

ST PETER'S CHURCH, CRINGLEFORD

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL**

for the year ended 31 December 2020

Rector

The Revd Graham Wilkins
The Vicarage
7a Newmarket Road
Norwich, NR4 6UE

Bank:

Barclays Bank PLC
Business Centre
Norwich

Independent Examiner:

**Hannah Ruth Lambert ACA (ICAEW)
8 Beatrice Road
Norwich
Norfolk
NR1 4BB**

Registered Charity No: 1130484

ST. PETER'S CHURCH, CRINGLEFORD – ANNUAL REPORT FOR 2020

Background

St. Peter's PCC has the responsibility of co-operating with the incumbent for promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St Peter's Church, Church Hall Centre, and the grounds on which they stand on Newmarket Road, Cringleford.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. It was determined at the 2019 APCM that elected members of the PCC may if they wish, serve as many three year terms on the PCC without having to have a break of a year. It was agreed unanimously to adopt this method which comes into force at the APCM in 2020. It was determined by the 2011 APCM that, with effect from the 2012 APCM, the number of Elected Lay Members of the PCC should be twelve. A further two Lay Members may be co-opted.

		Telephone
Chairman:	The Revd Graham Wilkins	458467
(Ex-officio)	7a Newmarket Road, Cringleford, NR4 6UE	
Associate Priest & Pioneer Minister	The Revd Tim Yau	07964078330
(Ex-officio)	5 Poppy Close, Cringleford, NR4 7JZ	
Churchwardens:		
(Ex-officio)	Dr Shirley Wood, 65 Colney Lane, NR4 7RG	506539
(Ex-officio)	Mrs E F Talbot, 61 Keswick Road, NR4 6UQ	507378
Readers:		
(Ex-officio)	Dr Shirley Wood, 65 Colney Lane, NR4 7RG.	506539
	(Safeguarding Officer)	
 Deanery Synod		
(Ex-officio)	Dr Roger Wood, 65 Colney Lane, NR4 7RG.	506539
(Ex-officio)	Dr Shirley Wood, 65 Colney Lane, NR4 7RG.	506539
2019-2020	Mr Philip Talbot, 61, Keswick Road, NR4 6UQ (Lay Vice Chairman)	507378
2019-2020	Mrs Mary Edwards, 4 Harmer Crescent, NR4 7RX	455302

During the year the following served on the PCC, having been elected at the APCM in 2019 or prior years:

Elected Members (with period of election)

2017-2020	Mrs Pam Scutter, 1 Brettingham Avenue, NR4 6XG	454841
2017-2020	Mrs Lois Elizabeth King, 14 Gurney Lane, NR4 7SB	507235
2018-2021	Mrs Jane Webster, Tall Trees, 3 Colney Drive, NR4 7RH	451740
2018-2021	Mr David Shein, 58 Bluebell Road, NR4 7LG (Deputy Churchwarden)	506708
2018-2021	Mrs Elizabeth Shein, 58 Bluebell Road, NR4 7LG	506708
2018-2021	Mrs Carolyn Ball, 15 Cringleford Chase, NR4 7RS	455664
2019-2022	Mrs Rachel Dorling, 3 Harmer Lane, NR4 7RT	457320
Co-opted	Mrs Juliet Godier, 47 Gloucester Street, NR2 2DX (PCC Secretary & Electoral Roll Officer)	611916
Co-opted	Mr John Canham, 2, Oakfields Close, NR4 6XH	505357

Due to the Covid 19 pandemic and the government orders to 'stay at home' from the 23rd March 2020 we were unable to hold the 2020 APCM, scheduled for the 25th March 2020. Although the Diocese extended the deadline for holding the APCM in 2020 the PCC voted against holding the meeting. Therefore, the PCC members due to retire in 2020 were authorized by the Bishop of Norwich to continue as PCC members until the 2021 meeting.

Foundation Governors of Cringleford School

Revd Graham Wilkins
Angus McCrum
Mrs Rachel Dorling
Julia Jones
Deborah Yau
Helen Morritt

Church Attendance

During 2020 due to the Covid 19 pandemic church attendance was sporadic. From March 2020 and in line with government and Church of England guidance, church services were suspended. The Rector was able to continue with services online using Zoom.

Church services resumed briefly in September and October but in November the country went into a second lockdown and once again in person church services were suspended but services continued on line via Zoom. We were able to open the church up again for some Christmas services which were also streamed via zoom. These services were well attended in line with covid restrictions. Average attendance on line throughout the year was 50.

Hub Church is a community of people seeking to live well together, becoming disciples of Christ and going deeper in life, resourced by faith and sharing the love of God with those around us. It is a contextual expression of church aiming to meet the needs of those who have never been part of church before. It usually meets weekly Mondays 7.30-9.30 pm at 5 Poppy Close, Round House Park, NR4 7JZ, but during 2020 due to the Covid 19 pandemic meetings were suspended.

Electoral roll

The Church Electoral Roll comprised 112 individuals of whom 18 are not resident in the Parish.
[2019; 117 including 21 non-residents]

Baptisms, Weddings & Funerals

During 2020 because of the Covid 19 pandemic and the restrictions put in place by the government no baptisms or weddings took place at St Peter's. Three funeral services took place in the church and one service took place at the graveside. In addition there were three interment of ashes.

Rectors Report 2020

Rector's Reports are always hard to write. To find the right words in a short space to give a condensing of so much that will be found on various pages of this report. In some ways one part of the problem is to work out what the biggest single thing to focus on when I look back at a year in the life of St.Peter's Church. That at least isn't a problem for this report.

All the reports for this year's APCM are dominated by the Covid-19 pandemic that has up ended so much of the world since the beginning of 2020 – its impact starting to be felt here in March of that year. But before I outline briefly what that has meant for St.Peter's I want to acknowledge that it is the people who make up the church and the impact it has had on all of us – I know for us all it has been a difficult year. We have had to change what we do, we have had less time with family and friends, any plans have been cancelled or changed, we may have worried for our job security or health, we may have lost those whom we have loved. For all of us we have found ourselves reacting to an ever-changing world around us.

