

**EMMANUEL CHURCH
WEST HAMPSTEAD**



Annual Parochial Church Meetings 2021

The meetings were held in Emmanuel by Fr Jonathan Kester after the 10.30am Eucharist, which was taken as opening prayers.

Minutes of the Vestry Meeting to Appoint Churchwardens – 9th May 2021

In Attendance:

Debo Adebayo, Mark Hyoms, Sarah Watts, Robert Cox, Antony Edwards, Parisa Keshtkar, Dinesh Selvaraj, Harin Perera, Diana Malzer, Carrie Reiners, Nishi Shirley (Kapoor), Wilhelmina Cummings-Hamilton, Clare Fuller, Fr Jonathan Kester, Mthr Annette Fritz-Shanks, Fr Andy Arnell, Stephen McNeilly, Casey Hammett

Apologies for absence

Apologies were received from: Claire Hammett, Nadia Ouled-Zaoui, Malvika Iyer, Tricia Nicholson.

1 Minutes of the last meeting

- 1.1 Minutes of the last meeting held on 26th October 2020 were approved as a true record, with the amendment that Diana Malzer was present, rather than Diane Malzer as stated.

2 To vote to continue the setting aside of the six-year rule for Churchwardens

- 2.1 A vote to continue the setting aside of the six-year rule for Churchwardens was carried.

3 Election of two Churchwardens for the coming year

- 3.1 Robert Cox and Harin Perera were nominated to continue the roles of Churchwardens. Both were duly elected uncontested.

Minutes of the Annual General Meeting – 9th May 2021

In attendance:

As above at meeting to appoint churchwardens.

1 Apologies for absence

1.1 As above at meeting to appoint churchwardens

2 Minutes of the last meeting

2.1 Minutes of the last meeting held on 26th October 2020 were approved as a true record, with the amendment of duly elected members of the PCC including Mark Hyoms rather than Mark Hymons as stated.

3 Matters arising from the last meeting

3.1 There were no matters arising.

4 Report on the revised electoral roll

4.1 Diana Malzer presented the report on the electoral roll. Anyone in the congregation who is 16 years or above can be a formal member for the purposes of the electoral roll. We had 269 last year which, with 3 additions and 1 leaver, leaves us at 271.

5 Report on the activities of the PCC for the previous year

5.1 The report on the activities of the PCC for the previous year is covered in item 13 below. This was received by the meeting as the official account.

6 Financial statements of the PCC for the year ending 31st December 2020

- 6.1 Mark Hyoms presented the financial report for the year in the form of printed slides. Headlines (Slide 1) were as follows:
- 2020 was a year like no other
 - Overall net surplus of £8.2k increasing net assets from £277k to £285k
 - Net assets remain within target of £250k-£300k
 - Donations held up well, with a small decline of £2.9k (£72.6k to £69.7k). Despite service collections falling by £18.3k (£25.7k to £7.4k) through church closure, the impact was mitigated by a switch to regular and one-off giving.
 - However, lettings income significantly down - £36k (50%)
 - Contribution to Diocesan Fund was reduced by £21.4k (£82.8k to £61.4k) as a result of lost income, although a further top-up made in Q1 2021 of £3.6k. Our commitment for 2021 is £61.4k
- 6.2 Slide 2 showed a chart with analysis of income over years 2015-2020. Mark explained that the bottom line showed regular income (plate and standing orders) – this has been fairly flat of the year and dipped in 2020. The middle line displayed the total of regular income and one-off donations – parishioners’ donations still accounting for the largest share of income. This has held up better in 2020, highlighting the important increase in one-off donations in the year. The top line (all steady income) included lettings and dividends on top of the previous income categories. Again, this showed a significant drop in 2020 as a result of achieving only 50% of predicted lettings income, due to pandemic closure as well as a fall in investment portfolio.
- 6.3 Slide 3 was a similar chart showing an analysis of costs. Costs were down across all categories, due to less use of utilities, use of the furlough scheme, and in particular reducing our contribution to the Common Fund by £21k. This prudent management of costs enabled us to maintain a small surplus.
- 6.4 Slide 4 showed Observations, risk and concerns as follows:
- Property portfolio saw Covid-19 impact in 2020, both income and capital value. Markets are looking positive.
 - Gift-aid was not reclaimed for 2019 and 2020. Value £20.9k to claim
 - Ongoing challenge to maintain regular giving. Need to monitor how service donations rebound once normality resumes
 - No refurbishment costs in 2020, but organ refurbishment is still ahead of us, which will require funding
 - Start of 2021 remains extremely challenging with lower service collections and nil lettings revenue expected until late May
- 6.5 Mark thanked Diana Malzer for her excellent and diligent bookkeeping through 2020.

