

# All Saints Mattishall with St Peter's Mattishall Burgh



Annual Report and Financial Statement  
of the  
Parochial Church Council  
for the year ended  
31 December 2019 & 2020



## All Saints Parish Church

Church Plain, Mattishall, Dereham, NR20 3QF

## St Peter's Parish Church

Church Lane, Mattishall Burgh, Mattishall, NR20 3QZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission number 1135038.

### Correspondence Address: Benefice Church Office

Church Rooms, Dereham Road, Mattishall, NR20 3QA. 01362 858873 [contact@matvchurch.uk](mailto:contact@matvchurch.uk)

PCC members who have served at any time from 1<sup>st</sup> January 2020 until the date this report was approved are:

#### Ex Officio members:

- Incumbent: Rev'd Mark McCaghrey (Chair and Standing Committee)
- Assistant Priest: Sally Thurgill
- Curate: Andrea Woods
- Jackie Clay (Vice Chair, Assistant Minister, LLM Representative and Standing Committee)
- Susan Cossey (Church Warden and Standing Committee)
- Alan Cossey (Church Warden, Electoral Roll Officer and Standing Committee)

#### Elected members:

- Barbara Crawshaw (PCC, Treasurer and Standing Committee)
- Patricia Menaul (Deanery Synod and Standing Committee)
- David Rudling (Deanery Synod)
- Liz Chappell (PCC)
- Steve Clay (PCC)
- Pauline Cox (PCC)
- Anna English (PCC and Secretary)
- Teresa Raven (PCC)
- Edward Stone (PCC and Fabric Officer)
- Mel Stevenson (PCC)
- John Willers (PCC)

#### Co-opted members:

- Jonathan Rootham
- Sara Rootham

#### Officers (non-members)

- Fiona McCaghrey (Benefice Safeguarding Officer)
- Adrian Akester (Independent Examiner), 2019
- Maria Brett (Independent Examiner), 2020

Report approved by the PCC on -----

and signed on their behalf by -----

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# **The Agenda for the Annual Meetings for 2021**

## Annual Meeting of Parishioners

1. Opening prayer, and short homily.
2. Minutes of the last AMP held in 2019.
3. Nominations read.
4. Election of Churchwardens.
5. Any resolution to allow churchwardens to stand after six successive terms of office, or to disbar them from doing so.

## Annual Parochial Church Meeting

### APCM 2020

1. Acceptance of the reports for 2019, contained within the Annual Reports document.

### APCM 2021

1. Apologies for absence.
2. Minutes of the last APCM held in 2019.
3. Matters arising from these minutes.
4. Acceptance of the reports for 2020, contained within the Annual Reports document.
5. Elections to vacancies to Deanery Synod.
6. Elections to the PCC.  
(This will include vacancies that would have fallen in 2019 as well as 2020. The vacancies that would have fallen vacant in 2019 will be for a two year term).
7. Resolutions concerning the procedures for elections, or the number of lay representatives on the PCC and other items allowed by the CRR. These resolutions take effect from the next APCM.
8. Any questions from the meeting to be considered by the PCC.
9. Closing prayers.

## First PCC Meeting

1. Opening prayer.
2. Apologies for absence.
3. Minutes of the last PCC meeting.
4. Matters arising.
5. Appointment of officers: Lay-chair of PCC, Secretary, Treasurer, Electoral Roll Officer, Independent Examiner.
6. Co-option of members to the PCC until the next APCM.
7. The Standing Committee is constituted in accordance with the CRR rules M31.
8. Important and urgent AOB.
9. Date of next meeting.

**ALL SAINTS' MATTISHALL & ST. PETER'S MATTISHALL BURGH**  
**A.P.C.M. held on Wednesday 27<sup>th</sup> March, 2019 at 7.30pm**

**ANNUAL MEETING OF PARISHIONERS**

PRESENT: PCC MEMBERS: Jackie Clay JDC, Steve Clay SEC, Alan Cossey AEC, Pauline Cox PC, Barbara Crawshaw BC/Treasurer, Anna English AE/Secretary, Mark McCaghrey MM/Vicar/Chairperson, Patricia Menaul PM, David Rudling DR, Sally Thurgill ST, John Willers JW.

PARISHIONERS: Janet Day, Fiona McCaghrey.

APOLOGIES FOR ABSENCE: PCC MEMBERS: Janet Clark JCC, Liz Chappell LC, Sue Cossey SEC, Eddie Stone ES, Jonathan Rootham JR, Mel Stevenson MS, Teresa Raven TR.

PARISHIONERS: Les Clark, Ken Crawshaw, John and Val Goulding, Sara Rootham, Sheila Rudling, Rod Stevenson, Marian Willers.

MM opened the meeting with prayer.

Minutes of 2018 APCM: were approved as a true record and signed. There were no matters arising.

Appointment of Church Wardens: MM thanked AC and SEC for their hard work over the past year and they were re-appointed as Church Wardens for 2019-2020.

**ANNUAL PAROCHIAL CHURCH MEETING**

Annual Report and Accounts:

On P.4 Cynthia Wake's name (CLW) should be removed and AC's name should replace that of SC's as Church Warden. On P6 of the Annual Report, Assistant Churchwardens: Mike Brandish's name should be replaced with ES's.

With these amendments, the Report and Accounts were accepted and signed as a true record.

MM thanked all those present for their hard work throughout the year, mentioning especially JDC and ST for covering during MM's sabbatical; AC for managing the website and GDPR; JDC, MS, AC, BC, SEC, the Worship Team; the Office Staff. He also thanked Fiona McCaghrey for her love and support and reminded those present of the huge contribution CLW made until her death a year ago.

Reflection: MM invited ST to lead those present in a reflection. ST said that she had read the annual report and noted a theme running through it – namely that ASM has been sowing seeds, some of which are bearing fruit, reminding us that we do not always see the fruits of the seeds we sow and that we cannot always know what effect we are having, but to continue in the same vein in the coming year.

Reports: There were no questions on the reports in the Annual Reports Booklet.

CHILD PROTECTION AND VULNERABLE ADULT POLICY:

Fiona McCaghrey is to take over as the named person for both the above roles. Janet Day is stepping down from her role as named person for Vulnerable Adults. MM thanked her for fulfilling this role in the past year.

ELECTIONS AND APPOINTMENTS:

DEANERY SYNOD REPRESENTATIVE: AEC has stepped down. PM was elected to the resulting vacancy. ES, AE & BC were elected to the PCC.

JDC led closing prayers at 20.05 and the attending parishioners left.

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## **FIRST MEETING OF THE NEW PCC**

### **ELECTION OF OFFICERS:**

Lay Vice-Chair – JDC

Secretary – AE

Treasurer – BC

Electoral Roll Officer – AEC

Gift Aid Officer – BC

Standing Committee – MM, JDC, BC, TR, AEC, SEC, PM.

Co-opted – JR

### **APPOINTMENT OF THE INDEPENDENT EXAMINER:**

Jane Moore and Adrian Akester are no longer able to audit the accounts. PCC members were asked to suggest a possible replacement.

### **BUILDINGS & FABRICS REPORT:**

1. Cozens (consultants for the new boiler installation) has been very helpful. Cozens, Fisher Bullen and the Church Wardens were thanked for their hard work during the installation of the new system. It was suggested that a written 'thank you' could be sent to each of them.
2. MM had received the Quinquennial Report and will forward it to the Standing Committee Members.
3. Welborne is hosting a course on flint-work to help train lay people who could help with conservation work. It runs on 6/7 April and 13/14 April 2019 from 11am – 4pm. There are places on the later course. Details may be found in Miscellanea.

A.O.B. None.

DATE OF NEXT PCC MEETING: WEDNESDAY 22 MAY, 2019 7.30pm in ASM

MM closed the meeting in prayer at 20.25.

AE/27.03.2019.

