

St Peter's, Carlton Colville Annual Parochial Church Meeting for 2020

**Including the Trustees' Report and Financial Statement
for 2020 for the Parochial Church Council of St Peter's,
Carlton Colville**



**The Annual Parochial Church Meeting will be held on Zoom on
Sunday 9th May 2021 following the Sunday Service**

Please take some time to read through this report before the meeting.

This report consists of the

- **Trustees' Report**
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Trustees' Report for the Year ending 31 December 2020

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020

I. Reference and Administrative information

Church Addresses

St Peter's Church,
Church Lane
Carlton Colville
NR33 8AT

Membership of the PCC (April 2019-April 2020)

Name	Role	Term Ends at APCM in
Rev Sarah Quantrill	Interim Priest-in-charge Ex Officio (from 29/11/20)	N/A
Nelly Baxter	Elected Lay Rep Electoral Roll Officer	2020 *
Amanda (Sharon) Brown	Elected Lay Rep PSO Children & Young People Deanery Synod Rep	2021
Sandy Cyprus	Elected Lay Rep	2022
Mark Ellis	Elected Lay Rep	2021
Bob Filer	Churchwarden PSO Vulnerable Adults	2020
Linda Filer	Elected Lay Rep PCC Secretary	2022
John Harrison	Elected Lay Rep PCC Treasurer	2021
Mary Hobbs	Elected Lay Rep	2020*
Elizabeth Jones	Deanery Synod rep	2020*
Heather Saunders	Elected Lay Rep	2020*
Susan Thompson	Elected Lay Rep	2022
VACANCY	Churchwarden	

*Term of Office should have ended last year but due to the pandemic these PCC members have served an additional year. If re-elected, their new term of office will end in 2022

Appointed by the PCC

Electoral Roll Officer: Nelly Baxter
Safeguarding: Sharon Brown (Children and Young People)
Bob Filer (Vulnerable Adults)

Independent Examiner: Rev'd Peter Smalls

Our Banks

HSBC (current and deposit accounts)

II. Structure, Governance and Management

Structure

The PCC is an excepted charity.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure.

The PCC is chaired by the incumbent. It is the decision-making body of the Parish and is accountable to the Diocese of Norwich.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met four times during the year., due to the pandemic.

We pay a parish administrator and a lay pastor/children and families' worker. These are employed as contractors.

The PCC Quorum is 3 (who should be 1/3 of the elected lay reps).

The Churchwarden and the incumbent meet monthly to plan and review the month ahead.

Appointment of PCC/DCC Members

The method of appointment of PCC members is set out in the Church Representation Rules.

All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC after being on the electoral roll for at least 6 months. Vacancies are advertised prior to the APCM in accordance with the Church Representation Rules.

Meetings

The incumbent chairs the PCC.

The PCC normally meets six times each year.

Additional meetings can be called by the Churchwarden or the Incumbent.

Period of Service

Churchwardens are elected annually.

All other members are elected for three years.

Members can stand for re-election at the end of their period of service.

Payments to PCC Members

The incumbent receives a stipend from the Church of England and reasonable out of pocket expenses are re-imbursed by the PCC. No other members receive any payments except for reimbursement for out of pocket church related expenses.

PCC Sub-Committees

Safeguarding
Standing Committee

Public Benefit

Any member of the public may take part in Church of England activities and services. The PCC also provides, promotes or facilitates services available to groups of people including children and young people, the bereaved, the elderly and others in need or considered vulnerable.

The church also supports the following community activities in a variety of ways: Lowestoft Foodbank, Lowestoft Men's Group.

The church has a good relationship with the schools, pre-Covid offering Open the Book, assemblies and hosting school visits and services at St Peter's.

The structure of the Church of England focusses each PCC on a specific geographical area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish church, or by agreement in other local facilities.

Within the parish, the church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within the parish, as we seek to support the mission of the whole church, so may, for example, develop links with a community in another area or country.

St Peter's normally gives 10% of its annual income to charities, although this was reduced to 5% in 2020 because of the reduction in income due to the pandemic.

Risk Management

The Trustees (ie the PCC) have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All HSBC accounts require two signatories for making payments to external accounts by cheque or online.

The major risks to which the PCC is exposed are standing items on the PCC agenda and are reviewed regularly. These include:

- Regulatory and legal position
- Financial position
- Health and safety including the buildings and their surroundings
- Safeguarding
- Risks arising from the activities of the Church, including risks to reputation.

- Operational risk management activities such as hazard management and prevention, insurance and local risk assessments

The PCC is charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

Safeguarding

In accordance with the Church of England Safeguarding Policy, St Peter's is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by and have due regard¹ for this policy and the guidelines established by this church.

The Safeguarding Officers are: Sharon Brown (Children and Young People)
Bob Filer (Vulnerable Adults)

Health and Safety: Churchwarden

Insurance, alarms and Fire Protection: Treasurer and Churchwarden.

III. Aims and Purposes

The Parochial Church Council (PCC) of St Peter's has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Peter's Church, Church Lane Carlton Colville, NR33 8AT and its churchyard, as well as Carlton Colville cemetery (until its forthcoming closure, when responsibility for maintaining it will be transferred to East Suffolk Council/Carlton Colville Town Council.)

