

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

08 May 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 08 MAY 10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1000 AM, Sat 08 May 10 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Vice Chairman | Martina Taylor |
| • Churchwarden | Eddie Scarlin |
| • Comms and PR Tm Ldr | Lucie Barber |
| • Comms and PR Asst | Bill Kirkness |
| • Projects and Fund Raising Tm Ldr | Simon Hawkins |
| • Projects and Fund Raising Asst | Caroline Harvey |
| • Secretary | Frances English |

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none">• Treasurer - Craig Lighthouse• Comms and PR Asst - Nicky Strong	To note
2.	<u>Declaration of Interest</u> Nil from all.	To note
3.	<u>Minutes of Last Meeting – 10 Apr 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. The Chairman stated that each meeting the Committee would focus on a particular aspect and that this week it would be the development of the Flyer.	To note

5.	<p><u>Committee Membership</u></p> <ul style="list-style-type: none"> The Chairman welcomed Caroline Harvey, as a new member and appointed 'Projects and Fund Raising Asst' to work with the 'Projects and Fund Raising Tm Ldr'. <p><u>New Members:</u></p> <p>The Chairman informed the Committee that he had recently recruited a Membership Member who would he would be confirming at the earliest opportunity. Once confirmed the Committee would then be complete with the Membership Member joining the Projects and Fund Raising Tm Ldr's sub-committee.</p>	To note
6.	<p><u>Constitution</u></p> <p>The Vice-Chairman gave her update on the state of the Constitution. The Vice-Chairman had received a number of return comments on her draft constitution. The Chairman asked the new member to comment; and extended the time for draft comment until Sat 1200 hrs 15 May 10.</p> <p>The Vice-Chairman agreed to review the comments by 31 May 10 then re-submit to Committee Members for a further comment before the Meeting 12 Jun 10.</p> <p>The Vice-Chairman asked that the Secretary distribute the draft and that Members respond direct to the Vice-Chairman, cc the Secretary.</p> <p>The Chairman said that the Committee Members should work on a 'silence' procedure. If they had nothing to say when asked to comment then they need send no response.</p> <p>As a footnote to this agenda item the Chairman asked the Committee to review his revised aim:</p> <p><u>Aim</u></p> <ol style="list-style-type: none"> The aim of the Friends is to: <p>Raise funds for use by the Parochial Church Council to assist with the maintenance of, improvements to, and preservation of the</p> 	<p>Vice Chairman</p> <p>All</p>

	<p>Church building and churchyard of the Church of St John the Baptist in order to assist and enable the Church maintain and develop its work in the Community.</p> <p>2. Enabling Objectives</p> <p>(a) Raise awareness across the wider village community of the role and work of the Church of St John the Baptist , Wateringbury, within the Wateringbury Parish and wider community;</p> <p>(b) Develop community projects enabled by the 'Friends' for the benefit of the 'Friends Membership'.</p> <p>The Committee agreed that this revised aim and enabling objectives provided clearer focus to the work of the 'Friends'.</p> <p>The Chairman said that on this basis he would now begin writing the 'Friends' strategy.</p>	To Note
7.	<p><u>Flyer Update</u> (Meeting Main Effort)</p> <p>The Comms and PR Tm Ldr provided an update on her teams' work; the logo; flyer content and potential format. Her intent was to keep the flyer to the point and focused. The team was thanked; this is now a work in progress and all agreed that it was moving in the right direction.</p> <p>The agenda item prompted considerable debate over synchronisation with the Funding Team and timing on delivery. Critically, the Projects and Fund Raising Tm Ldr saw the opportunities for fund raising being through a website.</p> <p>Actions arising from the debate:</p> <ul style="list-style-type: none"> • Chairman to contact Printer and Graphic Designer used during the Scouting Centenary and put them in touch with the Comms and PR Tm Ldr. • Chairman to seek potential assistance in the development of the website from computer technician. 	

	<ul style="list-style-type: none"> • Chairman to approach Village School to seek the possibility of holding a launch within their grounds. • Committee to develop a synchronisation matrix. • Projects and Fund Raising Tm Ldr to develop concept for fund raising. • Need to have a 'grand opening' – Sep 11 (day before Harvest Festival. However, all products to be complete by end May 11 (one year). • Comms and PR Tm Ldr to consider website domain name. • Discuss 'Friends' map with artist – Elizabeth Harbour with a view to framing and hanging her picture in a place where the residents of the village will be able to view it (village hall?). 	
8.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> • 12 Jun 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm - Review Constitution: Vice Chairman - Lead ○ Review Finance: Treasurer - Lead • 03 Jul 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm – Review Funding: Projects and Fund Raising Tm Ldr - Lead • 24 Jul 10 <ul style="list-style-type: none"> ○ <u>Mtg</u>: 1000 hrs Mtg at Manor Farm Synchronisation meeting. • 04 Sep 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Review Constitution and Finance in preparation for AGM 	

	<ul style="list-style-type: none"> • 16 Oct 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Update on PR Development • 30 Oct 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm AGM in Church 	All
10.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Church Projects</u>. The Church Warden informed the Committee that the Church was due its 5 yr inspection this year which would help clarify projects. However, known works were: <ul style="list-style-type: none"> ○ Vestry Door Repairs. ○ North Aisle ○ Pointing and Render Repairs to each Elevation ○ South Wall Chancel ○ Spire • The Chairman remarked that on the back of the last meeting and during the Church Warden's tour of the Church the idea of a 'Friends' window (logo) was mooted. This should be kept in mind reminder to the 'Friends' members and residents of their generosity. <p>After thought:</p> <ul style="list-style-type: none"> • The Chairman wishes to invite the Archbishop of Canterbury to open the 'Friends'. 	To Note
11.	<ul style="list-style-type: none"> • Next Meeting: 1000 hrs 12 Jun 10 at Manor Farm by kind permission of Mr and Mrs English 	All

Signed on Computer

WILLIAM ENGLISH

Chairman

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Action:

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Comms and PR Tm Ldr

Lucie Barber

Comms and PR Asst

Nicky Strong

Comms and PR Asst

Bill Kirkness

Projects and Fund Raising Group

Projects Fund Raising Tm Ldr

Simon Hawkins

Projects Fund Raising Asst

Caroline Harvey

Membership

Awaiting Confirmation

Enclosures:

1. Updated Contact list – sent to Committee Members only