

# THE PAROCHIAL CHURCH COUNCIL FOR THE ECCLESIASTICAL PARISH OF SPROWSTON WITH BEESTON ST ANDREW

England & Wales - Charity number 1149140

## Details

---

**Other names** SPROWSTON PCC

**Status** Registered

**Legal form** Previously excepted

**Registered** 2012-09-28

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** St. Cuthberts Church  
Wroxham Road  
Norwich  
NR7 8TZ

**Phone** 01603411194

**Email** [treasurer@sprowston.org.uk](mailto:treasurer@sprowston.org.uk)

**Website** [www.sprowston.org.uk](http://www.sprowston.org.uk)

## Activities

---

**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

**Activities:** Activities of a Church of England Parish including worship, youth work, teaching of the christian ethos

## Classification

---

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£109,624	£114,706	-	-
2024-12-31	£106,957	£161,947	-	-
2023-12-31	£198,030	£133,860	-	-
2022-12-31	£167,720	£152,343	-	-
2021-12-31	£183,007	£142,515	-	-
2020-12-31	£142,546	£141,071	-	-

## Trustees

Name	Role	Appointed
Bryan Timothy Carpenter		2026-04-22
Carol Marshall-Nichols		2026-04-22
Denise Anne Jermy		2025-04-02
Derek James Robinson		2022-04-27
Jane Elizabeth Cole		2022-04-27
Jane Lesley Jackson S.R.N.		2022-06-28
Keith Hider		2025-04-02
Mary Susan Carpenter		2014-04-02
Michael Steven Douglas Glover		2026-04-22
Michelle Dawn Goulding		2024-04-24
ROBERT FRANCIS HUNTLY		2026-04-22
STEPHANIE MARY GRAND		2012-09-26
SUSAN ELLINGHAM		2018-04-18
Sheila Tuffield		2012-09-26
Toni Sheila Morina		2025-04-02

---

# Accounts

---



St. Mary & St. Margaret's and St. Cuthbert's

**ST MARY & ST MARGARET'S – PARISH CHURCH  
ST CUTHBERT'S – DAUGHTER CHURCH**

**ANNUAL REPORT AND FINANCIAL STATEMENT  
OF THE PAROCHIAL CHURCH COUNCIL**

For the year ended 31<sup>st</sup> December 2025

**Associate Team Vicar and Chair**

Revd Tim Yau  
5 Poppy Close  
Cringleford  
Norwich  
NR4 7JZ

**Lay Vice-Chair**

Mrs Sheila Tuffield  
25 Allens Avenue  
Sprowston  
Norwich  
NR7 8EP

**Bankers**

Barclays Bank PLC  
Leicester  
LE87 2BB

**Independent Examiner**

Mr Graeme Payne  
3 Waterloo Road  
Hainford  
Norwich  
NR10 3AX

# **THE PARISH OF SPROWSTON WITH BEESTON ST ANDREW**

## **ANNUAL REPORT FOR 2025**

### **BACKGROUND**

The Parochial Church Council of Sprowston with Beeston St Andrew has the responsibility of co-operating with the staff team, in the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The Parochial Church Council has the responsibility for maintaining the Parish Church dedicated to St Mary and St Margaret, Church Lane, Sprowston, the daughter church dedicated to St Cuthbert, with associated annexe and Church Centre, Wroxham Road, Sprowston and the churchyard extension at the Parish Church.

### **MISSION STATEMENT**

We aim as a church:

- To worship God
- To love and care for each other, and the earth
- To make disciples
- To make a difference to life in Sprowston and beyond, for people and planet

### **CHARITABLE STATUS**

The Parochial Church Council for the Ecclesiastical Parish of Sprowston with Beeston St. Andrew (Sprowston PCC) was registered with the Charity Commission on 28th September 2012.

Registered charity number: 1149140

**SPROWSTON with BEESTON ST ANDREW  
PAROCHIAL CHURCH COUNCIL 2025/2026**

**PCC MEMBERS**

**CLERGY**

The Revd Dean Akrill (until Dec 2025) 482360  
The Revd Tim Yau 07964078330

**READERS**

Mrs Stephanie Grand 488985

**CHURCHWARDENS**

Mrs Susan Ellingham 416144  
Mrs Sheila Tuffield 419896

**DEANERY SYNOD MEMBERS**

Mr Robert Huntly 400902  
Mrs Sheila Tuffield 419896  
Mrs Mary Carpenter 462694

**ELECTED COUNCIL MEMBERS**

(Retire 2026)  
Jane Jackson  
Penny Rennie (secretary)  
Vacancy  
Vacancy

(Retire 2027)  
Michelle Goulding  
Vacancy  
Vacancy  
Vacancy

(Retire2028)  
Derek Robinson  
Keith Hider  
Denise Jermy  
Toni Morina

**CO-OPTED (April 2025)**

The Rev Melanie Hider  
Jane Cole (Treasurer)

## ASSOCIATE TEAM VICAR'S REPORT

It continues to be a profound privilege to serve as Interim Assistant Priest in the Sprowston & North Norwich Team Ministry. As I reflect on my third year in this role, 2025 has been marked by deepening relationships, creative mission, shared celebration, and significant transitions within our parish and wider deanery. In this short report there isn't the room to mention every single thing that happened, however what follows are my personal highlights and the significant events.



### Ministry in a Year of Change

The year began with Rev. Dean's sabbatical, a richly deserved time of rest and renewal during which he travelled to India and later to Lindisfarne (Holy Island).

It was a profound journey of interfaith exploration, social engagement, and personal transformation. Over six weeks, he visited temples, slums, schools, hospitals, and sacred cities. He shared with many of us his travel reflections on the themes of **interconnectedness, compassion, and the divine in diversity.**

During his sabbatical and afterwards during an extended period of compassionate leave, his absence invited the whole team to work collaboratively and imaginatively, and I am grateful for the support of colleagues and congregations during this period.

Sadly, after 17 years of faithful ministry in Sprowston we said farewell as Dean moved to Rutland to serve as Vicar of Ketton & Tinwell. Dean's theatrical priestly ministry, and his wife Claire's dedicated service as Parish Safeguarding Officer, and the joy she brought through Bertie's Babes toddler group. will be greatly missed. We give thanks for all they have offered to this parish.

### Festivals

#### Easter

- **Easter Sunrise Service on Kett's Hill**, shared with Rev. Graham Kirk-Spriggs, offered a moving moment of hope as dawn broke over Norwich.
- **'Junk to Joy' Messy Easter** invited families to transform recycled materials into crosses, reminding us that God brings beauty from brokenness, and nothing is wasted with God.
- **Contemporary Stations of the Cross at St. Mary & St. Margaret's** provided a powerful, reflective journey through Jesus' passion, engaging visitors of all ages.

#### Christmas

- **Messy Christmas** was a joyful, lively celebration, welcoming many young people and families into St Cuthbert's with Mary Carpenter, our Authorised Worship Assistant creating a crib with strips of paper.
- **Christingle outreach** at White House Farm Primary and the later service at St. Mary & St. Margaret's strengthened church-school connections.
- **Annual Gift Service** saw generous donations shared with the Mile Cross Salvation Army for distribution to local families in need.
- **Sprowston Junior School Carol Concerts** brought children, staff, and families into St. Cuthbert's for much-loved community gatherings.
- **Christmas Extravaganza** at The Brickmakers featured the Domino Singers and Norfolk Singing Hands, celebrating creativity and community spirit.
- **Hub Carol Service** offered a profoundly joyful celebration with adults with learning disabilities.
- **Christmas Eve Christingles** were enriched by Revd Graham Kirk-Spriggs' dramatic contribution, and the Archdeacon kindly led midnight Communion at St. Cuthbert's during a time of illness.

These festival moments helped us explore the Christian story with fresh eyes and renewed faith.

## **Community Engagement and Public Witness**

Our commitment to being a visible, joyful, and compassionate presence in Sprowston continued throughout the year with the following highlights:

**VE Day 80 – 8th May:** We joined the town in marking this significant anniversary, with a beacon lighting at Sprowston Methodist Church. It was an honour to welcome Deputy Lieutenant Dr Marion Princely and to celebrate alongside the Hellesdon & Sprowston Brass Band.

**A to Better Community Roadshow – 8th June:** I represented the parish at White House Farm Primary School, engaging with residents, local organisations, and community partners as we explored together how to build a more connected and sustainable Sprowston.

**Pet Service – 29th June:** Our annual pet service at St. Mary & St. Margaret's once again brought joy, wagging tails, and a reminder of God's delight in all creation.

**Pastoral Visitor Training – 13th July:** A significant development this year was the training of a new Pastoral Visiting Team, equipping volunteers to offer safe, compassionate support to vulnerable adults. This marks an important step in strengthening our pastoral care across the parish.

**Picnic & Praise – St. Augustine's 10th August:** Our six churches gathered for a joyful joint celebration, sharing food, worship, and fellowship. This event embodied the unity and mutual encouragement that continues to grow within our team ministry.

**Teddy Bear Parachute Drop – 14th September:** A highlight of our family outreach, this annual 'fun furry friend fling' once again filled the churchyard with laughter, daring teddies, and enthusiastic spectators.

**Christmas Shoebox Appeal:** A heartfelt thank you to all who donated towards the 60 filled shoeboxes sent to the Blythwood "Changing Lives for Good and Forever" Christmas Appeal. Your generosity will bless children and families far beyond our parish.

**Schools:** A continuing joy has been our growing involvement with local schools. These regular assembly visits have helped build strong relationships with staff, parents, and children, and led to an invitation to teach some lessons in White House Farm Primary - a wonderful chance to support their learning and spiritual growth.

**Families:** After several joyful years, we said farewell to the Manor Park Community Drop-in Stay & Play at White House Farm Primary School due to falling numbers. This group has been a place where neighbours became friends and children made their earliest memories. We give thanks for all who participated and supported this ministry from the Sprowston churches.

## **Serving the Wider Church**

On 26 February I was licensed as Rural Dean of Norwich North. I am deeply grateful for Rev. Margaret McPhee's thoughtful and humble leadership, which has been an example to us all. I pray that I may offer the same care and support to our clergy, laity, and parishes as we work together to proclaim the good news of Christ across our deanery.

## **Looking Ahead**

This year has brought a heavier personal workload following Dean's departure, and with Jane Cole soon retiring and Penny Rennie stepping down as PCC Secretary, we face a real gap in our behind-the-scenes office support. Even so, we remain hopeful and committed to refreshing our parish profile as we seek a new Team Rector.

As Proverbs 3:5–6 reminds us, "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight."

Let us stay the course with faith and determination and keep our eyes fixed on Jesus.

***Revd. Tim***

## DEANERY SYNOD REPORT 2025

Our representatives on Deanery Synod were : Sheila Tuffield, Mary Carpenter, and Robert Huntly.

February's Synod meeting, at St. Luke's, included the licensing of Reverend Tim Yau as the new Rural Dean, by Archdeacon Keith James. The guest speaker was Rev'd Canon Karlene Kerr, Rural Dean of Lynn, who introduced the national "Racial justice toolkit" (available on line). The aim is to tackle racism and safeguarding issues affecting minorities in parishes. Each Diocese was to appoint a Racial Justice Advisor, and there would be training for parishes. A Diocesan anti-racism inclusive statement would follow, to be included in every Parish Profile.

The 2025 Deanery Ascension Day service on 29<sup>th</sup> May (which is open to all) was held at Sprowston Parish Church.

On the afternoon of 15<sup>th</sup> July, members visited Diocesan House for a tour of the departments and to meet the Diocesan Secretary, Tim Sweeting.

October's Synod, at Horsford Church Room, had as guest speaker Rev'd Rachel Foster (formerly a police officer in the Horsford area). Her subject was the Pastoral Principles of Living in Love and Faith (not the LLF report itself, though she is also involved with a course on that subject). She briefly outlined the six Pastoral Principles, which concern how we treat each other (Acknowledge prejudice, Speak into silence, Address ignorance, Cast out fear, Admit hypocrisy, Pay attention to power). A five-session course on this for PCCs is available on the Church of England website.

Deanery Synod meetings also receive reports from Diocesan and General Synods (the next levels up), on which we have representatives, and reports of what is happening in the Parishes which form our Deanery.

Although not within the year of this report (2025), it is worth mentioning that the February 2026 meeting – at Taverham church – included an "Eco-church roadshow", which was also open to other interested parties, and proved to be very much in-keeping with what we are already doing in this parish.

Please note that the 2026 Ascension Day service will be at Horsham St Faith church on Thursday 14<sup>th</sup> May at 7pm, and is open to all (not just Synod members).

### Robert Huntly

Report not received in time for publication of the Book of the Year presented and approved on 22-04-26. However, report was presented at AFCM on 22-04-26 and added as agreed

## **REVIEW OF THE YEAR 2025**

As usual the PCC met on four occasions during the year. The Standing/Finance Committee met five times in between PCC meetings to discuss finances and to set the next PCC agenda.

All of the meetings discussed church financial matters and unfortunately, like many parishes, we were not able to pay our Parish Share in full this year. Our treasurer, throughout the year, produced excellent and understandable end of the month financial statements.

Various policies were updated throughout the year. Much discussion occurred throughout the year over the prolonged interregnum, sale of the vicarage and way forward for the parish. Revd Dean Akrill - and Claire - left us to take up the position of vicar at Ketton and Tinwell in the Peterborough Diocese. They will both be greatly missed and as Claire was our very efficient Parish Safeguarding Officer (PSGO) she will be very difficult to replace in such an important role. At each PCC meeting there was a report on safeguarding of children and vulnerable adults.

The teams of fabric, mission and ministry, children youth and family, social and communications continued their work and gave regular updates and Diocesan and Deanery Synods were reported on after their meetings. The Eco-church worked towards gaining a bronze award from A Roche – a very difficult task with many pages to negotiate on their website. The church continued to work closely with the school children. At the last meeting we heard that, unfortunately, SYEP, the Sprowston and Old Catton youth group, would cease holding their meetings on church premises but move to the new Sprowston Town Council Viking Centre as it is a more central venue for their meetings. Their Urban Garden initiative though, continues its good work on land near the Parish Church.

I would like to thank the Standing Committee and the congregations for all their support throughout the year. This will be my last report as PCC secretary as I am moving to the Lake District to live with my daughter and son-in-law after many years of service in the parish. As we are unable to support financially, our parish administrator, she will retire at the APCM and we will not be able to replace her on the present terms. She especially will be missed for all her excellent organisational skills.

***Penny Rennie***  
***PCC Secretary***

## **CHURCHWARDENS' REPORT 2025**

We would like to start by acknowledging the sad loss of three very longstanding members of our congregations, Alan, Pauline and Nora, since our last report. In their own way, each added to the depth and richness of our church family and they are each sorely missed by us all. We thank them for all that they gave in service, knowing that they will always rest in peace with their Lord.

2025 also saw further changes in our clergy team with Rev'd Dean being called to serve in the Parish of Ketton and Tinwell, within the Diocese of Peterborough. This move happened in December and we hope that he, Claire and Humphrey their dog, will have time to settle properly into their new parish now the rush of Christmas is behind them. We also saw completion of the sale of the vicarage and stables. The resultant loss of parking caused us to move our mid-week Wednesday service to St. Mary and St. Margaret's as parking on "our side" of Wroxham Road is not allowed until 9.30am Mondays to Saturdays due to the bus lane. The new purchaser generously provided us with a purpose-built storage unit as part of this process. Thank you to all who helped move the needed items from the stables to the new storage unit alongside the much needed "clear out".

We still wait in prayer for God to call a new Rector to the benefice, but remain upbeat that we are blessed to have Rev'ds Tim, Melanie, Heather and Graham, alongside our lay readers (the term they still prefer to use) Andy and Steph, and authorised worship assistant Mary, working together to ensure that we continue in all our day-to-day activities within the parish. We are particularly grateful for effort, support and commitment that Rev'd Tim provides, bringing some new ways of delivering God's message to both parts of our congregation and within the wider parish.

In addition to our regular services, funerals, weddings and baptisms, we were honoured to be asked to host Archdeacon Keith James' Central Visitation in the summer. This is the annual service for the "swearing in" of church wardens and saw about 100 wardens from across the archdeaconry attend. Thanks to the diligence of Jane, our parish administrator and PCC treasurer, regular contributions from members of the congregation and specific fundraising activities, we have managed to meet most of our financial liabilities in 2025 despite the inevitable, and in some cases significant, rise in costs. It is of the gravest concern that we currently remain unable to fully meet our annual financial contribution (known as Parish Share) to the Diocese which goes towards the costs of providing clergy and other services. In 2025 we have managed to pay about 70% of the amount requested of us, leaving a shortfall of a little under £21,000 for the year. Parish Share increases year on year and the only way to meet this expectation is for a dramatic increase in the amount of regular income we receive. This increase currently needs to be around £500 extra per week, week on week, month on month and year on year. We are incredibly grateful for all the financial support currently received but would ask that everyone prays about this. We would welcome any thoughts and actions to help us in this uphill battle as a matter of urgency.

We co-ordinate our main health and safety requirements (things like boiler services, fire and other alarms services, electrical testing etc) through the office. However, we must also give a big vote of thanks to Robert, so often the first port of call for all the little (and sometimes not so little) things that happen on a day-to-day basis, and for all that he does so often behind the scenes. We are also grateful to everyone who joins us in the maintenance days in both churches and those who quietly help to keep the churches and outside spaces looking "cared for" outside these days. We welcome any further offers of help as there are always jobs that don't get done in the maintenance days.

There will be reports from others on the many aspects of our parish life so it remains with us to thank everyone who helps in the running of the parish, for Tony and Rosemary our sacristans who prepare our altars for services, our teams who act as vergers for funerals, weddings and baptisms, our teams of welcomers for services, Penny our PCC secretary and all our PCC members, readers and intercessors, and all who take a lead in specific church groups or activities.

Finally, we would like to thank you all for your support to us both in our efforts to do everything we can for the benefit of the parish in our roles as church wardens.

***Sheila Tuffield and Sue Ellingham***  
***Churchwardens***

## TREASURER'S REPORT FOR THE 2025 PCC ACCOUNTS

For the PCC Main Account, 2025 was not quite as financially challenging as in previous years with income exceeding expenditure by the year end of £1,332.29, a marked improvement on the predicted budget. However, once again we have not paid the Parish Share in full, meeting approximately 70% of our share allocation – a slightly lower percentage than in 2024. At this point, it is also worth noting that the budget for 2026 predicts a very tight year indeed financially. Please pray with us for our own response to giving, that we might meet our financial obligations more fully and so that we might prayerfully obey God's prompting for the work of his kingdom through the ministry and mission of the Parish of Sprowston.

The total receipts for 2025 for the general unrestricted fund amounted to £67,243.90. We are extremely grateful for the amount raised once more on our Gift Day and to all those who work tirelessly to fund raise for us. We have noticed that funds raised from donations for second hand books, cards and pictures, marmalades and jams, bantam eggs, cash for clothes, etc, etc, have made a difference to our income – it might be small, but definitely not insignificant; as they say 'every little helps!' This year, the receipts ran at 107% of last year's and at 98% of the budget prediction, much better percentage totals than in 2024.

Total payments to provide the Christian ministry of the Parish of Sprowston in the general unrestricted fund amounted to £65,911.61. Payments ran at 95% of last year's and at 72% of the budget prediction, meaning that, overall, our expenditure has increased slightly this year. However, as mentioned above, we were not able to meet our Parish Share obligation which had been included in full in the budget. Whilst the Centre Account pays for all the utilities throughout the year, a recharge system operates, usually on an annual basis. A proportion of these bills is allocated to the church and recharged alongside other things, for example, phone bills and printing costs. Some hire income paid into the Centre Account is allocated to the church at the same time, along with a proportion of the annual Insurance premium. It was noticeable that in 2025, the General Fund owed the Centre Account fund slightly in excess of £1,500 mainly due to the heavy increase in the electricity bill. In previous years the Centre Fund has owed money to the General Fund. As in all areas of life, we expect costs of utilities to rise further in 2026.

It is worth noting that the Administrator's salary is paid by the Centre Account. To meet this expenditure, money continued to be transferred to the Centre Account from discretionary funds in the Savings Account as agreed in September 2023 by the PCC. Our Cleaner's salary also comes from the Centre Account regardless of the fact that St. Mary and St. Margaret's Church is part of the cleaning schedule, as more hours are allocated to clean St. Cuthbert's Church, Centre and Annexe. PAYE/NIC to HMRC came from the Main Account. However, our cleaner Louise handed in her notice towards the end of 2025 and Elliot, who now cleans for us, is self-employed. This means that we no longer need to run payroll including PAYE/NIC.

As with last year, for those of you who like perusing figures, the Accounts to 31<sup>st</sup> December 2025 notes and the Financial Statements will give you an overview of all receipts and payments, not only for the general account but also for the other accounts held by the Parish.

Finally, we would like to express our gratitude to all who continue to give regularly to the Parish and support its ministry and mission, to Mr. Robert Huntly for undertaking the thankless task of banking the cash and cheques that come in and for dealing with the Stewardship and Gift Aid claims and also to Mr. Graeme Payne for being willing once more to undertake the role of independent examiner to our accounts.

**Jane Cole**  
**PCC Treasurer**

## **STEWARDSHIP AND GIFT AID REPORT**

During 2025 there were 40 regular donors via all Stewardship methods (down from 42 in 2024). Of these, 26 gave under Gift Aid (down from 27 in 2024) which enables the Church to claim a refund of tax already paid by the donors. The total includes 11 using the envelope scheme (down from 13), 13 by standing order (as before) and 16 using the externally administered 'Parish Giving Scheme' (as before). Two individuals continued to use more than one payment method.

It remains the case that anonymous cash donations of up to £30 placed in the offertory bowl enable the church to claim an amount (equivalent to a tax refund) under the Government's 'Gift Aid Small Donations' (GASD) scheme. Cash donations via the stewardship envelopes of those who have not made a Gift Aid declaration can also be included under this scheme on occasions when they are of less than £30. Please note that under HMRC rules the GASD scheme does not cover larger payments, or any made by cheque, card reader, smartphone, QR code, BACS, standing order, direct debit, crypto currency, or telepathic transference. If you are a tax payer, a standard 'Gift Aid' declaration is recommended for cheques, or cash gifts of over £30, and the white donation envelopes available at the back of both churches incorporate this.

