



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

30 Jan 12

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
MEETING 07 JAN 12**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1100 hrs 07 Jan 12 at Manor Farm, Wateringbury.

Present:

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| • Chairman | William English |
| • Vice Chairman | Terry Bird |
| • Treasurer | Craig Lighthouse |
| • Church Warden | Eddie Scarlin |
| • Business Tm Asst | Chris Awcock |
| • Business Tm Ldr | Chris Clark |
| • Membership Tm Ldr | Steve Wallis |
| • Comms and PR Tm Leader | Lucie Barber |
| • Comms and PR Asst | Bill Kirkness |
| • Comms and PR Asst | Chris Stockham |
| • Secretary | Frances English |

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1.	<p><u>Welcome New Members and Apologies for Absence</u></p> <p><u>Welcome</u> A warm welcome was extended to our two new committee members:</p> <ul style="list-style-type: none"> • Vice Chairman Terry Bird • Asst Treasurer Chris Stockham <p><u>Apologies</u></p> <ul style="list-style-type: none"> • Emily McKay attended later in the morning. 	<p>To Note</p> <p>To Note</p>
2.	<p><u>Declaration of Interest</u></p> <ul style="list-style-type: none"> • Nil 	<p>To Note</p>
3.	<p><u>Minutes of the Last Meetings 05 Nov 11 (AGM).</u></p> <ul style="list-style-type: none"> • Minutes approved 	<p>To Note</p>
4.	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Nil 	<p>To Note</p>

5.	<p><u>Chairman's Guidance/Strategy for 2012/13 (Yr 2)/Role Confirmation</u></p> <ul style="list-style-type: none"> • The Chairman expressed his gratitude for the great progress made so far since the Friends commenced. He now wishes to build on what has been achieved over the last year. This coming year is to be one of 'Consolidation'. • Tasking. Team Leaders asked to run an activity will as before be supported by the remaining members of the Committee. • Vice Chairman to take on role of looking at the Constitution. • Chris Stockham to be Asst to the Treasurer but not be a member of the Executive (which is a position held by the Treasurer). Chris is asked to be prepared to assist other teams across the Committee as and when required. • Amendments to the Strategy – The Chairman notes the points made and will amend – he thanked the Committee and will send back to the Secretary before the next meeting for a second reading. 	To Note
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6.	<p><u>Constitution Development</u></p> <ul style="list-style-type: none"> Vice Chairman was asked by the Chairman to take forward the Constitution as a project with a view to enabling the Friends to become charitable should they need to do so. The Chairman gave the Vice Chairman 'carte blanche' to review all areas of the Constitution and to represent to the Committee over the course of the coming year. The Chairman hoped that the review would be complete by the end of 2012 (FY) in time for FY 12/13 (Apr 13) when the status of the Committee would have become clear - ie 'had the Friends taken over £5k'. As a part of the review the Vice Chairman was noted as intending to formally take over from the former Vice Chairman on 14 Jan 12. Former correspondence with Charity Commission – Secretary to trace any former emails that may throw light onto what the Commission had said in the past regarding the FOWC Constitution. 	<p>Vice Chairman</p> <p>Secretary</p>
7.	<p><u>Financial Planning 2012/13</u></p> <ul style="list-style-type: none"> Treasurer to email Financial Plan. Current amount in bank is £4340.17. Prediction is that this year's income may be lower than last year due to life memberships and general financial situation. Churchwarden was asked for any update on the PCC's requirements – need for funds in the coming year. 	<p>Treasurer</p> <p>To Note</p> <p>Churchwarden</p>

