

**Minutes of the Annual Meetings 2019**  
**ST MARY-LE-TOWER PARISH CHURCH, IPSWICH**  
**On Tuesday 30<sup>th</sup> April 2019**

Minutes of the Annual Vestry Meeting held in Tower House at 19:30

Present: Vicar and 23 parishioners.

**1. Opening Prayers and Chairman's Remarks:**

Revd Canon Charles Jenkin welcomed everyone and opened the meeting with prayers.

**2. Appointment of Vestry Clerk:**

The Appointment of Rowena Harland as vestry clerk was proposed by Revd Canon Charles Jenkin and agreed with a show of hands.

**3. The Minutes of the Vestry Meeting 29<sup>th</sup> April 2018:**

These were agreed as accurate, approved and signed.

**4. Election of Churchwarden:**

Revd Canon Charles Jenkin thanked Katrina Robertson for her enormous hard work as a Churchwarden during the past year. It was noted that she had worked tirelessly in relation to pastoral concerns as well as general issues. She undertook additional responsibilities whilst Charles had a period of study leave earlier this year. The church has been much blessed by the hard work and skills that Katrina has provided in her role as Church warden over the last three years.

Jo Jones was presented by the Vicar for the post of churchwarden. She was then nominated by Katrina Robertson and seconded by Hilary Norman. The appointment was supported unanimously by the meeting.

The Annual Vestry Meeting closed at 19:40.

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Minutes of the Annual Parochial Church Meeting held in Church at 19:40

Present: Vicar and 23 members of the congregation.

**1. Preliminaries:**

**a) Appointment of Secretary for the APCM:**

Rowena Harland was proposed and agreed as Secretary for the APCM.

**b) Chairman's Remarks and Notice of Other Business:**

There were no other business items.

**c) Apologies for absence and prayers for the sick:**

Apologies received from Mary Baldry, William Baldry, Peter Gotts, Richard Hanley, Susan Jenkin, Ian Lord, George Pipe.

**d) Prayers:** For all those who are unwell, in particular, Leslie Baldry, John Bradbury, Stafford Patient, and others known to us and dear to our hearts; for those who care for them; for those who are no longer able to attend church, but continue to remain part of our church community.

**2. Minutes of APCM held on 29th April 2018:**

The minutes were agreed as accurate, approved and signed.

**3. Electoral Roll Report**

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The Vicar thanked Carolyn Heyburn for her work as Electoral Roll Officer; and also Katrina Robertson and Donna Joyce for their work in drawing up a new roll. A great deal of hard work had taken place to create the new electoral roll. The Vicar delivered the Electoral Roll report on Carolyn's behalf.

- a) **Report:** In accordance with the Church Representation Rules, a new Church Electoral Roll was prepared and completed in April this year. A renewal of the roll must take place every six years, and was previously completed in 2013. Every church member named on the previous electoral roll was informed (where reasonably practicable to do so) that the new roll was being prepared, and that he/she must apply for enrolment in order to be included. A copy of the new roll was published and displayed in the church porch between 14<sup>th</sup> and 30<sup>th</sup> April 2019 – the requisite amount of time.

At the beginning of 2018 there were 177 on the roll. Since the revision last year, a number of members have moved away, sadly died, or declined to complete a new application form. There have been 23 new applications for the roll, which combined with renewed applications from those previous on the roll, leaves us with a new total of 135.

- b) **Remembrance of Faithful Departed:** The following people have passed away in the last year: David Hall, Pam Miller, Joan Peart, Barbara Bellamy, and Anne Styles. Prayers and thanks were offered for their lives and for the presence amongst us.
- c) **Appointment of Electoral Roll Officer:** Carolyn Heyburn had indicated she was willing to continue in her role as Electoral Roll Officer for another year. This was agreed nem con.

## 4. Finance:

- a) **Presentation of Draft Financial Statements for 2018:** Mark Hollingsworth presented the draft St Mary-Le-Tower accounts for 2018, using a summary in relation to the key financial data from the accounts, presenting them in a format akin to a normal budget of cash, savings and expenses.

