

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.

16th May, 2024.

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).

It is the means by which the Joint Parochial Church Council (JPCC) gives an account of how it has fulfilled its responsibilities during the year in question and of its future plans.

Priest-in-Charge: 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 Mitford and Hebron parishes in 2019. As such, only revisions to the Electoral Rolls were required in 2024. The revision was held between March 23rd and April 19th 2024.

Notices of the Revision were available in both churches. An announcement of the Revision was also made in the February/March monthly church newsletter, plus an email reminder sent out to the church family in mid-March. Further, a number of notices were also given at both Mitford and Hebron church services during March and April.

The results of the 2024 revisions for the two Electoral Rolls are shown below;

Mitford; The Parish Church of St Mary Magdalene

Removals: 5

Additions: 3

Revised Electoral Roll total at April 19th 2024 is 122

This compares to the 2023 Revised Electoral Roll total of 124

Hebron; The Parish Church of St Cuthbert

Removals: 1

Additions: 0

Revised Electoral Roll total at April 19th 2024 is 27

This compares to the 2023 Revised Electoral Roll total of 28

The 2024 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 Mitford and Hebron

April 21st 2024

Report (ii) Secretary's report: the proceedings of the JPCC and the activities of the parish generally 2023-2024

This has been the first full year of Elaine's ministry in our benefice. Since the last APCM the Joint Parochial Church Council (JPCC) has met in person on five occasions. The Standing and Finance Committee (SFC) has progressed matters on two occasions.

General administration and financial affairs

The main focus and priorities for the JPCC over this past year have been:

- Supporting Elaine as she gets to know the churches and communities in her benefices.
- Establishing stronger ties with the Upper Wansbeck benefice. We are most grateful to the ministry team who so ably lead worship across both benefices.
- Establishing a modified pattern of worship that works for both benefices and allows for the introduction of some new services that Elaine is passionate about (Woodland Toddlers, Storytime church)
- Preparing for our next stewardship campaign
- Appointing a church administrator. We are thrilled to welcome Sadie Flannagan back to this role and most grateful for her efficiency and enthusiasm.
- Appointing an additional verger to support Richard Addison. We are delighted that Andy Jones has taken this role on as he has so much valuable experience.
- The refurbishment of the kitchen in the Stable room. Special thanks to Andy Jones, Malcolme Thompson, Sean Fugill, Paul McCabe and Tim Hatch for all the work they have done.

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults. We thank Isabel Quinby for all the work she does in the crucial role of Parish Safeguarding Officer.

Carol Thompson continues her meticulous work as treasurer of both Mitford and Hebron churches. This is a huge commitment and we are so grateful for her willing, efficient and expert service in this role. We also thank Peter Rose for his continuing support of our benefice 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 does. We also record our huge thanks to Richard Addison for all the work he does as verger to maintain our church building and churchyard, and our gratitude to Andy Jones for his willingness to join Richard as verger.

Oversight of Church life

Members of the JPCC rejoice in all that our church family, under the leadership and guidance of Elaine, our church wardens and ministry team has accomplished this year. Here are just a few examples:

- Elaine led a very well attended '**vision weekend**' in September 2023 with a follow up day in January 2024. We prayed, shared, discussed ideas and ate together, working towards a shared vision of how we can serve God, each other and our wider communities.
- The opening of our churchyards with installations which welcome and engage the whole community organized by the Anna Chaplains
- Monthly prayer gatherings on Saturday mornings.
- The introduction of prayer stations at Mitford church which help create a welcoming, safe space for visitors. We thank Isabel Quinby for leading this work and all who have been helping her.

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 Sean Fugill and Janet Robinson as they step down from their role as church warden.

It is with great sadness that we record the death of Alyson Lamb who was our priest-in-charge. Alyson brought so much to her ministry in our benefice and her legacy lives on in our church family. We were so touched that Alyson chose to have her funeral service at Mitford and so grateful for the beautiful service Roger Mills led, ably helped by many others.

