

# FRIENDS OF LEEDS AND BROOMFIELD CHURCHES

Registered Charity 1080363

Minutes of Committee Meeting held on Thursday 2 June 2016 at 7.30pm

At Roses Manor Farm, Broomfield

**Present :** Jan Enever (Treasurer), Mike Evans, Jenny Hoy, Amanda Page, Martin Sharp, Judi Taylor (Secretary).

**Apologies:** Pauline Royer, Christine Sharp, Michelle Webb

## Minutes of last meeting

All agreed the minutes of 31 March 2016 were a correct record of the last committee meeting and Judi signed them as Christine was away.

## Matters Arising

All actions from the last meeting had been completed or would be covered below or in the minutes. Judi reported that Richard had resigned from the Committee as he had many other commitments on his time but would still help out with our events. It was felt that we should write to him to thank him for his work for the Friends while he had been a Committee member. **Action : CS**

## Reports and Plan

### - Treasurer's Report

£ 2,509.76 Current Account  
£37,207.61 Deposit Account

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£39,717.37 TOTAL

Jan reported that as agreed at the last meeting she had moved £5,000 from the Current bank account to the Deposit account in order to accrue slightly more interest.

### - Membership Secretary Report

Mike reported that we had not had any new members join since the last meeting. Martin said that he will try to recruit some new members from the visitors to the Flower Festival in June. Jan agreed to bring 30 more application forms to the Festival for use by Martin. **Action : JE**

### - Fabric Report

See the attached report from Brian Hardy.

### - Social Secretary Report

## Flower Festival

- **Venue** Jenny reported that due to the EU Elections which would be taking place on Thurs 23 June we would not be able to use the area around the main West door nor the toilet facilities but we should be okay to use the main body of the church to set up the arrangements. Mike to provide 6 buckets of water in the South Porch on Wed 22 June for flowers to be stored on Thurs. Need to get there early before the EU people get started in order to run the water into the buckets. Judi to bring some hot drinks in flasks.
- Jenny/Tom, Judi/Mike would meet at the church on Wed 22 June at 2pm to deliver the tables and set them up and clean if necessary. Mike and Tom would cut the ivy then and bring it into the church for Jenny and Judi to lay round the edges to link the arrangements. We would also go down to the Memorial Hall and bring up the crockery and tables and cutlery to the church. Richard would deliver his tables and crockery to the church that afternoon.
- On Thurs 23 June the same 4 people + Jan would be at the church at 12 noon to receive arrangers/arrangements and organise the layouts and set up the food/raffle/competition area as far as possible.
- On Friday Jenny/Tom, Judi/Mike and Christine + Richard would be at the church by 9am to clear up in the café area and layout the cakes and organise the kitchen and prepare the tables and the Reception area which would be at the South door of the church. Judi would bring the Programmes **Action : JH/JT/TH/HME/CS/RS**
- We would not need the heating on in the main body of the church especially as the flowers would otherwise suffer. If we needed heating in the café area we could use the electric heaters.
- Judi to write instruction sheet for those people who were manning Reception. **Action : JT**

