

MINUTES FROM THE ANNUAL GENERAL MEETING OF THE JOINT CHURCH COUNCIL
MONDAY 1st JULY 2024
AT HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Present;

Sheila J, Bernard D, Tricia T, Peter B, Lynda S, Rev Barry, Fr Matthias, David W, Maureen G, Jim T, Rosemary T, Alfie B, Judith R, John Geary

Apologies: Kath G, Janice P, Stella J

Fr Matthias welcomed all to the meeting and commenced with a prayer.

2) Election of officers

Chair; Rev Barry Allen	Proposed; Maureen G, Seconded; Rosemary T.
Vice Chair; Fr Matthias Baidoo	Proposed; David Watts, Seconded; Lynda S
Treasurer; Jim Tidmarsh	Proposed; Fr Matthias, Seconded; Alfie B.
Secretary; Kath Gable	Proposed Sheila J, Seconded Fr Matthias.

All agreed motion carried.

3) Minutes from AGM July 2023

Minutes from the AGM July 2023 were agreed and signed.

4) Matters Arising

None.

5) Report from the Chair.

CHAIR REPORT FOR JCC AGM – 1 JULY 2024
Prepared by Fr Matthias Baidoo

INTRODUCTION

It was an honour to serve on the JCC as Chair for two terms.

I thank all of you for your support. I thank the members of the various committees- Fabric, Worship & Outreach, Risk and Responsibility Task Group, Health and Social Care Group, Safeguarding, and the Treasurer.

I would like to mention some of the key things we have been able to do and those yet to do this year:-

- A Quinquennial report was done. Some essential points have received attention. The rest are yet to be done.

Risk and Responsibility yet to be completed

- Holy Trinity Risk Register has received attention by the fabric committee.
- Electrical installation Report new one needed. The Fabric Committee dealing with this.
- PACT testing done.

Policy and procedure register.

- Health and safety has been reviewed.
- GDPR in place.
- New safeguarding document is near completion.
- Key register all finalised.

Finances and insurance policies and procedures

- Financial contribution of denominations under review
 - Exchange of public liability certificates done.
 - Agreement for the use of the church ongoing.
 - We have basic insurance cover in place.
 - Review of contributions from the 3 denominations.
 - JCC projects and expenditure guidelines agreed.
- Replacement of boiler. The need to explore other ways of raising funds.

SWFCC

- As part of our Civic and Community Responsibilities, the SWFCC has agreed to have 6 months trial of the YMCA Detached youth work.
- The Easter story was a success.
- Hosting hustings as we prepare for elections.

Conclusion

My prayer is that all the outstanding works will be completed and that we will be able to raise funds we need for the replacement of the boiler.

Notes from the Meeting

Issues to pay attention to relate to finances and fabric and will be dealt with when discussing those reports.

Chair's report Proposed Maureen G, Seconded Tricia T. Adopted by all.

The meeting thanked Fr Matthias for being Chair Person for 2 years and for all his hard work.

6) Three communities feed back 2024

Catholic community.

Fr Matthias was away for his brothers funeral.

There was a First Communion Mass for 7 children on 16th June.

There have been successful social activities to raise funds for the Parish - notably a Quiz night on the 15th June. There will be an afternoon tea in Danbury Church garden later in the Summer.

Generally everything is fine.

Anglican community

Two candidates were interviewed for a new Vicar on June 26th. The Anglicans are delighted to report that one was offered the post and accepted. No further details available until it has been confirmed by the Bishop.

The new vicar may potentially start in October.

Methodist community

There was a successful Live Expo at TSM and St Andrews's School in Hatfield Peveral in June. The Children experienced Jesus from before his birth to after his death. Parents came to the Expo after school.

Rev Barry is retiring in July 2025. He explained the stationing process in the Methodist Church. we may know if we have been successful in getting a new minister in November 2024. If not successful then potentially in December and then January 2025..

Rev Barry is going on Sabbatical from mid October this year to mid January 2025.

7) Consideration of matters relating to JCC overall.

Financial Matters.

HOLY TRINITY CHURCH JCC TREASURER'S REPORT TO 2024 AGM (1st July 2024)

My report is on two parts – firstly a summary of the 2023 Financial Year and then an update on the year to date.

