

# **St Peter's, Carlton Colville Annual Parochial Church Meeting for 2023**

**Including the Trustees' Report and Financial Statement for 2023 for the  
Parochial Church Council of St Peter's, Carlton Colville**

**The Annual Parochial Church Meeting will be held on  
Sunday 28<sup>th</sup> April after the 10:30 service and following the Vestry Meeting**

God of mission,  
who alone brings growth to your Church,  
send your Holy Spirit to give vision to our planning,  
wisdom to our actions,  
joy to our worship, and power to our witness.  
Help our church to grow in numbers,  
in spiritual commitment to you,  
and in service to our local community,  
through Jesus Christ our Lord.  
Amen.

**Please take some time to read through this report before the meeting.**

**This report consists of the**

**Trustees' Report**

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**Trustees' Report for the Year ending 31 December 2023**

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2023

### I. Reference and Administrative information

**Church Address:** St Peter's Church,  
Church Lane  
Carlton Colville  
NR33 8AT

#### Membership of the PCC (May 2023-March 2024)

Name	Role(s)	Term Ends in
Rev Sarah Quantrill	Rector (left October 2023)	N/A
Carol Browning	Churchwarden	2024 (Elected annually for a maximum of 6 years Term: 2022-2028)
Bob Filer	Churchwarden	2024 (Elected annually for a maximum of 6 years Term: 2023-2029)
Sharon Brown	Deanery Synod Rep	2026
	Deanery Synod Rep	2026
Angie Colbridge	Elected Lay Rep	2025
Mary Corker	Elected Lay Rep	2025
Sandy Cyprus	Elected Lay Rep	2025
Linda Filer	Elected Lay Rep And PCC Secretary	2025
Rita Mayn	Elected Lay Rep	2026
Mark Ellis	Elected Lay Rep And PCC Treasurer	2024
Mary Hobbs	Elected Lay Rep	2024
Jenny Foyster	Elected Lay Rep	2026
Vacancy	Elected Lay Rep	2024

## **Appointed by the PCC**

Electoral Roll Officer: Nelly Baxter

PCC Secretary: Linda Filer

PCC Treasurer: Mark Ellis

Safeguarding Officers: Sharon Brown (Children and Young People & Vulnerable Adults)

Bob Filer (Vulnerable Adults)

Independent Examiner: John Harrison

## **Our Banks**

HSBC (current and deposit accounts)

## **II. Structure, Governance and Management**

### **Structure**

The PCC is an excepted charity.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the incumbent. It is the decision-making body of the Parish and is accountable to the Diocese of Norwich.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met 8 times during the year.

We pay a parish administrator and a lay pastor/children and families' worker. These are employed as contractors.

The PCC Quorum is 3 (who should be 1/3 of the elected lay reps).

The Churchwarden and the incumbent meet monthly to plan and review the month ahead.

### **Appointment of PCC Members**

The method of appointment of PCC members is set out in the Church Representation Rules.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after being on the electoral roll for at least 6 months. Vacancies are advertised prior to the APCM in accordance with the Church Representation Rules.

## **Meetings**

The incumbent chairs the PCC.

The PCC normally meets six times each year.

Additional meetings can be called by the Churchwardens or the Incumbent.

## **Period of Service**

Churchwardens are elected annually for a maximum of 6 years.

All other members are elected for three years.

Members can stand for re-election at the end of their period of service.

## **Payments to PCC Members**

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses are re-imbursed by the PCC. No other members receive any payments except for reimbursement for out of pocket church related expenses.

## **PCC Sub-Committees**

Fabric

Safeguarding

Standing Committee (who also form the complaints committee for any complaints for St Andrew's, Mutford).

## **Public Benefit**

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, the bereaved, the elderly and others in need or considered vulnerable.

The church also supports Kirkley Pantry through a food collection box at the back of church which is emptied regularly and a food collection as part of our annual Carols @ the Crib service which takes place at the Transport Museum.

The church has a good relationship with the schools, offering assemblies and hosting school visits and services at St Peter's, as well as visiting the schools to support the delivery of the Christianity element of the RE curriculum.

The structure of the Church of England focusses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish church, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so we may, for example, develop links with a community in another area or country. St Peter's gives 10% of its annual income to charities.

