

HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Minutes of the Joint Church Executive committee meeting

25th February 2019 in the meeting room at Holy Trinity.

Present; Maureen Graham, John Geary, Tricia Tutin, John Emmines, Rosemary Tidmarsh, Fr Gervase Moo, Kath Gable, Margaret Partridge, Gill Wragg, Revd Barry Allen, Simone Probyn.

Rev Barry opened the meeting with a prayer.

JCC EXECUTIVE.

1) APOLOGIES

Rev Carol Ball, Peter Blackman.

2) Minutes of the last meeting from November 2018 were agreed and signed.

3) Matters arising from previous minutes none.

4) Treasurers report

Report circulated prior to meeting

JCC Treasurers Report

25 February 2019

Current Bank Balance

As at 24th February the overall bank is £6,349.96 in credit, a decrease of £1,309.27 since the end of 2018. There is one cheque outstanding for £237.60 which is expected to clear this week which will reduce our balance further to £6,112.36. There will however be upside to this over the next couple of weeks as we have just received cheques for the final Anglican contribution for 2018 along with the January and February contributions which will be banked this week – a total of £722. I have also now issued the invoice for the Catholic contribution of £1,500 so expect to receive that shortly too.

Since the beginning of the year, other than the usual utility bills (Gas £398; Electricity £174; Water/sewerage charges £214) all other expenditure has related to maintenance at the church – a sum of £1,036. Repairs to date are as follows:

Boiler Room Keys	£10
Brushes for Anti-climb paint	£11
Roof repairs and gutter clean	£360
Marks Tey Radio	£298
Electrical works	£85
PPE Clothing	£34
Replace water heater	£238

Donations this year have been received from Swift Singers (£75) and Cheerful Childminders (£200). The Cheerful Childminders donation covers the period September through to Easter and, as an aside

they will not be using the room during the Easter Holidays (10th and 17th April) so it is available to us if required for Easter preparations. As always, both groups have extended their thanks for the continued use of the church and meeting room.

Audit for FY2018

I will be contacting Angela Tuff in the next couple of weeks to see if she is available and happy to audit our accounts for last year so that I can present the full year figures for you at our next meeting. If, for any reason, she is unavailable I will advise and confirm agreement for another independent qualified accountant to review the accounts.

Bank Mandate

As noted in the minutes of the previous meeting I am still sending cheques via Steve Gallagher who is on the mandate to sign and forward on for me. This is for a couple of reasons: 1) I am not on the current mandate so am unable to initiate the changes we need to make – this needs to be done by one of the current members already known to the branch. As I understand it, Reverend Carol was on the original mandate so would be able to initiate the form required for Tricia and myself to be added and Steve removed and 2) Due to a change in my personal circumstances I am around far less than I was when I initially agreed to become Treasurer. My (not so) new job involves me travelling far more than I envisaged and I am therefore very rarely in SWF Monday to Friday to be able to visit the bank to make an appointment to update the mandate. If Reverend Carol can pick this matter up I would very much appreciate it.

If there are any queries / observations you would like additional information about please do not hesitate to let me know.

Simone Probyn

Treasurer to JCC

Notes from meeting;

As Simone is not in SWF during banking hours she asked if it was possible for Carol to get the mandate for signatories to be changed on the account.

Simone was asked if certain cheques were cleared, she replied Marks Tey has, T.M.Hughes has not.

5) Fabric Report

Report circulated prior to the meeting.

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 annual maintenance and gas safety test has been carried out and a test certificate issued.

The new standby pump has been installed.

H & S plan.

The document (version 5) has been issued. Any comments / errors should be advised for incorporation.

Altar

The four altar legs have been planed and waxed. Cost TBA

External door facing "K" block

The repair to the outer door has been completed. Cost TBA

Roof damage

The roofing contractor has re-attended and re-instated the slate tiles. Cost £360.00 including VAT.

Anti-climb paint has been reapplied to the gutters and fascia's and also to the first three or four rows of slates on the lower part of the roof. Cost £58.56 including VAT.

New warning signs of metal construction have been fitted. Cost £106.56 including VAT.

