

PARISH OF SAINT MARY THE VIRGIN, DISS
in the RURAL DEANERY OF REDENHALL
and the DIOCESE OF NORWICH

Saint Mary's Hall, Mount Street
Sunday, 23rd April, 2023

**ANNUAL MEETING OF PARISHIONERS
AGENDA**

- 1 Prayers
- 2 Minutes of the 2022 Annual Meeting of Parishioners held Sunday, 20th March, 2022 in St. Mary's Church.
- 3 Matters arising from the Minutes of the Meeting held 20th March, 2022
- 4 **ELECTION** of **TWO** Churchwardens – to hold office for **ONE** year.
- 5 Close of Meeting

**ANNUAL PAROCHIAL CHURCH MEETING 2023
AGENDA**

- 1 Apologies for absence
- 2 Minutes of the Annual Parochial Church Meeting held on Monday, 4th April, 2022
- 3 Matters arising from the Minutes of the Annual Parochial Church Meeting held 4th April, 2022
- 4 Reports –
 - (a) The Church Electoral Roll 2022
 - (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 31st December 2022
 - (d) Annual Report on the proceedings of Redenhall Deanery Synod
(Items (a) – (d) inclusive are the official reports of the PCC for 2022)
 - (e) Miscellaneous reports
 - (f) The Vicar of Diss
- 5 Adoption of Safeguarding Policy including Child Protection Policy and Policy for the Protection of Vulnerable Adults.
Appointment of Safeguarding Officer - Mrs. Lesley Morris
Re-Appointment of Safeguarding Link Person - Revd. Maggie Swayze
- 6 **ELECTION** of Parochial Representatives of the laity –
 - (a) To the PCC – **TEN** representatives to serve for **ONE** year
 - (b) To the Deanery Synod - **Three** representatives to serve for **THREE** years
- 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 Close of Meeting

At the conclusion of the Annual Parochial Church Meeting there will be a meeting of Diss Parochial Church Council.

THE PARISH OF DISS

MINUTES of the 2022 Annual Meeting of Parishioners held in St `Mary's Church Diss on Sunday 20 March 2022 starting at 12.00 noon

The Vicar, Revd John Cruse opened the meeting welcoming everyone present giving thanks to the Wardens for keeping things running smoothly during the Covid shutdown, whilst making sure everything was safe for the slow return to the new norm. He emphasised the stresses and strains of the position and the need to support the Wardens more especially with our Rector's retirement later this year and the search for a new incumbent.

Item 1 -The Minutes of the Meeting of Parishioners held on 25 April 2021 were agreed and signed, with no matters arising.

Election of Two Churchwardens – Mrs Janet Blight and Mr Neal Gooch were elected to serve for one year.

Item 2 -Minutes of an Extraordinary Meeting of Parishioners held in St Mary's Church on Sunday 21 November 2021 at 10.45 am.

The Rector, Revd. Canon Tony Billett opened the meeting advising Mr Neal Gooch had stood down as Warden and Mrs Kate Dann was willing to stand. All present were in favour. She was formally sworn in after the Bishop received the necessary paperwork.

Item 3 -On Sunday 20 March 2022 following the 10.45 service

Election of Two Churchwardens – Mrs Janet Blight(proposed and seconded by Miss Myra Pinnell and Mrs Jane Mould) and Mrs Kate Dann (Proposed and seconded by Miss Maria Ricketts and Mrs Janet Ransome)

Meeting closed at 12.15

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

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

MINUTES of the 2022 Annual Parochial Church Meeting held in St. Mary's Hall, Diss on Monday, 4th April, 2022.

1. There were 17 members of the Church Electoral Roll present. Apologies for absence were received from Miss Ellie Parker, Mrs. Rosemary Palmer, Miss Ingrid Scheider, Mr. Ronald Wheeler, Mrs. Lesley Harding, Mrs. Janet Ransome, Mrs. Penny Cuerden, Miss Myra Pinnell and Mrs. Jackie Crawford.
2. **Minutes** of the Annual Parochial Church Meeting held on Sunday, 25th April, 2021 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 now stands at 100. The main reason for it going down was because of death and three members had moved to other parishes.
 - (b) **The Annual Report on the Proceedings of Parochial Church Council** for the year ended 31st December, 2021 was presented and a copy inserted in the Minute Book. One amendment was made to it that Mr. Neal Gooch, church warden, retired in August 2021.
 - (c) **The Annual Report and Financial Statements of the PCC and Independently Examined Accounts** for the year ended 31st December, 2021 were presented and a copy inserted in the Minute Book. The Treasurer, Mrs. Yvonne Gooch, said it had been a difficult year as revenue was down because of covid restrictions and only 81% (£52,220) of the parish share was paid. Also, over £40,000 had been taken out of reserves for the new boilers. The Rector thanked the treasurer for her diligence.
 - (d) **The Annual Report on the proceedings of Redenhall Deanery Synod.** Ms. Janice Cruse reported that they had met three times in 2021. The first meeting was via Zoom, but the other two had been face to face.
 - (e) **Miscellaneous Reports.** Due to restrictions there was only the **Safeguarding Report**. The Rector said how grateful we should be to Mrs. Gill Abbott, safeguarding officer, who looks after us very well. She is in the background making sure everything is done.
 - (f) **The Rector of Diss.** The Rector, Revd. Canon Tony Billett, gave his report. A copy is inserted in the Minute Book. Mrs. Janet Blight, church warden, thanked the Rector on what would be his last APCM, and said "we all owe you a big thank you. It has been a pleasure to work with you and you will be a big act to follow. We wish you a happy retirement".
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
Proposed by Mrs. Yvonne Gooch and seconded by Mrs. Linda Curtis. All in favour.

