

MINUTES OF HOLY TRINITY CHURCH AGM

HELD ON 10TH JUNE 2019

1) Revd Carol welcomed all to the meeting and opened with a prayer.

APOLOGIES

Gill Wragg, Judith Radley.

PRESENT

Revd Carol Ball, Revd Barry Allen, Kath Gable, Peter Blackman, John Geary, Rosemary Tidmarsh, Maureen Graham, Margaret Partridge, Simone Probyn, Trisha Tutin and Linda Speak.

2) ELECTION OF OFFICERS

Election of Chair: The Revd Carol Ball 2nd year was proposed as chair and seconded (Maureen, Rosemary)

All voted in agreement.

Election of Vice Chair: Revd Barry Allen 2nd year and RC Minister when appointed was proposed and seconded (Kath, Simone) I

All voted in agreement.

Election of Treasurer: Simone Probyn was proposed and seconded. (Trisha, Margaret)

All voted in agreement.

Election of Secretary: Kath Gable was proposed and seconded. (Carol, Rosemary)

All voted in agreement.

Revd Carol thanked John, Simone, Barry and Kath for all their work and support throughout the year.

3) Minutes of the previous year's AGM were agreed and signed.

4) MATTERS ARISING

Val is deciding the fate of the Memory Worship for the next year as the numbers are varying.

The 40th Anniversary of the church is 2022. Rosemary is giving some thought as to what we might do to celebrate.

5) FEEDBACK FROM COMMUNITIES.

Methodists;

Revd Barry reported all is going okay with their congregation and said they would like to start a cinemas club once a month, October to March. We had one in the church previously run by the JCC. They need to sort out an afternoon or evening, which will be the same day monthly.

It was said that Champions Manor hall have one monthly.
A licence is needed, which is £65 pa. Carol will contact CVLI to see if we can upgrade to films. All agreed with that.

Anglicans;

The Anglicans have been challenged with finance and have a busy fundraising team working hard on that.

Last year Margaret and Roger were missing and there were others away with illness too.

The Church of England has challenged churches to do some planting. They are looking to involve other bodies in the town for support, could be Ecumenical.

Carol has been very active in the schools, with a number of services coming up.

There is a prayer space in Trinity St Mary's.

The Vicarage BBQ is on 6th July 3 til 6 and all are welcome.

Catholics;

Rosemary said the Catholics are jogging along with Fr Gervase having a visa until September. The Stewards to the Gospel are meeting with the Priests involved this week.

There were 15 First Holy Communicants in June with a lovely service. The white altar front and tabernacle cover can be used for weddings as well. All agreed it was lovely and thanked Rosemary.

The Catholics are very overdrawn and are also busy fundraising.

The statement re the members on JCC from the Catholics was circulated prior to the meeting and has been read and agreed by all.

TREASURERS REPORT

1. 2018 Accounts

During 2018 income exceeded expenditure in by c£2,500.

The year commenced with a credit balance of £5,112.75 split across the 3 accounts and the year ended with a far healthier credit balance of £7,659.23 as per Fig 1 below. This is the highest closing balance we have held since December 2014.

Closing Balances

31 Dec 2018	
Community Acct	4,163.08
Business Premium Account	541.31
Methodist Central Finance Board Deposit Fund	2,954.84
Total	7,659.23

Fig 1: Closing bank balances as at 31st December 2018

In a little more detail:

- **Total income** in 2018 was £19,497. Congregation contributions totalled £9,520 during the year, donations were £5,763 and we received a loan for £4,000 in relation to the Projector Installation project.

Donations in 2018 were received from:

- AA £270
 - Cheerful Childminders £200
 - Swift Singers £125
 - SWF Bereavement Support £100
 - Advent Ecumenical donations £68
 - Methodist Community* £5,000
- *in relation to Projector Installation project

- In 2018 **total expenditure** was £16,964, of which the largest payments were:
 - NB

- Projector Installation £9,239
- Gas £2,372
- Electricity £1,044
- Water & Sewerage £801
- Repairs and Maintenance £2,327
- Insurance £1,020
 - i. *Gas and Electricity costs increased again this year, albeit at a slightly lower rate of 11.5% increasing from £2,936 to £3,276. The majority of this increase has been seen in the cost of Gas.*
 - ii. *Water and Sewage costs decreased this year from £1,223 to £801, a decrease of 34.5%*
 - iii. *Insurance costs increased as expected in 2018 due to the increase in IPT, the increase in premiums being 5% this year.*

