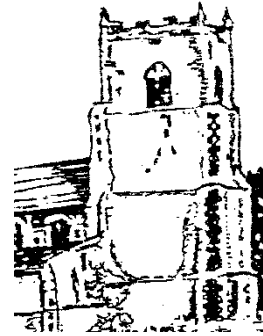


**Minutes of the Meeting of
The Friends of St Mary's, Bacton
Thursday 7th November 2019
St Mary's Church Community Room, Bacton**

Charity Number 1106579 *fosmbacton.org.uk*



Present

Sue Holdich (Chair)
Sarah Spink (Secretary)
Mike Hall
Richard Peaty
Rose Graham

1. Welcome and Apologies

- Apologies had been received from Peggy Boyer, Helen Thomson, David Chambers, Andy Friend and Simon Holdich.

2. Minutes of the last meeting

- The minutes were accepted as a true copy – proposed by Rose and seconded by Mike.

3. Matters arising

- There were no matters arising.

4. Financial Report

- The balance of accounts at the end of October was £14,604 all of which was unallocated.
- A minor correction was made to the September financial report. This was a spreadsheet error and had no impact on the calculations or final balance.

5. PCC update

- Mike reported that the Church Times now includes an advert for a new rector. Interviews are planned for 20.12.19 and The Rectory is now vacant.
- Repairs to flooring in the south aisle is now complete; the PCC will approach the Friends for a financial contribution to this in due course.
- Structural engineers will be visiting to inspect and advise on the crack in the west wall in the very near future.
- The platform inside the tower is in need of repair. The PCC is awaiting plans for this from the architect.
- Floodlights to illuminate the Christmas tree and church tower will be wired up (on a permanent basis) by 30.11.19

6. Final plans for concert 16.11.19

At the time of meeting, a total of 62 tickets had been sold or reserved.

Preparations leading up to the concert:

- ❖ 18 tickets to be put aside for Zoe Edmunds – Sarah.
- ❖ Email Zoe Edmunds to request 100 programmes – Sarah.
- ❖ Access to village hall toilets – Rose.
- ❖ Provision of necessary licences – Andy.
- ❖ Provision of floats for: ticket and programme sales, raffle tickets, and bar sales – Andy.

Preparations on the day of the concert:

- ❖ Turn on the heating in the church in the morning – Mike.
- ❖ Display notice detailing safety requirements (fire exits etc.) – Mike.
- ❖ Display temporary licence – Sue/Sarah.
- ❖ Urn for hot refreshments – Sue.
- ❖ Clear front of church to facilitate easy access by the band – all.
- ❖ Rostrum for bandmaster – Helen.
- ❖ Portable heaters for band – Helen.
- ❖ Positioning of chairs for the band – all/band members.
- ❖ Set up of bar area – Helen and Gordon.
- ❖ Notice displaying selling prices for refreshments – Helen and Gordon.

Duties on the evening of the concert:

- ❖ Unlock church by 6pm – Richard.
- ❖ Arrival by 6pm – Rose, Sue, Sarah plus any other volunteers.
- ❖ Raffle prizes – all Friends to contribute.
- ❖ Raffle ticket sales – Peggy and Margaret.
- ❖ Sale of tickets on door (and collection of reserved tickets) – Sue.
- ❖ Welcome at beginning of concert and thank you at the end – Sue.
- ❖ Bar – Helen and Gordon
- ❖ Refreshments for band – Rose, with additional volunteer(s).
- ❖ Seating and sale of programmes – Simon and Sarah.

7. Future fundraising

- This was postponed until the next meeting.

8. Any other business

- There was no other business.

9. Date of next meeting

- Thursday 12th December 2019, St Mary's Community Room, Bacton at 7.30pm

The meeting closed at 8.27pm