

Holy Trinity Church, Heigham, Norwich

**Annual Report**  
of the  
**Parochial Church Council**

for the year ended 31st December **2022**

## Contents

<b>Annual Report of the Parochial Church Council for 2022</b>	2
PCC Membership	2
Electoral Roll	3
Average Sunday attendance	3
Public Benefit Aims of the PCC	3
<b>Review of Progress and Achievements</b>	4
Progress towards our vision	4
Our staff	5
Finance	6
Other matters	6
Vision for 2023	6
Communication	7
<b>Finance Review</b>	7
Income in 2022	7
Expenditure in 2022	8
Funds and Reserves	9
Outlook for 2023 and beyond	10
<b>Risk</b>	10
Safeguarding – Child Protection and Vulnerable Adults	10
Financial	11
Legislative	11
Reputational	11
<b>Bankers and Accountants</b>	11
<b>Fabric Report for 2022</b>	12
<b>Safeguarding Report for 2022</b>	13
<b>Norwich South Deanery Synod Report for 2022</b>	14
<b>APCM 2022</b>	15
Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting held on Sunday 22 <sup>nd</sup> May 2022	15

The Financial Statements of the Parochial Church Council for 2022 appear in a separate document. They may be downloaded from our website or ask at the Church Office for a copy.

# HOLY TRINITY CHURCH

HEIGHAM, NORWICH

110A Trinity Street, Norwich NR2 2BJ

## Annual Report of the Parochial Church Council for 2022

### PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC to fill vacancies in accordance with the provision of the Constitution of the church. During the year the following served as members of the PCC:

#### *Ex Officio:*

Revd Dr Richard James	Rector
Revd James Pinto	Curate (left September 2022)

#### *Officers:*

Mr Dave Appleton	Treasurer
Mrs Louise Cumberland	Secretary

#### *Elected:*

Mr Paul Henery	Churchwarden Elected APCM 2022
Mr Phil Courtier	Churchwarden Elected APCM 2022
Mr Jonathan Mason	Lay Reader Elected November 2021
Miss Margie Jowett	Elected at APCM 2022
Mrs Nicky Russell	Elected at APCM 2022
Miss Alex Hillman	Elected at APCM 2022
Mrs Caroline Verdon-Smith	Elected at APCM 2022
Mr Tom Gray	Elected at APCM 2021
Dr Tony Smith	Elected at APCM 2021
Mrs Barbara Drake	Re-elected at APCM 2021
Mr Roger Hibbins	Deanery Synod resigned 11/9/22
Mr Phil Courtier	Elected at APCM 2020. Resigned at APCM 2022
Ms Rosamund O'Donnell	Elected at APCM 2020, Deanery Synod elected APCM 2020
Mrs Sandra Isaac	Deanery Synod – resigned 11/9/22
Mr Jason Wilson	Deanery Synod – re-elected at APCM 2020
Mr Alex Russell	Term expired at APCM 2022
Ms Michele Curtis	Term expired at APCM 2022

## Electoral Roll

Membership at APCM May 2022: 241.

This represented a net decrease of 7 since May 2021. The Roll was re-created from scratch in 2019 and will be re-created from scratch again in 2025.

## Average Sunday Attendance (Adults only)

Service	Average attendance in October 2022 (adults)	Average attendance in 2022 (full year: adults)	Average attendance in October 2021 (adults)
10.00 am	156*	143*	141*
6.30 pm	74	74	72

\*counts adjusted to include estimated 10 children/youth leaders omitted from the actual weekly counts

The above figures do *not* include children and youth under 16, who are also in attendance.

## Public Benefit Aims of the PCC

The PCC (Powers) Measures 1956 states that the aims of the PCC ‘shall include cooperation with the clergy in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical’. Our mission as a church is to enable as many as possible to be drawn into the community of the parish church as worshippers of the Lord Jesus Christ. Our cooperation in this endeavour can be summarised in two objectives:

- To confer on all matters relating to the life, ministry, worship, service, evangelism and buildings of the church.
- To collaborate with the Rector in taking forward the strategy and mission of the Church (within the PCC’s statutory powers).

At the beginning of 2022 the PCC reviewed and affirmed our vision to “Refresh our Welcome”, “Raise and Resource Discipleship” and “Reach our community and city with the good news of Christ”.

## Review of progress and achievements

### Progress towards our vision

In support of our threefold vision, during the year the PCC has in 2022:

- Supported and sent James and Anna Pinto and their family with a group of approximately 25 others from the church to enable the establishment of a church graft at St Helens and St Edmunds, Costessey
- Encouraged the continuation of the termly Welcome Course to help newcomers joining in person (and sometimes initially online) to become familiar with and committed to the church gospel vision and ministry
- Recognised the value of small groups for pastoring members of the church
- Kept the Word of God central to our faith and life as a church through sermon series on a variety of Bible books and topics, with small group teaching alongside
- Reviewed our outreach to our parish and supported the work of a team undertaking door-to-door visiting and a fortnightly Parish Outreach Prayer Meeting
- Supported the recruitment of staff to encourage and undertake discipling and practical ministry with training, appointing Charmyn Ng as a second Ministry Assistant, and Mel Kemp as part-time Cleaner (later extended to the role of Facilities Assistant) to succeed Hesam Safari
- Continued to seek to ensure that pastoral care is given to those made isolated by long-term sickness or frailty, bereavement and loss (including a special service)
- Maintained a “hardship fund” to support individuals and families in need owing to the pandemic
- Continued to oversee our Holy Trinity YouTube Channel which carries our online services and many other videos
- Held a successful second Leaders Day in September providing encouragement and training for those who serve and teach the Bible in many roles at Holy Trinity
- Continued to encourage all to attend Prayer Focus monthly alongside our other opportunities to pray together on Sundays and midweek
- Supported the delivery of pastoral gifts and cards at Christmas to all members who are isolated or facing especial losses or trials for any reason
- Supported consultation with other evangelical churches on topics such as human sexuality and evangelism
- Supported the promotion of a recommended book in each season as resources for personal discipleship
- Took part in the “Life 22” month of mission, an initiative in partnership with other local churches, including an evening with Rico Tice, a mens’ breakfast and evening with film-maker Nate Norgan-Locke, children’s and youth events, and a fashion evening
- Supported the formation of the Norfolk Gospel Partnership (NGP) with the aim of seeing a Christ-centred, Bible teaching and welcoming church in every community in Norfolk

- Hosted and facilitated the Crosslands Bible training course at Holy Trinity as part of the NGP's vision for training disciples
- Enabled continuity of leadership for our growing 20s+30s group through the appointment of Phil and Anna Moon to the leadership team to succeed James Pinto
- Continued the vision for making disciples through 1:1 Bible reading and committed to leading by example in this and in personal evangelism
- Introduced the new Hope Explored Course in conjunction with Christianity Explored, giving seekers and new members a place to hear the gospel, ask questions, and be integrated into the church family
- Noted the importance of Easter and Christmas as seasons in which we can invite our parishioners and other guests to services, with many guests attending online and increasingly once again in person
- Supported the successful August Holiday Club which was held in person in reaching out to local children
- Enabled the continuation of youth outreach through our weekly afterschool club and the addition in the autumn of a youth club for teenagers
- Accepted the invitation from Bignold School to conduct a weekly assembly in addition to the ongoing visits there of our Open The Book team, and welcome classes from the school for visits to our church building
- Continued to support work discipling asylum seekers and internationals as a ministry of the church
- Supported and promoted ministries and their volunteer teams, such as Community Lunch, Noah's Boat, Tea, Chat and Praise, and also a weekly Wednesday Lunch during the winter months
- Enabled Gareth Evans and Lucy Cross to complete their theological training successfully
- Appointed Tony and Carol Smith as Chairs of our Mission Action Group in support of our mission partners and promotion of global mission. A monthly mission partner prayer meeting was introduced at the end of the year, and a mission partner features in person at each Prayer Focus

## Our staff

During the year the PCC has:

- Continued to employ Lucy Cross and Gareth Evans as Youth and Children's Workers
- Appointed Rosalyn Anderson as Church Administrator to succeed Margarete Cuffley, with Dave Appleton part-time Administrator
- Continued to employ Hesam Safari as part-time Caretaker/Cleaner until April
- Deferred review of a paid music director/coordinator role, and continued to employ Richard Cockaday as part-time Organist
- Continued to employ Alex Hillman as Ministry Assistant and appointed Charmyn Ng to restore us to having both positions filled
- Continued to employ Carole James as part-time Parish Mission Enabler

- Continued to review and update the pay, contracts and employment policies for all employed staff

## Finance

During the year the PCC:

- Monitored our cash flow, income and expenditure regularly through the year.
- Approved the financial statements for 2021.
- Considered and agreed the budget for 2022.
- Held a modest finance appeal in November to invite and inspire giving in support of our ministry

## Other matters

During the year the PCC has:

- Updated the Safe Haven Safeguarding Policy in line with recommendations from the Diocese and took steps to bring our own procedures for the safeguarding of children and young people in line with that policy.
- Received reports from our Fabric Group and Mission Action Group. Each group usually comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Received regular reports from the Treasurer and the Staff Team
- Given time to pray about and consider our strategic direction.

## Vision for 2023

We aim to know Christ and make Him known to our community and city. To that end we continue to focus upon three priorities with a small number of key goals within each:

### **REINFORCE OUR WELCOME**

- Improve our Sunday welcome to all without favouritism
- Share gospel truth, and offer fellowship, in ways accessible to all

### **RAISE AND RESOURCE DISCIPLES**

- Serve Christ and each other in love with the gifts and resources God has given
- Give encouragement and support to those enduring hardship
- Encourage one another to read the Bible and pray with someone 1:1 as well as in personal devotions
- Create more small groups and establish ongoing training for leaders

## REACH OUR COMMUNITY, CITY AND WORLD

- Build relationships with those in our diverse parish, Jenny Lind area and wherever we live, within which we can share the good news about Jesus
- Grow conviction and confidence in personal evangelism by prayer, training and shared stories
- Pray for and support our ministries sharing the good news in word and action
- Offer courses and events to which we can invite friends to come and hear the good news

### Communication

During the year the PCC has sought to communicate our work to the wider church. This can be by speaking to the congregation at services or by regular reports via our weekly church email newsletter. Approved minutes are available to view in our church building.