## **Risk Management**

The Trustees (i.e. the PCC) have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance

against fraud and error. All HSBC accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are standing items on the PCC agenda and are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
  - Health and safety including the buildings and their surroundings
  - Safeguarding
  - Risks arising from the activities of the Church, including risks to reputation.
- Operational risk management activities such as hazard management and prevention, insurance and local risk assessments

The PCC is charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

### **Safeguarding**

In accordance with the Church of England Safeguarding Policy, St Peter's is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.

- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard <sup>1</sup> for this policy and the guidelines established by this church.

The Safeguarding Officer for Children and Young People is: Sharon Brown

The Safeguarding Officer for Vulnerable Adults is Bob Filer

Health and Safety: Churchwardens

Insurance, alarms and Fire Protection: Churchwardens.

### III. Aims and Purposes

The Parochial Church Council (PCC) of St Peter's has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Peter's Church, Church Lane Carlton Colville, NR33 8AT and its churchyard. It is no longer responsible for the maintenance of Carlton Colville cemetery, which is maintained by East Suffolk Council/Carlton Colville Town Council.

The Parish profile states that "we are an evangelical, welcoming, hospitable, friendly and sociable fellowship who love the Lord and seek to share the Good News of the Gospel with the community around us."

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<sup>1</sup> What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to "have due regard" to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are 'cogent reasons' for not doing so (see below). What is meant by 'cogent reasons'? 'Cogent reasons' are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would 'cogent reasons' be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

#### **IV. Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the building mentioned above.

##### **Worship and Prayer**

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

##### **Provision of pastoral care for people living in the parish**

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 49.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

In 2023 we held 2 Baptisms, 3 Weddings, 7 funerals in church, 5 funerals at a crematorium or cemetery chapel and 8 burials of ashes. In addition, Lin Barrow was confirmed by Bishop Ian at a service in Hopton in November.

#### **V. Incumbent's Report**

To quote Robert Burns "*the best laid plans of mice and men often go awry.*" Mike and I had no plans to leave the benefice until the time came for me to hang up my cassock! However, the move of my parents to Woolpit, coupled with their increasing frailty, meant that we

spent a great deal of the late Spring and early Summer discerning our future, which culminated in my appointment as the Vicar of Kesgrave with Little Bealings and Playford, in the Diocese of St Edmundsbury and Ipswich. It was not an easy decision to reach as we have very much enjoyed our time here.

My huge thanks to Mark, Carol and Bob who were both supportive of our decision to move and willingly embraced the additional responsibilities that come with a vacancy. My thanks too to all of the clergy who have led services at St Peter's.

## **VI. The year in Summary**

One of the highlights of the year was welcoming Jamie Wyllie on placement as he began his second year at ERMC. He fitted in quickly and easily to the leadership team, helping out with Messy Church and Schools' work as well as offering us some memorable sermons during his time with us. He left us in the Summer to return to his Home Church, Cliff Park for his final year but you may well see him out and about in Lowestoft as he is going to be serving his curacy with the Oulton Broad Ministry Team.

Angie Colbridge asked to have a sabbatical from her work in the church, having served tirelessly both working with the schools, and Messy Church and Little Stars, as well as all the pastoral work -including the Upside-down Group. She decided that she did not wish to return to her post at the end of 2023, and the PCC decided to wait until a new Rector has been appointed before appointing a replacement.

Within our regular congregation we began 2023 saying goodbye to, and celebrate the lives of Ray Smith and Irene Wisken, and then in the Autumn we came together to say goodbye to, and celebrate the lives of Valerie Smith and Brian Humphrey. Four faces lost but not forgotten. As 2023 ended we also prepared to celebrate the life of Dennis Fairs.

Last year's priorities were as follows:

### **1. To establish and train a pastoral visiting team.**

Although a few people started the Authorised Pastoral Assistant pilot course, in the end, only Sharon Brown wanted to take it on. Having completed all the necessary paperwork and safeguarding training, she was licensed by Bishop Ian in February 2024. She is now visiting a number of the housebound and taking them Home Communion, as well as leading the monthly services at Carlton Manor and Carlton Court, where she is assisted by Carol and Rita.

