

**The Churches of  
St Mary, St Michael and St Paul  
The Parish of Hellesdon  
The Diocese of Norwich**

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**Annual Report and Financial Statements  
of the Parochial Church Council  
for the Year Ending 31 December 2017**

**Incumbent:**

Reverend Anne-Louise Alder

**Bankers:**

Barclays Bank Plc. School Road, Drayton, Norwich, NR8 6DN  
and Central Board of Finance, Church of England, London.

**Independent Examiner:**

L A Inglis  
4 English Road, Old Catton, Norwich, NR6 7RL

**Correspondence address:**

The Vicarage, Broom Avenue, Hellesdon, Norwich, NR6 6LG

**Treasurer:**

Mr Andrew Alder  
The Vicarage, Broom Avenue, Hellesdon, Norwich, NR6 6LG

**PCC Secretary:**

Debbie Cronk  
c/o The Vicarage, Broom Avenue, Hellesdon, Norwich, NR6 6LG

### **Annual Vestry Meeting**

**To be held at St Paul's Church, Hellesdon  
on Thursday 19<sup>th</sup> April 2018 at 7.00pm**

#### **Agenda:**

Opening prayers

- Item 1 Appointment of clerk to record the minutes of the meetings
- Item 2 Apologies
- Item 3 Minutes of the Annual Vestry Meeting 4<sup>th</sup> April 2017
- Item 4 Election of Churchwardens

**Annual Church Meeting  
to be held at St Paul's Church, Hellesdon  
on Thursday 19<sup>th</sup> April 2018, following the Annual Vestry Meeting**

#### **Agenda:**

- Item 1 Minutes of the Vestry Meeting and Annual Church Meeting held 4<sup>th</sup> April 2017
- Item 2 Matters arising
- Item 3 Adoption of Electoral Roll
- Item 4 Presentation of Accounts for 2017
- Item 5 Adoption of Reports
- Item 6 Election of Deanery Synod members
- Item 7 Election of Parochial Church Council members
- Item 8 Election of Independent Examiner
- Item 9 Vicar's report
- Item 10 Any other business
- Item 11 Date of first meeting of the new Church Council

Closing prayers

## **The Churches of St Mary, and St Michael and St Paul Hellesdon**

### **Minutes of the Annual Vestry meeting held on 4<sup>th</sup> April 2017 at St Paul's Church, Hawthorne Avenue, Hellesdon at 7.00pm.**

**Present:** Reverend Louise Alder (Chair), Andrew Alder, Ruth Alder, Margaret Abbott, Ian Bagley, Maggie Bloom, Phil Bloom, Marie Bridge, Alf Cossey, Andrew Cossey, Angela Cossey, Dolly Fordham, Martin Graham, Michael Harrington, Michael Harrington, Monica Harrington, Barbara Hewitt, Ray Hewitt, Frances Hofgartner, Fred Hofgartner, Carole Mighell, Gavin Moon, Jayne Moon, Bobby Smith, Ginny Smith, Christine Stebbing, Freda Wilkins-Jones and Debbie Cronk (minutes)

**Apologies:** Margaret Bagley, Milee Brambleby, Paul Corder, Bramwell Chapman, Felicity Chapman, Rachael Graham, Gloria Hawes, Sylvia Howell, Denys Holmes, Jo Holmes, Coryn Stanforth and Bex Toft.

Reverend Louise welcomed everyone and explained the running order for the meetings. She then opened the meeting with a prayer followed by the Lord's Prayer.

#### **1. Appointment of clerk to record the minutes**

Reverend Louise proposed and Andrew Cossey seconded that Debbie Cronk is appointed to record the minutes of the meeting. All were in favour.

#### **2. The apologies are recorded above.**

#### **3. Minutes of the Annual Vestry meeting**

Ginny Smith proposed that the minutes of the meeting held on 19<sup>th</sup> April 2016 be adopted, Freda Wilkins-Jones seconded and all were in favour. There were no matters arising.

#### **4. Election of Churchwardens**

Reverend Louise expressed her thanks to Margaret Abbott, Churchwarden at St Paul's and Milee Brambleby Churchwarden at St Mary's. She added that the role has legal responsibilities but each person brings something different to the role. Milee is standing down as Warden this year and she will be given a 'thank you' gift. Reverend Louise also thanked Monica Harrington and Ray Hewitt for acting as assistant wardens.

