

**ST MARY-LE-TOWER CHURCH IPSWICH**  
**Minutes of the Annual Vestry Meeting held in Church**  
**On Sunday 29<sup>th</sup> April 2018 at 12:00 noon**

1. Revd Canon Charles Jenkin welcomed everyone and opened with prayers and introductions. He thanked Mary Baldry and Katrina Robertson for their hard work as Churchwardens over the past year and thanked Ian Molloy for all his work on the church floor tiles.
2. Appointment of Vestry Clerk: Sonia Docherty was proposed by Revd Canon Charles Jenkin and agreed with a show of hands.
3. Minutes of the Vestry Meeting 30<sup>th</sup> April 2017: agreed and signed.
4. Church Wardens: Mary Baldry is standing down from her post as Churchwarden leaving one post vacant. Revd Canon Charles Jenkin thanked Mary again for her services to the Church. Katrina Robertson was proposed as Churchwarden for a further year, proposed by Hilary Norman, seconded by Sue Adair and agreed nem con.

The Annual Vestry Meeting closed at 12:10 pm

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**1. Preliminaries:**

**Secretary:** Sonia Docherty was proposed and agreed as Secretary for the APCM.

**Chairman's Remarks and Notice of Other Business:** Revd Canon Charles Jenkin suggested a change to the order of the agenda and there were no other business items.

**Apologies:** Received from George & Diana Pipe, Jo Jones, William Baldry and Jo & Peter Mays.

**Attendees:** 46

**Prayers:** For all those who are unwell, in particular, Anne Smith, Adrian Parry, David Hall, George Pipe, Bob Tostevin and Barbara Bellamy; for those who are no longer able to attend church but continue to remain part of our community.

**2. Approval of the Minutes of APCM 30<sup>th</sup> April 2017:** corrections - under Apologies should read Bridget Hanley and under item 7 should read Mrs Sally Graham. Agreed.

**3. Electoral Roll:** Revd Canon Charles Jenkin thanked Carolyn Heyburn for her work as Electoral Roll Officer. Due to Carolyn's absence, Revd Canon Charles Jenkin delivered the Electoral Roll report on Carolyn's behalf.

**Report:** The total number on the electoral roll in April 2017 was 171. The number now stands at 177, 10 of whom are new members.

**Appointment of Electoral Roll Officer:** Carolyn Heyburn had indicated she was willing to continue in her role as Electoral Roll Officer for another year. Agreed nem con.

**4. Music Report:** Christopher Borrett thanked Rev Canon Charles Jenkin and Katrina Robertson for their support for the choir. Christopher said the choir as a whole were performing

exceedingly well. The choristers were working very hard and regularly singing at six, weekly services including midweek evensongs. The Lady Sopranos, in particular, had achieved a lot with little rehearsal time and the recent recording which was very well supported had exceeded expectations. The recording engineer had commented that the SMLT choir was the best parish church choir he had heard for over 20 years.

There has also been an improvement in the standard of prayer, dignity and self-belief amongst the younger choristers. A lot of work had been done on recruitment, and to that end a number of visits made to local schools with varying degrees of success. Christopher had been working with the Suffolk Music Hub where there was a lot of enthusiasm about music at SMLT. The Choral Foundation had raised money for the Choir and the lunchtime and the Messiah concerts had seen an increase in business sponsorship.

Christopher concluded by thanking William Baldry for his support and hard work and for the work that the choir assistants Liz Rollinson and Taylor London do with the younger choristers.

## **5. Finance:**

### **Presentation of Draft Financial Statements for 2017:**

Mark Hollingsworth presented the draft unaudited St Mary-Le-Tower accounts for 2017 the main points of which were:

- The accounts have been considerably simplified with 27 accounts amalgamated into 9 and financial reports were now available to the PCC on a quarterly basis with up-to-date reports against the various budgets.
- The SOFA accounts show a deficit for the year of £63,000 and the value of investments show an increase of £28,000.
- The net worth of SMLT, which includes the value of Church House and Tower House reduced by £35,206 so had to draw on investments to remain afloat.
- Investments were proving profitable so any surplus should be added to them to increase income.
- Mark Hollingsworth presented Issue 1 of the Finance Newsletter with the aim of publishing it quarterly. It gives a brief look at SMLT's income and expenditure which currently shows an annual deficit of £53,487 (a weekly shortfall of £1,029 per week), the daily cost of keeping SMLT open which in 2017 amounted to £556 a day, an update of SMLT's restricted and unrestricted reserves and a banded analysis of committed regular giving. This newsletter was very well received; Ian Molloy suggested that copies of it should be left at the back of Church and by the donations box to encourage more donations. Proposed by David Hall, seconded by Annie Shead and agreed nem com.
- Expenses reduced by 8% as new controls on expenditure were introduced but revenue into the Church decreased by 13% mainly due to the loss of parishioners. A wider strategic financial planning approach is aiming to reach a balanced budget by 2021 but there would also need to be a modest increase in giving and reduction in expenditure.
- The 3 main draws on finances have been the Diocesan share which increased by 2%, the running of the Church and the Music department. The delegated Music budget was within budget and there was a profit in concerts.
- On the positive side, the simplified financial reporting system will improve decision making; The Christmas Tree Festival was doing well financially; there have been some significant donations and legacies.
- Ian Molloy's Malawi project has now reached its £10,000 milestone which shows how despite financial challenges the Church is still reaching out to help others. Ian Molloy

