

HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Minutes of the Joint Church Executive committee meeting

16th September 2024 at 7.30pm in meeting room.

Rev Barry opened the meeting with a prayer.

Present; Rev Barry, Maureen Graham, Kath Gable, Peter Blackman, Jim Tidmarsh, Bernard Dayer, David Watts, Stella Jaconelli, Rosemary Tidmarsh, Alfie Bateman, Trisha Tutin, Sheila Jenkins, Fr Matthias and Lynda Speak.

Guest re safeguarding Val Carter.

1) Apologies; Janice Pearson, Judith Radley.

2) Minutes of the previous meeting 22.04 2024 were agreed and signed.

Minutes of AGM 01.07.24 were agreed for publication.

3) Matters arising

From April minutes

a) Peter said all members were on the executive so the list to be amended with the title taken off.

b). Boiler grant still being looked into (Fabric report)

c) Safeguarding report already distributed attached to these minutes. Val C went over the report and it was discussed at length and amendments agreed. These to be circulated when amended.

It was suggested we have one administrator for the JCC to co-ordinate DBS, Safeguarding policy and risk assessment.

It was also suggested the diary be kept in Holy Trinity for the bookings.

One person is need from the denominations for this position.

Our thanks were extended to Val for her help and work done on our behalf. Val will make the amendments and send to Kath for distribution.

d) The Risk and Responsibilities update was circulated before the meeting and is attached to these minutes.

Peter pointed out the highlighted parts which were;

Briefing pack for new members to be collated and distributed.

Risk register is needed.

Dave Watts is to be included in discussions.

Other highlighted points were also mentioned.

From AGM Minutes

a) Cleaners change of hours. Rosemary will contact Nora re this and find out what her hours are at present and what she needs from us.

We have discovered she uses her own cleaning items and does not ask for reimbursement.

Rosemary will ask her for bills so we can reimburse her for these items.

b) Fire drill will take place on 17th November. We need to clear the church in 2 minutes.

c) The church working/cleaning party will be on 19th October for all denominations to attend.

4) Treasurers Report

Current Balances –

Current Account	£511.74
Deposit Account	£1,750.00
Methodist CFB Deposit	£6,200.03
TOTAL ASSETS	£8,461.77

In addition, we are holding £1,608.62 on deposit for SWF Christian Council.

Payments since last meeting –

£1,163.74 Ecclesiastical Insurance - Annual Renewal
£350.00 Active Electrical Solutions – Outside lights & dummy cameras
£270.00 Nora Fitzgerald – Cleaner
£359.22 E.On – Electricity
£153.90 ICE Digital – Broadband
£252.67 British Gas
£29.87 Sundries

Income since last meeting –

£1,875.00 Q3 Catholic Quota
£725.00 Q2 Anglican Quota
£1,237.50 Annual Methodist Quota
£100.00 Bereavement Group Donation
£550.00 CA Donations

JCC finances are normal for this time of year, but total assets are insufficient for all the remedial maintenance issues currently under consideration by the Fabric Committee.

JRT

5) Fabric report

There have been two Fabric Committee meetings since the last JCC meeting, held on 25th July and 5th September 2024.

ACTIONED OR ONGOING ITEMS

Church Electrical Equipment Still awaiting PAT certificate. MC chasing.

Quinquennial Report Items

RT and AB have produced a spreadsheet showing completed and outstanding items to be actioned in an easy to access format. A copy is kept in the Fabric file held in the Catholic/Methodist sacristy.

AB is to email building control one final time to get a response on a review of fire proof lining of the timbers, steels and air duct in the loft, otherwise Fabric Committee will try other avenues.

Replacement Boiler Update

Following the last JCC meeting Sheila/Rev. Barry have been in contact with the Diocese of Chelmsford (DAC) (as they own Holy Trinity building) regarding a replacement boiler. They were advised that there might be favourable consideration given towards a grant if we went for a non-fossil heating system. A Church of England Faculty would also be required if we are changing our boiler. DGW contacted the DAC to arrange a visit to the church by a surveyor/advisor on the best way to go forward including any grant considerations.

Fabric Committee also discussed whether we should consider electric heating rather than gas as an alternative. JT has advised that he has various information on applications for grants when we knew what we were looking for. He also stated that expenditure was not a bottom-less pit and we could not look at anything beyond circa £30,000 which included any grant.

DGW has been waiting for contact from the DAC surveyor/advisor despite numerous chase ups with the DAC Secretary. It transpires that the current advisor was in the process of retiring and new advisors are going through the appointment process but we should hear from them soon.

As this was taking so long DGW made contact with a company called Trust Electric Heating Ltd., who provide electric radiators and to get an idea on this form of non-fossil heating. A site visit has been arranged for Saturday 21st September.