Revd. Maggie Swayze was appointed as Link Person for the Parish
Proposed by Miss Maria Ricketts and seconded by Mrs. Kate Dann. All in favour.
6. **Election of Parochial Representatives of the laity.**
 - (a) To the PCC - Ten representatives to serve for One year. Only Seven representatives were elected: Mrs. Penny Cuerden, Mrs. Jan Fearn, Mrs. Yvonne Gooch, Mrs. Lesley Morris, Miss Eleanor Parker, Miss Ingrid Scheider and Mr. Ronald Wheeler.

These were elected en bloc and all agreed by a show of hands.
7. **Appointment of an Independent Examiner.** Mr. Mark Johnstone of Argents was appointed for the coming year.

Proposed by Mrs. Yvonne Gooch and seconded by Mrs. Kate Dann. All in favour.

8. **Matters of Parochial or General Church Interest.**

Revd. Michael Crawford said that he was here when The Rector was installed and will be here when he leaves and wanted to thank him very much indeed.

Mrs. Kate Dann thanked Revd. Samuel Thorp as it was also his last APCM. She said he had been an absolute blessing and will be very sadly missed.

Mrs. Margaret Ecclestone asked about the rules on using the common cup. The Rector said there were places where it is being offered but the Diss Ministry Team are of the view they are not quite ready yet. He asked for a show of hands, for and against, and there was quite a split. He said we have to work as a team and the view the four clergy came to was not to do it, but it will be reviewed constantly.

Mrs. Linda Curtis asked why Janet Powell had not been mentioned, but she was in the list of deaths that the Rector had reported at the last APCM. The Rector said that he had chosen not to mention Pamela Cobb in his report tonight as her funeral had not yet taken place.

Miss Sandra Walton asked what time next Sunday's service was as it had been shown as 10.30am on the screen last week. It is definitely 10.45am.

The Rector mentioned the Holy Week services including Good Friday. This starts at the Mere at 10.00am and involves all Diss churches. He said he hoped this church would be supportive of the ecumenical services in the future.

The Rector said we must use our two church wardens as they will decide who comes next. Tell them what you want and don't moan afterwards if you don't get what you want. Get behind that person and make it work. An advert can be put in on the day of the Rectors departure, but in the meantime pray for Revd. John Cruse who will be looking after eleven parishes which is not an easy task.

The Rector said that John Herring's last service will be on Sunday, 24th April and that there will be some sort of occasion on that Sunday. We are very grateful to him.

9. **Date of next PCC Meeting.** Sunday, 29th May, 2022 at 3.00 pm.

10. **Close of Meeting.** Revd. John Cruse closed the meeting with prayer and the Grace was said by all present.

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



Diss Team
Ministry

Diss

**ST MARY THE VIRGIN, DISS
ANNUAL REPORT**

OF THE

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED

31st DECEMBER 2022

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 Vacant

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. Alison Cowles
The Parish Office, St Mary's Church,
Mount Street, Diss IP22 4QG
Telephone 01379 643783

PCC Members who have served from 1st January 2022 until the date this report was approved are:

Incumbent:	The Reverend Canon Tony Billett	(ex officio) (Retired Sept. 2022)
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)
	Mrs. Kate Dann	(ex officio) (Resigned July 2022)

Secretary: Mrs Sylvia Grace

Treasurer: Mrs. Yvonne Gooch

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

Elected Members (until APCM 2023)

Mrs. Julia Deighton (Resigned 4.4.22), Miss Myra Pinnell (Resigned 4.4.22),
Mrs Penny Cuerden, Mrs Jan Fearn, Mrs Yvonne Gooch, Mrs. Lesley Morris (from 4.4.22),
Miss Eleanor Parker, Miss Ingrid Sheider (from 4.4.22), Mr. Ronald Wheeler (from 4.4.22).

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 2022 stood at 100.

Review of the Year

The PCC met six times during the year, twice via zoom and four times face to face.

Sylvia Grace, Secretary

Churchwarden Report 2022

During the earlier part of the year the damp problems in the Vestry were addressed allowing us to have the cupboard lime washed, damaged shelving removed and new storage boxes purchased to house the nativity figures. Once there are enough funds available we will be able to complete the lime wash of the vestry itself. At the same time, repairs were also made to sunken tiles in the Chancel. Internally our only other expenditure was on new microphones for the sound system, and at no cost, with some internal reconfiguring I have been able to create a walk in Sacristy Cupboard for ease of access to seasonal items. There are some minor repairs needed in the Hall corridor, and a re-emulsion which we can manage ourselves.