FINANCIAL YEAR 2023

HOLY TRINITY CHURCH - BALANCE SHEET 2023			
EXPENDITURE	£	INCOME	£
GAS	1,983.64	ANGLICAN QUOTA	2,900.00
ELECTRIC	1,547.12	CATHOLIC QUOTA	6,000.00
WATER & SEWERAGE	1,069.95	METHODIST QUOTA	1,100.00
BROADBAND	615.60	DONATIONS	1,299.10
REPAIRS & MAINTENANCE	3,781.49		
INSURANCE	1,136.07		
MISCELLANEOUS	2,435.86		
LOAN REPAYMENT	1000.00		
	£13,569.73		£11,299.10

Excess of Expenditure over Income = £2270.63

Balances at 31/12/23

Current Account Closing Balance	£446.82
Deposit Account	£5,000.00
Methodist CBF Deposit Account	£3,168.14
TOTAL ASSETS	£8,614.96

** In addition, we are holding £1,689.01 on deposit on behalf of SWF Christain Council*

** There is no further loan liability*

I consider this a fairly satisfactory year with an effective loss of £2,270.63, considering this included the cost of the repairs following the Quinquennial Report (£2070.00), the cost of the report from the solicitors (£1,099.20) and the final repayment of the outstanding loan (£1,000).

Needless to say, the End of Year assets are insufficient to cover the liabilities currently being discussed by the Fabric Committee concerning the gas boiler and entrance doors.

FINANCIAL YEAR 2024 TO DATE

Balances as at 30/06/24 -

Barclays Bank Current Account	£336.81
Barclays Bank Deposit Account	£1,784.13
Methodist CFB Deposit Account	£4,340.67
TOTAL ASSETS	£6,461.61

(In addition, we are holding £1,701.67 on deposit on behalf of SWF Christian(Council))

- Recent costs have been £1,899.30 for the lighting update and £401.62 for various maintenance items regarding the fire alarm system & extinguishers.
- Gas costs are now minimal due to heating not being needed in the warmer months, although electric costs remain the same. Water costs remain on the high side.
- Donations since the last meeting have been received from CA (£200) and Cheerful Childminders (£200).
- The 2nd quarter Anglican contribution (£725) is outstanding. The Catholic 3rd quarter contribution (£1,500) is due in July, as also is the annual Methodist contribution (£1,100).

In summary, I think the JCC finances are currently insufficient for our needs considering the costs that are likely to be incurred in the immediate future. It is now necessary to urgently review our funding options from the three denominations and I will address this in the second part of my report. .

JCC TREASURER'S REPORT TO THE 2024 AGM REGARDING DENOMINATIONAL CONTRIBUTIONS

Background

Currently, the contributions for the three denominations are £10,000 in total. This is split as follows –

Catholic 60% (£6,000)
 Anglican 29% (£2,900)
 Methodist 11% (£1,100)

These levels have remained unchanged since 2012, although there was a review by Rev Carol Ball & Simone Probyn (my predecessor) in 2019 which resulted in no change, although I'm not aware of what data, if any, was considered.

The recent Sunday Headcount

JCC April/May Head Count			
	Catholic	Anglican	Methodist
07/04/2024	68		18
14/04/2024	58	17	15
21/04/2024	61	17	19
28/04/2024	63	11	17
05/05/2024	58		18

12/05/2024	62	12	16
19/05/2024	68	23	16
26/05/2024	66	12	16
Totals	504	92	135
No. of weeks	8	6	8
Average	63	15.3	16.8
	66.20%	16.10%	17.70%

Obviously, there is an immediate mismatch to the existing arrangements. This is, presumably, due mainly to the absence of an Anglican incumbent and the lower Anglican numbers have affected the levels of Catholic & Methodist percentages.

It must also be borne in mind that a regular Catholic Mass is celebrated every Friday morning and on Holy Days of Obligation (normally four) throughout the year. The number attending these Masses varies & sometimes includes St Joseph pupils.

Recommendations

As an Ex-officio member of the JCC, it is not my position to propose any necessary changes to the contribution split. However, I suggest this is discussed within the JCC, either at this meeting or a future one, as to what changes may be needed.

As Treasurer, however, I can propose an immediate increase (effective Q3) of 25% in the overall level of contribution to £12,500 per annum (£7,500, £3,625 & £1,375). This would provide an increase to current asset levels, enabling a gradual build-up of funds to cover future maintenance & update costs.

