

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

20 Mar 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 20 MAR 10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 20 Mar 10 at Manor Farm, Wateringbury. Present:

- Chairman William English
- Treasurer Craig Lighthouse
- Churchwarden Eddie Scarlin
- Comms and PR Lucie Barber
- Secretary Frances English

Ser	Record	Action Responsibility/Timeline
1.	<u>Apologies for Absence</u> The Vice-Chairman sent her apologies.	To note
2.	<u>Declaration of Interest</u> Nil from all.	To note
3.	<u>Minutes of Last Meeting – 27 Feb 10</u> Were agreed as a true record	To note
4.	<u>Matters Arising</u> <ul style="list-style-type: none">• <u>New Members</u> See serial 5.• <u>Constitution</u> See serial 7.• <u>Church Linkages</u> See serial 8.	To note To note To note
5.	<u>Committee Membership</u> The Chairman spoke of how he saw the structure of the Committee developing. He said he saw 3 groups: Centre Group: <ul style="list-style-type: none">• President	

	<ul style="list-style-type: none"> • Chairman • Vice-Chairman • Treasurer • Secretary • Church Warden <p>Communications and PR Group:</p> <ul style="list-style-type: none"> • Team Leader (Lucie Baber) • Asst (Bill Kirkness – new member) • Asst (name awaiting confirmation) <p>Project Fund Raising Group:</p> <ul style="list-style-type: none"> • Team Leader (Simon Hawkins – new member) • Asst – Still required • Membership – Still required <p>The Chairman will continue to seek assistance.</p>	To note
6.	<p><u>Constitution</u></p> <p>The Vice-Chairman will be asked to go over the draft at the next meeting.</p>	Vice Chairman
7.	<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.</p>	Secretary
8.	<p><u>Communications and PR</u></p> <p><u>Logo.</u> Comms and PR Member provided sight of the new proposed logo designed in Boston USA (new link with Pilgrim Fathers). All agreed on the contemporary fresh look and proposed minor changes to detail. The Chairman asked Comms and PR Member to thank our friends in the USA!</p> <p><u>Flyer.</u> The Comms and PR Member led discussion on the Flyer; it would be companion to a website. Discussion was noted regarding concept for first distribution with a lead in through the Rostrum to warm</p>	

	<p>people up to receiving the Flyer.</p> <p><u>Website</u>. All agreed that a website would provide excellent utility as means of communicating at a more detailed level to the Flyer.</p> <p>The Chairman exposed his idea of generating a Friends list of tradesmen/craftsmen/businesses within the village – by providing community information through the Friends the Parish community would benefit as a whole particularly during these difficult financial times.</p> <p>The Comms and PR Member asked that Members pick up any information leaflets they come across to use as potential examples for the Friends flyer.</p>	All
9.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> • 10 Apr 1100 hrs at the Church <ul style="list-style-type: none"> ○ Brief by Church Warden on the Church and its workings ○ Review of draft Constitution • 20 Apr 2000 hrs (Voluntary) Attend Annual Parochial Church Council Meeting • 24 Apr Draft notes for Flyer sent to Comms and PR Team Leader cc Secretary <ul style="list-style-type: none"> ○ Chairman – Aims and Obj ○ Vice President – Note on Constitution ○ Church Warden – paragraph on Church history ○ Secretary – Resume of Church linkages ○ Treasurer – status of funding ○ Project Fund Raiser – Notes on funding expectations and how to sign up. ○ Membership – Notes on Membership and benefits ○ Comms and PR – Notes on 	

	<p>opportunities for advertising on website</p> <ul style="list-style-type: none"> • 08 May 1000 hrs Review of Flyer led by Comms and PR Member • 12 Jun 1100 hrs • 03 Jul 1100 hrs • 24 Jul 1000 hrs • 04 Sep 1100 hrs • 25 Sep (TBC by Church Warden) AGM in Church 	<p>Church Warden All note</p>
<p>10.</p>	<p><u>AOB</u></p> <p>The Treasurer raised his concerns over charitable status. It was clear that if the Committee raised over £5k then by law the Friends would have to become a charity.</p> <p>Current planning intends to try and persuade each house in the village to give £10 per annum. In the case that every household did do this then £7.5k would be raised a year.</p> <p>Concern centred on the practical issue of time available to run a charity – a very real problem but perhaps one that would not face the Committee in the short term.</p> <p>Reviewing the Friends booklet it was clear that Option 1 – being a sub committee of the PCC was not in keeping with the intent of the PCC or the Friends. Option 2 – led towards planning for charitable status without having to commit to it unless the Friends took more than £5k per annum.</p> <p>It was clear that the matter demanded more information gathering. The Chairman agreed to contact E. Malling Friends and the PCC Treasurer [<i>After note – Chair, Treasurer and Treasurer of E. Malling hope to meet on 15 Mar</i>]. Once all the information is gathered on this matter the</p>	<p>Chairman and Treasurer</p>

	<p>Treasurer has agreed to provide a presentation on the issues surrounding financial status.</p> <p>By the end to the discussion the Chairman summed up by noting the difficulties and concerns of members; that for the moment the Committee should continue to plan for the possibility of raising more than £5k without actually committing to charitable status. More information was required.</p>	To Note
11.	<p>Next Meeting – 1100 AM, Sat 10 Apr 10. By kind permission of the PCC in the Church.</p>	All

Signed on Computer

WILLIAM ENGLISH

Chairman

Friends of the Church of St John the Baptist, Wateringbury,

Tel: 01622 812471

Email: williamenglish62@hotmail.com

Distribution:

Action:

Central Group

Vice Chairman	Martina Taylor
Treasurer	Craig Lighthouse
Church Warden	Eddie Scarlin
Secretary	Frances English

Comms and PR Group

Comms and PR Tm Ldr	Lucie Barber
<i>Comms and PR Asst</i>	<i>TBC</i>
Comms and PR Asst	Bill Kirkness

Projects and Fund Raising Group

Projects Fund Raising Tm Ldr	Simon Hawkins
<i>Projects Fund Raising Asst</i>	<i>Still Required</i>
<i>Membership</i>	<i>Still Required</i>

Enclosures:

1. Updated Contact list – sent to Committee Members only