

**EMMANUEL CHURCH  
WEST HAMPSTEAD**



**Annual Parochial Church Meetings 2024**

The meetings were held in Emmanuel on 21<sup>st</sup> April 2024 after the 10.30am Eucharist. Revd Trin opened the meetings in prayer at 12.20pm.

**Minutes of the Vestry Meeting to Appoint Churchwardens – 21<sup>st</sup> April 2024**

**In Attendance:**

Di Spero, Nena Robertson, Alex Robertson, Mira, Sarah Batten, Sofia Radaelli, Edmund Cornforth, Mina Cummings-Hamilton, Rhianne Sinclair-Philips, Mthr Helen Sims-Williams, Emily Hopkins, David Lawton, Antony Edwards, Casey Hammett, Isabel Collins, Sarah Watts, Mark Hyoms, Patricia Nicholson, Doreen Nyamweha, Emma Clark, Jessica Conroy, Claire Hammett, Diana Malzer, Lydia Parker, Felix LeVan, Katherine LeVan, Reverend Catriona Laing, Clare Fuller

**Apologies for absence**

Apologies were received from: Mthr Annette Fritze-Shanks, Carrie Reiners, Harin Perera

**1 Minutes of the previous meeting**

- 1.1 Minutes of the last meeting held on 23<sup>rd</sup> April 2023 were approved as a true record.

**2 Matters arising from Vestry Meeting Minutes**

- 2.1 None

**3 Election of Churchwardens for the coming year**

- 3.1 Carrie Reiners and Lydia Parker were re-standing for Churchwarden posts. There were no further nominations and Carrie and Lydia were duly re-elected. The meeting thanked them for their service.

## **Minutes of the Annual General Meeting – 21<sup>st</sup> April 2024**

### **In attendance:**

As above at meeting to appoint Churchwardens. Reverend Trin thanked the young people who were in attendance, particularly Felix as our child bishop and Alex who is looking to contribute more to church matters.

### **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 23<sup>rd</sup> April 2023 were approved as a true record.

### **3 Matters arising from the last meeting**

3.1 None.

### **4 Report on the 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 298 last year which, with 3 additions and 1 leaver, leaves us at 300. The 300 milestone was acknowledged by the meeting.

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

5.1 Reverend Trin read Carrie Reiners' report on the activities of the PCC, which was included in the Annual Report, copies of which were available to the meeting.

## 6 Financial statements of the PCC for the year ending 31<sup>st</sup> December 2023

6.1 Mark Hyoms introduced the Financial Statements in the Annual Report.

6.2 The presentation he gave was as follows:

It was a rather different year for the finances of the PCC with the closure of our bank account with Barclays.

We were fortunate to be able to operate with a Sum-Up account linked to our card reader to collect lettings income, one-off donations and pay costs, but without the generosity of some of the PCC in funding some expenditure, and for our patient supplier who we thank for their support, we would have been in a difficult position.

On to what happened:

### Income 2023

Our total income for the year was **£139k (2022: £136k) – up £3k or £6k** on an unrestricted basis

- Included £10k legacy
- Without which **down £4k** unrestricted
- Analysis
  - Donations excl legacy £61k down from £64k unrestricted
  - Rent £54k flat YoY
- The obvious question is did the bank hurt us, and the answer is marginally.
  - Based on trend we probably lost about £2k of regular giving in the period as a result of not being able to collect standing orders. Many of the congregation made one-off donations to cover both November and December but not all.
  - The biggest issue remains the casual donor – we saw a **£6k decline in cash** collections at services
  - But only **gained £4k** from regular giving in the period.

### Costs 2023

This was flat in 23 v 22 in headline terms at £141k, although up £4k unrestricted.

The biggest movements we saw were a **reduction in common fund of £8k** (to £67k) and increase in repairs costs of £11k (which largely represented long overdue works on the vicarage not covered by the Diocese.

### Income outlook 2024

Based on the trend of £5k per month in 2023, we should have collected £15k in 3 months of 2024.

We have collected £10k

This is driven by the hangover from the bank closure.

We now have the PSG scheme in place, plus the bank account, a web portal and card reader but regular givers for April looks like being 34 whereas we were north of 40 last year.

### Cost outlook 2024.

The PCC has worked to create a more granular budget for 2024, and will be tracking costs accordingly as cost pressures increase.

We have committed **£77k to the church common fund** which pays, for amongst other things, our Rev'd Trin's stipend and housing, plus training, safeguarding and broader support to the church. However, we are £14k off the fully funding target.

