

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2025**

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The Financial Statements of the Parochial Church Council for 2025 appear in a separate document. They may be downloaded from our website or ask at the Church Office for a copy.

HOLY TRINITY CHURCH

HEIGHAM, NORWICH

110A Trinity Street, Norwich NR2 2BJ

Annual Report of the Parochial Church Council for 2025

PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM, three each year for a three-year term) or co-opted by the PCC to fill vacancies in accordance with the provision of the Constitution of the church. Following the APCM in April the following served as members of the PCC:

Ex Officio:

Revd Dr Richard James	Rector
Revd Alastair Gledhill	Curate

Officers:

Mr Dwayne Royall	Treasurer from APCM 2023
Mrs Gill Hulme	Secretary from APCM 2023 (resigned September 2025)

Elected:

Mr Phil Courtier	Churchwarden Elected APCM 2025
Mrs Nicky Russell	Churchwarden Elected APCM 2025
Mr Paul Henery	Churchwarden to APCM 2025
Mr Nigel Parfitt	Lay Reader Elected May 2024
Mr Tom Gray	Re-elected at APCM 2024
Dr Tony Smith	Re-elected at APCM 2024
Mr James Stubbs	Elected at APCM 2024
Miss Margie Jowett	Re-elected at APCM 2023
Mr Noah Marsh	Elected at APCM 2023
Mr Matt Stevenson	Elected at APCM 2023
Miss Alex Hillman	Re-elected at APCM 2025
Miss Yuyu Tse	Elected at APCM 2025
Mrs Caroline Verdon-Smith	Elected at APCM 2022
Mrs Irene Wong	Elected at APCM 2025
Mr Jason Wilson	Deanery Synod – re-elected at APCM 2023
Mr Peter Bussey	Deanery Synod – elected July 2023

Electoral Roll

Membership at APCM April 2025: 229. This represented a decrease of 18 since APCM 2024. The Roll is renewed every six years “from scratch” according to Church of England rules, and this took place in 2025. The Roll will usually decrease in such years.

Average Sunday Attendance

Service	Average attendance in October 2025 (adults)	Usual Sunday attendance over 2025 (adults)	Average attendance in October 2024 (adults)
10.00 am	165*	170*	158*
6.30 pm	75	75	80

*counts adjusted to include estimated 10 children's/youth leaders omitted from the register counts

The above figures do not include under 16s, of whom an average of 35 attended each Sunday at 10am, and 2 at 6.30pm, during 2025.

Public Benefit Aims of the PCC

The PCC (Powers) Measures 1956 states that the aims of the PCC ‘shall include cooperation with the clergy in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical’. Our mission as a church is to enable as many as possible to be drawn into the community of the parish church as worshippers of the Lord Jesus Christ. Our cooperation in this endeavour can be summarised in two objectives:

- To confer on all matters relating to the life, ministry, worship, service, evangelism and buildings of the church.
- To collaborate with the Rector in taking forward the strategy and mission of the Church (within the PCC’s statutory powers).

During 2025 the PCC reviewed our vision and relaunched it: “Follow Jesus with joy, serve him with love, and make him known with confidence”. Strategic goals agreed under each of these headings guide our decision-making as a PCC.

Review of progress and achievements

Progress towards our vision

During the year 2025 the PCC has:

1. Encouraged the continuation of the termly Welcome Course to help newcomers joining in person (and sometimes initially online) to become familiar with and committed to the church gospel vision and ministry
2. Continued to review our finances in light of income being behind expenditure, continuing certain cost-saving measures
3. Recognised the value of small groups for encouraging and pastoring members of the church
4. Kept the Word of God central to our faith and life as a church through sermon series on a variety of Bible books and topics, including Leviticus, sections of Mark and Luke's gospels, Philippians, 2 Peter, The Nicene Creed, The Lord's Prayer, the 39 Articles, Psalms, the story of Joseph (Genesis 37-50) and a topical series on Stewardship, some of these with small group teaching alongside
5. Reviewed our outreach to our parish and supported the work of a team undertaking door-to-door visiting, our young and growing afterschool and youth club, and a fortnightly Parish Outreach Prayer Meeting
6. Supported the organising of a summer Holiday Club attended by approximately 70 children of primary school age, and a growing proportion of children from our local community
7. Continued to seek to ensure that pastoral care is given to those experiencing sudden loss or sickness, or made isolated or troubled by long-term sickness or frailty, bereavement, and diminished mental health, including supporting a men's bereavement group and appointing Carol Smith to oversee a long-term support team
8. In order to encourage and equip both men and women as future service leaders, Bible teachers or preachers, launched "Growing Younger Leaders" course with nearly 20 men and women, and offered training and development opportunities with experience of leading services and Bible studies, and Bible teaching or speaking to children, youth adults and evangelistically
9. Held discussions on how to strengthen a culture of Biblical unity and diversity in the gospel, including themes such as women and men in the church, intergenerational church, and international church
10. Maintained a "hardship fund" to support individuals and families in need including those seeking asylum in this country
11. Held a successful Leaders Day in September led by Robin Sydserff from the Proclamation Trust, providing encouragement and training for those who serve or who teach the Bible in many roles at Holy Trinity
12. Held a successful barbecue for holiday club families and others, and encouraged a culture of hospitality across the church community

