

St Andrew's, Mutford Annual Parochial Church Meeting for 2021

**Including the Trustees' Report and Financial Statement
for 2021 for the Parochial Church Council of St Andrew's,
Mutford**



**The Annual Parochial Church Meeting will be held on
Saturday 14th May 2022 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 2021

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2021

I. Reference and Administrative information

Church Addresses

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

Membership of the PCC (May 2021-May 2022)

Name	Role	Term Ends at APCM in
Rev Sarah Quantrill	Priest-in-charge	N/A
	Ex Officio (from 29/11/20)	
Tim Twineham	Churchwarden PCC Secretary	2022 (re-elected annually for a max of 6 years)
Martin Warnes	Churchwarden PCC Treasurer	2022 (re-elected annually for a max of 6 years)
Jill Boon	Elected Lay Rep	2023
Gerald Garrod	Elected Lay Rep	2024
Sandy Randle	Elected Lay Rep	2024
Paul Randle	Elected Lay Rep	2023
VACANCY	Elected Lay Rep	2022
VACANCY	Elected Lay Rep	2022
VACANCY	Deanery Synod Rep	2023
VACANCY	Deanery Synod Rep	2023

Appointed by the PCC

Electoral Roll Officer: Tim Twineham

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 is quorate providing the majority of those present are lay persons.

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 four 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

As per Rule M31 of the Church Representation Rules we are required to have a Standing Committee consisting of the incumbent and at least two other members of the PCC. This committee will be appointed at the first PCC meeting following the APCM and will also form the Complaints Committee for any complaints regarding St Peter's, Carlton Colville.

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 for all activities and that these are reviewed annually; and that new risk assessments are completed before additional events take place;
- 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 regard¹ 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.

¹ 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, its churchyard and cemetery.

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 1st Sunday of the Month and an 11am Service on the third Sunday of the month, alternating services of Holy Communion and Morning Worship.

A total of 20 services were recorded in the Register of Services for 2021.

Services	2021	2020	2019
Morning prayer	2	2	6
Evening prayer	0		3

Holy Communion	13	9	22
Special Services	3		2
Baptisms	0		0
Weddings	1		0
Funerals	1	1	1
<i>Total</i>	20	12	34

Average Attendance*	2021	2020	2019
All Services	17	9	13
Excluding Carol Service	14	n/a	11

* Excludes Funerals/Weddings/Baptisms

Special Services

Memorial service was held on 31st October

Archdeacon's Visitation on 21st November

Carol Service on 19th December

V. Incumbent's Report

When I wrote last year's report, I, like I'm sure most of you, hoped that 2021 would see an end to lockdown and restrictions to our worship. Unfortunately, this was not to be the case, and we started the year in Tier 4 restrictions.

However, things improved over the year, largely due to the vaccination programme and so it was a real joy to be able to celebrate a wedding in the church and then later in the year to hold the Annual All Souls' service.

We welcomed a couple of visitors to the church in the form of two scarecrows, as part of the village's annual scarecrow hunt.

On the 21st November we welcomed Archdeacon Steven to a benefice Communion service at St Andrew's as part of his visitation. This allowed us to raise concerns over the fact that safeguarding training is only available online.

We ended the year with our carol service which was well attended, and at which, this year, we were thankfully able to sing!

I would like to take this opportunity to thank Martin and Tim for all their hard work over the past year, as without them things would not run as smoothly as they do.

Our aims for 2021 were as follows:

- i) *To return to in-person worship and pre-interregnum service patterns*

Although it took longer than we had hoped, by the middle of 2021 we had returned to our pre interregnum service patterns, albeit from behind our masks and socially distanced.

ii) To increase our income back to normal levels, post Covid

As you will see from the accounts, our bank balance is a little healthier than it was- helped in part by the parish portion of the Occasional Office fees.

