

Mtg Min/Friends of the Church of St John the Baptist, Wateringbury

27 Feb 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
COMMITTEE MEETING 27 FEB 10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1030 AM, Sat 27 Feb 10 at Manor Farm, Wateringbury. Present:

- Chairman William English
- Vice Chairman Martina Taylor
- Treasurer Craig Lighthead
- Churchwarden Eddie Scarlin
- Comms and PR Lucie Barber
- Secretary Frances English

Ser	Record	Action Responsibility/ Timeline
1.	<u>Apologies for Absence</u> The Chairman informed the Committee that after much consideration Anna Goodwin would not be joining the Committee as advertised in the meeting 06 Feb 10. The Chairman has responded with thanks.	To note
2.	<u>Welcome and Appointments</u> The Chairman welcomed the Communications and Public Relations Member (Comms and PR) – Lucie Barber	To note
3.	<u>Declaration of Interest</u> Nil from all.	To note
4.	<u>Minutes of Last Meeting – 06 Feb 10</u> Were agreed as a true record	To note

5.	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • <u>New Members</u> See serial 6. • <u>Constitution</u> See serial 7. • <u>Church Linkages</u> See serial 8. 	<p>To note</p> <p>To note</p> <p>To note</p>
6.	<p><u>Committee Membership</u></p> <p>Chairman is seeking 2 new members:</p> <ul style="list-style-type: none"> • ‘Membership’ Member (to work with and cover for Comms and PR Member) • ‘Works and Funding’ Member (to work with and cover for Hon Treasurer) <p>The Chairman undertook to lead on this area.</p> <p>Vice Chairman would cover for the Chairman in his absence.</p> <p><u>Contact Lists</u></p> <p>There will 2 contact lists:</p> <ul style="list-style-type: none"> • Committee Working Group List – issued to Committee Members. The master copy will be held by the Secretary. Current list enclosed. <p>The Chairman thanked the Church Warden for supplying a list of PCC Members and their photographs.</p> <ul style="list-style-type: none"> • Members List – handling enshrined in the Constitution. 	<p>Chairman</p> <p>To note</p> <p>To note</p> <p>To note</p>

7.	<p><u>Constitution</u></p> <p>The Vice-Chairman presented her draft of 'the Friends' constitution. The Committee studied the document line by line and the Vice-Chairman agreed to issue a revised copy to Members for second round comment before the next meeting.</p> <p>The Chairman thanked the Vice-Chairman for her hard work</p> <p>in bringing this foundation document to its first draft.</p>	<p>All</p> <p>To note</p>
8.	<p><u>Church Linkages</u></p> <p>The Secretary summarised her progress on contacting those associated with the Church – she had started to receive feed back. In preparation for the Comms and PR Members' work on the 'Flyer' production and the Artist's work (Elizabeth Harbour) on producing a graphic of the associations across the village in Apr 10 the Chairman asked the Secretary to take her work as far forward as possible by the next meeting.</p>	<p>Secretary</p>

9.	<p><u>Future Work Programme</u></p> <p>The Chairman identified 4 work strands to be taken forward in the immediate future:</p> <p><u>Constitution</u>. See serial 7 above.</p> <p><u>Church Linkages</u>. See serial 8 above.</p> <p><u>Logo</u>. The Comms and PR Member has agreed to take forward her idea of a logo concept, further discussed in Committee and thought to be an excellent idea - a wax seal with yew tree and spire embossed in the centre with 'the Friends' name surrounding and at the base a cross in the form of a tag.</p> <p><u>Flyer</u>. The Chairman asked the Comms and PR Member to arrange a convenient time to meet with himself and the Secretary to discuss early thoughts on the 'Flyer'.</p>	<p>All</p> <p>All</p> <p>Comms and PR Member</p> <p>Chairman, Secretary Comms and PR Member</p>						
10.	<p><u>AOB</u></p> <p><u>Logo</u>. See serial 9 above.</p>							
11.	<p>Next Meeting – 1100 AM, Sat 20 Mar 10. By kind permission of Mr and Mrs Mark English - Dining Room, Manor Farm; Members are requested to come via the Farm Yard and the side door entrance (left of house as you look at it).</p> <p>Future Meetings:</p> <table data-bbox="323 1534 959 1718"> <tr> <td>11AM Sat</td> <td>10 Apr 10</td> <td>Meet at Church for visit led by Church Warden</td> </tr> <tr> <td>8 PM</td> <td>Tue 20 Apr 10</td> <td>Attend AGM PCC</td> </tr> </table>	11AM Sat	10 Apr 10	Meet at Church for visit led by Church Warden	8 PM	Tue 20 Apr 10	Attend AGM PCC	All
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Signed on Computer

WILLIAM ENGLISH

Chairman

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Distribution:

Action:

Vice Chairman	Martina Taylor
Treasurer	Craig Lighthouse
Church Warden	Eddie Scarlin
Comms and PR	Lucie Barber
Secretary	Frances English

Information:

President	Rev Jim Brown
Churchwarden	Patricia Berry
Artist	Elizabeth Harbour
Vice Chairman PCC	Barry Fisher
Treasurer PCC	Ian Betts
Secretary PCC	Sheena Stewart – For distr to PCC Committee
Manor Farm	Mr and Mrs Mark English

Enclosures:

1. Contact list – sent to Committee Members only