

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2018**

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The Financial Statements of the Parochial Church Council for 2018 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 2018

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

Officers:

Mr Dave Appleton Treasurer

Mrs Janet Worthington Secretary

Elected:

Mrs Sandra Isaac Churchwarden, Deanery Synod

Mr Lewis Jarrett Churchwarden (from April 2018), elected member
(term expired at APCM 2018)

Mr Mike Bach Churchwarden (until April 2018)

Mr Jason Wilson Deanery Synod – elected at APCM 2017

Mr Nigel Parfitt Lay Reader – re-elected May 2018

Mr Phil Courtier Elected at APCM 2016

Mr Peter Gosling Elected at APCM 2016

Mr Alex Russell Elected at APCM 2016

Mr Dave Appleton Re-elected at APCM 2017

Mr Andy Gray Elected at APCM 2017

Mrs Gill Hulme Elected at APCM 2017

Ms Alison Vinall Re-elected at APCM 2017

Mrs Barbara Drake Elected at APCM 2018

Mr Simon Elphick Elected at APCM 2018

Mrs Catherine Spokes Elected at APCM 2018

Dr Richard Beach Resigned at APCM 2018

Mrs Gill Malcolm Deanery Synod – term expired at APCM 2018

Mrs Rebecca Moreland Term expired at APCM 2018

Mr Adam Moore Resigned Feb 2018

Electoral Roll

Membership at APCM April 2018: 231.

This represents a net increase of 10 since April 2017. The Roll was re-created from scratch in 2013 and will be re-created from scratch again in 2019.

Average Sunday Attendance (Adults)

Service	Average attendance in October 2018 (adults)	Average attendance in 2018 (full year: adults)	Average attendance in October 2017 (adults)
9.30 am	150*	148* (plus 25 under 16s)	168
11.15 am	32	30	22
6.30 pm	58	60	68

*including 10 children's/youth leaders

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).

During March 2018 the PCC agreed and launched a new vision to "Refresh our Welcome", "Raise and Resource Discipleship" and "Release the Gospel across our Community and City".

Review of progress and achievements

Our vision

In support of our new vision, during the year the PCC has:

- Encouraged the provision of the termly Welcome Course which has seen nearly 30 new members attend
- Supported the whole adult church undertaking the Everybody Welcome course and beginning to implement key actions arising from it
- Supported the recruitment of staff to encourage and undertake discipling ministry as part of our vision, including appointing James Pinto as Curate, appointing Issy Bennett as Ministry Assistant to succeed Rosamund O'Donnell, and identifying the need for a Youth Minister to support discipling among young people aged 0-18 (especially 11-18s) and their leaders, and a Children's Worker to support work amongst 0-10s
- Encouraged membership of small groups, a modest increase in number of groups, and noted the good attendance at Prayer Focus. Noted a need for more groups and leaders.
- Supported the promotion of a "book of the term" in each season as resources for personal discipling and equipping for evangelism
- Discussed the need for a new culture of personal evangelism, and to this end supported the launch of an initiative for us all to "pray for 5" contacts, friends or family to come to Christ
- Noted the key role of the new Discover Course in 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 parish and other guests to services, and been encouraged by the numbers of guests attending and the high standard of worship and gospel presentation
- Supported the August Holiday Club in reaching out to local children
- Appointed a group to report on the potential vision and plan to take over and develop the work at the Jenny Lind project currently managed by a group of volunteers
- Affirmed the adoption and support of work discipling refugees as a ministry of the church
- Welcomed the Riding Lights Christian drama group to give an evening presentation "Gospel Street" which was attended by nearly 250 people including many guests

Our staff

During the year the PCC has:

- Appointed James Pinto as curate from June 2019

- Employed Rosamund O'Donnell until August as Ministry Assistant working especially with students and Pathfinders, and training one day a week. Issy Bennett was appointed from July to succeed her in a similar role, but we were not able to recruit a second Ministry Assistant
- Appointed Margarete Cuffley as full-time Church Manager from September
- Appointed Dave Appleton as part-time Administrator, in part a continuation of his previous administrative role shared with Margarete Cuffley
- Reviewed the Caretaker and buildings maintenance roles following the departure of Sarah Sellers in November and began the process of recruiting a new person or persons
- Decided to defer review of a paid music director role following the departure of Mike Hill as part-time Music Associate in August
- With professional advice, reviewed and updated the pay, contracts and employment policies for all employed staff

