

**SAINT MARY'S CHURCH**  
**Monday 4<sup>th</sup> April 2022, 7.30pm**

**ANNUAL PAROCHIAL CHURCH MEETING 2022**  
**AGENDA**

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on Sunday 25<sup>th</sup> April 2021.  
  
Matters arising from the minutes of the Annual Parochial Church Meeting held on 25<sup>th</sup> April 2021
4. Reports:-
  - (a) The Church Electoral Roll 2021
  - (b) Annual Report on the Proceedings of Diss Parochial Church Council
  - (c) Annual Report and Financial Statements of the PCC and independently examined Accounts for the year ended 31<sup>st</sup> December, 2021
  - (d) Annual Report on the proceedings of Redenhall Deanery Synod  
*(Items (a) - (d) inclusive are the official reports of the PCC for 2021)*
  - (e) Miscellaneous reports of various organisations/groups/individuals
  - (f) The Rector of Diss
5. Adoption of Safeguarding Policy including Child Protection Policy and Policy for the Protection of Vulnerable Adults.  
Appointment of Mrs. Gill Abbott - Parish Safeguarding Officer
6. Election of Parochial Representatives of the laity -
  - (a) To the PCC - **TEN** representatives to serve for **ONE** year
- 7. Appointment of an Independent Examiner or Auditor** to the Council for the coming year
8. Other matters of parochial or general Church interest
9. Date of next PCC meeting
10. Close of Meeting

## THE PARISH CHURCH OF SAINT MARY THE VIRGIN, DISS, NORFOLK

**MINUTES** of the **2020 Annual Parochial Church Meeting** held in St. Mary's Church, Diss on Sunday, 25<sup>th</sup> April, 2021

1. The Curate, Revd. Samuel Thorp, opened the meeting in prayer after welcoming everyone and explaining that there would be three meetings.
2. **The Annual Report on proceedings of Diss PCC in 2019 including Financial Statement and independently examined Accounts for the year ended 31<sup>st</sup> December, 2019** was accepted and a copy inserted in the Minute Book.
3. **The Report on the proceedings of the Deanery Synod for the year 2019** was accepted and a copy inserted in the Minute Book.
4. **Election to Deanery Synod** - Mrs. Janice Cruse was elected to serve for the three years 2020-2023.
5. Meeting closed.

## THE PARISH OF DISS

**MINUTES** of the **2021 Annual Meeting of Parishioners** held in St. Mary's Church, Diss on Sunday, 25<sup>th</sup> April, 2021

1. **Minutes** of the 2020 Annual Meeting of Parishioners held on Sunday, 16<sup>th</sup> February, 2020 were agreed and signed.
2. There were no matters arising.
3. **Election of Two Churchwardens** - Mrs. Janet Blight and Mr. Neal Gooch were elected to serve for one year.
4. Meeting closed.

## THE PARISH CHURCH OF SAINT MARY THE VIRGIN, DISS, NORFOLK

**MINUTES** of the **2021 Annual Parochial Church Meeting** held in St. Mary's Church, Diss on Sunday, 25<sup>th</sup> April, 2021

1. There were 20 members of the Church Electoral Roll present.  
Apologies for absence were received from Revd. Maggie Swayze and Mrs. Janet Blight.
2. **Minutes** of the Annual Parochial Church Meeting held on Monday, 8<sup>th</sup> April, 2019 were agreed and signed.
3. There were no matters arising.

#### 4. **Reports**

- (a) **The Church Electoral Roll.** Revd. Maggie Swayze had sent a report to say the Roll had been revised and now stands at 109. A list of names (only) was displayed at the back of the church.
- (b) **The Annual Report on the Proceedings of Parochial Church Council** for the year ended 31st December 2020 was accepted and a copy inserted in the Minute Book.
- (c) **The Annual Report and Financial Statements of the PCC and Independently Examined Accounts** for the year ended 31<sup>st</sup> December, 2020 were accepted and a copy inserted in the Minute Book. The Treasurer, Mrs. Yvonne Gooch said she had nothing else to report.
- (d) **The Annual Report on the proceedings of Redenhall Deanery Synod.** There was no report as no meetings had taken place during the year due to the Covid 19 pandemic.
- (e) **Miscellaneous Reports.** There were no reports of various organisations/groups/individuals due to the pandemic.
- (f) **The Rector of Diss.** The Rector, Revd. Canon Tony Billett, gave his report.  
A copy is inserted in the Minute Book.

#### 5. **Adoption of Safeguarding Policy including Child Protection Policy and Policy for the Protection of Vulnerable Adults.** The policies were adopted and signed.

Mrs. Gill Abbott was appointed as Parish Safeguarding Officer  
Revd. Maggie Swayze was appointed as Link Person for the Parish

#### 6. **Election of Parochial Representatives of the laity.**

- (a) To the PCC - Ten representatives to serve for One year.  
Only Six representatives were elected:  
Mrs. Penny Cuerden, Mrs. Julia Deighton, Mrs. Jan Fearn, Mrs. Yvonne Gooch, Miss Eleanor Parker and Miss Myra Pinnell
- (b) Sidesmen/women - no limit on numbers. Due to the current pandemic circumstances these are not required at present.

#### 7. **Appointment of an Independent Examiner.**

Mr. Mark Johnstone of Argents was appointed for the coming year.

#### 8. **Matters of Parochial or General Church Interest.** Although election of church officers and representatives does not take place until first PCC meeting, the secretary reported that there was a vacancy for Church Catering Officer as Mrs. Janet Bryant had stood down.

