



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

19 Mar 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,  
WATERINGBURY, MEETING 19 MAR 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 19 Mar 11 at Manor Farm, Wateringbury.

Present:

- |                     |                  |
|---------------------|------------------|
| • President         | Revd 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     |
| • Membership Tm Ldr | Steve Wallis     |
| • Membership Asst   | Emily McKay      |
| • Business Tm Ldr   | Chris Clark      |
| • Business Asst     | Chris Awcock     |
| • Secretary         | Frances English  |

In attendance: Web Designer – Nick Power

| Ser | Record                                                                                                              | Action  |
|-----|---------------------------------------------------------------------------------------------------------------------|---------|
| 1.  | <u>Apologies for Absence</u> <ul style="list-style-type: none"> <li>Comms and PR Tm Ldr<br/>Lucie Barber</li> </ul> | To note |

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| 2. | <u>Declaration of Interest</u><br><br>Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                   |
| 3. | <u>Minutes of the Last Meetings 05 Mar 11.</u><br><br><ul style="list-style-type: none"> <li>• 05 Mar 11. Approved.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |
| 4. | <u>Matters Arising</u><br><br><ul style="list-style-type: none"> <li>• Nil.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                   |
| 5. | <u>Constitution Update</u><br><br><ul style="list-style-type: none"> <li>• The Vice Chairman presented the amended pre-launch Constitution. The Chairman thanked the Vice Chairman for her exceptional hard work in bringing this document into being. He commended the revision as a document amended to meet the needs of the Friends 'small charity' and in time a 'registered charity'. It also had taken note of the lessons identified in the set up/pre launch phase of the project. The Chairman commended the revised Constitution. The President and Committee passed the document and signed it. It will now be held by the Church Warden in St John the Baptist Church safe.</li> <li>• The Vice-Chair will send to the PR Tm for scanning and up-loading to the website.</li> </ul> | All to Note<br><br>Vice-Chairman and Comms and PR |
| 6. | <u>Strategy Update</u><br><br><ul style="list-style-type: none"> <li>• The Chairman amended the strategy schematic and will pass it to the Comms and PR Tm for up-load on to the website on 26 Mar 11.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | All to Note                                       |
| 7. | <u>Financial Update and Business Plan</u><br><br><ul style="list-style-type: none"> <li>• <u>Business Plan</u>. The Treasurer has amended the Business Plan. The Plan is now fully matched against the Decisive Points of the Strategy. It will not be displayed on the website but be used as a working document by the Committee.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | All to Note                                       |

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|    | <ul style="list-style-type: none"> <li>• <u>Gift Aid</u>. The Treasurer updated the Committee on Gift Aid – he awaits news from the Tax Office. Assisted by Mr Terry Bird in his research and application, the Chairman thanked the work of Mr Bird in taking this matter forward.</li> <li>• The Chairman thanked the Treasurer for his extra-ordinary achievement in bringing the project to life with the establishment of a bank account and financial preparation in time for the launch.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>All to Note<br/>Treasurer</p> <p>All to Note</p> |
| 8. | <p><u>Comms and PR Update</u></p> <ul style="list-style-type: none"> <li>• The Comms and PR Tm supported by the Website Designer, Nick Power presented the current position in the run up to the launch: <ul style="list-style-type: none"> <li>○ <u>Flyer</u>. Version 14 now with the Printer.</li> <li>○ <u>Chairman's Letter (with flyer)</u>. Version 14 now with the Printer.</li> </ul> </li> <li>• <u>Printing</u>. The Chairman expressed enormous thanks for the generosity of Chris Andrew for providing printing. The print work will be delivered to the Secretary in the pre-launch week. <ul style="list-style-type: none"> <li>○ <u>Web Site</u>. Nick Power covered remaining areas of pre-launch need concerning the website. The website will still requires some photographs to give it additional vitality. All Members were asked to look for photographs that might be uploaded, with or without a short story. If they found any they should send them via the Secretary who would forward them.</li> <li>○ <u>On Line Payment</u>. The Committee debated on-line payment and it was decided that for the first year and possibly on there would be no use of on-line payment.</li> <li>○ <u>Disclaimer</u>. The Vice-Chairman that the website disclaimer was written and had been independently checked by a</li> </ul> </li> </ul> |                                                     |

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|           | <p>solicitor (the Secretary's sister in St Albans). The disclaimer would now be sent to the Comms and PR Tm for uploading by Nick Power by the Secretary.</p> <ul style="list-style-type: none"> <li>○ <u>Banner</u>. The Friends Launch Banner is now hanging at the village crosswords.</li> <li>● The Chairman thanked Church Warden Patricia Berry for making all the arrangements for the having the banner printed and displayed.</li> <li>● <u>Single Point of Contact/Information Flow within the Committee</u>. The Chairman stated that the Secretary would be the first and single point of contact for anyone or business wishing to make contact with the Committee. The Secretary would then forward the request/information to the relevant Committee Member who would then be responsible for taking it forward. In order to ensure an all informed net within the Committee, Committee Members responding to people or businesses should cc other supporting or interested Committee Members but always the Secretary who would brief the Chairman.</li> <li>● The web contact address had now been tested and the Secretary confirmed that FOWC.org.uk emails were now coming through to her account. She would pass these to the relevant Committee Member in the future. Paper letters she would pass on by hand.</li> <li>● The Chairman thanked the Comms and PR Team for their exceptional effort in bringing the project to life and ready for launch. He also thanked Nick Power for his patience and skill in bringing the website to life.</li> </ul> | <p>Comms and PR Tm<br/>All To Note</p> |
| <p>9.</p> | <p><u>Business Associations</u></p> <ul style="list-style-type: none"> <li>● <u>Businesses Letter of Invitation to Support the 'Friends'</u>. The Business Member and Asst briefed the Committee that the Business letter and form had been signed by the Chairman</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |

