

Mtg Min/Friends of the Church

24 Jan 10

See Distribution

**ST JOHN THE BAPTIST, WATERINGBURY, 'FRIENDS OF THE CHURCH'**  
**- OPENING COMMITTEE MEETING 23 JAN 10**

1. The opening committee meeting of the St John the Baptist, Wateringbury, 'Friends of the Church' was held at 11 AM, Sat 23 Jan 10 at Manor Farm Cottage, Wateringbury. Present:

- Chairman William English
- Vice Chairman Martina Taylor
- Treasurer Craig Lighthouse
- Secretary Frances English

Ser	Record	Action Responsibility/Timeline
1.	<p><u>Welcome and Appointments</u></p> <p>The Chairman welcomed members, discussed appointments, confirming:</p> <ul style="list-style-type: none"><li>• Chairman William English</li><li>• Vice Chairman Martina Taylor</li><li>• Treasurer Craig Lighthouse</li><li>• Secretary Frances English</li></ul>	
2.	<p><u>Concept</u></p> <p>The Chairman briefed his concept which was then discussed in the broadest of terms – Terms of Reference will need to be developed and agreed as soon as possible. He described the 'Friends of St John the Baptist Church Wateringbury' as a legacy project, one that all involved could be proud of.</p> <p><u>Aim.</u></p> <p>To raise awareness of the role of St John the Baptist Church, Wateringbury, within Wateringbury Parish wider community and the Benefice of East Malling; and by extension enable creation of a fund for use by the Parochial Church Council (PCC) to</p>	All

	<p>maintain and preserve the Church and Church yard.</p> <p><u>Concept.</u></p> <p><u>Prelim Phase.</u> Jan-Feb 10.</p> <ul style="list-style-type: none"> <li>• Fact finding.</li> <li>• Fully estb committee.</li> </ul> <p><u>Phase 1.</u> Mar–May 10.</p> <ul style="list-style-type: none"> <li>• Production of information flyer to support awareness programme.</li> <li>• Plan for distr of flyer linked to PR event awareness programme.</li> </ul> <p><u>Phase 2.</u> Oct/Nov 10</p> <ul style="list-style-type: none"> <li>• Distr of flyers a cap to PR programme</li> <li>• Seek voluntary donations/annual subscriptions from across the community.</li> </ul> <p><u>Phase 3.</u> 2011 and on.</p> <ul style="list-style-type: none"> <li>• Maintain and develop programme to ensure community engagement.</li> </ul> <p><u>Main Effort.</u></p> <p>To raise awareness of the role of St John the Baptist Church, Wateringbury, within Wateringbury Parish wider community and the Benefice of East Malling.</p> <p>Only through successful achievement of this objective will it be possible to create a community based fund for PCC maintenance projects.</p> <p>All project work must be in concert with other PCC activities.</p>	
3.	Way Ahead. The Committee examined the way ahead. The following was agreed (in no particular order):	All before next meeting

	<ul style="list-style-type: none"> <li>• Actively seek new committee members – in particular a PR member will be required to support community engagement.</li> <li>• Logo needed</li> <li>• Contact Greg Scott – Graphics</li> <li>• Contact Chris Andrew – Printer</li> <li>• Meet with Chairman East Malling Friends of the Church – Patricia Gill to gain general info.</li> <li>• Introduce Vice Chairman to Vice Chairman East Malling Friends of the Church – Canon Derek Carpenter. (After mtg comment – Chairman met with PCC Treasurer 24 Jan who has kindly agreed to investigate constitution). Seek advice on constitution/status (charity) and legal.</li> <li>• Invite Treasurer PCC – Ian Betts to speak to Committee on funding and projection of future projects and costs – target of fund raising in 2010. (After mtg comment – Chairman met with PCC Treasurer 24 Jan – Treasurer tentatively agreed, tbc).</li> <li>• Compile a list of Church/Village linked activities</li> <li>• Compile Contact List</li> <li>• Contact Church Wardens with a view to one joining the Committee (After mtg comment – Chairman met with Church Wardens 24 Jan – They agreed that one would always attend committee meetings.</li> <li>• Maintain contact with Artist – Elizabeth Harbour</li> </ul>	<p>All to seek and recommend names for this key appointment</p> <p>To be considered at next mtg</p> <p>Chairman</p> <p>Chairman</p> <p>Chairman</p> <p>Chairman then Vice-Chairman</p> <p>Chairman then follow-on with Treasurer as necessary</p> <p>Secretary</p> <p>Secretary</p> <p>Chairman</p> <p>Chairman</p>
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4.	<p><u>Communications</u></p> <p>The Chairman said that until the Constitution and Terms of Reference and concept were confirmed members were asked to be non-committal about project details if asked.</p> <p>(After mtg comment – Chairman met with the Vice-Chairman of the PCC 24 Jan requesting that the PCC Committee provide comment to the broad conceptual plan when they meet on 26 Jan so that this aspect could be taken forward at the next committee meeting; he agreed).</p> <p>Note: During Parish Announcements at the Eucharist Service on 24 Jan 10, Wateringbury Parish Hon Curate – Rev Alan Searle thanked the Chairman and the Committee for initiating this programme – the Congregation (@ 60 parishioners) cheered and clapped!</p> <p><u>Post Mtg Note – Emails</u></p> <p>All responses to actions should be submitted to the Secretary cc the Chairman and where appropriate other Committee members. For the moment Committee members are asked to cc each other so to keep up with the emerging narrative.</p> <p>Secretary's email and tel: Tel: 01622 812471 Email: frances.english@hotmail.co.uk</p>	<p>All</p> <p>All</p> <p>All to Note</p>
5.	<p><u>AOB</u></p> <p>The Chairman once more thanked the Committee for agreeing to take on this project – he felt sure that it would be extremely rewarding.</p>	<p>All</p>
6.	<p>Next Meeting – 11 AM, Sat 06 Feb 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>All</p>

*Signed on Computer*

WILLIAM ENGLISH  
Chairman  
St John the Baptist, Wateringbury,  
'Friends of the Church'

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Distribution:

Action:

Vice Chairman	Martina Taylor
Treasurer	Craig Lighthouse
Secretary	Frances English
Church Warden	Eddie Scarlin
Church Warden	Patricia Berry
Vice-Chairman PCC	Barry Fisher
Treasurer PCC	Ian Betts
Secretary PCC	Sheena Stewart – For distr to PCC Committee