

MINUTES FROM THE ANNUAL GENERAL MEETING OF THE JOINT CHURCH COUNCIL
MONDAY 4TH JULY 2022
AT HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS.

Present.

Revd Barry, Revd Carol, Fr. Mathias, Tricia T, Sheila J, Lynda S, Maureen G, Bernard D, Eileen P, Peter B, Kath G.

Apologies:

Jim Tidmarsh, John Geary, Judith Radley.

1) Revd Barry opened with a prayer.

Eileen Price was welcomed as the new member for the catholic community.
Apologies read out.

2) Election of officers

Proposed Chair. Fr Matthias

Proposed Vice Chair. Carol and Barry

Proposed Treasurer Jim Tidmarsh

Proposed Secretary Kath Gable

Proposed, Carol, Seconded Barry. Carried

Proposed, Sheila, Seconded Maureen, Carried

Proposed Tricia, Seconded Bernard. Carried

Proposed Lynda, Seconded Carol. Carried

3) Minutes AGM 2021

The Minutes from the AGM 2021 were agreed and signed.

4) Matters Arising from AGM

No matters arising.

5) Feedback from our communities

Methodist Community.

Revd Barry said it had been an interesting year for all three communities. We learnt new technologies. Worshiped in different ways and most importantly worked together.

The chairs were put back as before covid, perhaps we could have discussed changing the format.

Tricia reported that "Open the Book" had recommenced and Saturday morning creative church had also started again.

Anglican Community.

Revd Carol reported that most people are back to church but some numbers are down still. The Remembrance service and the Platinum Jubilee went well.

The Thursday prayer Zoom meetings are still being well attended.

The drive in carol service was also very good with about 50 cars with occupants attending.

Sheila Jenkins is the new church warden taking over from Margaret.

Catholic Community.

Fr Matthias reported that covid restrictions are gradually being lifted, following guidelines from the Diocese and JCC.

The Sunday obligation to attend mass on Sundays was reinstated from Pentecost Sunday. The joint churches stall at the Platinum Jubilee celebrations, on the village hall field was a success.

The Joint Jubilee prayer service was also a success.

St Joseph's school pupils are once again attending Friday morning mass in the church.

Sixteen children received their first Holy Communion on Corpus Christie.

Three children received the Sacrament of Confirmation this year too.

The social group have been active with ploughman's lunch and quiz night to name a few things being organised to raise funds.

Eileen Price is to be the new catholic rep on the JCC.

Barry mentioned the joint walk of witness was this year on the bandstand instead.

6) JCC matters.

Treasurer's report

Current Balances –

Current Account	£673.78
Deposit Account	£5,693.87
Methodist CFB Deposit	£3,001.49
Cash	£100.00
TOTAL ASSETS	£9,469.14

In addition, we are holding £1,826.65 on deposit for SWF Christian Council.

- Anglican & Catholic contributions are up to date as at end of June. In July we can expect a Q3 donation from the Catholics and an annual contribution from the Methodists.
- The invoice from Woodham Windows has been paid (£1,910.00) and the repair to the organ speakers is expected in August at a cost of approx. £700.
- Our gas bills at the moment reflect the standing charge only since John Geary has turned the boiler off for the summer. I am continuing to monitor the electricity bill as previously mentioned – we currently have a small credit to the account.
- The Direct Debit just paid for Anglian Water Services seems excessive at £831.86 and John & I are attempting to trace the bill before querying!

To summarise, I think the JCC finances are very healthy at the moment & I anticipate a surplus at the end of the year providing no unexpected expenditure occurs.

On a personal note, I am grateful to the JCC for the use of the church wheelchair when I have had to visit Broomfield Hospital recently having fractured my left heel. I have one further visit planned for later this week after which I should be able to return the wheelchair.

JRT 23/06/22

TREASURER'S REPORT – JCC AGM 2022

Financial Year 2021

We ended 2021 with a deficit of £3,191.66 which, considering the expense of setting up the streaming & upgrade to the AV system, is a satisfactory outcome. We also made a repayment of £1,000 for the anonymous loan.

Here is the balance sheet for the year –

HOLY TRINITY CHURCH JCC - BALANCE SHEET 2021			
<u>EXPENDITURE</u>	£	<u>INCOME</u>	£
GAS	2291.56	ANGLICAN QUOTA	3380.00
ELECTRICITY	720.00	CATHOLIC QUOTA	6000.00
WATER	354.44	METHODIST QUOT	1100.00
REPAIRS	989.51	DONATIONS	530.00
INSURANCE	1048.95		
MISCELLANEOUS	4492.40		
LOAN REPYAMENT	1000.00		
BROADBAND	3304.80		
	£14,201.66		£11,010.00

Represented by –

Current Account Opening balance £6531.92

Excess Expenditure over Income **-£3,191.63**

Current Account Closing Balance £1,445.68

Deposit Account £3,943.32

Methodist CFB Deposit Account £2997.49

TOTAL ASSETS AS AT 31/12/21 £8,386.49

- In addition, we are holding £1,826.46 on deposit on behalf of SWF Christian Council
- Our outstanding liability for the anonymous loan is now £2,000.00

Jim Tidmarsh JCC Treasurer

Carol asked if the accounts had been audited. **Kath asked Jim, yes in February by Angela.**
Jim is making online payments via the bank and sending notifications to Carol each time.