The Sharing Agreement of November 1981 states that any such changes to the level & proportion of denominational contributions are made with written consents from the Superintendent Minister & the Property Division of the Methodist Church, the Anglican Parish Council & incumbent and the Roman Catholic Trustee. The JCC have the power to alter this Constitution after consultation with each of the above.

JRT

1st July 2024

JRT

01/07/2024

Notes from the meeting

- Jim proposed a 25% increase in contributions to the JCC from £10,000 to £12,500 with immediate effect. They have remained stable at £10,000 since 2012. All agreed to adopt the proposal. Jim has to inform the Anglican incumbent and their Parish Council, the Methodist superintendent and their property division and the Catholic diocesan trustees.
- We discussed at length the need for a new boiler. We thank John Geary for attending the meeting and preparing 3 quotes for a new boiler. Jim has information on a variety of grants - local, National and denominational and is going to apply for a grant to help with the cost of a new boiler and asked for the Fabric Committee to support him in this process. Rev Barry said as the Anglicans own the building they need to be aware of the need for a new boiler and he would get the the name of the C of E contact to be told. It was thought that it was a possibility that we might be able to use their charity number to apply for a grant. it was noted that we cannot go ahead with a new boiler until a grant has been approved.
- It was agreed to discuss the potential change in the percentage split of the three congregations contributions in early 2025 when the Anglicans have a more reliable headcount after their new Vicar is appointed. Peter suggested we do another headcount in January/February 2025 and that we review the contributions and split in March/April next year. It was suggested that it would be good practice to have a regular headcount .
- It was noted that there would probably need to be an adjustment to the Methodist contributions.
- The report was proposed by Peter B and Seconded by Alfie B.
- All agreed to adopt the report.

7) Constitutional Matters

Report on the Review of Risks and Responsibilities of the JCC.

**HOLY TRINITY CHURCH (HT), SOUTH WOODHAM FERRERS (SWF), JOINT
CHURCH COUNCIL (JCC)
RISK & RESPONSIBILITIES REVIEW
From: Peter Blackman**

JULY 2024

Following the last JCC meeting held in April, this basic template is updated:

- Kath, Jim & Peter met on 10 May to consider the outcome of the JCC meeting held on 22 April and to address action points;
- JCC Members Register required; Kath has written to each denomination to formalise compliant membership of present members which is the starting point for this; Church of England & Methodists have now done so;

- The User Agreement has been finalised and all the necessary formalities have been completed for all users of the HT premises;
- A headcount has been undertaken for each Sunday in April and May; the results are presented by the Treasurer;
- Safeguarding policy outstanding; Bernard has circulated a fresh proposal;
- Succession Planning is a new issue we've identified;
- We believe that a weekly fire alarm check was made by the St Joseph's Caretaker who may have retired and so are wondering if it's still being done?
- It was noted that meetings of the Fabric Committee were to be held during May; their reports to this AGM show a great deal of progress has been made by them, for which many thanks;
- The Treasurer's Report highlights:
 - The results of the head count and his recommendation about a review of the denominational financial contributions; and,
 - The need to review the position of our reserves and need to budget for future repairs and renewals, for which the plans and forecasts of the Fabric Committee will be a key driver.
- It was agreed Kath should explore the needs for our GDPR (data protection) policy and practices.
- Our solicitor has been in touch and apologised profusely for her long absence due to a serious bereavement. She has now provided all the specimen papers we requested and they will be considered at our next meeting.
- We propose to meet after the AGM on 1 July and before the next Fabric meeting on 25 July 2024.

