

## St Stephen's Church, Norwich

### Minutes of the Annual Meetings held in the church on Sunday 11 May 2025 at 10.05am

**Present:** 49 electoral roll members: Samuel Bloomfield; Katie Blyth; Lucy Bock-Brown; David Burrows; Kay Carroll; Peter Carroll; Sally Clarke; Jenny Coe; Lynne Daniels; David Daynes; Peter Emmrich; Lisa Fifield; Aimée Gedge; Margaret Gilbert; Richard Gilbert; Gail Halley; Dave Humphreys; Linda James; Jude Johncock; Rod Kibble; Val Kibble; Messa Lefifene; Lesley Matthews; Anna Mayne; Elaine McCarthy; Doris McCausland; Eileen McDonald; Neil McLellan; Barbara McLellan; Ahlem Mokhtori; Margaret Morfoot; Iain Moss; Alaine Mukene-Drew; Louise Reed; Rosemarie Riches; Sam Roberts; Carmen Ruiz-Heredero; Clare Rushmer; Sue Stapleford Pink; William Stroud; Maureen Stroud; Janet Terry; Mike Terry; Rachel Thomson; Mark Tuma; Abi Walter-Browne; Ann Wignall; Steve Wright; Tony Yallop.

Eight others (not on the electoral roll): Chris Astwood; Junior Campbell; Bridget Carroll; Katherine Gilmartin; Betty Green; David Green; Roger Hewitt; Tracy Lai.

#### **Annual Meeting of Parishioners (AMP)**

- 1 Ian Fifield took the chair as Priest in Charge, to avoid a conflict of interest in respect of David Daynes, and he opened the meeting in prayer. He advised that those whose names were on the electoral roll and those who lived in the Parish, but were not on the Electoral Roll could vote at the AMP
- 2 **Apologies for absence**  
There were no apologies for absence.
- 3 **Appoint a secretary**  
Gail Halley was appointed to act as minutes secretary to the AMP and the APCM.
- 4 **Minutes of the 2024 AMP**  
This was held in the church on 28 April 2024. The minutes had been circulated with the newsletter, and there were printed copies in church for the meeting.

The minutes were agreed as a true record of the meeting.

Proposed: Steven Wright; seconded: Janet Terry

Ian Fifield signed the minutes.

## 5 **Election of churchwardens for the year**

Nominations received:

- David Daynes (proposed by Mike Terry; seconded by Peter Carroll)
- Janet Terry (proposed by Dave Humphreys, seconded by Rachel Thompson)

There were no other nominations.

The meeting was unanimously in favour of re-electing both David and Janet as churchwardens, and Ian Fifield thanked them both for doing such an excellent job over the past year.

The meeting ended at 10.15.

## **APCM 2025**

In this meeting only those who are on the electoral roll may vote. There were 85 names entered on the electoral roll at the deadline for applications.

David Daynes took the chair, explaining that, in the absence of a vicar, he chaired the PCC as Vice Chair.

## 6 **Minutes of the APCM held on 28 April 2024**

The minutes of the 2024 APCM were approved by the meeting (proposed: Sue Stapleford Pink; seconded: Anna Mayne).

The minutes were signed by David Daynes.

## 7 **Matters Arising**

There were no matters arising.

## 8 **Annual Report and Financial Statements for 2024**

David Daynes reported that these had been approved by the PCC on 8 April 2025. Since then the independent examiner had signed his report on the financial statements. Copies of the statements had been sent to everyone on the email list and posted on the church website. There were also copies available at the back of the church.

The report covers the calendar year 2024. As required by the relevant legislation, the report includes:

- A report on the proceedings of the PCC in 2024, including a statement of compliance with guidance on safeguarding.
- Acknowledgement of the contribution of Madeline and Paul Light over the 15 years they were at St Stephen's.

- Recognition of the work of those who have stepped up to help fill the gap left by Madeline and Paul.
- Recognition of the service given by Andy Rose, our finance manager, during his years with St Stephen's, and acknowledging his recent retirement.

Among the matters mentioned about the life of the Church are:

- The central role of the Café in the ministry of the Church and the continuing growth and development of that ministry.
- The relationship of the Café, Church and the two houses providing accommodation that we support (the Hope into Action house and the REST house), together with the developing work within the Renew Wellbeing space on Wednesdays, and our continuing Autumn Festival.
- The work with toddlers and their carers through the Little Fellowes Group at the Chapel, which had gone through some changes during the year due to some attendees moving on, but it is recovering steadily, together with the work to set up a Lego club.
- The work undertaken by Sam Roberts, now supported by Katie Blyth, with the younger members of the congregation on Sundays.
- Our continuing development as a diverse congregation coping well with the comings and goings of members as their lives and spiritual growth change.
- The PCC's continuing monitoring of the risks within our community and seeking to mitigate them as far as possible in line with good practice, and adjustments are made to the way we operate as those risks change.
- The health and safety of those who work for and use our building; this is always on the agenda for PCC meetings, as is safeguarding.
- Our performance in respect to safeguarding which is particularly closely monitored through the safeguarding dashboard; new standards are adopted as soon as possible and compliance monitored.
- Publicising points of contact within the Church to ensure that any concerns regarding safety or confidentiality can be easily raised by the public and members of the congregation.
- The annual fabric report for the year 2024, which notes that a quinquennial report was completed during the year and received in January 2025. The Standing Committee of the PCC has reviewed that report and will be agreeing a plan for its implementation with the new PCC as soon as is practical.