PCC is grateful to our secretary Louise Cumberland and our treasurer Dave Appleton for all the work they do to make much of the above possible. Also to Andy Gray and Bill Myall (Churchwarden from APCM 2021), Phil Courtier (Deputy Chair from APCM 2021 and Churchwarden from APCM 2022) and Paul Henery (Churchwarden from APCM 2022).

### Financial Review

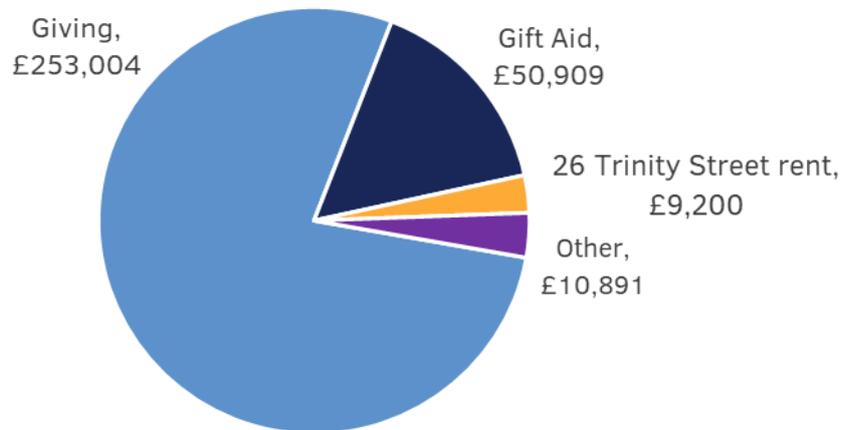
The PCC is a charity and has been registered with the Charity Commission since 2009. This is in compliance with the Charities Act 2011, which specifies that a PCC with an annual income in excess of £100,000 must register. Our charity number is 1132477.

Volunteers who give their time and resources enable a large number of activities to be run by the church. It is not possible to quantify the extent of this help, but without it the church could not continue its work.

### Income in 2022

The majority of the church's income (94%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised of rental of 26 Trinity Street and other sundry income. The total income for the year was £324,003, the breakdown of which is shown in the following pie-chart:

## 2022 income



As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. Giving dropped in 2022 by 13%, much of this fall being attributable to the church graft where several Holy Trinity families transferred their giving to Costessey.

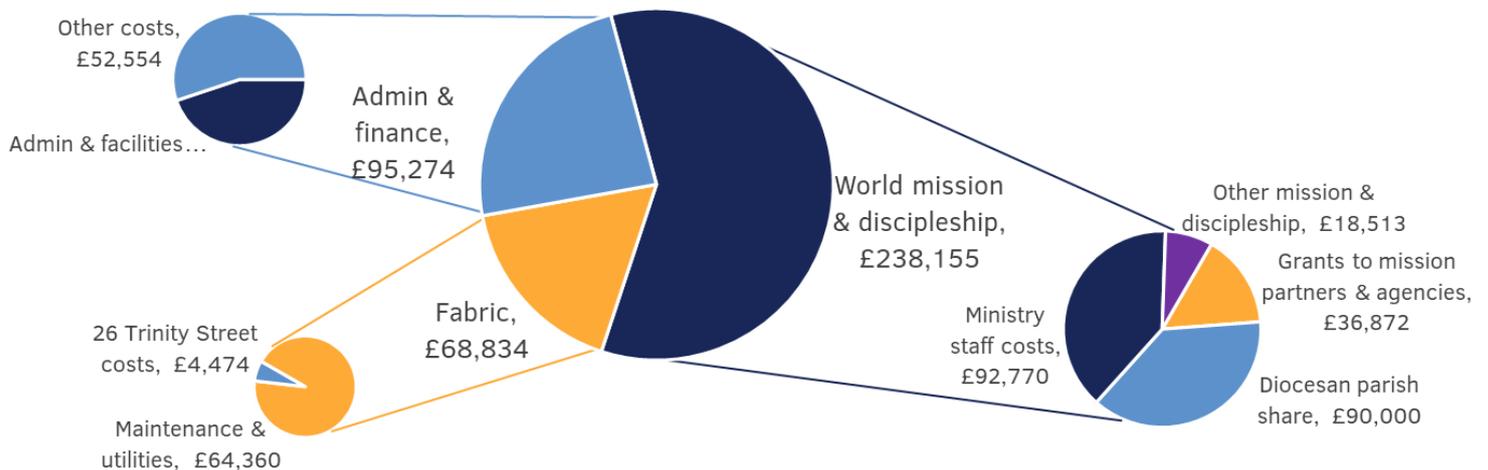
Apart from Gift Aid, other income rose by 3% in 2022.

## Expenditure in 2022

The church's expenditure was £402,262, a 4.5% increase compared to 2021 (£377,919). This increase was mostly inflationary, with many of our costs going up. Utilities (electricity, gas and water) went up particularly strongly with an overall increase at the church, hall and Jenny Lind room of 82%.

