

**EMMANUEL CHURCH
WEST HAMPSTEAD**



Annual Parochial Church Meetings 2023

The meetings were held in Emmanuel on 23rd April 2023 after the 10.30am Eucharist, which was taken as opening prayers.

Minutes of the Vestry Meeting to Appoint Churchwardens – 23rd April 2023

In Attendance:

Helen Wickham, Carrie Reiners, Claire Hammett, Sarah Watts, Mthr Helen Sims-Williams, Robert Cox, Nishi Kapoor, Lydia Parker, Sophia Radaelli, Edmund Cornforth, Mina Cummings-Hamilton, Mark Hyoms, Antony Edwards, Geoffrey Shaw, Isabel Collins, Denise Pimenter, Diana Malzer, Casey Hammett, Clare Fuller.

Apologies for absence

Apologies were received from: Mthr Annette Fritze-Shanks, Patricia Nicholson, Harin Perera, Caroline Namujji-Nicodemo

1 Minutes of the previous meeting

1.1 Minutes of the last meeting held on 23rd May 2022 were approved as a true record.

2 Election of Churchwardens for the coming year

2.1 Carrie Reiners notified the meeting that Harin Perera is stepping down as church warden and thanked him for his faithful work over the last 5 years, highlighting the warmth of his welcome and hospitality to everyone at the church and his ministry of music to the 9.15am service.

2.2 The sole nomination for Churchwarden for the coming year was Carrie Reiners who was duly re-elected.

Minutes of the Annual General Meeting – 23rd April 2023

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 previous Annual General meeting

2.1 Minutes of the last meeting held on 23rd May 2022 were approved as a true record, with the following correction in 11.2 (members of the PCC): "Mark Hymons" should be "Mark Hyoms".

3 Matters arising from the last meeting

3.1 The meeting was advised that the start date for the new vicar will be summer 2023.

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 284 last year which, with 20 additions and 1 leaver, leaves us at 298.

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

5.1 Carrie Reiners gave a brief report on the activities of the PCC for the previous year. The main activity had been the production of the parish profile and the associated efforts in securing a new priest after our vacancy period. This was a mammoth task, went through 7 versions and took input from the wider community. Carrie thanked all contributors and the PCC meeting attendees for their efforts.

6 Financial statements of the PCC for the year ending 31st December 2022

6.1 Mark Hyoms introduced the Financial Statements, which were available to the meeting.

6.2 Key points were:

- Income for the year was £136k, £132k of which came from standard sources: donations, investment income and lettings.
- Lettings is back to 2019 pre-covid level, but we are now at full capacity so that won't grow further.
- Donations are at 2015 levels, £9k off 2019 levels, so needs more focus.
- Expenses are back to 2019 levels. We have increased our Common Fund payments but are not yet back up to fully funding.
- Expenses this year included maintenance, IT and the new lightning rod which has been installed. There will be cost pressures coming – utilities are currently flat, but in November there will be a gas/electric rise.
- Gift Aid reclaim is up to date, thanks to Diana Malzer and Casey Hammett, but this means that we have less of a backlog than before.
- There was a £12k of investment income which is steady.
- We are currently holding 4-5 months in cash while the target is to hold 3 months.

6.3 Carrie thanked Mark for his work as treasurer this year.

7 Appointment of an independent financial examiner for the following year

7.1 Patricia Nicholson (Tricia) was thanked, proposed and re-appointed as examiner for the coming year.

8 The Churchwardens' report on the fabric, goods and ornaments of the Church

8.1 The Churchwardens' report was given by Carrie Reiners:

- The quinquennial survey was conducted in January and no significant works were highlighted which is a blessing. Thanks were given to Robert Cox for his day-to-day work on maintenance activities.
- The 3-yearly Archdeacon's visitation happened in March.
- The diocese is responsible for the refurbishment of the vicarage and this is a little behind. This will include a resolution of electricity supply between vicarage and church. Thanks were given to Mthr Helen for facilitation with the diocese on the refurbishment works.

8.2 The quinquennial survey is an architectural report that is made every 5 years. No significant repairs were highlighted to be needed in the next 12 months. There are some small things to do, less than £1k. There is some

gutter maintenance required. While the organ passed this quinquennial, it is the most pressing thing for the next 5 years.

- 8.3 The Archdeacon's visitation involves the Archdeacon meeting separately with the clergy, Church Wardens and PCC to check up on the running of the parish and discuss future plans and aspirations. This includes checks made to registers, inventory, logs and safety procedures.

9 Safeguarding

- 9.1 Carrie Reiners delivered Mother Annette's safeguarding report in her absence:

- We have complied and completed the Safeguarding Audit
- The policy is on the website
- DBS checks are being updated as required
- Tijana Urošević is supporting Mthr Annette
- There have been no major human/financial safeguarding issues raised over the year.

