



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

12 Feb 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
EXTRA ORDINARY MEETING 12 FEB 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 10.30 AM, Sat 12 Feb 11 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Vice Chairman | Martina Taylor |
| • Churchwarden | Eddie Scarlin |
| • Comms and PR Asst | Nicky Strong |
| • Membership Asst | Emily McKay |
| • Business Tm Ldr | Chris Clark |
| • Business Asst | Chris Awcock |
| • Secretary | Frances English |

Ser	Record	Action
1.	<p><u>Apologies for Absence</u></p> <ul style="list-style-type: none"> • Treasurer Craig Lightheart • Comms and PR Tm Ldr Barber Lucie • Comms and PR Asst Bill Kirkness • Membership Tm Ldr Steve Wallis 	To note

2.	<u>Declaration of Interest</u> <ul style="list-style-type: none"> • Nil. 	
3.	<u>Funding for Graphic Design.</u> <ul style="list-style-type: none"> • On 10 Feb 11, the Comms and PR Team Ldr informed the Chairman that there was a requirement for additional graphic design support. Within the timeframe available before the launch only one option for further support could be found; at a cost of between £75 -100. This designer is the 'Friends' Web Designer and has agreed to fulfil the task working with the Comms and PR Team Ldr should the Committee agree to support this option. Following positive support from the Treasurer and written support received from the Comms and PR Asst – Bill Kirkness, a brief discussion by Members was held and a unanimous vote in favour of the spend was confirmed. (After note – the Comms and PR Team Ldr and Membership Team Ldr sent their written support for Nick Power by email – although this did not reach the meeting owing to the internet being down). • Nick Power is to be engaged to complete the graphic design work (up to £100) on the flyer and other supporting print work under the direction of the Comms and PR Tm Ldr, with immediate effect. 	Comms and PR Tm Ldr

5.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Supporting Businesses.</u> Following the meeting of 05 Feb the Treasurer asked the Chairman to give renewed consideration to the weight attributed to fund raising from businesses. The Charities Commission had confirmed that the existing concept of receiving support from businesses in the form of a contribution to the 'Friends' and offering the 'Friends' potential discount was within the regulations of the day. • Noting the Treasurer's comments, the Chairman had discussed this point with the Vice-Chairman and suggested to the Members attending that the businesses be seen not as the main source of income but in a supporting role. That we should invite businesses to support the 'Friends' by making a 'contribution' (suggested as being £20) which in turn would see their details on the 'Friends' website under the title of supporting businesses. That the 'Friends' would also suggest that these businesses should consider offering a discount to 'Friends' who took the opportunity to engage them. Here again the 'Friends' Committee might suggest that they consider a discount of 5% but that this would be up to businesses to decide at the time. • <u>Disclaimer.</u> On the request of the Chairman, the Vice-Chairman had written a disclaimer for the website which had found favour with the Chairman, Church Warden and Secretary at the time of the meeting. The Chairman thanked the Vice-Chairman and asked that the Secretary now send a copy to Members to comment on. • <u>Writing to Businesses.</u> In light of the above decisions on the supporting role of businesses, the Chairman asked the Businesses Tm Ldr to wait until after the meeting 05 Mar 11 before sending letters to them in order that the Committee might agree the wording of any communication despatched. The Business Tm Ldr under-took to produce a draft request for support 'form' that would be sent to the Chairman, Vice-Chairman and Treasurer for initial comment. Once done and returned with 	<p>Business Tm Ldr</p> <p>Secretary – All</p>
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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

Chairman

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

Annual Events Support
Annual Events Support

Karon Bibby
Brenda Clarke

Manor Farm

Mr and Mrs Mark English