



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

04 Feb 12

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST, WATERINGBURY,
MEETING 04 FEB 12**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1000hrs 04 Feb 12 at Manor Farm, Wateringbury.

Present:

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

Ser	Record	Action
1.	<u>Welcome and Apologies for Absence</u> <ul style="list-style-type: none"> • Chairman William English • Comms and PR Ldr Lucie Barber • Business Tm Asst Chris Awcock 	To Note
2.	<u>Declaration of Interest</u> <ul style="list-style-type: none"> • Nil 	To Note

3.	<u>Minutes of the Last Meetings 07 Jan 12</u> <ul style="list-style-type: none"> • Para 1 – meeting took place 1000hrs. • Para 13 – church service will take place on 24 June to which FOWC is invited. As part of the normal service, Rev Jim, our President, will thank FOWC for the work so far achieved. • Minutes to be circulated to the wider distribution list <u>after</u> they are approved at the next meeting. 	To Note
4.	<u>Matters Arising</u> <ul style="list-style-type: none"> • Nil 	To Note
5.	<u>Strategy for 2012/13 (Yr 2) - Amendment</u> <ul style="list-style-type: none"> • The draft strategy was not fully discussed. (The Chairman will amend the strategy in due course in line with the current draft constitution). 	To Note

6.	<p><u>Constitution Development</u></p> <ul style="list-style-type: none"> • The Vice Chairman led the debate on our charity status and Constitution. Despite taking advice from the Charity Commission in the past, our current aim/object remains non-charitable and therefore we are not officially a 'small charity'. • The Vice Chairman explained the advantages of continuing to seek charitable status. There is an urgency in this quest as FOWC wishes to qualify for this coming year's Gift Aid which will be refused if FOWC is not recognised as a charity by the Tax Office. Vice Chairman had prepared documentation for the Committee to peruse - giving examples of the aims/object of other Friends of the Church. The Vice Chairman had drafted an aim for the Committee to discuss. • After much discussion, it was felt that we should adopt the Vice Chairman's suggested aim/object, with the addition of a line from the aim of another Kent Church which includes the wider community and its usage of the church. • 'The aim of the Friends shall be to assist with the maintenance of, improvements to, and preservation of the building, monuments, fixtures, fittings, furniture, stained glass, ornaments and other chattels and churchyard of the Church of St John the Baptist, Wateringbury and thereby promote public interest in the church, its history and its work.' • It was agreed that the remainder of the Constitution should follow that recommended by the Charity Commission. • The Vice Chairman agreed to contact the Tax Office, which had previously refused FOWC Gift Aid due to its non-charity 	<p>Vice Chairman</p>
----	---	----------------------

7.	<u>Financial Planning 2012/13</u> <ul style="list-style-type: none"> • Not discussed. Will be put on next month's agenda. 	To Note
8.	<u>Business – Update</u> <ul style="list-style-type: none"> • The Business Tm Ldr has already issued to the committee a list of supporting businesses which are to be asked personally by committee members if they would like to continue their support for the year 12/13. • New businesses to be sought. 	All

9.	<p><u>Committee Membership – Update</u></p> <ul style="list-style-type: none"> • The Chairman (in absence) asked the committee to consider if it was possible to move the renewal date from 24 Mar 12 to 31 Mar 12 as he was no longer able to be present on 24 Mar 12. Those committee members present were agreeable to this date. • Secretary to check date with absentees. Churchwarden to check availability of Rev Jim, the Church and Events Committee. Churchwarden to put up notice in the church for volunteers to distribute leaflets. • Comms and PR Tm to draft initial letter/ email and Chairman to check. • Membership Team to contact current members (@100) in early March. Standing Order members will receive letter pertinent to their circumstances. • Spam filters – if recipients of emails do not respond, the email could have become caught in the filters. Membership Tm to follow through with a telephone call. 	<p>Secretary</p> <p>Churchwarden</p> <p>Churchwarden</p> <p>Comms PR Tm</p> <p>Membership Tm</p> <p>Membership Tm</p>
10.	<p><u>PR Update</u></p> <ul style="list-style-type: none"> • Required: Friends Mail • Email/letter/notice for EGM – then to be distributed by Membership Tm/Secretary • Flyer for Renewal/Membership day <p>Comms and PR Asst to check with Tm Ldr as to how far work as progressed.</p>	<p>Comms and PR Tm</p>

11.	<p><u>Diary and Work Programme</u></p> <p><u>Future Meetings:</u></p> <ul style="list-style-type: none"> • 03 Mar 12 Extraordinary General Meeting. 1100hrs Church. Amendment of current Constitution. • 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 	
-----	--	--

Comms and PR Tm Ldr
Comms and PR Asst

Lucie Barber
Bill Kirkness

Businesses Team

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