

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

12 Jun 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 12 JUN 10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 12 Jun 10 at Manor Farm, Wateringbury.

Present:

- Chairman William English
- Vice Chairman Martina Taylor
- Treasurer Craig Lighthouse
- Churchwarden Eddie Scarlin
- Comms and PR Tm Ldr Lucie Barber
- Comms and PR Asst Bill Kirkness
- Secretary Frances English

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none">• Comms and PR Asst - Nicky Strong• Projects and Fund Raising Tm Ldr - Simon Hawkins• Projects and Fund Raising Asst - Caroline Harvey• Membership Member – Steve Wallis	To note
2.	<u>Declaration of Interest</u> Nil from all.	To note
3.	<u>Minutes of Last Meeting – 08 May 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>PR</u>. See serial 8.	To note

5.	<p><u>Committee Membership</u></p> <p>The Chairman welcomed the new Membership Member in his absence – Steve Wallis. The Chairman confirmed that the Committee was now complete.</p>	To note
6.	<p><u>Constitution</u></p> <ul style="list-style-type: none"> • The Vice-Chairman thanked the Committee for their contribution to the second draft reading of the ‘Friends’ Constitution. She went on to lead a debate on questions raised which will now be amended and put into a third draft for distribution through the Secretary for Committee comment and return to the Vice-Chairman by 03 Jul. The Chairman asked Members to maintain momentum on taking the Constitution forward. He said that there would be a 3rd reading at the next Committee meeting on 03 Jul followed by final amendment and distribution on 24 Jul. • On the back of the Constitution, the Chairman will now develop the ‘Friends’ strategy which he stated would require Funding and PR sub-strategies. In parallel to the strategy the Treasurer stated that he would need to develop a business plan. The Chairman confirmed that the meeting on 24 Jul the Committee would be asked to focus on synchronisation of activity leading to a launch in Sep ‘11. • The Chairman’s intent is to ask the Committee to sign the Constitution at the Annual General Meeting (AGM) on 30 Oct ‘10. 	Vice Chairman
7.	<p><u>Financial Update.</u></p> <ul style="list-style-type: none"> • The Treasurer informed the Committee that he had prepared a presentation on managing the ‘Friends’ funds (which will be heard on 03 Jul). The Treasurer stated that he required one piece of information to enable him to take forward the strategy on financial management – whether or not the PCC was a charity? The outcome of this question would determine whether or not the ‘Friends’ would need to 	

	<p>become a charity or not. The Chairman undertook to ask the Treasurer of the PCC as he was meeting with him tonight.</p>	Chairman/Treasurer
8.	<p><u>PR Update (Meeting Main Effort)</u></p> <p>The Comms and PR Tm Ldr provided an update on her team's work. Her team had started to develop the content of the 'Friends' flyer.</p> <p>Following on from the meeting 08 May 10 the Chairman stated that:</p> <ul style="list-style-type: none"> • <u>Printing</u>. He had been in contact with the Printer – Chris Andrew who had declared himself ready to assist in printing the flyer. • <u>Graphic Design</u>. He had emailed the Graphic Designer – Greg Scott who he hoped would assist in type setting the flyer. He would follow this up. • <u>Website</u>. He had spoken with the Computer Expert – David Sheehan who had indicated he would assist with production of the website. • <u>School</u>. He had yet to contact the Head Teacher seeking the use of the school as a venue for the launch event. • <u>Artist</u>. He would arrange for a meeting with artist – Elizabeth Harbour before the summer break in August. <p>The Comms and PR Tm Ldr asked the Secretary to send her the Church linkage notes enabling her to progress the Flyer with her team.</p> <ul style="list-style-type: none"> • To contact Derek Carpenter to enquire what response there was to the initial East Malling Flyers. 	<p>Chairman</p> <p>Chairman</p> <p>Comms and PR Tm Ldr</p>
8.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> • 03 Jul 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm – <p>Confirm Constitution: Vice-Chairman Funding Presentation: Treasurer</p>	

	<ul style="list-style-type: none"> • 24 Jul 10 <ul style="list-style-type: none"> ○ <u>Mtg</u>: 1000 hrs Mtg at Manor Farm Synchronisation meeting. Confirmation of Constitution. • 04 Sep 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Projects and Fund Raising Update: Projects and Fund Raising Tm Ldr • 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 AGM in Church 	All
10.	<u>AOB</u> <ul style="list-style-type: none"> • Nil 	To Note
11.	<ul style="list-style-type: none"> • Next Meeting: 1100 hrs 03 Jul 10 at Manor Farm by kind permission of Mr and Mrs English 	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
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 Member	Steve Wallis

Enclosures:

1. Updated Contact list – sent to Committee Members only