

HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Minutes of the Joint Church Executive Committee Meeting

12th September 2025 at 2pm in meeting room

Revd Jacqui opened the meeting with a prayer and welcomed the two new ministers, Revd Dr Jennifer Walters, Methodist Minister and Father Angelus Houle, Roman Catholic Priest. All present introduced themselves and the roles they play on the JCC.

Present: Kath Gable, Peter Blackman, Bernard Dayer, David Watts, Rosemary Tidmarsh, Alfie Bateman, Sheila Jenkins, Revd Jacqui King, Bernard Dayer, Fr Angelus Houle, Revd Jennifer Walters Lynda Speak.

1) Apologies: Jim Tidmarsh, Judith Radley, Stella Jaconelli, Janice Pearson and Maureen Graham.

2) Minutes of the previous meeting: 11th March minutes were agreed and signed. Also minutes from AGM on 17th June agreed for publication to be adopted at next year's AGM. Correction on the Worship and Outreach report of the Christmas light switch on, which is Saturday, 22nd November, not 23rd.

3) Matters arising From March minutes:

- a) i. Gill Wragg has now taken over the bookings admin, with Maria still taking and keeping the bookings diary - it was stated that we are all grateful for all she does. Thank you Maria.
- ii. Peter still wants the green board for the Community Hub.

Matters arising from June AGM:

- b) i. Boiler update in the Fabric report.
- ii. Most people have replied to Jim's email re the sound system, and Jim wants a 1-to-1 before he has the general meeting with those who are involved. Fr Angelus and Rev Jennifer are also interested. Thank you to Jim for initiating this. It was suggested that the hands lapel microphones need to be investigated or invest in news ones. Some guidance is needed on this and Jim is looking into it.

4) Risks and Responsibilities Update:

Peter Blackman spoke through the risk and responsibilities review documents circulated before the meeting from September 2025 and for the benefit of new members as follows:

RISK & RESPONSIBILITIES REVIEW - 10 SEPTEMBER 2025 (Peter Blackman)

- Members Register has been updated with the annual 2025 appointments for Anglicans and Methodists, noting present position for Catholics.
- Safeguarding Policy – see below.
- Chairs of JCC, Fabric and Worship & Outreach to ensure to review decisions taken in meetings from a risk perspective and report anything that is relevant to the governance task group.

- Health & Safety Policy is being reviewed and update by the Fabric Committee. When that and the Safeguarding Policy are available, the governance working group will meet to take all outstanding matters forward.
- A review of the Sharing Agreement and drafting a combined risk register and compendium of policies and procedures is to be conducted in due course.
- Succession planning is also to be considered for the JCC.

RISK & RESPONSIBILITIES REVIEW - 17 JUNE 2025 (Peter Blackman)

Following the last JCC meeting held on 11 March 2025 and the previous year's AGM held on 1 July 2024 the following report regarding the governance progress made in the last year and set out the action to be taken.

- 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 understand 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 to consider for medium/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 compiling 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.
- 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.
- The working group of the Secretary, Treasurer, Fabric Committee Chair and Governance Lead will meet and take this forward following this meeting.
- The JCC as a whole needs to consider Succession Planning as it is necessary to identify and recruit future JCC members and officers.
- Progress has been made with the Safeguarding Policy for the JCC, which needs to be finalised.
- 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.

a) Safeguarding documents update:

The safeguarding document has been agreed and signed by the Chair and will be updated annually. Shelia will be the Anglican named person with Bernard the Catholic rep and Val the Methodist representative. The information board in the meeting room needs to be updated.

b) **Key Register:** Sheila returned the signed form. Thank you.

c) **LEP Review Meeting:** still to be arranged.

d) **Other matters discussed relating to risk and responsibilities:**

The Chairs of groups/committees are to report to Ministers any risk implications that may become known. **All chairs of groups/committees to action.**

Bleach and cleaning materials in the toilets to be removed to the locked cupboard in the meeting room. **Rosemary and Dave to do.**