#### 9. **Date of next PCC Meeting.** Sunday, 16<sup>th</sup> May, 2021 at 3.00 pm via Zoom.

#### 10. Revd. Samuel Thorp thanked everyone for coming and closed the meeting with a prayer.

Signed.....  
Date.....

## **4 REPORTS**

(a) The church electoral Roll at December 2001 stood at 107 and now having been revised stands at 100.



**ST MARY THE VIRGIN, DISS  
ANNUAL REPORT  
OF THE  
PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED  
31st DECEMBER 2021**

The PCC is a registered charity No. 1134118

## **Administrative Information**

St. Mary's Church is situated in Mount Street, Diss and is part of the Diss Team Ministry in the Diocese of Norwich within the Church of England and in the Deanery of Redenhall.

The correspondence address is: St. Mary's Church  
Mount Street, Diss IP22 4QG  
Telephone: 01379 643783

Incumbent The Reverend Canon Anthony Charles Billett (Tony)  
The Rectory, Diss, IP22 4QP  
Telephone 01379 642072

Team Vicar The Reverend John Cruse  
The Vicarage, 61 Roydon Road, Diss, IP22 4LW  
Telephone 01379 641259

The Curate The Reverend Samuel Thorp  
7 De Lucy Close, Diss, IP22 4YL  
Telephone 07506474538

Assistant Priest The Reverend Maggie Swayze  
32 Croft Lane, Diss, IP22 4NA  
Telephone 01379 644701

Team Administrator Mrs. Jan Fearn  
The Parish Office, St Mary's Church,  
Mount Street, Diss IP22 4QG  
Telephone 01379 643783

PCC Members who have served from 1st January 2021 until the date this report was approved are:

Incumbent:	The Reverend Canon Tony Billett	(ex officio) Chairman
Team Vicar	The Reverend John Cruse	(ex officio)
Curate	The Reverend Samuel Thorp	(ex officio)
Assistant Priest	:The Reverend Maggie Swayze	(ex officio)

LLMs:	Dr Sue Drake	(ex officio)
	Ms Janice Cruse	(ex officio)

Wardens:	Mrs Janet Blight	(ex officio)
	Mr Neal Gooch	(ex officio)

Secretary: Mrs Sylvia Grace

Treasurer: Mrs. Yvonne Gooch

Representatives on the Deanery Synod: The Revd John Cruse, Ms Janice Cruse

Elected Members (until APCM 2022)

Mrs Penny Cuerden, Mrs Julia Deighton, Mrs Jan Fearn, Mrs Yvonne Gooch

Miss Eleanor Parker, Miss Myra Pinnell

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church regular attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates normally, meeting seven times during the year.

A standing committee is required by law. Its statutory members are the Rector, the Vicar, the two Churchwardens, the Administrator and the Treasurer. This committee has the power to transact the business of the PCC between its meetings.

## **OBJECTIVES AND ACTIVITIES**

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Church Attendance**

The Electoral Roll at the end of 2021 stood at 107.

### **Review of the Year**

2021 continued under Covid restrictions, however the PCC met seven times during the year, via Zoom.

**The Revd Maggie Swayze  
(for Sylvia Grace, Secretary)**

## **Churchwardens Report 2021**

In the early part of the year the new boilers were installed. Whilst the Church Victorian pipe work could be flushed through and continue to be used, the Hall however was condemned and replaced throughout with the addition of extra radiators.

On the maintenance side, the bulbs for the Chancel have all been renewed, along with LED lights for the Nave. The Sound System has also needed adjustments, together with some microphones recently being replaced. The loose tiling outside the Vestry has been repaired, and the damage to the Vestment Cupboard caused by damp is in hand and about to be rectified.

Externally, the Gutters and Gulleys were cleaned in late summer and the makeover to South Porch borders and shrubs is almost complete. We have now started to tackle the border outside the Hall. During the recent Gales, one tree lost a large branch and we are waiting an inspection by the Town Council's tree surgeon as to whether due to the damage it may have to be felled.

Janet Blight

### **(C) Financial Review**

The most significant expenditure was the two new boilers purchased from British Gas. The cost of these was met from sale of £40,000 worth of shares in the Fabric fund and donations. The total cost of the boilers in 2021, including work to remove asbestos and additional radiators in the church hall and office was £52,415. This figure excludes the deposit of £4,427.28 which was paid and accounted for in the 2020 year accounts.

The Parish Share paid by St Mary's to the Diocese of Norwich in 2021 was £52,220. This was 81% of the amount requested by the Diocese of £64,275, the same as 2020. The Parish Share requested for 2022 is £64,275.

Excluding the boiler, average running costs this year have been approximately £6,616 per month. Income was variable partly due to Covid restrictions affecting church attendance and collections. Income was also reflective of the limited inability to generate monies from fund raising activities and hire of the church hall. A stewardship was held in late September 2021 which resulted in some donations and a modest increase in standing order giving. Despite the improvement in October and November, we still had insufficient funds to meet the Parish Share in full.

Office costs including printing and stationery, telephone and internet are paid in full by Diss PPC. Contributions to these were received from the other 10 parishes within Diss Team Ministry

No legacies were received in 2021.

Overall, the excess of expenditure over income is £42,206 for 2021 compared to an excess of expenditure over income of £2,491 for 2020.