The Parish profile states that "we are an evangelical, welcoming, hospitable, friendly and sociable fellowship who love the Lord and seek to share the Good News of the Gospel with the community around us."

IV. Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

¹ What does 'due regard' mean? Where legislation – whether an Act of Parliament or a Church Measure – imposes a duty on a person to "have due regard" to guidance of this sort, the law understands that duty in a particular way. The legal duty to have due regard means that the person to whom the guidance is directed is not free to follow the guidance or not as he or she chooses. As a matter of law, the guidance should be given great weight and must be followed unless there are 'cogent reasons' for not doing so (see below). What is meant by 'cogent reasons'? 'Cogent reasons' are reasons that are clear, logical and convincing. It will be very rare indeed for there to be cogent reasons for not following House of Bishops guidance on safeguarding. Cogent reasons are likely to arise only where the guidance does not contemplate a particular, unusual situation arising so that it becomes necessary to take a different approach from that set out in the guidance in order to meet the particular circumstances of the case. When would 'cogent reasons' be applied? A person who is required to have due regard to the guidance should not simply take it on him- or her-self to decide that there are cogent reasons for departing from the guidance. Such a decision should be taken – if at all – only after case-specific advice has been obtained from both the diocesan safeguarding adviser and the diocesan registrar.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the building mentioned above.

Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community may find both beneficial and spiritually fulfilling. We offer alternating services of Holy Communion and Morning Worship on a Sunday.

As a result of the pandemic, new measures were implemented which affected worship. Singing was not permitted in churches and the use of the Common Cup was suspended on 10th March 2020, which meant that the congregations could only receive Communion in one kind, with only the priest receiving both bread and wine. We also had to introduce social distancing in church and the wearing of face coverings.

Between March 22nd and July 5th 2020, public worship was not permitted in churches due to measures implemented by the UK Government. During this period St Peter's offered a weekly service on YouTube and sermon notes for those who did not have access to online services.

When restrictions were relaxed in July 2020, we began offering public worship once again- although in line with government guidance numbers were limited to ensure social distancing could take place.

All are welcome to attend our regular services. The average weekly in-person attendance, counted during October, was 18. (Covid restrictions in place at the time meant that numbers were limited to a maximum of 30).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life; in marriage public vows are exchanged with God's blessing; and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

This year we have celebrated 0 Baptisms, 0 Weddings and 7 funerals in church, 8 funerals at the crematorium and 3 internments of ashes.

V. Incumbent's Report

The Licensed Lay Minister Reader Writes

Well there you go, as I write this on the true anniversary of the first lockdown, we are still locked down. But, we do have Sarah and Mike now with us. So this report is two-fold. Firstly I write it to cover the period between January 2020 and November 2020, those dates prior to Advent Sunday and then secondly I write as I used to of what the Reader got up to behind the Vicar's back (only joking!)

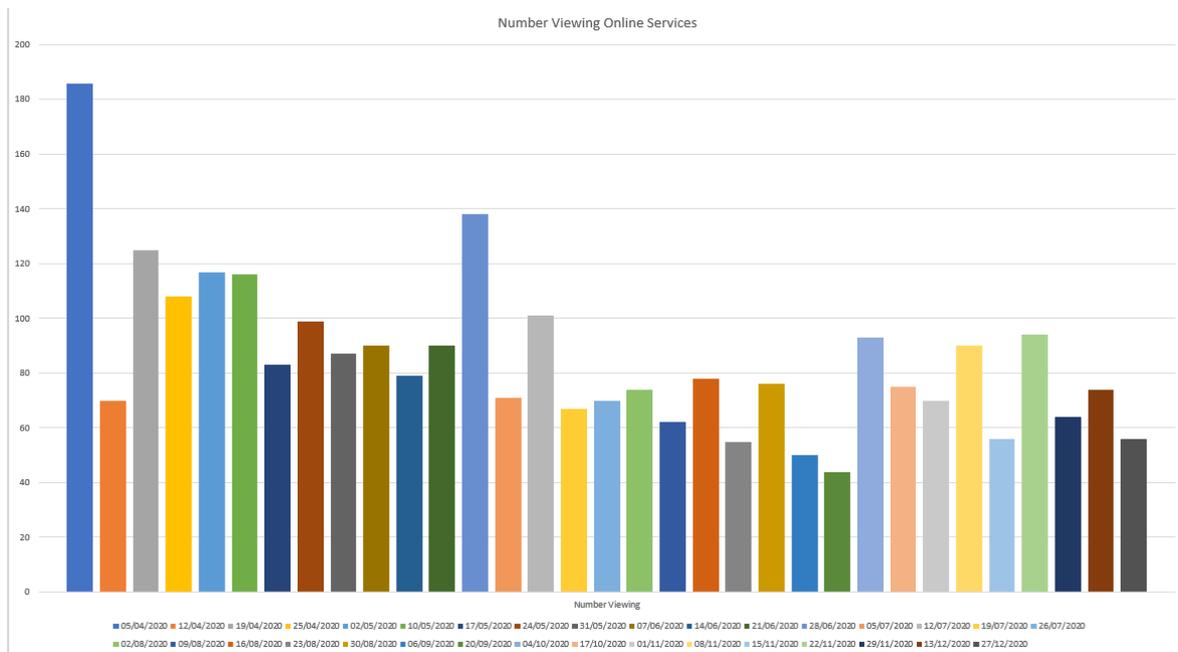
With Rev Peter Baxendall, we managed to run services up to the Sunday before Mothering Sunday, offering two 10:30am Holy Communions per month and two/three Worship For All/Morning Prayer at 10:30am per month plus some 9:00am services with me covering for Peter once a month over at St Benedicts. We reopened from August through to November before closing again until Sarah's arrival.



