

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2024**

Contents

Annual Report of the Parochial Church Council for 2023	2
PCC Membership	2
Electoral Roll	3
Average Sunday attendance	3
Public Benefit Aims of the PCC	3
Review of Progress and Achievements	4
Progress towards our vision	4
Our staff	5
Finance	6
Other matters	6
Vision for 2025	6
Communication	7
Finance Review	7
Income in 2024	7
Expenditure in 2024	8
Funds and Reserves	9
Outlook for 2025 and beyond	10
Risk	10
Safeguarding – Child Protection and Vulnerable Adults	10
Financial	11
Legislative	11
Reputational	11
Bankers and Accountants	11
Fabric Report for 2024	12
Safeguarding Report for 2024	13
Norwich South Deanery Synod Report for 2024	14
APCM 2024	15
Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting held on Sunday 28 th April 2024	15

The Financial Statements of the Parochial Church Council for 2024 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 2023

PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM, three each year for a three-year term) 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 Alastair Gledhill	Curate

Officers:

Mr Dwayne Royall	Treasurer from APCM 2023
Mrs Gill Hulme	Secretary from APCM 2023

Elected:

Mr Paul Henery	Churchwarden Elected APCM 2024
Mr Phil Courtier	Churchwarden Elected APCM 2024
Mr Nigel Parfitt	Lay Reader Elected May 2024
Mr Tom Gray	Re-elected at APCM 2024
Dr Tony Smith	Re-elected at APCM 2024
Mr James Stubbs	Elected at APCM 2024
Miss Margie Jowett	Re-elected at APCM 2023
Mr Noah Marsh	Elected at APCM 2023
Mr Matt Stevenson	Elected at APCM 2023
Mrs Nicky Russell	Elected at APCM 2022
Miss Alex Hillman	Elected at APCM 2022
Mrs Caroline Verdon-Smith	Elected at APCM 2022
Mr Jason Wilson	Deanery Synod – re-elected at APCM 2023
Mr Peter Bussey	Deanery Synod – elected July 2023

Electoral Roll

Membership at APCM April 2024: 247. This represented an increase by 16 in number since APCM 2023. The Roll is renewed every six years “from scratch” according to Church of England rules, and this will take place in 2025.

Average Sunday Attendance

Service	Average attendance in October 2024 (adults)	Usual Sunday attendance over 2024 (adults)	Average attendance in October 2023 (adults)
10.00 am	158*	160*	153*
6.30 pm	80	80	80

*counts adjusted to include estimated 10 children's/youth leaders omitted from the register counts

The above figures do not include under 16s, of whom an average of 30 attended each Sunday at 10am, and 2 at 6.30pm, during 2024.

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 2024 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

Our vision is to obey the great commission to “go and make disciples” in the setting in which God has placed us (Matthew 28:18-20). To that end we aim to reinforce our welcome, raise disciples and reach our community, city and world.

During the year 2024 the PCC has:

1. 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
2. Continued to review of our finances in light of income being behind expenditure, continuing certain cost-saving measures
3. Recognised the value of small groups for encouraging and pastoring members of the church
4. 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, including 2 Samuel, sections of Mark’s and Luke’s gospels, Psalms, the story of Jacob (Genesis 25-35), and a topical series on Stewardship, some of these with small group teaching alongside
5. Reviewed our outreach to our parish and supported the work of a team undertaking door-to-door visiting, our young and growing afterschool and recently-launched youth club, and a fortnightly Parish Outreach Prayer Meeting
6. Supported the organising of a summer Holiday Club attended by approximately 70 children of primary school age, and with each year a growing proportion of children from our local community
7. Continued to seek to ensure that pastoral care is given to those made isolated or troubled by long-term sickness or frailty, bereavement, loss and diminished mental health, including supporting a men’s bereavement group and an initial pastoral support course (for which further follow up is planned)
8. In order to encourage and equip both men and women as future service leaders, Bible teachers or preachers, identified a number of individuals with potential in these areas, and offered training and development opportunities with experience of both leading services and Bible teaching or speaking in a range of settings
9. Maintained a “hardship fund” to support individuals and families in need including those seeking asylum in this country
10. Held a successful Leaders Day in September led by former curate Steve James, providing encouragement and training for those who serve or who teach the Bible in many roles at Holy Trinity
11. Held two successful “Church Lunches” and encouraged a culture of hospitality across the church community
12. Continued to encourage all to attend Prayer Focus monthly alongside our other opportunities to pray together on Sundays and midweek

