

**TRINITY CHURCH MEETING**  
**SUNDAY 20 January 2019 at 11.30**  
**MINUTES**

**Chair:** Dianne Berry **Minutes:** Catherine Jackson  
**Present** 57 Members, 4 Adherents, 8 apologies

**1. Opening**

Dianne welcomed everyone and the meeting was opened in prayer by Jon Salmon. Dianne advised the meeting that it would not discuss the item on the agenda in respect of a Change in Roles at Trinity due to the fact that there was a very full agenda. This would now be discussed at the AGM in April.

**2. Minutes of the last church meeting held on 7<sup>th</sup> October 2018**

A number of inaccuracies were noted in the minutes. Catherine Jackson obtained details of these inaccuracies after the meeting and the minutes will be amended.

**3. Actions from previous meeting**

Karen Green asked that the meeting think of charities for Open Saturdays.

**4. Matters arising not on the agenda**

• **GDPR**

Jon asked those attending to complete their GDPR consent form as soon as possible, otherwise we would not be able to communicate with them by email etc in the future. Becky offered to help anyone who was confused by any of the items.

• **Delivering our vision**

Jon updated the meeting on this marketing project.

We have obtained 3 - 4 further quotes from graphical design companies and will be seeing a local company shortly called Tigerfinch who are offering a good price.

**5. Any other business**

There was no other business

**6. Elections and Appointments (Catherine Jackson)**

- Catherine thanked all those who fulfil roles at Trinity on a voluntary or employed basis
- No one had come forward to offer their services for the roles currently outstanding which are as follows;
- Christian Aid Representative

Dianne asked the meeting to think in particular about the Christian Aid Representative role. Time is moving on to Christian Aid week in May.

- Safeguarding Officer

Given the desperate need for additional support for Ann, it was suggested that one or two people might put themselves forward to assist Ann in the first instance.

- Gift Aid Representative

Dianne advised that John Medcraft is speaking to someone about the Gift Aid Representative role.

- Church of England Representative – attends local Deanery meetings
- The change in role of Church Stewards will be discussed at the AGM.

We hope to encourage more interest in all outstanding roles for the AGM.

## **7. Finance Update (Sandy Catchick)**

Sandy took the meeting through a Finance Update on PowerPoint slides.

- 1. Voluntary/Main Income

Increase in church voluntary income, a result of last year's "Gift Month" where a number of people increased their regular giving

- 2. Increase in other major income

Charity income lower in the last 4 months than in the same period last year as this year we raised £306.35 for Trinity Youth at one of our Open Saturdays.

Good result on lettings

Solar income came in earlier this year than last year

Grant received

Additional contributions towards youth work

- 3 Expenses Assessments

There has been little change from last year

- 4 Other Expenses

Increase in Staff Costs – we now employ a Youth Worker

Building expenses increased as a result of us employing contract cleaners.

Improvement in telephone/broadband costs due to the move from British Telecom to PlusNet in November 2017 negotiated by Andrew Rixon

- 5- Total income and expenses

no additional comments

- 6 – Bank at 1.9.18 & 31.12.18

Overall funds in bank increased in last 4 months

£5000 of youth work fund has been transferred to the deposit account

This is due to the fact that we were running short of general fund money in the current account where we needed to spend money on general church expenses.

We can transfer youth fund money back to the current account as and when required, but it will earn a small amount of interest in the deposit account.

- 7. Points of Interest

- A number of people who moved away from Trinity continued to donate until 31.12.18.

- Staff salaries are scheduled to be reviewed early in 2019 when both staff and employer pension contributions will be increasing in line with legislation in April 2019.

- Our 2018 Charity Commission return can be reviewed on line by going into the Charity Commission website entry for Trinity Church and clicking in to “accounts” description for the 2018 year.
- There is a Finance display which Sandy keeps updated outside the vestry office.
- There were no questions.
- Dianne thanked Sandy for her work on the church finances.

## **8. Change in Roles at Trinity**

To be discussed at the next church meeting on 14.4.19.