13. Continued to encourage all to attend Prayer Focus monthly alongside our other opportunities to pray together on Sundays and midweek
14. Hosted a “world mission weekend” in October marking 50 years of world mission inviting all to consider a call to cross-cultural mission, and continuing to pray for mission partners each Sunday and at Prayer Focus
15. Continued to oversee our Holy Trinity YouTube Channel which carries our online services beneficial to those exploring faith and church, the housebound and others unable to attend in person
16. Supported visits and the delivery of pastoral gifts and cards at Easter and Christmas to all members who are isolated or facing especial losses or trials for any reason
17. Supported consultation with other Anglican and evangelical churches on topics such as the doctrine of marriage, and hosted the annual Norfolk Gospel Partnership conference for women
18. Continued to inform our members and to be in dialogue with our bishops on sexuality and marriage in light of the wider discussions ongoing in the Church of England and in order to encourage Biblical inclusion and to uphold a Biblical and Anglican understanding of marriage and discipleship
19. Supported the promotion of a recommended Lent and Advent book as resources for personal discipleship
20. Continued the vision for making disciples through 1:1 Bible reading and committed to leading by example in this and in personal evangelism
21. Offered the Hope Explored Course in conjunction with Christianity Explored, giving seekers and new members a place to hear the gospel, ask questions, and be integrated into the church family
22. Celebrated Easter and Christmas as seasons in which we can invite our parishioners and other guests to services, with many guests attending online and in person
23. Continued to support Bignold School during their frequent changes of Headteacher, welcoming classes to church visits and for their Christmas celebration, and offering to lead assemblies, Open The Book or lessons in the school
24. Continued to support work discipling asylum seekers and other internationals as a ministry of the church
25. Supported and promoted ministries with local outreach such as Community Lunch, Noah’s Boat, Art and Craft Group, and Tea, Chat and Praise
26. In support of our vision to reach the city for Christ we continue to pray for ministry partners: James Pinto and the ministry at St Helens and St Edmunds Costessey, along with those we sent in 2022 to help revitalise the ministry there; and Margaret Gray, whom we sent in 2021 to be Pastoral Minister at Christ Church, New Catton

Our staff

During the year the PCC has:

- Continued to employ Lucy Cross and Gareth Evans as Youth and Children's Workers, Rosalyn Anderson as Administrator, Carole James as part-time Parish Mission Enabler, Loretta Choy as part-time Finance and Assistant Administrator, Gabi Elwell as Ministry Assistant, and Richard Cockaday as part-time Organist; Svitlana Kolesnik was moved onto our payroll from an outside contractor as part-time cleaner
- Continued to review and update the pay, contracts and employment policies for all employed staff

Finance

During the year 2025 the PCC:

- Monitored our cash flow, income and expenditure regularly through the year.
- Managed the payment of mission grants, day to day expenditure and unique activities and their cost and where relevant, cash collection.
- Performed a full cash audit of all unbanked liquid assets.
- Considered the budget for 2026.
- Submitted a tax return as required periodically by HMRC

Other matters

During the year the PCC has:

- Updated the Safe Haven Safeguarding Policy in line with recommendations from the Diocese and took steps to bring our own procedures for the safeguarding of children and young people in line with that policy.
- Received reports from our Fabric Group and Mission Action Group. Each group usually comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Received regular reports from the Treasurer and the Staff Team
- Given time to pray about and consider our strategic direction.

Vision for 2025

Our PCC launched our new vision for 2025-2030 early this year:

“We follow Jesus with joy, serve Him with love and make Him known with confidence.”

Our five-year priorities include the following:

Follow Jesus with joy by making every effort by grace to help one another grow in godliness and knowledge of Him. This will include three different contexts: Sunday services, midweek groups and personal discipleship.