## Independent Examiners Certificate

Report to the trustees/ members of:

ALL SAINTS MATTISHALL AND ST PETERS  
MATTISHALL RUDEH PAROCHIAL CHURCH COUNCIL

On accounts for the year ended:

31 DEC 2019

Charity no (if any):

1135038

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.~~

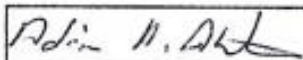
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below\*) which gives me cause to believe that in, any material respect:

- 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:

3rd Feb 2020

Name:

ADRIAN HOWARD AKESTER



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

--

Address:

4 THE CLIFF
HOCKEING
NEED SIX

**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

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**Parochial Church Council of All Saints  
Mattishall and St Peter's Mattishall Burgh**

**Accounts for the year ending  
31st December 2019**

# Parochial Church Council of All Saints Mattishall and St Peter's Mattishall Burgh

## Financial Statements for the Year Ended 31 December 2019

### Receipts and Payments Accounts

		General Fund (Unrestricted)	Designated Funds	Other Funds (Restricted)	2019 TOTAL FUNDS	2018 TOTAL FUNDS
	Note	£	£	£	£	£
<b>Receipts</b>						
<b>Voluntary receipts:</b>						
Planned Giving		55021	0	300	55321	50692
Collections at services		1562	0	0	1562	1883
All other giving/voluntary receipts	5a)	10385	25	577	10987	5144
Gift Aid recovered		10381	0	316	10697	10142
Activities for generating funds	5b)	343	0	0	343	418
Investment income	5c)	118	0	37	155	130
Church activities	5d)	5297	500	18748	24546	29664
Other receipts	5e)	400	0	6923	7323	21706
Significant Incident	5f)	3459	0	0	3459	0
		<u>86967</u>	<u>525</u>	<u>26902</u>	<u>114394</u>	<u>119778</u>
<b>Payments</b>						
<b>Church activities:</b>						
Parish Share		37612	0	0	37612	36415
Benefice Office Costs		12192	0	0	12192	11688
All Saints Running Expenses	6)	5978	325	0	6303	4701
All Saints Repairs and Maintenance	7)	4485	0	30197	34682	16916
St Peter's Running Expenses	6)	1087	0	0	1087	1083
St Peter's Repairs and Maintenance		1250	0	0	1250	1012
Church Rooms Running Costs	6)	1625	0	0	1625	2040
Church Rooms Repairs and Maintenance		1187	0	0	1187	1454
Church Activities Costs	5g)	2491	0	15142	17633	24670
Mission giving and donations	5h)	150	7430	3778	11358	8247
Significant Incident	5f)	3459	0	0	3459	0
<b>Total Payments</b>		<u>71517</u>	<u>7755</u>	<u>49117</u>	<u>128388</u>	<u>108225</u>
<b>Excess/(Deficit) in year</b>		<u>15,450</u>	<u>(7,230)</u>	<u>(22,215)</u>	<u>(13,995)</u>	<u>11553</u>
<b>Transfers</b>	8)	(5,272)	(4,769)	10,041	0	
<b>Net Excess/Deficit in year</b>		<u>10,178</u>	<u>(11,999)</u>	<u>(12,174)</u>	<u>(13,995)</u>	
<b>Balances b/fwd at 1 January 2019</b>		<u>1984</u>	<u>20234</u>	<u>19677</u>	<u>41894</u>	<u>30342</u>
<b>Balances c/fwd at 31 December 2019</b>		<u>12161</u>	<u>8235</u>	<u>7503</u>	<u>27900</u>	<u>41894</u>

**Parochial Church Council of All Saints Mattishall and St Peter's Mattishall Burgh**  
**Statement of Assets and Liabilities**  
**as at 31st December 2019**

	Note	£	2019 £	2018 £
<b>FUNDS</b>				
Unrestricted - General Fund			12,161	4,098
Designated Funds				
Special Project General		0		9,734
Cynthia Wake Legacy		8,000		10,000
Mission Giving		0		200
Heating Oil		0		300
Mission Resources Fund		235	8,235	0
Restricted Funds				
Fees & Wedding Deposits		(20)		300
All Saints & St Peter's Fabric Fund		0		118
All Saints & St Peter's Conservation Fund		1,410		829
All Saints Boiler Fund		0		11,383
Vicar & Churchwardens		1,818		2,191
Bell		1,709		1,602
Organ		74		38
Worship Band Equipment		1,832		2,353
Misc Collections & Special Events		190		191
JET Music Scholarship Fund		441		623
Bible Stories for Schools		50	7,503	50
			<u>27,900</u>	<u>44,009</u>
Benefice Expenses & Initiatives - Restricted Fun	10)		15,596	8,739
			<u>43,496</u>	<u>52,748</u>
<b>REPRESENTED by:</b>				
Petty Cash in Hand			25	25
Barclays Bank balances:				
Current Account		3,029		5,163
Deposit Account - General Fund		7,020		16,000
Deposit Account - Conservation Fund	9)	1,405		11,389
Deposit Account - Benefice		15,796	27,250	8,920
CBF of the CE Deposit Account			16,221	9,137
			<u>43,496</u>	<u>50,633</u>
<b>OTHER ASSETS</b>			£	£
Assets retained for church use	2)		7,500	7,500
Investment Fund shares at market value	3)		1,221	1,034
<b>RECEIPTS AND INVOICES RECEIVED AFTER 31 DECEMBER 2019</b> (Not included in these accounts)				
<b>Receipts</b>			£	£
Littleprouds - Funeral Fees			323	0
The Gift Aid & GASDS due for December 2019			806	928
VAT Refund on church repairs			326	1,991
Breckland Council re Polling Station			100	0
			<u>1,555</u>	<u>2,919</u>
<b>Payments</b>				
Green Pastures			41	41
Alan Cossey - re Computer repairs			144	0
			<u>185</u>	<u>41</u>

**Parochial Church Council of All Saints Mattishall and St Peter's Mattishall Burgh**

**Notes to the Financial Statements  
For the year ended 31 December 2019**

- 1** The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2011 using the Receipts and Payment basis
- 2** Fixed assets retained for church use are the Church Rooms, Dereham Road Mattishall purchased in 1992. The proceeds from the sale of these premises may only be expended on a specific object. The DBF are the custodial trustees and the PCC are the managerial trustees.
- 3** The investment consists of 72.15 Units COIF Charities Investment Fund and is valued at market value at 31 December 2019. The investment was purchased from the sale of Charity Land and the income may only be credited to the Vicars and Churchwardens Fund.
- 4** The movement in reserved and restricted funds during the year were:

	Bal b/fwd	Receipts /Transfers	Payments /Transfers	Bal c/fwd
	£	£	£	£
<b>Designated Funds</b>				
Special Project General	9734	0	9734	0
Cynthia Wake Legacy	10000	0	2000	8000
Mission Giving	200	7537	7737	0
Heating Oil	300	25	325	0
Mission Resources Fund	0	500	265	235
	<u>20234</u>	<u>8062</u>	<u>20061</u>	<u>8235</u>
<b>Restricted Funds</b>				
Fees received for the Diocese etc & Deposits	300	13445	13765	(20)
All Saints & St Peter's Fabric Fund	118	0	118	0
All Saints & St Peter's Conservation Fund	829	1282	700	1410
All Saints Boiler Fund	11383	16916	28299	0
Vicar & Churchwardens	2191	301	675	1818
Bell	1602	132	25	1709
Organ	38	220	184	74
Worship Band Equipment	2353	375	896	1832
Misc Collections & Special Events	191	4282	4283	190
JET Music Scholarship Fund	623	0	183	441
Bible Stories for Schools	50	0	0	50
	<u>19677</u>	<u>36953</u>	<u>49126</u>	<u>7503</u>

**5 Further Analysis of Receipts and Payments Accounts**

	General Fund	Designated Funds	Restricted Funds	2019 TOTAL FUNDS	2018 TOTAL FUNDS
	£	£	£	£	£
<b>Receipts</b>					
<b>a) All other giving/voluntary receipts</b>					
Donations	10385	0	0	10385	1021
Heating Oil Donations	0	25	0	25	300
Worship Equipment Donations	0	0	0	0	155
Boiler Fund Donations	0	0	523	523	3120
ASM & SPMB Fabric Fund	0	0	0	0	100
ASM & SPMB Conservation Fund	0	0	54	54	248
	<u>10385</u>	<u>25</u>	<u>577</u>	<u>20044</u>	<u>5144</u>
<b>b) Activities for generating funds</b>					
Cards and Magazines sales	343	0	0	343	418
	<u>343</u>	<u>0</u>	<u>0</u>	<u>343</u>	<u>418</u>
<b>c) Investment income</b>					
Dividends on COIF Investment	0	0	37	37	36
Interest from Deposit accounts	118	0	0	118	94
	<u>118</u>	<u>0</u>	<u>37</u>	<u>155</u>	<u>130</u>



	General Fund £	Designated Funds £	Restricted Funds £	2019 TOTAL FUNDS £	2018 TOTAL FUNDS £
<b>d) Church activities</b>					
Fees received	2922	0	13445	16367	23449
Bell Fund fees	0	0	132	132	115
Organ Fund fees	0	0	220	220	200
Church Room use	625	0	0	625	435
Special Events & Activities	0	0	3035	3035	1446
Mission activities receipts	1574	500	0	2074	999
Miscellaneous Collections	0	0	1917	1917	2771
Miscellaneous receipts	177	0	0	177	250
Worship receipts	0	0	0	0	0
	<u>5297</u>	<u>500</u>	<u>18748</u>	<u>24546</u>	<u>29664</u>

<b>e) Other receipts</b>					
VAT Refunds (ASM & SPMB)	0	0	6659	6659	811
Grants/Legacies	400	0	0	400	20630
Rent received from Tithe Land	0	0	260	260	260
Mattishall Charities	0	0	5	5	5
	<u>400</u>	<u>0</u>	<u>6923</u>	<u>7323</u>	<u>21706</u>

The Grants/Legacies are as follows:

Grant received from Mattishall Parish Council towards the cost of maintenance of St Peter's churchyard

- f) On 21st June 2019 a fraud was conducted against the treasurer which resulted in a loss of £3459 from our accounts. Barclays reimbursed £1755 of the amount after a complaint was made to them. £625 was given by members of the congregation towards the loss and the treasurer reimbursed the remaining £1079. This means that the church has not suffered any financial loss as a result of the scam. Financial procedures have also been tightened to prevent this kind of fraud happening again.