Finance

During the year the PCC has:

- Monitored our cash flow, income and expenditure regularly through the year.
- Approved the financial statements for 2017.
- Considered and agreed the budget for 2018.
- Held a Commitment Sunday to invite and inspire giving in support of our fresh vision.
- Prayerfully considered the allocation of an unusual one-off gift of £100,000 and decided that it should be set aside largely to employ a new person to oversee outreach to the parish, especially the Jenny Lind area, with a smaller proportion set aside for theological training of Ministry Assistants and Children's/Youth workers
- Reviewed and refined the PCC's policies for its financial reserves.

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 Action Group, Administration and Finance Action Group and continued to seek to set up a Mission Action Group to support mission partners and other gospel work nationally or internationally. Each group, comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Considered the new data protection rules which came into effect in May 2018.

- Given time to pray about and consider our strategic direction.
- Begun reading and discussing the book “The Trellis and the Vine” and the related “The Vine Project”. These help churches shape their life and priorities around the gospel work and spiritual training of members.

Vision for 2019

We aim to continue our vision to make disciples who make disciples, based upon the Great Commission of Matthew 28:16-20. To that end we continue to focus upon three priorities with a small number of key goals within each:

Refresh our welcome

- Continue to improve our Sunday welcome
- Develop relationships across backgrounds, ages & cultures
- Improve lighting and seating in church building

Raise and resource disciples

- Encourage each of us to read the Bible and pray with someone 1:1
- Grow more Small Groups through training more leaders
- Increase our delight in and devotion to prayer through teaching and training
- Support discipleship among 0-18s & students by appointing a Youth Minister, Children’s Worker & Curate

Release the gospel across community and city

- Build confidence in personal evangelism by prayer, practice and providing resources
- Invite friends to ‘Discover’ and other gospel events
- Reach the Jenny Lind park area with a new gospel vision, project leader and team
- Ensure that each of our ministries is seeking to share the gospel

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 to the church newsletter. Approved minutes are available to view in church.

PCC is grateful to our secretary Janet Worthington and our treasurer Dave Appleton for all the work they do to make much of the above possible.

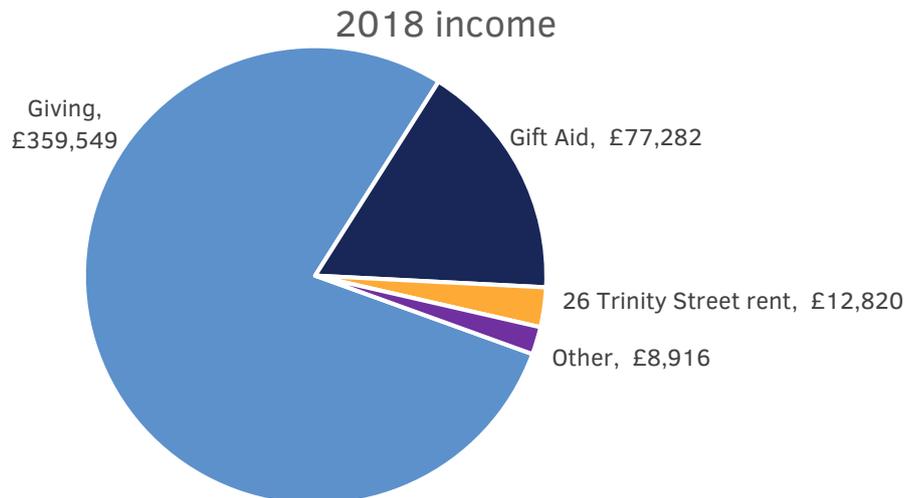
Financial Review

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 2018

The majority of the church's income (95%) 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 £458,566, the breakdown of which is shown in the following pie-chart:

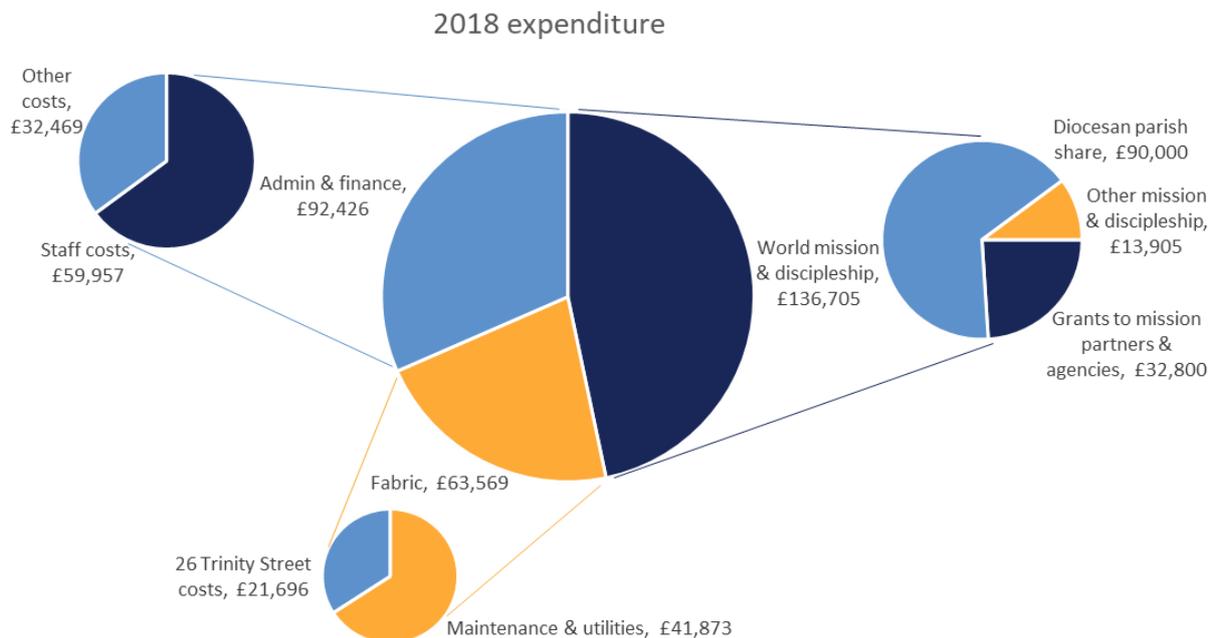


As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. Giving totalled £359,549 for the year and this represented a 70% increase compared to 2017. The majority of this increase comprised one-off gifts including a single gift of £100,000; regular giving increased from about £210,000 to about £230,000. In line with the increase in giving, Gift Aid went up by £34,085 (much of this relating to one-off gifts).

Other income was much reduced compared to 2017 but most of this reduction is explained by the closure of pre-school, as pre-school income in 2017 had been nearly £34,000. Other income remained relatively stable, a slight decrease of just over £1000.

Expenditure in 2018

The church's expenditure was £292,700, almost the same as in 2017. This expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:



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 when we have one). Both have their stipends paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also own the Rectory, the Curate's house and the church building itself. The Parish Share also supports mission and evangelism across the wider diocese. In 2018 the PCC paid £90,000 for the year, the amount set by the diocese at the start of the year (the same as in 2017).

The level of spend in 2018 was considerably lower than had been budgeted at the start of the year. This was primarily because the PCC budgeted for a new Youth and Children's Worker, but were unable to fill this vacancy during the year.

Funds and Reserves

The church has the following restricted funds (that is, funds that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991) and a fund for mission in the north-east of the parish (£798).

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. Early in 2019 a local agency informally estimated its value to be in the region of £430,000 to £450,000, based on recent sale value of nearby properties and their knowledge of this property. With this in mind members of the PCC approved a revised valuation of this property of £430,000, an increase of £135,000 over its previous valuation.

At the end of 2018, the church had unrestricted funds of £712,878 of which £430,000 was attributed to 26 Trinity Street. Other unrestricted funds included a Jenny Lind project fund (£107,655), a fabric fund (£100,000), a training fund (£18,000) and tangible fixed assets reserve (essentially property that could be sold to release finances) of £11,460. The Jenny Lind project fund was created in 2018 to cover the cost of someone to oversee outreach in the Jenny Lind area for three years and other costs involved in the church taking a more active role in this work, and this fund incorporates the former mission fund (£7655). The fabric fund is intended to cover the cost of a number of planned maintenance projects and the training fund is set aside to cover the cost of training of a children's worker.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. In 2018 the PCC reviewed and revised its Reserves Policy to the following:

'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 2018 amounts to £88,186;

Delaying paying three months' Parish Share would temporarily free up £22,500;

PCC no longer holds a Buildings Fund, previously held at £20,000, so any major fluctuations in buildings expenditure may have to be absorbed by our general reserves.

