

HOLY TRINITY CHURCH SOUTH WOODHAM FERRERS

Minutes of the Joint Church Executive committee meeting

27th September 2021 virtual meeting by Zoom 7.30pm

Present; Revd Carol Ball, John Geary, Rosemary Tidmarsh, Kath Gable, Lynda Speak, Maureen Graham, Tricia Tutin, Peter Blackman, Margaret Partridge. Fr Matthias Baidoo, Jim Tidmarsh, Revd Barry Allen, Sheila Jenkins

Rev Barry opened the meeting with a prayer.

1) APOLOGIES

Bernard Dayer, Judith Radley.

2) Minutes of the last meeting from 19.04.21 were agreed. Signed virtually by Barry and John Geary and Tricia Tutin.

3) Matters arising from previous minutes.

Eco church

No report this month

The Anglicans need another member on the JCC. **Carol will organise.**

4) Treasurers report

THE CURRENT SITUATION

Current Balances –

Current Account	£757.62
Deposit Account	£3,943.21
Methodist CFB Deposit	£2,997.39
TOTAL	£7,698.22

In addition, we are holding £1,826.41 on deposit for SWF Christian Council

- We have paid for the AV/Streaming update by Marks Tey Radio (£4,214.40) but I understand there are some outstanding issues that need dealing with concerning the suitability of the laptop.
- I have made arrangements to get the old mixing desk back from MT Radio with the intention of selling it on E-Bay.

- We are obligated to make our annual repayment of £1,000 for the loan before the end of the year.
- We are due to receive the Q4 RC contribution of £1,500 in October. Anglican contributions have been paid up until August. The Methodist contribution is fully paid.
- Donations have been received from the AA and CA.
- As winter approaches, our utility bills are likely to increase. The previously mentioned refund from E-On has been received.
- Providing there is no sudden, unexpected expenditure I still envisage a Year End balance in excess of £7,000.00.

JRT

Notes from the meeting

Jim has organised the return of the mixing desk from Marks Tey in order to sell on eBay hopefully for £100+

The laptop froze the first time the new system was used, Bernard reported. He had to switch it off and on again. Margaret hasn't noticed any problems. Bernard can report when he is home from holiday.

5) Fabric Committee.

1. Live streaming system

Marks Tey Radio have recently completed the upgrade of the live streaming system.

The camera is now mounted on the ceiling above the organ. Microphones have been installed above the choir seating area and above the congregation area. They have also supplied and installed an increased capacity mixer, joystick and keyboard. The previously procured monitor purchased as part of the AV system upgrade has been incorporated. All of the interconnecting cabling is now of a permanent nature.

Marks Tey Radio also provided training for selected personnel over the three denominations.

2. Full re-opening of the church

It is hoped that the JCC give permission for the church to revert to normal operation whereby the meeting room, the two vestries and the second toilet may be brought back into full operation.

Once this date is established the intention is to arrange for a working party to thoroughly clean these rooms and for the remaining chairs currently stored in the meeting room to be cleaned and returned into the main body of the church. Volunteers will be requested at that time to assist with the work so that the church is able to invite all parishioners back to services, offer the two schools the full use of the church and release the meeting room to regular users again.

It has been noted that as a result of ongoing sanitization of approximately fifty chairs in the hall over the past eighteen months some of the varnish has been worn away. Pat Docherty has taken a sample chair away to see if he can undertake remedial work to restore the chairs (basically the seat and the top) to their original condition as far as possible. A sample chair has been treated and returned for review. Pat and those people who have viewed the chair do not consider that the appearance is acceptable. A cost of £30.00 per chair with a total of 120 chairs would incur a charge of £3,600.00 which is currently thought to be unjustifiable. Further discussion required with Pat.

Further discussion is required relating to hand sanitizers, face masks, the one way system and track and trace.

3. Roof remedial works

Our regular roofing contractor was undertaking some roofing remedial work in the shared kitchen for the schools. He reported that there were a number of broken /missing slates on the roof and some disturbance to some of the lead flashings as a result of interlopers on the roof. He was instructed to undertake this work which has now been completed. Cost £300.00 including VAT.

4. Fire alarm system and extinguishers

The second visit for testing the fire alarm system has been arranged for October 2021. The annual service for the various extinguishers has been arranged for October 2021.

5. Heating system

A service of the heating system will be arranged for October 2021.

Notes from the meeting

We are intending to give the church a good clean, then move all the chairs back into the church so that we will be fully open again. This will also allow the meeting room to be used. No kneelers to be used. These will be left stacked in the meeting room until they can be used again.

Ask people not to kneel.

We have "please don't use this chair" laminated cards to be put onto chairs if people are nervous about coming back into church and having others sitting too close.

We will still wear masks and sanitise.

Continue with the one way system.

Clean chairs and points of contact as now. This is to be done with water and washing up liquid, in the reusable spray bottles we have now. The mixture can be made up by the users.

The spray we are using now is ruining the chairs so will be discontinued.

