

DIOCESE OF NEWCASTLE

Deanery of Morpeth

The Benefice of St Mary Magdalene Mitford and St Cuthbert Hebron Annual Reports of the Joint Parochial Church Council and Financial Reports. 4th May, 2023.

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: Vacancy until November 2022 then Rev'd Elaine Jones

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

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Report (i) Electoral Rolls

New Electoral Rolls were compiled for both Hebron and Mitford parishes in 2019. As such, only revisions to the Electoral Rolls were required in 2023. The revision was held between March 13th and April 9th 2023.

Notices of the Revision were available in both churches. Announcements of the Revision were also made in the February and March monthly church newsletters. Further, a number of notices were also given at both Mitford and Hebron church services during March and April.

The results of the 2023 revisions for the two Electoral Rolls are shown below;

Hebron; The Parish Church of St Cuthbert

Removals: 0

Additions: 0

Revised Electoral Roll total at April 9th 2023 is 28

This compares to the 2022 Revised Electoral Roll total of 28

Mitford; The Parish Church of St Mary Magdalene

Removals: 5

Additions: 4

Revised Electoral Roll total at April 9th 2023 is 125

This compares to the 2022 Revised Electoral Roll total of 125

The 2023 Revision to the Electoral Rolls will now be made available for inspection on the relevant church noticeboards as required for a minimum of 14 days prior to the APCM.

Nigel Jobson

Electoral Roll Officer

Benefice of Hebron and Mitford

April 10th 2023

Report (ii) Secretary's report: the proceedings of the JPCC and the activities of the parish generally 2022-2023

Since the last APCM the Joint Parochial Church Council (JPCC) has met in person on 5 occasions. The Standing and Finance Committee (SFC) has met once via Zoom.

General administration and financial affairs

The main focus and priorities for the JPCC from May- November 2022 were:

- The recruitment and appointment of a new Priest-in-charge
- Continued coverage of the vacancy which began in October 2021, to maintain services of worship and sustain wider areas of church life and ministry
- Organisation of the licensing service for the Reverend Elaine Jones in November 2022

We are most grateful to the ministry team who so ably led worship during this time and the church wardens who gave so unstintingly of their time and energy. The time of vacancy was underpinned by regular prayer meetings where we met as a church family to seek God's will in the appointment of our new Priest-in-charge.

In November we were delighted to welcome Reverend Elaine Jones and her husband Andy. Elaine has been appointed as Priest-in-charge for our benefice and the Upper Wansbeck benefice. As a JPCC we understand that in these first few months Elaine's priority has been getting to know as many parishioners as possible across all her churches. She has also shown a strong commitment to understanding the benefice by listening and observing prayerfully.

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults. There have been a number of courses which all members of JPCC have completed. We thank Isabel Quinby for all the work she does in the crucial role of Parish Safeguarding Officer.

We thank Carol Thompson for her tireless, meticulous work as treasurer of both Mitford and Hebron churches in managing our church finances. We also thank Peter Rose for his continuing support in his role as Gift Aid secretary.

Roger Napper continues in his role as churchyard registrar and the JPCC wishes to record their thanks for all that he has done. We also record our huge thanks to our verger Richard Addison for all the work he does to maintain our church building and churchyard, so ably supported by Malcolme Thompson and Dick Quinby.

Oversight of Church life

Members of the JPCC rejoice in all that our church family, under the leadership and guidance of the church wardens initially and then Rev Elaine Jones, has accomplished in such a challenging year. Here are just a few examples:

- The opening of our churchyards with installations which welcome and engage the whole community organized by the Anna Chaplains
- The willingness of our ministry team to lead services in the Upper Wansbeck Benefice.
- Benefice-wide home group meetings, including the 'Surprised by Generosity' Lent course.
- Participation in 'Thy Kingdom Come' last May.

The JPCC wishes to thank all who worked hard to serve these and other initiatives with the aim of making God's love known. Particularly we wish to express our thanks to Janice Robinson as she steps down from her role as church warden. Words cannot express our gratitude for the wisdom, love and service she has brought to this role over so many years.

It is with great sadness that we record the death of Brian Priestley. Brian was a much valued member of the PCC for many years, serving as church warden and enriching our worship with his beautiful singing.

