

FRIENDS OF LEEDS AND BROOMFIELD CHURCHES

Registered Charity 1080363

Minutes of Committee Meeting held on Tuesday 23rd May 2017 at 7.30pm

At Church Farmhouse, Broomfield

Present : Christine Sharp (Chair), Jan Enever (Treasurer),, Amanda Page, Pauline Royer (Secretary), Judi Taylor (Vice chair) Martin Sharp,

Welcome and Apologies: Jenny Hoy, Michelle Webb and Rev'd Steve Hughes

Minutes of last meeting

All agreed the minutes of 23rd March 2017 were a correct record of the last committee meeting and Christine signed them

Matters Arising

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

Reports and Plans

Report from Treasurer - £3397.22 in current account

£ 37,365.58 in deposit account

£40,762.80 in total

Jan reports that there was a direct debit to British Gas for £19 taken out of the friends account, she has contacted the bank and this has now been sorted out.

Membership

Jan has deleted those members who haven't paid their subscription for 2 years. This left 108 members but she has managed to gain another 2 members from her walking group so we now have a total of 110 members.

Social Secretary Report

Plums

Martin will discuss with Simon about thinning of plums and when this should be carried out

Action MS

Richard Stileman has agreed to help with the plums this year

Judi will send the rota out via email in June for volunteers to fill in **Action JT**

Regarding the Gazebo – we will keep the old one but Christine and Pauline think they may have Gazebo's at home so will search and see if they can be found. We may be able to keep the Gazebo's up throughout the weeks of the plum picking **Action CS/PR**

Next meeting regarding the plums will be at the committee meeting on 26th July

Beer Festival.

Pauline reported that Jenny has sourced a group to play from London and they will do 30 minute sessions and charge a total of £170. They will also provide some pre-recorded music that can play in between session. Pauline has managed to possibly find a young man who is also interested in singing and will find out more details such as cost etc and if he has his own amp etc

Action PR

Christine will arrange a date to visit Norman and Ruth to finalise details as well as Judi carrying out a risk assessment at the same time. Christine is also writing a letter to Norman to set out our understanding of the agreement for the day and all that he is providing.

Action CS

At this meeting the following shall be done –

- Confirm electricity supply to the area where the beer festival will be held
- Find out re chilling facilities for the wine/lager
- To see if Norman and Ruth have enough tables for food and beer
- To check that Norman is arranging the parking on the day
- Check Norman's public liability insurance , a copy of which is required

Tickets – Judi brought a sample ticket which we all agreed was fine – will print off 100 initially.

Jenny to number these tickets as they are sold and payment is to be upfront

Action JT/JH

Posters – Judi has a list for distribution and will send these out to us all so we can put these up 2-3 weeks prior. Jenny's daughter will laminate the posters – we think approx. 30. Judi will also send the poster to our website, and Jan will distribute amongst her walking group

Action JT/JH/JE

Judi confirmed that local magazines have already been contacted, and that there will be another ad in our Parish magazine in June and July.

Pauline asked if we could advertise in MMM magazine – agreed yes so Hannah can help with that

Action PR/HR

Jenny has contacted Norman's daughter and her partner and asked if they would agree to arranging children's games. We have as yet to hear back re this.

We have 6 sponsors of beer and Jan has offered also to sponsor a barrel of lager. It was discussed that we could buy cans of lager instead of barrels but the general opinion is to source barrels of lager if possible. We may be able to try Shepherd Neame or another local brewery. Pauline will source this

Action PR

It was agreed to go to Majestic for wine as we can do sale or return. It was also agreed to buy small carton of juice for the children and also Coke and Lemonade for adults who wish also to have shandy/ spritzers. Mandy will check the prices for these

Action AP

Food – The general, consensus is that we are concerned about keeping rice hot, although Pauline advised that we can buy bags to keep the rice warm. It was decided that possibly jacket potatoes may be a better option and can cook these prior and keep warm in tin foil and possibly a hay box.. Jonathon Harris can be contacted regarding this. We can also provide grated cheese so people have the option of jacket potato with cheese and green salad. If people wish to have extra food then we will charge £5.00 for another bowl of chilli/vegetarian option and £3.50 for children's hot dog and drink.

Martin has offered to help Tom set up the beer barrels on the Weds prior to the event

Raffle – We discussed the possibility of having a magnum of Champagne or wine for the raffle prize to keep things simple. Jan agreed to look into this

Action JE

Judi has some signs at home that we can place down the Headcorn Road to help advertise the event – we agreed only to do this if tickets are not sold and nearer to the event.

We also need to tell guests that there will be no seating and to bring rugs/chairs if they wish to sit.

Judi has agreed to collect tickets on the day at the gate and will sell anymore on the gate if they are not all sold

PCC/Fabric update

Brian Hardy has reported that it will cost £500 to fix the windows in Broomfield Church, and he is waiting for a reply to an application to mend them. Friends are to offer the money to pay for them.

There is to be a new fridge for the kitchen at Leeds Church.

Brian has raised £321 from the sale of tea and cakes for the Broomfield Tower.

The friends have discussed in the past that we cannot share the Friend's email lists with the PCC because of data protection. Also it was agreed to keep the two organisations separate

Any other business

Jan is to check the number of 'hits' we have had on the friends website and update us at the next meeting

Action JE

Confidentiality – None

Date of next meeting - 26th July 2017 at Church Farmhouse - 7.30 . This will also be a trustees meeting with a committee meeting to follow.