigg thanked the supporters who came to the events and was very grateful to Roger Rowe for offering to taking over as Vice-Chairman and Dick Hewett who has taken over the Events Committee. He thanked all the committee members for their work and support. He emphasised the need for new younger members and encouraged everyone to recruit family members.

Treasurer's Report. Copies of the report had been distributed. We are now looking for new or major projects for the coming year. We are looking for a replacement for Michelle. John Twigg thanked her for all her hard work.

The Projects Report was taken as read. John Twigg said how grateful he was that John Thompson-Hall had taken on the role of Chairman. A small effective group has been set up which has close liaison with the Vicar.

Events Report. Dick Hewett took the opportunity to promote some of the events which are happening for the rest of the year.

Membership Secretary's Report. Our membership has grown from 348 to 365 over the past year. New software has been set up to ensure personal data protection. This means that although we have all the personal data for each member required for the membership letter this can never be published over the internet.

Election of Chairman was presided over by the Revd Tim Sledge:

Chairman John Twigg proposed and elected. John Twigg said that it had been a privilege and pleasure but this would be his last year, so we will be looking for a replacement.

Vice-Chairman and Membership Secretary Roger Rowe.

Secretary Mrs Jill Hall.

Events Committee Chairman Dick Hewett.

Projects Committee Chairman John Thompson-Hal.

Committee members and Trustees: Tim Rogerson and Ken Gibson.

Mr Mike Perfect (events sub-committee) all elected en bloc.

Website John Compton

Newsletter Ria Skelton

AOB None

The meeting was followed by a glass of wine.

Ken Gibson introduced John Campbell DCC Thames Valley Police.

John Campbell gave an interesting and humorous talk about the behind the scenes policing for royal events. He gave details about the security and planning for the Queen's 90th birthday and how all the other services became involved.

John Campbell took a number of questions after which John Twigg gave a vote of thanks.

FRIENDS OF ROMSEY ABBEY

Report and Accounts

for the year ended

31st March 2017

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- 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 2017

Legal and Administrative Information

This report covers the year from 1st April 2016 to 31st March 2017.

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

Trustees

The following all served as Trustees for the whole of the period from 1st April 2016 to the date of this report except as noted below:

Officers

T C K Sledge (President)
J W Twigg (Chairman)
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

Activities in the year

Membership has risen from 337 to 352 during the year running from 1 April 2016 to 31 March 2017. These figures include a correction to those previously published as at 1 April 2016.

During the year six Coffee mornings and the Annual Members Dinner were held. These events provide an opportunity for members and non-members to learn more about the charity's aims and activities. A number of events involving talks and outings were arranged for the members such as visits to Christchurch Priory and the RNLi Headquarters at Poole; the events programme is reported in detail on the Charity's website.

Several Projects are under way, details of which are given on the Charity's website. The Charity continues to fund the St Ethelflaeda festival. At the end of the period the charity made a number of payments to support a range of projects, notably a new Children and Families Worker, Romsey Future Tourism, an Internship, the Abbey Choir, new visitor leaflets, and miscellaneous other items.

Financial Review

The receipts and payments account on page 3 shows income for the year of £14,388 (2016: £13,363) and expenditure of £18,787 (2016: £17,436), giving an excess of payments over receipts for the year of £4,399 (2016: £4,073). The cash funds at the end of the year were £16,062 (2016: £20,461). Adjusting this for known assets and liabilities at the year-end gives a reserves balance of £12,324 (2016: £17,415). The Trustees continue to give consideration to the level of free reserves that the Charity should hold and have concluded that it is appropriate for the Charity to hold up to £50,000 of free reserves, which would be available to support a major project for Romsey Abbey.

THE FRIENDS OF ROMSEY ABBEY

Report of the trustees for the year ended 31st March 2017 (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 risk faced by the Charity is a failure to recruit members.

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, social events and talks in the coming year as well as regular coffee mornings and Abbey tours. Further projects for the Charity to fund are being planned by the Trustees. The Trustees also plan to continue their recruitment programme to increase the number of members.

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 20th May 2017 and is signed on their behalf by:

J W Twigg
Chairman

FRIENDS OF ROMSEY ABBEY

Receipts and Payments Account for the year ended 31st March 2017

	2017	2016
	£	£
Receipts		
Income from subscriptions	5,210	5,220
Donations and legacies	10	420
Fundraising activities	-	-
Income from activities	8,188	4,443
Gift aid	980	3,280
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Total receipts	14,388	13,363
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Payments		
Grants	12,477	14,156
Expenditure on activities	6,032	2,935
Printing, website and displays	278	345
Fundraising activities	-	-
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Total payments	18,787	17,436
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Net payments for the year	(4,399)	(4,073)
Cash funds at 1 st April	20,461	24,534
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Cash funds at 31st March	£16,062	£20,461
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All amounts relate to unrestricted funds.