### **2. To establish a monthly wellbeing café**

Rev'd Sarah, Mary Corker and Hollie Crawley undertook the Sanctuary Mental Health Training Course and the necessary safeguarding checks before starting up Seesaw in the Spring. We initially met in the Parish Room but then moved to meeting at Poppies Community Café in Carlton Court. Although our group is small, those who come along have found it helpful.

### **3. Work towards paying a greater proportion of our Parish Share**



It still remains a significant challenge to get anywhere near paying all of our parish Share. Sarah did manage to get us some Diocesan assistance which reduced the Parish Share but we are still some way off meeting the full share. Occasional Office Fees for Weddings and Funerals help with this, but we are mainly reliant on giving by the congregation. We did however manage to pay 60 percent of the share this year. The Treasurer will make more comment of this in his report.

I am so grateful to everyone who contributes to the smooth running of St Peter's- especially the wardens who do so much behind the scenes during the week; to the ministry team who share the leading of our services on Sunday; to Susan and the music group and of course to everyone who is involved in the various teams within St Peter's- hospitality; flowers; fundraising etc. Thank you all for being so willing to share your gifts, talents and time.

**Rev'd Sarah**

## **VI Parish Activities**

### **a) Electoral Roll Report**

The Electoral Roll was revised and exhibited as required between 31st March and 14<sup>th</sup> April 2024.

After discussion by the PCC members some names have been removed from the roll due to not meeting the Church Representational Rules for being on the roll e.g. those who have passed away or are no longer attending and receiving communion at St Peters Church.

The Total number on Roll - 52

Resident - 31

Non Resident - 21

**PCC in the absence of Nelly Baxter Electoral Roll Officer**

### **b) Children, Young People and Families Report**

#### **i) Messy Church**

In 2023 we met 10 times, with themes ranging from Messy Parables to Messy Remembrance, and of course, a Messy Christmas!

A huge thank you to the team who have helped to run Messy Church this year: Carol, Judith, Rita, Rachel and Susan, and Mark for taking on the "service" part, following Sarah's departure.

#### **ii) Little Stars Baby & Toddler Group**

2023 has been a year of great change at Little Stars. In July, we said goodbye to the majority of our Little Stars as they left to begin Reception. Many of them still come to join us at Messy Church though. This meant that from September we had a much smaller number attending, most of whom were babies!

Thank you to Carol, Rita and Rachel for all their help in setting up and clearing away each week as well as the conversations they have had with the parents, carers and children.

**Rev'd Sarah**

### iii) Schools' Work

We welcomed Carlton Colville Primary and Grove Primary at various times this year- Easter, Harvest and Christmas. In addition, Rev'd Sarah and Jamie visited Carlton Colville to talk about Communion and Rev'd Sarah went to talk to Grove Year Three pupils about what Christians believed.

**Rev'd Sarah**

### **Churchwardens' report**

Turn to God and change the way you think and act, because the Kingdom of Heaven is near.

A year of upheaval, at the APCM last year Bob stood down from Church Warden. Then came Sarah's bombshell, so the six-year rule was revoked and Bob stepped back in to assist Carol

Another Interregnum when we need stability so that we can grow, let us pray for our next incumbent and hope that they put down roots in Carlton Colville.

In 2023 Rounce Electrical carried out a hard wire test that should keep us safe for the next five years. They also carried out P.A.T. testing.

A large section of plaster fell from the north west corner of the Nave.

Devlin Plummer were recalled to correct an inscription on a newly refurbished window A.E.D. installed our new projector and screen.

We made safe an unstable tomb in the Churchyard.

Last but not least we were broken into and thank the Lord nothing was taken.

God Bless

Carol and Bob

### **c) Deanery Synod**

During 2023 Deanery Synod met in February, June and November (I was able to attend the June and November meetings).

Deanery Synod meeting dates were moved this year so that it occurs soon after Diocesan Synod to ensure timely feedback of information from Diocese to Deanery. The meetings are now held around March, June and November.

Areas discussed:

Diocesan Vision 2021 - 2026 'Transformed by Christ'

During 2023 the Diocesan vision focus was on 'Pastoral'. The Deanery organised and offered a training course in Pastoral care, following which a few of those completing the training went on to become authorised pastoral assistants.

During the last meeting 'Prophetic' the Diocesan Vision for 2024 was considered seeking views on what this means to our churches and how we should develop a more Prophetic ministry within our churches during 2024

Speakers:

1) Anna Chaplaincy (Chaplaincy for older people), talk given by Pam Shaw an Anna Chaplain who visits Church Green and Broadlands.

