**Annual Reports St Stephen's Canonbury**

**Jan 22 - Dec 22**

**Presented at APCM: 23rd April 2023**

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Please see in conjunction with the Church Warden Report below.

The PCC has been meeting monthly over the past year, chaired by Ralph Dunham due to the Acting Chair being unable to attend the meetings in person.

The discussions have covered all aspects of church life, including plans for the services, budgets, health and safety reports and safeguarding issues.

The dominating topic has been issues related to the vacancy of the church. As part of the appointment process, Joy Faulkner-Mpeho led the writing of a new Parish Profile (available on the church website).

As was reported in last year's reports, Adam Atkinson, Archdeacon of Charing Cross conducted a Triennial Parish Visitation on 24th October 2021, which identified key actions to be undertaken. These have included a Governance Review, which has been led by Kevin Wilson, a member of the Ecclesiastical Team of Birketts legal firm. We have begun the task of responding to the issues raised by this, and are committed to continuing this work under the leadership of Clare Shepherd, our new Interim Priest in Charge.

PCC: Timothy Muller (Acting Chair), Rachel Woolf (Secretary), Ralph Dunham (Treasurer), Joy Faulkner-Mpeho, Mary Thomas, John Creyke, Len Chalkley, Sarah Strang, Lizzie Evans, Elizabeth Ainger plus Susan Rice (Church Warden), Andrew White (Church Warden), Suzanne Roberts (co-opted, non voting member), Anna Sheppard (Deanery Synod Representative) and Margaret Evans (co-opted).

**Timothy Muller - PCC Acting Chair**

1. **Church Warden Report**

2022 continues to bring its challenges but as a church family we have been able to carry on as normal with little or no effect on church life. We manage to continue with regular services and community outreach through Manna and Urban Hope. We ensured that we continue to adhere to our safeguarding, health and safety policies and training for all staff and members of the PCC.

Following the approval of the PCC, an independent Governance Review was carried out by Kevin Wilson, Legal Director, of Birkett’s the diocesan registry office. The detailed report laid out clear suggestions and recommendations to improve our governance.

In November, we started the recruitment process for an Interim Priest for St. Stephen’s. Katie Melville and I were the parish representatives during the process. We worked alongside, Reverend Dr Joanne Woolway Grenfall, Bishop of Stepney, Venerable Peter Farley-Moore, Archdeacon of Hackney and Reverend James Hughesdon, Vicar of St Mary, Islington. In December, we announced the appointment of Reverend Clare Shepherd as Priest in Charge for three years for St Stephen’s Canaonbury. Reverend Clare Shepherd’s Licensing service took place on Monday, 13 March 2023. The service was a warm welcome and a great success. Reverend Clare has hit the ground running by getting to know the parish, our projects and working on the recommendations of the governance review.

I was able to continue to undertake the full remit of the responsibilities and duties of a Church Warden. I would like to thank the PCC, Rose Mwesigwa, the Staffing Committee, the Urban Hope and Manna Management Committees for all we do to ensure St Stephen’s continues to serve our church family and local communities.

The furnishings, goods and ornaments of the church are accounted for and in good condition.

At the next APCM, I will announce that I am stepping down from the role of Church Warden but still very much part of the St. Stephen’s family, and would still support the PCC.

**Susan Rice - Church Warden**

1. **Health and Safety Report**

Rose has maintained a general oversight of Health and Safety for our buildings with the Church

Warden and Welcome Team continue this during services and church events.

From a Health & Safety point of view the focus has been on ensuring we have provided a safe worship and community space, and a safe work environment for staff and volunteers. In 2022 this involved reviewing our practices to minimise risk from COVID-19 infections and, while still maintaining good standards of care, stepping these down in line with the National Guidance. In November we ran an on-site externally provided First Aid course attended by representatives from Urban Hope, The Manna and the Church community. In December risk assessment and training needed to be rapidly put in place to support the temporary heating solutions following loss of heating and hot water on 4th December; the hot water supply was rapidly resolved by 7 th December, but the heating has taken longer with the temporary measures persisting into February 2023.