Bev Morris

April 2023

**The Joint Parochial Church Council of the Ecclesiastical Parishes of
St Mary Magdalene, Mitford & St Cuthbert, Hebron
(Charity No 1196182)**

Receipts and Payments Accounts

	Notes	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2022	Total 2021 ¹
Receipts							
Voluntary giving							
- Planned giving		£60,242		£5,130		£65,371	£28,987
- Collections at services		£2,983				£2,983	£1,302
- All other giving/voluntary receipt	4a	£914				£914	£75
- Gift Aid recovered		£20,220		£1,156		£21,375	£2,050
- Legacies received (capital value)							
- Grants	4a	£3,370		£650		£4,020	£295
		<u>£87,728</u>		<u>£6,935</u>		<u>£94,664</u>	<u>£32,709</u>
Activities for generating funds							
Income from investments	4b	£1,246		£1,035		£2,281	£996
Church activities	4c	£6,835				£6,835	£1,322
Other incoming resources	4d	£20				£20	£577
Total Receipts		<u>£95,830</u>		<u>£7,970</u>		<u>£103,800</u>	<u>£35,604</u>
Payments							
Church activities							
- Mission giving and donations	4e			£8,440		£8,440	£7,138
- Diocesan parish share contribution		£47,700				£47,700	£23,354
- Salaries, wages and honoraria		£3,061				£3,061	£2,483
- Clergy and staff expenses		£1,344				£1,344	£1,675
Church expenses							
- Mission and evangelism costs	4f	£644				£644	
- Church running expenses (including governance)		£9,082		£5,403		£14,484	£10,747
- Church utility bills		£6,849				£6,849	£1,575
- Stable Room Running Costs		£2,204				£2,204	£250
		<u>£70,884</u>		<u>£13,843</u>		<u>£84,726</u>	<u>£47,222</u>
Costs of generating funds							
Major capital expenditure							
Other expenditure							
Total Payments		<u>£70,884</u>		<u>£13,843</u>		<u>£84,726</u>	<u>£47,222</u>
Excess of receipts over payments		£24,946		-£5,873		£19,073	-£11,618
Transfers between funds	3	-£24,946	£19,446	£5,500		£19,073	-£11,618
			<u>£19,446</u>	<u>-£373</u>		<u>£19,073</u>	<u>-£11,618</u>

Cash at bank and in hand at 1 Jan	£18,395	£14,301	£41,667	£74,363	£85,981
Cash at bank and in hand at 31 Dec	£18,395	£33,747	£41,294	£93,436	£74,363

Statement of Assets and Liabilities

	Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2022	Total 2021 ¹
Cash Funds							
Barclays Bank Current Account		£1,860	£14,301	£33,492		£49,653	£22,078
CAF Bank Current Account		-£802	£19,446	£859		£19,503	£30,286
CBF Deposit Fund (Hebron)		£9,390				£9,390	£9,329
CBF Deposit Fund (Mitford)		£7,947		£6,943		£14,890	£12,670
		£18,395	£33,747	£41,294		£93,436	£74,363

Other Monetary Assets

Investment Assets

Investment Fund Shares at market value	2	£35,063		£33,321		£68,384	£77,463
		£53,458	£33,747	£74,615		£161,821	£151,825

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. The Joint PCC was formed on 1 August so 2021 comparison figures are for the period 1 August - 31 December 2021
- £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	Profit (Loss) on Investments	Bal c/f
Unrestricted	£58,113	£95,830	£70,884	-£24,946	-£4,655	£53,458
¹ - General Fund						£11,633
¹ - Deposit Fund (reserves)						£41,826
Restricted						
Building Fund	£18,717	£2,536	£752		-£1,276	£19,226
Heating Fund	£7,676	£230			-£681	£7,225
Churchyard Fund	£9,789	£307	£4,268		-£936	£4,892
Youth Fund	£16,000	£222	£383		-£1,531	£14,308
World Mission Partners Fund	£1,338	£3,808	£8,440	£5,500		£2,206
Hebron Capital Fund	£25,891	£868				£26,758
	£79,411	£7,970	£13,843	£5,500	-£4,423	£74,615
Designated						
HR/Staffing Fund	£2,512					£2,512

Stable Room Refurbishment Fund				£6,446	£6,446
Heating Fund				£13,000	£13,000
Contingency & Capital Asset Replacement Fund	£11,789				£11,789
	£14,301			£19,446	£33,747
All Funds Total	£151,825	£103,800	£84,726	-£9,078	£161,821

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:
- £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.

