

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

23 Apr 10

See Distribution

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

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

- Chairman William English
- Vice Chairman Martina Taylor
- Treasurer Craig Lighthead
- Churchwarden Eddie Scarlin
- Comms and PR Tm Ldr Lucie Barber
- Comms and PR Asst Nicky Strong
- Comms and PR Asst Bill Kirkness
- Projects and Fund Raising Tm Ldr Simon Hawkins
- Secretary Frances English

<b>Ser</b>	<b>Record</b>	<b>Action Responsibility/Timeline</b>
1.	<u>Apologies for Absence</u>  Nil	To note
2.	<u>Declaration of Interest</u>  Nil from all.	To note
3.	<u>Minutes of Last Meeting – 20 Mar 10</u>  Were agreed as a true record	To note
4.	<u>Matters Arising</u> <ul style="list-style-type: none"><li>• <u>New Members</u> See serial 5.</li><li>• <u>Constitution</u> See serial 7.</li><li>• <u>Church Linkages</u> See serial 8.</li><li>• <u>Logo</u> Comms and PR Tm Ldr showed the draft logo to the Committee which won general approval; it still has minor modifications to make.</li></ul>	To note  To note  To note

	<p>Comms and PR Tm Ldr corrected the design location – delete Boston, USA; insert Austin, Texas – USA. The Chairman asked that once the logo was complete the Comms and PR Tm Ldr provide him with a name and address in order that he could write to say thank you on behalf of the ‘Friends’.</p>	<p>Comms and PR Tm Ldr Chairman</p>
<p>5.</p>	<p><u>Tour of the Church</u></p> <p>Prior to the Committee Meeting The Church Warden provided the Committee with an excellent tour of the Church and Church Yard providing an essential contextual history which sparked new ideas for funding consideration – not least the commissioning of a ‘Friends’ window.</p> <p>The Chairman thanked the Church Warden for his excellent presentation.</p>	<p>To note</p>
<p>5.</p>	<p><u>Committee Membership</u></p> <ul style="list-style-type: none"> <li>• The Chairman welcomed new members</li> </ul> <p><u>New Members:</u></p> <ul style="list-style-type: none"> <li>• Comms and PR Asst - Bill Kirkness</li> <li>• Projects and Fund Raising Tm Ldr - Simon Hawkins</li> </ul> <p>Comms and PR Tm Ldr updated on her new assistant – Niki Strong who has met with Lucie and agreed to assist. The Chairman will now discuss with Niki whether or not she would like a seat at Committee.</p> <p><u>Members still required:</u></p> <ul style="list-style-type: none"> <li>• Projects and Fund Raising Asst – Still required</li> <li>• Membership – Still required</li> </ul> <p>The Chairman will continue to seek new members to fill these positions.</p>	<p>To note</p> <p>Chairman</p> <p>Chairman</p>

6.	<p><u>Constitution</u></p> <p>The Vice-Chairman gave her update on the state of the Constitution. Following a debate initiated by the Projects and Fund Raising Tm Ldr – a second objective was to be added to the Constitution.</p> <p>‘helping to support the role of the Church in the Community’.</p> <p>The Vice-Chairman stated that she would now distribute the Constitution for draft comment to be returned to her by the next meeting 08 May 10 – through the Secretary. Changes should be made using ‘track changes’ and ‘Insert – Comment’.</p> <p>The Vice Chairman would then be in a position to present a final draft on 12 Jun 10.</p>	<p>All</p> <p>Vice Chairman</p>
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>	<p>Secretary</p>
8.	<p><u>Finance</u></p> <p>The Treasurer gave a brief update and stated that he now needed to meet with the Vice Chairman of East Malling ‘Friends’ to discuss workload and charitable status.</p> <p>After note: The Treasurer and Vice Chairman East Malling met at the Manor Farm Cottage on 15 Apr. (The Vice Chairman has subsequently kindly provided the Secretary with East Malling information for distribution at the next committee meeting). The Treasurer has communicated a follow-on note to all members by email which for the record is included below:</p>	