This has been no different for St.Peter's as a whole. You will notice that the reports in this document will talk about a lot of good work done – but done very differently as our ways of being as a church – connecting, communicating, making relationships and nourishing people have been most hit by the precautions taken to love our neighbours by trying to keep them safe. But I am aware that so many of the church as individuals have still been sharing the love of Jesus with our community by supporting

those who live near in kind words or actions. The ministry of Jesus has still been ongoing even though the doors of the building may have been shut for a good part of the last twelve months. I want to thank you for all that you over these last 12 months especially when life has been so hard. Thank you for all those who have served our community. Thank you to all those who have run activities and helped with groups. Thank you to all those who have helped the church in more formal ways as well. I want to particularly thank all the members of the PCC and the standing committee who have had to put up with long emails from me about regulations and have had difficult decisions to make about our life as a church while balancing theological truths, health legislation and a desperation to care for our community. A particular thank you to Juliet, Shirley and Elisabeth who have had to deal with so much change and disruption in the last 12 months and to Philip for his role in choosing the music for our Sunday gatherings.

For many of us the differences in our church services will have been the main point of difference as far as St.Peter's goes when it comes to Coronavirus. Between March 2020 and March 2021 the building was closed for regular physical services for 7 months. When we were open the physical services have been missing many parts that people loved – the singing, the taking of communion in both kinds, the after church coffee. We have also missed our get togethers for quizzes, fairs and a myriad of other times we came together as church family. We have also had to pause a lot of what we did as groups – which will be evident in other reports. Our Church Hall, which has so often been a hub of church and community activity, has also been too often quiet these last twelve months. These have not only had a spiritual and relational impact but also a financial one on the life of St. Peter's but we have been, as always, astounded by the generosity of the church family in your continued giving to all that we do as a church.

Although much has been paused this past year there are many things that have continued in different ways and a few which have begun – a lot of which you will read in the following pages.

As for our regular services we have needed to embrace worshipping online using zoom as a way to keep people connected. Although this hasn't always gone smoothly (!) and there will always be things we lament about not meeting together it has allowed most of us to worship together as a community. This has allowed people who have not been able to get to church in a long while being able to join us. I imagine that we will be running hybrid services – both in person and online for the foreseeable future.

Other things have been done digitally which I never thought would be the case. We held a prayer course, started a Bible study that managed to get through the Gospel of Mark bit by bit, week by week. St.Peter's has found space in the digital world with a YouTube Channel, a twitter account and a FaceBook page. Tim and I have continued our connection with the school with a programme of online assemblies meaning that for a lot of the year – whether the children have been in school or not we have been able to connect with them. Although physically meeting has been impossible for many of our groups I am aware that they have continued to serve their members with love and dedication by delivering signs of hope at different times of year like with the Lunch Club and Memory Café. The magazine has continued to be produced when our printers have been running, the churchyard and the hall garden have been tended to provide rest, peace and beauty in a challenging world.

One of the great things has been that despite the restrictions we managed to have some different types of Christmas celebration – including a zoom nativity! I think Christmas really highlighted for me what might be kept over these coming years. We managed to have a traditional (if different!) midnight communion and a mainly digital Christmas morning service – but we also had to think differently about our engagement with the wider community. This led to outdoor Christmas Eve Carols with around 100 people attending in a socially distanced way. Despite the snowstorm (!) it seemed to be well received and paid testament to the continued place the church has in the

community. A thank you here to Tim for all the myriad ways he has kept building and nurturing community in a time when community has seemed so at risk

This leads us to what we do going forwards. Many activities have been paused but the world has gone on. It only takes a short walk or drive to see that the community that we have the privilege to serve has expanded in the last 12 months...and will continue in the next 12. Although there is a lot of talk of building back better we need to work out at St.Peter's how we are going to move forward – of all the uncertainties of life it is certain that the place we are post-pandemic will not be the same place that it was in those distant days of early 2020. Our challenge under God is how we are willing to change and adapt to continue to share the love of Jesus with our community.

God is our refuge and strength,
an ever-present help in trouble.

Psalm 46:1

CHURCHWARDENS REPORT FOR 2020

We are required to report on the fabric, goods and ornaments of the church. We can confirm that the Terrier (inventory) is current and up to date. It is available for inspection upon request. The old record books recording baptisms, marriages, service records etc have been indexed and deposited with the Norfolk Records Office in accordance with Diocesan policy.

2020 was the year of the Covid 19 pandemic and this affected church life from March until December. The operation of the church building and the church hall as well as all church activities were governed by national government guidelines as interpreted by the Church of England. These guidelines and regulations can all be found on the appropriate web sites.

The Church

As was stated in the last Quinquennial Report dated 7th November 2018 the fabric of the church is generally in good condition with the exception of the roof. We have a new church architect, Ruth Brennan, appointed to replace David Bonner. In the Autumn of 2020, some tiles were displaced from the roof and remedial work was carried out. Further investigation will be carried out in 2021 when the weather improves, and particular issues raised in the last Quinquennial Report will be addressed.

The church was closed for public worship during the first national lock down and when allowed to open, it needed to be made Covid – secure in accordance with the published regulations and guidelines. Services were held at 10am on a Sunday morning and the church was open on a Wednesday afternoon for private prayer whenever the regulations permitted. During the lock down and continuing until December, the 10am service was broadcast on zoom to members of the congregation so that it was possible either to attend the service in person or watch and listen at home via zoom.

The church continues to be looked after by a conscientious and effective PCC.

The Churchyard

Gravestone safety check: Regular checks of the gravestones continue to be undertaken biannually by Graham Webster to ensure their stability. No problems have been identified. Previously the PCC had adopted a 'no further reservation' policy as there are very few single plots for burial remaining. However, and whilst not limitless, the number of plots for interment of ashes do not give any rise for concern. In March, the PCC passed a motion to allow faculties to be applied for to reserve ashes plots.

Particular thanks must go to the churchyard working party for their hard work and expertise in keeping this area tidy and accessible.

The Church Hall Centre

With grateful thanks to David Shein and John Canham for their considerable time and hard work in maintaining the Church Hall. We are also grateful to the working party who helped to keep the hedges and curtilage tidy and to the “gardeners” for keeping the flower border colourful and welcoming. The Church Hall Centre is an important part of our outreach and continues to be regularly used by groups, organisations and individuals from within the local community and beyond although this was severely restricted in 2020.

Insurance

The Church’s Insurance Policy covers both our buildings and the liability of the church to third parties as well as an engineering policy which covers inspection and examination of the boilers in the church and church hall and the organ blower. As a PCC we are guided by the Insurers as to the sums to be insured and we have always adopted a policy of carrying full insurance. We wish to thank Philip Talbot for handling the last renewal on behalf of the PCC.

