

HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Minutes of the Joint Church Executive committee meeting

25th November 2024 at 7.30pm in meeting room.

Rev Jacqui opened the meeting with a prayer.

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

Fr Matthias welcomed Rev Jacqui to her ministry in our church on our behalf and all introduced ourselves to her.

Rev Jacqui thanked all and told us she has ecumenical experience from past work.

Fr Matthias asked we keep Geraldine in our prayers.

1) Apologies; Rev Barry, Judith Radley and Stella Jaconelli.

2) Minutes of the previous meeting 16.09 2024 were agreed and signed.

Lynda Speak was present at that meeting but omitted from the list. Apologies to her.

3) Matters arising From September minutes

- a) The possible heating funds from the Anglican Church are ongoing.
- b) Fire alarm report on fabric report.
- c) Peter reported the fabric committee were making good progress with the risk register. The safeguarding document from Val was circulated prior to the meeting and Peter made some changes to reflect the joint church and JCC. This will be looked at by the three safeguarding officers to agree it and send to the JCC as an accepted document. Lesley Watkin is now in training as safeguarding for the Anglicans. Any problems in the meantime default to Sheila Jenkins.
- d) The chairs that were available went to St Andrews church.

4) Treasurers Report

Current Balances –

Current Account	£451.96
Deposit Account	£3,605.32
Methodist CFB Deposit	£6,701.00
TOTAL ASSETS	£10,758.28

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

Payments since last meeting –

£247.64 Active Electrical Solutions – Spotlight replacement & alterations
£168.00 Paramount Plumbers – Sacristy basin tap renewal
£180.00 Nora Fitzgerald – Cleaner
£239.48 Eon – Electricity

£103.00 ICE Digital – Broadband
£ 53.31 British Gas

Income since last meeting –

£1,875.00 Q4 Catholic Quota
£906.25 Q3 Anglican Quota
£150.00 Swift Singers Donation
£100.00 Bereavement Group Donation
£200.00 CA Donation

- E.ON Next have reduced our monthly Electricity Direct Debit by approx. 50% to £51.93. We are currently £700 in credit with them. (I shall be monitoring this balance).
- I have earmarked the Deposit Account balance for the cost of the external door replacement.

On the assumption the Anglican Q4 Contribution will be paid & the external door replacement completed, I anticipate the end of year balance being in the region of £7,400.00. This would represent an annual deficit of some £1,200.00.

Total assets remain sufficient for all maintenance projects currently under consideration by the Fabric Committee, with the exception of the heating issues.

JRT

Notes from meeting

Jim asked if the external door would be fitted before Christmas. David said no it wouldn't.

Sheila Jenkins told the meeting that Gill Wragg has volunteered to take over the Holy Trinity diary. This also includes asking for and noting users' insurance certificates, risk assessments and safeguarding documents, which Jim wishes to hand over.

Sheila said she had spoken to Maria about this change for the diary.

All at the meeting wanted to extend their thank you to Maria for keeping the diary so well for 13 years. This was on behalf of the JCC and all users of Holy Trinity.

5) Fabric report

JCC FABRIC COMMITTEE REPORT (JCC Meeting 25th November 2024)

There has been one Fabric Committee meeting since the last JCC meeting, held on 7th November 2024.

ACTIONED OR ONGOING ITEMS

Church Electrical Equipment MC has not been able to contact the person who did the PAT testing to obtain a PAT certificate. As a certificate is no longer required it was decided to let

this be. Future PAT testing can be carried out by any competent person with stickers then applied to the relevant equipment tested.

Quinquennial Report Items

AB has still not received a response from building control concerning a review of fire proof lining of the timbers, steels and air duct in the loft. Telephone contact will be made to confirm we are chasing the correct department.

FIRE RISK ASSESSMENT/FIRE ALARM SYSTEM

The fire drill evacuation was carried out after each service on Sunday 17th November. No issues reported.

Fabric Committee agreed that a fire drill evacuation should be carried out annually, albeit the alarms are tested each week by the St. Joseph's Church school cleaner. This was considered to be good practice.

RT advised that there was no news on St. Joseph's school locking their chair store partition folding doors.

The top shelves in the meeting room cupboard have been removed so that the fire sensor positioned there can work effectively in future.

Active Electrical Solutions have replaced some high level non-working spotlights and removed a redundant spotlight in the entrance vestibule. A flick test was also carried out on the emergency exit lighting. The one on the eastern exit door was found to be faulty and will be replaced by Active. (Note: this has now been replaced).