13. Hosted a “world mission weekend” in October contributed to by our various mission partners and with guest speaker Keith Walker; this is in addition to our monthly world mission prayer meetings and praying for one of our mission partners at each Prayer Focus
14. Continued to oversee our Holy Trinity YouTube Channel which carries our online services beneficial to those exploring faith and church, the housebound and others unable to attend in person
15. Supported visits and the delivery of pastoral gifts and cards at Easter and Christmas to all members who are isolated or facing especial losses or trials for any reason
16. Supported consultation with other Anglican and evangelical churches on topics such as human sexuality, and hosted the annual Norfolk Gospel Partnership conference for women, and a Diocesan Evangelical Fellowship conference celebrating and rediscovering the love of Christ
17. Continued to seek to be informed and in dialogue with our bishops on sexuality and marriage in light of the wider discussions ongoing in the Church of England and in order to uphold a Biblical view of human sexuality
18. Supported the promotion of a recommended Lent or Advent book as resources for personal discipleship
19. Hosted and facilitated the Crosslands Bible training course
20. Continued the vision for making disciples through 1:1 Bible reading and committed to leading by example in this and in personal evangelism
21. Offered the 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
22. 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 in person
23. Continued to support Bignold School during their frequent changes of Headteacher, welcoming classes to church visits and for their Christmas celebration, and offering to lead assemblies, Open The Book or lessons in the school
24. Continued to support work discipling asylum seekers and other internationals as a ministry of the church
25. Supported and promoted ministries with local outreach such as Community Lunch, Noah’s Boat, Art and Craft Group, Tea, Chat and Praise, and also a weekly Wednesday Lunch during the winter months
26. In support of our vision to reach the city for Christ we continue to pray for ministry partners: James Pinto and the ministry at St Helens and St Edmunds Costessey, along with those we sent in 2022 to help revitalise the ministry there; and Margaret Gray, whom we sent in 2021 to be Pastoral Minister at Christ Church, New Catton

Our staff

During the year the PCC has:

- Continued to employ Lucy Cross and Gareth Evans as Youth and Children's Workers, Rosalyn Anderson as Administrator, Carole James as part-time Parish Mission Enabler, Loretta Choy as part-time Finance and Assistant Administrator, Gabi Elwell as Ministry Assistant, and Richard Cockaday as part-time Organist
- Continued to review and update the pay, contracts and employment policies for all employed staff

Finance

During the year 2024 the PCC:

- Monitored our cash flow, income and expenditure regularly through the year.
- Managed the payment of mission grants, day to day expenditure and unique activities and their cost and where relevant, cash collection.
- Performed a full cash audit of all unbanked liquid assets.
- Considered the budget for 2025.

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 2025

Our PCC launched our new vision for 2025-2030 early this year:

"We follow Jesus with joy, serve Him with love and make Him known with confidence."

Our five-year priorities include the following:

Follow Jesus with joy by making every effort by grace to help one another grow in godliness and knowledge of Him. This will include three different contexts: Sunday services, midweek groups and personal discipleship.

Serve one another by enabling every member regardless of age, culture or nationality to play their part using their time, God-given gifts and financial resources to further the gospel

among us. This will include highlighting opportunities for service, developing our leadership training and our pastoral support, developing our church kitchen for purposes of hospitality, and encouraging giving by members to fund our mission.

Reach our city by promoting our parish visiting and other local outreach, extending use of our buildings for these purposes, equipping us all to live and speak for Christ in daily life, and supporting the revitalisation of churches across Norwich

Send gospel workers into the world by highlighting the privilege of partnership with mission and ministry partners in their contexts and the call of God to some of us to “go and make disciples” across our nation and our world

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 thankful for our Secretary Gill Hulme and our Treasurer Dwayne Royall for all the work they do to make much of the above possible. Also for Phil Courtier (Churchwarden and Vice Chair of PCC) and Paul Henery (Churchwarden) collaborating with Richard in the leadership of the church, support of staff, and stewardship of our resources.

