

# **St Andrew's, Mutford Annual Parochial Church Meeting for 2020**

**Including the Trustees' Report and Financial Statement  
for 2020 for the Parochial Church Council of St Andrew's,  
Mutford**



**The Annual Parochial Church Meeting will be held on  
Saturday 22nd May 2021 at 11:00am in St Andrew's Church**

**This report consists of the**

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## **Trustees' Report for the Year ending 31 December 2020**

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020

### **I. Reference and Administrative information**

#### **Church Addresses**

St Andrew's Church,  
Church Rd  
Mutford  
NR34 7UY

#### **Membership of the PCC (April 2020-May 2021)**

| <b>Name</b>                | <b>Role</b>   | <b>Term Ends at APCM in</b>                                    |
|----------------------------|---|--|
| <b>Rev Sarah Quantrill</b> | <b>Interim Priest-in-charge<br/>Ex Officio (from 29/11/20)</b>                          | <b>N/A</b>   |
| <b>Tim Twineham</b>        | <b>Churchwarden<br/>PCC Secretary</b>   | <b>2021<br/>(re-elected annually for a<br/>max of 6 years)</b> |
| <b>Martin Warnes</b>       | <b>Churchwarden<br/>PCC Treasurer</b>   | <b>2021<br/>(re-elected annually for a<br/>max of 6 years)</b> |
| <b>Jill Boon</b>           | <b>Elected Lay Rep</b>  | <b>2023</b>  |
| <b>Gerald Garrod</b>       | <b>Elected Lay Rep</b>  | <b>2021</b>  |
| <b>Sarah Lawrence</b>      | <b>Elected Lay Rep<br/>(until 23<sup>rd</sup> September 2020<br/>when she resigned)</b> | <b>2022</b>  |
| <b>Sandy Randle</b>        | <b>Elected Lay Rep</b>  | <b>2021</b>  |
| <b>Paul Randle</b>         | <b>Elected Lay Rep</b>  | <b>2023</b>  |
| <b>VACANCY</b>             | <b>Elected Lay Rep</b>  | <b>2022</b>  |
| <b>VACANCY</b>             | <b>Deanery Synod Rep</b>  | <b>2023</b>  |
| <b>VACANCY</b>             | <b>Deanery Synod Rep</b>  | <b>2023</b>  |

#### **Appointed by the PCC**

Electoral Roll Officer: Jill Boon

Safeguarding: Sharon Brown (Children and Young People)  
Bob Filer (Vulnerable Adults )

Independent Examiner: Simon Warnes

#### **Our Banks**

Lloyds Bank

## **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 PCC Quorum is 2 (who should be 1/3 of the elected lay reps).

### **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 Churchwarden or the Incumbent.

### **Period of Service**

Churchwardens are elected annually.

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**

None for 2019-20.

## **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 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 may, for example, develop links with a community in another area or country.

## **Risk Management**

The Trustees (ie 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.

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 Andrew'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 Officers for the Benefice are:

Sharon Brown (Children and Young People)

Bob Filer (Vulnerable Adults)

Paul Randle attends the Safeguarding Team Meetings on behalf of St Andrew's PCC.

<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.

Health and Safety: PCC

Insurance, alarms and Fire Protection: Treasurer and PCC.

### **III. Aims and Purposes**

The Parochial Church Council (PCC) of St Andrew'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 Andrew's Church, Church Rd, Mutford, NR34 7UY and its churchyard.

### **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 over the course of the year that our community may find both beneficial and spiritually fulfilling. We normally offer a 9am Book of Common Prayer Communion on the 1<sup>st</sup> Sunday of the Month and an 11am Service on the third Sunday of the month, alternating services of Holy Communion and Morning Worship.

As a result of the pandemic, new measures were implemented which affected worship. Singing was not permitted in churches and the use of the Common Cup was suspended on 10<sup>th</sup> March 2020, which meant that the congregations could only receive Communion in one kind, with only the priest receiving both bread and wine. We also had to introduce social distancing in church and the wearing of face coverings.

Between March 22<sup>nd</sup> and July 5<sup>th</sup> 2020, public worship was not permitted in churches due to measures implemented by the UK Government

When restrictions were relaxed in July 2020, we began offering public worship once again- although in line with government guidance numbers were limited to ensure social distancing could take place.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 9.