Following Fabric Committee agreement, DGW arranged a meeting on 17th October with Tracey North, Head teacher, St. Joseph's Catholic School, and Michelle Barnett, Business Manager, Trinity St. Mary's C. of E. School (TSM), to talk through the situation the church and the schools have in respect of the fire alarm system and to see if there was some joint way ahead. (Currently TSM's fire alarm is monitored by Communicate (UK) but the church and St. Joseph's are not monitored). Unfortunately, Tracey could not make the meeting at the last minute as there had been an urgent issue to be dealt with in the school.

DGW and MB discussed the church going back onto the monitoring system and put back on the central unit in TSM. MB said she would consider this subject to church key holders being provided to Communicate (UK) and assurances from Communicate (UK) that the relevant key holder would be contacted in the event of an alarm sounding in either the church or TSM. St. Joseph's had already indicated that they did not want to go back onto the monitoring system as it was considered too dangerous for one of their key holders to be called out at say 2 a.m. in the morning. They were thinking about another company who offered a monitoring and a key holder service. DGW's initial research indicated that the response time for this key holder service was anything between 1 and 4 hours and the latter was considered by DGW to be too long a response time for the church or the schools. (Note: Any change of provider by the church or one of the church schools would need confirmation that there would be no impact on the other user's side of the alarm).

This seemed to be developing into an awkward situation and Fabric Committee agreed that DGW would try and arrange another meeting with TN and MB as soon as possible to find out where this was all going.

Committee also considered the other option from Communicate (UK) of installing a transmitter in the church meeting room so that we would be back on the monitoring system

but not involving TSM. If no positive movement was forthcoming with the schools this option should be taken up to cover the church. Committee agreed that there should be three church key holders, one from each denomination. DGW, RT and MC said they would be willing to put their names forward for this to work.

MB also advised that the Diocese of Chelmsford (School's Department) had instigated a survey and quotation for the construction of a fire screen in the chair store area between the church and TSM. (This followed a request by TSM for the construction of a full height screen in the loft area between TSM and St. Joseph's). MB had asked the Diocese to inform the church of this situation but DGW was not aware of this. DGW subsequently emailed Peter Palmer, the diocesan surveyor involved, advising that the chair store belonged to the church and requesting that the church be kept informed of developments. No reply has been received to date.

REPLACEMENT BOILER/HEATING UPDATE

Since the last Fabric Committee meeting a surveyor from Trust Electric Heating had visited the church and quoted £12,266 for the installation of electric radiators throughout the church. This did not include the de-commissioning and removal of the boiler and all the radiators which would cost a further £1,500 approx. Electric Heating Solutions were also contacted and quoted around £19,000 for the installation of electric radiators based on photographs of the church. This quote did not include the de-commissioning and removal of the boiler and all the radiators. Rev. Barry had also suggested Anglia Heating but they only deal with gas boilers.

On 4th November James Read and Kathala Saddler, DAC surveyor/advisors (Diocese of Chelmsford), visited the church to discuss the current thought process to address the increasing age and reliance on gas of the existing heating system. They advised that following their visit they would be issuing their recommendations report to the DAC. DGW's understanding is that the recommendations will be sent to the church but they do not necessarily have to be followed.

Their initial options were electric wall mounted radiators or an Air Source Heat Pump (ASHP). Some of the bullet points from the initial briefing note are:-

Electric Radiators

Potential requirements to increase electrical supply capacity to accommodate additional electrical load which could lead to a new distribution board being required.

Radiators are only 100% energy efficient – i.e. for every 1 unit of electricity consumed, 1 unit of heating is produced.

Air Source Heat Pump (ASHP)

An ASHP utilises the external air to generate hot water, in this application, to serve the existing wet system wall hung radiators. Powered by electricity.

Higher capital costs than that of electric radiator solution although energy efficiency in use is much greater. ASHP can be up to 300% efficient – i.e. for every 1 unit of electricity used 3 units of heating can be produced.

External ASHP equipment can be sited in place of the existing boiler or externally to the boiler cupboard – secure casing can be provided to negate damage/theft.

A more detailed feasibility review would need to be undertaken to outline capital and running costs comparisons across each system type.

It was also pointed out that the size of the existing boiler (c.60kW), based on the information within the service documentation and the understanding that it is for the church only, suggests that it is oversized to serve the church.

