

# **The Ecclesiastical Parish of Gosforth St Nicholas Annual Report for the year ended 31 December 2020**

**Including Agenda for Annual Parochial Church  
Meeting to be held 9 May 2021 at 7pm**

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## Meeting for the Election of Churchwardens

To be held in Gosforth Parish Church on Sunday 9 May 2021 at 7pm



1. Opening Prayers
  2. Apologies
  3. Minutes of the meeting held on 13<sup>th</sup> Sept 2020 – Appendix I, page 16
  4. Election of churchwardens - 4
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### ANNUAL PAROCHIAL CHURCH MEETING

**Gosforth Parish Church of St Nicholas Annual Parochial Church Meeting (APCM) will be held in Gosforth Parish Church on Sunday 9 May 2021 at 7pm following the meeting for the election of churchwardens**

#### AGENDA

1. Apologies for absence
2. Minutes of the annual parochial church meeting held on 13 Sept 2020 – Appendix I, page 16
3. Matters Arising which are not covered by the reports
4. The reports
  - (i) The Vicar's Report
  - (ii) The electoral roll – number at May 2021
  - (iii) Annual report of the PCC
  - (iv) Financial report
  - (v) Annual fabric report – presented by churchwardens
  - (vi) Safeguarding
  - (vii) Deanery Synod report
  - (viii) Other reports which may include Sunday School, Sexton, Sacristan, Flowers, Hospitality, Holy Dusters, Choirs, Readers, hall use, churchyard etc
5. Election of representatives to Deanery Synod – 2 vacancies
6. Election of PCC 6 members
7. Appointment of independent examiner
8. Any other business
9. Closing prayers

Meeting of the PCC of Gosforth Parish Church. The APCM will be followed by a PCC meeting

#### AGENDA

1. To appoint a PCC secretary
2. To appoint a PCC treasurer
3. Date of next PCC meeting

## **ANNUAL PAROCHIAL CHURCH MEETING**

### **Agenda Item 4 Annual Reports**

The ecclesiastical parish of Gosforth St Nicholas is a charity (Charity number: 1133837) for religious services and pastoral care, community activities and provision of facilities (buildings and open spaces) for the benefit of the residents of the parish of Gosforth St Nicholas and the wider community

#### **i. The Vicar's Report**

This is my second Vicar's report for Gosforth Parish Church of St Nicholas and it is probably the shortest time in the church's history between APCMs due to the COVID 19 pandemic. Our last APCM was in Sept 2020 so, a year which is only 8 months between meetings.

Grateful thanks are due to everyone who provide a warm welcome at church and for those who are continuing to use Zoom. Special thanks go to the churchwardens, David Young, Anne Moran, Gill Mitchell and Dale Hunter for their sterling work. We introduced some classes in the hall under the auspices of the NHS with social prescribing done by GPs to provide time together for those who had become isolated. The hall now has some regular bookings to support children and it is hoped that bookings for the hall will take up once restrictions have lifted further. The Hall Annexe will be used for Mission and Ministry by the church.

We had beautiful Christmas services, celebrated Epiphany, Candlemass, Ash Wednesday and a Passover Supper, sent out Palm Crosses and Easter Cards, held two Lent group meetings about Chocolat and we also studied the Lord's Prayer using the Pilgrim course material. Meeting with others for Morning Prayer continues to be a gift to a vicar.

Sadly, to date over 127,000 people have died from COVID 19 in the UK with almost 4.5 millions cases reported in the UK to date. Globally, the figures stand at over 154 million cases confirmed and over 3 million deaths worldwide. The pandemic is still with us. Gosforth Parish Church, like many other churches, synagogues, mosques and temples throughout the UK, and internationally, have slowly opened the doors for worship and access to the buildings. We continue to use social distancing (staying 2 metres apart, or 1 metre with the use of face coverings and copious amounts of cleaning fluids and hand sanitiser) and we have re-introduced a small group of singers to enhance worship.

**The Pastoral Group** works hard to keep in touch with as many people as possible during a very difficult time during lockdown – thank you.

#### **Worship**

Even though we could not worship in church, we continue to make use of digital technology and held services and meetings via Zoom, Facetime, Whatsapp, telephone etc. The numbers continue to rise with some weeks over 125 in attendance on Zoom and in church. It has been a delight to see the Sunday School team finding ways to use Zoom and make connections with families.

We record our thanks to St Martin's in the Field, London, for the music resources they provide when we need to use recording through A Church Near You. Music is a great gift for enhancing worship and it is hoped that choirs will be built up again once COVID regulations are relaxed. We have reluctantly accepted the resignation of Mike and Penny Green as Choir Directors. There will be an opportunity in the coming weeks for them to be church so that we can give thanks for their tremendous gifts and work in their contributions to church music and the life of our church.