Bev Morris

Secretary to the JPCC of Mitford and Hebron

April 2024

Report (iii) The financial statements and Independent Examiner's report

**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 2023	Total 2022
Receipts						
Voluntary giving						
- Planned giving	£59,012		£2,725		£61,737	£65,371
- Collections at services	£3,089				£3,089	£2,983
- All other giving/voluntary receipt	£1,193				£1,193	£914
- Gift Aid recovered	£13,521		£592		£14,113	£21,375
- Legacies received (capital value)	£952				£952	
- Grants	£27,289				£27,289	£4,020
	£105,056		£3,317		£108,372	£94,664
Activities for generating funds	£174	£1,359			£1,533	
Income from investments	£2,912				£2,912	£2,281
Church activities	£1,976				£1,976	£6,835
Other incoming resources	£2,806				£2,806	£20
Total Receipts	£112,924	£1,359	£3,317		£117,600	£103,800
Payments						
Church activities						
- Mission giving and donations		£6,084			£6,084	£8,440
- Diocesan parish share contribution	£42,700				£42,700	£47,700
- Salaries, wages and honoraria	£5,992				£5,992	£3,061
- Clergy and staff expenses	£9,367				£9,367	£1,344
Church expenses						
- Mission and evangelism costs						£644
- Church running expenses (including governance)	£11,423		£30,107		£41,530	£14,484
- Church utility bills	£8,102				£8,102	£7,169
- Stable Room Running Costs	£4,617				£4,617	£1,884
	£82,200	£6,084	£30,107		£118,391	£84,726
Costs of generating funds	£295				£295	
Major capital expenditure						
Other expenditure						
Total Payments	£82,495	£6,084	£30,107		£118,686	£84,726
Excess of receipts over payments	£30,428	-£4,724	-£26,790		-£1,086	£19,073
Transfers between funds	-£28,508	£29,172	-£664		£0	
	£1,921	£24,448	-£27,455		-£1,086	£19,073
Cash at bank and in hand at 1 Jan	£18,395	£33,747	£41,294		£93,436	£74,363
Cash at bank and in hand at 31 Dec	£20,316	£58,195	£13,839		£92,350	£93,436

Statement of Assets and Liabilities

Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2023	Total 2022
Cash Funds						
	Barclays Bank Current Account	-£3,399	£14,190	£29,134	£39,926	£49,653
	CAF Bank Current Account	£3,465	£23,133	-£1,366	£25,232	£19,503
	CBF Deposit Fund (Hebron)	£9,755			£9,755	£9,390
	CBF Deposit Fund (Mitford)	£10,494	£4,081	£2,861	£17,437	£14,890
		<u>£20,316</u>	<u>£41,404</u>	<u>£30,630</u>	<u>£92,350</u>	<u>£93,436</u>

Other Monetary Assets

Investment Assets

	Investment Fund Shares at market value	2	£58,214	£16,661	£74,874	£68,384
			<u>£78,529</u>	<u>£41,404</u>	<u>£167,224</u>	<u>£161,821</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	Profit (Loss) on Investments	Bal c/f
Unrestricted						
1- General Fund	£11,633	£110,376	£82,495	-£28,508		£11,006
1- Deposit Fund (reserves)	£41,826	£2,548			£6,490	£50,863
	<u>£53,458</u>	<u>£112,924</u>	<u>£82,495</u>	<u>-£28,508</u>	<u>£6,490</u>	<u>£61,869</u>
Restricted						
Building Fund	£19,226	£413	£24,687	£5,049		£0
Heating Fund	£7,225					£7,225
Churchyard Fund	£4,892		£3,177	-£1,715		£0
Youth Fund	£14,308		£25			£14,283
World Mission Partners Fund	£2,206	£1,792		-£3,998		£0
Hebron Capital Fund	£26,758	£1,112	£2,087			£25,783
	<u>£74,615</u>	<u>£3,317</u>	<u>£29,977</u>	<u>-£664</u>		<u>£47,291</u>
Designated						
HR/Staffing Fund	£2,512			-£510		£2,002
Stable Room Refurbishment Fund	£6,446	£1,359				£7,805
Churchyard Fund				£2,315		£2,315
Building Fund				£19,638		£19,638
Heating Fund	£13,000					£13,000
World Mission Partners Fund			£6,084	£7,729		£1,645
Contingency & Capital Asset Replacement Fund	£11,789		£130			£11,659
	<u>£33,747</u>	<u>£1,359</u>	<u>£6,214</u>	<u>£29,172</u>		<u>£58,065</u>
All Funds Total	<u>£161,821</u>	<u>£117,600</u>	<u>£118,686</u>		<u>£6,490</u>	<u>£167,224</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:
- £5,000 historically left to fund any single non-quinquennial related project.