The church's expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:

## 2022 expenditure



Although there is no legal liability on the PCC to pay the Diocesan Parish Share, the PCC is aware of its responsibilities in relation to the financial position within the diocese. Our staff costs do not include the cost of our Rector or Curate. Both have their stipends paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also owns and maintains The Rectory and the Curate's house, and owns the church building. The Parish Share also supports mission and evangelism across the wider diocese covering Norfolk and Waveney. In 2022 the PCC paid £90,000 for the year, the amount set by the diocese at the start of the year (the same as in 2022).

## Funds and Reserves

The church has the following restricted fund (that is, fund that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991).

Unrestricted funds include the value of our property as well as money in the bank. The church owns 26 Trinity Street, which provides a potential mixture of rental income and capital growth. This property was formally revalued in December 2022 and a new valuation of £512,500 was approved by PCC (from £483,000 in 2021).

At the end of 2022, the church had unrestricted funds of £711,121 including the £512,500 attributed to 26 Trinity Street. Other unrestricted funds included a fabric fund (£90,666) and tangible fixed assets reserve (essentially property that could be sold to release finances) of £14,874.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. Each year the PCC reviews its Reserves Policy and in January 2023 it reviewed it keeping the levels the same but adjusting the wording to:

'Reserves' are the financial resources the PCC has available to spend for the church's purposes once it has met its commitments and covered its planned expenditure. They are those funds that are free to be spent – i.e. they are not restricted or designated for specific purposes, nor held in an endowment fund, nor invested in fixed assets.

We need reserves because not all our income comes in at the same rate as we spend it, and to enable us to continue meeting our commitments if our income is lower than we expect or if our expenditure is higher than we expect.

The PCC's policy is to maintain reserves of £60,000 which takes account of the following:

- Three months' budgeted expenditure in 2022 amounted to about £109,000;
- Delaying paying three months' Parish Share would temporarily free up £22,500;
- PCC holds a Fabric Fund (expected to be around £91,000 at the start of 2023) and this fund will help to absorb any major fluctuations in

buildings expenditure.

The PCC undertakes to review this reserves policy on an annual basis.

At the end of 2022 our general reserves stood at £93,081, still higher than the level set in this reserves policy but considerably lower than the £142,657 at the start of the year.

### Outlook for 2023 and beyond

Our current level of expenditure far exceeds our current income level, a situation which is clearly not sustainable. Costs have risen substantially over the last couple of years but our income has fallen.

Our reserves have been higher than normal since we de-designated the Jenny Lind fund in 2021, but during the first half of 2023 we expect the level of reserves to come below the level set in our reserves policy (above). When our reserves are this level we would normally want our income to match our expenditure, but this is not nearly the case. As a result, if income and expenditure remain as they are, our reserves will soon be critically low, and if nothing changes we will run out of the money we are free to spend early in 2024.

We held a giving appeal in autumn 2022 but against the backdrop of a cost-of-living crisis and expectations of sky-rocketing winter fuel prices, this appeal did not generate a sufficient increase in giving.

Both of our Ministry Assistants are due to leave during 2023 and we would like to replace both of them. In view of the current financial situation we are not planning to replace both of them, but this will put more pressure on the rest of our staff who will have to pick up some of the work they have been undertaking.

We are holding another appeal in April 2023.

## Risk

### Safeguarding - Child Protection and Vulnerable Adults

The PCC has a formal policy statement and an appointed Safeguarding Officer. The policy is reviewed annually by the PCC. A copy of the policy is displayed in the Church and the Safeguarding Officer provides a copy to all those involved in youth and children's work and is responsible for monitoring compliance with that policy. A full safeguarding report appears later in this document.

## Financial

At the end of 2022, the PCC's free reserves had fallen to £93,081. Although this was higher than the level set out in our reserves policy, expected expenditure in 2023 is around £80,000 higher than our current level of income.

With 94% of our income coming from giving and associated Gift Aid, we need to see a very significant rise in giving during 2023 in order to sustain our current levels of mission and ministry.

The church accounts are reconciled monthly and any significant variance from the budget is investigated. The accounts are subject to an annual assurance review in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, together with the Charities Statement of Recommended Practice 2005.

## Legislative

These include health and safety, disability and other discrimination and data protection. The PCC has reviewed the legislative requirements in these areas. We have updated our Health and Safety Policy and a number of matters therein are being addressed.

## Reputational

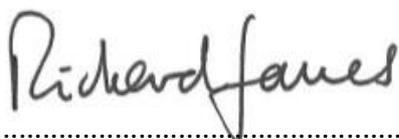
The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come to its attention or are reported to it by members of the congregation or by outside parties.

## Bankers and Accountants

Bankers: Barclays Bank plc of 5/7 Red Lion Street, Norwich and The Cooperative Bank plc of 69 London St, Norwich.

