

FRIENDS OF LEEDS AND BROOMFIELD CHURCHES

Registered Charity 1080363

Minutes of Committee Meeting held on Wednesday 24 June 2015 at 7.00pm

At Arnold Yoke, Leeds

Present : Peter Coleman, Jan Enever (Treasurer), Jenny Hoy, Amanda Page, Christine Sharp (Chair), Martin Sharp, Richard Stileman (Vice Chair), Judi Taylor (Secretary).

Apologies: Mike Evans, Michelle Webb.

Minutes of last meeting

All agreed the minutes were a correct record of the last committee meeting and Christine signed them.

Matters Arising

All actions from the last meeting had been completed or would be covered below or in the agenda items.

Welcome pack for new residents – nothing happening on this at present, Mike will follow up when appropriate.

Action : HME

Peter referred to events suggested in the last minutes for next year and said he felt we needed to put on more events involving children. Christine suggested that in order to devote enough time to this discussion, it might be better to defer discussing events for 2016 to the July meeting of the Committee and use the available time at this meeting to ensure all is prepared for the Jazz event and the Plum picking. This was agreed by all.

Treasurer's Report

Current A/c	£ 3825.89
Deposit A/c	£ 32073.41
Total	£ 35899.30

Jan has received the invoice which the PCC had paid for the Broomfield lighting. We had agreed to pay half of this cost and she will make this payment shortly.

Jan had also received an invoice from the PCC relating to Architectural Services for the Tower Beam repair at Broomfield but the invoice did not say who had issued it, had no letter heading and no VAT registration number on it, therefore she felt that our auditor would not find this acceptable as an invoice we should pay against. Judi to consult Brian on this to obtain a more appropriate invoice.

Action : JT

Jan reminded us that yesterday had been the financial year end for the Friends and we would need to organise a Trustees meeting in July to approve the accounts. She also said that she would like to hand over the Treasurer role from Oct to someone else as she now lived in Lenham but that if no one came forward to take this role on she would carry on as Treasurer. As Jan is a great Treasurer and very difficult to replace, everyone welcomed her agreement to stay on if necessary.

Membership Secretary's Report

Mike was not able to attend this meeting but he had sent out the letter to existing members who did not already pay the increased annual subscription. One response had been received to date with the appropriate increase.

We had had a couple of new members joining after Mike's address at the Saints and Sinners event.

Social Secretary Report

Peter Brice Concert – Straight Eight – Close Out Report

We made just short of £1,000 at this event and everyone including the Choir seemed to have enjoyed it and the canapés and wine were also very well received. 81 tickets had been sold after wide promotion by Richard and his

team of helpers. Christine had sent a letter to Peter Brice to thank him for his and the choir's efforts which everyone had enjoyed. It was agreed that everything went well at this event and it was very successful but we omitted to ask Jan to provide a float for the extra wine and tickets sold at the door.

Jazz in the Garden – Judi has booked the Chicago Jazz Men for Sunday 12 July – they have not increased their fee from £550 and only need a gazebo, soft drinks and an electric lead as previously. 31 tickets have been sold to date – we really need to sell at least 60 to cover our costs. Any sold over that number + the revenue from the teas should give us a profit. Everyone to try to promote the event to friends and neighbours to improve our ticket sales. Richard will talk to Michelle to see if she can bring a party. Jenny will speak to June and Jonathan. Judi to speak to Pat and Frank. Jan to send a reminder Email to all members. Mike to request announcement by the clergy at services particularly Kingswood, Leeds and Broomfield. **Action : All**

Jenny is getting cups and saucers from the village hall and the urn from Derek and requested that Committee members please provide at least one cake each. Jenny will provide sugar, milk juice etc and would be grateful for volunteers to help with the teas on the day. Richard is getting gazebo from Jonathan for the Jazz Men and after a site inspection it was agreed to put the gazebo at an offset angle facing the house at the end of the first part of the lawn. Sign for Friends to go on gazebo – Mike to provide.

Judi to do Risk Analysis for this event and circulate it. Richard has the parking agreed with Simon to use his field opposite and will organise the relevant signs on the road. There is a toilet available in the barn in the Arnold Yoke garden. Jan to provide a float for teas and bring the cheque for the Jazz Men made out to Stephen Davies.

Set up would be at 10am on 12 July at Arnold Yoke – close down between 5 – 6pm same day - all Committee members agreed to help.

Action : HME/JE/JH/RS/JT/All

Plums – Christine said she had spoken to Simon Brice and he had kindly agreed that we could put on the PYO Plums event again this year from his orchard and he anticipates a good harvest.

Plum thinning will be needed in the near future and a date of Wed 8 July at 6.30pm was agreed for this. Richard will confirm with Simon. All present agreed to attend with partners and Richard would mention to Michelle.

Action : All

Signs for Plums – all agreed that the proposal for new clearer signs for the PYO Plums were needed and approved the designs which were circulated and the quotation of £408 for the signs to be made. Mike and Richard will take this forward – Simon is happy for this to happen also. Amanda's son in law will be doing the signs and wanted to make a donation to Demelza House charity. Christine explained that although the Friends were happy to pay an invoice for the work on the signs to the supplier, it would be up to the supplier (Amanda's son in law) to decide if he personally wanted to make a contribution to Demelza. The Friends charity was not empowered to make payments to organisations other than bona fide suppliers and our two churches.

Action : HME/RS

Other Plum admin – Judi to send round rota for manning the Plum Stall. She would establish the rota for 6 weeks in order to take account of the variability of the start date depending on when the plums are ready. We agreed to do 4 weeks in total so that 2 weeks would be eliminated from the rota when the actual start date was known.

It was decided to keep the price for the plums at £1 for one pound of fruit and £7 for a full punnet. More plastic bags are needed please. Richard will have a look at the Plum Chariot in the barn and let Mike know if any items missing and also review whether we need to order more punnets. Jan will provide floats as appropriate.

Action : RS/HME/JE/JT

Fabric Report

Brian Hardy (Chair of the PCC) had sent in the attached report in response to a request from Judi for an update.

It was decided that we would consider a contribution towards the cost of the gutter repairs at Leeds when a full quote was received. **Action : JT/JE**

Publicity/Website

Peter had ensured that all the normal publicity had been done for the Jazz event and Judi had sent ads to all the local magazines. Clive has now put a counter on the website since Oct and the visits since this was done totals 800.

Annual Report and Newsletter

Richard kindly agreed to do this again and would be grateful for reports to be sent to him by the first week in August by the Chair, Social Secretary, Membership Secretary, Treasurer and Fabric (JT).

Any Other Business

It was suggested that Derek Hadlow should be make an Honorary Member of the Friends as he has done so much for our church at Broomfield for so many years and is invaluable. Peter proposed this action, Martin seconded it and all agreed. Christine to write a letter to Derek. **Action : CS**

There would be a dedication service for Derek's new bell and the other new bell at Broomfield on Sun 30 August.

It was agreed to limit the Committee meeting agenda for our next meeting in July to two items : Closeout report for Jazz event and a discussion on events for 2016. **Action : JT**

Confidentiality

It was not felt that anything discussed at this meeting needed to be considered as Confidential.

Date of Next Meeting

Wednesday 29 July 2015 - 7.30pm Trustees and 8pm Committee at Church Farmhouse, Broomfield.