

**Minutes of the Annual Meetings 2020
ST MARY-LE-TOWER PARISH CHURCH, IPSWICH
On Thursday 19th November 2020**

Minutes of the Annual Vestry Meeting held at 19:30 via Zoom.

Present: Vicar and 19 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 this was agreed unanimously with a show of hands.

3. The Approval of Minutes of the Vestry Meeting held on 30th April 2019:

These were agreed as accurate, approved and will be signed.

4. Election of Churchwarden:

There were two nominations for Churchwardens:

Jo Jones, proposed by Charles Jenkin, seconded by Mary Baldry

Sonia Docherty, proposed by Charles Jenkin, seconded by Jo Jones.

The appointments were both supported unanimously by the meeting. Revd Canon Charles Jenkin thanked Jo Jones for her service as Churchwarden during the last eighteen months. He also thanked Sonia Docherty for everything she has done during the past eighteen months, which has been a great support to Jo and him. He added that he could not have wanted for better colleagues.

The Annual Vestry Meeting closed at 19:40.

Minutes of the Annual Parochial Church Meeting held at 19:40 via Zoom.

Present: Vicar and 19 members of the congregation.

1. Preliminaries:

a) Appointment of Secretary for the APCM:

Revd Canon Charles Jenkin proposed Rowena Harland as Secretary for the APCM and this was agreed unanimously by the congregation present.

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

There were no other business items.

c) Apologies for absence: Apologies received from Sarah Beeston, Russell Hall, Richard Hanley and Rachel Raval.

d) Prayers for the sick: Prayers were said for those could not attend the meeting because they were unwell. Revd Canon Charles Jenkin asked that we continue to pray for those who have been mentioned on the e-news and in our intercessions.

2. Approval of the Minutes of APCM held on 30th April 2019:

The minutes were agreed as accurate with a unanimous vote of approval, following one correction. They were authorised and will be signed later.

3. Electoral Roll Report

a) Report:

The Electoral report was discussed. The roll stands at 127, which is a reduction from 2019 when the figure was 135. There have been 2 additional names added to the electoral roll in the last year, but eight members sadly passed away and two members who moved away. There were no queries or additional comments.

b) Remembrance of Faithful Departed

Time was taken to remember those who had passed away since our previous revision of the electoral roll. Sadly, over the year, Mollie Baker, Lilian Caudle, Linda Haywood-Smith, Angela Pantelis, Adrian Parry, Stafford Patient, Joan Peart and George Pipe passed away. The names of two former members of the electoral roll have been removed, as they have left St Mary-le-Tower (moved away). Prayers were said for the faithful departed.

c) Appointment of Electoral Roll Officer:

The re-appointment of Carolyn Heyburn was proposed by Jo Jones and seconded by Sonia Docherty. It was agreed unanimously by all who were present. Revd Canon Charles Jenkin thanked Carolyn Heyburn for her work as Electoral Roll Officer during the last year.

4. Finance:

a) Presentation of Examined Financial Accounts for 2019

Revd Canon Charles Jenkin invited questions in relation to the annual accounts for 2019. There were no questions raised. Revd Canon Charles Jenkin invited comments and none were made.

Revd Canon Charles Jenkin said that he had hoped to have had time to provide a management review of the 2019 accounts for this meeting, but it had not been possible. The general shape of income and expenditure for 2019 was not significantly different from 2018, apart from a generous legacy that we received and some capital adjustments in relation to that.