The name Anna - from Anna in the bible means grace. It is a free offering from the Church. The Chaplain meets people on their own terms and usually in their home. They believe 'older people matter' and aim to discover the needs of people whoever they are. They will talk about whatever people want them to talk about.

Other AC's run projects such as Dementia cafes, messy vintage and holiday clubs under the umbrella of Bible reading fellowship.

2nd speaker - Jonathan Richardson, 'Children's, Youth and Families Development Officer', who works alongside one other full time and one part time employee in the same role. Their mission is to encourage, equip, resource and work alongside parishes to assist in their youth and children's work. They are available to offer advice to Parishes when developing children's work both in the church and schools.

He questioned how much of our time is spent thinking about the next generation.

It is felt that one of the most useful functions of Synod is to share ideas, and this has been achieved through a number of getting to know each other activities and leading your church into growth activities.

**Sharon Brown.**

#### **d) Fundraising Team**

We decided to run fewer events this year and settled on four:

A Spring Coffee Morning on 29<sup>th</sup> April, which raised £478; A Strawberry tea with musical accompaniment on July 15<sup>th</sup> raising £286; our second St Peter's Quiz with afternoon tea on September raising £160 and a Christmas Fayre on 2<sup>nd</sup> December, which included a visit from Father Christmas, which raised £720.

**Mary Hobbs, Susan Thompson, and Heather Saunders**

#### **e) Healing Team**

The Healing Team re-started offering prayer for healing after the interruption of Covid.

**Heather Saunders**

#### **f) Home Group: Young at Heart**

We meet on a Tuesday afternoon fortnightly. At the moment we are six happy souls led by Sandy and Heather and we are studying a book entitled 'The Purpose Driven Life'. We can safely say that it has opened our eyes and minds and lead to some in depth discussion and prayer.

For everything, absolutely everything above and below, visible and invisible everything got started in Him and finds it's purpose in Him. Colossians 1:16

#### **g) Jesus Is Alive Bible Study Group.**

We meet fortnightly on a Friday in the Parish Room. This past year we have studied 1 and 2 Timothy and Titus. We are now starting on different topics to help us understand the bible, things that will help us in our everyday lives as Christians in the world today.

We have a good leadership and are joined by members of St. Andrew's Mutford.

**Doreen Worrall**

#### **h) Parish Prayer Report.**

The meetings take place once a month at 10.00 am on a Thursday. In the past it was led by the Rector, but she moved on last October. We have the readings for the forthcoming Sunday or something appropriate for that day or season, followed by prayer. The prayers are grouped around various topics and needs. At present various people lead these meetings each time.

**Roland Worrall**

#### **i) PCC Report**

PCC meetings were held bimonthly while Rev Sarah Quantrill was incumbent. Since she left we have held monthly meetings to try and ensure the smooth running of the church. The PCC has standard areas of concern discussed each meeting and matters arising have been voted on these include issues raised by reports from the Wardens, Treasurer, safeguarding officers, Deanery projects / initiatives such as APA training, correspondence, etc

During 2023 the PCC also considered:

Sharing the common cup: To comply with church of England directives it was agreed to return to sharing of the common cup.

##### Lottery Grants and Raffles in Church:

Resolution regarding Raffles/Games of Chance

It was agreed that raffles and other games of chance are to be permitted at events held at St Peter's for the next three years, at which point this resolution will be reviewed by the PCC.

Resolution regarding the use of monies derived from gambling for projects at St Peter's

It was agreed that applications for grants will not be made to any organisation where the monies accrued are the result of gambling (e.g. Heritage Lottery funding) for the next three years, at which point this resolution will be reviewed by the PCC.

Parish Room agreement: agreement created for the hiring of the Parish room for events

Medical Advice Forms created, distributed, completed returned and filed

Lay Pastor/children's worker: When Angie informed, she was not intending to return to this post it was agreed to wait for a new incumbent before further decisions about this post are made.

Benefice Profile: Working on and agreeing the benefice profile and process for advertising for a new incumbent.

Use of Church Bibles: It was agreed that as we no longer use the (NIV) edition of the Bible the Church Bibles would remain at the back of the church. If anyone wants to use a copy, they can take one from the back of Church or bring their own copy with them. The use of printed lectern readings will remain until the new incumbent is appointed.

