

## **HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS**

### **Minutes of the Joint Church Executive committee meeting**

**10<sup>th</sup> September 2018 in the meeting room at Holy Trinity.**

**Present;** Maureen Graham, Peter Blackman (part), John Geary, Judith Radley, Tricia Tutin, Revd Barry Allen, Ria Allen, Fr James McShane, Rosemary Tidmarsh, Revd Carol Ball, Michael Clark, Gill Wragg, Kath Gable.

Revd Carol opened the meeting with a prayer.

#### **1) APOLOGIES**

Simone Probyn, Margaret Partridge, John Emmines.

**2) Minutes of the last meeting from March 2018** were agreed and signed at the AGM in June.

#### **3) Matters arising from previous minutes**

Peter raised the question are we Quorate? The Catholics letter has gone to the diocese and they are waiting a reply.

Revd Carol will check with our insurance re the legality of our agreement.

There was a general discussion on legality and agreement was reached on 1 Minister and 4 from each congregation.

Revd Barry wanted to assure all there that they were not aware the lectern would be used as it was and it will be restored to how it was before the alterations. Another method will be found to use the monitors. All wiring has been removed from the pulpit and it can still be moved freely as before. The install was not meant to happen as it did.

The new projector is now in use and Michael will be happy to show anyone how to use it. A copy of how to use it is in the drawer of the PA system.

The schools will need to know how to use it correctly.

Tricia wanted it minuted that it's a blessing we have a system we can see.

Revd Carol and Peter thanked the Methodists for correcting the install as quickly as they have.

#### **4) Treasurers report**

Report circulated prior to the meeting

### **JCC Treasurer's notes meeting on 10<sup>th</sup> September 2018**

#### **Current Overall Cash flow Balance**

It has been a very quiet quarter for financial transactions, the balance on the current account as at 10<sup>th</sup> September is as follows:

### ***Closing Balances***

|                                              |                 |
|----------------------------------------------|-----------------|
| <b>10 Sept 2018</b>                          |                 |
| Community Acct                               | 4,523.11        |
| Business Premium Account                     | 541.04          |
| Methodist Central Finance Board Deposit Fund | 2,948.93        |
| <b>Total</b>                                 | <b>8,013.08</b> |

*Fig 1: Closing bank balances as at 10<sup>th</sup> September 2018* Net expenditure in the period was £973.84 which comprised of £992 of income and expenditure of £1965.84.

#### ***Income in the period***

During this quarter we received the second Methodist contribution of £550 along with one month's contribution from the Anglican Community for £242. We also received a donation from the Cheerful Childminders for £200 as a thank you for the use of the meeting room for the period January to July 2018.

#### ***Expenditure in the period***

The largest item of expenditure was the annual insurance renewal which increased this year to £1,020.40. This represented just over a 5% increase from the previous year which partially related to the increase in IPT this year. Other items of expenditure during the summer period all related to utilities: electricity - £261; gas - £470 and water - £214.44

### **Contribution Levels by Community**

As has been raised in previous meetings the method by which contributions are split has not been reviewed for a number of years. Rev Carol and I met following the AGM to look at the current levels and also consider other methods that could be used to ensure the split is fair and equitable across the 3 communities. After taking into account community headcounts as well as the current financial situation for the 3 communities we decided the current split should remain in place for the coming year.

With regards contributions received this year, we have received the full year contribution from the Methodist community, the final quarter's contribution from the Catholic community is due in October and there are 5 instalments remaining from the Anglican community.

### **Forecast expenditure for the final quarter 2018**

As per the minutes of the last meeting we will be expecting maintenance expenditure in relation to accessing and repairing the corroded radiator this month.

The projector project is expected to progress this quarter which will create an on-going commitment for repayment of funds to facilitate the project.

## **Summary**

With repairs and maintenance at a far lower level than previous years the bank balance continues to improve with the overall balance increasing by £2,900 since the beginning of the financial year. This is a far better position than in previous years to be heading into the winter and the final quarter of the year.

Any queries, as always, please do not hesitate to contact me

**Simone Probyn Treasurer**

## **Note at meeting**

The balance of money for the projector has been agreed and we are paying back a loan, as we did for the decoration of the church.

## **5) Fabric Report**

Report previously circulated prior to the meeting.

## **Corroded radiator in Catholic / Methodist vestry**

The third contractor requested to undertake this work has given a date of Tuesday 11 September for undertaking this work. This company are not qualified to undertake work on the boiler room installation so another company will be contacted. Once agreed they will be instructed to undertake an annual service of the boiler.

## ***Overhead projector replacement and associated upgrade***

Following discussion of the quotes received and discussed at the AGM in June together with the very generous offer of a £5,000.00 from the Methodist community and the possibility of a loan for the balance, Maureen reported that everything had subsequently been agreed and that in fact the installation was scheduled for the 04 and 05 September.

## **Door locks**

**John Geary** to undertake further rectification work on the external door locks.

## **H & S plan**

**Frank Lo** to review the existing document and update as necessary

## **Altar**

It has been noted that there is varying amounts of damage to the four legs of the altar. It was agreed that a quote be obtained for remedial work to the legs.

## **Keys**

The key for the boiler room had recently gone missing. A new pad lock has been purchased and fitted. Key fobs with labels have now been fitted to all keys where their locks have been identified. Unidentified keys have been placed in a tin in the Catholic / Methodist vestry cupboard.

## **Meter readings**

The current energy suppliers for gas and electricity will now be notified of John Geary's contact details for the purpose of obtaining meter readings.

**Thermostats** Notices are to be fixed adjacent to the three thermostats in the main body of the Church in an attempt to deter people from altering the settings.

## Lamps

After the meeting all seven light fittings with dud lamps had new lamps fitted in readiness for the onset of winter. Many thanks to Bob Hemmings who assisted in the operation.

Notes at the meeting.

- a) Both outer doors should be locked on leaving the building.
- b) Carol thanked John for sorting out the closing of the safe, she is now able to do it.
- c) Fr James asked if soft closures could be added to the meeting room doors, as the doors slam shut. John will look into it, perhaps a soft rubber could be put around the frames.

Simone will provide John with the energy suppliers we currently use so he can liaise with them and give meter readings. He will then look into changing suppliers.

Rosemary will put instructions on the thermostats controls re cooling the church.

A big thank you was extended to John, George and Bob (who came back) for using the ladders to replace the bulbs that were out in the church.

## **6) WORSHIP AND OUTREACH REPORT.**

The Evangelical church are leading the carol service this year in Holy Trinity.

The Guides Christingle service is booked with Revd Carol.

"Would you Adam and Eve it" ticket sales not going too badly but we could sell more. The company have brilliant reviews.

## **A.O.B.**

Michael produced a leaflet to introduce our church, with reference to the use of the church too.

All were asked to take it home and read it. Any additions or alterations please email to Michael.

Email address is **mdjaclark@gmail.com**

Thank you very much to Michael for producing this for us. Michael was asked if it could be ready for Christmas.

From Friday 5<sup>th</sup> October the Friday Mass will be at 9.30am and the rosary will be at 9.15am. This is to accommodate the schools choir practice at 9am in the school hall. All were happy with this.

Fr James is on Sabbatical from October for 6 months and Fr Gervase will be here for that time.

Peter said agreement had been reached on the websites front design. Thanks to Don for this.

## **Date of next meeting**

**Monday 26<sup>th</sup> November 2018 in the meeting room Holy Trinity at 7.30pm.**

**Signed Chair of JCC Holy Trinity.....**

**Dated.....**

**Seconded by.....**

**Dated.....**