We are very grateful to a group affectionately known as St Nicholas Voices, singing in church. Plans are being put in place for the future. Phil Mills, Marion Peutherer (organ scholar) and Joseph Lord have also helped to provide both recorded and live organ music – thank you. It was good to hear live singing again in church for the Parish Eucharist and recordings for the Hail Gladdening Light service. It has also been good to see servers in church albeit on a smaller scale than usual. The role of musicians and servers who enhance the beauty of worship is one where they are seen but not noticed – thank you to them all for their part in worship.

We record our thanks to Rev'd Michael Douglass, Rev'd Richard Hill and our Readers, Ce Pacitti and Olwyn Black. Ron Black has now retired and was granted the honour of Reader Emeritus. There will be an opportunity to give thanks for Ron's work. We are also pleased to report that Nick Beale will be attending a Reader Selection conference in 2021. He also took over the role of organising the rota for readers and servers. We record our grateful thanks to Derek Oliver for his decades of work in that role.

Being in church with limited numbers and the use of Zoom is providing the possibility of us worshipping together as a church family as best we can. It has been an innovation which allows people to attend church wherever they are in the world and most importantly for those who are housebound. Thank you to everyone who plays a part in ensuring that the hospitality of the Eucharist and Spiritual Communion is offered every week by reading, leadings intercessions, preaching, leading the responses, Creed and the Lord's Prayer, operating Zoom, helping with slides and music, being crucifer or acolyte, being a communion assistant, being a sidesperson, looking after the flowers, cleaning, laundering the linen, looking after the register of those attending church, ensuring the beauty of the churchyard, and being a PCC member or churchwarden .....and being part of a small group of singers – we are grateful for all they are doing.

Worship in the context of funerals and weddings since March 2020 has been challenging with numbers limited to 30 once the Government allowed these celebrations in church. We have used Zoom to allow grieving families to meet together and to have time to talk to each other after services, this was well received. Weddings have been restricted but we hope that couples will be welcomed as soon as the restrictions allow.

### **Looking ahead.....**

Building on discussions in Feb 2020 The Parochial Church Council continues to explore Christian Hospitality – responding to our generous God with the Eucharist at the heart of all we do – what can we do together and what should we be doing as a church family which is open to all? At a recent meeting we discussed a Mission Action Plan:-

The Five Marks of Mission of the Worldwide Anglican Communion

1. To proclaim the Good News of the Kingdom
2. To teach, baptise and nurture new believers
3. To respond to human need by loving service
4. To seek to transform unjust structures of society
5. To strive to safeguard the integrity of creation and sustain and renew the life of the earth

And, from the parish profile 2019 – tasks for the incumbent

1. To take responsibility for pastoral care, occasional offices and leading of regular public worship in the parish of Gosforth St Nicholas.
2. To encourage and lead the congregation to grow in faith and in numbers through preaching, worship, teaching, prayer, and service to the community.
3. To lead the parish in the development of its vision and strategy for growth, recognizing and sustaining the thriving ministry among older people, and seeking to extend work with children, young people and their families.
4. To grow sustainable local ministry that recognises the talents and skills of lay people, and encourages, motivates and enables their use in worship, service and outreach.

Draft aims – Mission Action Plan  
Gosforth Parish Church will be known for Christian Hospitality  
through service to the community,  
valuing all and using the gifts of a growing church family.

**1. Offer high standards of worship.**

**2. Encourage service to the community** using the assets of the hall and churchyard.

**3, To be a safer church - Safeguarding and safer recruitment.**

**4. Value growing the church family.** This included pastoral work, bible study, refreshments, connecting with the social calendar though following the liturgical year.

**5. To be Generous givers.**

**6. To Care for the environment**

When complete the Mission Action Plan will be publicised

**Concluding remarks**

What a year! These have been challenging times for us all and continue to be so. Thank you for all your love and support given to me and to each other.

Rev'd Jane Natrass

ii. **The electoral roll** – number at 22<sup>nd</sup> April 2021 - 217

iii. **Report on the PCC 2020-21**

The Parochial Church Council (PCC) is a charity which works in co-operation with the incumbent to promote the whole mission of the church, evangelistic, pastoral, social and ecumenical within the parish. It is the duty of the incumbent and the PCC to consult together on matters of general concern and importance to the parish. The PCC is responsible for the financial affairs of the church including the collection and administration of all moneys raised for church purposes and for the keeping the accounts in relation to such affairs and moneys. The PCC is also responsible for the care and maintenance of the churchyard in co-operation with Newcastle City Council.

The PCC has met three times via the Zoom link since the APCM held in September. The average attendance was sixteen. The resignation of Mags Border and Stephanie McLaughlin was accepted with regret and thanks.

The PCC has conducted the business of managing the church's finances and the maintenance of the church and church hall. These subjects are discussed in separate reports.