10 Report on the Activities of the Camden Deanery Synod

- 10.1 Diana Malzer has a copy of the most recent Camden Deanery Synod report that she will circulate.

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

- 11.1 The following 11 members were elected to the Parochial Church Council for the coming year:

- Antony Edwards
- Clare Fuller
- Claire Hammett
- Mark Hyoms
- Nishi Kapoor
- Sarah Watts
- Caroline Namujji-Nicodemo
- Tijana Urošević
- Sofia Radaelli
- Lydia Parker (new)
- Isabel Collins (new)

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

- Carrie Reiners (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 Carrie Reiners is to supply a list.

13 Vicar's Report

13.1 The vicar's report was given by Mthr Helen Sims-Williams:

In vacancy things often just stop, but at Emmanuel we have not only continued with everything we were doing before, but added some new things. This is remarkable and reflects the work of the whole parish. The love and care that has been shown has been remarkable.

Many thanks are due to Parish Administrator Nicki Siddells for her most extraordinary support and hard work during the vacancy. The church rooms are booked up to capacity and we owe her a lot, particularly as she has stayed on longer than intended and will cover until the new vicar arrives. At this point we should really consider a full-time administrator.

Huge thanks also to my other clergy colleagues over the year: Father Jonathan Kester, Mother Annette Fritze-Shanks and Father Andy Arnell. Mthr Annette in particular has provided an extremely important continuity during the vacancy. Not only does she work at Emmanuel but she also works in the corporate world and also now for the Bishop.

On our support of the Night Shelter, many thanks to Blaize for co-ordinating our rota. This year there were new beds; the school got involved with Christmas cards, biscuits and decorations; and there was a thankyou meal for volunteers.

The 9.15am service continues to be well attended and has moved to be held mostly at the back of the church so the group can be closer together, and this is working well.

There are good links with Emmanuel Primary School. The headteacher Claire Burns is leaving at the end of the academic year and the process to reappoint is in progress. We continue to hold a Thursday mass in church for the school.

Thanks to Isabel and the choir for their contributions to the church music this year. The children's choir is going from strength to strength. We have had a rotating set of organists supporting us, after our previous organist Andrew Kwan sadly left, as we can't appoint a new permanent organist until we are out of the vacancy period.

The children's work this year has grown - newly introduced special events for children have been well attended, and we are up on numbers from last year which is unheard of during a vacancy. Claire Hammett's work and ministry in this area is significant, helped by Helen Wickham.

The monthly lunch for seniors continues, with thanks to Diana Malzer.

Lent courses were held for adults and children, alongside bible study sessions.

13.2 Diana Malzer suggested sending Nicki a bunch of flowers.

13.3 Carrie Reiners extended her grateful thanks to Mthr Helen, Mthr Annette and Fthr Andy for holding the fort, and meaning that we have not needed to look for many visiting priests during the vacancy.

15 Date of the APCM 2023

15.2 The date of the 2024 APCM was set as 28th April 2024.

16 Any other business

16.2 There was no other business raised.

17 Closing prayer and blessing

17.2 The closing prayer and blessing was deferred until after the PCC meeting that followed the APCM.

Minutes of the PCC Meeting – Sunday 23rd April 2023

In attendance: Carrie Reiners, Mtr Helen Sims-Williams, Claire Hammett, Sarah Watts, Nishi Shirley (Kapoor), Lydia Parker, Sofia Radaelli, Wilhelmina Cummings-Hamilton, Mark Hyoms, Antony Edwards, Geoffrey Shaw, Isabel Collins, Diana Malzer, Casey Hammett, Clare Fuller, Robert Cox

1 Apologies for absence

Apologies were received from Mtr Annette Fritze-Shanks and Caroline Namujju-Nicodemo.

2 To elect PCC officers for the coming year

2.1 The following were re-elected / 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 The Standing Committee will comprise the clergy, the churchwarden, the treasurer and secretary.

4 Proposal for separating electricity between church and vicarage

4.1 A proposal was put before the meeting to separate the electricity circuits in the chapel and office from the vicarage. Historically the chapel/office area of the church was part of the vicarage, so until now the energy consumption from that area has been on the vicarage bills. The work will involve disconnecting the gas heater in the chapel and radiator in the office and installing 2 new wall-mounted heaters which are wired up to the church. The work will cost in the region of £1-2K

4.2 The PCC approved the proposal.

5 Date of next meeting

5.1 The date of the next meeting was agreed to be Thursday 15th June 2023, with mass beforehand in the chapel at 7.30pm.

6 Any other business

- 6.1 Robert Cox expressed concern that the windows in the vicarage need redoing before decorating takes place, and that time may be running out to get this done before Katrina arrives. He suggested both the PCC and Katrina should raise this with the Bishop. Carrie Reiners and Mtr Helen agreed to raise this primarily as a Health and Safety concern.

Signed as a true record of the proceedings:

Signed: Date:.....