- 6.6 Fr Jonathan thanked Mark for the swiftness of producing the accounts and thanked Diana for her bookkeeping, and will thank the external examiner Patricia Nicholson, who unfortunately couldn't be at the meeting.
- 6.7 Antony Edwards asked if lettings would start on June 21st. Fr Jonathan replied that some parent/child and children-only groups are back already. Adult-only groups (e.g. exercise groups) will be back on 17th May.
- 6.8 Fr Jonathan explained that due to the exceptional circumstances, churches were allowed to reduce their Common Fund payments as we did. We have pledged the same reduced contribution for 2021.
- 6.9 Mtr Annette asked where we currently are with Gift Aid. Fr Jonathan replied that we are getting back on track – there is a good chunk to come through.
- 6.10 Fr Jonathan explained that we now have a card reader, and although we have had set-up issues, we now have all the equipment and will be able to use it for concerts etc. and will be able to add gift aid through it.
- 6.11 The meeting received the financial statements.

7 Appointment of an independent financial examiner for the following year

- 7.1 Patricia Nicholson was proposed and re-appointed as examiner for the coming year.

8 The Churchwardens' report

- 8.1 The Churchwardens' report was given by Robert Cox:
- All certificates are up to date
 - Lightning conductor – this has been partly repaired but has become detached
 - Lead flashing has come down as a result of stormy weather
 - We are hoping that the cost of repairing the lightning conductor and lead flashing will be covered by an insurance claim
- 8.2 Future work will include retiling the rooves above the vestry and organ. We are looking into using Ian Howes for this.

9 Safeguarding

9.1 Mtr Annette gave the safeguarding report which was received by the meeting:

- There have been no safeguarding reports made in the year
- All checks are current
- We are up to date with the required training with the exception of 1 person
- Those people working with children will need checks and training as the children's group opens up again
- Next year we will do another group training session

9.2 Mtr Annette reminded people that the congregation must turn phones off during church services as it is a safeguarding issue.

10 Report on the Activities of the Camden Deanery Synod

10.1 A report by Fr Jonathan (as Area Dean), was distributed and received by the meeting.

10.2 The North and South Camden Deaneries joined to become one Camden Deanery on 1st July 2020 and a new Synod was inaugurated in February 2021.

10.3 The next Deanery Synod meeting will be on 25th May via zoom as it is too big for an in-person meeting.

11 Election of TWELVE members of the Parochial Church Council for the coming year

11.1 The following twelve members were duly elected for the coming year:

- Debo Adebayo (new)
- Antony Edwards
- Clare Fuller
- Claire Hammett
- Mark Hyoms
- Parisa Keshtkar
- Nishi Kapoor
- Steve McNeilly
- Nadia Ouled-Zaoui
- Carrie Reiners
- Sarah Watts
- Dinesh Selvaraj (new)

11.2 These twelve members join the following ex-officio members of the PCC:

- Robert Cox (Churchwarden)
- Harin Perera (Churchwarden)
- Mina Cummings (Deanery Synod for 2020-2023)
- Casey Hammett (Deanery Synod for 2020-2023)
- Malvika Iyer (Deanery Synod for 2020-2023)
- Diana Malzer (Deanery Synod for 2020-2023)
- Geoffrey Shaw (Deanery Synod for 2020-2023)

12 Election of sides people for the coming year

12.1 The election of sides people for the coming year is to follow.

12.2 Mtr Annette thanked Thanh for his amazing contribution to the welcoming group.

13 Vicar's Report

I don't know how many of you, if you are going away for work, or indeed for anything else that takes you away from home, leave detailed instructions for your better halves.

There are four microwaveable dinners in the fridge... don't forget to feed the cat... pick up the dry cleaning... sign the kids in for school breakfast club... send the niece a birthday card... ... oh and don't forget the MOT on the car and to pay the premium for the house insurance.

Certainly notes get left on the kitchen table, or stuck with a magnet to the fridge door in the Vicarage if either of us goes away without the other one!

I guess that we might call them our domestic farewell discourses, even if our absence is just for a few days or a week.

The Gospel which we've just heard is from Jesus' rather more profound "farewell discourses" which run from John's account of the foot-washing at the Last Supper in chapter 13, through chapters 14,15, 16 and leading up to the great High Priestly prayer for unity in chapter 17.

Jesus' discourses are concerned with the **quality of life** which should characterise the fellowship of those who follow in his Way in the time after his death, resurrection and ascension and in the time to come in the liberating and unleashing power and energy of the Holy Spirit at Pentecost.

Last week, we heard that Jesus is the true vine and his Father is the vinedresser. We, who follow in his way, are living and organic branches growing from his main stem, since he is the source and origin of all life and love.