During a difficult year the matters discussed included:-

Measures to keep the church Covid secure and the use of Zoom for services

Arrangements for Christmas and Easter services

Music for services and future of the choirs

Parish giving and the parish share

Provision of WiFi in the church hall – deferred

Mission Action Plan and Safeguarding

Repairs and maintenance.

Bev Bagnall, Minutes Secretary to the PCC, 28.April 2021

#### iv. Financial report

The accounts for the year ended 31 December show a net operating expenditure of £12,881, compared to a net expenditure of £25,654 in 2019. We are grateful to those who contribute to the work of the church through regular giving which increased by approximately £2k during the year. We are aware that cash on the plate at services has reduced due to the pandemic and that the decrease, in the main, has not been converted into standing orders or giving via the internet. A Deanery initiative for generous giving is in the planning stage. We record grateful thanks for the generous donations towards the cost of installing Wi-fi and condenser microphones in the church to allow us to use Zoom for services.

We were grateful to received grants from the Government via Newcastle City Council to help to cover running costs for the church and the hall during the pandemic.

The churchwardens meet regularly with the financial advisors regarding investments.

# Gosforth Parish Church of St Nicholas

## Annual Accounts for the Year to 31 December 2020

**Statement of Financial Activities**  
**for the year ended 31st December 2020**

	Note	Unrestricted funds £	Designated /restricted Funds £	Total 2020 £	Total 2019 £
<b>INCOMING RESOURCES</b>					
Giving, tax relief and investment income	<b>2 a</b>	86,268	2,545	88,813	81,121
Income from operating activities	<b>2 b</b>	1,389	1,956	3,345	10,590
Fundraising income	<b>2 c</b>	15,612	480	16,092	28,717
Investment income	<b>2 d</b>	16,691	5,254	21,945	22,820
<b>Total income</b>		<b>119,960</b>	<b>10,235</b>	<b>130,195</b>	<b>143,247</b>
<b>RESOURCES EXPENDED</b>					
Donations	<b>3 a</b>	185	790	975	2,035
Activities relating to the work of the church	<b>3 b</b>	119,031	4,265	123,296	123,865
Expenditure to generate funds	<b>3 c</b>	11,147	180	11,327	34,130
Church management and administration	<b>3 d</b>	3,992	3,486	7,478	8,870
<b>Total expenditure</b>		<b>134,355</b>	<b>8,721</b>	<b>143,076</b>	<b>168,900</b>
<b>Net operating Income/(expenditure) before investment gains/(losses)</b>		<b>(14,395)</b>	<b>1,514</b>	<b>(12,881)</b>	<b>(25,654)</b>
Realised & unrealised gains / (losses) on investments for the year	<b>5</b>	3,660	1,756	5,416	33,745
Unrealised gain on investment properties	<b>4</b>	165,000	0	165,000	0
<b>Net Movement in Funds</b>		<b>154,266</b>	<b>3,270</b>	<b>157,536</b>	<b>8,092</b>
Funds brought forward at 1st January		<b>521,165</b>	<b>56,632</b>	<b>577,797</b>	<b>569,705</b>
<b>Funds carried forward at 31st December</b>		<b>675,430</b>	<b>59,902</b>	<b>735,332</b>	<b>577,797</b>

**Balance sheet**  
**as at 31st December 2020**

	Note	2020 £	2020 £	2019 £	2019 £
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	4		355,951		196,528
Investments	5		257,622		256,088
Central Board of Finance deposits					
Church Hall		12,793		12,739	
Church Fabric bequests	6	27,105		25,349	
			39,898		38,088
<b>CURRENT ASSETS</b>					
<b>Bank accounts</b>	8				
Cash at bank & in hand		45,933		41,105	
Debtors & prepayments	7	36,906		46,212	
			82,839		87,317
<b>LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR</b>					
<b>Creditors &amp; Provisions</b>			(977)		(224)
<b>NET ASSETS</b>	9	£	<b>735,332</b>	£	<b>577,797</b>
<b>FUNDS</b>					
<b>General fund including parish hall (unrestricted)</b>					
PCC account at 1st January		521,165		517,494	
Realised/unrealised gains & losses on investments		3,660		29,750	
Unrealised gain on investment properties		165,000		-	
(Deficit) for year		(14,395)		(26,079)	
			675,430		521,165
<b>Other designated funds</b>					
At 1st January		9,281		4,860	
Unrealised gain on investments		1,756		3,995	
Raised less spent during year		1,514		426	
			12,551		9,281
<b>Endowment fund (restricted)</b>					
At 1st January		47,351		47,351	
Movement for year		0		0	
			47,351		47,351
		£	<b>735,332</b>	£	<b>577,797</b>



## **Notes to the Statement of Financial Activities**

### ***for the year ended 31st December 2020***

#### **1 Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting standards and the charities SORP.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

#### **Funds**

General 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.