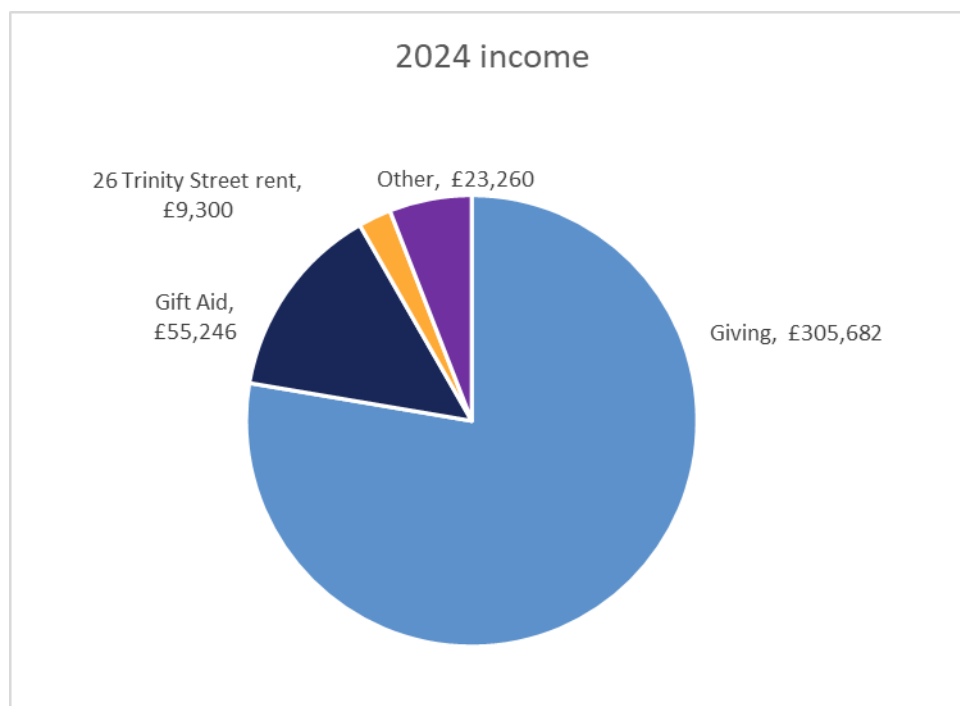
Financial Review

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 2024

Most of the church's income (93%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised rental of 26 Trinity Street and other sundry income. The total income for the year was £393,488, the breakdown of which is shown in the following pie-chart:



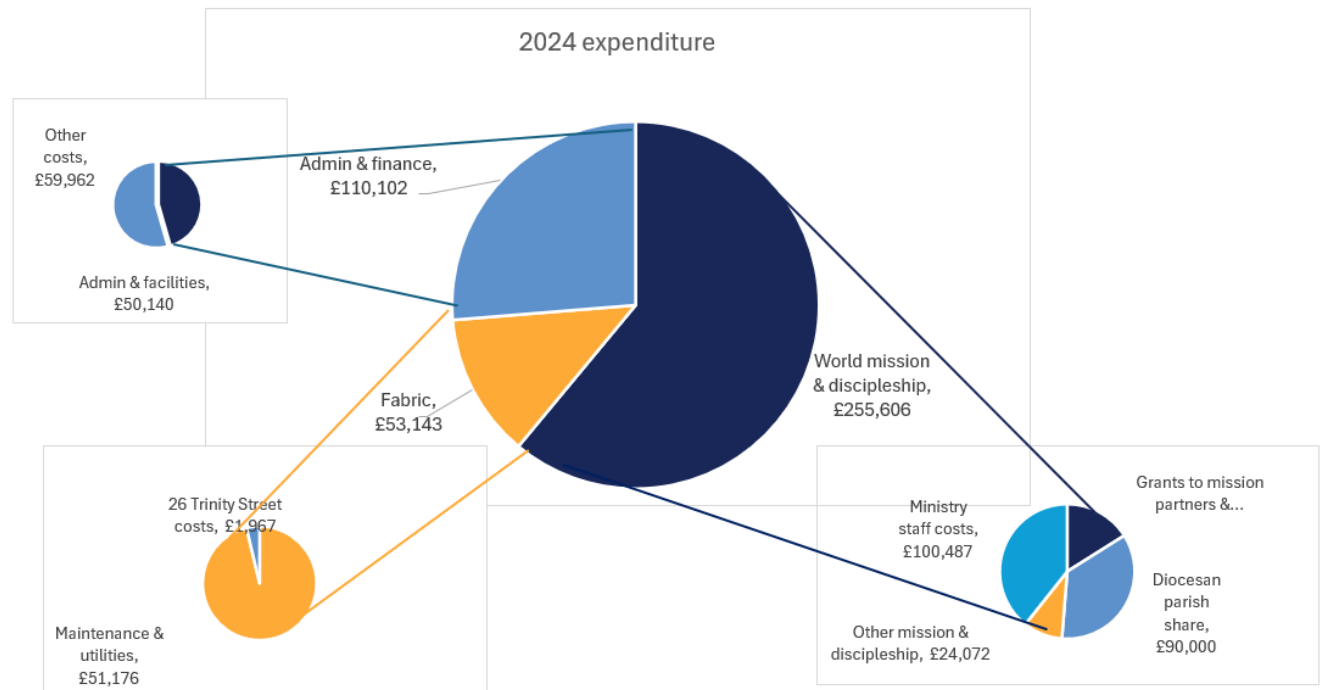
As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. Giving increased marginally in 2024 by .3%.

The main driver for the increase in overall income in 2024 was the full occupation through the year of 26 Trinity Street.

