Agenda for the Annual General Meetings of the Friends of St Andrew's

(Charity Commission number 1048111)

Wednesday 18 November 2026 at 7 pm in St Andrew's Church, Mingle Lane, Stapleford

Note that there was no AGM in 2025. This will therefore be the AGM for both 2025 and 2026.

A note on governance

Individuals may become members of the Friends by the payment of a subscription of at least £5 a year. There are also a small number of life members.

The Friends is managed by a committee, whose members are also the trustees of the charity registered with the Charity Commission. The committee is composed of ex officio members, elected members and, on occasion, members co-opted by the committee. All have equal responsibility for the affairs of the charity. Each year the committee chooses a chair, treasurer and secretary.

The ex officio members are the vicar and churchwardens of St Andrew's.

Elected members of the committee are members of the Friends (ie: subscribers or life members) elected as committee members by those present at the AGM (provided that it is quorate with at least 10 members attending). There may be up to six elected members of the committee, serving 3 year terms with two terms ending in rotation each year. Elected members may serve for two successive 3 year terms, but must then stand down.

Co-opted members serve until the next AGM.

The present members of the committee as at the date of calling the AGMs for 2025 and 2026 are:

Ex officio: Felicity Cooke (chair), Alastair MacGregor, Simon Taylor (secretary)
Elected: Janet Johnson, whose first term ends at the 2025 AGM
Co-opted: Mark Wilkinson (treasurer), Pete Atkin, Daniel Prozesky

Agenda

1. Apologies for absence
   NB: There are no Minutes of the previous AGM on 21 November 2024 available
2. Chair's report (Felicity Cooke)
3. Treasurer's report 2025 (Fergus Read)
4. Treasurer's report 2026 (Mark Wilkinson)
5. Secretary's report (Simon Taylor)

6. Election of Committee Members
7. Any Other Business

Presentation

The AGM will be followed by a presentation of the current proposals relating to the refurbishment of the church. These proposals are at the stage of consultation, and will be finalised by the church council in due course taking into account all comments received. Once the proposals are finalised, permission (known as a 'faculty', equivalent to secular planning permission) will be sought.

Friends of St Andrew's (FoSA)

(Charity number 1048111)

Annual General Meeting for 2025 and 2026 (combined)

18 November 2026

Chair's Report

This Report covers the period since the last AGM of the Friends of St Andrew's (FoSA), which was held on 21 November 2024. Between October 2024 and May 2026 the FoSA committee did not meet and there are no available minutes for the 2024 AGM. I was elected Chair at a committee meeting called on 28 May this year and this report largely covers the months since that meeting. The last fundraising event was held in November 2019 and at the May meeting the outgoing Chair, Tony Hore, reviewed activities since the Covid pandemic. During the period between 2020 and 2025 FoSA had been unable to hold events, nor arrange an AGM in 2025. I would like to express my thanks to Tony for his work as Chair, and to former members of the committee, Tony Smith, Anand Pillai, Fergus Read (retired) and Doris Beresford Smith (retired), as well as to a current member Janet Johnson, for holding the fort during a period when the activities of FoSA were in abeyance.

The meeting on 28 May confirmed members of the Committee as the three ex officio members: Simon Taylor (Vicar), Alastair McGregor and Felicity Cooke (Churchwardens) and Janet Johnson (elected member). It was noted that Fergus Read, who was Treasurer and committee member for many years, had resigned in 2025, so that FoSA was without a Treasurer. Fergus is thanked for his long and faithful service to FoSA. Accounts had been filed for 2025, and those for 2026 were filed on 2 September 2026, as required under Charity Commission rules.

The meeting on 28 May was held at the request of the ex officio members, as we were conscious that there had not been a meeting of the committee for over a year. At the meeting it was established that the terms of office of committee members for all but Janet Johnson had expired, and that their maximum term of six years had been fulfilled. I was elected as Chair and Simon Taylor as Secretary. Details of governance issues and their resolution are given in the Secretary's Report.

In brief, in order to restore FoSA governance and activities the four committee members have moved to complete the following, noting that committee members are the trustees of the charity, under its Rules:

- Appoint and co-opt a Treasurer who has brought the accounts up to date, is updating signatories to the bank and investment accounts and has submitted the accounts due

on 31 March 2026, to the Charity Commission. I am very grateful to our new Treasurer, Mark Wilkinson, who lives in the village, for taking on this role.

- In order to ensure that there is a functioning committee with reasonably wide community input, pending elections to be held at the AGM, recruit three co-opted members of the committee. Any co-options are made only until the next AGM, so there will be an election process later in this meeting.

- Set up a webpage for the charity, containing information about the charity, its Rules and forms through which membership fees can be paid and enrolment can take place.

- Set up a database through which members who provide an email address can be contacted by group emails, abiding by GDPR and FoSA's Privacy Policy.