Donations received for particular purposes are designated, unrestricted funds, as is the attendant expenditure.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law.

#### **Incoming resources**

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when receivable.

Rental income from the letting of church premises is recognised when received.

Dividend income is recognised when received by us or by our agents.

Unrealised gains or losses are accounted for on the revaluation of investments at the end of each financial year.

#### **Resources used**

The Diocesan parish share is accounted for when due and paid.

#### **Fixed Assets**

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of s96 (2)(a) of the Charities Act 1993.

Movable church furnishings held by the vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time.

The Nicholson organ, acquired in 2000, has been capitalised and is being depreciated in the accounts over its currently anticipated useful life of 40 years on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £2,000 or on the repair of movable church furnishings is written off.

Other tangible fixed assets includes equipment with an original cost of over £2,000 and are depreciated on a straight line basis over 5 years, starting in the year of acquisition.

#### **Investments**

Investments are included at market value as at 31 December.

Short term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

The let properties are included at valuation for the first time this year, the increase in market value over cost is thus fully reflected in these accounts.

#### **Endowment Fund**

Over many years donations have been given to the church with the specific intention to help the clergy in their role within the parish, such funds are classed as "Restricted and Designated". The income generated from the Endowment Fund assets - stocks and shares - is applied to the specific purpose of the fund. In accordance with the practice of many years the income is applied as follows: 25% to the General Fund to meet the requirements of the Newcastle Diocesan Board of Finance, the balance to the incumbent to help meet expenses of the office.

It would be disproportionately expensive to have the endowment fund managed separately to the other investments. £1400 has been calculated as the appropriate proportion of the income, at present, to go to the expenses of the incumbent. The amount is reviewed annually against the performance of the investments as a whole.

**Notes to the Statement of Financial Activities**  
**for the year ended 31st December 2020**

**2 Incoming Resources**

	Unrestricted funds £	Designated / restricted funds	Total 2020 £	Total 2019 £
<b>2 a Giving, tax relief and investment income</b>				
Planned giving & other donations	63,132	0	63,132	61,225
Income tax received and receivable	17,599	0	17,599	13,126
Grants & Fundraising activities	5,000	0	5,000	0
Donations & Legacies	538	2,545	3,083	6,770
	<u>86,268</u>	<u>2,545</u>	<u>88,813</u>	<u>81,121</u>
<b>2 b Income from operating activities: to further the objectives of the PCC</b>				
Parish Mission & events	0	0	0	7,826
Fees	1,389	1,956	3,345	2,764
	<u>1,389</u>	<u>1,956</u>	<u>3,345</u>	<u>10,590</u>
<b>2 c Income from operating activities: to generate funds</b>				
Church Hall Lettings & Grants	15,612	120	15,732	27,592
Donations to flowers	0	360	360	1,125
Sundry income	0	0	0	0
	<u>15,612</u>	<u>480</u>	<u>16,092</u>	<u>28,717</u>
<b>2 d Income from investments</b>				
Rental income from investment properties	11,716	3,095	14,811	14,680
Investment income - dividends	4,907	1,400	6,307	7,236
Investment income - interest received	68	759	827	904
	<u>16,691</u>	<u>5,254</u>	<u>21,945</u>	<u>22,820</u>

## Notes to the Statement of Financial Activities (cont'd)

for the year ended 31st December 2020

### 3 Resources expended

	Unrestricted funds	Designated / restricted funds	Total 2020	Total 2019
<b>3 a Donations</b>				
Charitable donations	185	790	975	2,035
	<u>185</u>	<u>790</u>	<u>975</u>	<u>2,035</u>
<b>3 b Activities relating to the work of the church</b>				
Parish Share	82,545	0	82,545	80,926
Diocesan fees	0	1,956	1,956	2,186
Clergy & worship expenses	5,659	1,400	7,059	8,344
Utilities, insurance & repairs	19,804	759	20,563	11,061
Junior church	17	0	17	35
Organ, organists and choir	5,145	150	5,295	6,672
Mission, outreach & events	284	0	284	9,062
Depreciation	5,577	0	5,577	5,577
	<u>119,031</u>	<u>4,265</u>	<u>123,296</u>	<u>123,865</u>
<b>3 c Expenditure on operating activities: to generate funds</b>				
Parish Hall	11,147	0	11,147	32,375
Flowers	0	180	180	1,755
	<u>11,147</u>	<u>180</u>	<u>11,327</u>	<u>34,130</u>
<b>3 d Church management and administration</b>				
Investment property repairs and other costs	0	3,095	3,095	4,185
Investment portfolio manager's fees	1,736	391	2,127	2,189
Printing & stationery - copier	1,676	0	1,676	1,860
Bank charges, less rebate	514	0	514	627
Gifts & sundry expenses	67	0	67	10
	<u>3,992</u>	<u>3,486</u>	<u>7,478</u>	<u>8,870</u>