Serve Jesus with love by enabling every member regardless of age, culture or nationality to play their part using their time, God-given gifts and financial resources to further the gospel among us. This will include highlighting opportunities for service, developing our leadership training and our pastoral support, developing our church kitchen for purposes of hospitality, and encouraging giving by members to fund our mission.

Make Jesus known with confidence

In our city by promoting our parish visiting and other local outreach, extending use of our buildings for these purposes, equipping us all to live and speak for Christ in daily life, and supporting the revitalisation of churches across Norwich

In the world by highlighting the privilege of partnership with mission and ministry partners in their contexts and the call of God to some of us to “go and make disciples” across our nation and our world

Communication

During the year the PCC has sought to communicate our work to the wider church. This can be by speaking to the congregation at services or by regular reports via our weekly church email newsletter. Approved minutes are available to view in our church building.

PCC is thankful for our Secretary Gill Hulme and our Treasurer Dwayne Royall for all the work they have done in the last year to make much of the above possible. Also for Phil Courtier (Churchwarden and Vice Chair of PCC) and Nicky Russell (Churchwarden) collaborating with Richard in the leadership of the church, support of staff, and stewardship of our resources.

Financial Review

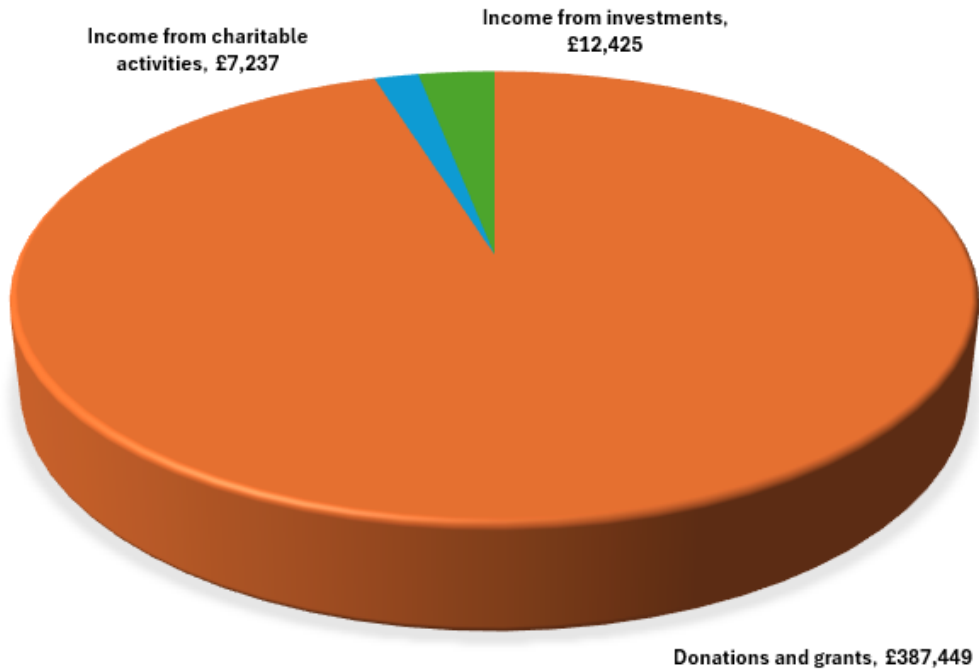
The PCC is a charity and has been registered with the Charity Commission since 2009. This is in compliance with the Charities Act 2011, which specifies that a PCC with an annual income in excess of £100,000 must register. Our charity number is 1132477.

Volunteers who give their time and resources enable a large number of activities to be run by the church. It is not possible to quantify the extent of this help, but without it the church could not continue its work.

Income in 2025

Most of the church’s income (95%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised rental of 26 Trinity Street and other sundry income. The total income for the year was £407,111, the breakdown of which is shown in the following pie-chart:

2025 INCOME



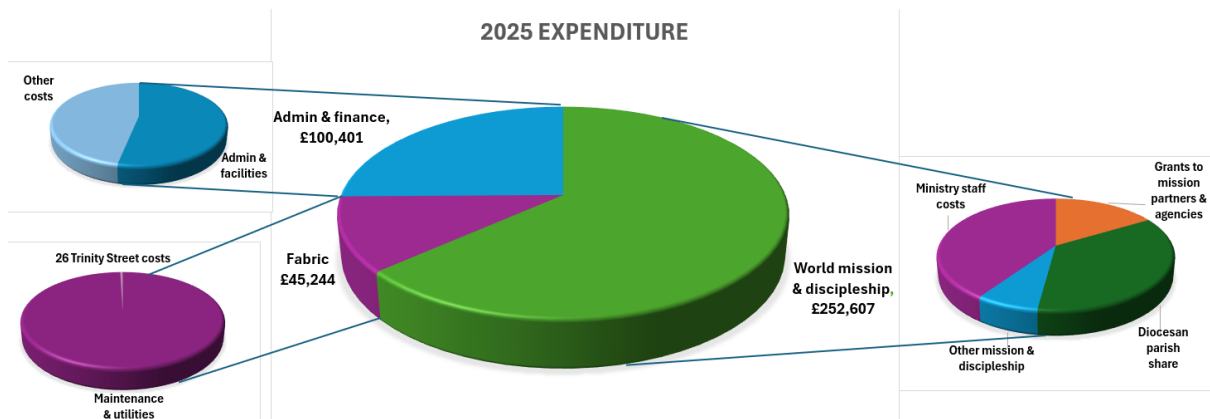
As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. Giving increased marginally in 2025 by 3% compared to 2024.

The main driver for the increase in overall income in 2025 was the giving of the congregation.

Expenditure in 2025

The church's expenditure was £398,252; a 5% decrease compared to 2024 (£418,851). This decrease largely reflects a reduced spend on maintenance costs.

The church's expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:



Although there is no legal liability on the PCC to pay the Diocesan Parish Share, the PCC is aware of its responsibilities in relation to the financial position within the diocese. Our staff costs do not include the cost of our Rector or Curate. Both have their stipends and on-costs paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also owns and maintains The Rectory and the Curate's house and owns the church building. The Parish Share also supports mission and evangelism across the wider diocese covering Norfolk and Waveney. In 2025 the PCC paid £90,000 for the year, the amount set by the diocese at the start of the year.

Funds and Reserves

The church has the following restricted fund (that is, fund that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991).

Unrestricted funds include the value of our property as well as money in the bank. The church owns 26 Trinity Street, which provides a potential mixture of rental income and capital growth. This property was formally revalued in December 2022 and a new valuation of £512,500 was approved by PCC (from £483,000 in 2021). We are required to revalue this property every few years.

At the end of 2025, the church had unrestricted funds of £653,080 including the £512,500 attributed to 26 Trinity Street. Other funds include a deposit fund of £10,827 and tangible fixed assets of £12,279. This is a downward movement from 2024 in our tangible fixed asset value.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. Each year the PCC reviews its Reserves Policy and in January 2023, it reviewed it keeping the levels the same but adjusting the wording to:

'Reserves' are the financial resources the PCC has available to spend for the church's purposes once it has met its commitments and covered its planned expenditure. They are those funds that are free to be spent – i.e. they are not restricted or designated for specific purposes, nor held in an endowment fund, nor invested in fixed assets.

We need reserves because not all our income comes in at the same rate as we spend it, and to enable us to continue meeting our commitments if our income is lower than we expect or if our expenditure is higher than we expect.

The PCC's policy is to maintain reserves of £60,000 which takes account of the following:

- Three months' budgeted expenditure in 2026 amounted to about £103,000;
- Delaying paying three months' Parish Share would temporarily free up £22,500;

- PCC holds a Fabric Fund (£67,000 at the end of 2025) and this fund will help to absorb any major fluctuations in buildings expenditure.

The PCC undertakes to review this reserves policy on an annual basis.

At the end of 2025 our general reserves stood at £117,474, this is above our reserves policy and is in line with our forecasted financial performance through 2025.

The PCC will need to review the reserve policy again this year in line with current financial performance. This is expected in the 3rd quarter of 2026.

Outlook for 2026 and beyond

The PCC have approved a budget for 2026 which is balanced. This follows the 2025 budget which has been moderately outperformed. Because of the significant cost savings implemented in 2025 we expect reasonable performance against expenditure budgets and will carefully monitor income levels as the first quarter results of 2026 show a slight decrease in income levels.

Risk

Safeguarding - Child Protection and Vulnerable Adults

The PCC has a formal policy statement and an appointed Safeguarding Officer. The policy is reviewed annually by the PCC. A copy of the policy is displayed in the Church and the Safeguarding Officer provides a copy to all those involved in youth and children's work and is responsible for monitoring compliance with that policy. Two additional DBS recruiters continue to check DBS certification for those seeking to work within church, including those wishing to work with children. A full safeguarding report appears later in this document.