Reverend Louise then read out the nominations for Churchwardens for this year as follows:

Monica Harrington nominated for St Mary's

Margaret Abbott nominated for St Paul's

Both agreed to the nominations and all were in favour of both being elected.

Assistant wardens will be appointed at the first PCC meeting.

In his capacity as PCC Lay Vice Chair, Andrew Cossey thanked Reverend Louise for all that she does for the parish and gave her a garden ornament. He also thanked Coryn Stanforth for the work she does as Reader for the parish and gave her a

fragranced candle, and Andrew Alder for the work he does as PCC Treasurer and gave him a bottle of wine.

**The meeting closed at 7.15pm**

## **The Churches of St Mary, and St Michael and St Paul Hellesdon**

### **Minutes of the Annual Parochial Church meeting held on 4<sup>th</sup> April 2017 at St Paul's Church, Hawthorne Avenue, Hellesdon**

**Present:** Reverend Louise Alder (Chair), Andrew Alder, Ruth Alder, Margaret Abbott, Ian Bagley, Maggie Bloom, Phil Bloom, Marie Bridge, Alf Cossey, Andrew Cossey, Angela Cossey, Dolly Fordham, Martin Graham, Michael Harrington, Monica Harrington, Barbara Hewitt, Ray Hewitt, Frances Hofgartner, Fred Hofgartner, Carole Mighell, Gavin Moon, Jayne Moon, Bobby Smith, Ginny Smith, Christine Stebbing, Freda Wilkins-Jones and Debbie Cronk (minutes)

**Apologies:** Margaret Bagley, Milee Brambleby, Paul Corder, Bramwell Chapman, Felicity Chapman, Rachael Graham, Gloria Hawes, Sylvia Howell, Denys Holmes, Jo Holmes, Coryn Stanforth and Bex Toft.

#### **1. Minutes of the Annual Parochial Church meeting 19<sup>st</sup> April 2016**

Following two minor amendments, Fred Hofgartner proposed that the minutes of the meeting held on 19<sup>th</sup> April 2016 be adopted as a true record, Andrew Cossey seconded the proposal and all were in favour. Reverend Louise then signed them.

#### **2. Matters arising**

There were no matters rising from the minutes.

#### **3. Adoption of Electoral Register**

Reverend Louise referred to the item called Church Membership on page 9 of the Annual Report and confirmed that Angela Cossey has presented the Electoral Roll for 2017 with 117, a reduction from 124 for 2016 following 1 addition and 8 deletions. Ginny Smith proposed the adoption of the Electoral Roll. This was seconded by Jayne Moon and all were in favour.

#### **4. Presentation of Accounts for year ending 31<sup>st</sup> December 2016**

Andrew Alder introduced the Annual Accounts on pages 10-15 of the Annual Report which are recorded on a receipts and payments basis. He expressed his thanks to Les Inglis who has once again independently examined the accounts and it had cost us just the price of a meal for Les and his wife. The amount of turnover we have means that the accounts do not need to be audited.

Andrew talked through his report and the accounts which were projected on the overhead screens so that attendees could follow, and he highlighting the following points:

- Technically, the unrestricted General Fund had a negative balance at the year end although, overall, the financial position is not too bad.

- The balance of the Fees Account fluctuates as fees are paid in weekly and then disbursed to the General Fund and Diocesan Board of Finance at the end of each quarter.
- He explained the difference between restricted and designated funds and then talked through the details of the funds as shown on page 14.
- We are still paying some expenses for Coronation Hall even though the building is no longer being used.
- Bank interest is accrued on the money in the CCLA accounts, and not the Barclays accounts.
- Pie charts were shown on the overhead screens to show the distribution of income and expenditure.
- Our biggest expense is Parish Share. In 2016 we contributed £48,000 which is less than the full amount required but more than we paid in 2015. The Diocese acknowledges how hard it is for parishes to manage the full payment.
- Over half our income comes from planned giving.

Reverend Louise thanked Andrew for producing the Annual Accounts and for managing the parish's finances week by week. Ginny Smith proposed that the accounts are adopted, seconded by Margaret Abbott and all were in favour.

Martin Graham made reference to the sum of £550 per month spent on grass cutting at St Mary's and asked if we could use the Community Payback Scheme. Reverend Louise said if he could provide contact details, it could be looked in to.

Bobby Smith asked about the impact on bookings following the closure of Coronation Hall. Reverend Louise said that we had lost one regular hirer but have gained two new bookings.

