

MINUTES FROM THE ANNUAL GENERAL MEETING OF THE JOINT CHURCH COUNCIL
TUESDAY 17TH JUNE 2025
AT HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Present;

Kath Gable, Alfie Bateman, Jim Tidmarsh, Rosemary Tidmarsh, Sheila Jenkins, David Watts, Bernard Dayer, Barry Allen, Maureen Graham, Tricia Tutin, Fr Matthias Baidoo, Peter Blackman Lynda Speak, Jacqui King,

Apologies:

Janice Pearson, Stella Jaconelli.

Rev Barry welcomed all to the meeting and commenced with a prayer.

2) Election of officers

Chair; Rev Jacqui King.

Vice Chair; Fr Matthias Baidoo

Treasurer; Jim Tidmarsh

Secretary; Kath Gable all members present agreed, motion carried.

Tricia said thank you from all to Kath for her work as secretary.

Thank you to Jim for his work as Treasurer.

3) Minutes from AGM 2024

Minutes from the AGM 2024 were already agreed and signed. Adopted at this meeting

4) Matters Arising

None this time.

5) Report from the Chair.

JCC Report for the AGM 17th June 2025

Prepared by Rev. Barry Allen (Outgoing chair)

It had been an honour to serve as Chair of the JJC for the year July '24 to June '25.

Firstly, my thanks to Fr. Matthias Baidoo for taking on the role of chair while I was on sabbatical.

Secondly, my thanks to all the JCC members for their support, their passion and commitment, to ensure that Holy Trinity, not only the building, but also the way the JCC operates, reflects Christ.

You are all shining stars.

During the year we had the pleasure of welcoming Rev. Jacqui King to Holy Trinity as the incumbent minister of the Church of England.

Some key areas were also addressed during the year:

The Fabric committee: An amazing team of people that have worked together to ensure that the building is well cared for.

Not only well cared for.

They also have good understanding and plan for ongoing care of the building.

Most of the work that was highlighted in the Quinquennial report of '24 has been completed. A credit to the commitment of the Fabric Committee.

The boiler replacement is still outstanding. This though is a lot more complicated than 'just replacing the boiler'.

As regards our **risk and responsibilities**.

Work has been done on policies:

- on our insurance,
- a key holders register has been created
- Work has begun on establishing a safeguarding policy for the JCC.

There is still more work to be done on our policies and identification of possible future members for the JCC.

Possibly an establishment of role description that includes the purpose and objectives of the JCC. To enable future volunteers to be informed of what it means to serve on the JCC.

Finances are slightly down from June '24 which is to be expected as the Fabric committee have been proactive in their care of the building.

We have also established a paid position to clean the building.

Outreach and mission: The three churches of Holy Trinity continue to work together with the other churches in SWF in outreach and mission, especially at Easter and Christmas, in participating in joint witness's services of God's grace through Jesus Christ.

On a personal note:

When I arrived in SWF eight odd years ago and saw that Holy Trinity housed three denominations, meeting in the same building, but each with their own identity. I was struck by the uniqueness of this.

I believe that what you have at Holy Trinity is amazing, as each individual church carries within itself a unique flavour.

In other so called "LEP" Churches that flavour has got mixed and is not as attractive.

It's like taking three different flavours of soup and mixing them together, you end up with something that does not look, or taste good.

I hope and pray that each denomination will recognize their uniqueness and continue to ministry into the community around Holy Trinity out of that uniqueness and not try and amalgamate together and lose their identity and flavour.

May God continue to bless each congregation and may his face shine on each one of you as you seek to make His Kingdom visible to the people of SWF.

God Bless,

Barry

Notes from the meeting.

Rev Barry extended his thanks to all the committee, which he said has been a very good committee working well together.

The fabric committee has been the best he has worked with over the last 8 years.

Thanks to all on the Risk and Responsibilities committee they have done a good job.

6) Feedback from our three communities.

Catholic community

Fr Matthias reported all is going well. Advent started the year with Pope Francis's Jubilee year of Hope, with pilgrimages to specific places throughout the year. The diocesan pilgrimage for our parish will be to Walsingham, led by Bishop Alan.

There is to be a 40 hours adoration at Brentwood Cathedral.

The Lectio Divina zoom meeting is still in place.

In May the Bishop from Ghana visited Fr Matthias in this parish and also met his congregation.

There has been a confirmation for 4 young people and there is to be a first Holy Communion of 8 young children next week.

A quiz night is organised for the parish on 5th July. All are welcome.