Yvonne Gooch  
Diss PCC Treasurer

### **Bankers**

Barclays Business Banking, Barclays, Leicester, LE87 2BB

### **Independent Examiner**

Mark Johnstone, Argents

### **Reserves Policy**

It is the policy of this Church to hold in reserves the equivalent of two months general running costs and an additional one month's salary costs. It is also the policy of this Church to hold an amount for likely works that may arise as a result of the next quinquennial inspection.

This policy is reviewed on an annual basis.



## Notes for Information:

1. The Charities Act 2011 requires charities to have a purpose in holding onto money. A reserves policy shows the purpose for which reserves are held.
2. General running costs are approximately 6,616 per month but this is on the basis of only having paid 81% of the Parish Share
3. Salary costs are approximately £891 per month. This excludes the organist honorarium as our organist has officially retired. Modest payments were made to a freelance organist for services and choir practices in the last quarter of 2021
4. The reserves are maintained as part of St Mary's investments held in CCLA, the CBF Church of England Deposit Fund

## Risk Analysis

This note summarises the key risks to the Church of St Mary the Virgin, Diss, and the steps taken to manage them.

### (a) Financial Risks

The church is exposed to financial risk through its financial assets. The key risk is the loss of financial assets resulting in the Parochial Church Council becoming unable to meet its financial obligations necessary to maintain the Church as a viable centre of Anglican Worship in Diss.

The Parochial Church Council during 2015 authorised the Treasurer to relocate all suitable financial reserves to accounts operated under the auspices of the Central Board of Finance.

The Parochial Church Council considers that existing internal controls on the management of cash collections, gifts and other similar monetary amounts are adequate to ensure that these are handled in a safe and professional manner.

### (b) Statutory and Operational Risks

Diss Parochial Church Council manages other risks to which it may be exposed:

- By compliance with all relevant legislation
- By the purchase of adequate property and other relevant insurance covers through a scheme operated by the Diocese of Norwich and underwritten by the Ecclesiastical Insurance Group

- By the carrying out of suitable risk assessments and the implementation of appropriate risk management strategies to minimise risks to employees and third parties using the facilities at St Mary's Church and to reduce the possibility of asset damage or loss. To this end a safety audit of the church and church hall was undertaken by SBJ Safety Solutions in February 2017 and the PCC authorised improvement to the security of the buildings and contents by upgrading the CCTV coverage in 2018

Approved by the PCC on 20<sup>th</sup> March 2022 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman).

Signed.....

A handwritten signature in dark ink, appearing to read 'A C Billett', is written over a horizontal dotted line.

## **Receipts and Payments Account**

<b>INCOME</b>	<b>2021</b>	<b>2020</b>
Barclays Bank Loyalty	25.74	58.21
CH Bookings	775.00	365.00
CH Photocopying	50.00	16.00
Charitable Shopping Online	28.72	0.00
Clergy Costs Contribution	0.00	44.40
Covenantants and Gift Aid	43,144.00	38,878.10
Diss Parochial Charities Income	5,000.00	5,000.00
Dividends Received - Restricted	393.30	1,231.33
Dividends Received - Unrestricted	3,178.33	3,069.22
Donations - Restricted	20.00	0.00
Donations - Unrestricted	1,899.91	1,959.98
Fees for Church Heating	910.00	905.00
Fees to PCC	1,424.00	1,269.00
Fund Raising - Concerts & Other	0.00	54.44
Fund Raising - Mini Market	445.10	808.80
Fund Raising Sales	0.00	100.00
Funeral Collections	30.00	125.00
Funeral Donation to Organ	15.00	40.00
Interest Received - Restricted	1.35	9.75
Interest Received - Unrestricted	257.13	567.67
Kitchen	0.00	199.10
Legacies	0.00	250.00
Office Costs Contribution	2,244.50	1,248.00
Refund for Purchases made on behalf of other	100.00	0.00
DTM churches		
Rent Received	300.00	300.00
Samuel Pilgrimage	1,241.85	0.00
Sunday Collections	1,621.30	1,058.20
Tax Refund	12,523.33	12,515.46
Unconvenanted Gifts	13,405.67	13,990.46
Wall Box - FWO	296.97	258.88
Weekday Collections	270.80	17.40
<b>TOTAL INCOME</b>	<b>89,602.00</b>	<b>84,339.40</b>

<b>EXPENDITURE</b>	<b>2021</b>	<b>2020</b>
Bad Debt	210.00	140.00
Bank Charges	255.27	391.97
CH Wages	2,761.80	2,665.80
Church Running Expenses - Cleaning	277.57	618.10
Church Running Expenses - Electricity	906.12	1,786.53
Church Running Expenses - Gas	1,468.49	2,443.29
Church Running Expenses - Insurance	6,269.42	6,263.17
Church Running Expenses - Maintenance	54,502.34	5,788.46
Church Running Expenses - Services	935.75	955.97
Clergy Expenses	0.00	132.95
Computer Costs	570.24	570.24
Employee Taxes to HMRC	10.60	135.40
Grants to Charities - Home Missions	120.00	120.00
Grants to Charities - Secular	386.80	40.00
Honorarium - Organist	350.00	1,686.20
Parish Share	52,220.00	52,220.00
Posters	0.00	55.00
Printing & Stationery	923.50	1,247.59
Salaries & Honorarium - Administrator	4,788.00	4,788.00
Salaries & Honorarium - Verger	300.00	350.00
Samuel Thorp Pilgrimage payment to DTM	1,241.85	0.00
Sundries	577.00	544.00
Telephone & Internet	2,733.04	3,887.66
<b>TOTAL EXPENDITURE</b>	<b>131,807.79</b>	<b>86,830.33</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>(42,205.79)</b>	<b>(2,490.93)</b>