**Notes to the Statement of Financial Activities**  
**for the year ended 31st December 2020**

**4 Fixed Assets**

	Nicholson Organ	Church Houses	Other fixed assets	Total 2020
<b>Cost</b>	£	£	£	£
At beginning of year	223,068	85,000	0	308,068
Revaluation during the year	0	165,000	0	165,000
Additions during the year	0	0	0	0
At end of year	223,068	250,000	0	473,068
<b>Accumulated depreciation</b>				
At beginning of year	111,540	0	0	111,540
Charge for year	5,577	0	0	5,577
At end of year	117,117	0	0	117,117
<b>Net book value at 31 December 2020</b>	<b>105,951</b>	<b>250,000</b>	<b>0</b>	<b>355,951</b>
Net book value at 31 December 2019	111,528	85,000	0	196,528

	2020 £	2019 £
<b>5 Investments</b>		
Portfolio market value at 1 January	256,088	228,527
Management & dealing costs	(2,127)	(2,189)
Realised gains & losses for year	4,547	14,514
Unrealised gains & losses for year	(886)	15,236
<b>Portfolio market value at 31 December</b>	<b>£ 257,622</b>	<b>£ 256,088</b>

**6 Newcastle Diocesan Society Investments**

Bulcher/McMahon bequest	487 shares	9,977	9,331
Butcher bequest	836 shares	17,127	16,018
		<b>£ 27,105</b>	<b>£ 25,349</b>

**7 Debtors & prepayments**

Gift Aid claims: tax recoverable	28,500	46,000
Prepayments	8,246	0
Dividends receivable	160	212
	<b>£ 36,906</b>	<b>£ 46,212</b>

**8 Cash at bank & in hand**

Investment Community account	417	2,915
General Fund Community Account	5,215	4,564
Church Hall Community Account	29,287	13,555
Church Active Saver Account	11,014	20,071
	<b>£ 45,933</b>	<b>£ 41,105</b>

**9 Analysis of Net Assets**

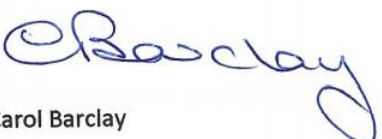
	Unrestricted funds	Restricted / Designated funds	Total 2020	Total 2019
	£	£	£	£
Tangible fixed assets	355,951	0	355,951	196,528
Investment assets	250,168	47,351	297,519	294,176
Current assets	70,288	12,551	82,839	87,317
Liabilities - amounts falling due within one year	(977)	0	(977)	(224)
<b>£</b>	<b>675,430</b>	<b>59,902</b>	<b>735,332</b>	<b>577,797</b>

## Independent Examiners Report

Carol Barclay, Newcastle upon Tyne  
13 March 2021

I have completed my assessment of the above's financial accounts for the year 2020 and find them to be an accurate portrayal of the financial situation for that year and balance to the various accounts held by external finance organisations. My assessment covered an in depth audit of your monthly accounts for the months of March/June/September/December 2020

Yours sincerely



Carol Barclay

### v. Annual fabric report

In the main the fabric of the church has been satisfactory so apart from general maintenance there has been very little work carried out on the main building. Keith and I met with Tim the architect where we carried out an inspection of the South roof and the crack in the South wall to try to resolve the ingress of water. We are currently awaiting Tim's report and recommendations of any work necessary. As part of the church boilers annual service a new gas valve was fitted on boiler No2 and a new control panel on boiler No3. The above the sink water heater in the North East wash area was faulty and replaced with a new one. The painting of the vestry corridor and toilet has been carried out in-house at very little cost by Derek Oliver.

As part of the Health and Safety programme the annual fire extinguishers testing has been carried out in both the church and church hall under Covid social distancing rules. The annual test of the lighting conductor on the church tower has been carried out.

Regular inspections of the church hall have been carried out during the Covid lockdown and small ingress of water was discovered in the annex which was caused by a slight lifting of the roof felt. This was repaired by the roofing contractor at no cost to the church. As part of legal running requirements emergency lighting must stay illuminated for at least an hour during a simulated main fails. The emergency light fitting above the annex double doors failed to switch on this may be because of the ingress of water in that area. A new emergency light fitting is on order and will be replaced as soon as possible. The boiler and gas water heater annual service at the same time as the church boilers.

David Young  
On behalf of Churchwardens  
May 2021

## vi. Safeguarding

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016 all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs **must have** 'due regard' to safeguarding guidance issued by the House of Bishops (including both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. During the year, the PCC had due regard.