Lockdown as we know brought immense changes on how we 'do' church. Amazingly the 'forced to go online' Spring Harvest theme for 2020 was 'the church unleashed – Acts 29'.

And so unleashed from the building (let alone ordained Ministers) we went online, with YouTube services produced each Sunday, give or take the odd teething issue.

I really must, again, thank Reuben, for all his help over the period, as I must thank everybody that contributed in whatever way to those services. With increased Brexit work at Cefas and this increased workload for the church, I must in all honesty too shout out 'Thank God', without his sustenance that would not have been accomplished!



So what of the YouTube Services? Well, we produced 33 services, of which 30 are still available on our YouTube channel should you wish to go round again! Viewing figures over time ranged from 140 to 40, averaging out at around 70 overall; as time moved on

we once again opened up the church for services and reduced the YouTube service to twice monthly.

And then in August we were suddenly interviewing for a Priest in Charge for the Benefice, (I refuse to use the word 'Interim') – no Ministry is 'interim', it should all be about growing not care-taking! And that DOES include our growing Lay Ministry Team which were called on immensely over this period (and I am delighted to say is being encouraged immensely by Rev. Sarah). But a Church Unleashed means we are all called to Ministry in whatever way we can, with or without a dog collar, with or without a building.

So yeah, that brings me round to Advent Sunday (oh Yes! 19 months of interregnum and God gifted us Sarah). Yes, I am chuffed to bits and yes, my tail is still wagging! And on that I'll leave Sarah to write about the last month of 2020.

However, as is usual I do offer you my vital statistics for 2020, as provided to the Warden of Licensed Lay Ministers ~~Readers~~.

As you will have noticed the Diocese, over the same period, has gone slightly unleashed and dropped the Victorian title of Readers in favour of what we are licensed to be!

Anyhow, those vital statistics:

16 in-church services and 24 online services

11 Sermons at in-church services and 16 sermons at online services

(Additionally at St Benedict's: 4 in-church services and 4 in-church sermons)

15 funerals plus 3 interment of ashes

2 taking of sacrament to housebound (Sandra and I just started this and then lockdown started)

(I took no services at St Andrew's Mutford in 2020).

As usual thank you all for your support and encouragement, and I look forward to seeing you 'in the flesh' soon!

Mark Ellis

Licensed Lay Minister, St Peter's Carlton Colville with St Andrew's Mutford

Little did I know at the start of 2020 that by the end of the year I would be living in a different county and be in a new post. When I was appointed to this post there was some discussion with Bishop Alan as to whether I should start before or after Christmas. Given the third lockdown, I'm glad I chose to arrive in November- even if being licensed via Zoom was an extremely strange experience!

As you will appreciate, it was somewhat of a baptism by fire, particularly trying to work out how to celebrate Christmas with no singing indoors and restricted numbers. Thanks to the Carlton Colville Community Engagement Group putting me in touch with a contact at the Transport Museum we were able to offer the Community a carol service of sorts, as we took over the site for our Carols at the Crib, also collecting food for the Foodbank. We intend to repeat this next year- but with more time for publicity, hopefully it will attract more people and soon become a part of people's Christmas preparations.

Angie also organised a giant Advent calendar around the village which gave people something to look out for whilst taking their daily exercise. Again this is something that we might look to repeat in 2021.

Along with Angie, I was also able to be part of Grove Primary School's online Christmas assembly, as sadly the pandemic prevented their usual visit to St Peter's. Hopefully it will be a different story next year.

In my head I have all sorts of ideas for the future, but at present my focus is just on trying to get to know the parish and all of you- which hopefully will become a bit easier to do in 2021.

I would like to take this opportunity to express my heartfelt thanks to Rev Peter Baxendall, Mark, Bob, Angie, Linda and the PCC for doing such a great job during the vacancy, particularly since this also had to be done whilst contending with a pandemic. It has made my settling in so much easier than it might have done- so thank you so much for everything you did.

Rev'd Sarah

VI. Parish Activities

a) Electoral Roll Report

The revision of the electoral roll was carried out between the 4th and the 18th April. Prior to the revision the number on the electoral roll was 82. After revision, the electoral rolls is 84, with 3 removed from the roll and 5 joining it. 50 members of the Electoral Roll are resident in the parish, and 34 members are not resident in the parish.