Revd Canon Charles Jenkin thanked the people who had helped in the preparation of the accounts and asked for a show of hands to accept the accounts. There was unanimous support and they were accepted as published.

b) Appointment of Independent Examiner for 2020:

Nicholas Farr, Moore Green was proposed by Sonia Docherty as Independent Examiner and seconded by Mark Hollingsworth. It was supported by a show of hands and approved.

c) Approval of the list of Sidespersons: The following people were identified for approval in this role: Humph Adair, Sue Adair, Mary Baldry, Tony Brook-Carr, Alan Cocker, Ute Cooper, Richard Dewar, Sonia Docherty, Nicholas Dowding, Keith Faull, Sally Graham, Mike Graham, Richard Hanley, Rowena Harland, Susan Hollingsworth, Ruth Longhurst, Tony James, Susan Jenkin, Ian Lord, Ian Molloy, Cathy Moss, Hilary Norman, Diana Pipe, Douglas Seaton.

Revd Canon Charles Jenkin explained that the approval of sidespersons at the APCM is in relation to the financial aspect of the role in terms of counting cash after services. It is not a list of all those who may undertake other aspects of the sidesperson duties. The list was approved unanimously. Revd Canon Charles Jenkin thanked everyone who had served in these roles during the last eighteen months.

5. Presentation of PCC Reports (Group 1): Proceedings of the PCC, Fabric Report, Synod reports.

Revd Canon Charles Jenkin directed attention to a collection of reports grouped within a file marked as 'Group 1'.

- a) **The 'Report on Proceedings of the PCC'** was discussed and Revd Canon Charles Jenkin observed that a correction was necessary with reference to Mark Hollingsworth completing his term of office as the Treasurer. There were no further queries or comments in relation to this report. Revd Canon Charles Jenkin thanked the PCC for their service over the past eighteen months. He acknowledged that there had been some important issues to discuss over the last year, with meetings being conducted via Zoom rather than in person. Revd Canon Charles Jenkin thanked Mark Hollingsworth, whose term of office as Treasurer came to an end this year and Rowena Harland for her work as the PCC secretary over the past eighteen months.
- b) **The 'Report on the Church Fabric and Ornaments'** was reviewed. Revd Canon Charles Jenkin acknowledged that lockdown had been associated with a period of intense activity and hard work regarding the church fabric. It has enabled time to catch up on a number of projects and in particular getting a grant to progress the plaster repairs in the Chancel. There will inevitably be some disruption whilst the work takes place, but it will be good to have this work completed. There were no further queries or comments in relation to this report.
- c) **The Report on proceedings of Deanery Synod and the Report on Proceedings of Diocesan Synod** were discussed. Revd Canon Charles Jenkin thanked Russell Hall and Sue Adair for their reports and their service. There were no further comments regarding these reports.

6. Presentation of strategic Mission reports (Group 2): Churchwarden's report, Comms report, Music report, Tower House Project report.

- a) **The Churchwarden's Report** was discussed and there were no questions in relation to this. Revd Canon Charles Jenkin thanked Jo Jones for the service and for her report and also to her team of assistant Churchwardens. He also thanked the Welcome Team and others who assist in roles that take place at the back of the church, organised by the Churchwardens.
- b) Revd Canon Charles Jenkin explained that **the Communications Report** was a new report, following the closure of the church office. He advised that a Communications Committee was established and it has been very dynamic. He said that the committee has benefitted much from the energy, enthusiasm and skilfulness of Kate Thompson, and he also thanked Sonia Docherty for the report and the committee for their hard work. Sonia thanked Kate Thompson and Stephen Cheek and said that they have been very instrumental in the work of the committee and that the increased on-line presence of SMLT is because of their expertise and enthusiasm.

- c) **The Music Department** report was presented. Revd Canon Charles Jenkin advised the group that Chris Borrett had worked enormously hard over the last eighteen months and the pandemic has worked creatively with energy and innovation to keep the department going during the challenging times. There were no questions or comments regarding the report and Revd Canon Charles Jenkin thanked Chris Borrett and William Baldry for their roles within the Music Department. He also thanked the Choir Assistants and volunteers who help support Music department in a range of ways. The Music Department is outstanding and we are very blessed with all the talented people we have.
- d) Revd Canon Charles Jenkin introduced the **Tower House Project Report** for discussion. He invited Richard Cook, Chair of the Interim Management Group for Tower House to comment. Richard Cook said that the funding landscape is very uncertain at the moment. The funding for a larger campus wide project is something we will continue to look at but actively we are more likely to pursue the smaller song school community aspect in the immediate future. Revd Canon Charles Jenkin said that Sue Rudland had advised him that the criteria for National Heritage Lottery grants has been announced today and it appears encouraging. There is likely to be a lot of competition. The PCC will meet next week to discuss this application.

