

St Andrew's, Mutford Annual Parochial Church Meeting for 2022

**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 1st April at 11:00am in St Andrew's Church**

This report consists of the

- **Trustees' Report**
 - I.Reference and Administrative Details page 2
 - II.Structure, Governance and Management page 2
 - III.Aims and Purposes page 6
 - IV.Objectives and activities page 6
 - V.Incumbent's Report page 7
 - VI.Parish Activities page 8
 - VII.Future Developments page 12
- **Financial Statement & IE certificate** **page 13**
- **Agenda for the APCM** **page 15**

Trustees' Report for the Year ending 31 December 2022

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 2022-March 2023)

Name	Role	Term Ends in
Rev Sarah Quantrill	Rector	N/A
	Ex Officio (from 29/11/20)	
Tim Twineham	Churchwarden PCC Secretary	2023 (re-elected annually)
Martin Warnes	Churchwarden PCC Treasurer	2023 (re-elected annually)
Gerald Garrod	Elected Lay Rep	2024
Sandy Randle	Elected Lay Rep	2024
Paul Randle	Elected Lay Rep	2023
VACANCY	Elected Lay Rep	
VACANCY	Elected Lay Rep	
VACANCY	Elected Lay Rep	
VACANCY	Deanery Synod Rep	2026
VACANCY	Deanery Synod Rep	2026

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 lay 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:

- Financial position
- Health and safety including the buildings and their surroundings
- Safeguarding
- 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 (eg one off events such as flower festivals);
- 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)

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.

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. Currently maintenance of the cemetery is undertaken by a local individual under their own initiative, although in the event they ceased to do so, this would be taken on by the PCC.

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.

Church Services

A total of 35 services were recorded in the Register of Services for 2022.

Services	2022	2021	2020
Morning Prayer	5	2	
Evening Prayer			
Holy Communion	19	13	9
Special Services	3	3	
Baptisms			
Weddings	3	1	
Funerals	5	1	1
Total	35	20	12
Average Attendance			
Average Attendance *	11	17	9
Average Attendance (exc. Carol service)	11	14	n/a

3 special services were held:

11 th September	Tower thanksgiving
6 th November	All Souls Service
18 th December	Carol service

Church Opening

The church was opened on Summer and Autumn weekends to allow visitor access with two exceptions when the builders' materials were held in the church when the tower was being repaired.

V. Incumbent's Report

I would like to start by thanking Martin and Tim for all their hard work over the past year, as without them things would not run as smoothly as they do.

2022 felt like the year when we finally got back to normal after the pandemic- with the exception of sharing the Common Cup at Communion.

Highlights of the year included our three weddings over the Summer.

At the end of October I was finally licensed as the Rector of the Benefice in a service at St Peter's. Martin and Tim did a fine job of protecting Bishop Alan with their staves as he processed in and out!

Attendance at the All Souls Service was greatly down compared to last year. We will try again next year but if attendance remains low, we may offer this service every other year, instead of annually.

In December we had a very chilly Carol service. We also held a 9am BCP Communion on Christmas Day.

Our aims for 2022 were as follows:

1. *To find ways of raising funds for St Andrew's.*

Thanks to Martin, Tim & Mary on April 9th we enjoyed a walk in Mutford Wood, where we saw the wood anemones in bloom, and a talk about the History of St Andrew's, finishing off with refreshments afterwards. Although the event was free, we accepted donations.

We also received additional funds through the weddings which took place at St Andrew's.

2. *To complete the tower repairs.*

As you will see from elsewhere in the report, the work on the tower was successfully completed during 2022. We are hugely grateful to everyone who contributed to the raising of the funds needed to complete this work, particularly the Round Tower Churches Society, the Norfolk Churches Trust, Suffolk Historic Churches Trust, the Benefact Trust, East Suffolk Council's Communities Fund and Councillor Craig Rivett's Discretionary Fund.

