

DIOCESE OF NEWCASTLE

Deanery of Morpeth

Parish of St Mary Magdalene Mitford

Annual Reports of the Parochial Church Council and Financial Reports.

28th, April 2021.

This report is made in accordance with the Church Representation Rules (2020). It is independent of any additional statement or report that the Priest- in-charge, or any other individual or group, may present at the Annual Parochial Church Meeting (APCM).

Priest-in-Charge: Rev'd Alyson Lamb, The Vicarage, Mitford. Northumberland NE61 3PZ.

Independent Examiner: Father A.A Clements, 15 Carleton Rd, Gt. Knowley, Chorley. PR6 8TQ

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Report (i) Electoral Roll

A new electoral roll for the Parish Church of St. Mary Magdalene Mitford was prepared in 2019. The roll has been revised this year.

Removals: 7

Additions: 0

Electoral Roll Total at 15th April, 2021 is **128**

This compares to the electoral roll of 2020.

Removals: 2

Additions: 1

Electoral Roll Total at 15th March 2020 is **135**

Brian Hedley, Electoral Roll Officer
April 2021

Report (ii) Secretary's Report: the proceedings of the PCC and the activities of the parish generally 2020-2021

The PCC have continued with the pattern of meeting as a 'shadow' joint PCC with St Cuthbert's, Hebron. We hold bi-monthly meetings. The Standing and Finance Committee (SFC) meets bi-monthly as well. Since the last APCM in October 2020 all the meetings have been held via Zoom. There have been three meetings of the 'shadow' JPCC and two of SFC.

We have welcomed two new members to the PCC since the last APCM; Nigel Jobson and Sarah Mills. There are currently two church wardens; Richard Addison and Sean Fugill. We thank them for all they have contributed to our church life.

General administration and financial affairs

The focus and main priorities of the PCC during this year have been:

- Continued work towards a joint governance structure for the benefice
- Ensuring good stewardship of our financial resources particularly in decisions taken about parish share
- To allocate distinct responsibilities for key areas of governance and compliance within the PCC
- To ensure best practice in terms of safeguarding children and vulnerable adults

We have made good progress towards a scheme for the united governance of the benefice in a single, united PCC. We are most grateful to Sean Fugill and Janice Robinson who have expertly advanced this work with support from the diocese.

We thank Carol Thompson for her tireless, meticulous work in managing the church finances, especially for all that she has done this year in moving to a new format for the presentation of the accounts. We also thank Peter Rose for his continuing support for the church in his role as Gift Aid Secretary.

To further develop our understanding of the scope of the responsibilities of the PCC and to ensure that all necessary areas are covered, the members of the PCC have been working on a 'roles matrix'. There is still work to be done but we plan to have a named person providing leadership and oversight for all these areas of responsibility.

Liz Hawkins has taken on the role of safeguarding officer for Mitford. We thank her for all the work she does in this crucial role.

Roger Napper has worked tirelessly in his role as churchyard registrar and the PCC wishes to record their thanks for all that he has done. We also record our huge thanks to Richard Addison for all the work he does to maintain our church building, especially for the thorough preparation that went into the reopening after our long closure.

Oversight of Church life

The PCC has a duty to collaborate with the Priest-in-charge in promoting the mission of the church and in sharing and implementing its vision. The focus this year has been:

- To support Alyson and the ministry team as they have worked so hard to ensure weekly acts of worship have been provided, online or in person
- To share the oversight by allocating individual responsibility for areas of church life such as discipleship, children and families, evangelism and outreach.

Members of the PCC rejoice in all that our church family, under the leadership and guidance of Alyson and the church wardens, has accomplished in such a challenging year. Here are just a few examples:

- A benefice-wide Alpha course, running January-April 2021, hosted online and facilitated by St Thomas' Church, Newcastle.
- Benefice-wide home group meetings following a course run by the Bible Society
- The opening of our churchyards for Remembrance Sunday and Christmas with installations to engage the whole communities organized by the Anna Chaplains
- 'Comfort and Joy' bags distributed to more than sixty homes before Christmas, 'touring carols' and Brass and Carols to take the good news of Christmas to our wider community.

The JPCC wishes to thank all who worked hard to serve these and other initiatives with the aim of making God's love known.

