**FRIENDS OF DROXFORD CHURCH**

**Trustee Meeting Minutes Monday 20 November 2023**

**In the Community Room**

Present: Tony Hoile, John Symes, Sally Sturt, June Kershaw, Jeff Hooper, Nick Capon, and Sandy Baillie Strong.

1. Apologises: John Dryden-Brownlee and David Fowler
2. Reiteration of good practice at meetings.
3. Minutes of the meeting 18 September 2023 were approved.

JH apologised for providing confusing authorisation over PCC funds to be spent on building maintenance as detailed in the minutes of the previous meeting.

1. Finance: see minutes 14 November 2023 and draft set of accounts year ending 2023.

SS highlighted two corrections which were accepted to these finance minutes. The first, that the bellringers requested financial support from FODC by no later than the end of June 2024. The second concerned Note 1 of the draft accounts, penultimate line which should read “DCH SumUp receipts for selling FODC cards”. Regarding item 4f of the minutes, see the building report November 2023. ABS to approach Nick Keitley to sign off the amended accounts.

1. Events: see minutes 26 October 2023.

The AGM was being planned by SS. SS had prepared a spreadsheet for those who may be eligible to be invited to the post AGM social. SS to circulate and asks that all Trustees review and advise of corrections and omissions.

1. Communications: see minutes 13 October 2023.

JK advised that the Bridge article would be done next time and include a promotion for the AGM. JK advised that the website was full of old articles and she had already removed a substantial portion and reshaped the website to be more relevant to reflect the next phase for FODC. JK had circulated website mock ups based on her notes and wanted feedback from all Trustees. JK requested information from each Trustee relating to their areas of responsibility.

NC gave some valuable insight as to the key data required from corporate fund givers compared to community or individual fund givers. The submission of feedback would enable a plan to develop for the shape of the website and include an assessment of the maintenance needed once the website had been renovated. SS to arrange for a photo of each Trustee for use on the website.

1. Heritage: see Wiki Proposals Sep and Nov 2023 and Jomati Application Nov 2023

JS confirmed that funds had been received from Jomati and that Adam had been instructed to proceed with the Wiki proposal (Nov 2023). The Digital Heritage Website would be a collaborative project with a pilot phase of 6 months. Adam was co-ordinating with JK to ensure efficiency and mutual links between the FODC website and the Digital Heritage.

1. Specialist Teams:

AV – The priority was on hearing services and events whilst the visual element was planned but implementation deferred. Colin had obtained quotes which were similar technically and price. There would be a mobile sound mixer and a box of tricks situated in the north west corner of the chancel to implement plug and play for visiting audio events.

It had been recommended by the Archdeacon that advice relating to speaker positioning be sought from the diocese audio consultant who advised Lee-on-Solent church. It was agreed to focus on a quality solution with a view to longevity and flexibility. Accordingly, security for the hardware was agreed as part of the solution.

CCTV – Not discussed in detail but Colin to be asked to liaise with Peter over the CCTV and especially internal CCTV.

1. Building: see report November 2023

TH had met Janet to discuss the lack of maintenance of the square drainage and had received an apology. It was agreed that it was the responsibility of the PCC/FODC rather than the PC for clearing the catch pit.

Margaret had proposed to TH for flood barriers to be created external to the annexe and north doors which would involve fixing channels for replaceable planks to be installed as required. TH to consider but most likely faculty required.

It was agreed that whilst extreme, similar flash flooding could be expected and needed to be planned for.

It was agreed that TH would revert to Janet and ask for broader solutions of drainage from the A32/Square/Parish Green and to take responsibility to minimise flooding into the churchyard TH to consider improvements by feeding excess flash flooding into the drainage ditch on the northern boundary. TH to discuss with David to explore the impact of flash flooding on their boundary fence and explore what mutual solutions might be possible.

It was agreed that a curtain was acceptable against the tower door to reduce heat loss in the bell room.

TH advised that a more appropriate quote for emergency lighting in the tower was imminent.

1. Update on others:

PCC – Two types of service were very popular and numbers increasing. Remembrance service (170) and the informal (50). JH had asked Janet to consider the PC taking on responsibility for the graveyard and close it off. It was agreed that it was unlikely to proceed but none the less, there was considerable disquiet of the change of responsibility.

DCH – JK reported that Margaret expressed an interest in seeing actual energy bills. This was confusing as they are billed separately for their own electricity and the oil meter gauges had only just been installed and the process being evaluated by a representative from each of PCC/DCH and FODC. JK also reported that Margaret was concerned about the tree work; especially over the café tables. DCH had given funds to FODC for tree work on the basis of a report by Bonnie. That report was for essential H&S work including any low branches which might hit people when walking. JK also reported that Margaret was asking about the graveyard barrier. It was reiterated that the shepherds’ hooks and chain link currently in situ was a temporary measure. It was agreed that there should be a graveyard plan, including this graveyard barrier, before FODC could agree to support any changes.

Bellringers – SS reported that they are going from strength to strength and the recent diocese ringing event included a service attended by nearly 60 congregants.

11. Strategy

JK reminded all of the strategy review meeting and asked for all Trustees to review the RAG to highlight what things weren’t happening and why.

1. AOB

13. Date for the next meeting: AGM 19 February 2024 in the Church.