

Filby Church Bells Restoration Project
Communications Sub-Group meeting

Wednesday 23.02.22.

10.30am Florence Farm, Fleggburgh

Members Present – Derek Nicker **DN** Bernard Chase **BC** Nick Dawes **ND**

Apologies - Martin Farrimond **MF**

1) Information Letter – **DN** Has produced 450 copies of letter and delivered to **BC** These will be delivered with the Benefice Newsletter to every household in Filby within the next week

Action BC

2) Posters – **DN** has produced 16 laminated copies of poster advertising the launch event These will be distributed throughout Filby, Ormesby and Fleggburgh

Action BC

3) Advertisements – **DN** To inform – NR 29

_ Mercury – Village Life

_ EDP Events Calendar Information on Launch Event

Action DN

4) Bank Account – **BC / ND** Virtual meeting with Barclays bank 22.02.22. New Bank Account relevant to our charity available in five working days.

Action BC

5) – Just Giving Account - Current account attached to Philip Scott's personal account He had cancelled the £18.00 per month fee Two options - Create new account

- Adapt old account

No monthly fee Pay a percentage of each donation Approx 1.5%

Action BC

BC Clarify new account once new Bank Account details known **BC** to inform **DN** details of new accounts to update the Information Leaflet by w/e 11.03.22.

Action BC

6) Information Leaflet – **DN** to finalise information leaflet w/e 25.03.22.

Action DN

All leaflets to be folded w/c 28.03.22.

Action Committee Members

Leaflets to be distributed to all Filby households w/c 04.04.22. Discuss process at full committee meeting 09.03.22.

Action Committee members

DN to produce high level map of village to identify distribution zones

Action DN

7) Heritage Lottery Fund – **DN** if application successful could contribute up to 95% of project costs

Labour at £20.00 per hour can be considered for all voluntary work done spent on the project

Need to prospectively evaluate time spent on project work

Action Committee members

MF has developed a work schedule DN Has converted schedule into a Gant Chart ? Need to develop a Business Plan DN has read through application process NHLF not interested in 'Bricks & Mortar' Interested in outcomes & benefits to the community and its residents

Must involves the community- School

-Bell Ringers

-WI and other community Groups

To complete application process by end October 2022 Need to consider 'Audience Development'
Need to develop a residents questionnaire by the Launch Event **Action Committee members**

DN to distribute to subcommittee copies of 2012 Filby questionnaire used for the Village Hall

8) Date & Time next subcommittee meeting Thursday 07.04.22. 10.30am at Florence Farm

Meeting closed at 12.00md