Andrew finished by saying that he is always willing to answer any questions about the parish finances as it is important to be open and transparent.

## **5. Adoption of reports**

Reverend Louise referred to the reports which are on pages 16-17 of the main report and in the appendix. She said that the reports in the appendix keep us aware of what is happening in the parish but we are not required to formally adopt them.

Andrew Cossey proposed the adoption of the Annual Report and the Appendix reports, seconded by Monica Harrington and all were in agreement.

There were no questions about either parts of the report.

## **6. Election of Deanery Synod members**

Due a decrease in the number of people on the Electoral Roll, the number of Deanery Synod Representatives we are eligible to have has been reviewed and from this year it has reduced to three. Previously we had four representatives; Milee Brambleby and Paul Corder have chosen to stand down. Nominations have been

made for Andrew Alder, Michael Harrington and Coryn Stanforth and they will serve for the next three years.

### **7. Election of Parochial Church Council members**

Page 20 of the report shows those who served as PCC members in 2016. Reverend Louise thanked the members whose term of service has ended this year; Maggie Bloom, Andrew Cossey and Michael Harrington, although Michael will remain on PCC as a Deanery Synod representative. Paul Corder has been on PCC as a Deanery Synod representative and is standing down this year.

Reverend Louise has received three nominations for new members; Christine Kinrade, Carole Mighell and Freda Wilkins-Jones. A vote was taken and all were in favour of them being elected and Reverend Louise welcomed them to PCC to serve until 2020.

Reverend Louise then thanked all who serve as PCC members and also all those who do the hidden things, big and small, in our churches.

### **8. Election of Independent Examiner**

Reverend Louise reported that Les Inglis, who examined our Annual Accounts last year and this year, is willing to continue.

Andrew Alder proposed that Les Inglis is elected to continue as independent examiner, seconded by Jayne Moon and all were in favour.

### **9. Vicar's Report**

Reverend Louise presented her report as below:

Being the parish Priest of Hellesdon, is challenging, engaging, tough, painful, exciting and exhausting. Each day is a combination of all these in various measures. There are days when I have no idea why God has asked me to serve in this parish, and I feel that I have done nothing but deal with paper work, and ridiculous tasks. There are days when I have a real sense of this is what God wants me to do as I use the gifts he has given me in his service. Being your Parish Priest I want to share with you this evening some of the highs and lows of this year as I believe that in all things as Christians we are called to be honest with each other, sharing our joys and our sorrows.

During the course of each month there is time spent with Bex nurturing our young families at Caterpillars and Butterflies and seeing their numbers grow. There are assemblies and school work with Heather Avenue Infant, Kinsale Infant, Kinsale Junior, Firside Junior and Valley Primary, supporting the outreach work of our Open Doors coffee morning meeting with some of the older members of our community and Family activity morning. Time spent with families preparing for baptism and couples preparing for weddings continues to be a source of immense privilege as they allow me as the church representative into the life of their family and hear of God's love.

One of the many joys this year which also brings a loss is the continued development of Authorised Worship Assistants. Having this wonderful team of lay people leading worship and helping to develop other spiritual areas in the life of our church meant a sharing in ministry, a letting go which at times has been hard.

There was that wonderful weekend of working together not only as churches but as a community as we worked with the Parish Council to mark our Queen's 90th birthday. An opportunity to celebrate with those who were 90 in the same year, a community concert with church members providing cake and serving interval refreshments and then our parish indoor picnic due to weather and a service of celebration and thanksgiving.

Coming together to worship as the people of God here in Hellesdon has been of great support and encouragement to many of us during the year. To stand before a congregation of 60 to 70 people, to join with all those voices in praising God, to remember our Lord's sacrifice and we share bread and wine together, is very moving and often over whelming. Unity leads to strength, and in our present time and culture, anything that's demonstrates unity needs to be seen as a blessing for us and one with potential for others. I recognize in this blessing, that for some, not always worshiping in their own church has been difficult to deal with, and has led to a degree of tension, and sometimes hurt for you and for me. I hope and pray that as we move forward this will gradually diminish and that we can all come together in remembrance of all our Lord has done for us.

There have been changes in our attendance numbers over the last year. Some people have moved away, others believed that God was calling them to worship elsewhere. I have found this difficult, for in a number of these cases the move has come with a personal comment on my ministry among you, and sadly we have had a number of deaths of much loved members of both our churches. This has meant for me not just the loss of those I admire and have found encouraging but the tough part and privilege of conducting their funeral service. But it is not just about loss, we have had new people join the family, and that's exciting.