### Total Funds:

- The cash accounts with Lloyds Bank and other bank accounts has a total of £104,489.
- The Investments comprising both investment and deposit accounts are £355,047.
- There are some outstanding invoices to pay, which amount to £16,632.
- The money owed to the church is £6,228.
- The Assets, which comprise of Church House (£370,000) and 17 Tower Street (£183,832) are valued at £553,832.

### In-year Performance:

In 2018 the accounts show a surplus of £40,506. This hides an underlying trend of year-on-year deficits in running costs. The income and expenditure is broken down as follows:

- The surplus is a direct result of £124,754 from two donations made as a bequeath (£87,754) and a one-off donation to support the music department (£37,000).
- £10,000 was sent to Malawi from the Charities account.
- Without the two donations, or the Tower House deficit of -£8,043 or the charity donations to Malawi, the deficit in annual Church day-to-day running costs is -£66,205 (we budgeted for -£47,000).
- The total accumulated deficit (for 5 years) in annual Church day-to-day running costs since 2014 is now £244,189. (2014: -£30,000; 2015: -£43,980; 2016: -£30,519; 2017: -£53,485; 2018: -£66,205).
- The Church day-to-day expenses is the area we should most concern ourselves with. The Diocesan Share increased by 5%. It should also be noted that the organ repairs are higher

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than usual as the company had forgotten to invoice us for 3 years, and we are now making the payments.

- Church House costs £600 for insurance and £800 in utilities. But it has accrued £6,800 in rental income.
- Tower House expenses have exceeded the income generated by £8,000.
- Cost increases have occurred because of increase to the minimal wage and associated pension contributions.
- 2018 has been a challenging year.

Malcolm Mitchell noted an anomaly in figures of about £500 which Mark will check and clarify.

### **Restricted and unrestricted funds:**

- The net worth of the church is now £1,002,964.
- However, the buildings are worth £553,882 – meaning only £449,082 of that total is cash/investments/endowments.
- The Church's availability for unrestricted funds is now down to just £45,858. On 1st January 2014 it was £357,762.
- Mark gave helpful distinction and clarification around restricted and designated funds. Restricted funds can only be spent for the purposes for which they were given, whereas designated funds are earmarked by the PCC for specific purpose. Mark is currently working with the accountant in relation to making this clearer in the accounts.
- The charitable funds are looking healthy.
- Choral scholarship funds are strong, as there is money for the music department through endowments.
- The fabric fund is perilously low. There are some specific funds for fabric from 2 legacies and some of this has been invested.
- Tower House project has £83,000 left.
- There are 2 endowment funds which generate income, but the capital of which cannot be accessed.

Mark will be standing down as treasurer, having undertaken the role for 4 years. Charles thanked Mark for working so hard as the Treasurer, not only in attending to the accounts but also simplifying the processes during his tenure. The accounts are still very complex and at times overwhelming. The PCC need to identify a new way to manage the financial arrangements. A discussion will ensue to ascertain what professional support is necessary and the PCC will work to establish a finance committee with a Chair and Deputy Chair. Mark has kindly agreed to continue to operate the accounts for a further 3 months. This gives time to establish new arrangements and facilitate a handover. The Vicar thanked Mark Hollingsworth and everyone involved in the Finance team for their work.

It was not possible to accept the accounts at the APCM, as they were still in draft form.

- b) Appointment of Independent Examiner for 2019:** Mark proposed that Moore Green again be engaged, especially in view of the coming transition period. Malcolm Mitchell seconded this. It was agreed by the meeting.
- c) SMLT Charity Accounts:** Rowell Bell will continue with drawing up the annual account for this, and the Vicar thanked him for undertaking this role.

## **5. Approval of the list of sidespersons**

The sidespersons for 2019-20 were proposed as follows: Humph Adair, Tony Brook-Carr, Jean Bradbury, Alan Cocker, Sonia Docherty, Richard Dewar, Nicholas Dowding, Keith Faull, Phyl Fisk, Eunice Forsyth, Sally Graham, Mike Graham, Russell Hall, Susan Hall, Bridget Hanley, Rowena Harland, Ian Lord, Cheryl Mann, Ian Molloy, Cathy Moss, Diana Pipe, Katrina Robertson, Douglas

Seaton, Annie Shead, Ann Smith, Peter Smith. Proposed by Mark Hollingsworth and seconded by Isolde Cutting. All agreed.

