

Minutes of FSJMS AGM 2017 – held Sat 18th March 2017

at St Mary the Virgin, West Moors, Dorset

Apologies for the AGM were received from:

Stephen Spencer, Quentin Black, Mike and Connie Reed, Lesley and Mike Allwood-Coppin, Nola Nixon, Sandy and Allen French, Nicola Peters, Lydia Butler, Pat Dutton, Mr. and Mrs. D. Leighton, Doreen and Martin Kilbey, Janice Armstrong, Rev. Simon Horne, Jane Campbell

Minutes of the AGM held on Sat 12th March 2016 at St. Barnabas Church, Dulwich, London and matters arising

Quentin Black had been the guest speaker at the AGM and afterwards had kindly agreed to join the committee. Details about Quentin's visit to St. James in 2015 and his family's long-standing connection with the Mission could be found in the minutes.

Alison Butler proposed that the minutes of the last AGM should be accepted and Chris Peskett seconded.

The Chair's Report was given.

Fran Stanfield noted that the AGM had not been advertised on the FSJMS website or on Facebook so this will be addressed next year. Fran suggested posting comments on Facebook after committee meetings and also after the AGM, so that supporters could keep in touch with recent developments. The committee agreed to action this.

The Secretary's Report was distributed.

Bishop Robert Mercer had found Melusi Sibanda's book 'Carrying the Vision' to be a very moving account of Eelin Beardall's pioneering work. He also recommended 'The Struggle Continues – 50 Years of Tyranny in Zimbabwe' by David Coltart.

The Treasurer's Report was given.

Alan reported that there had been no recent donations to the Virgin Money Giving campaign which is to fund the two new bursary students for four years. Fran pointed out that it was not clear in the Newsletter that VMG donations would only be used for this purpose. It was agreed that in future it would be clearly explained that separate donations should be sent to the Treasurer for all other aspects of support.

Everyone was very sad to hear that Sally Brass had died recently. Sally had been a loyal supporter of FSJMS for many years.

Alan had found a local independent examiner, Liz Davey, who had independently reviewed the accounts for 2016.

Fran Stanfield proposed acceptance of the Treasurer's Report and Bishop Robert Mercer seconded.

Election of committee members/officers

Alison Butler, Chris Peskett, Paula Wilcock and Janice Armstrong were all due to stand down from the committee but had indicated that they were willing to stand for re-election. Pam Prendergast proposed that they should all be re-elected to the committee and Fran Stanfield seconded.

The AGM agreed to continue to rotate the Chair for the next year. Nicola and Paula had both indicated that they were happy to continue to chair alternate meetings.

It was hoped that Stephen would be happy to continue as the communication conduit to Zimbabwe.

AGM date for 2018

In order to reduce costs it was suggested that the next AGM take place at Chris Peskett's church, St. Peter's, Chailey, Nr Lewes, East Sussex. This will be held on Saturday 10th March 2018.

Telephone discussion with Bishop Cleophas

At 3pm the AGM tried to 'FaceTime' Bishop Cleophas but there was a problem with the connection so a mobile telephone conversation was held instead.

Bishop Cleophas sent his greetings to everyone and expressed his gratitude for all the support FSJMS had given over the years. He explained that it had been difficult to respond recently to requests for information as the new book-keeper was in the process of being trained. Bishop Cleophas said he was very grateful for all the prayers and financial support that had been received for St. James. He tried to visit St. James as often as possible and always managed to go at least 3 times each year. In the meantime Fr. Ncube kept him informed of what was happening at the Mission.

Alison said that she had seen reports of flooding in Tsholotsho and the Bishop said that there had been very heavy rains which had washed away many roads. People had been moved to safety on higher ground and the Diocese had sent blankets to flood victims and provided other support. It was hoped that due to the heavy rains that there would be a bumper harvest as all the crops were doing very well.

Bishop Cleophas said there were still many challenges that people faced. At the banks there were very long queues and customers could only withdraw \$20/day. He said that due to the previous droughts there was a problem with food security in rural areas and the Diocese wanted to provide assistance to people in this matter.

At this point the conversation ceased due to a financial cap on the UK mobile telephone. Alan sent an email to Bishop Cleophas thanking him for his time and for all his thoughts and comments which had been of great interest to everyone.

AOB

Alison and Alan Butler and Pam Prendergast were all thanked for hosting a very enjoyable AGM and for providing delicious food throughout the day.

The meeting closed at 3.45pm.

Chair's report to the 2017 AGM of FSJMS

2016 represents our 28th year of operation, and we remain energised by the commitment of our supporters and of course our deep sense of purpose.

