

HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Minutes of the Joint Church Executive committee meeting

11th March 2025 at 7.30pm in meeting room.

Rev Jacqui opened the meeting with a prayer.

Present; Maureen Graham, Kath Gable, Peter Blackman, Bernard Dayer, David Watts, Rosemary Tidmarsh, Alfie Bateman, Trisha Tutin, Sheila Jenkins, Fr Matthias, Revd Jacqui King, Revd Barry Allen, Bernard Dayer.

Revd Barry opened the meeting with a prayer.

1) Apologies; Jim Tidmarsh, Judith Radley and Stella Jaconelli, Janice Pearson Lynda Speak.

2) Minutes of the previous meeting 25th November were agreed and signed.

3) Matters arising From November minutes.

a) The possible heating funds from the Anglican Church Sale of St Marys, cannot be used for the boiler. It can only be for structural attachments to the church.

b) The safeguarding document needs to be updated with the changes, by Val. Tricia will chase this and send it back to the Anglican and Methodist safeguarding officers. Once they agree it will be sent to all JCC members.

c) Rev Barry will speak to Maria and ask her if she will kindly stay on as the booking rep for Holy Trinity.

Gill Wragg is to be asked to take over Jim's part looking at risk assessments and insurance policies for new users.

d) Rev Barry said the Methodists are looking at a free ECO friendly inspection for Holy Trinity. If the survey is done 50% of the Methodists share of major church upgrades might be payable. i.e. Like the proposed heating upgrade

e) Risks and responsibilities reports were distributed prior to the meeting. Items to be completed or already done were highlighted. Report attached to minutes.

One risk register is required holding all the documents. This is to be kept in the Catholic/Methodist Sacristy.

Peter thanked all for the progress made so far.

An LEP inspection is required we have not had one since Lee Bateson retired. This is being looked into as to the last date we had one.

4) Treasurers Report

Current Balances –

Current Account	£186.57
Deposit Account	£1,008.19
Methodist CFB Deposit	£7,007.66
TOTAL ASSETS	£8,202.42

In addition, we are holding £1,620.26 on deposit for SWF Christian Council.

Payments since last meeting –

£3,120.00 Bakers of Danbury – Door replacement
£376.20 Marks Tey Radio – Repairs to HDMI socket & radio mics
£180.00 Paramount Plumbing – removal of redundant water system
£1,188.08 British Gas – monthly bills (x3)
£155.79 E.On Next – monthly bills (x3)
£180.00 Nora Fitzgerald (cleaner)

Income since last meeting –

£1,875.00 Catholic Q1 contribution
£100.00 Bereavement Group
£150.00 CA

Ongoing matters of concern re expenditure include the boiler replacement & updates to the fire alarm system. Depending on the report from the Fabric Committee, I am unaware of any other liabilities.

Further to another meeting of the Risk & Review sub-committee, I have now passed to the JCC Secretary a copy of all financial procedures & risks plus a copy of all log-in details & passwords, which will be held securely.

JRT

Notes from meeting

Rosemary reported for Jim a payment just received from the CA of £150.00

Thank you to Jim for sending his report.

5) Fabric report

There have been two Fabric Committee meetings since the last JCC meeting, held on 16th January and 6th March 2025.

ACTIONED OR ONGOING ITEMS

Quinquennial Report Items

Advice from building control Chelmsford Council on the fire proof lining of the timbers, steels and air duct in the loft is still being sought. They are experiencing a severe shortage of staff and hence the delay. We are also trying other companies that do this kind of work.

Other

Flick tests on the emergency exit lighting are being carried out on a monthly basis.

New external church doors (eastern side) were installed on 9th/10th January by Bakers of Danbury. Fabric Committee were impressed with the finish and workmanship.

A new power supply unit and HDMI wall unit has been fitted behind the pulpit to replace the damaged one by persons unknown. Two new aerials for the two mobile microphone units have also been purchased.

The disused water heater tank in the eastern toilet was removed on 21st February.

A surplus vacuum cleaner and kettle, ownership unknown, are being removed and taken to Douglas Green.

Peter Blackman would like the old green notice boards in the meeting room for the SWF Community Hub.

The church fire extinguishers were serviced on 21st February. All okay.

An offer from the Methodist Community for an expert to carry out an Eco survey of the church free of charge was agreed. Val Carter has offered to complete the necessary paperwork. The results of the survey could be helpful.

Fabric Committee agreed there was no point in the church paying Chelmsford Council for a brown bin licence as there was little usage apart from after Easter and Christmas. Green waste would be taken away by Committee members and put in their own bins. Disposal of the bin is being investigated.