Of a more routine nature, the annual H&S inspection was completed in February 2022. The fire alarm was inspected and serviced in August 2022, and the fire alarm is tested weekly. Throughout the year general maintenance has been carried out to keep our buildings fit and safe for purpose and the kitchen has a 5-star food hygiene rating. Thank you everyone for keeping a level of safety awareness and reporting any concerns to keep St Stephen’s a safe place for work and worship.

**Rose Mwesigwa - Health & Safety Officer and Suzanne Roberts - PCC Health & Safety Representative**

1. **Safeguarding Report**

Throughout the year St Stephen’s has continued to support vulnerable children and adults through The Manna, Urban Hope and within the worshipping community and we have ensured appropriate procedures are being followed and records kept where required. In May 2022 the new PCC re-appointed our Church Safeguarding Officer (Suzanne Roberts) and Children’s Champions (Joy Faulkner-Mpeho, Lois Gallagher) and adopted the Diocesan parish safeguarding policy as its own; a copy of the summary statement has been displayed on the church and hall’s noticeboards throughout the year. A link to the Safeguarding Policy is provided on the front page of St Stephen’s website and practical implications are summarised in the Church of England Parish Safeguarding Handbook – Promoting a Safer Church which can be found at: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

As Church Safeguarding Officer, I continue to be grateful for the Diocese of London Safeguarding policy and team of staff both of which help to provide a clear framework, direction and support for this work. This year we have also worked closely with Islington Social Services to ensure we play our part in the wider circle of people and organisations that support particularly vulnerable children. In 2022 we moved to using the Church of England Safeguarding Dashboard to record, report and plan our safeguarding actions. The Safeguarding Dashboard has three levels: Level 1 - Safer Foundations; Level 2 - Safer Activities; Level 3 - Safer Practices. By recording our current practices we showed as compliant with level 1 foundations and have now moved to working on the level 2 Targets.

I am actively looking for someone who might like to join me in this work.

**Suzanne Roberts - Safeguarding Officer**

1. **Mission Report**

We are continuing to support our missionaries Geoff & Caroline Shave.

The Shave family are still serving the Lord with Campus Crusade for Christ & Agape in Cape Town. They have been involved for many years with Leader Impact: a strategy of Campus Crusade aimed at business men & women bringing Christ to the workplace encouraging & supporting honesty, integrity, transparency & justice in all their dealings.

They are planning tomove on & are thankful that the Lord has prompted others to replace them. So now they are waiting for the next call with Campus Crusade & Agape. This will take some time over the next few months & we pray all will go smoothly.

We continue to have links with the church in Luanda & we have supported their young people's work.

Our Christmas appeal was to the Salvation Army for their work amongst the homeless. The Easter appeal is joining the London Diocesan ALMA support of the Mozambique church establishing support centres for the victims of violence abuse & homelessness due to the ongoing terrorism in the north of Mozambique.

Mission Support Group: Mary Thomas, Elizabeth Ainger + Rufin Batota-Mpeho

**Mary Thomas - Missionary Group Representative**

1. **Deanery Synod Report**

Because Timothy has been Acting Chair of the PCC for the past year, he has not had time to fulfil his duties as representative. Our second Deanery Synod representative resigned halfway through the reported year. Timothy will continue to be the representative and will have more time this year to attend meetings and contribute to them.

**Timothy Muller - Deanery Synod Representative**

1. **Buildings Report**

**A** from 2021

1 The urgent remedial work recommended in 5 year fixed wiring test has been done

2 The vicarage terrace roof which was causing leaks in the hall kitchen has been completely replaced at a cost to St Stephen’s of approx. £5000

3. The Maisonette doors, after a long delay were replaced in 2023 for £5868

From 2022

**B Masonry cracks in church building**

Cracks -interior and exterior - were noticed in August 2022 and the Quinquennial architect, Andy Burrell, was informed. In 2023 the cracks had got wider and a structural engineer was engaged to provide a report. He advised that there is no immediate danger, and no action should be taken until he has finished his report which will look at the possible causes of the cracks and any action necessary. Our Quinquennial architect was also on site.

**C. Church boiler breakdown in December**

Temporary heating arranged after the boiler stopped working. In 2023 the boiler was restarted by a different heating engineer. The work of finding a good low carbon replacement heating system had begun.