Expenditure in 2024

The church's expenditure was £418,851, a 1.8% decrease compared to 2023 (£426,772). This decrease largely reflects a reduced spend on building fabric.

The church's 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. Both have their stipends and on-costs 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 2024 the PCC paid £90,000 for the year; the amount set by the diocese at the start of the year.

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). We are required to revalue this property every few years.

At the end of 2024, the church had unrestricted funds of £644,537 including the £512,500 attributed to 26 Trinity Street. Other funds include a deposit fund of £10,827 and tangible fixed assets of £25,830. This is a downward movement from 2023 in our available funds.

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 (£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 2024 our general reserves stood at £106,207, this is above our reserves policy and is in line with our forecasted financial performance through the final two quarters of 2024.

The PCC will need to review the reserve policy again this year in line with current financial performance. This is expected in the 3rd quarter of 2025.

Outlook for 2025 and beyond

The PCC have approved a budget for 2025 which is balanced. This follows several years of managed deficit expenditure. Many of the cost challenges have yet to be implemented so we anticipate the first two quarters to perform poorly against budget with improvement through the year.

Last year the cleaning contract has been outsourced, but this year we propose to take this function back in house to realise savings. This process is currently being explored, in the meantime our PCC has agreed to reduce the contracted cleaning hours as part of the reduction in overall expenditure..

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. Two additional DBS recruiters continue to check DBS certification for those seeking to work within church, including those wishing to work with children. A full safeguarding report appears later in this document.

Financial

In March of 2025 we held a giving appeal which we expect provide an impact in the 2nd quarter of 2025 through the remainder of the year. Our main focus this year will be driving down expenditure and there are a number of initiatives to achieve this. Our cash reserves continue to be above the reserve value stipulated by the PCC governing documents and are expected to continue this trend through 2025.

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 several 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 9th May and signed on its behalf by:



Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2023

The Church building, which is a Grade II listed building, is owned by the Diocese but the PCC are responsible for its care and maintenance.

Main church building: Throughout 2024, several significant actions were undertaken to maintain and improve the church's infrastructure. The leaks in the church roof and displaced tiles were promptly addressed. Additionally, remedial work identified in the quinquennial report was carried out on the roof. To enhance the accessibility and security of the building, locks were refitted on the Rectory side doors.

Church hall: Necessary repairs were made to the front and rear hall doors, and the fire doors were repainted. The lower and upper carpet areas were cleaned by Flawless. It is noted that the front doors of the hall are in poor condition and it is hoped that these can be improved or replaced in the near future.

Jenny Lind Room (leased from Norwich City Council): Repairs were made to the ceiling following a water leak from the property above. The installation of a projector has been discussed but this work has not yet been done.

No. 26 Trinity Street: Some relatively smallscale work was carried out, e.g. some damp patches in the hallway were addressed but otherwise no major works to report.

Health and Safety: An Electrical Installation Condition Report was conducted, and the necessary remedial work was completed. A fire safety inspection was carried out, with most of the required remedial work completed. An asbestos survey was also conducted, and the necessary remedial work was done, with the asbestos register updated accordingly. Procedures for emergency lighting tests, fire extinguishers, and alarm tests were established. The boilers were serviced, including the replacement of a key component of the church boiler. The Health and Safety action plan was updated.

Future Work:

We need to complete the rest of the remedial actions as outlined in the Fire Risk Assessment and carry out regular fire drills once training has taken place.

There has been a discussion regarding the installation of CCTV cameras to deter anti-social behaviour; quotes were obtained, but the works have not been carried out to date.

With regard to cleaning we have entered into a contract with a cleaning company during the last few months rather than have a dedicated member of staff and this has offered a slight saving whilst continuing to ensure an appropriate level of cleanliness.

Looking ahead the Fabric Committee is beginning to explore the possible refurbishment and enlargement of the current church kitchen. Providing well prepared food is a growing part of our welcome to people coming into our church and part of sharing, learning and meeting together but it is evident that the current kitchen is small and impracticable for largescale catering. This will be a potentially expensive project which is only being scoped out at this stage and will require careful consideration in forthcoming months.

Phil Courtier
Churchwarden

Safeguarding Report for 2023

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 the Diocesan online safeguarding training, for those in leadership roles, PCC members and new volunteers, with refresher training required every 3 years. It has previously been agreed by PCC that relevant training must be completed within 3 months of commencing in any role.

DBS checks continue to be carried out for all new volunteers and members of staff and are repeated every 3 years. We continue to use ThirtyOneEight to undertake DBS Checks and their online digital ID checking system to speed the process.

Confidential Declaration Forms continue to be completed by all volunteers every 3 years.

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.

DBS checks, both new and for renewal have been completed this year.

Confidential Declaration forms, either new or updated, have been completed during the year.

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.