As the funds were depleted this year the fund has been reclassified as a Designated 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.

As the funds were virtually depleted this year the fund has been redesignated as a Designated Fund

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. This has been redesignated as a Designated Fund.

4 Further Analysis of Receipts and Payments	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2023	Total 2022
a) Receipts						
All other giving/voluntary receipts:						
Donations	£1,193				£1,193	£914
Grants (all expended by end 2023)						
- Mitford Foundation Trust (Admin costs 2023)	£2,002				£2,002	£650
- Mitford Plot Trust (Churchyard 2022)	£600				£600	
- Mitford Family Trust (Building Fund 2023)	£24,687				£24,687	
- Newcastle DBF (Parish Support Grants)						£3,370
	<u>£28,482</u>				<u>£28,482</u>	<u>£4,934</u>
b) Investment Income						
CBF Deposit Fund Interest (Hebron)	£364				£364	£61
CBF Deposit Fund Interest (Mitford)	£2,548				£2,548	£2,219
	<u>£2,912</u>				<u>£2,912</u>	<u>£2,281</u>
Note Hebron CBF Closing Balance reported as £9390.47 in Dec 2022 instead of £9451.82. Difference of £61.35 added to this year's income						
c) Church activities						
Fees for weddings and funerals	£1,876				£1,876	£6,605
Stable Room Bookings	£100				£100	£230
	<u>£1,976</u>				<u>£1,976</u>	<u>£6,835</u>
d) Other incoming resources						
Interest on CAF bank account	£51				£51	£20
I Know Church (refund of duplicate payment)	£156				£156	
Upper Wansbeck contribution to Vicar Expenses	£1,176				£1,176	

Utility Warehouse Refund	£566	£566	
NCC Council Tax refund	£857	£857	
	£2,806	£2,806	£20

Payments**e) Mission Giving & Donations**

Wansbeck Valley Food Group	£1,725	£1,725	£2,454
West End Refugee Service	£1,725	£1,725	£1,954
New Hope for Children	£1,725	£1,725	£2,454
The Hub			£500
The Roost	£50	£50	
DEC (Ukraine)			£474
DEC (Pakistan)			£604
DEC (Turkey/Syria)	£267	£267	
WERS expenses	£592	£592	
	£6,084	£6,084	£8,440

f) Salaries, wages and honoraria

Verger	£1,835	£1,835	
Organist	£940	£940	
Administrator*	£3,217	£3,217	
	£5,992	£5,992	

g) Clergy and staff expenses

Clergy Housing Costs*	£5,846	£5,846	
Clergy Expenses*	£2,729	£2,729	
Administrator Setup Costs/Expenses*	£792	£792	
	£9,367	£9,367	

*The Upper Wansbeck churches have agreed to contribute 50% of these costs

h) Church running expenses

<u>Mission and evangelism costs</u>			£644
	£25		

Church running expenses (including governance)

Youth		£25	£383
Pastoral, Teaching & Worship Ministry	£1,230	£1,230	£1,068
Online Services	£388	£388	
Music	£168	£168	£308
Governance, Licensing, Copyright etc	£542	£542	£547
Church building running expenses	£9,095	£30,082	£39,176
	£11,423	£30,107	£41,530
			£12,179
			£14,484

Church utility bills

Utility Warehouse Refund	£8,102	£8,102	£7,169
	-£566	-£566	
	£7,536	£7,536	£7,169

Stable Room Running Costs

Cleaning	£305	£305	£819
Utility bills	£4,064	£4,064	£986
Repair & Maintenance	£248	£248	£79
	£4,617	£4,617	£1,884
	£23,576	£30,132	£53,683
			£21,653

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



Rev Elaine Jones (Priest in Charge)

21 March 2024



Bev Morris (Secretary to the JPCC)

21 March 2024

Financial review

Receipts were slightly higher than 2022, largely due to the receipt of grants to cover building work. Planned giving was down by 6% on the previous year. Gift Aid recovered during the year is lower than 2022 due to a reduction in tax efficient planned giving, particularly in the second half of the year. 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 £2,002 from the Mitford Foundation Trust (Administrator costs), £600 from the Mitford Plot Trust (relating to Mitford Plot expenditure the previous year), £24,687 from the Mitford Family Trust (Steeplejack and architect fees). All grants were fully expended during the year.