explained how during a family visit to Malawi and having witnessed the many starving people there he sent a donation for Maize for anyone who needed it. He then asked how else he could help and they suggested that a secondary school for girls was needed in the village as girls had been involved in prostitution and had a long walk to get to school where they could be attacked / raped along the way. The £10,000 will be used to build classrooms, toilets and a library.

David Russell asked if the congregation had been made aware of the legacies and the need to increase donations and Mark Hollingsworth explained that a small team was being set up to raise awareness amongst parishioners and the Finance Newsletter was part of this plan.

**Appointment of Independent Examiner for 2018:** Mark Hollingsworth recommended accountancy firm Moore Green to act as auditors for SMLT accounts. Proposed by Richard Hanley, seconded by Malcolm Mitchell and agreed nem com.

Rev Canon Charles Jenkin thanked Mark Hollingsworth and everyone involved in Finance for their work.

#### **6. Churchwardens Reports for 2017:**

Katrina Robertson addressed the meeting as follows:

**Approval of the list of Sidesmen:** As listed on the reverse of the agenda and with the addition of Ian Miller, Humphry Adair, Cathy Moss and Keith Faull. Proposed: Katrina Robertson seconded by Mary Baldry, **agreed nem con.**

#### **Church Services:**

- Sunday services: Numbers attending the main Eucharist service are slowly reducing; need to find innovative ways to grow the congregation for the future.
- Verger duties: These have been carried out by a group of volunteers for the past 12 months.
- Welcome and Refreshments - This is working very well but would like to be able to provide welcome on more weekday afternoons, and would benefit from having more people on the Sunday refreshment rota. If anyone is interested in joining the team please contact the Churchwarden or Sonia Docherty.
- Katrina thanked all the volunteers for their hard work and the warm welcome they offer.

**Church Treasures Report:** These remain as listed in 2016. Report unanimously received.

#### **Church Fabric:**

- Donations box was installed in December and has had a significant effect on donations from the public – thanks to Ian Lord and Humphry Adair.
- Floor Tiles in the vestry have now been cleaned, the next major task is to reset / replace loose floor tiles which the Diocesan Advisory Committee are taking a keen interest in. Thanks to Ian Molloy for championing this project and to Humphry Adair and Katrina Robertson for working alongside him.
- Plasterwork Repairs to Chancel Arch – authorisation from the DAC for this work was received on 24<sup>th</sup> April 2018, grant applications can now be completed to assist in funding this project which is likely to cost £30-£35,000.
- CCTV – quotations for CCTV inside the church have been obtained these will include CCTV for the organist which will assist the Music Department. Grant funding is being sought for this project. CCTV is also required in the churchyard where there has been an increase in anti-social behaviour. A register has been introduced in the

Outer Vestry where Parishioners can record any criminal behaviour they witness and any syringes they find in the churchyard.

- Damage to churchyard wall – this was due to vandalism where several flints and railings were damaged. Quotes for this work have been obtained and the repair work will hopefully be completed in the summer.
- Churchyard benches – there has been some damage to the benches due to misuse; there is a plan to fix the benches to the ground to deter unwelcome behaviour.
- New Signs – thanks to Paul & Pam Whinney for generously donating 3 free-standing signs to St Mary-Le-Tower.
- Votive Candle Stand – Thanks to two anonymous parishioners for this donation, it is regularly used by members of the public and at the midday service on Mondays.
- Lady Chapel Chairs – there is a project to replace these but it is taking longer than originally anticipated.
- Tower Street Noticeboard – working on a design for a new Church of England Noticeboard for St Mary-Le-Tower.
- Toilets in Church – an architect has been engaged to produce designs for a fully disabled accessible toilet to be located in what is currently the vestry.

## **7. Deanery Synod Report**

The main points of Russell Hall's report were:

- Revd Charles Jenkin stepped down as Rural Dean and a new expanded Rural Dean Team was commissioned in September 2017. The Rev Nick Atkins was now the new Area Dean supported by three Assistant Area Deans
- The following meetings took place:
  - May 2017 – Deanery Vision Day to reflect on the work ahead.
  - September 2017 – election of new members and commissioning of the new Rural Dean Team.
  - November 2017 – Mission & Inspiration – Affirmation of commitment of Diocesan Authorities to support growth in Ipswich.
  - February 2018 – encouraging young people to join the Church – Rev Mary Sokanovic is setting up a children's community choir in Whitton – Rev Canon Charles Jenkin gave a presentation on the choral work at SMLT – Phil Baillie, the Diocesan Youth Worker outlined ways in which young people may be encouraged in the Church – Rev Gardner explained the process whereby information would be gathered from parishes to support an initial bid from the Ipswich Deanery to the Church Commissioners for funds.
  - March 2018 – The information from the parishes to support the bid was collated and reviewed, next steps were outlined and the Deanery bid would be submitted to the Bishops' Council for approval by the end of April