Revd Canon Charles Jenkin invited questions and comments. Kate Thompson said that if timing was an issue in terms of the application, then now is a good time to capitalise on our raised profile on social media. She felt this may be reviewed positively within the grant application. Revd Canon Charles Jenkin agreed that this could be fortuitous and thanked Kate Thompson again for all her work.

7. Vicar's Address with Questions and Discussion.

Revd Canon Charles Jenkin drew attention to the three-page report. He said that without doubt the pandemic has been challenging. He reiterated his thanks to everyone who served within the church and community. He emphasised the financial challenges that we have and will continue to face. He identified that fundraising activities were delayed because of the pandemic and will certainly be necessary next year in 2021. He also drew attention to the mission priorities which were discussed within the report.

8. Elections to the PCC. 6 persons to serve for 3 years.

Revd Canon Charles Jenkin advised that there were six vacancies for the PCC and that there have been 5 nominations. Two retiring members of the PCC were proposed to continue for further terms:

Sue Adair, proposed by Sonia Docherty, seconded by Rowena Harland.
Russell Hall, proposed by Sue Adair, seconded by Ian Hall.

There were three new members proposed for the PCC:

Kate Thompson, proposed by Sonia Docherty, seconded by Jo Jones.
Rosemary Caudle, proposed by Sonia Docherty, seconded by Jo Jones.
Sarah Purbrook, proposed by Jo Jones, seconded by Mary Baldry.

Revd Canon Charles Jenkin identified that there was a further vacancy on the PCC and invited nominations, but there were none.

Revd Canon Charles Jenkin asked for a show of hands in support of the 5 nominated people to serve on the PCC. This was supported unanimously.

Revd Canon Charles Jenkin thanked the continuing elected members of the PCC: Mary Baldry, Richard Hanley, Rowena Harland, Ruth Longhurst, Ian Lord, Hilary Norman, and Katrina Robertson.

9) Deanery Synod Election: 3 persons to serve for 3 years:

Sue Adair, proposed by Sonia Docherty, seconded by Ian Hall.

Russell Hall, proposed by Sue Adair, seconded by Sue Hollingsworth.

Jo Jones, proposed by Mary Baldry, seconded by Kate Thompson.

The election was supported unanimously by a show of hands.

10) Any Other Business.

The vicar reminded the meeting that matters which have not been notified under item 1b above will only be taken at the Chairman's discretion.

Sue Adair asked if the on-line services were having a positive effect on financial giving as well as on mission and the profile of St Mary le Tower. Sonia Docherty confirmed that there had been some donations, but it was not possible to know if they were because the donor had engaged with a livestreamed service. Kate Thompson said there had been a lot of engagement on line and this had been as far as New Zealand, Australia and America. She added that the livestreams have been discussed in choral evensong forums on social media. She said that SMLT is one of the few churches offering livestreamed choral services, most of them are provided by cathedrals. Revd Canon Charles Jenkin thanked Kate for the update and for the social media work she has undertaken.

Sue Rudland, Business Manager for Tower House joined the meeting during item 10. Revd Canon Charles Jenkin provided the opportunity for people to ask Sue questions. There were no questions for Sue. Sue Rudland invited people to come and see her at tower House for a tour of the building and the chance to ask questions. Kate Thompson asked if a virtual tour would be possible, as this would benefit people who follow on-line via social media. Sue Rudland agreed this would be possible.

The meeting ended with the Grace at 20:20 hours.