The JPCC met its parish share in full.

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, West End Refugee Service, Wansbeck Valley Food Bank and The Roost. Additionally, the Fund was able to send additional money to the DEC (in support of Turkey and Syria) following dedicated collections being taken in Church. The collection from the Christingle service at St Cuthbert's Hebron was donated to the Children's Society.

Balances carried forward at 31 December on unrestricted funds totalled £119,934 for funding the activities and needs of the church. Approximately half of this amount is held in reserve representing approximately 6 months of anticipated running costs for 2024. Also included in this total is £58,065 held in designated funds. A further £47,291 is held in restricted funds. Following a review of funds which had been depleted through the year, some of the restricted funds have been redesignated as Designated funds.

Carol Thompson

Treasurer to the JPCC of Mitford and Hebron

Match 2024

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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, Mitford and St. Cuthbert's Hebron in respect of the Financial Statements of the Parish for the year ending 31st. December 2023 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 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. *Alan A. Clements* Date 10th. April 2024.
Name Revd. A. A. Clements

Fellow Association of Charity Independent Examiners.

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

ACIE PCC CC32

Report (iv) Fabric and Goods and Ornaments

(1). FABRIC

Both St Mary's and St Cuthbert's Church buildings and the Stable Room remain in a good condition regarding general fabric.

The quinquennial inspection for St Marys was completed June 2022 and a range of works were recommended (mainly maintenance to roof, gutters and internal and external pointing and window repairs).

These works have now been completed.

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 2024.

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

The churches' 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 2024

Report (v) Morpeth Deanery Synod Report 2023-2024

Deanery Synod meetings are held four times a year and are a place to pass information from Diocesan to Parish level and to encourage collaborative working among parishes.

Morpeth Deanery (of which we are part) covers parishes in a strip from Kirkwhelpington/Kirkharle, in the west, to Newbiggin-by-the-Sea in the east.

We have up to three Deanery Synod representatives from Mitford & Hebron who attend the meetings, along with Rev'd Elaine Jones.

- **Deanery Youth Worker**

We now have a Diocesan Youth Team. Three full time youth workers have been commissioned to work in Seaton Hirst; Ashington; Newbiggin; Lynemouth and Cresswell, for three years. The team will do street ministry and offer help with youth-themed services in the Deanery.

- **Deanery Finance**

Our Deanery is currently meeting its financial targets reasonably well. The Diocese is planning to ask all Deaneries if they can increase their giving by 6%-7% in 2025. If this can't be met it may mean that clergy figures could be further reduced, going forward. The Diocese intends to reduce stipendiary clergy numbers from 101 to 80 but present income **may** only ensure salaries for 60 clergy appointments. Members were encouraged to look at ways of encouraging congregations to increase giving.

- **Deanery Vacancies**

Seaton Hirst, Ashington & Newbiggin will be advertised as a Pioneer Ministry.

Mitford and Hebron are working closely with *Longhorsley* to cover services after the retirement of Revd Audrey McCartan.

Bothal, Pegswood & Longhirst vacancy - half-stipend/part time post.

St John the Baptist, Ulgham Revd Julia Lacey is being licensed as Priest in Charge.

Morpeth and Stannington - Revd Canon Simon White is now overseeing Stannington.

- **Development of Lay Ministry**

The first step is to create a database to record all personnel involved in leadership and governance in our Deanery. There is currently no record of who does what.

Ann Attwood
Deanery Synod Representative

Annexe

A. JPCC Governance and Administration

Description of the JPCC, constitution, location and details of the parish and trustees

Authorised by Bishops Council in July 2021, the Joint Parochial Church Council (JPCC) of St Mary Magdalene Mitford, Morpeth, Northumberland and St Cuthbert Hebron, Morpeth, Northumberland was established in August 2021. The JPCC is constituted and acts in accordance with Parish Governance Model Rules of the Church Representation Rules 2020. All groups now report through and are overseen by the JPCC, providing a clear common identity and an ability to apply the time and energy saved from administrative duplications to better serve one another and our local community.

