

ST PETER'S CHURCH, CRINGLEFORD

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

for the year ended 31 December 2023

Rector

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

Bank:

Barclays Bank PLC
Business Centre
Norwich

Independent Examiner:

**Adele Thiel ACA
19 Pollywiggles Close
Norwich
Norfolk
NR5 9PG**

Registered Charity No: 1130484

ST. PETER'S CHURCH, CRINGLEFORD – ANNUAL REPORT FOR 2023

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 | |
| Curate | The Revd. John Wigfield | |
| (Ex-officio) | 8 Brown Close, Cringleford, NR4 7WD | |
| Churchwardens: | | |
| (Ex-officio) | Dr Shirley Wood, 65 Colney Lane, NR4 7RG | 506539 |
| (Ex-officio) | Mrs E F Talbot, 61 Keswick Road, NR4 6UQ | 507378 |
| Licensed Lay Minister | | |
| (Ex-officio) | Dr Shirley Wood, 65 Colney Lane, NR4 7RG. | 506539 |
| | (Safeguarding Officer– stood down November 2023) | |

Deanery Synod

| | | |
|-----------|------------------------------------------------|--------------|
| 2023-2026 | Dr Roger Wood, 65 Colney Lane, NR4 7RG. | 506539 |
| 2023-2026 | Mr Roger Danes, 24 Kingfisher Close, NR4 7LL | 07770 808176 |
| 2023-2026 | Ms Alison Lamont, 24 Kingfisher Close, NR4 7LL | |

During the year 2023/24 the following served on the PCC. You will note that most of the elected PCC members are due to retire or stand for re-election at the 2024 APCM. This is due to the pandemic when we were unable to hold the 2020 APCM and were directed that all PCC members due to retire at the 2020 APCM should have their term of office extended by 1 year. They, along with other PCC members due to retire at the 2021 APCM and who agreed to stand for re-election meant that we have a situation at the 2024 APCM where most of the PCC's terms of office are up for re-election. Mr David Shein, Mrs Elisabeth Shein & Mrs Rachel Dorling all stood down at the 2023 APCM with immediate effect. In addition Mr Roger Danes stood down from the PCC and was elected as a Deanery Synod Rep.

Elected Members (with period of election)

| | | |
|-----------------------|-------------------------------------------------------------------------------------------------|--------------|
| 2021-2024 | Mrs Lois Elizabeth King, 14 Gurney Lane, NR4 7SB | 507235 |
| 2021-2024 | Mrs Jane Webster, Tall Trees, 3 Colney Drive, NR4 7RH (Safeguarding Officer-from November 2023) | 451740 |
| 2021-2024 | Mrs Abigail Mayhew, 5 Rose Drive, NR4 7SZ | - |
| 2021-2024 | Mrs Pam Scutter, 1 Brettingham Avenue, NR4 6XG | 454841 |
| 2021-2024 | Mrs Carolyn Ball, 15 Cringleford Chase, NR4 7RS | 455664 |
| 2021-2024 | Mrs Karen Prior, 21 Tizzick Close, NR5 9HB | 731140 |
| 2021-2024 | Mr Daniel Morritt, 45 Keswick Road, NR4 6UG | 07971 665694 |
| 2021-2024 | Mrs Mary Edwards, 4 Harmer Crescent, NR4 7RX | 455302 |
| 2023-2026 | Mr Philip Talbot, 61, Keswick Road, NR4 6UQ (PCC Lay Vice chair) | 507378 |
| Co-opted 2023-2024 | Mrs Juliet Godier, 47 Gloucester Street, NR2 2DX (PCC Secretary & Electoral Roll Officer) | 07905 531753 |
| Co-opted 2023-2024 | Mr Christopher Doggett (Treasurer) 14 Keswick Road, NR4 6UG | 458564 |

Foundation Governors of Cringleford School

Revd Graham Wilkins
 Angus McCrum
 Helen Morritt
 Dr Madeline Rudwick
 Mrs Catherine Berwick

Church Attendance

In 2023 we saw church life returning to normal and the number of people joining the 9.30am services on zoom dropped from an average of 13 households in 2022 to just one or two during 2023. Average 'in person' attendance during 2023 were:

8am: 11

9.30am:43 (12<16)

For special services, Maundy Thursday, Good Friday, Armistice Day, Remembrance, Christingle, Crib service and Midnight Communion average attendance was 42>16 and 22<16.