Furthermore, we are forecasting utilities costs to be up £6k this year as our multi year cheap fixed term deal ended in November.

## **Assets**

We remain in a healthy position with cash at £57k and investments, that latter providing a regular £12k income (5-6% yield). However at end of year we owed £9k to the creditors that supported us through the end of the year.

The PCC policy has been to ensure 4 months worth of funds held as current assets and at 31 Dec were 4.8 months. However as at 31 March we are around 4.1 months, primary driven by the cost increase and cash reduction.

## **In summary**

- **Challenging end to the year but remain in a positive position at 31 December**
- **But feeling effects in to 2024 and need to focus on driving up regular giving and other income streams to satisfy the cost base and fund any new initiatives.**

6.3 Mark thanked our independent financial examiner Tricia for her work and presented her with some flowers

6.4 There was a question about lettings income being flat, and whether we are increasing prices. Mark replied that yes we are gradually increasing prices, so that should be seen soon.

6.5 Mina Cummings-Hamilton asked who our debtors were, and whether we can put pressure on them. Mark explained that the main debtor was HMRC (Gift Aid), and due in part to the hiatus over the bank account.

6.6 Antony Edwards thanked Mark for his work on the bank account, and Mark thanked Diana for her help with record keeping.

## **7 Appointment of an independent financial examiner for the following year**

7.1 Patricia Nicholson (Tricia) was happy to continue as independent financial examiner for next year and was duly re-appointed.

## **8 Fabric report**

8.1 The fabric report was given by Lydia Parker:

- There have been no recent significant works or repairs to the church.
- There was a refurbishment of the vicarage ahead of Revd Trin's arrival, to which the PCC contributed £11K. The Diocese also contributed, particularly in respect of replacing the windows
- There is work planned to improve the sound system, for which we are gathering 3 estimates, and these will be brought to the PCC soon.

## **9 Safeguarding report**

9.1 Revd Trin read the safeguarding statement from the Annual report.

## **10 Deanery Synod report**

10.1 Revd Trin read the Deanery Synod report from the Annual report.

## **11 Vicar's report**

11.1 Revd Trin gave her vicar's report as follows:

I was installed as your new vicar in the last quarter of 2023. My family and I were very touched by the warm welcome we received from the Emmanuel community – the welcome gifts and bunting, the welcome books and the welcome BBQ were incredibly kind and helped us to feel very welcome right from the start. My first few months at Emmanuel were spent getting to know people from the different Sunday and weekday congregations; I made a number of visits and several of you came to the vicarage for coffee and a chat. My hope had been to visit everyone on the electoral roll in my first year, but I am a long way off that still! At those visits I was able to ask many of you what you love about Emmanuel as well as to learn more about your own passions and dreams for the church and your lives of faith.

What I took away from my conversations is that ours is a church which takes seriously the core tenets of the parish church – worship and service: celebrating the Sacraments and visiting, praying for and supporting those who are suffering. In my first term I have sought to maintain that rhythm. We had some big services in my first few months – Harvest Festival at the end of September, a big confirmation service with children from the school and adults from our congregation being confirmed by the acting Bishop of Edmonton on the Feast of Christ the King and then we were quickly into Advent and Christmas. It was a very busy start to my ministry at Emmanuel and I continue to be full of admiration for the way my colleagues – predecessor and current colleagues – managed to keep up such a busy ministry, a committed prayer life, fantastic preaching and teaching AND remaining really present to the many parishioners who need pastoral care.

Mother Helen has been a wonderful support to me in my first months at Emmanuel and I am also very grateful to Mother Annette for the valuable support she offers – most especially her ministry to our weekday Mass congregations, our 8am Sunday congregation (as well as the 9:15 and 10:30 Sunday congregations) in addition to the Home Communion and other pastoral care she offers. On top of her very busy day job, Mthr Annette not only juggles ministry here at Emmanuel, but also continues in her role as advisor on self-supporting ministry to the Bishop of London.

At the end of December our parish administrator Nicki Sidall retired. Nicki gave a huge amount to the church during her time with us and ended up taking on far more than the bookings administration, for which she had been hired. Following the recommendations made at last year's annual meeting, the PCC agreed that following Nicki's departure we would seek to hire an administrator who could work more hours. Interviews for the operations manager were held at the beginning of December and Emma Clark was appointed to start as our new Operations Manager at the beginning of January.

Thanks to Nicki's hard work the church maintained a high number of bookings in most of the rooms throughout the year. Emma has made a fantastic start to the new role and has already made herself indispensable.