Repairs and Maintenance, as is the usual case, formed a significant part of our expenditure for 2018, an analysis of this category is as follows:

Date	Chq No	Payee	Description	Amount
09/03/2018	101258	John Geary	Vacuum service	£30.00
09/03/2018	101259	M A Adams	Roof Repairs	£954.00
12/06/2018	101260	Hewes Security	Keys cut	£33.30
12/06/2018	101262	Brentwood Security Centre	Grind off safe door	£96.00
26/10/2018	101263	TM Hughes & Son	Replace radiator	£526.80
26/10/2018	101264	George Ball	Replacement light bulbs	£77.32
26/10/2018	101265	John Geary	Padlock	£19.99
06/12/2018	101268	Davis Heating	New heating pump; annual service & gas check	£408.00
06/12/2018	101269	John Geary	Anti-climb paint; warning signs	£181.92

Fig 2: 2018 Repairs and Expenditure Items

2. 2018 Audit

As per last year the 2018 accounts will be audited by Mr Lee Ogden FCCA, a Partner with Berkeley Townsend Chartered Accountants.

3. 2018 Contributions:

Our agreed annual total contributions remain at £10,000. During the year we received £6,000 from the Catholic community, £2,420 from the Anglican community and £1,100 from the Methodist community. We received a final payment of £238 from the Anglican community in February 2019 for the 2018 contributions. Therefore total contributions actually received for 2018 were £9,758

As at June 2019, we have received Q1 contributions from the Anglican and Catholic congregations in the sum of £726 and £1,500. Q2 contributions are now due from all 3 congregations.

Rev Carol and I met last September to discuss how the contribution is currently split and also whether it remains at the correct level. Ultimately there did not appear to be fairer or equitable split than is currently in place so it has remain unchanged this year. With regards the annual amount, given the current level of repairs due (including further roof repairs) and the loan repayment that is due over the next four years, we should not be considering a decrease to the contributions at this stage.

4. Loan to JCC for Projector Installation Project

To enable the Projector Installation Project to go ahead, as well as the generous donation of £5,000 by the Methodist community, the JCC received a loan of £4,000. This will need to be repaid over 4 years with the first repayment falling due in October 2019.

5. Current Account Balance

As at 10th June 2019 the overall balance - across all three accounts - is £6,390 in credit, of which £2,965 is held by the Methodist Central Finance Board. With the first loan repayment for the projector falling due in a few months and the potential of roof repairs being required, it would be helpful if all congregations could see to bring contributions up to date.

Closing Balances

10th June 2019	
Community Acct	2,883.21
Business Premium Account	541.85
Methodist Central Finance Board Deposit Fund	2,964.77
Total	6,389.83

Fig 3: Closing bank balances as at 10th June 2019

6. Christian Council

The Christian Council remains a sub account of the JCC, the only transactions to take place on this account over the last 12 months all relate to interest received totalling £3.64. The balance currently stands at £1,823.01

7. Summary

Overall we are fortunate that through the hard work of our Fabric committee, repairs and renewal costs are kept as low as possible and therefore our JCC finances continue to remain in a healthy position. Utility costs continue to increase, gas in particular being an area of concern. As our building continues to age we will see repairs and modernisation costs provide a challenge to our resources, however with the continued hard work and efforts of the committee and generosity of our congregations we should be able to continue to meet all our financial obligations.

If you have any queries regarding any part of the report, please do not hesitate to contact me

Simone Probyn
Treasurer to JCC

Notes from meeting;

Simone said the balance on the account is now £2,800

John would like to see the gas bills. Simone doesn't have them at the moment. John will ask Maria for them.

It was agreed that Cocaine Anonymous (CA) could use the meeting room on Thursday evenings, on the same terms as the AA.

Bob Hemmings still holds the register of key holders for the church. John will contact Bob to take it over. All agreed to this.

Hughes Security are the providers of the keys. They cannot be cut anywhere else.

7) FABRIC COMMITTEE REPORT.