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)

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 2022	Total 2021 ¹
a) Receipts						
All other giving/voluntary receipts:						
Donations	£914				£914	£75
Grants (all expended by end 2022)						
- Mitford Foundation Trust (Building Fund 2022)			£650		£650	£169
- Newcastle DBF (Parish Support Grants)	£3,370				£3,370	£126
	£4,284		£650		£4,934	£370

b) Investment Income

CBF Deposit Fund Interest (Hebron)	£61		£61	£1
CBF Deposit Fund Interest (Mitford)	£1,185	£1,035	£2,219	£995
	£1,246	£1,035	£2,281	£996

c) Church activities

Fees for weddings and funerals	£6,605		£6,605	£1,322
Stable Room Bookings	£230		£230	
	£6,835		£6,835	£1,322

d) Other incoming resources

Interest on CAF bank account	£20		£20	
NCC Council Tax refund				£577
	£20		£20	£577

Payments**e) Mission Giving & Donations**

Wansbeck Valley Food Group		£2,454	£2,454	£2,000
West End Refugee Service		£1,954	£1,954	£1,500
New Hope for Children		£2,454	£2,454	£2,000
The Hub		£500	£500	£638
DEC (Ukraine)		£474	£474	
DEC (Pakistan)		£604	£604	
Revive				£1,000
		£8,440	£8,440	£7,138

f) Church running expenses

<u>Mission and evangelism costs</u>	£644		£644	
	£644	£383	£644	

Church running expenses (including governance)

Youth		£383	£383	£180
Pastoral, Teaching & Worship Ministry	£1,068		£1,068	£1,384
Online Services				£156
Music	£308		£308	£285
Governance, Licensing, Copyright etc	£547		£547	£144
Church building running expenses	£7,159	£5,020	£12,179	£8,598
	£9,082	£5,403	£14,484	£10,747

Church utility bills

UW Refund				-£27
	£6,849		£6,849	£1,575
	£6,849		£6,849	£1,548

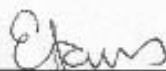
Stable Room Running Costs

Cleaning	£365		£365	£127
Utility bills	£1,760		£1,760	£123

Repair & Maintenance	£79	£79	
	<u>£2,204</u>	<u>£2,204</u>	<u>£250</u>
	<u>£18,779</u>	<u>£5,785</u>	<u>£24,181</u>
			<u>£12,295</u>

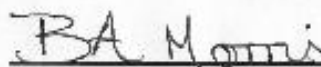
- 5 The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
- 6 The expenses paid to the incumbent may include a small immaterial 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 three trust funds (the Mitford Church Foundation Trust, the Mitford Family Trust and the Mitford Plot Trust) which are administered by the Incumbent and other trustees, and over which the PCC has no control.

Approved by the JPCC and signed on their behalf by:



Rev Elaine Jones, Priest in charge

16th March 2023



Bev Morris, secretary to JPCC

16th March 2023

Report (iii) Financial Review

2022 represents the first full year accounts of the Joint Parochial Church Councils of St Mary Magdalene, Mitford and St Cuthbert's, Hebron.

Gift Aid recovered during the year is slightly higher than previous years as it includes donations from August – September 2021 when the new bank account was being set up. As in previous years gift aid on donations received in the last quarter will be claimed in the following year.

Grants received during the year included £650 from the Mitford Foundation Trust (architect fees for Mitford Church and Stable Room) and two Parish Support Grants from Newcastle DBF for Mitford (£1,822) and Hebron (£1,548). All grants were fully expended during the year.

The JPCC met its parish share in full and was able to make an additional payment of £5,000.

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 New Hope for Children, The Hub, West End Refugee Service and Wansbeck Valley Food Bank. Additionally the Fund was able to send additional money to the DEC (in support of Ukraine and Pakistan) following dedicated collections being taken in Church.

Balances carried forward at 31 December on unrestricted funds totalled £53,458 for funding the activities and needs of the church including reserves of £41,826 representing 6 months of anticipated running costs for 2023. A further £31,711 is held in designated funds and £74,635 in restricted funds.

Reserves Policy

It is JPCC 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 £41,826 for 2023.

