

**The Parochial Church Council  
of the Ecclesiastical Parish  
of St Eustachius, Tavistock  
Registered Charity No. 1130516**



**Annual Report and Financial Statements  
for the year ending 31 December 2024**

**Incumbent: The Reverend Matthew Godfrey**

**Bank: TSB Bank plc, Bedford Square, Tavistock**

**Independent Examiner: Simon Hirst,  
Fellow of the Institute of Chartered Accountants in England and Wales**

**[tavistockparishchurch.org.uk](http://tavistockparishchurch.org.uk)**

**SUNDAY 23<sup>rd</sup> MARCH 2025**

**ANNUAL MEETING OF PARISHIONERS**

**AGENDA**

- 1 Appointment of chairman for the meeting
- 2 Appointment of secretary for the meeting
- 3 Apologies for absence
- 4 Election of churchwardens

**ANNUAL PAROCHIAL CHURCH MEETING**

**AGENDA**

- 1 Apologies for absence
- 2 Minutes of APCM meeting 28th April 2024 and any matters arising
- 3 Elections to the PCC
- 4 Elections to Deanery Synod
- 5 Electoral roll report
- 6 The annual report
  - i. to receive the accounts and to appoint independent examiners
  - ii. reference to reports of the groups and the Deanery synod
- 7 Any other business
- 8 Date of next annual meeting

## **Clergy Report for 2024**

### Report from the Incumbent

The Reverend Matthew F. Godfrey,  
Priest in Charge

I begin this Annual Report, with a reminder of the three tasks of the Diocesan Vision – to grow in prayer, to make disciples and to serve the people of Devon with joy. Everything we do should be aligned with one (or more) of these tasks because, taken together, they encapsulate how we seek to live out our overall purpose, notably to share the Good News of Jesus Christ with the people of our town. The following reports illustrate the many and varied ways in which we have sought to do so during 2024.

In November, the Diocese of Exeter welcomed Bishop Mike Hamilton as our new Bishop. We then had the privilege of welcoming him to the Benefice just before Christmas, when he preached at our carol service. Bishop Mike will want to bring a fresh perspective to our vision, so we look forward to moving ahead in mission under his leadership.

There are, of course, a vast array of things that need to happen in the background to provide the platform for our mission, however that is expressed. Caring for the fabric of our buildings; managing our finances; cleaning; fundraising; sorting out the audio-visual system; producing notices; thinking about our IT needs; looking after the churchyard; governance and administration. All these things happen quietly and without fanfare but involve lots of hard work from lots of people; thank you all.

I would like to offer a particular note of thanks to our Churchwardens, who have been at the heart of so much of what this activity, from worship to recycling bins and everything in between! Having a team, comprised of two Churchwardens and three Deputy Churchwardens (an unofficial but increasingly common role in big parishes), has proved to be a real success, especially as regards sharing the workload and bring many years of collective experience to bear on often thorny problems.

Tavistock is a hugely busy parish and there has been much to celebrate and give thanks for over the last twelve months. As I reflect on 2024, though, the area that stands out both in terms of importance and progress is safeguarding. From a Church of England perspective, undoubtedly the most significant occurrence during 2024 was the resignation in November of the Archbishop of Canterbury, the Most Reverend Justin Welby, in the wake of the Makin Report. This event hammers home two imperatives: Firstly, that safeguarding must be at the heart of everything we do (it must be part of our ‘church culture’), and secondly, that safeguarding remains the top priority for 2025. It is one of the key foundation blocks on which our mission needs to rest.

We have made considerable progress with safeguarding over the last 12 months: Objectively, using the Parish Dashboard as an indicator, we have gone from 14% in February 2024 to 64% as I write. I wish I could say that the figure was higher, but transparency is crucial. There is more to do, and it is a huge, pressing undertaking. However, much of the background administration (e.g. policies, procedures, training and the documentation of training) is now in place to enable us to build on this in the months ahead. In getting us to where we are now, I would like to offer fulsome thanks to Wendy Roderick for her indefatigable support and wise counsel. Looking forward, I am delighted that we now have a new Parish Safeguarding Representative. Paul Jowett brings experience of safeguarding from his professional life and his endeavours will be bolstered by Sarah Pendle, who has also joined what is a fledgling safeguarding *team*, and who also brings considerable experience. Ultimately, the plan is to work together across the Benefice to affect a cultural shift across all our parishes.

Another significant moment of 2024 was the Archdeacon’s Charge, given in St Eustachius’ Church at the Annual Visitation in July. The Archdeacon spoke about the need for us “to grow our churches

younger.” In short, we urgently need to bring down the age profile of our churches. This will involve us focussing on our ministry with children and young people while continuing to minister to our existing (older) congregations. This must be one of our main priorities for 2025 and will require a financial commitment, as well as time and energy. Thankfully, we are already blessed to have a lot of excellent ministry in this area, including Little Deers (our parent and toddler group), St Eustachius Storytellers (formerly Open the Book), Vestry Group (on Sunday mornings) and our schools’ ministry (including our foundation governors). Furthermore, Messy Church went from strength-to-strength last year, with increased numbers and a real deepening of people’s engagement with the worship. Lastly, the reinstatement of a children’s area in the main body of the church was an important statement of intent. Thank you to everyone who was involved in making that happen and who continues to share God’s love through these various ministries.

There is not space here to list every area of our ministry and mission, nor to thank everyone by name. Every single person’s contribution, no matter how seemingly inconsequential, provides a unique and wonderful part of the whole. I would, however, like to highlight a few things: Warm Welcome and Breaking Bread have become key events in our outreach, alongside the Friendly Friday coffee morning. The renovation of the Sacristy gave everyone involved in leading worship a real boost. Thanks to the sterling efforts of Martin Pendle, the progress made with fundraising for the Galley & Toilets project was also a real fillip. The fact that our finances are in such good order is testimony to the diligence and hard work of the Finance Team, led by James Teague. The Friends of St Eustachius continue to be wonderful companions on the way – thank you all, especially Vanessa Bowles for taking on running the Christmas Tree Festival. The Exon Festival was fantastic again and our thanks go to Mary Leth for taking up that baton. Meanwhile, our Director of Music, Mary Mazur-Park, led the Church Choir admirably and Nichola Heathman, as Sacristan, once again quietly provided everything needed for the worshipping life of our church. It has been brilliant also to have Alison Boulter as our Verger at the many Occasional Offices (i.e. funerals and weddings), along with many different people who helped with welcoming people to our schools’ services and other big services such as the scouts service and the vigil for Ukraine. Last but not least, on behalf of us all, I would like to thank our splendid team of ministers (lay and ordained) for their leadership this past year. We are very blessed to have them with their varied gifts.

In summary, there has been a huge amount to celebrate and be thankful for over the last year. It is no exaggeration to say that, in a host of ways, Tavistock Parish Church touched the lives of thousands of people during 2024. I feel very privileged to be part of this community and never cease to give thanks to the Lord for you all. There is more to do, of course, as we seek to respond faithfully and attentively to the promptings of the Holy Spirit and look towards the future with hope. We want to be a church characterised by love, by creative and vibrant worship; a church where the Scriptures are broken open and read with eager anticipation; and a church where all find a joyful welcome and a place where they can flourish.

Finally, as I write, we await the Church Commissioners’ decision regarding the draft Pastoral Scheme for joining our existing Benefice into a new ‘mission community’ (team) along with the parishes of Bere Ferrers, Mary Tavy, Peter Tavy and Whitchurch. If this is approved it will mean an exciting time ahead, requiring energy and prayer, as we work out how *together* we can better share the good news of Jesus Christ with the people of this area.

Your brother in Christ,

Matthew+

## BACKGROUND

Saint Eustachius' Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It is governed by the Parochial Church Council Powers Measure (1956) as amended, and by Church Representation Rules. It has maintenance responsibilities for the church building and the parish church centre, Plymouth Road, Tavistock.

## MEMBERSHIP

Members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM).

Incumbent:	Reverend Matthew Godfrey
Assistant Priest:	The Reverend Judith Blowey
Assistant Curate:	The Reverend Hazel Butland
Churchwardens:	Mrs Catherine Stoate elected 28/4/24 Mrs Pam Hunter 28/4/24
LLM	Mrs Elizabeth Bastin Mrs Wendy Roderick
Deanery Synod members:	Mrs Catherine Stoate elected 28/4/23 Mr Charles Herbert elected 23/04/23 Mr Matthew Hibbert 2023 Mrs Jenny Moore 2024
Elected members:	Mrs Christine Everitt elected 23/4/23 Miss Nichola Heathman elected 23/4/23 Mrs Roma Keogh elected 23/4/23 Mrs Ann Townsend 23/4/23 Mrs Suzanne Littlewood 28/4/24 Mrs Cathy Sherlock 23/4/23 Mrs Julia Hurle 23/4/23 Mrs Hilary Johnson elected 2022 Mrs Joy Loader elected 2022 Mr Martin Pendle elected 2022 Mr Peter Rowan elected 2022 Mrs Jenny Moore elected 28/4/24 Mrs Suzanne Littlewood 28/4/24
Co-opted members:	Mr James Teague 08/05/24 Mrs Alison Boulter 08/05/24 Mr Harry James 18/09/24

## **MEETINGS**

The PCC met 6 times during 2024.