During the year we have focused on three key areas;

1. **Governance** - a stronger alignment between the committee and the school to establish the same rhythm of reporting and requests for information. A good example of this is the detailed information that we need to track and fund bursaries.
2. **Community** - this year we set up a FaceBook account which gives us the opportunity to show case some amazing photographs, and to reach out to a more diverse range of potential supports, to reach former school girls and teachers.
3. **Technology**- we took the opportunity to better use technology to support fundraising activities and set up a specific campaign on Virgin Money to raise money for bursaries. This option has already generated £2000 of bursary income against a target of £9000

Thank you to all members and to all supporters who keep the funds coming in and here's to a successful year ahead.

Secretary's Report to the 2017 AGM of FSJMS

The committee has met once in person and 6 times by telephone conference since the last AGM.

Committee meeting held on 12/3/16 at St. Barnabas Church, Dulwich, London.

The committee discussed the bursaries which needed to be funded in 2016. Five Form 4 girls who received bursaries in 2015 had continued into 6th Form and a sixth student was repeating Form 4. It was agreed that it was vital to continue supporting these students so that they could complete their A-level studies.

The committee agreed that significant fundraising action was required.

Committee meeting held on 12/5/16 by telephone conference

Fr. Ncube had been very pleased to hear that FSJMS was planning to continue its support of the bursary students, dependent on funds being raised. A commitment had been received from a supporter to finance one of the L6 bursaries.

Stephen confirmed that the new Diocesan accountant was Elizabeth Hansen who Stephen knew in Bulawayo and who was very reliable and efficient.

The Treasurer's report was discussed. With the current level of support, there would not be sufficient funds to cover payments in 2017. However, a number of very generous donations had been received, including £400 from St. Peter's, Chailey and a pledge for £2,000 from an individual. As the new Treasurer, Alan was waiting to hear from Barclays Bank regarding approval of the change of names on the mandate. Once approved, Alan would transfer the funds required for Term 2.

The committee discussed fundraising ideas. Chris was waiting for the application process to open for Comic Relief and had also contacted Camfed which works with girls' schools in Sub-Saharan Africa. Nicola suggested creating a fundraising page on VirginMoneyGiving to raise money for bursaries and offered to set this up.

Quentin made the committee aware of the looming cash crisis in Zimbabwe and that there might be a problem transferring funds, so this could affect the next bank transfer.

Committee meeting held on 22/6/16 by telephone conference

Stephen had been in contact with Fr. Ncube regarding which students were to receive bursaries in 2016 and it transpired that three Form 4 bursary girls had not continued into 6th Form. It was agreed to communicate in late October with Fr. Ncube to clarify the bursary funding required for 2017.

Alan provided his financial report which confirmed that Mike had transferred £2,725 (\$3,890) for Term 2 which covered the funds required as it was coupled with a very generous direct donation from an individual. As the number of bursary students was now smaller than expected, this meant that there would be sufficient funds to cover Term 3 (£4037/\$5931), assuming that the regular level of income continued. A very generous donation of £887.50 had been received from Princes Street United Reformed Church, Norwich.

The committee discussed fundraising progress. Chris was in the process of completing the application to Comic Relief and her hard work was much appreciated by the committee. On VirginMoneyGiving Nicola had produced an excellent charity home page and appeal page. The committee were happy to give their approval for a Campaign to raise £9000 to fund two new bursaries for four years.

Quentin had taken on the task of setting up a FSJMS Facebook page and had uploaded a lovely selection of photos of St. James, past and present.

Regarding the AGM on 18 March 2017 at West Moors, Lydia confirmed that the Church Hall had been booked and arrangements were in hand.

Committee meeting held on 29/9/16 by telephone conference

Unfortunately the application to Comic Relief was unsuccessful but the information collected will be very useful for any other applications. Chris was thanked for all her hard work.

Margaret Sibanda (Pre-school teacher) had sent a lovely photo of the younger children wearing colourful jumpers, possibly knitted by Jane Campbell and her knitting group.

Regarding the financial situation in Zimbabwe, Quentin confirmed that electronic transfers were working as normal but there was very little cash available.

Alan provided his financial report. He was still awaiting clarification from Barclays regarding the change in account signatories and also bank statements had ceased. A generous donation of £300 had been received from a supporter.

Fundraising: the committee agreed to advertise the VirginMoneyGiving St. James campaign to all family and friends.

Committee meeting held on 21/11/16 by telephone conference

Stephen had emailed Fr. Ncube to find out which students would continue to need bursaries in 2017 but had not received a response yet.

Elizabethan Hansen was no longer working as the Diocesan accountant and Fr. Francis Day had taken over as book-keeper. Stephen was waiting for a statement of accounts from the Diocese to show the income/outgoings to St. James in 2016.

Alan provided his financial report. Alan and Alison had been accepted by Barclays as co-signatories and had made the Term 3 payment of £4,969-42 (\$5,931). Alan noted that direct debit contributions had decreased but this could be due to seasonal fluctuations. VirginMoneyGiving had raised £1,535.00 (£1,845-75 with Gift Aid) so far.