Lay Minister and Authorised Worship Assistant 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 possible Safeguarding concerns. 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. I have previously advised the PCC that I will be stepping down from my role at the APCM.

David Fairbourn

Holy Trinity Safeguarding Officer

david.fairbourn@trinitynorwich.org (For my personal safeguarding attention)

safeguarding@trinitynorwich.org

Norwich South Deanery Synod Report for 2024

Deanery Synod is a termly meeting of clergy and lay representatives of eight parishes/churches in south-west Norwich. Our representatives for 2023-2026 are Richard James, Alastair Gledhill, Peter Bussey and Jason Wilson.

This year Deanery Synod had presentations by Michael Newey, Cheju executive of Broadland Housing Association and Hannah Worsley, Norwich food bank to discuss help that could be given. Michael Newey was one of the Bishops Council of Trustees with a remit to address poverty issues. Food bank also made onward referrals to organisations that could provide relevant help and the food distribution process was explained.

In November it was noted that Diocesan Synod had said that we would have the opportunity to discuss the impact of the Prayers of Love and Faith and this had not happened. The following motion was therefore raised: the Deanery Synod asks the Diocesan Synod to consider the ongoing impact off the LLF process on parishes and

deaneries at the earliest opportunity and no later than the March 2025 Diocesan Synod.

The eventual discussion centred on how well we are listening to each other with further discussion in July. There is discrepancy between those who support LLF who do not see the disagreement as serious and those who do not, for whom it is a critical matter of scriptural fidelity .

A new safeguarding model was discussed for the Rural Dean to vote on at General Synod - this kept diocesan management of safeguarding officers whilst introducing national independent oversight and audit.

Youth and Children's work was discussed with many positive events

Immigrant support and a Community Money Advice Project were also discussed.

Jason Wilson

Minutes of the Annual Meeting of Parishioners and Annual Parochial Church Meeting Sunday 28th April 2024 11.30 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 Phil Courtier and Paul Henery for all they have done over the year. Richard announced that nominations had been received for Phil Courtier and Paul Henery to serve further terms as Churchwardens, and as no other nominations were received, he announced their election to serve for 2024/2025. Richard then thanked Paul and Phil for their willingness to serve as Churchwardens. Alastair Gledhill, the curate at Holy Trinity, prayed for Phil and Paul and encouraged the Church to pray for them.

2. Election of Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Barbara Drake (who stepped down a year early) Tom Gray and Tony Smith. He announced there were three vacancies on the PCC, and that the term of appointment was for three years each.

Richard introduced the candidates:

Wanaemi Allison, Thomas Gray, Cornelius Harding, Dwayne Royall, Tony Smith, James Stubbs.

Richard explained the voting system, members of the church electoral roll may vote for up to three candidates. Richard prayed for the candidates and the electoral roll members voted. Voting slips were collected by the church administrator Rosalyn Anderson and the ministry assistant Gabi Elwell, to be counted by them in the church office.

Thomas Gray, Tony Smith and James Stubbs were elected to the PCC for a three-year term each. Richard thanked all who were willing to

stand for the PCC. Phil Courtier prayed for the three newly elected men and the PCC for 2024-2025.

3. “Life through the son” – Vision 2023 - Richard James Rector

Richard looked back and shared what God has been doing during the past year and outlined the vision for the future.

1 John 5:5-12 Faith in the Incarnate Son of God

5 Everyone who believes that Jesus is the Christ is born of God, and everyone who loves the father loves his child as well. 2 This is how we know that we love the children of God: by loving God and carrying out his commands. 3 In fact, this is love for God: to keep his commands. And his commands are not burdensome, 4 for everyone born of God overcomes the world. This is the victory that has overcome the world, even our faith. 5 Who is it that overcomes the world? Only the one who believes that Jesus is the Son of God.

6 This is the one who came by water and blood—Jesus Christ. He did not come by water only, but by water and blood. And it is the Spirit who testifies, because the Spirit is the truth. 7 For there are three that testify: 8 the^[a] Spirit, the water and the blood; and the three are in agreement. 9 We accept human testimony, but God’s testimony is greater because it is the testimony of God, which he has given about his Son. 10 Whoever believes in the Son of God accepts this testimony. Whoever does not believe God has made him out to be a liar, because they have not believed the testimony God has given about his Son. 11 And this is the testimony: God has given us eternal life, and this life is in his Son. 12 Whoever has the Son has life; whoever does not have the Son of God does not have life.

Richard spoke to these verses from 1 John ch5. Whoever has the son has life. There is no greater gift, this life is in His son. It is an intimate picture to connect with God daily, every moment, we have life. It’s a gift we receive, it is a free gift. God chose to pour grace into us, he didn’t have to. John’s teaching always has eternal life shared with us, we have a foretaste of it right now. In v6-10 he wants us to know this assurance through the testimony of the Spirit, Water (baptism) and Blood (Jesus

death on the cross). The way to life is faith in Jesus, the way to faith is the testimony of Jesus. To share Jesus I need to be in him and not lose my first love.