Carol thinks the new chair should have the information instead now. **Jim to note**

Kath had previously passed the water bill onto Jim. He was not happy with the sum involved and has opened an online account for himself and John Geary to access. When Jim and John are home from their holidays they will address the matter.

Barry asked if the gas and electricity were fixed, but neither Jim nor John were at the meeting.

Carol suggested that the heating be checked that it is being used efficiently. (This will be on the next meetings' agenda.)

Kath has an envelope with a donation to pass to Jim.

The Accounts were agreed and adopted by all.

Eco church

This item is on the general agenda meetings. There is no report this time.

Val asked the meeting are there any plans for the boiler? John was not here to answer.

Barry suggested a rep from each congregation to give a report or suggestions at each JCC meeting.

Projects and expenditure

The following items were discussed at a previous meeting and Peter presented the finished proposals for adoption. All agreed the guidelines below.

Guidelines for JCC projects and expenditure

June 2022

These guidelines have been produced to clarify existing procedures for JCC projects and expenditure. They are proposed to reduce some of the misunderstandings that can and have occurred during project implementations. BACKGROUND

The JCC exists to:

- Maximise the opportunities of the congregations separately and together to forward the Kingdom of God in South Woodham Ferrers and the world.
- Ensure that the congregations are able to worship and utilise the building, its environs and that facilities of Holy Trinity in a way that matches the diverse traditions and styles of each congregation.
- Ensure that the building and its environs are maintained to a safe, clean, and adequate state for use by the congregations and others.

The key areas of the constitution that are relevant are:

- The JCC has overall responsibility for worship and for the management of the building. This authority is exercised by the Worship and Outreach and Fabric Committees respectively
- The JCC needs to approve proposals for use of the building and its environs for worship or other activities
- The JCC is responsible for overall management of the building and receive input from the Fabric Committee on spend against budget

The finances

- The JCC is responsible for framing the budget and monitoring spend against it
- The Fabric Committee can make decisions on expenditure up to a certain amount. ***At present this is up to £500 in total between JCC meetings subject to the Treasurer and JCC agreeing this amount is available for this purpose at each JCC meeting for the period until the next scheduled JCC meeting.***

SOME PRINCIPLES

- ***IF IN DOUBT CHECK!*** If you are planning on spending money and require reimbursement, check with the Chair or one of the ministers and the Treasurer before you commit funds.

There is a fund for repairs. This fund exists so that any issue which threatens the fabric of the building or safety of users can be dealt with quickly. The maximum that should be spent in respect of any one event is £500. These monies are usually deployed by the Fabric Committee.

- **ALL OTHER EXPENDITURE, NO MATTER WHAT IT'S FOR NEEDS APPROVAL**
 - Approval will normally be in writing signed by chair at a JCC meeting
 - Any proposed expenditure between meetings that is not for urgent repairs needs to be checked in advance of the expenditure. Please contact the Chair or the Treasurer and let us know what it's for and why it is urgent. You will be advised on how to proceed. The expenditure can be formally authorised at the next JCC meeting
- Changes to authorised expenditure to be notified to the JCC BEFORE a commitment is made. In emergencies contact the Chair or one of the ministers and the Treasurer.
- Expenses submitted will be checked against approved amount. Anything over what has been approved will not be automatically paid.

PAYMENT PROCESS

- Submit invoices to Treasurer for payment
- The Treasurer will check against amounts approved (or £500 repair limit). If there is a discrepancy the Treasurer will seek clarification.
- The Treasurer will pay all invoices within 30 days

- If you have incurred personal expenses and cannot wait 30 days to be re-imbursed, please let the Treasurer know before you submit the invoice and this will be prepared. In the absence of the Treasurer if you think you might have a problem, please contact the Chair who will advise.

CHANGES TO THE FACILITIES OF HOLY TRINITY

- It is the responsibility of the JCC to ensure that all congregations are able to worship and utilise the buildings. Changes to the worship space and other common areas must therefore be decided by the JCC and may require wider consultation with the three congregations.
- No changes of a permanent nature (however small) should be made to common areas without JCC approval. If there is an urgent need for something to be added or moved, the Chair and ministers must be consulted.

WORK / EXPENDITURE PROPOSALS

These should be submitted to the JCC well in advance of meetings so people can read them. Consider talking to the Chair and others prior to the meeting to anticipate any issues. For new expenditure certain information must be provided to make sure that the JCC has the correct information to make a decision. Please see the attached form which will be used for future expenditure proposals.

JCC will

- Consider the proposal and make comment
- Advise on people who should be consulted
- Check and authorise the amount to be spent
- Approve implementation plans if applicable

After the JCC's decision

- Carry out approved work
- Notify JCC if there are any changes to plans or changes to cost (BEFORE payments are made)

On work's completion

- Review what has happened vs. plan
- Confirm completion
- Pay the bills
- Celebrate!