Financial

The church accounts are reconciled monthly and any significant variance from the budget is investigated. The accounts are subject to an annual assurance review in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, together with the Charities Statement of Recommended Practice 2005.

Legislative

These include health and safety, disability and other discrimination and data protection. The PCC has reviewed the legislative requirements in these areas. We have updated our Health and Safety Policy, and several matters therein are being addressed.

Reputational


The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come to its attention or are reported to it by members of the congregation or by outside parties.

Bankers and Accountants

Bankers: Barclays Bank plc of 5/7 Red Lion Street, Norwich and The Cooperative Bank plc of 69 London St, Norwich.

Accountants: Aston Shaw, Chartered Certified Accountants, Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY

Approved by The Parochial Church Council on 9th May and signed on its behalf by:



Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2025

The Church building, which is a Grade II listed building, is owned by the Diocese but the PCC are responsible for its care and maintenance.

Main church building: Throughout 2025 and early in 2026, several actions were undertaken to maintain the church's infrastructure.

- There have been issues with leaks in the church roof (the area of flat roof above the kitchen and in the roof valleys on each side of the church roof). The water ingress was associated with high winds in combination with heavy rain on each occasion. Leakage has occurred in different locations without a set pattern. Roofing contractors have undertaken minor repairs in different locations to remedy the situation. The decor in the church kitchen at the hatch site was repaired.
- The carpets at the front of the church have been re-glued down.
- The fire escape and disabled accessible doors have been repaired where there was rot damage to the wooden door frames. Intumescent strips have been replaced and the door closures replaced to comply with fire regulations.
- New drawers have been fixed in the kitchen to replace the broken ones.
- Emergency lighting has been replaced in the church boiler house.
- One halogen bulbs has been changed to LED in the meeting place. An electrician is required to fit remaining bulbs and this is planned
- Further work will be needed in this area as noted below

Church hall:

- An asbestos survey was undertaken, this indicated the need to repair and paint some of the fascias which are thus affected, and some of the pipe work. This work will be completed imminently.
- It is noted that the front doors of the hall remain in poor condition, and it is hoped that these can be improved or replaced in the near future- see below

Jenny Lind Room (leased from Norwich City Council):

- Repairs were made to the ceiling following a water leak from the property above. Redecoration has taken place, paid for by the NCC who were responsible for the leak.
- The cupboards in the JL room have been replaced and re-ordered using funding from a claim on insurance following the leak.
- The installation of a projector has been discussed and quotes obtained and updated, but this work has not yet been done.

No. 26 Trinity Street: Minor general maintenance only and no major works to report.

Health and Safety:

- PAT testing has been organised and should go ahead imminently• A fire safety inspection was carried out, with most of the required remedial work completed.

- An asbestos survey was also conducted for the church hall as above. The necessary remedial work is planned, after which the the asbestos register will be updated accordingly.
- Weekly fire alarm testing has been undertaken.
- The boilers were serviced. The Health and Safety action plan was updated.

Future Work:

- We need to undertake fire drills to meet the Fire Regulations.
- A small project is needed to change our light bulbs across the meeting place from halogen to LED. This will require an electrician as the starters are behind the fittings requiring the lights be partially dismantled during bulb changeover to LED.
- We would like to change the doors on the church hall. This would need to be done in line with planning permission requirements and ensure safety and security for users. Designs and options are being considered by the fabric group.
- We would like to refresh the signage (x4) for the church. We do not need to buy new signs, rather remove the current oncer which can be cleaned and reprinted. A design for these has been undertaken and we expect this work to be completed in 2026.
- There has been a discussion regarding the installation of CCTV cameras to deter anti-social behaviour previously; quotes were obtained previously, but a decision about the installation of these is yet to be made.
- We are aware that the issues with the recurrent and variable leakage issues in the roof require further investigation and we plan to commission a formal survey to establish the current status of the felt and tiles. We are aiming for apply for a grant to this to be funded.
- We would like to install AV kit with a projector in the JL room, which will be regularly used. We have received a quote and this work is planned to be undertaken as soon as possible.
- We have good reserves within the fabric budget to fund a number of smaller projects as well as on going maintenance and repair.
- Enlargement and refurbishment of the church kitchen remains an aspirational project, which would require external/additional funding. Steps are being undertaken to establish the feasibility of this and to create plans for how this could work, along with costs and potential funding stream

Thomas Gray

Safeguarding Report for 2025

I took over the role of Parish Safeguarding Officer (PSO) following last year's APCM. I have been supported in the role by Rosalyn Anderson, who handles much of the administrative side. It is extremely helpful to have at least two people involved in the leadership and administration of Safeguarding at Holy Trinity, given the size and diversity of our congregation and ministries.