# Diss Parochial Church Council - 1 January 2021 to 31 December 2021

## Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
Barclays Current Account	15,575.90		15,575.90	15587.26
Barclays BPA Fabric		1,652.09	1,652.09	4258.36
Barclays Restricted Funds				
Bells		294.77	294.73	
Flowers		1,310.47	1310.35	
Organ		7,260.48	7244.76	
Choir Robes		371.65	371.61	
			9,237.37	9221.45
CBF Rector & Churchwardens	5,998.75		5,998.75	8814.29
CBF Victoria Hall *	65,888.51		65,888.51	62677.05
Receivables net	0.00		0.00	0.00
	<u>87,463.16</u>	<u>10,889.46</u>	<u>98,352.62</u>	<u>100558.41</u>

\* includes £5,000 held for vestments (from restricted legacy)

As at 31 December 2021

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
CBF Investment Fund (Victoria Hall)*		125,240.00	125,240.00	109,348.95
CBF Investment Fund (Fabric Shares)		4,058.36	4,058.36	43,869.21
CBF Fixed Interest Fund (Old Church Hall)	7,812.32		7,812.32	8,345.15
Land at Roydon Fen*	21,500.00		21,500.00	21,500.00
	<u>29,312.32</u>	<u>129,298.36</u>	<u>158,610.68</u>	<u>183,063.31</u>

\* See Notes 2, 8 and 6

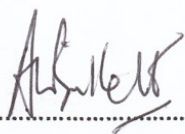
The attached notes form part of these financial statements

<u>Total Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
	<u>116,775.48</u>	<u>140,187.82</u>	<u>256,963.30</u>	<u>283,621.72</u>

### Movement on Reserves

Opening Reserves	283,621.72
Surplus of Expenditure over Income	-42,205.79
Reduction in Value of Investments	-24,452.63
Sale of shares	40,000.00
	<u>256,963.30</u>

Approved by the PCC on 20<sup>th</sup> March 2022 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman) and Mrs Yvonne Gooch (PCC Treasurer)



I have reviewed the accounts and notes presented to me for the year ended 31 December 2021 and have agreed them to the underlying records of The Church of St Mary the Virgin



**Mark Johnstone, Argents**

## **Notes**

### **1. Financial Statements**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

### **2. Victoria Hall Endowment Fund**

The Endowment Fund, from the sale of Victoria Hall, must be retained as a Capital Fund and shares may not be sold, but the income is for ordinary church purposes. It is invested in the CBF Church of England Investment Fund and the value as at 31<sup>st</sup> December 2021 was £ 125,240, an increase of £ 15,892 since 31 December 2020

### **3. Payments to PCC Members**

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £7,908 in salary during 2021 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

### **4. Diss Team Ministry**

With effect from 1<sup>st</sup> September 2013, a new account was created which is not associated with Diss PCC but acts as a 'clearing house' for funeral and wedding costs, office costs and the Parish Administrator's salary. Money received for these purposes is distributed between all the churches in Diss Team Ministry (fees), Norwich Diocese (fees) and the Diss Team Administrator (salary). The accounts are therefore cost neutral.

### **5. Missionary and Charitable Giving**

PCC payments were made to Diss and District Churches Together (£120), Norfolk Churches Trust (£30), and Norwich Diocese Ringers (£10).

### **6. Roydon Fen**

This is land just under 3 acres located in the middle of a field at Roydon Fen. It was valued at £21,500 in 2006 and no subsequent valuations have taken place. Rent is received on this asset.

## **7. Equipment Policy**

Any equipment purchased during the year is shown as an expense and is not capitalised.

## **8. Victoria Hall Endowment Fund (2)**

The Church is entitled to receive income from this investment but has no entitlement to manage or draw down on the capital sum. Dividends from this investment are unrestricted. For the purposes of these accounts, the investment has been included in the Restricted Funds column

## **9. Former Heywood School Fund**

The PCC Treasurer also administers the Former Heywood School Fund, a charitable fund for educational purposes. This is separate to and not included in the above accounts.

## **10. Legacies**

No legacies were received during 2021

### **(d)The Annual Report on the proceedings of Redenhall Deanery Synod**

Deanery Synod has met 3 times during 2021. The first meeting on June 19<sup>th</sup> was via zoom and dealt with synod business and elections.

The second meeting was held at Dickleburgh on October 5<sup>th</sup>, and was mostly concerned with the Pastoral Principles, a course whereby people with differing views on contentious subjects, can discuss these in a calm and even handed environment. We were given a useful taster of this at the meeting.

The third meeting was held at Diss on February 3<sup>rd</sup>. Here the main topic for discussion was the Clergy Wellbeing Covenant, which involved care for clergy and their families. This was discussed and adopted by the meeting.

Janice Cruse, Diss Deanery Synod Representative

### **(e) MISCELLANEOUS REPORTS**

#### **Safeguarding Officer's Report Annual Parochial Church Meetings of the Diss Team Ministry 2022**

Another year of COVID restrictions has impacted on the Safeguarding work of the church. The Ministry Team has worked hard to ensure that the often changing COVID requirements are met and that all are kept safe.

PCC meetings have continued to take place, mainly by Zoom or telephone. It is established that safeguarding is now a standing item on each PCC agenda so that current issues can be discussed and records kept up to date.

