

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

30 Oct 10

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, INAUGRAL ANNUAL GENERAL MEETING 30 OCT 10**

1. The inaugural Annual General Meeting (AGM) of the Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 30 Oct 10 at the Church of St John the Baptist, Wateringbury.

Present:

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| • President | Reverend Jim Brown |
| • Chairman | William English |
| • Vice Chairman | Martina Taylor |
| • Treasurer | Craig Lighthouse |
| • Churchwarden | Eddie Scarlin |
| • 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 |
| • Membership Asst | Chris Clark |
| • 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	To note
2.	<u>Declaration of Interest</u> Nil from all.	To note
3.	<u>Minutes of Last Meeting – 16 Oct 10</u> <ul style="list-style-type: none">• Minutes from 04 Sep 10 were passed by Committee.	To note
4.	<u>Matters Arising</u> <ul style="list-style-type: none">• <u>Constitution Update.</u> The Chairman had shown the President the Constitution on 24 Oct 10 and he had stated that he was content with the final draft.	

	<ul style="list-style-type: none"> • <u>Fiscal Concept Update.</u> The Treasurer and Projects and Fund Raising Tm Ldr had met on 27 Oct 10 and produced an outline financial plan for the period Oct 10 – Mar 12. This was distributed to the Committee before the AGM; the Chairman thanked them for their work. • <u>PR Update.</u> The Chairman had shown the draft flyer to the President who raised the possibility of ‘life membership’ being incorporated. 	To note
5.	<p><u>Constitution. (Main Item)</u></p> <ul style="list-style-type: none"> • The President and Committee were asked for the last time of asking if they were content with the Constitution; they all agreed they were, in particular the President, Vice Chairman from a legal perspective and the Treasurer from a fiscal perspective. The document was signed and handed to the Church Warden for safe-keeping in the Church safe. The Comms and PR Tm Ldr will be invited to sign as soon as she is able. • The Chairman thanked the Vice Chairman and Committee Members for all their hard work and declared the ‘Friends’ operational as at 30 Oct 10. 	To note
6.	<ul style="list-style-type: none"> • <u>Strategy.</u> The strategy remained an accepted draft awaiting the detail of the PCC appointed architects who will make recommendations for prioritisation of work to the PCC. 	Church Warden
7.	<p><u>Fiscal Concept.</u></p> <ul style="list-style-type: none"> • <u>Bank Account.</u> Now that the Constitution is agreed and signed, the Treasurer stated that he would find a suitable bank account and deposit the PCC starter fund. • <u>Auditor.</u> The President confirmed that he would be asking an Accountant colleague to consider being the ‘Friends’ auditor. • <u>Rates for 2011-12.</u> The Projects and Fund Raising Tm Ldr advised that the annual membership rate for 2011-12 should be £10 	

	<p>per household with options to donate more if households wish to do so. The President suggested a 'life membership' option be offered as well. The Committee agreed to this baseline figure and concept as it gave most flexibility to parishioners.</p>	To note
8.	<p><u>PR Update.</u></p> <ul style="list-style-type: none"> • <u>Flyer.</u> The PR Asst (Bill Kirkness) stated that now the Constitution was signed he would need to press on with flyer composition. He agreed to meet with the Projects and Fund Raising Tm Ldr and the Treasurer now that the membership rates had been agreed. • <u>Rostrum.</u> Out of Committee the Chairman asked the PR Asst (Bill Kirkness) to give consideration to publishing a Rostrum article announcing the formation of the 'Friends'. • <u>Web Site.</u> Out of Committee the PR Asst (Bill Kirkness) raised concerns over website production and maintenance with the Chairman. Both appreciated that this might be an area for further recruitment and subsequently the Chairman approached a computer programmer who will now think about the proposition of creating and maintaining a website with a start date of 01 Apr 11 (tbc) – the Chairman will consult again in Dec. In the meantime if anyone knows of someone prepared to perform such a commitment the Chairman would be grateful for this news (through the Secretary). 	<p>To note</p> <p>To note</p> <p>All</p>
9.	<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"> • 12 Nov 10 <ul style="list-style-type: none"> ○ Committee dinner at the Watringbury Hotel – 2000 hrs 	

	<ul style="list-style-type: none"> • 04 Dec 10 (Change of date from 27 Nov): <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 • 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. 	All
11.	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • 04 Dec 10 (Change of Date from 27 Nov): <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Confirm PR and Funding programme for 2011 	To note

Signed on Computer

WILLIAM ENGLISH
Chairman

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Distribution:

Action:

President Rev Jim Brown

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
Membership Asst	Chris Clark