Electoral roll

The Church Electoral Roll comprised 103 individuals of whom 22 are not resident in the Parish. [2022; 101 including 19 non-residents]

Baptisms, Weddings & Funerals

During 2023 10 baptisms took place & 1 wedding. Seven funeral services took place in the church & seven funeral services were conducted by a member of our ministry team at a crematorium. In addition there were nine interment of ashes & one corporeal burial.

Rectors Report

I finished off last year's report with the following:

"In many ways it feels like 2022 was a time of plants re-emerging after a long winter. We pray that 2023 will be a year where we see God continue that growth and that we will see his plans for this community flourish."

In many ways the great triumph of 2023, remembering that our reports are done by calendar year, is that things have continued to grow in a world where we have seen conditions that are sometimes far from ideal for growth. In the midst of issues with the cost of living, global wars and a general sense of unease we have continued to see God's growth in the things that we have done. In times of global darkness we have been still seeing the light of Jesus.

Fleming Rutledge, the theologian and preacher, describes the scene of there being a cosmic battle between light and dark, good and evil, God and all that binds us. She points out that although it takes the great victory of the death and resurrection of Jesus to win the decisive battle that it will be an unknown time before we see the total victory.

Yet while we wait every prayer prayed, every act of kindness, every deed of service, every small act of worship to God is a rebellion in the face of the unimaginable darkness of this world, an act of

resistance against all that enslaves humankind.

And therefore not only am I thankful to you all for all the myriad of things that you have done this year – I am thankful to God for all of you and for all those ways you have served him.

For those who have made unimaginable cups of tea at the things we have put on.

For all those who have welcomed people in.

For those who have spoken to a neighbour or looked after a stranger.

For those who led us in prayers and worship, sung or otherwise.

For those who have preached and for those who have led small groups.

For those who have led or helped with group after group after group as we serve all we can in this community.

For everyone who has donned a tea towel for Open the Book or the Nativity play.

For all those who have wielded tea towels in the church hall kitchen.

For all those who have helped us keep the churchyard and building looking beautiful and well presented.

For those, and they are loads of you, who have chipped in here and there to do what is needed for our community and our church.

For the myriad of things and people that I haven't had space to mention – I am so grateful to our God for you and the way you use your gifts.

In 2023 we said goodbye, with thanks, to Tim Yau as he moved to a role in Sprowston and to Fiona Munn as she moved to start her curacy at King's Lynn Minster. We also had the great joy of seeing John Wigfield ordained Priest and Tim Harle join us as Licensed Lay Minister (even if his official start was a few days into 2024 I reckon it really belongs here!) As well as being thankful for all these I also want to mention Shirley, Elisabeth and Juliet for their roles in supporting the ministry of the church and of keeping me on roughly the right track.

Revd Graham Wilkins

Churchwardens report for 2023

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.

The Church

As was stated in the Quinquennial Report dated April 2023 the building is generally in a fair to good condition with the exception of the roof which we will continue to monitor. The churchyard boundary wall with Newmarket Road was found to be needing repair, flints having become loose. Repairs are planned to take place in 2024.

During 2023 church life continued to recover from the Covid 19 epidemic restrictions. By the end of the year the operation of the church building and the church hall as well as all church activities had returned to pre Covid normal with the exception that services of Holy Communion in that no intinction of wafers is allowed following Church of England advice.

Services continue to be held in person and broadcast on zoom at 9.30am. Improved equipment has made the zoom experience less obtrusive for the congregation and easier for the priest to operate although there is now no facility for those using hearing aids to use a 'Loop' option. We would like to thank Roger Danes for using his expertise in this field and for operating the zoom camera and sound on a weekly basis with help from Douglas Bird.

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

We thank David Shein, Roger Danes and Graham Webster for their work in all the aspects of church and church hall maintenance. Our grateful thanks also go to the church flower arrangers who do the wonderful displays in the church for Easter, Harvest & Christmas. We would also like to thank Jackie Petherick who after many years has 'retired' from flower arranging duties. Lastly, many thanks to the church cleaners who go in and clean the church on a fortnightly basis.

The Churchyard

Gravestone safety check: We would like to thank Graham Webster for continuing to carry out regular checks of the gravestones biannually 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.

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

The Church Hall Centre

Grateful thanks go to David Shein and Graham Webster for their time and hard work in maintaining the Church Hall, 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.

The Guide Hut is no longer used and consideration is being given to its removal.