Anglican community

Rev Jacqui reported that she was licenced in Holy Trinity Church by Bishop Adam of Bradwell on 14th October 2024. Representatives from the three Holy Trinity congregations attended the service to welcome her to the Parish.

Holy Trinity is now in a group of four churches called The Hill of Vale Churches - Holy Trinity, St Mary's Woodham Ferrers with St Andrew's Bicknacre and All Saints' Hanningfield.

The Area Dean for Chelmsford Deanery has recently retired and there is a new one in post called Rev'd Simon Pearce. The Deanery is divided into Ministry & Mission Units (MMUs), and Holy Trinity is in the Compass Churches MMU (13 churches that work together).

There has been a drop in numbers on the Electoral Roll, which has not recovered since COVID, and there are therefore financial challenges for the parish. The PCC are very committed and we recently had a PCC Away Day and a more recently a Worship Workshop to look at what might be possible going forward.

Rev Jacqui is at Holy Trinity twice a month for services and there is a good relationship with Trinity St Mary's School.

A Pentecost afternoon tea brought the four congregations from the Hill Vale Churches together to celebrate 25 years of ordination for Rev'd Andy Griffiths and Bishop Adam made a surprise appearance.

Safeguarding is being sorted and DBS checks are nearly complete.

Jacqui is grateful for the cooperation and positive working relations between the three denominations at Holy Trinity Church.

Methodist community

Rev Barry reported that it has been a strange year. He has 4 churches in the Chelmsford Circuit.

The Circuit Superintendent has recently resigned a new one is to be appointed.

There are now 2 Ministers on the Circuit as 150 members are required for a Minister to be assigned.

There is a new profile set up with 5 churches and so a new Minister on probation for 2 years has been assigned here, when Barry retires. She is Rev Dr Jennifer Walters and the congregation need to work closely with her. She will be welcomed on 3rd September, 7pm at the Witham church.

Holy Trinity membership is the same this year.

The Saturday morning craft church with the children is still in place, as is the Memory Worship and Open Book.

All churches are in a place of transition, which Rev Barry thinks is a good thing.

Barry retires on 31st July with 20th July being his last Sunday here.

7) Consideration of matters relating to JCC over all
Financial matters

Treasurer

Current Balances –

Current Account	£388.00
Deposit Account	£9.41
Methodist CFB Deposit	£6,110.31
TOTAL ASSETS	£6,507.72

In addition, we are holding £1,518.40 on deposit for SWF Christian Council.

Payments since last meeting –

£850.00 Active Electrical – 5 year Electric Condition Report & repair to emergency lighting.

£234.36 Communicate UK re Fire Extinguishers

£86.55 TSM School re Fire Alarm System

£549.63 British Gas – monthly bills (x3)

£155.79 Eon Next – monthly bills (x3)

£414.00 ICE Digital – installation of new broadband router

£102.60 ICE Digital – monthly broadband bills (x2)

£270.00 Nora Fitzgerald (cleaner)

£79.99 Cost of Perspex sheet to cover Altar linen

Income since last meeting –

£100.00 Bereavement Group

£150.00 CA

£200.00 Cheerful Childminders

Summary

Both the Anglican (£906.25) & Catholic (£1,875.00) Quarter 2 (Apr/May/June) contributions are overdue, but I am assured they will be paid within the next two weeks or so.

The Methodist annual contribution of £1,375.00 has just been invoiced.

Once these monies are received, our balances will look healthier & should total some £10,500.00. However, the future pressure on the payment of denominational contributions is worrying, especially in light of the need for funds to finance a possible heating solution & any other urgent maintenance issues.

JRT

HOLY TRINITY CHURCH - BALANCE SHEET 2024				
EXPENDITURE	£		INCOME	£
GAS	1,872.89		ANGLICAN QUOTA	3,262.50
ELECTRIC	1,393.75		CATHOLIC QUOTA	6,750.00
WATER & SEWERAGE	712.69		METHODIST QUOTA	1,237.50
BROADBAND	615.60		DONATIONS	2,630.00
REPAIRS & MAINTENANCE	4,135.62		INTEREST	287.80
INSURANCE	1,163.74			
MISCELLANEOUS	1,363.24			
	£11,257.53			£14,167.80
<i>Excess of Income over Expenditure = £2,910.27</i>				
<i>Balances at 31/12/24</i>				
Current Account Closing Balance			£413.42	
Deposit Account			£3,315.82	
Methodist CBF Deposit Account			£7,655.99	
TOTAL ASSETS			£11,385.23	
<i>* In addition, we are holding £1,614.70 on deposit on behalf of SWF Christain Council (in a separate account).</i>				

Notes from the meeting.