**D** Rose, our church administrator, continues to deal with minor building problems in the church and church halls. Thank you for all her hard work.

**E.** As the only member of the Buildings Committee, I am in urgent need of support. If you would like to serve, or know anyone who would like to serve, on the committee, please let me know.

**Mike Dana - Chair**

1. **Staffing Committee Report**

The Staffing Committee and the PCC are very appreciative of the tireless work done on behalf of all of us by our staff members. They keep the day-to-day life of St.Stephen’s, with the Manna and Urban Hope (guided by their respective Management Committees) on track. During 2022, the work of all our staff has changed in response to the needs of those they are supporting post-Covid. On behalf of our St.Stephen’s community, I wish to record our special thanks for the way they have willingly adapted to changing circumstances, and for what they have each been doing for us and for those they serve on our behalf in the local community.

At the close of 2022, the PCC employed 5 paid members of staff (1 full-time, 4 part-time), as follows:

**Administration**: Rose Mwesigwa (Administrator - Finance and Buildings Management)

**The Manna**: Kate Moore (Manna Project Worker), Nick Freedman (Manna Project Worker - coordinator), Kemi Buraimoh (Manna Catering Coordinator)

**Urban Hope**: Mat Barber (Director, Urban Hope).

**Staffing changes during 2022:**

Urban Hope: Nicole Newman, who joined in October 2021 on a 5 month fixed term contract, left in March 2022 for the birth of her baby. She continues to support Urban Hope now as one of the paid session workers. **The Manna**: Nick Freedman, formerly a Manna Volunteer, joined the staff in the role of Coordinator in May 2022, on a 5 month fixed term contract. His contract, due to expire on 8 October, was extended to 12 January 2023, when he left to go travelling.

**Changes in working during 2022 as Covid restrictions were lifted:**

Urban Hope: Urban Hope has been concentrating on secondary school work, having identified particular needs among teenage students. UH has developed a positive relationship with Highbury Grove School, and is currently exploring work with another Islington school. Clubs continue in the church halls on Monday and Wednesday afternoons/early evenings.

The Manna: The Manna, having remained open throughout the pandemic thanks to remarkable commitment from each member of staff and a number of wonderful volunteers, has continued to hold open sessions on Tuesday 2-7, Thursday 10-4, Friday 10-4. Walks or external visits take place on some Wednesdays. The number of clients increased during Covid and has remained high, with priority still being given to those who are street homeless or without access to shower/laundry facilities.

**Administration:** From the start of 2022, Rose Mwesigwa increased her hours to take on the Lettings part of the vacant post of Administrator - Communications and Lettings, in addition to her role as Administrator - Finance and Building Management. We are very grateful for her commitment to this, as hall and church lettings have increased significantly, bringing in welcome additional income.

Cleaning of the church and the halls is done on a self-employed contract basis. At the start of 2022, Simone Silva dos Santos was doing 8 hrs/week. She left in December. Since then the cleaning, overseen by Rose, is being done by her with some help from a Manna client volunteer. A new cleaner is being sought. Caretaking duties are shared on an informal basis by the occupants of the maisonette. Staff salaries are paid through either the PCC General Fund (administration, and contribution to costs at both the Manna and Urban Hope) funding through grants and from other organisations giving from supporters or fundraising activities.

In addition to our paid staff, our Volunteers are the lifeblood of St. Stephen’s and our outreach projects. Many hours of unpaid work is done by some church members and other local people, supporting Urban Hope and the Manna in particular. On behalf of all church members, I would like to say a huge thank you to our staff, and all those who do so much on a voluntary basis, for their continuing commitment and hard work.

Staffing Committee: Katie Melville (Chair) Lizzie Evans, and Susan Ekpe-Rice and John Creyke

**Katie Melville - Chair**

### **Manna Report**

The Manna is St. Stephen’s project for local homeless and marginalised people. We have been operating for 33 years responding to needs such as homelessness, poverty, addiction, and isolation.