FIRE ALARM SYSTEM

Following a number of emails and meetings, the church and St. Joseph's school will be put back on the call out system. The IO modules are scheduled to be installed in the central unit in Trinity St. Mary's school on 14th April during the school's Easter break. The chair store sensors will also be re-programmed to the church instead of the schools.

The annual charge for the call out system will be shared three ways. St. Joseph's and the church will share the cost of the call out modules and the church will pay for the chair store sensors. Where appropriate the invoice will be sent to one of the schools, who can recover the VAT, and the church will pay their share to the relevant school.

There has been no further news on the installation of a fire screen in the TSM chair store area.

REPLACEMENT BOILER/HEATING UPDATE

The DAC were contacted to request details on any other churches in the Diocese using an ASHP to get their feedback. Currently there is only one church in West Mersea using it for their church hall. DAC have also provided a link for Church of England case studies across England.

Work to contact an ASHP company is on-going as one company had gone out of business and the other was not interested.

While there is a need to have an ASHP company look at the church site to see what is feasible, Fabric Committee are concerned with the age of the radiator system and whether continuing with this form of heating would cause further problems in the future. This is not an easy project with feasibility, cost comparisons, planning and permission all having to be considered.

WORK LOG

2nd Dec. 2024 Dyson vacuum cleaner repaired.
16th Dec. HDMI wall plate behind pulpit temporarily fixed.
18th Dec. Broken internal handle to external door (eastern side) replaced.
9th Jan. 2025. New external doors (eastern side) supplied and fitted by Bakers of Danbury.
10th Jan. Completion of work to external doors.
10th Jan. New power supply unit and HDMI wall plate fitted behind pulpit.
21st Feb. Disused water heater tank in eastern toilet removed due to overflowing and signs of leakage.
21st Feb. Church fire extinguishers and fire blanket serviced.

Date of next Fabric Committee Meeting: 24th April 2025

Notes from the meeting

- a) Dave W, Michael C and Rosemary T will be contacts for call outs on the Fire Alarm system for the church.
- b) The heating system is still being considered as to, which is best to install.
- c) Our 5 year electrical check will take place during the Easter holidays, 7/8th April. Clint has agreed to charge the same as 5 years ago, which was £850.00.
- d) The steps outside the church need to have the edge painted yellow for safety.
- e) The flower bed has loose brickwork to be attended.
- f) The Wi-Fi system has a 40% loss of signal. This has been since Christmas and needs looking into.
- g) At their last council meeting the Methodists have asked if the cables being used to the altar, from the back of the church, be covered with trip mats, to prevent accidents. Val will look into the cost of this.
- h) The notice board shared by the Catholics and Methodists is full. They really need one each. Barry will look into the cost of another one.
- i) The Methodists will purchase a blue tooth mic and if it works others may use it too.
- j) It was suggested using non reflective Perspex for covering the altar cloth, to avoid candle wax ruining the cloths. Rev Jacqui has some at home to try and see if it will work for us.

6) Worship and Outreach

January 21st at 8.00 pm by Zoom

Revd. Barry opened the meeting with a prayer.

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

2. Apologies; Fr Matthias, Stella Jaconelli

As the Anglicans are now represented by Sheila and Revd. Jacqui, Stella is stepping down from W and O and will concentrate on being on The Christian Council. We thank her for her support of our group over recent years.

3 Notes of last Meeting.

No corrections.

Discussion from Christmas Activities.

The Town Carol service was a success and many people from various organizations gave positive feedback to members of Worship and Outreach. Teaching Staff from the different schools who took part were very happy to do so and had enjoyed being part of the community in that way and it was felt by many that 'Children make Christmas' and their presence enhanced the service. We were delighted that approximately 400 people attended. Peter had positive feedback from the Mayor and our local MP. There was a lovely atmosphere in Church and it was felt that offering refreshments before and after the service really helped with social fellowship. Thanks to the Methodists who have done the refreshments in recent years and to Peter for liaising with Sainsbury's and Asda to provide Mince Pies.

It was disappointing that on the whole it wasn't easy to hear the children singing and that is something to sort out for next year, along with the possibility of the Children learning one song to sing together.

The Town Carol Service is now a Christian Council Event and the feedback discussed will be shared with them.

We are very grateful to Jacqui for all she did - it wasn't easy so soon after her licensing service and she commented that it needed to be a team effort in terms of planning, resources and funding.

All other Christmas activities went smoothly and Peter felt that the Advent course was slightly better attended than last year.

We discussed communication - Focus only being printed once a month so the need to get Christmas Activities in the November and December issues.

We had a conversation about Communication in general. Peter wondered if the Focus would still be printed at all by next Christmas. He said there was a new digital magazine starting in the town.