Jim has concerns with the late quarterly payments. He has had to stop the last two monthly payments to the deposit account and has had to draw some money out to pay bills that are due.

The balance at the end of the year should be about £3,000. Jim asked if perhaps the JCC could do some fundraising. It might be something we will have to think about.

Rev Jacqui asked how the quota was calculated. It was on a head count of the congregations. Another one may be needed early next year.

This year the proportional amounts were increased to help with rising costs.

Accounts were adopted.

Constitutional Matters

Risk and Responsibilities.

HOLY TRINITY CHURCH (HT), SOUTH WOODHAM FERRERS (SWF), JOINT CHURCH COUNCIL (JCC) FOR AGM

RISK & RESPONSIBILITIES REVIEW

17 JUNE 2025

From: Peter Blackman

Following the last JCC meeting held on 11 March 2025 and the last AGM held on 1 July 2024 this reports the governance progress made in the last year and sets the action to be taken on from here.

- Great progress has been made in the last year. Necessary policies and procedures have been put in place. We have made important inquiries and now have a much improved understanding of our good insurance cover and a clear financial picture.
- The Fabric Committee, with the benefit of a quinquennial inspection report and their own inquiries, has done excellent work so that we have a clear understanding of the present state of our premises, the immediate things that need to be done to keep it in good shape, and the things that need consideration for medium- and longer-term action.
- The last step now is to establish a complete risk register by combining the various aspects of the JCC's responsibilities and compile a complete set of policies and procedures.
- A Members Register for the JCC has been established; it requires annual updates from the Anglicans and Methodists following the appointments made at their annual meetings and updates whenever any changes are made to the RC representatives.
ACTION: 2025 updates required?
- ACTION: A final review of the Sharing Agreement is required to identify present and long-standing practices at variance with the original specifications, record them and have them confirmed by the three denominations.
- ACTION: The working group of the Secretary, Treasurer, Fabric Committee Chair and Governance Lead will meet and take this forward following this meeting.
- ACTION: The JCC as a whole needs to consider Succession Planning as it is necessary to identify and recruit future JCC members and officers.
- ACTION: Progress has been made with the Safeguarding Policy for the JCC, which needs to be finalised.
- ACTION: All risk registers, assessments and relevant documents are subject to updating at all times; so all meetings of the Fabric Committee, Worship & Outreach and the JCC need a standing agenda item at the end of all meetings to review all decisions taken and matters reported for risk relevance and to report them to the governance task group.

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All agreed to adopt the report

8) Fabric report

There have been seven Fabric Committee meetings since the last JCC Annual General Meeting in 2024.

The main items to report are:-

Quinquennial Report Item

Advice on the fire proof lining of the timbers, steels and air duct in the loft was requested from different sources without success. Eventually a site visit was carried out by a decorating company who said the work would be complex and expensive to complete. As the regulations concerning this work do not affect buildings built before they came into force the Fabric Committee decided that this work was not necessary.

Fire Alarm System

The church is now back on the fire alarm call-out system (24/7) with David Watts and Rosemary Tidmarsh listed as the church key holders. Committee is looking for another volunteer to join them. A fire alarm call-out procedure sheet is on the meeting room wall below the fire alarm box. The annual charge for the call-out service is now split three ways between Trinity St. Mary's school, St. Joseph's school and the church.

Replacement of Church Doors

New main doors on the eastern side of the church were fitted by Bakers of Danbury in January. Replacement of the western side main doors will need to be looked at some stage in the near future.

Fire Risk and Risk Assessment Documents

These documents were produced and are in the Fabric file held in the Catholic/Methodist sacristy cupboard.

Note at meetingDocuments needs revisiting at next Februarys meeting**

Replacement Boiler

Separate companies have completed site visits and provided quotes for a replacement gas boiler and an electric radiators system. Contact is still trying to be made for an Air Source Heat Pump (ASHP) company to site visit and quote if this is feasible. Committee members have heard from numerous sources that ASHP's were not very good and could not provide the heat required.

Committee feel that a small working party, outside of the Fabric Committee, should be formed to work on this and provide a report and proposal/recommendation on a suitable replacement for consideration by the Fabric Committee/Joint Church Council.

Health & Safety Policy (Annual Review)

The General Fire Safety section needs to be updated based on the Regulatory Reform (Fire Safety) Order 2005 to finalise the 2025 review.