Four months into 2017 always seems a strange point to be looking forward, but I do so now with excitement and hope for positive things. Following on from our Lent prayers we will be looking at how we can continue to offer some of these ways of engaging with God in to the future. We look forward to the completion of the restoration work on St Mary's porch and the next stage in the development of this site here at St Paul's. We look forward to our continued and growing involvement with our local community, through schools, outreach projects, community groups and personal opportunities. But above all we look forward to our continued growing relationship with our heavenly Father as we serve him no matter how hard that may be at times, here in Hellesdon, in the place he has called each one of us to be.

#### **10. Any other business**

Nothing was raised.

#### **11. Date of first meeting of the new Church council**

Tuesday 16th May 7.30pm at St Mary's Community Room.

Reverend Louise thanked everyone for attending and the meeting closed with the saying of Grace.

The meeting ended at 8.13pm.

## **The Parochial Church Council**

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is now a registered charity, having registered with the Charity Commissioners in November 2011. The registration number is 1144178, and this number should be quoted on all official letters. PCC members are now trustees.

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to PCC.

Specialist training is encouraged for PCC and lay members alike. Previous treasurers have benefited from workshops organised by Diocesan House. Child Protection training is, of course, mandatory for all those working with young people. The PCC adhere to the Diocesan Guidelines in regard to CRB checks and Enhanced Disclosures for all those engaged in working with children and young people. Monies have also been found to allow individuals to attend specialist training sessions.

### **Objectives and activities**

The Parochial Church Council has the responsibility of co-operating with the Incumbent in promoting within the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has to maintain the church buildings of St Mary's, Low Road, Hellesdon, St Paul's, Hawthorn Avenue, Hellesdon, the Coronation Hall, Hawthorn Avenue, as well as the grounds for these properties.

St Mary's Church and St Paul's Church have adopted a mission strategy based upon the five Marks of Mission.

### **Church Membership**

The number on the Parish Electoral Roll for 2018 stands at 113 as a result of 4 names being removed. In 2019 a full review, when everyone has to re-register, will take place.

**Angela Cossey, Electoral Roll Officer**

### **Annual report of the proceedings of the PCC**

The PCC met six times during 2017. The Standing Committee which has the power to transact business of the Church Council between meetings, subject to any directions given to it by the Council, was not required to meet during 2017. However, Churchwardens meetings also took place regularly and they can constitute a Standing Committee should the need arise. Notes from the Churchwardens meetings were received by PCC as appropriate.

M&M met three times during the year, and their discussions, based on various aspects of the Parish vision work, were reported back to PCC.

At the January meeting, PCC started its preparation for the APCM and the Treasurer presented the draft annual accounts before they are independently examined. PCC was informed that, to mark the centenary of the First World War, the Commonwealth War Graves Commission want to signpost Commonwealth War Graves, of which there are 5 in St Mary's Churchyard.

In March PCC was informed that the renovation work on the porch at St Mary's had started. PCC passed a resolution to accept the Commonwealth War Graves Commission's offer to provide a sign for St Mary's which would be placed on the brick pillar of the entrance gate. This was following the location of all 5 war graves in the churchyard by Milee Brambleby.

At the May meeting, Reverend Louise welcomed Carole Mighell as a new member and Christine Kinrade and Freda Wilkins-Jones as returning members. PCC heard that regular hirers at St Paul's have increased and that Rock Solid would be closing in July. Louise updated members on arrangements and cover during her sabbatical which starts on 22<sup>nd</sup> May.

The July meeting was chaired by Margaret Abbott as PCC Lay Vice Chair in the absence of Reverend Louise. It was reported that things were running smoothly during Reverend Louise's sabbatical and the parish had enjoyed welcoming visiting preachers.

Before the start of the September meeting PPC members walked the Churchyard and New Burial Ground as there had been a number of issues of concern raised over the summer which were then discussed during the meeting.

In November, Reverend Louise informed PCC of an Archdeacon's Visitation on 25<sup>th</sup> February 2018. Freda Wilkins-Jones circulated her report on Norfolk Wildlife Trust's (NWT) survey of St Mary's Churchyard which would be discussed fully in January.

During the course of the year the PCC has also dealt with issues around building and ground maintenance, faculties and general items of correspondence.