Accountants: Aston Shaw, Chartered Certified Accountants, Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY

Approved by The Parochial Church Council on 28<sup>th</sup> April 2023 and signed on its behalf by:



Richard James, Chairman

## Holy Trinity Church, Norwich - Fabric Report for 2022

The Church building, which is a Grade II listed building, was built in 1859-1861 is owned by the Diocese but the PCC are responsible for its care and maintenance. The Diocese requires a professional inspection of the Church building to be carried out every 5 years and this inspection has been completed in September 2022. No major issues or problems were identified during this inspection and the executive summary states: "The church is well cared for and maintained". The inspection identified a series of works which are described as relatively routine, general maintenance and these works will be prioritised over forthcoming months and carried out accordingly. Some more costly larger-scale recommendations within the report may need to be deferred due to the current financial situation.

During 2022 the following work has been carried out regarding the Church buildings.

1. Church hall windows replaced (cost £7,592)
2. Feasibility work and initial design of the office refurbishment was commissioned but work put on hold due to high costs
3. 12 new tables and trolleys purchased
4. New carpets purchased for the church hall
5. Melanie Kemp's contract has been increased by 5 hours per week to enable her to carry out Health and Safety checking as part of her role (fire / lighting / first aid etc)
6. Tree pollarding and hedge trimming carried out in January '23

Several future projects are currently being considered by the Fabric Group and include the following.

1. Refurbishment and reconfiguration of the bathroom at 26 Trinity Street (which is currently in a poor state of repair) and repair to the boundary wall
2. Ongoing consideration of the refurbishment of the church kitchen and hall kitchen
3. Refurbishment of the Church lighting
4. Consideration of adding an alarm to the Hind Chapel door to provide an alternative alarmed access to the Church building

Phil Courtier

Churchwarden

## Safeguarding Report for 2022

Safeguarding continues to be fundamental in managing the children's and youth work at Holy Trinity, Heigham and our involvement with vulnerable adults. The Parish Safeguarding Handbook 2018 continues to be followed, with some minor amendments as agreed by the PCC in 2020.

The online Parish Safeguarding Dashboard continues to be monitored and kept up to date. Outstanding actions are addressed on a red, amber, green traffic light system, which is visible to the Diocese, to monitor our compliance on safeguarding activities.

We continue to focus on safeguarding training, for those in leadership roles, PCC members and new volunteers, with refresher training required every 3 years. DBS checks continue to be carried out for all new volunteers and members of staff and are repeated every 5 years. ThirtyOneEight, whose service we use to undertake DBS Checks, have recently introduced an online digital ID checking system which should help speed the process and we have started to use it.

The recruitment procedures in the Parish Safeguarding Handbook 2018 continue to be followed. The additional safeguards (application form, interview and two references) in place do mean that recruitment of volunteers takes longer. It is not possible to recruit new, unchecked, or untrained, volunteers at short notice.

15 DBS checks, both new and for renewal have been completed this year. 1 check is in progress and there are 2 awaiting processing. I am currently following up on a further 16 volunteers who need to renew their DBS Check, or be removed from our approved volunteer list.

14 Confidential Declaration forms, either new or updated, have been completed during the year. A further 23 currently need to renew their confidential Declarations.

12 volunteers have completed or renewed their Safeguarding training this year. It has previously been agreed by PCC that relevant training must be completed within 3 months of commencing in any role. I am following up on a further 24 volunteers who need to complete safeguarding training.

I attended the Parish Safeguarding Officer Induction seminar in June 2022. One churchwarden and I have also completed the Safer Recruitment and People Management course. I am arranging to attend the Safeguarding Leadership module, which consists of two interactive sessions over Zoom, being arranged by the Diocesan Safeguarding Team.

Lay Ministers and Authorised Worship Assistants checks and training are the responsibility of the Diocese and are not monitored by the Holy Trinity Safeguarding Officer.

During the year we have been informed of 5 possible Safeguarding concerns. In addition, various procedural queries were raised by staff and volunteers. The Diocesan Safeguarding Office was contacted where necessary for advice and confirmation that actions taken were sufficient. After the initial responses, no further action was required, although staff and volunteers will continue to remain supportive and vigilant for those involved.

We continue to review our processes, procedures and roles to avoid the Safeguarding Officer and DBS Administrator becoming single points of responsibility and to establish a resilient succession for the roles.

David Fairbourn

Holy Trinity Safeguarding Officer

[david.fairbourn@trinitynorwich.org](mailto:david.fairbourn@trinitynorwich.org) (For my personal safeguarding attention)

[safeguarding@trinitynorwich.org](mailto:safeguarding@trinitynorwich.org)

### **Norwich South Deanery Synod Report for 2022**

In the last year Deanery Synod has been thinking about the environmental friendliness of our buildings and what can realistically be done in the future. Also key have been discussions around responses to Living in Love and Faith and the issues raised around marriage and sexuality. There has also been thought given towards supporting those who might struggle to return to church as we adjust following the Covid pandemic. Clergy well-being is also under discussion in terms of what practical support can be given.

Jason Wilson

## **Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting 22 May 2022 11.00 Holy Trinity Church Norwich**

Richard James welcomed everyone to the APCM and opened the meeting in prayer.

### **1. Appointment of Churchwardens (or 'Meeting of Parishioners')**

Richard summarised the role and duties of Churchwardens and expressed gratitude to Andy Gray, Bill Myall and Paul Henery for all they have done over the year. Richard gave particular thanks to Bill Myall at the end of his term as Churchwarden, for his service and for the wisdom he has brought to the team.

