



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

16 Jul 11

See Distribution

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

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1000 AM, Sat 16 Jul 11 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Vice Chairman | Martina Taylor |
| • Treasurer | Craig Lighthouse |
| • Church Warden | Eddie Scarlin |
| • 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 Tm Asst | Chris Awcock |
| • Membership Asst | Emily McKay |
| • Secretary | Frances English |

Ser	Record	Action
1.	<u>Apologies for Absence</u> <ul style="list-style-type: none"> • Membership Tm Ldr Steve Wallis 	To Note
2.	<u>Declaration of Interest</u> Nil.	

3.	<p><u>Minutes of the Last Meetings 04 Jun 11.</u></p> <ul style="list-style-type: none"> • 25 Jun 11 Minutes - Approved. 	
4.	<p><u>Matters Arising</u> (taken forward/updated from 25 Jun meeting)</p> <p>The Chairman reviewed the position on the following items with the Committee:</p> <ul style="list-style-type: none"> • The problem of distortion of the website on older computers/browsers was brought up. Request Nick Power adds a message to warn of potential distortion for users of computers with older browser. • Banners – work in progress (see Para 6) • A3 banner designed and to be printed to appear in different parts of the village (see Para 6). • FOWC to activate Facebook (see Para 6). • Thermometer in progress (see Para 6). • Consider advising on 2 monthly transmissions to Friends advising them on new supporting businesses (see Para 6). <p>Churchwarden reported on what work is necessary on the church, according to the last architectural report:</p> <ul style="list-style-type: none"> • Replacement of shingles to the spire - £33,900 + VAT. • Extra 10-15% contingency fund for further unforeseen problems whilst undertaking scheduled work. • Work on weather conductor and weather vane. <p>The total of this work could be @£50,000.</p>	<p>Comms and PR Tm Ldr</p> <p>Comms and PR Tm Ldr</p> <p>Comms and PR Tm Ldr</p> <p>To Note</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>Financial Statement</u>. As at date: Total income = £3759.13 Outgoings = £858.13 Balance = £2900.24 • <u>Gift Aid</u>. Although not discussed at this meeting, for information - Vice Chairman distributed, via email, amended Constitution to the C'tee who were satisfied that it read correctly. Hard copy of the Constitution to be brought to next meeting on 30 Jul to be signed. Treasurer continuing with Gift Aid application. • <u>Audit</u>. The President has indicated he is confident that an auditor can be found for Oct 11. To be chased up now President back from leave. 	<p>Vice Chairman Treasurer</p> <p>Secretary</p>
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6.	<p><u>Comms and PR Update</u></p> <ul style="list-style-type: none"> • <u>Roadside Posters (size A2).</u> 4 x large posters (double backed) advertising 'Harvest Fayre' to be printed by Chris Andrew. Our thanks go to Chris for his generous support. These will be placed outside Manor Farm (west), Comms Tm Ldr's house (south), and either the Garage or Hotel (east) and Red Hill (north). Secretary to approach householders in Red Hill and Garage/Hotel for permission. • <u>Banners advertising 'Harvest Country Fayre'.</u> In progress. • <u>Thermometer.</u> Difficulty in re-creating the thermometer on existing software as it will be too pixellated. It was decided that Nick Power should be asked for guidance. • <u>ParentMail.</u> There was some difficulty in putting the Harvest Country Fayre PDF out on ParentMail. Comms and PR Tm Asst (Nicky) to reconfirm ParentMail arrangements with the school. In the meantime, an advert will be put on the school newsletter and flyers (printed by the school) are to be put in school bags. • <u>Posters/flyers.</u> It was agreed that FOWC needs to advertise more widely in the Benefice. Therefore A4 posters should be distributed around Teston and East Malling, including post offices, shops and churches. An excellent suggestion by the Comms and PR Tm Ldr – a directory of local businesses to be placed on the other side of the flyers/posters. This may encourage other businesses to join up. To be linked with a letter to be put out by the Business Tm chasing those businesses which had pledged support initially but had not yet joined up. <ul style="list-style-type: none"> ○ Business Tm Asst (Chris A) has kindly agreed to print 1000 double-sided posters. • <u>Flyers in Rostrum.</u> The Parish Council has 	<p>Comms and PR Tm Ldr Secretary</p> <p>Comms and PR Tm Ldr</p> <p>Comms and PR Tm Ldr and Nick Power</p> <p>Comms and PR Tm Ass (Nicky)</p> <p>Business Tm Ldr</p> <p>Business Tm Asst (Chris A)</p>
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7.	<u>Businesses Update</u> <ul style="list-style-type: none"> • No new businesses. Thanks from the Business Tm to Comms and PR Tm leader for updating businesses on the website. • It was agreed that a letter and a list of current businesses should be sent to businesses who had expressed an interest but had not yet committed. 	Business Tm Ldr
8.	<u>Membership Update</u> <ul style="list-style-type: none"> • The Membership Tm Asst reported that 100 Household Memberships had been received to date. Although membership applications has slowed down, the C'tee is pleased that applications are still trickling in and 100 households is a very good number. 	To Note

9.	<p><u>Summer Event – Hog Roast</u></p> <p>Update since last meeting:</p> <ul style="list-style-type: none"> • Hog Roast – the C'tee has yet to procure a hog to roast and options are still being explored. Business Tm Ldr to chase up. It was decided to change the informal title of 'Hog Roast' to 'Harvest Country Fayre'. Hog Roast will still be advertised on all literature. • The North Pole pub has kindly agreed to supply Beer and Pimms. It will need a tent. To be asked if it will provide soft drinks. • Raffle prizes – due to the exceedingly generous raffle prizes donated so far, it would make sense to have printed raffle tickets to bring in more revenue. Chris Andrew to be asked if he could print these. • Wateringbury and Teston Play Group has expressed an interest in having a stall aimed at youngsters – maybe obstacle races. It was agreed that a donation should be requested from the organisation as it is a charity. Secretary will check with Comms and PR Tm Asst (Nicky) to see if she is happy for children's races to be held by the Play Group. • The WI cannot attend the event due to holiday commitments. If FOWC can procure an urn, it may be possible to have our own tea and cake stall. To ask school if we can borrow the urn. • Scarecrows – it was decided that children should bring in their already decorated scarecrows from home to be judged. • Bobbing Apples and strawberries stalls have volunteers. • Maypole - Mrs Worrall has been in contact with Secretary and has been organising practice with the children. • Tombola added to the list. • Cake judging – Joy Searle has yet to be asked. Elizabeth English and Jean Brown 	<p>Business Tm Ldr</p> <p>Vice Chairman</p> <p>Comms and Pr Tm Ldr</p> <p>Secretary</p> <p>Business Tm Ldr</p>
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12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> The Chairman thanked the Vice Chairman for taking the lead in his absence and doing such a splendid job. <u>Festival of Patronal</u>. Since the meeting, the Chairman has written to Elizabeth English to thank her for the lovely flower arrangement she made to represent FOWC at the Festival of Patronal in the Church. 	<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"> 30 Jul 11 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 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 Mtg: 1100 hrs Mtg at Church – AGM ????????(not yet discussed but required). 09 Dec 11 (Fri) 2000 for 2030 hrs for Party, Wateringbury Hotel 	

14.	<u>Next Meeting</u> <ul style="list-style-type: none"> • 30 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
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Signed on Computer

WILLIAM ENGLISH

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	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
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Resident/Business Man – 3 rd Party Advice	Terry Bird
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Annual Events Support	Caroline Harvey
Annual Events Support	Karon Bibby
Annual Events Support	Brenda Clarke

Manor Farm	Mr and Mrs Mark English
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