***Robert Huntly***  
***Stewardship Recorder***

## **LIFE EVENT MINISTRY: BAPTISMS, WEDDINGS AND FUNERALS 2025**

'Life events' (baptisms, weddings and funerals) conducted in our churches in 2025 was mostly on par with those conducted in 2024.

### **Baptisms**

Three baptisms were conducted in the parish this year. Two children were baptised at St. Mary & St. Margaret's and one adult at St. Cuthbert's.

### **Weddings**

There were five weddings conducted in 2025, all at St. Mary & St. Margaret's.

### **Funerals**

The total number of funerals conducted in the parish by our clergy and reader team amounted to fifty-three in 2025, taken at St. Mary & St. Margaret's, at local crematoria or as a graveside service in Sprowston Cemetery. Providing spiritual and pastoral support and planning and presiding at funerals provides a unique opportunity for coming alongside people at a difficult time in their lives. The clergy team also undertook nine additional interments of ashes and one memorial service. Bereaved families were invited to our Service of Remembrance and Thanksgiving with Blessing of Graves at St. Mary & St. Margaret's in June and also to the Service of Remembrance and Thanksgiving at St. Cuthbert's held in November. The Norwich Choir sang for us at the June service but were unable to attend the service at St. Cuthbert's. These services were appreciated by those individuals and families who came to remember their loved ones.

First anniversary cards were sent to all families who had been bereaved in 2024, and cards were also sent on first anniversaries of 2024 baptisms and weddings. These names are also recorded on our weekly notice sheet and remembered in prayers in our churches on the Sunday closest to the anniversary.

***Jane Cole***

## COMMITTEES AND TEAMS

Most of the practical work of the PCC is carried out by small teams. They have some devolved responsibility but where wider policy issues are involved or more than routine expenditure is involved, they bring proposals to a meeting of the PCC. The teams are able to co-opt any member of the church who wishes to be involved in a specific sphere of work.

## STANDING AND FINANCE COMMITTEE REPORT

This is the only committee required by law and meets before PCC meetings to set the agenda. It has the power, when necessary, to transact the business of the PCC between its meetings, subject to any directions given by the Council.

This committee works with the Treasurer to carry out a review of the internal financial controls, to monitor income and expenditure, budgeting, to prepare the annual accounts and report for the Annual Parochial Church meeting and with the staff team to ensure regular teaching about Christian giving.

The Standing Committee consists of the Associate Team Vicar, Churchwardens, Deputy Wardens, Treasurer and Secretary.

## FABRIC COMMITTEE

Please refer to the Churchwardens' Report.

## ECO-CHURCH GROUP REPORT

### 1. Introduction

The Sprowston Eco Church Working Group met regularly throughout 2025 to support one another in making our churches more environmentally responsible and to encourage eco-friendly practices within the wider Sprowston community. As stated at each meeting, the group's shared purpose was:

- Supporting each other to make our churches more eco-friendly.
- Working together to encourage our local community to be more eco-friendly.

The year saw significant progress in worship, practical action, community engagement, and long-term planning with Michelle Goulding joining the team and Liz Graveling leaving.

### 2. Strengthening the Eco Vision of the Parish

#### 2.1 Mission Statement Renewal

The PCC approved an updated parish mission statement including explicit eco commitments:

- Worship God
- To love and care for each other, **and the earth**
- To make disciples
- To make a difference to life in Sprowston and beyond, **for people and planet**

#### 2.2 Eco Church Framework

- A Rocha Eco Church profiles were created for each Church.
- The Eco Church Working Group continued to meet to work on the Eco Church strategy
- The Eco Church Working Group liaised with the Eco Group at Gage Road Chapel.

### **3. Creation-Focused Worship Services**

The parish celebrated Creationtide (1 Sept – 4 Oct) with:

- Special creation-focused Sunday services
- New Eco Church noticeboards in each church
- Eco Church leaflets
- The Happy Harvest Paper Plate Project (see Section 6)

### **4. Churchyard Meadow Expansion**

The Town Clerk approved enlarging the St. Mary & St. Margaret's meadow. A site survey was arranged for 15<sup>th</sup> June and the meadow at St. Mary & St. Margaret's Church was enlarged and a path was added through the meadow. The council mowed the meadow at the appropriate time and lay the hay on top to reseed the areas for next season.

### **5. Community Engagement and Partnerships**

#### **5.1 Building Local Connections**

Efforts were made to connect with:

- Gage Road Chapel
- Sprowston Methodist Church (positive visit to their community garden)
- St. George's Catholic Church
- Local schools (especially for Harvest project)

#### **5.2 Eco Craft and Family Activities at Messy Easter**

Toilet-roll bird feeders, pinecone feeders and junk crafts, with the talk about God upcycling at the resurrection.

### **6. Major 2025 Initiative: Happy Harvest Paper Plate Project**

A new Creationtide initiative involving local schools:

#### **6.1 What Children Did**

- Decorated a paper plate with their favourite food
- Wrote or drew a simple creation-care promise on the back

#### **6.2 Why It Mattered**

- Simple, low-cost, meaningful
- Linked faith with practical action
- Strengthened church–school–community relationships
- Created a joyful Harvest display in both our churches

The project was accessed by several of the local schools and the hope is that it will open doors for future joint eco initiatives.

### **7. Looking forward**

The A Rocha Eco Award surveys progress slowly, partly because change takes time, but mostly because since Reverend Dean left there isn't the spare capacity to focus on the Eco Church Survey process.

### **8. Conclusion**

2025 was a year of steady, practical, and prayerful growth for the Sprowston Eco-Church Group. The parish strengthened its eco identity, deepened its worship life, expanded habitat projects, and built new community connections. The Season of Creation celebrations and the Happy Harvest project marked significant milestones, laying strong foundations for a more ambitious ecumenical initiative in 2026.

***Revd. Tim***

## **CHILDREN, YOUTH AND FAMILIES REPORT**

Please refer to the Associate Team Vicar's Report and also to the 'SYEP' and 'Bertie's Babes' Reports in the Group Reports below.

In addition to the assemblies taken in schools by the clergy, we have also been pleased to welcome several of our local schools into both of our churches, either for special services at Festival times or to explore and learn about the church as part of the R.E. curriculum. We are always seeking to invite local schools to bring their children to visit our churches when it is possible.

In 2025, we held two very successful 'Messy' events – one at Easter and the other at Christmas. These are always fun events with excellent and relevant craft activities taking place. These activities are always followed by a short all age service with plenty of 'audience' participation. Thank you to all the volunteers who help in any way with Messy Church – and, if you don't know about 'Messy', everyone is invited not just the under 12s, so keep an eye out for the next event.

At present, we do not have a Sunday school as such but, again, many thanks to those who man the children's corners week by week and prepare activities to engage the young people during the services.

## **COMMUNICATIONS REPORT**

Penny and Robert have continued to do an excellent job in producing and distributing our bi-monthly magazine to approximately 70 people at no cost to the recipients although donations are always welcome. We will miss Penny, as editor, when she leaves us to live in the Lake District.

Our website is finally up and running with all the technicalities resolved but now needs someone able to update it regularly. Some difficulties continued to be experienced with the on-line streaming of services at St. Cuthbert's as the Wi-Fi signal can at times be rather erratic. It is pleasing that our presence on social media, especially Facebook, has had a very positive impact, specifically in opening up Tuesday Break to several people who now really appreciate being able to drop-in to a friendly space and have a welcome cuppa and chat and also in advertising our special events and services.

## **MISSION AND MINISTRY**

Please refer to other reports in this booklet.

## THE SOCIAL COMMITTEE REPORT

It was a busy year for the Social Committee, as usual. We held several meetings during the year and discussed many possibilities, some which were deemed feasible, others noted, but not acted upon for the time being.

We continued to hold the monthly coffee mornings on the first Saturday of each month. Claire Akrill had introduced a 'Stay and Play' section in the hall for children under 5 years old and their families. Thank you to Liz Chettleburgh and Pauline Richards for manning the kitchen.

In February Pauline Richards organised a Beetle Drive but was too poorly to attend, and we were saddened to hear of her death this January.

We organised Barn Dances in March and October, when Rodney Purdy called the moves. Although not too well supported by our congregations, we had enough participants to make the evening a social and financial success.

We made the Easter Coffee Morning special by having an Easter Egg raffle. This was followed the next day by having a Lent lunch in aid of 'Save the Children', where soup and a simple desert were provided.

In May we supported the Book Sale at St. Mary & St. Margaret's Church, particularly with the refreshments. There was a good footfall as the event attracted interested parties from areas other than Sprowston.

In July, we decided not to hold a fete as Sprowston Town Council was to hold one on the Recreation Ground. We supported stalls for Churches Together in Sprowston, a book stall, Mothers' Union, and the Sprowston Parish Players in order to promote our churches.

In September we supported the Norfolk Churches Trust Cycle, Walk, Drive to raise funds for our churches.

Also in September, our ever-popular Teddy Bear Parachute Drop and picnic took place at St. Mary & St. Margaret's. This was a fun event for families and onlookers alike, with refreshments available and ending with a short service, and the retrieval of teddies or other cuddlies trapped in the trees.

In November we enjoyed a concert from Martin Wyatt's St. Gregory's Orchestra at St. Cuthbert's. The programme consisted of 'The Clemency of Titus' Overture, incidental music from 'The Magic Flute', and 'Symphony Number 39', which were all by Mozart, and a Flute Fantasia by Hue. It was an enchanting event.

In November we held our Christmas Fair, which took a lot of time and effort to organise, but it was worth it to see so many people walk through the doors of St. Cuthbert's, and to hear so many compliments, and promises to return next year.

We always welcome new offers of help and new ideas.

***Sheila Tuffield: also, Bryan Carpenter, Mary Carpenter, Michelle Goulding, Robert Huntly, Jane Jackson, Denise Jermy, Toni Morina, Anne Robinson.***

## **GROUP REPORTS**

### **SYEP REPORT**

After much thought and discussion, we made the very difficult decision to move our youth sessions from the Annexe. Our last session there was on 16<sup>th</sup> December, and our equipment was moved over the two-week Christmas holidays. This really wasn't an easy decision for us as we've been at the Annexe for 13 years, and it's been so much more than just a venue - it's been a home for us. Thanks for the warmth and support we've always had from everyone at the church. We're truly grateful for everything you've done to support us over the years.

Recently, Clarion asked us to set up and run a youth group at the Viking Centre. This opens new funding opportunities and helps us reach more young people, but with our current capacity we just couldn't manage both. We also found it increasingly challenging not being able to use the vicarage garden anymore, and with the storage sheds now behind the Annexe, our outdoor space became quite limited. The young people often ended up playing around the car park or gathering at the back, which we knew wasn't ideal - it's not very safe, and it sometimes causes noise for the choir. We also spoke with the young people themselves, and the majority said they'd prefer to be based at the Viking Centre. Taking all of this into account, we felt it was the right step forward, even though it was a sad one for us.

We still hope to continue our relationship with the church and the PCC, especially as we'll still be using the Urban Adventure Garden and would also love to use the Annexe for one-off events in the future.

***Clare Lincoln***

### **BERTIE'S BABES REPORT**

Our group for pre-school children and their carers, Bertie's, continues to thrive – we have good numbers attending each week with some weeks busier than others. Each week we have crafts, a singing time, a lot of play and fun. When the weather is dry enough, we use the outside play area. The fence was replaced during the year which has made the garden much safer for everyone. We have our 10-minute child friendly service once a month. Claire took this until she left the parish and now Revd. Melanie has taken over this role.

The Soft Play company we previously used has ceased trading so, as we couldn't find another one locally, we had a messy play session on the last day of the summer term and in December we provided food for the children and had a small Christmas party. All the children received a present from Father Christmas and were able to participate in the Christmas present display in church as they decorated their own little box, which they then kept for future years to hang on their own Christmas trees. The children also all received a chocolate rabbit at Easter. We also made our usual donation to the church in recognition of having access to church facilities.

This year has seen a major change with Pauline sadly not being able to return in September due to her health and passing away in January. Claire moved away in November and the main running of the group has been taken over by Karen Ryan with more people joining the committee. Robert has been a great help setting out the chairs and tables for us before we arrive. The group wouldn't run without the help of our committee and our marvellous helpers in the kitchen, Andy Hudson and Sheila Tuffield, - thank you all! We have been very blessed in having a "variable rota" of grandmas who also take turns at the welcome desk – my grateful thanks to you all.

Although it has been a year of change, the ethos of the group has stayed the same, with us welcoming everyone.

***Karen Ryan***

## **CROSS SECTION LADIES REPORT**

Cross Section Ladies always enjoy our eating together evenings. We began 2025 with a lovely meal provided by the committee, and again in June, we all enjoyed the BBQ – thanks go to our chefs Ned and Archie. These events are always a great time to catch up and chat.

During the year we watched slides and listened to Paul Dickson detailing the changes in Norwich over the last 100 years. We also welcomed David Berwick as he fascinated us with the curiosities in Norfolk churches. Kevin Woodruff and his wife came to tell us about keeping bees and several of us bought his delicious honey.

In February we welcomed Ann and Liz who talked to us about the work of the John Aves Project which sponsors young people in education. In the summer we visited the Walled Garden at Little Plumstead. Although it was summer, the evening was rainy, but we managed a quick trip around the garden between showers. Then we all met back in their café for tea and cake and a good old chat! Then, in October, Georgette Vale visited us in the guise of Edith Cavell. We were all moved by her reconstruction and talk of Edith's last days in prison before execution. In November we welcomed Sarah Chappel who amazed us by making Christmas decorations out of used drinks cans. We rounded off the year with wine, mince pies and Christmas games at our AGM. This was another great year for Cross Section – our 35<sup>th</sup>.

Sadly, we have had to say goodbye to two of our long-standing members. Pauline Richards, with myself and others, was a founder member of Cross Section and Pauline always served as a committee member. Pauline's commitment to Cross section was unwavering. She was always on hand to help out in any way she was able. She will be missed in so many ways, but mostly for her cheerfulness, good humour and dedicated support. Rest in peace, Pauline. We also had to say farewell to Nora Atkinson. Nora was full of fun and always enjoyed every evening she spent at Cross Section. She took part in all the events even though she was losing her sight. Her interest in everything and her cheerfulness will be missed. Rest in peace, Nora.

Cross Section is such a success because of the care and attention of the committee who are always on hand to help and support me. The meals, social evenings and much, much more are successful because of the ideas and suggestions put forward at our meetings. My grateful thanks to them and also to the members – because without them, there would be no Cross Section.

Cross Section meets on the third Tuesday in each month at St. Cuthbert's Centre at 7.30pm. For more information, please give me a call on 01603 484626.

***Roz Taylor***  
***Cross Section Chairperson***

## MOTHERS' UNION – SPROWSTON BRANCH REPORT



Our branch continued to meet monthly throughout 2025, usually on the last Wednesday. We joined together for a short service at the start of most meetings and are grateful to the members who are involved in leading, reading, playing and preparing intercessions for these. One of the objectives of the Mothers' Union is 'to maintain a worldwide fellowship of Christians united in prayer, worship and service' and our short services are a valuable reminder of our 4 million 'sisters' in 84 countries around the world. Our MU wave of prayer remembers every diocese worldwide by name throughout the year, and it is powerful to realise that when we hold our wave of prayer service in January, members across the world are praying for our own Norwich diocese.

During our meetings, we have explored what we mean by 'safeguarding', reflecting on our responsibilities, learned more about the global history of Mothers' Union and heard from our leader, Sheila Tuffield, about her meeting with our new World-Wide President, Kathleen Snow. A talk by Norman Manners about the life of a prisoner in one of our jails provoked much thought and discussion about the long-term effects on the life of the individual and their family, and brought into focus for us the value of our local diocesan MU Angel Tree projects which our branch supports. We highlighted the project, which provides Christmas presents for the children of prisoners, at our church Autumn fair.

We were joined by some members from other branches at our Quiet Day at St. Mary and St. Margaret's in June, led by our MU Diocesan Chaplain, Revd. James Stewart. We were pleased to enrol a new member in September and, after the solemn part of the afternoon, enjoyed a fun game of church 'beetle'!

Friends from our community and congregation joined members for our fundraising afternoon tea in Sheila's garden in August and again for our carol service in December. We are grateful for the support we received which enabled our branch to donate funds to our church and to our MU diocesan projects.

We've been 'out and about', too, with a stall at Sprowston Town fete and at our church autumn fair. and if there is something going on at either of our churches, you'll usually find an MU member is around.

We are involved in MU diocesan activities, too, and, as well as attending diocesan council and Members' Days, we were privileged to lead MU Midday Prayers in the Jesus Chapel in our cathedral in February. These take place on the first Thursday of every month and everyone is welcome.

All our members contribute to the running of our group in various ways, but special thanks are due to our leader, Sheila Tuffield.

Our founder, Mary Sumner, is commemorated by the Church of England on August 9<sup>th</sup> each year, and we always place flowers in St. Mary and St. Margaret's church to mark this day. 2026 will be the 150<sup>th</sup> Anniversary of the Mothers Union and a special year as we look back on all that has been achieved and forward to new ways of fulfilling our aims in the future. Families and family life may have changed but the need for empowerment, love and care throughout the world has not.

***Barbara Lashley***

## ST. CUTHBERT'S LUNCH CLUB REPORT

Once again, the year has been another successful one for the Lunch Club with new members coming to join us. We continue to provide a full day of entertainment with quizzes, a raffle, bingo, live music and a meal.



Our lovely cook, Jane, does a wonderful job cooking for all our members. She has a name for the volunteers – The Dream Team – but, unfortunately, we did lose one of our team this year; the much-loved Marian Hill who we sadly miss. Without the volunteers, we couldn't run the Lunch Club, so, as always, it's a big thank you to them.

This year once again we arranged to go to 'The Rectory' for lunch at Easter and also later in the year. The members love the idea of being taken out to a different venue, being able to choose what they would like to eat and having entertainment. At Easter we like to give the members a special treat with a free raffle and an Easter Egg each to take home.

We had a lovely Christmas Lunch. The volunteers all came in early to make sure that all the tables were ready for a celebration dinner and worked extremely hard to make it a special day. This is the one time when we, the volunteers, give a big thank you to all the other helpers who make the club so successful – that is, 'Door to Door', Robert who puts out the tables and chairs for us, and Jane, the church administrator, who deals with our finances. We like to make this a 'free of charge' day. When the members leave for home, they are all given a present of a Christmas bag filled with goodies.

This year we celebrated the 80<sup>th</sup> anniversaries of VE Day in May and VJ Day in August. Lots of bunting and flags went up in the hall and, instead of putting out biscuits with their tea or coffee, we laid out small spam sandwiches, which the members found amusing. They also had cupcakes decorated in red, white and blue with their afternoon coffee or tea, which they loved.

Finally, when our cook is away, we do need to say a big thank you to Becky from Ber Street Kitchen who steps in to provide the cooked meal for our members.

**Gwen Munro**

## TUESDAY BREAK/COMMUNITY COFFEE MORNING REPORT

Tuesday Break is a long-established and much-loved part of our church's outreach, offering a welcoming space where people can step away from the pressures of everyday life, take time to breathe, reflect, and relax with a cup of tea or coffee in friendly company.

This is now my second-year coordinating and running the gathering, and it has been a true privilege to continue this valuable ministry. It means a great deal to be able to offer a safe, supportive environment where people feel welcomed, respected, and valued.

Each week we welcome around 20-40 people, with new faces continuing to join us alongside regular attendees. It is encouraging to see friendships developing, confidence growing, and a genuine sense of community forming among those who come through our doors.

We are especially pleased to welcome visitors from the Hub at Aslake Close, who benefit from the opportunity to socialise in a relaxed setting, take part in conversation, and occasionally share their musical talents on the church piano. Opportunities such as this help to reduce isolation and strengthen community connections.

Our doors are open to everyone. You do not need to be a member of the church or follow a particular faith to attend - this is truly a community space. People join us for many reasons: some are visiting loved ones' graves, some are dog walkers passing by with their four-legged companions, and others are simply seeking friendly conversation and companionship.

Many people value having someone to talk to, and we seek to offer a listening ear in a safe, compassionate, and non-judgmental setting. Support, conversation, and prayer are available for anyone who would find them helpful, and where appropriate, we can help people connect with further pastoral or practical support within the church or wider community.

Tuesday Break is run in line with the church's values of care, respect, and inclusion, ensuring that all who attend feel safe and supported. Above all, Tuesday Break is a place of kindness, dignity, and belonging - somewhere people can come exactly as they are, enjoy a cuppa and something to nibble on, and leave feeling a little lighter than when they arrived.

A warm and friendly welcome is always waiting for you!

***Michelle Goulding***

## SPROWSTON PARISH PLAYERS REPORT

What a busy and successful year 2025 was for Sprowston Parish Players! In addition to our annual pantomime, Summer Show and Christmas Cheer, we also staged a play in May, making it one of our most active years to date.

The year began in January with our annual pantomime, "Alice in Wonderland". This well-loved production attracted more than 550 audience members across five performances. The show was filled with colour, lively characters, and plenty of slapstick comedy. Rehearsals were great fun, with numerous songs and carefully choreographed dance routines to perfect. We were especially pleased to welcome several new members who joined us for this production.

As our pantomimes continue to grow in popularity, we decided to add a fifth performance this year. We also chose not to increase ticket prices, ensuring that the show remained affordable for everyone in our community. The feedback from audiences was extremely positive, and some attendees even expressed an interest in joining the group for future productions.

In February, rehearsals began for our May play, "Maskerade," by Terry Pratchett. This production was very different from pantomime and provided a new challenge for our cast. The story follows the witches Granny Weatherwax and Nanny Ogg as they travel to the Opera House to find a young girl named Agnes Nitt. They soon become involved in a mysterious tale that echoes the story of "The Phantom of the Opera". The play allowed our members to demonstrate their versatility and acting ability.