Richard announced that nominations had been received for Paul Henery to serve a further term as Churchwarden and Phil Courtier to serve a term as Churchwarden, and as no other nominations were received, he announced their election to serve for 2022/2023

Phil had asked that the Church be made aware that while he will give his attention to all of the statutory responsibilities as Churchwarden, there are some other aspects that have traditionally been part of the role that will need to be resourced separately. Richard asked that Church members to be praying about whether they might have a part to play.

Richard then thanked Paul and Phil for their willingness to serve as Churchwardens and encouraged the Church to pray for them.

Bill spoke briefly as retiring Churchwarden and prayed for Paul and Phil as they take up this role.

### **2. Election of Church Council Members**

Richard summarised the role of a PCC Member and thanked retiring PCC members: Alex Russell and Michele Curtis.

He announced there were 3 vacancies on the PCC for three-term positions and one for one year to fill a casual vacancy; nominations had been received for 4 candidates.

Richard introduced the candidates:

- Alex Hillman
- Margie Jowitt
- Nicki Russell
- Caroline Verdon-Smith

Richard thanked the candidates and announced their election.

With the agreement of the meeting, Richard will ask the candidates after the meeting to express a preference for the 3-year term or 1-year term position and if there were no volunteers for a 1-year term, they would draw lots.

Phil Courtier led prayers to thank God for all those newly elected PCC Members.

### **3. "Go and serve/ stay and serve" – our vision 2022**

## HOLY TRINITY CHURCH, HEIGHAM, NORWICH

Richard reminded the Church of the verse of the year (John 17:3) “Now this is eternal life, that they may know you the only true God, and Jesus Christ, whom you have sent.” As a Church we want to know Christ and make him known, specifically we want everyone in the community to have the opportunity to know Christ.

The PCC report, which was circulated in advance and available at the meeting, outlined a great deal that had happened this year. Richard noted some of the key changes as we have come out of the pandemic restrictions, moving from all online to mostly in person activities, and that we have seen God’s hand in new and re-started outreach and pastoral work.

In outreach work, Richard highlighted:

- Life 22 events
- Courses such as Hope Explored and Christianity Explored
- The focus on Parish Mission, for example door-to-door work and the after-school club as well as Noah’s Boat

In pastoral work, Richard highlighted

- Tea, Chat and Praise
- The community lunch

Richard shared the encouragement of eight new believers being baptised back in the Autumn.

Looking at the year to come, Richard noted that this is going to be an exciting and a challenging year, as members of the Church family consider whether they are being called to Go and Serve or Stay and Serve. The Church graft is all about our desire to have more Churches making Christ known – there is a strong team coming together, who we will commission and send with James and Anna in September.

For those who will be Staying and Serving, Richard highlighted two key areas in which we are encouraged to build connections in the Church family and more widely to stay and serve well –

- Serving all around us to win all for Christ (1 Cor 9:19)
  - Continuing to support the Life 22 activity
  - Developing the Build/Mix/Speak model, wherever we find ourselves
  - Helping at, or inviting people to Christianity Explored - the next one is in the Autumn
  - Serving with the after school club, Community lunch, or door-to-door team
- Serve one another in love (Gal 5:13) – Richard encouraged the Church family to look for areas to serve as some of the family leave to serve in Costessey, for example
  - Financial support
  - Youth and children, small groups
  - International welcome
  - Pastoral roles to encourage the discouraged
  - Showing hospitality
  - Serving practically – refreshments, hoovering etc

Richard closed this section of the meeting with prayer

#### **4. 2022 Finance Report (Dave Appleton, Treasurer)**

## HOLY TRINITY CHURCH, HEIGHAM, NORWICH

The financial report had been circulated in advance of the meeting and copies were available at the meeting. Dave thanked God and the Church family that regular giving had increased by 12% in the past year, and noted that 96% of our giving comes from Church members.

He highlighted some of the costs which are increasing, which included

- Energy prices
- Increased costs because we are doing more
- Staff changes, for example recruiting a second ministry assistant.

PCC had considered advertising a music lead role but at this stage felt the finance was not in place for this role, so it is not in the budget.

PCC have approved a deficit budget for this year, and are expecting to receive just over £350k in income and to spend just over £400k.

There are reserves which will cover a shortfall this year, but future years look less secure, with the added uncertainty of the impact on giving of the Costessey graft. Dave highlighted that we will need to see an increase in giving from those called to serve at Trinity in order to finance the ongoing planned work.

Dave noted that during this year PCC had voted to de-restrict a gift which had previously been designated for work in the Jenny Lind area, highlighting that the funds were now available for mission work in the whole parish, including the Jenny Lind area. The donor of the gift was content with the change.

This fund will allow us to finance activities during this year but as noted above, funds will need to be secured for the work to continue into future years.

Dave addressed questions which had been submitted in advance:

- 1. A question from Mike Bach: Various properties are used by the Church or its staff during the year (eg main church building, church hall, 26 Trinity Street, Jenny Lind room, Rectory, Curate's house). What are our benefits and responsibilities in relation to these properties and how are they shown in the church accounts?**

Dave reported that Holy Trinity is responsible for maintaining the church building, the church hall and the Jenny Lind room, even though the Diocese own the church building and we lease the Jenny Lind room from the council.