The JPCC meets on alternate months and has the following membership:-

- Rev Elaine Jones, Priest in Charge
- Beverly Morris, Secretary
- Carol Thompson, Treasurer
- Sean Fugill, Mitford Warden and Lay Vice Chair
- Janet Robinson, Mitford Warden
- Richard Addison, Mitford Warden
- Ian Craigs, Hebron Warden
- James Roff, Hebron Warden
- Ann Attwood, Deanery Synod member
- Nigel Jobson, Deanery Synod member and Electoral Roll Officer
- Isobel Quinby, Safeguarding Officer
- Richard Quinby
- Sarah Mills
- Janice Robinson

All JPCC members are trustees of this Charity

Details of the meetings of the Standing Committee

The Standing Committee is constituted and acts in accordance with Rule M31 of the Church Representation Rules 2020. It meets by exception for items that require progressing urgently, with any decisions taken being notified to the full JPCC at their next meeting. During the past year the Standing Committee has only progressed matters on two occasions. Membership of the Standing Committee is as follows:

- Priest in Charge,
- JPCC Treasurer,
- JPCC Secretary,
- Warden from Hebron Parish (currently Ian Craigs),
- Warden from Mitford Parish (currently Sean Fugill)

‘Fit and proper’ persons statement

All JPCC members are required to meet the election qualifications defined in Rule M8 of the Church Representation Rules 2020. In making appointments, the JPCC has given proper consideration to the suitability of officers to act in such capacity and that consequently they are fit and proper persons.

Public benefit statement

The JPCC’s charitable objects (‘Promoting in the ecclesiastical parish the whole mission of the Church’) are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the JPCC’s activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

Trustees – induction and ongoing training details

Initial briefing will be given at the first meeting of new JPCC to remind members of their responsibilities as trustees of the charity. The Priest in Charge will have discussions with newly appointed officers to ascertain and arrange for any specific training that they require to fulfil their roles effectively. In addition JPCC members are required to undertake ongoing safeguarding training attended by all

Children and vulnerable adults protection

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults and has fully complied with the requirements of the House of Bishops guidance.

Risk assessment statement

The JPCC maintains a register of quantified risk assessments relating to its activities. This register also indicates controls applied to mitigate these risks

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 £50,863 for 2024.

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

Future plans

During the year the JPCC joined the Parish Giving Scheme (PGS). Take up has been slow and there is a generosity campaign planned in 2024. The PGS offers people more flexibility and control over their giving. It also has the added benefit of Gift Aid being claimed monthly rather than quarterly. It is hoped that by the end of 2024 all current givers will have moved over to the PGS and we will have encouraged people to start giving or review their existing giving. It will then be possible to close the Barclays accounts, leaving the CAF bank the only transactional bank account for the JPCC.

As part of the generosity campaign a couple of significant projects that will be undertaken during 2024 will be highlighted. Additional finance will be required for these projects:

- Refurbishment of the Stable Room kitchen and associate works. The cost of these works are expected to be circa £5000
- Replacement of existing multi media system in St Mary Magdalene, Mitford (initial estimate is c£16,500 but additional quotes will be sought once the spec has been agreed)

2023 saw the JPCC take on a part-time administrator to assist the Priest in Charge. In addition to St Mary Magdalene, Mitford and St Cuthbert's, Hebron this includes the following Upper Wansbeck Churches:

- Hartburn with Meldon and Netherwitton
 - St Andrew's Hartburn
 - St John the Baptist, Meldon
 - St Giles, Netherwitton
- Bolam with Whalton
 - St Andrew's, Bolam
 - St Mary Magdalene, Whalton

The Upper Wansbeck churches have agreed to finance 50% of vicar expenses and administrator costs. This arrangement is expected to continue into the foreseeable future.

Approved by the JPCC and signed on their behalf



Rev Elaine Jones (Priest in Charge)

21 March 2024



Bev Morris (Secretary to the JPCC)

21 March 2024

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

4th May, 2023.

Present: Elaine Jones (priest-in-charge) Janet Robinson (church warden), Janice Robinson (church warden), Ian Craigs (church warden), Richard Addison (church warden) Carol Thompson (treasurer), Bev Morris (secretary), plus eight members on the electoral roll (**14 in total**)

Apologies: Neil Burnell, Sean Fugill, James Roff

Introduction

Rev Elaine Jones 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 2022** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.

Proposed: **Richard Addison** Seconded: **Sarah Mills** Unanimously agreed.

2. **Election of church wardens:**

Three nominations for church wardens to serve 2023-2024 had been received.