Bev Morris

April 2021

Report (iii) Treasurer's report: Financial statement year ending 31.12.20

The Parochial Church Council of the Ecclesiastical Parish of St Mary Magdalene, Mitford (Charity No 1190575)

Receipts and Payments Accounts

	Notes	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2020	Total 2019
Receipts							
Voluntary giving							
- Planned giving		£74,227		£3,996		£78,223	£74,452
- Collections at services		£935				£935	£5,215
- All other giving/voluntary receipt	4a	£420				£420	£2,425
- Gift Aid recovered		£17,018		£549		£17,567	£17,124
- Legacies received (capital value)							
- Grants							
		£92,599		£4,545		£97,144	£99,216
Activities for generating funds							
							£1,152
Income from investments	4b	£995		£946		£1,941	£1,903
Church activities	4c	£2,475				£2,475	£2,205
Other incoming resources	4d	£895				£895	£395
Total Receipts		£96,964		£5,491		£102,455	£104,871
Payments							
Church activities							
- Mission giving and donations	4f			£10,500		£10,500	£6,995
- Diocesan parish share contribution		£56,049				£56,049	£58,719
- Salaries, wages and honoraria		£2,277	£1,927			£4,204	£2,192
- Clergy and staff expenses		£6,235				£6,235	£6,199
Church expenses							
- Mission and evangelism costs	4e	£899		£604		£1,503	£1,426
- Church running expenses (including governance)		£6,428				£6,428	£9,194
- Church utility bills		£4,185				£4,185	£4,070
		£76,073	£1,927	£11,104		£89,104	£88,795
Costs of generating funds							
							£66
Major capital expenditure				£22,004		£22,004	£4,865
Other expenditure				£1,000		£1,000	
Total Payments		£76,073	£1,927	£34,108		£112,109	£93,726
Excess of receipts over payments							
		£20,891	-£1,927	-£28,618		-£9,653	£11,144
Transfers between funds	3	-£14,463	£14,463				
Cash at bank and in hand at 1 Jan							
		£38,301	£16,538	£41,556		£96,395	£96,395
Correction of allocation of Investments as Cash (2019)		-£27,359	-£5,123	-£30,868		-£63,350	-£63,350
Cash at bank and in hand at 31 Dec		£17,371	£23,951	-£17,930		£23,392	£33,045

Statement of Assets and Liabilities

	Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2020	Total 2019
Cash Funds							
Bank Current Account		£11,663	£17,951	-£16,917		£12,697	£24,291
Deposit Fund		£5,707		£4,988		£10,695	£8,754
		<u>£17,371</u>	<u>£17,951</u>	<u>-£11,930</u>		<u>£23,392</u>	<u>£33,045</u>

Other Monetary Assets

Investment Assets

Investment Fund Shares at market value	2	£19,834		£33,000		£52,834	£63,350
		<u>£37,205</u>	<u>£17,951</u>	<u>£21,070</u>		<u>£76,226</u>	<u>£96,395</u>

Notes to the accounts

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
- £30k surplus from Unrestricted Funds invested in CCLA Church of England Investment Fund shares 22/06/2004. Deposit Fund established 2014 to show the surplus on the investment.
- The movements in designated and restricted funds during the year were:

	Bal b/f	Receipts	Payments	Transfer	Transfer from Investments	Bal c/f
Unrestricted	£38,301	£99,207	£76,073	-£14,463	£5,123	£52,095
Restricted						
Building Fund	£11,038	£1,938	£22,004			-£9,029
Heating Fund	£6,268	£473				£6,742
Churchyard Fund	£7,189	£1,251				£8,440
Youth Fund	£13,121	£1,365	£604			£13,882
Flower Fund	£110					£110
World Mission Partners Fund	£3,829	£2,595	£10,500	£5,000		£924
Contingency & Capital Asset Replacement Fund	£16,538		£1,000	£5,024	-£5,123	£15,439
	<u>£58,094</u>	<u>£7,622</u>	<u>£34,108</u>	<u>£10,024</u>	<u>-£5,123</u>	<u>£36,509</u>
Designated						
HR/Staffing Fund			£1,927	£4,439		£2,512
			<u>£1,927</u>	<u>£4,439</u>		<u>£2,512</u>
All Funds Total	<u>£96,395</u>	<u>£106,830</u>	<u>£112,109</u>			<u>£91,116</u>

Restricted**Building Fund**

The Building Fund (restricted) is for major building projects and other non-routine work to the church and Stable Room. The restricted monies include:

- £1,500 specifically donated towards the replacement of the Stable Room heating system
- £5,000 historically left to fund any single non-quinquennial related project

Income is from regular donations specifically for Building Fund. Expenditure largely relates to Quinquennial expenses and repairs to the church roof. The majority of this expenditure (£20,530) is expected to be recovered from an external trust fund.