Fabric Committee were looking at electric radiators as the way forward but there is a need to look at ASHP's, especially if they are more economical in the long run. The siting of an ASHP was also of concern especially in respect of vandalism. Information on the supply and installation of an ASHP needs to be obtained.

Following receipt of this information we are now looking at 2025 to implement any change and the hope is that our existing boiler will last out.

REPLACEMENT CHURCH DOORS UPDATE

JCC approved the quote from Bakers of Danbury of £3,120, including VAT, for the replacement of the external Eastern Church door at the last meeting on 16th September and JT has confirmed that we have the funds for this job. DGW has been advised by the Planning & Development Department of Chelmsford City Council that the installer has to be registered under the Competent Persons Scheme, otherwise we need to submit a Building Control application to them. (Note: The Diocese of Chelmsford have advised that according to documentation held on file Holy Trinity Church is a Parish Centre of Worship (PCW) and a PCW is not subject to the Faculty Jurisdiction). Bakers have been contacted to initiate the way ahead.

OTHER ITEMS

The Church Autumn "Spring-clean" on 19th October was well supported and a great deal achieved. DGW had sent a message of thanks on behalf of the Fabric Committee to be inserted in the three denominational newsletters.

As cleaning of the front external windows was not a quick job, due to their size, Giraffe Window Cleaning would charge £35 if this is a regular job. A one-off job would be charged more. DGW to see if this could be done every six to eight weeks.

Another fallen ceiling tile in the eastern chair store was re-fixed on 19th October. Thanks to AB for this.

The disused water tank in the eastern side toilet has been overflowing. A quote is being obtained for its removal and any associated plumbing work.

RT advised that she had found a large streak of candle wax on the altar fair linen cloth which had left residual marks after cleaning. This is not the first time wax has appeared on the altar linen and also on the church carpets necessitating its removal. Fabric Committee considered a suggestion that we should change over to battery powered candles to prevent the above recurring and also when considering possible fire hazards. This received a mixed reaction and needed to be reviewed by the JCC to get an overview.

Date of next Fabric Committee Meeting: 16th January 2025

Notes from the meeting

There was concern over the alarm system in the schools and church and discussion followed.

There needs to be a discussion with all three parties re the system as we are all connected. Three key holders one from each site to be elected for call outs. Dave Watts, Michael Clark and Rosemary Tidmarsh volunteered.

The loft area needs fire screen between the 2 schools and the church.

It was suggested a letter be sent from the JCC stating this and calling an urgent meeting.

After a Kath had a discussion with the chair, it was thought that contact with fabric ie Dave sending an email detailing to both heads ,JCC's concern of the three going their own way with the alarm, as all three are connected. It was felt that a joint approach should be adopted.

Dave has contacted both heads on this and asked for a meeting before Christmas.

Regards the boiler, Fabric felt an air pump needs more investigation.

Grants can be explored once it is known, which system to go with.

Candle wax spillage is a problem. Some of the altar linen had to be destroyed.

The Catholics need to light real candles representing Christ the light of the world.

Rosemary will look to purchase some plastic sheeting for the altar and pascal candle stand.

Hopefully that will help.

6) Worship and Outreach

Monday November 11th at 7.30 pm by Zoom

Fr Matthias opened the meeting with a prayer.

Present; Revd. Jacqui King, Peter Blackman, Sheila Jenkins, Stella Jaconelli, Fr Matthias, Judith Radley and Tricia Tutin.

Fr Matthias welcomed Jacqui to her first W and O meeting. Jacqui told us how settled she felt already in SWF and a sense of contentment which she felt was a confirmation from God that this is the right place for her to be. She explained that she had an ecumenical background having been a county Ecumenical Officer. Jacqui is in charge of 4 Churches so it is a busy time for her getting to know everyone and what her job entails as well as the extra planning of Christmas services and activities. We are delighted to have Jacqui with us at Holy Trinity and look forward to working with her to develop God's work together.

2. Apologies; Revd. Barry Allen

3 Notes of last Meeting.

Father Matthias wanted it noted that he did attend the licensing service of Revd. Jacqui.

4. Update from each Congregation.

Anglican

Licensing service for Revd. Jacqui King on Monday October 14th was a joyous occasion.

Sheila thanked everyone for coming.

Christmas Bazaar is on November 23rd, the day of Christmas lights switch on in town. It will be from 3-6 pm and mainly refreshments and just a few stalls.

Revd. Jacqui led the Town Remembrance day service.

Catholics

Preparations are under way for First Holy Communion, Confirmation and RCIA candidates. Normal Masses and social activities to raise money carry on as usual, in particular preparing for the Christmas Raffle.