**Sharon Brown Vice Chair PC**

#### **j) Safeguarding**

The PCC has complied with the duty to have due regard to the House of Bishops safeguarding Policy and Procedure guidance.

St Peter's Safeguarding Action Plan has been regularly checked and reviewed and our Safeguarding policies were brought up to date in October 2023.

Some action is still required to ensure all members of the PCC and those in leadership roles have completed all the training advised for the position they hold. If you help out or hold a role within the church or one of its activities and you are not sure if you have completed all the training required, please see Sharon or Bob for further advice, and if necessary, they will help you to access the training online.

The church of England takes safeguarding very seriously and is constantly updating their policies, procedures and training to enhance the effectiveness of safeguarding within the church.

For example, in Oct 2023 - The Church of England National Safeguarding Team (NST) published their first national safeguarding standards ('the standards'), which applies to all dioceses, parishes, and churches.

These standards are to build on the C of E's existing policies and procedures, including "Promoting a Safer Church" the C of E's safeguarding policy for children, young people and adults to which we adhere.

Thankfully there had been no safeguarding issues to report within St Peters during 2023.

**Sharon Brown, Parish Safeguarding Officer children and young people**

**Bob Filer, Parish Safeguarding Officer Vulnerable Adults**

#### **l) Upside-Down Group**

We continue to meet on 2nd Tuesday of each month. Between 12/2. Gather to chat and support each other through bereavement.

We lost Angie's help this year and she is missed. But Heather and Nellie are keeping the group going with help from Carol and Jenny.

We've had a couple of new members this year. The number stands around 15 at present.

We go forward and with Gods guidance will continue to reach out to the bereaved.

**Heather Saunders**

#### **M) Quiet Time**

We meet the 1st Thursday of each month. We have a regular group of around 7. This is a small number but they all appreciate and benefit from the hour of quiet.

**Heather Saunders**

## VII Priorities for 2024

As 2024 has started during a period of Interregnum the priorities for the PCC during 2024 are:

- 1) To ensure the continued smooth running of St Peter's church and its existing activities.
- 2) To work prayerfully towards finding a new incumbent for the benefice of St Peter's Carlton Colville and St Andrew's Mutford.
- 3) To welcome and support the new Incumbent so that they receive the help they require when they move to the benefice and start to minister with us.
- 4) Review of financial giving within St Peter's.

## VIII Financial Statement for 2023

### APCM: Notes to Carlton Colville PCC Financial Statement 2023

The PCC extends its sincere thanks for your generosity throughout 2023 in supporting the work of St. Peter's Church. Given the impact of the departures of key staff at the beginning and during 2023, your financial support has still enabled the church to continue its role within Parish Ministry and pastoral work, and overseas Mission, as well supporting the Diocese financially towards clergy salary and training, and church schools, through our Parish Share contributions.

I would like to thank Mr John Harrison for his good work as the retiring Treasurer, and for his support as I found my feet in this new role. I also thank him for stepping in as our Independent Examiner of the Accounts at relative short notice.

This year's accounts will look slightly different from last years, as, as well as a new treasurer, we took the opportunity to migrate our accounts to the Diocese supplied 'Parish Accounts Workbook'. This did mean a little 'shoe-horning' of the 2022 Financial Statement into the new format.

A summary of the Carlton Colville PCC 2023 accounts for income and expenditure is appended to this report.

Income for 2023 of £68121.50 was an increase of 2.65% from the previous year. The congregation did lose a number of key members this year so to have made an increase is good news. However, much of this increase was through a number of fundraising events, and an increase in funerals and weddings which attract fees, rather than an increase in giving, which actually fell itself by 8.5%. This is of some concern, if actual giving continues to fall at this rate year on year.

In previous years the PCC has responded to an appeal by the Diocese to all churches to raise their contribution towards the cost of the clergy through Parish Share. The initiative begun by the Diocese of Norwich in 2014 - called T.R.i.O: 'The Responsibility Is Ours' encourages parishes to work towards fully funding the cost of the clergy or Net Benefice Cost. For 2023 Carlton Colville PCC had maintained a budgeted parish share contribution of £32,000 towards Net Benefice Cost of £52,525. In 2022 we made a final one-off year end payment of £3,000 to boost our contribution to £35,000. However, with 2023-year end finding us in vacancy and an investment of £11,000 in the replacement audio visual equipment, the PCC agreed not to make this additional contribution towards the 2023 Parish Share. (To note, the Net Benefice Cost for 2024 has been set at £55,162).