Following the success of "Maskerade", we turned our attention to the Summer Show, which took place in July. This lively production celebrated music from the 1980's and featured well known songs including "Another One Bites the Dust", "Our House", "Summer of 69", "Fame", "Love Changes Everything", "Tell Me It's Not True", "Never Gonna Give You Up" and "Don't Stop Believing". The atmosphere throughout the performances was vibrant and enthusiastic. St. Cuthbert's Church was beautifully lit, and the audience enjoyed an evening of energetic singing and entertainment.

After a short break in August, we returned to St. Cuthbert's to begin rehearsals for our 2026 pantomime, "Treasure Island". Weekly Thursday rehearsals were now well under way. In October and November, some members also met on Fridays to prepare for our annual "Christmas Cheer", which was performed on the 29<sup>th</sup> November. The evening included favourite Christmas songs, solo performances, and opportunities for audience participation. During the interval, everyone enjoyed a selection of festive refreshments, marking the true beginning of the Christmas season.

Overall, 2025 has been a rewarding and memorable year for Sprowston Parish Players. We are proud to provide entertainment for our local community and look forward with excitement to another successful year in 2026.

***Toni Morina***  
***Chairman***

## **SAFEGUARDING REPORT**

We would like to express our thanks to Claire Akrill for undertaking the Parish Safeguarding Officer (PSO) role throughout most of 2025. During her time as safeguarding Officer with us, she talked the PCC through and updated many items on the Parish Safeguarding Dashboard – there tended to be a lot of reading connected with some of the items! In January, Claire talked to both churches about safeguarding during the morning services. "Safeguarding Sunday" was also marked in November, although by then we were without an official PSO as Claire had moved on with Dean to their new parish in Rutland.

Thank you also to Sue Ellingham for taking on the role of our safeguarding link person in the absence of a PSO. Any matters of concern raised with her are by agreement passed on to Sue Brice, the Diocesan Safeguarding Officer. We now look forward to being able to elect a new PSO at the APCM in April.

If you have any concerns about children, young people or vulnerable adults in our church please do contact either Sue Ellingham, Sue Brice or, after the 2026 APCM, our newly elected PSO. Above all, please remember that safeguarding is everyone's role.

***Jane Cole***  
***Parish Administrator***

# SAFEGUARDING POLICY STATEMENT FOR 2025

Policy Statement to be reviewed and updated at the APCM on 22<sup>nd</sup> April 2026

Claire Akrill – Safeguarding Officer (until November 2025)

Sue Ellingham – Safeguarding link with Diocese (from November 2025)



## Sprowston Parochial Church Council The Child Protection and Vulnerable Adult Policy Statement

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.


The Parish will:


- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the team vicar and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

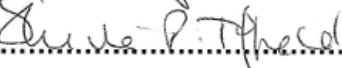
As part of our commitment to children, young people and vulnerable adults, the church will appoint a Named Person, who will be responsible for ensuring all church workers have the necessary Disclosure and Barring Service (DBS) clearance and complete a self-declaration form tri-annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

**Safeguarding Policy Statement reviewed and adopted by Sprowston Parochial Church Council at the Annual Parochial Church Meeting on 22<sup>nd</sup> April 2026**


Signed.......... (Associate Team Vicar/Rural Dean)


Signed.......... (Churchwarden)

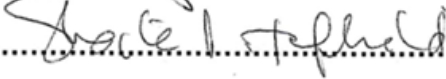
Signed.......... (Churchwarden)

This is to confirm that .....ALAN MITTEN.....  
was appointed to the role of PSO at the APCM on 22<sup>nd</sup> April 2026

Signed on behalf of the trustees to confirm that this is an accurate report of the activities for the year ending 31.12.2025 and that the Safeguarding Policy Statement has been reviewed:

Signed.....  ..... (Associate Team Vicar/Rural Dean)

Signed.....  ..... (Churchwarden)

Signed.....  ..... (Churchwarden)

Dated..... 22-04-26 ..... Revd. Tim Yau (Associate Team Vicar/Rural Dean)

# PARISH OF SPROWSTON DATA PROTECTION POLICY

The Parish of Sprowston is required to process relevant personal data regarding clergy, trustees, (P.C.C. members), employees, congregation and volunteers, as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

## The Principles

The Parish of Sprowston shall so far as is reasonably practicable comply with the Data Protection Principles contained in the **General Data Protection Regulation** (GDPR) from 25 May 2018 to ensure all data is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection.

## Data Protection Policy

### Personal Data

Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary. Personal data may also include sensitive personal data as defined in the Act.

### Processing of Personal Data

Consent will be required for the processing of personal data, unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

If a member wishes to revoke or change consent, they must agree a specific agreement on how their data is to be processed with the data processor.

The Parish of Sprowston processes some personal data for advertising Parish of Sprowston information and fund-raising purposes. Data subjects have the right to request an opt-out to these activities, which must be respected.

### Sensitive Personal Data

The Parish of Sprowston may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings. (Data Protection Act 1998)

## **Rights of Access to Information**

Data subjects have the right of access to information held by the Parish of Sprowston, subject to the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000. Any data subject wishing to access their personal data should put their request in writing to the Parish of Sprowston Administrator. The information will be imparted to the data subject as soon as is reasonably possible after it has come to the Parish of Sprowston's attention in compliance with the Data Protection Policy Guidelines.

## **Exemption**

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- National security and the prevention or detection of crime
- The assessment of any tax or duty
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the Parish of Sprowston, including Safeguarding.

Any further information on exemptions should be sought from the DPC.

## **Accuracy**

The Parish of Sprowston will endeavour to ensure that all personal data held in relation to all data subjects is accurate. Data subjects must notify the data processor of any changes to information held about them. Data subjects have the right in some circumstances to request that inaccurate information about them is erased.

## **Enforcement**

If an individual believes that the Parish of Sprowston has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, the member or member of staff should contact the administrator in the first instance. If not satisfied with the response or if in need of any advice the Information Commissioner's Office (ICO) should be contacted.

## **Data Security**

The Parish of Sprowston will take appropriate technical and organisational steps to ensure the security of personal data.

All clergy, trustees (P.C.C. members), employees, congregation and volunteers will be made aware of this policy and their duties under the Act.

The Parish of Sprowston, clergy, trustees (P.C.C. members), employees, congregation and volunteers are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to all personal data.

An appropriate level of data security must be deployed for the type of data and the data processing being performed. In most cases, personal data must be stored in appropriate systems and be encrypted when transported offsite. With permission their personal data may be for limited publication within the Parish of Sprowston, therefore having a lower requirement for data security.

**External Processors**

The Parish of Sprowston must ensure that data processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

**Secure Destruction**


When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

**Retention of Data**


The Parish of Sprowston will only create and retain personal data where absolutely necessary. Regular reviews of files will be held and unnecessary or obsolete data will be systematically destroyed.

Data may be retained for differing periods of time for different purposes as required by statute or best practices. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

The Parish of Sprowston may store some data such as registers, photographs, books and records etc. indefinitely in its archive.

Signed.....  ..... (Associate Team Vicar/ Rural Dean)

Signed.....  ..... (Churchwarden)


Signed.....  ..... (Churchwarden)

**Date: 22<sup>nd</sup> April 2026**

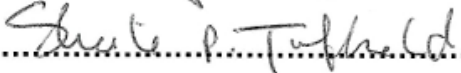
**Review Date: April 2027**

**SPROWSTON PCC ACCOUNTS**

**Signed on behalf of the trustees to confirm that the accounts on the following pages have been presented to the Annual Parochial Church Meeting and accepted at this meeting.**

Signed.....  ..... (Associate Team Vicar/Rural Dean)

Signed.....  ..... (Churchwarden)

Signed.....  ..... (Churchwarden)

Date.....  ..... Revd. Tim Yau (Associate Team Vicar/Rural Dean)



Section A Independent Examiner's Report

<b>Report to the trustees</b>	Parish of Sprowston with Beeston St. Andrew		
<b>On accounts for the year ended</b>	31/12/2025	<b>Charity no (if any)</b>	1149140

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2025.

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

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: [Signature] Date: 8/2/2026

Name: GRAEME PAYNE

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

Address: 3 WATERLOO ROAD, HAINFORD, NORWICH - NR10 3AX

# Sprowston PCC

## Financial Statement for the Year Ended 31 December 2025 Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	5	5,192.67	-	-	-	5,192.67	8,048.53
Planned giving	5	28,560.28	-	-	-	28,560.28	26,343.24
All other giving/voluntary receipts	5	8,824.47	770.00	20.00	-	9,614.47	13,004.25
Grant Income	5	-	7,000.00	-	-	7,000.00	10,250.00
Legacies Received (Capital Value)		-	-	1,000.00	-	1,000.00	-
Gift Aid recovered		2,926.88	-	-	-	2,926.88	6,098.07
		<b>45,504.30</b>	<b>7,770.00</b>	<b>1,020.00</b>	<b>-</b>	<b>54,294.30</b>	<b>63,744.09</b>
<b>Activities for generating funds</b>							
Investment income	5	9,496.60	-	-	-	9,496.60	4,154.36
Church activities	5	12,113.00	32,704.79	-	-	44,817.79	37,519.02
Other income	5	130.00	-	-	-	130.00	-
<b>Total receipts</b>		<b>67,243.90</b>	<b>40,900.77</b>	<b>1,479.52</b>	<b>-</b>	<b>109,624.19</b>	<b>106,957.79</b>
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		48,000.00	-	-	-	48,000.00	48,000.00
Clergy and Staffing costs	6	3,876.35	12,808.72	-	-	16,685.07	18,920.56
Church running expenses	6	7,966.64	20,765.26	2,393.47	-	31,125.37	27,240.22
Mission giving and donations	6	922.75	-	-	-	922.75	1,458.68
Building work and repairs	6	-	999.48	-	-	999.48	46,021.47
Administration Costs	6	3,309.92	1,857.75	-	-	5,167.67	5,218.93
Other expenditure	6	1,835.95	9,648.50	321.34	-	11,805.79	14,980.94
		<b>65,911.61</b>	<b>46,079.71</b>	<b>2,714.81</b>	<b>-</b>	<b>114,706.13</b>	<b>161,840.80</b>
<b>Cost of generating funds</b>	6	-	-	-	-	-	106.21
<b>Total Payments</b>		<b>65,911.61</b>	<b>46,079.71</b>	<b>2,714.81</b>	<b>-</b>	<b>114,706.13</b>	<b>161,947.01</b>
<b>Excess of payments over receipts</b>		<b>1,332.29</b>	<b>- 5,178.94</b>	<b>- 1,235.29</b>	<b>- -</b>	<b>- 5,081.94</b>	<b>- 54,989.22</b>
<b>Transfers between funds</b>							
		1,363.83	4,536.17	- 5,900.00	-	-	-
		2,696.12	- 642.77	- 7,135.29	- -	- 5,081.94	- 54,989.22
<b>Cash at bank and in hand at 1 Jan</b>		<b>25,759.84</b>	<b>49,038.18</b>	<b>50,832.72</b>	<b>-</b>	<b>125,630.74</b>	<b>180,619.96</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>28,455.96</b>	<b>48,395.41</b>	<b>43,697.43</b>	<b>-</b>	<b>120,548.80</b>	<b>125,630.74</b>

## Statement of Assets and Liabilities

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £	
<b>Cash Funds</b>							
Bank Current Account	7	28,442.46	16,507.10	11,630.92	-	56,580.48	
Bank Savings Account	8	-	31,888.31	32,066.51	-	63,954.82	
Deposit Account		-	-	-	-	-	
		<b>28,442.46</b>	<b>48,395.41</b>	<b>43,697.43</b>	<b>-</b>	<b>120,535.30</b>	
						<b>125,617.24</b>	
<b>Liabilities</b>							
		Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
Assigned Fees Owed To Diocese	2	-	-	-	-	2,044.00	2,785.00
Children's Society Collection	2	-	-	-	-	415.32	483.38
<b>Total Liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,459.32</b>	<b>3,268.38</b>

### Notes

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

2. Both paid January 2026

3. For 2025 the Parish Share allocation was £68,651.46. Of this, £48,000.00 was paid by the PCC directly to the DBF and £9.68 was credited by the DBF directly to the Parish Share account. This related to credits of £9.68 from net donations made via the Diocese website.

4. The movement in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
<b>Restricted</b>					
Fabric Fund St Mary & Margaret	8,856.63	1,000.00	2,372.47	-	7,484.16
Fabric Fund St Cuthbert	1,089.28	-	-	-	1,089.28
Small Grants, Donations, etc	324.76	20.00	321.34	100.00	123.42
Sprowston Food Bank	131.23	-	-	-	131.23
Flower Fund	667.97	-	21.00	-	646.97
Car Boot Mission	65.31	-	-	-	65.31
Amenities Lunch Club	2,090.55	-	-	-	2,090.55
SMM Fabric Fund	23,203.09	305.67	-	-	23,508.76
Lowry Cole	8,916.80	80.01	-	6,000.00	2,996.81
Metcalfe Grave Bequest	1,211.10	17.37	-	-	1,228.47
Ruth Willis Legacy	4,276.00	56.47	-	-	4,332.47
	<b>50,832.72</b>	<b>1,479.52</b>	<b>2,714.81</b>	<b>- 5,900.00</b>	<b>43,697.43</b>
<b>Designated</b>					
St. Cuthbert's Church Hall & Annexe	7,741.47	24,518.25	32,135.29	7,900.17	8,024.60
Lunch Club	8,823.45	15,967.99	12,944.94	- 3,364.00	8,482.50
PCC Investment	32,473.26	414.53	999.48	-	31,888.31
	<b>49,038.18</b>	<b>40,900.77</b>	<b>46,079.71</b>	<b>4,536.17</b>	<b>48,395.41</b>

Fabric Fund St Mary & Margaret - Funds specifically for use at St Mary and St Margaret Church

Fabric Fund St Cuthbert - Funds specifically for use at St Cuthberts Church

Small Grants, Donations, etc - For litter picks, for White House Farm coffee and for tree planting and donations that are earmarked

Sprowston Food Bank - Sprowston Foodbank set up during Covid 19 pandemic £550 to Trussell Trust (SC 13.09) Remainder to be

Flower Fund - Funds given for flowers and other church decorations

Car Boot Mission - For Mission in general (PCC agreed)

St. Cuthbert's Church Hall & Annexe - St Cuthbert's Church Hall and Annexe Trading Account

Lunch Club - St. Cuthbert's Church Lunch Club Account (held in the same bank account as St. Cuthbert's Church Hall and Annexe)

Amenities Lunch Club - St. Cuthbert's Church Lunch Club Amenities Fund (held in the same bank account as St. Cuthbert's Church

SMM Fabric Fund - Funds specifically for use at St Mary and St Margaret Church

Lowry Cole - Restricted for use at absolute discretion of the PCC

Metcalfe Grave Bequest - For the upkeep of the Metcalfe Grave (PCC may retain 40% of interest)

Ruth Willis Legacy - Restricted for use at the discretion of the Vicar and Churchwardens

PCC Investment - To be used at PCC discretion across the Parish (legacy has no restrictions)

### 5. Receipts

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2025 £	Total 2024 £
<b>COLLECTIONS AT SERVICES</b>						
Sunday Collections	4,310.54	-	-	-	4,310.54	6,676.40
Weekday Collections	387.38	-	-	-	387.38	-
Wedding and Funeral Collections	402.02	-	-	-	402.02	171.94
Baptism and Other Services	92.73	-	-	-	92.73	1,200.19
	<b>5,192.67</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,192.67</b>	<b>8,048.53</b>
<b>PLANNED GIVING</b>						
Standing Order	11,690.00	-	-	-	11,690.00	11,770.00

Parish Giving Scheme Income	13,441.45	-	-	-	13,441.45	14,173.24
Regular Giving Envelopes	3,428.83	-	-	-	3,428.83	400.00
	<b>28,560.28</b>	-	-	-	<b>28,560.28</b>	<b>26,343.24</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	2,926.88	-	-	-	2,926.88	6,098.07
	<b>2,926.88</b>	-	-	-	<b>2,926.88</b>	<b>6,098.07</b>
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
Donations	2,508.22	770.00	-	-	3,278.22	6,998.12
Gift Aid Envelopes	10.00	-	-	-	10.00	5.00
Gift Days	2,584.77	-	-	-	2,584.77	3,115.00
Donations - Gift Aided	-	-	-	-	-	145.00
Wall Boxes	2,866.79	-	20.00	-	2,886.79	1,478.55
Charities and Hardship Fund	854.69	-	-	-	854.69	1,262.58
	<b>8,824.47</b>	<b>770.00</b>	<b>20.00</b>	-	<b>9,614.47</b>	<b>13,004.25</b>
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Churches Together Bike Ride	129.79	-	-	-	129.79	60.56
Other Fundraising	8,500.80	-	-	-	8,500.80	2,640.80
Fete and Fairs	866.01	-	-	-	866.01	1,453.00
	<b>9,496.60</b>	-	-	-	<b>9,496.60</b>	<b>4,154.36</b>
<b><u>CHURCH ACTIVITIES</u></b>						
Non-charitable trading	-	32,704.79	-	-	32,704.79	31,058.02
Fees - Statutory	8,301.00	-	-	-	8,301.00	2,960.00
Fees - Additional	3,812.00	-	-	-	3,812.00	3,501.00
	<b>12,113.00</b>	<b>32,704.79</b>	-	-	<b>44,817.79</b>	<b>37,519.02</b>
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	425.98	459.52	-	885.50	1,540.32
	-	<b>425.98</b>	<b>459.52</b>	-	<b>885.50</b>	<b>1,540.32</b>
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	-	7,000.00	-	-	7,000.00	10,250.00
	-	<b>7,000.00</b>	-	-	<b>7,000.00</b>	<b>10,250.00</b>
<b><u>OTHER INCOME</u></b>						
Other	130.00	-	-	-	130.00	-
	<b>130.00</b>	-	-	-	<b>130.00</b>	-
<b>6. Payments</b>						
	<b>Unrestricted Fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Endowment Fund</b>	<b>Total 2025</b>	<b>Total 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>CLERGY AND STAFFING COSTS</u></b>						
Administrator Parish/Benefice	-	6,035.00	-	-	6,035.00	7,765.00
Clergy Expenses	3,402.95	-	-	-	3,402.95	3,743.05
Salaries	473.40	6,773.72	-	-	7,247.12	7,412.51
	<b>3,876.35</b>	<b>12,808.72</b>	-	-	<b>16,685.07</b>	<b>18,920.56</b>
<b><u>CHURCH RUNNING EXPENSES</u></b>						
Cleaning	-	1,912.30	-	-	1,912.30	1,847.33
Insurance	5,066.13	-	-	-	5,066.13	4,879.48
Service Costs	1,364.84	-	21.00	-	1,385.84	2,366.46
Maintenance	641.12	3,617.04	1,147.75	-	5,405.91	8,531.48
Water Bill	-	1,026.00	-	-	1,026.00	732.00
Independent Examination Cost	50.00	-	-	-	50.00	500.00
Electricity, Gas & Oil	844.55	14,209.92	1,224.72	-	16,279.19	8,383.47
	<b>7,966.64</b>	<b>20,765.26</b>	<b>2,393.47</b>	-	<b>31,125.37</b>	<b>27,240.22</b>
<b><u>MISSION GIVING AND DONATIONS</u></b>						
Charities and Hardship Fund	922.75	-	-	-	922.75	1,123.30
	<b>922.75</b>	-	-	-	<b>922.75</b>	<b>1,458.68</b>
<b><u>BUILDING WORK AND REPAIRS</u></b>						
Church - Major repairs and Redecorations	-	999.48	-	-	999.48	46,021.47
	-	<b>999.48</b>	-	-	<b>999.48</b>	<b>46,021.47</b>
<b><u>COSTS OF GENERATING FUNDS</u></b>						
Fund raising	-	-	-	-	-	106.21
	-	-	-	-	-	<b>106.21</b>
<b><u>ADMINISTRATION COSTS</u></b>						
Bank charges	-	286.88	-	-	286.88	370.90
Support Costs	1,604.00	1,168.54	-	-	2,772.54	2,372.00
Printing Stationery Phone & Computer	1,705.92	402.33	-	-	2,108.25	2,476.03

<b>3,309.92</b>	<b>1,857.75</b>	-	-	<b>5,167.67</b>	<b>5,218.93</b>
-----------------	-----------------	---	---	-----------------	-----------------

**OTHER EXPENDITURE**

Mission and Evangelism Costs	240.00	-	-	-	240.00	591.50
Churchyard Expenses	-	1,054.81	-	-	1,054.81	2,290.81
Gifts and Hospitality	188.26	-	-	-	188.26	137.00
Renewals, Donations and Subscriptions	320.38	-	-	-	320.38	-
Purchases of Food, Groceries, etc	129.20	6,569.69	321.34	-	7,020.23	7,177.63
Invoice for Meals and Visits	184.19	2,024.00	-	-	2,208.19	2,948.00
Previous Year Parish Share	-	-	-	-	-	1,836.00
Other	773.92	-	-	-	773.92	-
	<b>1,835.95</b>	<b>9,648.50</b>	<b>321.34</b>	-	<b>11,805.79</b>	<b>14,980.94</b>

**7. Bank Current Account**

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2025	Total 2024
	£	£	£	£	£	£
Sprowston PCC Business Free	28,442.46	-	9,540.37	-	37,982.83	36,881.52
Sprowston PCC St Cuthbert's Centre	-	16,507.10	2,090.55	-	18,597.65	18,655.47
	<b>28,442.46</b>	<b>16,507.10</b>	<b>11,630.92</b>	-	<b>56,580.48</b>	<b>55,536.99</b>

**8. Bank Savings Account**

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2025	Total 2024
	£	£	£	£	£	£
Sprowston PCC Business Premium	-	31,888.31	32,066.51	-	63,954.82	70,080.25
	-	<b>31,888.31</b>	<b>32,066.51</b>	-	<b>63,954.82</b>	<b>70,080.25</b>

**Accounts to 31<sup>st</sup> December 2025**  
**(Paper with Figures to Explain Accounts in Laymen's Terms)**

**General Account**

Starting Balance	£25,746.34
Receipts	£67,243.90
Payments	£65,911.61
Transfers In	£1,463.83 (2024 Recharge from Centre Account)
Transfers Out	£100.00 (to Small Grants for Tuesday Break)
Closing Balance	£28,442.46