Isabel Collins has continued as acting Director of Music since my arrival. My sincere thanks to her for the considerable amount of work she does for our church. The choir have continued to sing at our Sunday High Mass and the children's choir continues to sing at the All Age Eucharist on the first Sunday of the Month. Advent included our annual Nine Lessons and Carols Service. To mark our 125<sup>th</sup> anniversary, we took the opportunity to invite representatives of our local community to offer the readings at the Carol Service. Harin Pererra continues to do a wonderful job leading the music at the 9:15 service.

Casey Hammett has continued as our sacristan and has been assisted by Sofia Radaelli, who as part of her own discernment started a mini placement at Emmanuel in October and has been a huge help with sacristy duties as well as helping to lead some formation and study groups. It has been particularly rewarding to see new people step up to lead the intercessions (following a workshop led by Sofia), serve the chalice and do the readings at our Sunday services. Thank you to both Casey and Sofia.

The Lent course this year took a closer look at the Gospel of Mark, using Rowan Williams' *Meeting God in Mark* for the study. We offered three different times and places in the week (including one online) in an attempt to give people some flexibility about when and how they attended the course. The most popular day was Sunday morning at 9:15.

Children's ministry at Emmanuel continues to thrive under the excellent leadership of Claire Hammett and with the support of other Children's Church leaders.

The C4WS night shelter is our most impressive volunteer run project. I was particularly encouraged by the number of volunteers (44 in total) who helped run the night shelter. One especially positive feature of this project is that it draws people from our different congregations as well as from elsewhere in the parish and seems to foster a real sense of fellowship and collaboration. My thanks to Blaise Temple for his coordinating of all our volunteer rotas – including the C4WS nightshelter.

My thanks also to Diana Malzer for all the work she has done as bookkeeper, electoral roll officer, organiser of the senior lunches, other social events and hospitality and gift aid officer. Clare Fuller has done a wonderful job as PCC Secretary and is standing down. A huge thank you to Clare for staying on even longer than she'd have chosen to and I'm delighted she is remaining on PCC.

Mark Hyoms has continued as treasurer and I am grateful to him for the considerable amount of extra work he has had to do in the last six months following the closure of our bank account in October. I'm very grateful to Mark for agreeing to remain as Treasurer for the coming year.

Emmanuel School continues to play a significant role in the life of our parish. Following the departure of Claire Burns in July 2023, the school joined Hampstead Parochial and Holy Trinity church of England schools to become a cluster school with Laura Hall as executive head and Kate Roscoe appointed as head of school. Weekly school masses continue in church.

In closing, I want to highlight three key areas of focus that have emerged for me following conversations with many of you, my own prayer and an effort to discern where God may be leading us in the coming year.

Firstly: I would like to prioritise developing our children's work. One aspect of this is equipping more of our lay leaders to lead Children's Church on Sundays. A second aspect is to find someone to help

develop our work with older children and young teens. My hope is to find a youth worker who could work with me and other volunteers to offer some provision for our children aged 10-14, including a regular Sunday youth service. Future plans might involve holiday activities for youth, teaming up with other local youth groups and exploring ways in which the church can help young teens make connections between their faith and the rest of their lives.

Secondly: Finding a permanent set up for our music is a second. I intend to work with a small group to clarify our vision for music at Emmanuel over the next few years and to appoint someone who can help us achieve that.

Thirdly: the energy and compassion I saw from the many members of our congregation who volunteered for the night shelter highlighted for me that this is an area where we could have the resources to do a bit more and where there is certainly more need. In the first instance I'd like to establish a regular drop-in session where people could come for coffee, receive a supermarket voucher and clergy and volunteers could start to build some kind of relationship between the church and the people in our parish who find themselves on the margins.

#### Clergy moves and updates

As you will all be aware, in June Mother Helen will complete her curacy at Emmanuel and move on to her next position. It goes without saying that her departure will leave a huge gap here at Emmanuel and we won't even try to replace her. But we will be sure to mark her leaving in a way that expresses the gratitude we all feel for her ministry here. Her last Sunday with us will be 30<sup>th</sup> June.

Most of you are probably not aware that Mthr Annette has also decided that she is ready to move on from Emmanuel. Mother Annette has served as associate priest here for 16 years and has given an enormous amount of her time and energy to this parish. She too will leave a huge gap and will be greatly missed. As you know, Mthr Annette is currently on sick leave following knee surgery. She hopes to return to lead services on 26<sup>th</sup> May and her last Sunday will be in June.