In our roles we are committed to the safeguarding, care and nurture of everyone within our church community, particularly of children, young people and vulnerable adults.

Training and compliance

I have completed all PSO training requirements this year and have liaised with other welfare officers within the Diocese, through the network meetings organised by the Diocesan Safeguarding team.

Gareth Evans and Lucy Cross have both now completed their Leadership Pathways course, required of their respective roles. Both Gareth and Lucy are now also able to carry out DBS checks, as well as Rosalyn Anderson and Paul Henery.

All those working with children and young people at Holy Trinity have been required to have enhanced DBS clearance and to complete the Basic and Foundation safeguarding training modules. This training and DBS compliance needs to be updated every three years. We continue to use the existing database for training records and use ThirtyOneEight to undertake all DBS checks.

All volunteers wishing to work with children and young people must go through the recommended application process and complete the relevant training prior to taking up their roles.

Safeguarding is a standing item at each PCC meeting. Within the past year the PCC has reviewed the safeguarding culture of the church in general, with discussion prompts based on the C of E document, 'Promoting a healthy and safe culture'. This was helpful in shaping priority areas for further improvement for the coming year.

The Parish Safeguarding Dashboard for Holy Trinity has been updated on a regular basis throughout the past year. This gives the Diocesan safeguarding team the opportunity to monitor the progress of each parish against the rigorous standards expected in all areas of safeguarding. The Diocesan safeguarding advisors continue to offer extremely valuable advice and support when concerns have arisen, in a timely manner.

All safeguarding incidents and concerns which have been reported over the past year have been logged securely, with Diocesan support required when necessary.

In the coming months we will be contacting others with leadership roles, such as Home Group leaders, to ask them to complete the Basic Awareness and Foundations safeguarding modules, and for other volunteers (such as Welcomers / Stewards) to complete the Basic Awareness training. A further module, relating to Domestic Abuse,

will also need to be undertaken by many of those with leadership responsibilities within the next year.

These are new requirements of the Diocese and should lead to a greater awareness of key principles and practices so that safeguarding matters are better understood across the whole church.

Paul Henery

Holy Trinity Safeguarding Officer

safeguarding@trinitynorwich.org

Norwich South Deanery Synod Report for 2025

Deanery Synod is a gathering of representatives from churches in the South Norwich area. It elects members to Diocesan Synod and General Synod and shares good practice and encouragement.

This involvement in the wider life of the Church of England provides unity and outward focus as well as helping churches to remain informed about wider issues such as the continuing debates regarding LLF prayers and practice .

At the last meeting on February Revd Graham Wilkins, Vicar of Cringleford , was licensed as the new Rural Dean following the retirement of Revd Patrick Richmond .

The meeting also included a presentation from RAISE , a children's work organisation offering helpful in - church and in-school gospel material and activity .

Recent meetings have also included a focus on creation care , helping churches engage with environmental awareness in practical ways.

Jason Wilson

**Minutes of the Annual Meeting of Parishioners and Annual Parochial Church
Meeting Sunday 18th May 2025 11.30am,
Holy Trinity Church Norwich**

Richard James welcomed everyone to the APCM and opened the meeting in prayer.

Psalm 100 was read collectively.

1.Appointment of Churchwardens (or ‘Meeting of Parishioners’)

Richard summarised the role and duties of Churchwardens and expressed gratitude to Phil Courtier and Paul Henery for all they have done over the year. He announced that Paul Henery is stepping down as warden having served in this role for three years, and expressed thankfulness for him as an effective warden and a wonderful member of the leadership team. Richard announced that Nicky Russell and Phil Courtier have been duly nominated and elected as wardens for 2025 – 2026. Alastair Gledhill, the curate at Holy Trinity, prayed for Phil and Nicky and encouraged the Church to pray for them.

2. Election of Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Nicky Russell, Alex Hillman and Caroline Vernon Smith. He announced there were three vacancies on the PCC, and that the term of appointment was for three years each. Richard introduced the three candidates, Alex Hillman, Irene Ho and Yuyu Tse who are willing to serve a three-year term, no election was necessary.

Paul Henery prayed for the three newly elected women and the PCC for 2025-26.

3 Draw Near with Faith – Our Vision for 2025-2030

Richard looked back and shared what God has been doing during the past year, he outlined the vision for the future.