#### Payments

<b>g) Church Activities Costs</b>					
Purchase of Cards and Magazines	300	0	0	300	356
Discipleship, Pastoral and Mission Costs	1034	0	922	1956	1537
Worship and Church Services Costs	864	0	0	864	1043
Special Events	0	0	430	430	473
Youth Church Costs	293	0	0	293	271
Fees paid to Diocese etc	0	0	13765	13765	20965
Subscriptions	0	0	25	25	25
	<u>2491</u>	<u>0</u>	<u>15142</u>	<u>17633</u>	<u>24670</u>

<b>h) Mission Giving and Donations</b>					
Giving from voluntary receipts					
CMS - support for Ed & Marie Brice		1065		1065	2012
GATE		543		543	400
North Breckland Youth for Christ		1086		1086	802
Mattishall Dementia Group		543		543	400
Evangelical Alliance	100	0		100	100
Paula & Derek Finlayson		534		534	0
Sage in Kenya		437		437	0
Open Doors UK		534		534	0
DEC Tsunami		0		0	200
Archdeacon John Ashe Retirement Fund		0		0	100
British Legion	50	0		50	50
Bishop Graham Gift Collection		0		0	100
Barnabas Fund		252		252	0
Bahamas Appeal (All We Can)		162		162	0
Relief/Disaster Giving c/fwd				0	200

Giving from dedicated collections				
DEC Cyclone IDIA		630	630	0
Bishop's Lent Appeal		422	422	193
The Barnabas Fund		256	256	163
Norfolk Churches Trust		305	305	160
Womens World Day of Prayer		105	105	121
Archdeacon's Charge		220	220	120
Bahamas Appeal (All We Can)		138	138	0
Parkinson's UK			0	648
YWAM			0	200
North Breckland Youth for Christ			0	78
Paula & Derek Finlayson	274		274	375
DEC Tsunami			0	425
Open Doors UK	84		84	0
The Children's Society	233		233	0
Giving from the collection in honour of Cynthia Wake				
CMS			0	450
Hockering Primary Academy			0	450
Giving from Cynthia Wake's legacy (10%)				
Paula & Dereck Finlayson	1100		1100	0
Open Doors UK	600		600	0
Leprosy Mission International	300		300	0
Giving from Christmas Fayre - 50% proceeds				
Mattishall Primary School		285	285	0
Conservation Fund		285	285	0
Giving from Christmas Fayre cake stall		215	215	0
Giving from Eden Concert to Conservation Fund		600	600	0
Hebron Trust			0	250
	150	7430	3778	11358
				7997

#### 6 Analysis of Running Costs from General Fund

	TOTAL	Electricity	Insurance	Water	Oil/Misc
	£	£	£	£	£
All Saints Church	5978	1648	2770	78	1482
St Peter's Church	1087	80	922	0	85
Church Rooms	1625	1164	292	168	0
	8690	2893	3984	246	1567

#### 7 All Saints Repairs and Maintenance

Included in the payments from the General Fund was £859.20 to Marriott Security being an annual fee for the roof alarm  
Included in the payments from the Restricted Funds was:  
£23,897.60 to Fisher Bullen for the new boiler & £3,105 to Cozens heating consultants  
£895.51 from the Band Equipment Fund

#### 8 Transfers

	General Fund	Designated Funds	Restricted Funds
Special Project Fund to Boiler Fund		(9,734)	9,734
Mission Resources Fund to General Fund	265	(265)	
General Fund to Mission Giving Fund	(7,537)	7,537	
Mission Giving Fund to Misc Collections		(307)	307
Legacy Fund to General Fund	2,000	(2,000)	
	(5,272)	(4,769)	10,041

#### 9 Barclays Bank

Deposit Account - Conservation Fund. This account was formerly used for the Boiler Fund

# 10 Benefice Expenses Account - Restricted Fund

This Fund is held and managed by Mattishall PCC on behalf of the other parishes in the Benefice

	2019	2018
	£	£
<b>Receipts</b>		
<b>Miscellaneous Receipts</b>		
Donations	10000	0
Gift Aid	2500	0
Adverts & Photocopying	61	177
Bank Interest	33	18
Misc receipts	335	206
Co-ordinators leaving donations	244	0
<b>Parish Contributions</b>		
East Tuddenham	1608	1524
Hockering	1066	1040
Mattishall	12192	11688
North Tuddenham	984	936
Welborne	1164	1092
Yaxham	2280	2280
	<u>32467</u>	<u>18961</u>
<b>Payments</b>		
Benefice Staff Costs	10292	9698
Ministerial Costs	4229	1282
Church Office Overheads	2131	2130
Church Office Repairs & Renewals	978	737
Printing & Stationery	2919	2718
Website & Computer Costs	203	1049
Resources & Miscellaneous Costs	4614	1654
Co-ordinators leaving gift	244	0
	<u>25611</u>	<u>19268</u>
<b>Excess/(Deficit) in year</b>	<u>6857</u>	<u>(307)</u>
<b>Balance B/fwd at 1st January 2019</b>	<u>8739</u>	<u>5756</u>
<b>Balance C/fwd at 31 December 2019</b>	<u>15596</u>	<u>8739</u>

The above balance is accounted for as below:

	£	£
Benefice Office Expenses Account	4021	5049
Benefice Initiatives Account	11576	3690
	<u>15596</u>	<u>8739</u>

## RECEIPTS & INVOICES RECEIVED AFTER 31 DECEMBER 2019

(Not included in these accounts)

	£	£
Contribution towards Winter Booklet printing	30	0
Welborne PCC - balance of 2018 contribution	0	72
	<u>30</u>	<u>72</u>
	£	£
Ministerial expenses	384	3343
Photocopying	116	37
	<u>500</u>	<u>3380</u>

Please note that for the sake of clarity these accounts have been produced in whole pounds format which sometimes results in inconsistency in the totals column.



**ALL SAINTS & ST PETER'S MATTISHALL**  
**GENERAL FUND BUDGET 2019- Comparison to Actual for year**  
**& BUDGET 2020**

	2019 (Original)	2019 Budget (Revised Sept)	2019 Actual	2020 Budget
<b>GENERAL FUND</b>				
<b>Receipts</b>	£	£	£	£
<b>Voluntary receipts:</b>				
Planned Giving - Gift Aided	34500	33537	33624	34000
Planned Giving - Other	17000	21268	21397	22500
Collections at services	2200	1575	1562	1500
All other giving/voluntary receipts	0	9874	10385	0
Gift Aid recovered	9800	10133	10381	8500
Activities for generating funds	350	450	549	275
Investment income	50	75	118	80
Church activities - Fees	2200	2525	2922	1700
- Church Rooms use	400	545	625	500
- Mission Activities	0	1279	1545	0
<b>Other receipts</b>				
- Grants	400	400	400	400
<b>Total General Fund receipts</b>	<u>£66,900</u>	<u>£81,661</u>	<u>£83,508</u>	<u>£69,455</u>
<b>Payments</b>				
<b>Church activities:</b>				
Parish Share	37869	37869	37612	37273
Benefice Running Expenses	12192	12192	12192	10620
All Saints Running Expenses	5000	6173	6068	6200
All Saints Repairs and Maintenance	4000	3700	4480	3000
St Peter's Running Expenses	1000	1085	1087	1000
St Peter's Repairs and Maintenance	850	1046	1160	1000
Church Rooms Running Costs	2000	2081	1625	2000
Church Rooms Repairs and Maintenance	1000	1216	1187	1000
Mission, Pastoral & Discipleship	800	301	1077	650
Church Activities Costs	1850	1809	1150	1175
Mission giving and donations	5370	6354	5687	5800
<b>TOTAL EXPENDITURE</b>	<u>£71,931</u>	<u>£73,826</u>	<u>£73,325</u>	<u>£69,718</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>(£ 5,031)</u>	<u>£7,835</u>	<u>£ 10,183</u>	<u>(£ 263)</u>