We will be so sad to say goodbye to two such loved and wonderful priests and I am immensely grateful to them both for the collegial support they have given me in my first seven months. Before I end this report, I want to give one last piece of news, which is that whilst we prepare to bid farewell to Mthrs Annette and Helen, we are also going to be welcoming a new member of the clergy team who will join us in July. Melissa Dickinson will be ordained at Petertide and I am delighted to say that she will be serving her curacy at Emmanuel. Melissa has been training at Westcott House in Cambridge. She and her husband visited Emmanuel in January and loved what they saw! So we look forward to her arrival and pray for her as she prepares for her ordination.

Mostly, this report is to thank you all – clergy, PCC and congregation for giving me a wonderful welcome to your church and I am really looking forward to walking with you in the coming year.

11.2 Blaize and Diana were thanked by the meeting with applause.

11.3 Mthr Helen clarified that Melissa Dickinson will be a full-time stipendiary curate.

## **12 Change to the election of PCC members**

- 12.1 Revd Trin introduced a proposal to change the process of electing PCC members at Emmanuel, as outlined in the agenda.
- 12.2 According to practice, Emmanuel PCC has been elected each year – this tends to mean that there is no termination of a term. Individuals don't feel able to stand down and new people refrain from standing.
- 12.3 According to Church Representation Rule 16 Part 1:
- M16(1) A person who is a member of the PCC under Rule M15(1)(j) (representatives of laity) holds office as such for a period which –
  - (a) begins with the conclusion of the annual meeting at which the person was elected as a representative of the laity, and
  - (b) ends with the conclusion of the third subsequent annual meeting.
  - And according to CRR Rule 17:
    - 7) The annual meeting may decide that nobody who is a member under Rule M15(1)(j) may hold office as such after the date of the meeting for a continuous period which exceeds whatever number of years the annual meeting decides.
    - (8) The annual meeting may also decide that a person who, as a result of a decision under paragraph (7), has ceased to be eligible to be a member under Rule M15(1)(j) may, after such interval as the annual meeting decides, again stand for election as a representative of the laity.
- 12.4 Proposed motion from the chair:  
This APCM resolves that Emmanuel adopts Rule 17 part 7 - thus creating a three-year term for PCC members on a rolling basis, with 1/3 standing down each year. In accordance with rule 17 part 8, the APCM resolves that on completion of a full 3-year term a PCC member must retire until the next Annual General Meeting at which they will be eligible to stand for election as representative of the laity on the council.
- 12.5 Diana Malzer sought clarification that PCC members can re-stand after having a year off. Clare Fuller asked if the new process applied to all PCC members or just the normal members (i.e. not ex-officio members, Deanery Synod or Clergy). Revd Trin confirmed both things, and she also explained that the under 16s in the meeting were not allowed to vote.
- 12.6 The vote was unanimous to adopt the proposed changes to the process of electing PCC members. These will come into use at the next APCM in 2025.
- 12.7 Tijana Urošević and Nishi Kapoor are standing down from the PCC. The following 12 members were newly elected / re-elected to the Parochial Church Council for the coming year:
- Antony Edwards
  - Clare Fuller
  - Claire Hammett
  - Mark Hyoms

- Sarah Watts
- Caroline Namujji-Nicodemo
- Sofia Radaelli
- Isabel Collins
- Sarah Batten (new)
- Jessica Conroy (new)
- Stephen Greene (new)
- Tam Greene (new)

### **13 Election of representatives to the Deanery Synod**

- 13.1 Geoffrey Shaw has stood down from the Deanery Synod (and PCC), but Diana Malzer, Mina Cummings-Hamilton and Casey Hammett were happy to continue and were duly re-elected.
- 13.2 Together they join the previously elected PCC members, the church wardens Carrie Reiners and Lydia Parker and the Emmanuel Clergy to form the PCC for the coming year.

### **15 Any other business and future dates**

- 15.2 Isabel Collins asked Revd Trin what a healthy number of members on a PCC would be, and Revd Trin replied that for congregations over 150 the recommendation is 15. Isabel suggested that, given we will be having more turnover in future with the new process, we should be more mindful of encouraging future members.
- 15.3 Revd Trin spoke about subcommittees which she intends to start setting up to help manage the Emmanuel's activities. This is a way of involving the congregation beyond the PCC and spreading energy and vision through the wider congregation.

### **16 Closing prayer and blessing**

- 16.2 Revd Trin led the closing prayer at 1.05pm.