Stephen was waiting for Fr. Ncube to send his Annual Report. The committee agreed that the budget could not be set until this information was received.

Committee meeting held on 23/1/17 by telephone conference

Fr. Ncube had provided a very detailed End of Year Report which included information about all aspects of St. James. Regarding bursaries for 2017, FSJMS had been asked to continue to support one F4 student, three L6 students and one U6 student. There were also two new students from the Primary School to support in F1 which would be for four years of fees and they would therefore be supported by the VirginMoneyGiving campaign.

Janice had produced a very interesting newsletter using the information from Fr. Ncube's Report and this was to be sent to all supporters.

Regarding the AGM, Bishop Cleophas hoped to be able to Skype the meeting.

Alan provided his financial report. A very generous donation of £887.00 had been received from St. Michael's, Basingstoke. A statement of accounts from the Diocese had not arrived yet.

Committee meeting held on 27/2/17 by telephone conference

As no financial information had been received from the Diocese it was agreed that a budget could be set but no funds could be sent at present. Nicola had drawn up a budget for 2017 which she circulated and this was approved by the committee. It was agreed that Stephen would email Fr. Ncube to confirm the costs of the Primary School feeding scheme and Pre-school teacher's salary. Stephen would also make contact regarding the financial information required from the Diocese.

Final arrangements for the AGM were discussed and agreed.

Sarah Spencer, Secretary.

Financial Report

2015	Income	2016
2467.95	Donations: Organisations, note 1	250.00

	Churches, note 2	4121.69
	Individuals	3850.00
	Un-attributable	
	Direct Giving Virgin Money, note 3	1826.04
200.00	Clinic	400.00
585.00	Bursaries	
160.00	Pre School	
312.00	Subscriptions, note 4	525.00
	Gift Aid, note 5	1808.21
33.76	Interest	18.38
442.50	AGM	25.00
3495.65	Excess of Expenditure over Income	
11,765.86		12,824.32
	EXPENDITURE	
	To St James, Nyamandhlovu	11,504.42
6809.52	Comprised of Bursaries	3159.36
3247.56	Pre School Salary	2578.11
1633.78	Feeding Fund	5406.95
	Clinic	200.00
	Pre School Equipment	160.00
75.00	Bank Charges	50.00
	Administration in in UK (postage) See note 6	
11,765.86		11554.42
	Excess of income over expenditure	<u>1269.90</u>
11,765.86		12,824. 32

Capital Accounts as at 31st December 2016 Closing balances

Accounts	31/12/ 2015	31/12/2016
Barclays Everyday Saver	7748.07	5680.56
Barclays Community	141.86	4223.80
Totals	7889.93	9904.36

Notes to income and expenditure account for year ended 31st December 2016

1. Organisations: One donation from PwC
2. Churches: Includes donations given in memory of member of Princes Street URC Norwich, and an extra appeal for FSJMS by St Michael's, Basingstoke.
3. Virgin Money Direct Giving. New initiative begun in June 2016.
4. Subscriptions: Membership remains static. Change due to new accounting procedure. Compare 'fall' in AGM income.

5. Gift Aid Claim for 2013/2014, 2014/ 2015 repaid in 2016.

6. The UK administration costs, mainly postage, have been privately absorbed.

Treasurer's Report

The accounts show that we have an excess of income over expenditure of £1,269.90. This is mainly due to an increase in giving by the two churches noted above, the receipt of Gift Aid refunded from HMRC, and the increase in receipts brought about by the Direct Giving initiative. The increase in income in the year past is not to be seen as a constant, rather as an exception. Indeed, this masks to some extent the continuing drop in giving by individuals. We have though because of this been able to meet our bursaries commitment. We have also helped with a pre-school teacher's salary, and provided a hot meal each day at the pre-school and infants school. This takes the larger part of our contribution to the work of the school.

There have been changes of personnel at the Diocesan Office in Bulawayo, through which our payments to St James are processed. This has resulted in irregular payments to the school with consequent lack of provision. This matter has now been addressed and new personnel are engaged in ensuring the supply of funding to the school

The FSJMS committee keep the payment of funds under review at each meeting and revise the budget according to real and projected income. The number of bursaries requested and their cost are issues that the committee will have to address over the coming months. Information from the school and diocese is vitally necessary in order to make any informed decision. Unfortunately this is not always available.

Rev'd. Canon Alan Butler

Treasurer FSJMS

INDEPENDANT EXAMINER'S REPORT

To the trustee of The Friends of St James Mission and School.

Charity Number 1017217

This report is on the accounts of the trust for the year ended 31st December 2016 which are set out on the attached page.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the account.

Independent examiner's statement:

In connection with my examination no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

* to keep accounting records in accordance with section 41 of the Act; and

* to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

has not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

No other matter has come to my attention in connection with my examination to

which, in my opinion, attention should be drawn.

Liz Davey

5 Ashurst Road

West Moors

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