

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

30 Jul 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 24 JUL10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1000 AM, Sat 24 Jul 10 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Vice Chairman | Martina Taylor |
| • Treasurer | Craig Lighthouse |
| • Churchwarden | Eddie Scarlin |
| • Comms and PR Asst | Bill Kirkness |
| • 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">• Comms and PR Tm Ldr Lucie Barber• 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 – 12 Jun 10</u> <ul style="list-style-type: none">• Minutes from 12 Jun 10 were passed by Committee.• Minutes from 03 Jul 10 were passed by Committee.	All
4.	<u>Matters Arising</u> <ul style="list-style-type: none">• <u>Annual Event.</u> The Chairman confirmed that he had now spoken with Wateringbury Church of England Primary School Headteacher and had been given permission to use the School grounds in 2011.	Projects and Fund

	<ul style="list-style-type: none"> • <u>Constitution Update</u>. See serial 5. • <u>PR</u>. See serial 9. 	Raising Tm Ldr
5.	<p><u>Constitution.</u></p> <ul style="list-style-type: none"> • The Vice Chairman rehearsed comments on the Constitution provided by the Committee. • The Committee debated numbers of members to be constitutionally permitted and it was decided that there should be up to 10 Honorary Members even though the current level was 6 – so allowing for the recruitment of additional ‘horse-power’ if required. • The Chairman asked that the Vice Chairman add footnotes to clarify definition of the ‘Executive and the Honorary’. • The Committee discussed membership and it was decided that paid membership would reside with people of 18 years and over. However, in the case of minors (under 18) – if their parent(s)/guardian(s) are paid members then the minors would be automatically given membership on the back of their parent(s)/guardian(s) membership. • The Vice Chairman stated that she would resubmit the Constitution for a last reading in Aug 10 in time for confirmation at the next meeting – 04 Sep 10. 	Vice Chairman
6.	<p><u>Strategy Update.</u></p> <ul style="list-style-type: none"> • The Chairman informed the Committee that, following the completion of the synchronisation item below, he would be drafting the strategy based on ‘Ways, Ends and Means’. The strategy would provide the necessary guidance to Committee Members based on ‘mission command’ in that he would state the ‘effect’ agreed by the Committee that was required to be achieved, not how it was to be achieved – that he would leave task appointed Members to deliver in the way that 	

	<p>they saw best within the time set and with the resources available.</p> <ul style="list-style-type: none"> The Chairman stated that he aimed to distribute a draft strategy in Aug 10 for review in Sep 10. 	Chairman
7.	<p><u>PR Update.</u></p> <ul style="list-style-type: none"> <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. 	To note
8.	<p><u>Synchronisation Debate. (Main Item)</u></p> <ul style="list-style-type: none"> The Chairman opened the debate the key times emerged: <ul style="list-style-type: none"> Sep 10 Constitution complete. Financial Understanding complete – charitable status linked to the Constitution. Draft Strategy in first draft. Oct 10 AGM followed by announcement in Rostrum. Constitution signed. Strategy Confirmed. Bank Account opened. Dec 10 Fund raising campaign in draft. Comms Strategy in support of Funding campaign plan in draft. Feb 11 Flyer complete Funding Campaign plan complete. Comms plan complete. 	

	<ul style="list-style-type: none"> ○ Mar 11 Open fund raising campaign with distribution of Chairman's letter, flyer and financial commitment papers. ○ Apr 11 Start to take in funds. ○ Sep 11 Annual event in School grounds with focus on trade and community benefit of being a 'Friend'. ○ Mar 12 Review membership and re-engage with members for following years' membership. 	To note
9.	<p><u>Projects and Fund Raising Update.</u></p> <ul style="list-style-type: none"> • The Projects and Fund Raising Tm Ldr informed the Committee that he had had a sub-committee meeting to scope ideas. He introduced the Committee to some of his initial ideas for which the Chairman thanked him and his team for their hard work. He confirmed that the 04 Sep 10 meeting main item would be given over to Projects and Funding. 	
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"> • 04 Sep 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Projects and Funding – initial thoughts Update on Constitution and Strategy • 16 Oct 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Pre-AGM Document check: Constitution Financial Foundation Strategy 	

	<ul style="list-style-type: none"> • 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 	To note
11.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The Chairman thanked Committee Members for their effort in this year; he stated that much had been achieved and he looked forward to re-engage after their summer recess in Sep 10. 	To note
12.	<ul style="list-style-type: none"> • Next Meeting: 1100 hrs 04 Sep 10 at Manor Farm by kind permission of Mr and Mrs English 	To note

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