

	<p>The Chairman undertook to get in touch in Feb 10.</p> <ul style="list-style-type: none"> • <i>Contact Chris Andrew – Printer</i> <p>The Chairman undertook to get in touch in Feb 10.</p> <ul style="list-style-type: none"> • <i>Meet with Chairman Friends of the Church East Malling– Patricia Gill to gain general info.</i> <p>The Chairman undertook to get in touch As soon as possible with a view to enabling discussion between the Vice Chairmen and Treasurers Feb 10.</p> <p>Secretary agreed to get in touch with Treasurer PCC to try and secure an electronic copy of the East Malling Constitution</p> <ul style="list-style-type: none"> • <i>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).</i> <p>Chairman has spoken with Treasurer PCC. Treasurer agreed to contact Treasurer PCC.</p> <ul style="list-style-type: none"> • <i>Compile a list of Church/Village linked activities</i> <p>See Serial 8.</p> <ul style="list-style-type: none"> • <i>Compile Contact List</i> <p>The latest version is attached.</p>	<p>Chairman</p> <p>Chairman</p> <p>Chairman followed by Vice Chairman and Treasurer</p> <p>Secretary</p> <p>Treasurer</p> <p>To note</p> <p>To note</p>
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	<ul style="list-style-type: none"> • <i>Contact Churchwardens with a view to one joining the Committee (After mtg comment – Chairman met with Churchwardens 24 Jan – They agreed that one would always attend committee meetings.</i> <p>Done</p> <ul style="list-style-type: none"> • <i>Maintain contact with Artist – Elizabeth Harbour</i> <p>Done</p> <p><u>Naming.</u> The Churchwarden clarified nomenclature which will now be adopted:</p> <p>The Friends of the Church should be known as:</p> <p>FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY.</p> <p>The Benefice of East Malling, Wateringbury and Teston should be referred to as:</p> <p>The Benefice.</p> <p>The Chairman asked the Vice Chairman to ensure that the Constitution explained the latter term within the Constitution.</p>	<p>To note</p> <p>To note</p> <p>Vice Chairman</p>
5.	<p><u>Committee Membership</u></p> <p>The Chairman stated that he was grateful to the Vice Chairman for securing a new member (Lucie Barber) particularly as she was both new to the village and had a PR background.</p> <ul style="list-style-type: none"> • He went on to say that in order to ensure a fair work load across the Committee each member should have a specified responsibility and this would ensure the Committee was the both correctly sized and fit for purpose. • He saw a need for members to be drawn from across the geographical area of 	

	<p>the village so that as many areas of the village as possible were represented – broadly this seemed to be working.</p> <ul style="list-style-type: none"> • He asked that members now seek a younger member in order to ensure: <ul style="list-style-type: none"> ○ the views of the younger members of the population were represented; ○ that in years to come there might be a ready pool of volunteers to take the project on. <p>Members were asked to send suggestions to the Secretary before the next meeting.</p>	All
6.	<p><u>Constitution</u></p> <p>The Vice Chairman had conducted some research into constitutions in general. She made the point that no money should be collected until the constitution was complete and confirmed as sound by a church solicitor. The Chairman thanked the Vice Chairman for making this important point and undertook to discuss with the President how to gain access to this legal assistance.</p> <p>In the meantime the Vice Chairman agreed to continue her research and would work to a broad timeline of having a constitution in place by mid 2010 (dependent upon legal confirmation).</p> <p>The Chairman asked that in due course the Vice Chairman, himself and the Secretary should make time to confirm the wording of the concept for the Constitution now that the Committee had in broad terms approved the concept as found in the previous minutes (24 Jan 10).</p> <p>The Chairman opened discussion on the need for an Annual General Meeting which he and the Committee agreed should be held in public either in the Village Hall or in the Church once the Constitution was</p>	<p>Chairman</p> <p>Vice Chairman</p> <p>Chairman/Vice Chairman/Secretary</p>