But the biggest thanks of all must go to Mr Ken Woodgate and his team of builders from A & K Woodgate Ltd who carried out the work so beautifully.

Rev'd Sarah

VI. Parish Activities

a) Electoral Roll Report

The notice for revision was displayed on the south door for two weeks between 19th February and 5th March. Prior to that, notice of the revision was posted on 5th February. No new applications have been received and no one has asked to be removed. All those on the list remain alive.

The number on the roll remains at 13.

A copy of the roll is held in the vestry and will contain only names; no other personal data will be held. As electoral roll officer, I retain the address as well.

If someone from outside the church wishes to see the roll, they need to give a reason. If that reason does not appear sufficient, please refer them either to Sarah or to a warden.

If someone decides they would like to be on the roll, and completes the form, then I will add them subject to their fulfilling the conditions.

Tim Twineham Electoral Roll Officer

b) Deanery Synod

- c) Deanery Synod met three times in 2022. At our February meeting we looked at the Covenant for Clergy Care and Wellbeing. In June the meeting looked at Leading Your

Church into growth and those who had attended the course gave feedback on it. The main part of the meeting was spent discussing the idea of a Deanery Day of Prayer as a way we could all contribute to the Diocesan year of Being Prayerful. It was agreed this would take place on 29th October and we were asked to bring ideas of activities to our meeting in October. The first part of the October meeting involved a presentation from the Diocesan Generous Giving Advisers about the Parish Giving Scheme. This is a way of streamlining giving and the collection of Gift Aid. However the PCC decided this would not be something we would pursue. In the second part of the meeting, we shared our ideas for the Deanery Day of Prayer.

Sharon Brown & Rita Mayn

d) PCC Report

The PCC met four times on:

9th February 14th May 20th July 27th October

The Annual meetings for 2021 were held on 14th May 2022.

Tim Twineham PCC Secretary

e) Fabric Report

Reporting period: April 2022 – March 2023

This report covers repair activity carried out in the past year:

1. The external tower walls were repaired
2. The west tower lancet window sill was rebuilt
3. The bell-frame was cleaned and repainted using rust-resistant paint
4. The upper tower ladder was treated for woodworm

Residual fabric money after [1] was targeted at [2] and [3] in early 2023 as the builder was able to do the work and it was not clear when he would be next available. This meant that the work on the Galilee roof has been delayed.

Galilee

Examination of the Galilee roofing felt revealed that the underlying lowest oak boards and soffits were not in a state to receive nails. As such, no temporary repairs using felt have been possible. A paper identifying long-term roofing options has been prepared with input by Tim Buxbaum (architect). This will be submitted to the DAC once approved by the PCC in March. The DAC will then consult with various bodies to determine the most suitable material. A Faculty will then be sought and quotations for the work sought, after which we will seek grants and donations.

Chancel Guttering

No progress was made to replace the cast iron with high-density polymer as the above work has taken priority.

Church Exterior

Built-up humus was removed from the exterior walls of

1. East end of south aisle

2. North side of church
3. East end

Brick drainage topped with 28mm stone was used to backfill in areas [1] and [2]. This will reduce moisture levels within the church.

Fabric Inspections

A high-level fabric inspection was conducted by A&K Woodgate Ltd in mid-January 2023 as part of the annual high-level maintenance activity to clean gutters and tower chutes.

A visual fabric inspection was conducted by Tim Twineham in early January 2023.

The inspection reports were circulated to the PCC on 3rd February 2023.