In addition to its reserves, the PCC holds a Mission Fund arising from a legacy received in August 2011 and designated by PCC in 2013 to be spent on mission activity.

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

At the start of 2018 our General Reserves were higher than set out in the policy, and as income in 2018 exceeded expectations and expenditure was lower than planned, the total unrestricted funds were much higher at the end of 2018. As described above, the PCC moved a total of £228,000 from General Reserves to new designated funds in 2018. Consequently, at the end of 2018 our General Reserves stood at £45,763, which is lower than the amount set out in the above Reserves Policy.

Outlook for 2019 and beyond

Regular giving went up in 2018 (having fallen in each of the previous four years) but expenditure is also rising. Not only are normal costs rising with inflation, but we are expecting some significant additional costs. We are hoping to take a more active role in the work around the Jenny Lind area of the parish and to this end we took over the lease of the Old Post Office, the base for this work, early in 2019. We are also still hoping to recruit a youth minister, a children's worker, a second ministry assistant, and if funds allow, someone to oversee our music ministry. The cost of these appointments will not be met by the increase in regular giving that we have seen so far.

The PCC has budgeted to spend over £450,000 in 2019. If giving levels remain the same we should just be able to afford this. However, the 2019 budget does not include full year salaries for new staff we hope to recruit during the year, so assuming we are successful in appointing these staff, the costs will rise by at least a further £56,000 in 2020. Moreover, the extent of one-off gifts in 2018 was exceptional and we cannot rely on repeats of these in future years.

We are therefore seeking further increases in regular giving in 2019, in order to be able to continue resourcing our vision into 2020 and beyond.

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.

Financial

At the end of 2018, the PCC's free reserves had fallen to £45,763, below its Reserves Policy (see above). However there are designated funds totaling £225,655 which, although set aside for particular purposes, are not legally restricted.

A five-yearly maintenance inspection report in 2017 has identified a number of items of maintenance and repairs on the church building that will be required over the coming years.

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. It is aware of a number of health and safety issues that need to be resolved, and is taking steps to address these.

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, Norfolk.

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

Approved by The Parochial Church Council on 1st April 2019 and signed on its behalf by:



Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2018

The Church

The church is Victorian and dates from 1859-61 to the design of William Smith of London to serve the housing developments then being proposed on the outskirts of South Heigham. It is a Grade II listed building which is owned by the Diocese but occupied by the PCC, who are responsible for its care and maintenance.

The 5-yearly professional inspection of the church building (Quinquennial Review) was most recently undertaken in July 2017. In summary this noted that the property is well cared for and maintained and the shrubs and trees within the churchyard kept well-trimmed. The report recommended various works costing approximately £20,000 per year over the next four years (2018 – 2021), in addition to routine maintenance works. Some residual work originally identified for 2018, together with that planned for 2019, has been included within the PCC budget for 2019.

Meanwhile during 2018 we have undertaken various projects of reactive work, including:

- Structural support to the boiler room roof - girder under the car park.
- Work to the car park and borders
- Re-surfacing the north drive to the church (the driveway between the Rectory and the church building).

Throughout the year there are small items of work that crop up and need tackling, so it is not an exact science knowing how much to budget for repairs and maintenance, albeit much of the on-going repair work is carried out in-house. This is a good place to say a huge 'Thank you' to Sarah Sellers, our former Caretaker, and to Nic Carver and Nathaniel Smith who took over the property management work during 2018. We also acknowledge the assistance provided by Lewis Jarrett, Andy Sexton, the "Friday A team", and others.

The Church Hall, Cambridge Street

The church hall was most recently renovated in 2014, providing an accessible fire exit, emergency signage, large walk-in lockable storage cupboards, new children's toilet area and baby changing facilities. During that renovation we identified that Japanese Knotweed had taken root near the fire exit at the back of the hall. This is an invasive plant, and we successfully completed the eradication programme during 2018.

Routine maintenance work undertaken to the hall during 2018 included:

- Repairs and polish of the floor to the main hall
- Modernisation of the electrics for the main lighting.