Ministers should all have a copy of the sharing agreement. **Kath to email**

5) JCC Treasurers Report:

Current Balances –

Current Account	£1,046.63
Deposit Account	£9.41
Methodist CFB Deposit	£10,188.56
TOTAL ASSETS	£11,244.60

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

Payments since last meeting –

£1,229.62 Annual renewal Ecclesiastical Insurance
£70.32 British Gas – monthly bills (x3)
£155.79 E.On Next – monthly bills (x3)
£102.60 ICE Digital – monthly broadband bills (x2)
£270.00 Nora Fitzgerald (cleaner)
£74.46 Leaving gifts for Rev Barry & Fr Matthias
£159.00 Cost of new lock for eastern door
£120.00 Cost of update to Fire Alarm monitoring system
£40.00 Window Cleaner
£19.98 Minor expenses

Income since last meeting –

£1,375.00 Annual Methodist Contribution
£1,812.50 Quarters 2 & 3 Anglican Contributions
£3,750.00 Quarters 2 & 3 Catholic Contributions

Summary

All denominational contributions are up to date.

(Quarter 4: Anglican & Catholic contributions are due on 1st October).

Any difficulties facing the payment of future denominational contributions remain a concern.

The current JCC financial situation is favourable and Jim is relatively optimistic that assets are mostly sufficient for the major capital expenditure the Fabric Committee are currently discussing about updating the heating system.

Any other unforeseeable fabric expenditure may be a problem.

Thank you to Jim for sending this report so we could match our expectations.

6) Fabric Report:

There has been one Fabric Committee meeting since the last PCC meeting, dealing with the following actions/items:

Quinquennial Report items:

The fireproof lining of the timbers, steels and air duct in the loft is still an on-going item. Fabric Committee continue to look at this and consideration needs to be given on consulting with a qualified fire safety professional or a building control surveyor. This is recommended for any building built in the 1980's.

Committee have been looking for a window cleaning company to clean the church external front windows at a reasonable price. A company has been found and it is hoped the windows will be cleaned shortly and then on a quarterly basis thereafter.

The edge of the steps outside the eastern side of the church have been painted with a first coat on 5th September.

The external loose brickwork has been looked at, but a work plan still needs to be completed.

JCC approved the Fabric Committee proposal for a small IT/Sound Working Group, with "expert knowledge", to be formed. Jim Tidmarsh has agreed to lead/co-ordinate this group with Rev. Jacqui, Val Carter, Bernard Dayer and David Watts (DGW).

The Methodist Circuit Eco survey was carried out at Holy Trinity by surveyor Nathan Tonkin on 20th August. Maureen Graham and DGW were in attendance. His report may take 6 to 8 weeks to complete as he is dealing with other churches in the area as well.

The joint church working party that weeded and tidied up the outside of the church on 12th July was very successful. The outside looked much better for it. Another working party needs to carry out an autumn "spring clean" in the church itself in October or November.

Fire alarm system update:

DGW still has to confirm that the head cleaner of St. Joseph's school is testing the fire alarm for the school and the church on a weekly basis.

The re-addressing and make-up of the invoice for the fire alarm call-out work is still awaited from Communicate UK despite numerous chase ups.

Replacement boiler/heating update:

Work on this continues to be slow going.

JCC approved the Fabric Committee proposal for a small working party to be formed to work on this and provide a report and proposal/recommendation on a replacement. John Geary has agreed to join this group along with Michael Clark, Rosemary Tidmarsh and DGW.

Active Electrical Solutions recently completed a visual inspection and provided a quote of £5,850 to supply and fit electric radiators in the church building. Concern was expressed that insufficient heat would be provided, as no volume measurements were taken, although further radiators could be added. The work did not include the de-commissioning and removal of the existing boiler and radiators. I.G. Taylor Plumbing were contacted to quote on this work and after a site visit were not interested. RT to advise Active Electrical Solutions not to hold this in their diary as this whole process is ongoing.