EMERGENCY REPAIRS PROCEDURES

- Act quickly to address any issues that affect safety or endanger the fabric of the building
 - Up to £500 can be spent (however use common sense)
 - If repair seems expensive (even if it is within the £500) seek advice (Treasurer, Chair, ministers)
 - Notify the Treasurer and Chair that expense has been incurred
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REQUEST FOR JCC FUNDING

Brief description /name of project	
Date of JCC meeting	
Full details (what problem is this solving?) Attach detailed plans if appropriate. Continue on a separate sheet if necessary.	
Were any other options considered?	
What are the impacts of the project on the church / meeting room / environs? Who are the key users of these areas? Have they been consulted?	
Give detail of the implementation plans (e.g. Will it affect users? Will the building have to be closed? Temporary impacts?)	
Proposed delivery date / timetable	

Estimated total cost of this project Please note this should INCLUDE VAT	
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Contact details for responsible persons in an emergency to be put on the notice board were agreed at the meeting to be Treasurer and any minister. Peter has amended and is to be displayed as below.

**HOLY TRINITY CHURCH, SOUTH WOODHAM FERRERS
SHARED BY THE CHURCH OF ENGLAND, METHODISTS & ROMAN CATHOLICS**

THIS CHURCH IS MANAGED BY A JOINT CHURCH COUNCIL (JCC), WHICH IS MADE UP OF REPRESENTATIVES OF THE THREE SHARING DENOMINATIONS.

The JCC exists to:

- Maximise the opportunities of the congregations separately and together to forward the Kingdom of God in South Woodham Ferrers and the world.
- Ensure that the congregations are able to worship and utilise the building, its environs and that facilities of Holy Trinity in a way that matches the diverse traditions and styles of each congregation.
- Ensure that the building and its environs are maintained to a safe, clean and adequate state for use by the congregations and others.

THE JCC IS THE ONLY BODY RESPONSIBLE FOR AGREEING DECISIONS ABOUT ARRANGEMENTS FOR THIS CHURCH AND FOR THE SPENDING OF ANY MONEY HEREIN.

ANY PERSON OR GROUP WISHING TO SUGGEST ANY ARRANGEMENTS FOR THIS CHURCH OR EXPENDITURE ON IT MUST GET THE PRIOR AGREEMENT OF THE JCC.

JCC CONTACT DETAILS ARE:

Treasurer: Jim Tidmarsh, jim.tidmarsh@btinternet.com

Chair: Fr Matthias Badoo, 01245 324138

Any Other Minister: Rev Carol Ball, 01245 322134

Rev Barry Allen, 01621 853423

7) Constitutional matters

None arising discussed above.

8) Fabric

Property and Fabric Committee report to JCC on 04 July 2022

HOLY TRINITY CHURCH

1. High level windows adjacent to the organ

The replacement windows have been installed at the quoted cost of £1,910.00 including VAT.

2. Organ

At the last meeting the committee approved the quoted expenditure of £700.00 (VAT is not applicable) for the replacement of the two organ speakers. These are on order and delivery and installation is anticipated to be late July or August.

3. Meeting room storage cupboard

Following discussion at the last meeting it was agreed to proceed with additional shelf. This work has been completed. Cost £10.50 including VAT.

4. Minister's name-board

The name-board has been updated and replaced at nil cost to the church. Many thanks to Pat Docherty for his generosity.

PRESBYTERY

Nothing to report.

Notes at meeting

The organ speakers are due to be repaired either late July or early August.

The AA need a sealed container for food and sugar in the large cupboard. **Carol to contact.**

The cupboard is much tidier now with the added shelf thank you John.

The Ministers board still needs to change Sue Lambert to Sue King.

Trinity St Mary's school have asked if the church would consider installing an alarm system because there is access through the church to the two schools.

This will need an easily accessible key holder. To be on September agenda.

Carol said she and the schools are having trouble with connecting to the new AV system. Barry will show her how after the meeting.

John to continue as Chair to fabric committee.

9) **Worship and Outreach**

This group are continuing to meet. Christmas and Easter were organised and events coming up will be reviewed when they meet again. The date to be decided.

Carol to continue as Chair of Worship and Outreach.

10) **A.O.B**

Bibles and kneelers can now be reinstated into the church. It was suggested that kneelers be used responsibly not to interfere with people in front of you.

Barry thanked the committee for their work. He said we all worked well together and this made his life very easy.

There was no panic during covid.

Carol gave a vote of thanks to Barry for his year in the Chair, and welcomed Fr Matthias as the Chair for the coming year.

Dates of the next meetings are;

Monday 5th September 2022 in the meeting room Holy Trinity 7.30pm

Monday 28th November 2022 by zoom Carol will invite.

This is a true account of the JCC AGM minutes held on 4th July 2022 in the meeting room in Holy Trinity church.

Signed

Dated

Seconded

Dated