The project has 5 elements:

* Day centre – open three days a week to provide food, showers, laundry, computer access,

 storage, a mailing address, clothing

* One-to-one support and advocacy
* Small group activities: gardening, art, poetry, walking, cultural visits
* An opportunity to “put back in” with many clients involved in the practicalities of running the

 Day centre

* Partnership working with the Local Authority and other agencies

Throughout Covid and the lockdowns of 2020 and 2021 The Manna remained open and we have now settled into a pattern of offering services three days a week (Tuesday, Thursday, Friday). Typical attendance is about 30 rough sleepers and 30 precariously-housed people, and another 20 struggling with isolation or needing support in other ways.

During 2022 our cook, Kemi continued to organise our kitchen, meet food hygiene regulations, and produce delicious and nutritious meals for all, supported by dedicated and hard-working volunteers. We increased our use of industry-surplus food to reduce our own food-buying costs. As well as weekly deliveries from Felix Fareshare we make collections locally from Pret a Manger, Gail’s Bakery, Belle Epoque, Waitrose, and Sainsbury’s.

Kate, our keyworker, has supported many Manna clients with challenges like housing, benefits, immigration, health, addiction, debt, tenancy sustainment, and a host of other things.

Nick stepped in to cover the role of coordinator on a temporary basis and was very popular and supported the calm and safe running of our open-door sessions.

All our staff are part-time so we have also relied heavily on around twenty volunteers and a loyal and hard-working group of client-volunteers.

We have been delighted in 2022 to re-start our walks and outings. We’ve had adventures in many parts of London and beyond and have had conversations and experiences that would never otherwise happen. This has been of particular value to our asylum-seekers.

We are grateful to our funders: grant-making trusts Cloudesley, Cripplegate, Pret Foundation, Brown Dog, Palca Stevenson Giving, and StreetSmart and for donations from Marsh, Arnold Clark, Children’s House School, Big Choir, Waitrose, and Tesco and to the many individuals who have supported us financially.

We value our rootedness in St Stephen’s and have tried to play our part in looking after the shared building. Relationships with Urban Hope and admin staff are good and we feel encouraged and supported by St Stephen’s congregation and the PCC.

St Stephen’s PCC delegates the day-to-day and strategic operation of The Manna to the Manna Management Committee.

What does 2023 hold for The Manna? Both Kate and Nick will be moving on so recruitment will be our priority. We are in a strong financial position with carried-over surplus and the full year’s funding in place, which enables us to contribute more to the shared costs of the building. As more clients struggle financially we will be refining our individual grant schemes and we will no doubt continue to be exasperated by the “techno-hell” that excludes many of our clients from basic services.

Manna Management Committee: Tim Elliott (Chair), Amanda Gowing, Dipak Kapur, John Creyke, Len Chalkley, David Ainger, and Anne Cartwright.

**Anne Cartwright - MMC Member**

### **Urban Hope and Dreams Report**

Over the last year we have supported more than 200 young people at schools and youth clubs. The focus of all our work is to support young people helping to build positive mental health. To that end all of us have been on a First aid mental health course and, through a partnership with the Whittington Hospital, are engaged in a programme to enable us to become trauma informed and give trauma support to young people

**Drop-ins**

Urban Hope has continued to build on our community drop-in youth club sessions on Mondays, Wednesdays and Thursdays for 8-11 and 11-19 year olds. In the sessions there are a variety of different activities, including, pool, table tennis, arts and crafts and more. There are always many activities set up in the upper and lower hall to avoid boredom for our younger group. It is a very sociable experience and there is always some type of food (main or desert, sometimes both). Some weeks the young people assist the workers with cooking while other weeks the workers will treat us to a ready cooked meal. Christmas celebrations were great again, this year we had a full Christmas meal, parents and young people came and there was a talent show - it was a good way to end the year.

**Schools**

Our work within the City of London Academy Highbury Grove continued to develop and we have begun to work in City of London Academy Shoreditch Park. In Highbury Grove we run a lunch club for year 7’s.and mentor young people who are struggling in mainstream education. With the funding provided by Highbury Grove, we have been able to provide more focused and targeted work.

Over the next year we will continue to build on the work that we have done this year and offer more support into local schools, including working in primary schools and build a team of youth workers to take this forward.