- Begun a successful recruitment drive for new members of FoSA.

Felicity Cooke
Chair

Friends of St Andrew's (FoSA)

(Charity number 1048111)

Annual General Meeting for 2025 and 2026 (combined)

18 November 2026

Treasurer's Report for Year ended 31 March 2025

The Receipts and Payments Account shows receipts for the year 2024/25 of £7,407. Payments were £8, giving a net surplus on expenditure within the year of £7,399. The figure for reclaimed Income Tax from gift-aided donations made in 2023/24 was £524.

No grants were made in the year to the PCC (following grants of £1000 in 2023/24, £2,500 in 2021/22, £1,250 in 2020/21, £7,000 in 2018/19 and £9,000 in 2017/18). Further calls are likely, as major repairs appear to be needed to ceilings. The PCC is also developing a Visions document for the building and grounds, which may lead to works eligible for our support.

Our total funds at 31 March 2025 were £115,464, compared to £108,065 a year earlier. These are held across two accounts – a current account with Nat West and a deposit (investment fund) account with the Charities Aid Foundation. Annual interest on our Investment Fund totalled £4,681 (previous year: £4,228). The average Fund yield for the last quarter of 2024/25 was 4.47% (same period last year 5.12%).

There were no new members in the year, with 8 deletions (2 known deaths, 1 resignation, 5 failed to respond over 2 years), leaving personal membership at 74 (at 51 addresses).

The Committee again held no fundraising events in the year 2024/25, due to a combination of limited availability of volunteer time, significant fund-raising competition within the village, and increased room hire fees, all of which threatened to give our traditional activities a marginal return (at best).

The Committee must now consider its future options. If it is to continue to operate as a fund-raising body (in addition to being a fund-managing and distributing body), increased recruitment of active members is clearly needed. Fortunately, the return on our investments remain at good rates (nearly 4.5% pa), and the donations we receive from individual members – the bedrock of our income – is holding up. The lack of new members is a concern, surely linked to the lack of FoSA events to provide publicity.

We have been fortunate to secure the services of Mr Chris Cooper to act as our independent examiner – he first acted last year (as reported to the AGM) but took up the cudgels too late to be referenced in that years' Treasurer's Report. We are very grateful for this assistance.

Fergus Read
Treasurer
2 October 2025

Friends of St Andrew's (FoSA)

(Charity number 1048111)

Annual General Meeting for 2025 and 2026 (combined)

18 November 2026

Treasurer's Report for Year ended 31 March 2026

The Former treasurer, Fergus Read, after many years of dedicated work, resigned in August 2025, but the committee were not aware of this until the financial year 2025/6 was nearly over, hence some data are not yet available, since changes of signatories with the various bodies concerned take a long time.

The Receipts and Payments Account shows receipts for the year 2025/26 of £7,212. The accounting year runs to 31 March each year.

Payments were £0, giving a net surplus on expenditure within the year of £7,212. This includes an estimate for Tax rebate from gift aid of £463. This is in the process of being applied for.

There were no donations from those paying by cheque due to the treasurer's resignation before the time at which reminders are usually sent out, and no payment has so far been requested from those who usually require reminders for the 2025/6 year.

No grants were made in the year to the PCC (following grants of £1,000 in 2023/24, £2,500 in 2021/22, £1,250 in 2020/21, £7,000 in 2018/19 and £9,000 in 2017/18).

Further calls are likely as, in addition to repairs, the PCC is developing a Visions document for the building and grounds, which may lead to works eligible for our support.

Our total funds at 31 March 2026 were £122,213, compared to £115,464 a year earlier. These are held across two accounts – a current account with Nat West and a deposit (investment fund) account with the Charities Aid Foundation. Annual interest on our Investment Fund totalled £4,925 (previous year: £4,681). The average Fund yield for the last quarter of 2025/26 was 3.66% (same period last year 4.47%).

There were no new members in the year 2025/26, since the treasurer resigned before annual payments were requested, therefore the accurate number of contributing and life members at 31 March 26 is unclear, but appears to be 64 (last year 74). Requests for payment will be going out shortly. Fifteen new members have been recruited in the current financial year.

The Committee again held no fundraising events in the year 2025/26, for reasons rehearsed in the 2024/5 report. The Committee must now consider its future options. If it is to continue to operate as a fund-raising body (in addition to being a fund-managing and distributing body), increased recruitment of active members is needed. While the return on our investments remains reasonable (3.66% pa) though variable, the donations we receive from individual members - the bedrock of our

income – is falling, and there is a steady fall in numbers for a variety of reasons, mainly death. The lack of new members has been a major concern, surely linked to the lack of FoSA events to provide publicity.

Mr Chris Cooper acted as our independent examiner for 2023/4 and 2024/5. We were very grateful for this assistance. A new independent examiner has been appointed for the 2025/6 financial year and subsequently.