We have concern that as our most vulnerable members have not been able to attend church we have not been able to monitor their wellbeing as before. For those who can access the internet the livestream of the main Sunday service from Diss Church has

helped reduce their feelings of isolation. Scams and fraud that target older age groups and vulnerable people continue to be a cause for concern, especially as they have become quite sophisticated. We have tried to make people aware of some of the more common scams and give relevant advice.

The Rector and the Safeguarding Officer have contacted the Diocesan Safeguarding Adviser on a number of occasions about individual concerns and problems. We have always had a prompt response and been given clear advice on individual cases. In this respect we have felt well supported.

We have been informed that the Church of England Safeguarding guidelines and procedures are currently undergoing revision and updating. A new Parish Safeguarding Handbook will be published later in the year. As part of this revision the Safeguarding training programme has been changed. Most church workers will need to complete the Basic/Foundation courses that are now available online. Certificates are still valid for 3 years so that people who attended the benefice training event held in Diss in January 2020 are up to date. In the Autumn of 2021 the Rector, Vicar and Safeguarding Officer completed the new leadership safeguarding course. An induction programme for Parish Safeguarding Officers has been introduced by the diocese and this was completed by the safeguarding officer for the Diss Team Ministry in January 2022.

Gill Abbott  
Safeguarding Officer for the Diss Team Ministry

March 2022



**SAINT MARY'S CHURCH**  
**Monday 4<sup>th</sup> April 2022, 7.30pm**

**ANNUAL PAROCHIAL CHURCH MEETING 2022**  
**AGENDA**

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2. Minutes of the Annual Parochial Church Meeting held on Sunday 25<sup>th</sup> April 2021.  
  
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- (b) **The Annual Report on the Proceedings of Parochial Church Council** for the year ended 31st December 2020 was accepted and a copy inserted in the Minute Book.
- (c) **The Annual Report and Financial Statements of the PCC and Independently Examined Accounts** for the year ended 31<sup>st</sup> December, 2020 were accepted and a copy inserted in the Minute Book. The Treasurer, Mrs. Yvonne Gooch said she had nothing else to report.
- (d) **The Annual Report on the proceedings of Redenhall Deanery Synod.** There was no report as no meetings had taken place during the year due to the Covid 19 pandemic.
- (e) **Miscellaneous Reports.** There were no reports of various organisations/groups/individuals due to the pandemic.
- (f) **The Rector of Diss.** The Rector, Revd. Canon Tony Billett, gave his report.  
A copy is inserted in the Minute Book.

#### 5. **Adoption of Safeguarding Policy including Child Protection Policy and Policy for the Protection of Vulnerable Adults.** The policies were adopted and signed.

Mrs. Gill Abbott was appointed as Parish Safeguarding Officer  
Revd. Maggie Swayze was appointed as Link Person for the Parish

#### 6. **Election of Parochial Representatives of the laity.**

- (a) To the PCC - Ten representatives to serve for One year.  
Only Six representatives were elected:  
Mrs. Penny Cuerden, Mrs. Julia Deighton, Mrs. Jan Fearn, Mrs. Yvonne Gooch, Miss Eleanor Parker and Miss Myra Pinnell
- (b) Sidesmen/women - no limit on numbers. Due to the current pandemic circumstances these are not required at present.

#### 7. **Appointment of an Independent Examiner.**

Mr. Mark Johnstone of Argents was appointed for the coming year.

#### 8. **Matters of Parochial or General Church Interest.** Although election of church officers and representatives does not take place until first PCC meeting, the secretary reported that there was a vacancy for Church Catering Officer as Mrs. Janet Bryant had stood down.

#### 9. **Date of next PCC Meeting.** Sunday, 16<sup>th</sup> May, 2021 at 3.00 pm via Zoom.

#### 10. Revd. Samuel Thorp thanked everyone for coming and closed the meeting with a prayer.

Signed.....  
Date.....

## **4 REPORTS**

(a) The church electoral Roll at December 2001 stood at 107 and now having been revised stands at 100.



**ST MARY THE VIRGIN, DISS  
ANNUAL REPORT  
OF THE  
PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED  
31st DECEMBER 2021**

The PCC is a registered charity No. 1134118

## **Administrative Information**

St. Mary's Church is situated in Mount Street, Diss and is part of the Diss Team Ministry in the Diocese of Norwich within the Church of England and in the Deanery of Redenhall.

The correspondence address is: St. Mary's Church  
Mount Street, Diss IP22 4QG  
Telephone: 01379 643783

Incumbent The Reverend Canon Anthony Charles Billett (Tony)  
The Rectory, Diss, IP22 4QP  
Telephone 01379 642072

Team Vicar The Reverend John Cruse  
The Vicarage, 61 Roydon Road, Diss, IP22 4LW  
Telephone 01379 641259

The Curate The Reverend Samuel Thorp  
7 De Lucy Close, Diss, IP22 4YL  
Telephone 07506474538

Assistant Priest The Reverend Maggie Swayze  
32 Croft Lane, Diss, IP22 4NA  
Telephone 01379 644701

Team Administrator Mrs. Jan Fearn  
The Parish Office, St Mary's Church,  
Mount Street, Diss IP22 4QG  
Telephone 01379 643783

PCC Members who have served from 1st January 2021 until the date this report was approved are:

Incumbent:	The Reverend Canon Tony Billett	(ex officio) Chairman
Team Vicar	The Reverend John Cruse	(ex officio)
Curate	The Reverend Samuel Thorp	(ex officio)
Assistant Priest	:The Reverend Maggie Swayze	(ex officio)

LLMs:	Dr Sue Drake	(ex officio)
	Ms Janice Cruse	(ex officio)

Wardens:	Mrs Janet Blight	(ex officio)
	Mr Neal Gooch	(ex officio)

Secretary: Mrs Sylvia Grace

Treasurer: Mrs. Yvonne Gooch

Representatives on the Deanery Synod: The Revd John Cruse, Ms Janice Cruse

Elected Members (until APCM 2022)

Mrs Penny Cuerden, Mrs Julia Deighton, Mrs Jan Fearn, Mrs Yvonne Gooch

Miss Eleanor Parker, Miss Myra Pinnell

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church regular attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC operates normally, meeting seven times during the year.