We have recently asked Nic Carver and Nigel Chapman to prepare a report on the condition of the church hall, including various matter identified by Carole Crouch for

attention. We have budgeted £12,500 towards this work for 2019 (including refurbishment of the kitchen) and a further £10,000 for 2020 (including replacement of the old boilers).

26 Trinity Street

This terraced house has been owned by Holy Trinity for many years. It sits on the left side of the passage that leads through to the church hall. We have space for up to four tenants, intended to provide a good home for church staff or for members of Holy Trinity and which also provides a useful income stream that helps fund the church activities.

During 2018 we took back in-house the day-to-day management of the tenants and property, and we are grateful to Nigel Chapman for now managing that property for the church. During 2018 we obtained a report on the state of this property and undertook a programme of works to renovate the downstairs reception rooms, the kitchen and shower room. The next task is to redecorate the hallway, stairs and landing, and we are likely to commence this in spring 2019.

Fabric Group

The Fabric Group was established by the PCC during 2017 to coordinate and lead the maintenance and development of our properties. This comprises one of the Churchwardens, the caretaker and 2-3 others, at least one of whom should be a member of the PCC. The Rector is a standing member.

The Fabric Group currently comprises Mike Bach (Chair), Nic Carver (Maintenance Worker), Lewis Jarrett (Churchwarden) and Carole James, Nathaniel Smith (Caretaker).

Mike Bach

24 March 2019

South Deanery Synod Report for 2018

This group exists as part of the structure of the Church of England to help the churches in South Norwich get to know and support each other.

In October the meeting was given over for prayer with various stations set out. Sandra Isaac and Jason Wilson provided the opportunity to pray specifically for the needs of the churches represented.

At the following meeting in February we were able to celebrate one answer to prayer with the appointment of Edward Land as the new vicar at St Helens Costessey. At the February meeting we heard the exciting news of a Strategic Development Funding bid to the Church Commissioners. There is a plan for considerable amounts of money to be used for the long-term development of church plants in community buildings (especially high schools) throughout Norfolk. Also in February we discussed the possibilities of our churches working together for the 11s to 18s, to achieve a critical mass in gatherings for this age group. We are looking forward to seeing how all these plans progress – watch this space and pray!

Sandra Isaac

Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting held in the church on Sunday 29th April 2018.

The meeting was incorporated into the Sunday evening service.

VESTRY MEETING

Appointment of Churchwardens (or 'Meeting of Parishioners')

Richard expressed gratitude to Mike Bach and Sandra Isaac for all their hard work as churchwardens during the year. He outlined what the role of churchwarden entailed.

Richard announced that Sandra Isaac was willing to continue to serve as churchwarden but having served for 3 years, Mike Bach was standing down. Mike would be formally thanked at the end of the meeting.

Richard stated that a nomination had been received for Lewis Jarrett to serve as churchwarden and as no other nominations were received, he announced the election of Sandra and Lewis.

Richard then thanked Sandra and Lewis and prayed for them.

ANNUAL PAROCHIAL CHURCH MEETING

PCC Report

The meeting received the PCC Report, Finance Report and Fabric Report.

There was also a Groups Report describing the activities of the groups that made up the church during 2017/18. Richard encouraged the congregation to pray over the document and celebrate the many activities that had taken place.

Minutes of the APCM 27th April 2017 were accepted and signed as an accurate record.

Election of Church Council Members

Richard thanked retiring PCC members Rebecca Moreland, Lewis Jarrett and Gill Malcolm. He announced there were 5 vacancies on the PCC, 4 for 3 years and 1 for 1 year. Nomination had been received for 5 candidates. These were:

- Barbara Drake
- Simon Elphick
- Catherine Spokes
- Gareth Edwards
- Tony Smith

However Gareth Edwards and Tony Smith were not eligible to stand as they had not been on the Electoral Roll for 6 months.

Therefore, Richard thanked Barbara, Simon and Catherine and announced their election for 3 years.

Richard also thanked Gareth and Tony and stated that the PCC would look at ways to appoint Gareth and Tony onto the PCC at a later date if they so wished.

Finance report and questions arising (Dave Appleton)

Dave reminded the congregation of how the finances underpinned the Vision as explained more fully on Giving Sunday. He gave a summary of the response to the financial appeal. He stated that so far there had been promised increases of £43,000 in regular giving and £15,000 in one-off gifts. He thanked the congregation for their generosity and prayerful consideration.