**BENEFICE EXPENSES ACCOUNT**

	2019 BUDGET £	2019 ACTUAL £	2020 BUDGET £
<b>Expenditure</b>			
Benefice Staff Costs	9500	10292	10700
Ministerial Costs	2800	4229	3000
Church Office Overheads	2500	2131	2400
Church Office Repairs & Renewals	500	978	300
Printing & Stationery	3500	2919	2250
Initiatives and Core Groups	800	203	158
Resources & Misc Costs		4858	
	<u>£19,600</u>	<u>£25,610</u>	<u>£18,808</u>
<b>Receipts</b>			
Adverts, photocopying, miscellaneous	256	673	100
Donations	0	10000	0
Gift Aid recovered	0	2500	0
 Parish Contributions			
East Tuddenham	1608	1608	1464
Hockering	1068	1066	1332
Mattishall	12192	12192	10620
North Tuddenham	984	984	1308
Welborne	1188	1164	1500
Yaxham	2304	2280	2484
	<u>£19,600</u>	<u>£32,467</u>	<u>£18,808</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>£0</u>	<u>£ 6,857</u>	<u>£0</u>

## BENEFICE EXPENSES ACCOUNT

This is held as a Restricted Fund in the accounts of Mattishall PCC on behalf of the other parishes in the Benefice

		2019 ACTUAL £	2019 BUDGET £	2020 BUDGET £
<b>Expenditure</b>				
Benefice Staff Costs		10292	9500	10700
Ministerial Costs	1)	4229	2800	3000
Church Office Overheads		2131	2500	2400
Church Office Repairs & Renewals	2)	978	500	300
Printing & Stationery		2919	3500	2250
Initiatives and Core Groups		203	800	158
Resources & Misc Costs	3)	4858	)	)
		<u>£25,610</u>	<u>£19,600</u>	<u>£18,808</u>
<b>Receipts</b>				
Adverts, photocopying, miscellaneous		673	256	100
Donations		10000	0	0
Gift Aid recovered		2500	0	0
<b>Parish Contributions</b>				
East Tuddenham		1608	1608	1464
Hockering		1066	1068	1332
Mattishall		12192	12192	10620
North Tuddenham		984	984	1308
Welborne		1164	1188	1500
Yaxham		2280	2304	2484
		<u>£32,467</u>	<u>£19,600</u>	<u>£18,808</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u>£6,857</u>	<u>£0</u>	<u>£0</u>
Balance b/fwd at 1st January 2019		8739		
Balance c/fwd at 31st December 2019		<u>£15,596</u>		
The above balance is accounted for as below:				
Benefice Office Expenses Account		4020		
Benefice Initiatives Account		11576		
		<u>£15,596</u>		

### RECEIPTS & INVOICES RECEIVED AFTER 31 DECEMBER 2019

(Not included in these accounts)

	£	£
Contribution towards Winter Booklet printing	30	0
Welborne PCC - balance of year's contribution	79	72
	<u>109</u>	<u>72</u>
	£	£
Ministerial expenses	384	3343
Photocopying	116	37
	<u>500</u>	<u>3380</u>

### NOTES

1) These cost include 2 years' expenses

2) This figure includes the cost of an asbestos survey.

3) The Benefice Initiatives & Resources account is funded by voluntary donations and is used for the cost of benefice resources & the printing of the Easter & Winter booklets.

It has also been made available for each parish to cover any mission/outreach activity costs up to £500.

## **Treasurer's Report 2019**

### **RECEIPTS & PAYMENTS ACCOUNT**

The year ended with a surplus of £10,177 in the General Church Fund thanks to the church family response to the appeal regarding our financial situation, not only in one-off donations but also in the planned giving. These increases in voluntary giving show in the comparative figures with 2018. This has resulted in a balance at the end of the year of just over £12,000, compared to £4,098 at the beginning of the year.

The reduction in the Other Receipts comes about because of the Legacy received in 2018.

With regard to payments the most significant increase during the year is in the All Saints Repairs & Maintenance costs due to the payments made from the Boiler Fund for the installation of the replacement boiler.

The Mission Giving also increased as it included £2000 from the legacy received in 2018 as agreed by the PCC.

The Significant Incident is fully reported in Note 5f).

### **DESIGNATED FUNDS**

At the end of the year there are three designated funds:

Cynthia Wake Legacy with a balance of £8,000.

Mission Giving Fund - to which the monthly mission giving figure is transferred.

Mission Resources Fund with a balance of £235 from a £500 allowance from the Benefice Resources Fund.

### **RESTRICTED FUNDS**

The Boiler Fund, which still has a regular donor, is used towards the cost of the heating oil.

The ASM & SPMB Fabric Fund now forms part of the ASM & SPMB Conservation Fund.

The balance on the Miscellaneous Collections Fund relates to the Christingle collection for The Children's Society.

All other Restricted Funds are self-explanatory and the total receipts in and payments out are shown in Note 4.

This year we have been truly blessed with resources to carry forward into 2020 and use to glorify God's name and reach out to those who do not yet know God's love.

**Barbara Crawshaw - Treasurer**

## **Electoral Roll Report 2019 / 2020**

The total on the electoral roll for the 2020 APCM is 69, a reduction of 2 against last year.

## Churchwardens' Report 2019

### **Buildings and Fabric**

In March 2019 we had our Quinquennial (5 yearly) Inspection, aka QI, carried out on both All Saints and St. Peter's, Mattishall Burgh. The churchyard at St. Peter's, unlike at ASM, is still open for burials and accounts for the vast majority of work done at that end of the village, with work continuing to bring the churchyard up to scratch. There is the ongoing work of levelling graves which have settled so that the contractor can mow the grass properly and we have had some work done on the trees as well. Thankfully, the work is bearing fruit and some of the people who walk through the churchyard with their dogs and those who attend the graves have commented on how nice the churchyard is beginning to look. However, the work is ongoing and time-consuming.

St. Peter's church itself has not been used for any services this year and the QI found that there was no *urgent* work to be done on the building apart from a dodgy ladder going up the tower. However, some work is required to prevent further deterioration.

At ASM, the churchyard is the responsibility of the Parish Council who regularly have it mown and keep it in good nick. There has been some work done on the trees by the Parish Council, but we have continued to sweep seemingly unending amounts of leaves during the Autumn, and we keep the weeds down on the paths ourselves. Though this is not strictly our responsibility, we like to keep it looking good and safe for people using the church and churchyard.

Now for the biggie. ASM's building itself is in reasonable shape with no major deficiencies. However, no significant *maintenance* work has been done for some years apart from new main doors in 2019 (we are not counting the new boiler as *maintenance* here). This means that things are piling up and a major amount of work needs to be done over the next few years. We are not sure of the total cost, but we are estimating that it will be around £250,000 in total. Roughly. Ish. To organise and oversee this work, a team has been set up, entitled the ASM Restoration and Refreshment team ("R & R" for short). It is headed by Jackie Clay and includes the churchwardens (Sue and Alan Cossey), our fabric officer (Eddie Stone) and our treasurer (Barbara Crawshaw). We have identified some work that we can carry out ourselves, but will work with our architect, Nigel Walter, who was also responsible for conducting the QI. We are fortunate in that Gonville and Caius (pronounced "keys") College in Cambridge will be responsible for some of the work to be done on the chancel. We are also aiming to not just repair stuff, but to improve ASM's facilities somewhat by installing a servery and possibly an extra toilet, assuming we can raise enough money. Some major funding will be needed to get any significant amount of the work required. Organisation of the getting of funds is being handled by the Conservation Fund group, which overlaps somewhat in membership with the R & R group itself.

### **Boiler**

As you will be aware, the new oil-powered boiler was commissioned and has been running well. We still have something of a problem in getting the right level of heating, but, as long as it keeps working, we no longer have to sit wrapped up in thick coats, scarves, long johns and gloves. The temperature that the system has been getting to is around 18 degrees, though we have not yet had a really cold snap to test it. You may still feel a draft near the back of the main seating, but that is due to drafts coming from broken panes of glass and the general leakiness of the building. Though replacement of such glass is very expensive indeed, we aim to have it handled in the main R & R project. We are sincerely thankful to the boiler team who worked hard on getting this up and running and sorting out the initial problems in a tactful yet firm manner.

### **Roof Alarm**

Over recent years there have been many thefts of lead from church roofs around the country, including in Norfolk and in built up areas (dropping sheets of lead from a height during such a theft does not make much noise). A scheme was set up a couple of years ago to fund the installation of alarms, with church congregations paying for the maintenance and running of the alarms. In the two years before the launch of the scheme, there were 48 thefts in 2 years in Norfolk/Norwich diocese, which has been reduced to 26 in the 2 years since (see <https://www.edp24.co.uk/news/crime/innovative-scheme-to-protect-norfolk-churches-is-proving-to-be-a-success-1-6257727> for details). We bid for such funding and were accepted. The alarm was installed and commissioned in October 2019 and is now up and running. However, it at the end of 2019 we were getting some activations of the alarms, which need sorting out and which may be draining the batteries which power the system currently. If we need to connect the system to the mains, there may be some significant outlay of money required.