Heating Fund

The Heating Fund (restricted) was originally established to finance a new church heating system, and has been used for similar purposes since, including the upkeep of the existing church heating system. At the present time this fund does not seek new income.

Churchyard Fund

The Churchyard Fund (restricted) was originally established with legacies dedicated for the upkeep of a number of specified family graves, and at the present time this fund does not seek new income. More recently, this fund has been used for the maintenance of the churchyard in general.

Youth Fund

For identified youth work (£2k towards youth worker). Includes the ring-fenced remains of the Janice Quinby legacy (£5k to fund a youth worker) (with interest)

Flower Fund

Donations from a church member specifically for flowers.

World Mission Partners Fund

Used to receive monies dedicated to the PCC for giving to specific and general external causes. Receipts for special events / collections and payments, as decided by the Committee

4 Further Analysis of Receipts and Payments

	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2020	Total 2019
a) Receipts						
All other giving/voluntary receipts:						
Donations	£420				£420	£2,415
	£420				£420	£2,415
b) Investment Income						
Dividends on CBF Investment Fund	£995		£946		£1,941	£1,903
CBF Deposit Fund Interest	£995		£946		£1,941	£1,903
c) Church activities						
Fees for weddings and funerals	£2,435				£2,435	£2,042
Stable Room Hire	£40				£40	£130
	£2,475				£2,475	£2,172
d) Other incoming resources						
Coffee Money received during services	£213				£213	
Contribution to Vicar expenses from Hebron PCC	£682				£682	£395
	£895				£895	£395

Payments

e) Church running expenses

Mission and evangelism costs

Junior Church		£604	£604	£451
Evangelism (Alpha, books, etc)	£502		£502	£976
Online Services	£397		£397	
	£899	£604	£1,503	£1,426

Church running expenses (including governance)

Governance, Licensing, Copyright etc	£467		£467	£1,232
Church building running expenses	£5,218		£5,218	£6,840
Pastoral (incl refreshments etc)	£743		£743	£1,123
	£6,428		£6,428	£9,194

Church utility bills

	£4,185		£4,185	£4,070
	£11,512	£604	£12,116	£14,690

f) Mission Giving & Donations

Wansbeck Valley Food Group		£2,000	£2,000	£1,800
West End Refugee Service		£2,000	£2,000	£1,800
New Hope for Children	£2,000		£2,000	£1,800
The Hub		£1,500	£1,500	£800
The Children's Society	£1,000		£1,000	
UNHCR	£1,000		£1,000	
Royal British Legion	£500		£500	
Anglican International Development	£500		£500	
Plateau Perspectives				£500
	£5,000	£5,500	£10,500	£6,700

- 5 The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
- 6 The expenses paid to the incumbent may include a small immaterial portion, which relates to their function as a PCC member. No other payments were made to PCC members for being members of the PCC.
- 7 These financial statements exclude two trust funds (the Mitford Church Foundation Trust and the Mitford Family Trust) which are administered by the Incumbent and other trustees, and over which the PCC has no control.

Approved by the PCC and signed on their behalf by:


 Rev Alyson Lamb, Priest in Charge
 18 March 2021


 Sean Fugill, Churchwarden
 18 March 2021

Financial Review

Total receipts on unrestricted funds were £92,599. Planned giving increased by 5% on the previous year, an encouraging result after a difficult year where for the large part congregations were unable to meet in person. Understandably collections at services were down significantly on 2019. Restricted donations received amounted to £4,545. Just over £17,000 was recovered as part of the Gift Aid scheme.

Just over £76,000 was spent from unrestricted funds to fund the budget. This included a transfer to the World Mission Partners Fund of £5,000 and a transfer to the Capital Asset Replacement & Contingency Fund of £6,000, set up to accommodate unexpected items (eg insurance claim) or items that may need replacing in the near future (eg piano, IT). The total spent represented an increase of 20% on the previous year. This was largely due to the quinquennial costs, a large proportion of which is expected to be met by one of the Mitford Trusts. As a result of COVID this year also saw the introduction of online services and this accounts for the increase in Salaries, wages and honoraria. Consequently, there was a reduction in Church running costs for the year.

As in previous years the children and youth work has been funded without requiring funding from the General Fund. As well as our usual charity partners the Charity Partner Support Fund was able to make donations to a number of other causes thanks to regular and special support throughout the year. These include donations to the Children's Society, Royal British Legion, New Hope for Children, The Hub, Anglican International Development, UNHCR, West End Refugee Service and Wansbeck Valley Food Bank.

