

**A Meeting of the Friends of St Mary's, Bacton  
Thursday, 11 September 2008 at Mill House Farm.**

**Minutes.**

**Present:**

Peggy Boyer  
Andrew Friend (membership secretary and newsletter editor)  
Angela Friend  
Rose Graham  
Simon Holdich (chairman)  
Ann Kent  
Janice Shea  
Mike Talbot  
Helen Thomson

**Welcome and apologies:**

Apologies received from Ian Armstrong, Dick and Sue Middleton.

**Minutes of the meeting on Thursday 10 July 2008** – approved as a true record, and signed.

**Matters arising:**

Rose Graham reported that Stowmarket Ladies' Jubilee Choir had offered to do a concert in St Mary's on Friday 5 December, at a cost of £150. It was suggested we might make it a mulled wine and mince pies occasion, with audience participation in carols. Agreed in principle to go ahead, though Rose to check with rector before she confirms booking.

**Financial Report:** The report, indicating a balance in excess of £12,000 with metal detecting money still to come, was noted.

**Bacton Fayre:**

The chairman congratulated and thanked Ann Kent for the work she put into our stall and art competition. It kept us in the public eye and even made money, though that wasn't the primary purpose. The cake recipes had been warmly received.

**Public Liability Insurance:**

Simon reported that it had come to light that we had never had public liability insurance, though we believed we had – through the PCC. It wasn't clear where the failure had occurred. However, Rose had now negotiated a policy with Ecclesiastical Insurance for public and employer's liability insurance, at a premium of £157.50 a year.

It would be effective for the metal detecting day. (Employer's liability cover is required because volunteers count as employees).

Rose further reported that the insurance cover will require us to have a written health and safety policy, and prepare risk assessments for any events we organise. We will also need an officer in charge of health and safety. Andy Friend agreed to take on this office.

On the matter of the pantomime, Friends of St George's are telling their insurers (also Ecclesiastical) that it is a joint venture. Agreed Rose should do the same for us, to ensure cover is agreed and adequate.

The chairman thanked Rose for all the time and research she had put into this very important matter. Action noted and unanimously endorsed.

**Metal Detecting Day – 14<sup>th</sup> September:**

A draft Risk Assessment for this event, prepared by Rose, was discussed and enlarged upon, with specific responsibilities allocated – for traffic and fire safety, for example. Agreed that Rose should write the final document. Other duties on (and before) the day were also allocated. The chairman said anyone available to help would be needed and welcome.

**Pantomime - Update:**

Rose said things were going very well, with much learned from last year and many children and adults wanting to be in the show, and plenty of volunteer helpers. Simply Splendid, of Needham Market, has agreed to sponsor the pantomime and will provide Cinderella's dress. No advance money is required.

**Any Other Business:**

Richard Peaty and Ann Kent to take charge of the table bought for general use of the Friends.

**Date and venue of next meeting:**

**Thursday 9 October, at August House (venue to be confirmed).**

*Signature*