## **STANDING COMMITTEE**

The Standing Committee met 7 times during 2024.

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. Its members are the Vicar (chair), the churchwardens, finance chair, fabric chair, Project 700 chair, the secretary, and the vice-chair.

## **SAFEGUARDING**

Following a review of the processes and procedures of the PCC and the implementation of appropriate changes, the PCC is satisfied that it has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

## **DATA PROTECTION**

We are conscious that personal information which we as a parish hold on church members must be kept securely and that we must comply with Data Protection legislation. Personal information, mainly in the form of the Electoral Roll, is held securely on the Parish computer system, with access only by password. A printed copy of the Electoral Roll is held securely by the Electoral Roll Officer.

## **PUBLIC BENEFIT**

The PCC has considered the Charity Commission's guidance and public benefit. It considers that it meets this guidance through the following activities:

1. Making available facilities for any member of the public to worship God in the Christian context.
2. Making available the church for funeral services for any resident of the parish.
3. Supporting the pastoral care work of the incumbent
4. Making available the church and parish centre for hire by public groups.

Contact details of the PCC: Telephone No. 01822 616673

Email: [parishoffice@tavistockparishchurch.org.uk](mailto:parishoffice@tavistockparishchurch.org.uk)

## **ELECTORAL ROLL REPORT**

There are 158 parishioners on the church electoral roll.

## **FABRIC REPORT**

1. The following significant tasks were completed in 2024:

Replaced the old Parish Centre kitchen gas oven with a new electric equivalent.

Installed a new water boiler in the Parish Centre kitchen.

Installed a motion-triggered floodlight over the Parish Centre car park area.

Refurbished the Church pewter display cabinet.

Power-washed and oiled all the Church oak doors. The west door is suffering from significant weathering deterioration damage; its repair is on the Potential Projects list.

Installed a timer on the Church porch light, to provide illumination during the long dark winter evenings.

Repairs to: three choir stalls, the Tower roof lead floor, the Church west door handle, the Parish Centre radiator covers, the Parish Centre Gents loo door lock and the car park floodlight power cable.

2. Rats in the Church emerged as a significant issue towards the end of 2023; we had caught nine plus one mouse in the heating ducts. It was obvious to all they were living beneath the churchyard walls and monuments and enjoying a freedom of the town centre with confidence. A contractor was engaged in March 2024 who inserted poison deep into their lairs. Within four weeks all their activity had ceased. Signs erected to warn the public to keep dogs on a lead prompted a significant number of complaints. These were responded to with an assurance from the contractor the poison was “species specific to rats and mice only.” Nil rats were subsequently caught in the heating ducts until 31 Dec 24.

3. In 2023 UK Safety Management Ltd of Leeds submitted a claim against the Church for non-payment of fees for electrical portable appliances testing supposedly carried out in 2022. The PCC agreed to defend this claim on grounds including that: we had not requested the work, the company were guilty of ‘pressure selling’<sup>1</sup> in a phone call to the Parish Administrator, the company had forged the Parish Administrator’s signature on an invoice and that they had not carried out work for which they had claimed. On 22 Mar 24 a Plymouth County Court Judge directed them to “file and serve a notice of discontinuance.” With the approval of the PCC our Defence document was sent to Trading Standards in Exeter.

4. Our planning permission Faculty for the Galley and Toilets project was due to expire on 16 Dec 24. On 18 Jun 24 the Diocesan Registrar granted a three-year extension, now valid until 16 Dec 27. The project is ready to go to tender pending successful fundraising.

5. The Church has been without a gardener since 2020. The Town Council voluntarily cuts the churchyard grass and clears fallen leaves, but there is much else that needs to be done to avoid it becoming overgrown and looking unkempt. A contractor was employed once in 2024 to: cut back vegetation, tackle the weeds, including on top of the Parish Centre roof, clear the drains and drainage channels, power-wash the moss from the paths and remove all the arisings. It was a great improvement and a funding line has been introduced into the draft budget to repeat this in the future.

Nick Clark

Pressure Selling is illegal under the Consumer Protection from Unfair Trading Regulations 2008.

Tavistock PCC

Analysis of income and expenditure  
Selected period: 01 January 2024 to 31 December 2024

					Total	
	General	Designated	Restricted	Endowment	This year	Last year
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
0101 - Standing Orders	11,188	-	40	-	11,228	12,983
0102 - Parish Giving Scheme	47,149	-	300	-	47,449	46,179
0110 - Gift Aid - Envelopes	6,163	-	75	-	6,238	7,641
0201 - Other Planned Giving - not Gift Aided	259	-	-	-	259	70
0301 - Loose plate / service collections	7,304	-	-	-	7,304	7,191
0401 - Mbunt Kelly (Chaplaincy)	4,500	-	-	-	4,500	4,500
0402 - Vicar's Mission	-	200	-	-	200	1,200
0403 - Donations for Bibles	-	-	518	-	518	833
0410 - Church Boxes	5,400	-	-	-	5,400	5,915
0501 - One-off gifts	2,799	-	65	-	2,864	11,144
0504 - Card Machine Receipts	3,591	-	-	-	3,591	4,034
0505 - Vestry Refurbishment	-	-	500	-	500	9,625
0506 - Vestry Group	-	-	-	-	-	863
0601 - Tax recoverable on Gift Aid	18,981	-	402	-	19,383	17,172
0701 - Legacies	9,000	-	-	-	9,000	-
0801 - Grants	-	-	-	-	-	11,136
0806 - Messy Church	-	-	472	-	472	538
1224 - 700 - Galley & Toilets	-	-	25,000	-	25,000	-
0902 - Coffee & Social	569	-	-	-	569	643
0903 - Friendly Fridays	-	3,619	-	-	3,619	5,480
0904 - Choir	-	3,039	-	-	3,039	225
0910 - Bazaar & Other Fundraising	1,361	-	204	-	1,565	447
0911 - Live Streaming	3,000	-	-	-	3,000	1,250
1230 - Concerts	3,183	-	-	-	3,183	2,639
1240 - Church Centre Lettings	7,322	-	-	-	7,322	4,213
1020 - Bank Interest	2,459	1,860	3,106	-	7,425	3,528
<b>Incoming resources from generated funds Totals</b>	<b>134,230</b>	<b>8,718</b>	<b>30,682</b>	<b>-</b>	<b>173,630</b>	<b>159,451</b>
<b>Incoming resources from charitable activities</b>						
0802 - Holiday Lunch Club Income	-	-	-	-	-	141
0803 - Warm Welcome Donations & Grants	-	243	-	-	243	100
0804 - Little Deers Donations	-	148	-	-	148	271
1101 - Fees for weddings	4,116	-	-	-	4,116	2,443
1102 - Fees for Funerals	7,378	-	-	-	7,378	6,461
1103 - Fees for Verger	500	-	-	-	500	-
1105 - Fee for Travel Expenses for Funerals and Weddings	1,440	-	-	-	1,440	-
<b>Incoming resources from charitable activities Totals</b>	<b>13,434</b>	<b>391</b>	<b>-</b>	<b>-</b>	<b>13,825</b>	<b>9,417</b>
<b>Other incoming resources</b>						
0805 - Rural Churches Grant - For Dora's Cupboard	-	-	-	-	-	2,265
1304 - Contribution to Clergy Exp - Gulworthy	496	-	-	-	496	957
1305 - Contribution to Clergy Exp - Brentor	496	-	-	-	496	957
1306 - Friends of St Eustachius	(24)	-	22,706	-	22,682	26,377