**Includes Charities and Hardship Fund**

£415.32 outstanding to Children's Society

**Statutory Fees owed to Diocese** (payments of these entered as negative receipts – paid quarterly)

£2,044.00 (payments received for weddings and funerals)

**Recharge owed to Centre**

£1,520.81

**Balance £24,462.33**

**Total of Donations to General Account including Just Giving, Good Box, SumUp, Donations for using premises, Wall Boxes, Christmas Collections split, etc:**

£5,375.01

**Total of Donations to General Account for Gift Days**

£2,584.77

**Total of Fund Raising Events/Activities:**

£8,500.80 (includes receipts from Sprowston Parish Players)

**NB:** We may need to transfer some money from the General Account to the Centre (Business) Account to cover electricity bills in 2026

**Petty Cash General Fund**

Closing Balance £13.50

**Fabric Fund St MM: Current Account**

Starting Balance	£8,856.33
Receipts	£1,000.00 (legacy)
Payments	£2,372.47 (Oil, alarm maintenance, fire extinguisher service)
Transfers In	£0
Transfer to Savings	£0
Closing Balance	£7,484.16

**St. Cuthbert's Fabric Fund**

Starting Balance	£6.86
Receipts	£0
Payments	£0
Transfers In	£0
Transfers Out	£0
Closing Balance	£6.86

**In addition: Donations re Revd. D. Abraham (Designated)**

Balance of this is £1,082.42 (not in total above)

**Flower Fund**

Opening Balance	£667.97
Payments	£21.00
Closing Balance	£646.97

**Sprowston Food Bank**

Opening Balance	£131.23 (in reserve for those in need locally)
-----------------	--

**Car Boot Mission**

Opening Balance	£65.31
-----------------	--------

**Small Grants and Specific Donations**

White House Farm Coffee	£35.91
Café Church/Tuesday Break	£288.85
Donation	£20.00
Transfer In from Gen Acc	£100.00
Expenditure	£321.34
Closing Balance	£87.51

**Fabric Fund St MM: Investment Account**

Opening Balance	£23,203.89
Interest	£305.67
Closing Balance	£23,508.76

**Ruth Willis Legacy: Investment Account**

Opening Balance	£4,276.00
Interest	£56.47
Closing Balance	£4,332.47

**Lowry Cole Investment Account**

Opening Balance	£8,916.80
Interest	£80.01
Transfers Out	£6,000.00 (to Centre Account for Administrator's Salary)
Closing Balance	£2,996.81

**Metcalfe Grave Bequest Investment Account**

Opening Balance	£1,211.10
Interest	£17.37
Closing Balance	£1,228.47

**PCC from O. Gordon Legacy**

Opening Balance	£32,473.26
Interest	£414.53
Expenditure	£999.48 (heating system remainder)
Closing Balance	£31,888.31

### **St. Cuthbert's Centre**

Starting Balance	£7,741.47	
Receipts	£24,518.25	(includes grant towards heating of £7,000)
Payments	£32,135.29	
Transfers In	£9,364.00	(from Lowry Cole for Administrator's Wages + Lunch Club Hire)
Transfers Out	£1,463.83	(2024 Recharge to Main Account)
Closing Balance	£8,024.60	

Administrator's Pay: £1590 c/f from 2024; £6000 transferred from Lowry Cole Account in year - total held £7,590. Total of wages from Jan-Dec £6,035 (£1,555 remaining)

### **St. Cuthbert's Lunch Club**

Starting Balance	£ 8,823.45	
Receipts	£15,967.99	
Payments	£ 12,944.94	
Transfers Out	£ 3,364.00	(To Centre Account for Hire)
Closing Balance	£ 8,482.50	

### **St. Cuthbert's Lunch Club Amenities Fund**

Closing Balance	£2,090.55
-----------------	-----------

### **Parish Share**

Requested	£68,651.46
Paid to date	£48,000.00
Payment in via QR code	£ 9.68
Outstanding	£20,641.78

(Direct Debit reduced to £3,000 per month)

### **Receipts/Expenditure Comparison for the General Fund**

Expenditure is 95% of last year's (at 100% through the year)

Receipts are 107% of last year's (at 100% through the year)

The workbook does not include the money carried forward from the 2024 nor transfers between accounts in the comparison figures – these are purely based on actual receipts. Hence, a better closing balance above than the difference below.

**Possible transfer of money to Centre Account for Electricity in 2026 – to be agreed.**

**To date we have £1,332.29 excess of receipts over payments.**

### **Receipts/Expenditure Comparison to the Projected Budget for 2025**

Expenditure: 72% (at 100% through the year) – but we have only met approximately 70% of the Parish Share. Receipts: 98% (at 100% through the year)

**Utilities to date****St. Cuthbert**

Gas £2,657.90; Electricity £11,552.02. In total £14,209.92  
2024 total for the year was £6,448.91

Water £1,026.00

2024 £732.00 total for year.

Insurance 2024: £2,423.51 2025: £2,483.34

Buildings and Contents Loss Limit: £7,320,000

**St MM**

Oil £1,224.72; Electricity £844.55 In total £2,069.27  
2024 total for the year £1,934,56

Insurance: 2024: £2,562.19 2025: £2,598.87

Buildings and Contents Loss Limit: £10,970,000

---

# Accounts

---



St. Mary & St. Margaret's and St. Cuthbert's

# **ST MARY & ST MARGARET'S – PARISH CHURCH ST CUTHBERT'S – DAUGHTER CHURCH**

## **ANNUAL REPORT AND FINANCIAL STATEMENT OF THE PAROCHIAL CHURCH COUNCIL**

For the year ended 31<sup>st</sup> December 2024

### **Team Vicar and Chair**

Revd Dean Akrill  
15 Blue Boar Lane  
Sprowston  
Norwich  
NR7 8RX

### **Associate Team Vicar**

Revd Tim Yau  
5 Poppy Close  
Cringleford  
Norwich  
NR4 7JZ

### **Lay Vice-Chair**

Mrs Sheila Tuffield  
25 Allens Avenue  
Sprowston  
Norwich  
NR7 8EP

### **Bankers**

Barclays Bank PLC  
Leicester  
LE87 2BB

### **Independent Examiner**

Mr Graeme Payne  
3 Waterloo Road  
Hainford  
Norwich  
NR10 3AX

# **THE PARISH OF SPROWSTON WITH BEESTON ST ANDREW**

## **ANNUAL REPORT FOR 2024**

### **BACKGROUND**

The Parochial Church Council of Sprowston with Beeston St Andrew has the responsibility of co-operating with the staff team, in the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The Parochial Church Council has the responsibility for maintaining the Parish Church dedicated to St Mary and St Margaret, Church Lane, Sprowston, the daughter church dedicated to St Cuthbert, with associated annexe and Church Centre, Wroxham Road, Sprowston and the churchyard extension at the Parish Church.

### **MISSION STATEMENT**

We aim as a church;

- To worship God
- To love and care for each other
- To share faith in Christ
- To make a difference to life in Sprowston, the world and the planet

### **CHARITABLE STATUS**

The Parochial Church Council for the Ecclesiastical Parish of Sprowston with Beeston St. Andrew (Sprowston PCC) was registered with the Charity Commission on 28th September 2012.

Registered charity number: 1149140

**SPROWSTON with BEESTON ST ANDREW  
PAROCHIAL CHURCH COUNCIL 2024/2025**

**PCC MEMBERS**

**CLERGY**

The Revd Dean Akrill	482360
The Revd Tim Yau	07964078330

**READERS**

Mr Andy Hudson (Deputy Treasurer)	400866
Mrs Stephanie Grand	488985

**CHURCHWARDENS**

Mrs Susan Ellingham	416144
Mrs Sheila Tuffield	419896

**DEANERY SYNOD MEMBERS**

Mr Robert Huntly	400902
Mrs Sheila Tuffield	419896
Mrs Mary Carpenter	462694

**ELECTED COUNCIL MEMBERS**

(Retire 2025)  
Bryan Carpenter  
Mrs Penny Rennie (Secretary)  
Mrs Anne Robinson  
Mr Derek Robinson

(Retire 2026)  
Marguerite Dallas (PSGO)      Resigned (April 2025)  
Liz Graveling  
Jane Jackson  
Barbara Winter

(Retire 2027)  
Jane Cole  
Michelle Goulding  
Vacancy  
Vacancy

**CO-OPTED**

The Rev Melanie Hider June 2024

## TEAM VICAR'S REPORT



Dear Friends,

I write this at the end of January, just as I am preparing to go on sabbatical. Just the other day, in anticipation of my trip to India, I got out the rucksack in order to see just how much stuff I could actually fit into it. Given that I'm going to be in India for nearly six weeks, I'm travelling fairly light. Although, compared to how the disciples were encouraged to travel, I seem to have quite a lot:

"When Jesus had called the Twelve together, he gave them power and authority to drive out all demons and to cure diseases, <sup>2</sup>and he sent them out to proclaim the kingdom of God and to heal the sick. <sup>3</sup>He told them: "Take nothing for the journey - no staff, no bag, no bread, no money, no extra shirt. <sup>4</sup>Whatever house you enter, stay there until you leave that town." Luke 9: 1-4

The Church began modestly, with a great deal of humility. Also the disciples had to be prepared to move quickly if necessary, and to be prepared for the unknown. Travelling light is a lost art for many of us, and after approximately 1992 years since Christ's death, the Church has accumulated much baggage and has, on occasion, been accused of lacking humility. This is hardly surprising - our own Church of England has in its time enjoyed great status and privilege, but not so much these days, and after recent events, some would say that it's about time the Church learnt some humility.

We only need to look at our own Church here in Sprowston to see how much things have changed in relatively recent times. Firstly, and perhaps, most obviously, we are still waiting for a Rector. These days, that's not an unusual position to be in, there are many other churches, both in Norfolk and beyond, who are having difficulty finding a new Vicar or Rector. It might be that this is the year in which we find a new Rector, however we must also prepare ourselves for the possibility that we might need to re-think how the church is managed and led. We may have to organise ourselves a bit differently and also put some work into re-imagining how we practise being Church today and into the future. If this sounds a bit scary, try not to worry, the Church has always evolved and adapted according to changed circumstances, and to where the Spirit is leading.

Perhaps we're learning how to travel lightly, with greater humility and modesty. Certainly, financially we're not in a comfortable position, and whilst we have to meet the challenge of paying our Parish Share, we will also need to think about how we spend more economically and effectively, as well as coming up with new ways to raise money. I thank you all for the generosity you have shown over the last year, it is certainly a testament to your faith and commitment.

What is also a testament to our faith and commitment is the way we look after each other and our wider community. The Tuesday Coffee Morning has seen a lot of growth over the last twelve months. This shows a need for hospitality, but also a need for pastoral care and how those involved in our coffee morning have helped to meet that need. So many people feel isolated and lonely and are aching for connection with others and with God. With this in mind, we are going to re-structure how we carry out pastoral care; I know many of you voluntarily visit people in the community, and we think the time has come to expand on this and manage it, so that everybody is safe and knows what it is they are doing. The idea is that we will establish a new pastoral visiting team, who will meet and support each other regularly, as well as identifying who needs a visit, so that nobody falls through the cracks. It is this sort of concern that Christ felt deeply, and so he called his disciples to go out effectively and in humility. I feel privileged to be part of a Church Family who are genuinely caring and inclusive, we have plenty to build on.

Linked to pastoral care, and to how we treat each other, is safeguarding. In the current climate, effective safeguarding is more important than ever before and is crucial to who we are as a Church. I'm deeply grateful to Claire for once again stepping into the role of Parish Safeguarding Officer. I'm sure she'll keep us on our toes, she certainly keeps me on mine! I wouldn't be surprised if changes to the process and establishment of safeguarding practice is implemented in the wider Church over the next few years, but I feel confident that we are in a good position to ensure good practice, remembering that care for the vulnerable was central to Christ's life and ministry.

On a personal level, it's been a busy year, leading worship, teaching & preaching, conducting funerals, visiting schools, and reaching out and involving the wider community, most notably last year through my play "Fuzzy". We have had a number of plays and concerts over the year, some of which have been fun, others have been thought-provoking or simply beautiful and captivating, whether through music, or community art such as all the stars created for "Stars Together" over the Christmas period. I feel sure that the development of the arts in our Church spaces remains a very important part of our outreach as well as our fund raising. Once I get back from Sabbatical, I would like to see how this can be more effectively integrated into our identity as a Church.

The last four years or so have been hard going, we've seen many changes, and have had to adapt accordingly. There have been many challenges, but we remain a loving and inclusive church presence in our community. For myself, I feel now that I need to take some time to have a bit of an adventure, to step back, and to learn more about myself, about people, and about God. No doubt you'll hear all about India when I get back, but more importantly I hope to return refreshed and with renewed commitment to the mission which we all share.

As always, a big thank you to everyone, whether you've been leading services, reading lessons, making tea, moving tables, visiting people, playing the piano or the guitar, gluing and colouring, cleaning, welcoming, filling in forms, counting money, organising events, sitting on committees, or any of the myriad 'other jobs which are vital in a busy church. Thank you to Revd Tim, Revd Melanie and Revd Heather, to our lay ministry team and those who serve in the wider benefice. Thanks to Jane our administrator & treasurer, and to our Wardens, Sue and Sheila. And of course, a special thanks to you, because you are a child of God, and deeply loved.

I pray that we might travel lightly, with humility and love in our hearts.

Blessings,

***Revd. Dean***

## ASSOCIATE TEAM VICAR'S REPORT

It has been a privilege to continue serving as part of the ministry team in Sprowston over the past year. 2024 has been a year of deepening discipleship, fostering community engagement, and taking meaningful steps toward environmental responsibility.



### **Life Attitudes: A Lent Course on the Beatitudes**

One of the key discipleship initiatives this year was the Lent course *Life Attitudes*, which explored the Beatitudes in Matthew 5:3-10. Over five sessions, we sought to grapple with these radical sayings of Jesus, which both challenge and bless:

- **Living Well** (Matthew 5:3-10) – An overview of the Beatitudes as a way of life.
- **Living Openly** (Matthew 5:3-4) – Exploring humility and mourning in a spiritual context.
- **Living Purposefully** (Matthew 5:5-6) – Understanding meekness and righteousness.
- **Living Lovingly** (Matthew 5:7-8) – The call to mercy and purity of heart.
- **Living Differently** (Matthew 5:9-10) – Peacemaking and standing firm in faith.

This course encouraged honest discussion about the values Jesus presents in the Sermon on the Mount and how we might embody them in our own lives. The sessions were well-attended, with many participants expressing appreciation for the opportunity to reflect deeply on their faith and its application in daily life.

### **Eco-Church Award and Environmental Commitment**

A significant step forward in our journey as a church has been our work towards achieving the Eco-Church award. This began with the formation of a small team, including Liz Graveling and Marguerite Dallas, to lead this effort. The team worked diligently to develop an agreed environmental policy, which we have started implementing.

One of the most pressing projects in this area has been researching a new heating system for St. Cuthbert's Church. This involved consultation with the Diocese to explore eco-friendly options and negotiating potential grants to support this transition. The process has been a learning curve, but it has reinforced our commitment to sustainable practices. Our next big goal will be pursuing solar panels for St. Cuthbert's Church.

### **Eco Short Course: Tenants of the King**

To further deepen our theological and practical understanding of environmental responsibility, we ran an eco-short course, *Tenants of the King*, at Gage Road Chapel. This four-week course provided a biblical perspective on creation care:

- **My Property?** – Understanding God's purpose for creation.
- **Creation Groans** – Reflecting on environmental brokenness and God's redemption.
- **Do Not Fear!** – Finding hope and motivation in creation care.
- **Speak Up** – Exploring Christian advocacy on environmental issues.

The course was well-received and led to the formation of the *Sprowston Eco-Church Group*, bringing together people from Gage Road Chapel, Sprowston Parish Churches, and Sprowston Garden Church. The group agreed its purpose as:

- Supporting each other in making our churches more eco-friendly.
- Collaborating to encourage our local community to adopt more sustainable practices.

This has been an exciting development, and we look forward to seeing how this group continues to inspire positive change in the year ahead.

## **All-Age Worship at St. Cuthbert's**

This year, we also placed a strong emphasis on making worship accessible for all ages. The first Sunday of the month was designated for all-age worship at St. Cuthbert's Church, ensuring a consistent location for newcomers and regular attendees alike. This change in the service pattern also helped in the transition towards joint services in the summer and winter months.

A key figure in this development has been Mary Carpenter, whose energy and creativity have brought life to these services. Her dedication has helped shape engaging and meaningful worship experiences for people of all ages. Each service has been crafted to reflect the liturgical calendar and key themes of faith, with highlights including:

- **Jan.** *Epiphany: 4th Wise Man* (Matthew 2:1-12)
- **Mar.** *Temple, Temper & Truth* (John 2:13-22)
- **Apr.** *Doubting with Thomas* (John 20:19-31)
- **May** *Amazing Ascension* (Acts 1:1-11)
- **Jun.** *Environment Sunday* (Isaiah 35:1-2; Genesis 2:4b-15)
- **Jul.** *Thank You Sunday* (Luke 17:11-19)
- **Aug.** *Play Day* (Matthew 18:1-5; Luke 18:15-17)
- **Sep.** *Back to School Sunday* (Joshua 1:1-9)
- **Oct.** *Harvest Celebration* (Psalm 65; 2 Corinthians 9:6-15)
- **Nov.** *All Saints* (Acts 9:1-9)
- **Dec.** *Stars Together: Toys & Tins* (Isaiah 60:1-3)

I have also endeavoured to make links with our nearest local school, Sprowston Junior, to create a possible pathway into worship for families of children we meet through assemblies. It has been agreed with the head teacher that I will go into the school once a week to be with children at lunchtime, to see what could develop. I hope to implement this in 2025.

## **Schools and Community Engagement**

A particular joy this year has been the ongoing assemblies' engagement with local schools, and especially the community drop-in at White House Farm Primary School. This regular connection provided an opportunity to build relationships with staff, parents, and children. As a result, I was invited to take some class lessons in Year 2, which was a wonderful experience, allowing me to contribute to the children's learning and spiritual development in a meaningful way. More lessons are planned for 2025.

## **Sprowston Town Summer Fete**

A highlight of the year was our participation in the Sprowston Town Summer Fete. This event provided a fantastic opportunity to build positive relationships with other churches and engage with the local community. Working together, we were able to be a presence of love, laughter, creativity, and generosity. By offering free activities and engaging with the people of Sprowston and the Town Council in an upbeat and welcoming manner, we demonstrated the joy and hospitality of our faith in action.

## **Looking Ahead**

2024 has been a year of growth and commitment, as we have sought to deepen our faith through study, strengthen our community through action, and honour God's creation through stewardship. It has been a joy to journey together, and I am excited for all that 2025 will bring as we continue to seek God's transformation in our church and beyond.

**Revd. Tim**

## **REVIEW OF THE YEAR 2024**

As usual the PCC met on 4 occasions during the year. The Standing/Finance Committee met 5 times in between PCC meetings to discuss finances and to set the next PCC agenda.

All of the meetings discussed church financial matters and unfortunately, like many parishes, we were not able to pay our Parish Share in full this year. Our treasurer, throughout the year, produced excellent and understandable end of the month financial statements.

At each PCC meeting there is a report on Safeguarding of children and vulnerable adults. Our previous PSGO stood down so Claire Akrill, after a 2-year break from the role, took on this very important role once again. Safeguarding Day, which was meant to be in November, was postponed until early the following year as she had only recently taken on the role again

The teams of Fabric, Mission And Ministry, Children, Youth and Family, Social and Communications continued their work and gave regular updates at meetings and Diocesan and Deanery Synods were reported on after their meetings. A new team, Eco-church, was added which is a group working towards an award for St Cuthbert's Church and attempts are being made for both churches to be included. Discussion is ongoing as to how we can meet the Diocesan zero carbon emission target and small changes are being made to the buildings when possible. The church continued to work closely with the school children and youth groups especially Sprowston Youth Engagement Project which also covers the Parish of Old Catton and they have received a substantial grant towards the Urban Garden scheme on an acre of ground owned by the parish near the Parish Church.

Unfortunately, there were no applications, after 2 lots of advertising, for the role of a Rector for the Benefice. However, we are very fortunate as a parish, to have 4 priests (2 with PTO), 2 LLM's, an AWA and an excellent Parish Administrator and others we can call upon to preach so our weekly services at both churches have carried on. We had joint services at alternating churches in January and February as attendance is lower at these winter services and we are able to be economical with use of fuel.

Various policies were updated throughout the year. Much discussion occurred throughout the year over the future of the old vicarage and stable block, and we agreed that the new Rectory should be on the new housing estate which had previously been housing for a Curate. We heard that our team vicar would be able to take a Sabbatical in 2025 and that the PCC had been left a substantial legacy which would be used to replace some of the windows in St Cuthbert's and the heating system there to become more eco-friendly.

I would like to thank the Standing Committee and the congregations for all their support throughout what has a difficult year for me personally.

***Penny Rennie***  
***PCC Secretary***

## CHURCHWARDENS' REPORT 2024

It is disappointing that God has not yet called someone to the role of Rector to lead both Sprowston and the Benefice forward in faith for future years. We continue to work with the Archdeacon in the search for our new Rector. However, we are pleased to reflect that 2024 has seen us fully return to our pre-covid level of activities.

We are extremely fortunate that, despite being in interregnum, Sprowston has a great team of ministers and lay colleagues. They are all working hard to ensure that we continue to develop our ministry, not just with members of our own congregation but also serving the needs of all in the parish, for example continuing to develop our work with local care homes and increasing the opportunities to work with and within the local schools. Of course, this is in addition to our regular pattern of worship and the extra activities around Christmas, Easter and Harvest. It is an important part of the wardens' role to support our clergy team to the best of our abilities.

Another key area is safeguarding at the parish level. We are grateful that Claire Akrill has again picked up the responsibility of being our Safeguarding Officer and that those in positions of responsibility within parish life undertake any new or refresher training as required.

