

SWAFFHAM PARISH CHURCH PAROCHIAL CHURCH COUNCIL

Following a directive from the Diocese in March 2020, due to COVID restrictions imposed, all meetings were cancelled with the last PCC meeting held on 19th February 2020.

The first meeting after this imposed break was held on 7th October (pre AV&CM) and the annual meeting took place Sunday, 11th October 2020. This was followed by a more routine return of monthly meetings with first one being held on 28th October 2020.

Summary of meeting minutes, held Wednesdays as permitted during 2020/21.
(12 regular meetings; 1 extra meeting; no meetings in August & December.

Chairman: Revd J Allan (13); **Parish Officers & Committee members:** Messrs R Clark (Gift Aid & Electoral Roll Officer)(8); N Revill (**Treasurer**) (3); Revd Hilary de Lyon (1); Revd V Venmore-Rowland (4); Mesdames J Buckley-Stevens (9); G Ellison (8); S Fowler (**Churchwarden**)(9); J Hayes-Griffin(Fabric Officer)(8); M Heale (5); B Humes (1); S Matthews(10); I Ranner (**Secretary**) (13); (*figure in brackets denotes meetings attended*)

1. Matters Arising from the AC&VM 11th October 2020 & agreed at the post-AVCM meeting on 28th October 2020

- a. i. **Parish Officers were elected** as follows:
Vice Chair – no-one proposed; **Secretary** – Irene Ranner; **Treasurer** – Norman Revill; **Gift Aid Officer & Electoral Roll Officer** – Ralph Clarke; **Fabric Officer** – Jan Hayes-Griffin; (Mike Flynn will continue as Projects Manager but not a member of the PCC).
- ii. **Churchwarden** – due to Covid restrictions no Archdeacon's Visitation services were held so our churchwarden, **Sheila Fowler**, was sworn in by phone, by the Rural Dean, Revd Stephen Thorp.
- iii. **Deanery Synod** only one representative, Irene Ranner, was elected for a 3 year term at the APCM in October 2020; but no Synod meetings had been held since 16th October 2019. At the 28th October meeting, two PCC members, Geraldine Ellison & Shirley Matthews, volunteered to fill the other two vacancies and all were unanimously approved.
- iv. **Sidesmen** review & vacancies still in hand.
- v. **PCC member** co-opted at the meeting – Becky Humes
- b. **Annual Church Meeting dates for 2021** – It was agreed that these would be held as two separate meetings;
 - i. **Annual Meeting of Parishioners (Vestry meeting)**, to elect Churchwardens, Sunday, **18th April 2021 - 10.30am**, in Church at the end of the 9.30am Eucharist service.
 - ii. **Annual Parochial Church Meeting**, for PCC reports & election of PCC members, Sunday, **16th May 2021 - 10.30am**, in Church at the end of the 9.30am Eucharist service.
- c. **Committees review** – ongoing.

2. Matters Arising from the Annual meetings as listed below:

- a. **Annual Vestry Meeting, 18th April '21 & agreed at the PCC meeting on 28th April 2021.**
This meeting had taken place within the 9.30am Eucharistic Service & was attended by Revd Janet Allan (Chair) & 36 parishioners.
Nominations for Churchwarden had been received from Sheila Fowler & Jan Buckley-Stevens. Both were duly elected. A volunteer, Iris Reeve, was willing to assist & the current meeting agreed that she should be appointed as a Deputy Churchwarden & necessary paperwork will be completed.
Thanks were recorded to Sheila Fowler for her commitment over the last months when she, single-handedly, covered all duties required.
- b. **Annual Parochial Church Meeting 16th May '21 & agreed at the PCC meeting on 26th May 2021**
This meeting had taken place after the 9.30am Eucharistic Service & was attended by Revd Janet Allan (Chair) & 25 parishioners.
During this the **Receipt of the Renewed Electoral Roll** was presented. This now stands at 83. In the last 12 months one new name was added and names of 3 deceased members removed. A reminder was given that it was important to ensure that everyone who regularly attends the Church ensures that their name & details are added to this list.

