



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

03 Mar 12

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
TRUSTEES' MEETING 03 MAR 12**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1130 on 03 Mar 12 at St John the Baptist Church, Wateringbury.

Present:

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

In attendance: Rev Jim Brown – President
Craig Lighthouse - Treasury Advisor

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1.	<u>Welcome and Apologies for Absence</u>	
	<ul style="list-style-type: none"> Chairman William English 	To Note

2.	<u>Declaration of Interest</u> <ul style="list-style-type: none"> • Nil 	To Note
3.	<u>Minutes of the Last Meetings 04 Feb 12</u> <ul style="list-style-type: none"> • Approved • Minutes of meeting 07 Jan to be adjusted to read 'as part of the normal service, FOWC will be thanked for the work achieved so far'. 	To Note
4.	<u>Matters Arising</u> <ul style="list-style-type: none"> • 9 – The date of the renewal/membership date to change to 31 Mar. • Carys Hughes, the harpist to play during the morning. Secretary to email harpist for confirmation. • Bell ringers are able to attend and will ring bells at 1045 at the start of the leaflets being delivered. 	To Note

5.	<p><u>PR Update</u></p> <ul style="list-style-type: none"> • The PR and Comms Ldr has sourced a printer in Nettlestead who will kindly produce our printing and design changes at cost - £85 for 1000 leaflets. These will be the same as last year's with an amended photograph and information on the back page. • It was agreed that this was an acceptable cost and is grateful for the company's assistance. (Further prices were given should FOWC wish to order more work in the future). • The Business Tm Asst has kindly agreed to print the letters which will go inside the leaflets. • A sticker to place over the banner and the crossroads is on order. • Friendsmail letters and Rostrum articles completed. Website info to be adjusted. • Posters to go up in the village advertising our membership renewal morning. Comms and PR Tm to design poster, Secretary to organise the placement of posters. 	<p>Comms and PR Tm</p> <p>Comms and PR Tm Secretary</p>
6.	<p><u>Membership Update</u></p> <p>It was felt important that each current member receives a named email/letter inviting them to sign up for another year, or in the case of multiple years/life memberships, then an invitation to the membership renewal coffee morning.</p> <ul style="list-style-type: none"> • Membership Tm to separate the members who pay cheque/cash, standing order, multiple and life. • PR Tm to draft letters relevant to each section. • Secretary to forward updated Membership list to Membership Tm in the light of new or amended addresses when sending out recent Friendsmail. 	<p>Membership Tm</p> <p>PR Tm</p> <p>Secretary</p>

7.	<p><u>Financial/Treasury Update</u></p> <p>Now that the new Constitution has been signed, it needs to be submitted to HMRC. However, the Vice Chairman thought the submission will require extra time to prepare and put our case forward.</p> <ul style="list-style-type: none"> • Vice Chair to draft a document highlighting the importance of the Grade 2* listed church building. • Treasury advisor to take the lead on the submission as he was instrumental in doing so on the last submission, but will liaise with the Vice Chairman on taking this forward. 	Treasury advisor and Vice Chairman
8.	<p><u>Membership Renewal Morning</u></p> <ul style="list-style-type: none"> • Volunteers still needed for delivering. Notice at the back of the church inviting people to deliver and Churchwarden reminding congregation each Sunday. • Events Committee have kindly agreed to serve coffee for the morning. • Membership table to be manned on the morning for those who would like to join up on the day. Membership Tm Ldr and Business Tm Ldr to recruit volunteers. 	Membership Tm Ldr Business Tm Ldr
9.	<p><u>Business Update</u></p> <p>The Business Tm request trustees to get back to them when they have contacted their businesses to invite them to join up for another year. Please see email circulated a few weeks ago allocating each trustee to a number of businesses.</p> <p>The letters to businesses to go out shortly.</p>	All Business Tm

10.	<p><u>Queen's Diamond Jubilee Celebrations</u></p> <p>The Vice Chairman informed that on Monday 04 June, the church will be holding a village fete in the churchyard to celebrate the Diamond Jubilee and at the same time it is the annual 'carpet of flowers' which is an important and successful event in the church's calendar. FOWC has been asked if it would like to run a Pimms Tent:</p> <ul style="list-style-type: none"> • Of interest - A past owner of Wateringbury Place bought the Pimms company when it was young and was instrumental in developing it into the successful drink's company that it is today. • The tent would not be selling Pimms, but requesting donations. Profit would be for FOWC. <p>It was felt that this would be an excellent idea and a good opportunity to publicise FOWC.</p> <ul style="list-style-type: none"> • Asst Treasurer happy to take the lead, subject to confirmation of dates. 	Asst Treasurer
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11.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> • 31 Mar 12 <ul style="list-style-type: none"> ◦ Membership/Sponsorship renewal date 1000 hrs at Church. • 28 Apr 12 <ul style="list-style-type: none"> ◦ Feedback from membership 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 • 02 Feb 13 <ul style="list-style-type: none"> ◦ Membership/Sponsorship renewal planning • 02 Mar 13 <ul style="list-style-type: none"> ◦ Membership/Sponsorship renewal planning • 23 Mar 13 	
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12.	<p><u>AOB</u></p> <p>Harvest Fayre – the Business Tm suggested that instead of a pumpkin growing competition, a sunflower competition should be held instead. All agreed. Business Tm to take further.</p> <p>Asst Treasurer queried, how do we manage our legal status – as trustees. A discussion took place where the Vice Chairman was of the opinion that although we are now ‘trustees’ as opposed to ‘committee members’, nothing had actually changed (at least in the case of executive committee members).</p> <ul style="list-style-type: none"> • Signing up to the Constitution implies that we are eligible to hold the post of trustee. • All trustees had received from the Chairman a copy of the Charity Commission’s ‘The Essential Trustee’. • The Vice Chairman has signed up to Charity Commission email updates and will be checked by the Secretary too. • FOWC’s finances are checked annually. • The need for indemnity insurance – probably not necessary because of the size and nature of FOWC. The Vice Chairman mentioned that some home ownership policies included an element of personal liability insurance. This could be investigated further, however. 	To Note
13.	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • 31 Mar 12 <ul style="list-style-type: none"> ○ Membership Renewal Morning 	To Note

Signed on Computer

Terry Bird
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Distribution:

Action Addressees:

President	Rev Jim Brown
Chairman	William English
Vice Chairman	Terry Bird
Treasury Advisor	Craig Lighthouse
	Chris Stockham
Church Warden	Eddie Scarlin
Secretary	Frances English

Comms and PR Team

Comms and PR Tm Ldr	Lucie Barber
Comms and PR Asst	Bill Kirkness

Businesses Team

Business Tm Ldr	Chris Clark
Business Asst	Chris Awcock

Membership Team

Membership Tm Ldr	Steve Wallis
Membership Asst	Emily McKay

Information Addressees:

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
Annual Events Support	Martina Taylor
Annual Events Support	Nicky Strong
Annual Events Support	Caroline Harvey
Annual Events Support	Brenda Clarke
Manor Farm	Mr and Mrs Mark English