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 2023 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, Revd John Wigfield, Curate and Shirley Wood, Reader and thank them for their spiritual leadership. Tim Yau, Pioneer Minister left in February to become Associate Team Vicar at Sprowston. Fiona Munn who had spent time with us on a placement as part of her training left us in July upon her Ordination as Deacon moving to Kings Lynn. 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 and the wider community in order to carry forward the different aspects of the life of St Peter's. 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 2023

The aim of this report is to update the APCM on the actions that have taken place since the appointment of Jane Webster to the role of Parish Safeguarding Officer (PSO) at the PCC meeting on 29th November 2023. Prior to this date, Shirley Wood had held the role of Parish Safeguarding Officer since the inception of the role and for a number of years. Our thanks go to Shirley for undertaking this role so diligently over the years and I am very grateful for such a comprehensive handover.

On Tuesday 5th December 2023, the PSO attended the Parish Safeguarding Officer Induction and Pathway training at Diocese House. Following the training, in order to receive the certificate to complete the training, the PSO was asked to complete an action plan for the parish. This was to ensure the PSO fully understood the role and to ensure a thorough review and understanding of next steps was agreed with the parish and Diocese house.

An action plan was completed and agreed with Graham at a meeting on the 19th December, this was

subsequently submitted to the safe guarding team at Diocese House. An email approving the action plan and accompanying certificate was received by the PSO on 8th January 2024.

Although as a church we are confident we are discharging our duties in aspects of safeguarding it is important to review and refresh our plans on a regular basis, it is therefore timely we use this time of handover as an opportunity to check ourselves and for the new PSO to become familiar with what is in place.

The PSO is currently reviewing safeguarding understanding within all the groups which come under the name of St Peters.

We are very blessed to have such a wide range of groups within St Peters, including children and vulnerable adults. Our leaders and volunteers for these groups have an understanding of our safeguarding duties and it is important that all training is maintained and refreshed on a regular basis.

Safeguarding is everyone's business, the online courses available on the Church of England website are very accessible and informative. I would strongly encourage every one of you to undertake the basic and foundation training courses.

The APCM are asked to -

- Note the contents of this report and the progress made since appointment of Jane Webster into the role of PSO
- Note that an action plan is in place to review all safeguarding duties to ensure we remain compliant to the safeguarding responsibilities of the Church of England
- Note that the PSO will provide a report to every PCC meeting throughout the year.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, the duty to have regard to the House of Bishops guidance on safeguarding children and vulnerable adults. Safeguarding policies are reviewed and signed off by the PCC annually and displayed in the church and church hall.

Jane Webster– St Peter's Safeguarding Office

Deanery Synod Report 2023

There was no meeting of Humbleyard Deanery in 2023. This was because there had been a most unpleasant meeting held in 2022 with one of the clergy members objecting to the Diocese Registrar having been invited to the meeting and so the appetite for further meetings just went!. However, the Deanery itself is likely to undergo a reorganisation. The Archdeacon had written out to Deanery Synod members asking whether there were any objections to the proposed reorganisation. A meeting was going to be held to discuss the proposals but had to be cancelled because proposed Deanery Lay Chair resigned as he ran into problems regarding one of the clergy members of Deanery Synod. The proposed reorganisation had been fully discussed within the Cringleford PCC and had been supported with respect to the future of the Cringleford and Colney Benefice.

There had been objections from one Benefice but a meeting was unable to be arranged to discuss the proposed rearrangement.

As previously there were many issues which should have been discussed (and in particular the Living in Love and Faith Report) but such discussion was set aside as few wished for the ill-feeling to be perpetuated.

The vacancy in Hethersett has now been filled. For Wymondham Father Christopher Davies was appointed on a short-term basis and a permanent priest in charge has been advertised.

But the Deanery is still without a Rural Dean having lost 3 in the past 4 years. Also, it was announced in 2022 that the Deanery would be losing the Upper Tas Valley Benefice. That does affect the anticipated Lay Chair of the Deanery from mid-2023.

Roger Wood

CHURCH MUSIC

The choir and music group continue to lead the music for our services and we thank them for their commitment. It has been an encouragement to have new members join us during the year. We endeavour to choose music appropriate for the style of service and breadth of tradition within our congregation.

SUNDAY CLUB

It is great to see a good number of children in our Sunday Club and we have been very blessed by some of the amazing things we have looked at this year. We have an excellent group of volunteers leading Sunday Club but a few additional helpers wouldn't go amiss.

MEN'S BREAKFAST

A full programme of meetings was held. Always a challenge to find interesting speakers. The highlight was the Open Meeting and hearing Matthew Prior and Sam Davey relate their experience at the World Scout Jamboree in South Korea.