						Total
	General	Designated	Restricted	Endowment	This year	Last year
<b>Other incoming resources Totals</b>	<b>967</b>	<b>-</b>	<b>22,706</b>	<b>-</b>	<b>23,673</b>	<b>30,556</b>
<b>Incoming resources Grand totals</b>	<b>148,631</b>	<b>9,110</b>	<b>53,388</b>	<b>-</b>	<b>211,129</b>	<b>199,423</b>
<b>Resources used</b>						
<b>Cost of generating funds</b>						
1730 - Bazaar & Other Fundraising Costs	-	-	-	-	-	20
1731 - Social Costs	-	-	-	-	-	107
1734 - Fundraising Other	215	-	-	-	215	-
1735 - Sound & Vision	274	-	-	-	274	1,708
1736 - Sum Up Fees	81	-	-	-	81	162
1737 - Guide Books	160	-	-	-	160	-
<b>Cost of generating funds Totals</b>	<b>730</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>730</b>	<b>1,997</b>
<b>Charitable activities</b>						
1801 - Charitable Giving	3,342	-	-	-	3,342	2,664
1803 - School Bibles	-	-	500	-	500	765
1910 - Common Fund	74,958	-	-	-	74,958	81,853
2001 - Cleaner Salary	2,378	-	-	-	2,378	1,325
2002 - Verger Salary	340	-	-	-	340	-
2004 - Organist Salary	3,050	-	-	-	3,050	2,926
2050 - Office Administrator Salary	5,981	-	-	-	5,981	5,578
2053 - Holiday Lunch Club	-	80	-	-	80	232
2054 - Warm Welcome	-	603	-	-	603	393
2055 - Little Deers Expenses	-	186	-	-	186	161
2056 - Vestry Group	-	-	31	-	31	203
2101 - Ministers' Expenses	3,919	-	-	-	3,919	4,851
2102 - Vicar's Mission Fund	-	125	-	-	125	1,487
2103 - LLM Conference & Training	570	-	-	-	570	-
2104 - Safeguarding	18	-	-	-	18	-
2203 - TACT Subscription	200	-	-	-	200	200
2270 - Messy Church	-	-	698	-	698	948
2271 - Youth & Schools Ministry	751	-	600	-	1,351	-
2301 - Insurance	7,183	-	-	-	7,183	7,012
2311 - Office Costs - Stationery	765	-	-	-	765	304
2313 - Office Sundry Costs	136	-	-	-	136	143
2314 - Office Costs - Phone and Broadband	548	-	-	-	548	500
2315 - Bank Charges	86	-	-	-	86	111
2320 - Choir Expenses	404	2,635	-	-	3,040	362
2330 - Tree & Altar Rail	944	-	-	-	944	500
2332 - Church & PC Fabric Maintenance	3,159	-	-	-	3,159	2,631
2333 - Organ & Piano Tuning	858	-	-	-	858	342
2340 - Candles, Santiflex & Hosts	1,846	-	-	-	1,846	1,974
2341 - Upkeep of Services (Churchwardens)	635	-	-	-	635	36
2343 - Church Music Licences (CCLI)	315	-	-	-	315	291
2344 - Remembrance Wreath	-	-	-	-	-	19
2345 - Church Broadband	403	-	-	-	403	415
2346 - Website Hosting	154	-	-	-	154	-
2347 - Hymn Books & Service Booklets	-	2,938	-	-	2,938	-
2350 - Tree Felling Exp	996	-	-	-	996	-

					Total	
	General	Designated	Restricted	Endowment	This year	Last year
2401 - Church Electricity	7,328	-	-	-	7,328	7,744
2430 - Church Gas	9,470	-	-	-	9,470	14,067
2440 - Church Water	477	-	-	-	477	316
2520 - Church Centre Gas	2,266	-	-	-	2,266	3,810
2530 - Church Centre Electricity	1,389	-	-	-	1,389	1,131
2560 - Church Centre - Maintenance	43	-	-	-	43	1,560
2561 - Church Centre Maintenance - Fabric Fund	-	-	-	-	-	435
2580 - Church Centre Consumables	326	-	-	-	326	338
2709 - Churchyard Trees - Major Works	420	-	-	-	420	-
3001 - Depreciation of Millenium Bells	-	-	459	-	459	459
<b>Charitable activities Totals</b>	<b>135,658</b>	<b>6,568</b>	<b>2,288</b>	<b>-</b>	<b>144,514</b>	<b>148,085</b>
<b>Other resources used</b>						
2303 - Gardener	525	-	-	-	525	-
2351 - Doras' Cupboard Refurbishment	-	-	-	-	-	2,719
2352 - Vestry Refurbishment	-	-	5,770	-	5,770	11,584
2600 - Friends of St Eustachius	-	-	-	-	-	4,351
2707 - 700 - Galley & Toilets Expenditure	-	-	2,802	-	2,802	2,239
2801 - Parish Centre Refurbishment	-	1,500	2,750	-	4,250	-
<b>Other resources used Totals</b>	<b>525</b>	<b>1,500</b>	<b>11,322</b>	<b>-</b>	<b>13,347</b>	<b>20,893</b>
<b>Resources used Grand totals</b>	<b>136,913</b>	<b>8,068</b>	<b>13,610</b>	<b>-</b>	<b>158,591</b>	<b>170,975</b>

# Tavistock PCC

## Balance Sheet detailed

	As at 31/12/2024	As at 31/12/2023
<b>Fixed assets</b>		
6430: Millenium Bells	45,877	45,877
6431: Millenium Bells Depreciation	(11,905)	(11,446)
6432: Church Centre	11,407	11,407
6433: Church Centre Depreciation	(11,407)	(11,407)
6434: Fixtures & Fittings	83,327	83,327
6435: Fixtures & Fittings Depreciation	(83,327)	(83,327)
<b>Total Fixed assets</b>	<b>33,972</b>	<b>34,431</b>
<b>Current assets</b>		
6501: Bank current account	5,856	3,134
6502: Bank book account	-	-
6503: 700th Anniversary Bank Account	6	6
6505: Bank deposit account TSB	36,219	3,098
6510: CCLA (CBF) deposit account	185,291	152,987
6511: CCLA 700th Anniversary Appeal	8	8
6515: Friends	21,539	36,868
6520: Cash in hand	404	-
6555: Other Debtors	8,561	8,612
6550: Income Tax Recoverable	-	-
Z05: Accounts Receivable	1,251	1,592
<b>Total Current assets</b>	<b>259,133</b>	<b>206,305</b>
<b>Liabilities</b>		
6650: Income Received in Advance	1,260	(100)
6655: Current Creditors	6,237	2,977
6699: Agency collections	(431)	-
Z04: Accounts Payable	-	4,358
<b>Total Liabilities</b>	<b>7,067</b>	<b>7,235</b>
<b>Net Asset surplus (deficit)</b>	<b>286,039</b>	<b>233,501</b>
<b>Reserves</b>		
Excess/(deficit) to date	52,538	(120,959)
Z01: Starting balances	233,501	354,459
<b>Total Reserves</b>	<b>286,039</b>	<b>233,501</b>

### Represented by Funds

General (Unrestricted)	59,488	52,286
Designated	57,607	43,561
Restricted	168,944	137,654
<b>Total</b>	<b>286,039</b>	<b>233,501</b>

**Tavistock PCC**  
**Fund movement summary**  
**Selected period: 01 January 2024 to 31 December 2024**

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
General - General fund	52,286	148,631	136,913	(4,516)	-	-	59,488
General D - General Fund (Designated)	(27)	-	-	8,027	-	-	8,000
2 - PEGGY SALMON LEGACY (DEVELOPMENT)	8,646	345	-	-	-	-	8,991
2a - PEGGY SALMON LEGACY (WORSHIP)	4,008	160	-	-	-	-	4,168
3 - FABRIC FUND (Restricted)	507	468	-	(974)	-	-	-
4 - GALLEY & TOILETS (Designated)	24,920	1,094	-	4,977	-	-	30,991
4a - GALLEY & TOILETS - GRANT INCOME	-	25,000	-	-	-	-	25,000
5 - GALLEY & TOILETS (Restricted)	48,054	1,903	2,802	-	-	-	47,155
6 - FRIENDS' FABRIC FUND (Restricted)	45,716	24,202	3,350	(7,975)	-	-	58,592
7 - VESTRY GROUP	1,172	46	31	-	-	-	1,188
8 - MELANESIAN BROTHERS (Restricted)	45	2	-	-	-	-	47
9 - WARM WELCOME (Designated)	1,294	286	683	-	-	-	896
10 - FLOWER FESTIVAL FUND (Restricted)	262	10	-	-	-	-	272
11 - BELLS (Restricted)	518	21	-	11	-	-	550
12 - ORGAN RESTORATION FUND (Restricted)	1,052	42	-	-	-	-	1,094
14 - MESSY CHURCH FUND	689	504	698	450	-	-	944
15 - VICAR'S MISSION FUND - Designated	216	228	125	-	-	-	319
16 - LITTLE DEERS	487	148	186	-	-	-	449
17. - Dora's Cupboard	-	-	-	-	-	-	-
18 - FRIENDLY FRIDAY	3,634	3,748	4,438	-	-	-	2,944
19 - FAMILY LUNCH CLUB	370	15	-	-	-	-	385
20 - VESTRY & SACRISTRY REFURBISHMENT	5,068	713	5,770	-	-	-	11
21 - Bible Fund	154	524	500	-	-	-	178
22 - Choir Fund	-	3,039	2,635	-	-	-	404
FrChUp - Friends - Church Upkeep Fund	-	-	-	-	-	-	-
Leg EW - Legacy Enid Williams	-	-	-	-	-	-	-
700th - 700th Anniversary Church Restructuring	-	-	-	-	-	-	-
OrganM - Organ Maintenance Fund	-	-	-	-	-	-	-
Bell - Bell Appeal	34,431	-	459	-	-	-	33,972
Essery - Essery Fund	-	-	-	-	-	-	-
Legacy - Legacy 2012	-	-	-	-	-	-	-
<b>Totals</b>	<b>233,501</b>	<b>211,129</b>	<b>158,591</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>286,039</b>