Graveyard and Cemetery

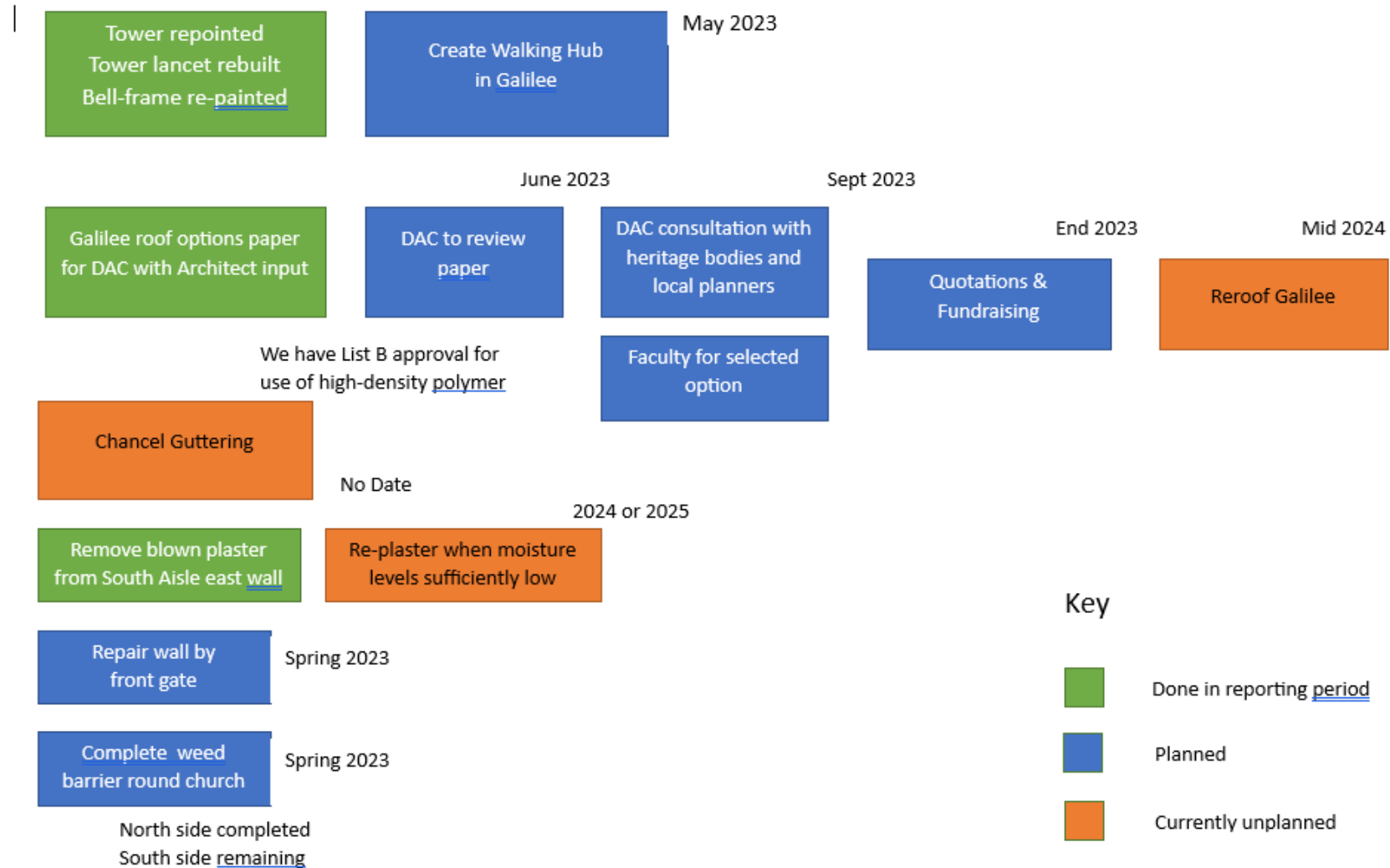
A section of the south graveyard wall is being monitored to determine if the top brick courses are in danger of falling into the neighbouring field. Currently the angles lie between 11-16 degrees from the vertical. If these angles increase to 20 or more degrees, the top layers will need to be removed.

The churchyard paths were maintained throughout the reporting period. Some 12 memorial stones in the churchyard and cemetery will need righting in 2023/4.