Externally, the paving alongside the South Porch was levelled and restored late spring time thus enabling us to install proper drain covers at the end of the lower gullies. Members of the congregation may not be aware, but the Cedar of Lebanon tree sheds needles continuously. Whilst the Town Council maintain the churchyard area, it is our responsibility to upkeep the South Porch. It is a constant battle to keep tidy and has taken three years to tackle the overgrown shrubs, in the course of which I have uncovered two more gutters buried under the ivy and weeds. Pigeons also continue to cause us problems with nesting and mess left on the outside windowsills. On the North Side the shrubbery has had all of the ivy removed, which has enabled the border to be made smaller and some pavers and two planters installed. All of the above and the gradual removal of ivy and regular weeding, has greatly improved the continual maintenance of the building.

Long term we will be needing to raise funds for extensive work on the roof, and the upper guttering which is over £1,200 a time to clear. The Cupola is rotting at the base and the flashing around it leaking, all of which need priority over the repairs to the clock. In conclusion I would like to thank the cleaning and the grass cutting teams, but would welcome extra dedicated help on going for outside.

Janet Blight, Churchwarden

Financial Review

The largest item of expenditure for 2022 was the Parish Share of £64,275. This was paid in full by St Mary's to the Diocese of Norwich. The Parish Share requested for 2023 is £67,000. It is unlikely that the PCC will generate sufficient funds during 2023 to meet this in full based on the current level of income and expenditure.

The other major expense was the utility bills. The fixed gas contract with Pozitive Energy ended in November and a new 12-month contract with British Gas was obtained through the Diocese of Norwich Parish Buying service. The rates are considerably higher than previously but were the best available at that time. It should be noted that the 2021 gas bills were lower than average due to the boiler being replaced in April and no gas was used in the first quarter of that year. The bills will be significantly higher in 2023 and the PCC is advised to reduce the heating used in the church and hall.

Regular giving was lower during 2022. Amounts eligible for Gift Aid reduced from £43k to £40k and Uncovenanted giving reduced from £13k to £11k.

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. The old office printer (owned by the PCC) has been replaced by a new rental machine under contract with Ricoh.

Maintenance items include clearing of the guttering, repairs to the vestry and new drain covers in the churchyard.

Two legacies were received in 2022 totalling £10,238.

An additional donation of £5,000 was received from the Diss Parochial Charity, making their total donation £10,000 for 2022.

Overall, the excess of expenditure over income is £1,581 for 2022 compared to an excess of expenditure over income of £42,206 for 2021 (the 2021 figure reflects the cost of the new boilers).

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 £9,500 per month compared to 6,616 in 2021
3. Salary costs are £12,597
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.

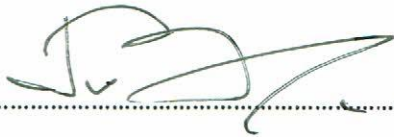
(b) Statutory and Operational Risks

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 26th MARCH 2023

Signed on their behalf by Mrs Janet Blight (PCC Chair)

Signed.....

Receipts and Payments Account

Diss Parochial Church Council – 1 January 2022 to 31 December 2022

Income	2022	2021	Expenditure	2022	2021
Barclays Bank Loyalty	50.29	25.74	Bad Debt	0.00	210.00
CH Bookings	2,880.00	775.00	Bank Charges	366.39	255.27
CH Photocopying	0.00	50.00	CH Kitchen	461.10	0.00
Charitable Shopping Online	22.63	28.72	CH Wages	2,847.00	2,761.80
Covenants and Gift Aid	40,231.00	43,144.00	Church Running Expenses - Cleaning	501.05	277.57
Diss Parochial Charity Income	10,000.00	5,000.00	Church Running Expenses - Electricity	2,681.10	906.12
Dividends Received - Restricted	106.49	393.30	Church Running Expenses - Gas	12,607.84	1,468.49
Dividends Received - Unrestricted	3,286.33	3,178.33	Church Running Expenses - Insurance	6,531.75	6,269.42
Donations - Restricted	250.00	20.00	Church Running Expenses - Maintenance	4,694.86	54,502.34
Donations - Unrestricted	2,134.02	1,899.91	Church Running Expenses - Services	1,192.39	935.75
Fees for Church Heating	2,170.00	910.00	Church Running Expenses - Social Activities	150.00	0.00
Fees to PCC	3,178.00	1,424.00	Computer Costs	1,323.63	570.24
Fund Raising - Concerts & Other	1,127.12	0.00	Employee Taxes to HMRC	0.00	10.60
Fund Raising - Mini Market	1,628.97	445.10	Grants to Charities - Home Missions	120.00	120.00
Fund Raising Sales	156.20	0.00	Grants to Charities - Secular	40.00	386.80
Funeral Collections	32.50	30.00	Honorarium - Organist	4,250.00	350.00
Funeral Donation to Organ	105.00	15.00	NI Employer Contributions	8.00	0.00
Interest Received - Restricted	10.23	1.35	Parish Share	64,275.00	52,220.00
Interest Received - Unrestricted	1,161.47	257.13	Printing & Stationery	1,088.86	923.50
Kitchen	135.30	0.00	Rectory Mower Maintenance	861.21	0.00
Legacies	10,238.75	0.00	Salaries & Honorarium - Administrator	5,500.00	4,788.00
Office Costs Contribution	3,626.33	2,244.50	Salaries & Honorarium - Verger	750.00	300.00
Refund for Purchases made on behalf	13.94	100.00	Samuel Thorp Pilgrimage payment to DTM	0.00	1,241.85
Rent Received	300.00	300.00	Sundries	744.00	577.00
Samuel Pilgrimage	0.00	1,241.85	Telephone & Internet	3,047.53	2,733.04
Sunday Collections	3,309.54	1,621.30			
Tax Refund	13,273.46	12,523.33			
Unconvenanted Gifts	11,182.92	13,405.67			
Use of Church Building	50.00	0.00			
Wall Box - FWO	1,411.04	296.97			
Weekday Collections	388.87	270.80			
TOTAL INCOME	112,460.40	89,602.00	TOTAL EXPENDITURE	114,041.71	131,807.79
			EXCESS OF INCOME OVER EXPENDITURE	(1,581.31)	(42,205.79)

Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021</u>
Barclays Current Account	10,519.60		10,519.60	15575.90
Barclays BPA Fabric		1,760.25	1,760.25	1652.09
Barclays Restricted Funds				
Bells		295.05	294.77	
Flowers		1,168.29	1310.47	
Organ		7,036.24	7260.48	
Choir Robes		372.01	371.65	
			8,871.59	9237.37
CBF Rector & Churchwardens	5,550.36		5,550.36	5998.75
CBF Victoria Hall *	70,069.51		70,069.51	65888.51
Receivables net	0.00		0.00	0.00
	<u>86,139.47</u>	<u>10,631.84</u>	<u>96,771.31</u>	<u>98352.62</u>

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

As at 31 December 2022

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021</u>
CBF Investment Fund (Victoria Hall)*		110,414.27	110,414.27	125,240.00
CBF Investment Fund (Fabric Shares)		3,577.93	3,577.93	4,058.36
CBF Fixed Interest Fund (Old Church Hall)	6,739.76		6,739.76	7,812.32
Land at Roydon Fen*	21,500.00		21,500.00	21,500.00
	<u>28,239.76</u>	<u>113,992.20</u>	<u>142,231.96</u>	<u>158,610.68</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>
	114,379.23	124,624.04	239,003.27	256,963.30
Movement on Reserves				
Opening Reserves	256,963.30			
Surplus of Expenditure over Income	-1,581.31			
Reduction in Value of Investments	-16,378.72			
	<u>239,003.27</u>			

Approved by the PCC on 26th MARCH 2023

Signed on their behalf by Mrs Janet Blight (PCC Chair) and Mrs Yvonne Gooch (PCC Treasurer)



I have reviewed the accounts and notes presented to me for the year ended 31 December 2022 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 31st December 2021 was £ 110,414, a reduction of £ 14,826 since 31 December 2021

3. Payments to PCC Members

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £9,540 in salary during 2022 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

4. Diss Team Ministry

With effect from 1st 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

Two legacies were received during 2022 totalling £10,238.

(END)

ST. MARY THE VIRGIN, DISS - REPORTS FOR 2023

GROUP REPORTS FOR ANNUAL MEETING 2023

AGENDA ITEM 4(d) DEANERY SYNOD REPORT

Redenhall Deanery Synods 2022

The deanery synod met three times in 2022, the first being at Diss on February 3rd, where the principle topic was the Clergy Wellbeing Covenant. After some discussion, the covenant was accepted by Synod who voted “to promote the welfare of clergy and their households so that the whole Church may flourish in the service of God”.

The second meeting was held on June 8th at Earsham, and Synod heard speakers from the Parish Giving Scheme regarding the free advice available to help Parishes with their finances.

The third meeting of the year was on October 5th at Harleston. Here Bishop Jane talked about the Diocesan vision – Transformed by Christ – Prayerful, Pastoral and Prophetic, and how this can become the driving force of our Diocese and our Mission to the people of Norfolk.

Janice Cruse (Diss Deanery Synod Rep.)

AGENDA ITEM 4(e) MISCELLANEOUS REPORTS

Safeguarding Officer's Report

Annual Parochial Church Meetings of the Diss Team Ministry 2023

I am often asked ‘what is the point of Safeguarding?’ My response is that we are trying to build a church environment that is safe and comfortable for all participants, where everyone feels welcome and respected. Our Safeguarding statement has been revised to reflect this emphasis. Our strapline “Welcome, Safe, Respected” is a summary of what we are trying to achieve in our church communities.

We must not overlook the fact that these principles apply equally to our Ministry Team members as to our congregations. Some of the most challenging Safeguarding casework this year has been about protecting the clergy team from unreasonable demands and behaviours. This is especially important during the period of the vacancy whilst resources are so stretched. This links with the Covenant for Clergy Care and Wellbeing.

We have continued to receive excellent support from Sue Brice, Diocesan Safeguarding Adviser, and her team, particularly for advice on individual concerns. Unfortunately, it has been harder to engage other support services when we have felt it necessary.

We have also received good support from Ruth Walker, Diocesan Safeguarding Trainer, in explaining the new Safeguarding Training programme and providing appropriate advice. For most people Safeguarding training is now available as an online course via the Church of England website.

I will not be seeking re-appointment as the Safeguarding Officer for the Diss Team Ministry at the forthcoming Annual Parish meetings as I have decided it is time to retire. I would like to thank you all for your support and forbearance during my period of office.

Gill Abbott

Safeguarding Officer for the Diss Team Ministry.
3/2023.