The net result for the year (excluding increase in investment) was a shortage of receipts over payments of £9,653 (represented by a surplus of £18,964 on unrestricted funds and a shortage of £28,618 on restricted funds due to the quinquennial costs). Balances carried forward at 31 December on unrestricted funds totalled £23,392 for funding the activities and needs of the church and it is hoped that the restricted funds will return to a positive balance during the next year.

Reserves Policy

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least 6 months of unrestricted payments. This is equivalent to approximately £45,000 for 2021. The cash balance of £23,392 held across all funds at the year end equates to 104% of this target.

PCC Accounting Policy

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations on the Receipts & Payments basis.

Funds

General funds represent the PCC's monetary assets that are not subject to any special restrictions regarding their use, and are available for application to the general purpose of the PCC. These monies can include funds designated for a particular purpose by the PCC, and which did not have their use restricted by the donor. Restrictions within these funds are noted in the financial statements.

These accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members, nor those in respect of assets for which the PCC has no control.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets & Liabilities

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal
- Land and buildings held on behalf of the PCC
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000
- Investments held beneficially by the PCC

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Any other amounts owing to the PCC including Church hall lettings and insurance claims
- Legacies where formal notification of entitlement and amount has been received by 31 December by the PCC
- Closing bank balances as shown in the receipts and payments account

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loans or overdrafts advanced to the PCC
- Any arrears of the Diocesan Parish Share
- Creditors for goods or services where the supply has been received and invoiced by 31 December

Carol Thompson

April 2021

Independent Examiner's Report

**Independent Examiner's unqualified report to the C. of E. P.C.C.'s 2018.
members of the P.C.C. of the Parish of St. Mary Magdalen, Mitford.**

Accounts for the year ended 31st. December 2020.

Charity no. 1190575.

As set out on pages 5 to 8 of this report.

Respective responsibilities of the P.C.C. and the examiner.

The P.C.C. members acting as the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- 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 the Independent Examiner's statement.

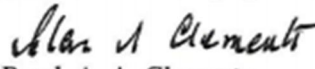
My examination was carried out in accordance with the general Directions given by the Charity Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the P.C.C.), 5th edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for 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.

Independent examiner's statement.

In connection with my examination, no material matter has come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act, or
- the accounts do not accord to the accounting records.

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

Signed. 
Name Revd. A. A. Clements

Date 20th. April 2021.

Fellow Association of Charity Independent Examiners.

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

ACIE PCC CC32

Report (iv) Fabric, goods and ornaments

(1). FABRIC

This has been an unusual year in that we have not been able to worship in our church building for several months due to Covid lock down restrictions. Over this time there has been little or no change to the general fabric of the building, although during the first lockdown there was some ingress of damp caused by prolonged lack of heating. This was easily rectified by regularly heating the building prior to re-entering for worship.

During this period we also became aware of a leak in the roof to the left of the main door; inspection revealed that this was due a corroded rain water gutter joint and repairs have addressed the issue. We have also undertaken some minor work on the heating system arising from a slight seepage from one of the drain plugs on one of the main radiators in church. An inspection of the other radiators indicated that further minor work may need to be done during the summer shutdown of the heating system.

To comply with requirements prior to reopening for church worship after first lock down a thorough and very deep clean was carried out by a local professional cleaning company.

The main fabric of the church building remains in good order and does not require any further work at the present time.

The church's bat colonies remain active and will be observed for any notable changes.

Despite lack of use due to lock down restrictions, the stable room is in good repair and available for use when church reopens for regular services.

(2) GOODS AND ORNAMENTS

All goods and ornaments remain in good repair and the terriers listing them are kept in the vestry safe .

Richard Addison and Sean Fugill, Churchwardens

March 2021

Report (v) Deanery Synod Report

Deanery Synod met twice in the year, 27th February and 24th September via zoom.

During the first lockdown it became apparent that many people in the Deanery did not have access to zoom making it difficult to keep in touch and share on line worship that was introduced by some parishes.

Area Dean, John Park kept in touch with as many parishes as possible by telephone and emails and encouraged us all to continue praying for one another and supporting each other where we could, sharing links to services both locally and nationally.

Changes during the year

Rev'd Catherine Pickford moved from St. Mary's Stannington in July to become Archdeacon of Northolt.

Rev'd Audrey McCartan was licensed as House for Duty Priest in Charge at St. Helen's Longhorsley in October.

Rev'd Jonathan Mason, Priest In Charge of the Upper Wansbeck group of parishes and Diocesan Adviser on Rural Affairs announced his retirement from the ministry in September

Rev'd Debbie Baker was licensed as Deacon in the Benefice of Cresswell and Lynemouth in October.