Nelly Baxter Electoral Roll Officer

b) Deanery Synod

Due to the pandemic Deanery Synod did not meet in 2020 but the lay chairs and rural dean issued the following report:

"Firstly, we have to tell you that due to health issues the Rev. Damon Rogers will be standing down as Rural Dean and we ask you to keep him in your prayers.

As Chairs of the Deanery Synod, we would like to convey to all local churches how impressed we are over the initiatives that have been made to enable congregations to still worship and pray together in these difficult times.

Many of our Clergy and Lay Ministers have embraced technology and have "livestreamed" to enable us to remain a Christian Fellowship in spite of the difficulties. This has had unexpected consequences. Parishes who have taken advantage of social media to reach out in worship to their congregations have found other people joining with them. For an example the Sunrise Service led by Rev Sharon Lord at Pakefield early on Easter Day was watched by four hundred and fifty people, not all of whom lived in Pakefield!

Within the Diocese those of us who missed going to the Chrism Eucharist on Maundy Thursday were able to take part by using an online live conference system called "Zoom". This enabled us to see on the main screen Bishop Graham leading the service while the rest of us, over three hundred and fifty, were small pictures on a filmstrip at the top!

Of course, no amount of technology can substitute for the joy of being together in fellowship and worshipping in our local churches and we are aware that some people are not online and so cannot access these resources. Many churches, as well as putting services online, are also printing them off to distribute to people who cannot access the internet. It is important that we continue to look after each other in more traditional ways by calling and checking on our friends, neighbours and relatives.

Local congregations have rallied round to provide help for others by keeping pastoral care going, albeit by phone rather than visiting, and by volunteering to do shopping or collect prescriptions.

One big concern for churches is of course a monetary one. So many fundraising activities have been put on hold but bills still must be paid. Please encourage any members of your church whom you talk to, to consider giving by a Standing Order direct from the bank or by making a regular payment, especially if they use 'envelopes' normally. Please do contact your church to enquire as to the best place these can be left. All we can do is pray for an end to this crisis and a lifting of restrictions so life can get back to normal.

Jesus said the two greatest commandments were "love God and love your neighbour as yourself", in all that you are doing to enable worship and help and care for your neighbours you are following His teaching.

Thank you, stay safe and may God Bless you,

Trudie, Jane and Michael. Deanery Lay Chairs and Rural Dean.

Any queries – jatighe@hotmail.co.uk"

c) PCC Report

As expected, PCC Meetings were somewhat erratic over the year, and largely only met to deal with essential matters (like advertising/interviewing/preparing for a new Minister!). In total the PCC met 4 times over the period, plus a Section 11 meeting. Said new Minister, closing and Re-opening church, and safeguarding were the primary subjects of PCC meetings. In addition, a small standing committee of myself, Bob Filer and John Harrison met an additional 3 times to keep things ticking over!

Mark Ellis Lay Chair of St Peter's Carlton Colville PCC

d) Churchwarden's report

Matthew 21:12 And whatever you ask in prayer, you will receive, if you have faith. Adapt and Learn.

So much has happened since my last Warden's report. We had just started cleansing our hands before the Peace, no face masks, no social distancing, no track and trace, no Zoom, very little Covid.....but after 565 days without an incumbent our prayers were answered, we welcomed the lovely Rev'd Sarah and Mike to St. Peter's (thank you Lord). With the coming of Sarah it meant that I could go back to my role as Church Warden. Mr. Iain Walker of Spire Property Consultants carried out our Quinquennial visit and the report was received just before Christmas, it does not make good reading but that is for another day. There are some urgent jobs that need to be carried out, such as the removal of the Tower flagpole for safety

reasons and the lead reworked to stop the ingress of water. We are still waiting to have the tiles replaced, this has been held up due to Covid as staff were furloughed at the factory. The Church safe is to be moved into the Parish Office/Vestry and by the time you read this our Wi-Fi and phone should have been updated and fit for purpose. Only the Lord knows what will happen in the coming year – Therefore do not worry about tomorrow for tomorrow will worry about itself.

Proverbs 19: 20,21 Listen to advice and accept discipline, and at the end you will be counted among the wise. Many are the plans of a person's heart but it is the Lord's purpose that prevails

Bob Filer

e) Fabric Report

(Ecclesiastical Jurisdiction and care of Churches Measure 2018) St. Peter's Church Carlton Colville.

The 2020 Quinquennial Inspection was carried out by Mr. Iain Walker, Spire Property Consultants on 29th October 2020. The first line of the report states – The Church appears to be in overall good condition but on closer inspection it becomes apparent that there are some major issues. These stem from the wholesale re-pointing of the Church with cement in the 20th century. The report recommends a timescale of urgency of the work required:

- A. Urgent – requiring immediate attention
- B. Requires attention within 12 months
- C. Requires attention within the next 18 – 24 months
- D. Requires attention within the quinquennial period
- E. A desirable improvement with no timescale
- M. Routine maintenance

Priorities and Estimates.

- A. Immediate £300.00
- B. within 12 months £4,500.00
- C. within 18-24 months £211,950.00
- D. within quinquennial period £45,000.00
- E. Desirable improvement within no timescale £166,550.00
- M. Routine maintenance £1,950.00

Total costings = £430,250.00 - This major work would need a faculty and would incur architects fees.