On the morning of Friday 08 February 2019 I received a call from Malcolm, St Joseph's School caretaker, to advise that during the evening of Thursday 07 February interlopers accessed the church roof and proceeded to remove sections of lead flashings from five locations. At the same time some tiles and slated were dislodged. I went down and viewed the situation. Apparently they had also removed some lead from William De Ferrer's School. I arranged for our roofing contractor to visit site and meet with me on Tuesday 12 February to prepare an estimate for the remedial work. Afterwards Malcolm and I went into William De Ferrer's to see the head caretaker, Daniel, as he has CCTV of the interlopers. This we viewed and saw them on site between 2150 and 2310.

I have reported the damage on line to Essex police and their reference is

WEB-ZQR-7T2-9FC. I subsequently received their acknowledgement 42/26422/19.

Presence detector

The presence detector in the chair store adjacent to Trinity St Mary's school hall had failed. A new detector has been fitted. Cost £65.00 VAT not applicable.

During the replacement of this detector it was observed that an emergency light fitting (on the inner door facing K block was not working). This was checked and found to be faulty. As the unit was within the three year warranty period it was supplied free of charge and there was just a nominal labour charge for the changeover. Cost £20.00 VAT not applicable.

Water heater

The water heater in the toilet adjacent to the Anglican vestry had developed a leak.

A new heater has been supplied and installed. Cost of £237.60 including VAT.

Damaged chairs

Two chairs from the main body of the church had been damaged as a result of an accident. These have been repaired. A third chair has since been found broken. This will be repaired. Cost TBA.

Asbestos register

Val Carter has kindly provided an electronic copy of the asbestos register for the church.

This has been copied and is now posted on the notice board in the meeting room.

Fire alarm system

A fire alarm system has been installed in the church. The installation work is now completed.

On the 29 January 2019 the church system was demonstrated to John Geary. It was found that smoke detectors had been fitted in the church and associated rooms whereas it had been previously agreed that heat detectors would be fitted to avoid nuisance alarms caused by candle smoke and incense. It was agreed that the smoke detectors would be exchanged for heat detectors on the 18/19 February and their operation witnessed on Thursday 21 at 9am.

Client training was then given by the commissioning engineer in respect of the control panel functions and features. These will be exchanged during the half terms recess, the detectors will be re-commissioned and witnessed

The operating and maintenance manual, including as fitted record drawings, commissioning certificates, were then reviewed and checked for completeness. Some minor items required attention and it is expected these will be handed over at half term.

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.

It was agreed that 29 January 2019 was the handover date for the system and also be the beginning of the twelve month warranty on the installation. In about five months we will need to obtain competitive quotes for the six monthly maintenance for the system.

The making good of the fabric, e.g. filling of holes where cables pass through and associated painting will be undertaken on during half term recess of the 18 to 22 February 2019.

Notes from meeting.

Rev Barry said the Methodists would pay for the repair to the Lectern.

There was a discussion on repairing with laminate, which will blend in or remake the lectern. It was decided to try the laminate first.

The H&S plan has been distributed but John said there is an adjustment to be made with reference to the fire alarm system.

John will get quotes on Band Flash to be put on the roof instead of lead.

John had keys for the alarm system in the meeting room. One set to go in the Catholic/Methodist vestry the other in the Anglican vestry.

User notes will be laminated and positioned by the panel.

Thank you to John for all this work.

6) WORSHIP AND OUTREACH REPORT.

1. Meeting opened with prayer
2. Present: Reverend Carol Ball (Chair and minutes), Gill Wragg, Tricia Tutin. Judith Radley, Rosemary Tidmarsh and Sheila Jenkins.
Apologies were received from Reverend Barry and Peter Blackman
3. Minutes of the last meeting held on 21st November 2018 were agreed.
4. Matters arising not covered elsewhere on the agenda

- HT information project: Reverend Carol asked about the status of this and Tricia and Judith were investigating (*Note: subsequent to the meeting, the leaflets are now in the church – so this matter now closed*)
5. Holy Trinity joint worship activities

- ***Christmas services and events were reviewed:***

ADVENT COURSE: This was enjoyed by all as something different and challenging. Other feedback is included in the Lent course item below.

TOWN CAROL SERVICE: This was well attended, and a positive letter was sent to Focus. Feedback ranged from – it was great, expected more traditional carols, expected more school performances. People did not understand why St. Joseph's had reserved seating and their children had to find their own seats. It is the turn of the Anglican Church to organise this next year and the date has already been set for 18th December 2019.

TRADITIONAL CAROL SERVICE: Good attendance. It was advertised in several places. People grateful for an afternoon service. It was well received, and many people said it should have more people coming.