Ongoing matters identified previously and continuing to be relevant:

- Risk Register
 - Sub Register for HT Building – latest Quinquennial inc ICT; environmental issues; fire alarm and fire & substance hazards; need Fabric Committee to do this one please; **ongoing development of risk register a priority as mustn't be blindsided by unexpected large need for repairs and replacements and hit by large costs for which are not planned and funded;**
 - Electrical Installation Condition Report – Fabric Committee
- Policy & Procedures Register
 - Health & Safety – June 2017 & January 2019 – needs revising and doing annually? - Fabric
 - GDPR – needed **Kath to action**
 - Safeguarding – needed – 3 denominations Safeguarding Officers to get together and create this **Bernard leading**
 - Key Register – in process; **Kath leading**
 - Standing Orders
 - Secretary & Treasurer appointed ex-officio without votes co-opted
 - Establishment of Worship & Outreach and Fabric and any other Committees
 - 2011 = 2 members per denomination on the Fabric Committee – a Standing Order
 - Starting with where our present practice is
 - **Any others? Start policy record**
- Finances & Insurance Policies & Procedures

- AGM July 2012 financial contributions based on congregations' numbers based on 2003 numbers to be reviewed; Latest review of contributions: December 2011: Anglicans 29%; Methodists 11%; RCs 60%. **Review commenced**
- 9 May 2022 – JCC Mtg reiterated agreement to guidelines for JCC Projects & Expenditure – guidelines agreed as at June 2022

Need to compile a set of information to be given to future new JCC members **need to start this**
JCC Minute 1 September 2011; "The church & meeting room are not hired and paid for but used as a grace and favour for community use."

Finances & Insurance Policies & Procedures per Jim

- Folders containing seven years' worth of financial accounts stored in plastic box on top of Sacristy cupboards, plus two more (2022 & 2023) currently stored at home.
- Jim has exchanged Public Liability certificates (or equivalent), and holds hard copies, from -
 - Cheerful Childminders
 - HT Bereavement Group
 - Air Cadets
 - Catholic Marriage Care
 - Men2sing
 - Wm de Ferrers School
 - Girl Guides
 - Trinity St Marys School
 - St Joseph's School
 - Swift Singers
 - Despite a number of e-mail requests, he has had no response from CA
- Jim knows that Rev Carol Ball & Simone Probyn (my predecessor) carried out a review of the denominational contributions sometime between 2017 & 2020. This resulted in no change. However, I'm pretty sure no 'census' or head count substantiated this. Previous meeting minutes should confirm this.
- Jim wants to propose a review of such contributions ASAP this year and have a month's worth of head count from the three denominations to back it up. I would also like to consider an overall increase in all three contributions. According to the Sharing Agreement any such changes have to be ratified by the three councils.
- Before our meeting next week Jim hoped to produce an agreement for the use of the church premises by outside organisations, which they would need to sign, covering their responsibilities re usage, insurance, safeguarding & clearing up etc.
- Need to discuss use by the schools of the chair stalls, establish agreement about this with the schools and clarify insurance covers. Done

Basic insurance cover we have -

- Buildings £3,330,000 inc Fire, Lightening & Explosion, Aircraft, Riot, Earthquake, Malicious Persons, Storm, Flood, Escape of Water, Impact, Escape of Oil, Accidental Damage, Falling Trees, Falling Aerials, Theft or Attempted Theft, Glass Sanitary Fixtures & Signs.
- Busts, Effigies, Tombs, Monuments, Memorials, Shrines all within the building - £25,000 per item.

- Contents £25,000 any one item (limited to £1,000 in outbuildings)
- There are individual limits to a number of additional items, including Communion silverware, personal belongings, prizes, donations etc
- Loss of money between £5,000 and £250,000 depending on whether in safe, being counted or kept at official's home
- Employers' liability £10,000,000
- Public & Products liability £10,000,000
- Prosecution defence costs £500,000

As expected, there is no provision for cover of maintenance items. Jim is no expert on insurance matters but any exclusions to the above are what you would expect if due care & diligence had been ignored. **Basic insurance cover seems to be adequate; due care & diligence being addressed.**

We have no financial provision for major items of refurbishment which are in excess of our current assets & our ability to fund raise is severely limited due to a possible clash of interest in fundraising activities of the three denominations **Risk Register item**. This is a matter of concern and Jim is not sure how it could be resolved. Current annual income is limited to denominational contributions & donations from external users. If a major financial liability occurs, our first remedies would have to be looking at a loan and/or a grant. **A future forecast and schedule of estates issues which will require future investment is being drawn up by Fabric please. This is a priority issue.**

Peter, Kath & Jim recommend the JCC to:

- Continue to consider these items and decide how they should be taken forward; and,
- consider if there are any additional items for attention.