PARISH OF SAINT MARY THE VIRGIN, DISS
in the RURAL DEANERY OF REDENHALL
and the DIOCESE OF NORWICH

Saint Mary's Hall, Mount Street
Sunday, 23rd April, 2023

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- 3 Matters arising from the Minutes of the Meeting held 20th March, 2022
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- 5 Close of Meeting

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- 1 Apologies for absence
- 2 Minutes of the Annual Parochial Church Meeting held on Monday, 4th April, 2022
- 3 Matters arising from the Minutes of the Annual Parochial Church Meeting held 4th April, 2022
- 4 Reports –
 - (a) The Church Electoral Roll 2022
 - (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 31st December 2022
 - (d) Annual Report on the proceedings of Redenhall Deanery Synod
(Items (a) – (d) inclusive are the official reports of the PCC for 2022)
 - (e) Miscellaneous reports
 - (f) The Vicar of Diss
- 5 Adoption of Safeguarding Policy including Child Protection Policy and Policy for the Protection of Vulnerable Adults.
Appointment of Safeguarding Officer - Mrs. Lesley Morris
Re-Appointment of Safeguarding Link Person - Revd. Maggie Swayze
- 6 **ELECTION** of Parochial Representatives of the laity –
 - (a) To the PCC – **TEN** representatives to serve for **ONE** year
 - (b) To the Deanery Synod - **Three** representatives to serve for **THREE** years
- 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 Close of Meeting

At the conclusion of the Annual Parochial Church Meeting there will be a meeting of Diss Parochial Church Council.

THE PARISH OF DISS

MINUTES of the 2022 Annual Meeting of Parishioners held in St `Mary's Church Diss on Sunday 20 March 2022 starting at 12.00 noon

The Vicar, Revd John Cruse opened the meeting welcoming everyone present giving thanks to the Wardens for keeping things running smoothly during the Covid shutdown, whilst making sure everything was safe for the slow return to the new norm. He emphasised the stresses and strains of the position and the need to support the Wardens more especially with our Rector's retirement later this year and the search for a new incumbent.

Item 1 -The Minutes of the Meeting of Parishioners held on 25 April 2021 were agreed and signed, with no matters arising.

Election of Two Churchwardens – Mrs Janet Blight and Mr Neal Gooch were elected to serve for one year.

Item 2 -Minutes of an Extraordinary Meeting of Parishioners held in St Mary's Church on Sunday 21 November 2021 at 10.45 am.

The Rector, Revd. Canon Tony Billett opened the meeting advising Mr Neal Gooch had stood down as Warden and Mrs Kate Dann was willing to stand. All present were in favour. She was formally sworn in after the Bishop received the necessary paperwork.

Item 3 -On Sunday 20 March 2022 following the 10.45 service

Election of Two Churchwardens – Mrs Janet Blight(proposed and seconded by Miss Myra Pinnell and Mrs Jane Mould) and Mrs Kate Dann (Proposed and seconded by Miss Maria Ricketts and Mrs Janet Ransome)

Meeting closed at 12.15

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

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

MINUTES of the 2022 Annual Parochial Church Meeting held in St. Mary's Hall, Diss on Monday, 4th April, 2022.

1. There were 17 members of the Church Electoral Roll present. Apologies for absence were received from Miss Ellie Parker, Mrs. Rosemary Palmer, Miss Ingrid Scheider, Mr. Ronald Wheeler, Mrs. Lesley Harding, Mrs. Janet Ransome, Mrs. Penny Cuerden, Miss Myra Pinnell and Mrs. Jackie Crawford.
2. **Minutes** of the Annual Parochial Church Meeting held on Sunday, 25th April, 2021 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 now stands at 100. The main reason for it going down was because of death and three members had moved to other parishes.
 - (b) **The Annual Report on the Proceedings of Parochial Church Council** for the year ended 31st December, 2021 was presented and a copy inserted in the Minute Book. One amendment was made to it that Mr. Neal Gooch, church warden, retired in August 2021.
 - (c) **The Annual Report and Financial Statements of the PCC and Independently Examined Accounts** for the year ended 31st December, 2021 were presented and a copy inserted in the Minute Book. The Treasurer, Mrs. Yvonne Gooch, said it had been a difficult year as revenue was down because of covid restrictions and only 81% (£52,220) of the parish share was paid. Also, over £40,000 had been taken out of reserves for the new boilers. The Rector thanked the treasurer for her diligence.
 - (d) **The Annual Report on the proceedings of Redenhall Deanery Synod.** Ms. Janice Cruse reported that they had met three times in 2021. The first meeting was via Zoom, but the other two had been face to face.
 - (e) **Miscellaneous Reports.** Due to restrictions there was only the **Safeguarding Report**. The Rector said how grateful we should be to Mrs. Gill Abbott, safeguarding officer, who looks after us very well. She is in the background making sure everything is done.
 - (f) **The Rector of Diss.** The Rector, Revd. Canon Tony Billett, gave his report. A copy is inserted in the Minute Book. Mrs. Janet Blight, church warden, thanked the Rector on what would be his last APCM, and said "we all owe you a big thank you. It has been a pleasure to work with you and you will be a big act to follow. We wish you a happy retirement".
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
Proposed by Mrs. Yvonne Gooch and seconded by Mrs. Linda Curtis. All in favour.