Nominee	Proposer	Second
Richard Addison	Louise Hancox	Sheena Burgess
Sean Fugill	Isabel Quinby	Bev Morris
Janet Robinson	Louise Hancox	Julie Potter

There being no other nominees, **Richard, Sean** and **Janet** were duly elected churchwardens for 2023-2024.

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

Annual Parish Meeting St Cuthbert's Hebron

1. The **minutes of the APM 2022** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.

Proposed: **Janice Robinson** Seconded: **Ian Craigs** Unanimously agreed.

2. **Election of church wardens:**

Two nominations for church wardens to serve 2023-2024 had been received.

Nominee	Proposer	Second
Ian Craigs	Eva Laverick	Janice Robinson
James Roff	Chris Hill	Christine Hill

There being no other nominees, **Ian** and **James** were duly elected churchwardens for 2023-2024. **Elaine Jones** expressed particular thanks to **Janice Robinson** who is stepping down after many years of devoted service as church warden.

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

1) Apologies

Neil Burnell, Sean Fugill, James Roff

2) A.O.B

None

3) Minutes

The minutes of the APCM for Mitford and Hebron for 2022 had been circulated prior to the meeting. The only matter arising was to correct a typo on p21 and so the minutes were received and adopted as a true record.

Proposed: **Richard Addison** Seconded: **Dick Quinby** 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 April 2023 the Electoral Roll number is **28** (0 removals and 0 addition)

Mitford: As of April 2023 the Electoral Roll number is **124** (5 removals and 4 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 this is the first full year of the joint accounts.

Rev Roger Mills said that we should take great heart that the planned giving had stayed almost the same in what has been such a challenging year financially for so many.

Richard Addison thanked **Carol Thompson** on behalf of everyone for all her hard, meticulous work as our treasurer.

- (iv) **Fabric report**
Presented by **James Roff**
- (v) **Deanery Synod**
Presented by **Janice Robinson** Deanery Synod representative.

No questions were received on any of the reports.

5) Elections and Appointments

(i) Election of JPCC members

The nominations received are as follows:

Nominee	Proposed	Seconded
Richard Addison	Jane Massey	Esther Watson-Jones
Ann Attwood	Sheila Rowley	Mary Dowswell
Ian Craigs	Bev Morris	Louise Hancox
Sean Fugill	Linda Fugill	Neil Burnell
Nigel Jobson	Ian Hampson	Matt Skillen
Sarah Mills	Eva Laverick	Liz Hawkins
Bev Morris	Wendy Laverick	Alice Lane
Isabel Quinby	Ian Lane	Greta Gradon
Janet Robinson	Louise Hancox	Julie Potter
Janice Robinson	Janet Miller	Nigel Jobson
James Roff	Chris Hill	Christine Hill
Carol Thompson	Bev Morris	Wendy Laverick

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 **Ann Attwood** and unanimously approved.

6) Report by Priest-in-charge

Rev Elaine told us that it was this time last year that she saw the advert for vacancy at Mitford and Hebron and the Upper Wansbeck group of churches. There were a number of delays and so she was not able to join us until November. However, this timing proved great and advent was a real joy and gave her a flavour of the churches. She thanked everyone for appointing and carrying her. She told us that being priest-in-charge for seven churches would be an impossible task without the tremendous support of the ministry team. God has brought us all here and we all have a part to play in building God's kingdom here and making it known in our community.

7) Open Forum

Eva Laverick asked if it would be possible for our benefices to share a curate. **Elaine** said this would certainly be one of a number of options to explore.

8) Commissioning of the JPCC

Rev Elaine Jones led the meeting in prayers for the JPCC and the meeting closed 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 16th May, 2024

7.00 pm

At St Mary Magdalene, Mitford

Introduction

Welcome and opening prayer

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 2023.
4. Election of churchwardens.

Annual Parish Meeting St Cuthbert's Hebron

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2023.
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 2023 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 31.12.23 and adoption of the 2023 accounts **Carol Thompson**
 - iv Fabric, goods and ornaments of the church **James Roff** (on behalf of church wardens)
 - V Deanery Synod **Ann Attwood**
 - vi Questions arising from the reports

5. Elections and appointments

- Election of JPCC members
- Appointment of independent auditor for the accounts

6. Open forum for questions and discussion

ALL

7. Commissioning of the JPCC

Sean Fugill

8. Closing prayer