Health & Safety needs to be included as an Agenda item on every meeting of both the Fabric Committee and the JCC as it is **all** our responsibility.

Security of the Church

On more than one occasion over the last year one of the church main doors (notably the eastern one) has been found unlocked. It is **essential** that the last person leaving the church checks that both doors are locked as some people use the eastern one even though the majority exit using the western doors. **This could affect our insurance cover.**

IT/Sound System

A new power supply unit and HDMI wall unit has been fitted by Marks Tey Radio to replace the damaged one (by persons unknown). A new Broadband router has also been purchased and installed by ICE Digital to improve connection.

Committee agreed that a proposal should be put forward to JCC for a separate IT/Sound Working Party to be formed, by those who have “expert” knowledge in this area, to look after the church IT/Sound system.

Church Fabric & Property Work Log

The attached work log itemises the jobs carried out since July 2023 when it was started.

PROPOSALS/RECOMMENDATIONS

1. A small working party, outside of the Fabric Committee, should be formed to work on the boiler replacement project and provide a report and proposal/recommendation to the Fabric Committee/Joint Church Council.

***Agreed by all and adopted at meeting

2. A separate IT/Sound Working Party should be formed, by those who have “expert” knowledge in this area, to look after the church IT/Sound system.

***Agreed by all and adopted at meeting

DGW/14th June 2025

Notes from the meeting

Health and Safety is to be included in all JCC meeting agendas.

David reported that a team is needed to explore options for the new boiler. We should consider serving this year and explore grants once we have estimates. The Methodist church have grants of about a third, as long as the boiler is Eco friendly.

There was much discussion on the types of boilers and the pros and cons of existing pipes and their condition.

9) Worship and Outreach Report

Thursday June 12th 2025 at 7.30 pm by Zoom

Fr Matthias opened the meeting with a prayer.

Present; Revd. Barry Allen, Revd. Jacqui King, Peter Blackman, Sheila Jenkins, Fr Matthias, and Tricia Tutin.

2. Apologies; Judith Radley

3 Notes of last Meeting.

Jacqui wanted it noted that the Easter activities arranged by the Town council on Easter Saturday had been very successful. Jacqui gave out little booklets entitled Why Easter? She said it had been a lovely morning and a great opportunity for outreach and to talk to Families.

4. Appointment of Chairperson

Fr Matthias was appointed as the new Chairperson.

5. Update from each Congregation.

Anglican

Worship workshop in May - looked at styles of worship and customs currently settled into. The current pattern of worship will continue for now but with possibility of a change when the new Methodist minister starts in September. There has been a hymn survey. Consideration of how we communicate, how we do prayers.

The Kingdom Come prayer initiative was a success with prayer opportunities at Holy Trinity and the Evangelical Church who hosted the 'Coat of Hopes'

The Coat of Hopes went into St Josephs and St Mary's. The event was supported by Judith and Maureen from the Methodist Congregation and Peter from the Catholic Congregation - and Jacqui's Mum! The group of pilgrims stayed overnight in the Church.

Catholic

4 young adults were confirmed on Pentecost Sunday.

8 children will receive their first Holy Communion on the weekend of the 21/22 June

20th June - A days recollection for Prayer and reflection

The Archbishop of Ghana has visited to see where Fr Matthias ministers.

During Sunday Mass the Children's liturgy is growing in numbers and helpers.

Methodist

The coffee shop initiative in Costa Coffee every Monday afternoon is ongoing. (Further information below under item 6)

Open the Book go into St Mary's and Collingwood schools every month.
Craft Morning on Saturday mornings (monthly) is well attended.
Weekly Prayer meeting on a Thursday morning and regular bible study/friendship group usually on Tuesday morning is also ongoing and enjoyed by many.

Barry's last Sunday in SWF is July 20th followed by a shared lunch.
There is a circuit farewell to Barry on July 27th at 4 pm in Maldon Methodist Church.
Everyone is welcome.

There is a welcome service for Rev Dr Jennifer Walters on 3rd September at Witham Methodist Church at 7 pm, everyone is welcome.

6. Upcoming Events.

Harvest

We discussed a potential joint Harvest Celebration on 5th October held at Holy Trinity to be led by Rev Jacqui but it would need to be 10am. Jacqui to let Tricia know when this has been decided.

Remembrance Sunday

It was decided that we would have a joint Remembrance Day service in the Church at 10am and then all who are able would go outside and join the community at the bandstand for the service there including the minute silence at 11am.

Barry felt we should invite the dignitaries to the service in Church.