## **8. Vicar's Address**

The main points of Revd Canon Charles Jenkin's report were:

- A report booklet was not produced this year, an indication of the volume of work being undertaken at SMLT and the pressure on the administrative function.
- 2018 is the 10<sup>th</sup> year for Revd Canon Charles Jenkin as vicar at SMLT and there have been several ups and downs. In 2011, SMLT's vision was to grow music, improve

SMLT's profile and engagement within the community as well as concentrate on worship and care of the building.

- Music: The choir is growing; the standard is consistently high with a sense of common purpose within the Music department and the Christian nurture of the young people has been integral to Music at SMLT with 11 confirmations last summer.
- Profile: the Church remains regularly open and the Christmas Tree Festival has raised SMLT's profile considerably amongst the business community, charities, community groups and members of the public within the Town Centre.
- Choral Foundation: this was originally conceived as custodians of funds they are now busily gearing to be promoting the music at SMLT within the wider community – announcements soon to be made about Patron and President.
- Community Engagement: Despite some ups and downs with the Community Space project, it remains a strong project with a great future and currently more than breaking even financially. It is important to recognise that the partnership with the café had some challenges but the re-orientation of the project has been very well accomplished.
- Life of the Church: Revd Canon Charles Jenkin's aim had been to encourage SMLT to become the strategic church for the Church of England in Central Ipswich and now progress is being made on this with more to do. Bishop Martin regards SMLT as a strategic ministry and this is mainly down to the Tower House project.
- Revd Canon Charles Jenkin thanked the following people:
  - Roger Pallant & Jeanette Gosney for their regular and excellent support
  - Hilary Norman, Richard Hanley and Cathy Moss for their work during the services and for the pastoral care they provide
  - Katrina Robertson for the huge amount of time and hard work she has dedicated to SMLT
  - Mark Hollingsworth for bringing greater order, transparency and much closer management of SMLT finances
  - Sonia Docherty for her work on the donations administration and gift aid
  - Christopher Borrett and William Baldry for their leadership and dedication to music at SMLT and Liz Rollinson for her quiet and consistent loyal support
  - Donna Joyce for the long hours she works in the parish office and at home, for the Church, Tower House and the Christmas Tree Festival
  - Jo Jones for her able chairing of the Christmas Tree Festival
  - Ian Lord for the work on sponsorship
  - Ian Molloy for all his work at the church and for his support at the 8 o'clock service which is now attracting more people
  - Julia Häusermann and the Shared Community Space Working Group for managing the challenging situation with the café last year and for bringing a new direction to the project
  - Churchyard team, Weekday & Sunday welcomers, bell ringers, PCC members, servers, counters and helpers in all sorts of ways
- Priorities for the next year:
  - Giving renewal in Autumn.

- How to sustain the choral tradition financially
- Choir move to Tower House – refurbishment, letting of Church House and the vestry project
- Progress towards the refurbishment of the South Wing of Tower House.
- Challenges for the future:
  - How we collaborate to manage our work together – with growth in complexity it is difficult for the Vicar, Churchwardens, PCC, Treasurer, TH management and stakeholders to maintain a coherent overview of all that is going on. There is a need for a core group who can maintain a complete overview of the various threads running through the various priorities, but this does not currently exist.
  - How we collaborate in a thoroughly Christian way in particular when things go wrong – a spirit of faithfulness, generosity and joy bearing with one another when mistakes are made and trusting in God that He is deeply involved in the life of SMLT, and that He will provide us with the resources to achieve all that He has called us to do. The question for us is: What is my part in this great enterprise? We should all be praying constantly for the grace to be faithful.

**9. Questions:** There were no questions.

**10. Parochial Church Council Elections:**

Nominations:

Joanna Jones: Proposed by Mary Baldry, seconded by James Cutting, elected for 3 years

Eunice Forsyth: Proposed by Jo Jones, seconded by Katrina Robertson, elected for 3 years

Rowena Harland: Proposed by Jo Jones, seconded Katrina Robertson, elected for 3 years

Hilary Norman: Proposed by Katrina Robertson, seconded by Mark Hollingsworth, elected for 3 years

Joanna Kidby: Proposed by Donna Joyce, seconded by Sarah Purbrook, elected for 3 years

Cathy Moss: Proposed by Mary Baldry, seconded by Sonia Docherty, elected for 2 years

Mary Baldry: Proposed by Jo Jones, seconded by James Cutting, elected for 2 years

Ruth Longhurst: Proposed by Cathy Moss, seconded by Ian Molloy, elected for 2 years

**11. Any Other Business:** None

The Revd Canon Charles Jenkin closed the meeting with thanks and prayer.