

FRIENDS OF LEEDS AND BROOMFIELD CHURCHES

Registered Charity 1080363

Minutes of Committee Meeting held on Thursday 23rd March 2017 at 7.30pm

At Church Farmhouse, Broomfield

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

Welcome and Apologies: Mike Evans, Michelle Webb and Rev'd Steve Hughes send their apologies

Minutes of last meeting

All agreed the minutes of 9th February 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

Membership

Jan reported that we have received a donation of £250 and a letter of thanks has been sent.

Judi reports that Mike has been chasing those members who have still not paid and it was agreed to remove them from the membership list if it has been more than 2 years since they last paid

Action HME

Social Secretary Report

Plums – Jenny has researched prices of pop up Gazebo's which are around £150. She will research further to see if there are any more deals on them and report back at the next meeting.

It was agreed that Judi will do the rota as usual and Mike to arrange the setting up etc of the Gazebo's/signs.

Action JT/HME/JH

Beer Festival.

Jenny, Mandy and Pauline reported back to the committee the work they have carried out in preparation for the beer festival. Norman and Ruth Coles have agreed the use of their farm. Ruth suggests we have a curry and rice for food, and Mandy will also provide hot dogs for the children. There will also be a vegetarian option ? what as yet. The curry will be £5.00 and the hot dogs £3.00. Bringing a picnic was also discussed an option

Ticket prices will be £10 for adults and over 12's which include one drink and one hot meal. Family tickets will be £25 – 2 adults and 2 children. There will be a map and directions on the back of the tickets Judi will print the tickets.

NB Following Sub committee meeting on 8th April 2017 it was agreed to drop the family ticket and make under 12's free of charge. So only one price £10.00 to include one drink and one hot plate of food. More food and drink can be purchased at the event. Agreed to go with 3 breweries and offer a choice of 9 beers in total. Beer barrels to be sponsored at £58 per barrel. Wine to be obtained sale or return from Majestic. Fruit juice from Chegworth – needs organising as yet. We decided chilli con Carne rather than curry. Mandy still to do hot dogs. Brenda Rennie has also offered to make a vegetarian pie. Picnics are not to be encouraged.

Action PR/MP/CS

Raffle – to be Kentish produce

Action JH/MP

Music – Pauline to contact two buskers and a local band – since this second meeting Jenny has managed to find a local band willing to play. The busker unfortunately is unable to make that date and the second busker has not as yet been asked.

We need to check that Norman has Public Liability Insurance and we will need a copy of this.

Action JH

Advertising – Hannah has agreed to design the poster and tickets. We will target the local Parish Magazines, North Downs Mail, possibly MMM Magazine.

Action JT/HR

Jan will do a list of costs/outgoings./profits Jenny, Mandy and Pauline will email her with estimated costs

Action JH/MP/PR/JE

Publicity – Jan Enever to email members of Friends

Action JE

Christine will write to Norman to confirm the details of the events/ potential number of guests and also ensure we have the Public Liability Documentation and health and safety documentation

Action CS

Risk assessment – Judi to do

Action JT

PCC/Fabric update

Nil to report at this meeting.

Any other business

Following this meeting and news regarding Mike Evans, Christine request's that any items usually done by Mike and Judi to be covered by other committee members wherever possible. Thank you very much

Confidentiality – None

Date of next meeting - 23rd May 2017 at Church Farmhouse at 7.30