Mark Wilkinson
Treasurer
2 October 2026

The Friends of St Andrews, Stapleford, Cambridge

(Registered Charity No 1048111)

Receipts and Payments Account for the Years ended 31/03/2025 and 31/03/2026

	31-Mar-26	*31-Mar-25*	*31-Mar-24*	*31-Mar-23*
Receipts				
Gift Aided Donations	1,824	2,061	2,086	2,181
income tax recovered 2024/5	463*	524	544	718
Non-Gift Aided Donations	0**	141	161	291
COIF Charities Deposit Fund Interest	4925	4681	4228	1,428
Total Receipts	**7,212***	**7,407**	**4,228**	**4,618**
Payments				
Stapleford PCC (Grants)	0	0	1000	0
AGM expenses	0	0	30	0
Presentation gifts	0	8	0	0
Total Payments	**0**	**8**	**1,030**	**0**
Total Receipts less Payments	**7,212**	**7,399**	**5,990**	**4,618**
Accumulated Funds				
Balance at beginning of year	115,464	108,065	102,075	97,457
Total Receipts less Payments	6,749***	7,399	5,990	4,618
Balance at end of year	**122,213**	**115,464**	**108,065**	**102,075**
These accumulated funds represented by:				
Current Assets				
NatWest Current Account @ 31.3	11,063	4,314	16,915	20,925
COIF Charities Deposit Fund @ 31.3	111,150	111,150	91,150	81,150
Balance at end of year	**122,213**	**115,464**	**108,065**	**102,075**

F Read, Treasurer, 28 May 2025

M Wilkinson, Treasurer, 22 October 2026

Friends of St Andrew's (FoSA)

(Charity number 1048111)

Annual General Meeting for 2025 and 2026 (combined)

18 November 2026

Secretary's Report

The situation going in to 2026

The Chair's report sets out the limited activities of the Friends and of its Committee in the period of a few years before 2026. At the start of 2026 the membership had decreased to around 70-75 members, if those who were likely to pay if asked were chased and did in fact pay; the trend over several years had been of a decreasing membership as death and debility took its toll, with little recruitment.

The Treasurer is reporting more fully on the financial situation, but the summary is that for some time interest on investments had been growing as income from subscriptions and fund raising events diminished.

Prior to 2026, therefore, the Friends was not in a good place.

Developments in 2026

A Committee meeting was called for May 2026. At that meeting the decision was taken to review the periods of service of Committee members with a view to ensuring full compliance with the Rules of the Friends. Elected members are only permitted to serve as Committee members for two successive terms of three years. The conclusion of the meeting was that only one of the elected Committee members (Janet Johnson) was still eligible to be on the Committee. Three others (Tony Hore, Tony Smith and Anand Pillai) were long-since time expired and were therefore unable, as a matter of law, to continue to exercise the functions of Committee members, which include being the trustees of the Friends and making spending decisions in accordance with the Rules. Although they were no longer able to act as Committee members, that was certainly no adverse reflection on their selfless service, and the remaining members of the Committee thanked them sincerely for their long service.

At the May meeting Felicity Cooke was elected as Chair, and Simon Taylor as secretary. The former Treasurer, Fergus Read, had resigned in mid-2025. He had managed the financial affairs of the charity in an exemplary fashion and has handed over the files relating to finance and membership in excellent order. He deserves and has our thanks and gratitude for his long and careful service.

Even though some former Committee members had continued on the Committee once time-expired, all decisions that had been made by previous Committees were considered to have been made both in good faith and with the best interests and proper objects of the charity in mind. Accordingly, apart from bringing the governance of the Friends back into proper form, no further action was required in May 2026 or going forwards to rectify any decisions made or actions taken in periods when the governance had not been within the Rules.

Following the May 2026 meeting, the members of the Committee and trustees were therefore the three ex officio trustees from the church (vicar and two churchwardens) together with Janet Johnson as an elected member. The Committee was quorate within the rules.

It subsequently transpired that two of the three time expired Committee members had not paid their subscriptions for a number of years, and were therefore for that additional reason not qualified to serve on the Committee.

The Committee met again in August 2026. By that time a new treasurer (Mark Wilkinson) and two further Committee members (Pete Atkin and Daniel Prozesky) had been recruited, and they were formally co-opted at that meeting.

Work was then done to change signatories and addresses on the investments and bank account (this work is ongoing), to set up online banking, and to set up a proper webpage, database and online payment facility.

Further recruitment has taken place and 21 new members have been recruited since May this year. Membership now stands at 93 members.

The Committee met again in October 2026 to prepare for this AGM.

Future plans

Plans include continuing recruitment of members, the recommencement of fundraising activity when appropriate and as time and energy permits, and support of church projects within the objects of the Friends.

Simon Taylor
Secretary