



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

25 Jun. 11

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
MEETING 25 JUN 11**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 AM, Sat 25 Jun 11 at Manor Farm, Wateringbury.

Present:

- | | |
|-----------------------|------------------|
| • Vice Chairman | Martina Taylor |
| • Treasurer | Craig Lighthouse |
| • Comms and PR Tm Ldr | Lucie Barber |
| • Comms and PR Asst | Bill Kirkness |
| • Comms and PR Asst | Nicky Strong |
| • Business Tm Ldr | Chris Clark |
| • Business T Asst | Chris Awcock |
| • Membership Tm Ldr | Steve Wallis |
| • Secretary | Frances English |

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none"> • Chairman William English • Church Warden Eddie Scarlin • Membership Asst Emily McKay 	To note

2.	<u>Declaration of Interest</u> Nil.	
3.	<u>Minutes of the Last Meetings 04 Jun 11.</u> • 04 Jun 11 Minutes - Approved.	

4.	<p><u>Matters Arising</u> (taken forward/updated from 04 Jun 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. Request Nick Power add a message to warn of potential distortion for users of computers with older browser. Maintain Flyers in Church, School and Surgery. School may require more. Banner to displayed outside Church if permitted by PCC. Banner is currently at Xroads but does not fit the frame outside church. Permission sought and gained from Treasurer to buy 2 x banners (£60) to place outside church and school. One will be generic and the other advertising Hog Roast. Extra sheets (at no extra cost) can be added, depending on event being advertised. 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. 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 	<p>Comms and PR Tm Ldr</p> <p>Comms and PR Ass (Nicky)</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>
----	---	--

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>Gift Aid.</u> Disappointingly, the Tax Office has declined FOWC's request for Gift Aid donations. After enquiries, it would appear that it is not satisfied with the dissolution clause in our Constitution. Vice Chairman will amend the Constitution accordingly, re-distribute to C'tee for perusal before next meeting, where subject to agreement, the Constitution will be signed by Members. Vice Chairman will re-submit to Charity Commission for checking, then Treasurer to return amended Constitution to Tax Office. • <u>Financial Statement.</u> As at date: Total income = £3594.13 Outgoings = £858.13 Balance = £2735.24 • <u>Standing Orders.</u> Two standing orders still to be received. • <u>Audit.</u> The President has indicated he is confident that an auditor can be found for Oct 11. To be chased up when President returns from leave. 	<p>Vice Chairman Treasurer</p> <p>To Note</p> <p>Secretary</p>
----	--	--

6.	<p><u>Comms and PR Update</u></p> <ul style="list-style-type: none"> • <u>Thermometer</u>. Creation of a thermometer to be pursued. It was agreed that the thermometer should be displayed at the Hog Roast. • So that the public can see where their money was going to be spent, it was considered that we now need to have some firm figures and details of projects. These could be placed on the website and appropriate literature. The Vice Chairman requests this information from the Church Warden – or as much information that is currently available. • <u>Article in Rostrum</u>. Comms and PR Team Asst (Bill Kirkness) has submitted an article for inclusion in July/Aug edition. <p>The Secretary is in talks with Rostrum and the Parish Council to seek permission for the Hog Roast flyers to be inserted into Rostrum’s Sep edition. Secretary to request it is discussed at the next Parish Council meeting on 05 Jul. It has also been suggested that FOWC puts an article in the September editions of the parish magazines of Teston and Nettlestead. The Secretary will obtain contacts for both magazines and pass on to the Comms and PR Tm.</p> <ul style="list-style-type: none"> • <u>Parent Mail</u>. Comms and PR Ass (Nicky) has had success with Parent Mail. This will hugely increase our advertising. Thanks to Nicky for securing this. Comms and PR Tm to continue to liaise. 	<p>Comms and PR Tm Ldr</p> <p>Church Warden</p> <p>To Note</p> <p>Secretary</p> <p>Comms and PR Team</p>
7.	<p><u>Businesses Update</u></p> <ul style="list-style-type: none"> • Businesses up-to-date on website. 	<p>To Note</p>