JPCC Accounting Policy

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

Funds

General funds represent the JPCC'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 JPCC. These monies can include funds designated for a particular purpose by the JPCC, 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 JPCC 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 JPCC 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 JPCC and which require a faculty for disposal
- Land and buildings held on behalf of the JPCC
- Other fixtures, fittings and office equipment where the JPCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000
- Investments held beneficially by the JPCC

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 JPCC including Church hall lettings and insurance claims
- Legacies where formal notification of entitlement and amount has been received by 31 December by the JPCC
- 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 JPCC
- 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

March 2023

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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, Milford and St. Cuthbert's Hebron in respect of the Financial Statements of the Parish for the year ending 31st. December 2022 as set out on the pages 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 those 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. *Alan A. Clements* Date 19th. April 2023.
Name Revid. A. A. Clements

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

Over this time there has been little or no change to the general fabric of either church building from 2021/22 and both remain in good condition.

The quinquennial inspection for St Marys was completed June 2022.

A range of works were recommended (mainly maintenance to roof, gutters and internal and external pointing.

Required works have been split into two phases. Phase 1 is planned for completion in April 2023. Phase 2 will be scheduled for completion later in 2023 following faculty approval.

The quinquennial inspection for St Cuthbert's is due in 2025. There are no urgent works arising meantime, though it is intended to redecorate internally during 2023.

The boiler, fire extinguishers, etc have all been serviced in accordance with the schedule at both Mitford and Hebron..

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

(2) GOODS AND ORNAMENTS

All goods and ornaments remain in good repair and the terriers listing them are kept in the vestry safe at St Mary's and in the cupboard in the vestry at St Cuthbert's (the safe being too small).

James Roff, Church Warden.

March 2023

Report (v) Deanery Synod

Over the past year the Deanery has been involved in supporting the directive of the Diocese to continue the transformation process of Growing Church, Bringing Hope.

The main business has been for the DDG to begin working on the Deanery Mission Plan for the next 3/5 years. The Diocese produced a Toolkit for Deaneries to use based upon the data received from the 20/21 parish audits. The 5 main areas to be covered are:- Leadership and Governance, Lay Ministry, Mission and Pastoral Care, Buildings fit for purpose and Generous Giving.

Morpeth Deanery has already been actively involved in part of the transformation process by seeing more parishes working together and indeed the grouping of several parishes under 1 FTE Priest in Charge, ie Mitford and Hebron with the Upper Wansbeck Group of churches, the appointment of 1FTE Priest in Charge of Lynemouth, Cresswell, and Widdrington and a pilot working arrangement with Stannington and Morpeth, Longhirst with Ulgham.

Discussions are ongoing as to how the parishes of Ulgham, Longhirst, Bothal, and Pegswood will be organised at the end of this current year, as well as St. Andrew's and St. John's, Seaton Hirst, in light of the financial restraints as to the number of Clergy Morpeth Deanery can afford.

The impact of this Deanery plan will mean more sharing of resources across the Deanery, ie personnel, skills and expertise, and all PCC's will be given sight of the Plan when finalised, before approval by the Diocese.

Parish Share

Most parishes struggled this current year in paying their agreed share due to the cost of living crisis and heating bills. The Diocese was awarded money from Central Church to distribute to parishes to alleviate the cost of heating the buildings. There was also other monies made available from local authorities to parishes who offered "Warm Hubs" in the community.

Personnel

The Deanery was delighted to welcome Revd. Elaine Jones as Priest In Charge of Mitford and Hebron and the Upper Wansbeck Group of churches.

We are looking forward to welcoming Revd. Julia Lacey as Priest In Charge of Lynemouth, Cresswell and Widdrington in the next few months.

We said goodbye to Father David Twomy from St. John's Seaton Hirst, who has taken up a role as Chaplain at Manchester airport.

Father John Sinclair, St. Andrew's Seaton Hirst, has been retained in post for the next 3 years with money designated for SENT (South East Northumberland Transformation) which came from another Diocese, to work across Seaton Hirst, Ashington and Newbiggin.

There has been some concern over the lack of attendance at Deanery Synod meetings, including members of the clergy, and all Deanery Synod Reps are urged to attend meetings more regularly to ensure parishes are kept up to date with the ongoing Mission Plan which will affect how we are "Church" in the future.

Janice Robinson

Morpeth Deanery Lay Chair and Hebron parish representative.

April 2023.

Annexe

A. JPCC Governance and Administration

The Joint Parochial Church Council of the Ecclesiastical Parishes of St. Mary Magdalene Mitford and St Cuthbert Hebron 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 JPCC Bev Morris at:
21, Falcon Hill, Kirkhill, Morpeth. NE61 2YG
beverley_morris@sky.com

Officers of the JPCC - as of the APCM 26th May 2022 :

1. Priest-in-charge

Interregnum.