Asbestos - £1,500.00 The building needs an asbestos assessment. A surveyor from I.D. Asbestos visited the Church on Monday 29th March 2021.

Fire Safety. Check needed and a risk assessment required. Suffolk Fire no longer do site visits. The assessment needs to be carried out by the responsible person i.e. Church Warden.

Trees. A quote was accepted from Tera Trees for the pruning needed.

Church Roof. A quote was accepted for the replacement of missing roof tiles.

P.A.T.

Rounce Electrical have been booked for 2021

Hard Wire Testing.

The next test is due in 2023.

Some minor work needs to be carried out.

Bob Filer Church Warden for St. Peter's Church, Carlton Colville. 2021.

f) Health and Safety Report

There are no health and safety incidents to report for 2020.

Health and safety legislation applies to Church buildings as it does to any other public building and PCC members are responsible for compliance with this. Health and Safety is sometimes seen as ticking boxes or as unnecessarily preventing people from doing things. Neither of these should apply - this is a stewardship responsibility that we take seriously. While the work may be carried out by those who are responsible for looking after the building it should be pastorally motivated. Church members, visitors, hirers of the building, employees and volunteers all need to be kept safe, whilst the Church carries out its worship, mission and ministry. All St. Peter's Groups should have carried out risk assessments. If not, it is now time to put our house in order: If you are a group leader we can give you the Self-Assessment Guidance notes you need.

Bob Filer. Church Warden

g) Safeguarding Report

Following Sarah's arrival a safeguarding team was formed for the benefice consisting of Rev Sarah, Sharon Brown (PSO for children and young people), Bob Filer (PSO for vulnerable adults and adults at risk) and Paul Randle (representing St Andrew's PCC). The team meets once every two months. At our first meeting in December, we went through the checklist for parish safeguarding officers and identified a number of tasks. We have put together an action plan which we review each meeting and notes from the meeting plus the updated action plan are sent to the PCC before each of their meetings.

We had no safeguarding incidents in 2020. However, we did identify that some members of the PCC needed to update their safeguarding training, and that some DBS checks needed updating. Lockdown meant that this was unable to be done, but those concerned will be contacted by Linda Filer once it can be carried out.

The Safeguarding team

h) Children, Young People and Families Report

i) Messy Church

Due the Pandemic, Messy Church was only able to meet in January and February of 2020. I have kept in touch with our "messy families" with phone calls, emails or text messages. However the team used their gifts to help me with the YouTube Worship for all style service that we started doing once a month during the first lockdown. I have updated the risk assessment ready for when we are able to return. I would like to thank everyone who helps with the running of messy Church- we couldn't do it without you!

Angie Colbridge

ii) First Saturday Club

The St. Peter's First Saturday Club meet on the first Saturday of the month during term time starting at 10.00 am and finishing at 12 noon. It is a club for primary and junior school aged children, parents are welcome to drop off their child/children and return to pick them up or stay and assist their child/children with the activities. Each month the children complete crafts and / or games related to the Bible story being studied. They have a short time of praise and prayer and refreshments. The programme planned for the first part of 2020 included the following topics (each is a line from a song of praise the children enjoy)

1st February David and Goliath

7th March Joshua marched and the walls fell down

4th April He dies on the cross and rose from the grave

2nd May He healed the sick and made blind men see

6th June He let the lame walk and set the world free

4th July Annual Barbeque

August - No First Saturday Club – school holidays

In February 6 children attended, in addition to learning about David and Goliath we discussed prayer and created prayers which were used in the service on Sunday 1st March 2020 In March 5 children attended and explored the story of Joshua through drama under the guidance of the Open the Book group. Unfortunately, we were unable to have any further sessions due to the lockdown restrictions.

Sharon Brown and Helen Harrod

iii) Schools' work

Unfortunately, we were unable to visit the schools for Assemblies or have them visit us at St Peter's over the last year. I did stay in touch with the schools offering any support necessary and at Christmas this led to Sarah and I being part of Grove Primary's Christmas Assembly online.

In December our giant village advent calendar involved the schools and the playgroup, as well as the brownies.

Angie Colbridge

iv) Toddler Group

As with so many activities, this had to stop in March when we went into lockdown. I kept in touch with our families by phone, text and email. We had a number of toddlers who were due to start school in September, so it was a real shame that we didn't have the opportunity to meet to wish them well. We don't know what our numbers will look like when we are able to return, but will advertise on the Town Council page. Once again, my thanks go to all those who normally help with the running of our toddler group.

Angie Colbridge

i) Flower Ladies

The Flower Ladies are ready and willing to get back to glorifying God by creativity with flowers. We managed to do some baskets for Sarah's arrival and Christmas, also a couple of Christmas trees. We did the best we could under the circumstances. We are looking forward to being able to bring back the beauty, joy and aroma of flowers to St. Peter's as soon as possible for the glory of God and His creation.

