

Minutes of a Meeting of The Friends of St Mary's Bacton
On
8th July 2004 at 7.30pm at The Bull

Present:

Simon Holdich (Chairman)
Peggy Boyer
Brenda Dunn
Andy Friend
Angela Friend
Rose Graham (Membership Secretary)
Ann Kent
Dick Middleton (Treasurer)
Richard Peattie
Helen Thomson

1. Welcome and apologies. Simon welcomed the new committee of The Friends and noted that the following had offered their apologies:

Robert Black
Rosy Black
Robin Jack
Sue Middleton

In the absence of the secretary, the Treasurer offered to record the minutes.

2. Minutes of meetings:

Thursday May 24th
Inaugural public meeting on Thursday June 10th

(Helen Thomson asked that her name be added to those of the committee. This was agreed and the minutes were then agreed as a true record.)

Proposed Rose Graham
Seconded ~~Helen Thomson~~ *Dick Middleton*
Agreed unanimously

3. Matters arising. There was discussion on the use of e-mail as a distribution method for correspondence.

Afternote: The secretary has the following addresses: those members whose addresses are not included are asked to forward their e-mail addresses to

randsemiddleton@hotmail.com
simonholdich@hotmail.com
andy@august-house.net
angela@august-house.net

4. Constitution. The Treasurer led a discussion on a draft constitution that had been circulated earlier. He explained that the group would need a written constitution in order to open a bank account, and that the draft was as non proscriptive as possible. He drew attention to the objects expressed and the way in which the constitution could be amended. The present group would become the Executive Committee, but that there would be no change to the way in which it was constituted.

It was agreed to adopt the draft constitution, which was then signed by the Chairman, Treasurer and the Membership Secretary.

The treasurer also pointed out that as the group now had an income of more than £1000 in a year, it was required to register as a charity. There were in fact two options:

- ❑ to register as a charity under its own identity
- ❑ to move under the umbrella of the Parochial Church Council (PCC), and take advantage of the PCC's charitable status.

There was discussion, and it was agreed to register as a charity under the groups own identity. The Treasurer agreed to undertake this on the group's behalf.

Proposed Rose Graham
Seconded Helm Thomson
Agreed unanimously

5. Quinquennial Report. Simon handed out copies of the Quinquennial Report on the church building, and suggested that it would be better if the report were to be read before the next meeting, and that members should bring ideas and suggestions for fundraising options or targets to the next meeting

Action:
All

6. Finance. The Treasurer reported the current financial assets as £5389.66, of which £250 was held in a restricted fund. The £250 had been awarded to the group as start up funding for administration by The Community Champions Fund, and that there were restrictions as to how that money could be used. The cash was all held in the account of Ipswich and District Council for Voluntary Service, and would be paid into our own bank account as soon as it is opened.

There was discussion about the way in which different banks operated differing charge regimes, and it was agreed that we should seek a bank that offered the most benign banking climate. It was also agreed that there should be three authorised signatories:

Simon Holdich
Dick Middleton
Rose Graham

Proposed Helen Thomson
Seconded Ann Kent
Agreed unanimously

7. Fundraising There was discussion regarding expenses incurred during fundraising activities, and the Chairman exhorted people to claim any expenses incurred in support of the friends. He reminded the meeting that the Community Champions money had been given to us for just such a purpose.

8. Standing Orders and Gift Aid Report

There was discussion about Gift Aid and the need to design a standing order form as soon as we had opened a bank account. The Treasurer agreed to undertake this. ~~He pointed out that gift aid can be claimed retrospectively, and that we could design our own Gift aid form, provided that it contained the relevant information required by the Inland Revenue.~~ Careful tracking of gifts through standing orders would be required to leave an audit trail.

THE LATTER

Simon distributed copies of a draft letter that he proposed be sent out as a follow up to the expressions on interest that we had already received.

Rose passed over the Group's share of the admission charge to the event of 10 June - £77 and two donations of £20 each (both of which should be added to our financial assets, making our total financial holding £5506.66). The two donations were made out to The Friends of St Mary's, and they will therefore be held as cheques until a bank account is opened

9. The Doorn.

There was discussion as to the possibility of producing postcards or notelets for sale. Rose had researched production prices (PCs @ £106/1000 greetings card @ £195/1000). Helen Thomson and Andy Friend agreed to pilot 50 notelets each, and Helen agreed to try printing PCs.

**Action: Helen Thomson
Andy Friend**

10. Events.

Peggy Boyer reported making good progress with the Autumn Bacton Show. ~~Ticket prices would be £6, half price for children. As attendance at an amateur concert would have no monetary value, ticket sales may well qualify for gift aid - raising an extra £1.68 per ticket or an extra income of £250 to £350. Rose-Graham thought that the administration of Gift Aid forms would be too difficult.~~

Simon asked Peggy to co-ordinate the metal detector club event in October. Peggy agreed to continue to try to contact the club, and also to arrange the site with James Black. It was understood that the Club had also asked for somewhere under cover to eat lunch, and various suggestions were forthcoming about the possibility to provide lunch for them.

**Action:
Peggy Boyer**

Simon also asked for volunteers to arrange and man a stall at the Bacton Fayre. Andy Friend agreed to act as co-ordinator, with various volunteers contributing to the preparation and manning of the stall. Activity to include: sale of notelets.PCs, inviting people to sign up to membership, display of pictures, include areas of damage/need, quiz sales and general raising of awareness.

**Action:
Andy Friend
Rose Graham
Helen Thomson
Simon Holdich**

11. Publicity

Ann Kent agreed to take on the role of publicist, and to look at maintaining an information flow to the EADT, Bury Free Press etc

12. Any other business

Ann Kent and Richard Peattie kindly offered the use of their house for meetings from September.

Rose Graham reminded the meeting of her contact who had offered to build a Friends of St Mary's web site. This was agreed to be a very attractive offer, which could be linked to the Suffolk Churches web site and the SCC site (and others)

13. Date of Next Meeting 12 August at 7.30pm at The Bull

Simon Holdich
12 August 04