**Tavistock PCC**  
**Sofa Separate Designated**  
**For the period from 01 January 2024 to 31 December 2024**

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Incoming resources</b>					
Incoming resources from generated funds	-	-	-	-	-
Voluntary income	115,903	200	27,132	143,235	141,025
Activities for generating funds	12,789	6,659	-	19,447	14,897
Investment income	7,425	-	-	7,425	3,528
Incoming resources from charitable activities	11,915	360	-	12,275	9,417
Other incoming resources	1,032	-	22,706	23,738	30,556
<b>Total income</b>	<b>149,063</b>	<b>7,219</b>	<b>49,838</b>	<b>206,120</b>	<b>199,423</b>
<b>Resources used</b>					
Cost of generating funds	-	-	-	-	-
Cost of generating voluntary income	696	-	-	696	1,997
Charitable activities	134,004	6,568	1,229	141,801	148,085
Other resources used	525	1,500	11,322	13,347	20,893
<b>Total expenditure</b>	<b>135,225</b>	<b>8,068</b>	<b>12,551</b>	<b>155,844</b>	<b>170,975</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>13,837</b>	<b>(849)</b>	<b>37,287</b>	<b>50,276</b>	<b>28,448</b>
<b>Transfers:</b>					
Gross transfers between funds - in	9,560	4,977	486	15,023	30,991
Gross transfers between funds - out	(5,463)	-	(9,560)	(15,023)	(30,991)
<b>Other recognised gains / losses</b>					
Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-
<b>Net movement in funds</b>	<b>17,934</b>	<b>4,128</b>	<b>28,213</b>	<b>50,276</b>	<b>28,448</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>52,286</b>	<b>43,561</b>	<b>137,654</b>	<b>233,501</b>	<b>205,053</b>
<b>Total funds carried forward</b>	<b>70,220</b>	<b>47,689</b>	<b>165,867</b>	<b>283,776</b>	<b>233,501</b>
<b>Represented by</b>					
Unrestricted					
General fund	69,085	-	-	69,085	51,150
Designated					
Choir Fund	-	404	-	404	-
FAMILY LUNCH CLUB	-	370	-	370	370
FRIENDLY FRIDAY	-	2,816	-	2,816	3,634
GALLEY & TOILETS (Designated)	-	29,897	-	29,897	24,920
GENERAL FUND - Designated	-	(27)	-	(27)	(27)
LITTLE DEERS	-	418	-	418	487
PEGGY SALMON LEGACY (DEVELOPMENT)	-	8,646	-	8,646	8,646
PEGGY SALMON LEGACY (WORSHIP)	-	4,008	-	4,008	4,008
VESTRY GROUP	-	13	-	13	13
VICAR'S MISSION FUND - Designated	-	291	-	291	216
WARM WELCOME (Designated)	-	853	-	853	1,294
Restricted					
Bell Appeal	-	-	34,431	34,431	34,431
BELLS (Restricted)	-	-	988	988	977
Bible Fund	-	-	171	171	154
FABRIC FUND (Restricted)	-	-	(586)	(586)	507
FLOWER FESTIVAL FUND (Restricted)	-	-	262	262	262
FRIENDS' FABRIC FUND (Restricted)	-	-	57,706	57,706	45,716
GALLEY & TOILETS - GRANT INCOME	-	-	25,000	25,000	-
GALLEY & TOILETS (Restricted)	-	-	45,292	45,292	48,054
MELANESIAN BROTHERS (Restricted)	-	-	45	45	45
MESSY CHURCH FUND	-	-	913	913	689
ORGAN RESTORATION FUND (Restricted)	-	-	1,052	1,052	1,052
VESTRY & SACRISTRY REFURBISHMENT	-	-	(77)	(77)	5,068
VESTRY GROUP	-	-	1,805	1,805	1,836

# **Parochial Church Council of St Eustachius' Tavistock - 1130516**

## **Notes to the Financial Statements**

For the period from 01 January 2024 to 31 December 2024

### **1. Accounting framework and accounting policies**

#### **Accounting framework**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102) as amended by Bulletin 1), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Advantage has been taken of disclosure exemptions as set out in FRS102.1.12 and FRS101 1A.7 from the requirement to produce a cash flow on the grounds it qualifies as a small charity.

#### **Basis of preparation**

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### **Judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, which are described in this note, the PCC is required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historically known factors and experience. Therefore, the PCC does not perceive there to be any critical areas of Judgement or key sources of estimation uncertainty in the formulation of the financial statements.

#### **Going concern**

Based on the monetary assets and human resource available on 31 December 2024, the PCC believes that it is a going concern.

#### **Funds**

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

#### **Income**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when received, interest is accrued. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

## Expenditure

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

## Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s. 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time).

Individual items of equipment costing £2,000 or less are written off when the asset is acquired.

The Millennium Bells are being depreciated at the rate of 1% per annum.

## Financial Instruments

*Classification:* The company holds the following financial instruments:

- Short term trade and other debtors and creditors, and
- Cash and bank balances. All financial instruments are classified as basic.

## Recognition and measurement

The charity has chosen to apply the recognition and measurement principles in FRS102. Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument and derecognised when in the case of assets, the contractual rights to cash flows from the assets expire or substantially all the risks and rewards of ownership are transferred to another party, or in the case of liabilities, when the charity's obligations are discharged, expire or are cancelled. These instruments are initially measured at transaction price, including transaction costs, and are subsequently carried at the undiscounted amount of the cash or other consideration expected to be paid or received, after taking account of impairment adjustments.

## Reserves Policy

It is the current PCC policy to maintain unrestricted/undesignated funds which equate to two months' unrestricted expenditure, to have adequate cash flow.

It is PCC policy to invest surplus funds to achieve a return. This with the TSB Business Deposit Account and CBF Church of England Deposit Fund.

### 2. (a) Staff costs

Wages and salaries	Unrestricted	2024	2023
	£	£	£
	9,829	9,829	10,829

The charity employed three members of staff : Parish Administrator, Cleaner and Organist. No employees received employee benefits over £60,000.

### 2. (b) Payments to PCC Members and related party transactions

No payments or expenses were paid to any PCC members, persons closely connected or related parties. No transactions with related parties were undertaken during the year.

# **Tavistock Parochial Church Council Reserves Policy**

## **1. General policy**

- 1.1 The trustees of Tavistock Parochial Church Council recognise the importance of a reserves policy to help demonstrate good stewardship and financial management and to manage its reputation.
- 1.2 Our policy is to retain sufficient reserves:
  - To ensure that the church has sufficient funds to meet its financial commitments.
  - To demonstrate that the church is sustainable into the future.
  - To ensure that the church can manage future unforeseen financial difficulties.
  - To ensure that excessive funds are not held without any identifiable reason or for any identifiable purpose.
- 1.3 This reserves policy relates only to the charity's unrestricted funds (which include designated funds). Restricted funds may be held in addition to be used for the restricted purpose for which they were given.
- 1.4 The overall responsibility for this policy and its implementation rests with the trustees of Tavistock Parochial Church Council.
- 1.5 In constructing this policy, the trustees have paid due consideration to the Charity Commission guidance on charities and reserves.

## **2. Calculating reserves**

- 2.1 Financial reserves are considered in three parts:
  - General reserves that are deemed necessary to meet future operational requirements and to protect the church against future financial uncertainties including loss of income and unexpected increases in operating costs.
  - Reserves set aside to meet future financial commitments for a specific significant project or venture or planned future commitment.
  - Risk Register – Reserves set aside to meet unplanned expenditure for items identified and recorded on the risk register.
- 2.2 General reserves are calculated after assessing the financial risks faced by the church and determining:
  - The size of any contingency fund required to meet unforeseen operational costs.
  - Any uncertainty that might exist over the continuation of future income flows including donations and other grants.
  - An amount that might be required to cover expected deficits in the cash budget.
  - An amount that might be needed to meet an unforeseen emergency.
  - For the Financial Year 2025, the sum set aside for Reserves is £24,749 (equal to approximately 2 months expenditure) for the general budget.
  - For the Financial Year 2025, the sum set aside for the Galley & Toilet Project is £30,991.



- For the Financial Year 2025, the sum set aside for Mission is £12,517 as part of Peggy Salmon's Legacy and Legacies:
  - Development £8,991.
  - Worship £4,168.
- Legacies £8,000.
- For the Financial Year 2025 the sum set aside for Churchyard Tree Maintenance is £5,000
- For the Financial Year 2025 the sum set aside for the Risk Register (separate document) is £2,000.
- For the Financial Year 2025 the sum set aside for possible additional staffing and IT / Office and Communications implementation is £22,800

2.3 Specific reserves are calculated with reference to a planned spending commitment or to fund a specific project or other venture. Generally specific reserves will be treated as designated funds.

