

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

08 Jan 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, 08 JAN 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 08 Jan 11 at Manor Farm, Wateringbury.

Present:

- Chairman William English
- Treasurer Craig Lightheart
- Churchwarden Eddie Scarlin
- Comms and PR Tm Ldr Lucie Barber
- Comms and PR Asst Bill Kirkness
- Projects and Fund Raising Tm Ldr Simon Hawkins
- 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">• Vice Chairman Martina Taylor• Projects and Fund Raising Asst Caroline Harvey• Comms and PR Asst Nicky Strong	To note
2.	<u>Declaration of Interest</u> <ul style="list-style-type: none">• Nil from all.	To note
3.	<u>Minutes of Last Meeting – 04 Dec 10</u> <ul style="list-style-type: none">• The minutes of the AGM were passed	To note
4.	<u>Strategy Update.</u> <ul style="list-style-type: none">• The Chairman stated that the Committee focus and main effort was now set on planning and delivery of the launch with a particular focus on the development of a website.	To note

	<ul style="list-style-type: none"> The Church Warden stated that the church architectural survey was complete. Although no costs for future work was provided by the architectural report, the major projects were the re-shingling of the church spire and the repair of the south facing windows. The remaining works were maintenance in type – guttering etc. The Chairman and Committee agreed that the spire and window projects provided an excellent focus for fund-raising. The Church Warden agreed to pass this remark on to the PCC Building Committee particularly as he felt it likely that existing funding would be found to complete the maintenance projects. The Chairman said that he was particularly keen that the PCC allow the Friends to have a focus for fund-raising although they accepted that collected money would also be used for maintenance. Friends, he felt would donate more actively if they could identify major projects that they had contributed to. 	Church Warden
5.	<p><u>Financial Update</u></p> <ul style="list-style-type: none"> The Treasurer provided an update on the position of the bank account. He had started to fill in the necessary paperwork and nominated cheque signatories were agreed to be the Chairman, Secretary, Treasurer and Church Warden. The Secretary now has the lead on filling in the forms for the Chairman and Church Warden signatories and will hand them back to the Treasurer for processing with the Cooperative Bank in the week 10 Jan '11. Once a bank account is established the Treasurer will apply to the Tax office for 'Gift Aid'. The Chairman thanked the Treasurer for his hard work and reiterated to the Committee the Friends financial status – 'Unregistered small Charity' status until £5k had been achieved then the Friends would apply for registration as a 'Registered Charity'. Gift Aid would be achieved for both 'Unregistered and Registered Charitable' status on agreement by the Tax Office. The Treasurer aimed have both the bank 	

	account and the gift aid matters resolved by 26 Mar 11 (launch day).	Treasurer/Secretary
6.	<p><u>PR Update</u></p> <ul style="list-style-type: none"> • <u>Flyer</u>. The Comms and PR Tm Ldr provided the Committee with the first draft of the Friends flyer. The Chairman thanked the PR team for their excellent work and asked that the Graphic Designer (Greg Scott) be thanked for his hard work too. The Committee made initial comments and it was agreed that they would provide detailed comment to the Comms and PR Tm Ldr by 22 Jan 11. • The Comms and PR Tm Ldr agreed to provide a 2nd draft for comment for 05 Feb 11. • <u>Website</u>. In line with the meeting 04 Dec 10, the Comms and PR Tm Ldr provided the Committee with 3 options for website 'designer, builder and maintainer'. One option was dropped immediately as being over budget. The Committee discussed the remaining 2 options which require further contractual information before a decision can be taken on which provider to go with. Owing to time the Chairman asked the Comms and PR Tm Ldr to seek the information requested by Committee in the week 10 Jan. He then called for an Extra-ordinary meeting to be held at Manor Farm at 0900 hrs on Sat 15 Jan at which time the Committee would be asked to select a provider. • <u>Membership Cards</u>. The Comms and PR Tm Ldr is still awaiting the 1st membership card draft from the designer. Wording for the back of the card was approved in principle. The Comms and PR Tm Ldr agreed to provide the first draft of the cards for 05 Feb 11. 	<p>All</p> <p>Comms and PR Tm Ldr</p> <p>Comms and PR Tm Ldr/All</p> <p>Comms and PR Tm Ldr/Membership Member</p>