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|            | <p>and was well the way to being distributed to over 80 businesses.</p> <ul style="list-style-type: none"> <li>• The Chairman noted that all business responses would be channelled initially through the Secretary who would pass their details on to the Business Tm. The Business Tm would then deal one to one with the businesses and pass their cheques to the Treasurer. The Business Team would need to collate the Business information and send to Nick Power, cc Comms and PR Tm and Secretary to ensure and all informed net.</li> <li>• The Business Tm Ldr proposed creating a certificate to send businesses who joined the Friends.</li> <li>• The Chairman thanked the Business Team for their exceptional hard work in bringing this important fund raising element to fruition.</li> </ul>                                                                        | <p>Business Tm Ldr<br/>All To Note</p>                                  |
| <p>10.</p> | <p><u>Membership Update</u></p> <ul style="list-style-type: none"> <li>• The Membership Tm Ldr and Asst ran through the plan for the distribution of the flyer.</li> <li>• The Chairman thanked the Membership Team for their exceptional hard work to date. He noted that their work was really about to begin and wished them well during the launch and post launch period.</li> <li>• The Business Tm Asst Member kindly agreed to produce numbered membership cards in time for the launch that would be supplied to the Membership Tm Ldr. Business Tm Asst Member agreed to send the card draft to the Secretary asap who will pass it to the Committee for approval.</li> <li>• The Chairman noted that applications for Membership would initially come through to the Secretary. She would pass them on to the Membership Asst who conveniently lived close by.</li> </ul> | <p>Business Tm Asst<br/>Member</p> <p>Membership Tm<br/>All To Note</p> |

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| 11. | <p><u>Launch Warning Instruction</u></p> <ul style="list-style-type: none"> <li>The Chairman issued the launch instruction.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Chairman<br>All to Note.       |
| 12. | <p><u>AOB</u></p> <ul style="list-style-type: none"> <li><u>Friends Art Work</u>. The Chairman informed the Committee that the Art work was now complete and was superb. He showed the picture to the Committee and they were equally thrilled with it. The Chairman will be asking everyone who had assisted in bringing the project to life to sign the mounting board. He would then present it to the President for display – he asked that it be allowed to be shown somewhere in the church where visitors might see when visiting.</li> <li>The Chairman played special thanks to the artist – Elizabeth Harbour, resident of Wateringbury Parish.</li> </ul>                                                                                                                                                                           | Business Tm Ldr<br>All To Note |
| 13. | <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"> <li><b>26 Mar 11</b> <ul style="list-style-type: none"> <li><b>Mtg: 0930 hrs Mtg at the Church Launch/distribution of flyers</b></li> </ul> </li> <li>16 Apr 11 <ul style="list-style-type: none"> <li>Mtg: 1100 hrs Mtg at Manor Farm<br/>Post launch assessment<br/>Initial discussions on Summer Event</li> </ul> </li> <li>23 Apr 11 <b>(If Members able to attend – please do)</b> <ul style="list-style-type: none"> <li>Easter Project at the Church<br/>Chairman to speak<br/>Committee asked to be avail to join</li> </ul> </li> <li>14 May 11 <ul style="list-style-type: none"> <li>Mtg: 1100 hrs Mtg at Manor Farm</li> </ul> </li> </ul> |                                |

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|     | <p style="text-align: center;">Planning for Summer Event</p> <ul style="list-style-type: none"> <li>• 04 Jun 11 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event</li> </ul> </li> <li>• 02 Jul 11 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event</li> </ul> </li> <li>• 16 Jul 11 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event</li> </ul> </li> <li>• 03 Sep 11 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event</li> </ul> </li> <li>• <b>10 Sep 11</b> <p style="text-align: center;"><b>1200 – 1600 hrs Summer Event</b></p> </li> <li>• 15 Oct 11 <ul style="list-style-type: none"> <li>○ Mtg: 1100 hrs Mtg at Manor Farm Lessons from Summer Event</li> </ul> </li> <li>• 12 Nov 11 <p style="text-align: center;">Mtg: 1100 hrs Mtg at Church – AGM<br/>????????(not yet discussed but required).</p> </li> <li>• 09 Dec 11 (Fri) <p style="text-align: center;">2000 for 2030 hrs for Party,<br/>Wateringbury Hotel</p> </li> </ul> |     |
| 14. | <p><u>Next Meeting</u></p> <ul style="list-style-type: none"> <li>• <b>26 Mar 11</b> <ul style="list-style-type: none"> <li>○ <b>Mtg: 0930 hrs Mtg at the Church Launch/distribution of flyers</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All |

*Signed on Computer*

WILLIAM ENGLISH

Chairman

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

Tel: 01622 812471

Email: [williamenglish62@hotmail.com](mailto:williamenglish62@hotmail.com)



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 |

**Membership and Businesses Group**

|                   |              |
|-------------------|--------------|
| Membership Tm Ldr | Steve Wallis |
| Membership Asst   | Emily McKay  |

|                 |              |
|-----------------|--------------|
| Business Tm Ldr | Chris Clark  |
| Business Asst   | Chris Awcock |