**Dreams.**

We supported the young people in church, helping them to explore their faith and become more active. Just after Easter we ran a service that focused on the resurrection of Jesus and created stations for the congregation to visit where the young people were tour guides. This included a tomb, a boat and ‘fishes’ we also served grilled fish. It was a lovely service.

They also performed at the Christmas concert and the theme was the nativity that goes wrong. The young people enjoyed planning and prepping for the service. It was well received by all. Mat even played a sheep! We would like to thank Joy Faulkner-Mpeho for her support with Dreams. She helped us provide a regular space on Sunday mornings.

We would like to take this opportunity to thank everyone that has supported the work of Urban Hope from our volunteers to all who have supported us financially. Without this support we would not have been able to work with all the young people that we have done last year.

Urban Hope Management Committee: Mike Dana (Chair) Sarah Strang, Joy Faulkner-Mpeho, Jane Thurlow, Kate Durkin and Andy Turner

**Mat Barber - Director and Mike Dana - UHMC Chair**

1. **Electoral Roll Report**

During the year 2 members of our church died, Stephen Spencer and Fran Smith; their names have been removed from this Roll. We are grateful for their loving service.

14 names of people who are no longer eligible because of other roles, or have left St Stephens or with whom we have lost contact have been removed from the Roll.

7 new names have been added to the Roll this year.

These changes have reduced the number on our Electoral Roll to 82.

**John Woolf – Electoral Roll Officer**

### **Finance Report**

The total income for the year 2022 was £310,717 (2021 - £448,649).

* This income was made up of restricted funds of £188,484 (2021 - £236,914)
* £100,745 (2021 - £112,952) of donations and grants to support the work of the Manna and Manna

Welfare

* £87,313 (2021 - £123,962) to support the work of Urban Hope. The grant and contract income for

 Urban Hope has fallen sharply which has been noted by the Urban Hope Management Committee and

 the PCC; a program is in place to find additional funding to put the project on a sustainable footing.

* £426 of giving towards Church Appeals
* Unrestricted funds incoming amounted to £122,660 principally Church Giving and fees earnt from

 property and Church activities. Contributions from Church members including gift aid amounted to

 £103,101 and was broadly in line with budget. Income from premises hire was £29,575, a significant

 increase from the figure of £13,555 in 2021 as we recovered from the impact of Coronavirus restrictions.

Expenditure for the year 2022 amounted to £328,195 (2021 - £450,777).

* £216,064 (2021 - £205,923) of restricted funds
* £112,131 (2021 - £244,854) of unrestricted funds.

The financial position at year end was £257,983 (2021 - £275,460)

* £199,722 (2021 - £227,301) of restricted funds
* £58,261 (2021 - £48,159) of unrestricted funds.

Manna has strong reserves well in excess of the stated reserves policy of 3 months expenditure. The General fund has seen an improvement in its financial position and now is comfortably within the reserves policy, whilst also managing to increase Common Fund contribution. Further improvements in our common fund contribution are anticipated in the next financial year to bring it closer to the expected contribution. Cautious budgeting with respect to utility costs have meant that the church has not had to apply for Diocesan grants to help with these Costs. The letting of Church Premises continues to provide valuable income and further opportunities will be explored this year.

As already mentioned Urban Hope have found grant funding challenging for 2022. This situation is being carefully monitored and the trustees are working hard to find solutions that will allow the project to continue delivering Youth Services in the Parish.

I am actively looking for people that might like to join the Finance Committee. Most of the Church Finances are now fully automated and hosted on state-of-the-art Church Accounting Software. If you would be interested in finding out how this works, and providing some back up to myself, the project treasurers, and Rose in the Church Office, then please let me know. It is an extremely rewarding role and if you have a numerical leaning not hard at all. Please let me know if this is something that might be of interest?

I would like to thank all the finance team within the Church: Rose Mwesigwa (Church Administrator), Anne Cartwright (Manna Treasurer), Kate Durkin (Urban Hope Treasurer), Matt Barber (Urban Hope Operations Manager) and Katie Melville (Staff).

**Ralph Dunham – Treasurer**