8.	<u>Business – Update</u> <ul style="list-style-type: none"> • 1 x new business just before Christmas has joined. • The Business Tm to contact businesses by telephone and ask for feedback. • The Chairman asked the Business Team Leader to prepare a list of businesses for the Committee to contact with a view to encouraging them to join/rejoin in the coming financial year. The list should be sent to the Secretary before the next meeting (04 Feb) for distribution to the members. 	Business Tm Ldr
9.	<u>Committee Membership – Update</u> <ul style="list-style-type: none"> • No new members since last update. • The Membership Leader was asked by the Chairman to work up his detailed plan for re-issuing the flyer (not to include the Chairman and Vice Chairman). 	Membership Tm Ldr
10.	<u>PR Update</u> <ul style="list-style-type: none"> • A pre-Christmas email has been sent out to the Friends. • A New Year message via email, including a round-up of last year’s news will be sent, prior to the Membership push. • A photograph of the new committee was taken. To be uploaded on to the website. • A discussion over the new leaflet took place. A new printer to be approached to replicate last year’s leaflet with a few amendments. 	<p>To Note</p> <p>Comms and PR Tm Ldr</p> <p>Comms and PR Tm Ldr</p>

11.	<u>Renewal of Membership and Business Support 2012/13 (Main Item) – Membership Lead/ Committee in Support – Output action plan.</u>	
	<ul style="list-style-type: none"> Membership team to liaise with Comms and PR Team in advertising the event. 	Comms and PR Tm Membership Tm
	<ul style="list-style-type: none"> Chairman to write to current members for renewal. This should be actioned by the beginning of March with letter and renewal form, with a follow-up email. 	Chairman
	<ul style="list-style-type: none"> Renewal day – Will take place on Saturday 24 March at the Church. 0900 Committee arrive 1000 Open @1045 volunteers deliver leaflets. 	
	<ul style="list-style-type: none"> Tea and Coffee will be required. Churchwarden will ask Events Tm. 	Churchwarden
	<ul style="list-style-type: none"> Light background music would be good. Secretary to ask local harpist and her guitarist husband if they would be prepared to perform on the morning. 	Secretary
	<ul style="list-style-type: none"> Volunteers required to deliver the leaflets. Churchwarden will put up a notice in the church inviting people to come along for the renewal. 	Churchwarden
	<u>Looking ahead</u>	
	<ul style="list-style-type: none"> Enquire if Wateringbury School is free on 15 Sep for Harvest Fayre *since writing minutes, Secretary has established with Mrs Vinall that FOWC can have the school on this date. It is in the School's diary.* 	Secretary
	<ul style="list-style-type: none"> Karen Millen to be approached to see if she would open this year's Harvest Fayre. 	Chairman
	<ul style="list-style-type: none"> Dates for 2013 – Churchwarden to establish when Kent Churches' cycle ride will take place, to avoid a clash. 	Churchwarden

12.	<p><u>Diary and Work Programme</u></p> <p><u>Future Meetings:</u></p> <ul style="list-style-type: none"> • 04 Feb 12 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal planning • 03 Mar 12 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal planning • 24 Mar 12 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal date 0900 hrs at Church. • 28 Apr 12 <ul style="list-style-type: none"> ○ Feedback from sponsorship renewal. ○ Prelim planning for Harvest Fayre. • 26 May 12 <ul style="list-style-type: none"> ○ Planning for Harvest Fayre. • 30 Jun 12 <ul style="list-style-type: none"> ○ Final planning/prep for Harvest Fayre. • 01 Sep 12 <ul style="list-style-type: none"> ○ Preparation planning for Harvest Fayre. • 15 Sep 12 <ul style="list-style-type: none"> ○ Harvest Fayre ○ 1200-1600 hrs • 24 Oct 12 <ul style="list-style-type: none"> ○ Pre-AGM • 03 Nov 12 <ul style="list-style-type: none"> ○ AGM 12/13 ○ Church ○ 1100 hrs • 15 Dec 12 <ul style="list-style-type: none"> ○ Annual Dinner ○ 1900 hrs • 05 Jan 13 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal planning 	
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Business Tm Ldr
Business Asst

Chris Clark
Chris Awcock

Membership Team

Membership Tm Ldr
Membership Asst

Steve Wallis
Emily McKay

Information Addressees:

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
Canon Derek Carpenter

Vice Chairman East Malling
'Friends'

Annual Events Support
Annual Events Support
Annual Events Support
Annual Events Support

Martina Taylor
Nicky Strong
Caroline Harvey
Brenda Clarke

Manor Farm

Mr and Mrs Mark English