This report is focussed on areas in the Safeguarding Action Plan produced by "Safeguarding Dashboards" and monitored by the Parish Dashboards Team, Newcastle Diocese and based on updated reports presented to the PCC on 16.3.21 and 20.4.21.

**Handbook and Policy** The PCC agreed on 16.3.21 to have "due regard" to the House of Bishops' guidance in relation to safeguarding. This includes both the handbook (which includes procedures, roles, training, reporting and church activities) and the policy statement.

**Safeguarding training:** Since the last APCM on 13<sup>th</sup> September 2020, eleven units of training have been completed (this includes basic, foundation and leadership training). It is important we keep our safeguarding training up to date and individuals need to refresh their training every three years.

**DBS checks:** All DBS checks are up to date and people have been very supportive during lockdown regarding renewal of their DBS checks and showing documents - a variety of ways has been used for this during the pandemic - skype, what's app, zoom, delivering documents etc.

**Sunday School and Safeguarding** All Sunday School staff have completed appropriate training and have followed the Social Media policy regarding working with children on zoom.

**Hire of church hall facilities:** There are new documents available to be given to the hirer to ensure that our safeguarding policy and procedures are followed. The hirer must sign to agree this unless they have their own acceptable policy and procedures in place. Due to the pandemic and lockdown the church hall has not been used since the new documents were put in place.

**Safer Recruitment:** The main area for action is Safer Recruitment. The Diocese produce a template for a volunteer role in the church and this will be sent to all volunteers to agree and sign. In the future, references will need to be taken for all roles for new people. Since the last APCM this has been done for external roles new to church e.g. student organists.

### **Updated information on areas for future action (since 13.9.20):**

Ensure a rigorous safer recruitment policy is in place so those applying for paid and volunteer posts are aware of the requirements for DBS checks and regular training (**ongoing; process followed for all external posts**)

Ensure website information is accurate and up to date (**update following pandemic**)

Ensure all those already in post complete training (**ongoing, almost all complete**)

Ensure all are aware of our safeguarding responsibilities as parishioners.

Ensure by next APCM we are at (or very close to) level 3 (**NB received notification of promotion to level 3 on Saturday 24<sup>th</sup> April** (after PCC meeting) Hilary Harrison Parish Safeguarding Officer

## **vii. Deanery Synod report**

In the year to 31 December 2020 Newcastle Central Deanery Synod met on 18 Feb in person then on Zoom on 26 Nov due to the COVID 19 pandemic. The May meeting was cancelled. The Deanery Development Group and Standing Committee met on 6 May , 22 July and 4 Nov. The new triennial Synod was elected during the year.

Deanery Synods potentially have a significant role in the synodical system. They are located between PCCs at parish level and the higher synodical levels of Area and Diocese. One of the most important objectives of the Synodical Government Measure 1969, was to strengthen church organisation at deanery level. The task of the deanery synods, as set out in the Measure is as follows:

- to consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest;
- to bring together the views of parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- to make known and so far as appropriate put into effect any provision made by the Diocesan Synod;
- to consider the business of the Diocesan Synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so;
- to raise matters, as the deanery synod consider appropriate, with the Diocesan Synod.

### **Transformation**

The Synod welcomed Rev'd Rob Sainer-Haigh, Newcastle Diocese Director of Mission and Ministry to the Nov meeting. Rob highlighted the work to date on the transformation agenda and the work to submit a bid for funding in 2021. He highlighted the theological underpinning of the bid which would see a central role of partnership working, in pairs, in mission. The consultation has resulted in understanding a thirst for discerning the gifts of the laity to further the Kingdom of God which should help to bring plans to see the Diocese of Newcastle growing church and bringing hope.

The Deanery gathered via Zoom for the Ascension Day service in 2020. On Ash Wednesday 2021 over 200 people from the Deanery gathered on Zoom for the for the Eucharist and Imposition of Ashes with Bishop Christine.

## **viii. Other Reports**

### **Sunday School Report**

Well, what a year. Its over a year since Sunday School has been able to 'meet' in the choir vestry joyfully crashing back into the service in time to share the peace. But the magic of Zoom has meant that Sunday School can continue with our small team of leaders Sarah Hunter, Danielle & Chris Smith & SallyAnn Ritchie. We are regularly joined by around 6 families, including new friends from Nottingham!

Early on back in the first lockdown craft bags were delivered to some of our families- supplies of pens, coloured paper, tissue paper & glue. These have been used, and used again, to great effect making an amazing array of things - flowers, crosses, hearts & handprints to name a few. We have planted seeds, hunted Easter eggs, and made Advent wreaths - following the church's year.

The children (Edward in particular) greatly enjoy reporting back at the end of the service.

This year we have started to use a wonderful resource called Roots to help with planning and ideas. We are very grateful for the funding to enable this.

