



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

05 Feb 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, MEETING 05 FEB 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 05 Feb 11 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Vice Chairman | Martina Taylor |
| • Treasurer | Craig Lighthead |
| • Churchwarden | Eddie Scarlin |
| • Comms and PR Tm Ldr | Lucie Barber |
| • 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 |
| • Website Designer | Nick Power (NON MEMBER) |

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none"> Nil; all present. 	To note
2.	<u>Committee Turn-over, Change of Appointments and Introduction of New Members</u> <u>Committee Turn-over.</u> It is to be noted that the in the intervening period since 15 Jan 11 meeting:	

	<ul style="list-style-type: none"> • Projects and Fund Raising Tm Ldr Simon Hawkins • Projects and Fund Raising Asst Caroline Harvey <p>have sadly stood down from the 'Friends' Committee due to work commitments. Simon Hawkins has kindly offered to be on hand with fund raising advice and Caroline Harvey has kindly agreed to remain off-Committee but available to assist in the running of the 'Friends' annual signature event later in the year. The Chairman has thanked both Simon and Caroline for all their support given in bringing the project so far and asks that the Secretary continue to copy Caroline Harvey in on the all future minutes.</p> <ul style="list-style-type: none"> • <u>Change of Appointment.</u> With the departure of Simon Hawkins and Caroline Harvey the Chairman is pleased to announce that Chris Clark has accepted the new position of Business Tm Ldr. • <u>New Members.</u> The Chairman was pleased to welcome new Members: <ul style="list-style-type: none"> • Membership Asst Emily McKay • Business Asst Chris Awcock <p>The Chairman welcomed the 'Friends' Website Designer, Nick Power, who joined the meeting to meet with the Committee and to introduce his work.</p>	To note
3.	<u>Declaration of Interest</u> <ul style="list-style-type: none"> • Nil from all. 	To note
4.	<u>Minutes of Last Meeting – 08 Jan and 15 Jan 11</u> <ul style="list-style-type: none"> • The minutes of the meeting 08 and 15 Jan 11 were both approved and signed off by the Chairman. 	To note
5.	<u>Matters Arising</u>	

	<ul style="list-style-type: none"> • Nil. 	To Note
6.	<p><u>Financial Update</u></p> <p>The Treasurer informed the Committee that he was still awaiting news from the Cooperative Bank that the 'Friends' Bank Account had been established. He stated that he would inform the Committee once done.</p>	Treasurer
7.	<p><u>Strategy Update</u></p> <ul style="list-style-type: none"> • The Chairman put his proposed, revised strategy on the table and asked the Committee to give it consideration in preparation for comment on 05 Mar 11. • The Chairman asked that Committee Members particularly note that he wished the signature event in Sep 11 to remain on message with the concept. • The Vice-Chairman and Treasurer raised concern over the usage of wording such as 'Advertising Fee' for joining businesses and 'Trade Fair'. Both agreed to check on whether these terms were acceptable to the Charities Commission. 	<p>All</p> <p>To note</p> <p>Vice Chairman and Treasurer</p>
8.	<p><u>Website Design</u></p> <ul style="list-style-type: none"> • The Comms and PR Tm Ldr introduced to the first draft of the website and took a broad range of comments away for further work. • The Chairman agreed with all Members that the work done to date was something everyone, in particular the PR Tm and Nick Power should be very proud of. Barring minor comments noted by the Comms and PR Tm Ldr, the Chairman asked that particular comments be noted from the discussions: <ul style="list-style-type: none"> ○ Desire for on line membership sign-up for both households and businesses. Comment: this was considered possible to deliver in time for the 	