Work continues to clear the east end of the graveyard of elm stumps. Signs have been placed to warn of trip hazards.

Tim Twineham

Fabric Plan – progress April 2022 – March 2023



f) 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 18th January 2022. As part of the policy an annual safety audit is carried out. This was completed by Paul Randle on 10th March 2023 and as a result an inspection of the fire extinguisher has been arranged. We will also need to remind people of fire evacuation procedures during the next two Sunday services.

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

g) 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.

All members of the PCC have completed basic and foundation training. There is now a new requirement to undertake online Domestic Abuse Awareness Training and this is to be completed in 2023.

During 2022 there were no safeguarding concerns which needed actioning.

Bob Filer & Sharon Brown, Parish Safeguarding Officers

h) Churchyard Team

A single churchyard working party was held in mid-November to maintain the churchyard, which is a conservation area recognised by the Suffolk Wildlife Trust. Other days in December and January were arranged with two or three people to complete the work.

Churchyard Team



Future Developments

1. To submit application for work on the Galilee Porch and subject to approval, to commence this work.
2. To offer a service on Easter Sunday, whether this is a Sunday when a service would take place or not.
3. To plan a fundraising/outreach event for 2023.

Summary of Accounts for 2022

Church Repair Fund (07407107)			
	Credit	Debit	Balance
Opening Balance			£4,077.39
Donations and Collections	£7,552.13		£11,629.52
Grants	£25,200.00		£36,829.52
VAT Reclaim	£7,190.56		£44,020.08
Interest	£1.61		£44,021.69
A & K Woodgate		£41,145.54	£2,876.15
T. Buxbaum (Architect)		£425.00	£2,451.15
Closing Balance			£2,451.15

General Fund (01042166)			
	Credit	Debit	Balance
Opening Balance			£741.45
Collections and Donations	£6,705.90		£7,447.35
Weddings and Funerals	£5,072.00		£12,519.35
CWG	£5.00		£12,524.35
HMRC Tax refund	£1,584.92		£14,109.27
share and fees		£5,866.00	£8,243.27
edf		£183.78	£8,059.49
Ecclesiastical Ins		£1,622.08	£6,437.41
NCT		£30.00	£6,407.41
Clergy/Organist fees and expenses		£900.00	£5,507.41
Bibles for Weddings		£72.65	£5,434.76
Candles		£125.70	£5,309.06
Round Tower Churches Fund		£176.00	£5,133.06
Transfer to CRF (gifts and donation from GF)		£2,448.64	£2,684.42
Closing Balance			£2,684.42

 THE CHURCH OF ENGLAND Diocese of Norwich		 THE CHURCH OF ENGLAND Diocese of Norwich	
Independent Examiners Certificate			
Report to the trustees/ members of:	St Andrew's, Mutford		
On accounts for the year ended:	31 st December 2022		
Charity no (if any):			
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of a named body]. Delete [] if not applicable.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and • to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below).</p> <p>1. which gives me reasonable cause to believe that in, any material respect, the requirements:</p> <ul style="list-style-type: none"> • to keep accounting records in accordance with section 130 of the Charities Act; and • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act <p>have not been met; or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><small>* Please delete the words in the brackets if they do not apply.</small></p>		
Signed:	S. Warnes	Date:	28/03/23
Name:	SIMON WARNES		
Relevant professional qualification(s) or body (if any):	FCCA ACCA		
Address:	15 Granger Avenue Maldon Essex CM9 6AL		
		Disclosures <p>Only complete if the examiner needs to highlight material problems. (E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)</p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>	

Agenda for the Annual Parish Meeting to be held at 11:00am on Saturday 1st April 2023 in St Andrew's Church.

1. Minutes of the Annual Meeting for 2022
2. Election of Churchwardens

Agenda for the Annual Parochial Church Meeting for 2022 (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 1st April 2023)
 - 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