Parish Officers were elected as follows:

Vice Chair – no-one proposed; **Secretary** – Irene Ranner; **Treasurer & Electoral Roll Officer** – Ralph Clarke; **Fabric Officer** – Jan Hayes-Griffin; **Safeguarding Officer** – Irene Ranner; **Standing Committee - Vicar, Churchwardensx2, Secretary & Treasurer & Fabric Officer.**

3. Matters Arising from the PCC meetings: (listed alphabetical order for ease of collation)

a. Diocesan Matters:

- i. Archdeacon's Deanery Plan** – This **thought**-provoking plan had been supported by a useful handout detailing the whole scheme & plans for a successful outcome. Discussion to continue during the coming year.

b. Parish Matters & Pastoral

- **Revd Hilary** de Lyon was appointed as Assistant Priest to the Launditch & Upper Nar Parish; her licensing took place at the end of July. Her 'Farewell' service took place in Church, on **Sunday, 25th July**, after 9.30am Eucharist.
- **Appointment of new curate: Revd Victoria Venmore-Rowland**, joined us in June 2021. Her ordination, in Norwich Cathedral, was at 10.30am, 27th June 2021.
- **Thanks** recorded to **Revd Adrian Bell**, for his help in our benefice since his retirement from Wayland. Also good wishes recorded, on their retirements, to Revd Stuart Nairn (Narborough / Castle Acre / former rural dean), Gerry Foster (Watton) & Jane Atkins (Ashill).
- **Visiting Clergy:**
Archdeacon of Lynn, Revd Ian Bentley - Sunday 8th August. He officiated at service & met with the congregation afterwards.

New Bishop to Deanery - Rt Revd Dr Jane Steen, visited for morning of **Tuesday 7th September.**

- i. Children's Ministry** – Buzzbox Group has not been holding its regular Saturday morning sessions, this being due to COVID restrictions. However, it is hoped that sessions will be able to resume, in the future under a re-designed format, with the focus being on Festivals & special themes; perhaps being held on a different day or by introducing a craft element into the monthly Family Service. Advent / Christmas plans were formulated and reviewed, as we come out of lockdown, as to the best times for activities, services etc.
The clergy are also planning further involvement of children in our main service, looking for a way of accommodating Sunday School & strengthening links with both Swaffham schools. It is also hoped to introduce a 'Mother & Toddler' morning, possibly on a Tuesday.
- ii. Christmas Tree Festival** – a smaller, downsized version, than that of previous years, took place commencing on 29th November. This had been preceded by a Christmas Coffee morning on 27th November, which had been organized by Revd John & Anne Handley.
- iii. Church Services** – were held within the COVID 19 guidelines current at that time. All these details were published, wherever possible, in local newsletter & posted to the Parish & Church of England websites.
- After second lockdown, 9.30am services resumed again on **Sunday 6th December 2020.**
 - **'Test & Trace'** listing was introduced & continues for all attendees – congregation & visitors.
 - The Church was opened for **Individual private prayer**, but only when continuous stewarding could be arranged.
 - **Easter Services 2020** – Palm Sunday (28th March), Maundy Thursday (1st April) & Good Friday (2nd April); Easter Sunday service (4th April)
 - **Christmas Services 2020 & 2021: - Midnight Mass** 11.30pm; Christmas **Day** Eucharist 10.00am.
 - In addition there was a St John's Ambulance service on Sunday, 12th December '21 & the local Schools also held their own services for Christmas.
 - **A Christingle Service** was held on Friday, **24th December '21** at 4.00pm
 - There was a **9.30am** Eucharist service on **Sunday 27th December '21**
- iv. Mission and Administration.** The Listen stream of the Diocesan Mission Strategy 2021 offered to fund a full year of the online church management software, 'iKnowChurch'. Revd Janet took up this offer, it was set up & looks promising; we have access to this for a year+.
- v. Parish Memorial Service, for Prince Philip, Duke of Edinburgh, took place on Friday 16th April 2021.** This service was attended by Lady Roberts, the Town Mayor & Town Councillors, plus representatives of various other local groups, as well as members of the congregation. Baroness Gillian Shepherd also came from Norwich to join us & thanked us for inviting her. She was very complimentary about the service, the address by Andrew Mash, & music in particular.

