



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

05 Mar 11

See Distribution

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

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

Present:

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| • 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 Asst | Emily McKay |
| • Business Tm Ldr | Chris Clark |
| • Business Asst | Chris Awcock |
| • Secretary | Frances English |

In attendance: Web Designer – Nick Power

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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 • Membership Tm Ldr Steve Wallis 	To note

2.	<u>Declaration of Interest</u> Nil.	
3.	<u>Minutes of the Last Meetings 05 and 12 Feb 11.</u> <ul style="list-style-type: none"> • <u>05 Feb 11.</u> Approved. • <u>12 Feb 11.</u> Approved. 	
4.	<u>Matters Arising</u> <ul style="list-style-type: none"> • Nil. 	

5.	<p><u>Charity Commission Update</u></p> <ul style="list-style-type: none"> • The Chairman relayed the following points from the Charity Commission which are linked to an email chain dated Sat 19/02/2011 18:06 and sent out by the Secretary: <ul style="list-style-type: none"> ○ <u>Adjustment to the 'Friends' Aim.</u> In order that the 'Friends' might in the future register as a charity should the requisite funding level (£5k per annum), there has been a need to amend their aim in line with Charity Commission guidance – broader based criteria. The aim has been adjusted and now meets with Charity Commission guidance. <li style="color: red;">To raise funds to assist with the maintenance of, improvements to, and preservation of the Church building and churchyard of the Church of St John the Baptist, Wateringbury; and by doing so, support and enable the Church (of England) with the advancement and development of its work within the community of the parish of The Church of St John the Baptist, Wateringbury. ○ <u>Relationship with the Parochial Church Council (PCC).</u> The 'Friends' await formal confirmation from the PCC on 22 Mar 11 (following their next meeting). However, initial soundings are that the 'Friends' is independent; will raise funds in support of their aim and on request from the PCC and with 'Friends' Committee agreement. The 'Friends' will have access to the PCC architectural 5 yearly report and the PCC accounts on request to confirm the money given to the PCC has been appropriately spent. The 'Friends' PCC Liaison Member will attend to any such request. ○ <u>Business Discounts.</u> While business discounts are allowed they should be a private transaction between the business and the customer. The Committee felt that, for the time-being, 	All To Note
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6.	<p><u>Constitution Update</u></p> <ul style="list-style-type: none"> • The Vice Chairman made the following amendments to the Constitution which will now be resigned on the 19 Mar 11: <ul style="list-style-type: none"> ○ Aim. ○ Definition of a small charity. ○ Timing of Extra-ordinary meetings: <ul style="list-style-type: none"> • 14 days for a general meeting. • 48 hrs for a committee meeting. 	Vice Chairman All To Note
7.	<p><u>Strategy Update</u></p> <ul style="list-style-type: none"> • Updates to the strategy following Charity Commission guidance were approved. It will be dated 19 Mar 11. 	Chairman All To Note
8.	<p><u>Financial Update and Business Plan</u></p> <ul style="list-style-type: none"> • <u>Gift Aid</u>. In a pre-meeting the Treasurer asked banking signatories (Treasurer, Chairman, Secretary and Church Warden) to sign financial documents in support of 'gift aid'/tax. • <u>Business Plan</u>. The Treasurer covered the business plan and the Committee agreed to final changes for the plan for the period Feb 10 – 31 Mar 2012. The plan supports the strategy and will be dated 19 Mar 11. 	Treasurer All To Note