Replacement Church Doors Update

Fabric Committee discussed the need for replacing both church doors. It also considered whether we could just replace the eastern one which really needs doing to reduce expenditure. We already have a quotation from Bakers of Danbury and Woodham Windows were asked to provide a quote for aluminium doors. Fabric Committee agreed another quote was required and LMC Carpentry was suggested. (NOTE: A Faculty might also be required for any replacement but this needs to be confirmed).

LMC Carpentry quoted £3,785 including VAT per set of doors or £7,569 for both sets. Woodham Windows advised the cost for aluminium doors would be £12,000 - £13,000 including VAT with two single wider doors costing £9,000 to £9,500. DGW obtained another quote from Bakers of Danbury for one door for £3,120 including VAT and a revised quote for both doors for £5,946 including VAT (a slight reduction on the previous one for £6,160).

While this needed to be referred to the JCC, Fabric Committee felt the priority had to be the church heating.

Fire Risk Assessment

Following enquiries from Trinity St. Mary's school (TSM) there are the following points:-

A flick test on the emergency exit lighting needs to be carried out on a monthly basis. Once we establish where the isolation button is a rota needs to be organised on this. It was also suggested that a full test needs to be carried out annually but it needs to be established what this is for and the frequency confirmed.

A key is now held in the church key safe for the TSM chair store partition which is now kept locked for security of the school. It still needs to be established whether St. Joseph's school are going to lock their partition. (NOTE: JCC previously agreed that the main church doors to the church be listed as our fire exits on the main fire drill instructions. Fabric Committee were concerned that if any major event took place in the church then there would be a need to have access via the schools as another means of escape).

DGW and RT met up with Andrew Miller, MD of Communicate (UK), concerning the Fire Alarm System for the church and both schools, to establish whether the church, along with the church schools, were currently on a monitoring service provided by Communicate (UK). We were advised that transmitting equipment for the monitoring service was installed in TSM, initially for all three locations (i.e. the church and two schools) and numbers for key holders for the three locations should have been provided to Communicate (UK). It appears that only the TSM key holder was on the system. It then appears that the church and St. Joseph's were taken off of the monitoring service and only TSM left on. (NOTE: All costs for this were paid for by TSM).

DGW and RT felt that the church needed to be on the monitoring service and maybe St. Joseph's as well and asked Andrew to quote for re-connecting this service either back on the TSM equipment or separately in the church and St. Joseph's. The following quote was received:-

Option 1 - To add two modules to the TSM equipment £343 + VAT

Option 2 – To fit a separate Comms unit £240 + VAT then plus an annual monitoring charge of £180 + VAT

Fabric Committee agreed to a proposal that a meeting needs to be arranged between personnel from the church, St. Joseph's and TSM to get an understanding, discuss the way ahead and hopefully get an agreement to Option 1 and suggest that the annual monitoring charge to TSM should be shared three ways. In the long run this would be to everyone's benefit both from a safety aspect (as a fire in anyone one of the locations could affect the other two) and a financial one. (NOTE: DGW has already spoken to Michelle, TSM Business Manager, with the idea and gained an initial agreement to meet up with a representative

from St. Joseph's and Andrew Miller of Communicate (UK). There needs to be names and contact numbers of key holders of all three locations on the system for this to work and ensuring that the appropriate key holder is called out for an alarm in the correct area.

Fabric Committee also agreed that there will be a fire drill evacuation to be carried out immediately following each service on Sunday 17th November. The fire alarm will be sounded and evacuation should be done within two minutes. This drill will be carried out annually.

During the six-monthly fire sensor/alarm check by Communicate (UK) on 9th September the engineer advised DGW that the sensors in the two chair stalls were connected to TSM and St. Joseph's systems and not the church? Also, the top shelves in the meeting room cupboard needed to be removed to give 500mm clearance so the fire sensor will work effectively.

Risk Assessment Review

Thanks to RT for producing a spreadsheet on this which Fabric Committee reviewed with additions/amendments being taken. Committee agreed that a walk around was not necessary at this time as it was looking at this on a continual basis.

Other Items

Active Electrical Solutions have installed a hard-wired security light and two dummy security cameras in the dustbin area to hopefully reduce vandalism in this area.

The joint church working party for the outside of the church clean up on 29th June went well and needs to be done on a regular basis.

AB/DGW have re-fixed a fallen ceiling tile in the eastern chair store and AB has re-fastened some external soffits. Thanks to AB for this.

JP has updated the contents of the First Aid box. She also proposed that as the existing Accident Report book was the current one we should continue to use it and Fabric Committee agreed. The old fabric works book had been superseded by the Fabric & Property Work Log now held in the Fabric File held in the Catholic/Methodist sacristy.

RT advised that JT had made contact with the church cleaner to ascertain how her working hours were spread and what she actually cleans so that any change can be made if needed.