Charity Commission

The Church is a registered charity (1130484) under the control of the Charity Commission and as such members of the PCC are ‘de facto’ trustees of the charity. If you have any questions about this please visit the Charity Commissioners website www.charitycommission.gov.uk Our Parish Administrator is the correspondent for the Charity Commission and will be filing our Report and Accounts for 2020 and updating the list of trustees after the APCM on behalf of the PCC.

And Finally

We are blessed to have Revd Graham as our Rector and thank him for his spiritual leadership. Particularly in this year he has had to adapt to the pandemic restraints on his normal working practice and his technical ability has been a blessing to us all. The Wardens are also very mindful of the huge amount of work which goes on behind the scenes week by week. So much is done by church members in order to carry forward the different aspects of the life of St Peter’s and its involvement with the wider community. For this we are extremely grateful. In whichever way you contribute, thank you all so much for your invaluable support.

Elisabeth F. Talbot and Shirley J. Wood – Churchwardens

Safeguarding Report

It is good practice to have Safeguarding as an item on the agenda for every PCC meeting and this is a summary of the topics which were covered.

In April 2020, Norwich Diocese published a guide ‘Think Safeguarding’ on the webpage. ‘Each of us can also take action to become more vigilant and aware of safeguarding issues that impact on people who feel especially lonely or isolated during lockdown.’ ‘Go to ‘Think Safeguarding’ on our webpage, for signposting to useful resources and information from partner organisations that will allow you to develop your safeguarding knowledge in relation to Domestic Abuse , Scams and Modern Slavery.’ In June 2020 we were alerted to a scam involving payment for Covid test kits (which are free of charge).

In July 2020, Norwich Diocese encouraged all benefices to start to use software called ‘Parish Dashboards’ to record and monitor Safeguarding policies and records of information to show compliance. This led to the ‘Parish Dashboards Safeguarding Action Plan for Cringleford’ which is in the early stages of development and cannot develop further until more training courses are available, hopefully in 2021.

The Independent Inquiry into Child Sexual Abuse (IICSA) is a statutory inquiry set up because of serious concerns that some organisations had failed and were continuing to fail to protect children from sexual abuse.

The Anglican Church in England and Wales is one of 15 investigations being looked at by the Inquiry chaired by Professor Jay. The overarching report from this investigation was published on 6 October 2020. This led to a major reorganisation and review of Safeguarding procedures in the Church of England nationally and in Norwich Diocese locally.

In November 2020, a new revised Confidential Declaration Form was issued for use when recruiting volunteers or employees in any capacity.

The Safeguarding Training modules are all being revised and up - dated and these will possibly be available in 2021.

In its investigation report (*Anglican Church Case Studies: Chichester/Peter Ball (May 2019)*), the Independent Inquiry into Child Sexual Abuse considered that the requirement to “have due regard”, while acceptable as a legal term, was misunderstood by many.

The Inquiry recommended that this phrase be amended, and work is being carried out to do that. In the meantime, the Legal Office of the National Church Institutions, in consultation with the National Safeguarding Team, has prepared **an explanatory note which is available to download here:**

www.DofN.org/have-due-regard

This is a brief extract:

‘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’.

Shirley Wood, Parish Safeguarding Officer

AN OVERVIEW OF CHURCH LIFE IN 2020

Church life during 2020 was very different due to the Covid 19 pandemic so our usual reports will be much shorter than normal but no less important. Not all of our usual groups will have written a report for 2020 as they may not have been able to meet or carry out their usual activities. Don’t worry if your group or activity isn’t featured in this report we are sure they will be back at some point during 2021.

SUNDAY CLUB

In many ways Sunday Club hardly got started post-Christmas before Covid led to the cancellation of all physical services and the groups that surrounded them. We aim to get them back up and underway in 2021. A special mention of thanks to Carole and Mike Blackwell for doing such a splendid job writing and producing our Zoom Nativity which was a great success at Christmas.

CHURCH MUSIC

I'm sure I speak for us all, whether directly involved with delivering the music or from the wider church family, in saying we were all deeply saddened and shocked by the loss of William Brewin. It was a privilege for us to share with William his enthusiasm and love of music and the magnificent sound of his favourite hymns being sung at the thanksgiving service will echo long in our hearts. His fortitude and determination in leading a life in the face of adversity brought about through bearing a life-long condition has been an example to us all and he will be hugely missed. With church services suspended in March, choir and music group vocal chords have been "mothballed" for the time being. I can report that in addition to the annual tuning visit some necessary maintenance work was carried out on the organ by Messrs Boggis & Co partly funded by some legacy money.

CHURCHYARD WORKING PARTY

The Churchyard Working Party managed to meet monthly when allowed during 2020 (March to end November) and kept the churchyard in a presentable and acceptable order.

Graham Reeder regularly cut the grass and has done so for over 20 years. Strimming around the grave stones and sweeping all the paths was carried out monthly.

The front hedge was tidied up and low-lying tree branches were removed as necessary. The shrubbery around the pathway from the Church entrance to the Vestry was cut back twice. The Rose Garden necessitated more frequent attention to keep it pristine and greenfly free.

We hope to return to some normality as a group at sometime in the future and enjoy not only the fellowship but a cup of tea/coffee after the labours of the day."

MEN'S BREAKFAST

We were only able to meet on a couple of occasions before the lock down curtailed our activity in March. At the last meeting in February we were given an informative presentation by Callum Harding, a personal fitness trainer. Such was the interest that Callum followed up by offering fitness sessions at the Willow Centre concentrating on falls prevention and balance which several members took advantage of. Since then it has only been possible to meet on Zoom. Nevertheless we were still able to hold our annual Open Meeting when we were delighted to welcome (on Zoom of course) Lottie Gibson who gave us an impassioned account of her work with the humanitarian aid charity Care4Calais. In normal circumstances our meetings take place on the third Saturday of each month commencing 8.00am.

Philip Talbot

SOCIAL AND FUNDRAISING COMMITTEE REPORT

Sadly and because of Covid we were only able to hold one social event. This took place on Sunday 15th March when we were delighted to welcome to St. Peter's the girl choristers, lay clerks and choral scholars from Norwich Cathedral for a concert comprising a wide range of choral works. The committee organised refreshments which were enjoyed in the church hall afterwards and were very grateful to all those who had baked delicious cakes. Grateful thanks must also go to Juliet and Nigel who made sandwiches and organised tea for all of the choristers- more than 30 of them! Little did we know that we were about to go into lockdown and that this would be the last fundraising event that we would hold in 2020.