We continue to be busy with funerals, many for people who have had a long association with Sprowston and are able to meet most requests for these services to include things that were especially meaningful to the deceased and their families. Sadly, since our last report, we have lost people who used to play a big part in our worship, and we give grateful thanks for all that they were to us and continue to pray for their families and friends.

Maintaining our two buildings is always a challenge, both practically and in having the finances to do what is needed. We are very grateful to everyone who joins us in our maintenance and cleaning weekends. We would welcome anyone who is able to volunteer some time to help us to keep on top of regular cleaning and grounds maintenance. We thank Sprowston Town Council Grounds Maintenance Team who are responsible for the upkeep of the grounds at St. Mary and St. Margaret's. We are also looking to further improve our outside spaces as a refuge for nature.

In 2024 we undertook PAT testing on all our electrical items, and we were amazed at the efficiency of our contractor who managed to test all the electrical items in both churches within a day, whilst asking probing questions to ensure we hadn't overlooked any areas. We have had routine plumbing completed in St. Cuthbert's and glazing work in the annexe. We replaced some fluorescent lights in the chapel area with low energy lighting. What we thought would be a straightforward piece of work required all of the fixtures and fittings to be changed.

Our major buildings project has been at St Cuthbert's. We have changed the side windows, which had several broken panels of glass and were many years past their expected life, with purpose built, double-glazed units. We have also installed infra-red heating in the church. This is designed to heat people rather than air and, counter-intuitively, the benefit is better felt if people take off their coats. We have also increased the power supply to the building. We have only been able to do this work as we received a generous legacy which has covered the costs. The PCC agreed that this legacy should be used on things that provide long-term benefit for the parish in future years, as opposed to routine day to day costs. Please speak to us if you would like to know more about leaving a legacy in the fulness of time. We are conscious of our long-term footprint on the environment and are making both the large and the smaller decisions with a greater awareness of the impact we have on the environment in line with wider eco-church initiatives.

We continue to struggle with meeting day to day bills. We have fallen significantly short of meeting our expected £66,500 diocesan contribution in 2024 which is our share towards all the costs for the diocese including staffing. We have managed to pay just over £49,000 and to pay all our other bills for the year although some of this has come from ever dwindling reserves. We also look to reduce costs wherever possible e.g. we can no longer afford to pay for an organist for Sunday services. Each year meeting our overheads becomes harder as the costs of essentials increase and fundraising is important. We would be delighted if others can step forward to suggest and run new events for us. Lots of small things can make a significant difference when combined. For example, we thank the anonymous donor who provided branded mugs for both churches, and a local organisation who provided a small financial donation. Both have helped us in our mission of outreach through hospitality.

We thank everyone who helps us - our sacristans and welcomers, those who make the teas and coffees, those who verge for funerals, weddings and baptisms, those who deliver news sheets to the housebound members of the congregation, those who volunteer for cleaning and maintenance days. There are a couple of people without whom things would certainly not run smoothly. So special thanks are due to Robert who finds himself asked to solve a variety of problems, and to Jane who keeps the office and all our bookings for events and groups running smoothly and who is also responsible for our accounts.

Finally, we could not do our role without the support of everyone in the church so many thanks to you all.

***Sheila Tuffield and Sue Ellingham***  
***Churchwardens***

## **TREASURER'S REPORT FOR THE 2024 PCC ACCOUNTS**

2024 again proved a financially challenging year in terms of expenditure exceeding income throughout the year and, as predicted in the budget at the start of 2024, we ended the year with an excess of payments over receipts of £6,448 in the Main PCC Account – less of a deficit than the predicted £11,938 but still a large amount taken from the small reserves that we hold! Unfortunately, we have not been able to pay the 2024 Parish Share in full, meeting approximately 74% of our share allocation and this was only made possible by transferring £1,000 per month from the Centre Account. We will not be able to continue this transfer in 2025 as the Centre Account's Funds are now depleted and money coming in is needed to offset rising utility bills.

The total receipts for 2024 for the general unrestricted fund amounted to £62,674.45. We are extremely grateful for the amount raised once more on our Gift Day and to all those who work tirelessly to fund raise for us. However, unfortunately, the receipts ran at only 78% of last year's and at 80% of the budget prediction, both of which totals are less than in 2023.

Total payments to provide the Christian ministry of the Parish of Sprowston in the general unrestricted fund amounted to £69,122.76. Payments ran at 85% of last year's and at 77% of the budget prediction, meaning that, overall, our expenditure has decreased during the year. However, as mentioned above, we were not able to meet our Parish Share obligation which had been included in full in the budget. Whilst the Centre Account pays for all the utilities throughout the year, a recharge system operates, usually on an annual basis. A proportion of these bills is allocated to the church and recharged alongside other things, for example, phone bills and printing costs. Some hire income paid into the Centre Account is allocated to the church at the same time, along with a proportion of the annual Insurance premium.

It is worth noting that the Administrator's salary is paid by the Centre Account. To meet this expenditure, money was transferred to the Centre Account from discretionary funds in the Savings Account as agreed in September 2023 by the PCC. Our Cleaner's salary comes from the Centre Account regardless of the fact that she also cleans St. Mary and St. Margaret's Church as she has more hours allocated to St. Cuthbert's Church, Centre and Annexe. However, PAYE to HMRC comes from the Main Account.

As with last year, for those of you who like perusing figures, the Accounts to 31<sup>st</sup> December 2024 notes and the Financial Statements will give you an overview of all receipts and payments, not only for the general account but also for the other accounts held by the Parish.

Finally, we would like to express our gratitude to all who continue to give regularly to the Parish and support its ministry and mission, to Mr. Robert Huntly for undertaking the onerous task of weekly banking and dealing with the Stewardship and Gift Aid claims and also to Mr. Graeme Payne for being willing to undertake the role of independent examiner to our accounts.

***Jane Cole***  
***PCC Treasurer***

## **STEWARDSHIP AND GIFT AID REPORT**

During 2024 there were 42 regular donors via all Stewardship methods (down from 51 in 2023). Of these, 27 gave under Gift Aid (down from 32 in 2023) which enables the Church to claim a refund of tax already paid by the donors. The total includes 13 using weekly/monthly envelopes (down from 17), 15 by standing order (down from 18) and 16 donating through the Diocesan-funded "Parish Giving Scheme" (as before). Two individuals utilise more than one payment method.

It is still the case that under the Government's "Gift Aid Small Donations Scheme" (GASD) anonymous cash donations of up to £30 placed in the offertory bowl enable the Church to claim an amount (equivalent to a tax refund) from the Tax Office, regardless of whether tax has been paid. This also applies to cash from Stewardship envelopes given by those for whom no Gift Aid declaration is held. (The envelope scheme serves as a useful donation reminder, particularly for those who do not attend regularly). Please note that under HMRC rules the GASD scheme cannot include payments made by cheque, card reader, smartphone, BACS transfer, standing order, or any other form of non-cash payment yet to be invented, nor a payment of more than £30 on any one occasion. If you are a taxpayer, a "Gift Aid" declaration is still recommended for those payments. There is one printed on the white donation envelopes that are available at the back of both churches for cash and cheque donations.

***Robert Huntly***  
***Stewardship Recorder***

## **DEANERY SYNOD REPORT**

Deanery Synod met three times in 2024. Sprowston's elected representatives are Sheila Tuffield, Mary Carpenter and Robert Huntly.

The March meeting, held at St. Cuthbert's, heard an address by the new Diocesan Children, Youth and Families Development Officer, Jonathan Richardson. Out of 7,000 young people in our area, 100 attend church regularly and just 38 of them are aged between 11 and 18. How (and why) to bring more into the church? There was a discussion in pairs based around a series of cue cards, which are available as a resource. Then small groups discussed what is presently done in our own parishes, and what could be done in the future. Reverend Tim gave a presentation on the "Growing Good" workshop he had attended, and the connection between social action, discipleship and growth (more information at <http://growing-good.org.uk>). There had been no response to the advertisement for the post of Deanery Share ambassador (Deanery Assessor). Bishop Graham's upcoming North Norwich Deanery pilgrimage (28th April) was announced. This year's Deanery Ascension Day service would be held at St. Luke's.

The July meeting took place at Norwich Cathedral, including Evensong and an informative behind-the-scenes tour of the Cathedral led by Dean Andrew, including part of the gallery. Elections were held for Diocesan Synod (clergy and laity), and for our Deanery standing committee - to which Reverend Tim was elected.

The October meeting was held at St. Paul's, Hellesdon. Reverend Richard Lamey, the new Diocesan Director of Mission and Ministry (a nationally funded post) introduced himself to the Deanery. There was also a presentation by Colin Tomlin and Robert Culyer from the Generous Giving team on support for Parish Mission, and promoting among other methods the Parish Giving Scheme (which Sprowston has already adopted). There are now 178 parishes in the scheme in this Diocese. Parish Share also funds the Parish Support Team, which covers Safeguarding, Children Youth and Families, Care of Church Buildings, Communications, Pastoral re-organisation, Finance, and Schools. Parish representatives had brought their own displays on this year's "Transformed by Christ" theme: Prophetic, which led to fruitful discussion.

Deanery Synod meetings also routinely receive reports from the meetings of Diocesan and General Synods, and news of activities in the parishes and benefices in the Deanery area.

***Robert Huntly***

## **LIFE EVENT MINISTRY: BAPTISMS, WEDDINGS AND FUNERALS 2024**

2024 was a significantly 'quieter' year than previous years for 'life events' (baptisms, weddings and funerals) conducted in our churches.

### **Baptisms**

Ten baptisms were conducted in the parish this year. Nine children were baptised at St. Mary & St. Margaret's and one child at St. Cuthbert's.

### **Weddings**

There were four weddings conducted in 2024, three at St. Mary & St. Margaret's and one at St. Cuthbert's.

### **Funerals**

The total number of funerals conducted in the parish by our clergy and reader team amounted to fifty-eight in 2024, taken at St. Mary & St. Margaret's or at local crematoria. Providing spiritual and pastoral support and planning and presiding at funerals provides a unique opportunity for coming alongside people at a difficult time in their lives. The clergy team also undertook one additional interment of ashes and two memorial services. Bereaved families were invited to our Service of Remembrance and Thanksgiving with Blessing of Graves at St. Mary & St. Margaret's in June and also to the Service of Remembrance and Thanksgiving at St. Cuthbert's held in October. The Norwich Choir (a re-brand of the Norwich Community Choir but still under the leadership of Meg Turpin) sang for us at both of these services which were well attended and appreciated by those individuals and families who came to remember their loved ones.

First anniversary cards were sent to all families who had been bereaved in 2023, and cards were also sent on first anniversaries of 2023 baptisms and weddings. These names are also recorded on our weekly notice sheet and remembered in prayers in our churches on the Sunday closest to the anniversary.

*Jane Cole*

## **COMMITTEES AND TEAMS**

Most of the practical work of the PCC is carried out by small teams. They have some devolved responsibility but where wider policy issues are involved or more than routine expenditure is involved, they bring proposals to a meeting of the PCC. The teams are able to co-opt any member of the church who wishes to be involved in a specific sphere of work.

## **STANDING AND FINANCE COMMITTEE REPORT**

This is the only committee required by law and meets before PCC meetings to set the agenda. It has the power, when necessary, to transact the business of the PCC between its meetings, subject to any directions given by the Council.

This committee works with the Treasurer to carry out a review of the internal financial controls, to monitor income and expenditure, budgeting, to prepare the annual accounts and report for the Annual Parochial Church meeting and with the staff team to ensure regular teaching about Christian giving.

The Standing Committee consists of the Ministry Team, Churchwardens, Deputy Wardens, Treasurer, Deputy Treasurer and Secretary.

## **FABRIC COMMITTEE**

Please refer to the Churchwardens' Report.

## **ECO-CHURCH GROUP**

Please refer to the Associate Team Vicar's Report.

## **CHILDREN, YOUTH AND FAMILIES**

Please refer to the Associate Team Vicar's Report and also to the SYEP Report below.

In addition to the assemblies taken in schools by the clergy team, we have also been pleased to welcome several of our local schools into both of our churches, either for special services at Festival times or to explore and learn about the church as part of the R.E. curriculum. We are always seeking to invite local schools to bring their children to visit our churches when it is possible.

In 2024, we held two very successful 'Messy' events – one at Easter and the other at Christmas. These are always fun events with excellent and relevant craft activities taking place – the edible craft activity always seems to have queues waiting to 'dig in', so to speak. These activities are always followed by a short all age service with plenty of 'audience' participation. Thank you to all the volunteers who help in any way with Messy Church – and, if you don't know about 'Messy', everyone is invited not just the under 12s, so keep an eye out for the next event.

At present, we do not have a Sunday school as such but, again, many thanks to those who man the children's corner week by week and prepare special activities to engage the young people during the services.

## **COMMUNICATIONS**

Penny and Robert do an excellent job in producing and distributing our bi-monthly magazine to approximately 70 people at no cost to the recipients although donations are always welcome. Penny, as editor always appreciates articles for the magazine, so if you would like to share something, please do consider submitting your thoughts to her.

Our Website is still in the process of being updated but will, hopefully, soon be up and running with all the technicalities resolved. Throughout the year, some difficulties were experienced with the on-line streaming of services but on the whole, these appear to have been overcome. It is also gratifying that our presence on Social Media, especially Facebook, has had a very positive impact, reaching 2,000 people in general and, specifically, opening up Tuesday Break to several people who might not otherwise have known about it but now really appreciate being able to drop-in to a friendly space and have a welcome cuppa and chat!

## MISSION AND MINISTRY

Please refer to the reports by the Team Vicar, Associate Team Vicar and Churchwardens.

## THE SOCIAL COMMITTEE REPORT

The Social Committee meets regularly throughout the year to plan activities. The aim of our social events is to provide a chance to reach out to the community as well as to meet up with friends and family, and hopefully raise money for church funds, or charities, at the same time. Apart from those organised by the social committee there are other events that are organised for our churches, which we support when appropriate. We are always on the lookout for new ways of raising funds to support our churches so please let one of the Committee Members know if you have an event you could organise, with our help.

The 2024 events included:

- Coffee Mornings on the first Saturday of each month at St Cuthbert's
- Beetle Drive at St Cuthbert's in February
- Barn Dances at St Cuthbert's in April and October
- Book Sale at St Mary and St Margaret's in April
- Lent lunch in aid of Save the Children at St Cuthbert's in March
- The Churches Trust Cycle, Walk, Drive in September
- Teddy Bear drop and picnic at St Mary and St Margaret's in September
- Quiz and Chilli at St. Cuthbert's in September
- Harvest Supper at St. Cuthbert's in October
- St Gregory's Orchestra Autumn Concert at St Cuthbert's in November
- Church Christmas Fair at St Cuthbert's in November

Of course, we wouldn't be successful at all if we didn't have your support. We do our very best to keep prices to a minimum and have no charge at all wherever possible. We rely on you to tell us what you enjoy and what you would like the committee to organize in the future. We are always looking for new volunteers who can offer different ideas and skills. We enjoy what we do!

***Claire Akrill, Revd Dean Akrill, Mary & Bryan Carpenter, Michelle Goulding, Robert Huntly, Jane Jackson, Toni Morina, Anne Robinson, Sheila Tuffield***

## GROUP REPORTS

### SYEP

From January to December 2024, the Sprowston Youth Engagement Project (SYEP) engaged 623 young people through outreach and structured programs. Key foci included addressing anti-social behaviour, promoting mental health support, and developing skills. The outreach program connected with 427 youth, including those in new housing areas, and provided one-on-one support for six police-referred individuals at risk of exploitation.

SYEP ran four ASDAN-accredited courses for 32 young people, including a Youth Leadership course with a trip to Snowdonia. Funding was secured for two years of Cup-OT therapeutic services, supporting 15 young people, with plans for 30 more. Weekly mental health drop-ins, group programs, and six-day-a-week activities, including sports and gardening, were introduced. "SYEP Talks" our new youth led podcast covered topics like homelessness, substance misuse, and mental health.

Our community Ambassadors organised events, including a Halloween Family Fun Day with over 400 people attending the day. Looking ahead, SYEP aims to expand mental health initiatives, strengthen youth safety efforts, develop more ASDAN courses, and enhance awareness and funding strategies. Supported by the National Lottery Community Fund and Sprowston Town Council SYEP remains committed to empowering young people.

***Clare Lincoln***

### BERTIE'S BABES

Our group for pre-school children and their carers, Bertie's continues to thrive – we have good numbers attending each week with some weeks busier than others. Each week we have craft activities, a singing time, a lot of play and fun. When the weather is dry enough we use the outside play area although the fence is beginning to disintegrate to the point of Reverend Graham maybe getting some unexpected visitors soon!

We hired a soft play company twice to give the children different play experiences, and we subsidised a trip to Pettitt's in June which was great fun. All the children got a chocolate rabbit at Easter, and a present from Father Christmas and were able to participate in the Stars Together display in church as they decorated their own plastic star, which they can keep for future years on their own Christmas trees.

We have our 10 minute toddler-friendly services each month in the chapel, although it's a bit chilly in the winter!

I couldn't run the group without a wonderful committee and our marvellous helpers – Pauline Richards, Andy Hudson and Sheila Tuffield – thank you all! We have been very blessed in having a "variable rota" of grandmas who also take turns at the welcome desk – my grateful thanks to you all. And to Pat Rump, who was a stalwart of Bertie's for many years but has now stepped back – thank you for all you did – we miss you.

The logo for Bertie's Babes is enclosed in a black rectangular border. The text "Bertie's Babes" is written in a stylized, black, serif font. The letter 'B' is significantly larger than the other letters. The apostrophe in "Bertie's" is small and positioned between the 'e' and 's'. The word "Babes" is written in a similar font style.

***Claire Akrill***

## **CROSS SECTION LADIES**

Cross Section Ladies began 2024 with a January meal. This delicious meal of jacket potatoes, quiche, ham, and lots of lovely salads was prepared by the committee members for all to enjoy.

During the year we were pleased to welcome several speakers on a variety of subjects. We heard about the history of Mousehold Heath and the on-going work to keep this place available for all to enjoy. Revd. Tim Yau, one of our church clergy, talked about his personal journey to enter church ministry. The ladies were also pleased to hear the history of the Suffragette movement and the history surrounding the Burston School strike.

We are always pleased to hear about charity work and to support volunteers. In 2024 we welcomed the Friends of Horsey Seals for an interesting insight into their work to protect the seals on our coast.

The ladies also enjoyed some fun evenings – a social evening with Quiz and Beetle Drive and helping to make stars for the Christmas displays in the churches. It wouldn't be Cross Section without some enjoyable meals, and we were pleased to welcome Ned and Archie, who cooked us a splendid BBQ in June.

We also found time for a trip out to Hoveton Hall and a tour of the gardens with tea and biscuits to follow. The evening was a great success even though the weather was not all we had hoped for!

We rounded off the year with wine and mince pies at our AGM. Another great year for Cross Section – our 34<sup>th</sup>!

Cross Section is such a success because of the committee who are always on hand to help and support me. The meals, social evenings and much, much more are successful because of the ideas and suggestions put forward at our meetings. My grateful thanks to them and also to the members, because without them there would be no Cross Section.

Cross Section meets on the third Tuesday of each month at St. Cuthbert's Centre at 7.30pm. For more information, please give me a call on 01603 484626.

***Roz Taylor***  
***Cross Section Chairperson***

## **MOTHERS' UNION – SPROWSTON BRANCH REPORT**



Sprowston Mothers' Union is one of 23 branches spread across our Diocese. We continued to meet on the last Wednesday afternoon of each month. Our meetings usually started with our own short MU service....and, of course, ended with a cup of tea! In-between, we had a mixture of speakers and home-grown activities. During the year MU across the diocese focussed on raising awareness of domestic abuse and providing signposting to support for anyone affected – you may have seen this on our MU noticeboard in the corridor at St. Cuthberts or locally visited the 'Souls of our Shoes' exhibition at St. Peter Mancroft church. The topic was highlighted at two of our branch meetings during the year – Lorraine Curzon from Dawn's New Horizon came to speak to us in June and Revd. Margaret Whitaker in September.

We've shared some lighter topics, too – an afternoon looking at the work of the MU Worldwide President, another looking back at our branch memorabilia and discussing the way forward for MU in today's world, and a hands-on afternoon in November when Sue Ellingham came along and guided us as we all took part in making the Advent wreath for the Parish Church.

We are grateful to members of our congregation and friends who joined us for our fundraising afternoon tea in August and our carol service in December. These enabled us to support church funds and some of our local MU projects, including providing bedding for the houses being prepared for the resettlement of refugees in Norfolk and the purchase of Christmas gifts for the children of prisoners under the Angel Tree scheme.

We were happy to provide the bookmarks for distribution on Mothering Sunday and would like to say thank you to the members of our congregation who supported our retiring collection for our refugee resettlement project that day.

We had stalls at the Sprowston fete and our church Christmas fayre where we had free pocket crosses for people to take away. These often serve as an icebreaker for conversations – it's good to talk! Our Tree of Stars in St. Cuthberts in December highlighted the work of Mothers Union in 84 countries around the world.

Some of our members have attended Diocesan MU members' days and meetings of our Diocesan Council – these bring together members from across the diocese and are valuable opportunities to worship together and share ideas. Our branch MU banner was carried in a colourful procession at our uplifting Diocesan Festival Service at the cathedral in October.

We have a branch committee which comes together to plan our activities. Thanks are especially due to our leader, Sheila Tuffield, and to all the members for their contribution to the running of our group.

We are a small but supportive group and new members are very welcome - there is no requirement to be a mother! Anyone who supports our MU aim of helping to improve the lives of families in our community and across the world is welcome. If you would like to know more about what the Mothers Union in this diocese does, do look at our new website at <https://norwichmothersunion.org.uk/> or talk to Sheila or one of our members.

***Barbara Lashley***

## **LUNCH CLUB**

This has been another busy year in the life of St. Cuthbert's Lunch Club.

On arrival, the members are served with coffee and tea – with biscuits on the table for all to enjoy. They love a table-top quiz, and some members like to do some colouring or enjoy puzzle books. During 2024 we have seen a slight increase in membership numbers although we also sadly lost two members. It has also been lovely to welcome some new volunteer helpers.

