

The Church of The Holy Trinity, Otford
Minutes of Committee Meeting: 4 March 2020

Present: Fr David Gibbons, Barry Authers (Chair), Frances Bacon (Secretary), Mary Scott (Treasurer), Frank Quinn, Sarah Harrison, Antony Tyler, Anne Knight.

Apologies: Gwen Farrell. We send our good wishes to Gwen and hope to see her back at Mass before long.

Fr David opened the meeting with a prayer.

The minutes of the last meeting (23 October 2019) were agreed. One note: for future reference, the Church is known officially as “The Holy Trinity” and not “The Most Holy Trinity”.

Building works. Frank was able to confirm that the only outstanding exterior work from the Quinquennial Report (August 2018) was repointing of brickwork. It was decided that examining the brickwork could wait until the weather improves and action taken if necessary. Interior decoration of the Sacristy, Priests’ WC, confessional and Parish meeting room was also on the refurbishment list, but the committee felt this was not essential at this time.

The garden compost dump is now exposed since the trees were felled. The group discussed options for screening: fencing or shrubs/hedging. The latter was favoured. Again, this will be looked at in the warmer weather along with either turfing or seeding the grass area where the two leylandii trees had stood.

Internal work to doors was in progress with Barry and Frank repairing doors that were “sticking” or not closing properly.

ACTION:

- Committee to meet informally in the summer to look at the exterior brickwork and rear garden area.
- Repairs to internal doors to continue (BA & FQ) when time permits.

Fire procedures. Anne has fulfilled all the requirements stated in the Precision Safety Services Report (Review 16 October 2019). This includes fire exit signage, installation of fire alarm, raising awareness with the congregation, fire exit procedure notices and securing two fire wardens (with high viz jackets). A fire drill has yet to be arranged at a date convenient to Fr David.

One point concerned the detectors in the kitchen. It was uncertain what detectors were present.

ACTION:

- Fire drill to be arranged. Anne/Fr David to liaise.
- Investigation into type of detectors required in the kitchen. Committee members to look into this after a Wednesday Mass, possibly before Easter.

Kitchen safety notices: these have been printed and displayed. Food allergy notice is also on display.

Fr David intends to make available to all churches, a Logbook for recording incidents such as theft, fire announcements, fire drill etc.

Treasurer's report. Mary provided the latest figures and distributed copies of the latest accounts to the committee. Frank verified these were correct. The balance as of 14 February 2020 was £5,414.92. There are no large outgoings planned for the immediate future.

Mary would like to investigate other methods (electronic) of accessing the Holy Trinity account. Fr David advised that the Diocesan office does not approve of electronic transfers. Stephanie, the parish financial officer is likely to progress this for the parish account, so if she is successful, then we can follow.

Income from the voluntary donations from Otford Builders Merchants (OBM) for the use of the car park currently stands at £625 per quarter for 25 cars. There has not been an increase for some time. The car park surface is worn in places. If this was to be resurfaced probably with tarmac and include the rear pathway, an increase in donations would help with the cost. Sarah knows of a ground works firm that could be contacted for a no obligation quote and maybe provide some suggestions for resurfacing. However, there are no immediate plans to have this work done.

ACTION:

- Sarah to contact ground works for advice/quote.
- Barry to consider increasing OBM donations and report back to committee.

Otford Fete 25 May 2020.

Frances has received a form from the fête organisers to complete and return by 18 March with offers of running a stall. Barry has already volunteered to run the "strawberries and cream" stall which we hope will be approved as the contribution from Holy Trinity Church. Barry has secured some offers of help. Logistics have yet to be worked out (amount and cost of cream, disposable bowls, cutlery). Planning for a separate stall should start much earlier and we may consider this next year.

ACTION:

- Frances to fill in and return the fête form, offering the strawberry stall as Holy Trinity's contribution, with 40% of takings being donated to the fête fund.
- Barry to look into purchasing cream bowls etc, also if allergy notices are needed. Barry to ensure he has adequate help on the day.

General fundraising and social events are limited due to the facilities at Holy Trinity. The garden is a good space when the weather is fine, but the meeting room is not big enough to host a quiz night, for example. Hiring the village hall may be an answer. Fr David would like to see more families involved in social events.

ACTION:

- Sarah to approach Alex Wilson-Beales to see if the children could be involved in a social event. If something is planned, Magda and Aga may also be happy to participate.
- Committee to discuss 2021 fête at October meeting and consider future social events hosted by us.