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Notes from Meeting

It was agreed that a contract for service should be drawn up for the cleaner. Jim will ask the cleaner if she can change her hours from 3 hours twice a month to 2 hours every week as it was felt this was necessary to keep the toilets clean. The cleaner is paid £15 an hour which is above the living wage. Rev Barry wanted to check that this was the case.

Rosemary confirmed that the lead cleaner from St Joseph's school tests the fire alarm every Thursday.

Rosemary suggested that the main doors into church should be listed as our fire exits on the main fire drill instructions and the exits through the school halls should be deleted from those instructions. The meeting agreed.

We will have a Fire Drill on a Sunday later in the year. The Fabric Committee will sort out a date. Each congregation needs to have a nominated person to be the last to leave and check the building.

The report was proposed by Rosemary T and seconded by Sheila J.

8) Fabric report

JCC FABRIC COMMITTEE REPORT

(JCC Meeting 1st July 2024)

There have been two Fabric Committee meetings since the last JCC meeting, held on 9th and 23rd May 2024.

ACTIONED OR ONGOING ITEMS

Church Electrical Equipment Still awaiting PAT certificate. MC chasing.

Church Boiler Replacement DGW and John Geary have seen three companies since the last JCC meeting see separate report from John Geary.

Copies of the quotes have been forwarded to JT and we are looking at grant funding for this. A separate report has been issued on this and John Geary will be at the JCC meeting to answer questions.

Quinquennial Report Items

AB has discussed a review of fire proof lining of the timbers, steels and air duct in the loft with personnel from SWF fire station. They advised that it was not in their remit but said it was a building control issue. AB is to follow up on this and will also prepare a schedule showing completed and outstanding items to be actioned in an easy to access format.

DW still needs to get a quote for the re-painting of the entrance screens (doors and door frames) and re-application of the anti-climb paint. Before doing this the church doors have been looked at by Westbury Windows & Joinery and Bakers of Danbury to quote for replacement as one is warped and both need to be more secure. Westbury will only supply the whole (ie screens and doors) and do not do installation work. Bakers of Danbury also quoted and will supply and install doors to match the existing ones for £6,159.60 which includes VAT.

Church keys previously held in the vestments cupboard are now held in a key safe in the Catholic/ Methodist sacristy. Thanks to RT and JT for doing this. A more practical system.

Following damage to the gas meter cupboard doors and hinges AB and DGW have straightened and re-fastened them with new screws. Notices indicating Danger Gas and the presence of a security camera have also been fastened in the church dustbin area. Fabric Committee are awaiting a quote from Active Electrical Solutions to look at the security light in this area and advise on the feasibility of a hard-wired light instead of a battery one.

The light bulbs in the church chair stalls have been replaced with brighter ones. Thanks to JT and RT for this.

RT has reviewed and updated the Fabric Committee file.

Fabric Committee were made aware of communications between Peter Blackman and Michelle Barnett, Trinity ST. Mary's school Business Manager, with a request from the school to receive the church fire risk assessment. As no church fire risk assessment could be found RT and JT suggested that a template offered by Ecclesiastical Insurance be used and this was agreed by Fabric Committee.

This assessment was duly completed and sent to the school with a copy in the Fabric file. Appropriate fire notices have been displayed in the church. Thanks to RT, JT and AB for this.

Policy & Procedures Register (Health & Safety) The document was reviewed by Fabric Committee on 9th May and subsequently issued to the Acting Health & Safety Officer, the JCC Chairperson, the Acting Fabric & Property Chairperson as per the distribution list shown in the document. A copy is also kept in the Fabric File.

First Aid Box and Accident Report Book These are to be renewed with old copies of the Accident Report books being kept in the church safe.

Future Forecast and Schedule of Estates Issues A list still needs to be compiled on this to include the boiler replacement, new church doors, re-painting of church doors and frame-work and application of the anti-climb paintwork.

Big Wooden Cross Following a request from JCC this is now stored in the chair stall leading to Trinity St. Mary's school instead of the meeting room loft.

Labels for Church Dustbins

Thanks to John Geary for producing and attaching replacement ones as the original ones went missing.

Working Party for Church Cleaning A joint church working party needs to be organised in October or November, preferably earlier rather than later.

Joint Church Working Party for Tidy-Up Outside Church This has been arranged for Saturday 29th June at 10.00am.