	<p>ready. At this time members would be formally appointed. Until that time all positions within the Committee would remain 'unconfirmed'.</p>	
7.	<p><u>Bank Account</u></p> <p>The Treasurer had conducted his own research into the requirements placed upon a treasurer.</p> <p>The Chairman asked the Treasurer to work with the Vice Chairman on enshrining the correct fiscal policy within the Constitution and that he should open a bank account once the Constitution was confirmed.</p>	Treasurer/Vice Chairman
8.	<p><u>Church Linkages</u></p> <p>The Chairman had created a list of linkages for consideration by the Committee. He asked that members (in particular the Churchwarden) give consideration to the list and update the Secretary with additional thoughts.</p> <p>The Secretary agreed to look start compiling explanatory notes against each linkage.</p>	<p>Churchwarden/All</p> <p>Secretary</p>
9.	<p><u>Future Work Programme</u></p> <p>Although elements of this were covered across the meeting, the Chairman identified a number of work strands for the Committee, summarised as follows:</p> <ul style="list-style-type: none"> • <u>Constitution</u>. Vice Chairman lead supported by Treasurer; the Project concept to be confirmed by Chairman with Vice Chairman. • <u>Finance</u>. To follow in the wake of the Constitution with Treasurer lead. Fiscal policy, legally confirmed to be enshrined in Constitution. • <u>Communications/PR</u>. Critical path to the achievement of the project hence 2 members will be put on this line of 	<p>Vice Chairman</p> <p>Treasurer</p>

	<p>development. Further discussion take this line forward at the next meeting. The Chairman hoped to appoint members to this line at the next meeting.</p> <ul style="list-style-type: none"> • <u>Visits</u>. The Churchwarden was asked to lead a visit to the Church (Mar 10) prior to the meeting in order to develop committee understanding of the workings of the Church and types of projects that the PCC would require money for. • <u>Information Flyer</u>. The Chairman would provide further direction on this at the next meeting but he envisaged an A4 folded flyer with an 'Elizabeth Harbour' A4 print of the village and its links folded inside providing a pictorial snap-shot of the church/village linkages. The flyer would provide a resume of the project aim, objectives, detail of linkages, constitution, fiscal policy, how to donate etc. etc. • <u>Membership</u>. A committee member would need to be appointed to run this line of development. Once appointed they should confer with the Vice Chairman over the legal issues pertaining to maintaining a record of details. • <u>Entertainment</u>. The Secretary raised the point about running events. The Chairman said that he felt this should be a follow-on consideration; that the 'Friends' should link to the existing PCC Entertainments Committee and act as a communicator in support of their programme. However, an annual event should be considered for 2011 perhaps linked to a church festival such as Harvest Festival or Lamas Day (Bread Day – beginning/or end of the harvest). <p>The Chairman asked all members leading on any particular development, but particularly constitution and financial, to record their own notes of their own meetings and send to Secretary. In so doing, the committee would retain the record of discussions</p>	<p>Churchwarden</p> <p>Chairman</p> <p>To note</p> <p>To note</p>
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	and how conclusions were reached.	All
10.	<p><u>AOB</u></p> <p><u>Logo.</u> Vice Chairman raised the subject of Logos. Following discussion the Chairman asked the Committee to focus on the Church and the people links to it – Vice Chairman undertook to make initial sketches to make presentation at next meeting.</p> <p>The Chairman stated that he and the committee looked forward to welcoming new committee members at the next meeting, Anna Goodwin and Lucie Barber.</p> <p>The Chairman asked that members bring their own copy of the minutes and agenda as this would cut down on the quantity of paper the Secretary was producing.</p> <p>The Chairman thanked the Committee for another productive meeting closing after 2 hours at 1 PM.</p>	<p>Vice Chairman</p> <p>To note</p> <p>All</p>
11.	<p>Next Meeting – 1030 AM, Sat 27 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>Future Meetings: 11AM Sat 20 Mar 10 11AM Sat 10 Apr 10 Meet at Church for visit led by Church Warden 8 PM Tue 20 Apr 10 Attend AGM PCC</p>	All

Signed on Computer

WILLIAM ENGLISH

Chairman

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Distribution:

Action:

Vice Chairman	Martina Taylor	
Treasurer	Craig Lighthouse	
Church Warden	Eddie Scarlin	
Member	Anna Goodwin	
Member	Lucie Barber	(Vice Chair pse forward)
Secretary	Frances English	

Enclosures:

1. Agenda for 06 Feb 10
2. Church Linkages