- Martin and Mike to arrange some background music for the Festival from a recording unit in the church.  
**Action : HME/MS**
- **Advertising** Judi reported that the banners for outside the church and outside the main entrance to Leeds Castle had been ordered and should be delivered in the next few days. They would each be 8' wide each and 2' deep. Mike and Tom to work out how to put these up at the specific locations early on 24 June. **Action : HME/TH**
- We went through the list of ad locations and all had had posters put up or would be happening in the next few days. Judi to remind Richard about his locations and Michelle about hers  
**Action : JT**
- Martin would contact Radio Kent and try to persuade them to promote the Flower Festival perhaps during the Sunday morning gardening programme on 19 June.  
**Action : MS**
- Judi had sent the ad for the Festival to around 10 local village magazines for the 2 months of May and June.
- Christine had suggested making some fluorescent notices to put on the roadside on the approach to the church to highlight the Festival and the dates and location. All agreed this was a great idea and asked Christine to progress it if she would. Mike and Tom to liaise with her on erection of the notices. **Action : CS/TH/HME**
- Mike suggested that we could use two Plum advertising boards with a sheet advertising the Flower Festival over the boards and protected with polythene in case of rain. These to be located at the Leeds roundabout. This was thought to be another great idea.  
**Action : HME/TH**
- **Arrangers** We had currently got 14 agreed arrangers as per attached list and 3 more possibles to be followed up. Judi to email NAFAS contact Liz Hall on [elizabeth-d.hall@blueyonder.co.uk](mailto:elizabeth-d.hall@blueyonder.co.uk) to find out if they would be able to contribute an arrangement. Jenny to follow up with Kingswood School and Headcorn Flowers and Christine to contact Debbie (who did Anna's wedding flowers).  
**Action : JT/JH/CS**
- Michelle to ask Sophie to contact Cubs and firm up their commitment to contribute a paper flower arrangement around the anniversary of the Cubs movement. To be delivered to the church on Thurs 23 June. **Action : MW**
- Jenny then allocated positions for the arrangements around the church – see attached list.
- We decided that we really needed to have some country type arrangements of flowers in buckets in the Reception area and in the café area to welcome visitors. Judi and Jenny to provide old metal buckets for this. Jenny to order the necessary flowers.  
**Action : JH/JT**
- Jenny would do small arrangements of wild flowers to go on each of the café tables.  
**Action : JH**
- **Rota** Judi circulated the completed rota and asked everyone to check that their commitments were okay. Final version of the rota to be circulated to all as soon as possible.  
**Action : JT**
- **Risk Assessment** Judi had done this and circulated it. No changes or additions received.
- **Insurance** Judi had informed the insurers of the event and had received confirmation back from them.
- **Crockery** See above – Jenny is borrowing this from the Village Hall and Richard Stileman.
- **Food** Jenny and Amanda were sorting this out and would let us know if any further help was needed. Anyone from the Committee at the Festival who was not allocated elsewhere might help with any washing up from the teas/lunches. Jenny was bringing toilet rolls and hand towels for the cloakroom. Also rubbish bags. Jenny had a great many cakes arriving including some gluten free ones. Amanda to make scones for the cream teas. Jenny would provide cream and jam and food for the Ploughman's lunches. Jenny will write a set of instructions for anyone manning the food/serving area in the café.  
**Action : JH/AP**
- **Plan of arrangements in church** Judi had this in hand and Judi to try to put a plan in the Programme if possible.
- Jenny to let Judi have details of any new arrangers and the anniversaries they were featuring for the Programme and tent cards.  
**Action : JH/JT**
- **Flower ordering** We had not received any requests for help with either ordering the flowers or paying for them. Jenny would only order her own flowers and those agreed above.  
**Action : JH**
- **Financial Contributions** No requests had been made for help with the cost of the arrangers' flowers.
- **Raffle and Cake Competition** Jan has bought the tickets and will charge £1 a strip. She is buying the Champagne and will liaise with Martin over the cost. She will write a set of instructions for those people manning the Raffle function at the Festival. Jan will also set up the Smartie cake competition area and the person in charge of the raffle would also take entries for the guess the number of Smarties on the cake competition. We would charge 20p a guess. The prize would be the cake delivered to the winner. Jan will also provide floats and cash boxes for the food area, the raffle and the reception and she would generally be there to take away the proceeds at the end of each day. Any floats could be locked up overnight in the upstairs room over the café area.  
**Action : JE**

- **Programmes** We need 400 of these. Judi showed a mock up of the programme which is to be 8 A5 pages and she has asked Tim Munt for a quote on providing these with copy received on Mon 20 June and finished programmes delivered to Judi at the church on Thurs 23 June. Judi has emailed various contributors to the arrangements asking for info to put in the Programmes and Jenny will send Judi the info for Sue Davies and Dorothy and any new contributors. **Action : JT/JH**
- **Charges** As agreed previously we would charge £2.50 for entry per adult and £1 per child. This charge to include one free drink. Ploughman's lunch would be £3.50 and Cream Tea £3. £2 for a piece of cake, 50p for a cup cake and 25p for a biscuit. 50p for a second cup of coffee/tea/soft drink. Jan will make up display notices for the charges. **Action : JE**

***- Plums and 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** – None.

**Date of Next Meeting** - Thursday 14 July 2016 at 7.30pm at Church Farmhouse, Broomfield. This would be a Trustees Meeting followed by a Committee meeting which would include a close out report for the Flower Festival and the arrangements for the Plums.