A standing committee is required by law. Its statutory members are the Rector, the Vicar, the two Churchwardens, the Administrator and the Treasurer. This committee has the power to transact the business of the PCC between its meetings.

## **OBJECTIVES AND ACTIVITIES**

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Church Attendance**

The Electoral Roll at the end of 2021 stood at 107.

### **Review of the Year**

2021 continued under Covid restrictions, however the PCC met seven times during the year, via Zoom.

**The Revd Maggie Swayze  
(for Sylvia Grace, Secretary)**

## **Churchwardens Report 2021**

In the early part of the year the new boilers were installed. Whilst the Church Victorian pipe work could be flushed through and continue to be used, the Hall however was condemned and replaced throughout with the addition of extra radiators.

On the maintenance side, the bulbs for the Chancel have all been renewed, along with LED lights for the Nave. The Sound System has also needed adjustments, together with some microphones recently being replaced. The loose tiling outside the Vestry has been repaired, and the damage to the Vestment Cupboard caused by damp is in hand and about to be rectified.

Externally, the Gutters and Gulleys were cleaned in late summer and the makeover to South Porch borders and shrubs is almost complete. We have now started to tackle the border outside the Hall. During the recent Gales, one tree lost a large branch and we are waiting an inspection by the Town Council's tree surgeon as to whether due to the damage it may have to be felled.

Janet Blight

### **(C) Financial Review**

The most significant expenditure was the two new boilers purchased from British Gas. The cost of these was met from sale of £40,000 worth of shares in the Fabric fund and donations. The total cost of the boilers in 2021, including work to remove asbestos and additional radiators in the church hall and office was £52,415. This figure excludes the deposit of £4,427.28 which was paid and accounted for in the 2020 year accounts.

The Parish Share paid by St Mary's to the Diocese of Norwich in 2021 was £52,220. This was 81% of the amount requested by the Diocese of £64,275, the same as 2020. The Parish Share requested for 2022 is £64,275.

Excluding the boiler, average running costs this year have been approximately £6,616 per month. Income was variable partly due to Covid restrictions affecting church attendance and collections. Income was also reflective of the limited inability to generate monies from fund raising activities and hire of the church hall. A stewardship was held in late September 2021 which resulted in some donations and a modest increase in standing order giving. Despite the improvement in October and November, we still had insufficient funds to meet the Parish Share in full.

Office costs including printing and stationery, telephone and internet are paid in full by Diss PPC. Contributions to these were received from the other 10 parishes within Diss Team Ministry

No legacies were received in 2021.

Overall, the excess of expenditure over income is £42,206 for 2021 compared to an excess of expenditure over income of £2,491 for 2020.

Yvonne Gooch  
Diss PCC Treasurer

### **Bankers**

Barclays Business Banking, Barclays, Leicester, LE87 2BB

### **Independent Examiner**

Mark Johnstone, Argents

### **Reserves Policy**

It is the policy of this Church to hold in reserves the equivalent of two months general running costs and an additional one month's salary costs. It is also the policy of this Church to hold an amount for likely works that may arise as a result of the next quinquennial inspection.

This policy is reviewed on an annual basis.



## Notes for Information:

1. The Charities Act 2011 requires charities to have a purpose in holding onto money. A reserves policy shows the purpose for which reserves are held.
2. General running costs are approximately 6,616 per month but this is on the basis of only having paid 81% of the Parish Share
3. Salary costs are approximately £891 per month. This excludes the organist honorarium as our organist has officially retired. Modest payments were made to a freelance organist for services and choir practices in the last quarter of 2021
4. The reserves are maintained as part of St Mary's investments held in CCLA, the CBF Church of England Deposit Fund

## Risk Analysis

This note summarises the key risks to the Church of St Mary the Virgin, Diss, and the steps taken to manage them.

### (a) Financial Risks

The church is exposed to financial risk through its financial assets. The key risk is the loss of financial assets resulting in the Parochial Church Council becoming unable to meet its financial obligations necessary to maintain the Church as a viable centre of Anglican Worship in Diss.

The Parochial Church Council during 2015 authorised the Treasurer to relocate all suitable financial reserves to accounts operated under the auspices of the Central Board of Finance.

The Parochial Church Council considers that existing internal controls on the management of cash collections, gifts and other similar monetary amounts are adequate to ensure that these are handled in a safe and professional manner.