9.	<p><u>Comms and PR Update</u></p> <ul style="list-style-type: none"> • The Comms and PR Team Assts supported by the Website Designer, Nick Power presented the current position in the run up to the launch: <ul style="list-style-type: none"> ○ <u>Flyer</u>. Version 8 received comment in committee. Comms and PR Team Asst, Bill Kirkness requested final comments be with him by Tue 08 Mar 11. ○ <u>Chairman's Letter (with flyer)</u>. Approved and now with Comms and PR Team. ○ <u>Web Site</u>. Nick Power will forward his design for comment in 'link' form to the Secretary. Final revision will be on 19 Mar 11 meeting. ○ <u>Printing</u>. The Chairman expressed enormous thanks for the generosity of Chris Andrew for providing printing. 	<p>Comms and PR Tm All To Note</p>
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10.	<p><u>Business Associations</u></p> <ul style="list-style-type: none"> • <u>Businesses Letter of Invitation to Support the 'Friends'</u>. The Business Member and Asst briefed on their concept for seeking support from businesses – a letter and form signed by the Chairman noting that supporting businesses would be invited to support for £20 with their details displayed on the website. The Business Team would contact the Web Designer with new names and details direct, cc the PR Team and Secretary. The PR Team were to remain the Web Designers primary point of contact. • <u>Business Discounts</u>. Businesses would be encouraged to offer discounts but if given they would be on a private basis with clients and discounts would not be advertised on the website. • <u>Timeline</u>. The Chairman stated that the Business Team would have his draft letter to businesses this day (05 Mar 11) and the Business Tm Ldr said he would pass the business letter to the Secretary for Committee comment on 06 Mar 11. Comments from Committee Members would need to be back with the Business Team by Wed 09 Mar 11. • The Business Team Leader requested names and addresses of businesses as soon as possible. 	Business Tm Ldr All To Note
11.	<p><u>Membership Update</u></p> <ul style="list-style-type: none"> • The Membership Asst ran through the Membership Tm plan for the launch allocating flyer drop leaders to areas. The Chairman thanked her and the Membership Tm Ldr for their hard work and wished the Membership Tm Ldr a speedy recovery. • The Membership Asst asked that names of residents attending be with her on 19 Mar 11. 	Membership Tm All To Note

12.	<p><u>Launch Warning Instruction</u></p> <ul style="list-style-type: none"> The Chairman said that he would be producing a launch programme for 19 Mar. In outline the programme was as follows: <p>1. 0930 – 1000 hrs People arrive for coffee. Mayor and Bishop briefing in the vestry. Short tour of the church. Meet with the residents.</p> <p>2. 1000 – 1030 hrs Launch – Short speech – Chairman, Pres, Mayor, Bishop. Website goes live, bells toll. Followed by briefing to residents by Membership Team. Mayor and Bishop meet with residents and businesses (Bishop may leave at 1015 hrs)</p> <p>3. 1030 – 1100 hrs Mayor (and Bishop if still with us) walk through Allington Gardens, Glebe Meadow and Phoenix drive with flyer drop either side.</p> <ul style="list-style-type: none"> <u>Ushers</u>. At the request of the Chairman, the Church Warden will seek ushers for the launch. <u>Sign Up on the Day</u>. The opportunity to have a stall enabling people to become members on the day at the Church was discussed briefly. TMBC has been approached and it has sent a licensing form. The secretary will fill this in and forward to TMBC. This licence will be free of charge. 	<p>Chairman</p> <p>Secretary</p>
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13.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Summer Event – 10 Sep 11.</u> It was decided to go ahead with the summer event - a 4 hr lunch time 'Hog Roast' with good old fashioned country theme: dancing around the May Pole, Morris Dancing, Guess the weight of the sheep, Toss the bale etc. The Committee lead will lie with the Business Tm. The Business Tm Ldr agreed to bring an initial concept brief to Committee on 16 Apr 11. 	<p>Business Tm Ldr All To Note</p>
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14.	<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"> • 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 (If Members able to attend – please do) <ul style="list-style-type: none"> ○ Easter Project at the Church Chairman to speak Committee asked to be avail to join • 14 May 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event • 04 Jun 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event • 02 Jul 11 <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 	
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15.	<u>Next Meeting</u> <ul style="list-style-type: none"> • 19 Mar 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Launch Brief 	All
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Signed on Computer

WILLIAM ENGLISH

Chairman

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Distribution:

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Treasurer

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Secretary

Eddie Scarlin
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Comms and PR Group

Comms and PR Tm Ldr
Comms and PR Asst
Comms and PR Asst

Lucie Barber
Nicky Strong
Bill Kirkness

Membership and Businesses Group

Membership Tm Ldr
Membership Asst

Steve Wallis
Emily McKay

Business Tm Ldr
Business Asst

Chris Clark
Chris Awcock

Information:

Hon Curate
Churchwarden
Artist
Vice Chairman PCC
Treasurer PCC
Secretary PCC

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

Vice Chairman East Malling
'Friends'

Canon Derek Carpenter

Annual Events Support
Annual Events Support
Annual Events Support

Caroline Harvey
Karon Bibby
Brenda Clarke

Manor Farm

Mr and Mrs Mark English