## **9. Strategic Improvement to Building**

- Dianne advised that she knew there were a range of strongly held views in respect of this issue and asked that the meeting listened to all views respectfully.
- She asked that individuals email specific points to Catherine if they were concerned that these would not be reflected in the minutes.
- **Jon Salmon** said that this was the start of the conversation in respect of the idea first tabled at the October 18 meeting.
- He would be arranging further meetings to allow discussion of the proposal in more detail.
- Jon’s outline paper set out the scope of proposal. He gave an example of a recent funeral held at Trinity where a member of the funeral party was lost in the confusing layout of Trinity rooms. Margaret was in her office, Music for Mummies was going on in the church hall. Ann discovered the brother of the deceased lost and not sure what to do.
- The proposal was to make more use of the main front door and vestibule, to welcome people into the building and keep it more open.
- The proposal suggested creating a welcoming entrance area in the vestibule with comfortable seats with some relevant books from the church library.
- The chapel would be converted into a workspace for employed staff and volunteers.
- Staff would be on hand to welcome visitors on entry to the building.
- This would allow an improvement in welcoming either for the visitor with specific purpose, or where an individual looking for some space could just sit.
- The initial suggestion in October included converting the disabled toilet into the reception. The present proposal does not suggest that.
- Jon felt awkward as the minister, walking through a toddler group to get to the vestry/back offices. There may be a safeguarding issue if members of the community need to interrupt activities with children in order to get to church offices from the current side entrance.
- He knew there were many views, but believed the project would allow Trinity to become more welcoming and community focussed and face

change at a minimum cost. Now was an opportunity for open discussion. Jon said if we decided we do not want to go ahead with these proposals, we still needed to be more welcoming and think of alternatives.

- He asked the meeting that they think of the costs of a refurbishment project. St Nicholas had £1 million given to them and a refurbishment project still took them 4 years. This proposal, although uncosted, would not cost a significant amount.
- Jon felt the current chapel is not a suitable space for private conversation and prayer time. The vestry would be a better place for pastoral care.
- The library was never intended to be abandoned, but to be moved to the vestibule and made more visible.
- The church has had a generous offer to build wooden cupboards for Trinity Concert Band's instruments from Pete Cole (who leads the band).
- Jon commented that we may or may not use the office furniture which we have been given. It was larger than Jon expected, but was too good an opportunity to miss.
- **Lisa Waite** said the Junior Church's view was to support the proposal. Lisa believed it would make Trinity more accessible, improve the visibility of employees and volunteer staff.
- It addressed her concerns regarding accessibility and safeguarding and would make a more practical and profitable use of the building,
- She felt the proposal would address the needs of our church life today – rather than 15 years ago.
- The current layout allows limited space for Junior Church and Youth activities on a Sunday. There are currently 4 classes. The old church office could provide a meeting room for a Junior church class so they do not need to meet in the Doctor's surgery which is not a good place for Junior Church activities. You cannot make a mess there.
- The proposal would allow a chance to declutter and spruce up the old crèche, erect a floor to ceiling store cupboard to house toys, Junior Church and Open Saturday resources
- Lisa felt there would be no need to lose the "pop up " Sunday crèche which could continue in the Welcome resource area with seating and space for breast feeding mothers.
- Accessibility and getting to admin staff, information and resources could be improved without disturbing community and church groups in the sanctuary. Safeguarding could be taken more seriously in this respect.
- There would be no loss to a quiet, worship, pastoral care area in a new Chapel which could be used as a Hawks or Eagles class during the service.
- Lisa felt the rooms our children have their Junior Church classes in are either shabby, too small or too problematic and that they deserved better.
- **Sam Ruck** felt we need a more visible welcome and commented that welcoming is an important aspect for young people who need to be unhindered by a building they don't want to come in to.
- He saw a confusing and intimidating access to the building. When he came for his interview he didn't know where to find the door.