### (b) Statutory and Operational Risks

Diss Parochial Church Council manages other risks to which it may be exposed:

- By compliance with all relevant legislation
- By the purchase of adequate property and other relevant insurance covers through a scheme operated by the Diocese of Norwich and underwritten by the Ecclesiastical Insurance Group

- By the carrying out of suitable risk assessments and the implementation of appropriate risk management strategies to minimise risks to employees and third parties using the facilities at St Mary's Church and to reduce the possibility of asset damage or loss. To this end a safety audit of the church and church hall was undertaken by SBJ Safety Solutions in February 2017 and the PCC authorised improvement to the security of the buildings and contents by upgrading the CCTV coverage in 2018

Approved by the PCC on 20<sup>th</sup> March 2022 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman).

Signed.....

A handwritten signature in dark ink, appearing to read 'A C Billett', is written over a horizontal dotted line.

## **Receipts and Payments Account**

<b>INCOME</b>	<b>2021</b>	<b>2020</b>
Barclays Bank Loyalty	25.74	58.21
CH Bookings	775.00	365.00
CH Photocopying	50.00	16.00
Charitable Shopping Online	28.72	0.00
Clergy Costs Contribution	0.00	44.40
Covenantants and Gift Aid	43,144.00	38,878.10
Diss Parochial Charities Income	5,000.00	5,000.00
Dividends Received - Restricted	393.30	1,231.33
Dividends Received - Unrestricted	3,178.33	3,069.22
Donations - Restricted	20.00	0.00
Donations - Unrestricted	1,899.91	1,959.98
Fees for Church Heating	910.00	905.00
Fees to PCC	1,424.00	1,269.00
Fund Raising - Concerts & Other	0.00	54.44
Fund Raising - Mini Market	445.10	808.80
Fund Raising Sales	0.00	100.00
Funeral Collections	30.00	125.00
Funeral Donation to Organ	15.00	40.00
Interest Received - Restricted	1.35	9.75
Interest Received - Unrestricted	257.13	567.67
Kitchen	0.00	199.10
Legacies	0.00	250.00
Office Costs Contribution	2,244.50	1,248.00
Refund for Purchases made on behalf of other	100.00	0.00
DTM churches		
Rent Received	300.00	300.00
Samuel Pilgrimage	1,241.85	0.00
Sunday Collections	1,621.30	1,058.20
Tax Refund	12,523.33	12,515.46
Unconvenanted Gifts	13,405.67	13,990.46
Wall Box - FWO	296.97	258.88
Weekday Collections	270.80	17.40
<b>TOTAL INCOME</b>	<b>89,602.00</b>	<b>84,339.40</b>

<b>EXPENDITURE</b>	<b>2021</b>	<b>2020</b>
Bad Debt	210.00	140.00
Bank Charges	255.27	391.97
CH Wages	2,761.80	2,665.80
Church Running Expenses - Cleaning	277.57	618.10
Church Running Expenses - Electricity	906.12	1,786.53
Church Running Expenses - Gas	1,468.49	2,443.29
Church Running Expenses - Insurance	6,269.42	6,263.17
Church Running Expenses - Maintenance	54,502.34	5,788.46
Church Running Expenses - Services	935.75	955.97
Clergy Expenses	0.00	132.95
Computer Costs	570.24	570.24
Employee Taxes to HMRC	10.60	135.40
Grants to Charities - Home Missions	120.00	120.00
Grants to Charities - Secular	386.80	40.00
Honorarium - Organist	350.00	1,686.20
Parish Share	52,220.00	52,220.00
Posters	0.00	55.00
Printing & Stationery	923.50	1,247.59
Salaries & Honorarium - Administrator	4,788.00	4,788.00
Salaries & Honorarium - Verger	300.00	350.00
Samuel Thorp Pilgrimage payment to DTM	1,241.85	0.00
Sundries	577.00	544.00
Telephone & Internet	2,733.04	3,887.66
<b>TOTAL EXPENDITURE</b>	<b>131,807.79</b>	<b>86,830.33</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>(42,205.79)</b>	<b>(2,490.93)</b>

# Diss Parochial Church Council - 1 January 2021 to 31 December 2021

## Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
Barclays Current Account	15,575.90		15,575.90	15587.26
Barclays BPA Fabric		1,652.09	1,652.09	4258.36
Barclays Restricted Funds				
Bells		294.77	294.73	
Flowers		1,310.47	1310.35	
Organ		7,260.48	7244.76	
Choir Robes		371.65	371.61	
			9,237.37	9221.45
CBF Rector & Churchwardens	5,998.75		5,998.75	8814.29
CBF Victoria Hall *	65,888.51		65,888.51	62677.05
Receivables net	0.00		0.00	0.00
	<u>87,463.16</u>	<u>10,889.46</u>	<u>98,352.62</u>	<u>100558.41</u>

\* includes £5,000 held for vestments (from restricted legacy)

As at 31 December 2021

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
CBF Investment Fund (Victoria Hall)*		125,240.00	125,240.00	109,348.95
CBF Investment Fund (Fabric Shares)		4,058.36	4,058.36	43,869.21
CBF Fixed Interest Fund (Old Church Hall)	7,812.32		7,812.32	8,345.15
Land at Roydon Fen*	21,500.00		21,500.00	21,500.00
	<u>29,312.32</u>	<u>129,298.36</u>	<u>158,610.68</u>	<u>183,063.31</u>

\* See Notes 2, 8 and 6

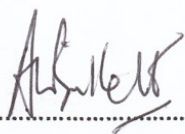
The attached notes form part of these financial statements

<u>Total Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2020</u>
	<u>116,775.48</u>	<u>140,187.82</u>	<u>256,963.30</u>	<u>283,621.72</u>