Revd. Maggie Swayze was appointed as Link Person for the Parish
Proposed by Miss Maria Ricketts and seconded by Mrs. Kate Dann. All in favour.
6. **Election of Parochial Representatives of the laity.**
 - (a) To the PCC - Ten representatives to serve for One year. Only Seven representatives were elected: Mrs. Penny Cuerden, Mrs. Jan Fearn, Mrs. Yvonne Gooch, Mrs. Lesley Morris, Miss Eleanor Parker, Miss Ingrid Scheider and Mr. Ronald Wheeler.

These were elected en bloc and all agreed by a show of hands.
7. **Appointment of an Independent Examiner.** Mr. Mark Johnstone of Argents was appointed for the coming year.

Proposed by Mrs. Yvonne Gooch and seconded by Mrs. Kate Dann. All in favour.

8. **Matters of Parochial or General Church Interest.**

Revd. Michael Crawford said that he was here when The Rector was installed and will be here when he leaves and wanted to thank him very much indeed.

Mrs. Kate Dann thanked Revd. Samuel Thorp as it was also his last APCM. She said he had been an absolute blessing and will be very sadly missed.

Mrs. Margaret Ecclestone asked about the rules on using the common cup. The Rector said there were places where it is being offered but the Diss Ministry Team are of the view they are not quite ready yet. He asked for a show of hands, for and against, and there was quite a split. He said we have to work as a team and the view the four clergy came to was not to do it, but it will be reviewed constantly.

Mrs. Linda Curtis asked why Janet Powell had not been mentioned, but she was in the list of deaths that the Rector had reported at the last APCM. The Rector said that he had chosen not to mention Pamela Cobb in his report tonight as her funeral had not yet taken place.

Miss Sandra Walton asked what time next Sunday's service was as it had been shown as 10.30am on the screen last week. It is definitely 10.45am.

The Rector mentioned the Holy Week services including Good Friday. This starts at the Mere at 10.00am and involves all Diss churches. He said he hoped this church would be supportive of the ecumenical services in the future.

The Rector said we must use our two church wardens as they will decide who comes next. Tell them what you want and don't moan afterwards if you don't get what you want. Get behind that person and make it work. An advert can be put in on the day of the Rectors departure, but in the meantime pray for Revd. John Cruse who will be looking after eleven parishes which is not an easy task.

The Rector said that John Herring's last service will be on Sunday, 24th April and that there will be some sort of occasion on that Sunday. We are very grateful to him.

9. **Date of next PCC Meeting.** Sunday, 29th May, 2022 at 3.00 pm.

10. **Close of Meeting.** Revd. John Cruse closed the meeting with prayer and the Grace was said by all present.

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



Diss Team
Ministry

Diss

**ST MARY THE VIRGIN, DISS
ANNUAL REPORT**

OF THE

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED

31st DECEMBER 2022

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 Vacant

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. Alison Cowles
The Parish Office, St Mary's Church,
Mount Street, Diss IP22 4QG
Telephone 01379 643783

PCC Members who have served from 1st January 2022 until the date this report was approved are:

Incumbent:	The Reverend Canon Tony Billett	(ex officio) (Retired Sept. 2022)
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)
	Mrs. Kate Dann	(ex officio) (Resigned July 2022)

Secretary: Mrs Sylvia Grace

Treasurer: Mrs. Yvonne Gooch

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

Elected Members (until APCM 2023)

Mrs. Julia Deighton (Resigned 4.4.22), Miss Myra Pinnell (Resigned 4.4.22),
Mrs Penny Cuerden, Mrs Jan Fearn, Mrs Yvonne Gooch, Mrs. Lesley Morris (from 4.4.22),
Miss Eleanor Parker, Miss Ingrid Sheider (from 4.4.22), Mr. Ronald Wheeler (from 4.4.22).

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 2022 stood at 100.

Review of the Year

The PCC met six times during the year, twice via zoom and four times face to face.

Sylvia Grace, Secretary

Churchwarden Report 2022

During the earlier part of the year the damp problems in the Vestry were addressed allowing us to have the cupboard lime washed, damaged shelving removed and new storage boxes purchased to house the nativity figures. Once there are enough funds available we will be able to complete the lime wash of the vestry itself. At the same time, repairs were also made to sunken tiles in the Chancel. Internally our only other expenditure was on new microphones for the sound system, and at no cost, with some internal reconfiguring I have been able to create a walk in Sacristy Cupboard for ease of access to seasonal items. There are some minor repairs needed in the Hall corridor, and a re-emulsion which we can manage ourselves.

Externally, the paving alongside the South Porch was levelled and restored late spring time thus enabling us to install proper drain covers at the end of the lower gullies. Members of the congregation may not be aware, but the Cedar of Lebanon tree sheds needles continuously. Whilst the Town Council maintain the churchyard area, it is our responsibility to upkeep the South Porch. It is a constant battle to keep tidy and has taken three years to tackle the overgrown shrubs, in the course of which I have uncovered two more gutters buried under the ivy and weeds. Pigeons also continue to cause us problems with nesting and mess left on the outside windowsills. On the North Side the shrubbery has had all of the ivy removed, which has enabled the border to be made smaller and some pavers and two planters installed. All of the above and the gradual removal of ivy and regular weeding, has greatly improved the continual maintenance of the building.