During 2020, we held 11 services in church on a Sunday, 2 services of Morning Prayer and 9 services of Holy Communion.

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 2019/20, we celebrated 0 Baptisms, 0 Weddings and 1 funeral in church or at the crematorium.

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

Little did I know at the start of 2020 that by the end of the year I would be living in a different county and be in a new post. When I was appointed to this post there was some discussion with Bishop Alan as to whether I should start before or after Christmas. Given the third lockdown, I'm glad I chose to arrive in November- even if being licensed via Zoom was an extremely strange experience!

As you will appreciate, it was somewhat of a baptism by fire, particularly trying to work out how to celebrate Christmas with no singing indoors and restricted numbers

At present my focus is just on trying to get to know the parish and all of you- which hopefully will become a bit easier to do in 2021.

I would like to take this opportunity to express my heartfelt thanks to Rev Susannah Izzard, and the PCC for doing such a great job during the vacancy, particularly since this also had to be done whilst contending with a pandemic. It has made my settling in so much easier than it might have done- so thank you so much for everything you did.

**Rev'd Sarah**

#### **VI. Parish Activities**

**a) Electoral Roll Report**

The revision of the electoral roll was carried out between the 10<sup>th</sup> and the 24<sup>th</sup> April. Prior to the revision the number on the electoral roll was 11. After revision, the electoral roll remains at 11, with 1 person removed from the roll and 1 joining it.

**b) Deanery Synod**

Due to the pandemic Deanery Synod did not meet in 2020 but the lay chairs and rural dean issued the following report:

“Firstly, we have to tell you that due to health issues the Rev. Damon Rogers will be standing down as Rural Dean and we ask you to keep him in your prayers.

As Chairs of the Deanery Synod, we would like to convey to all local churches how impressed we are over the initiatives that have been made to enable congregations to still worship and pray together in these difficult times.

Many of our Clergy and Lay Ministers have embraced technology and have “livestreamed” to enable us to remain a Christian Fellowship in spite of the difficulties. This has had unexpected consequences. Parishes who have taken advantage of social media to reach out in worship to their congregations have found other people joining with them. For an example the Sonrise Service led by Rev Sharon Lord at Pakefield early on Easter Day was watched by four hundred and fifty people, not all of whom lived in Pakefield!

Within the Diocese those of us who missed going to the Chrism Eucharist on Maundy Thursday were able to take part by using an online live conference system called “Zoom”. This enabled us to see on the main screen Bishop Graham leading the service while the rest of us, over three hundred and fifty, were small pictures on a filmstrip at the top!

Of course, no amount of technology can substitute for the joy of being together in fellowship and worshipping in our local churches and we are aware that some people are not online and so cannot access these resources. Many churches, as well as putting services online, are also printing them off to distribute to people who cannot access the internet. It is important that we continue to look after each other in more traditional ways by calling and checking on our friends, neighbours and relatives.

Local congregations have rallied round to provide help for others by keeping pastoral care going, albeit by phone rather than visiting, and by volunteering to do shopping or collect prescriptions.

One big concern for churches is of course a monetary one. So many fundraising activities have been put on hold but bills still must be paid. Please encourage any members of your church whom you talk to, to consider giving by a Standing Order direct from the bank or by making a regular payment, especially if they use ‘envelopes’ normally. Please do contact your church to enquire as to the best place these can be left. All we can do is pray for an end to this crisis and a lifting of restrictions so life can get back to normal.

Jesus said the two greatest commandments were “love God and love your neighbour as yourself”, in all that you are doing to enable worship and help and care for your neighbours you are following His teaching.



Thank you, stay safe and may God Bless you,

**Trudie, Jane and Michael. Deanery Lay Chairs and Rural Dean.**

Any queries – jatighe@hotmail.co.uk

**c) PCC Report**

The PCC met seven times on: 15<sup>th</sup> January, 24<sup>th</sup> June, 15<sup>th</sup> July, 19<sup>th</sup> August, 23<sup>rd</sup> September, 21<sup>st</sup> October and 18<sup>th</sup> November. The regular 2-monthly cycle was disrupted due to Government restrictions to combat the COVID.19 pandemic. Meetings from 24th June were held online.