We had a full programme of events during the year comprising of different entertainments from singers to reminiscence and piano playing. This was always put on in the morning before lunch. We tried to have an entertainer each week as the members love the music, but if we were unable to do this, we played card games. Lunch is served at 12noon. This is always a home cooked meal of two courses – main and dessert - followed by coffee and tea and Jane, our wonderful cook, caters for all dietary needs, much to the appreciation of our members. After lunch is cleared away, we have a raffle and, to end the afternoon, we play some games of Bingo.

During the year we arranged to go to the Old Rectory at Crostwick for lunch twice – at Easter and in the late Summer. The members love the idea of being taken out to a different venue and being able to choose what they would like to eat. We always make sure that at Easter all members are given an Easter Egg and at Christmas they all received a goody bag to take home containing various items to enjoy over Christmas.



A huge thank you to all the volunteers which make running this club possible and also to Jane our cook who provides such delicious meals.

***Gwen Munro***

## **TUESDAY BREAK/COMMUNITY COFFEE MORNING**

Tuesday Break is a wonderful opportunity to have people come along and escape the worries of the world for a brief period and just take time out to reflect and relax with a nice cuppa and meet some amazing people.

We have been blessed with numbers between 16 to 40. I do recall we even had 44 on one day which left me wondering if we were going to be running out of mugs (this was before our lovely mugs were donated to the church).

We have people who come along from the Hub at Aslake Close and it is so nice to see them enjoying their time here, and even giving us a tinkle on the old piano at times. It is such a valuable opportunity for the ladies and gentlemen to come along from the Hub as they get to join in and socialise which is the main goal at the end of the day, bringing our community together.

We have people come along who are sadly bereaved and visiting their loved ones' graves, to some lovely dog walkers with their 4-legged friends coming into the church and joining us along with members of our congregation.

I have had people contact me following my advert on Social media asking whether they need to be followers of faith and a member of our church to come along and I have assured them that our doors are open to everyone; you do not have to follow a religion or be part of our congregation - our community coffee morning is just that - opening our doors to welcome everyone so that they can enjoy a cuppa with friendly people and potentially make new friends - which has happened.

There have been times when people have come along and needed some time to reflect and talk about their concerns and worries and being a church that cares about everyone who comes through our doors, we offer the service of a listening ear, to hear what they are wishing to discuss and to offer a prayer if needed, helping to arrange any support out of the church and to just check in at a later date if they so wish.

St. Mary & St. Margaret's Church Community Coffee Morning / Tuesday Break is a place where anybody can come along, a friendly welcome is there waiting for you along with a nice cuppa and something to nibble on!

***Michelle Goulding***

## **SPROWSTON PARISH PLAYERS**

2024 was another busy year for Sprowston Parish Players.

Our annual pantomime last year was “Jack and the Beanstalk,” and was performed at the end of January. What a colourful and uplifting show it was! We all had such a fun time ensuring that the costumes, scenery, music, and lighting were even better than our last production. Although it was hard work, the final performances were a tremendous success, and over 500 people came to watch across four performances. We included a variety of popular songs and choreographed dance routines throughout the show. It was decided that we would not change the prices of tickets to allow affordability to anyone who wanted to come. We had excellent feedback, and also further interest to join our jolly cast for next year’s panto production.



Once “Jack and the Beanstalk” had finished, we started to plan and organise our Summer Show, performed in June. This vibrant production was themed around musical theatre, and we included memorable numbers from shows such as ‘Singing in the Rain’, ‘Chicago’, ‘Les Misérables’, ‘Matilda’, and many more. The wonderful atmosphere lit up our fabulous St. Cuthbert’s Church, with beautiful lighting and a chorus of fantastic singing and dancing.

After a short break, we were back at St. Cuthbert’s to begin weekly Thursday rehearsals for our 2025 pantomime production of “Alice in Wonderland.” The Players also met on Fridays at the beginning of October to rehearse for our annual “Christmas Cheer” concert, performed on the 30<sup>th</sup> of November. The church’s theme this year was “Stars”, so we sang traditional carols such as ‘We Three Kings’. Also included were contemporary Christmas songs including ‘White Christmas’, ‘Jingle Bell Rock’, ‘Feliz Navidad’, and many more. The church was filled with marvellous singing from our audience participation. During the interval, we all indulged in a feast of delicious Christmas delights. Christmas had begun!

The Sprowston Parish Players was established in 1992. It’s safe to say that after over thirty years’ worth of providing local entertainment for our beloved community, we are still going strong.

***Toni Morina***  
***Chairman***

## **SAFEGUARDING REPORT**

Many thanks to Marguerite Dallas for undertaking the Parish Safeguarding Officer (PSO) role from April 2023 to October 2024. It is a huge job and can be very daunting.

I took the role back on and have now renewed my Leadership Pathway course – all my other training is still in date and I have been in touch with Sue Brice to keep her up to date.

I'm currently getting back on top of the role, ensuring training is up to date and renewing self-declaration documentation. I've updated the 3 safeguarding noticeboards, ordered a pack of 50 pocket safeguarding guides and Jane in the office has printed labels with all the relevant phone numbers – these are being handed out to applicable people – I had done this in the past but these small items do tend to get lost! A reminder / replacement is a good idea. If you would like a pocket guide please do ask me – they are very useful. I can always order some more!

On 12<sup>th</sup> January I did a talk about safeguarding during the morning church service. This was instead of the November "Safeguarding Sunday" as I had only just agreed to retake the PSO role at that point. We need to ensure that we do things properly – the Church (as opposed to our church...) has not always behaved well – and we must be sure that we get things right, and be ethical and just and loving. Keeping quiet to protect someone is not right – if you have any concerns about children, young people or vulnerable adults in our church please do contact me. If someone discloses something to you, don't ask probing questions, just listen, be calm, make some notes and contact me.

I'll never let you know if I have dealt with any concerning situations (my role is to take your concerns and pass them on to the Diocesan Safeguarding Team). Having done the PSO job for 8 years previously I am under no illusions how time-consuming it is, but once everything is up to date I feel that at least I know what I am doing.

Please remember – Safeguarding is everyone's role – I just wear the hat.

God bless,

***Claire Akrill***

# SAFEGUARDING POLICY STATEMENT FOR 2024

Policy Statement to be reviewed and updated at the APCM on 2<sup>nd</sup> April 2025



Claire Akrill – Safeguarding Officer



## Sprowston Parochial Church Council

### The Child Protection and Vulnerable Adult Policy Statement

In accordance with the Church of England Safeguarding Policy our church is committed to:

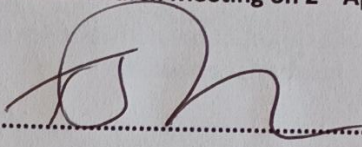
- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

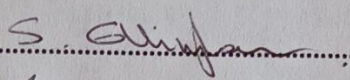
The Parish will:

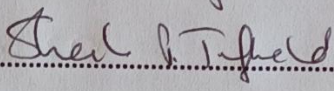
- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the team vicar and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- As part of our commitment to children, young people and vulnerable adults, the church has appointed Claire Akrill to be the Named Person (contact number 01603 482360 / 07761440924). This role will be regularly explained to children. She is responsible for ensuring all church workers have the necessary Disclosure and Barring Service (DBS) clearance and complete a self-declaration form tri-annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

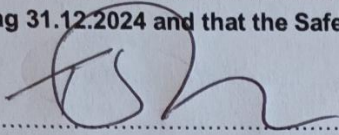
Safeguarding Policy Statement reviewed and adopted by Sprowston Parochial Church Council at the Annual Parochial Church Meeting on 2<sup>nd</sup> April 2025

Signed.....  ..... (Associate Team Vicar / Rural Dean)

Signed.....  ..... (Churchwarden)

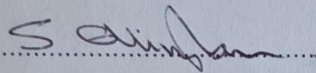
Signed.....  ..... (Churchwarden)

Signed on behalf of all the trustees to confirm this is an accurate report of the activities for the year ending 31.12.2024 and that the Safeguarding Policy Statement has been reviewed:



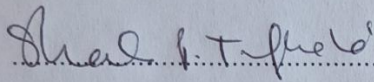
..... (Associate Team Vicar / Rural Dean)

Date: 02-04-25



..... (Churchwarden)

Date: 02.04.25



..... (Churchwarden)

Date: 02.04.2025



Section A Independent Examiner's Report

Report to the trustees	Parish of Sprowston with Beeston St. Andrew		
On accounts for the year ended	31/12/2024	Charity no (if any)	1149140

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

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

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: [Signature] Date: 13/2/2025

Name: GRAEME PAYNE

Relevant professional qualification(s) or body (if any): CGMA CIMA

Address: 3 WATERLOO ROAD HAINFORD NORWICH NR10 3AX

# Sprowston PCC

## Financial Statement for the Year Ended 31 December 2024 Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at Services	6	8,048.53	-	-	-	8,048.53	-
Planned giving	6	26,343.24	-	-	-	26,343.24	-
All other giving/voluntary receipts	6	11,569.25	300.00	1,135.00	-	13,004.25	-
Grant Income	6	-	10,250.00	-	-	10,250.00	-
Legacies Received (Capital Value)		-	-	-	-	-	-
Gift Aid recovered		6,098.07	-	-	-	6,098.07	-
		52,059.09	10,550.00	1,135.00	-	63,744.09	-
<b>Activities for generating funds</b>	6	4,154.36	-	-	-	4,154.36	-
Investment income		-	880.54	659.78	-	1,540.32	-
Church activities	6	6,461.00	31,058.02	-	-	37,519.02	-
Other income		-	-	-	-	-	-
<b>Total receipts</b>		<b>62,674.45</b>	<b>42,488.56</b>	<b>1,794.78</b>	-	<b>106,957.79</b>	-
<b>Payments</b>							
<b>Church activities:</b>							
Parish share		48,000.00	-	-	-	48,000.00	-
Clergy and Staffing costs	7	3,978.05	14,842.51	100.00	-	18,920.56	-
Church running expenses	7	9,796.77	12,401.09	5,042.36	-	27,240.22	-
Mission giving and donations	7	1,193.30	265.38	-	-	1,458.68	-
Building work and repairs	7	-	46,021.47	-	-	46,021.47	-
Administration Costs	7	3,583.88	1,635.05	-	-	5,218.93	-
Other expenditure	7	2,464.55	10,905.24	1,611.15	-	14,980.94	-
		69,016.55	86,070.74	6,753.51	-	161,840.80	-
<b>Cost of generating funds</b>	7	106.21	-	-	-	106.21	-
<b>Total Payments</b>		<b>69,122.76</b>	<b>86,070.74</b>	<b>6,753.51</b>	-	<b>161,947.01</b>	-
<b>Excess of payments over receipts</b>		<b>- 6,448.31</b>	<b>- 43,582.18</b>	<b>- 4,958.73</b>	-	<b>- 54,989.22</b>	-
<b>Transfers between funds</b>		13,387.92	- 5,527.92	- 7,860.00	-	0.00	-
		6,939.61	- 49,110.10	- 12,818.73	-	- 54,989.22	-
<b>Cash at bank and in hand at 1 Jan</b>		18,820.23	98,148.28	63,651.45	-	180,619.96	115,326.30
<b>Cash at bank and in hand at 31 Dec</b>		25,759.84	49,038.18	50,832.72	-	125,630.74	180,619.96

## Statement of Assets and Liabilities

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b>Cash Funds</b>							
Bank Current Account	8	25,746.34	16,564.92	13,225.73	-	55,536.99	68,133.69
Bank Savings Account	9	-	32,473.26	37,606.99	-	70,080.25	112,472.77
Deposit Account		-	-	-	-	-	-
		<b>25,746.34</b>	<b>49,038.18</b>	<b>50,832.72</b>	<b>-</b>	<b>125,617.24</b>	<b>180,606.46</b>

		Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b>Liabilities</b>							
Assigned Fees Owed To Diocese	3	2,785.00	-	-	-	2,785.00	3,484.00
Children's Society Collection	3	483.38	-	-	-	483.38	-
<b>Total Liabilities</b>		<b>3,268.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,268.38</b>	<b>3,484.00</b>

### Notes

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

2. 2024: accounts run on separate workbooks in 2023 were combined on to this updated workbook & descriptions adjusted.

3. Assigned Fees and Charity Collection both paid in Jan '25

4. For 2024 the Parish Share allocation was £66,537.67. Of this, £48,000.00 was paid by the PCC directly to the DBF and £1,900.28 was credited by the DBF directly to the Parish Share account. This related to credits of £1,710.00 for crematorium claims and £190.28 from net donations made via the Diocese website.

5. The movement in designated and restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
<b>Restricted</b>					
Fabric Fund St Mary & Margaret	12,329.26	-	3,472.63	-	8,856.63
Fabric Fund St Cuthbert	3,327.31	523.17	2,761.20	-	1,089.28
Small Grants, Donations, etc	211.61	611.83	498.68	-	324.76
Sprowston Food Bank	131.23	-	-	-	131.23
Flower Fund	688.97	-	21.00	-	667.97
Car Boot Mission	65.31	-	-	-	65.31
Amenities Lunch Club	2,090.55	-	-	-	2,090.55
SMM Fabric Fund	22,834.36	368.73	-	-	23,203.09
Lowry Cole	16,575.12	201.68	-	7,860.00	8,916.80
Metcalfe Grave Bequest	1,191.89	19.21	-	-	1,211.10
Ruth Willis Legacy	4,205.84	70.16	-	-	4,276.00
	<b>63,651.45</b>	<b>1,794.78</b>	<b>6,753.51</b>	<b>- 7,860.00</b>	<b>50,832.72</b>
<b>Designated</b>					
St. Cuthbert's Church Hall & Annexe	18,873.95	16,736.44	25,737.50	- 2,131.42	7,741.47
Lunch Club	11,608.77	14,922.95	14,311.77	- 3,396.50	8,823.45
PCC Investment	67,665.56	10,829.17	46,021.47	-	32,473.26
	<b>98,148.28</b>	<b>42,488.56</b>	<b>86,070.74</b>	<b>- 5,527.92</b>	<b>49,038.18</b>

Fabric Fund St Mary & Margaret - Funds specifically for use at St Mary and St Margaret Church

Fabric Fund St Cuthbert - Funds specifically for use at St Cuthberts Church

Small Grants, Donations, etc - For litter picks, for White House Farm coffee and for tree planting and donations that are

Sprowston Food Bank - Sprowston Foodbank set up during Covid 19 pandemic £550 to Trussell Trust (SC 13.09) Remainder to

Flower Fund - Funds given for flowers and other church decorations

Car Boot Mission - For Mission in general (PCC agreed)

St. Cuthbert's Church Hall & Annexe - St Cuthbert's Church Hall and Annexe Trading Account

Lunch Club - St. Cuthbert's Church Lunch Club Account (held in the same bank account as St. Cuthbert's Church Hall and

Amenities Lunch Club - St. Cuthbert's Church Lunch Club Amenities Fund (held in the same bank account as St. Cuthbert's

SMM Fabric Fund - Funds specifically for use at St Mary and St Margaret Church

Lowry Cole - Restricted for use at absolute discretion of the PCC

Metcalfe Grave Bequest - For the upkeep of the Metcalfe Grave (PCC may retain 40% of interest)

Ruth Willis Legacy - Restricted for use at the discretion of the Vicar and Churchwardens

PCC Investment - To be used at PCC discretion across the Parish (legacy has no restrictions)

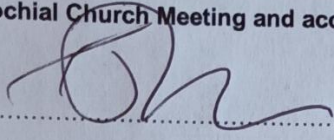
**6. Receipts**

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b><u>COLLECTIONS AT SERVICES</u></b>						
Sunday Collections	6,676.40	-	-	-	6,676.40	-
Wedding and Funeral Collections	171.94	-	-	-	171.94	-
Baptism and Other Services	1,200.19	-	-	-	1,200.19	-
	<b>8,048.53</b>	-	-	-	<b>8,048.53</b>	-
<b><u>PLANNED GIVING</u></b>						
Standing Order	11,770.00	-	-	-	11,770.00	-
Parish Giving Scheme Income	14,173.24	-	-	-	14,173.24	-
Regular Giving Envelopes	400.00	-	-	-	400.00	-
	<b>26,343.24</b>	-	-	-	<b>26,343.24</b>	-
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	6,098.07	-	-	-	6,098.07	-
	<b>6,098.07</b>	-	-	-	<b>6,098.07</b>	-
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
Donations	5,563.12	300.00	1,135.00	-	6,998.12	-
Gift Aid Envelopes	5.00	-	-	-	5.00	-
Gift Days	3,115.00	-	-	-	3,115.00	-
Donations - Gift Aided	145.00	-	-	-	145.00	-
Wall Boxes	1,478.55	-	-	-	1,478.55	-
Charities and Hardship Fund	1,262.58	-	-	-	1,262.58	-
	<b>11,569.25</b>	<b>300.00</b>	<b>1,135.00</b>	-	<b>13,004.25</b>	-
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Churches Together Bike Ride	60.56	-	-	-	60.56	-
Other Fundraising	2,640.80	-	-	-	2,640.80	-
Fete and Fairs	1,453.00	-	-	-	1,453.00	-
	<b>4,154.36</b>	-	-	-	<b>4,154.36</b>	-
<b><u>CHURCH ACTIVITIES</u></b>						
Non-charitable trading	-	31,058.02	-	-	31,058.02	-
Fees - Statutory	2,960.00	-	-	-	2,960.00	-
Fees - Additional	3,501.00	-	-	-	3,501.00	-
	<b>6,461.00</b>	<b>31,058.02</b>	-	-	<b>37,519.02</b>	-
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	880.54	659.78	-	1,540.32	-
	-	<b>880.54</b>	<b>659.78</b>	-	<b>1,540.32</b>	-
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	-	10,250.00	-	-	10,250.00	-
	-	<b>10,250.00</b>	-	-	<b>10,250.00</b>	-

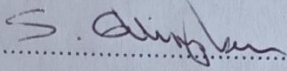
## 7. Payments

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
<b>CLERGY AND STAFFING COSTS</b>						
Administrator Parish/Benefice	-	7,765.00	-	-	7,765.00	-
Clergy Expenses	3,643.05	-	100.00	-	3,743.05	-
Salaries	335.00	7,077.51	-	-	7,412.51	-
	<b>3,978.05</b>	<b>14,842.51</b>	<b>100.00</b>	-	<b>18,920.56</b>	-
<b>CHURCH RUNNING EXPENSES</b>						
Cleaning	-	1,847.33	-	-	1,847.33	-
Insurance	4,879.48	-	-	-	4,879.48	-
Service Costs	2,057.93	-	308.53	-	2,366.46	-
Maintenance	424.80	3,372.85	4,733.83	-	8,531.48	-
Water Bill	-	732.00	-	-	732.00	-
Independent Examination Cost	500.00	-	-	-	500.00	-
Electricity, Gas & Oil	1,934.56	6,448.91	-	-	8,383.47	-
	<b>9,796.77</b>	<b>12,401.09</b>	<b>5,042.36</b>	-	<b>27,240.22</b>	-
<b>MISSION GIVING AND DONATIONS</b>						
Donations and Subscriptions	70.00	265.38	-	-	335.38	-
Charities and Hardship Fund	1,123.30	-	-	-	1,123.30	-
	<b>1,193.30</b>	<b>265.38</b>	-	-	<b>1,458.68</b>	-
<b>BUILDING WORK AND REPAIRS</b>						
Church - Major repairs and Redecorations	-	46,021.47	-	-	46,021.47	-
	-	<b>46,021.47</b>	-	-	<b>46,021.47</b>	-
<b>COSTS OF GENERATING FUNDS</b>						
Fund raising	106.21	-	-	-	106.21	-
	<b>106.21</b>	-	-	-	<b>106.21</b>	-
<b>ADMINISTRATION COSTS</b>						
Bank charges	-	370.90	-	-	370.90	-
Support Costs	1,471.00	901.00	-	-	2,372.00	-
Printing Stationery Phone & Computer	2,112.88	363.15	-	-	2,476.03	-
	<b>3,583.88</b>	<b>1,635.05</b>	-	-	<b>5,218.93</b>	-
<b>OTHER EXPENDITURE</b>						
Mission and Evangelism Costs	591.50	-	-	-	591.50	-
Churchyard Expenses	-	790.81	1,500.00	-	2,290.81	-
Gifts and Hospitality	9.00	128.00	-	-	137.00	-
Purchases of Food, Groceries, etc	28.05	7,038.43	111.15	-	7,177.63	-
Invoice for Meals and Visits	-	2,948.00	-	-	2,948.00	-
Previous Year Parish Share	1,836.00	-	-	-	1,836.00	-
	<b>2,464.55</b>	<b>10,905.24</b>	<b>1,611.15</b>	-	<b>14,980.94</b>	-
<b>8. Bank Current Account</b>						
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
Sproston PCC Business Free	25,746.34	-	11,135.18	-	36,881.52	35,560.42
Sproston PCC St Cuthbert's Centre	-	16,564.92	2,090.55	-	18,655.47	32,573.27
	<b>25,746.34</b>	<b>16,564.92</b>	<b>13,225.73</b>	-	<b>55,536.99</b>	<b>68,133.69</b>
<b>9. Bank Savings Account</b>						
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
Sproston PCC Business Premium	-	32,473.26	37,606.99	-	70,080.25	112,472.77
	-	<b>32,473.26</b>	<b>37,606.99</b>	-	<b>70,080.25</b>	<b>112,472.77</b>

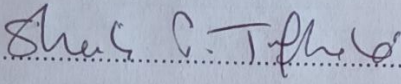
Signed on behalf of all the trustees to confirm these accounts have been presented to the Annual Parochial Church Meeting and accepted at this meeting.