Overhead projector replacement and associated upgrade

During these works a monitor and associated wiring was fixed to the lectern document rest. It is proposed to fix a sheet of light oak laminate to the existing document rest to blend with the existing material. Replacement of the complete assembly would cost well in excess of £500.00.

Heating system maintenance contract

The heating system failed in April necessitating a visit by our maintenance contractor. It was traced to a failed pilot light. This was reignited and the heating system checked and found to be operating satisfactorily. This is the first known occasion this has happened. If it does reoccur we will have to consider an alternative full time solution. Cost £60.00 including VAT.

H & S plan

The document (version 5) has been mounted in a sleeve on the noticeboard in the meeting room.

Roof damage

Following the latest insurgency onto the church roof and damage to tiles and roof flashings the roofing contractor has re-attended and re-instated the tiles and flashings. Cost £1,008.00 including VAT.

Fire alarm system

The final version of the operating and maintenance manual, including as fitted record drawings, commissioning certificates have now been handed over.

A set of keys for the control panel and adjacent lockable fused spur have been placed in each vestry.

Malcolm, St Joseph's School caretaker, has kindly offered to undertake the required weekly testing of the church fire alarm system when he undertakes the testing of the school fire alarm system every Thursday at 0700.

A quotation has been received from a local maintenance contractor, who is also undertaking the maintenance of the two fire alarm systems in the schools. Cost £120.00 including VAT for two visits per year. The first visit was on 14 May 2019 and being the first visit was both extensive and comprehensive during which all detectors and call points were tested.

This company will also provide a quote for the maintenance of the portable fire extinguishers.

Notes from meeting;

Carol is concerned that she doesn't know how to use the fire alarm system.

If the alarm goes off in the schools or the church they all go off, all have to evacuate. 7654 resets the system.

A manual has been produced for usage. Malcolm from St Josephs' tests the system every week and is finished by 7.30am.

Thank you to John from us all.

8) WORSHIP AND OUTREACH REPORT

The committee have met 5 times since the last AGM and discussed matters relating to individual and joint worship in the church.

Items covered this year included;

- 1) Planning and feedback on the Advent course.
- 2) Planning and feedback on the Lent course.
- 3) Christmas services.
- 4) Easter services.
- 5) Other joint services e.g. Covenant service and Harvest.

We have acted on some of the feedback from previous years and have noted improvements as a result the "hour by the cross" service and Lent and Advent services.

We continue to welcome positive feedback and suggestions on our services. We feel that there is an opportunity for closer working on joint projects going forward and we will endeavor to facilitate this.

Reverend Carol Ball

Notes from the meeting

"Open the Book" is an assembly with acting a theme from the Bible. It is to be tried in Trinity St Mary's school first then quickly taken out to non-faith schools.

The 5 yearly cycle of the Passion play will not take place next year as Peter is not in a position to do it all. It was suggested perhaps put it on hold. The 40th anniversary was suggested as an idea. It needs a lot of fundraising and organizing. Hopefully someone will come forward to encourage at least 6 people to organize and run.

9. AOB

A kind donation of a monitor has been gifted to the church. From July it can be stored in the store room. John will fix an anchor point to the wall.

We all said thank you very much for the gift.

The Remembrance service this year will be in Holy Trinity not WDF school hall. We will need the two school hall too. There will be no refreshments after the service and we will go from the church to the Memorial.

The British legion have a poppy quilt they would like to donate to the church. Carol thought it could go on the wall above the tabernacle. Rosemary suggested the organ and it could be replaced with the blue one when the British Legion want to borrow it. The organ was the favoured place if it fits. Remembrance Sunday could be the first use.

Carol is the Mayor of Chelmsford's chaplain for this year.

The schools Passion play at 11am clashed with the Thursday 10am service. It was suggested that users of the church tell Maria how long they need to set up and clear away when booking the church or meeting room. Perhaps a paper copy of the diary could be kept in the meeting room.

Carol thanked everyone for their time spent on the committee and the various committees they sit on for our good.

The meeting closed with a prayer.

Dates of next meetings

Monday 2nd September 7.30pm in the meeting room.

Monday 25th November 7.30 in the meeting room

Signed Chair of Holy Trinity JCC.....

Dated

Seconded by

Dated.....