- vi. **Parish Newsletter:** Rev'd Janet continued to prepare and arrange distribution of regular updates, together with the continued help of Rev'd John Handley, these full details were published in the local 'free' papers.
 - vii. **Past & Future Events** - Were all postponed in **2020**, due to 'lockdown' restrictions. This included the Christmas Tree Festival '20 and other similar events which had previously taken place in past years.
 - viii. **Remembrance Service, Sunday 8th November 2020.** The arranged event at the War Memorial & afterwards in Church was cancelled. Wreath laying took place without the ceremony of previous years.
Thanks recorded to Bernard & Gloria Hunt for stewarding, thus enabling the Church to be open after this, for 2 hours, from 11.00am - 1.00pm.
 - ix. **RBL Festival of Remembrance Thursday 11th November, 7.30pm** was held in Church.
 - x. **Retirements; Resignations & Welcome**
 - i. **Norman Revill** retired as Treasurer wef Tuesday 16th March 2021 and handed all Finance matters back to **Ralph Clarke**, who was subsequently co-opted onto the PCC prior to the ACM.
Vote of Thanks recorded to Norman for his attention & work as Treasurer whilst in post.
 - ii. **Janice Buckley-Stevens** was duly elected (18 04 21) as Churchwarden.
 - xi. **Schools** - The links between Church & Swaffham Schools continue:
 - i. **Infants School** - Regular updates have been given by Revd Janet Allan.
 - ii. **Junior School** - Progress reports were received from school governor, Revd Hilary De Lyon.
 - xii. **Services.** Following a request, from Anne Handley to the Annual Meeting, in respect of replacing one main Eucharist a month with a Family Service, there was discussion of alternatives for family provision. This matter to be reviewed.
 - xiii. **St Martin's in the Field's Voices, presented Concert on Friday, 15th October '21.** After staying overnight & they also held a workshop for our choir & others.
- d. **Miscellaneous**
- i. **Access to the Ashes site** - provision of paved pathway. The Town Council requested that they would like to install a paved pathway from the South footpath to the paved Ashes Memorial site. It was agreed that this suggestion has our support. This matter is still in hand & future progress awaited.
 - ii. **Cleaning of the Church** during lockdown had been undertaken by Shelagh Langbridge and since has continued to rely on volunteers, without a cleaner being employed. This new team commenced duties during April 2021. Bats continue to make an additional cleaning requirement.
 - iii. **Communications**
Now there is more to report a regular News Sheet is now produced, together with leaflets publicising future events like Harvest, All Saints, Advent etc., also with news of general interest by topic.
Both the Clergy & our Treasurer, Ralph, are proficient in basics of website; with the Clergy handling A Church Near You & Facebook; it is also hoped to pick up the Twitter account. Attention is being given to the website by the clergy, since the retirement of editor Ron Westrup, as they are anxious to see this facility continuing.
 - iv. **Dossal cleaning** this was undertaken by Traci Horton (Poppi's). The re-setting & re-ordering of the Lady Chapel was completed mid / late November 2020 by Ralph Clarke.
 - v. **Duck invasion of the Churchyard.** This matter continues to be an on-going problem. Feeding of the birds, by specific individuals, is being discouraged but with very little success.
 - vi. **Filling the Gap - Food Parcels from the Diocese for distribution to certain families in need.** In February 2020 the Diocese sent 11 parcels to our Parish & 6 to Sporle. **Deliveries** continued to be made during the following various school holidays. The Vicar recorded thanks to those who helped sort & distributed these.
 - vii. **Safeguarding** - The required annual renewal of the policies for vulnerable adults and for children was agreed. A signed copy will be displayed on the noticeboard in.
 - viii. **Use of Zoom & other on-line systems for future communication.** **Zoom** was introduced for meetings in order to maintain regular Parochial Church Council meetings.
Availability of '**on-line**' **service transmission**' has also been a new feature, made available to those within the congregation for whom it helps & also the wider community, who could not come to church in person.
The Church has a (monthly) professional subscription. **Facebook** continues to have value in outreach to the wider community.

4. Committee reports as received were circulated:

Alms & Missions; Breckland Deanery Synod; Churches Together; Flower Group; Buzzbox Team; Mother's Union; Schools - Infant & Junior; Social; Website & Electronic Media.

I Ranner (Secretary)

Swaffham PCC
Receipts and payments
Selected period: 01 January 2021 to 31 December 2021