CHURCH HALL ENTERPRISE CLUB

This was set up in 2014, specifically to provide a fund for the maintenance and improvement of the church hall. We have a prize draw each month, in addition we have two “star prizes”, one at Christmas and a second in the spring. Our prize fund is between 40% and 50% of the total fund.

We have a long “wish list”, which includes improving the car park, updating the toilets, replacing the roof lights in the kitchen, improving the heating, replacing the carpet tiles in the hallway and committee room, redecorating throughout. We do need your support to keep the Church Hall up to date, it’s a valuable community asset. We are always looking for new members to join us, if you’d like to find out more please pick up an application form from Juliet Godier in the office or contact David Shein, for just £1 a week, you would be helping us keep the Church Hall alive, remember all our funds are restricted to use within the Church Hall. We look forward to hearing from you.

CHURCH HALL

At the beginning of the year, most of our group lettings were cancelled, due to social distancing being brought in. We were able to get one or two maintenance issues sorted out while the Hall wasn’t being used. All the fire exit lights have been updated, and we have outside lights covering the path from the fire exit at the side of the hall, to the car park.

We would like to thank the working party, led by Chris Eke, who trimmed the hedge around the hall car park, and the gardening ladies, who keep the flower beds at the front of the Hall looking so colourful and welcoming. Even though we have been in lockdown, and the Hall hasn’t been open these things still have to be done.

David Shein

ST PETERS COMMUNITY ACTIVITIES

Despite the limitations imposed by the Covid-19 pandemic, St Peters has been able to continue with its outreach to groups in need—both overseas and at home.

The Vidiyal Trust

Overseas our main focus has been assisting the Vidiyal Trust in its work with indigent slum dwellers in the city of Madurai in Southern India. St Peters has for several years provided help to elderly woman without resources, to children with cancer and to families living in the leper colony on the outskirts of Madurai. In previous years, we raised all the money we needed at a fund-raising lunch, but this wasn’t possible in 2020. There was no lunch but donations were made nonetheless. In fact, our congregation’s commitment to this project is so deep that, when we counted up the money, we had raised a fantastic £4, 197.

In a report on how our money was being used during the pandemic, the Trust told us that the Vidiyal staff and volunteers had been given permission by the local authorities and police to organise a daily feeding programme in the slum. Initially, this was just for the elders but as the lockdown continued it was extended to the children. In addition, the Trust provided medication where needed and continued to provide extra tuition for the slum children. The regular help for children with cancer was supplemented by the delivery of a daily food parcel to their families. Since, the family members were not able to get out to buy food during the lockdown, these parcels were a real lifeline.

The Sunday Club Tanzania Project

Our overseas outreach project in Tanzania has always been organised and promoted by the children of Sunday Club in cooperation with The Norwich Tanzania Association (NTA). On Sunday 8th March 2020, just days before the lockdown, the children and parents of Sunday Club organised another fund-raising brunch in the church hall. An amazing £1,300 was raised. Catherine Gibson of the NTA sent thanks to everyone involved for their support and reported that this money had been used to complete two classrooms at Two Wings Primary Schools near Iringa, as well as to carry out repairs on existing classrooms. This completed the classroom building project at the school. Previously, children had to attend school in rotation due to lack of classroom space; now all classes have a classroom for their lessons, which is transformational for the school.

Our Local Outreach adapted to the Lockdown

Our normal campaign of buying Christmas gifts for local disadvantaged children and homeless adults had to be put on hold in 2020. We contacted our two outreach partners, the Salvation Army and St Martin's Trust, who told us that the need for gifts this Christmas was greater than ever. We told them that we had collected in some gifts but we felt that it was just too risky to ask people to go out and shop for more. Both organisations said that they understood our dilemma and suggested that if our community could make gifts of money to them this year, they would use it to buy the gifts themselves. And so, that's what we did. We dropped off the gifts we had collected in mid-December along with the cheques people had left in the Church Office. We explained that, in addition, many of our usual contributors had made their donations directly online through bank transfers. (For this reason, we cannot give an exact tally for the amount of money raised this year—only that it was several hundred pounds.)

We have had letters from both the Salvation Army and St Martin's Trust asking for us to warmly thank all who contributed. They wrote that the experiment had been successful and that our gifts had brought the light of Christmas into the lives of some of Norwich's most disadvantaged people.

From March 2020 onwards, because of coronavirus restrictions, we had to discontinue our monthly practice of providing helpers for the Salvation Army 'soup run'.

Similarly, we had to postpone the collection of physical food items for distribution to those in need through the local **Food Bank**. Congregation members were encouraged to make cash donations instead and many did so.

MEMORY LANE CAFÉ

Our last Memory Lane Café was held in February 2020 and like so many clubs and societies we have been unable to meet since. Lockdown 1 commenced, during which we received a number of reports of how our members were doing and how they missed the café.

As events evolved over the year and whilst some freedoms were permitted, we reluctantly made the decision that we wouldn't open despite the possibilities of being able to do so under very strict conditions. As cases of the virus increased again, another lockdown took place in November. Christmas was not far away.

Rather than risk meeting up I asked the committee if they would support me in pulling together a small pack including a quiz and a few puzzles which we could send out to all our members at Christmas. This idea morphed somewhat and we ended up with a wonderful goodie bag; a green, velvet bag containing a Christmas card, a couple of quizzes, memory joggers, a Christingle craft activity, some colouring sheets and pencils, some Christmas chocolates, a book of childhood memories from the Second

World War which had been written by three of our members, a CD of Christmas carols with words for a singalong and poems, to name but a few things!

We delivered 20 goodie bags on Tuesday before Christmas and the response from our members has been fantastic. They were gratefully received by many, a joy and distraction during a very tough time, and a feeling they hadn't been forgotten. My grateful thanks to the committee for their help in pulling this together.

Looking forward to better times, with the number of infections reducing significantly and the number of people vaccinated increasing substantially, I hope we can start the café once again. My concern is whether we have enough volunteers who are willing and able to help. We require approximately 8-10 volunteers each month to be able to run the café safely and that doesn't take in to account the people who organise it and do the necessary administration to enable it to run. The risk assessment and procedures for running the café once again will need to be revisited.

As Memory Lane Café is so vital to a lot of our members and provides friendship and joy to so many each month, I hope my concerns are unfounded.