2.4 Reserves will be reassessed regularly and specifically in the following circumstances:

- A significant change in the core operations of the charity.
- Information coming to light that casts doubt on the charity's future income flows.
- A significant change to the wider environment in which the church operates, including the overriding economic climate.
- Annually, if no other re-assessment has taken place.

### **3. Using reserves**

If the charity has excess reserves, the trustees will consider how these funds might be effectively used in the future.

### **4. Reporting the reserves policy**

4.1 The trustees will include an explanation of the reserves policy in their annual report setting out:

- A brief statement of the general policy.
- The level of reserves held and a brief explanation of why they are held.
- Where material funds have been designated, the amount and the purpose of the designation.
- Where designated funds relate to future expenditure, the likely timing of that expenditure.

4.2 If the trustees conclude that no reserves are required, this will be explained in their annual report.

### **5. Adoption of this policy**

5.1 The trustees of Tavistock Parochial Church Council formally accepted this policy at the

Signed:

Date:

Review Date: March 2026

## **Independent Examiner's Report to the PCC of the Ecclesiastical Parish of St Eustachius, Tavistock.**

I report to the PCC on my examination of the accounts of St. Eustachius for the year ended 31 December 2024, which are set out on pages 1 to 8 of the Financial Statements Section in the Annual Report and Financial Statements for the year ending 31 December 2024. I note that the Annual Report and Financial Statements were unanimously approved by the PCC at its meeting held on 12<sup>th</sup> March 2025.

### **Responsibilities and basis of report**

As members of the PCC, 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 church'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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:  \_\_\_\_\_

Simon Hirst.

Fellow of the Institute of Chartered Accountants in England and Wales.

4 Ordulf Road, Tavistock, Devon PL19 8NE.

Date 14<sup>th</sup> March 2025

## ST EUSTACHIUS' PROGRAMME 700 REPORT TO APCM COVERING 2024

### **How it Works:**

A scheme of work for this programme, now in its seventh year, is used by the Standing Committee and PCC, in which all of the prioritised findings from Quinquennial Inspections which require fixing have been merged into a programme with other major maintenance projects and projects for the modernisation of the church. Recognising the resource limitations that we have, the categorisation of the projects in the programme are divided into:

- **Active Projects** – those currently being worked on
- **Potential Projects** – those to be prioritised and turned into active projects when required
- **Future Big Bid Project** – this comprises major cost items, such as updating the church lighting system, major roof repairs and painting the church ceiling, which could form the basis of a future major project, requiring funding from something like the National Lottery Heritage Fund

The programme is agreed as an overall plan by the Standing Committee and PCC, but the individual projects within it all need to go through pricing, funding and a tendering process before gaining full approval by the PCC, and subsequent placement of contracts. Martin Pendle acts as the overall programme manager and coordinates the funding of Active Projects. He also writes and submits the bids for external funding. The larger individual projects have dedicated project managers – all volunteers.

Funding for the projects within the programme comes from a variety of sources: private donations, PCC, Friends of St Eustachius, grants from external trusts and direct local fundraising.

### **Projects Completed in 2024:**

**Choir Vestry Refurbishment:** Complete refurbishment of the Choir Vestry as a shared space for the children's activities and the Choir. Work included installation of wardrobes to replace the free standing clothing rails for the choir, installation of built in shelving for choir music, a chest for the storage of live streaming equipment, storage for the resources required for children's activities and carpeting of the space to make it a softer area for children. Funding was achieved through donations from the Friends of St Eustachius, the Diocese and some generous personal donations. Project Manager Martin Pendle

**Installation of a Safety Rail behind the Main Altar:** This is a rail behind the main altar to enable chalice bearers to safely descend the steps from the altar to the communion rail. Project Manager Martin Pendle

### **Active Projects at the end of 2024:**

**Provision of Galley and Toilets:** A presentation was given to an audience of 83 congregation, Electoral Roll members and Friends of St Eustachius in February. Only 3 people present voiced objections to the project. The audience was also invited to make known any objections to PCC members if they did not choose to raise them at the meeting. At the March PCC meeting no further objections had been raised and the PCC re-endorsed the project and approved a proposal to appoint a professional fundraiser who Martin Pendle will work with to help raise the required funding from external trusts. At the time of this report (Feb 2025), this funding drive has resulted in a £25,000 donation from the Garfield Weston Foundation, a conditional offer of £5,000 (conditional on achieving the remaining funding) from the Beatrice Laing Trust and £5,700 from the Benefact Trust. Applications to other Trusts are ongoing. Project Manager: Nick Clark

**Refurbishment of the Sacristy:** This commenced in 2024 and will complete in January 2025. Work includes replacement of the wardrobe and lights, re-plastering of the ceiling and repairs to

the walls, painting and carpet replacement. This has been entirely funded by a single anonymous donor. Project Manager Martin Pendle

**Tree and Shrubbery Management in the Churchyard:** A full survey has been carried out of the trees and major shrubbery in the churchyard. The results have been screened by the PCC and quotes are being sought for the work the PCC wishes to take forward. Project Manager: Richard Crawford

Martin Pendle  
P700 Programme Manager

## **Tavistock Bellringers**

### **Secretary's report for 2024 presented at AGM, 17<sup>th</sup> February 2025**

The major event this year was the Guild 150<sup>th</sup> anniversary in June, where we catered for over 90 ringers at the Parish Centre. It was a great day and very successful. My huge thanks go to all the ringers who produced food for what turned out to be a sumptuous lunch and especially to the great "kitchen team" which included Carol, Chris, Kathy, Donna, Elaine, Rosemary and Sally for making our time in the kitchen so much fun. We had a lot of laughs in between all the activity.

It was very pleasing to know that net amount raised from donations for the food was £489.00 which was a terrific result for the Devon Church Bells Restoration Fund.

We also entered a team once again for the Friends of St Eustachius Quiz, where "The Clangers" came somewhere in the middle, so not a win, but a respectable ranking!

### **Weddings and funerals**

The number of weddings has picked up and we had 11 weddings during the year. We just need to make sure of the communication to any updates of timings/dates for these weddings as there seems to be a small trend of couples making very late changes to their plans.

Ringling for funerals is proving to be a popular offering and we had 6 funerals to ring for. Most families requested that the funeral bells be half-muffled and there were a couple of requests for tolling of the years too. Obviously, there can only be short notice for these requests and they are often during the week, so it's especially impressive that we managed to get bands for all that were requested. It also takes a good amount of time to put on and then take muffles off the bells, so many thanks to The Mufflers for their extra time!

### **Visiting ringers**

Tavistock is a popular place for visiting bands and we had 8 visiting bands during the year.

Especially appreciated by the town were the ringers from St. Paul's Cathedral back in February, who inspired quite a number of compliments from the Tavistock townsfolk asking about the lovely ringing and where they were from.

Finally, our grateful thanks to Donna for all the *Tales from the Tower* articles she has written over the years for the Parish Magazine. These were not only entertaining, but provided a useful and friendly link between church and tower. It's also super to see Donna back in the tower and looking hale and hearty after what can only be called, to quote our late Queen, a bit of an "annus horribilis"!

**Sarah Hinton**

## **BEREAVEMENT GROUP**

The bereavement group which has been running for the past nine years has met on the third Thursday of the month at 2.00pm in the Parish Centre. After Easter we will meet at 2.00pm on the third Wednesday of the month.

It is a time for a short quiet reflection after which together we try and make sense of what we have heard and link it to how we are feeling in our own bereavement and loss all is undergirded by prayer.

This group together has helped so many people in the past and continues to do so today in a safe and confidential space where we can share our sadness, and our joys, there are tears and laughter, a lightening of the load of bereavement and a gradual looking forward into a different way of life.

All are very welcome, there are no pressures you can join and leave when you feel ready, or just stay and help others in their journey of grief. Many come back at times of anniversaries and birthdays, we care for each other.

There is always tea and coffee, good cake and a time to chat, everyone is very welcome whether you attend church or not.

Eighteen of us enjoyed a Christmas lunch in the Parish rooms, Christmas being a very difficult time for those who have lost a loved one the group felt safe in the confines of the Parish rooms.

Jenny Tremaine and Mary Wills have been a tremendous help since the group was formed as was Pat Knock who sadly died last year.

Jesus knows our pains and sorrows and gives only as he can give His comfort and His peace.  
With every blessing, Rev. Sue  
Revd Sue Tucker 01822 860177

### **CHURCHWARDENS**

Throughout the year, the committed and hardworking team of Churchwardens and Deputies have continued to share in the leadership of our church and to support Rev Matt and the Ministry Team as much as possible. We meet with them on a regular basis to pray, plan and discuss forthcoming events.

Highlights of the year have included Easter, Harvest, All Souls, Civic and School Services and the wonderful Advent and Christmas Celebrations, including an inspiring Carol Service when we welcomed Bishop Mike, the recently appointed Bishop of Exeter. During Advent and Christmas, we welcomed over 3,000 people of all ages to our services.