Philip Talbot

SOCIAL & FUNDRAISING

Another successful year of social events which included an Easter Coffee Morning, Spring & Autumn Quizzes and Christmas Fair. Grateful thanks to all involved in organising these activities and for the hard work of the fundraising committee.

Defibrillator

Thanks to the successful fundraising concert given by the Anglian Singers and other donations we have been able to install a defibrillator on the outside wall of the hall.

CHURCHYARD WORKING PARTY

It is a pleasure to keep the local St Peter's churchyard in good order.

We do so even though we are a small band of volunteers and would be grateful of any extra help.

CHURCH HALL

In June the fridge in the kitchen gave up the ghost after many years-we think maybe 15 years (plus) old. We did arrange for someone to come and look at the fridge but had confirmation that it couldn't be repaired. A new fridge /freezer was purchased and installed on the 28th June. The purchase was partly funded by the Enterprise Club with the rest coming from General Church Funds.

Also on the 28th June the annual gas safety inspection, which is a legal requirement was carried out by a qualified gas service engineer on the gas heaters in the hall and the cooker. Unfortunately the cooker in the kitchen failed the inspection. It was decided to replace the cooker with an electric cooker. We are very grateful to the Lunch Club who made a donation towards the cost of replacing the cooker. The balance was paid for by the Enterprise Club.

We would also like to thank the volunteers who kept the flower bed at the church hall looking so colourful during the year and for the help they, and other volunteers gave in cutting the hedge & taking all the cuttings to the tip.

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 one prize draw each month, and in addition we have two "star prizes", one at Christmas and the second in the spring. Our prize fund is between 40% and 50% of our total fund.

During 2023 the Church Hall Enterprise Club paid for all the lights in the hall to be replaced with LED's, which it was hoped would help with our electricity consumption & reduce our carbon footprint. In addition the Enterprise Club contributed towards the cost of replacing the fridge and the cooker in the kitchen.

At the end of the year, David Shein who was the driving force in setting up and running the Enterprise Club for over 10 years, decided to hand over the reins to someone else. We would like to thank David for all his hard work over the years in keeping the Enterprise Club running, doing all the paperwork and organising the work carried out over the years funded by the Enterprise Club. He will be hugely missed but we are confident someone else will take it over.

THE VIDIYAL TRUST

Overseas our main focus continues to be 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 women without resources, to children with cancer and to families living in the leper colony on the outskirts of Madurai.

We held a fund-raising lunch for the Trust in September. Those who came were able to hear Pat Atkinson, the managing trustee, give a moving talk about her recent visit. Thanks to very generous donations from those who attended and other members of our congregation and their friends, we raised a total of £3853.75 bringing the total raised since 2010 to almost £53,000. Of the money raised this year £2,500 is being used to keep open for the whole of next year our 'Cringlesford' drop-in centre, which provides more than 50 elderly and indigent people from the slum with a daily meal, periodic health checks by a visiting nurse, and very importantly much needed love and attention from the Trust's staff and volunteers. The remaining £1,300 is being used to help children with cancer. It will provide stimulating games and activities for the children who are in hospital and essential medicines and extra nutrition for those who have returned home. Pat told us that the help for these children made possible by our donations last year, without any doubt at all, saved many lives. She also said that for people confined to small crowded shacks with no electricity, water or sanitation the fact that people far away in Cringlesford are trying to help them brings not only relief but hope.

OUR LOCAL OUTREACH

We continued to provide gifts and support for local disadvantaged children and homeless adults through our two outreach partners, the **Salvation Army** and **St Martin's Trust**. Once again, some members of the congregation purchased gifts for distribution while others made a financial donation that was used by the two organisations to buy gifts in our name tailored to the people who needed them. 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 our gifts had brought the light of Christmas into the lives of some of Norwich's most disadvantaged people.

We continue to collect items for the **Food Bank**, which, sadly, remains very busy. Food items are collected during the third week of each month and are delivered directly to the Food Bank. We would like to thank our three volunteers who collect and deliver the food each month on behalf of St Peter's. In addition, several members of the congregation pay a monthly standing order direct to the Food Bank.

SAMARITANS PURSE

Thank you to everyone who filled a shoebox and returned them to the office & to Shirley & Roger Wood who took the 23 filled shoeboxes to the collection point in Wymondham. This was the last year that Veronica and Tony Roper were going to be sourcing and beautifully wrapping shoeboxes for people to fill and our thanks go to them both.

MEMORY LANE CAFÉ

Memory Lane Café had another successful year providing companionship, friendship and support to nearly 40 people, including volunteers. Our cafés have 'taken us to the beach', flown aeroplanes, planted spring baskets and celebrated the coronation. Monthly themed activities include a quiz, craft, singing, poems and jigsaws and we serve light refreshments.