Tony Thick, Deanery Lay Chair stood down in December and moved out of the area.

Joyce Templey, Deanery Secretary stood down from her role in December, mainly due to her not being able to access technology.

Both Tony and Joyce were thanked for their dedicated and hard work in supporting the Deanery.

Finance was a major issue at both meetings especially Parish Share payments during this difficult year.

There was sharing of information and reflection on being "church" in the pandemic, parishes reflected on some of the positive outcomes of buildings being closed and registered the hope that some of these outcomes carry on in the future.

We heard from Jane Anderson a Chaplain with Newcastle Hospital Trust who reflected on her work during this difficult time.

The main item in September was a presentation by Rev'd Canon Rob Saner-Haigh who is the Diocesan Director of Mission and Ministry.

Part of his work is the oversight of vocations and the development of different types of ministry, lay and ordained.

His presentation to Synod concentrated on a renewed emphasis on releasing all people's gifts and talents and encouraging parishes to begin to look at how God was calling us to be "church" in a post pandemic world.

There was a lively discussion after this presentation and issues raised would be prayed about and carried forward in the Transformation process the Diocese was presently working on.

Janice Robinson

April 2021

ANNEXE

A. PCC Governance and Administration

The parish of St. Mary Magdalene Mitford together with the parish of St. Cuthbert Hebron forms the Benefice of Mitford with Hebron. The Benefice is located in the Deanery of Morpeth within the Archdeaconry of Lindisfarne, the Diocese of Newcastle and the Church of England.

Correspondence to the Secretary of the PCC Bev Morris at:

21, Falcon Hill, Kirkhill, Morpeth. NE61 2YG

beverley_morris@sky.com

Officers of the PCC - as of the APCM **October 22nd 2020** :

1. Priest-in-charge

The Reverend Alyson Lamb. The Priest-in-charge is a member of the PCC *ex officio*.

2. Elected Members

Churchwardens: Richard Addison, Sean Fugill.

Deanery Synod Representatives: Ann Attwood, Nigel Jobson (elected 2020)

Ordinary Members:

Group 1, elected until 2021 Dick Quinby Carol Thompson

Group 2, elected until 2022 Bev Morris

Group 3, elected until 2023 Mary Dowswell , Sarah Mills.

2 new members were elected at the APCM 2020, (Nigel Jobson, Sarah Mills) and one member re-elected. (Mary Dowswell).

3. Ex officio Members

Members of the clergy who hold a Bishop's Licence to the Parish are *ex officio* members of the PCC. Licensed Readers are also eligible for ex-officio membership of the PCC, by agreement and appointment of the PCC.

The Benefice is currently served by the following lay ministers (*who either hold a Bishop's Licence or the Bishop's Permission to Officiate (PTO), or who are in training to be licensed*):

Licensed Readers: Sean Fugill, John Laurensen, Liz Hawkins

Retired Readers (with Bishop's PTO): Paul Kidd, Janice Robinson

The PCC has determined that the body of licensed Readers be represented at PCC in the church year 2020-2021 by Sean Fugill and Janice Robinson.

4. All PCC Members and any other person who could be understood to be a 'manager' of the activities and affairs of St. Mary Magdalene Church Mitford are deemed fit and proper persons under the terms of the Finance Act (2010).

B. PCC: Purpose, Structure, Policies

Purpose

The PCC is the leadership body of the church, responsible primarily for the general administration and financial affairs of the church, including maintenance of the building and compliance with regulations and policy for health and safety for all areas of church life, including safeguarding children and vulnerable adults. The PCC maintains oversight over every aspect of church life and has a duty to collaborate with the Priest-in-charge in promoting the mission of the Church, and the implementation of the parish's Vision and Mission Action Plan.

Structure

In 2020-2021 there were two **churchwardens** in post. The Churchwardens are officers of the Bishop, elected on an annual basis and are eligible to serve for a total of six continuous years. The elected representatives to **Deanery Synod** hold seats for a three year period. Two **readers** represent the body of lay ministers who are either licensed or who hold Bishop's Permission to Officiate. Three groups of **elected members** serve on a three-year rotating basis.

Regular worshippers are encouraged to register on the Electoral Roll and to consider serving on the PCC. The procedure for election of PCC members is set out in the **Church Representation Rules** (latest edition 2020). The PCC appoints a **Vice Chair**, a **Treasurer** a **Secretary** and (if required) Deputy Churchwardens. In 2020-2021 Sean Fugill served as Vice Chair, Carol Thompson as Treasurer and Bev Morris as secretary. Peter Rose continues to support the PCC as Gift Aid secretary. For his faithful and consistent service, also to Hebron parish, the PCC is most grateful.