And so it is today, that we are taught quite simply, but profoundly, "*As the Father has loved me, so have I loved you. Abide in my love*".

Abide in my love – that is what we are here to do – to follow Christ's commandment ***that we are to love one another, as he has loved us.***

As we hold our annual meeting this morning, we're here to reflect on that most unusual year ending 31 December 2020 – a year in which in very different ways we have continued to abide in Christ's divine and self-emptying love.

At the beginning of March 2020 I had never even heard that there is was such a thing as Zoom and I never dreamt that I would be harnessing the amazing technology of the camera on my iPhone to be live-streaming the Eucharist through the means of Facebook and You Tube and hosting Zoom coffee afterwards.

And yet, that was the principle way in which we are Emmanuel – like many other churches in Camden and far beyond – continued to abide in Christ's love.

So many things of Church life continued nonetheless and for which we are all so thankful.

Thank you to my colleagues, Mother Annette and Father Andy, who continued to provide sermons, homilies and prayers and who regularly emailed them in to me to weave together into the final Sunday liturgy and assembled on my laptop.

A high point in the year was Fr Andy's ordination to the priesthood by Bishop Rob here at Emmanuel on 10 October and his celebrating his First Mass the next day.

It was a rather quieter and simpler ordination than these things often are, but which, I think, had a beauty and a simplicity which was deeply moving.

Thank you to all our readers, young and old, who read passages of scripture for us and to our musicians and choir members who recorded psalms, anthems and hymns - to give our services that particular Emmanuel flavour.

Thank you to Casey and her team of servers who served whenever possible, rang bells and enabled the things of the altar to be prepared.

Thank you to Claire Hammett and Sarah Swagler (now returned to Chicago) for all that they have done to help ensure that there has been a children's activity related to the Sunday theme for every week of lockdown.

Thank you to Diana our faithful book keeper (as well as our electoral roll officer) who enabled bills to be paid and finances to flow and to Mark Hyoms who took over as our treasurer during the year, after Rob Marshall's sterling years of service. I think Thursday nights are Mark's Emmanuel accounts' nights and he has pulled everything together in such record-quick time, that I owe him more than a few beers in the next stage of the lockdown when we can get inside a pub..!

During much of the year our administrator, Nicki Siddall, has been on furlough, as we have made the most of the Government's Job Retention Scheme, which

our payroll administrator, Stewardship has administered for us - the intricacies of the HMRC online application process being beyond my Grade C O-level Maths!

The PCC has met largely by Zoom during this time, for which huge thanks to all the members, and especially to Clare Fuller who has carefully minuted our meetings.

You may have noticed the Church grounds looking particularly beautiful during the past year – our immense gratitude to Carol and Bill Frankel and to Tania for all their hard work in creating such a beautiful oasis of peace and tranquility, enjoyed by so many.

Above all, thank you to Robert and Harin our Churchwardens, who act both as senior lay representatives and Bishop's Officers in the parish. Once again, they have gone beyond the call of duty to ensure that services have happened safely, whenever possible, risk assessments carried out, PPE and sanitising stations put in place... and the Vicar is kept on the straight and narrow!

Throughout an unprecedented and topsy-turvy year, it has been wonderful to see how we have remained bound together, abiding in Christ's love and participated in new things, like the West Hampstead FoodHub (Foodbank), for which we are local collecting centre and for which many of you have brought donations and a number of us have served as volunteers.

Throughout the year, a number of regular members have come to me and kindly said to me *"is there anything I can do to help YOUR church?"*

I have been hugely grateful for these offers of help, but one of the things I'm still on a mission to achieve in this place is a whole change in perception in that, Emmanuel Church is not MY Church for one moment, but rather OUR church, for which we ALL have a shared responsibility as OUR HOUSE and OUR HOME.

We ALL love, and indeed OWN Emmanuel Church CORPORATELY and we all have an EQUAL share in it being the place that we know and love it to be... so dear to our hearts.

So, thank you to all of you for your continued and generous support of our church, both spiritually and financially. It's been a year in which, like many other churches, institutions and indeed our own households have taken a huge hit financially. Thank you for continuing to give, to those who took out new standing orders and to those whose prayerful and personal support has meant so much.

Primarily, however, we are a praying and worshipping community. Without prayer, we might as well pack up and go straight to the pub (even if it only involves sitting outside currently!).

That is why prayer and worship do not just happen on Sundays, but throughout the week also. Our midweek services are not just bolt-on add-ons for the spiritually pure, but rather they are vital and central to our life of prayer and attentive listening to God.