8.	<p><u>Membership Update</u></p> <ul style="list-style-type: none"> The Membership Tm Ldr reported that 92 Household Memberships had been received to date (inc. 4 x life memberships and 14 x members with standing orders or multiple years.) <u>Stall at the Summer School fete.</u> Although only one new member joined up, it was a good PR exercise as flyers for the Hog Roast were liberally distributed. This also helps to strengthen good community links with the wider village. Thanks to those C'tee members who manned the stall. 	<p>To Note</p> <p>To Note</p>
----	---	-------------------------------

9.	<p><u>Summer Event – Hog Roast</u></p> <ul style="list-style-type: none"> • In the week leading up to today’s meeting, a revised ‘Activity Plan’ was distributed to C’ttee Members following the pre-meeting with Vice Chairman, Treasurer, Business Tm Ldr and Membership Asst. • On the back of this Activity Plan, various amendments were discussed: • Mrs Worrall has very kindly offered to arrange the Maypole activity. • Potential addition of Bouncy Castle, candy floss, hoopla and Build and Name the Scarecrow. • Potential for North Pole pub to run Beer and Pimms tent. • Potentially, commercial businesses to be charged a pitch fee of £30 plus a request for a donation out of the profits they make, at their discretion. • Deletion of Morris Dancers due to cost. <p>Business Tm Ldr to redistribute list with amendments and revised costings.</p> <ul style="list-style-type: none"> • <u>Entrance/gate fee.</u> In order to encourage as many people as possible, the following fees were agreed: 50p per adult for Friends £1 per adult for Non-Friends All children are free (Due to this lower entrance fee, it may be necessary to raise the prices of activities once in the grounds.) • <u>Volunteers.</u> It was agreed that as many volunteers as possible help. Secretary to ask clergy if they would ask in the notices in church services. Also, a list at the back of the church would be helpful and mention in Benefice News. All C’ttee Members to request help by word of mouth. 	<p>To Note</p> <p>Business Tm Ldr</p> <p>To Note</p> <p>Secretary Church Warden</p> <p>All</p>
----	---	--

12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Festival of Patronal</u>. A vote of thanks to Elizabeth English who showed us the beautiful flower arrangement she has created on behalf of FOWC. Many of the flowers have come from Manor Farm garden. The arrangement is now placed in the Church for the Festival and will remain there for the duration. Sincere thanks for her kind donation. • <u>Pumpkin Seeds</u>. Great thanks to Chris A who took time out to attend the School Assembly and distribute the instructions for the Pumpkin Growing Competition. • <u>Otter</u>. The otter obtained by the Secretary was agreed on as suitable size and character! 	<p>All to Note</p> <p>To Note</p> <p>To Note</p>
-----	--	--

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"> • 16 Jul 11 <ul style="list-style-type: none"> ○ Mtg: 1000 hrs Mtg at Manor Farm Planning for Summer Event (please note change of time due to Kent Show) • 30 Jul 11 <ul style="list-style-type: none"> Mtg: 1000hrs at Manor Farm. Planning for Summer event. *This is an extra meeting* • 03 Sep 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Planning for Summer Event • 10 Sep 11 <ul style="list-style-type: none"> 1200 – 1600 hrs Summer Event • 15 Oct 11 <ul style="list-style-type: none"> ○ Mtg: 1100 hrs Mtg at Manor Farm Lessons from Summer Event • 12 Nov 11 <ul style="list-style-type: none"> Mtg: 1100 hrs Mtg at Church – AGM ????????(not yet discussed but required). • 09 Dec 11 (Fri) <ul style="list-style-type: none"> 2000 for 2030 hrs for Party, Wateringbury Hotel 	
-----	--	--

14.	<u>Next Meeting</u> <ul style="list-style-type: none"> • 16 Jul 11 <ul style="list-style-type: none"> ◦ Mtg: 1000 hrs Mtg at Manor Farm Planning for Summer Event (Please note change of time). 	All
-----	---	-----

Signed on Computer

MARTINA RODRIGUES-TAYLOR

Vice Chairman

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

Tel: 01622 812471 (Secretary)

Email: frances.english@hotmail.co.uk

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
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