- Sam believed we could improve the chapel which he believed was not a particularly good site for pastoral care.
- **Ann Baker** said she reinforced every thing which had been said. Ann felt the current chapel was not appropriate for private, pastoral care. She was regularly interrupted when in there.
- She suggested a smaller, quiet, dedicated chapel in the vestry would be a better private space to counsel the lonely or ill.
- Ann feared that as our current side entrance was usually a locked door it was not an appropriate or welcoming entrance.
- **Sandy Catchick** said when she joined Trinity in 2003 the original building project was being considered. 2 options were suggested at that time;
  - To increase available space by building a multi purpose chapel and disability friendly entrance.
  - Go further, add rooms upstairs for junior church and others.
- The church voted narrowly for the first option. Sandy believed God still has the bigger vision for Trinity. She feared that if we get impatient for God's bigger vision, we could put in place changes that hinder and take our attention from that bigger vision.
- Sandy believed the chapel was a useful purpose built, multi-use resource that will remain invaluable as the church grows.
- Sandy was concerned that we risk losing the sanctuary as a place of worship for a growing congregation if it is filled with storage space rather than worshippers.
- She asked that we please consider what we could be losing.
- **Nigel Holloway** suggested combining the current office and vestry into one space by knocking down a wall. This would make an appropriately lit and sized office which would be next to a side entrance (although one that does not have disabled access). There is good pedestrian traffic on the route passing the library
- **Cathy MacLennan** commented that people outside Trinity just see a brick building.
  - She felt that the proposal was a great opportunity to work together and provide a better working space and welcoming area.
  - She felt we should have courage, and that sometimes we put obstacles in front of any new idea. She loved the church, but sometimes feels we are too timid. The building is behind the times.
- **David Payne** suggested remodelling and opening up the side entrance, making the store cupboard into a corridor to the office and vestry, or made into a welcome office.
  - He agreed with the need to look at the dark and gloomy vestry
- **Karen Green** commented that the idea put forward is to allow the church to be more welcoming. However, it is people who really make the welcome.

- She said we could already improve signage, show the times we are open, put a temporary desk in the chapel
- We could tidy the offices, and put up signage before April.
- **Janet Whiteman** said she came with an open mind and suggested getting plans for the project and those discussed drawn to scale so they could be properly assessed.
- She commented that the emphasis of proposal seems to have changed. In October it was about creating more office space for staff, now its about welcoming.
- Dianne commented that the primary purpose was always welcome and it was unfortunate if it appeared to be about offices.
- **Vronwyn Hutch** reminded the meeting of the need to be aware of GDPR and privacy. Documents have to be in locked filing cabinets away from the public. Photocopying where names are visible would need to be kept away from public areas.
- **Sandy Catchick** reminded the meeting of the suggestion to use a ring door bell made in previous discussions by Karen Green to enable any member of staff to be aware of someone at the door, from any part of the building.
- **David Payne** agreed this was a good idea, and suggested having a clear out of the offices now, to save space by scanning files on to discs, keeping them in a secure place. We could start now, the photocopier is also a scanner
- **Jo Salmon** felt a door bell and locked door was not a welcome, but another hurdle to access.
- Ann and Sam reminded the meeting, that whilst considering knocking through walls, people must remember, the chapel will sit empty most of week.
- **Sian Minns** said she had not been active at the church for some time, but when she needed peace and time to be with God she could not get into the church, which was locked. People needed to be able to get into the building. She felt a welcome area would be a good idea.
- **Laura Eades** said the proposals excited her about being part of the church, but when she came here, she didn't know how to get in. Wycliffe opened up their entrance and made a link with the staff team. This revolutionised the relationship between the community and staff/volunteers. The church needed to consider what it is like for people looking in.
- Dianne said the meeting was in a good position to stop, allowing for follow on meetings which Jon would arrange. She asked that we pray hard about this over coming days and thanked the meeting for their involvement and contributions.

Jon Salmon thanked everyone for coming and said he would get back to church by email and other means with respect to follow up meetings to unpack points made at the meeting.

**10. Any Other Business**

There was no other business.

**11. Closing Prayers**

The meeting closed in prayer at 12.45.

**12. Next church meeting Sunday 14.4.2019 at 11.30 am (AGM)**

Action Table Action number	What	Who	By when	Update
20160717-04	Willing to speak to anyone with further ideas to improve church meetings	Jon Salmon Dianne Berry	Ongoing	20180715 Ongoing
190120 - 01	Think of charities for Open Saturdays	Speak to Karen Green	Ongoing	Ongoing
190120 -02	Amend inaccuracies in 7.10 18 minutes	Catherine Jackson	AGM 14.4.19	14.4.19
190120 - 03	Arrange follow up meetings after this meeting to allow further discussion	Jon Salmon	AGM 14.4.19	14.4.19