Historically the PCC has convened and overseen a number of sub-groups who manage different aspects of the life of the church and report to the PCC. These groups have included: Safeguarding, Building and Fabric, World Mission Partner support, Pastoral Visiting, Music in Worship and Communications. While membership of these groups is not limited to members of the PCC, the PCC is represented on each group by a member who can speak for the group at meetings of the PCC, and ensures that the subgroup presents a written report to the PCC on a regular basis.

The Standing and Finance Committee acts under the authority of the PCC and as an executive arm of the PCC. It has a role in preparing business and financial reports and policy to bring to the PCC. As a smaller group it facilitates the discussion and development of ideas and possible strategies for consideration by the PCC.

Membership of the Standing and Finance Committee comprises: the Priest-in charge, the Churchwardens, the Treasurer, the Secretary and two elected PCC members.

'Shadow' Joint PCC

During 2020-21 we have operated as a 'shadow joint PCC' with Hebron. The purpose of this is to work towards full integration into a single, Benefice PCC - as soon as ecclesiastical law would facilitate such integration.

Policies

Implementation and review of the following policies are among the PCC's top priorities:

Safeguarding

The parish recognises and takes seriously its responsibility for the safety of all members of the church. It takes steps to ensure that ALL are aware of the need for those who are involved with children and vulnerable adults to be appropriately vetted to ensure safety at all times for these groups. There is an appointed Safeguarding Lead who has responsibility for arranging training for all who work with these groups. In 2020-2021 the Parish Safeguarding officer was Liz Hawkins.

Health & Safety

Issues around Health and Safety are closely monitored in all areas. There are policies in place and a **Compliance Diary** maintained to ensure that standards of safety are kept at the highest level Training to maintain standards are arranged. Food handling is closely monitored at all times. There is a full training programme in safety at work in such areas as working alone or at heights. Fire Safety training is regularly provided.

Risk Assessment

With proper preparation and planning the PCC looks to minimise the threat of any action or event that will adversely affect the ability to achieve planned objectives. Appropriate assessments made to plan for such risks. The Risk Assessment Lead in church year 2020-2021 was Janice Robinson.

Insurance

The Church is insured by Ecclesiastical Insurance.

Minutes of Annual Church Meetings
St Mary's Magdalene Church Mitford
22nd October 2020, 7.00pm - BY ZOOM

(The Parochial Church Council of the Ecclesiastical Parish of St Mary Magdalene, Mitford. Charity number 1190575)

Present : Alyson Lamb (*priest-in-charge*), David Lea (*churchwarden*), Richard Addison (*churchwarden*), Brian Priestley (*churchwarden*), Carol Thompson (*treasurer*), Bev Morris (*secretary*), plus thirty-two members of the electoral roll (**38 in total**). **Apologies:** Linda Fugill, Jane Massey, Dick Quinby.

Annual Parish Meeting

1. Welcome

Alyson welcomed everyone and opened in prayer reading Psalm 117.

Ann Attwood explained the Zoom protocol.

2. Bev Morris was appointed Clerk to the Meeting.

3. Appointment of tellers: not required.

4. Minutes of the APM 2019 were received. There were no matters arising. The minutes were proposed as a true record of the meeting - Proposer: **Richard Addison** seconded by **David Lea**. Unanimously agreed.

5. Election of Churchwardens:

Alyson described the dual-facing role and responsibility of a churchwarden:

- as an officer of the Bishop, to represent the laity of the parish and Church
- called to collaborate with the incumbent in the mission of the Church.

Alyson expressed her gratitude to the three churchwardens who had served the parish faithfully in 2019-20: Richard Addison, David Lea and Brian Priestley.

David Lea and **Brian Priestley** are stepping down after many years of sacrificial service.

Alyson thanked them for their diligence, professionalism and love of people.

Two nominations for churchwardens to serve 2020-21 had been received:

Richard Addison - proposer: **Don Watson Jones**; seconder: **Esther Watson Jones**

Sean Fugill - proposer: **Bev Morris** seconder: **Neil Burnell**

There being no other nominees, **Richard** and **Sean** were duly elected churchwardens for 2020/2021. They were congratulated and thanked for their willingness to serve the parish in these vital roles.