Last year 2023-2024 has been rich – we had the call to come and serve and many people stepped up to serve and give here at Holy Trinity. This call still stands and there is much to do. We give thanks for 2023-2024.

This year the vision changes from serving to sharing the love of Christ. We have three goals for our vision of ‘Life in the Son’.

- 1) Reinforce our welcome 2) Raise Disciples 3) Reach our community, city and world.

Goal 1 – Welcome

Aim- The aim is to be a sticky church.

We Aim To Reinforce Our Welcome To New People:

continuing our useful **welcome courses**

holding regular **Sunday lunch events**: we’ve had two already and a third is planned for a few weeks’ time. These are intended not only for us to mingle and mix but to welcome in members of our local community the parish, introducing them to the life of Christ among us.

Hospitality does not stop at lunch events, and we’d love to see the day that sharing meals at home becomes a normal part of church life for many

Goal 2 – Raise Disciples.

Aim- The aim is to be life enjoying, life giving disciples.

We Aim To Raise Disciples With Assurance Of Life In Christ

by **training new and continuing members of our pastoral support team** to share the life of Christ with those in times of difficulty, the course runs later in the summer.

Also, by **starting new small groups** (one has begun a few weeks ago) so that more can participate

And by **mixing members of our midweek and Sunday groups** – especially members of Noah's Boat and Afterschool clubs with members of Sunday services and groups – and so we're planning events that mix people together and are looking at using the Jenny Lind Room for groups on Sundays, not just midweek.

Goal 3 – Reach our Community, City and World.

Aim – To get the community into the church and the church into the community.

We Aim To Reach Our Community, City And World

by **resourcing outreach events** like the recent Life22 Mothering Sunday, Youth Night and “Follow Me” events, and Easter outreach events and the summer Holiday Club, alongside existing outreach groups such as Hope Explored, Art Group and Community Lunch

We have growing numbers already, partly through flyers and partly afterschool club contacts, and partly door knocking, but **would love to see many more local people** in our church. To that end we're trying a new group in the Jenny Lind Room, Coffee, Cake and Hope, next month, and would love to have another ten people to help with door to door visiting so that we can double the number of streets we are reaching.

We aim to **reach the city too**, and so features from church members in services about **“This Time Tomorrow”** we hope will inspire each of us to be sharing the life of Christ on the frontline at work, with our children, or in our community where Jesus has put us.

Finally, we long to **send out more people sharing the life of Christ with other cultures** in the UK and around the world. We

pray that some here will hear that call. So, we'll continue to feature mission partners on Sundays and at Prayer Focus, and later in the year we're planning a celebration of all who've gone out from Holy Trinity as mission partners or for ordination, and a world mission weekend in October.

4. Finance Report – Dwayne Royall Treasurer

Dwayne opened this segment of the meeting with prayer.

Dwayne expressed thanks to Loretta for her work as the finance officer, Alison for her work with gift aid and Mike for his work with the payroll.

Strategic Direction for 2023

- Focus on growth and expanding our parish mission.
- Fully utilise the resources we are blessed with.
- Dwayne explained that there is budget deficit of £23K for 2023 - 2024.
- After the 2023 APCM the congregation's giving increased.
- Income was up £30K to last year.
- Income also comes from other sources.
- £60K better including interest and giving.
- The parish share is high £90K and this pays for the Rector and the Curate and the balance supports other churches in our Diocese
- The increase in activity equates to an increase in costs e.g the community lunches. We expect costs to grow as we share the gospel.

Challenges

- Utilities costs are 10% - 12% up from last year. We need to budget accordingly.
- Properties, maintenance of the hall, church and rented house comes out of the fabric fund at approximately £18K spent which is £4K higher this year.
- Dwayne presented a spreadsheet showing costs.

First Quarter 2024

- 1st Slide. Measured against the budget set for 2024. Dwayne explained the slide for the 1st quarter. Dwayne explained that as the treasurer our planning was accurate and close to where we needed to be.
- 2nd Slide. Dwayne explained the slide which showed world mission and fabric costs.
- 3rd Slide. This was administration and finance which are expected to carry a deficit of £23K reduced to a £16K deficit.
- 4th Slide. Cash forecast line graph. The green line represents the reserves policy of £60K which is enough to run the church for three months. The deficit is not as sharp as the first quarter as it flattens the decline. It is an encouraging first quarter.
- Dwayne is keeping an eye on the accounts due to the deficit.
- There is a governance process where all expenditure has to be approved by Loretta and the wardens and then the treasurer.
- There is a governance structure, and costs are under review all the time.
- Dwayne will email an update to the congregation mid-year.