Currently, we have to pay a not insignificant amount for ongoing maintenance of the alarm system, but this has been partially offset by a reduction in our insurance premium. However, the main benefit is that the likelihood of having the lead stripped from the roof has been reduced. Such a loss would involve huge cost (there being a limit to how much the insurance company would pay out) and major effort to get the church up and running again.

### **Church Inventory (Terrier)**

There is nothing too exciting to report. The communion table and rail that were moved down to St. Peter's near the end of 2018 will now be disposed of, as will some surplus and worn communion table frontals.

### **Assistant Wardens**

Our sincere thanks go to all who help us in our task, particularly the assistant wardens (Stephen, Eddie, John, Bruce, Les and Steve). We would particularly like to thank Steve for organising the rota and for "wardening" at so many services.

### **Sue and Alan Cossey**

## **Safeguarding Report 2019**

In 2019, we hosted a training event which was run by the safeguarding team in the Diocese for Churchwardens, those working with young people and vulnerable adults and Mattishall PCC. In 2020, we are hosting further training for those Church Wardens, Mattishall PCC and those people who lead events involving young people and vulnerable adults. These events were also open to people who hold similar roles within the Deanery.

Throughout this year, all PCCs have complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Although I am the Parish Safeguarding Officer for the safeguarding of children in the benefice, safeguarding is all our responsibility; so if you have any worries or concerns, please phone me on 07736301549 and I will respond as soon as I am able to.

Thank you for your support.

**Fiona McCaghrey**

## **Dereham and Mitford Deanery Synod 2019**

There were three meetings of the Deanery Synod in 2019:

27<sup>th</sup> February 2019, 2<sup>nd</sup> July 2019, and 17<sup>th</sup> October 2019

The February meeting was held at Church House in Dereham. Rev Louisa Pittman was licensed at the end of March to the curacy of the Barnham Broom Group. She explained her journey to ministry in rural Norfolk from South Carolina. We also heard Rev Heather Butcher's insight into her first experience of General Synod and the Rural Dean Rev Mark McCaghrey gave us some insight into his sabbatical on Luke 15.

In July Swanton Morley kindly hosted the Synod and Summer Social. Our speakers were Rev Sally Theakston and Robert Culyer. Reverend Sally Theakston was invited to give her reflections on her time in the Deanery. Sally spoke about her ordination 30 years ago and how her work in the Navy, Hackney, Putney, Gaywood and Dereham had shown her how people share the same dreams and hopes. She said how the Team is facing a time of great challenge now, with generations of people unfamiliar with hymns, church, liturgy, bible, and faith. She sees ministry now as a mission ministry going back to the time of the disciples who also faced indifference in the general population. There will be challenges around how to use our buildings, how to raise the parish share, ageing congregations such that we will need to develop different ways of having clergy, perhaps more as an organisational role in the future rather than pastoral. Sally asked the question, what will ministry look like in 30 years' time? Sally has hope and knows that working with God is the way forward. Robert Culyer (Funding Support Officer for the Diocese) talked about stewardship and legacies. Charities gain 50% of their income from legacies while the church is getting 7.5% of its income from legacies. Robert was keen for us to promote and celebrate legacies among our congregations, possibly having a Legacy Officer in each benefice. We were also encouraged to engage with our local communities, not just for fund raising but also inviting people to help the church with their talents and skills and using our buildings as community hubs.

In October, the meeting was held at All Saints, Mattishall. We had two speakers: Rev. Canon Heather Butcher - *Every Day Faith*. Heather talked about the initiative *Setting God's People Free*. It encourages lay people to become more confident in discipleship. We are all called to be Disciples. Everybody should be encouraged and enabled to lead intercession and to share their faith stories. The Lay Development and Spirituality Officer (Rev Susannah Gunner) has been appointed. Clergy and laity share in the discipling of the nation. Story is a very important tool in discipleship.

Further News:

Rev Sally Theakston has been appointed as Bishop Graham's Chaplain.

Bishop Jonathan's 2020 Lent project will be Papua New Guinea.

Safeguarding – on-going training for Church Wardens, PCCs, clergy, lay readers etc. The Diocese has appointed Nicola King and there is a lot of information on the website.

Awareness was raised of an attempted theft of lead from South Walsham.

Bishop Graham will be visiting the Deanery on 11<sup>th</sup> March 2020. The Archdeacon's Visitation to Deaneries will take place on 20<sup>th</sup> June 2020 at Mattishall. This is open to all members in addition to clergy and church wardens.

**Theresa Hewett - Deanery Synod Secretary**



## Independent Examiners Certificate

Report to the trustees/ members of:

PAROCHIAL CHURCH COUNCIL OF  
ALL SAINTS MATTHEW & ST PETER'S MATTHEW  
BURGH

On accounts for the year ended:

31st DECEMBER 2020

Charity no (if any):

1135038

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2020

### 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:

M Brett

Date:

08.04.21

Name:

MARIA BRETT

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

ASSOCIATION OF CERTIFIED CHARTERED ACCOUNTANTS

Address:

1 BLACKMILL LANE

GREAT MOULTON

NR15 2DZ

## 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



Parochial Church Council of All Saints  
Mattishall and St Peter's Mattishall Burgh

Accounts for the year ending  
31st December 2020

**Parochial Church Council of All Saints Mattishall and St Peter's Mattishall Burgh**

**Financial Statements for the Year Ended 31 December 2020**

**Receipts and Payments Accounts**

		General Fund (Unrestricted)	Designated Funds	Other Funds (Restricted)	2020 TOTAL FUNDS	2019 TOTAL FUNDS
	Note	£	£	£	£	£
<b>Receipts</b>						
Voluntary receipts:						
Planned Giving		52794.00	0.00	540.00	53,334.00	55,320.64
Collections at services		426.41	0.00	0.00	426.41	1,562.15
All other giving/voluntary receipts	5a)	5568.44	0.00	162.00	5,730.44	10,987.45
Gift Aid recovered		7932.89		75.00	8,007.89	10,697.15
Activities for generating funds	5b)	145.10		0.00	145.10	343.35
Investment income	5c)	78.66		37.41	116.07	154.83
Church activities	5d)	2412.00		8954.00	11,366.00	24,545.68
Other receipts	5e)	5951.60		214.50	6,176.10	7,323.40
Significant Incident					0.00	3,459.07
		<u>75319.10</u>	<u>0.00</u>	<u>9,982.91</u>	<u>85,302.01</u>	<u>114,393.72</u>
<b>Payments</b>						
Church activities:						
Parish Share		37,272.00			37,272.00	37,611.50
Benefice Office Costs		5,150.00			5,150.00	12,192.00
All Saints Running Expenses	6)	4,611.24			4,611.24	6,303.30
All Saints Repairs and Maintenance	7)	5,881.72		3,073.80	8,955.52	34,682.06
St Peter's Running Expenses	6)	1,083.02			1,083.02	1,086.91
St Peter's Repairs and Maintenance		1,022.67			1,022.67	1,250.34
Church Rooms Running Costs	6)	2,071.52			2,071.52	1,624.77
Church Rooms Repairs and Maintenance		1,402.99			1,402.99	1,187.02
Church Activities Costs	5g)	854.97	0.00	7,458.95	8,313.92	17,633.29
Mission giving and donations	5h)	3,400.00	0.00	383.00	3,783.00	11,357.97
Significant Incident		0.00			0.00	3,459.07
Total Payments		<u>62,750.13</u>	<u>0.00</u>	<u>10,915.75</u>	<u>73,665.88</u>	<u>128,388.23</u>
Excess/(Deficit) in year		<u>12,568.97</u>	<u>0.00</u>	<u>(932.84)</u>	<u>11,636.13</u>	<u>(13,994.51)</u>
Transfers	8)	(5,000.00)	4,000.00	1,000.00		
Net Excess/Deficit in year		<u>7,568.97</u>	<u>4,000.00</u>	<u>67.16</u>	<u>11,636.13</u>	
Balances b/fwd at 1 January 2020		<u>12,161.32</u>	<u>8,235.39</u>	<u>7,503.27</u>	<u>27,899.98</u>	
Balances c/fwd at 31 December 2020		<u>19,730.29</u>	<u>12,235.39</u>	<u>7,570.43</u>	<u>39,536.11</u>	

*mBrett*

**Parochial Church Council of All Saints Mattishall and St Peter's Mattishall Burgh**  
**Statement of Assets and Liabilities**  
**as at 31st December 2020**