Note	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
Windows Green Des - Windows Green Des (Designated) Fund			
Income and endowments			
Investments			
CBF Deposit Int		2.85	-
	Total Investments	2.85	-
		2.85	-
Total Income and endowments			
Expenditure			
Other expenditure			
Window reglazing		8,282.09	-
	Total Other expenditure	8,282.09	-
		8,282.09	-
Total Expenditure			
Excess of Income and endowments over Expenditure		(8,279.24)	-
Brought forward balance		7,077.88	7,077.88
Adjustments		-	7,077.88
		(1,201.36)	7,077.88
Total carried forward balance			
Church Rooms - Church Rooms Fund (Designated) Fund			
Expenditure			
Other expenditure			
Minor Repairs		123.72	-
Insurance		2,548.72	-
Utilities		301.25	-
	Total Other expenditure	2,973.69	-
		2,973.69	-
Total Expenditure			
Excess of Income and endowments over Expenditure		(2,973.69)	-
Brought forward balance		(4,658.73)	(4,658.73)
Adjustments		-	(4,658.73)
		(7,632.42)	(4,658.73)
Total carried forward balance			
Fabric Des - Fabric Des (Designated) Fund			
Income and endowments			
Investments			
CBF Deposit Int		3.93	-
Transfer from General (Part CBF Div)		2,427.33	-
	Total Investments	2,431.26	-
		2,431.26	-
Total Income and endowments			
Expenditure			
Other expenditure			
Heating System Maintenance		676.74	-
Minor Repairs		375.40	-

Note	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
	Routine maintenance/cleaning	1,360.80	-
	Total Other expenditure	2,412.94	-
	Total Expenditure	2,412.94	-
	Excess of Income and endowments over Expenditure	18.32	-
	Brought forward balance	7,388.68	7,388.68
	Adjustments	-	7,388.68
	Total carried forward balance	7,407.00	7,388.68
Fabric Rest - Fabric Rest (Restricted) Fund			
	Income and endowments		
	Donations and legacies		
	Income Tax Recovered	80.50	-
	Town Estates	5,851.00	-
	Total Donations and legacies	5,931.50	-
	Investments		
	CBF Deposit Int	12.75	-
	CBF Inv Fund Income	97.17	-
	Total Investments	109.92	-
	Total Income and endowments	6,041.42	-
	Expenditure		
	Other expenditure		
	Minor Repairs	1,599.59	-
	Tower repairs	1,087.20	-
	CCTV	4,311.99	-
	Total Other expenditure	6,998.78	-
	Total Expenditure	6,998.78	-
	Excess of Income and endowments over Expenditure	(957.36)	-
	Brought forward balance	26,124.53	26,124.53
	Adjustments	-	26,124.53
	Total carried forward balance	25,167.17	26,124.53
Filling The Gap - Filling The Gap (Restricted) Fund			
	Income and endowments		
	Donations and legacies		
	Donations (Restricted)	10.00	-
	Grants	200.00	-
	Total Donations and legacies	210.00	-
	Investments		
	CBF Deposit Int	0.02	-
	Total Investments	0.02	-
	Total Income and endowments	210.02	-
	Excess of Income and endowments over Expenditure	210.02	-
	Brought forward balance	-	-
	Total carried forward balance	210.02	-
Windows East Rest - Windows East Rest (Restricted) Fund			
	Income and endowments		

Note	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
Donations and legacies			
Income Tax Recovered		38.25	-
Donations (Restricted)		71.00	-
Total Donations and legacies		109.25	-
Investments			
CBF Deposit Int		2.42	-
Total Investments		2.42	-
Total Income and endowments		111.67	-
Excess of Income and endowments over Expenditure		111.67	-
Brought forward balance		4,885.23	4,885.23
Adjustments		-	4,885.23
Total carried forward balance		4,996.90	4,885.23
Bells - Bells (Restricted) Fund			
Income and endowments			
Donations and legacies			
Donations (Restricted)		166.05	-
Total Donations and legacies		166.05	-
Other trading activities			
Donations/Fees for Church Use		200.00	-
Total Other trading activities		200.00	-
Investments			
CBF Deposit Int		0.34	-
Total Investments		0.34	-
Total Income and endowments		366.39	-
Expenditure			
Other expenditure			
Mnor Repairs		199.26	-
Total Other expenditure		199.26	-
Total Expenditure		199.26	-
Excess of Income and endowments over Expenditure		167.13	-
Brought forward balance		658.13	658.13
Adjustments		-	658.13
Total carried forward balance		825.26	658.13
Flowers Legacy - Flowers Legacy (Restricted) Fund			
Income and endowments			
Investments			
CBF Deposit Int		1.38	-
CBF Inv Fund Income		490.64	-
Total Investments		492.02	-
Total Income and endowments		492.02	-
Excess of Income and endowments over Expenditure		492.02	-
Brought forward balance		1,033.05	1,033.05
Adjustments		-	1,033.05
Total carried forward balance		1,525.07	1,033.05