David Daynes asked if anyone at the meeting had questions on the annual report. There were no questions.

### **Financial statements for the year ended 31 December 2024**

These were presented by the treasurer, Sue Stapleford Pink. She reminded the meeting of the Church's Giving Fund which asks Church members to suggest organisations or ministries they would like the church to help support. Sue also referred to Andy Rose's retirement and the arrival of Alen, who wasn't present because he attends another church; she reported that he is getting on well.

There were no questions following the presentation of the financial statements, and the meeting agreed to receive the annual report and financial statements (proposed: Mark Tuma; seconded: Sally Clarke).

David Daynes thanked Sue Stapleford Pink for her work; he also acknowledged the contribution Andy Rose had made to the work of the Church, and welcomed Alen to the staff.

### **9 Electoral Roll**

David Daynes reported that the number of people on the revised electoral roll was 85, down from 111 in April 2023. However, he explained this was not a cause for despondency, as 111 would have included a number of people who had moved away or died. It was normal for numbers on the roll to fall in a year when a full revision takes place and it was expected that the number would gradually climb up in the following three years.

### **10 Deanery Synod Representatives**

DD explained that St Stephen's can elect two people for a term of up to three years. The current 3-year period ends in 2026. Dave Humphries (elected 2023) and Lynne Daniels (elected 2024) are both willing to continue in their previous appointment, so no elections are necessary.

### **11 Parochial Church Council (PCC)**

DD told the meeting that the deanery synod representatives, the churchwardens, together with the clergy licensed to St Stephen's and the LLMs, will all be members of the PCC. This year a member of the Church had been elected to the Diocesan Synod and was therefore also an ex officio member of the PCC. In addition, because there are 85 names on the electoral roll, we can elect up to nine other lay people onto the PCC.

There were nominations for seven lay members, five of whom have been elected in previous years and are standing for re-election. They are:

- Mike Terry
- Abi Walter-Browne
- Aimée Gedge
- Sue Stapleford Pink
- Adam Curtis

Two nominees were being elected for the first time:

- Barbara McLellan
- Clare Rushmer

The seven candidates were elected en bloc. This was proposed by Stephen Wright, seconded by Anne Wignall, and approved unanimously.

The meeting was told that the first meeting of the new PCC would be held on Zoom on Tuesday 13 May at 7.30pm in order to appoint officers. A fuller PCC meeting would be held in late May/early June – date to be agreed at the 13 May meeting.

Thanks were given to Gail Halley for acting as minutes secretary, to Richard Gilbert who is standing down after four years (three elected and one co-opted) and to Peter Emmrich after three years (though the PCC may want to co-opt him for a further year).

**Independent Examiner:** Philip Buttinger has agreed to act as independent examiner for a further two years. The meeting willingly joined with DD in thanking Philip for undertaking this work for St Stephen's. His appointment for a further year was proposed by Lisa Fifield, seconded by Sally Clarke and agreed unanimously.

## 12 **Any Other Business**

DD announced to the meeting that Ian Fifield had been appointed as vicar of St David's, Thorpe End with a starting date to be agreed. He then asked Ian address the meeting.

Ian then thanked the Church for all those who had helped in numerous ways, especially during the interregnum, particularly David and Janet as churchwardens, the PCC including Richard Gilbert and Peter Emmrich; he commended the superb commitment of the staff, and thanked all the volunteers who helped keep things running. He also endorsed the appointment of Heike Prentice as St Stephen's new vicar.

He added that although he would be leaving, Lisa would be staying as operations manager (though she would probably be worshipping eith him at St David's on Sundays).

13 **Looking Forward**

DD finished the meeting by looking to the future, and the new chapter for St Stephen's with the arrival of Heike Prentice, and of course the departure of Ian. He said that the Church had remained strong during the interregnum, continuing – and to some extent developing – the work started under Madeline. Ian, the churchwardens and the PCC believe that the work will continue to grow and strengthen if we seek to discern God's will and follow the guidance of the Holy Spirit in all that we do. He closed by saying that we look forward to greeting Heike at the end of June and working with her in spreading the Gospel further in the centre of our city.

The meeting ended at 10.45am with the Church saying the grace together.