Grants have been secured for the work on the Tower, along with donations from the congregation and the local community. Many thanks to all who were involved in the grant applications and in donating to the repair work. Moving forward we can perhaps think about other ways that we might raise funds for St Andrew's.

iii) To reinstate the annual All Souls' service.

This service was reinstated in 2021 and was well attended. It will be offered in 2022, providing there are no new restrictions in place.

Rev'd Sarah

VI. Parish Activities

a) Electoral Roll Report

The revision of the electoral roll was carried out between the 10th and the 24th April 2022. 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.

Tim Twineham Electoral Roll Officer

b) Deanery Synod

Deanery Synod met in May and October 2021. At the May meeting synod was presented with two documents which the PCC were asked to discuss, concerning the Church of England and Diocesan vision and the Clergy well-being Covenant. Information was also shared about the deployment review of clergy and the central review. The majority of the meeting was spent sharing the effects of the pandemic on the churches in the deanery.

Bishop Graham attended the first part of the October meeting where he outlined the new diocesan vision of being prayerful, pastoral and prophetic. You can find out more about it at: <https://www.dioceseofnorwich.org/about/vision-priorities>

Two new members of the clergy were welcome to the deanery: The Reverend Nigel Lacey from the Benefice of Gunton, Corton and Hopton and the Reverend Becki Bensusan, the new curate at Pakefield. We also said farewell to the Reverend Michael Asquith who was leaving St Margaret's to take up a new parish post in the Diocese of Chichester.

There was a somewhat heated discussion about the payment of parish share and the fact that some parishes had yet to make any contribution towards their share for this year. PCCs were reminded of the need to discuss the clergy wellbeing covenant before the next Deanery Synod.

As requested the PCC discussed both the Diocesan vision document and the clergy wellbeing covenant and our views were fed back to the Rural Dean.

Although we continue to have no deanery synod rep, the benefice is represented by Sharon Brown & Rita Mayn from St Peter's.

Sharon Brown & Rita Mayn

c) PCC Report

The PCC met 5 times in 2021. The meetings on 20th January, 17th March and 19th May were held on Zoom; the meetings of 18th August and 17th November in person

At the PCC held on 19th May, it was agreed to meet every 3 months.

The election of church wardens and the Annual Parochial Church Meeting were held on 22nd May 2021.

Tim Twineham PCC Secretary

d) Fabric Report

Reporting period : April 2021 – April 2022.

This report covers maintenance activity carried out between 22nd May 2021 (last annual report) and 28th March 2022.

i) Repairs to the Tower

Over £29000 has been pledged for work on the upper levels of the tower which is estimated to cost slightly under this amount. Many thanks to the following contributors:

- Round Tower Church Society
- Norfolk Churches Trust
- Suffolk Historic Churches Trust
- AllChurches trust (now called The Benefact Trust)
- Local Council Enabling Community Budget
- Local contributions following an appeal in the village newsletter
- Fund raising event held by village on 25th March
- PCC funds

The repairs are planned to start in April 2022 and will take 4-6 weeks, weather permitting. Although VAT is liable on the work, the Government has extended the Listed Places of Worship Scheme which will allow us to apply for a refund of the VAT.

The Galilee porch roof was damaged in storm Eunice which is timely as seeking grants to replace the roof was planned for the autumn of 2022. Instead of replacing the felt, the aim is to use a material which is more sympathetic to the historic aspect of the church and a faculty will therefore need to be submitted to the Diocese Advisory Committee (DAC). Funds permitting, it is hoped to have this done before the winter of 2022.

A List B (Archdeacon's Licence) has been approved to replace the chancel guttering using high-density polymer. This is excellent news as it allows us to replace the decaying cast iron with essentially a maintenance-free and lighter solution which looks exactly like the original Victorian iron. It is hoped that this material can be used on the Galilee porch when that is repaired. Replacing the chancel guttering is planned for 2023.

ii) Internal Works

Nave

All internal sills were cleaned but another coat of lime wash will be needed in 2022. The lower metal window bars in the nave, chancel and south aisle windows were treated with rust inhibitor. The higher bars need a 2-stage ladder; the aim is to do this in the summer.