		2020	2019
	Note	£	£
<b>FUNDS</b>			
Unrestricted - General Fund		19,730.29	12,161.32
Designated Funds			
Cynthia Wake Legacy	7,000.00		8,000.00
Mission Resources Fund	235.39		235.39
Covid -19 Grant	<u>5,000.00</u>	12,235.39	
Restricted Funds			
Fees & Wedding Deposits	1,621.00		(20.00)
All Saints & St Peter's Conservation Fund	558.40		1,410.00
All Saints Boiler Oil Fund	240.00		0.00
Vicar & Churchwardens Fund	1,669.92		1,818.01
Bells Fund	762.38		1,708.98
Organ Fund	0.00		73.60
Worship Band Equipment Fund	2,207.13		1,832.13
Misc Collections & Special Events	0.00		190.00
JET Music Scholarship Fund	366.60		440.55
Little Angels	95.00		
Bible Stories for Schools	<u>50.00</u>	7,570.43	50.00
		<u>39,536.11</u>	<u>27,899.98</u>
Benefice Expenses & Initiatives - Restricted Fund	9)	14,766.36	15,596.20
		<u>54,302.47</u>	<u>43,496.18</u>
<b>REPRESENTED by:</b>			
Petty Cash in Hand		2.89	25.04
Barclays Bank balances:			
Current Account	3,494.11		3,029.43
Deposit Account - General Fund	15,985.39		7,020.00
Deposit Account - Conservation Fund	638.49		1,405.22
Deposit Account - Benefice	<u>9,878.03</u>	29,996.02	15,795.72
CBF of the CE Deposit Account	16,289.65		16,220.77
CBF of the CE Deposit Account - Benefice	<u>8,013.91</u>	24,303.56	
		<u>54,302.47</u>	<u>43,496.18</u>
<b>OTHER ASSETS</b>		£	£
Assets retained for church use	2)	7,500.00	7,500.00
Investment Fund shares at market value	3)	1,299.52	1,221.41

**RECEIPTS AND INVOICES RECEIVED AFTER 31 DECEMBER 2020**

(Not included in these accounts)

<b>Receipts</b>	£	£
Littleprouds - Funeral Fees	0.00	323.00
The Gift Aid & GASDS due for December 2020	618.86	806.40
VAT Refund on church repairs	0.00	326.00
Breckland Council re Polling Station	0.00	100.00
	<u>618.86</u>	<u>1,555.40</u>
<b>Payments</b>		
Green Pastures	32.44	40.72
Archangel Ltd - Architect	521.52	0.00
Alan Cossey - re Computer repairs	0.00	144.00
	<u>553.96</u>	<u>184.72</u>

*M. S. Galt*

**Parochial Church Council of All Saints Mattishall and St Peter's Mattishall Burgh**

**Notes to the Financial Statements  
For the year ended 31 December 2020**

- 1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payment basis
- 2 Fixed assets retained for church use are the Church Rooms, Dereham Road Mattishall purchased in 1992. The proceeds from the sale of these premises may only be expended on a specific object. The DBF are the custodial trustees and the PCC are the managerial trustees.
- 3 The investment consists of 72.15 Units COIF Charities Investment Fund and is valued at market value at 31 December 2020. The investment was purchased from the sale of Charity Land and the income may only be credited to the Vicars and Churchwardens Fund.
- 4 The movement in reserved and restricted funds during the year were:

	Bal b/fwd	Receipts /Transfers	Payments /Transfers	Bal c/fwd
	£	£	£	£
<b>Designated Funds</b>				
Special Project General	0.00			0.00
Cynthia Wake Legacy	8000.00		1000.00	7000.00
Mission Resources Fund	235.39			235.39
Covid -19 Grant	0.00	5000.00		5000.00
	<u>8235.39</u>	<u>5000.00</u>	<u>1000.00</u>	<u>12235.39</u>
<b>Restricted Funds</b>				
Fees received for the Diocese etc & Deposits	(20)	8169.00	6528.00	1,621.00
All Saints & St Peter's Conservation Fund	1410.00	1162.00	2013.60	558.40
All Saints Boiler Oil Fund	0.00	240.00	0.00	240.00
Vicar & Churchwardens	1818.01	451.91	600.00	1669.92
Bell	1708.98	0.00	946.60	762.38
Organ	73.60	40.00	113.60	0.00
Worship Band Equipment	1832.13	375.00	0.00	2207.13
Misc Collections & Special Events	190.00	450.00	640.00	0.00
Little Angels	0.00	95.00	0.00	95.00
JET Music Scholarship Fund	440.55	0.00	73.95	366.60
Bible Stories for Schools	50.00	0.00	0.00	50.00
	<u>7503.27</u>	<u>10982.91</u>	<u>10915.75</u>	<u>7570.43</u>

**5 Further Analysis of Receipts and Payments Accounts**

	General Fund	Designated Funds	Restricted Funds	2020 TOTAL FUNDS	2019 TOTAL FUNDS
	£	£	£	£	£
<b>Receipts</b>					
a) All other giving/voluntary receipts					
Donations	5568.44			5568.44	10385.10
Heating Oil Donations				0.00	25.00
Worship Equipment Donations				0.00	0.00
Boiler Fund Donations	0.00			0.00	523.35
ASM & SPMB Conservation Fund			162.00	162.00	54.00
	<u>5568.44</u>	<u>0.00</u>	<u>162.00</u>	<u>5730.44</u>	<u>10987.45</u>
b) Activities for generating funds					
Cards and Magazines sales	145.10			145.10	343.35
	<u>145.10</u>	<u>0.00</u>	<u>0.00</u>	<u>145.10</u>	<u>343.35</u>
c) Investment income					
Dividends on COIF Investment			37.41	37.41	36.68
Interest from Deposit accounts	78.66			78.66	118.15
	<u>78.66</u>	<u>0.00</u>	<u>37.41</u>	<u>116.07</u>	<u>154.83</u>

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				2020	2019
	General	Designated	Restricted	TOTAL	TOTAL
	Fund	Funds	Funds	FUNDS	FUNDS
	£	£	£	£	£
d) Church activities					
Fees received	1861.00		8169.00	10030.00	16367.00
Bell Fund fees				0.00	132.00
Organ Fund fees			40.00	40.00	220.00
Church Room use	280.00			280.00	625.00
Special Events & Activities			261.50	261.50	3034.74
Mission activities receipts	266.00			266.00	2073.52
Miscellaneous Collections			188.50	188.50	1916.67
Miscellaneous receipts	5.00		295.00	300.00	176.75
Worship receipts				0.00	0.00
	<u>2412.00</u>	<u>0.00</u>	<u>8954.00</u>	<u>11366.00</u>	<u>24545.68</u>
e) Other receipts					
VAT Refunds (ASM & SPMB)	561.60			561.60	6658.90
Grants/Legacies	5400.00			5400.00	400.00
Rent received from Tithe Land			210.00	210.00	260.00
Mattishall Charities			4.50	4.50	4.50
	<u>5961.60</u>	<u>0.00</u>	<u>214.50</u>	<u>6176.10</u>	<u>7323.40</u>
The Grants/Legacies are as follows:					
Grant received from Mattishall Parish Council	400.00				towards the cost of maintenance of St Peter's churchyard
<b>Payments</b>					
g) Church Activities Costs					
Purchase of Cards and Magazines	159.69			159.69	299.97
Discipleship, Pastoral and Mission Costs	188.85		673.95	862.80	1956.17
Worship and Church Services Costs	506.43			506.43	863.94
Special Events	0.00		257.00	257.00	429.74
Youth Church Costs	0.00			0.00	293.47
Fees paid to Diocese etc	0.00		6528.00	6528.00	13765.00
Subscriptions	0.00			0.00	25.00
	<u>854.97</u>	<u>0.00</u>	<u>7458.95</u>	<u>8313.92</u>	<u>17633.29</u>
h) Mission Giving and Donations					
Giving from voluntary receipts					
CMS - support for Ed & Marie Brice				0.00	1065.00
GATE				0.00	543.00
North Breckland Youth for Christ	617.00			617.00	1086.00
Mattishall Dementia Group	101.00			101.00	543.00
Evangelical Alliance	100.00			100.00	100.00
Paula & Derek Finlayson	331.00			331.00	534.00
Sage in Kenya				0.00	437.00
Open Doors UK			50.00	50.00	534.00
British Legion	50.00			50.00	50.00
Barnabas Fund	751.00			751.00	252.00
Bahamas Appeal (All We Can)				0.00	162.00
Mid Norfolk Food Bank	618.00			618.00	0.00
Christian Aid	190.00			190.00	0.00
Crisis	135.00			135.00	0.00
Leeway Domestic Violence	185.00			185.00	0.00
Wellspring Family	140.00			140.00	0.00
Compassion UK	182.00			182.00	0.00
The Childrens Society			187.00	187.00	0.00
Women's World Day of Prayer			146.00	146.00	0.00

