



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

26 May 12

See Distribution

**FRIENDS OF THE CHURCH of ST JOHN THE BAPTIST,
WATERINGBURY, TRUSTEES' MEETING, 26 May 12**

1. The Friends of the Church of St John the Baptist, Wateringbury was held at 1000 hrs on 26 May 12 at Manor Farm, Wateringbury.

Present:

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

Ser	Record	Action
1.	<u>Welcome and Apologies for Absence</u> <ul style="list-style-type: none"> • Membership Tm Ldr Steve Wallis • Business Tm Asst Chris Awcock • Treasury Advisor Craig Lightheart 	To Note
2.	<u>Declaration of Interest</u> <ul style="list-style-type: none"> • Nil 	To Note

3.	<u>Minutes of the Last Meetings – 28 Apr 12</u> <ul style="list-style-type: none"> • Approved 	To Note
4.	<u>Matters Arising</u> <ul style="list-style-type: none"> • Nil 	To Note
5.	<u>Membership Update</u> <ul style="list-style-type: none"> • It was reported that there are 85 members. Of these, 11 are new. There remain 34 members to renew from last year. • It was agreed that the Membership Tm Asst would send to the trustees a list of those who hadn't signed up for this year. The trustees to tactfully remind those they know to renew. • An email to be sent as a gentle reminder – perhaps alerting them to future events. Chairman to draft. The Chairman will draft such a letter which if necessary can be sent in Jul 12. • The Chairman requested a graph of membership trends by Nov AGM 	Membership Tm Asst Chairman Membership Tm Asst Membership Tm
6.	<u>Business Update</u> <ul style="list-style-type: none"> • 13 businesses so far this year have joined. The Business Tm has emailed businesses which haven't yet renewed. • Membership Tm Ldr to draw up a list of businesses for the trustees to approach. This should be completed by 30 May so that the details of businesses who say 'yes' can be put on the reverse of Harvest Fayre flyers which will be printed before the Diamond Jubilee Pimms tent. • The Chairman to write a note to prompt businesses further – by the end of July if necessary. After note (Chairman) – 'I have found that all those I have approached in 	Business Tm Ldr

	<p>person (Companies) have been willing to re-join, I believe that those who do not chose to respond to our mail request can be won over through a personal approach.’</p>	<p>Chairman Business Tm</p>
7.	<p><u>Financial Update</u></p> <ul style="list-style-type: none"> • Treasurer Advisor has sent email stating as of 25 May 12 the balance is <u>£5,365.91.</u> • The Churchwarden informed the trustees that the cost of repair of the south window in the church was in progress as companies have been approached for estimates. It may be that other funding may be available to help with this project. • The South door (the heavy inner door) is in poor repair. The church buildings committee is looking into replacing it – potentially with a glass door (subject to all permissions). The trustees were very interested in this idea and felt that, should the project go ahead, it would potentially be one which the trustees would like to support – and even have a FOWC logo within the glass. It was felt that a glass door would be welcoming and help to enhance the entrance. Churchwarden to keep the trustees informed of any developments. • New treasurer – still no one has come forward to offer their services. The Business Tm Ldr then Chairman to approach an individual whose name had been mentioned, to see if they might be interested. 	<p>To Note.</p> <p>Churchwarden</p> <p>Business Tm Ldr and Chairman</p>
8.	<p><u>Diamond Jubilee – Pimms tent</u></p> <ul style="list-style-type: none"> • Asst Treasurer taking the lead – outline arrangements as follows: • 1000-1100hrs fruit chopping (Lucie) • 1100-1200hrs setting up (Eddie, William, Terry) – Afternote: Chairman to collect 2 x trays of strawberries and deliver to Lucie at 	

	<p>1100 hrs.</p> <ul style="list-style-type: none"> • 1330-1500hrs stall manned (Chris S, Chris C) • 1500-1600hrs stall manned (Emily, William) • Mint supplied by Frances, Terry. Strawberries • Banner to be placed behind stall, Eddie. • Bunting to be provided by Bill. • Gazebo supplied by Terry. • On the stall there should be: Flyers for Harvest Fayre, Flyers for FOWC membership, FOWC stickers. • 'Donations' sign – Lucie • 10-12 bottles of Pimms from Bookers although Chairman to check with contact at Majestic Wines – Afternote: Contact was not available to discuss (overseas) • Asst Treasurer to provide comprehensive list of duties if necessary. 	Asst Treasurer
9.	<p><u>Harvest Fayre</u></p> <ul style="list-style-type: none"> • Business Tm taking a lead on Harvest Fayre. • Nicky Strong may well do the scarecrows with Fun with Faith. • North Pole (Martina's contact) will provide beer and Pimms tent. Secretary to obtain TEN licence from TMBC. • Hog Roast – same company as last year at £714 inc VAT. If we were to have them, to ask about supplying sausages as well. However, Chairman to ask his contact if they could supply a hog, and at what price. • An alternative to the sunflower growing competition (it is getting late in the year) could be a children's artwork competition with a 'Harvest' theme. Secretary to approach local artists to see if they would consider judging. • An antiques valuation expert is happy to participate in Harvest Fayre (Vice-Chairman's contact). • Comms and PR Tm have written out a timeline for the run up to the Harvest Fayre. 	<p>Secretary</p> <p>Chairman</p> <p>Secretary</p> <p>To Note</p>

	<ul style="list-style-type: none"> • More help will be required than last year – runners to provide refreshment to stall holders, help on stalls and help on gate duties. • Business Tm to liaise with trustees over next few weeks as arrangements are made. 	
10.	<p><u>Diary and Work Programme</u></p> <ul style="list-style-type: none"> • 30 Jun 12 <ul style="list-style-type: none"> ○ Final planning/prep for Harvest Fayre. ○ Business Tm Ldr to chair meeting. • 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 • 18 Dec 12 (Tuesday) Note change of date <ul style="list-style-type: none"> ○ Annual Dinner – The North Pole ○ 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 <ul style="list-style-type: none"> ○ Membership/Sponsorship renewal 	

	date 1000 hrs at Church.	
	All committee meetings to commence at 1000hrs at Manor Farm, Wateringbury unless stated otherwise.	
11.	<u>AOB</u> <ul style="list-style-type: none"> • Vice Chairman reported on Nettlestead's 'Friends' 'cheese and wine' party. John Vigor was a good speaker on historical aspects of Kent churches and may be an idea to ask him to do a talk in 2013. • Christian McKay has kindly volunteered to do a concert for FOWC at some stage in 2013. A grand piano would need to be sourced. The trustees thanked him and will set about sourcing a piano and if necessary a venue to accommodate. 	
12.	<u>Date of Next Meeting</u> <ul style="list-style-type: none"> • 30 June 12 - 1000hrs <p>Planning for Harvest Fayre Business Tm Leader to chair.</p>	

Signed on Computer

William English
Chairman
Friends of the Church of St John the Baptist, Wateringbury,

Tel: 01622 812471
Email: williamenglish62@hotmail.com

**First Point of Contact: Secretary: Frances English –
Tel: 01622 812471 (Secretary)**

Email: frances.english@hotmail.co.uk

Distribution:

Action Addressees:

President
Chairman
Vice Chairman
Treasury Advisor

Rev Jim Brown
William English
Terry Bird
Craig Lighthouse

Asst Treasurer
Church Warden
Secretary

Chris Stockham
Eddie Scarlin
Frances English

Comms and PR Team

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