I am so grateful to those who already support our midweek services, but I would love to encourage greater attendance at these, whether it be the Eucharist on Monday evenings and Wednesday lunchtimes, or our short services of Morning Prayer which is said Monday to Thursday at 9.15am and Evening Prayer at 6pm.

And one person from our local community that we pray for each day is Nazanin, as her picture continues to stand in Church alongside the Paschal candle. We've recently heard news of her further year's captivity and another year's travel ban on top of that, making it at least another two years (as things currently stand) before she can come back to West Hampstead and be reunited with Richard and Gabriella.

It has – at last - been formally acknowledged that she is a hostage and we at Emmanuel pledge ourselves to do all that we can, not only to pray for her release, to be to undertake all practical action that we can to secure it.

... So there is much to give thanks for as we have continued to abide in Christ's love, as he commanded us to do in the Farewell discourses, but there is still much to achieve as we gradually try to rebuild parish life, going forward into the "new normal".

There is much that is good which is still to come, such as Helen Sims-Williams arriving as our new stipendiary curate in July, when she has finished her studies at Ripon College, Cuddesdon and after Bishop Sarah has ordained her as a deacon in St Paul's Cathedral.

We continue to give thanks for our membership of the worldwide Church as I had the pleasure of preaching for our partner parish of St Michael's, West 99th Street, NYC through the wonders of the internet and Mother Kate preacher here last week. Like them, an inclusive community, we are grafted into the great vine of Christ and abide in his love.

Remember today with great thanksgiving his Farewell Discourses, remember with thanksgiving how he loves us into salvation through his life, death, resurrection and ascension and in the midst of all that to give thanks for his life and love in your life, in the life of this community and pledged to us through the bread and wine of this and every Eucharist... which is but a foretaste of eternity when all shall indeed be well. Amen.

Date of the APCM 2022

- 15.2 The date of the 2022 APCM was provisionally set as 8th May (subsequently updated to 23rd May).

16 Any other business

- 16.2 There was no other business raised.
- 16.3 Fr Jonathan expressed the intention to think carefully how we open up going forward. He is looking forward to us putting on some social events again, doing more children's activities and using children as altar servers again.

17 Closing prayer and blessing

- 17.2 The closing prayer and blessing was deferred until after the PCC meeting that followed the APCM.
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Minutes of the PCC Meeting – Sunday 9th May 2021

In attendance: Debo Adebayo, Antony Edwards, Clare Fuller, Casey Hammett, Mark Hyoms, Parisa Keshtkar, Nishi Shirley (Kapoor), Steve McNeilly, Carrie Reiners, Dinesh Selvaraj, Sarah Watts, Diana Malzer, Wilhelmina Cummings-Hamilton, Fr Jonathan Kester (FrJ), Mtr Annette Fritze-Shanks (MtrA), Fr Andy Arnell, Harin Perera, and Robert Cox

1 Apologies for absence

Apologies were received from Nadia Ouled-Zaoui, Claire Hammett and Malvika Iyer. Other absences: Geoffrey Shaw.

2 To elect PCC officers for the coming year

2.1 The following were re-elected:

- Clare Fuller – Secretary
- Mark Hyoms – Treasurer
- Diana Malzer - Electoral Role Officer
- Mtr Annette Fritze-Shanks – Safeguarding Officer

3 To appoint the PCC Standing Committee

3.1 FrJ confirmed that the Standing Committee will remain as the incumbent, the two churchwardens, the treasurer and secretary.

4 To agree the PCC Safeguarding Policy for the coming year

4.1 The Safeguarding Policy, which is the same as that of the Diocese of London and the House of Bishops is unchanged.

4.2 MtrA explained to the meeting that the charities law changed a few years ago, to include an additional need to report any incidents to the Charities Commission. The Diocese has a delegation form which we can use to report to the London Diocese Safeguarding Team who then make a decision and may then report to the Charities Commission on our behalf.

4.3 FrJ asked if this reporting to the Charities Commission covers both welfare and financial incidents, and MtrA confirmed it is just welfare. The reporting of a financial incident or a data breach would take a different route, but we would take advice from Diocese experts should this arise.

4.4 Once it is complete, MtrA intends to send the Safeguarding Audit around the PCC before it gets sent to the Diocese.

5 Date of next meeting

- 5.1 FrJ told the meeting that deadline for agreeing the Common fund will be delayed beyond the usual July date this year. The date of the next meeting was therefore set as Monday July 5th. Bishop Rob is coming on 6th June to celebrate confirmation at our Patronal festival. The 10.30am service will begin at the later time of 11am and will be ticketed.

Closing prayer and blessing

- 5.2 FrJ said a closing prayer and blessing and the meeting finished at 12.10pm.

Signed as a true record of the proceedings:

Signed: Date:.....