Lead drains at the base of the windows were also cleared out.

There is a significant build-up of soil and humus against the north nave wall. Although the evidence of damp on the internal wall is not as severe as that in the south aisle, a foot-wide trench will be created less than a foot deep and filled with brick rubble and topped with shingle. This barrier should reduce the damp within the church and provide a weed barrier. Although the difference in levels between the outside earth and the inside floor is well over 18 inches, a deeper trench should not be dug in case of disturbing archaeology.

The wooden screen and floor bar between the tower and the nave were treated for deathwatch beetle. Once the rotten wood was removed, the resultant gap in the floor was filled with a hardwood wedge and glued into place. The repair is not particularly pretty but is strong and will serve.

One heater element has failed. An electrician is being sought.

South Aisle

Active deathwatch beetle was found in the south aisle roofing as significant falls of frass (powdery debris expelled by the beetle) were noted on the sill adjacent to the south porch door. This was treated in October 2021 and will be monitored throughout 2022 to ensure the treatment was effective.

The render on the east wall of the aisle is in poor state and significant patches of lime wash and plaster/render have fallen away. The moisture levels were found to be very high which is due to the floor being 12-inches below the level of the outside ground which has been raised over time by accumulation of humus and soil. In 2021, the latter was cleared from the wall and the trench filled with brick and topped with shingle. The moisture levels will continue be monitored at intervals. When the levels have dropped sufficiently, funds will be sought to apply new lime render to the wall. This will require the old organ to be moved around 2 feet from the wall which will be an interesting challenge. It will likely take 1-2 years for the moisture levels to reduce.

South Porch

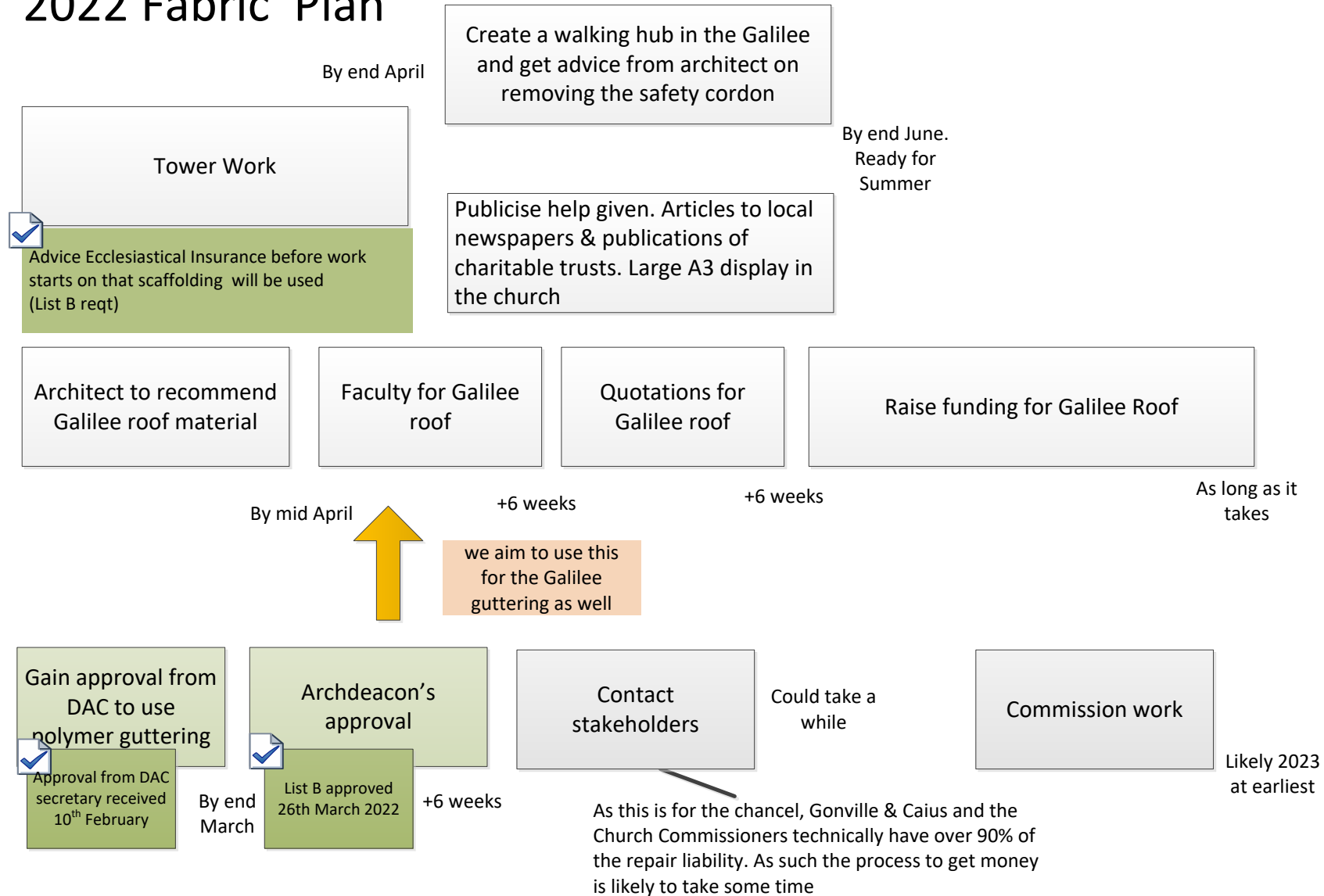
The bird protection screen was treated with wood preserver.