The reports of general activities that have taken place in the parish during 2017 are to be found in the appendix.

**Debbie Cronk, Parish Administrator and PCC secretary**

### **Financial Report and presentation of Annual Accounts for the year ended 31.12.2017**

Andrew Alder reported that the annual accounts, as attached to this report have been prepared under a receipts and payments basis, balance, have been Independently Examined and presented to the PCC prior to this Annual General Meeting. They form the accounts for the year ended 31<sup>st</sup> December 2017. These accounts have again

been independently examined by Mr Les Ingles, who examines the accounts of St Catherine's Mile Cross. I wish to express mine and the PCC's thanks to him for undertaking this task for us. A full audit was not required as the 'gross income' through the accounts has reduced below the threshold for this need (£500k under the Charity Commission guidance).

Turning to the accounts I would highlight on the receipts side that the general giving has reduced due to a number of changes to the memberships of both congregations over the past 18 months. This has also affected the gift aid receipts. The fees received from weddings funerals etc are also down and we did not have the sizeable rebates from utilities that we did in the previous year. On the plus side the community use of both St Paul's church and St Mary's community room continues to develop adding to our income streams. The net position however is a reduction of income by £10,235.

On the payments side the only significant changes are a reduction in our forecast payment of parish share by £4000, although this forecast is a significant way short of our allocated payment of £61,005 and which rises again in 2017, and the removal of the coronation hall expenses which are now considerably smaller and appear within the designated funds total below. The cumulative effect of this is to reduce our expenses total by £10,099.

This means that the general fund is technically overdrawn by £3632 or put another way we are borrowing some of our own restricted and unrestricted money to pay our day to day bills.

Looking to these other funds the most significant change is to our porch fund collections. This includes a large donated sum to underwrite any ultimate shortfall once the final invoice for the project is received, with a proviso that the balance is unrestricted.

Our charitable giving this year has seen gifts made to The Leprosy Mission £48, Norfolk Churches Trust £10, Bishop's Lent appeal £247, Brit. Red Cross Sudan appeal £278, Royal British Legion £150, Dementia Care £65, Mustard seed appeal £340 and R.B.L poppy appeal £133 (Total £1350) together with the annual Christian Aid week in May and of course people's personal giving – a truly remarkable achievement.

The overall position therefore is that the General fund is now technically overdrawn by £3632 but our Designated and Restricted funds hold £29,400 & £36,800 respectively. Overall the church holds £62,568 in funds - £11,624 on Barclays current a/c £50,944 on CCLA deposit a/c.

The church also has 2 endowment funds administered by the Diocese as noted on the Trial Balance sheet totalling £29,908.96.

**Andrew Alder, Treasurer**



Independent Examiners Certificate

Report to the trustees/ members of:  
On accounts for the year ended:  
Charity no (if any):

HELLEDON PCC
31 <sup>st</sup> DECEMBER 2017
1144178

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [ ] if not applicable.

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 independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act;
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 12/2/2018

Name: L. M. H. INGLIS

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

AT II

Address:

4 FRENCH ROAD  
OLD LATION  
NORWICH NR6 7RL

Annual Report and Financial Statements, Parish of Hellesdon 2017  
Charity No: 1144178