Anita Wood

CRINGLEFORD LUNCH CLUB

This past year has been a trying year for everyone. Quite a few of our members live alone without family close by and so have found the lockdown imposed on us all difficult to manage. With this in mind, we realised it was important to keep in contact with our members. Our first step was to appeal to our helpers for folk willing to make a regular 'check-in' phone call to a member. Within a couple of days, we were able to allocate enough folk to ensure that every elderly member had at least two people regularly calling or emailing them.

We then decided to run a soup and pudding drop to the members every Tuesday. These drops were warmly received but when the virus spike looked to be peaking, we informed the members we would need to take a short break until we were on the downward slope. We still thought it important to keep all of us in touch - lunch club is much more than just food, it is also a chance to socialize. With this in mind, we came up with a way of helping all to get to know each other even better during the lockdown. We asked the members if they would like to share their life stories with each other, with the result that we have now circulated all the life stories of those members happy to share their memories. Some have also been keen to share their war time memories. In addition, we created a CD of favourite songs collected from each of our members as well as one of favourite Christmas carols. This has proved to be immensely popular, with some confessing that they love being able to sing along out aloud in the privacy of their homes.

After lockdown eased in May, Luncheon Club resumed providing light meals on a fortnightly basis, alternating the meal with the life story drop. In addition, Luncheon Club has managed to celebrate special days such as VE Day when we prepared a wonderful tea, Wimbledon with strawberries and a quiz and of course Christmas with all the trimmings.

We decided that it was not possible for Lunch Club to operate under the restricted conditions deemed necessary to maintain health and safe working conditions in the Church Hall during the Summer. In addition, at that time our volunteers were reluctant to commit themselves to provide such a service as were the members reluctant to attend. So, we have continued to provide a fortnightly delivery of a meal alternating with a social interest drop throughout these difficult months. Once the conditions are suitable for a resumption of our normal weekly lunches, we hope to restart this provision.

Isobel Brewin

CRINGLETOTS

As for many of the activities of St.Peter's over 2020 Cringletots has been badly hit by the Pandemic. In the first few months it continued to be a place of meeting and joy for those who came week by week. However as March rolled on the introduction of the First National Lockdown meant that Cringletots had to stop. Although the country has seen different levels of lockdown since it has not yet come to a point where it was practicable to restart it due to the ongoing restrictions. We are very much hoping that in 2021 there will come a time when we can begin meeting together again. A huge thank you to those who serve so ably with Cringletots and did get 10 weeks of good sessions at the beginning of 2020. We have attempted to keep some connection with those who come and to support those with children in Cringleford particularly through supplying Craft materials, playdough and at one point a book library (!) as a way of giving families something fresh to do as the world closed down around them.

Cringleford Hub Report - 1st April 2020 to 31st March 2021

Obviously, the Hub has not been immune to the effects of the pandemic lockdown in 2020-21. We have increased and maintained an online presence, as well as trying to initiate outdoor activities that were appropriate for Covid-19 restrictions. However, there is no escaping the fact that all our face-to-face activities have paused and it feels like we've lost momentum on some of the key areas we'd previously launched.

The Hub activities are mapped on the four-fold stage approach to creating community relationships, promoting living well and loving service.

Stage One: getting to know faces in the community

One-off events and activities to enable people to mix and engage in reflection:

Event	Objective	Activities	Partnerships/ Notes	#
Ribbons of Hope	Supporting key-workers	Tying ribbons around the trees on the tump		?
Rainbow Trail	An outside activity for families whilst out walking	Look for rainbows outside	Cringleford Facebook community	21 members
Cringleford Easter In-interpretations	Exploring the story of Easter through images with reflections on Covid-19 and the pandemic.	Reflection and prayer outside and online. Set up in Round House Park and by the village sign.		?
Cringleford Cross	Creating an Easter focal point in the community	A cross erected on Good Friday and covered in ribbons on Easter Sunday		?
Star Wars Competition Online	Get participants to celebrate World Star Wars day for fun, to promote creativity and family engagement.	Create Star Wars themed art/videos	School	17
Chalk the Walk	Show some love in our community by sharing messages and prayers of hope and positivity	Chalking on the path opposite the school and by St. Peter's Church.	St. Peter's Church	?
Pumpkin Trail and Halloween competition Online	To go pumpkin spotting. When the kids found a pumpkin then their grown-ups would then give them a treat.	Creatively decorate your house and put a pumpkin picture in your window. Carve a pumpkin and take pics of costumes and post them online.	Tesco	128 members

Event	Objective	Activities	Partnerships/ Notes	#
Christmas Elfie Selfies Online	Promote creativity and family engagement.	Draw pictures of elves and put them in your window and post them online.	Tesco	115 members
Cringleford Christmas Trees	Encouraging people to write messages to the community	Decorate a bauble and hang it on the fir trees.	School	200 baubles
In Search of Christmas	Exploring the story of the first Christmas through films.	Poster with QR codes and clues to find.	St. Peter's Church	?
Tesco Carols	Share some Christmas joy	Singing	Tesco	?
Outdoor Crib & Carols	Get to know people and share the Christmas message	Singing & storytelling	St. Peter's Church	50+
Hope Magazines	Share good news at Christmas	Hope Magazine distributed	School & St. Peter's Church	450
Pancake Faces Online	Have some fun on pancake day. Promote creativity and family engagement.	Create pancake faces with food.	Tesco	20 members
Food Bank Friday	Supporting our local Food Bank during term-time in Lent	Collection box for food stuffs outside school every Friday	School	?
Cringleford School Assemblies Online	Supporting our local school with Christian input	Weekly assemblies shared with families of school children	School & St. Peter's Church	?

Stage Two: developing community connections, repeat events

Event	Objective	Activities	#
Kindness Kafé Online (monthly)	An all age community café, enabling people to spread kindness, bringing people together, breaking down barriers, combatting isolation and welcoming new neighbours.	Fun, games, mind challenges, and conversation Ran monthly on Zoom but was cancelled due to lack of interest.	?
Bounce & Rhyme Online (weekly)	Toddlers and Carers' group. Support parents at home in the lockdown	Crafts, bible stories and songs	Average views per session: 59 Most views: 99
Six-Weeks of Celebration (weekly)	To encourage the community to share knowledge and skills for summer inspiration.	Over the school Summer break every Monday morning the Hub posted challenges	?