God is working through our growing outreach to the community: Messy Church, Little Deers, Warm Welcome, Friendly Friday and other activities reach a wide number of people of all ages. The number of families staying for the meal after Messy Church is now almost exceeding our seating capacity!

As wardens, we have a responsibility to the church building and are eager to see the Galley and Toilets Project come to fruition. We are also committed to making the church a welcoming place for children and have started developing an attractive Children's Area available during services and for children visiting the church with their carers during the week. It is humbling to see just how many people visit our church every day of the week; it is so good that the church is unlocked throughout the day, and we are grateful to the stewards who man the church during the summer months, the Holy Dusters who faithfully clean and dust, and the Flower Arrangers who beautify our church with such special care.

We are especially grateful to the congregation for their support. We have tried to be friendly, approachable, caring and willing to listen.

We are the Church of Christ set in the centre of Tavistock Town. Together we seek, with God's guidance and grace, to enable our church community to move forward in mission and ministry. We ask for your prayers and ideas as we look forward to a time of renewal and revival at St Eustachius.

**Pam Hunter, Catherine Stoate, Alison Boulter, Hilary Johnson and Cathy Sherlock**

### **CHOIR AND MUSIC**

The talented, dedicated, lively and friendly church choir at St. Eustachius Church, Tavistock had a wonderful year singing songs of celebration, reflection and remembrance. The Choir continues to support and enhance the singing in weekly Communion Services, Choral Evensongs and many special services. This year the choir was also honoured to be asked to sing many lovely musical requests for numerous funerals and weddings. Members of the choir continue to attend outside workshops and singing events throughout the year.

Friday evening choir practices have been intense but joyful (usually mixed with a little laughter and sometimes cake and prosecco!) This year we were pleased to welcome several new members aged between 16 and 60+.

On Palm Sunday the Choir was joined by singers from various churches and organizations in a performance of Stainer's Crucifixion which was directed by Andrew Lundie. Catering was deliciously undertaken by Carolyn Anderton. During the annual August choir break some members - who call themselves The Summer Singers - assembled in the north aisle pews and added their voices to the Sunday morning services. This was appreciated by clergy and congregation.

December was a particularly busy month for Tavistock Church Choir. The choir participated in the Christmas Tree Festival event and many outside activities which involved singing for several residential homes and at Tavistock Hospital. The repertoire for the Advent Carol Service included the amazing O Magnum Mysterium by Lauridsen. The Christmas Carol Service was a highlight of the year for the choir with Sean Sweeney joining us as organist and the choir's Musical Director,

Mary Mazur-Park, as conductor. It was wonderful to join with Brentor Choir on this occasion. The music included two specially composed Christmas works by Wendy Roderick and our resident composer Leslie Mazur-Park. The Bishop of Exeter was present and one member of the congregation noted that the singing enhanced “a wonderfully joyous family celebration.”

**Mary Mazur Park**

### **DEANERY SYNOD**

There were meetings in February, June and October. In the course of the year Nick Shutt left to take up a new role in the Diocese of Truro and was replaced by Andrew Thomas.

The Deanery is obviously in the midst of a reorganisation and this has been a recurring theme along with finances. The Diocese is in financial difficulty, we have heard lots from the Deanery

Treasurer: there will need to be changes, exactly what those might be will hopefully become clearer over the coming months.

St Eustachius has paid its Common Fund contribution in full and have paid an additional voluntary contribution too but this is a challenge that is not going to go away.

We had some great presentations during the year.

In February the new Archdeacon of Plymouth, Jane Bakker, who answered questions on Diocesan funding and our vision for mission to and work with young people as well as telling us something of her life.

In June Rev David Runcorn gave an interactive presentation entitled “Endings, Beginnings and the Space Between” on managing change, particularly the importance of recognising past experiences and where people are coming from, handling transition and how you can not change what you do not love.

In October we heard from Sarah Chalker, the Diocesan Creation Care Officer. She was very interesting and spoke about how focus on Creation can be an outlet for proclaiming the gospel as well as many other matters such as taking practical steps to look after our little corner of the world through for example taking an interest in land under our control. She also pointed us towards some simple opportunities to improve matters and even resources available to help.

**Matthew Hibbert**

**On behalf of Deanery Synod members from St Eustachius**

### **FLOWER ARRANGER**

Sadly no one has come forward to oversee the Flower Arrangers. However, we have maintained a rota for 2024 and come together to decorate for major festivals. Special thanks to Liz Bastin, Ruth Glanville and Alison Watt for ensuring that decoration for Christmas went ahead.

If you would like to know more about leading the team please see Pam Hunter.

**Pam Hunter**

### **Friendly Friday Coffee Mornings**

The Friendly Friday coffee mornings continue to be a busy social morning for many who attend weekly. We also have regular visitors from Plymouth and the out-lying villages, who join us when they visit the town.

These mornings also provide a safe, welcoming place for those who need the church and someone to talk to.

We have many willing helpers each week, who provide an array of savouries, cakes and biscuits.

Each week we are fortunate to have a resident from the Lawns come along to serve and wash dishes.

### **3. Fixed Assets**

As at 31<sup>st</sup> Dec 2024 all fixed assets have a book value of 0 except for the Millennium Bells whose net book value is £33,972.

### **4. Funds**

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their uses and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

The main **restricted** funds are as follows:

Millennium Bell Appeal: An appeal to assist with the purchase of two new bells in 1998. This is a non-cash fund as is being depreciated at 1% per annum.

Friends' Fabric Fund: A fund to "*beautify and maintain*" the church provided by the Friends' of St Eustachius'.

Galley & Toilets Fund: A fund from the Friends of St Eustachius' towards the cost of the Galley & Toilets Project.

Galley & Toilets Fund (Grant Income): A new fund for grant income received from external grant giving bodies (currently at £25,000)

### **5. Unrestricted Planned Giving by PCC Members (Trustees)**

During 2022 Tavistock PCC received £13,986 in donations from trustees (PCC members) and their close relatives. The donors did not attach any conditions to their gifts which required the charity (PCC) to significantly alter the nature of its existing activities.

### **6. Charitable Giving**

In addition to the 2.5% of income set aside for missional and charity giving the PCC wishes to record that other congregational giving goes on throughout the year. In 2024 this totalled £1947.19.



We have fund raising activities in the Parish Hall on Friday afternoons throughout the year, recently we had a Valentines tea party.

The Friendly Fridays are very much part of the outreach of the church, and are seen as part of the town of Tavistock.

**Barbara Miller**



### THE FRIENDS OF ST EUSTACHIUS'

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**The Parish Office, 5a Plymouth Road, Tavistock PL19 8AU**

Our first event of the year was the annual Friends' Quiz. I am delighted to report that the Parish Centre was absolutely packed with keen quizzers. They were confronted with a wide range of questions, under the beady eye of quiz master Hugh Walkington, and a great evening was had by all. I am delighted to be able to report that we also managed to raise over £700 on the night – a record for this enjoyable event.

It was a great pleasure to be able to hold our annual Summer Fete on the church green in early July. We now deliberately choose the Saturday that coincides with the farmers' market in the town square as well as the annual "Tavi Fringe" music and performance event, as this means that the town is thronged with happy people. We were once again blessed with good weather. I would like to offer my sincere thanks to all those who put in many hours of work to ensure that the event was such a success – the tent-erectors, the stall holders and the "gophers" who willingly ferried tables and chairs in all directions, both at the setting-up and dismantling of the Fete. The Friends are extremely grateful to the support of the Lions Club whose members were simply invaluable in ensuring that the event was a great success. I am delighted to say that the event raised just over £5,300, smashing the previous record.

The Christmas Tree Festival, this year for the first time masterminded by Vanessa Bowles, was another triumphant success. This was thanks in part to the great template of the event provided by Pat Morrison who has now retired. With the maximum number of 66 trees, the church was a blaze of colour and excitement throughout the festival. As ever, the Friends are sincerely grateful to the many volunteers who put in many hours of selfless work to ensure that the Festival runs so seamlessly and is so valued by the local community. I know Vanessa Bowles would like me to highlight the contribution of John Collacott, without whose electrical wizardry the lights would not shine. Nick Clark and his team of helpers ensure that trestles and stands and trees are put in place every year, and magically disappear again at the end of the festival. My thanks go to the Handicraft Group along with Pam Hunter and her team at Vintage Green who produce an astonishing range of beautiful items for sale every year – and every year they deservedly sell like hot cakes. On the subject of cakes, I am also grateful to all those who made and brought jams and marmalades for sale, and who made cakes for our refreshments stall. I am most grateful to Mount Kelly and St Peter's for providing musicians at the private view and opening ceremony respectively, and also enormous thanks to the many musicians, groups and choirs who offered

their services to provide live music throughout the ten days. Everyone remarked on the extremely positive and warm atmosphere in the church, and I am delighted to be able to confirm that we raised around £14,000, another wonderful total.