**Hellesdon Parochial Church Council**

**Receipts and Payments Account for year ended 31 December 2017**

<u>Receipts</u>	2017	2016	<u>Payments</u>	2017	2016
Planned Giving	36,367.76	41,220.33	Parish Share	44,000.00	48,000.00
Casual Giving (collections)	4,540.24	3,821.00	Clergy Expenses	1,389.91	1,109.08
St M Community Room	1,005.00	485.00	Parish Expenses	2,846.22	4,041.77
St P church lets(C.Hall '16)	6,590.40	5,889.77	Upkeep of Services	698.10	579.62
Donations - St Michaels choir	940.53		Insurance	2,231.80	2,213.83
Donations - Caterpillars & B'flies	206.50		Admin& Secretarial	4,123.22	3,535.45
Donations - sundry	6.75	1,906.75	Book Keeping & Accounts	650.00	650.00
Gift Aid Tax Reclaimed	10,403.03	11,637.08	Independant Examiner	40.00	40.00
Fund Raising		149.00	St Mary's Total	8,173.00	9,504.78
Fees (Wedding/Funeral)	8,282.00	11,224.00	St Pauls's Total	5,149.56	5,511.44
Traidcraft	300.91	432.88	Organists	1,645.00	1,575.00
St Paul's fabric/painting		220.00	Coronation Hall (2016)		3,774.96
Utilities Rebate/sundry		1,014.49	Family Activity morning	624.95	527.83
Family activity morning		814.87	St Michaels choir	1,045.50	1,000.42
			Caterpillars & Butterflies	711.48	1,088.07
Bank Interest	142.95	205.88	Sundry		275.00
<b>Sub-Total</b>	<b>68,786.07</b>	<b>79,021.05</b>	<b>Sub Total</b>	<b>73,328.74</b>	<b>83,427.25</b>
Designated funds *nb 2	157.00		Designated funds *nb 3	2,798.51	
Open Doors	927.31	1,861.85	Open Doors	696.84	2,001.94
St Mary's porch *nb 1	11,566.55	3,897.55			
Restricted Funds	2,020.55	919.07	Restricted Funds	3,877.63	8,914.63
Legacies (usually restricted)					
Charity Collections	1,349.55	1,446.48	Charity Collections	1,271.55	2,975.48
<b>Total</b>	<b>84,807.03</b>	<b>87,146.00</b>	<b>Total</b>	<b>81,973.27</b>	<b>97,319.30</b>

Note 1 includes a donation to underwrite porch, but surplus to go to general fund once project payment is completed

Note 2 Designated funds not specifically listed above - Flower fund £157and youth fund £80.

Note 3 Des.funds - K.Lines, St M flower,St P bursary, St P fabric & C.Hall.

Annual Report and Financial Statements, Parish of Hellesdon 2017  
Charity No: 1144178

**Hellesdon PCC**

**Movement of Funds: Totals**

Designated	Bal 01/01/17	Receipts	interest apportion	Expenditure	end of year transfer	Bal 31/12/17
K N Lines (St Mary's)	2,305.61		8.91	634.52		1,680.00
St Mary's Flower	291.89	157.00	1.11	250.00		200.00
St Mary porch	3,897.55	11,566.55	5.90			15,470.00
						-
St Paul's Bursary	511.25		0.24	61.49		450.00
St Paul's Fabric	1,384.64		3.36	348.00		1,040.00
St Paul's Hall	12,463.28		1.22	1,504.50	400.00	10,560.00
St Paul's Open Doors	162.69	927.31	6.84	696.84	400.00	-
<b>Total Designated</b>	<b>21,016.91</b>	<b>12,650.86</b>	<b>27.58</b>	<b>3,495.35</b>	<b>800.00</b>	<b>29,400.00</b>
<b><u>Restricted</u></b>						
St Mary's Churchyard	1,456.39	1,414.22	14.75	655.36	1,000.00	1,230.00
St Mary's Fabric	5,835.75		15.21	750.96		5,100.00
St Mary's Webb	13,721.10		8.90			13,730.00
St Mary's Thompson	2,280.60		9.40			2,290.00
St Mary's Organ	921.00		14.60	135.60		800.00
						-
St Paul's Major Repairs	1,712.88		7.12			1,720.00
St Paul's New Building	6,682.48	526.33	1.19			7,210.00
St Paul's Youth	6,971.00	80.00	4.71	2,335.71		4,720.00
<b>Total Restricted</b>	<b>39,581.20</b>	<b>2,020.55</b>	<b>75.88</b>	<b>3,877.63</b>	<b>1,000.00</b>	<b>36,800.00</b>
<b>Total all Funds</b>	<b>60,598.11</b>	<b>14,671.41</b>	<b>103.46</b>	<b>7,372.98</b>	<b>1,800.00</b>	<b>66,200.00</b>

**New Legacies/Bequests**

## **St Mary's Church Annual Report**

I cannot believe it is almost a year since I agreed to become Churchwarden. I would like to thank you all for your support and patience, especially Michael and Ginny.

The winter has seen some severe gales which have caused some damage, fortunately relatively slight, to the roof. This was repaired promptly to prevent further damage as once water gets in it can do a lot of damage.

The work on the porch seems to be drawing to a close at long last. It has taken rather longer than we had hoped however it is now looking very nice and we hope will last for several more centuries.