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Giving from dedicated collections					
DEC Cyclone IDIA	0.00				630.14
Bishop's Lent Appeal	0.00				422.00
The Barnabas Fund	0.00				256.38
Norfolk Churches Trust	0.00				304.50
Womens World Day of Prayer	0.00				105.35
Archdeacon's Charge	0.00				220.00
Bahamas Appeal (All We Can)	0.00				138.00
Paula & Derek Finlayson	0.00				274.00
Open Doors UK	0.00				83.75
The Children's Society	0.00				232.85
Giving from Cynthia Wake's legacy (10%)					
Paula & Derek Finlayson	0.00				1100.00
Open Doors UK	0.00				600.00
Leprosy Mission International	0.00				300.00
Giving from Christmas Fayre - 50% proceeds					
Mattishall Primary School	0.00				285.00
Conservation Fund	0.00				285.00
Giving from Christmas Fayre cake stall	0.00				215.00
	<u>3400.00</u>	<u>0.00</u>	<u>383.00</u>	<u>3783.00</u>	<u>10757.97</u>

There is an amount of £1822 mission giving from the General Fund still to be allocated

#### 6 Analysis of Running Costs from General Fund

	TOTAL	Electricity	Insurance	Water	Oil/Misc
	£	£	£	£	£
All Saints Church	4611.24	900.00	2605.67	78.00	1027.57
St Peter's Church	1083.02	60.20	937.82	0.00	85.00
Church Rooms	<u>2071.52</u>	<u>1437.84</u>	<u>325.68</u>	<u>308.00</u>	<u>0.00</u>
	<u>7765.78</u>	<u>2398.04</u>	<u>3869.17</u>	<u>386.00</u>	<u>1112.57</u>

#### 7 All Saints Repairs and Maintenance

Included in the payments from the General Fund was £859.20 to Marriott Security being an annual fee for the roof alarm and £1308 to EFL Ltd for work on the roof and to carry out a survey on the lead roofing.  
The payment from the restricted fund was to the architect regarding the re-ordering.

#### 8 Transfers

	General Fund	Designated Funds	Restricted Funds
Covid-19 Grant	(5,000.00)	5,000.00	
Legacy Fund to General Fund		<u>(1,000.00)</u>	<u>1,000.00</u>
	<u>(5,000.00)</u>	<u>4,000.00</u>	<u>1,000.00</u>

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## 9 Benefice Expenses Account - Restricted Fund

This Fund is held and managed by Mattishall PCC on behalf of the other parishes in the Benefice

	2020 £	2019 £
<b>Receipts</b>		
Miscellaneous Receipts		
Donations	1796.00	10000.00
Gift Aid	442.75	2500.00
Adverts & Photocopying	49.15	61.04
Bank Interest	22.37	32.97
Misc receipts	158.00	335.43
Co-ordinators leaving donations	0.00	244.00
Parish Contributions		
East Tuddenham	1130.00	1608.00
Hockering	895.00	1066.00
Mattishall	7950.00	12192.00
North Tuddenham	811.00	984.00
Welborne	1001.00	1164.00
Yaxham	1613.00	2280.00
	<u>15868.27</u>	<u>32467.44</u>
<b>Payments</b>		
Benefice Staff Costs	7429.10	10292.12
Ministerial Costs	856.47	4228.75
Church Office Overheads	2097.01	2131.40
Church Office Repairs & Renewals	653.08	978.38
Printing & Stationery	1492.30	2918.88
Website & Computer Costs	135.39	202.66
Resources & Miscellaneous Costs	4034.76	4614.33
Co-ordinators leaving gift	0.00	244.00
	<u>16698.11</u>	<u>25610.52</u>
Excess/(Deficit) in year	<u>(829.84)</u>	<u>6,856.92</u>
<b>Balance B/fwd at 1st January 2020</b>	<u>15596.20</u>	<u>8739.28</u>
<b>Balance C/fwd at 31 December 2020</b>	<u>14766.36</u>	<u>15596.20</u>

The above balance is accounted for as below:

	£	£
Benefice Office Expenses Account	4969.69	4020.52
Benefice Initiatives Account	9796.67	11575.88
	<u>14766.36</u>	<u>15596.40</u>

RECEIPTS & INVOICES RECEIVED AFTER 31 DECEMBER 2020  
(Not included in these accounts)

	£	£
Contribution towards Winter Booklet printing	0.00	30.00
Welborne PCC - balance of year's contribution	0.00	79.00
	<u>0.00</u>	<u>109.00</u>
	£	£
Ministerial expenses	50.00	384.10
Photocopying	0.00	116.29
	<u>50.00</u>	<u>500.39</u>

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**ALL SAINTS & ST PETER'S MATTISHALL**  
**GENERAL FUND BUDGET 2020- Comparison to Actual for year**  
**& BUDGET 2021**

	2020 BUDGET	2020 Actual	2021 BUDGET
<b>GENERAL FUND</b>			
<b>Receipts</b>	£	£	
Voluntary receipts:			
Planned Giving - Gift Aided	34000	30154	30000
Planned Giving - Other	22500	22640	22500
Collections at services	1500	426	300
All other giving/voluntary receipts	0	5568	0
Gift Aid recovered	8500	7933	7500
Activities for generating funds	275	145	0
Investment income	80	79	75
Church activities - Fees	1700	1861	1600
- Church Rooms use	500	280	0
- Mission Activities	0	271	0
Other receipts			
- Grants	400	5962	620
<b>Total General Fund receipts</b>	<b>£69,455</b>	<b>£75,319</b>	<b>£62,595</b>
<b>Payments</b>			
Church activities:			
Parish Share	37273	37272	37272
Benefice Running Expenses	10620	5150	7500
All Saints Running Expenses	6200	4611	4500
All Saints Repairs and Maintenance	3000	5982	2500
St Peter's Running Expenses	1000	1083	1000
St Peter's Repairs and Maintenance	1000	1023	1000
Church Rooms Running Costs	2000	2072	1500
Church Rooms Repairs and Maintenance	1000	1403	1000
Mission, Pastoral & Discipleship	650	189	400
Church Activities Costs	1175	666	500
Mission giving and donations	5800	3300	5200
<b>TOTAL EXPENDITURE</b>	<b>£69,718</b>	<b>£62,750</b>	<b>£62,372</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>(£ 263)</b>	<b>£12,569</b>	<b>£223</b>

**BENEFICE EXPENSES ACCOUNT**

	2020 BUDGET £	2020 Actual	2020 BUDGET
<b>Expenditure</b>			
Benefice Staff Costs	10700	7429	6500
Ministerial Costs	3000	856	3000
Church Office Overheads	2400	2097	2000
Church Office Repairs & Renewals	300	653	250
Printing & Stationery	2250	1492	1600
Initiatives and Core Groups	158	0	0
Resources & Misc Costs	0	4170	4250
	<b>£18,808</b>	<b>£16,698</b>	<b>£17,600</b>
<b>Receipts</b>			
Adverts, photocopying, miscellaneous	100	230	0
Donations	0	1796	0
Gift Aid recovered	0	443	0
<b>Parish Contributions</b>			
East Tuddenham	1464	1130	)
Hockering	1332	895	)
Mattishall	10620	7950	)
North Tuddenham	1308	811	)
Welborne	1500	1001	)
Yaxham	2484	1613	) 17600
	<b>£18,808</b>	<b>£15,868</b>	<b>£17,600</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>£0</b>	<b>(£ 830)</b>	<b>£0</b>

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## BENEFACT EXPENSES ACCOUNT

This is held as a Restricted Fund in the accounts of Mattishall PCC  
on behalf of the other parishes in the Benefice

	2020 ACTUAL £	2020 BUDGET £
<b>Expenditure</b>		
Benefice Staff Costs	7429	10700
Ministerial Costs	856	3000
Church Office Overheads	2097	2400
Church Office Repairs & Renewals	653	300
Printing & Stationery	1492	2250
Initiatives and Core Groups	152	158
Resources & Misc Costs	4018	0
	<u>£16,698</u>	<u>£18,808</u>
<b>Receipts</b>		
Adverts, photocopying, miscellaneous	230	100
Donations	1796	0
Gift Aid recovered	443	0
<b>Parish Contributions</b>		
East Tuddenham	1130	1464
Hockering	895	1332
Mattishall	7950	10620
North Tuddenham	811	1308
Welborne	1001	1500
Yaxham	1613	2484
	<u>£15,868</u>	<u>£18,808</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>£(830)</u>	<u>£0</u>
Balance b/fwd at 1st January 2020	15596	
Balance c/fwd at 31st December 2020	<u>£14,766</u>	
The above balance is accounted for as below:		
Benefice Office Expenses Account	4970	
Benefice Initiatives Account	9797	
	<u>£14,766</u>	

### NOTES

The Benefice Initiatives & Resources account is funded by voluntary donations and is used for the cost of benefice resources & the printing of the Easter & Winter booklets.

It has also been made available for each parish to cover any mission/outreach activity costs up to £500.

During the year a COVID related grant was received covering the Church Rooms & Office. This was allocated on the basis of 50% to All Saints Mattishall for use in the Church Rooms and the remaining 50% was split across all the parishes based on the electoral roll figure of each church and allocated to the cost of the Church Offices expenses.