Ecumenical events

Sarah reported that the 2019 Remembrance Day Service was very well attended and Dr Charles Shee laid the wreath on behalf of our church. Anne attended the Tree of Light service which was well attended despite the fierce winter weather.

This coming Friday (6 March) is the World Day of Prayer hosted by the Methodist Church. Sarah has secured readers for our section on a theme of "Zimbabwe".

Sunday 5 April is Palm Sunday, the procession through the village leaves from the Methodist Church at 10.45am. Mass will start at 9.15am on this day – notice to be put in the newsletter and advertised at Mass the week previously.

Sunday 17 May: Annual Civic Service

Sarah is in touch with the Evangelical minister, Kevin Bracken for informal religious discussions.

Finally, the inter-church October meeting will discuss plans for the cycle of events for 2021. Sarah to attend.

ACTION:

- Encourage attendance at these events by spreading the word.
- Sarah to contact Magda to put a notice in the newsletter re: Palm Sunday Mass time*.
- Sarah keep the committee informed of future joint ventures.

Various

Frances reported that (in her opinion) the Remembrance Day display of family photographs and stories was disappointing in that there were limited exhibits but successful in that it was viewed by a good number of people. Next year it may be more successful if advertised earlier.

Alex Wilson-Beales is undertaking to purchase a lockable cupboard for the Children's Liturgy of the Word materials.

The old wooden kneeler was advertised in the newsletter but there were no enquiries. Antony suggested contacting a cabinet maker at Seal Chart Farm, Mary could advertise it locally and again it could be an item during the final notices at a Sunday Mass. The kneeler is constructed of pine and is a solid piece of furniture. It would be offered free to any takers.

Alex Wilson-Beales has welcomed the suggestion for children to distribute flowers on Mothering Sunday. This idea has been handed over to Alex and the mothers for their consideration and organisation. Fr David repeated that special cards would also be distributed on that day to all mothers.

ACTION:

- Mary to offer the kneeler after Mass on a Sunday. If this produces no interest, Frances will contact Tim Constable of Seal and ask if he can make use of it.
- Frances to email Alex re: Mothering Sunday to ensure she liaises with Fr David over flower distribution.

Easter planning:

Anne provided a sheet of Easter services requiring volunteers. Antony, Barry, Mary and Sarah confirmed they are available.

Magda will order a Paschal candle. Frank prepares the candle in advance to receive the grains of incense.

Charcoal is required – the sacristan should order this through Andrew Pembroke.

Palm Sunday Mass - early start to be advertised in the newsletter 29 March (see above*)

Fr David gave an update on the trial of contactless donations at St Thomas'.

ACTION:

- Anne to approach potential readers, EMOHCs, for Easter services.
- Antony to check availability of altar servers.
- Sacristan to check charcoal supplies (Anne).

Diary dates

AGM: 19 April following Mass. Notice to be put in the newsletter for the two weekends 5 April and 12 April. Flyer in church porch.

May Procession – 17 May. Aim to get the children to attend and involved in some way.

Anniversary Mass of the Consecration of Holy Trinity – the Anniversary is on Sunday 31 May but there will be a special Mass on Monday 1 June at 7.30pm, followed by refreshments in the meeting room.

Ride and Stride - Saturday 12 September (according to their website). Charles Sexton is the contact.

St Edith's Pilgrimage – 20 September. 3.30pm: The Well, 4.00pm: vespers in St Mary's Church, Kemsing, 5.00pm: The Bell.

ACTION:

- Frances to contact Magda for notice re: AGM to be inserted into newsletter.
- Barry/Sarah to try and involve children and families in the May procession. Speak to Alex Wilson-Beales.
- Committee to help organise the Anniversary Mass and celebrations on 1 June: servers, music, EMOHC, refreshments. Frances to co-ordinate.
- Advance notice of the Anniversary Mass to be put in the newsletter for Sunday 24 May (Frances) and at Mass (ask celebrant).
- Antony to coordinate the Pilgrimage to St Edith.

AOB: Fire risk with tall candlesticks: candles carried by the altar servers must remain lit during Mass. Care should be taken to position them on the top step but away from the edges of the altar to prevent them being accidentally caught by flowing vestments. Once the altar servers have processed at the end of Mass, the candles are extinguished and taken through to the sacristy via the back and side aisles, along with the cross.

Thanks to Mary and Sarah for the refreshments.

Meeting closed with a prayer led by Fr David.