We are keen to have more families join us for around 15 minutes at 10am on Zoom - spread the word to friends & family. We are hopeful of a return to in person Sunday School soon but will need to follow national church guidance carefully. Please speak to any of us, or The Vicar, for more information.

SallyAnn Ritchie, on behalf of the Sunday School team.

## Flower Report

In view of the difficult year of restrictions the flower team have managed to keep the flowers in Church for the zoom services. This year Christmas flower decorations were small by St Nicholas standards but we made a big effort at Easter as the Church was open on Saturday afternoon. I think everyone agreed the Church looked good. Thanks to Ce and Mags for their help with the Easter Garden. I would like to thank Lorna Oliver for her invaluable advice she gives me and all the team for their support. Carol Hunt

**Other Reports** which may include Pastoral Group, Hospitality, Holy Dusters, Choirs, Readers,, Wine Club, Lunch Club, Beer Festival etc may be given verbally at the meeting.

## Agenda item 5 Election of Deanery Synod Members - 2 vacancies

**Agenda item 6 Election of PCC members.** Those who were elected in 2018 and one who was elected in 2020 for one year have ended their term and can stand for re-election. There are 8 places to elect.

Vacancies: One for 1 year, Two for 2 years, 5 for three years

PCC members Gosforth Parish Church following 13.9.2020 APCM			
	Ex-officio		Notes
	David Young	Churchwarden	
	Gill Mitchell	Churchwarden	
	Dale Hunter	Churchwarden	
	Keith Proudfoot	Churchwarden	
	Cecilia Holmes	Reader	
	Graham Barnard	Deanery Synod Rep	
		Deanery Synod Rep	Two vacancies
	<b>Members serve for 3 years</b>	<b>Year elected</b>	
1	Colin Tait	Elected 13.9.2020	
2	Richard Tait	Elected 13.9.2020	
3	Olwyn Black	Elected 13.9.2020	
4	Stephanie McLaughlin	Elected 13.9.2020	Resigned April 2021
5	Derek Oliver	2019	2 <sup>nd</sup> year
6	Mags Boarder	2019	Resigned
7	Hilary Harrison	2019	2 <sup>nd</sup> year
8	Paul Ryder	2019	2 <sup>nd</sup> year
9	Anne Baker	2019	Elected 13.9.2020 for one year
10	Nick Beale	2018	3 <sup>rd</sup> year
11	Barnaby Coulson	2018	3 <sup>rd</sup> year
12	Danielle Smith	2018	3 <sup>rd</sup> year
13	Chris Smith	2018	3 <sup>rd</sup> year
14	Tracy Peto	2018	3 <sup>rd</sup> year
15	Lesley Robertson	2018	3 <sup>rd</sup> year



## **Appendix I**

### **Minutes of the Vestry Meeting and the Annual Parochial Church Meeting held in the Church and via Zoom Sunday 13<sup>th</sup> September 2020 at 6.30pm**

**Chair:** Reverend Jane Nattrass

**Present:** Anne Baker, Stewart Baker, Nick Beale, Olwyn Black, Ron Black, Mags Boarder, Barnaby Coulson, Revd Michael Douglass, Diane Ford, Dorothy Gibson, Keith Gibson, Hilary Harrison, Richard Hill, Dale Hunter, Dorothy Keenlyside, Stephanie McLaughlin, Gill Mitchell, Anne Moran, Derek Oliver, Tracy Peto, Andrew Proud, Peggy Proud, Keith Proudfoot, Richard Tait, William Thurtle, David Young and six others on line.

1. The meeting opened with prayers.

2. **Apologies** were received from Graham Barnard, Ce (Holmes) Pacitti, Colin Tait, Simon Ward, Vera Ross.

In attendance: Bev Bagnall (minutes)

#### **3. APPROVAL OF MINUTES of the Vestry Meeting and APCM held on 30 April 2019**

The motion to accept the minutes as a true record was proposed by Olwyn Black, seconded by Stephanie McLaughlin and approved unanimously.

#### **4. ELECTION OF CHURCH WARDENS (Vestry Meeting).**

The following were nominated to stand as Church Wardens:

Gill Mitchell	nominated by Keith Proudfoot, seconded by Nick Beale
Dale Hunter	nominated by Nick Beale, seconded by David Young
David Young	nominated by Colin Tait, seconded by Gill Mitchell
Keith Proudfoot	nominated by Gill Mitchell, seconded by Nick Beale

There being no further nominations these four were unanimously elected to serve.

Introducing the meeting the Vicar said that the Bishop has required the APCM to be held by the end of October. The induction of the churchwardens has yet to be arranged. Anne Moran is standing down on completing four years service. Her term will end when the new churchwardens are admitted. Keith Proudfoot to be co-opted until he is admitted.

The Vestry Meeting was then closed.