Long term we will be needing to raise funds for extensive work on the roof, and the upper guttering which is over £1,200 a time to clear. The Cupola is rotting at the base and the flashing around it leaking, all of which need priority over the repairs to the clock. In conclusion I would like to thank the cleaning and the grass cutting teams, but would welcome extra dedicated help on going for outside.

Janet Blight, Churchwarden

Financial Review

The largest item of expenditure for 2022 was the Parish Share of £64,275. This was paid in full by St Mary's to the Diocese of Norwich. The Parish Share requested for 2023 is £67,000. It is unlikely that the PCC will generate sufficient funds during 2023 to meet this in full based on the current level of income and expenditure.

The other major expense was the utility bills. The fixed gas contract with Pozitive Energy ended in November and a new 12-month contract with British Gas was obtained through the Diocese of Norwich Parish Buying service. The rates are considerably higher than previously but were the best available at that time. It should be noted that the 2021 gas bills were lower than average due to the boiler being replaced in April and no gas was used in the first quarter of that year. The bills will be significantly higher in 2023 and the PCC is advised to reduce the heating used in the church and hall.

Regular giving was lower during 2022. Amounts eligible for Gift Aid reduced from £43k to £40k and Uncovenanted giving reduced from £13k to £11k.

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. The old office printer (owned by the PCC) has been replaced by a new rental machine under contract with Ricoh.

Maintenance items include clearing of the guttering, repairs to the vestry and new drain covers in the churchyard.

Two legacies were received in 2022 totalling £10,238.

An additional donation of £5,000 was received from the Diss Parochial Charity, making their total donation £10,000 for 2022.

Overall, the excess of expenditure over income is £1,581 for 2022 compared to an excess of expenditure over income of £42,206 for 2021 (the 2021 figure reflects the cost of the new boilers).

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 £9,500 per month compared to 6,616 in 2021
3. Salary costs are £12,597
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.

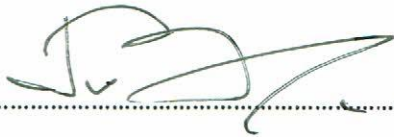
(b) Statutory and Operational Risks

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 26th MARCH 2023

Signed on their behalf by Mrs Janet Blight (PCC Chair)

Signed.....

Receipts and Payments Account

Diss Parochial Church Council – 1 January 2022 to 31 December 2022

Income	2022	2021	Expenditure	2022	2021
Barclays Bank Loyalty	50.29	25.74	Bad Debt	0.00	210.00
CH Bookings	2,880.00	775.00	Bank Charges	366.39	255.27
CH Photocopying	0.00	50.00	CH Kitchen	461.10	0.00
Charitable Shopping Online	22.63	28.72	CH Wages	2,847.00	2,761.80
Covenants and Gift Aid	40,231.00	43,144.00	Church Running Expenses - Cleaning	501.05	277.57
Diss Parochial Charity Income	10,000.00	5,000.00	Church Running Expenses - Electricity	2,681.10	906.12
Dividends Received - Restricted	106.49	393.30	Church Running Expenses - Gas	12,607.84	1,468.49
Dividends Received - Unrestricted	3,286.33	3,178.33	Church Running Expenses - Insurance	6,531.75	6,269.42
Donations - Restricted	250.00	20.00	Church Running Expenses - Maintenance	4,694.86	54,502.34
Donations - Unrestricted	2,134.02	1,899.91	Church Running Expenses - Services	1,192.39	935.75
Fees for Church Heating	2,170.00	910.00	Church Running Expenses - Social Activities	150.00	0.00
Fees to PCC	3,178.00	1,424.00	Computer Costs	1,323.63	570.24
Fund Raising - Concerts & Other	1,127.12	0.00	Employee Taxes to HMRC	0.00	10.60
Fund Raising - Mini Market	1,628.97	445.10	Grants to Charities - Home Missions	120.00	120.00
Fund Raising Sales	156.20	0.00	Grants to Charities - Secular	40.00	386.80
Funeral Collections	32.50	30.00	Honorarium - Organist	4,250.00	350.00
Funeral Donation to Organ	105.00	15.00	NI Employer Contributions	8.00	0.00
Interest Received - Restricted	10.23	1.35	Parish Share	64,275.00	52,220.00
Interest Received - Unrestricted	1,161.47	257.13	Printing & Stationery	1,088.86	923.50
Kitchen	135.30	0.00	Rectory Mower Maintenance	861.21	0.00
Legacies	10,238.75	0.00	Salaries & Honorarium - Administrator	5,500.00	4,788.00
Office Costs Contribution	3,626.33	2,244.50	Salaries & Honorarium - Verger	750.00	300.00
Refund for Purchases made on behalf	13.94	100.00	Samuel Thorp Pilgrimage payment to DTM	0.00	1,241.85
Rent Received	300.00	300.00	Sundries	744.00	577.00
Samuel Pilgrimage	0.00	1,241.85	Telephone & Internet	3,047.53	2,733.04
Sunday Collections	3,309.54	1,621.30			
Tax Refund	13,273.46	12,523.33			
Unconvenanted Gifts	11,182.92	13,405.67			
Use of Church Building	50.00	0.00			
Wall Box - FWO	1,411.04	296.97			
Weekday Collections	388.87	270.80			
TOTAL INCOME	112,460.40	89,602.00	TOTAL EXPENDITURE	114,041.71	131,807.79
			EXCESS OF INCOME OVER EXPENDITURE	(1,581.31)	(42,205.79)