It was noted by Alyson that, by permission of the diocese, Mitford has traditionally appointed 4 churchwardens. As we progress towards a joint governance structure for the Benefice of Mitford with Hebron, we need to evaluate and determine the optimal number of churchwardens to support a joint leadership team (Joint Council). In 2021 Richard

Addison will have completed a full term of 6 consecutive years of service. To assure continuity and mutual support in leadership, the parish should therefore aim to appoint at least two new churchwardens in March 2021. She asked all members to pray for God's provision of those willing to serve Christ in this capacity.

6. Its business being complete, the meeting closed at 7.25pm.

The Annual Parochial Church Meeting

1. Apologies: as recorded above.

2. AOB – NIL

3. Approval of Minutes of the **2019 APCM** were received and adopted as a true record.

Proposed: **Richard Addison** Seconded: **Ann Attwood** There were no matters arising.

4. STATUTORY REPORTS OF THE PCC

The five statutory reports had been made available to the church members prior to the meeting. They were presented to the meeting as follows:

(i) Electoral Roll

Presented by **Bev Morris** in the absence of **Brian Hedley, Electoral Roll Officer**.

Electoral roll number in April 2020. **135** (2 removals and 1 addition)

(The next full review will be 2025)

(ii) The activities of the PCC

Presented by **Bev Morris, Secretary to the PCC**

(iii) Church Fabric, Goods and Ornaments

Presented by **Brian Priestley on behalf of the Churchwardens**.

(iv) Financial Accounts for the Year ending 31st December 2019

- Financial statement for the year ending 31.12.2019 presented by **Carol Thompson, treasurer**.

- **Adoption of the 2019 Accounts**

The audited account had been circulated and displayed for two weeks. There were no questions about the account.

Proposed by **Mary Priestley** and seconded by **Jean Bagnall**. There being no abstentions or votes against they were unanimously adopted.

Alyson thanked **Carol** for her scrupulously prepared reports. She also thanked **David Lea** and **Peter Rose** for their support.

(v) Deanery Synod

Presented by **Ann Attwood, Deanery Synod Representative**.

THIS COMPLETED THE PRESENTATION OF THE FIVE STATUTORY REPORTS TO THE MEETING.

(vi) Informal Review of 2019

Ann Attwood presented a 'review in pictures' of some of the highlights of the year's events which was especially poignant because of the restrictions we have been facing due to the Covid pandemic. **Alyson** expressed thanks to **David Lea** for the photographs and to **Ann Attwood** for the assembly.

Alyson also thanked those involved in the many 'hidden ministries' and unsung heroes of the church including:

- Churchyard –e.g. **Richard Addison's** unflagging service since lockdown
- World Mission Partner group - supporting our partners locally and worldwide
- Sidesmen team - vital to the ministry of welcome and hospitality.
- Food bank – **Linda Fugill** and her team
- Safeguarding team

The 'new' ministries that have emerged due to Covid-19 and lockdown:

- Risk management – **Sue Gilmer**
- Online worship, technical support – **Ian Robinson** and **Sadie Flanagan**
- Corporate prayer – and **Isabel Quinby** and **Alan Travis** for helping us transition the previous fortnightly prayer meeting to a weekly format, via Zoom, prayer triplets, and resources for prayer at home.
- The Ministry Team (leaders and preachers) and musicians for embracing the new way of being church.

Alyson reminded us that ministry means 'service'. If we are serving Christ's church in any way, whether up front or behind the scenes, we exercise a ministry; and all ministries are equally valuable to Jesus.

(vii) Questions arising from the reports

No questions were received on any of the reports.

5. ELECTIONS AND APPOINTMENTS

(i) Election of Deanery Synod Representatives

Before proceeding to the election of members to serve for a three-year term **Alyson** thanked those who had served as Deanery Synod Representatives for the previous year:

Ann Attwood, Douglas Hoblyn, Brian Hedley.

Election of representatives:

Ann Attwood proposed by **Stephen Attwood** and seconded by **David Lea**

Nigel Jobson proposed by **Stephen Attwood** and seconded by **Ann Attwood**

They were declared duly elected.

(ii) Election of PCC members

Alyson thanked all those who had served, especially those stepping down, **Brian Hedley, Ian Lane**

Three members are continuing to serve; **Carol Thompson, Dick Quinby, Bev Morris.**

Mary Dowswell is standing for re-election. Proposed by **Bev Morris** and seconded by **Louise Hancox.**

There are three new nominations:

Sarah Mills – proposed by **Isabel Quinby** seconded by **Dick Quinby**

Carol Spedding – proposed by **Neil Burnell** seconded by **Richard Spedding**

Richard Spedding – proposed by **Carol Spedding** seconded by **Neil Burnell**.

The number of nominations not exceeding the number of seats on the PCC, those nominated were declared duly elected.