Key Points

- Giving is a huge blessing richly provided by the Lord.
- We need faith the Lord will provide.
- Good results in 2023 with an increase in giving.
- We have seen some operational changes with Wardens and Rosalyn outsourcing some domestic services resulting in a saving of £3K this year.

- We will maintain a focus on delivering God's word to the parish, we focus on growth.
- We are still operating a deficit budget.
- Only one ministry assistant limits the staff team.

Looking ahead

- We are blessed in our finances, and we need to trust God and have faith.
- We desire as a church to expand our ministry and mission in this parish through growth in Christ centred activities and outreach.
- We need to grow workers for the harvest.

Questions for Dwayne Royall Treasurer

Q1) Mike Hulme – *“I see that the PCC has agreed a deficit budget of £25,000 for 2024. For how many years can we continue to draw-down our reserves at this rate before we violate the PCC's agreed 'reserves policy'?”*

Dwayne – *“We have to present a balanced budget for 2024-2025. We could go into reserves if we need to balance. I will continue to update the congregation throughout the year”.*

Q2) Mike Bach – Mike asked a question relating to how user friendly the presentation of accounts are.

Dwayne – *“The presentation of accounts is something Mike Bach and I will meet to discuss to make things more user friendly”.*

Paul Henery prayed and thanked God for his provision and the finance team at Holy Trinity.

5. PCC Report – Richard James Rector

Richard introduced the annual report of the PCC for the year ending 31st December 2023.

The PCC report had been circulated in advance of the meeting and copies were available at the meeting. Richard drew attention to many activities Church family members had been involved in.

Questions arising from the PCC report.

A number of questions had been received ahead of the meeting.

Q1) Bill Myall – *“Would you kindly give an outline of the relevant discussion by the PCC on the Prayers of Life and Faith approved for use in Church Services by the General Synod. In particular, has the PCC considered our future relationship within the Church of England bearing in mind the division this has caused within the Anglican Community”?*

Richard James – “The PCC is conscious that offering prayers with same-sex couples is a matter which not all feel the same about and which for some is very personal. Following consultation with the congregation last summer I gave the PCC my view that the introduction of these prayers is however indicative of a serious departure from both the Bible and C of E doctrine of marriage. The prayers imply that we are condoning sexual intimacy outside of marriage, a move that might divide the church in this country and within the worldwide Anglican Communion. Our clergy do not feel it right to use the prayers, and at the proposal of our wardens, in January the PCC voted unanimously in support both of this position and of continuing to work with our bishop to secure future fellowship and participation within our Diocese. Other steps are under consideration, but we await the outcome of General Synod in July before following up. Personally, I believe that it is right for us to both to uphold Scripture and to contend for the gospel within the C of E as long as we can”.

Q2) Mike Bach – *“The headings on the table of average Sunday attendance at page 3 of the annual report indicate the figures relate to adult attendance. However, there is then a footnote that states that the*

relevant figures include under 16s. Can the leadership resolve this apparent inconsistency and also in future ensure the annual report is clear as to which basis any such figures are provided?”

Richard James – “Thank you. The adult figures are averages taken from our registers. This year we took the decision to include an approximate figure for children present in groups on Sunday mornings within the total, since under 16s are such a valued part of our church. The totals for the 2023 counts on page 3 include 30 children in the 10am figures, and so please read “total” in place of “adults” in those two columns. In addition the eagle-eyed will notice that the figure 166 should read 156, the figure for 2022 given in last year’s report, and this did not include under 16s. We will ensure the correct titles appear in future recording both under 16s and adults separately for clarity”.

Q3) Mike Bach – PCC report – Page 21: Questions raised at 2023

APCM. *“Thank you for the response to my question last year. However, I remain concerned at the joint sign-off within the weekly newsletter, as opposed to individual sign-off by either Richard (as Rector) or Carole (as a member of the congregation). Whilst they undeniably work as a strong partnership for the Gospel, I consider that partnership should not be considered to be exclusive but extends to include the input of the Churchwardens, the curate, the rest of the PCC and the wider congregation. The Rector has his ministry, and his spouse has a separate ministry that includes support for the Rector. Can the Rector please confirm for the avoidance of doubt that he does not consider his role to be a component of a joint ministry with his spouse?”*

Richard James – “I hear the question as about what is meant by partnership. The leadership of the church is indeed a partnership with Alastair, churchwardens, staff and PCC. Carole and I have a partnership in marriage. It is quite usual for those couples where one is in public ministry such as ordained ministry to demonstrate their public affection and support jointly for those they serve. This is

expressed by us in a number of ways including messages to the church family on occasion. I can confirm that my ordained ministry role is distinct”.