	<p>Sent: Fri 23/04/2010 22:20</p> <p>Dear All,</p> <p>Just to give you an update of where we are in the world of finance. I have been doing some further digging and believe that we may qualify as an 'excepted' charity which means that we do not have to register with the Charities Commission (although we may have to by 2012 due to their rules). This all depends however on the set up of the PCC. There is a further conversation that I will have with Ian Betts in this regard. I am also awaiting a response from the Charities Commission to confirm my understanding.</p> <p>Seperately, once the constitution is agreed, signed and we have an address (William has kindly offered his), I can apply to the tax office for a Gift Aid number which in turn will mean that I can apply for a bank account in the name of the Friends.</p> <p>I won't do this until I have shown all of you the presentation but I am encouraged by the above.</p> <p>I will sadly be unable to attend on the 8th May due to work committments but please feel free to contact me if you have any questions in the meantime.</p> <p>Best Regards</p> <p>Craig</p> <p>The Chairman will now arrange a meeting at Manor Farm Cottage between the Treasurer and Treasurer of Wateringbury PCC – Ian Betts.</p>	Chairman/Treasurer
9.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> <li>• 20 Apr 2000 hrs (Voluntary) Attend Annual Parochial Church Council Meeting</li> </ul> <p>After Note: Chairman attended the APCC in the Church. The President thanked the work of the Committee and the Chairman acknowledged.</p>	

	<ul style="list-style-type: none"> <li>• 24 Apr 10 <ul style="list-style-type: none"> <li>○ <b>Returns:</b> Draft notes for Flyer sent to Comms and PR Team Leader cc Secretary <ul style="list-style-type: none"> <li>• <b>Chairman</b> – Aims and Obj</li> <li>• <b>Vice President</b> – Note on Constitution</li> <li>• <b>Church Warden</b> – paragraph on Church history</li> <li>• <b>Secretary</b> – Resume of Church linkages</li> <li>• <b>Treasurer</b> – status of funding</li> <li>• <b>Project Fund Raiser</b> – Notes on funding expectations and how to sign up.</li> <li>• <b>Membership</b> – Notes on Membership and benefits</li> <li>• <b>Comms and PR</b> – Notes on opportunities for advertising on website</li> </ul> </li> </ul> </li> <li>• 08 May 10 <ul style="list-style-type: none"> <li>○ <u>Returns:</u> Submit draft returns of Constitution to Vice Chairman cc Secretary</li> <li>○ <u>Mtg:</u> 1000 hrs Mtg at Manor Farm - Review of Flyer led by Comms and PR Member</li> </ul> </li> <li>• 12 Jun 10 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm - Review Constitution and presentation on Finance</li> </ul> </li> <li>• 03 Jul 10 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm - Review Flyer</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• 24 Jul 10 <ul style="list-style-type: none"> <li>○ <u>Mtg</u>: 1000 hrs Mtg at Manor Farm</li> </ul> </li> <li>• 04 Sep 10 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm</li> </ul> </li> <li>• 25 Sep 10 <ul style="list-style-type: none"> <li>○ AGM in Church</li> </ul> </li> </ul> <p>After Note: The Church Warden has returned with the following possible dates (for discussion) when the President and the Church are free. The dates are:</p> <p style="padding-left: 40px;">09 Oct 10 23 Oct 10 30 Oct 10</p> <p>As a result I propose we keep the meeting on 25 Sep 10 in our diaries:</p> <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm</li> </ul>	All
10.	<p><u>AOB</u></p> <p><u>Fund Raising.</u></p> <p>The Projects and Fund Raising Tm Ldr raised the matter of 'what could residents/future members of the 'Friends' expect to gain from membership.</p> <p>The debate concluded that 'community' was at the heart of any output; that a trade fair and hog roast might be a good launch event to plan on for next year linked to the PR build up. The trick would be retention of members in future years.</p> <p>The Chairman stated that we would programme Fund Raising into future meetings and thanked the Projects and Fund Raising Tm Ldr for his initiation of this area of work.</p>	

	<p>The Projects and Fund Raising Tm Ldr stated that he would be meeting with a possible candidate for Projects and Fund Raising Asst – he would let us know how he got on.</p> <p>The Chairman thanked all Committee Members for their enthusiasm and hard work.</p>	To Note
11.	<ul style="list-style-type: none"> <li>Next Meeting: 1000 hrs 08 May 10 at Manor Farm by kind permission of Mr and Mrs English</li> </ul>	All

*Signed on Computer*

WILLIAM ENGLISH

Chairman

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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>Niki Strong</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