**Tim Twineham PCC Secretary**

**d) Fabric Report**

**Reporting period : April 2020 – April 2021.**

Summary

Although from March 2020, COVID restrictions applied in varying measures, these did not materially affect what work we could have done at the church. This was because in 2018/2019 we had used most of our fabric money by providing 10% match funding for a grant from Historic England. That grant, supplemented by an award from the Round Tower Church Society, allowed our church to be made secure against ingress by water. The December 2020 inspection then revealed some additional minor work on the chancel flashing which then essentially exhausted our funds.

Fabric Inspections

- A high-level fabric inspection was conducted by A&K Woodgate Ltd on 6th December 2020 as part of the annual maintenance activity.
- A visual fabric inspection was conducted by Tim Twineham & Gerald Garrod on 15th December 2020.
- Martin Warnes conducted an inspection of the tower on 6th January 2021.

The results were presented to the PCC held on 20th January 2020.

Galilee Porch

Green water staining on the door archway tower was removed using a light bleach solution in early 2021. More stain exists above the arch and will be removed later in the year. The cause is the failure of the lead flashing between the Galilee roof and the tower. The aim is to inspect the flashing and undertake small non-intrusive repairs if this is possible using volunteer effort.

The downpipes and guttering require some attention - such as refixing a fallen section and repainting using bituminous paint. This should be tackled in 2021. More serious is the state of the soffits which ideally need replacing as they appear rotten in places. Such an exercise would require scaffolding and expertise. There is also risk that removal of the existing wood would reveal the need for additional work.

The roof felt is intact if worn in places. If the felt deteriorates then it can be replaced using volunteer effort, although there would be a case for approaching charities to combine this work with fixing the flashing and replacing the soffits.

The intention is to repaint the Galilee gates in 2021.

### Tower

Annual maintenance work cleared the chutes.

The safety cordon has been replaced twice – once due to theft and once due to deterioration of the posts. No other work was carried out in the reporting period.

There is a weak rung on the third ladder. Currently Martin Warnes always accompanies those ascending the tower and advises of the weak rung. In 2021 we aim to determine if the rung can be strengthened (for example, using a threaded bolt situated adjacent to the rung and secured to the side rails).

The long-term priority for the tower is to repoint the brick infill near the top of the round tower section, beneath the belfry. Although the risk of falling flints has been much reduced with the work carried out in 2019, the cordon remains in place as the scaffolders reported some weak areas outside the area being repointed.

### Nave

No work carried out in the reporting period other than to clear gutters and downpipes as part of the annual maintenance activity and to conduct a risk assessment as part of implementing COVID restrictions – specifically putting distancing tape on the floor.

In 2021, the intention is:

- to clean all internal sills and apply whitewash if required
- Check state of metal window frames and apply rust treatment and paint if required
- Check state of moss coverage on roofing (identified in Q1) to see if this needs to be done as part of the 2021 high-level inspection and cleaning work

### South Aisle

No work was carried out in the reporting period.

In 2021, it is intended to:

- Clean sills and apply a new coat of lime wash if required
- Clean area behind stored electric organ and apply limewash
- clean , treat and paint the rusty downpipe at the east end
- inspect the floodlighting
- (budget permitting) repair the top rainwater pipe as part of the work undertaken during the high-level inspection in Autumn/Winter 2021.

### South Porch

The cork notice boards were resurfaced. Although some of the guttering and downpipes were replaced in 2019, other sections need treating and repainting. The aim is to do this in Summer 2021 and to check the gulleys, although there was no evidence of flooding after rainstorms in late 2020. Other work for 2021:

- Treat wood on bird protection screen
- Fix stop-end on west end guttering (reported as missing in annual inspection)
- Clean external porch lights

### Chancel

No work was carried out in the reporting period. The high-level inspection in 2020 echoed the QI observation that the chancel gutters need attention and may be undersized. The intention in 2021 is to seek authority from the DAC to use high-density plastic guttering which looks exactly like cast iron and is used on listed buildings (but not churches as far as we know). A detailed estimate from A&K Woodgate Ltd (dated February 2021) quoted £2k + VAT for this work if such material was permitted. The equivalent using cast iron is significantly more expensive and requires higher levels of maintenance since modern cast iron is not of the quality used by the Victorians.