A wooden stop-end which has been missing for several years was made and placed in the west-facing gutter. The guttering itself will be wire-brushed and repainted in 2022.

The activity plan for major fabric activities is shown diagrammatically on the next page.

The full report is available on request from tim.twineham@btinternet.com (church warden)

2022 Fabric Plan



e) Health and Safety Report

St Andrew's has a Health and Safety policy which is reviewed annually together with all risk assessments. Updates were marked in red and presented to the PCC on February 2nd 2022. As part of the policy an annual safety audit is carried out. This was completed by Gerald Garrod and no issues were identified.

In case of a fire in the church during a service, the chancel key is always placed in the internal lock to ensure we have more than one exit from the building.

Tim Twineham

f) Safeguarding Report

Due to a national review of safeguarding practices in the Church of England, there have been a number of changes to requirements. As a basic rule of thumb, anyone who volunteers or leads a church activity (including being a member of the PCC) must now have a DBS check completed every three years and undergo Basic and Foundation safeguarding training. This must be completed online.

We have raised the fact that this will exclude those who do not have access to the internet, but as yet there is no face to face training on offer; although the Deanery hopes to run some training in the Summer of 2022.

As the Parish Safeguarding Officers, we have completed the required PSO training and in addition Bob has completed the Safer Recruitment and Domestic Abuse courses.

Many thanks to those of you who have already taken to the internet and have done the courses that you need, but do not despair if you haven't because there is help at hand, just speak to Linda, Sarah or Bob and we will help you. We must not put training to one side or we will not be able to carry out the good work that we already are doing.

During 2021 there were no safeguarding concerns which needed actioning.

Bob Filer & Sharon Brown, Parish Safeguarding Officers

g) Churchyard Team

The churchyard paths were maintained throughout 2021.

Between late autumn 2021 and early spring 2022, volunteers from the church and village (following an appeal in the Mutford News) strimmed the churchyard in accordance with guidance from the Suffolk Wildlife Trust.

Additionally, some of the area at the east end of the graveyard was cleared of self-sown elm trees which had grown up over the past 20 years and had obscured/damaged many memorials. As there are now residual stumps in that area, signs have been placed to warn of trip hazards.