Heather Saunders

j) Healing Team

The team still consists of 4 members, Roland, Susan, Bob and Heather. We have not been able to meet and minister this past year, but we have still been able to pray for any needs. To this end we have received many prayer requests and continue to function albeit 'at a distance'. We do miss the 'hands on' close personal privilege of praying for you in a small group. Prayer is so necessary for us Christians to function, it's our life and breath, so please continue to contact us for your prayer needs. As soon as we can meet again we will return to ministering 'hands on.' God bless you all.

Roland Worrall, Susan Thompson, Bob Filer and Heather Saunders

k) Music Group

There are 8 of us in the music group at the last count. Ted on guitar, Susan on Keyboard or Organ, and six singers. We are all alive and coping the best we can, while we wait for this virus to pass.

Susan Thompson and Ted Hood

l) Fundraising

Saturday 28th March 2020...Clothes Sale in the Parish Room, was to be the first of our fundraising events that the newly formed Fundraising Team had arranged. The team consists of Mary Hobbs, Susan Thompson and Heather Saunders. The clothes were all arranged on rails waiting to be priced when lockdown happened, all we could do was donate all our lovely clothes to the charity shop, so they did go to a good cause. We had events planned for the whole year, so, when we are ready to 'unlock' we are set to spring into action. Can we ask for your ideas for fundraising events and please be thinking of anything you can produce/make to raise money. Thank you for your support in March 2020 and we look forward to future plans and events.

Mary Hobbs, Susan Thompson, and Heather Saunders

m) Churchyard Team

On behalf of St. Peter's Church, my thanks to the small dedicated team who worked so hard over 2020 to maintain the churchyard and cemetery including: mowing and strimming the grass, hedge trimming, and clearing the ground of branches and weeds.

Despite the setback of the theft from sheds in May of strimmers, hedge trimmer and chainsaw, work continued. Whilst this case came to court and offenders were prosecuted, the equipment was not recovered.

My thanks again to the team.

John Harrison, Churchyard and Cemetery Team Leader

n) Fishnets and Friendships

I invited some friends (7) round for a cuppa to meet one another, everyone enjoyed themselves and I asked if they would like to meet up again next month, 1 lady asked if she could bring her knitting, another asked if they could make cards and 2 asked if they could bring a friend. By the 4th month we had increased to 13 of us and it was getting a bit crowded. We were offered the Parish Room which was wonderful, we are now a group of 35 members at last count. Fishnet and friendship meet on the first Tuesday of the month at 10.00 am. There are refreshments on arrival and a shared lunch at 12.30 (which sometimes resembles a banquet!) We finish approx. 1.30 pm. We are free to come and go when we

need as we all get appointments etc. Any notices are given out at 10.30-10.45. The group is open to all ladies Christians and non-Christians- all Faiths and Creeds. All are made welcome. A Friendship Group where some ladies knit, crochet, paint, draw, make cards or just chat (we seem to do a lot of that!!!) It is sometimes referred to as a craft group, not so, first and foremost it is a Friendship Group, not all want to do crafts but we all need a friend, a chat or a listening ear. You may be a friend we are yet to meet...why not come along and join us in the Parish Room?
Jenny Elliott

o) Handbell ringers

Sadly due to Corona Virus St. Peter's Handbell Ringers were only able to attend one event in 2020: A handbell techniques workshop. The team had several bookings with local care home establishments and regional handbell events that had to be cancelled in response to the government guidelines. The week-end of March 20/21 some members attended the regional handbell AGM on line and some will participate in virtual events arranged by the National Handbell Ringers of Great Britain. The team look forward to meeting again on Friday evenings in the Parish Room when permitted . We then hope to resume Church, local and regional events as in previous years.
Sue Walland

VII. Future Developments

1. To return to in-person worship
2. To increase our income back to normal levels, post Covid
3. To re-learn how to be community

Financial Statement for 2020

The PCC extends its sincere thanks to you for your generosity throughout 2020 in supporting the work of St. Peter's Church, and to the many working groups who contributed to the running of the church, and the maintenance of churchyard and cemetery, and who give generously of their time.

Despite the ongoing national Covid 19 crisis this generosity has enabled the church to continue its role with Parish Ministry and pastoral work, and overseas Mission, as well supporting the Diocese financially through our Parish Share contributions.

A summary of the Carlton Colville PCC 2020 accounts for income and expenditure follows.

Income for 2020 of £59,447 was down on 2019 by £14,238 or 19.3%. Expenditure excluding Fund items was £59,396 for 2020, down on 2019 by £17,215 or 22.5%. There is a negligible nett deficit of income against expenditure. In previous years the PCC had responded to an appeal by the Diocese to all churches to raise their contribution towards the cost of the clergy through Parish Share. The initiative begun by the Diocese of Norwich in 2014 - called T.R.i.O: 'The Responsibility Is Ours' encourages parishes to work towards fully funding the cost of the clergy or Net Benefice Cost. For 2020 the Benefice had budgeted a parish share contribution of £47,222 representing 80.2% of Nett Benefit Cost. In the circumstances the PCC requested a reduction to £40,222 from the Diocese due to significantly reduced income which was accepted.