Woodham Fest

June 27-29th 2025. Woodham Fest to commemorate 50 years of SWF new town.
The poster advertising events has been shared with the 3 Churches.
Sunday 23rd at St Mary's at 10.30 Family Worship. All welcome.
1.30 pm on 29th June is a fete at St Mary's, which is their main Fundraising event.
Saturday 28th various events in the library. Jacqui is considering offering refreshments from HT.
Friday 27th Quiz. Methodists have a team
John Frankland to give a talk.

The various events and activities in SWF and WF over the weekend are a community Outreach opportunity.

VJ day 15th August.

The Town council has invited people to a service in Church 5.30 pm. It is hosted and facilitated by the Church. Town Council are responsible for advertising and to have some input into the service. Jacqui would like help with Refreshments at 5 pm. Tricia said the Methodists would help. Peter to ask Bernard if he will operate the AV system that day.
There is a town council meeting on 15th July to discuss VJ day.

September

There will be service at the garden of Remembrance on 6th or 13th September at 11am to rededicate the garden of remembrance.

Jacqui told us that there are micro grants - £2-3000 available from the town council which we can apply for to go towards initiatives that benefit the community.

Christmas

23rd November is switching on the Lights in town.

Following discussions with Christian Council and Town Council Peter said the 19th December was a possibility for the Town Carol Service. This was thought to be rather late as the Schools break up that day and would probably not attend which we felt would miss an outreach opportunity. Other dates will be considered at the Christian Council meeting. Possibly 18th December?

6. Civic and Community Responsibilities/Outreach.

Peter reported that;

SWF Community Hub is developing slowly. It is designed to provide the Town with the extra capacity to provide space for new activities particularly related to health, wellbeing and social care. If it isn't used it will be lost.

The SWF Creatives Group held a promotional Saturday on the Bandstand which attracted interest. The next event is twinning with Open Gardens event on Sunday 6 July with and arts trail.

The Christian Council has established contact with the revised BarNBus organisation. They are consolidating this business year (April 2025-March 2026) and considering some geographical spread after that and SWF would be ideal if they follow that direction. They are a provider of detached youth work and are not dependent on funding by churches so much now and are more grant-orientated.

The SWF Health & Social Care Group's (SWFH&SCG) independent academic report about accessibility of health services has been finished and submitted by the Masters Student to Warwick Medical School. It will be published by SWFH&SCG very soon.

Peter reported that the JCC's insurance covers lay and clerical outreach work and that includes the Costa Coffee drop-in. He reported Val Carter's discovery of Linking Lives UK, a Christian organisation who support the setting up of Befriending Groups and activities to combat loneliness. Their website is at www.linkinglives.uk and they offer a free Good Conversations online volunteer training session of under two hours duration which would be helpful. Peter said he would be willing, and like to set up a second group to be in SWF Costa on Fridays say between 2-3pm with RCs and anyone who'd like to join in. It was agreed to recommend this to the full JCC for approval.

Peter reported that SWF Town Council had also missed the announcements about the Covid day of reflection and have no plans to do anything about this in 2025. It was agreed to leave this and see if it happens again in 2026 or at any other interval.

7. AOB

We discussed communication and publicity at length. Peter and Jacqui are willing to set up a group to look at these areas.

8. Date of next meeting

September 4th either 1.30 pm in the meeting room if Revd. Jennifer can make that date or via zoom in the evening at 7.30 if she can't.

The meeting closed in prayer by Revd. Jacqui who prayed for God's blessings upon Barry and Ria in the next chapter of their lives.

Notes from the meeting

The Costa Coffee drop in was agreed by the JCC.

10) A.O.B.

Sheila is to check with Jill Wragg if she is able to take over the booking form part of the bookings for the church, which Jim wishes to hand over.

The diary is to stay with Maria as she has done an excellent job for many years on our behalf.

Kath and Maureen previously distributed the current key list.

Sheila said Carol McMaster has a key from Pauline Green who has moved. Kath gave Sheila the forms to be signed by Carol.

The JCC had a meeting with McCarthy Stone on the proposals to build on the Baron Rd Carpark. A public exhibition is to be held on Tuesday 24th June at 2.30-6.30 in the library.

Fr Matthias presented Rev Barry with a parting gift from the JCC and said it had been a pleasure working with him and wished him and Ria well for the next chapter of their lives.

Rev Barry thanked us and replied it had been an awesome privilege to work with us all.

Rev Jacqui closed the meeting with a prayer

Dates for the next two meetings

Friday 12th September 2pm in the meeting room.

Tuesday 18th November 2pm in the meeting room.