..... (Associate Team Vicar / Rural Dean) Date: 2.4.25



..... (Churchwarden) Date: 2.4.25



..... (Churchwarden) Date:

## Accounts to 31<sup>st</sup> December 2024 (Simplified Breakdown)

### General Account

Starting Balance	£18,806.73
Receipts	£62,674.45
Payments	£69,122.76
Transfers In	£13,402.92 (2023 Recharge from Centre Account & Transfer towards Parish Share)
Transfers Out	£15.00 (to Lunch Club following Minister's meal – used SumUp to donate)
Closing Balance	£25,746.34

#### Includes Charities and Hardship Fund

£483.38

**Statutory Fees owed to Diocese** (payments of these entered as negative receipts)

£2,785.00

**Balance £22,477.96**

**Total of Donations to General Account including Gift Days, Just Giving, Good Box, SumUp, Donations for using premises, etc:**

£8,823.12

**Total of Fund Raising Events/Activities:**

£4,093.80

### Petty Cash General Fund

Closing Balance £13.50

### Fabric Fund St MM: Current Account

Starting Balance	£12,329.26
Receipts	£0
Payments	£3,472.63 (Wall Repairs, Gasway, PAT Test, SAC Restoration)
Transfers In	£0
Transfer to Savings	£0
Closing Balance	£8,856.63

### St. Cuthbert's Fabric Fund

Starting Balance	£2,244.89
Receipts	£523.17
Payments	£2,761.20
Transfers In	£0
Transfers Out	£0
Closing Balance	£6.86

#### In addition: Donations re Revd. D. Abraham (Designated)

Balance of this is £1,082.42 (not in total above)

### Flower Fund

Opening Balance	£688.97
Payments	£21.00
Closing Balance	£667.97

**Sprowston Food Bank**

Opening Balance      £131.23 (in reserve for those in need locally)

**Car Boot Mission**

Opening Balance      £65.31

**Small Grants and Specific Donations**

White House Farm Coffee      £35.91

Café Church/Tuesday Break      £100.00

Donation      £300.00

Expenditure      £111.15

Closing Balance      £288.85

Donations      £100.00 (earmarked for St C vestry furniture)

Expenditure      £100.00 (St C vestry furniture)

Closing Balance      £0.00

Bibles St C Received      £287.53

Bibles St C Payment      £287.53

Closing Balance      £0.00

**Fabric Fund St MM: Investment Account**

Opening Balance      £22,834.36

Interest      £368.73

Closing Balance      £23,203.09

**Ruth Willis Legacy: Investment Account**

Opening Balance      £4,205.84

Interest      £70.16

Closing Balance      £4,276.00

**Lowry Cole Investment Account**

Opening Balance      £16,575.12

Interest      £201.68

Transfers Out      £7,860.00 (to Centre Account for Administrator's Salary)

Closing Balance      £8,916.80

**Metcalfe Grave Bequest Investment Account**

Opening Balance      £1,191.89

Interest      £19.21

Closing Balance      £1,211.10

**PCC from O. Gordon Legacy**

Opening Balance	£67,665.56
Interest	£829.17
Grant	£10,000.00
Windows St. C	-£7,776.00
Heating St. C	-£37,451.46
C. Sykes	-£794.01
Closing Balance	£32,473.26

**St. Cuthbert's Centre**

Starting Balance	£18,873.95
Receipts	£16,736.44
Payments	£25,737.50
Transfers In	£11,271.50 (from Lowry Cole for Administrator's Wages + Lunch Club Hire)
Transfers Out	£13,402.92 (2023 Recharge to Main Account & £12,000 to Parish Share)
Closing Balance	£7,741.47

Administrator's Pay: £1495 c/f from 2023; £3960 transferred from Lowry Cole Account in March and £3900 in September – total held £9,355. Total of wages from Jan-Dec £7,765 (£1,590 remaining)

It is unlikely that any money will be transferred towards the Parish Share from the Centre Account in 2025 due to the rising cost of utility bills. However, this will be reviewed during the year.

**St. Cuthbert's Lunch Club**

Starting Balance	£11,608.77
Receipts	£14,922.95
Payments	£14,311.77
Transfers In	£15.00 From Main Account ref Minister's Meal – Sum Up
Transfers Out	£3,411.50 To Centre Account for Hire
Closing Balance	£8,823.45

**St. Cuthbert's Lunch Club Amenities Fund**

Closing Balance	£2,090.55
-----------------	-----------

**Parish Share**

Requested	£66,537.67
Donations plus NDBF repayment from services in crematoria etc	£1,150.28
Paid to date	£48,000.00
Outstanding	£17,387.39

(Direct Debit reduced to £3,000 per month from July)

### **Receipts/Expenditure Comparison for the General Fund**

Expenditure is 85% of last year's

Receipts are 78% of last year's

The workbook does not include transfers between accounts in the comparison figures – these are purely based on actual receipts. Hence, a better closing balance above than the difference below (fortunately)

**To date we have £6,448.31 excess of payments over receipts – the difference has decreased but.....!**

### **Receipts/Expenditure Comparison to the Projected Budget for 2024**

Expenditure: 77% (but we didn't meet the budget for the Parish Share)

Receipts: 80%

### **Utilities to date**

#### **St. Cuthbert**

Gas £5,058.91; Electricity £1,390.00. In total £6,448.91

2023 total for the year was £6,565.46

A large increase in electricity payments is expected in 2025 with the new church heating system having initial teething problems. Gas payments may reduce slightly.

Water £732.00

2023 £744.00 total for year.

Insurance 2023: £2048.38 2024: £2,423.51

Buildings and Contents Loss Limit: £6,650,000

#### **St MM**

Oil £1,345.51; Electricity £589.05. In total £1,934.56

2023 total for the year £1,813.63

Insurance: 2023: £2204.08 2024: £2562.19

Buildings and Contents Loss Limit: £9,980,000

# PARISH OF SPROWSTON DATA PROTECTION POLICY

The Parish of Sprowston is required to process relevant personal data regarding clergy, trustees, (P.C.C. members), employees, congregation and volunteers, as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

## The Principles

The Parish of Sprowston shall so far as is reasonably practicable comply with the Data Protection Principles contained in the **General Data Protection Regulation** (GDPR) from 25 May 2018 to ensure all data is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection.

## Data Protection Policy

### Personal Data

Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary. Personal data may also include sensitive personal data as defined in the Act.

### Processing of Personal Data

Consent will be required for the processing of personal data, unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

If a member wishes to revoke or change consent they must agree a specific agreement on how their data is to be processed with the data processor.

The Parish of Sprowston processes some personal data for advertising Parish of Sprowston information and fund-raising purposes. Data subjects have the right to request an opt-out to these activities, which must be respected.

### Sensitive Personal Data

The Parish of Sprowston may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings. (Data Protection Act 1998)

## **Rights of Access to Information**

Data subjects have the right of access to information held by the Parish of Sprowston, subject to the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000. Any data subject wishing to access their personal data should put their request in writing to the Parish of Sprowston Administrator. The information will be imparted to the data subject as soon as is reasonably possible after it has come to the Parish of Sprowston's attention in compliance with the Data Protection Policy Guidelines.

## **Exemption**

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- National security and the prevention or detection of crime
- The assessment of any tax or duty
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the Parish of Sprowston, including Safeguarding.

Any further information on exemptions should be sought from the DPC.

## **Accuracy**

The Parish of Sprowston will endeavour to ensure that all personal data held in relation to all data subjects is accurate. Data subjects must notify the data processor of any changes to information held about them. Data subjects have the right in some circumstances to request that inaccurate information about them is erased.

## **Enforcement**

If an individual believes that the Parish of Sprowston has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, the member or member of staff should contact the administrator in the first instance. If not satisfied with the response or if in need of any advice the Information Commissioner's Office (ICO) should be contacted.

## **Data Security**

The Parish of Sprowston will take appropriate technical and organisational steps to ensure the security of personal data.

All clergy, trustees (P.C.C. members), employees, congregation and volunteers will be made aware of this policy and their duties under the Act.

The Parish of Sprowston, clergy, trustees (P.C.C. members), employees, congregation and volunteers are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to all personal data.

An appropriate level of data security must be deployed for the type of data and the data processing being performed. In most cases, personal data must be stored in appropriate systems and be encrypted when transported offsite. With permission their personal data may be for limited publication within the Parish of Sprowston, therefore having a lower requirement for data security.

### External Processors

The Parish of Sprowston must ensure that data processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

### Secure Destruction

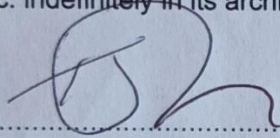
When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

### Retention of Data

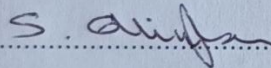
The Parish of Sprowston will only create and retain personal data where absolutely necessary. Regular reviews of files will be held, and unnecessary or obsolete data will be systematically destroyed.

Data may be retained for differing periods of time for different purposes as required by statute or best practices. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

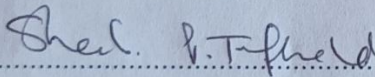
The Parish of Sprowston may store some data such as registers, photographs, books and records etc. indefinitely in its archive.



..... (Associate Team Vicar / Rural Dean)



..... (Churchwarden)



..... (Churchwarden)

Date: 02/04/2025

Review date: April 2026

---

# Accounts

---



St. Mary & St. Margaret's and St. Cuthbert's

**ST MARY & ST MARGARET'S – PARISH CHURCH  
ST CUTHBERT'S – DAUGHTER CHURCH**

**ANNUAL REPORT AND FINANCIAL STATEMENT  
OF THE PAROCHIAL CHURCH COUNCIL**

For the year ended 31<sup>st</sup> December 2023

**Team Vicar and Chair**

Revd Dean Akrill  
15 Blue Boar Lane  
Sprowston  
Norwich  
NR7 8RX

**Associate Team Vicar**

Revd Tim Yau  
5 Poppy Close  
Cringleford  
Norwich  
NR4 7JZ

**Lay Vice-Chair**

Mrs Sheila Tuffield  
25 Allens Avenue  
Sprowston  
Norwich  
NR7 8EP

**Bankers**

Barclays Bank PLC  
Leicester  
LE87 2BB

**Independent Examiner**

Susan Kemp FCA  
100 Welsford Road  
Norwich  
NR4 6QH

# **THE PARISH OF SPROWSTON WITH BEESTON ST ANDREW**

## **ANNUAL REPORT FOR 2023**

### **BACKGROUND**

The Parochial Church Council of Sprowston with Beeston St Andrew has the responsibility of co-operating with the staff team, in the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The Parochial Church Council has the responsibility for maintaining the Parish Church dedicated to St Mary and St Margaret, Church Lane, Sprowston, the daughter church dedicated to St Cuthbert, with associated annexe and Church Centre, Wroxham Road, Sprowston and the churchyard extension at the Parish Church.

### **MISSION STATEMENT**

We aim as a church;

- To worship God
- To love and care for each other
- To share faith in Christ
- To make a difference to life in Sprowston, the world and the planet

### **CHARITABLE STATUS**

The Parochial Church Council for the Ecclesiastical Parish of Sprowston with Beeston St Andrew (Sprowston PCC) was registered with the Charity Commission on 28th September 2012.

Registered charity number: 1149140

# **SPROWSTON with BEESTON ST ANDREW PAROCHIAL CHURCH COUNCIL 2023/2024**

## **PCC MEMBERS**

### **CLERGY**

The Revd Dean Akrill  
The Revd Tim Yau

### **READERS**

Mr Andy Hudson (Deputy Treasurer)  
Mrs Stephanie Grand

### **CHURCHWARDENS**

Mrs Susan Ellingham  
Mrs Sheila Tuffield

### **DEANERY SYNOD MEMBERS**

Mr Robert Huntly  
Mrs Sheila Tuffield  
Mrs Mary Carpenter

### **ELECTED COUNCIL MEMBERS**

(Retire 2024)  
Peter Coe  
Jane Cole (Treasurer)  
Andy Hudson  
Vacancy

(Retire 2025)  
Bryan Carpenter  
Mrs Penny Rennie (Secretary)  
Mrs Anne Robinson  
Mr Derek Robinson

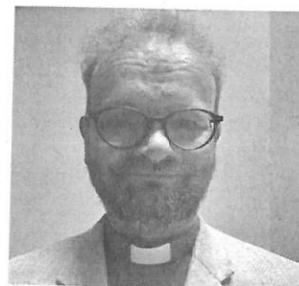
(Retire 2026)  
Marguerite Dallas (PSGO)  
Liz Graveling  
Jane Jackson  
Barbara Winter

**CO-OPTED (June 2023)**  
The Revd Melanie Hider

## TEAM VICAR'S REPORT

<sup>57</sup> Now when evening had come, there came a rich man from Arimathea, named Joseph, who himself had also become a disciple of Jesus. <sup>58</sup> This man went to Pilate and asked for the body of Jesus. Then Pilate commanded the body to be given to him. <sup>59</sup> When Joseph had taken the body, he wrapped it in a clean linen cloth, <sup>60</sup> and laid it in his new tomb which he had hewn out of the rock; and he rolled a large stone against the door of the tomb and departed. <sup>61</sup> And Mary Magdalene was there, and the other Mary, sitting opposite the tomb.

*Matthew 27:57-61*



As I write this, Easter is still a few weeks away, and we've yet to mark Good Friday, but I was drawn to this reading in which Jesus' friends are upset having placed his body in the tomb, and are now anxiously waiting to see what happens next - because it seems that we've had our own extended period of waiting.

This time last year I wrote that the process of appointing a new rector was underway, and we certainly hoped that Simon's successor would be with us by now. Unfortunately, that wasn't to be, and it seems that the question I'm most often asked is "When will the new rector be arriving?" Well, we're still waiting, but the thing with waiting is that it can be a distraction from the things that are actually happening. Sometimes, we can feel so focussed on the tomb, that we neglect to see the signs of Easter, the signs of life all around us.

Despite not having the opportunity yet to welcome a new rector, we are actually in a very good position. In fact, in terms of ministry we are perhaps better served than many congregations who do have an incumbent, but have to share them with five, six, or even ten other churches, a common situation, particularly in Norfolk. As well as being the fulltime team vicar, it's been a real bonus to welcome Tim Yau as interim assistant Priest, who has brought a fresh perspective to our ministry here. We're also blessed with Revd Melanie, Revd Heather, Revd Lucy, and our lay ministry team, so it could be said that we have quite a richness of ministry here. Yes, we are waiting, but we have a life and vitality here that many would relish, even with an incumbent - signs of Easter indeed!

It has also been a great benefit to share ministry with the other Churches in our benefice, and even with the departure of Revd Selwyn Tillett, former vicar of St. Mary Magdalene, we are finding that we are not too stretched, especially now that St. Mary's has seen the arrival of Revd Carol Pritchard as interim vicar.

Over the last year it's been a real joy to see us pull together as a Church family, and in some ways, we have become ever more inclusive and diverse. Whilst some Churches pull themselves apart over issues such as sexuality, or any number of other things, we just get on with welcoming people, whoever they are, and whatever their needs are, in this sense I do feel that we embody the grace and hospitality of Christ. From here I feel that we can only become more inclusive. Yet more signs of Easter!

Of course, there is still much to do, and things to improve, particularly in terms of children's ministry on a Sunday morning, along with the ever-present challenge of maintaining our buildings and paying our parish share, and as always, new volunteers are always welcome in all aspects of church life. We do a lot with relatively few people, who work very hard throughout the year, and we are blessed to have them, but I would ask all of us to think again about what we can contribute, in terms of our time and the skills we can share, as well as financially. Perhaps more importantly, we are called to pray, and to listen to the still small voice of the Spirit. What is God saying to us today? Where might God be guiding us tomorrow? During an interregnum we are a bit limited in terms of what we can do, especially concerning new initiatives, but there is always a time to dream dreams.

Sadly, this year, we said goodbye to some old friends, of particular shock were the deaths of our organist, Christine Stanley, and our former administrator, Julie Hagan-Palmer. As always, we pulled together in the face of loss, and I know that our efforts and our prayers were greatly appreciated by the families of both Christine and Julie. As we remember them, we give thanks for all whom we have mourned in this last year.

If "When are we getting a new rector?" is the most often asked question, then "When are we getting a new organist?", comes a close second. Unfortunately, organists are in short supply, but we have been blessed by our music group, and by the talents of Ollie who plays piano for us as often as he can. I'd like to thank everyone for being adaptable, especially when the technology has been a bit wonky in playing the backing tracks we now often use in worship. I can't promise a new organist I'm afraid, but there are a variety of ways music can be used. At our evening Ash Wednesday service we sang Taize chants unaccompanied, which sounded really lovely. There are always different ways to make a joyful sound to the Lord, and perhaps the time has come to explore them further.

On a personal note, it's been a difficult year - my mother's dementia is now quite severe, and so I've had to travel up to East Yorkshire more regularly, meaning that I've been absent from the parish more often. I'd like to thank you all for your patience, as well as for your prayers and kind words.

As always, a big thank you to everyone, whether you've been leading services, reading lessons, making tea, moving tables, visiting people, playing the organ or the guitar, gluing and colouring, cleaning, welcoming, filling in forms, counting money, organising events, sitting on committees, or any of the myriad of other jobs which are vital in a busy church. Thank you to everyone on the ministry team, and a special thanks to our administrator and treasurer Jane, who I'm delighted to say is not completely retiring after all! Thanks also to Marguerite, who has stepped in as safeguarding officer, always a difficult role to fill. And of course, thank you to our Church Wardens, Sue, and Sheila, who work tirelessly, even when tired.

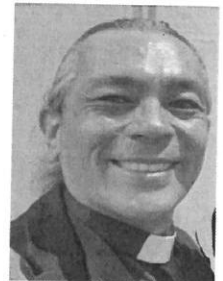
A big thanks to everyone, together we are the body of Christ, we are the signs of Easter.

With prayers and blessings,

**Revd. Dean**

## **ASSOCIATE TEAM VICAR'S REPORT**

It has been an incredible honour to serve as the Interim Assistant Priest in the Sprowston & North Norwich Team. My journey began with a heartwarming licensing service conducted by Archdeacon Keith James, a moment that welcomed me and my family into the warm embrace of this community. The kindness and thoughtfulness exhibited during the service set the tone for what has been an enriching experience.



Upon settling into ministry in Sprowston, I made it a priority to familiarize myself with the diverse neighbourhoods, the geographical layout, and the key community stakeholders. This immersive process allowed me to grasp the unique tapestry that makes Sprowston the place that it is. As I got to know the nature of the town, I had the pleasure of connecting with the congregations of St. Cuthbert's Church and St. Mary & St. Margaret's Church. The hospitality and dedication of the churchgoers have been inspiring, reinforcing the sense of Sprowston Parish churches being an 'inclusive church family at the heart of our community.'

To understand the broader mission/ministry context, I engaged with the Sprowston and North Norwich team churches and clergy, establishing meaningful working relationships with colleagues, with the privilege of visiting, leading, and preaching at services at St. Augustine's, St. Luke's, St. Mary Magdalene, and Christ Church. The interactions with the Deanery clergy further expanded my understanding of the wider ministry landscape, especially through Clergy Chapter and joining the Standing Committee for the Deanery Synod.

At a local level, building strong relationships with the Churchwardens, Sue and Sheila, has been instrumental in navigating the administrative aspects of our mission. Sharing office space with Jane, the Administrator, has allowed for seamless coordination, enhancing our efficiency in supporting the needs of the parish. Collaborating with Revd. Dean has been essential, as we have worked together to create a harmonious and supportive ministry environment with the wider team, who support the delivery of Sunday services and ministry in the parish. Also, working collaboratively with our ecumenical partners: Sprowston Methodists, Gage Road Chapel, St. George's Roman Catholic Church and the Garden Church community, further strengthened the bonds of unity, promoting a collaborative spirit in our shared mission to Sprowston.

A crucial aspect of my journey involved immersing myself in the rhythm of parish services and special events throughout the year. This deep understanding helped me tailor my approach to meet the spiritual needs of the congregation and the wider community. Reflecting on my time during this interim period, these are some of my notable introductions:

- The Explore Prayer cards, with their thought-provoking images, which offer simple but profound words to help anyone, express their feelings and needs - and find comfort, strength, and hope;
- Creating materials for both adults and children to respond to God's love and help them as step into faith in Jesus;
- The institution of a welcome card for new visitors and the creation of a comprehensive welcome booklet which have ensured that newcomers feel a genuine connection to our church family;
- Obtaining booklets that effectively communicate the life of Jesus, as well as QR code postcards that make the gospel accessible online, aligning with our commitment to making the Christian faith accessible and inclusive.

Some of the highlights of my time in Sprowston have been: the coronation celebrations at St. Cuthbert's church; the heartwarming Pet service that welcomed our fluffy friends; and the engaging 'Messy Church' events, which provided an opportunity to connect with the younger members of the community. The weekly community drop-in at White House Farm School, Tuesday Break, and school assemblies allowed me to engage with a wider group of people. However, the 'Angels Everywhere' campaign when 500 knitted angels were created and distributed by our community, for our community, as symbols of God's blessing over all of us, was the stand out moment. All these have further reinforced our commitment to fostering a sense of community and sharing God's love. It has been a privilege to serve as your Interim Assistant Priest.

**Revd. Tim**

## **REVIEW OF THE YEAR 2023**

As usual the PCC met on four occasions during the year. The Standing/finance committee met five times in between PCC meetings to discuss finances and to set the next PCC agenda.

All of the meetings discussed church financial matters and amazingly, through the generosity of many people, we were able to pay the parish share in full again. Our treasurer, throughout the year, produced excellent and understandable end of the month financial statements.

At each PCC meeting there is a report on Safeguarding of children and vulnerable adults. Our previous PSGO stood down but we were very pleased that Marguerite Dallas agreed to take on this role with the continued support of Claire Akrill.

The teams of fabric, mission and ministry, children youth and family, social and communications continued their work and gave monthly updates and Diocesan and Deanery Synods were reported on after their meetings. Discussion is ongoing as to how we can meet the Diocesan zero carbon emission target and small changes are being made to the buildings when possible and much work was put into compiling the Benefice and Parish profiles for a new rector. The church continued to work closely with the school children and youth groups especially Sprowston Youth Engagement Project which also covers the Parish of Old Catton.

In February a coach load of church members went to Lowestoft to the installation of the Reverend Canon Stokes as vicar of St. Margaret's Church, Lowestoft and wished him well in his new parish. Unfortunately, there were no applications for the post of Rector of Sprowston and the North Norwich Benefice so the post will be advertised again early this year. We were delighted that the Revd. Lucy Dallas, who had recently moved into the parish, was granted Permission to Officiate (PTO) and that the Revd. Tim Yau was licensed to the parish as interim assistant priest during the interregnum. We welcomed the Revd. Melanie Hider to the PCC in September as a co-opted member until the next Annual Parochial Church Meeting.