1. Overall Giving including income tax recovered was £54,380 down on 2019 by 18.1%. Gift Aid donations of £25,913 were down by 19.1% compared with 2019 with HMRC charities refunds similarly down. Our thanks to Denise Mower, Gift Aid Officer for her efforts in recovering Gift aid and also to those who help count the collection every week.

2. Sadly the comprehensive plans put in place PCC members Mrs H Saunders and Mrs S Thompson for monthly fundraising events were frustrated by the national Covid 19 crisis, and the single Quiz event raised an encouraging £220. The PCC had not anticipated a further Gift Day to those hosted in 2017, 2018 and 2019 due to declining response.

4. Fees for 2020 at £2,643 were down 42.6% compared with 2019, in part due to cancelled church funerals and marriage ceremonies.

5. The church fulfilled its aim of contributing to mission through the Mission Group; normally this would have represented 10% Giving however due to significant pressure on income and expenditure the contribution was 5% for 2020 or £2,000 allocated to the Compassion Fund by a credit to the Compassion Fund and corresponding debit to General Fund in the Deposit Fund account.

6. Expenditure from Funds (past income) included: Tearfund Covid appeal, £1,000; Compassion birthdays, £150; Compassion Covid appeal, £120; Compassion Christmas gifts, £600; Compassion UK fee, £2,016; Tower work and survey, £600; final payment new vestry, £1,098; new vestry furniture, £416; Mission Funds: Church Army, £2000; Tearfund, £2,000; Leprosy Mission, £2,000; Bible Society £2,000. Total: £19,400.

7. Electricity costs for 2020 of £2,794 were down 20% on 2019 due to reduced electricity needs throughout lockdown. Insurance costs for 2020 of £1,955 were down 11.5% from 2019, due to appointment of TRINITAS Insurance following a tender process.

8. Support to children and youth work included where possible: Children of God, Messy Church, Youth Cafe, First Saturday Club, Puppet Ministry, Open the Book, Holiday Club, Mother & Toddler Group.

9. Salaries are reflected in 'Salaries & Honoraria.' Hourly rates reflect a minimum of 'Real Living Wage'

10. Costs for the upkeep of the churchyard and cemetery £502 down on 2019; tree surgery planned for end 2020 was delayed to 2021 was a contributory factor.

11. Costs associated with advertising for the post of minister were £977.80.

12. Funds for a mounted digital projector as of end 2019 amount to £716.81 [sub-fund within 'New Church Reordering Fund']. The fund for stained glass windows is now at £618.00 [sub-fund within 'Church Fabric Maintenance Fund'].

13. Carlton Colville PCC representing St. Peter's Church acknowledges the help, support and professionalism of Rev'd Peter H Smalls FCCA in acting as Independent Examiner for the 2020 Financial Statement and Accounts, and advice and guidance to the Treasurer.

John Harrison, Treasurer, Carlton Colville PCC

Independent Examiners Certificate

Report to the trustees/ members of:

ST PETER'S CARLTON COLVILLE ACC

On accounts for the year ended:

31st DECEMBER 2020

Charity no (if any):

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of []]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

13th March 2021

Name:

PETER HARRY SMALLS FCCA (REV)

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

FCCA
FELLOW OF THE ASSOCIATION OF CHARTERED
CERTIFIED ACCOUNTANTS

Address:

"WINDWARD" DRAPER'S LANE
DITCHINGHAM BUNGAY NR39 2JW

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose

[Empty box for disclosure details]

HSBC Current Account balance at: 31.12.2018	£6,748.13									
Interest	£0.00									
Income	£73,684.82									
Expenditure	£126,073.71									
Transfer to Deposit Account	£0.00									
Transfer from Deposit Account	£52,197.48									
<i>Calculated balance</i>	£6,556.72									
HSBC Current Account Balance as at 31.12.2019	£6,556.72									
Cash In Hand	£105.00									
Santander Ord. Shares 121 @ euro 3.76 with HMRC exchange £/1.1668 euro	£389.92									
HSBC Deposit Account balance at 31.12.2018	£103,948.06									
Interest	£185.96									
Transfer from Deposit Account	£52,197.48									
Transfer to Current Account	£52,197.48									
<i>Calculated balance</i>	£51,936.54									
HSBC Deposit Account Balance as at 31.12.2019	£51,936.54									
	£51,936.54	General	Tower/Bells	Music	Re-ordering	Fabric	Mission	Compassion	Discretionary	Parish Ministry
Restricted	£23,199.68	£0.00	£3,448.13	£651.55	£3,702.76	£530.94	£0.00	£13,109.91	£0.00	£1,756.39
Unrestricted	£28,736.86	£10,911.35	£260.00	£0.00	£0.00	£2,328.54	£10,778.23	£2,646.37	£1,096.57	£715.80
Total	£51,936.54	£10,911.35	£3,708.13	£651.55	£3,702.76	£2,859.48	£10,778.23	£15,756.28	£1,096.57	£2,472.19