During a general “off the cuff” conversation with the Methodist Eco surveyor the idea of having infra-red ceiling heaters on the roof of the church itself with electric radiators elsewhere on the premises was mentioned. The committee was not keen on this idea. After considerable discussion on gas boilers, electric radiators and air source heat pumps, the decision needs to be left to the heating working party to progress.

Health & Safety Policy (annual review)

Work on this is on-going. The General Fire Safety section still needs to be updated based on the Regulatory Reform (Fire Safety) Order 2005 to finalise the review.

Following the visit by Two Fire Officers to the church on 3rd July the obstructions in the eastern entrance lobby have now been cleared and there is clear access to the exit.

Other items:

Janice Pearson advised that the general fire notice (typed in red ink) in the eastern lobby had faded and that Rev. Jacqui had said it should be in black ink rather than red. Janice has re-typed this and laminated copies are now attached to the notice boards in the two lobbies and meeting room.

The lock on the eastern toilet door has been temporarily repaired.

Alfie Bateman (AB) mentioned that he had previously wood planed and fixed another lock on the western toilet door as it had been reported as sticking. AB to investigate replacement locks for both toilets.

The next Fabric Committee meeting will be held on 6th November 2025.

Discussion re storage of tables

It was suggested that Gill could tell new users and regular hirers that the tables are now kept in the chair store. It was suggested that two large tables could be behind the chairs in the meeting room, with the small one left up in the kitchen area.

7) Worship and Outreach

The committee met on Thursday, September 4th 2025 at 7.30 pm by Zoom and the following are the notes of that meeting.

Jacqui opened the meeting with a prayer.

Present: Revd. Dr. Jennifer Walters, Revd. Jacqui King, Peter Blackman, Sheila Jenkins, Judith Radley and Tricia Tutin.

Jacqui welcomed Jennifer the new Methodist Minister and we introduced ourselves and shared a brief background of each other. We are very pleased to have Jennifer with us at Holy Trinity and are looking forward to working together.

Apologies - None

Notes of last Meeting - All correct

Matters Arising

The Town Council cancelled the VJ Day service on 15th August.

The 30th Anniversary service at the Garden of Remembrance will be on 18th September at 11am to rededicate the Garden of Remembrance. This is being organised by the Town Council. The Mayor will be attending alongside various people from diverse walks of life. Jacqui is doing the dedication part. Everyone is welcome.

The Costa Coffee initiative was approved at the last JCC meeting.

Peter and Jacqui got together to discuss Communication and Publicity.

Website — Don Wragg is the Administrator (C of E) and has full administration rights. He has to be instructed and will do what people ask him to do. Matt Harris takes care of the content of the Roman Catholic page. Julia Kirkham (Methodist) has administrative authority for the Methodist Page.

Jacqui and Don are going to receive training together in October and will benefit from free advice and guidance from the diocese to modernise the website. Jacqui is going to request administrative rights for herself and Jennifer. The first step is to sort out our content and make sure it's up to date. Jennifer agreed to look at the Methodist Page.

Facebook - Peter has permission to administer the site. Alan Pearson and Don Wragg from the Anglican Church have permission to administer the site and Judith Radley from the Methodist Church. (Judith was very surprised and said she wouldn't know where to start!!) Peter and Alan have full permissions. Looking ahead Jacqui mentioned linking Facebook to Instagram. Jacqui and Jennifer would like full permission to administer Facebook. It was agreed that good progress has been made!

We will take this back to JCC.

Update from each Congregation:

We decided to only update new events in this section. And focus on ministry and mission.

Anglican:

The Anglicans have tidied up the entrance area, refreshed their notice board and are almost 100% up to date on Safe guarding issues. The Anglicans have been putting down foundations to build on

Catholic:

Fr Matthias left the parish on 31st August to go to Lexden in Colchester. Fr Angelus Houle arrives this week and has his first service on Saturday evening 6th September in Danbury and Sunday morning in SWF and Danbury on 7th September. He is American and has spent 20 years in a Franciscan order in America. He has come from the diocese in Upton Park.