Methodist

We have had no success with the first round of the stationing process. Membership numbers in the 5 churches - SWF, Maldon, Hatfield Peverel, Witham and Halstead- are not high enough for a full time minister. We are eligible for a .75 time minister rather than full time. The next round of stationing is in January and we will know on the 8th January if we are successful.

The Methodists are beginning a coffee shop initiative in Costa Coffee every Monday afternoon starting in January. A group of people are available to chat. The Christian Council are potentially going to do something similar on a different afternoon.

Everything else is carrying on as normal.

5. Events since last meeting.

Harvest

Joint Harvest Celebration on 6th October held at Holy Trinity. There were good contributions for the foodbank together with £150 sent to CHESS

Welcome service for Revd. Jacqui King

As already mentioned it was a lovely service and Revd. Jacqui thanked those who made it happen.

Remembrance Sunday

Revd. Jacqui led the Town Service. It was well attended and supported. The Town Council are taking more of a lead - previously organised by the British Legion. Revd. Jacqui said there had been some problems with the Sound System. We discussed whether we needed a service in Church as so few attended that service, we thought it best to carry on with an outdoor service for the Town as it was a good opportunity for Outreach but agreed it was something to be discussed in further detail later before next November.

Christmas

Peter has arranged the Advent course to be held in the Meeting room from 7.30-8.30pm on 26th November, 3rd, 10th and 17th December, to be based on the lectionary readings. Led by Peter, Michael, Sylvia and Alex.

Elizabeth Hobbs (Methodist local preacher) is taking the Toy Service on 1st December. Joint service with Anglicans at 10.30am.

Revd. Jacqui is taking joint Christmas day service for the Anglicans and Methodists (10.15am) and the Crib service (3 pm) and Midnight Mass (11.30pm) on Christmas Eve.

Town Carol service in Holy Trinity on 13th December. 5.30pm with refreshments served from 5 pm led by Revd. Jacqui. All 5 primary schools are taking part. William de Ferrers potentially providing some music.

We discussed the problems of the order of service being on the screen -people in the halls won't see it. Sheila said she would get carol sheets out from the Anglican vestry and see how many we have.

Tricia and Jacqui to liaise to put the Christmas services in the Focus.

The Focus is now only published monthly with the deadline for December's Focus being 15th November.

Future Event - June 28/29 2025. Woodham Fest. In its early stages of planning to commemorate 50 years of SWF new town. John Frankland, W.I.Library involved.

6. Civic and Community Responsibilities/Outreach.

Peter reported that;

- Development of the Community Hub and Men's shed continues; the Community Hub has held a successful trial booking; the community rooms will be ready shortly and brought into use at the beginning of January; full details will be circulated in advance.
- YMCA. The Christian Council's detached youth work trial has finished successfully. The Churches will now take the winter to consider the way forward and if it is to be continued it won't start until after Easter 2025.
- The South Woodham Health and Social Care Group has submitted a proposal for another research project to study accessibility issues in the SWF, Dengie and Maldon Central Integrated Neighbourhood Team's area and will know if a Warwick Medical School Masters student has been selected for this in December. This fits well with the consultations about the future health services and St Peter's Hospital, Maldon, and the outcomes of the assessment study about the SWF & Dengie Primary Care Network it published in June 2023.

7. Date of next meeting

Rev Jacqui asked if the meeting had to be in the evening. Something to consider and discuss next time when Rev Barry is back.

Proposed date of next meeting if Rev'd Barry can do that day.

Tuesday January 21st at 7.30pm via Zoom.

The meeting closed in prayer by Rev'd Jacqui

Notes from the meeting.

Sheila said they are thrilled to have Jacqui as their minister and thanked the JCC for their support over the last 18 months. Jacqui thanked Sheila, Dave and Janice for their support to her.

7) AOB

Peter asked if we knew who used the St Joseph's school hall at the weekend as a table was broken and a portable radio in the foyer also. It was thought a dance troop used it on Saturday morning. The door to the hall was unlocked.

DATES OF THE NEXT MEETINGS

7.30pm in the meeting room Holy Trinity.

Tuesday 11th March 2025

Tuesday 17th June 2025 AGM

Tuesday 16th September 2025

Tuesday 25th November 2025

This is an accurate record of the meeting of the JCC held on 25th November 2024

Signed Chair of Holy Trinity Church

Dated

Seconded by

Dated