The funds committed to the Galley and Toilet project now stand at £100,000 remaining ring-fenced for that purpose, but costs sadly have continued to escalate, so there remain hurdles to be crossed in order to bring this vital project to a successful conclusion.

We have continued to commit funds for the church building insurance as this is clearly a vital aspect of protecting the fabric of the building. We continue to liaise closely with the PCC and the Project 700 steering group, who oversee plans for refurbishment of the church, and have contributed to the replacement of the Parish Centre floor, a new cooker for the Parish Centre and carpet for the childrens' area at the front of the Clothworkers Aisle.

We are very grateful to the support, both financial and practical of our sponsors, and to the wider membership. I am very grateful to the committee of the Friends for their support during the year. It has been a pleasure to welcome Peter Hoade to the committee, as our treasurer.

It would be remiss indeed not to single out Pat Morrison, who after many years' service to the Friends as Secretary and organiser of the Christmas Tree Festival is stepping down at the AGM. Pat has given so much to the work of the committee, and indeed the whole organisation of the Friends, she will be greatly missed. Thank you, Pat for what you have done on our behalf.

Finally, I would like to thank the church wardens, ministry team, and in particular Father Matt for their support over the past year. Matt has worked tirelessly in support of all of our events, his active support is hugely appreciated by all of us.



Chairman of the Friends of St. Eustachius'  
14<sup>th</sup> January 2025.

### **HANDICRAFT GROUP**

We have had another good year. Around 8 members belong to the group but everyone is welcome even if only for a chat and a cuppa. The next meeting is on March 26<sup>th</sup> in the Parish Centre from 2 till 4. We have a stall every Friday in church, also at the Summer Fair and the Christmas Tree Festival to sell what we have made. We are pleased to say we have helped pay for items in church and in the Parish centre. We also gave £200 to the bellringers towards new ropes. Hoping 2025 will be just as good.

Ruth Glanville

### **INTERCESSORS' PRAYER GROUP**

We continue to meet in church on the second Saturday of most months at 10am.

We have warmly welcomed new intercessors and thank all who provide such a valued ministry. Please contact [sarah.pendle0@gmail.com](mailto:sarah.pendle0@gmail.com) if you feel called become an intercessor.

**Sarah Pendle**

### **Ladies prayer and Bible study group**

The group has grown this year, often 6-9 meeting together weekly and in all we number 13 from various home churches around Tavistock.

Following last April's report the group continued reading the whole of John chapter by chapter spending some time in particular looking at the events and characters of the passion narrative. For some weeks we thought around topics using the Susan Sayers book 'Reflective Services' and simply followed a theme such as patience, forgiveness and the evidence of the Trinity in the Old Testament. As always everyone is encouraged to participate and bring thoughts often from their personal daily Bible study notes (Scripture Union or similar).

The group helps each of us not to be discouraged in prayer, especially as we pray for some long-term issues. We are blessed to spend much time in prayer and are faithful in doing so and so thankful to the Lord for His listening ear.

We started this year a WhatsApp group to keep us better connected and for more immediate prayer needs.

Eunice Weemys very kindly hosts the group most weeks and organises social events such as our Summer & Christmas dinners at the Peter Tavy Inn.

Contacts: Pen Rowan & Catherine Stoate

**Penny Rowan**

### **Little Deers**

Our delightfully named baby and toddler group meets every Tuesday during term time for play, snacks and singing, ending with a short interactive Bible story and prayer. Pastorally, it's a great chance to speak with carers – sometimes things come up that we can help with even if it is just a listening ear. However, it is definitely flourishing with an average attendance of 25. If you would like to join our friendly team please contact [sarah.pendle0@gmail.com](mailto:sarah.pendle0@gmail.com)

**Sarah Pendle**

### **Recording and Live Streaming of Services**

Since March 2020 we have recorded and put on YouTube and the Church websites all our services on a Sunday morning together with weddings and funerals.

From the feedback I am getting from various people who have watched the services, they are well received and value the opportunity of listening to our services when they have not been able to physically attend Church. It is surprising who listens and watches and where they live. I know there are people who live in South Wales, the Midlands, islands of Scotland and even Australia who regularly listen and watch our services. The ability for family, who cannot attend funerals, to watch the service remotely is greatly appreciated and in a funeral this week, we had live connections to Australia, Canada and Central Africa.

We also provide a DVD of the Wedding and Funeral Services when asked.

The present system requires the cameras to be set up on the Saturday evening and taken down immediately after the service. This also for Weddings and Funerals. As I have said in earlier reports, in the short term this is sustainable but in the long term there needs to be a built-in system which will negate having to set up the system on a weekly and ad hoc basis.

I am assisted on Sundays by Bethan Godfrey and Harry James. Bethan and Harry now deal with all the vision mixing and I control live streaming sound. Jayden and Tash Jewell are now helping with Church Sound and hopefully will also start to learn how to live stream.

I repeat, it would be good for others who are slightly technically minded to get involved in the process. Also, we need others to help us to deal with the sound at Church on a Sunday and other services and I am very happy to train them to use this system.

I am again indebted to Martin Pendle who looks after the website and the YouTube platform for facilitating livestreaming at the end of the process and our prayers are that those who watch these services will be blessed by the worship they see and, in some way, can take part in it.

**Peter Rowan**

### **‘Living Creation’ groups**

Three discussion and study groups on the theme of ‘Living Creation’ were held in the Parish Centre on the afternoons of 15, 22, and 29 October 2024. These were designed to deepen and strengthen understanding of God’s creation and how as Christians we should respond to the ecological crisis in which the world finds itself. We focussed on what ‘Living Creation’ means to us in our lives, actions, and witness as followers of Jesus. Some 34 people attended one or more of the Groups—19 (Group 1), 20 (Group 2), and 25 (Group 3)—representing 11 Christian communities in and around Tavistock.

The first Group explored scriptural accounts of Creation, ‘Fall’, Flood, Ark, and Rainbow, asking: what do these ancient stories say to us as Christians now? The second Group discussed creation in the Psalms and the Gospels asking: how do these passages help us understand our role in caring for creation? The third Group reflected on our Christian hope for the renewal of creation, asking: how does this hope shape our response to climate change?

Responses to the Groups were positive. Each session included small-group discussion around key questions. To end, participants reflected on what we as Christians needed to change, individually and collectively. Points noted included:

- ❖ Importance of **building relationships** with all Christians and people of other faiths.
- ❖ Need to engage **whole church ‘families’** in exploration of implications of ‘Creation Care’.
- ❖ Heightened sense of **responsibility to act**, e.g. ask ourselves as ‘consumers’, do we **need** this, or just **want** it?
- ❖ **Each of us has a role in caring for creation**—including being an example and using the gifts God has given each one of us.
- ❖ **Keep believing** in God’s love and power ultimately to ‘make all things well’.

**Bob & Patti Owens**

### **‘Living Water’ Lent Day**

A Lent Day on the theme of ‘Living Water’ was held in the Parish Centre on Saturday 17 February 2024. Attendance was open to everyone, and about twenty people attended from several Christian communities in Tavistock and the surrounding area. The aim of the day was to renew and strengthen our faith and encourage us all to engage in a deeper way with the meaning of Lent as it leads towards Easter. It provided an opportunity for Christians to meet for spiritual development and support.

The morning session centred on a guided Bible reading of selected passages on the theme of water. Water in the Bible is often represented as one of God’s most precious gifts to humanity. We reflected on the spiritual significance of the metaphor of water in scripture, and asked how we might relate this to current concerns about climate change and its serious implications for access to water as a resource.

The afternoon session was devoted to John 4:1–42, the Woman at the Well. First, we did a ‘reading with the heart’ exercise (*lectio divina*), followed by an Ignatian-style ‘guided meditation’, where we drew on our imaginations to gain a fresh perspective on this famous passage. The day ended with a closing act of worship.

**Patti & Bob Owens**

## **MESSY CHURCH**

Messy Church has grown this year! We now have an average of 65 attending each month, so we are really seeing the Holy Spirit at work with our families. We generally meet on the first Wednesday of the month for worship, hospitality, activities, and a delicious hot meal. Many families have been coming to Messy Church for several years and have encouraged their friends to come too. We have an amazing Messy Team of cooks, meeters and greeters and crafty helpers. Messy Church values are about being Christ-centred, for all ages, based on creativity, hospitality and celebration. It's a very different type of ministry: busy and definitely messy, but incredibly uplifting too. As we are growing we do need extra help, so if anyone feels called to this special ministry by joining us please let me know. We are always grateful for help with food!

Contact [sarah.pendle0@gmail.com](mailto:sarah.pendle0@gmail.com) to find out more.

**Sarah Pendle**

## **PASTORAL CARE**

This year has seen work done on DBS and Safeguarding.

A provisional date of 5<sup>th</sup> February 2025 has been set for a group training session to support the few people who still need to do Safeguarding training.

Links with local care homes have continued to grow.