Methodist:

Revd. Dr Jennifer Walters had her welcoming service at Witham Methodist Church on 3rd September. We also welcomed Rev Asif Karam as our Superintendent Minister for the Chelmsford District at that service. Jennifer is in charge of 5 Churches spread over a large part of Essex - Halstead, Witham, Hatfield Peverel, Maldon and here in SWF. Jennifer's first service at SWF is on Sunday Sept 7th.

We are delighted that Sebastian Andrew Kirkham, the son of one of our members, is being baptised on Sunday 14th September. We look forward to welcoming Sebastian into the Church Family.

It was noted that with 2 new ministers this September and Jacqui having only been in post since last October there are considerable ministerial changes at Holy Trinity. We look forward to meeting with Fr Angelus. Jacqui and Jennifer are very enthusiastic about the ecumenical partnership here in SWF.

Ideas for Worship and outreach:

Jacqui has added this as a new item on the agenda. Going forward as an Ecumenical Church what do we want to consider and propose?

- Possibly having a joint Methodist /Anglican 9 lessons and Carols
- We discussed the possibility of the crib service on the Sunday afternoon before Christmas rather than Christmas Eve
- Jacqui would like to do a joint fund raiser to raise money for JCC costs - we will bring that up at the next JCC meeting

Whatever we decide to do we need to advertise it well.

We want to be positive about what we can do together and move forward from this point.

Upcoming services and events:

Harvest - Joint Anglican/Methodist service led by Jacqui at 10 am on 5th October
Financial donations to CHESS and practical gifts for the Food Bank as per the foodbank produce list in the notices. Trinity St Mary School is aware of the Harvest service. Details of donations need to be put in the Notices.

Remembrance Sunday - Joint Short Service led by Jacqui in the Church at 10.30 followed by the town outdoor service with 2 minute silence at 11. There will be chairs outside for our elderly folk to sit on.

We discussed Advent courses. Jennifer is running one for her 5 Methodist Churches and everyone is welcome to join by zoom. Peter said that Holy Trinity is a unique situation. Judith said that the Advent courses have been poorly attended in the last 2 years and those attending are mostly Methodists.

Town Carol Service - 18th December at 5.30 pm in the Church, organised by Christian Council. There is a meeting next week to finalise details. Schools will again be invited - possibly to sing one or two carols together.

Peter is sending out the Christmas schedule and we will send Peter any updated information or it can be done at the next meeting

The meeting felt that the Ecumenical Needs of Holy Trinity need to be remembered and in view of the staff situation - together with increasingly smaller and elderly congregations - refreshed appropriately. It is complex but God will show us the way.

Civic and Community Responsibilities/Outreach:

Peter told us that the Health and Social Care group was formed as a Church outreach opportunity. The next Christian Council meeting is to be held at the SWF Community Hub. Costa Coffee initiative is our present chaplaincy in the town.

AOB:

Judith asked if the flags could be taken down from the crosses on the Hill in Woodham Ferrers. The meeting agreed that it wasn't appropriate to have them draped on the crosses. Jacqui is already looking into this and Adrian from the Evangelical Church is going to help Jacqui. Peter recommended that it is reported to Bicenacre and Woodham Ferrers Parish Council.

Date of next meeting

15th October 7.30 by zoom - to be confirmed with Fr Angelus.

The meeting closed in prayer by Jennifer.

Notes from meeting:

The old Facebook page might need to be shut down and a new one opened.

Jacqui to meet with Don re website platform.

Joint service was suggested on Thursday mornings at 10am or earlier. This was done before Covid and then on Zoom for a while.

Fr Matthias was presented with a gift and card from the JCC at his Parish leaving do on 31st August 2025.

DATE OF THE NEXT JCC MEETING

Tuesday 18th November, 2pm in the meeting room at Holy Trinity.

This is an accurate record of the meeting of the JCC held on 12 September 2025

Signed Chair of Holy Trinity Church

Dated

Seconded by

Dated