Tim Twineham held a discussion with the DAC secretary who suggested we submit an informal proposal to the DAC. Some sample material has been donated by the builder and this will accompany the proposal. The aim is to send the proposal by end 2021 and, if approved, to seek contributions to this work from grant bodies and through local appeal.

The probability of success of this proposal will depend on the attitude of the DAC members. The diocese webinar on 27th April gave some hope as one DAC representative stated “we need to move into the C20”. We shall see.

#### Other work for 2021:

- Repointing the facing to the plinth outside the chancel door. This can be done using volunteer effort if funds do not permit this to be done by AG&K Woodgate as part of the additional work done following the annual inspection in 2021
- Treat metal rods on window for rust
- Replace failed chancel light. This will need a three-stage ladder and someone with a head for heights.

### Other External

Gerald Garrod maintained the churchyard paths and removed ivy from the south boundary wall.

A single churchyard working party was held in November 2020 to maintain the churchyard, which is a conservation area recognised by the Suffolk Wildlife Trust. Gerald and some volunteers worked at the church from time to time, respecting the social restrictions in place due to the pandemic.

The external shed was repaired and treated with wood preserver.

#### Other work planned for 2021:

- Removal of ivy from external walls
- Clean moss staining from portaloo
- Repaint cemetery gates

### Other Internal

Work planned for 2021:

- Seek advice on what we can do with the wall painting which is in a very poor state.
- Treat C16 wooden box in nave with a synthetic clear wax (advice from a restorer)

#### Matters arising from the fabric report submitted to the AVM on 19th February 2020

The paper to be submitted to the DAC on the use of high-density plastic guttering was not prepared but deferred to 2021.

#### Strategy for maintenance going forward

The fabric budget was exhausted in 2020 when some additional high-level work was completed following the high-level inspection. Both were done by AG&K Woodgate Ltd.

We need to find the same sort of money for 2021 just to ensure that the church remains watertight. Other repair work will need to seek grant aid.

In 2019 we received grants from Historic England's Taylor Review Pilot and the Round Tower Church Society. In the past we have had grants from the three Churches Trusts and it may be that we can now approach them again. We could also seek assistance from our patron but that path is a very slow and tortuous one. We have three areas for which we could seek grants:

- Chancel guttering
- Galilee roof repair
- Repairs to tower brick infill at high level

Seeking a full grant from any body is fraught with the issue of getting quotations. Even before COVID, getting quotations was very difficult. As such, the best strategy is likely to ask grant bodies to contribute towards the cost of the work as then we are essentially free from having to seek quotations. In all cases we will need to raise some part of the funding.

#### A note on the maintenance log

The log is a spreadsheet which contains observations concerning a maintenance need for the church property. These come from several sources such as the last QI, annual inspections and observations reported to the wardens.

Some entries are essentially duplicates (for example the QI and the annual inspection) but are retained separately for reasons of provenance.

All the activities mentioned in this report are taken from this log where filters are applied to show entries for a particular area.

Many entries will remain for a long time as there is no funding to tackle them. If the log remains in use for the next QI (due 2023), then all observations from the previous QI will be deleted from the log.

The log is not version-controlled but used as a scratchpad for recording observations, tracking them from time to time and closing them down when completed or when it has been decided that no action is to be taken.

**Tim Twineham Reviewed by Martin Warnes and Gerald Garrod on 26th April 2020**

**e) Health and Safety Report**

St Andrew's has a Health and Safety policy which is presented to the PCC annually, with updates marked in red. This was done at the PCC meeting held on January 20<sup>th</sup>, 2021. As part of the policy an annual safety audit is carried out. This was completed by Gerald Garrod and no issues were identified.

**f) Safeguarding Report**

Following Sarah's arrival a safeguarding team was formed for the benefice consisting of Rev Sarah, Sharon Brown (PSO for children and young people), Bob Filer (PSO for vulnerable adults and adults at risk) and Paul Randle (representing St Andrew's PCC). The team meets once every two months. At our first meeting in December, we went through the checklist for parish safeguarding officers and identified a number of tasks. We have put together an action plan which we review each meeting and notes from the meeting plus the updated action plan are sent to the PCC before each of their meetings.