Services with Holy Communion are led at Abbeyfield, Abbotsfield, Chollacott, Crelake (expected to start in January), Parkwood Court, Blackdown (Mary Tavy) and Spring House (Peter Tavy).

We are encouraging members from the congregation to come and support services.

Pastoral visits to individuals are made between monthly services.

We have two new members on the PCT; Josie Whitfield, who is a trained Anna Chaplain and leads services at Blackdown and Parkwood Court and Judith Davies who is taking on valuable visiting in the community.

We hope to gain team members throughout this year.

Telephone contact is maintained with many people and Home Communion taken to more than a dozen people in their homes.

People who we phone are not necessarily church goers, but have come our way.

We have a bi-monthly meeting, usually on the second Wednesday of a month, to come together.

This is a time to talk about things that have struck us as being important or valuable to share about our pastoral work; always showing strong regard for confidentiality.

An aim for this year is to increase the number who come to these gatherings, as all who do attend find them worthwhile.

**Diana McDowell**

PCT Coordinator

## **PRAYER AND STILLNESS**

The Prayer and Stillness Group met eleven times during 2024, on the second Monday of each month except August. Meetings were held in the Parish Centre. Attendance is up on last year, ranging from about ten to fifteen people each time. It is an ecumenical Group, affiliated to the national Julian Meetings network. People attending come from four or five local Christian communities and churches.

For anyone who may not know about the Prayer and Stillness Groups, they offer an opportunity for Christians to be together with God in contemplative prayer and stillness. Each hour-long session includes prayers, some music, and—at the centre of it all—two periods of shared silence following short readings. The session ends with refreshments and a time of fellowship.

Everyone is welcome to come to the Group. If you are interested to know more, please contact Patti Owens on 07507 805 074, or email Bob Owens: [bobowensreader@outlook.com](mailto:bobowensreader@outlook.com). They will be able to tell you in detail about the Group and how it works.

**Patti and Bob Owens**

### **St Rumon's and St Peter's CE Schools – Spring 2024 Reflections**

During 2024, St Peter's and St Rumon's school have maintained their close links with St Eustachius church with members of the clergy visiting each school fortnightly to lead worships and our programme of services in church including, Harvest, All Saints, Pentecost, Christmas and Easter. Our links with the church through the governing body have also remained strong with several members of the church community serving as governors. This has continued to ensure that the Christian Ethos of the school remains a key component in all our school based discussion and improvement.

Over the first part of 2024 we were continuing with work embedding our new Relationships based Spirituality framework: Relationship with self, Relationship with other, Relationship with the world and beyond and Relationship with God and the transcendent. This runs through our programme of Worship and is also linked into our curriculum and lessons. Our children have become more confident in articulating what this means to them.

In September we began work with our staff and children that will take our vision of 'Dream, Achieve, Inspire' (John 10:10 Living life in all its fullness) to the next level. We have introduced a set of 'Learning Powers' that will support children to explore our vision in much more depth and really think hard about how they as a person can develop their relationship with themselves to become stronger learners and be well prepared for life beyond primary school. This journey has started well and we look forward to seeing it develop as the 2024 2025 school year unfolds.

**Headteacher**

**St Peter's and St Rumon's School**

### **VESTRY GROUP**

Vestry Group continues to enjoy our wonderfully refurbished space, shared with the choir. We generally have at least two faithful young disciples who really love learning from the Bible, talking about Jesus, doing crafts and activities that enhance their understanding of God. If you know any young people who would like to join in, please bring them along as they will be very welcome.

**Sarah Pendle**

### **Vintage Green**

This has been another difficult year for Vintage Green, losing another valued member of our team, Pat Knock. Luckily friends and family have rallied round and Sheila Deacon has now joined us.

We had a successful Summer Fete, raising over £500 and despite the cancellation of Dickensian Evening we were thrilled to have made in excess of £2000 at the Christmas Tree Festival.

However, we feel that it is not just about making money. We have many conversations with people during our events. Sometimes people welcome a friendly face to have a chat about our items and quite often just to talk. Some people come back year after year, either to buy or just to catch up. Whatever the reason, we love to see them.

We are already preparing the year ahead, so please continue to support us.

**Pam Hunter**

### **WARM WELCOME**

Well what a successful year we have had with WW.

We have had an increase in numbers with a regular attendance of 20 every week. Overall we have 30 people on our books which is a marked increase from last year.

It's been very noticeable this year that our 'regulars' have developed a great friendship for each other and feel very relaxed in each other's company. They

welcome newcomers enthusiastically and make a point of including them in the conversation.

People continue to enjoy what WW offers in terms of friendship, the warm welcome, the delicious homemade soups, cakes and biscuits, the challenges of the puzzles as well as the intricate colouring pictures, all topped off nicely with plenty of tea and coffee and a good natter!

We continue to open our doors every week (Monday) from the beginning of October to the end of March 10.00-14.00. From April through to September WW will be held on the first Monday of every month.

Although there is no expectation for attendees to contribute financially we regularly receive on average £15.00 per week in donations. WW is such a wonderful resource for our community we hope there is sufficient funds to continue it for a further year.

We are reminded EVERY week why our wonderful team willingly give up their time to make this happen. People are so grateful for all we do and for some who attend it is the highlight of their week.

We welcomed two new volunteers (Kathy Palmer and Peggy Burge) to the WW team bringing the number of volunteers to 7. Without all that they do WW wouldn't happen so a very big thank you to you all.

**Sue Eve**

[susaneve15@hotmail.com](mailto:susaneve15@hotmail.com)

Signatures:

The Reverend Matthew Godfrey, Chairman of the PCC

Christine Everitt, Secretary to the PCC

Date: 23rd March 2025

**MINUTES OF THE MEETING FOR THE ELECTION OF CHURCHWARDENS AND THE ANNUAL PAROCHIAL CHURCH MEETING OF THE PARISH CHURCH OF SAINT EUSTACHIUS, TAVISTOCK HELD IN THE PARISH CHURCH ON SUNDAY, 28th APRIL 2024**

**MEETING TO ELECT CHURCHWARDENS**

**Present** 42 parishioners were present

**Opening Prayers** The meeting was preceded by a service of Holy Communion.

**Apologies:** Simon Hirst, Judy Hannaford Hirst, James Teague, Pat Morrison, Ann Townsend, Rita Bilverstone, Roma Keogh, Felicity Barnaby, Juliette Bowers, Pat Morrison, Reg and Joan Symons

**Chairman** The Reverend Matthew Godfrey was appointed to chair the meeting.

**Secretary** It was agreed that Christine Everitt be appointed Secretary.

**Election of Churchwardens** Two nominations had been received for the position of Churchwarden

—  
Catherine Stoate was proposed by Terry Goodyer and seconded by William Owens. She was declared elected.

Pam Hunter was proposed by Catherine Barrow and seconded by Nichola Heathman. She was declared elected.

The Churchwardens and Deputy Church wardens were thanked for their work.

**ANNUAL PAROCHIAL CHURCH MEETING**

**Apologies** for the Meeting to Elect Churchwardens were carried forward.

**Minutes** The Minutes of April 23rd 2023 Annual Parochial Church Meeting were approved as a true reflection of the meeting. Acceptance was proposed by Pam Hunter and seconded by Alison Boulter. There were no matters arising.

**Elections to the Parochial Church Council** The Reverend Matthew Godfrey thanked Catherine Barrow, Brian Routledge and Mary Jane Traber, who were standing down, for their service on the PCC. There were 5 vacancies and 1 nominee. Suzanne Littlewood was nominated by Catherine Stoate and seconded by John Littlewood. She was elected by the meeting.

**Election to Tavistock Deanery Synod** There was one nomination to fill the 1 vacancy. Jennifer Moore was proposed by Pamela Hunter and seconded by Catherine Stoate. She was elected by the meeting.

**Electoral Roll** It was reported that there were 211 currently on the electoral roll.

**The Annual Report**

All those contributing to the Annual Report were thanked.



**The financial statements** were received by the meeting, proposed by Catherine Stoate and seconded by Nichola Heathman. Simon Hirst was appointed Independent Examiner. His appointment was proposed by Wendy Roderick and seconded by Cathy Sherlock.

The Finance Committee were thanked for all their work.

**Group Reports** These were received by the meeting. Acceptance was proposed by Martin Pendle and seconded by Alan Cuttler.

## **AOB**

**Safeguarding** The importance of safeguarding was stressed. Rita Bilverstone was the parish Safeguarding Officer and, in a large parish, this was a large, ongoing task. It was essential to be able to show evidence that all required training and checks had been completed.

The Reverend Matthew Godfrey proposed that all members of the PCC must have completed all checks and training before the Archdeacon's Visitation. This condition would be added to the Parish Safeguarding Policy at its review by the PCC on May 8<sup>th</sup> 2024. Wendy seconded this proposal and it was approved.

**Date of Next Meeting** Sunday 23<sup>rd</sup> March 2025