



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

16 Apr 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
MEETING 16 APR 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 16 Apr 11 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Comms and PR Tm Ldr | Lucie Barber |
| • Comms and PR Asst | Bill Kirkness |
| • 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.	<u>Apologies for Absence</u> <ul style="list-style-type: none"> • Vice Chairman Martina Taylor • Treasurer Craig Lighthouse • Churchwarden Eddie Scarlin • Comms and PR Asst Nicky Strong • Membership Tm Ldr Steve Wallis 	To note
2.	<u>Declaration of Interest</u> Nil.	
3.	<u>Minutes of the Last Meetings 19 Mar 11.</u> <ul style="list-style-type: none"> • 19 Mar 11. Approved. 	
4.	<u>Matters Arising</u> <ul style="list-style-type: none"> • Nil. 	
5.	<u>Strategy Update</u> <ul style="list-style-type: none"> • The Chairman stated that the strategy schematic remained appropriately colour annotated at the moment. 	To Note

6.	<p><u>Financial Update and Business Plan</u></p> <p>The Chairman reported the Treasurer's comments in his absence to the Committee:</p> <ul style="list-style-type: none"> • <u>Financial Statement</u>. As at date (NB this statement was prepared before the meeting and does not take account of additional memberships that have come between the report and the meeting) <p>Income = £2,587.00 Expenditure = £858.89 Balance = £1,728.11</p> <p>Responses = 19 businesses and 57 residents</p> <ul style="list-style-type: none"> • <u>Gift Aid</u>. Gift aid has not been added to the figures. <p><u>Business Plan</u>. Against our business plan because we have had 2 life memberships, we are now only £555 away from our target. This means 55 houses or 27 businesses. In reality it would be a combination of both! If we look at numbers of houses, against DP5, we said 70 houses so only 13 to go and we have met DP5!</p>	To Note
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7.	<p><u>Comms and PR Update</u></p> <ul style="list-style-type: none"> • The Committee discussed optimising PR effect in the months leading up to the Sep 11 'Hog Roast' and to the end of 2011/12 FY. • The Chairman asked the Committee to focus on: <ul style="list-style-type: none"> ○ Maintaining comms with existing Membership and Supporting Businesses. ○ Seeking ways to encourage new Membership and Business Support. <p>The problem of distortion of the website on older computers/browsers was brought up. Nick Power and PR Team to investigate.</p> <ul style="list-style-type: none"> • Tasking, Timelines and responsibilities emerged as follows: <p>Before end of Apr 11:</p> <ul style="list-style-type: none"> • Maintain Flyers in Church, School and Surgery. • Banner to displayed outside Church if permitted by PCC. • Flyers to be created with a 'red – have you joined FOWC' for display on request to businesses in the vicinity of the x-rds. • A3 banner to be designed and printed to appear in different parts of the village. • Businesses to be requested to display FOWC flyer in window <p>By 14 May 11 Comms and PR Tm to:</p> <ul style="list-style-type: none"> • have debated options for linking FOWC to Face Book and Twitter. 	<p>Comms and PR Tm</p> <p>Secretary</p> <p>Church Warden</p> <p>Comms and PR Tm in concert with Business Tm</p> <p>Comms and PR Tm in concert with Secretary</p> <p>Business Tm</p> <p>Comms and PR Tm</p>
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8.	<u>Businesses Update</u> <ul style="list-style-type: none"> The Business Tm Ldr informed the Committee that to date 24 businesses had offered support to FOWC. The Business Tm would now re-engage with those who had shown interest (80) before the launch. The Business Tm Ldr had produced certificates for signing and distribution to Supporting Businesses. The Chairman thanked the Business Tm for their hard work in making such a professional job of this. 	Business Tm Ldr
9.	<u>Membership Update</u> <ul style="list-style-type: none"> The Membership Tm Asst (Emily McKay) informed of over 60 Household Memberships received to date. The Business Tm Asst (Chris Awcock) in consultation with the Committee had produced the FOWC Membership Cards (x200). These were handed over to the Membership Tm Asst who undertook to distribute them. The Chairman thanked the Business Tm Asst for his hard work on this – they are very professional 	Membership Tm All To Note
10.	<u>Launch Lessons Identified</u> <ul style="list-style-type: none"> The Chairman asked Members to hand in 'Lessons Identified' for the period leading up to the launch to the Secretary by the end of Apr 11. 	To Note
11.	<u>Summer Event</u> <ul style="list-style-type: none"> The Committee engaged in brief discussion on the Summer Event. The Chairman informed the Committee that the Business (and Events) Tm Ldr had kindly agreed to be the lead for the 'Hog Roast' and later in the FY the Auction (see AOB). Please could Members email (through the Secretary), ideas for the Hog Roast by the <u>end of Apr.</u> 	All

12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> <p><u>Letter to Artist – Elizabeth Harbour.</u> The Chairman informed the Committee of the ‘Letter of Conditions for Use/Sale’ of the FOWC picture presented to the President on launch day. In effect, Elizabeth Harbour will retain copyright of the picture; the picture can be used to support fund-raising (Christmas Cards etc) but prior to such use Elizabeth Harbour will require prior knowledge of intent and agree to products related. Sale of the painting will not be allowed without Elizabeth’s express permission. The Committee was unanimous in their thanks to Elizabeth Harbour and agreed with the Chairman that he should write to Elizabeth Harbour agreeing to her terms. The Secretary was asked to retain the original letter from Elizabeth Harbour with a copy of the letter from the Chairman.</p> <p><u>Auction.</u> The concept of an ‘Auction of Promises’ was proposed by the Business Tm Asst. He sited Pluckley as a Parish that had success with this activity. The Committee was unanimous in agreeing that this would be a welcome March activity to raise awareness of the FOWC before requesting renewal of Membership and Business Support at the end of Mar 12. The Business Tm Ldr agreed to lead on this second event in the FY hopefully drawing in supporting business support too.</p> <p><u>Easter Project.</u> The Chairman has contacted the organiser of the Easter Project and agreed to a ‘slot’ time (1215 hrs) on 23 Apr when he can remind those present of the FOWC and seek additional membership.</p> <p><u>Launch.</u> The Chairman thanked the Committee one further time for all their hard work in delivering the project to launch. He said that the team was in excellent shape and that he asked Members to consider this project in the long term to ensure its success. He did not envisage the same level of effort being asked of Members as that given in the run up</p> 	<p>All to Note Action by Chairman and Secretary</p> <p>Business Tm All to Note</p> <p>Chairman</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"> • 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 • 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 	
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14.	<u>Next Meeting</u> <ul style="list-style-type: none">• 14 May 11<ul style="list-style-type: none">○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event	All
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Signed on Computer

WILLIAM ENGLISH

Chairman

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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

Resident/Business Man Terry Bird
– 3rd Party Advice

Annual Events Support Caroline Harvey
Annual Events Support Karon Bibby
Annual Events Support Brenda Clarke

Manor Farm Mr and Mrs Mark English