## **6. Presentation of Reports on Church Activities:**

Charles thanked all those who have prepared reports for the booklet and for the collation. Hilary Norman thought it was a comprehensive book of reports. Mark Hollingsworth observed that the choral foundation had received a £15,000 grant and now holds an endowment fund on behalf of SMLT. Mark also commented on the Tower House project report noting that some of the costs are not cited, e.g. Prof. Julia Haussermann and Sue Rudland's roles. There is interest in the development of a heritage project, which had made a significant impression on the costs. It was noted that heritage funding may be possible to use for repairs within the church.

## **7. Vicar's Address:**

The Vicar extended particular thanks as follows:

- Revd Jeanette Gosden for the leadership and support she provided during his study leave.
- Roger Pallant and Jeanette for leading the worship. The study leave was even more beneficial than he had thought it would be.
- The churchwarden, Katrina Robertson; the Elders: Hilary Norman, Cathy Moss and Richard Hanley.
- The teams that set things up for Sunday: Hilary Norman, Sonia Docherty, Richard Hanley, Ian Lord, Russell Hall, Alan Cocker.
- The weekday welcome team, although sadly this role and activity is currently on hold as a result of local anti-social behaviour.
- The churchyard team, which is a very valuable aspect of ministry and it was noted how fine the churchyard was looking, thanks to the team led by Sally Graham. It was acknowledged there is a good partnership with the IBC Parks team.
- Ian Molloy and Humph Adair, for their indefatigable work on the church floor, and the wonderful work they have done to strip the acrylic varnish from the floor.
- The Tower House Project Team has developed so effectively over last six months, with Sue Rudland building on the work of Prof. Julia Haussermann.
- Humph Adair, who has transformed the foyer of Tower House, taking out and decorating the counter, and exposing the beautiful flooring in the "Skylight" room.
- Mark Hollingsworth for the dedicated work he has done with the finances.
- The Christmas Tree Festival team: Jo Jones, Donna Joyce, Keith and Vicky Faull. The festival grows bigger each year and really puts the church on the map.
- The Sunday welcome team and those who prepare the refreshments, which enable people to get to know one another.
- Chris Borrett, William Baldry and the music department staff for their hard work and talents. This is at the heart of the church and the reputation of the music is exemplary. This year the music department have recorded an Advent CD which is of a very high quality. Year by year the repertoire of music events grows. This year the choristers excelled at the Messiah.
- The Lunchtime concerts continue and Ian Lord and Liz Harsant have worked hard to secure sponsorship for them. This is indicative of the standard of the concerts and the regard to which they are held within the town.
- Donna Joyce for all her work hard and above and beyond the remit of the administrator role.

Revd Canon Charles Jenkin acknowledged that looking back over the year, we are indeed much blessed. There has been a continued and steady growth of activity, although other than within the choir where the numbers have flourished, Sunday attendance has sadly decreased. There are around 50 young people deeply involved in our church one way or another. There are new resources with mission and outreach work taking place.

Finance remains a major concern, but it is not all negative because there have been some substantial donations. It is not our Church it is God's Church and the mission of SMLT is God's mission. So, we must take part faithfully and depend and trust God, who is faithful. This does not mean we can be complacent, and we must have awareness. What God is doing and what God wants, may not be what we ourselves want. The Inspiring Ipswich Project will be a helpful focus.

### **8. Deanery Synod Election**

An election was required for one person to serve for one year and Cathy Moss had volunteered to be considered for this role. This was proposed by Hilary Norman and seconded by Sue Adair and agreed by all.

### **9. Parochial Church Council Elections:**

There are 6 positions available for persons to serve for 3 years and up to 5 persons to serve for 2 years. This year James Cutting, Sally Graham and Mark Hollingsworth are stepping down. Thanks was given for the service they have provided to the church in their roles within the PCC. Richard Hanley, Ian Lord and Katrina Lant agreed to continue being part of the PCC. This was proposed by Russell Hall and seconded by Ian Molloy. It was agreed by all.

### **10. Any Other Business:**

There was no other business to discuss and the meeting ended with the Grace.