2. Elected Members

Churchwardens:

Sean Fugill, Janet Robinson, Janice Robinson, James Roff

Deputy churchwardens (co-opted from JPCC):

Richard Addison, Ian Craigs

Deanery Synod Representatives:

Ann Attwood, Nigel Jobson, Janice Robinson

Ordinary Members:

Sarah Mills, Bev Morris, Dick Quinby, Isabel Quinby, Carol Thompson

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

B. JPCC: Purpose, Structure, Policies

Purpose

The JPCC 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 JPCC 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 2022-2023 there were four **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** are elected each year. Two **readers** represent the body of lay ministers who are either licensed or who hold Bishop's Permission to Officiate. Ordinary members are elected each year.

Regular worshippers are encouraged to register on the Electoral Roll and to consider serving on the JPCC. The procedure for election of JPCC members is set out in the **Church Representation Rules** (latest edition 2020). The JPCC appoints a **Vice Chair**, a **Treasurer** a **Secretary** and (if required) Deputy Churchwardens. In 2022-2023 Sean Fugill served as Vice Chair, Carol Thompson as Treasurer, Bev Morris as secretary and Richard Addison and Ian Craigs as Deputy Churchwardens. Peter Rose continues to support the JPCC as Gift Aid secretary. For his faithful and consistent service the JPCC is most grateful.

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

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

Policies

Implementation and review of the following policies are among the JPCC'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 2022-2023 the Parish Safeguarding officer was Isabel Quinby with Bev Morris serving as deputy.

The JPCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

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 JPCC 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 2022-2023 was James Roff.

Insurance

The Church is insured by Ecclesiastical Insurance.

**Minutes of Annual Church Meetings
For
The Benefice of St Mary Magdalene Mitford and St Cuthbert's Hebron
(Charity Number 1196182)**

26th May, 2022.

Present: Sean Fugill (church warden), Janice Robinson (church warden), Carol Thompson (treasurer), Bev Morris (secretary), plus twenty-two members of the electoral roll (**26 in total**)

Apologies: Ann Attwood, Janet Robinson, James Roff

Introduction

Rev Roger Mills welcomed everyone to the meetings and opened in prayer.

Bev Morris was appointed Clerk to the meetings.

Appointment of tellers: not required

Annual Parish Meeting St Mary Magdalene Mitford

1. The **minutes of the APM 2021** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.
Proposed: **Richard Addison** Seconded: **Dick Quinby** Unanimously agreed.
2. **Election of church wardens:**

Two nominations for church wardens to serve 2022-2023 had been received.

Nominee	Proposer	Seconded
Sean Fugill	Bev Morris	Nigel Jobson
Janet Robinson	Sarah Mills	Rob Hancox

There being no other nominees, Sean and Janet were duly elected churchwardens for 2022-2023.

Its business being complete, the meeting closed at 7.10pm.

Annual Parish Meeting St Cuthbert's Hebron

1. The **minutes of the APM 2021** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.
Proposed: **Eva Laverick** Seconded: **Ian Craigs** Unanimously agreed.
2. **Election of church wardens:**

Two nominations for church wardens to serve 2022-2023 had been received.

Nominee	Proposer	Seconded
Janice Robinson	Liz Hawkins	Joan Givens
James Roff	Janice Robinson	Ian Craigs

There being no other nominees, Janice and James were duly elected churchwardens for 2022-2023.

Its business being complete, the meeting closed at 7.15pm.

Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of St Mary Magdalene Mitford and St Cuthbert Hebron

3) Minutes

The minutes of the APCMs for Mitford and Hebron for 2021 had been circulated prior to the meeting. There were no matters arising and so the minutes were received and adopted as a true record.

Proposed: **Isabel Quinby** Seconded: **Wendy Laverick**. Unanimously agreed.

4) Statutory Reports of the JPCC

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

(i) Electoral Roll

Presented by **Nigel Jobson** Electoral Roll Officer.

Hebron: As of 29th April 2022 the Electoral Roll number is **28** (0 removals and 1 addition)

Mitford: As of 29th April 2022 the Electoral Roll number is **125** (5 removals and 2 additions)

(The next full review will be 2025)

(ii) The activities of the JPCC

Presented by **Bev Morris** secretary to the JPCC

(iii) Financial statements

Presented by **Carol Thompson** treasurer. Carol explained that there were 3 sets of accounts being presented.

