

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

03 Jul 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 03 JUL10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 03 Jul 10 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Treasurer | Craig Lighthouse |
| • Churchwarden | Eddie Scarlin |
| • Comms and PR Tm Ldr | Lucie Barber |
| • Comms and PR Asst | Bill Kirkness |
| • 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 |
| • Secretary | Frances English |

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none">• Vice Chairman - Martina Taylor	To note
2.	<u>Declaration of Interest</u> Nil from all.	To note
3.	<u>Minutes of Last Meeting – 12 Jun 10</u> Two errors were picked up under apologies for absence and location of AGM. The minutes will now be reissued with corrections made	Secretary
4.	<u>Matters Arising</u> <ul style="list-style-type: none">• <u>Membership</u> See serial 5.• <u>Constitution</u> See serial 6.• <u>PR</u>. See serial 9.	To note

5.	<p><u>Committee Membership</u></p> <ul style="list-style-type: none"> The Chairman welcomed the new Membership Member – Steve Wallis. The Membership Member will work under the Projects and Fund Raising Tm Ldr for direction. 	To note
6.	<p><u>Constitution</u></p> <ul style="list-style-type: none"> In the absence of the Vice-Chairman, the Chairman asked her remaining question concerning the drafting of the Constitution: 'Would the AGM be open to the public?' The Committee discussed this item concluding that all our proceedings should fall under the principle of transparency. The Committee voted for non-members to be present at the AGM if they wished but they would not be allowed to vote. 	Vice Chairman
7.	<p><u>Financial Update. (Meeting Main Effort)</u></p> <ul style="list-style-type: none"> The Treasurer provided his financial foundation update. His presentation is enclosed. However, in short the Treasurer stated that the 'Friends' should prepare for charitable status then register if they amassed over £5k a year. The Chairman thanked the Treasurer on behalf of the Committee for all his hard work in distilling this complex subject into a usable foundation guide. Following brief discussion the Committee agreed that the Constitution should be signed at the AGM and that the financial set up would take place after the AGM in Nov 10. 	To note
8.	<p><u>Strategy Update.</u></p> <ul style="list-style-type: none"> The Chairman informed the Committee that on the back of the Constitution and Financial work he had started to develop the strategy. The strategy document would be called: <p>'FRIENDS OF WATERINGBURY CHURCH' -</p>	

	<p>STRATEGY 2016</p> <ul style="list-style-type: none"> The aim of this strategy document would be to provide detailed guidance to the 'Friends' Committee in order to achieve their goals – over 2010/11 and in concept out to 2016. The Chairman's intention is to develop this strategy each year, maintaining a 5 year plan. The first draft would be circulated for Committee comment before the summer break. 	To note
9.	<p><u>PR Update</u></p> <p>The Comms and PR Asst (Bill Kirkness):</p> <ul style="list-style-type: none"> Thanked the Secretary for her notes on Church associations – he had started to cut them back for use in the flyer. <u>Graphic Design</u>. The Chairman had been in touch with the Graphic Designer – Greg Scott who sounded willing to help. He would speak again then pass on to the Comms and PR Tm Ldr. <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. <u>East Malling 'Friends'</u>. To contact Derek Carpenter to enquire what response there was to the initial East Malling Flyers. 	<p>To note</p> <p>Chairman</p> <p>Chairman</p> <p>Chairman</p> <p>Comms and PR Tm Ldr</p>
10.	<p><u>Diary and Work Programme.</u></p> <p>The Committee agreed that meetings would be held at 1100 hrs except when Members requested otherwise.</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 Matrix. 	

	<p>Confirmation of Constitution. Initial thoughts on Fund Raising. PR update Followed by issue of strategy paper draft.</p> <ul style="list-style-type: none"> • 04 Sep 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Strategy Paper discussion • 16 Oct 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Pre-AGM Document check: Constitution Financial Foundation Strategy • 30 Oct 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs AGM in Church Sign Constitution Committee Photograph • 12 Nov 10 <ul style="list-style-type: none"> ○ Committee dinner at the Wateringbury Hotel – 2000 hrs • 27 Nov 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Confirm funding established PR and Funding programme for 2011 • 08 Jan 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm PR Update Launch Plan • 05 Feb 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm PR Update Launch Update 	<p>To note</p>
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11.	<p><u>AOB</u></p> <p>The Comms and PR Asst (Bill Kirkness):</p> <ul style="list-style-type: none"> • He went on to refer to the Guardian newspaper article referring to the proliferation of 'Friends' of churches across the country. Projects and Fund Raising Tm Ldr had read a similar article in the Times. All agreed that we were on message. The articles would be scanned and sent to the Secretary for wider distribution. • The Treasurer and Projects and Fund Raising Tm Ldr went on to mention websites pertaining to 'Friends' – one in Devon was particularly good. The Projects and Fund Raising Tm Ldr said he would fwd the link to the Secretary for distribution. 	<p>Comms and PR Asst (Bill Kirkness)/ Projects and Fund Raising Tm Ldr</p> <p>Projects and Fund Raising Tm Ldr</p>
12.	<ul style="list-style-type: none"> • Next Meeting: 1000 hrs 24 Jul 10 at Manor Farm by kind permission of Mr and Mrs English 	<p>To note</p>

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. Financial Foundation Presentation
2. Updated Contact list – sent to Committee Members only