Our monthly coffee mornings on the first Saturday of each month continue to be very well attended. Indeed our Big Brew coffee morning in February in support of Fair Trade was very lively. We support several charities in this way, as well as helping Church funds. Several people come along for coffee and chat while attending graves, so people are aware that church is always open on the first Saturday of the month as many are not regular churchgoers. One group came to measure up and see how many people they could fit in for a wedding. Ginny was able to tell them as she had already worked that out for health and safety purposes!

The service of Light and Remembrance, held in October, is a source of great comfort to many. It goes down very well with tea, biscuits and chat after. It is good outreach too.

The parish service on Remembrance Sunday was standing room only, and fortunately the weather held until, after the service.

Our Christmas services were generally well attended. The traditional Carol Service is always very popular and well attended with mostly local people. The choir was augmented St Paul's Worship Group giving a boost. The Crib and Christingle service was a very busy affair with lots of excited children (and adults). There was standing room only and we all enjoyed bobbing up and down when our colours were read out.

We have welcomed visits from school groups. Caterpillars and Butterflies hold their end of term session at St Mary's, sometimes leaving us some lovely artwork.

**Monica Harrington and Ginny Smith**

## **St Paul's Church Annual Report**

Another busy year has just finished and looking back through my diary I realised how much has happened.

As a PCC it was decided that Coronation Hall needed too much work on the building for it to remain open so from early January it was no longer open for general hire. Many groups were using the hall during the week so they were given the option to continue in St Paul's. Although it was sad to stop hiring the hall it was also a good opportunity for the church to welcome groups from the community.

Our Christingle was also held again this January with the congregation making the Christingles during a Cafe style service. 1st and 5th Sundays rotate between St Paul's and St Mary's as with Easter, Harvest and Christmas.

Louise took time off during the months of May to August so we were able to welcome clergy from various churches to take our services on Sundays and during the week. Thank you to all who helped during this time and also to Louise who managed to organise most of this before her sabbatical.

Sadly Ian Bagley of St Paul's passed away while on holiday and we miss him. Our thoughts and prayers are with Margaret and family.

A thanksgiving service was held at the beginning of September for Rock Solid youth group which had closed in July. It was good to see present and past leaders and young people that had attended over the years, many of them moving on to different things including having families of their own.

We opened our doors again twice during the year to Reception Class of Heather Avenue School. Tables are organised with craft for the children and helpers and it is always a busy morning with much chatter and wonderful creations, all different, usually during the term time of Easter and Christmas.

Many thanks go to everyone who has helped during the last year in the upkeep and the day to day running of St Paul's. This includes getting the church ready for services, cleaning and setting up chairs and tables of which we now need to do more often so that the room is clear for groups using during the week. Your support keeps the unity and love as a family together,

**Margaret Abbott and Raymond Hewitt**

### **Authorised Worship Assistants**

Our Authorised Worship Assistants have continued ministering by leading a variety of acts of worship at both our churches and delivering talks. We currently have six worship assistants who work in pairs but have sadly missed Andrew Cossey in recent months due to illness.

As well as leading Sunday worship some of our AWAs were also involved in leading prayer activities for our parish Forty Days of Prayer. They led prayer sessions based on prayer walks, creative prayer and Lectio Divina.

Revd Louise and I have discussed training a further group of Authorised Worship Assistants and this will hopefully happen later in the year.

Thank you to all our current AWAs for the gift of their ministry and the time and attention they give to this.

**Coryn Stanforth**

### **Report of Reader/Lay Minister**

My ministry in the parish has focussed on leading worship and preaching at different services within the parish. Lent 2017 provided an opportunity to regularly lead Taize prayer as part of our Forty Days of Prayer parish initiative. I have continued to lead a number of funerals and have also interred ashes.

Together with Revd Louise I have planned and led Advent and Lent courses within the parish. I have taken Communion to those who are housebound and have also visited parishioners both at home and in hospital. I am a member of the PCC and also of Deanery Synod. I have participated in various social events and have also enjoyed occasionally singing with St Mary's choir.

There have also been opportunities to support others in ministry. I have continued to give support and feedback to our Authorised Worship Assistants. I continue to work for the diocese in mentoring Readers in training and am also doing some teaching for the Eastern Region Ministry Course. Recently I was privileged to be able to bring both parts of my ministry together in bringing a group of Reader students on a visit to the parish one Sunday. I am a representative for Norwich Archdeaconry on the Readers' Committee.

Thank you to both Louise and the parish for being so supportive with regard to my ministry.