The Rectory and Curate's house are owned by the Diocese and the Diocese is responsible for maintaining them. The church benefits from these two houses in that they provide homes and working space for the Rector and Curate (and also now the Parish Mission Enabler), and are also used for conducting meetings, hosting events and providing hospitality. Sometimes the extent of fabric improvements required to enable this level of church activity in the Rector's and Curate's homes exceeds what is covered by the Diocese's responsibilities, so on occasion the church funds or contributes to additional work.

Dave noted that the church accounts show the Church's overall maintenance costs of these buildings and our equipment, but do not break these costs down by property. However, the church council do budget for and monitor the costs relating to each property separately, and he is happy to share the breakdown with any church member who is interested.

Dave noted that the accounts do itemise the rental costs associated with the lease of the Jenny Lind Room, and they also show the income associated with the hiring out of our properties.

26 Trinity Street is dealt with separately in the accounts as it is deemed to be an investment property. We rent this out and the rental income and the costs incurred in maintaining the property are both shown in the accounts, as is its value as an asset.

No other questions had been received, and Dave invited people to contact him with any questions that arise after the meeting or with any questions about giving.

Richard thanked Dave for his work as Treasurer and his presentation

### **PCC Report**

The PCC report had been circulated in advance of the meeting and copies were available at the meeting.

A number of questions had been received in advance of the meeting

- 1. A question from Mike Bach: In the months before lockdown a decision was taken to move the church bins so that they now clutter up the access way to the church wheeled entrance. Can the church bins be returned to the Church bin area, and the Rectory waste bins (which are currently sited on the church property) again be stored on the Rectory property?"**

Paul Henery, Church Warden responded that the decision to move the church bins to their new position was taken before he became a church warden, but it seemed to him to be a very sensible and practical one. He noted that they do not, in any way, hinder the entrance to, or exit from, the church for those with disabilities or other access issues. Furthermore, they are now positioned much closer to Trinity Street and to the church kitchen and meeting place, making it much easier for staff, volunteers and for those who collect the rubbish along Trinity Street itself. There are no current plans to change the position of these bins, or of those used privately by Richard and Carole.

- 2. A question from Mike Bach: The appointment of a member of the Rector's family to a paid post occurred in October and this has been challenging for some members of the congregation. What do the Rector and Churchwardens consider to be the main downsides from having a member of the Rector's family employed by the church, and what actions (if any) can be adopted to mitigate these?**

Bill responded to this question, saying that in his opinion there were no downsides to the appointment of Carole as Parish Mission Enabler, and we should be encouraged by her ministry so far which has resulted in regular door to door visiting of residents in the Parish as well as the start up of a weekly after school club for children in the Jenny Lind Room.

Phil added that it is not uncommon in the secular workplace to have married people or people in a long term relationship working in the same team or in a management position over each other. This simply has to be managed appropriately with other senior people (in our case the Wardens) providing line management support whereas the day-to-day operational decisions are overseen by the spouse.

He also emphasised the fact that Carole had been appointed in a sound and transparent manner which did not involve Richard. He had spoken to at least one of the interviewers who was happy for him to make it clear that they were in no doubt that Carole was a strong candidate for the role and could fully meet the requirements of the job.

- 3. A question from Mike Bach. Until a few years ago a noticeboard in the Meeting Place had a picture of the current PCC members and their names. This was helpful for being able to raise matters of concern with them. Can the photo and names of current PCC members, who are the Trustees of the church, be again displayed prominently somewhere in the Meeting Place?"**

Paul Henery, Warden, responded that at the most recent Standing Committee it was agreed that, following the elections for new PPC and Warden roles, the noticeboard would be reinstated so that members of the congregation can easily identify both the wardens and current PCC members, all of whom wish to be able to listen and respond to members of the congregation at any time.

- 4. A question from Mike Bach: The February 2022 job description for the Parish Mission Enabler role included three directly relevant responsibilities. However, it also included as Responsibility number 4 the requirement "Assist the Rector in the ministry area relating to students", which appears to me to relate to a completely distinct role. What was the background to this additional remit – who proposed it to be included as part of the mission enabler role and why was it considered to be relevant to the parish mission enabler role?**

Bill Myall, former Church Warden, responded that both he and Paul are very pleased and greatly encouraged by the outreach into the Parish since Carole was appointed to the Post of Parish Mission Enabler. They have seen the development of door to door visiting; the greater use of the Jenny Lind Room for evangelism; contacts with children through the After School Club; together with several one off events, including the Carol Service with a hog roast, and a visit to the Theatre for children to see The Lion the Witch and the Wardrobe; all of which are supported regularly at a dedicated prayer meeting every other Monday.

Bill noted that we really are blessed with a dedicated and very hard-working Rector and his wife, both of whom have a passion to see people in our Parish come to a living faith in Jesus, for which we praise our Heavenly Father.