The PCC holds two bank accounts with the HSBC. One a current account and the other a deposit account. Within the deposit account funds are allocated as unrestricted, designated and restricted. All monies in and out are handled via the current account. When monies designated or restricted are added or spent, they are transferred to an unrestricted fund within the deposit account initially and then money is transferred into the current account as required for expenditure and into other funds for income. This 'working' amount of

unrestricted money in the deposit account allows for small amounts to be moved 'on paper' between the various funds, reducing actual financial transactions between bank accounts.

Additional Treasurer's notes to the Financial Statement:

- a) Overall Giving including income tax recovered was £54,065.67 and was 8.5% down on 2022, £1,000 of this reduction was an unexpected reduction in income tax recovered. Our thanks to Denise Mower, Gift Aid Officer for her efforts in recovering Gift aid and also to those who help count the collection every week.
- b) Due to the change in accounting practice, interest on our deposit account is now shown as investment income.
- c) Fees have previously been recorded in the financial statement as a nett benefit (ie what we receive in fees minus what we pay back to the Diocese, organist, vergers etc). For 2023 this has been changed to show all fees as income and all repayments back out as expenditure. Fees gathered in amounted to £10,667, of which £9373 were statutory fees and £1294 for costs of vergers, organist, heating etc. Of the £9373 statutory fees incoming, we repaid £2683 back to the Diocese, giving a nett of £6690 as income from fees. As noted above, offsetting/obscuring the decrease in giving.
- d) Electricity costs for 2023 of £5506.46 were marginally up on 2022 [£4,743.04]. Likewise, Insurance costs for 2023 of £1740.72 were up from 2022 [£1,634.38].
- e) Salaries are generally reflected in 'Salaries & Honoraria.' Hourly rates reflect 'Real Living Wage', which is set each 1<sup>st</sup> April. Angie Colbridge asked for and was granted sabbatical leave for 2023, and then resigned her position as Lay Pastor. Whilst we remain in interregnum that post remains empty, although contributions to that fund have continued to be made. Not paying the Lay Pastor salary for the whole of 2023 does make a marked reduction in expenditure, which whilst financially acceptable is not contributing to the pastoral service of the church. For 2023, salary paid to the Parish Administrator was marked separately in the accounts from the generic 'Salaries and Honoraria'. In another change to accounting practice, the honoraria paid to our organist, but generously then donated back to the church, is now accounted as expenditure under this title (and receipted as donations).
- f) The purchase and upgrade of our existing audio visual equipment happened, and was paid for, this year, having been budgeted as an exceptional expense for 2024. It was primarily funded from existing restricted and designated funds.



- g) Carlton Colville PCC representing St. Peter's Church acknowledges the help, support and professionalism of Mr John Harrison in acting as Independent Examiner for the 2023 Financial Statement and Accounts, and for his advice and guidance to the Treasurer.

**Mark Ellis Treasurer**

# **Agenda for the Vestry Meeting to be held Sunday 28<sup>th</sup> April 2024**

1. Apologies for absence
2. Approval of the Electoral Roll
3. Minutes of the 2022 Vestry meeting
4. Election of Churchwardens

# Agenda for the 2023 Annual Parochial Church Meeting to be held Sunday 28<sup>th</sup> April 2024

*Only those on the new church Electoral Roll are allowed to comment or vote.*

1. Apologies for Absence
  
2. Questions arising from Formal Reports
  - a. Trustees Report.
  
  - b. Financial Report:  
*If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.*
  
3. Elections and Appointments as below
  - a. Elect Members for the PCC  
*(Nomination Forms are available from Linda Filer, and need to be returned, signed by the nominee, proposer and seconder before the start of the APCM)*
  
  - b. Assistant Wardens
  
  - c. Appoint an independent Auditor/Examiner
  
4. Presentation of the Terrier
  
5. Setting the Date for next year's APCM
  
6. Any other Business – to be notified to Linda Filer, the PCC Secretary before the start of the meeting