

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

16 Oct 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, COMMITTEE MEETING 16 OCT 10**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 16 Oct 10 at Manor Farm, Wateringbury.

Present:

- Chairman William English
- Vice Chairman Martina Taylor
- Comms and PR Asst Bill Kirkness
- Projects and Fund Raising Tm Ldr Simon Hawkins
- Membership Member Steve Wallis
- Membership Asst Chris Clark

| Ser | Record | Action |
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| 1. | <u>Apologies for Absence</u> <ul style="list-style-type: none">• Treasurer Craig Lighthouse• Churchwarden Eddie Scarlin• Comms and PR Tm Ldr Lucie Barber• Comms and PR Asst Nicky Strong• Projects and Fund Raising Asst Caroline Harvey• Secretary Frances English | To note |
| 2. | <u>Membership</u> <p>The Chairman welcomed new Committee Member Chris Clark who takes up the role of Membership Assistant Member working to Steve Wallis within the Projects and Fund Raising sub-committee led by Simon Hawkins.</p> | |
| 3. | <u>Declaration of Interest</u> <p>Nil from all.</p> | To note |

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| 4. | <p><u>Minutes of Last Meeting – 04 Sep 10</u></p> <ul style="list-style-type: none"> Minutes from 04 Sep 10 were passed by Committee. | All |
| 5. | <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <u>Constitution Update</u>. See serial 6. <u>Fiscal Concept Update</u>. See serial 7. <u>Strategy Update</u>. See serial 8. <u>PR Update</u>. See serial 9. <u>Projects and Fund Raising</u>. See serial 10. | To note |
| 6. | <p><u>Constitution. (Main Item)</u></p> <ul style="list-style-type: none"> The Vice-Chairman had met with the Chairman on 02 Oct to discuss how in the event of taking £5k or more the 'Friends' might register as a charity without having to amend the Constitution. A change in wording was submitted to Committee for e-comment. Of note the Treasurer declared himself content. In committee the Vice-Chairman presented the Constitution for final draft comment. Two minor adjustments – one of note was that while the 'Friends' would retain their full title of 'The Friends of the Church of St John the Baptist, Wateringbury'; for ease of cheque writing to the bank the Committee would wish to refer to the 'Friends' as 'Friends of Wateringbury Church' (FWC). Committee concern was over consistency of title but by amending the Constitution wording to note that this would only apply for banking was thought to be reasonable. The Treasurer is asked to confirm with the Bank the acceptability of this proposal. The Chairman asked that the amendments discussed be completed by Fri 22 Oct in order that the President may have the weekend to | Treasurer |

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| | view and if necessary amend the Constitution before the Annual General Meeting (AGM) on 30 Oct. | Vice-Chairman |
| 7. | <p><u>Fiscal Concept.</u></p> <ul style="list-style-type: none"> The Chairman informed the Committee of the Treasurer's helpful one side fiscal descriptor concerning charitable status and asked that the Secretary send it as an e-copy to all Members. The Chairman will add the Treasurer's note as an annex to the Strategy. The Chairman informed the Committee that he had met briefly with the Treasurer on 13 Oct and had discussed business plan which both felt should be a straight forward note to be attached to the strategy as an annex. The Treasurer agreed to take this forward with the Projects and Fund Raising Team Leader before the AGM. | <p>Secretary</p> <p>Treasurer and Projects and Fund Raising Team Leader</p> |
| 8. | <p><u>Strategy Paper.</u></p> <ul style="list-style-type: none"> The Chairman confirmed that he would be sending the President a copy of the Strategy with the Constitution for weekend reading on 23 Oct 10. | |
| 9. | <p><u>PR Update.</u></p> <ul style="list-style-type: none"> <u>Flyer.</u> The Comms and PR Asst informed the Committee that Comms and PR had met with Projects and Fund Raising out of committee and now presented the draft script for the flyer. The Comms and PR Asst asked the Chairman to review the draft and show it to the President for his comment. To facilitate this he would be sending the Secretary a draft to enable Chairman and President's 'track-changes'. Once comment had been returned the draft would be put before Committee. <u>Committee Photograph.</u> A Committee photograph is planned to be taken at the AGM which will be potentially used in the 'flyer' and the website. The Chairman asked Committee Members to note this and come smartly | <p>Comms and PR Asst and Chairman for President.</p> |

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| | <p>attired.</p> <ul style="list-style-type: none"> • The Chairman asked that the Church Warden seek the availability of a photographer. • <u>Trade/Commerce List</u>. The Comms and PR Asst introduced a list of trade and commerce that he had taken from Rostrum as a starter list for potential supporters to be approached by the 'Friends'. The Chairman thanked the Comms and PR Asst for the PR Tms work – it was agreed that as per the strategy the Committee would pursue the line of seeking trade/commerce support which might be offered at reduced rates to members of the 'Friends'. Future discussion would have to take place on how this work would be taken forward. • The Chairman informed that he too had had an out of committee meeting with a leading craftsman in the village to take soundings on what the market would bear. In summary the craftsman had been very positive about the opportunities coming from the 'Friends' concept and was certain that he would find support from friends and colleagues in the village. His gut feeling was that crafts/tradesmen would be prepared to: <ul style="list-style-type: none"> ○ Pay £20 per year to be advertised on the website. ○ Offer 5% discount to 'Friends' members. • The craftsman under-took to work with the Chairman to investigate further and return with a list of reputable tradesmen (he thought he might know 30) all of whom were involved within the building industry. | <p>All Church Warden</p> |
| <p>10.</p> | <p><u>Projects and Funding Update.</u></p> <ul style="list-style-type: none"> • The Chairman thanked the thanked the Projects and Fund Raising Tm Ldr for his work out of committee in working up the draft flyer with the PR Tm. • The Projects and Fund Raising Tm Ldr stated that there he would need to begin discussion on the summer 'Hog Roast – Trade Fair' after | |

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| | <p>the AGM. The Chairman said that he would make it an agenda item for the Nov 10 meeting. The Chairman repeated for the record that there would be no over-loading of any one Committee Member. However, each area of activity would have an appointed lead and he/she would then manage Member effort. The Chairman concluded by saying that no lead Member would be left unsupported.</p> <ul style="list-style-type: none"> • The Chairman went on to suggest that meeting time be put aside for the Membership Member to discuss his thoughts on leading flyer distribution and the recording of 'Friends' Membership. For flyer distribution the Membership Member may find it helpful to talk with Secretary who would be in a position to advise on how to split the distribution of flyers equitably. | To note |
| 11. | <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"> • 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 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 | |

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| | <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"> • <u>Committee Dinner</u>. The Chairman reminded Members of the Committee dinner on at the Wateringbury Hotel – 2000 hrs. Spouses and Partners were all most welcome. The Chairman asked Members to confirm numbers and names of those attending. • Contact List. The Chairman asked that those with missing information on the contact list kindly inform the Secretary. | All All |
| 11. | <ul style="list-style-type: none"> • Next Meeting: • 30 Oct 10 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs AGM in Church Sign Constitution Committee Photograph | To note |

Signed on Computer

WILLIAM ENGLISH

Chairman

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Enclosures:

1. Contact List.

Distribution:

Action:

Central Group

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| Vice Chairman | Martina Taylor |
| Treasurer | Craig Lighthouse |
| Church Warden | Eddie Scarlin |
| Secretary | Frances English |

Comms and PR Group

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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

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|------------------------------|-----------------|
| Projects Fund Raising Tm Ldr | Simon Hawkins |
| Projects Fund Raising Asst | Caroline Harvey |
| Membership Member | Steve Wallis |
| Membership Asst | Chris Clark |