Using Psalm 100 we aim to be:

- A stickier church, people have joined and stayed and there is a lot to be thankful for.
- A younger church where our youth people are built up and mix especially on a Thursday in the Jenny Lind room and with midweek and Sunday groups mixing together.
- Welcoming to all – our Welcome course has seen forty people attend in the past twelve months. Twenty to thirty people have joined church but not attended a welcome course.

- Five people have been baptised, four adults and a child.
- 25% of the congregation is made up from the local parish.
- Holy Trinity is becoming a quietly growing, welcoming, culturally diverse church.
- We follow Jesus with joy, serve him with love and make him known with confidence.

Richard used Psalms to encourage us to dwell on God and His goodness.

Psalm 100:3

“Rejoice! God is our shepherd. Know that the Lord is God.”

This is relational and intimate, inviting us to know him. God is a Personal Being to draw near to, not a theory to be mastered. We are his, rejoice he has made us his people. He is our shepherd.

So, we follow with joy, serve with love even if circumstances are tough.

We are under the good shepherd.

One flock – many generations.

Rejoice at every lost sheep that is found.

Psalm 100:5

‘Rejoice! God is good, for the Lord is good, his love endures forever’. Praise is “inner health made audible” - C.S.Lewis

However grim our circumstances appeared, God has never let us down.

We thus make him known with confidence, thankful for his past goodness, expectant for the future, doing good as he has done.

Christ is drawing those from many nations, one Lord calling all the earth to His praise.

- We pray for ourselves – build mix speak wherever we are this week.
- At work, with family, speak of Christ.
- Pray for our parish and visit more homes.
- Opportunities in groups to explore faith.
- Across our city, Costessey, New Catton and mission partners.
- In October 2025 a special event will be held with mission partners from across 50 years joining together at Holy Trinity to encourage each other.

Richard encouraged everyone to read the PCC report which details everything that is going on at Holy Trinity and he invited all to join with him in serving the work of God in this place.

4. Finance Report – Dwayne Royall Treasurer

Dwayne opened this segment of the meeting with prayer.

Dwayne expressed thanks to Loretta for her work as the finance officer, and Alison for her work with gift aid.

2024 Overview

- Income just below budget £12 variance
- While income is on budget, regular giving decreased by 3k against 2023
- Expenditure actual of £418,851 against a budget of £418,200 variance of £651
- Financial performance against both budget and last year is good
- Fund movement in the year of (£25,363)

Income Comments

- In 2024 there were several one-off income items that we do not expect to repeat this year including election income and legacy donations. If removed from the income totals the performance would be around £9k less
- Hall hire increased over last year, and this is a target to increase for 2025 as well.

Expenditure comments

- Building Maintenance expenditure was over budget and worse than last year by £10k, however there is an underspend on maintenance to 26 Trinity St.
- Events and Hospitality marginally higher than last year
- Accountancy and assurance fees now carrying correct accrual
- Payroll and HR support as a line item appears to have overspent, but this is the result of accounting for cleaning services in this line with a corresponding reduction in Labour costs.

2025 – The Year so far

- Last year we invited separate donations for holiday club, this will likely happen again this year.
- Income is trending marginally below budget with "regular" giving below budget and last year, but there has been an increase in one off giving in March/April
- 20's and 30's/ student budgets show an overspend YTD. This is due to us procuring a new site for the weekend away this year. Costs in this line are heavily front-loaded; we expect to recover much of this position during the year

Key Challenges in 2025

- Our budget is very aggressive in savings targets for expenditure, some items will be challenging
- Cleaning contract changes

Prayer

Phil Courtier prayed for the work of Dwayne and Loretta and the Finance Committee.

5. PCC Report – Richard James Rector

Richard introduced the annual report of the PCC for the year ending 31st December 2024.

The PCC report had been circulated in advance of the meeting and copies were available at the meeting. Richard drew attention to many activities Church family members had been involved in.

Matters arising from the PCC report.

The following questions had been received ahead of the meeting.

Q1) *Jo Courtier – I would like to repeat my question from the 2024 APCM.*

In recent times there has been a lack of women preachers at our Sunday services. Richard assured us last year that this was not a deliberate policy of the leadership. What is being done to encourage and train women of all ages to fulfil this role?

I link my question to point 8 on page 4 of the 2025 report under the heading 'Progress toward our vision'. This point says that men and women have been identified and offered training and development opportunities and Bible teaching. Please can we be assured this includes women of all ages and includes the Sunday services?

