



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

28 Apr 12

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, TRUSTEES' MEETING 28 Apr 12**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1000 hrs on 28 Apr 12 at Manor Farm, 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 |
| • Secretary | Frances English |

In attendance: Craig Lighthead attended very briefly before the meeting commenced to hand over some paperwork.

Ser	Record	Action
1.	<u>Welcome and Apologies for Absence</u> <ul style="list-style-type: none"> • Chairman William English • Membership Tm Ldr Steve Wallis • Membership Asst Emily McKay 	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, EGM 03 Mar, Trustees' meeting 03 Mar 12</u> <ul style="list-style-type: none"> • Approved 	To Note
4.	<u>Matters Arising</u> <ul style="list-style-type: none"> • Adjusted minutes of 07 Jan, and signed minutes of 04 Feb, EGM and Trustees' meeting 03 Mar to be uploaded onto website. 	Comms and PR Tm
5.	<u>Documents to be sent to HMRC.</u> <ul style="list-style-type: none"> • Vice Chairman guided the Committee through Section 5 'What your organisation does' on the HMRC form. The wording, drafted by the Vice Chairman, was agreed on. • The Committee agreed to proceed in submission of all relevant documents to HMRC. • It was felt within the Committee that it would be good to start to look at helping to fund a particular project of repair/maintenance within the church. Churchwarden to speak to Chairman of the Buildings Committee to look at potential work and discuss with PCC. 	<p>Vice Chairman</p> <p>Churchwarden</p>
6.	<u>Membership Update</u> <ul style="list-style-type: none"> • Membership Tm had sent apologies. Approximately @80 households have signed up so far – numbers to date to be confirmed by the Membership Tm. • A request to the Membership Tm to compile a list of people who were members last year but hadn't re-joined for this year. If the Committee know these people personally, we can nudge for them to 	Membership Tm

	renew.	Membership Tm
7.	<u>Business Update</u> <ul style="list-style-type: none"> • 11 businesses have signed up so far, with 3 more in the pipeline. • Business Tm Ldr to update spreadsheet and those businesses who have not re-joined can be approached by the Committee personally as necessary. 	Business Tm
8.	<u>Financial Update</u> <ul style="list-style-type: none"> • .£4,776 is the net balance to date – with more cheques to be placed in the bank. 	To Note
9.	<u>Harvest Fayre</u> <ul style="list-style-type: none"> • Business Tm taking the lead on the Harvest Fayre. It was agreed that it should follow the same pattern as last year's – with amendments as necessary, maybe taking out the less profitable items and perhaps a couple of new ideas. • Advertising should start early – aim to start in June. Advertising for baking and veg competitions needs to be strong. Rostrum, fliers, posters, website etc. • Business Tm to visit school to hand out sunflower seeds to children etc. • Business Tm Ldr to compile a list of stalls etc and those Trustees who would like to take the lead on them. A separate document will be compiled to accompany the minutes. 	Comms and PR Tm Business Tm Business Tm
10.	<u>Queen's Diamond Jubilee Celebrations – Pimms Tent</u> <ul style="list-style-type: none"> • Asst Treasurer taking the lead, with Comms and PR Asst Bill in support. • Asst Treasurer to contact Ros Diment to 	Asst Treasurer, Comms and PR Asst

	<p>seek potential numbers and further information.</p> <ul style="list-style-type: none"> • Gazebo, bunting, banner all to be supplied from Committee. • Bookers discount card – Asst Treasurer to contact Craig regarding its usage. • PR Tm to produce fliers for Harvest Fayre to go alongside handing out the Pimms. • Membership leaflets to be handed out as necessary. 	<p>Asst Treasurer</p> <p>Asst Treasurer</p> <p>Comms and PR Tm</p>
11.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> • 26 May 12 <ul style="list-style-type: none"> ○ Final planning for Diamond Jubilee Pimms Tent. 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 	

	<ul style="list-style-type: none"> • 02 Mar 13 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal planning • 23 Mar 13 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal date 1000 hrs at Church. <p>All committee meetings to commence at 1000hrs at Manor Farm, Wateringbury unless stated otherwise.</p>	To Note
12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Vice Chairman suggested at looking at ways to get involved in other village activities. Suggestions included putting fliers in the children's bags at next year's Easter Project. Vice Chairman will be attending the Nettlestead Friends of Church 'cheese and wine evening' where a guest speaker will be speaking on the development of Kent Parish Churches. FOWC links with other organisations will be of benefit to all. • Do we know how many people are hitting on FOWC's website? Comms and PR Tm to contact Nick Power to see if it is possible to glean this information. • A thank you to our Vice Chairman for very generously donating to each Trustee of the Committee a copy of the new Guide Book to our Church, written/compiled by Christine Byron. This Guide is an excellent account of the history of Wateringbury Church and will serve to further strengthen the Committee's knowledge of its history. 	To Note Comms and PR Tm To Note
13.	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • 26 May 12 <ul style="list-style-type: none"> ○ Final planning for Diamond Jubilee Pimms Tent. Planning for Harvest Fayre. 	To Note

Signed on Computer

Terry Bird
Vice Chairman
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Distribution:

Action Addressees:

President	Rev Jim Brown
Chairman	William English
Vice Chairman	Terry Bird
Treasury Advisor	Craig Lighthouse
Asst Treasurer	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
Annual Events Support

Caroline Harvey
Brenda Clarke

Manor Farm

Mr and Mrs Mark English