### **ANNUAL PAROCHIAL CHURCH MEETING**

1. **APOLOGIES FOR ABSENCE.** See above

2. **APPROVAL OF THE MINUTES of the APCM held on 30 April 2019.** See above

3. **MATTERS ARISING.** None were raised.

#### **4. REPORTS**

**(i). The Vicar's Report.** The Vicar began by recording the sad death of the Reverend Canon Philip Cunningham on 27 August. She thanked everyone for their warm welcome to her new parish and the evidence of fellowship and friendship shown. She thanked the churchwardens for all they did and especially Ann Moran who was retiring from the role, who largely led the improvements to the vicarage and garden and had first shown her round. She wanted the vicarage to be a resource for the parish, to be ours to use and not a home for her alone.

These were difficult times, funerals more than usually so, and the restrictions brought extra problems and work to follow the guidance on holding services and social gatherings, extra cleaning, distancing etc. She thanked the Lay Pastoral Group for their hard work in keeping in touch, especially with those living on their own. She saw loneliness as a problem in Gosforth. The PCC was already considering ideas for the future, building up Christian hospitality in the community.

**(ii). Electoral Roll.** The number showed no significant change between 31 December 2019 (217) and 30 September 2020 (216). The number was significant in that the size of the PCC was proportionate to the size of the electoral roll.

**(iii) Annual report of the PCC.** The Annual Report covering the issues dealt with by the PCC was received and circulated to those attending, as well as put on line.

**(iv) Financial report.** The total fund stands at £577,797. During a wide ranging discussion an explanation was asked and given for the terms "Unrestricted Fund" - the general fund used to pay bills and everyday expenses – and "Restricted Fund" – legacies or other money given or held for a specific nominated purpose. The restricted Endowment Fund (£47,351) is to be looked into to determine how it accumulated, what restrictions apply, etc.

It has been determined that the church hall is owned by the diocese, the church by the diocese and the vicar. The hall is not registered for VAT. There are no mortgages on any of our buildings.

The church houses (nos 129 and 131 Church Road) are shown under Fixed Assets as valued at £85,000. At the request of the PCC a revaluation took place this year and the new valuation of £260,000 will appear in next year's accounts.

A vote of thanks was given to Gill Mitchell and the accounts were approved unanimously.

**(v) Annual Fabric Report.** The church wardens reported that the east window in the Lady Chapel had been repaired and re-installed in September. New rainwater goods and re-pointing had been carried out to prevent water ingress round the south aisle east window (next to the organ) which had caused a large internal crack. The situation would be monitored over the winter.

**(vi) Safeguarding.** Hilary spoke to a report she had previously emailed (copy attached). She thanked Carol Owens for her previous work in the role. Policies were in place and the necessary training had been done by all; generally compliance with diocesan advice and training are proceeding satisfactorily.

**(vii) Deanery Synod.** The changes in personnel resulting from the appointment of Revd Mark Wroe as Archdeacon of Northumberland were set out in the Annual Report. The Vicar was licensed as Area Dean of Newcastle Central Deanery on 5 December 2019.

**(viii) Other reports.** The report on the Sunday School is in the annual report. Grateful thanks were given to all who had contributed during the year to this, to the pastoral group, music, wine and lunch clubs, beer festival and other social events, Holy Dusters, flowers etc.

## **5. ELECTION OF REPRESENTATIVES TO DEANERY SYNOD**

There are two representatives to be elected. Gill Mitchell did not wish to continue. Graham Barnard and Stephanie McLaughlin, proposed by Nick Beale, seconded by Derek Oliver, were elected to serve for three years.

## **6. ELECTION OF MEMBERS OF THE PCC.**

There were five vacancies to be filled, one for two years and four for three years. Graham Barnard was nominated but is a member *ex officio* as Deanery Synod Representative.

The following were elected to serve three years

Colin Tait	nominated by Rebecca Tait, seconded by Rachel Allan
Olwyn Black	nominated by Derek Oliver, seconded by Lorna Oliver.
Richard Tait	nominated by Mags Boarder, seconded by Keith Gibson
Stephanie McLaughlin	nominated by Colin Tait, seconded by David Young

Ann Baker was elected to serve two years. Nominated by Gill Mitchell, seconded by Derek Oliver

As Stephanie is also *ex officio* as Deanery Synod representative Jane will consider who might be co-opted.

#### **7. APPOINTMENT OF INDEPENDENT EXAMINER.**

As Keith Proudfoot has been elected church warden he cannot continue to fill this position. The PCC will consider appointing a successor, who should be a professional accountant.

#### **8. ANY OTHER BUSINESS**

Referring back to the Fabric Report, Jane said she had not met the church architect yet but will arrange to do so and work with him to report to the PCC on work to be done.

There being no further matters raised the meeting closed with The Grace at 7.20pm.

Signed:

Date: