

FRIENDS OF LEEDS AND BROOMFIELD CHURCHES

Registered Charity 1080363

Minutes of Committee Meeting held on Thursday 31 March 2016 at 7.30pm

At Church Farm, Broomfield

Present : Jan Enever (Treasurer), Mike Evans, Jenny Hoy, Amanda Page, Pauline Royer, Christine Sharp (Chair), Martin Sharp, Richard Stileman (Vice chair), Judi Taylor (Secretary), Michelle Webb.

Apologies: None

Minutes of last meeting

Jenny pointed out that her name had been missing from the minutes of 14 January 2016 although she did attend, Judi to amend the last minutes appropriately, otherwise all agreed the minutes of 14 January 2016 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 minutes.

Jan reported that she had been in touch with Clive about the website and there is apparently a counter of hits at the bottom of the Home Page and we have had 1409 hits in total to date and between mid Sept 2015 and 31 March there were 300 hits or around 50 per month. There is a noticeable increase in hits immediately after we send out the Newsletter in early Sept.

Viz the role of Publicity/Website Manager Pauline kindly volunteered to take this on for the rest of this year.

Reports and Plan

- *Treasurer's Report*

£ 7,379.96 Current Account
£32,167.51 Deposit Account

£39,547.47 TOTAL

Jan reported that with the consent of the committee she intended to move around £5,000 from the Current bank account to the Deposit account in order to accrue slightly more interest. All agreed. **Action : JE**

Jan has updated the Charity Commission account for the last financial year and updated the names of the Trustees

- *Membership Secretary Report*

Mike reported that we now have just 114 members, sadly several members have died but a number of people have increased their subscriptions. We have given out membership application forms at recent weddings and christenings but with no response. Martin said that he will try to recruit some new members from the visitors to the Flower Festival in June. We might want to consider an incentive to join eg a free cream tea if you join the Friends and pay your sub on the day.

- *Fabric Report*

There is not a lot happening on the fabric front at present until the PCC hear whether their latest application for help to the Heritage Lottery Fund is successful. See the attached report from Brian Hardy.

- *Friends Database – see Confidential minutes*

- *Social Secretary Report*

Flower Festival

Gill Gray kindly came to meet with Christine, Jan, Jenny and Judi in February and gave us lots of good ideas based on her successful experience with a Flower Festival last year at East Sutton church where they raised over £1600 net. A full report of this meeting was circulated to the Committee and is attached.

So far Jenny has 5 definite agreements from flower arrangers to make an arrangement for the Festival. They are Debbie Aitkin, Sue Davies, Antonia Enthoven, Gill Gray and Dorothy. Richard Stileman thought that his family/friend would be able to produce an arrangement as well and Jenny is going to contact Sweet William Florist in Headcorn and Hunker Down Daisy in Bearsted. Judi has also written to Sir David Steel at Leeds Castle to ask if their florists could produce a couple of arrangements. We have had no response from either the Leeds or Kingswood W.I.s but Jenny would contact them again. Michelle volunteered to ask Sophie to see if the Cubs/Scouts would like to contribute an arrangement. There may also be some response to the Flower Arranger ads which have recently gone into Bearsted, Leeds and Broomfield and Kingswood magazine and would go into others in May. **Action : JH/MW**

Martin and Christine produced a very good plan of the church with possible placement sites marked on it and a list of each of the sites. It was felt that around 18-20 arrangements would make the best display. The theme was anniversaries of all kinds as agreed at the last meeting.

Jenny has agreement from the Leeds Village Hall that we can borrow their crockery and Richard will also help with provision if more is needed.

Judi to do a Risk Assessment for the next meeting and to let the insurers know of our planned events for 2016.

Action : JT

Jenny and Amanda will organise cakes and cream teas and Pauline kindly offered to manage the Ploughman's lunches.

Action : JH/AP/PR

Christine will contact Leeds and possibly Kingswood schools to see if the children might be able to produce small arrangements to feature at the Festival.

Action : CS

Judi reported that ads had been circulated to over 8 local village magazines for entry in the April, May and June issues and definite agreements had been received from Kingswood, Leeds and Broomfield, Bearsted and Sutton Valence with other probables.

Judi produced a list of sites for posters to be put up in May and June and this was circulated to all present (see attached) for agreement to help put up the posters in over 30 locations locally. Judi will produce the posters and email to the relevant Committee members to print out and put up if the location is indoors. Pauline kindly offered to laminate several more posters for use in outdoor locations.

Action : JT/PR and All

It was agreed that we would not sell books and this should not appear in any ads but we might sell jams and chutneys if any were contributed by the local W.I.s.

Action : JH

Judi would circulate a rota for manning the display at the Flower Festival and organising food serving nearer the time.

Action : JT

Jenny will order any flowers if necessary and we could make a contribution to the cost if requested but it was hoped most arrangers would provide their own flowers.

Action : JH

Jan will organise the Champagne raffle each day and Martin kindly offered to provide the Champagne **Action :JE/MS**

Judi would produce a programme for handing out to visitors when all the various arrangements were agreed and their various positions around the church. Jenny to agree location choice with arrangers and report this at the next Committee meeting.

Action : JT/JH

No one had a carbuoy to collect the donations in but we would discuss how this would be handled at the next Committee meeting.

Action : All

- Other Events in 2016

We had Simon and Cynthia's agreement that we could go ahead with the Plums again this year and this would be discussed at the next Committee meeting. No other events were envisaged for 2016 at this stage.

Any Other Business

There was no other business to discuss

Confidentiality

It was felt that the comments about our Database should be regarded as Confidential and produced on separate confidential minutes which don't go on the website.

Date of Next Meeting - Thursday 2 June 2016 at 7.30pm at Church Farmhouse, Broomfield.