Some memorial stones in the churchyard and cemetery were righted, and two kerb memorials recovered from the undergrowth.

Stephen Balls repainted the cemetery gates which had been originally donated in memory of his grandfather, William Balls, who had been a warden at St. Andrew's for 40 years until his death in 1968.

The outside shed will be treated with wood preserver in the summer.

Due to health reasons, Gerald is no longer able to be part of any working parties but is happy to organise them.

Churchyard Team

Future Developments

1. To find ways of raising funds for St Andrew's.
2. To complete the tower repairs.

Independent Examiners Certificate

Report to the trustees/ members of: St Andrew's Mutford

On accounts for the year ended: 31st December 2021

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 31/12/21.

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 {-~~

~~]]. 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: 21/04/22

Name: SIMON WARNES FCCA

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

FCCA ACCA

Address:

15 Granger Avenue

Malton

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

A	B	C	D	E	F	G	H
	 Return of Parish Finance January to December 2021	St Andrew's Mutford			If the form is NOT completed for the entire parish, please list below the churches included:	Parish Code (6 digits):	
30						Deanery:	Lothlingland
						Diocese:	Norwich
	RECEIPTS/INCOME	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)		PAYMENTS/EXPENDITURE	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
	Voluntary giving				Costs of generating funds		
1	Tax efficient planned giving	£ 4,860			17	Costs of fundraising activities	£ -
2	Other planned giving					Church activities	
3	Collections at services	£ 1,497			18	Mission giving and donations	£ 220
4	All other giving and voluntary receipts, including special appeals (recurring and one-		£ 706		19	Diocesan parish share contribution	£ 5,729
6	Gift Aid recovered	£ 1,868			20	Salaries, wages and honoraria	£ 42
7	Legacies received (capital value)				21	Clergy and staff expenses	£ 38
8	Grants (include recurring and one-off)	£ -	£ 2,000			Church expenses	
	Total voluntary giving	£ 8,225	£ 2,706		22	Mission and evangelism costs	
	Activities for generating funds				23	governance)	£ 1,647
9	Fundraising activities (gross proceeds)	£ -	£ -		24	Church utility bills	£ 288
	Income from investments				25	Costs of trading	
10	Dividends, interest, income from property etc.	£ -	£ -			Major capital expenditure	
	Church activities				27	Major repairs to the church building	£ 1,212
11	Fees retained by PCC (weddings, funerals etc.)	£ 1,826			28	Major repairs to church hall/other PCC property including redecoration	
12	Trading activities (gross proceeds), NOT fundraising	£ 20			29	New building work to the church, church hall, clergy housing or other PCC property.	
	Other incoming resources					Other expenditure	
13	Other receipts/income not already listed	£ 5			99	Other payments/expenditure not already listed	£ -
	Totals (from Financial Statements)	Unrestricted	Restricted			Totals (from Financial Statements)	Unrestricted
A	RECEIPTS/INCOME	£ 10,076	£ 2,706		C	PAYMENTS/EXPENDITURE	£ 9,176
B	COMBINED TOTAL	£ 12,782			D	COMBINED TOTAL	£ 9,176
	PLANNED GIVERS AND LEGACIES					CASH AND INVESTMENT BALANCES	UNRESTRICTED
14	Number of tax efficient planned givers	4			31	Cash and deposit balances as at 31/12/21	£ 2,159
15	Number of other planned givers	0			32	Investments as at 31/12/21	£ -
16	Number of new legacies received in year	0					
	Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in <i>PCC Accountability</i> , 5th edn..	Name			Dr Martin Warnes		Date
		Position			Church Warden and Treasurer		
		Email or telephone			mlwarnes@gmail.com 07919855726		
	Looking back across 2021, were there any exceptional circumstances or significant changes that may have led to unusual figures? Please provide details in this box.						
E							