	<p>launch.</p> <ul style="list-style-type: none"> ○ The importance of ensuring that the 'Friends' website remains within its boundaries of operation with regards the village material it seeks to place on the site. Church linkages were the guiding line in this regard. ○ Linkages to other village based websites were considered vital – the PR Tm Ldr would need to ensure that their permission was sought. ○ Further consideration should be given to: <ul style="list-style-type: none"> ▪ Forum based chat areas. ▪ Advertising with not for profit items between 'Friends' eg a 'swap shop' type of system. ○ The need for a virtual 'back-room' administrative area for Committee Members to work in. <i>(In writing this last remark the Chairman notes to himself that such a comment would but only a few years ago, certainly a generation ago have been the stuff of science fiction!).</i> ○ Pay-pal/on line payment remained a development for consideration after the launch. <p><u>Flyer</u></p> <ul style="list-style-type: none"> • The Comms and PR Tm Ldr introduced the latest draft of the flyer. While nearing completion it still had drafting work remaining to make it less 'busy' and clearer in the area of membership sign up/options for amounts that might be paid beyond a one year standard fee. <p>• Final comments from the Committee are requested by Mon 07 Feb 11.</p>	<p>Comms and PR Tm Ldr</p> <p>All</p>
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	<ul style="list-style-type: none"> The Chairman asked that the Comms and PR Tm Ldr produce a timeline for 05 Mar 11 of pre-launch poster campaigning and other PR support leading up to the launch. 	Comms and PR Tm Ldr
9.	<p><u>Membership</u></p> <ul style="list-style-type: none"> The Membership Tm Ldr briefed his concept for flyer distribution on Launch Day. The Chairman supported his concept of splitting the village into areas with Committee Members as Group Leaders for each area by asking: <ul style="list-style-type: none"> All Members to supply the Membership Tm Ldr with as many names as possible by the 19 Mar 11 meeting in order that he might draw up his 'table plan' – names to areas. That the Business Tm Ldr engage with Waterringbury School to seek the support of the Head Teacher – Mrs Vinall in collecting names. The Chairman said that he would make contact with the History Society and that at least 40 people had signed up to assist in the church. He stated that ideally he wanted 100 villagers to attend. <p><u>Launch Day – Sat 26 Mar 11</u></p> <ul style="list-style-type: none"> The Chairman stated that he was happy to inform the Committee that the Bishop of Rochester, Rt Rev James Langstaff had, like the Mayor of TMBC accepted the Committee's invitation to attend the Launch in the Church from 0930 hrs. The Chairman informed the Committee that he had written to the Chairman of the Kent Messenger in order to seek their support and that he hoped for a positive response. The Chairman gave a very broad outline as to how he saw the launch going: 	<p>All</p> <p>Business Tm Ldr</p> <p>Chairman</p> <p>To Note</p>

<ul style="list-style-type: none"> • 0930 hrs Bishop and Mayor TMBC arrive outside the church. Met by Rev Jim Brown and William English (Chairman – Friends of Wateringbury Church). • 0935-0950 hrs Coffee, meet ‘Friends’ Committee; receive briefing in the vestry with photo opportunity - KM. • 0950-1000 hrs Tour of the Church – Church Warden. • 1000 hrs President, Bishop and Mayor speak briefly prior to launching website (request for bell ringers) • 1010 hrs Membership Team Ldr briefs Groups on Flyer Drops. • 1010 hrs Bishop James departs (option 1) • 1010 -1040 hrs If Bishop James is able to stay beyond 1010 hrs; with Mayor: meet Businesses and after Membership Tm Ldr brief meet residents before they conduct their flyer drop. • 1040-1100 hrs Bishop and Mayor visit areas of the village where flyer dropping is taking place. <p>1100 hrs Depart.</p> <ul style="list-style-type: none"> • The Business Asst informed that he was able to make ‘Friends’ Membership Cards which 	<p>To note</p>
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	<p>included a bar code, making them extremely difficult to replicate. The Chairman thanked the Business Asst and accepted his kind offer. The Comms and PR Tm Ldr and Membership Tm Ldr are asked to liaise over design.</p> <ul style="list-style-type: none"> The Chairman asked the Church Warden to see if it were possible to have the Church Bells rung at Launch time (1000 hrs) on 26 Mar 11. 	<p>Business Asst, Comms and PR Tm Ldr and Membership Tm Ldr</p> <p>Church Warden</p>
10.	<p><u>Business</u></p> <ul style="list-style-type: none"> The Business Tm Ldr stated that he now needed all the contact information for the businesses listed. The Chairman asked that these be send direct to the Business Tm Ldr by St Valentine's Day – 14 Feb 11. The Chairman asked the Business Tm Ldr to prepare an 'in-good faith' agreement offering 5% discount to any 'Friend' / £20 contribution to have their details advertised on the website. The Chairman stated that he would provide a letter to cover the document. 	<p>All</p> <p>Business Team Ldr</p>
5.	<p><u>AOB</u></p> <ul style="list-style-type: none"> Nil 	
6.	<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"> 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 • 26 Mar 11 <ul style="list-style-type: none"> ○ Mtg: 0930 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 • 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</u></p> <ul style="list-style-type: none"> • 05 Mar 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm PR Update Launch Update 	All

Signed on Computer

WILLIAM ENGLISH
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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

Membership and Businesses Group

Membership Tm Ldr	Steve Wallis
Membership Asst	Emily McKay

Business Tm Ldr	Chris Clark
Business Asst	Chris Awcock

Information:

Hon Curate	Rev Alan Searle
Churchwarden	Patricia Berry
Artist	Elizabeth Harbour
Vice Chairman PCC	Barry Fisher
Treasurer PCC	Ian Betts
Secretary PCC	Sheena Stewart – For distr to PCC Committee

Vice Chairman East Malling 'Friends'	Canon Derek Carpenter
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Annual Events Support	Caroline Harvey
Annual Events Support	Karon Bibby
Annual Events Support	Brenda Clarke

Manor Farm	Mr and Mrs Mark English
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