Stage Three: meaningful relationship development, sharing initial steps of faith

Event	Objective	Activities
Cringleford Assembly Online	<ul style="list-style-type: none"> • Gather as a community to form deeper relationships; • Explore the big questions in life and what it means to 'live well', what is meaning and purpose; • Celebrate being pro-active neighbours. 	Ran monthly on Zoom. Moved to weekly from September as a thought for the week on Youtube.
Cavel Court Church Service Online	Spiritual care of Christian residents at Cavell Court	Monthly service of the word with hymns
Pastoral Support	Support those encountered in Hub events with emotional and spiritual needs	Tim Yau's ministry

Stage Four: Discipleship

Event	Objective	Activities
Hub Church Online (Weekly)	A community of people seeking to live well together, becoming disciples of Christ and going deeper in life, resourced by faith and sharing the love of God with those around us.	Discipleship exploration. A number of courses have been engaged with, 6 regulars.

Sadly, this year the Hub had to cancel the following activities and events:

- Easter Egg Hunt
- Annual Summer Great Get Together Picnic
- Halloween: Light on a Dark Night
- Stalls at the School Fairs
- Pancake Races
- Bounce & Rhyme at the Willow Centre
- Cringlekidz Film Club and Easter/Christmas crafts
- Kindness Club at Cringleford School
- Cringleford Assembly monthly gathering
- Monthly Community Meal
- Monthly Cavel Court Church Service in person
- Kindness Kafé, monthly community café.

Rev. Tim Yau – Community Pioneer

Below is a list of contact names and numbers of all our church groups. If you would like any further information please contact the person listed.

CHURCH GROUPS

Music including the choir and music group - Philip Talbot Organist (507378)

Flowers - Liz Shein (506708)

Deanery Synod - Dr Roger Wood 506539)

Ecumenical Links St Peter's continues to provide hospitality to the German Lutheran Church who meet in the Church each month – Parish Office (259138)

Youth and Children (including seasonal workshops and holiday club), First Sunday, “Sunday Club” (2nd & 4th Sunday of each month) – Sunday Club team led by Anna and Rev Graham Wilkins (458467)

Men’s Breakfast – Philip Talbot (507378)

Church Library – Mary Edwards (455302)

Cringleford Mothers' Union – Parish Office (259138)

Cringleford Voluntary Aided Church of England Primary School

Neil Henery - Head Teacher

Church Cleaning – Contact Parish Office (259138)

Church Hall Centre Maintenance Group – John Canham (505357) & David Shein (506708)

Churchyard Working Party—Carolyn & Richard Ball (455664)

MISSION & OUTREACH

Parish Magazine and Publicity – Contact Parish Office (259138)

Advertising & Co-ordination of Distribution—Parish Office (259138)

Any enquiries regarding the Parish Magazine or distribution should be directed to the Parish Office.

Memory Café—Committee appointed. Point of contact Anita Wood (01603 503573)

Cringletons (Mother & toddler group) Rev Graham Wilkins (01603 458467)

HUB Church/Thirdspace Rev Tim Yau (07964 078330)

Faith in Action – Michael Blackwell (504248)

The Children’s Society – Neville Stanley (501236)

Christian Aid – Elizabeth Armstrong (454608)

Cringleford Lunch Club – Isobel Brewin (503770)

Soup Run-Parish Office (259138)

Food Bank—Parish Office (259138)

SUPPORTING THE WORK AND MINISTRY OF THE CHURCH

The Parish Office and Resource Centre is a first point of contact for all sorts of enquiries from members of the church and local people. – Juliet Godier, Manager (01603 – 259138)

Gift Aid – Kai Davey (01603 – 452114)

CRINGLEFORD CE VA PRIMARY SCHOOL

This has been an extraordinary year for everyone and I could not have imagined the changes we have had to adapt to at school over the last 12 months as a result of the Coronavirus pandemic and resulting lockdowns. I look back with pride at the way that the whole staff team adapted to the challenge of having to provide remote learning for the vast majority of pupils from Easter to July 2020. During that time, the only children allowed in school were those of Critical Workers or those deemed 'vulnerable', for example those with Special Educational Needs. The context of the school is that we are situated very close to the hospital so we have a number of parents who are Critical Workers so the percentage of pupils in school was much higher than for many other schools. For this reason, when Reception and Year 1 pupils were allowed to return to school during the summer term, we were not able to do this as all our staff had to cover 'bubbles' of Critical Worker children and the only year group back allowed back in full was Year 6. To make the school as safe an environment as possible, some measures have become commonplace: regular sanitising and hand washing, more time spent outside, well ventilated classrooms, social distancing and staff wearing face coverings as well as lots and lots of cleaning!

All pupils were able to return in September 2020 and, fortunately, only a few children had to self-isolate for a limited period due to a positive case in the school community. We were all grateful that the children had the whole of the autumn term to get back into school routines, meet friends and catch up on lost learning. Since Christmas, we have, once again, faced another lockdown and two thirds of pupils are having to learn from home. Remote teaching has had to adapt and develop and live and recorded lessons are now a staple of what we offer daily. Many school development priorities have had to be put 'on hold' this year as we all focus on keeping everyone safe and provide the highest quality remote learning that we can. Government initiatives, such as the distribution of laptops to disadvantaged pupils, have helped to support certain families, although the challenge for parents and carers to oversee remote learning at the same time as working from home has been considerable.

The school is looking to spend Catch Up funding on some tutoring for targeted pupils and we have already bought learning packs for pupils to complement the home learning we are providing.

The pandemic has brought the whole school community closer in many ways, with teachers and parents working together to support pupils. Tim Yau and Reverend Graham have continued to be very supportive, providing weekly recorded assemblies and offering encouragement to the staff who have worked incredibly hard all year.

Having turned 60, and having led the school for nearly 10 years, I took the decision before Christmas to inform governors that I would be leaving the school in July. The governors have worked hard to advertise and recruit the next headteacher who will take over in September. The whole recruitment process had to be carried out remotely, but the result of two days of interviewing is that Mrs Julia Humphrey has been appointed. Julia is currently headteacher of Garboldisham Church Primary School. She has many years of headship experience and I am sure she will work very effectively with the staff and governors to move the school forward over the next few years.

I would personally like to thank everyone at St Peter's for the consistent support I have received as headteacher since I started. I hope it will not be long before we can all have assemblies together in the school hall and Open the Book volunteers are welcomed back.

The impact of the pandemic will likely continue for a long time. The school has served the community

during a very difficult time and will continue to do so, even if we all have to adapt to new ways of doing things. I have been so grateful to all the members of staff who have truly worked as a team throughout all the changes and will continue to put the interests of the children at the heart of everything they do.