Our main challenge for 2024 is to keep the café running. Not for a lack of volunteers but encouraging new people to come and join us. We promise it isn't what most people think it is and you definitely **DO NOT** need to have memory problems in order to attend!

Other local Dementia Cafés are no longer running so please support us to enable this much valued resource to continue.

Anita Wood
Memory Lane Café

CRINGLEFORD LUNCH CLUB

We are pleased to report that throughout the past year Luncheon Club has continued with the service of providing lunches on a weekly basis. We have extended our invitation to attend our lunches beyond the local neighbourhood, to those living in the nearby communities.

There were three major celebrations during the year – the King's Coronation, 40 Years of Lunch Club and finally Christmas Lunch when we were thrilled to welcome back to entertain us the school choir from Cringleford CE VA Primary School.

We were honoured to be asked to provide refreshments after the memorial service of Roger Glasbey (husband of one of the founders of the club) held in St Peter's Church.

We are grateful to all our volunteers, both cooks and drivers, who continue to provide their services unstintingly and cheerfully.

Isobel Brewin

CRINGLETOTS

Families love coming to Cringletots and there is an amazing atmosphere building connections. Also some amazing volunteers working really hard to serve our community. Our sadness this year has been missing Veronica and we send her our best wishes.

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 - Annie Tann

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), 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

Julia Humphrey Head Teacher

Church Cleaning – Contact Parish Office (259138)

Church Hall Centre Maintenance Group – Contact the Parish Office (259138)

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)

Faith in Action – Michael Blackwell (504248)

Christian Aid – Elizabeth Armstrong (454608)

Cringleford Lunch Club – Isobel Brewin (503770)

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)



John 10.10 That you will have life in all its fullness

Cringleford CE VA Primary School aims to celebrate its diverse community by providing an inclusive education of the highest quality through the Christian beliefs of compassion and courage.

Report for the Church Meeting – 28th April 2024

In any typical school day or week and over the year, our school community enjoys moments of success and joy alongside periods of challenge and difficulty. We remain a strong team of staff who will always go the extra mile when they know how much of a difference it will make for the children. This brief report aims to celebrate some of the many highlights of the last year.

Last year, for example, one of our younger pupils died of a condition they had been diagnosed with less than a year before. Through this difficult time, conversations about life and death opened up within the staff team and children since then, parents have shared their own experiences of grief and current worries with staff too. We have connected with people beyond the school such as Nelson's Journey who support children and young people in Norfolk who've experienced the death of a significant person. This February, we became the first school in Norfolk who was awarded as a **Friend of Nelson's Journey** – you may have heard Rachel Bradshaw, our Deputy Head, on the local radio on the day we were given the award. Through a fund raising event and the generosity of Notcutts Garden Centre, who provided planting, gravel and two staff, work began on this wonderful memorial garden in March. Once completed, we hope many families will enjoy spending time here.



Our school vision speaks about being a compassionate community. This is an aspiration we aim to keep at the heart of all our decision making.

Pupil Premium – children deemed by the government as 'vulnerable' through a means tested criteria are offered additional learning support and opportunities for enrichment. Recently, a small group of children in Year 1 (5 – 6 years of age) entered the Norwich Rotary Club Young Artist competition. They worked with one of our Midday Supervisors to create a piece of art based on the word 're-building'. The work was displayed at the hospital and after judging, two of our children were awarded prizes by the Mayor of Norwich. One has been put forward for the regional finals.





Courageous advocacy - a small group of children from Year 5, along with Mrs Bradshaw, visited Cavell Court to read with some of the residents there. The children chose the books they most wanted to read and share with the residents. The choice of books ranged from Diary of a Wimpy Kid to a non-fiction book about Queen Victoria. Mrs Bradshaw and the residents from Cavell Court were so impressed with how friendly and enthusiastic the children were. The children were able to find out lots about the resident's lives before they lived at Cavell Court. One lady had been a farmer in a previous life and another had been a Children's Nurse working in Cambridge. We hope to make this a regular event and have another visit booked in already. It gives our children a great opportunity to put Cringleford Primary's 3C values of Compassion, Courage and Community into action. A big thank you to everyone at Cavell Court for making us feel so welcome! We hope to extend this to other activities such as chess, music and craft in the future.

Foodbank – with the rising cost of food and other commodities, and with the initial help from Harford Manor Tesco, we have set up a box of non-perishable foods which staff and parents can take or add to.