Richard James replied:

We treasure God's creation of men and women with distinctive roles and gifts in church life; at the same time prizing women and men as equals in Christ.

There are many wonderfully gifted women at Holy Trinity, and we are committed to help them serve with the gifts God has given, including preaching on occasion and leading services and teaching the Bible in different groups, such as at Prayer Focus and midweek groups and in the all age feature team. We want to create a culture where women flourish.

We are pleased to say that we have plans for women with suitable experience, training and gifts to speak and preach on occasion in the months ahead, including on Sundays.

There is a programme in place to give experience of teaching and preaching in public settings, e.g. prayer focus.

Finally, this autumn we plan to launch a new group training and developing younger men and women as leaders, including in public teaching roles.

Q2) *Mike Hulme:*

The rector intimated to the church two weeks ago the desire to see more female members elected to the PCC. With this in mind, has consideration been given to some possible reasons why there may be a gender imbalance on the PCC and any measures that could be taken to rectify this? For example, meeting times and schedules to be more accommodating of those with caring responsibilities, the format or conduct of meetings, an earlier and more proactive solicitation of women who may be willing to stand for election.

Richard James replied:

The gender balance on the PCC is not where we want it to be but is already improved. There is more work to be done to consider if there are ways to facilitate women standing for PCC.

Q3) *Mike Hulme*:

Relative to 2023, expenditure in 2024 on accountancy fees more than doubled to £3,900. Payroll and HR support nearly quadrupled to £10,100. These costs combined have typically been around £4,500 for the last 5 years. Please would the treasurer explain why expenditure in 2024 was so anomalous?

Dwayne Royall replied:

The accounting fees 2024 are added in accrual which doubled the costs. Payroll HR support for the cleaning contracts caused a rise.

Q4) *Mike Hulme*

The PCC and its members as Trustees, operates under UK Charity Law. All charities must have procedural safeguards to protect the charity against actual or perceived conflicts of interest. Could we know whether the PCC has a 'Conflict of interest' policy that all members are briefed on and, if so, how the policy is adhered to in PCC meetings?

Phil Courtier replied

When there is a conflict of interest during PCC meetings e.g. staff salary, mission grants, then the relevant people leave the discussion. There is no conflict-of-interest policy in place at the present time however, we will adopt the CoE standard policy template for our PCC.

Q5) *Mike Hulme* referred to the Treasurer's presentation and sought confirmation from him that the near balance of income and expenditure in 2024 was a result of the planned further draw-down of the PCC's reserves and that, therefore, actual expenditure in 2024 exceeded actual giving during the year.

Dwayne Royall replied that in the 2024 accounts as presented we drew on £25K reserve. For 2024 we were 6% below our income. This year we flatten off because we drew on these reserves as a deliberate reduction of the reserves.

Paul Hoey commented: Charities are required to hold reserves to cover costs for three months in case the charity should close. Reserves should not be held back as money is given for good and operation of the church.

Richard invited any other questions. No further questions were forthcoming.

6. Reappointment of independent examiners Aston Shaw Ltd.

Dwayne Royall proposed, Phil Courtier seconded – unanimous.

7. Stewards and Welcomers

Richard shared the names of all those who are stewards and welcomers and thanked those who are involved in this important ministry. A slide naming all stewards and welcomers was shown.

The list of stewards and welcomers was approved by a show of hands with no dissent.

8. New Members since APCM 2024

Rosalyn Anderson is the electoral roll officer. Richard reported that the Electoral Roll total was 229.

He reminded the meeting that the Electoral Roll renewal happens every 6 years in order to help to keep it up to date.

Richard prayed for the new members of Holy Trinity on the electoral roll.

9. Expressions of thanks

Richard thanked everyone for coming to this meeting and to the whole Church family.

Richard went on to express particular thanks to:

- Paul Henery – retiring warden / taking on safeguarding officer role.
- David Fairbourn – retiring safeguarding officer
- The staff team –who serve with diligence and with a gospel heart
- Volunteers
- Wardens
- PCC
- Gill Hulme, PCC secretary
- Dwayne Royall, Treasurer
- Carole James - who is a great support to Richard in his ministry and who dedicates much of her time to the church and to prayer.

Paul Henery thanked Richard for his leadership, hospitality and wise gospel commitment. He also thanked Phil Courtier and the staff team who have supported his time as warden. Phil Courtier thanked Richard for leading the church and pointing us to Christ.

10. Closing Prayer -

The meeting concluded with a closing prayer led by Richard.

Date of Next APCM To be advised.

Gill Hulme, PCC Secretary, May 2025