

**Combined BDC and Executive Meeting**  
**Sunday 7<sup>th</sup> January 2007 12.00 – 3.00pm**  
**At 48 St Thomas' Rd., Brentwood**

**Present:** Sheila Maxey, David Williams, Paul Seckleman, Rosie Sinden-Evans,  
Barbara Maskens, Sue Fairweather, Jonney Aldridge, Steve James,  
Roo Bull, Jerry Macklow, Trev Darley, Ann Froggatt

**Apologies:** Livvy Hodgson, Barbara Dyer

**Not present:** Julian Clover

**Opening Prayer and Reading:** Sheila Maxey

**Minutes of last meeting – 5<sup>th</sup> Nov 06:** No-one had received these, AF apologised for this. SM read out minutes. After one correction they were agreed as correct. It was agreed to amend the agenda to take into account matters arising and fundraising and , under AOB, health and hygiene.

**Matters arising:**

1. Sue Sandeman's departure – discussed even though it would also come under item 1. Sue decided near the end of her 3 month probationary period that being Othona deputy manager was not for her at this point in her life. Her other career possibilities became more pressing, and there were no hard feelings on either side.
2. Reed Beds update – ongoing, DW had e-mail from a company on his desk and would follow up this week. He was asking for information not to be sold something.
3. YAPs – SJ would get back in touch with the YAP organisers, and would discuss with DW and JA suitable projects and times to propose.

**1. DW Report – the Last 2 months at Bradwell:**

1. Reiterated that he had found Sue S very easy to work with, no hard feelings on either side.
2. Many of the Leaflets were redone and ready to go.
3. DW was waiting for feedback from Burton on Plums and Custard leaflet, then to go to Trustees.
4. Had been a good response to the programme, and proof reading errors had now been picked up.
5. He was giving all present 6 programmes so they could all help to promote the centre. Anyone who made enquiries or bookings for groups were sent programmes to give out. He wanted the community to own its own publicity.
6. There were 2-3 outside bookings coming up.
7. There was a lot of interest for the half term's New Testament week, especially from locals wanting to do day visits.
8. Christmas and New Year's Eve had been less stressful and hassle than he thought they would be, they were well planned and easy to run, and he had had a lot of valuable help. However, it had shown him that it was impossible for one

person to Warden and Manager the centre. Many thanks to those 4 who helped over New Year.

Answers to questions:

- § There had been one Rambler group in before Christmas, but many valuable contacts had been made for the future.
- § Volunteers – especially crucial to find a Warden for each community week.
- § RB wanted to tell all that DW was doing a lot of work on spreading the Othona word to different groups.
- § RSE – was very pleased with the strong links between the local church and community and Bradwell.

## **2. Looking forward to 2007, especially up to Easter: DW reporting**

1. The village was very grateful that we want to be part of them, and them to be part of us. Village wants to be included in our Easter programme.
2. He went to a service in Danbury and was going to talk to a Deanery meeting about Bradwell. He has also talked to the Bishop.
3. Towards the end of the month University of 3<sup>rd</sup> Age was visiting for a talk about Othona.
4. He has been invited, on instigation of the Bishop, to be a member of the Pilgrimage committee.
5. He had 4 definite and 1 provisional bookings for New Testament week only a week after the programme came out.
6. 20 Germans were coming for a day visit on 10<sup>th</sup> April.
7. There was a visit from 8 Romford YMCA people for 3 days before Easter.
8. There was a group of 30 people from 27-29 April.
9. He needed more information from PS about programme weeks as he was being asked by many people for more info before booking.
10. He felt things were moving forwards slowly.

Questions and discussion–

- § JM – how was approaches to secondary schools going? The leaflet was being finalised, DW was getting input from some other people, and would welcome emailed input from JM.
- § PS would Warden the Spring half term, AF offered to cook, there were already some other volunteers for cooks for other weeks.

Break for Lunch

## **3. Roo's Report about BDC and her new role:**

1. She summarised the BDC track record and progress made, and her work as development officer over the past year. (See BDC Review) This had culminated in the Business Plan and associated leaflets that all members would be receiving in the next few days.
2. She was now part of the Staff team at Bradwell as Development Officer for the next 6 months, when it would be reviewed. She reported to DW and through him to the trustees. 80% of her time was fundraising, mainly to extract money from

grant giving organisations. She has just approached, via letter, the 50 richest people in Essex, asking them if they wish to be a sponsor, and telling of ways they can support from £30 to £3,000.