40	30 Receipts and Payments OR Accruals ?	Your accounts and financial statements will have been prepared on one or other of these bases. Accruals accounting is mandatory for parishes with gross annual income of over £250,000. Receipts and Payments (regarded as an easier form of annual accounting) is used by a majority of parishes with annual incomes under £250,000. Please indicate which basis of accounting has been used to report these figures by placing an X in the
41	1 Tax efficient planned giving	Money given regularly (e.g. weekly, monthly, quarterly) under Gift Aid through a standing order or the parish giving scheme, by envelope or by cheque. Figures should be net and tax recovered reported separately in RPF 6. Include gross amounts for money given through charity vouchers (e.g. CAF or Sovereign Giving) and payroll giving.
42	2 Other planned giving	Money given regularly (e.g. weekly, monthly, quarterly) without Gift Aid through standing order or the parish giving scheme, by envelope or by cheque.
43	3 Collections at services	Money given in collections at services, excluding money given through planned giving envelopes, but including one-off gifts given through Gift Aid envelopes (net amount). Do not include collections that go directly to a charity and do not 'go through the PCC books', e.g. Christian Aid Week.
44	4 All other giving and voluntary receipts, including special appeals	Money given in church boxes and wall safes, at Gift Days, and through individual donations from givers. Include the proceeds of all special appeals (which are usually restricted), but also one-off Gift Days for general funds. Include gifts of shares at market value. [Combines previous RPF 4 and 5]
45	6 Gift Aid recovered	Tax recovered from HMRC on all money given to the PCC under Gift Aid, split between restricted and unrestricted donations and allocated to the appropriate fund. This should include claims through the Gift Aid Small Donation Scheme, on small cash and contactless donations. For limits see https://www.gov.uk/claim-gift-aid/small-
46	7 Legacies received	The capital amount of a legacy, together with interest from the probate process, should be recorded in the year(s) that it appears in the accounts. (Note that the legacy may have been included as an asset in last year's Statement of Assets and Liabilities). Any interest from legacy investments should be recorded as income from
47	8 Grants	External grants (whether one-off or recurring) received from trusts and other funding bodies for the PCC's General Fund or for a restricted purpose. Include VAT recovered through the Listed Places of Worship scheme. Do not include transfers within a benefice. [Combines previous RPF 8 and 8A]
48	Total voluntary giving	These will be the totals of the figures reported in the seven rows above.
49	9 Fundraising activities	Money raised from sponsored activities, jumble sales, fetes, and other activities where the primary purpose is fundraising. Income should be stated gross, and any costs must be recorded separately as payments in RPF 17.
50	10 Dividends, interest, income from property etc.	Bank and other interest including any reclaimed tax on investment income; dividends from shareholdings and investments; rent received from land or buildings owned by PCC.
51	11 Fees retained by PCC	PCC Fees for weddings, funerals etc. Do not include fees received on behalf of the DBF or organist as these are
52	12 Trading activities	Money received from trading activities including bookstall, letting of the church hall, sales and advertising of church magazines, membership fees, payments for events etc., where these are distinct from fundraising. Income should be stated gross, and any costs must be recorded separately as payments in RPF 17.
53	13 Other receipts/income not already listed	These may include monies from the sale of buildings or investments, insurance claims, transfers from term deposits, loans received or contributions from other churches in the benefice to shared costs.
54	A Receipts/income totals (from Financial Statements)	These will be the totals of the figures reported under the numbered receipts/income headings above. For accounts prepared under the Receipts and Payments basis, they should equal the "Total Receipts" figures reported in the financial statements for Unrestricted and Restricted Funds (except where they form just part of total receipts for a parish with included churches). For accounts prepared under the Accruals basis, they will usually equal the "Total income" figure reported in the Statement of Financial Activities (SOFA).
55	B Combined Total	This will be the sum of the two totals reported in row A above. They will not usually be shown as a separate figure in the financial statements.