MBrett  
INDEPENDENT  
EXAMINER  
08/04/21

## **Treasurer's Report 2020**

### **RECEIPTS & PAYMENTS ACCOUNT**

As is well known by all, 2020 has been a very strange year. And this strangeness is reflected in the accounts for the year. ASM's general fund started the year with a healthy surplus of £10,177 due to a generous response to an appeal in 2019. As the majority of the church family's giving is by standing orders, our receipts have varied little from the previous year. Sadly, however, due to the pandemic, our activities have been curtailed and therefore little cost has been involved. The parish share and insurance have remained much the same as 2019 but some overheads have reduced. The result of all this has meant a further increase in the General Fund balance which at the end of the year stands at £19,730.

There has also been money coming in from COVID grants regarding the church office and church rooms buildings. As the church office is run for the benefice this money has helped reduced the cost of running the office. The remainder of the money relating to the church rooms will go to essential repair work. The balance in the fund for the benefice office costs at the end of the year is £14,766. This more than covers the agreed reserve and will therefore be under review in 2021.

With regard to the balance in ASM's general fund, consideration and thanks must be given to the amount of work undertaken by the R & R (Restoration & Refreshment) team during this "quiet" time in the church in progressing the plans that will enable the church to be used for more outreach occasions. Having a healthy balance in the general fund will support the applications for various grants to enable this work to be carried to completion.

Along with the general fund there are other funds as detailed below:

#### **DESIGNATED FUNDS (these can be un-designated by the PCC)**

The balance of the Cynthia Wake Legacy £7,000 (this is now part of a Special Projects fund) Mission Resources Fund with a balance of £235 from a £500 allowance from the Benefice Resources Fund.

#### **RESTRICTED FUNDS**

The Restricted Funds are self-explanatory and the total receipts in and payments out are shown in Note 4.

Some of the Worship Band equipment balance may well be utilised this year as part of the re-organisation within the church.

Although the events of 2020 are not what anyone would have wanted to happen, nevertheless it has given a time when we have been able to venture into new projects - both digital (zoom services and group meetings) and practical (re-ordering the church building to enhance its use and make necessary repairs).

We must trust in the Lord that he will guide us into a fresh and fruitful future.

**Barbara Crawshaw**

## **Electoral Roll 2020 / 2021**

### **Total Roll is 67**

This is a reduction of 2 against the previous year.

## **Rector's Reflection for 2020**

It is difficult to know how to reflect on 2020 without becoming glib or bombastic.

First of course, it is important to recognise those in our communities for whom 2020 was a year of loss. Lost loved ones. Lost time. Lost relationships. Lost business.

And for those it has been hard – forced to be in lockdown with those who abuse them; on the breadline because they have lost their jobs; those who have struggled to access healthcare or whose lives have felt on pause; those who have been locked down on their own.

But I believe we can also give thanks.

Thanks for those who have worked tirelessly behind the scenes, in the NHS, essential shops and services, and the many, many other people in this country and around the world who have ensured that despite the huge shock of the pandemic, we have been able to get through this most difficult of times without the famines, millions of deaths and other effects of previous similar pandemics.

Thanks for the ingenuity and skill of the scientists who were able to map the virus and create successful vaccines in record time.

Thanks for those in our communities who have come alongside neighbour and stranger in their time of need. And for those around the world who have worked tirelessly in foodbanks and among vulnerable communities to ensure that they would not be forgotten.

Thanks for the consideration shown by those who step to one side as you walk, wear masks in enclosed spaces, and keep away from you.

Thanks for the opportunities as those who live in small villages of being able to obey the lockdown rules of staying at home, but yet still being able to walk in the countryside.

Thanks for the technology which has meant we can meet together with family and friends despite being scattered across this country or the world and has meant we can meet together as a benefice church family.

Thanks for the good new things in our world, inspired by the creativity of the human mind and the fluttering of the wings of the Holy Spirit.

Thanks for the hope we have in Jesus Christ, which means we can trust in God through the darkest of times.

Thanks for the staff team here who have adjusted to new ways of working and continued to support our benefice church family, and those who have taken part week by week.

Thanks for those who have carried on to enable our parishes to carry on into the future despite the shock of this year and the closure of buildings.

Thanks for friends and family and those who encourage and support.

As we hold our APCMs in 2021 we will be hoping that the road out of lockdown is a sure and steady one, but the future will not be the same as the past. We are not the same people we were in March 2020 and neither are our villages.

Things have changed and we face increased challenges. We have lost valued members of our congregations. Members of the staff team have stepped down or wish to change the focus of their ministry in a way which means they will be less available for Sunday worship.

And for parishes which relied on people bringing cash to collections or fund-raising events there is a real fear that money will run out in 2021.

But there is also opportunity. People in our villages have also had time to reflect and re-evaluate their lives. And if people never 'go back to the office' in the same way, they may be around in our communities in a way we haven't seen for fifty years. Are we attentive to the opportunities to be a listening ear, a welcoming presence, an encourager of healthy patterns of life?

So let us open our eyes and our lives to the God who does a new thing (Isaiah 43:19) and is at work in our world and in people's lives, pandemic, or no pandemic.

**Rev Mark McCaghrey**

## **Churchwardens' Report 2020**

### **Buildings and Fabric - ASM**

This last year 2020 has seen no major inroads into the items required to be done under our Quinquennial Inspection Report carried out in 2019. Most of the items listed have been transferred to our R & R Project which is being formulated.

A few smaller items have been carried out, such as some new lighting in the ringing chamber and an electrical connection made available for future use for the roof alarm. The room stat for the boiler has been moved to a position where it will control the heating more efficiently. This work was undertaken by Wensum Electrical.

Some minor lead repairs have been carried out on the South and North Aisle roofs. However, this revealed more major works required and a report was compiled by Eastern Foundry Lead Ltd. The cost of the work was quoted at £13,670 and exceeded funds we had available, so a grant was applied for with Historic England. A grant of £11,500 was given and the work is now planned for this year, subject to the necessary bat surveys being carried out.

Volunteers have worked on repairing areas of lime mortar requiring attention and keeping the exterior of the church walls ivy free. This is work required on an on-going basis. More shingle has been added to the boundary of the church building wall to ensure better weed control. The churchyard grass is cut on a regular basis by contractors paid for by the Parish Council, but we continue to weed, sweep and generally keep the churchyard in a tidy condition.

The Parish Council have also paid for damage to the corner of the boundary wall around the churchyard and are repairing the side gate onto the road by the fish and chip shop. Plans are also afoot to alter the gate onto the Dereham Road to make it safer including handrails.

Normal yearly inspections and servicing have been carried out. Fire extinguishers and the boiler have been serviced and the organ has been tuned.

### **Buildings and Fabric - St. Peters Mattishall Burgh**

The church has remained out of use this last year and most of the work is maintaining the churchyard. Grass is cut regularly by contractors and the hedge is cut annually by Chris Bingham from the neighbouring farm. Volunteers regularly weed and tidy the Memorial Garden and attend to graves requiring attention, either levelling or disposing of dead flowers and wreaths.

### **R & R Project**

This project has continued throughout this last year with plans being drawn up for a new kitchen servery, an additional toilet, four areas of storage and clearing the Tower Room of storage items to utilise it as a room. In addition, various others work, such as levelling the floor in the lady chapel, installing ramps at the main entrance doors and removing the remainder of the pews is planned. Together with all of these improvements we plan to carry out major maintenance works as defined in the last QI Report. The estimated cost of this project is in the region of £300,000 for which grants will be sought to help with the cost. Work has also started on plans to up-date our audio visual equipment and should be completed in the next year.

### **Church Inventory (Terrier)**

No changes have been made during the last year and all items are accounted for.

### **Assistant Wardens**

We would like to express sincere thanks to our assistant wardens (Stephen, Eddie, John, Bruce Les and Steve) who help at Sunday morning services and do a valuable job ensuring everything runs smoothly.

### **Alan and Sue Cossey**

## **Safeguarding Report 2020**

The PCC has complied with the duty under section 5 of the of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). Training was held in the Benefice at the end of 2019 and the beginning of 2020 towards training local volunteers and PCC members in the Foundation (C1) and Leadership (C2) models. Unfortunately, more local training has not been possible owing to Covid-19 restrictions.

### **Fiona McCaghrey**

## **Deanery Synod Report 2020**

On 11<sup>th</sup> March 2020, the new Bishop of Norwich, Bishop Graham, visited the Deanery. Evensong was held in St. Nicholas' Church followed by refreshments and a Question-and-Answer session. +Graham answered questions on his journey into ministry, his love of bees (but surprisingly not honey), and his connections with Norfolk. He expressed his delight at coming to Norfolk and said he was in conversation about a joint vision for the church in Norfolk during his tenure. The environment, evangelism and deepening discipleship and our life in prayer will be part of his focus. (This vision has now been produced and agreed by Diocesan Synod). Little did we know at the time that this was almost the last time we could have a meeting of people mingling in a building and sharing food and drink together!

### **Mark McCaghrey**