We have seen continued success in **sports** events, in particular in the cross country where both the boys' and girls' teams were awarded first place – a school first. To achieve this, it took a whole team effort (7 runners) and the ongoing commitment from supportive staff to cheer them on. Many children achieved a personal best which contributed to the team scores.

In addition to sports events, music tuition and clubs in school, we continue to offer a wide range of **enrichment** experiences, trips and visits. So far this this school year

Early Years – Owl visit, Gressenhall,

Year 1 – Dinosaur Park, theatre trip to see the Gruffalo's Child, walk to Sainsbury's Centre for Visual Arts

Year 2 – Imperial War Museum Duxford to learn about flight, Christmas in a Box, Fire Brigade visit,

Year 3 – Stone Age Day, Roman Day, Norfolk Show,

Year 4 – a 3 day residential trip to How Hill, weekly swimming lessons, Anglian Water, Easter in the Box

Year 5 – National Space Centre, Strangers Hall, Harry Potter Studios and the annual dance show

Year 6 – Yachting, an evacuee experience at Gressenhall with the residential at Hill Top and Crucial Crew to come.

The children recently enjoyed a whole school Karate assembly and taster day, a rowing and canoe club assembly and we have a day of calm soon.

Our **School Council** with help from the Young Interpreters, are leading the work of friendship building at playtime. The Culture Society have planned events to celebrate Chinese New Year, Eid and Ramadan with a number of children visiting classes to share their personal experience of Ramadan. We received our School of Sanctuary certificate this Spring and plan to encourage other schools to participate.

None of this would be possible without the ongoing commitment from the staff team who work so hard in planning and delivering the classroom based learning alongside the visits.

For those interested in facts and numbers –

Pupil Numbers – We currently have 453 children on role, across 15 classes, with almost every class at capacity (30 children) or in 4 classes, numbers up to 32. With the growth of the housing along Colney Lane, we continue to see applications and appeals for all the years which are already full.

Demographics – School records show that we remain at the national average for children with English as an Additional Language i.e. 33%. Our school improvement plans include screening all new starters (Year 1-6) to

ascertain their knowledge of phonics, reading and comprehension skills before planning catch up or intervention sessions to equip all children in meeting age related expectations in reading by the time they leave in Year 6. We were successful, through the Diocese, in securing a 6-week curriculum programme for Year 6's and 3 twilight training sessions for staff, called **Game Changers**. This training will challenge us to think about Racial Justice, our behaviours, perceptions and the words we use. Staff are particularly interested in their training on managing difficult discussions where, for instance, discrimination has occurred between children and parents have to be informed.

Special Educational Needs – We have seen an increase in the number of children with high and significant needs who have joined us in Early Years or taken places across Years 1 – 6. Our figures are now similar to the national picture. It is worth noting that previously, and for many years, we have been significantly below national.

Looked After and Previously Looked After – The Local Authority Virtual School, who hold responsibility for fostered and adopted children have noted the high number we have in our school. They have offered us a range of training and support. We have arranged further whole school training on Trauma, and the effect this can have on learning and behaviour, for September 2024.

Performance Data – We continue to see success in all year groups where children undertake national screening checks or tests. For example, our Summer 2023 outcomes were above the national average in Year 6 with better than average progress in reading.

Overall, I hope that this short report allows you to see that we strive to provide all children, over the 7 years they are with us, with the skills and understanding which will set them up for their next stage in education when they move on to high school. We balance this with a rich range of experiences as we firmly believe that, in order to fulfil our vision, academic success is important alongside the development of character.

I shall look forward to any questions you should have during the meeting.

