

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

04 Sep 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 04 SEP 10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 04 Sep 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 Tm Ldr | Lucie Barber |
| • Comms and PR Asst | Bill Kirkness |
| • Comms and PR Asst | Nicky Strong |
| • Projects and Fund Raising Tm Ldr | Simon Hawkins |
| • Secretary | Frances English |

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none">• 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 – 24 Jul 10</u> <ul style="list-style-type: none">• Minutes from 24 Jul 10 were passed by Committee.	All
4.	<u>Matters Arising</u> <ul style="list-style-type: none">• <u>Constitution Update</u>. See serial 5.• <u>PR Update</u>. See serial 6.• <u>Strategy Update</u>. See serial 7.	

	<ul style="list-style-type: none"> • <u>Projects and Fund Raising</u>. See serial 8. 	Projects and Fund Raising Tm Ldr
5.	<p><u>Constitution Update.</u></p> <ul style="list-style-type: none"> • The Vice Chairman asked if all were content with the latest iteration. The Chairman said that he needed more time. It was agreed that the Chairman would comment a final time then meet with the Vice Chairman before the Constitution was staffed through Committee. • The Chairman asked that the Committee make final comments or state their satisfaction by 20 Sep to the Vice Chairman cc the Secretary. • Once all Members had responded to the Vice Chairman by 20 Sep the Chairman would send the Constitution to the President for his comments. In the event that the President has a comment, the paper will once more be staffed through Committee. It was agreed that it was important to have the consent of President and Committee members prior to the AGM. It should be noted that the Constitution has now been commented on by the Charities Commission and legal experts in London, through the office of the Vice Chairman. However, the Vice Chairman said that she would ask her Judge to have one more look at the Constitution, if possible. • Under this agenda item the Chairman asked the Treasurer to remind the Committee on the Financial Intent. The Treasurer stated that: <ul style="list-style-type: none"> ○ The 'Friends' would start out as an unregistered charity (taking less than £5k per year) but would be in a position to register. ○ Once the Constitution was complete, Strategy and Business Plan written, the Treasurer would be in a position to set up a bank account. ○ The Treasurer commented that the name 'Friends of the Church of St John the Baptist Wateringbury' was very 	<p>All</p> <p>Vice Chairman</p> <p>To note</p> <p>To note</p>

	<p>long when it came to writing cheques. The Chairman suggested he investigate the formal use of an acronym Friends of Wateringbury Church (FWC) as a possible reduced form. The Treasurer said he would investigate this and report back in due course.</p> <ul style="list-style-type: none"> ○ The Treasurer agreed to produce a statement of fiscal intent for the Strategy paper by 16 Oct 10. 	Treasurer
6.	<p><u>PR Update.</u></p> <ul style="list-style-type: none"> • The Comms and PR Tm Ldr noted the agreed timeline for work production in the meeting 24 Jul and had subsequently gathered her team to work through a programme of work meeting the timelines agreed in Committee at the previous meeting. In broad terms the Comms and PR Tm Ldr intended to complete the bulk of the set up PR work by the end of Feb 10. • The Comms and PR Tm Ldr informed the Committee that she had been in touch with the graphic designer and he was looking forward to taking the work forward. • Over the following discussion the Chairman noted the following action points: <ul style="list-style-type: none"> ○ That the Comms and PR Tm Ldr would seek to produce a Comms and PR programme of work to support the Strategy paper by the 16 Oct 10. ○ The Chairman agreed to contact the Web Site Consultant then make introductions. <i>(After note – the Chairman has attempted to make contact and has left a message requesting a return call. He will pursue).</i> ○ The Comms and PR Tm Ldr and Projects and Fund Raising Tm Ldr agreed to meet to join up their operational programmes. 	<p>To note</p> <p>The Comms and PR Tm Ldr</p> <p>Chairman</p> <p>The Comms and</p>

	<ul style="list-style-type: none"> The Vice Chairman asked for a Committee view on gaining a patent for the 'Friends' Logo. The Chairman asked the Vice Chairman to investigate and report back – this she undertook to do. 	<p>PR Tm Ldr and Projects and Fund Raising Tm Ldr</p> <p>Vice Chairman</p>
7.	<p><u>Strategy Update.</u></p> <ul style="list-style-type: none"> The Chairman introduced his Strategy Paper to the Committee and asked that it might be accepted – it was. The Chairman remarked that the documents that he wished to see at the AGM for Committee passing would be the Constitution and the Strategy with annexes from PR, Funding and the Treasurer. The Chairman asked the Churchwarden for an update on church capital projects. He informed that architects had visited and were writing their report at present. The Chairman asked the Churchwarden to inform the Committee of the top 5 capital projects and their assessed associated costs in order that these could be put into the Strategy paper once known – this he undertook to do. The Projects and Fund Raising Tm Ldr commented that he would need to meet off line with the Churchwarden to seek advice on whether or not he would be in a position to seek charitable funding (or were the PCC already seeking funding). The Churchwarden agreed to meet. 	<p>To note</p> <p>To note</p> <p>Churchwarden</p> <p>The Projects and Fund Raising Tm Ldr and Churchwarden</p>
8.	<p><u>Projects and Fund Raising Update. (Main Item)</u></p> <ul style="list-style-type: none"> The Projects and Fund Raising Tm Ldr provided an excellent update of his sub-committee work on funding acquisition, see 	

	<p>enclosure. It was clear that as sub-committee work streams developed they were now starting to require more closely matched integration. The notes above reflect the need for the Projects and Fund Raising Tm Ldr to meet with the Comms and PR Tm Ldr, the Church Warden and the Treasurer.</p> <ul style="list-style-type: none"> • In discussion the need for a business plan to written arose – The Projects and Fund Raising Tm Ldr and Treasurer agreed to take this on producing it in time for the AGM on 30 Oct 10. 	<p>To note</p> <p>The Projects and Fund Raising Tm Ldr and Treasurer</p>
<p>9.</p>	<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"> • 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 	

	<p style="text-align: center;">Launch Plan</p> <ul style="list-style-type: none"> • 05 Feb 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm PR Update Launch Update 	To note
10.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The President of the 'Friends' wrote to the Committee through the Chairman to thank them for their hard work. The letter was passed to Members and all were extremely grateful for the President's kind comments and encouragement. 	To note
11.	<ul style="list-style-type: none"> • Next Meeting: 1100 hrs 16 Oct 10 at Manor Farm by kind permission of Mr and Mrs English 	To note

Signed on Computer

WILLIAM ENGLISH

Chairman

Friends of the Church of St John the Baptist, Wateringbury,

Tel: 01622 812471

Email: williamenglish62@hotmail.com

Enclosures:

1. Strategy 2010-16.
2. Funding Acquisition.

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