Date of next Fabric Committee meetings is 25th July
DGW 19/6/24

Holy Trinity Church – South Woodham Ferrers

Report on the heating system to the Joint Council Committee meeting on the 01 July 2024

Background

The central heating system in the church formed part of the building which was constructed and opened in 1982. It is totally independent of the heating systems in the two attached schools, Trinity St Marys and St Josephs. It comprises of a single natural gas fired boiler, two circulation pumps (one duty, one standby) connected by a range of mild steel pipe work to two fan convectors in the main body of the church and a range of radiators located in the main body of the church, the two vestries, the two lobbies and the meeting room. There is a low-level pipe coil in each of the two toilets. The system is controlled by a programmer wall mounted in the main body of the church.

The boiler which is a Hamworthy Hydrotherm is a very well-established model and over many decades has developed a very good reputation for reliability. Certainly, in the past ten years it has functioned reasonably well, but it has now reached the end of its useful life.

Although it has been serviced regularly it has malfunctioned on a few occasions in the past five or six years but fortunately we have been able to procure replacement components to keep the boiler functioning. However, this will not always be the case and given the government has legislated a date whereafter gas fired boilers cannot be installed either in new or existing situations it is timely to resource a replacement.

Proposal

It is not a feasible approach to consider the installation of a heat pump. The reason being that the type of boiler we have and which we will replace operates at a flow temperature of 82 deg C whereas a heat pump operates at a lower temperature of 50 deg C. To compensate for the reduction in the operating flow temperature the heat emitters (fan convectors and radiators) would have to be increased in size. The existing pipework would also have to be increased in size. Neither of these options is viable more so in the case of the pipework as it is buried in the concrete floor slab.

Almost all the local, and some further afield heating and plumbing contractors have been contacted with the intention of asking them to quote for the replacement of the boiler. However, they are all domestic category contractors and as such are not certified to undertake commercial installations. Accordingly, David Watts has contacted three suitably qualified companies and invited them to visit site and submit a proposal.

In the absence of a project specific specification to quote against thereby hoping to obtain similar prices it has been left to each contractor to submit their proposals. Copies of their quotes are attached. Following receipt of their quotes various queries were raised to endeavour to get all three quotes on a like for like basis.

Part of the work would involve the removal and disposal of a section of Urastone flue pipe labelled as containing asbestos and identified as such in the asbestos register. We have contacted Puras Contract Services on the eastern industrial estate to obtain a price for them to remove and dispose of safely in accordance with the asbestos regulations. This company was employed to undertake asbestos related works in the Catholic Presbytery when a new heating system was installed in November 2022. They were found to be very professional and will provide us with a certified disposal note. The cost quoted was £300.00 so this figure has been included in the attached spreadsheet.

Based upon the spreadsheet it is recommended that the quote from Chelmsford Plumbing and Heating is accepted.

DESCRIPTION	HIGHCLIFFE	CHELMSFORD	ESSEX	NOTES
	<u>MECHANICAL</u>	<u>PLUMBING</u>	<u>MAINTENANCE</u>	
	<u>SERVICES LTD</u>	<u>HEATING LTD</u>	<u>PLUMBING &</u>	
			<u>HEATING LTD</u>	
Replace boiler with new and associated works as described in quote dated 21.06.2024 revision 2		9,385.30		Standard manufacturer's 8 year warranty included
Magnetic filter		165.00		Increases manufacturer's warranty from 8 to 12 years
Powerflush		680.00		
Asbestos flue removal		300.00		By specialist contractor
Contingency sum		1,000.00		
Replace boiler with new and associated works as described in quote dated 07.06.2024			14,640.00	
Asbestos flue removal			300.00	By specialist contractor
Contingency sum			1,000.00	
Replace boiler with new and associated works as described in quote dated 26.04.2024	47,742.00			
Asbestos flue removal	300.00			By specialist contractor
Contingency sum	1,000.00			
GRAND TOTAL	49,042.00	11,530.30	15,940.00	
ALL FIGURES INCLUDE VAT @ 20%				