Mrs. J. Humphrey

2023 Accounts

St Peter's Church Cringleford

Year Ended 31 December 2023

Income

| Actual Total 31/12/22 | | | Actual Unrestrd 31/12/23 | Actual Desgntd 31/12/23 | Actual Restrd 31/12/23 | Actual Total 31/12/23 |
|-----------------------------|-------------------------------|---------------------------------------|--------------------------------|-------------------------------|------------------------------|-----------------------------|
| £ | | | £ | £ | £ | £ |
| 4,616 | Voluntary Income | Plate Collections & Envelopes | 2,990 | | | 2,990 |
| 20,252 | | Parish Giving Scheme & Standing/Order | 47,973 | | | 47,973 |
| 15,770 | | Donations | 4,423 | | 100 | 4,523 |
| 4,358 | | CAF Vouchers | 200 | | | 200 |
| 10,074 | Inland Revenue | Gift Aid reclaimed | 10,378 | | | 10,378 |
| 3,000 | Legacies & Bequests | | | | | |
| 5,144 | Fund Raising | | 5,194 | 0 | 2,220 | 7,414 |
| 2,562 | Magazine | Sales | 2,589 | | | 2,589 |
| 3,790 | Magazine | Advertising | 4,065 | | | 4,065 |
| 1,565 | Hall Hire Cringlefords | | 1,990 | | | 1,990 |
| 10,551 | Hall Hire other | | 9,639 | 2,410 | | 12,048 |
| 100 | Hall Donations | | | | 850 | 850 |
| 6,377 | Fees | | 7,099 | | | 7,099 |
| 5,473 | Hall Enterprise Fund | | | | 5,417 | 5,417 |
| 8,730 | Breakfast Church | The Hub | | 445 | | 445 |
| 1,041 | Churchyard | | | | 205 | 205 |
| 100 | Donations for other charities | | | | 42 | 42 |
| | Grants | | 1,980 | | | 1,980 |
| 31 | Other Receipts | | 753 | | | 753 |
| 500 | Church Wall Repair Fund | | | | | |
| 104,034 | Total Receipts | | 99,272 | 2,855 | 8,834 | 110,961 |

Expenditure

| Total Actual 31/12/22 | | | Actual Unrestrd 31/12/23 | Actual Desgntd 31/12/23 | Actual Restrd 31/12/23 | Actual Total 31/12/23 |
|-----------------------------|-------------------------------------------|----------------------------------|--------------------------------|-------------------------------|------------------------------|-----------------------------|
| £ | | | £ | £ | £ | £ |
| 1,408 | Church | Cleaning & Maintenance | 2,276 | | 100 | 2,376 |
| 983 | | Heat/Light/Water | 4,006 | | | 4,006 |
| 266 | | Organ | 435 | | | 435 |
| 1,367 | | Insurance | 1,154 | | | 1,154 |
| - | | Major Repairs | 907 | | | 907 |
| 1,615 | Churchyard | | | | 2,088 | 2,088 |
| 742 | Clergy Expenses inc Telephone | | 836 | | | 836 |
| 3,072 | Fees | | 4,580 | | | 4,580 |
| 2,600 | Choir/Organist | | 2,095 | | | 2,095 |
| 1,054 | Pastoral & Misc Church Expenses | | 2,299 | | | 2,299 |
| 10,414 | Office | Salaries/Staff Costs | 12,819 | | | 12,819 |
| 604 | | Printing & Stationery | 803 | | | 803 |
| 509 | | Telephone | 532 | | | 532 |
| 62 | | Postage | 39 | | | 39 |
| | | Website | 207 | | | 207 |
| 54,000 | Parish Share | | 56,700 | | | 56,700 |
| 3,695 | Magazine Expenses | | 3,775 | | | 3,775 |
| 2,375 | Hall | Maintenance (incl. Hall Kitchen) | 862 | | | 862 |
| 2,460 | | Heat/Light/Water | 5,864 | | | 5,864 |
| 1,095 | | Cleaning | 1,948 | | | 1,948 |
| 1,194 | | Insurance | 1,064 | | | 1,064 |
| - | | Major Repairs | 932 | | 5,348 | 6,280 |
| 1,438 | Breakfast Church | The Hub | | 687 | | 687 |
| 3,385 | Collections/Donations for other Charities | | | | 42 | 42 |
| 2,080 | Hall Enterprise Fund | | | | 2,680 | 2,680 |
| 746 | Other Sundry Expenses | | 340 | | | 340 |
| 476 | Fund-raising expenses | | 680 | | 1,710 | 2,390 |
| 97,640 | Total Payments | | 105,153 | 687 | 11,968 | 117,808 |
| 6,394 | TOTAL NET | | (5,881) | 2,168 | (3,134) | (6,847) |

St Peter's Church Cringleford

Year Ended 31 December 2023

Statement of Balances and Reconciliation of Accounts as at 31st December 2023

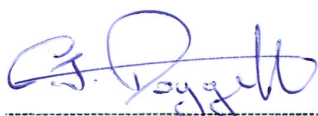
| | Balance at 31/12/22 | Movement in year | Balance at 31/12/23 |
|-------------------------------|------------------------|---------------------|------------------------|
| | £ | £ | £ |
| Barclays | 26,890 | 2,679 | 29,569 |
| TSB/Barclays No2 | 25,115 | (3,701) | 21,414 |
| Hall Enterprise | 20,325 | (1,761) | 18,563 |
| Coffee Money | 154 | 77 | 231 |
| Petty Cash | 9 | (2) | 7 |
| Debtors | | 100 | 100 |
| Creditors | (320) | (4,238) | (4,558) |
| Total Balance of Funds | 72,173 | (6,847) | 65,326 |