Please continue to pray for the school during these challenging times.

Neil Henery - headteacher

DEANERY SYNOD REPORT FOR 2020

There were no physical or virtual Deanery Synod meetings held in 2020. This was principally due to the difficulties resulting from the COVID-19 pandemic. Other deaneries in the Diocese suffered likewise. In addition, there were some “local difficulties” within the Deanery which did not help the situation.

But on the positive side, most Deanery Lay Chairs within the Diocese were able to report on an enhanced caring approach prevailing throughout the individual parishes during the pandemic.

It is anticipated that Deanery Synod meetings will get back to normal in 2021 and that the Synod will be used more effectively within the formal CofE structure.

There was no appointed Deanery Secretary throughout all of 2020.

Our thanks must go to Colin Reed, who retired as the Humbleyard Rural Dean in December 2020, for all the work that he has carried out during his term of office. He is succeeded by Graham Wilkins as from January 2021.

2020 Accounts

St Peter's Church Cringleford - Charity 1130484
Receipts & Payments for the Year Ending 31st December 2020

Year 2019	Receipts		Unrestricted Dec-20 £	Designated Dec-20 £	Restricted Dec-20 £	Total Dec-20 £
£			£	£	£	£
4000	Voluntary Income	Plate Collections	1,344.34			1,344.34
5644		Envelopes	393.30			393.30
27481		Standing/Order	29,715.32			29,715.32
6041		Donations	8,461.61			8,461.61
0		CAF Vouchers	6,890.00			6,890.00
8803	Inland Revenue	Tax Reclaimed	6,006.46			6,006.46
2000	Legacies & Bequests		3,000.00			3,000.00
4088	Fund Raising		1,315.75			1,315.75
3266	Magazine	Sales	2,039.00			2,039.00
4391		Advertising	2,586.50			2,586.50
1738	Cringletons		437.36			437.36
12507	Hall Hire etc		4,282.60	1,070.65		5,353.25
170	Hall Donations			-		-
6862	Fees		2,910.00			2,910.00
0	Appeal Fund		-			-
6727	Hall Enterprise Fund		-		5,551.00	5,551.00
598	Hub Church		-	340.00		340.00
0	Bank Interest		521.86			521.86
139	Churchyard				134.00	134.00
0	Parish Day		-			-
452	Donations for other charities				85.00	85.00
751	JRS Grants		4,387.59			4,387.59
500	Guide Hut		500.00			500.00
556	Other Receipts		33.00			33.00
96714	Total Receipts		74,824.69	1,410.65	5,770.00	82,005.34
						TOTAL net of Diocese 79,763.34 share of Fees

Year 2019	Payments		Unrestricted Dec-20 £	Designated Dec-20 £	Restricted Dec-20 £	Total Dec-20 £
1461	Church	Cleaning & Maintenance	2,077.60			2,077.60
1172		Heat/Light/Water	1,262.77			1,262.77
510		Organ	253.00	1,272.00		1,525.00
1070		Insurance	1,155.89			1,155.89
5174		Major Repairs	-			-
845	Churchyard		-		290.00	290.00
694	Clergy Expenses inc Telephone		642.84			642.84
3269	Fees paid to Diocese		2,242.00			2,242.00
2358	Choir/Organist/Verger		2,025.00			2,025.00
1633	Pastoral & Misc Church Expenses		587.65			587.65
9924	Office	Salaries/Staff Costs	10,244.22			10,244.22
1129		Printing & Stationery	449.35			449.35
279		Telephone	359.45			359.45
127		Postage	33.80			33.80
50		Website	107.07			107.07
54000	Parish Share		43,000.00			43,000.00
6125	Magazine Expenses		3,333.80			3,333.80
861	Hall	Maintenance	1,528.31			1,528.31
1692		Heat/Light/Water	1,547.07			1,547.07
1798		Cleaning	354.00			354.00
0		Performance Licence	56.00			56.00
1070		Insurance	1,155.89			1,155.89
0		Major Repairs	-	-	-	-
529	Cringletons		108.58			108.58
0	Parish Day		-			-
365	Hub Church		-	365.53		365.53
573	Collections/Donations for other Charities		-		332.69	332.69
2640	Hall Enterprise Fund	Prize Fund	-		1,280.00	1,280.00
0	Guide Hut		-			-
1758	Other Sundry Expenses		395.41			395.41
375	Fund-raising expenses		-			-
101481	Total Payments		72,919.69	1,637.53	1,902.69	76,459.91
						TOTAL net of Diocese share of Fees
						74,217.91
Movement in Funds for the Year						
-4767	Excess of Income over Payments		1,905.00	(226.88)	3,867.31	5,545.43
3064	Debtors		(980.00)		-	(980.00)
-3121	Creditors		-		-	-
583	Prepayments					
-6533	Movement in Funds for the Year		925.00	(226.88)	3,867.31	4,565.43

St Peter's Church Cringleford - Charity 1130484
Statement of Balances and Reconciliation of Accounts for 2020


	01/01/2020	Movement in year	Balance at 31/12/20
	£	£	£
Barclays No1 Acct	14,424.08	(2,695.44)	11,728.64
TSB/Barclays No2 Acct	12,460.76	3,946.67	16,407.43
Hall Enterprise	10,224.63	4,271.00	14,495.63
Coffee Money	178.78	37.35	216.13
Petty Cash	23.29	(14.15)	9.14
Debtors	500.00	(980.00)	(480.00)
Creditors	(480.00)	-	(480.00)
Total Balance of Funds	37,331.54	4,565.43	41,896.97

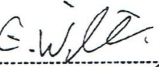
Allocation of Funds
01/01/2020

		Unrestricted	Designated	Restricted	31/12/2020 Total
		£	£	£	£
10361.71	General	(1,715.01)			(1,715.01)
14305.00	Legacies	18,577.18	1,272		17,305.18
4773.48	Buildings Repair Fund		10,231.72		10,231.72
11656.63	Hall Enterprise			12,495.63	12,495.63
2000.00	Hall Enterprise			2,000.00	2,000.00
0.00	Churchyard Fund			2,174.00	2,174.00
390.98	Breakfast Church		365.45		365.45
3064.00	Debtors	(480.00)		-	(480.00)
-3121.00	Creditors	(480.00)		-	(480.00)
43430.80	Total Balance of Funds	15,902.17	9,325.17	16,669.63	41,896.97