Statement of Assets and Liabilities

<u>Cash Funds</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021</u>
Barclays Current Account	10,519.60		10,519.60	15575.90
Barclays BPA Fabric		1,760.25	1,760.25	1652.09
Barclays Restricted Funds				
Bells		295.05	294.77	
Flowers		1,168.29	1310.47	
Organ		7,036.24	7260.48	
Choir Robes		372.01	371.65	
			8,871.59	9237.37
CBF Rector & Churchwardens	5,550.36		5,550.36	5998.75
CBF Victoria Hall *	70,069.51		70,069.51	65888.51
Receivables net	0.00		0.00	0.00
	86,139.47	10,631.84	96,771.31	98352.62

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

As at 31 December 2022

<u>Investments</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2021</u>
CBF Investment Fund (Victoria Hall)*		110,414.27	110,414.27	125,240.00
CBF Investment Fund (Fabric Shares)		3,577.93	3,577.93	4,058.36
CBF Fixed Interest Fund (Old Church Hall)	6,739.76		6,739.76	7,812.32
Land at Roydon Fen*	21,500.00		21,500.00	21,500.00
	28,239.76	113,992.20	142,231.96	158,610.68


* 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>
	114,379.23	124,624.04	239,003.27	256,963.30
Movement on Reserves				
Opening Reserves	256,963.30			
Surplus of Expenditure over Income	-1,581.31			
Reduction in Value of Investments	-16,378.72			
	239,003.27			

Approved by the PCC on 26th MARCH 2023

Signed on their behalf by Mrs Janet Blight (PCC Chair) and Mrs Yvonne Gooch (PCC Treasurer)



I have reviewed the accounts and notes presented to me for the year ended 31 December 2022 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 31st December 2021 was £ 110,414, a reduction of £ 14,826 since 31 December 2021

3. Payments to PCC Members

The Diss Team Ministry Administrator, Mrs Jan Fearn, is a member of the Diss PCC and was paid £9,540 in salary during 2022 for her administrative duties. Other churches in the Diss Team Ministry have contributed to this salary cost.

4. Diss Team Ministry

With effect from 1st 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

Two legacies were received during 2022 totalling £10,238.

(END)

ST. MARY THE VIRGIN, DISS - REPORTS FOR 2023

GROUP REPORTS FOR ANNUAL MEETING 2023

AGENDA ITEM 4(d) DEANERY SYNOD REPORT

Redenhall Deanery Synods 2022

The deanery synod met three times in 2022, the first being at Diss on February 3rd, where the principle topic was the Clergy Wellbeing Covenant. After some discussion, the covenant was accepted by Synod who voted “to promote the welfare of clergy and their households so that the whole Church may flourish in the service of God”.

The second meeting was held on June 8th at Earsham, and Synod heard speakers from the Parish Giving Scheme regarding the free advice available to help Parishes with their finances.

The third meeting of the year was on October 5th at Harleston. Here Bishop Jane talked about the Diocesan vision – Transformed by Christ – Prayerful, Pastoral and Prophetic, and how this can become the driving force of our Diocese and our Mission to the people of Norfolk.

Janice Cruse (Diss Deanery Synod Rep.)

AGENDA ITEM 4(e) MISCELLANEOUS REPORTS

Safeguarding Officer's Report

Annual Parochial Church Meetings of the Diss Team Ministry 2023

I am often asked ‘what is the point of Safeguarding?’ My response is that we are trying to build a church environment that is safe and comfortable for all participants, where everyone feels welcome and respected. Our Safeguarding statement has been revised to reflect this emphasis. Our strapline “Welcome, Safe, Respected” is a summary of what we are trying to achieve in our church communities.

We must not overlook the fact that these principles apply equally to our Ministry Team members as to our congregations. Some of the most challenging Safeguarding casework this year has been about protecting the clergy team from unreasonable demands and behaviours. This is especially important during the period of the vacancy whilst resources are so stretched. This links with the Covenant for Clergy Care and Wellbeing.

We have continued to receive excellent support from Sue Brice, Diocesan Safeguarding Adviser, and her team, particularly for advice on individual concerns. Unfortunately, it has been harder to engage other support services when we have felt it necessary.

We have also received good support from Ruth Walker, Diocesan Safeguarding Trainer, in explaining the new Safeguarding Training programme and providing appropriate advice. For most people Safeguarding training is now available as an online course via the Church of England website.

I will not be seeking re-appointment as the Safeguarding Officer for the Diss Team Ministry at the forthcoming Annual Parish meetings as I have decided it is time to retire. I would like to thank you all for your support and forbearance during my period of office.

Gill Abbott

Safeguarding Officer for the Diss Team Ministry.
3/2023.

Independent Examiners Certificate

Report to the trustees/ members of:	THE CHURCH OF ST MARY THE VIRGIN
On accounts for the year ended:	31 DECEMBER 2022
Charity no (if any):	1134118

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/22.

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:	21.02.23
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