Allocation of Funds as at 31st December 2023

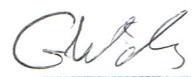
| Total Funds 31/12/22 | | Unrestricted | Designated | Restricted | Total Funds £ |
|----------------------------|-------------------------------|--------------|---------------|---------------|---------------------|
| | | £ | £ | £ | |
| 8,331 | General | 2,451 | | | 2,451 |
| 6,989 | Hub Church | | 6,747 | | 6,747 |
| 15,500 | Church Wall Repair | | 500 | 15,000 | 15,500 |
| 15,989 | Repair Fund | | 18,399 | | 18,399 |
| 18,325 | Church Hall Enterprise | | | 16,563 | 16,563 |
| 2,000 | Church Hall Enterprise | | | 2,000 | 2,000 |
| 5,039 | Churchyard Fund | | | 3,156 | 3,156 |
| | Defibrator Fund | | | 510 | 510 |
| 72,173 | Total Balance of Funds | 2,451 | 25,646 | 37,230 | 65,326 |

Approval

We confirm our approval of the annexed accounts.

 Date: 21st March 2024

Mr Christopher Doggett FCMA CGMA (Treasurer)
14 Keswick Road
Cringleford
Norwich
NR4 6UG

 Date: 21/03/2024

Revd Graham Wilkins (Rector)
The Vicarage
Newmarket Road
Cringleford
Norwich
NR4 6UE

Treasurer's Annual Report – Year ended 31 December 2023

Income

Total income amounted to £110,961 (Prior Year £104,034) an increase of 7%. Of this voluntary income i.e. regular giving, plate collection and donations accounted for £55,686 (PY £44,996) a welcomed increase of 24% year on year.

There were no legacies received during the year (PY £3,000).

Fundraising amounted to £7,414 (£5,144). This included the very successful Easter & Christmas Fair, two Quiz evenings and the annual Norfolk Cycle ride event. In addition, the sum of £2,220 was raised for a new defibrillator which has now been installed at the Church Hall.

Church Hall hired income and donations amounted to £14,888 (£12,216) an improvement of 22%.

The Enterprise Fund, which restricts all net proceeds to the maintenance of the Church Hall, raised income of £5,417 (PY £5,473).

Expenditure

Total expenditure amounted to £117,808 (PY £97,640) an increase of 21%. Inflation, which has been much higher this year than average, significantly increased many of the Churches regular expenses.

In addition to inflationary cost pressure major expenditure was also required at the Church Hall with £6,280 spent on replacing the cooker, fridge and installing LED lighting. Retained reserve funds of £4,500 were allocated from the restricted Enterprise account towards the cost of funding the Hall's exceptional major expenditure. Excluding the cost of the Hall's major repairs the Hall's regular expenditure was £9,738 (PY £7,124).

Overall expenditure included our Parish Share payment of £56,700 (£54,000). Whilst this payment was higher than previous year it was £4,976 less than the £61,676 requested by the Diocesan Office which pays the cost of our clergy and pastoral support services directly. The Parish Share shortfall was not able to be paid due to the 2023 account's deficit and the lack of retained unrestricted reserves. However, the PCC remains committed to paying the Parish share request in full in the future. The approved PCC 2024 Budget reflects this aspiration.

Funds as at 31st December 2023

Our total funds amounted to £65,326 (PY £72,173). The year-on-year reduction in funds represented the annual deficit for the year of £6,847. Of our total funds £37,230 are restricted only funds, £25,646 designated and only £2,451 remain unrestricted. This level of free unrestricted reserves is well below our formal reserves policy.

Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2016 and S43 of the Charities Act 2005 on an accrual's basis.

Christopher Doggett

13th March 2024

Independent Examiners Certificate

Report to the trustees/ members of: ST PETER'S CHURCH CRINGLEFORD
On accounts for the year ended: 31st DECEMBER 2023
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 31/12/2023

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: A Thiel

Date: 15th March 2024

Name: Adele Thiel

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

ICAEW Chartered Accountant (ACA qualified)

Address:

19 Pollywoggle Close

Norwich

NR5 9PG

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

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 8th March 2023

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. W. H. S.

Churchwardens E. F. Talbot S. J. Wood

Date: 8th March 2023.

01.08.18 v1

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.

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 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.