It was agreed that Communication was a topic to explore, not just at Christmas but throughout the Church Year and we needed a team of people willing to develop Communication.

4. Update from each Congregation.

Anglican

The Anglicans are obviously very happy to have Revd. Jacqui! Jacqui feels things are going as well as possible and has established a pattern across her four churches. She hopes to be in SWF twice a month - the first and fourth Sunday of the month.

Catholics

Peter reported that everything was carrying on as normal and there was nothing of any significance to report.

Methodist

We have had no success with the second round of the stationing process and currently there is no one to replace Barry. Our superintendent minister is unexpectedly leaving in March - he has resigned to take up a Chaplaincy post in Bath Hospital. So we will be 2 ministers short when Barry leaves in August. Rev Asif Karim will be the only minister in our circuit. (And he lives in Romford) We cannot have a probationer as hoped as there is no one to supervise them. The District Chair is working out a plan and we should have more details at our Circuit meeting in March.

The Methodists began their coffee shop initiative in Costa Coffee every Monday afternoon 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. Future Events

Easter/Lent

We discussed the Lent Course. Judith said there is a Methodist Circuit Lent group - by zoom and in person in Trinity in Chelmsford to which everyone is very welcome to attend. Barry will send the link to everyone including Michael Clark and Sylvia Lanz.

Peter would like to keep our Lent group going and asked that Michael and Sylvia be kept informed.

We shared past and current Easter Traditions with Jacqui.

Notably;

Stations of the Cross led by Catholics during Lent.

Maundy Thursday service - Anglican led.

Good Friday morning - Christian Council Led

Midday Good Friday - Hour by the Cross - Anglican led but all welcome and usually quite well attended.

Joint Easter Sunday service at 10.30am Anglican led in recent years!

World Day of Prayer - 7th March. 1.30 pm at the Evangelical Church. This year organized by the Evangelical Church. Tricia to attend meeting on January 22nd.

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;

- The SWF Community Hub is now open. Full information at <https://chelmsfordcvs.org.uk/swfhub/> Wanting to develop use for health and welfare groups, community activities and drop ins. Need a few volunteers to help as key holders need to be present for drop ins. More information to follow.
- YMCA. The Christian Council is not keen to use Essex YMCA for detached Youth Work. However further exploration will be made with BarNBus in case a viable arrangement can be negotiated with them. Being kept going for ongoing consideration.
- The South Woodham Health and Social Care Group has been successful in being allocated a Warwick Medical School Masters student for the research project into accessibility to, and of, health and welfare services to patients and people in the Maldon Central, Dengie and SWF integrated Neighborhood Team area. SWFH & SCG is closely involved in developing and delivering strategies for culture and health in the Chelmsford District and with the new SWF Creatives Group.
- The opportunities to hold further outreach sessions at SWF Costa Coffee are being explored. Costa invites faith groups to hold sessions but it is up to people who do this to have suitable roles for it. As already mentioned under Methodist updates this initiative has already been started by Val Carter. Other Methodists including Michael Clark help.

7. Date of next meeting

We discussed possibly of day time meetings but everyone was happy with evening meetings via zoom. Next meeting will be Tuesday 18th March at 8 pm via zoom.

The meeting closed in prayer by Revd. Jacqui

Notes from the meeting

The Methodist had good news that they have a 2 year probationer replacement for Barry. Her name is Jennifer Walters and she has the proposal of 5 Churches to look after.

On 23rd March the Methodist Superintendent Minister David Chapman will retire. A service will be held for him

When all the Easter dates have been collected the Methodist will produce a leaflet containing it all. The last date to post in the focus will be 21/3/25
A new digital publication is proposed for Woodham (not the Focus) will be coming soon.

7) AOB

Proposals of officers to JCC to take to the AGM in June are as follows.

Chair	Rev Jacqui King
Vice Chair	Fr Matthias Badoo
Treasurer	Jim Tidmarsh
Secretary	Kath Gable

Rosemary asked to borrow some red chairs from the chair stall between 30th March and 3rd April. All agreed.

Rev Barry is retiring to Shaftsbury in Dorset. His last meeting will be 17th June at the AGM.

Fr Matthias closed the meeting with a prayer.

DATES OF THE NEXT MEETINGS

7.30pm in the meeting room Holy Trinity.

Tuesday 17th June 2025 AGM

Proposals to change Tuesday 16.9.25 to Friday 12.9.25 @1.30pm

And Tuesday 25.11.25 to Friday 18.11.25 @1.30pm

Kath to book.

This is an accurate record of the meeting of the JCC held on 11th March 2025

Signed Chair of Holy Trinity Church

Dated

Seconded by

Dated