The cleaning equipment will be in the lobbies as now.

John to organise cleaning date and chair moving.

It was agreed that we would look at having the whole building cleaned twice a month by an outside company on a Thursday. Tricia, Margaret and Judith said they would contribute to the cost of the cleaning.

John to organise

The Methodists asked about a quinquennial inspection of the church. No one on the committee can remember having had one.

We have decided we can employ someone ourselves to carry this out.

Our insurance states we should keep the building in a reasonable state of repair.

John will make some enquiries. Rev Barry has the name of the Methodist chap who does their inspections.

GOING FORWARD ON FULL CHURCH RE-OPENING

There was much discussion on this subject. Insurance requirements and risk assessments. Peter said the JCC should agree other users risk assessments. It was agreed the Ministers can do this instead.

Barry will add a paragraph to the risk assessment to reflect the following change.

The Ministers need to see the users risk assessment **and** the users will agree in writing to follow our risk assessment. A copy of this letter to be kept on file and the Ministers to agree the let.

Anyone using the church has their own insurance.

This was agreed by the committee.

Judith asked if Maria was still taking booking for the church. Yes she is.

Worship and Outreach report.

Holy Trinity Worship and Outreach Committee **Minutes of meeting held on Wednesday 25th August 2021** **Via Zoom**

1. The meeting opened with prayer.
2. Apologies were received from Fr. Mathias and Rosemary Tidmarsh.
3. Minutes of the last meeting held on 6th June 2021 were approved
4. There were no matters arising not covered elsewhere on the agenda
5. Update on church live streaming
 - The laptop has been upgraded, but there is still a synching delay on the sound.
 - The hard-wiring of the live streaming system has been agreed. Barry is liaising with Marks Tey Radio to arrange installation, (*Update: Since the meeting the installation has taken place.*)
6. Coronavirus
 - The cleaning liquid used on the chairs is making them sticky. We need to look into an alternative. **Action: Margaret Partridge**
 - John Geary should be contacted re coronavirus cleaning supplies. J-cloths should be used rather than microfibre cloths. **Action: Reverend Carol**
 - Number of chairs in church is now 72. This will continue for the time being. Risk assessment to be produced for re-instatement of all chairs. **Action: Reverend Barry.**
 - It was noted that the Roman Catholic Congregation are no longer using a booking system for services.

7. Holy Trinity joint worship activities

- **Harvest.** Sheridan Penghelly will be leading the Harvest service this year on September 19th at 10:30am. Reverend Carol will liaise with her. **Action: Reverend Carol.**
- **Remembrance service** was discussed, and it was agreed to hold an outdoor service in Trinity Square this year. The smaller service in church will also go ahead. **Action: Reverend Carol to facilitate and liaise with the British Legion.**
- **Christmas.** Requests for Carol services are beginning to arrive. It was agreed that we would accept requests on a provisional basis and point out that, at the moment, only 72 people can attend church, and there is no guarantee that this will change.
- **Carol service in Sainsbury's Car Park.** Reverend Carol will investigate whether this would be possible this year. Action: **Reverend Carol**

8. Activities with other churches in the town

- World Day of Prayer – The afternoon tea at the New Life Church on 25th June was a great success. A similar format may be considered for future WDP events.

9. Future Events & Dates for Diaries

- Harvest (September 19th), Remembrance (November 14th) and Christmas events to be advised.

10. Updates from each congregation

- All congregations are doing well in the circumstances, and all are following COVID protocols when using the church for worship.

11. Civic & community responsibilities/outreach

- Peter reported that it was hard to predict the future impacts of COVID. The winter flu season will have an impact. We should continue to be careful.
- Volunteers needed to deliver medicines to those who cannot leave the house. All to advertise this in newsletters and refer volunteers to Peter. **Action: All.**

12. A.O.B.

- A meeting to discuss the future of the town Fire Station is being arranged. Peter will keep us updated on the date. **Action: Peter.**

13. Date of next Meeting

- 21st October 2021 – via Zoom.

Notes from meeting

The short Remembrance Service on 14.11.21 will take place outside the church.

The Carol services are provisionally booked depending on numbers.

The Christian Council would like to hold the Town Carol Service in Sainsbury's carpark. Carol is waiting for an answer from them. This service will be organised by Adrian (Evangelical) Paul (New Life) and Carol.

7) A.O.B

Rosemary said she is stepping down from the Catholic PPC this year and so will step down as rep on the JCC and Worship and Outreach. She is happy to stay until she is replaced.

Carol asked where the British Legion quilt has been stored. Rosemary said it's in the AV cupboard in the tube it came in, for safe keeping.

These minutes are a true account of the proceedings of the Joint Church Council meeting held on Monday 27th September 2021

Fr Matthias closed the meeting with a prayer.

NEXT MEETING MONDAY 15th November 2021. VENUE OR ZOOM TO BE DECIDED NEARER THE TIME.

Signed Chair of JCC Holy Trinity.....

Dated.....

Seconded by.....

Dated.....