Q4) Mike Bach - PCC report – Page 23: Approval of the minutes of

APCM 2022. *“At the 2023 APCM the Rector updated the church family on matters arising from the minutes of the previous year This included an assurance that the new PCC would be meeting the next day and a photo displayed in the meeting place so that everyone knows who is on the PCC and can ask them questions as required. Can the leadership please update us on progress on this – a matter I first raised two years ago?”*

Richard James – “A photo of those at one meeting was taken last summer but owing to changes of staff and needing to add the faces of those members not present at the time, there was a delay in actioning this for which we apologise. However the photograph has in fact been on our website since 9th February, and there is now a copy in the Meeting Place”.

Q5) Mike Hulme - *“From time to time, organisations commission external reviews of their strategy, staffing arrangements, finances, operational set-up, and so on, in order to obtain independent perspectives and constructive suggestions to assist the organisations’ forward look. Might such a review, for example from a small, invited team of mature and trusted Christians from outside the parish and/or Norwich, be something that the PCC would consider useful to commission in the future?”*

Richard James – “Thank you. A review of some or all of these areas can indeed be useful. We have useful external input and advice already in place from the Diocese and other organisations in relation to our clergy and staff development mission strategy, finance and building management, and are looking for someone to provide HR advice as our previous person stepped down at Christmas. We will look into what the scope and process of such a review might be, what budget should be allocated to it and who might be commissioned to undertake it. Any suggestions are very welcome”.

Q6) Elphick Small Group – *“Please could the congregation soon have further opportunities to learn more deeply about the issues raised by Living in Love and Faith so that we may respond biblically to the Church of England’s LLF process”.*

Richard James – “Thank you. It is important that we are all involved and active in thinking and praying about this important matter. PCC have unanimously supported the clergy in their response to the Prayers of Love and Faith and are aware of further responses that might follow. We are awaiting further news from the July meeting of General Synod and an opportunity for the congregation to learn about this topic will be offered at a suitable point in time. The most recent information in the meantime was provided in Friday news on 15th December and 22nd March”.

Q7) Jo Courtier – *“In recent times there has been a lack of women preachers at our Sunday services. Is this a deliberate choice that has been made by the leadership and if so why? If it is not a deliberate choice, what is being done to encourage and train women of all ages to fulfil this role”?*

Richard James – “Thank you. We celebrate the ministries of women in the church and a number serve in public roles such as leading worship or giving talks and teaching. We sent Margaret Gray, a Lay Reader, to serve a Focal Minister at Christ Church New Catton two years ago, and since then because of circumstances we do not currently have women at the right stage of maturity, experience, training and gifting. We are however working with a small number of men and women to explore their gifts both in teaching and in preaching, using suitable opportunities to be trained and to teach the Bible in public”.

Natasha Royall commented from the floor – *“Are women doctrinally permitted to preach? How do we move forward without doctrinally falling?”.*

Richard James responded to Natasha Royall – *“This is a good topic for discussion, and too complex to do justice to in a short response. Two things can be said: faithful Bible-believing Christians have a range of interpretations of Scripture on the ministries of men and women; my personal view is that we should celebrate that God has created and gifted both genders to complement one another, and there is no overall or absolute Scriptural prohibition on women preaching.”*

Richard invited any other questions. No further questions were forthcoming.

6. Appointment of Stewards and Welcomers

Richard shared the names of all those who are stewards and welcomers, and thanked those who are involved in this important ministry. A slide naming all stewards and welcomers was shown.

Richard thanked Paul Hoey and Michele Curtis who are stepping down from their roles.

The list of stewards and welcomers was approved by a show of hands with no dissent.

7. 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.

8. New Members since APCM 2023

Richard reported that the Electoral Roll total was 231. Since the last APCM (21st May 2023) 29 new people had joined and 12 had left. Rosalyn Anderson is our electoral roll officer.

Richard prayed for the new members of Holy Trinity on the electoral roll.

9. 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:

- The staff team – who work together week by week that the Lord will use us
- Volunteers • Wardens
- PCC
- Gill Hulme PCC secretary
- Dwayne Royall Treasurer
- Carole James

10. Closing Prayer - Revelation ch5

The meeting concluded with a closing prayer led by Richard from Revelation ch5

“Worthy is the Lamb, who was slain,
to receive power and wealth and wisdom and strength
and honour and glory and praise!”

¹³ Then I heard every creature in heaven and on earth and under the earth and on the sea, and all that is in them, saying:

“To him who sits on the throne and to the Lamb
be praise and honour and glory and power,
for ever and ever!”

Date of Next APCM To be advised.

Gill Hulme, PCC Secretary, April 2024