	<ul style="list-style-type: none"> • <u>Printing</u>. The Comms and PR Tm Ldr had been in contact with the Printer – Chris Andrew who stated that he needed 5 working days to complete the printing. The Chairman was extremely grateful for the support offered by Chris Andrew. • <u>Chairman's Letter</u>. Now that the 1st Draft of the Flyer had been produced the Chairman stated that he would produce his draft accompanying letter for 05 Feb 11. • <u>Rostrum Article</u>. The Chairman noted that there were now 2 Rostrum runs (Feb and Mar 11) to brief the village on the 'Friends' inauguration and plans for launch. He asked the Comms and PR Tm Ldr to submit articles to the Editor of Rostrum briefing on the background and launch plans. In addition to request villagers to join the flyer – house-to-house delivery on 26 Mar 11. Meet at the church at 0930 hrs – Coffee until 1000 hrs when the Membership Member would brief the deliverers. • <u>Official Support to the Launch</u>. The Chairman gained agreement that he would investigate getting the Mayor of TMBC and Bishop of Rochester to join their launch on 26 Mar. He also said that he would seek the support of the Kent Messenger to cover the event. 	<p>To note</p> <p>Chairman</p> <p>Comms and PR Tm Ldr</p> <p>Chairman</p>
7.	<p><u>Fund Raising Update</u></p> <ul style="list-style-type: none"> • The Fund Raising and Projects Tm Ldr briefed the Committee that following the tasking of 04 Dec 10 to seek in principle support from local businesses (businesses pay £20 to advertise on the 'Friends' website' and provide 'Friends' with 5% off all works completed), 42 businesses had agreed in principle to joining the scheme. The Chairman congratulated the Fund Raising and Projects Tm Ldr and the Committee Members for their achievement. He hoped that by the launch date 50 businesses would have signed up to join – this was a key concept driver in the fund raising. 	<p>To note</p>

	<ul style="list-style-type: none"> • The Fund Raising and Projects Tm Ldr asked that Members now work on providing him with business addresses so that he could prepared a letter of obligation for the business' to sign up to – by 05 Feb 11. • The Comms and PR Tm Ldr asked that Members also be prepared to request business 'logos' to add to the website with links to the business websites. 	<p>All</p> <p>All</p>
8.	<p><u>Membership and Launch Planning</u></p> <ul style="list-style-type: none"> • <u>Launch Planning.</u> The Membership Member briefed the Committee on his initial sub-committee launch planning. The village would be split up into 15 areas and (following Committee debate) flyers would be posted through letter boxes on the morning of 26 Mar 11 (1000-1200 hrs) following a meeting and briefing in the Church at 0930 hrs. • <u>Membership.</u> The Membership Member briefed the Committee on the retention of personal information and the developing process of a potential member becoming a member (link to membership cards produced by PR). • The Chairman thanked the Membership Member and his team for all their hard work. The Committee looked forward to his next update on 05 Feb 10. • The Church Warden kindly agreed to request coffee support from the PCC Entertainments Committee on 26 Mar 11. <p>Afternote: Following the meeting the Chairman spoke with the President to 'back-brief' him on developments. On request by the Chairman, the President agreed to contact the Bishop of Rochester's Outer Office to see if he would be available to join the 0930 hrs coffee in the Church on 26 Mar 11 for the Membership Members Briefing to Village 'Flyer Delivers'. If he agrees the Chairman will write formally to invite the Bishop.</p>	<p>To note</p> <p>To note</p> <p>Membership Member</p> <p>Church Warden</p> <p>To note</p>

9.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The Chairman asked the Comms and PR Tm Ldr to looking into 'Friends' fridge magnets. The Comms and PR Tm Ldr agreed. 	Comms and PR Tm Ldr
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"> • 15 Jan 11 <ul style="list-style-type: none"> ○ Mtg: 0900 hrs Mtg at Manor Farm Web Provider – Decision Day • 05 Feb 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm PR Update Launch Update • 05 Mar 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm PR Update Launch Update • 19 Mar 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Launch Brief led by Membership Member • 26 Mar 11 <ul style="list-style-type: none"> ○ Mtg: 0900 hrs Mtg at the Church Launch/distribution of flyers • 16 Apr 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Post launch assessment Initial discussions on Summer Event 	To note

	<ul style="list-style-type: none"> • 23 Apr 11 <ul style="list-style-type: none"> ○ Easter Project at the Church Chairman to speak Committee asked to be avail to join 	
10.	<p><u>Next Meeting (Extra-ordinary)</u></p> <ul style="list-style-type: none"> • 15 Jan 11 <ul style="list-style-type: none"> ○ Mtg: 0900 hrs Mtg at Manor Farm Web Provider – Decision Day 	All

Signed on Computer

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