3. She was about to go through the Charity Digests and finding out how best to approach them, and then approaching them and following up approaches.
4. The other 20% of her time was doing a variety of work as part of DW's staff team. She would be working on recruitment.
5. Reported on BDC meeting just held, on whether it should continue and how. The BDC had 2 unfinished items of work, electricity and staffing. She was going to propose that BDC still exists for next 6 months to do these items. SM would take this to the Trustees for their consideration and decision.

#### Questions and discussion –

- § SF - Will general giving to Othona be affected by fundraising activities for electricity and buildings?
- § In response to concerns about high prices deterring people, Roo said her appeal letter gave opportunities to give in 2 different ways -for capital projects and bursaries.
- § SF – what about Andrew Hardy Fund – is it still relevant and existing? SM would find out about how much was in it. .
- § The Play fund had been closed and will be discussed in Exec meeting.
- § PS- what about applying for lottery money? Was last discussed by Trustees about 10 years ago, when they said we would not use it This needs to be looked at again to see if is now considered suitable.
- § RSE – would Roo still be Chair of BDC – yes.
- § SF – is the staff plan still the same, Manager, Deputy and Cook Caterer? What about 4<sup>th</sup> outreach and volunteer person? DW said the 4<sup>th</sup> person was not in this year's budget as wages for the Development Officer had to be accounted for.
- § PS – who was taking responsibility for maintenance? DW said that he was responsible for keeping the place 'roadworthy'. .

#### 4. Report from Trustees - SM:

1. The Trustees were having a 24 hour meeting in March with an outside facilitator.
2. Trustees were exploring the possibility of planning permission on 3 bits of land to raise capital, as reported in Full Circle, through TD. Trustees had taken no steps about selling. This land was a joint community asset, not just Bradwell's.
3. Changing the system for electing the Executive - there had been no feedback so it will probably be proposed at the AGM for the next year.
4. AGM – each centre needs to make a presentation, so need to plan who will do it. Agreed it should be DW and an Exec member, JA volunteered and no one disagreed with this. TD said we need to make clear where we are with the building plans, maybe with pictures around hall or plans given out It was agreed that the AGM could be used for re-launching the fund-raising – perhaps a shared fund-raising slot with BB – and that fundraising should be separate from the life of the centre. It was agreed that DW, JA and Roo would work together on the AGM input. However, the trustees had not yet finalised the shape of the AGM.

## **5. Fundraising report:**

1. RSE reported on last fundraising meeting in Dec 06 when it was suggested that the fundraising drive going out to members could be launched at AGM. Minutes would be available soon. Also fundraising needs to be on Exec agenda.
2. Fundraising was kicked off in the summer with the Advent giving, buy a metre of cable and DW's Christmas day swim.
3. DW – Exec had previously agreed to being involved with phoning members in various areas, but could not start until everyone has a copy of the new Business Plan, just gone out in post. DW and Roo working on organising areas and people next week.
4. Need also to have final figures on cost of installing electricity, Trustees still to make that decision.
5. Those doing the phoning will need to feedback to the fundraising committee, and also to have access to answers to questions asked. Many questions can be answered from Business Plan and leaflets, others will need to be referred to other people, will be given names to refer to. Not to be afraid to say they don't know! Can put a list of FAQs onto website.
6. It is not possible to say how much money has been raised precisely, as some takes a while to come in, most goes direct to Roger, some from covenants and regular giving. Roger will be asked for an update.

## **6. AOB:**

1. Agreed that minutes of combined meeting will go on website as 'agreed minutes'. AF to circulate all present with minutes and any corrections to be sent to Chair (SM) who will then send them to Gareth to go on website.
2. In future, those reporting to the committee, were asked to email to the Chair well before the meeting so that he can circulate them. .
3. DW will send a weekly report to Exec members for their information, not for general publication.
4. About every 2 weeks Centre and Exec will do a joint news report to go on the E-zine. JA and DW will agree that news report together.
5. Health and hygiene – BM saw people disregarding health and hygiene regulations, by allowing children in kitchen and washing up with the hot water, even after the training day. It was agreed it was the responsibility of all who had done the training to challenge behaviour that was not in accordance with regulations and unsafe, and to cascade their knowledge.

No further combined BDC and Executive Committee meeting was planned.