



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

04 Jun 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
MEETING 04 JUN 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 04 Jun 11 at Manor Farm, Wateringbury.

Present:

- Chairman William English
- Vice Chairman Martina Taylor
- Treasurer Craig Lighthouse
- Churchwarden Eddie Scarlin
- Comms and PR Asst Bill Kirkness
- Membership Asst Emily McKay
- Business Tm Ldr Chris Clark
- Secretary Frances English

In attendance at the beginning – FOWC President Rev Jim Brown

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1.	<p><u>Apologies for Absence</u></p> <ul style="list-style-type: none"> • Comms and PR Tm Ldr Lucie Barber • Comms and PR Asst Nicky Strong • Business Asst Chris Awcock • Membership Tm Ldr Steve Wallis 	To note

2.	<u>Declaration of Interest</u> Nil.	
3.	<u>Minutes of the Last Meetings 14 May 11.</u> • 14 May 11 Minutes - Approved.	

4.	<p><u>Matters Arising</u> (taken forward/updated from 14 May meeting)</p> <ul style="list-style-type: none"> The Chairman reviewed the position on the following items with the Committee: The problem of distortion of the website on older computers/browsers was brought up. Nick Power and PR Team to investigate. The Chairman's computer still has a distortion in the funding thermometer. Maintain Flyers in Church, School and Surgery. Church – ok; School and Surgery require more. Banner to displayed outside Church if permitted by PCC. Church Warden will put banner up periodically. Flyers to be created with a 'red – have you joined FOWC' for display on request to businesses in the vicinity of the x-rds. Flyers complete and issued to Business Tm Ldr for further action. A3 banner to be designed and printed to appear in different parts of the village. Comms and PR Tm Ldr – in progress. Businesses to be requested to display FOWC flyer in window. Business Tm Ldr – in progress. FOWC to Face Book and Twitter. Comms and PR Tm Ldr advised Face Book be the first phase – matter in progress. Consider advising on 2 monthly transmissions to Friends advising them on new supporting businesses. Comms and PR Asst (Bill Kirkness) advised that emails from Membership and Business are sent to him for creating an 'Outlook Address' list. These would be passed to the Secretary for use in sending Members and Supporting Businesses mailings re Hog Roast and any other events. 	<p>Comms and PR Tm Ldr</p> <p>Secretary</p> <p>Church Warden and Comms and PR Tm Ldr</p> <p>Business Tm Ldr</p> <p>Comms and PR Tm Ldr</p> <p>Business Tm Ldr</p> <p>Comms and PR Tm Ldr</p> <p>Comms and PR Tm Ldr</p>
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5.	<p><u>Financial Update and Business Plan</u></p> <p>The Treasurer provided the following statement:</p> <ul style="list-style-type: none"> • <u>Financial Statement</u>. As at date: Balance = £2,363.16 although FOWC has taken at total of £3222.05. • <u>Standing Orders</u>. Three standing orders still to be received. • <u>Gift Aid</u>. Treasurer chasing Tax Office. The first Gift Aid declarations should be coming in in the next couple of weeks. • <u>Business Plan</u>. We have exceeded our financial target in the way of family membership, mainly because of 3 X lifetime donations. • <u>Audit</u>. An independent audit must be completed before the Annual General Meeting in Nov 11. The Secretary is asked to contact the President who it is thought to know of a potential auditor. The audit should be conducted in Oct 11. 	<p>To Note</p> <p>Secretary</p>
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6.	<p><u>Comms and PR Update</u></p> <ul style="list-style-type: none"> • <u>Thermometer</u>. PCC would not wish to see thermometer permanently outside church. The Church Warden was asked by the Chairman to seek permission for a thermometer to be erected periodically. The Comms and PR Tm Ldr is looking into creation of a thermometer. • <u>Article in Rostrum</u>. Comms and PR Team Asst (Bill Kirkness) said that he would draft an article for inclusion in July/Aug edition. <p>The Chairman asked the Secretary to look in to having 'Hog Roast' flyers put into the Sep 11 Rostrum.</p> <ul style="list-style-type: none"> • <u>Parent Mail</u>. The Chairman asked the Business Tm Ldr to see if FOWC could be included in the Watringbury Primary School Parent Mail when publishing FOWC events. As a Governor at the school he agreed to take the proposal forward. 	<p>Church Warden and Comms and PR Tm Ldr</p> <p>Comms and PR Tm Asst (Bill Kirkness)</p> <p>Secretary</p> <p>Business Tm Ldr</p>
7.	<p><u>Businesses Update</u></p> <ul style="list-style-type: none"> • <u>Posters with strips</u>. The Business Tm Ldr reported that 27 Businesses were now supporting FOWC. 	<p>To Note</p>
8.	<p><u>Membership Update</u></p> <ul style="list-style-type: none"> • The Membership Tm Asst (Emily McKay) reported that 89 Household Memberships had been received to date (3 x life memberships). 	<p>To Note</p>