FABRIC & PROPERTY WORK LOG	
DATE	TASK
Jul-23	Asbestos warning labels fixed in areas of the church where appropriate.
Jul-23	Disabled toilet cistern repaired.
Jul-23	Cleaners cabinet moved from toilet and re-positioned in the meeting room.
Jul-23	Signs regarding the cleanliness of kitchen area produced and affixed.
Jul-23	Larger waste bins and new toilet brushes purchased for the toilets.
Jul-23	New tea towels purchased for the kitchen.
Jul-23	Broken pulpit microphone socket repaired. Churches and church schools made aware of the operation of the release mechanism.
Jul-23	Window winding mechanism at left side of organ repaired.
Sep-23	Fascia board outside east-side of the church re-fixed
Sep-23	All guttering and downpipes checked and cleared.
Sep-23	Concrete covers to gas meter cupboard securely fastened.
Sep-23	Ceiling tiles in chair stores replaced where appropriate.
Sep-23	Outside boiler room ceiling re-plywood lined including access hatch.
Sep-23	Broken church roof tiles replaced where appropriate.
Oct-23	One surplus vacuum cleaner taken to Mr Gees Foundation.
Jan-24	Second surplus vacuum cleaner taken to Mr Gees Foundation.
Jan-24	LIS have actioned broadband changes ie moving analogue phone lines to digital.
Jan-24	Church electrical equipment PAT tested by an electrician.
Jan-24	Church boiler serviced with pressure testing of pipework between meter and boiler and cleaning of the two fan convectors.
Jan-24	Joint church working party sorting of items stored in the loft. Items kept or disposed of.AV cupboard also tidied.
Jan-24	Emergency Exit light on east side of the church checked for malfunction with no issue found.
Jan-24	Leakage above the pulpit reported and further broken roof tiles replaced. Wooden roof slatting in the eastern vestibule that had dropped/become loose re-fastened.
Jan-24	New Health & Safety notice replaced old one in the Meeting Room.
Feb-24	Speakers in both school halls looked at as not working. Not switched on - now okay.
Feb-24	Broken internal handle to external door on the eastern side of the church repaired.
Mar-24	Church fire extinguishers and fire alarm sensors serviced and checked by Communicate UK.
Mar-24	Meeting room kettle replaced with a new one.
Mar-24	Both toilet taps replaced and dual flush installed in the non-disabled toilet.
Mar-24	Revised notices produced regarding cleanliness and tidying of kitchen.
Apr-24	Broken drain rodding cover outside western front replaced.
May-24	Key safe installed in Catholic/Methodist Sacristy for church keys.
May-24	Hinges to gas meter cupboard doors straightened and re-fastened. Safety notices affixed to outside walls.
May-24	Light bulbs in church chair stalls replaced with brighter ones.
May-24	Church Fire Risk Assessment produced. Fire warning notices are displayed in church where appropriate.
May-24	Policy & Procedures Register (Health & Safety) reviewed by Fabric Committee and revised one issued.
May-24	Big Wooden Cross moved from loft and stored in chair stall leading to Trinity St. Mary's school.
May-24	Replacement labels attached to church dustbins as originals went missing.
May-24	Lighting and electrical upgrades in church, both lobbies, both sacristy's and the meeting room by ACTIVE Electrical Solutions.
DGW/24/06/24	

Notes from meeting

Following the earlier discussion on the boiler John Geary told the meeting that the boiler needed to be replaced ASAP due to government regulations regarding replacing gas boilers. Peter asked if the regulations covered non-domestic premises and agreed to find out the relevant information.

The difference in the three quotes was discussed. Jim needs to know how much money will be needed so he can apply for the grant. Jim will go to the next Fabric committee meeting on 25th July to determine how much money will be needed for the boiler and other major projects eg replacement doors.

There was some discussion on changing the front doors of the Church. As it is so expensive the meeting thought it would be helpful if Woodham Windows could give a quote for replacing just the doors and not the whole front.

Peter said the fabric work needs to be turned into a risk register at some stage.

Huge thanks to the fabric committee who are working so hard on behalf of the JCC.

9) Worship and Outreach Report

Minutes of Worship and Outreach Meeting
Monday May 13th 2024 at 7.30 pm by Zoom

Rev Barry opened the meeting with a prayer.

Present; Rev Barry Allen, Peter Blackman, Sheila Jenkins, Stella Jaconelli, Fr Matthias, Judith Radley and Tricia Tutin.