CRIB SERVICE: Great fun and much enjoyed despite there being problems getting the AV system working. Well attended – lots of children.

- ***Memory worship***

It was noted that attendance had been better at the last session and that some observers came to see what was happening with a view to setting up their own version of it. Memory worship is also taking place in Windle Court once a month.

Looking forward to Easter

LENT COURSE: Following on from the Advent course above, it was suggested that the Lent course next year it should be held on a Wednesday evening starting on the 13th March. It was also suggested that the Friday daytime session should be held at either 11am or 2pm and not over lunch. **Reverend Carol to investigate a Lent course, book church and meeting room.**

WALK OF WITNESS: There was some feedback last year that participants were chatting a lot during the walk and that the walk should be more silent. Reverend Carol reported that Reverend Barry had suggested a more joyous walk celebrating the resurrection, perhaps on Easter Saturday.

EASTER SERVICES: Will follow the normal pattern this year i.e.

- Holy Thursday, Church service followed by stripping of the altar (18th April 8pm Reverend Carol)
- Good Friday, Walk of Witness. Starting at 10.15 am 19th April
- Good Friday Hour by the Cross, Holy Trinity Church 12.00 am (Rev Carol)
- Good Friday RC service at 3pm
- Easter Daybreak Service. To be conducted by the Rev. Carol Ball followed by breakfast at the Evangelical Church. (21st April)
- RC Easter Mass at 8:45

- Joint Anglican Methodist Easter service at 10:30am (Rev Carol)
Reverend Carol will create a sheet like the Christmas schedule and circulate.

6. Activities with other churches in the town

- **School Pastors**

Still going well. Pastors meet students in the playground but are now looking for a room in the school for more private conversations.

- **World day of prayer** (formerly Women's World Day of prayer) will be held at 2pm on 1st March in the Evan Church.

7. Future Events & Dates for Diaries

- **As per Easter above**

8. Updates from each congregation

- Main topic was the re-organisation of the Roman Catholic Church. This is a response to falling numbers of clergy. Churches are to be linked together under one Priest. Details are on the Diocese of Brentwood website. All noted that that this was a problem for all congregations and similar re-organisations had taken place in the CofE. It is a challenging time, and the RC church were assured of our prayers for them during this period of transition and uncertainty.

9. Civic & community responsibilities/outreach

- None discussed

10. A.O.B.

AV SYSTEM: There have been problems getting this to work at some services and it was noted that more people should be trained to use it. *(Subsequent to meeting Rev Carol meeting Val Carter in church on 12th February to investigate a way forward)*

11. Date of next Meeting

- Provisionally set for Thursday 21st March at 8pm (now confirmed). It will be held in the Meeting Room.

12. Meeting closed with prayer

Notes from meeting

Val demonstrated the AV system to Rev Carol, this means Rev Carol and Val will be able to train others

It was suggested that Val trains anyone, from any congregation, that requires training.

The Town Carol service will be on Wednesday 18th December 2019.

A.O.B.

Fr James is not returning to the parish and Fr Gervase has been asked to stay until September by the Bishop of Brentwood.

The Catholics will have an emergency meeting on 7th March to discuss the position.

Revd. Barry said their hearts go out to the Catholic congregation in this difficult time.

We will pray for Fr Gervase to stay and experience an English Summer.

There was a discussion on the church being open. It could be open from 10-12 on a Thursday and 9-10.30 on a Friday as there are services then.

There is a board available to say the church is open.

Gill Wragg will put a note on the notice boards to say the church will be open at those times.

Remembrance Parade.

Last year William de Ferrer's complained that the school was overcrowded at this service. It was an abnormal year being 100 years centenary.

The church and schools could take up to 400.

This is to go back to **W/O to see what Carol has in mind.**

Nominations for the AGM

Chair	Revd. Carol (2 nd year)
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Treasurer	Simone Probyn
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Secretary	Kath Gable
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Fr Gervase asked about the articles in Focus. It is just a Christian message of your own thoughts, from any denomination.

Fr Gervase closed the meeting with a prayer.

Dates of meeting for 2019

Monday 10.6.19 AGM

Monday 2.09.19

Monday 25.11.19

All in Holy /trinity meeting room at 7.30pm.

Signed Chair of JCC Holy Trinity.....

Dated.....

Seconded by.....

Dated.....