The ministry to students was included in this role at the suggestion of the then Church Wardens (Andy and Bill), who considered this to be a most important ministry within our Church life. Bill mentioned how wonderful it is to witness many young people coming to, and maturing in, faith in Christ. Because of the student population in the Parish it was considered desirable to include this ministry in the role of the Parish Mission Enabler.

In addition, Phil Courtier, warden noted the potential underlying issue behind questions about the Rector's wife being appointed to this role. Phil brought insight from a previous unsuccessful recruitment to a very similar role prior to Richard and Carole's arrival at Holy Trinity, noting that there is a dearth of candidates for these types of roles, and that the current role is for less hours and less remuneration than the previous recruitment.

He noted that the Rector's wife had been recruited through a transparent, open and independent process in which Richard was not involved. He also highlighted that the Wardens will continue to

treat this role in an exceptional manner due to the fact that Carole fills the post, and whilst Richard will manage the operational aspects, it is the Wardens who will be responsible for other management duties such as appraisals, etc. This is not an uncommon situation in workplaces and we are following established approaches to manage it well.

Phil highlighted that it would be unwise for the Church to be in a position where giving could be seen to be being used as a type of leverage to communicate dissatisfaction with individuals or decisions, and reminded us that we are called to be generous and grateful givers. He also reminded Church members that The Wardens welcome conversations with people who have concerns.

- 5. A question from Mike Bach: The up-front notice for this meeting focused on the celebration aspects and a proposed brevity of approximately 30 minutes. There was no invitation for active participation by the church membership. I had to search into an online agenda to confirm that questions would be accepted, albeit they had to be given in writing and by a set date. Will the Rector and Churchwardens please commit that for future meetings they will make a clear invitation for questions in writing prior to the church annual meeting and also that they will make it clear that there will also be an opportunity to raise verbal questions during the meeting?**

Richard responded to this question, noting that the agenda specifically included an invitation to submit questions in advance or at the meeting, noting that if questions can be submitted in advance it is easier to provide a full response.

Richard invited any additional questions from those present.

- 1. A question from Mike Hulme: Reflecting on a previous question, Mike encouraged the Wardens to take a wider view of how Church staff members are line managed, recognising that the PCC members are Trustees of the organisation. He suggested a review of how it is working and how it might be improved.**

Richard, Phil Courtier and Paul Henery responded to say that the staff team are important and valued, they are happy to have further conversations and to review the arrangements. They want Holy Trinity to be a really good employer.

- 2. A question from Kevin Barber: The leaflet inviting local people to pay to come to the Jubilee event was misjudged and could put people off and make them feel angry.**

Richard responded that while we had made a hardship fund available so tickets could be given for free, checked with families with children in the after-school club and made it known in the community that there were free tickets if needed, it is a well-made point that we need to make sure there are no barriers to our welcome, and will take this feedback into account in planning future events.

- 3. A question from Jo Courtier – Has there been an evaluation to see that the very high spend on books (£7.5k last year from the PCC report) has had a positive impact, noting that not all of the communities we serve are readers.**

Richard and Dave responded that about £1.5k of this spend is on books that are then sold on the bookstall and there is an income stream to offset the spend. The remainder is evangelistic books given out at events, books for small group leaders and for those preparing for teaching and leading. However it is a large amount and they are happy to review this area of spend.

- 4. A question from Cornelius Harding –Would Richard comment further on the previous two questions which speak to how the Church considers and consults in relation to people who don't read regularly and don't have money to spend. The answers seem to be that the Church has heard the points, but what action will be taken.**

Richard noted that we really do want to make it easy for all to come, we don't always get it right, but we will take these important points into account.

**5. Reappointment of Accountants and Independent Examiners**

Richard proposed that the firm of Ashton Shaw was reappointed as Independent Examiners. As there were no dissenting views, this was agreed.

**6. Approval of Minutes of APCM 2021**

Minutes of the 5 May 2021 were accepted and would be signed after the meeting as an accurate record.

**7. Appointment of Stewards and Welcomers**

Richard shared the names of all those who are stewards and welcomers, and the encouragement of the mix of morning and evening people and of different experiences that the list reflected.

It was noted that Margaret Spokes should be Moira Spokes

As there were no dissenting views the list was approved, and Richard expressed his thanks to those who serve in this key ministry, the ministry of first impressions.

**New Members since APCM 2021**

Richard reported that the Electoral Roll total was 241. Since the last APCM (5 May 2021) 18 new people had joined and 25 had left; an overall net decrease of 7 people.

Paul named those people who had joined the roll since the last APCM, and then prayed for them.

**Expressions of thanks**

**Richard thanked everyone for coming to this meeting and to the whole Church family.**

Richard went on to express particular thanks to:

- Those who volunteer
- The staff team and also those who have stepped down in the last twelve months
- PCC
- David Fairbourn, who has taken over as Safeguarding Officer this year
- Church Wardens
- Carole James

Finally, Bill expressed thanks on behalf of the Church to all the staff, and to Richard and Carole and James and Anna, for the love they show to the Church family, for their passion for the Gospel and their servant hearted mission, and to Richard for his leadership of the Church.

Bill named and prayed for each member of the staff team.

**Richard concluded the meeting by leading the Grace as a closing prayer**

**Date of Next APCM**

To be advised.