1. Apologies; None

2. Matters Arising from last minutes; None

3. Holy Trinity Worship Activities.

We discussed the Ecumenical Lent Bible Study which was also part of Methodist worship in Lent. Based on Romans. It was only attended by Methodists.

It was agreed that all the Easter Services had gone well.

The hour by the cross led by Andy Griffiths was particularly enjoyed. And the Anglicans were delighted to have the new Archdeacon for their service on Easter Sunday.

The Easter story at the bandstand was a success -the Christian council were pleased with how it went. Peter was grateful for the support of the Readers.

4. Update from each Congregation.

Anglican

No one responded to the advert in February for a new Vicar. The Application will go out again and the closing date is June 19th. We pray that there will be some applicants this time.

Lesley Watkins, a member of the Anglican congregation has been helping taking services since Rev Carol left. She has done Christian Stewardship training and has been officially approved by the diocese to become a lay preacher. It now has to be approved at the next PCC.

The Anglicans are providing refreshments in the Church for the D Day Celebrations taking place in the town on the 8th June.

Methodist

Barry is going on Sabbatical from October 15th to January 15th. He will be in South Africa at that time. During that time he will be writing an article on what it means to be in covenant with the Almighty Lord. Peter thought that would fit in with Lent and maybe Barry could use that for the Ecumenical Lent bible study/activity next year.

Barry is retiring in August 2025. He explained the Methodist procedure that it would be advertised in September and there would be interviews in October.

The Methodists are having a Live Expo in June - run by the Methodists with Trinity St Mary's school. It will take place in the church and meeting room between June 19th and 21st. Please note we cannot use the church or meeting room at anytime during those dates.

Catholics

1st Holy Communion will be on June 15th or 16th. Probably in Holy Trinity.

5. Future Events

Harvest

There is a combined Methodist Harvest celebration on 8th September in Maldon.

Joint Harvest Celebration on 6th October at Holy Trinity. Barry will lead the service which will include Communion at 10.30 am. Financial donations to Chess and tins packets etc to the Food Bank as per the details in the notices.

Christmas

Barry will arrange for a Methodist preacher for the joint Christmas day service with the Anglicans for the Christmas day service or it may be a local arrangement (ie Tricia will take it!!!) That can be changed if the Anglicans happen to have a vicar by then who is able to do it!

We can discuss further Christmas activities at our next meeting in September.

6. Civic and Community Responsibilities/Outreach.

Peter reported that;

- The building containing the Men's shed is large and also has 2 rooms for community use. The arrangements for the management of the building as a whole are in the process of being organised and those two community rooms, one with a capacity of about 40 and the other about 20, should come into use shortly. If anyone wishes to enquire about the use of the rooms in the short term please speak to Peter. The Men's Shed continues to operate in their middle, third, room. They still need more supervisors so if anyone knows of anyone in your congregations who might be interested in training to be a supervisor they can approach the Men's Shed direct or via Peter.
- YMCA. Detached youth work has been approved for a 12 week trial. They are currently recruiting. If the trial is successful the Churches will be asked for a financial contribution - a continuation of when they supported Chatty Bus and Bar n Bus. The youth work is a continuation of those activities which stopped with Covid.
- Barry wanted it noted that trials usually need to be 6 months. Peter commented that it was a continuation of youth work on the Chatty Bus before Covid.
- Health Front - currently a problem with whooping cough. The latest strain of Covid is the same as previous ones. It is rampant.
- The South Woodham Health and Social Care Group have completed the making of a film about Covid. There has been positive reaction to the film. It is factual and highlights the issues of the time. There will be a showing at Holy Trinity - date to be confirmed. It is a 40 minute film.

There was nothing to add to the Worship and Outreach report.

10) A.O.B.

A Working party spent the morning of Saturday 29th June weeding and clearing the areas around the church, but on Sunday there was already a distressing amount of rubbish near the bin stores. Some discussion followed as to what could be done to discourage youths gathering and fouling the area. Rosemary mentioned that a new security light with a dummy camera is to be fitted on July 3rd and hopefully that will help.

Dates for the next two meetings this year were agreed as;

Monday September 16th 2024 at 7.30pm in the meeting room.

Monday November 25th 2024 at 7.30 pm in the meeting room.

The meeting closed at 8.55 pm with the saying of the Grace altogether.