Alyson thanked **John Laurenson** and **Paul Rusby** who, as licensed Readers, had served as ex-officio members of PCC 2019-202. Having been ordained deacon in October, Paul was now serving his curacy at Morpeth parish.

(iii) Introductions: 'Just a minute':

All members of the PCC introduced themselves in 60 seconds, and explained why they felt called to serve the Church as a member of the PCC.

(iv) Appointment of independent auditor for the accounts

Carol Thompson proposed that the church should re-appoint **Fr Alan Clements** as Independent Assessor.

The motion was seconded by **David Lea** and duly approved.

6. PROPOSAL TOWARDS ESTABLISHMENT OF A JOINT COUNCIL

David Lea gave a brief update on progress made to establish a joint governance structure for the Benefice. The outgoing Archdeacon of Lindisfarne, Mark Wroe, had this past week written to encourage us to continue working towards developing a suitably form of Joint Council, in accordance with the Church Representation Rules 2020. The aim is to draw up a 'scheme' to be ratified at the next APCM in March 2021. The meeting was asked to vote on this proposed course of action.

Proposer: **David Lea**; seconder: **Sean Fugill**.

The proposal was unanimously supported.

7. REMARKS BY THE PRIEST-IN-CHARGE.

Alyson spoke of the work on vision and strategy carried out by the PCC 2019-2020. In addition to the PCC Vision Day (July 2019) and the LyCiG training (October 2019) the impact of the pandemic had catalysed the 'Re-Think' survey in summer 2020, when we asked ourselves:

- *What has been fruitful in mission and worship as result of the changes forced on us in 2020?*
- *Where have we seen God working? What do we want to keep?*
- *What do we need to change?*

The results of the church-wide survey had been summarised in the paper 'Re-Think: Church for a New Season', which had been distributed to all members.

In 2021, the *Re-Think* process will feed into a new Mission Action Plan for the Benefice.

Meanwhile we need to continue prioritise prayer, seeking God's guidance and direction for the way ahead. God has been wonderfully faithful to us over the past months, enabling us to find new ways to 'be church and to show Christ's love in action - to each other, and to our community. But let's note that this came about because many of the struts and supports we had come to depend on were kicked away. Alyson encouraged us to 'lean in' to this season

of continuing challenge, separation and difficulty. As we lean into God in prayer he will strengthen and sustain us, individually and corporately, and help us to bless and become more than we can imagine.

8. OPEN FORUM FOR QUESTIONS AND DISCUSSION

Isabel Quinby thanked everyone who has served on the PCC and encouraged us to look out for one another in love, and to pray.

9. COMMISSIONING OF THE PCC

Alyson invited all members of the PCC to stand as she led us in prayer for the new Council.

10.

Alyson closed the meeting in prayer at 8.55pm.

The Parish of St Mary Magdalene, Mitford

Annual Parish Meeting

&

Annual Parochial Church Meeting.

Wednesday 28th April, 2021

7.00 pm by Zoom

To join the meeting please enter this link into your internet browser:

<https://zoom.us/j/95291561159?pwd=SFhZVlp1SWsrVjdiUEE3QVRFUj9wZz09>

Meeting ID: 952 9156 1159

Passcode: 663802

Annual Parish Meeting

AGENDA

1. Welcome and opening prayer.
2. Appointment of clerk for the meetings.
3. Appointment of election tellers (as necessary).
4. Minutes of APM 2020.
5. Election of churchwardens.

Annual Parochial Church Meeting

AGENDA

1. Apologies.
2. Any other business (if not on agenda).
3. Minutes of 2020 APCM – matters arising (if not on agenda).
4. Reports
 - i Presentation of the electoral roll **Brian Hedley**
 - ii The activities of the PCC **Bev Morris**
 - iii Financial statement year ending 31.12.20 and adoption of the 2020 accounts **Carol Thompson**
 - iv Fabric, goods and ornaments of the church **Richard Addison** (on behalf of church wardens)
 - v Deanery Synod **Ann Attwood**
 - vi Informal 'review' of 2020 **Alyson Lamb**
 - vii Questions arising from the reports
5. Integration of PCCs. **Sean Fugill**
 Proposal to make a scheme establishing a joint council for the Parishes of Mitford and Hebron.
6. Elections and appointments
 - Election of PCC members
 - Appointment of independent auditor for the accounts **Carol Thompson**
7. Report by the Priest in Charge **Alyson Lamb**
8. Open forum for questions and discussion **ALL**
9. Commissioning of the PCC **All members**
10. **Closing prayer**