FRIENDS OF ROMSEY ABBEY

Statement of Assets and Liabilities at 31st March 2017

	2017 £	2016 £
Cash Funds		
Bank current account	£16,062	£20,461
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Assets		
Payments made for future events	£1,295	£450
Receipts due in respect of previous events	-	-
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Liabilities		
Amounts received in respect of future events	£5,033	£3,496
Accrued expenses	-	-
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The financial statements were approved by the Trustees on 20th May 2017

R B Hewett
Honorary Treasurer

FRA Events Report 2016-17

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 2016 programme and the first event of 2017.

Our Events Diary for 2016 included a wide variety of visits, which were generally well supported by the Friends. After the business side of the AGM in June the Friends were entertained by John Campbell, the Deputy Chief Constable of Thames Valley, as our guest speaker. The attendance was disappointing, and the decision was subsequently taken not to continue with guest speakers at the AGM but to focus on a brief business meeting in 2017.

In May two minibuses transported a party to the RNLI headquarters in Poole, led by John and Jill Thompson-Hall. A further group descended upon the Great Western Railway Museum in Didcot in July, with Ken Gibson as leader. Further visits to Christchurch Priory in September (with Liz Hallett in charge) and the Bombay Sapphire Gin Distillery in Overton in October (again led by John Thompson-Hall) were enjoyed by our enthusiastic members who continue to support our ventures which all made suitable surpluses to add to the FRA funds.

More locally, a group were entertained one evening in June at the Romsey Signal Box museum, with your Events Chairman as guide. In October a good gathering of Friends enjoyed the Annual Dinner, this year at the White Horse Hotel, and coordinated by John Twigg and Ken Gibson. The Bishop of Southampton attended as our guest speaker.

The Strawberry Tea planned for August was cancelled, and instead Friends were encouraged to attend the regular Parish Teas. This has proven to be a much more sensible arrangement, reducing our own organisational burden and supporting the Abbey's events.

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 2017 was issued in the New Year, with the first trip proving extremely popular, led by Colin and Rosemary Davis. This was a coach trip to the Kennett & Avon Canal at Bradford-on-Avon for a planned 4-hour cruise to Bath, lunch included. Unfortunately the boat became marooned only a few yards from the Bradford quay, so lunch was partaken in situ. A refund for the boat trip has been given, and a replacement booking already made for April 2018. A memorable if unfortunate way to start the 2017 programme!

The decision was taken during the year to use coach transport for any trips with journeys lasting much more than an hour. Whilst making the trips a little more expensive, it does increase the potential numbers who can be included and gives a more comfortable ride. Minibuses will continue to be used for more local ventures (with thanks to Tim Rogerson for helping with the driving).

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. Without that input, there wouldn't be an events programme for members to enjoy. If I've missed anyone out, I apologise: You all know who you are!

Dick Hewett
Chairman, Events Committee

Projects Report 2016/17 for Friends of Romsey Abbey AGM June 8th 2017

2017 Projects

Budget Costs

	£	
Ethelflaeda Festival	500	Annual Commitment
Children and Families Worker	2500	5 year Commitment
Abbey Development Project	5000	Ring fence if possible
Bell Ringing Summer School	100	Brought forward from 2016
Audio Guides	2000	Brought forward from 2016
Choir Support Costs	750	Annual Commitment
Prayer Stand	150	
Youth Work Equipment	500	
Nun's Habits for children	750	
Video Streamers for OAP Homes	150	
Attracting new members	300	
Visitor Leaflets (English)	1340	
Visitor Leaflets (Italian)	<u>275</u>	
	<u>9315</u>	

John Thompson –Hall

17 May 2017

Membership Secretary Report to FRA AGM

The report is for the Membership Year 2016, April 1st 2016 to March 31 2017.

Membership has grown again, by 15 members. We had 28 new members join us, but we lost 13 of last year's members. We are sad to have lost the 5 members who died during the year, and to lose the 10 members who resigned or did not renew their membership. The membership at April 1 was 352 compared with 337 last year.

These numbers are lower than previously reported owing to improvements in our accounting practices and more accurate records giving more accurate member counts. The subscription income in the Accounts is correct.

To simplify our banking, we are consolidating all our banking at TSB and dropping HSBC who have left Romsey. Unfortunately, this means we must ask those of you who pay by Standing Order to complete and return new mandates. These will be distributed to you during year - asking those who have been paying in July to December to pay on December 31 this year, and those who have been paying in January to June to pay in December 31 next year.

Consequently, everyone pays on December 31st and we will know the accurate Membership count at the end of each membership year!

Roger Rowe

Membership Secretary