Approval

We confirm our approval of the annexed accounts


Date: 5/4/21
Mrs Abigail Mayhew (Treasurer)
5 Rose Drive
Cringleford
Norwich
NR4 7SZ


Date: 29/03/21
Rvd Graham Wilkins (Rector)
The Vicarage
Newmarket Road
Cringleford
Norwich
NR4 6UE

Independent Examiners Certificate

Report to the trustees/ members of:

CRINGEFORD ST PETER'S

On accounts for the year ended:

31 DECEMBER 2020

Charity no (if any):

1130484

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 [N/A]]. *Delete [] if not applicable.*

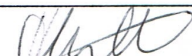
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- 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:

6.3.21

Name:

HANNAH RUTH LAMBERT

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

INSTITUTE OF CHARTERED ACCOUNTANTS
OF ENGLAND & WALES

Address:

8. BEATRICE ROAD
NORWICH, NORFOLK
NR1 4BB

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

Full Year 2020 Treasurer's Annual Report

Income

Income in 2020 totalled £82,005 (2019 £97,928) and represents a fall of 17%. This is directly due to the impact of COVID-19 resulting in reductions of hall hire income of £7,788, fund raising income of £5,766 and wedding and funeral fees of £4,828. For the most part of the year the church building was closed for services, income from stewardships was maintained though thanks in part to an appeal. Under the Coronavirus Job Retention Scheme we were able to claim grants totalling £4388 covering the time Juliet Godier, our administrator, was furloughed.

Expenditure

Expenditure in 2020 totalled £76,460 (2019 £105,297). Expenditure includes payment of £43,000 towards parish share against a request for payment of £60,000. It should also be noted that expenditure in 2019 included the cost of the kitchen refurbishment.

Cash in hand

Balance in hand at the end of 2020 was £41,897 of which £16,670 is restricted (primarily relating to the Enterprise Club) and £10,232 designated for repairs. There was an increase in funds in the year of £5,724.

Outlook for 2021

The budget for 2021 is more uncertain than usual due to Covid-19 uncertainties, and the amount of donations which partly mitigated the Covid driven shortfalls in 2020 are unlikely to be repeated in 2021. Full payment of parish share (£57,250) is intended and will be carefully considered by the PCC as the year progresses and dependent upon meeting our reserves policy.

Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2096 and s43 of the Charities Act 2005 on an accruals basis.

Funds

General funds represent the funds of the PCC that are available for application to the general purposes of the PCC. These include funds designated for a specific purpose by the PCC.

Reserves

At the 31st December 2020 the Church's level of free reserves was below the requirement of our formal reserves policy. This was a key reason for not being able to meet our parish share request in full.

Policy Statements-

Parish Safeguarding Handbook
Church of England

Cringleford Safeguarding Policy

The Parish of St Peter's Church, Cringleford SAFEGUARDING POLICY PROMOTING A SAFER CHURCH

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 27/03/19

In accordance with the Church of England Safeguarding Policy our church 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 this policy and the guidelines established by this church.

This church appoints Dr Shirley Wood as the Parish Safeguarding Officer

Incumbent G. Wilkes

Churchwardens AF Taylor Shirley Wood

Date: 27th March 2019
01.08.18 v1

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Peter's Church, Cringleford.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St Peter's, Cringleford is the data controller (contact details below) and the policy extends to its staff, volunteers and anyone else processing data on our behalf from time to time. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Peter's, Cringleford complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To distribute the Parish Magazine, if subscribed to;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Peter's
- To operate the Cringleford & Colney Churches website and deliver the services that individuals have requested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - ◇ the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - ◇ there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link]. Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St Peter’s, Cringleford holds about you;
- The right to request that the PCC of St Peter’s, Cringleford corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Peter’s, Cringleford to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/ exercise of official authority); direct marketing and processing for the purposes of scientific/ historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC

Secretary / Parish Administrator at St Peter's Parish Office, Newmarket Road, Cringleford, Norwich, NR4 6UE.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9

Policy Statement on Health and Safety

The Parochial Church Council's policy is to take all reasonable steps to maintain a safe and healthy environment for the congregation, any volunteer workers, hirers of and visitors to church premises including the church hall centre and comply with all relevant legislation including that relating to electricity and gas. It is the responsibility of the congregation, any volunteer workers, hirers of and visitors to church premises including the church hall centre to exercise due care and attention on their own and others' behalf. Should any hazard or defect be noticed or an accident involving an injury take place, please notify, one of the church wardens, the Rector or Juliet Godier in the Church Office and complete the accident/defects record located on the noticeboard in church hall centre.

The following matters should be noted by all:-

- a) Appropriate fire extinguishers are provided in the church and church hall. In case of a fire the assembly point for both the church and the church hall centre is the vicarage forecourt.
- b) First aid kits are located in the vestry in the church and in the kitchen in the church hall centre.
- c) No portable appliances of any kind whatsoever should be brought on to church property (whether it be the church premises or the church hall premises) unless it has undergone an electrical test by a properly qualified person during the previous year and bears a proper sticker to confirm this.

The Parochial Church Council undertakes to display a copy of this policy statement in the church porch and at the church hall centre. This policy statement was agreed by the parochial church council of St Peter's and will be reviewed annually at the annual general meeting.

Policy Statement on Unsafe Gravestones

Faced with the problems of Health & Safety Issues arising out of gravestones which become a threat to personal safety, the Parochial Church Council ("the PCC") adopted a policy for dealing with gravestones which represent such a safety hazard. This policy, adopted at the PCC meeting held on 20th September 2006, is as follows:

- a) Where the family* of the deceased can be traced and they are prepared to pay for the necessary repairs, these shall be carried out by a contractor approved by the PCC at the expense of the family.
- b) If the family cannot be traced or if the family are not prepared to pay for any necessary repairs, the gravestone concerned shall be laid flat with the ground to eliminate the safety hazard. If subsequently a family member is identified who is prepared to pay for the necessary repairs the gravestone shall be re-erected by a contractor approved by the PCC at the expense of the family.

Families are reminded that gravestones are erected, with the approval of the incumbent, at the expense

of the family concerned and it is the family who have legal responsibility for the care and maintenance of such memorials. With the introduction of more stringent regulations regarding health and safety in churchyards, the PCC have an obligation to take action in respect of gravestones that represent a safety hazard.

Families are advised to check their memorials at least yearly and to ensure that such memorials are completely stable.

*The term family used throughout this statement includes the legal heirs of the deceased with whom the responsibility for maintenance of gravestones lies.