Fabric Committee have scheduled the 19th October for a joint church working party church "spring-clean." A request for volunteers needs to go in the three denominational newsletters. A working schedule has been produced and outside the church would be included if there were sufficient volunteers.

Some members of the Fabric Committee felt the church meeting room needed decorating as it was looking a little grubby. It was suggested this could be done by volunteers or a decorator although this was considered not to be high on the list of priorities.

Date of next Fabric Committee Meeting: 7th November 2024

DGW 12/9/24

Notes from the meeting

Thanks were extended to the fabric committee for all their work on our behalf. We have a very good committee.

With regards to the heating there is a fund held by the Anglican diocese for the sale of St Mary's church in the Hullbridge Road. This is to be explored.

It was agreed to go ahead with the one door on the Anglican entrance that is very ill fitting. The quote from Bakers of Danbury of £3,120 to be accepted.

The fabric representative is to meet with Communicate UK and the two schools with reference to combining the fire alarms. This will need to have three key holders.

6) Worship and Outreach

Monday September 9th at 7.30 pm by Zoom

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

1. Reverend Barry opened the meeting with prayer.

2. **Apologies;** None

3. **Matters arising from last minutes;** None

4. Update from each Congregation.

Anglican

Licensing service for Revd Jacqui King on Monday October 14th. All invitations have gone out - including to all denominations the town and the Mayor. Refreshments served after the service.

Revd Jacqui will move into the Vicarage in early October and begins work officially on October 15th following her licensing service.

Representatives from Catholic and Anglican Church needed to welcome Jacqui at the service. As Revd Barry is on Sabbatical he won't be attending the service so Tricia will represent the Methodists. Fr. Matthias is taking Mass in Danbury that evening and will get to the service in SWF ASAP. He will send a representative if necessary.

Revd Barry will email Jacqui in October to welcome her before he goes on Sabbatical. Sheila to send Barry Jacqui's email address.

Catholics

Preparations are under way for First Holy Communion, Confirmation and RCIA candidates. Volunteers help with preparing for the programme.

Normal Masses and social Activities to raise money carry on as usual.

Methodist

Barry is going on Sabbatical from October 13th 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 said he was unable to do that.

Barry is retiring in August 2025. He explained the Methodist procedure, the stationing process - that the position would be advertised in September with a profile of what is required. This is then matched by the stationing committee with the profiles of vacant ministers and there would be interviews in October followed by an appointment in November. However as there are more positions available than Ministers it is not a foregone conclusion that we will have a new Minister.

Everything else is carrying on as normal.

5. Future Events

Harvest

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.

Welcome service for Jacqui King

14th October at Holy Trinity at 7.30pm. See above for further details.

Remembrance Sunday

Jacqui will take the Town Service. Sheila will ask if Lesley Watkin is available to take a joint service in Church at 10.30. Barry said there was no Methodist preacher available to take the service.

Christmas

Barry will arrange for a Methodist preacher for the Toy Service on 1st December. Joint service with Anglicans at 10.30.

Jacqui has already agreed to take joint Christmas day service and the Crib service on Christmas Eve.

Town Carol service in Holy Trinity on 13th December. Further details to follow.

Peter will contact Michael and look into possibility of running an Advent course.

Peter will ask Maria to let him have any Christmas events currently booked in the Church. He will send a copy of the Christmas Spreadsheet to us and we can add any details we have.

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 will be ready to be used on September 23rd. Mr G's foundation are in control of this. Currently it is known that CVS and Dementia services will use the facility. The Men's Shed continues to operate in their middle, third, room.
- YMCA. Detached youth work has completed 6 weeks in the summer holidays, carrying on with 6 weeks in term time. Half of the residual money from the Chatty Bus has funded the work. A full report in mid- October will consider the future of this work.
- The South Woodham Health and Social Care Group have completed the making of a film about Covid which is now available for use.

7. Date of next meeting Monday November 11th at 7.30pm via Zoom. Peter will send out the link. We wished Barry a happy and fulfilling secondment.

The meeting closed in prayer by Fr Matthias

Notes from the meeting

An Advent course will be run again this year.

7) AOB

Bernard will stream the Inauguration service for Jacqui King the new Anglican Vicar on 14th October 2024. A rehearsal will take place at 3pm on the previous Sunday.

A baby loss meeting will take place in the church on Tuesday 15th October at 7 until 8pm Sheila Jenkins will attend to help with the screen and projector.

The Rotary Tree of Joy will be put into the church from 1st November and will be taken down on Friday 29th November.

Sheila said there are a set of 10 padded solid wood chairs available for anyone who could use them. Sheila will ask Douglas Green if he wants them for sale

DATE OF THE NEXT MEETING

Monday 25th November 2024 in the meeting room.

This is an accurate record of the meeting of the JCC held on 16th September 2024

Signed Chair of Holy Trinity Church

Dated

Seconded by

Dated