14	Number of tax efficient planned givers	Each tax efficient planned giver should only be counted ONCE. If more than one person is associated with a Gift Aid donation, only ONE person should be counted.
15	Number of other planned givers	Each planned giver should only be counted ONCE. If more than one person is associated with a planned giving, only ONE person should be counted.
16	Number of new legacies received in year	A legacy should only be counted in the first year that money from it is received. Each legacy should only be
17	Costs of fundraising activities	Costs of fundraising events, which have contributed to the monies received in RPF9 above. Also include fees paid to a professional fundraiser, the costs of a stewardship campaign and the costs of supporting regular giving e.g.
18	Mission giving and donations	Donations to external missions and charities that come from the PCC's receipts. Collections that go directly to external charities should not be included.
19	Diocesan parish share contribution	All payments made during the year, whether for current or previous years share.
20	Salaries, wages and honoraria	Payments to assistant staff, youth worker, verger, administrator, sexton, organist and choir etc. Include NI/Pension costs where applicable.
21	Clergy and staff expenses	Working expenses of the incumbent and assistant staff: e.g. telephone, postage, stationery, travel costs, secretarial assistance, office equipment, maintenance of robes, hospitality. Include costs relating to clergy/staff housing paid by the PCC (including where applicable repair costs, water rates, council tax, and redecoration).
22	Mission and evangelism costs	Costs of mission and evangelistic outreach, including courses and activities, but excluding staff salaries.
23	Church running expenses	Include insurance, costs of routine repairs and maintenance, costs of church office (including telephone), cleaning materials, churchyard maintenance, upkeep of services, organ tuning, worship materials, choir robes etc. Also include costs relating to the governance of the PCC, including any fees for audit or independent
24	Church utility bills	Total costs of electricity, gas, oil, water etc.
25	Costs of trading	Include the cost of trading activities that generated the monies received in RPF12
27	Major repairs to the church building	Include repairs that are not routine and internal and external decoration.
28	Major repairs to church hall/other PCC	Include repairs that are not routine and internal and external decoration.
29	New building work to the church, church hall, clergy housing or other PCC property.	New building work: new buildings, major alterations and extensions to church or other PCC property and including all associated professional fees and expenses
99	Other payments/expenditure not already listed	These may include monies from the purchase of buildings or investments, transfers to term deposits, loans repayments or contributions to other churches in the benefice to shared costs.
C	Payments/expenditure totals (from Financial Statements)	These will be the totals of the figures reported under the numbered payments/expenditure headings above. For accounts prepared under the Receipts and Payments basis, they should equal the "Total Payments" figures reported in the financial statements for Unrestricted and Restricted Funds (except where they form just part of total receipts for a parish with included churches). For accounts prepared under the Accruals basis, they will usually equal the "Total Expenditure" figure reported in the Statement of Financial Activities (SOFA).
D	Combined Total	This will be the sum of the two totals reported in row C above. They will not usually be shown as a separate figure in the financial statements.
31	Cash and deposit balances as at 31/12/19	Total Restricted and Unrestricted balances as at 31/12/19 for all current and deposit accounts, plus cash in hand.
32	Investments as at 31/12/19	Total Restricted and Unrestricted balances as at 31/12/19 for all investment assets, including shares, bonds, CBF funds, CCLA and long-term interest-bearing accounts. These should, where possible, be reported at market value as at that date. Exclude investments held for Endowment Funds.
E	Additional comments	Looking back across the year, please provide details where there were any exceptional circumstances (e.g. an interregnum or building works) or significant changes that may have led to unusual figures in this return.

Agenda for the Annual Parish Meeting to be held at 11:00am on Saturday 14th May 2022 in St Andrew's Church.

1. Minutes of the Annual Meeting for 2021
2. Election of Churchwardens

Agenda for the Annual Parochial Church Meeting for 2021 (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 14 May 2022)
 - 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