Income and Expenditure for 2020

CODE	Summary Income	2019	Unrestricted	Restricted	2020	Unrestricted	Restricted
101	Gift Aid Payments	£31,478.43	£31,478.43	£0.00	£25,913.41	£25,913.41	£0.00
102	Income Tax Recovered	£12,090.63	£12,090.63	£0.00	£9,689.91	£9,689.91	£0.00
103	Non-Gift Aid (Planned Giving)	£6,284.02	£6,284.02	£0.00	£5,471.95	£5,471.95	£0.00
104	Church Collections/Alms Box	£4,422.02	£4,422.02	£0.00	£1,220.91	£1,220.91	£0.00
105	Gift Days & Donations	£12,095.93	£3,830.90	£8,265.03	£12,068.70	£4,055.90	£8,012.80
	Giving	£66,371.03	£58,106.00	£8,265.03	£54,364.88	£46,352.08	£8,012.80
201a	Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
203a	Fund Raising	£1,827.08	£1,827.08	£0.00	£274.81	£274.81	£0.00
301	Dividends & Interest	£19.46	£19.46	£0.00	£0.54	£0.54	£0.00
302	Rent	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
401	Bookstall	£0.00	£0.00	£0.00	£19.30	£0.00	£19.30
402	Income from use of Buildings	£848.25	£848.25	£0.00	£75.00	£75.00	£0.00
403	Magazines	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
404	Fees nett after Diocese payments	£4,604.00	£4,604.00	£0.00	£2,642.80	£2,642.80	£0.00
500	Non-Charitable Trading	£15.00	£15.00	£0.00	£2.00	£2.00	£0.00
201b	One-off Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
202	Legacies	£0.00	£0.00	£0.00	£2,107.22	£2,107.22	£0.00
203b	Special Appeals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
601	Insurance Claims	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
602	Sale of Fixed Assets	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Income	£73,684.82	£65,419.79	£8,265.03	£59,486.55	£51,454.45	£8,032.10
CODE	Summary Expenditure	2019	Unrestricted	Restricted	2020	Unrestricted	Restricted
1001	Overseas Missionary Societies	£8,645.00	£3,325.00	£5,320.00	£9,686.00	£0.00	£9,686.00
1002	Christian Relief Agencies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1003	Home Missions	£181.40	£181.40	£0.00	£2,215.00	£15.00	£2,200.00
1004	Secular Charities	£175.00	£175.00	£0.00	£0.00	£0.00	£0.00
2001	Parish Share	£47,222.00	£47,222.00	£0.00	£40,222.00	£40,222.00	£0.00
2002	Incumbent Working Expenses	£787.49	£787.49	£0.00	£977.80	£977.80	£0.00
2003	Parsonage	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2004	Assistant Staff	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2005	Electricity, Insurance, Cleaning	£5,591.00	£2,591.00	£3,000.00	£4,769.43	£769.43	£4,000.00
2006	Church Maintenance	£282.20	£282.20	£0.00	£681.96	£681.96	£0.00
2007	Upkeep of Services	£1,368.88	£1,368.88	£0.00	£913.38	£913.38	£0.00
2008	Upkeep of Churchyard	£1,857.23	£1,857.23	£0.00	£502.00	£502.00	£0.00
2009	Parish Magazines & Bookstall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2010	Hall Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2011	Other PCC Property	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2016	Salaries & Honoraria	£10,540.08	£5,761.68	£4,778.40	£10,201.78	£1,351.14	£8,850.64
2017	Support Costs	£1,278.80	£1,278.80	£0.00	£627.90	£627.90	£0.00
3000	Fundraising Costs	£184.41	£184.41	£0.00	£39.50	£39.50	£0.00
4000	Church Administrator & Administration	£1,327.74	£1,327.74	£0.00	£460.96	£460.96	£0.00
2012	Major Repairs & Re-decoration	£879.18	£0.00	£879.18	£6,000.00	£0.00	£6,000.00
2015	New Building Work	£45,753.30	£14,583.14	£31,170.16	£1,537.53	£0.00	£1,537.53
	Total Expenditure	£126,073.71	£80,925.97	£45,147.74	£78,835.24	£46,561.07	£32,274.17
	Year carry over / Fund items				£19,399.53	£0.00	£19,399.53
	Nett expenditure exc. carry over or Fund items				£59,435.71		
	Nett: income compared to expenditure	-			£50.84		

Agenda for the Annual Parochial Church Meeting for 2020

Only those on the new church Electoral Roll are allowed to comment or vote.

1. Apologies for Absence
2. Questions arising from Formal Reports
 - a. Trustees Report.
 - b. Financial report:
If you have any questions on the enclosed accounts, which have been Independently Examined and accepted by the PCC, that you would like our Treasurer to answer then, where possible, please submit the question to the Treasurer 72 hours before the meeting so as he can give an informed reply to you at the meeting.
3. Elections and Appointments as below
 - a. Elect Members for the PCC
(Nomination Forms are available from Linda Filer, and need to be returned, signed by the nominee, proposer and seconder by Saturday 8th May 2021)
 - b. Assistant Wardens
 - c. Appoint an independent Auditor/Examiner
4. Setting the Date for next year's APCM
5. Any other Business – to be notified to Linda Filer, the PCC Secretary before the start of the meeting