9.	<p><u>Summer Event – Hog Roast</u></p> <ul style="list-style-type: none"> The Business Tm Ldr reviewed the tasking/ responsibility list. The events will be costed at an 'out-of-committee' meeting attended by Vice Chairman, Treasurer and Business Tm Ldr at the Treasurer's house on Tue 14 Jun. Committee Members not named here are invited to the meeting if they so wished. However, it should be noted that in principle the Committee approved a spend on Morris Dancers up to £200. Once the costed programme is complete it will be distributed through the Secretary. <p>After Note.</p> <ul style="list-style-type: none"> <u>Strawberries</u>. The Chairman has contacted Jon Regan of Huge Lowe Farms and he has very kindly agreed to support FOWC Hog Roast with Strawberries. The Business Tm Ldr is requested to contact HL Farms through the Secretary. 	<p>All</p> <p>Business Tm Ldr</p>
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12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> The Chairman informed the Committee that he would be deploying overseas to work but would be back and forth. In his absence he delegated his responsibility to the Vice Chairman. <u>Festival of Patronal</u>. The Church Warden invited the Committee to consider taking part in providing a flower arrangement for the Festival of Patronal (celebrating the birth of St John the Baptist) on 25/26 Jun. The Committee agree and the Chairman said that he would ask Mrs English to make up an arrangement. After Note: Mr English has agreed. <u>Village Fete Table</u>. The Vice Chairman, Business Team Ldr and Membership Asst kindly agreed to man the FOWC table at the Village Fete on 18 Sep 11. The Chairman asked the Secretary to seek out the FOWC Banner. <u>Otter</u>. The Committee gave permission to the Secretary to purchase an otter as the FOWC mascot for £16.99. 	<p>All to Note</p> <p>Chairman</p> <p>Vice Chairman, Business Team Ldr, Membership Asst and Secretary</p> <p>Secretary</p>
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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"> • 18 Jun 11 <ul style="list-style-type: none"> ○ Village Fete: Possible FOWC table. • 25 Jun 11 (Pse note this change of date from 02 Jul) <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event • 16 Jul 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event • 03 Sep 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event • 10 Sep 11 <p style="text-align: center;">1200 – 1600 hrs Summer Event</p> • 15 Oct 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Lessons from Summer Event • 12 Nov 11 <p style="text-align: center;">Mtg: 1100 hrs Mtg at Church – AGM ????????(not yet discussed but required).</p> • 09 Dec 11 (Fri) <p style="text-align: center;">2000 for 2030 hrs for Party, Wateringbury Hotel</p> 	
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Hon Curate
Churchwarden
Artist
Vice Chairman PCC
Treasurer PCC
Secretary PCC

Vice Chairman East Malling
'Friends'
Resident/Business Man
– 3rd Party Advice

Annual Events Support
Annual Events Support
Annual Events Support

Manor Farm

Rev Alan Searle
Patricia Berry
Elizabeth Harbour
Barry Fisher
Ian Betts
Sheena Stewart – For distr to PCC
Committee
Canon Derek Carpenter

Terry Bird

Caroline Harvey
Karon Bibby
Brenda Clarke

Mr and Mrs Mark English