The APCM will be asked to approve the Adult Safeguarding and Child Protection policies and these will then be signed by the incumbent and the safeguarding officers for the benefice and displayed in the porch.

**The Safeguarding team**

**g) Churchyard Team**

A single churchyard working party was held in November to maintain the churchyard, which is a conservation area recognised by the Suffolk Wildlife Trust.

**Churchyard Team**

**Future Developments**

1. To return to in-person worship and pre-interregnum service patterns (Covid restrictions permitting)
2. To increase our income back to normal levels, post Covid
3. To reinstate the annual All Souls' service.

## C. Financial Statement for 2020

### Church Tower Fund (07407107)

|                               | Credit  | Debit | Balance        |
|-------------------------------|---------|-------|----------------|
| <b>Opening Balance</b>        |         |       | <b>£124.91</b> |
|                               |         |       | <b>£124.91</b> |
| Grants Historic England (TRP) | £700.00 |       | <b>£824.91</b> |
| Donations                     | £156.28 |       | <b>£981.19</b> |
| Interest                      | £0.29   |       | <b>£981.48</b> |
| <b>Closing Balance</b>        |         |       | <b>£981.48</b> |

### General Fund (01042166)

|                                | Credit    | Debit     |                  |
|--------------------------------|-----------|-----------|------------------|
| <b>Opening Balance</b>         |           |           | <b>£462.79</b>   |
| Collections and Donations      | £4,494.00 |           | <b>£4,956.79</b> |
| funerals etc.                  | £469.00   |           | <b>£5,425.79</b> |
| CWG                            | £5.00     |           | <b>£5,430.79</b> |
| HMRC Tax refund                | £862.83   |           | <b>£6,293.62</b> |
| share                          |           | £3,186.00 | <b>£3,107.62</b> |
| eon                            |           | £359.02   | <b>£2,748.60</b> |
| CMS                            |           | £400.00   | <b>£2,348.60</b> |
| Ecclesiastical Ins             |           | £1,564.63 | <b>£783.97</b>   |
| NCT                            |           | £30.00    | <b>£753.97</b>   |
| Ensure Fire Safety             |           | £25.02    | <b>£728.95</b>   |
| Toilets to Go                  |           | £84.00    | <b>£644.95</b>   |
| Donation McMillian Nurses      |           | £116.28   | <b>£528.67</b>   |
| Electrical Contractor          |           | £94.80    | <b>£433.87</b>   |
| Transfer to Church repair fund |           | £156.28   | <b>£277.59</b>   |
| <b>Closing Balance</b>         |           |           | <b>£277.59</b>   |

## Independent Examiners Certificate

Report to the trustees/ members of: St Andrew's Mutford  
On accounts for the year ended: 31<sup>st</sup> December 2020  
Charity no (if any):

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/20.

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ] II. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: S. Warnes Date: 11/05/21

Name: SIMON WARNES FCCA

Relevant professional  
qualification(s) or body  
(if any)

FCCA ACCA

Address:

15 Granger Avenue

Maldon

Essex CM9 6AL

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here  
brief  
details of  
any items  
that the  
examiner  
wishes to  
disclose



# **Agenda for the Annual Parish Meeting to be held at 11:00am on Saturday 22<sup>nd</sup> May 2020 in St Andrew's Church.**

1. Minutes of the Annual Meeting for 2019
2. Election of Churchwardens

## **Agenda for the Annual Parochial Church Meeting for 2020 (to follow the Annual Parish meeting)**

*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:
3. Elections and Appointments as below
  - a. Elect Members for the PCC  
*(Nomination Forms are available from Tim Twineham, and need to be returned, signed by the nominee, proposer and seconder by Saturday 8<sup>th</sup> May 2021)*
  - b. Assistant Wardens
  - c. Appoint an independent Auditor/Examiner
4. Setting the Date for next year's APCM
5. Any other Business – to be notified to Tim Twineham, the PCC Secretary before the start of the meeting