- Hebron January to July 2021
- Mitford January to July 2021
- Mitford and Hebron August to December 2021

A new joint account has been set up and Carol asked that everyone transfer their regular giving to this account.

Rev Roger Mills expressed the thanks of everyone for all Carol's hard work in what has been a very complicated year.

(iv) Fabric report

Presented by **Sean Fugill** in the absence of **James Roff**

(v) **Deanery Synod**

Presented by **Janice Robinson** Deanery Synod representative.

In addition a world mission report was circulated and presented by **Alice Lane**.

No questions were received on any of the reports.

5) Elections and Appointments**(i) Election of JPCC members**

Sean Fugill explained that the new Scheme which came into force since the last APCM states that there can be twelve people elected to the JPCC (with the option to co-opt a further 4) and that they need to be elected each year (not every 3 years as previously). The nominations received are as follows:

Nominee	Proposed	Seconded
Richard Addison	Dick Quinby	Neil Burnell
Ann Attwood	Bev Morris	Rosie Jones
Ian Craigs	Richard Addison	Janice Robinson
Sean Fugill	Bev Morris	Tracey Robson
Nigel Jobson	Liz Hawkins	Louise Hancox
Sarah Mills	Dick Quinby	Nigel Jobson
Bev Morris	Louise Hancox	Tracey Robson
Isabel Quinby	Bev Morris	Louise Hancox
Janet Robinson	Sarah Mills	Rob Hancox
Janice Robinson	Liz Hawkins	Joan Givens
James Roff	Sean Fugill	Janice Robinson
Carol Thompson	Nigel Jobson	Bev Morris

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

(ii) Appointment of independent auditor for the accounts

Carol Thompson proposed that the churches should appoint **Father Alan Clements** as Independent Assessor.

The motion was seconded by **Sean Fugill** and unanimously approved.

6) Report by Church Wardens

This report was presented by **Janice Robinson**. Janice began by thanking everyone in the church family for their support especially since the vacancy in September.

There are currently 11 vacant posts in the deanery and a decision has been made that only two new appointments will be made:

- A full time post to serve the benefice of Mitford and Hebron and the East Upper Wansbeck benefice.
- A full time post to Widdrington, Lynemouth and Cresswell.

Janice reported that the advert for the post had been published and that the closing date would be 31.5.2021 with a view to interviews being held at the end of June. If there are no applicants the post would need to be readvertised. Mitford vicarage will be the base for the incumbent.

Sean Fugill said it would be impossible to thank everyone who has worked so hard in the previous year. He said the interregnum had been easy so far thanks to the quiet support of so many.

7) Open Forum

There were no questions but **Dick Quinby** asked that thanks be recorded for all Sean's hard work over the past few years.

8) Commissioning of the JPCC

Rev John Rowley led the meeting in prayers for the JPCC.

9) John closed the meeting in prayer at 7.30pm

The Parishes of St Mary Magdalene, Mitford

and St Cuthbert Hebron

Annual Parish Meetings

&

**Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of
St Mary Magdalene Mitford and St Cuthbert Hebron**

Thursday 4th May, 2023

7.00 pm

At St Cuthbert's Church Hebron

Introduction

Welcome and opening prayer – Rev Elaine Jones

Appointment of clerk for the meetings

Annual Parish Meeting St Mary Magdalene Mitford

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2022.
4. Election of churchwardens.

Annual Parish Meeting St Cuthbert's Hebron

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2022.
4. Election of churchwardens.

Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of St Mary Magdalene, Mitford and St Cuthbert, Hebron

AGENDA

1. Apologies.
2. Any other business (if not on agenda).
3. Minutes of 2022 APCM for Mitford and Hebron– matters arising (if not on agenda).
4. Reports.

i	Presentation of the electoral roll	Nigel Jobson
ii	The activities of the JPCC	Bev Morris
iii	Financial statement year ending 31.12.22 and adoption of the 2022accounts	Carol Thompson
iv	Fabric, goods and ornaments of the church	James Roff (on behalf of church wardens)
V	Deanery Synod	Janice Robinson
vi	Questions arising from the reports	
5. Elections and appointments
 - Election of JPCC members
 - Appointment of independent auditor for the accounts

- | | |
|---|------------------|
| 6. Report by the Priest-in-charge | Rev Elaine Jones |
| Open forum for questions and discussion | ALL |
| 7. Commissioning of the JPCC | Rev Elaine Jones |
| 8. Closing prayer | Rev Elaine Jones |