Flowers Gen - Flowers Gen (Restricted) Fund**Income and endowments**

Donations and legacies
Income Tax Recovered

50.00 -
Total Donations and legacies 50.00 -

Other trading activities
Wedding Flowers
Christmas Flower Decs

70.00 -
170.00 -
Total Other trading activities 240.00 -

Total Income and endowments**Expenditure**

Other expenditure
Christmas Flowers
Harvest Flowers
Wedding Flowers Exp

15.00 -
64.14 -
96.20 -
Total Other expenditure 175.34 -

Total Expenditure

Excess of Income and endowments over Expenditure
Brought forward balance
Adjustments

175.34 -
114.66 -
936.36 936.36
- 936.36

Total carried forward balance

1,051.02 936.36

Windows Green Rest - Windows Green Rest (Restricted) Fund**Income and endowments**

Investments
CBF Deposit Int

5.94 -
Total Investments 5.94 -

Total Income and endowments**Expenditure**

Other expenditure
Masonry repair
Window reglazing

4,800.00 -
12,472.63 -
Total Other expenditure 17,272.63 -

Total Expenditure

Excess of Income and endowments over Expenditure
Brought forward balance
Adjustments

17,272.63 -
(17,266.69) -
15,187.92 15,187.92
- 15,187.92

Total carried forward balance

(2,078.77) 15,187.92

Discretionary - Discretionary (Restricted) Fund

Excess of Income and endowments over Expenditure
Brought forward balance
Adjustments

- -
8.93 8.93
- 8.93

Total carried forward balance

8.93 8.93

Flowers Festival - Flowers Festival (Restricted) Fund

Note	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
Excess of Income and endowments over Expenditure		-	-
Brought forward balance		708.31	708.31
Adjustments		-	708.31
Total carried forward balance		708.31	708.31
Organ - Organ (Restricted) Fund			
Income and endowments			
Investments			
CBF Deposit Int		1.78	-
Total Investments		1.78	-
Total Income and endowments		1.78	-
Expenditure			
Other expenditure			
Organ Maintenance		535.00	-
Total Other expenditure		535.00	-
Total Expenditure		535.00	-
Excess of Income and endowments over Expenditure		(533.22)	-
Brought forward balance		3,746.18	3,746.18
Adjustments		-	3,746.18
Total carried forward balance		3,212.96	3,746.18
General - General Fund (Unrestricted) Fund			
Income and endowments			
Donations and legacies			
Tax Efficient Planned Giving		17,631.57	-
Income Tax Recovered		6,501.74	-
Collections (Cash)		2,233.72	-
Other Planned Giving		2,134.42	-
Visitors Donations		1,387.34	-
Donations (General)		5,163.29	-
Legacies (General)		10,500.00	-
Town Estates		5,896.38	-
Grants		30.00	-
Total Donations and legacies		51,478.46	-
Other trading activities			
Christmas Bazaar		1,596.85	-
Cycle Ride		475.48	-
Other Fund Raising		1,054.70	-
Sunday Coffee		68.96	-
Saturday Morning Coffee		360.28	-
Statutory Fees		2,791.00	-
Donations/Fees for Church Use		350.00	-
Total Other trading activities		6,697.27	-
Investments			
CBF Deposit Int		0.28	-
CBF Inv Fund Income		4,854.63	-
Total Investments		4,854.91	-

Note	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
Total Income and endowments		63,030.64	-
Expenditure			
Raising funds			
Fund Raising Costs		77.17	-
	Total Raising funds	77.17	-
Other expenditure			
Parish Share		37,000.00	-
Clergy Expenses		516.42	-
Costs of Services		956.42	-
Minor Repairs		107.52	-
Insurance		6,354.57	-
Utilities		5,838.14	-
Organist Salary		4,500.00	-
Admin/Posts/Phones/Stationery		2,269.47	-
Bank Charges		321.78	-
Transfer to Fabric (Designated)		2,427.33	-
	Total Other expenditure	60,291.65	-
Total Expenditure		60,368.82	-
Excess of Income and endowments over Expenditure		2,661.82	-
Brought forward balance		7,561.40	7,561.40
Adjustments		-	7,561.40
Total carried forward balance		10,223.22	7,561.40

Independent Examiners Certificate

Report to the trustees/ members of:

ST PETER & ST PAUL CHURCH
SWAFFHAM

On accounts for the year ended:

31 DECEMBER 2021

Charity no (if any):

1134160

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021 - pages 1-19

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 ~~the Institute of Chartered Accountants in England and Wales~~]. 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:

Susan J Nairn.

Date:

21/02/2022

Name:

SUSAN NAIRN