He invited questions regarding the church finances and there were no questions about the accounts.

PCC report and questions arising (Richard James & PCC)

Richard then drew attention to some of the rest of the Annual Report.

He highlighted:

- Growing Sunday attendance
- The growth of Small Groups
- Encouragement from the new Welcome Course
- Encouragement from the Discover Course

He provided this update regarding the staff vacancies:

- Curate - It is clear that we will not find a curate for this summer. We are now looking for someone to start in June 2019.
- Youth Minister/Children's Worker – we will advertise this post again
- Ministry Assistants – we are seeking 2 Ministry Assistants.

Richard then drew attention to the size of the PCC – a body which seems too large for effective governance of the church. He stated that there could be 25 or more members on PCC (12 elected, 2 co-opted, 2 lay readers, 2 clergy, 2 wardens, up to 5 Deanery Synod members). Richard will be talking to the PCC about a possible slimming programme and the PCC recommendation will be brought to the APCM in 2019.

Richard then explained a little more of the 'flavour of strategic thinking at PCC'. He reiterated the Vision to become a community of disciples who make disciples. PCC are currently looking at how disciples are made and our areas of strength and weakness.

Richard then invited general questions from the congregation - and there were none.

Appointment of Welcomers

Richard read out the list of welcomers and stewards on the Welcome Team. He noted that there were 32 welcomers and 18 people who deal with unlocking and security.

The welcomers were appointed by a show of hands.

He thanked Paul Hoey, Adam Moore, and Margaret Patrick for co-ordinating the teams.

Reappointment of Independent Examiners

Also by a show of hands, the firm of Ashton Shaw was reappointed as Independent Examiners.

Proposed: Dave Appleton

Seconded: Richard James

Prayer for new members who have joined since last year

Dave Appleton, the Electoral Roll Officer, reported that the Electoral Roll total was 232. In the last year, 18 people were removed and 29 were added, a net increase of 11 people over the previous year.

Richard read out the names of the 29 who had joined and asked the congregation to pray for them.

Expressions of thanks to, and prayer for, our leaders

Richard expressed particular thanks to:

Warden - Sandra Isaac

Treasurer - Dave Appleton

Chair of PCC Richard Beach

Staff – Margarete Cuffley, Jo Courtier, Dave Appleton, Rosie O'Donnell, Richard Cockaday, Mike Hill, Sarah Sellers, Eugene Ararski.

There followed a 'thank you' and presentation to Mike and Diane Bach and flowers were presented to Diane.

Finally Sandra expressed thanks to Carole James and presented flowers to her.

Date of Next APCM

Sunday 28th April (morning).

Addendum

Annual Safeguarding Report March 2019

This is the Safeguarding report for the twelve months to February 28th 2019.

The Safeguarding Children and Safeguarding Adults policies were updated and approved by the PCC mid 2018. The Church of England has now introduced a new policy that has been completely updated. The changes and additional requirements are currently being implemented.

Subject to the note above regarding implementing the changes, the PCC has complied with the duty to have “due regard” to the House of Bishops’ Safeguarding Policy and Practice Guidance

29 DBS checks, both new and renewal checks, have been undertaken in the year to February 28th 2019.

Lay Readers and Authorised Worship Assistants checks and training are the responsibility of the Diocese. Checks and training for anybody with any of these roles are not monitored by the Holy Trinity Safeguarding Officer.

49 people have completed Safeguarding training. 6 children’s group leaders have not completed the training despite one or more requests being issued. A final reminder has been issued. If training is not completed within a reasonable timescale, these people will need to relinquish their role as leaders.

Two children’s group audit leaders and helpers audit were conducted, in September 2018 and February 2019. The audits looked at whether groups had a minimum of two leaders and whether leader ratios were being adhered to. On both occasions the leader ratio was met by appropriately checked leaders.

During the past twelve months I have had four possible issues of Safeguarding concerns raised with me by Holy Trinity people, including one from Holiday Club. One of these, not the Holiday Club issue, necessitated contacting the Diocesan Safeguarding Officer for advice and confirmation that actions taken were sufficient. No further action was then required.

Andy Gray

Safeguarding Officer

28.02.2019