**Coryn Stanforth**

### **Pattern of Morning Worship in the Parish**

The table below shows the pattern of Morning Services for each church:

<b>Week / Church</b>	<b>St Mary's</b>	<b>St Paul's</b>
<b>Week1</b>	10am Parish Communion at alternating Churches	
<b>Week 2</b>	11am MW	8am BCP HC 9.30am Café Church
<b>Week 3</b>	11am BCP HC	9.30am CW HC
<b>Week 4</b>	8am CW HC 11am MW	9.30am MW
<b>Week 5</b>	10am Parish Communion/special service at alternating Churches	

#### Key:

BCP HC = Book of Common Prayer Holy Communion

BCP MP = Book of Common Prayer Morning Prayer/Praise

CW HC = Common Worship Holy Communion

MW = Morning Worship

A service of Holy Communion takes place each Wednesday at 10am, held at St Mary's on the first and third Wednesday and St Paul's on the second and fourth. Fifth Wednesdays alternate between the two churches.

### **Attendance at services**

Average Sunday attendance levels, which are based on October figures, and include Parish Holy Communion services on the 1<sup>st</sup> Sunday at St Mary's and on the 5<sup>th</sup> Sunday at St Paul's are:

**St Mary's Church - 37**

**St Paul's Church – 42 adults and 2 children**

#### **Festival services**

Total attendance at services during Holy Week (Palm Sunday to Easter Saturday) for both Churches was 317. Attendance on Easter Sunday (Parish service at St Paul's) was 84.

The Remembrance Sunday Service was attended by 175.

The total attendance at Christmas Services held at St Mary's and St Paul's was 419.

(all figures above include both adults and children)

**During 2017 the following services were held at St Mary's and St Paul's Churches:**

- 14 Baptisms
- 3 Weddings
- 16 Funerals in Church
- 6 interment of ashes

In addition, other services were taken as follows:

- 45 funeral services were taken at a Crematorium

**Report of Norwich North Deanery Synod**

The Deanery Synod for Norwich North met 3 times during the year in February, June and October.

As is the custom, the meetings moved around different parish venues and are commenced with an act of worship led by the hosting parish. Main topics discussed included: reporting back on good and poor experiences from Christmas activities (Feb), a social gathering to meet each other more informally (June) and Human sexuality (Oct). At each meeting there is an opportunity to publicise future events, comings and goings around the deanery are announced and a member of clergy and a lay member are given a few minutes to 'introduce' themselves to the synod.

**Andrew Alder** (synod member)

**Risk Review and major policies adopted**

- PCC continues to monitor its safeguarding policies for children and vulnerable adults
- PCC continues to monitor its Health and Safety policy
- PCC continues to monitor its Fire Protection policy
- PCC continues to monitor its compliance with disability law

**Membership of the PCC as at 31<sup>st</sup> December 2017**

<b>PCC Member</b>	<b>Role and Committees Attended</b>	<b>Usual place of worship</b>
Margaret Abbott	<b>Church Warden at St Paul's</b>	St Paul's
Andrew Alder	<b>PCC Treasurer Deanery Synod Representative</b>	All Churches
Philip Bloom	PCC member until April 2018	St Paul's
Rachel Bridge	PCC member until April 2019	St Paul's
Michael Harrington	<b>Deanery Synod Representative</b>	St Mary's
Monica Harrington	<b>Church Warden at St Mary's</b>	St Mary's
Ray Hewitt	Assistant Warden at St Paul's PCC member until April 2019	St Paul's
Christine Kinrade	PCC member until April 2020	St Paul's
Carole Mighell	PCC member until April 2020	St Mary's
Gavin Moon	PCC member until April 2019	St Mary's
Jayne Moon	PCC member until April 2019	St Mary's
Linda Nickerson	PCC member until April 2018	St Mary's
Trevor Nickerson	PCC member until April 2018	St Mary's
Coryn Stanforth	<b>Reader Deanery Synod Representative</b>	All Churches
Rebecca Toft	PCC member until April 2018	St Michael's
Freda Wilkins-Jones	PCC member until April 2020	St Paul's

**Sidespersons**

This PCC has continued the policy of not electing Sidespersons. The Welcome Teams have continued to carry out the duty of Sidespersons throughout 2016.

**Church Mission and Ministry Teams**

Each Church is supported by a Mission and Ministry Team to promote the spiritual life and growth of each individual congregation. Joint meetings of the teams from each Church are held three times a year and discussions are reported back to the PCC.