### Movement on Reserves

Opening Reserves	283,621.72
Surplus of Expenditure over Income	-42,205.79
Reduction in Value of Investments	-24,452.63
Sale of shares	40,000.00
	<u>256,963.30</u>

Approved by the PCC on 20<sup>th</sup> March 2022 and signed on their behalf by the Reverend Canon A C Billett (PCC Chairman) and Mrs Yvonne Gooch (PCC Treasurer)



I have reviewed the accounts and notes presented to me for the year ended 31 December 2021 and have agreed them to the underlying records of The Church of St Mary the Virgin



**Mark Johnstone, Argents**

## **Notes**

### **1. Financial Statements**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

### **2. Victoria Hall Endowment Fund**

The Endowment Fund, from the sale of Victoria Hall, must be retained as a Capital Fund and shares may not be sold, but the income is for ordinary church purposes. It is invested in the CBF Church of England Investment Fund and the value as at 31<sup>st</sup> December 2021 was £ 125,240, an increase of £ 15,892 since 31 December 2020

### **3. Payments to PCC Members**

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £7,908 in salary during 2021 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

### **4. Diss Team Ministry**

With effect from 1<sup>st</sup> September 2013, a new account was created which is not associated with Diss PCC but acts as a 'clearing house' for funeral and wedding costs, office costs and the Parish Administrator's salary. Money received for these purposes is distributed between all the churches in Diss Team Ministry (fees), Norwich Diocese (fees) and the Diss Team Administrator (salary). The accounts are therefore cost neutral.

### **5. Missionary and Charitable Giving**

PCC payments were made to Diss and District Churches Together (£120), Norfolk Churches Trust (£30), and Norwich Diocese Ringers (£10).

### **6. Roydon Fen**

This is land just under 3 acres located in the middle of a field at Roydon Fen. It was valued at £21,500 in 2006 and no subsequent valuations have taken place. Rent is received on this asset.

## **7. Equipment Policy**

Any equipment purchased during the year is shown as an expense and is not capitalised.

## **8. Victoria Hall Endowment Fund (2)**

The Church is entitled to receive income from this investment but has no entitlement to manage or draw down on the capital sum. Dividends from this investment are unrestricted. For the purposes of these accounts, the investment has been included in the Restricted Funds column

## **9. Former Heywood School Fund**

The PCC Treasurer also administers the Former Heywood School Fund, a charitable fund for educational purposes. This is separate to and not included in the above accounts.

## **10. Legacies**

No legacies were received during 2021

### **(d)The Annual Report on the proceedings of Redenhall Deanery Synod**

Deanery Synod has met 3 times during 2021. The first meeting on June 19<sup>th</sup> was via zoom and dealt with synod business and elections.

The second meeting was held at Dickleburgh on October 5<sup>th</sup>, and was mostly concerned with the Pastoral Principles, a course whereby people with differing views on contentious subjects, can discuss these in a calm and even handed environment. We were given a useful taster of this at the meeting.

The third meeting was held at Diss on February 3<sup>rd</sup>. Here the main topic for discussion was the Clergy Wellbeing Covenant, which involved care for clergy and their families. This was discussed and adopted by the meeting.

Janice Cruse, Diss Deanery Synod Representative

### **(e) MISCELLANEOUS REPORTS**

#### **Safeguarding Officer's Report Annual Parochial Church Meetings of the Diss Team Ministry 2022**

Another year of COVID restrictions has impacted on the Safeguarding work of the church. The Ministry Team has worked hard to ensure that the often changing COVID requirements are met and that all are kept safe.

PCC meetings have continued to take place, mainly by Zoom or telephone. It is established that safeguarding is now a standing item on each PCC agenda so that current issues can be discussed and records kept up to date.

We have concern that as our most vulnerable members have not been able to attend church we have not been able to monitor their wellbeing as before. For those who can access the internet the livestream of the main Sunday service from Diss Church has

helped reduce their feelings of isolation. Scams and fraud that target older age groups and vulnerable people continue to be a cause for concern, especially as they have become quite sophisticated. We have tried to make people aware of some of the more common scams and give relevant advice.

The Rector and the Safeguarding Officer have contacted the Diocesan Safeguarding Adviser on a number of occasions about individual concerns and problems. We have always had a prompt response and been given clear advice on individual cases. In this respect we have felt well supported.

We have been informed that the Church of England Safeguarding guidelines and procedures are currently undergoing revision and updating. A new Parish Safeguarding Handbook will be published later in the year. As part of this revision the Safeguarding training programme has been changed. Most church workers will need to complete the Basic/Foundation courses that are now available online. Certificates are still valid for 3 years so that people who attended the benefice training event held in Diss in January 2020 are up to date. In the Autumn of 2021 the Rector, Vicar and Safeguarding Officer completed the new leadership safeguarding course. An induction programme for Parish Safeguarding Officers has been introduced by the diocese and this was completed by the safeguarding officer for the Diss Team Ministry in January 2022.

Gill Abbott  
Safeguarding Officer for the Diss Team Ministry

March 2022



## Independent Examiners Certificate

Report to the trustees/ members of:

THE CHURCH OF ST MARY THE VIRGIN

On accounts for the year ended:

31 DECEMBER 2021

Charity no (if any):

113 4118

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

### Responsibilities and basis of report

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

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

### Independent examiner's statement

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

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date:

04.02.2022

Name:

MARK JOHNSTONE

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

ICAEW

Address:

15 PALACE STREET

NORWICH, NORFOLK

NR3 1RT

## Section B

### Disclosure

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

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

NONE.