Following the untimely death of our organist, Christine Stanley, much discussion took place regarding the way forward with church music and various options were investigated. Fortunately, it has been easier to get organists to play at weddings and funerals.

At the September meeting we were informed of the "Inclusive Church" movement. Although we consider ourselves to be an inclusive church we can join this organisation and be registered as such on-line but such a decision cannot be made during the interregnum so it will be further discussed later.

In December the Benefice worked together on the "Angels Everywhere" initiative which will no doubt be mentioned by others in the Book of the Year.

We also heard that the system for permission to assist at Holy Communion had been changed and those involved no longer needed a Bishop's certificate to do so but can do so with the approval of the incumbent, priest-in-charge or rural dean and authorised by the PCC which has been done.

I would like to thank the Standing Committee, especially the team vicar and churchwardens, for all their support throughout a difficult year.

**Penny Rennie**  
**PCC Secretary**

## CHURCHWARDENS' REPORT 2023

2023 has been a year of comings and goings, of ups and downs or, to put it another way, it's been the first year that we can say we are pretty much fully "back to normal" after the pandemic, although of course, concern about future Covid infections remain for many. In addition to our full year of worship events, we have been able to hold all the usual calendar of pantomimes and plays, concerts, fairs, and other social and fundraising activities. It's been good to see so many people come to enjoy these events, many of which have had significant numbers attending. We look forward to continuing to welcome everyone throughout 2024 and beyond and particularly wish to thank everyone involved in the considerable tasks of organising these activities.

As reported in 2022 report, Canon Simon and Christine were called to serve in Lowestoft. We held their final service in early February, followed by a lunch for over 100 people. Whilst we were extremely sad to see them leave, we particularly wanted the lunch to have the feel of a celebration of all the positive things that have happened. We feel that we achieved this as many people attending commented that St Cuthbert's looked and felt like a wedding breakfast. We know that they are now well settled in Lowestoft.

We always knew that the process for recruiting a new Rector for the benefice would be lengthy. We also believed that it would be vitally important for all the congregations across the benefice that those involved in the process find the right person, rather than simply try to fill the vacancy as quickly as possible. It was not possible to fill the Rector position during 2023 and we continue to work closely with the Archdeacon on this as we move into 2024. We continue to have faith that this post will be filled at the right time of God's choosing. Any other vacancies that occur within the benefice during the interregnum are being covered on an interim basis until a new Rector is in post.

On top of all our normal church activities that the congregation see "week-in, week-out", Sprowston is an incredibly busy parish, not least with 8 schools in the parish area who need school visits and activities. Sprowston is also an area where people have historically moved into it and then they, and their future families, have tended to stay in and around Sprowston. This means key family life events (baptisms, weddings and funerals) have traditionally centred on St Mary and St Margaret's for generations and developed over the last 150 years at St Cuthberts.

Whilst people now have many more choices regarding where to be married, and the desire for the baptism of young children is perhaps not felt as keenly as in the past by many new parents, we are still privileged to take the funerals of many whose relatives describe us as "the family's church". These responsibilities particularly require clergy time and attention so we were very pleased to welcome Rev Tim Yau at the start of March to help Rev Dean, Rev Melanie and the wider team to fulfil these demands. Tim is initially serving with us on an interim basis during our interregnum and has shown unremitting energy in this role although the demands of our day-to-day parish work is somewhat different from his previous pioneer ministry.

We remain indebted to Jane Cole, our parish administrator, who remains the lynchpin for keeping us all on track in terms of administration across the Parish. As wardens, we often hear comments about how hard it must be for us during the interregnum in such a busy parish. Our reality is that we are blessed that much of what would otherwise fall to us, is dealt with, often apparently seamlessly, by Jane. However, we all know that swans glide smoothly across water whilst paddling furiously under the water. We really cannot thank Jane enough for all her hard work and patience.

Similarly, we once again thank everyone who helps to keep things running on a week-by-week basis - our sacristans Pauline and Tony, our team of welcomers for both churches, those who make coffee, those on the prayer, reading or counting rotas. We are always pleased to welcome new volunteers to these roles and are grateful to people who have come forward and offered to help. This year, we are particularly interested in hearing from people who might be willing to volunteer in any of these roles to help at St Mary and St Margarets as some long-standing volunteers have had to step back. Please speak to either of us if you feel you could help.

We also need to thank Robert for everything that he does - this year, on top of everything else, he was challenged with providing ways to display items relating to "Angels Everywhere" in Advent. Thank you also to all the people who knitted angels – over 500 were given away, potent symbols of God's love, often when times have been challenging for the recipients.

We said at the beginning of this report that 2023 was a year of ups and downs. We sadly said a final goodbye to several who were, or had been, active members of our congregation until poor health prevented them from attending in person. However, we were all shocked and shaken when we heard that our organist, Christine Stanley, died completely unexpectedly in August. Whilst we still feel her loss keenly, it must be as nothing compared to the impact on her husband, Edward, her family and her immediate friends. She was a talented musician who had been a member of the church choir from childhood, and continued to be associated with us in many ways for many years before finally returning to be our organist, and leading the choir whenever we had sufficient members to be able to extend beyond leading Sunday hymns. We continue to hold Christine in our thoughts and prayers, knowing that she is with her Lord whom she knew and loved. Finally, we also thank you all for your support to us in our church warden roles.

***Sheila Tuffield and Sue Ellingham***  
***Churchwardens***

## **TREASURER'S REPORT FOR THE 2023 PCC ACCOUNTS**

As is so often the case for churches, 2023 again proved challenging in terms of expenditure exceeding income throughout the year and, as predicted in the budget at the start of 2023, we ended the year with an excess of payments over receipts of £897.25 in the Main PCC Account – very slightly less deficit than predicted! However, we have been able to pay the 2023 Parish Share in full but only by paying £1,836 this January to meet our share allocation. Of course, this will have a knock-on effect, especially as Sprowston's allocation of the Parish Share has increased for 2024 and we have also had to set a higher deficit budget.

The total receipts for 2023 for the general unrestricted fund amounted to £148,887.11. This figure includes a legacy of £67,665.56 which was transferred to our savings account so that interest could be accrued whilst the PCC consider how best we can use the money and the priority of work needing to be done. We are extremely grateful for this gift and are also extremely grateful for the amount raised once more on our Gift Day. However, the receipts ran at only 82% of last year's and at 94% of the budget prediction.

Total payments to provide the Christian ministry of the Parish of Sprowston in the general unrestricted fund amounted to £149,784.36 (inclusive of the transfer of the legacy received to the savings account – see above). Payments ran at 94% of last year's and also 94% of the budget prediction, meaning that, overall, our expenditure has decreased during the year. However, we had to change our supplier for Gas and Electricity at St Cuthbert's at the end of 2023 as our previous supplier no longer supplies smaller 'businesses' and, as a result, the bills increased. At the year end, our broker was still working with the new supplier to get a realistic reading for electricity usage – I've never before taken so many photos of electricity meters - and gas bills have also risen quite substantially. These bills are paid by the Centre Account, a proportion of which is allocated to the church and recharged (alongside other things, for example, phone bills, printing costs, some hire income) at the beginning of the following year and occasionally mid-way through the year which, I suspect, will have a significant bearing on our accounts.

It is worth noting that the Administrator's salary is paid by the Centre Account. In September 2023 money was transferred to the Centre Account from discretionary funds in the Savings Account to cover this expense. Prior to September 2023, the Administrator's salary was covered by Revd Canon Simon Stokes 'Access to Work' funding and we are very grateful that this funding continued once he had moved to Lowestoft until the end of August as the Administrator worked for him remotely whilst in the Sprowston office. Our Cleaner's salary comes from the Centre Account regardless of the fact that she also cleans St. Mary and St. Margaret's Church as she has more hours allocated to St. Cuthbert's Church, Centre and Annexe. However, PAYE to HMRC comes from the Main Account.

As with last year, for those of you who like perusing figures, the Accounts to 31<sup>st</sup> December 2023 notes and the Financial Statements will give you an overview of all receipts and payments, not only for the general account but also for the other accounts held by the Parish.

Finally, we would like to express our gratitude to all who give regularly to the Parish and support its ministry and mission, to Mr. Robert Huntly for undertaking the onerous task of weekly banking and dealing with the Stewardship and Gift Aid claims and also to Mrs. Susan Kemp for once again undertaking the role of independent examiner to our accounts.

**Jane Cole**  
**PCC Treasurer**

## **STEWARDSHIP AND GIFT AID REPORT**

During 2023 there were 51 regular donors via all Stewardship methods (down from 54 in 2022), of whom 32 gave under Gift-Aid (up from 29 in 2022) which enables the Church to claim a refund of tax already paid by the donors. Following the introduction of the "Parish Giving Scheme" (PGS) in 2022, the number of donors using the weekly/monthly giving envelopes has reduced from 28 to 17, and Standing Orders from 26 to 18 (two individuals use both systems). However by the end of 2023 there were 16 payers through the PGS scheme, which is administered for us by an agency paid for by the Diocese. The agency also deals with tax repayment claims in respect of the 14 under the scheme who pay under Gift Aid arrangements. This is now the donation method recommended by the Diocese, though weekly/monthly envelopes remain available for those that prefer them. As media reports of the demise of cash have been somewhat exaggerated, we also continue to benefit from HMRC's "Gift Aid Small Donations" scheme which enables us to claim the equivalent of a tax refund in respect of some non-Gift Aid cash donations received.

**Robert Huntly**  
**Stewardship Recorder**

## DEANERY SYNOD REPORT

Deanery Synod met three times during 2023. Sprowston's elected representatives are Sheila Tuffield, Mary Carpenter and Robert Huntly.

The February meeting, held at Horsford parish room, heard an address by the Diocesan "Generous Giving Advisors" commending the Parish Giving Scheme (which this Parish has joined). They also spoke about the need to encourage the leaving of legacies to the Church, each PCC needing to adopt a policy on this (Reverend Dean has subsequently updated our legacy leaflet). A discussion also took place about the future of some Deanery activities, with feedback to be reviewed later.

The June meeting, also at Horsford parish room, elected Nicky Burr as new lay-chair and Sheila Tuffield was thanked for having stood in during the vacancy. Reverends Dean Akrill and Tim Yau were elected to the Deanery standing committee. Reports from Diocesan Synod (the one above Deanery) were received. A request for a national strategy concerning the storage of historic church silver was to be sent to General Synod (the one above Diocesan). A quiz was held about the membership and function of Deanery Synod.

The September meeting, at St. Luke's, began with a Eucharist service led by Bishop Jane (of Lynn). She gave a presentation on the Diocesan Mission Strategy, which has 8 strategic projects, 21 project strands, 4 themes, and hopes for national funding. The concept is to start small and build up – "Church growth is a manifestation of our love and service of Christ". Reports were received from General Synod, which had discussed "Prayers of Love and Faith", and Diocesan Synod which advised the Diocesan deficit has reduced from £520,000 to £50,000 but there are now 15 fewer clergy posts (across the Diocese) than last year. Following feedback from the June quiz, name badges will be worn at Deanery meetings; small group discussions will be continued; the meetings will include more spirituality and prayer; meetings will be arranged on different days of the week.

In November Bishop Jane lead a Deanery Eucharist service at St. Cuthbert's.

As a result of feedback from the February meeting, the Deanery Ascension Day service will continue and in 2024 it will be on May 9<sup>th</sup> at St. Luke's. All are welcomed to attend (not just Deanery Synod members).

***Robert Huntly***

## **LIFE EVENT MINISTRY: BAPTISMS, WEDDINGS AND FUNERALS 2023**

First anniversary cards were sent to all families who had been bereaved in 2022 and cards were also sent on first anniversaries of 2022 baptisms and weddings. These names are also recorded on our weekly notice sheet and remembered in prayers in our churches on the Sunday closest to the anniversary.

2023 was a busy year again for baptisms, weddings and funerals so more cards will be sent in 2024 - usually on a weekly basis with three or four posted in some weeks.

### **Baptisms**

Twenty-two baptisms were conducted in the parish this year – seventeen children and five adults. Of these, four children and one adult were baptised at St. Cuthbert's and thirteen children and four adults baptised at St. Mary and St. Margaret's. One thanksgiving service was also held at St. Mary and St. Margaret's in celebration of the birth of a child.

### **Weddings**

There were six weddings conducted in 2023, five at St. Mary and St. Margaret's and one at St. Cuthbert's. St. Mary and St. Margaret's also saw one Renewal of Marriage Vows service.

### **Funerals**

Our readers and clergy team were as busy as ever with funerals across the year. The total number of funerals in the parish for the year was eighty-five, conducted in our churches or at local crematoria. Providing spiritual and pastoral support and planning and presiding at funerals provides a unique opportunity for coming alongside people at a difficult time in their lives. The clergy team also undertook one additional memorial service followed by an interment of ashes and four other interment of ashes services, one of which was a double interment. Bereaved families were invited to our Service of Remembrance and Thanksgiving with Blessing of Graves in June and also to the Service of Remembrance and Thanksgiving at St. Cuthbert's held in October. Norwich Community Choir sang for us at both of these services which were well attended and appreciated by those individuals and families who came to remember their loved ones.

*Jane Cole*

## **COMMITTEES AND TEAMS**

Most of the practical work of the PCC is carried out by small teams. They have some devolved responsibility but where wider policy issues are involved or more than routine expenditure is involved, they bring proposals to a meeting of the PCC. The teams are able to co-opt any member of the church who wishes to be involved in a specific sphere of work.

## **STANDING AND FINANCE COMMITTEE REPORT**

This is the only committee required by law and meets before PCC meetings to set the agenda. It has the power, when necessary, to transact the business of the PCC between its meetings, subject to any directions given by the Council.

This committee works with the Treasurer to carry out a review of the internal financial controls, to monitor income and expenditure, budgeting, to prepare the annual accounts and report for the Annual Parochial Church meeting and with the staff team to ensure regular teaching about Christian giving.

The Standing Committee consists of the Ministry team, churchwardens, deputy wardens, treasurer, deputy treasurer and secretary.

## **FABRIC REPORT**

2023 has been shaped by two significant factors – moving into an interregnum and the impact of weather conditions due to several storms with exceptionally high winds and significant periods of intense rainfall. Whilst in an interregnum, we are asked

- not to start/develop any major projects unless something happens that requires attention as a matter of urgency
- to maintain routine activities
- to look after the grounds of the empty vicarage and keep an eye on the building.

At St Mary and St Margaret's, storms resulted in a very large tree trunk falling in the churchyard. Miraculously the trunk missed every gravestone in its path and broke off at soil level, so no consecrated ground was disturbed. A few months later, a second tree fell in the council car park (which is used for church parking,) coming to rest across Church Lane. Sprowston Town Council were very quick to deal with both trees and they continue to monitor all the other trees. The town council is responsible for the general maintenance of the churchyard and have repaired areas of the boundary walls between the churchyard and the surrounding housing. We are pleased to have such a positive working relationship with the Town Council.

At St Cuthbert's, wind damage has again brought down some tiles on the roof nearest the car parking area. Window panes broke on that side of the church, which, when repaired, promptly broke again. Several years ago, it was highlighted that the lead and glass were coming towards the end of their lifespan so these ultimately need to be replaced. In other storms, rain got under the lead flashings and into the centre apex timbers. The damage has been investigated and we have agreed to the necessary repairs to prevent further long-term damage. We have used a small legacy to replace the light bulbs in the church with more energy efficient ones, improving the level of lighting whilst reducing running costs. As the main users of the cooker in the hall kitchen, the Wednesday Lunch Club kindly provided most of the funding for it to be replaced which could not be afforded when the kitchen was refurbished just before Covid.

Responsibility for the vicarage remains with the Diocese Property team. We arranged for the grass to be kept under control but the scale of the gardens means this has had to be done through our contractor who also maintains our grass at St Cuthbert's. The diocese provides a contribution to this cost but this leaves a significant shortfall so we have now advised the Diocese that we cannot continue to meet these costs. We also expressed interest in taking over the stable block which we historically use for storage. The Diocese indicated it is willing to transfer this to us from the vicarage but required us to move all the doors to the car park side. We investigated this but it will cost in the region of £14-£20K, which is not viable. At the time of writing this report, we are waiting for a response to our request for a "site meeting" with the diocese to see if a way forward can be identified.

Routine maintenance, such as external checks on fire alarms, fire extinguishers etc continue, co-ordinated through Jane in the office. Jane also keeps a close eye on ensuring that we change suppliers as/when necessary to ensure best value for money. We thank her for her tenacity when billing problems occurred on the changeover of power providers. We would also like to thank Louise, our cleaner, and Robert for all of the day-to-day work that they are responsible for. Post Covid, we have returned to holding general maintenance/cleaning /gardening mornings for both churches. We thank everyone who is able to give us some time on those dates, or who have volunteered to maintain particular items throughout the year. There is always much to be done on a regular basis so please do not hesitate to speak to us if you are able to help in any way.

**Sue Ellingham (Church Warden)**

## **THE SOCIAL COMMITTEE REPORT**

The social committee's aim is to reach the wider community and to build a strong sense of friendship. The events are self-funding with the hope that we can also raise monies to support church and charity funds. We have regular meetings throughout the year, and endeavour to organise events at both churches

We continued with our monthly coffee mornings on the 1st Saturday of each month. Although not that well supported by our congregation it provides a useful time for meetings to take place, and to welcome new people who happened to drop in to see what we are about.

We were sad to lose Revd Simon to Lowestoft and did our best to support a farewell lunch to send him and Christine on their way.

The beetle drive in February proved to be as popular as ever as no skills are needed. As we move from table to table during the game new friendships are formed.

The Lent Lunch in March was in aid of Save the Children.

On our May coffee morning it also happened to be the Screening of the Coronation so refreshments were provided for the event.

In June, the flower festival was a great success as many of our community came to admire the displays. There were refreshments throughout both days. There was a 'Songs of Praise' at the end of the day on the Saturday, and a pet service on the Sunday, when the weather was far too hot for most pets to venture out.

As there was to be a Sprowston town fete we decided not to compete by organising a church fete, so in July we liaised with the other churches in Sprowston, and we were represented in the church tent at the town fete.

In September there was the Norfolk Churches Trust/Cycle/Walk, which we advertised, but didn't organise a walk this year. The Teddy Bears Parachute Drop was a favourite with families as usual. It was a fine day. Picnics were enjoyed and all the children went home with a small prize. The Harvest Supper of cottage pies and apple pies was most agreeable and a very pleasant social event.

In October, the barn dance gave us great pleasure. The experienced dancers willingly helped the novices so a great time was had by all.

In November, we were fortunate to be entertained by Saint Gregory's orchestra with a variety of classical compositions.

In December, the Christmas fair helped boost much needed church funds. We were able to provide spaces for a few charity stalls, who expressed their appreciation of being in such a happy atmosphere.

The committee works well together and would welcome new members and new ideas.

Thank you for your support.

**Claire Akrill, Dean Akrill, Jackie Burt, Bryan Carpenter, Mary Carpenter,  
Shelle Goulding, Robert Huntly, Jane Jackson, Anne Robinson, Toni Morina,  
Sheila Tuffield**

## **GROUP REPORTS**

### **SYEP**

We have now been running for 11 years, which is an amazing achievement for us as an organisation. This year has been another great year in terms of engagement and development for SYEP. The project has engaged with 793 young people to date through the various opportunities we provide. Many of these young people were engaged through outreach and our activities days last year, but we have also seen increased engagement across all our projects.

We continue to deliver projects 6 days a week. We have also been able to appoint sessional workers for a 4th year in a row and have secured funds via Big Lottery Reaching Communities Grant which has enabled us to employ 4 members of staff, including our Youth Operations Manager, formerly our Project Lead and 3 new senior members of staff.

There continues to be an increased demand for our services which has provided us with lots of great new opportunities. We are in the process of implementing a data base which will be a massive step forward for us and now have an office. In the coming years we will continue to focus on moving SYEP forward in terms of sustainability and implementing solid infrastructure. Being awarded the Reaching Communities grant has put us in a really good position and has enabled us to start doing this successfully.

#### **St Cuthberts Youth Drop in**

Sessions have been getting busier, and we have between 40 and 50 young people attending each week with our busiest session being attended by 53 young people. Sessions are attended on average by 30–40 young people. Sports sessions run each week and are delivered by LB Coaching. Sessions split into youth group sessions and Sports with 50/50 split young people accessing both. We cook food every week and had a boxing coach deliver a session back in May. We have had visits from The Terrance Higgins Trust to talk about sexual health, The Matthew Project delivered an informal drug and alcohol session but will be returning to deliver more targeted sessions, Gam Care delivered a session around gambling, The Broadland YAB attended to talk about the work they do, and we also worked with the Common Lot to be in the Lord Mayors Procession Parade. The following quote sums up appreciation for our work:

"I cannot thank Clare and SYEP enough for all the help and support they have given. SYEP is a fantastic youth project that keeps our children and young people engaged in great activities, keeps them out of trouble and is helping them grow into confident young adults who will no doubt thrive and succeed in whatever they choose to do in the future."

#### **Urban Adventure Garden**

We delivered a number of projects at the site including our community outreach project. Over the summer we engaged with between 20–30 young people at the site and have delivered lots of different activities including a youth leadership programme. We have been able to address several issues including substance misuse and ASB. The police reported that having the site has meant they have had to deal with a lot less issues out in the community.

We have unfortunately had to part ways with Paul Wheeler due to the closure of Ascend Adventure and Paul not completing the work at the site he was contacted to deliver. We are now very lucky and are working with BDW Anglia (Barratt Homes and David Wilson Homes) who are local property developers to complete the site. The aim is it will be completed early to mid-Summer this year and will be holding a launch event to which everyone will be invited. Once the site is completed, we will be able to start delivering a lot more community-based projects and activities for young people.

**Clare Lincoln**

## BERTIE'S BABES

We've had a good year at Berties, building back numbers after the covid years and (typing this at the end of January) have just filled the register to our maximum of 50 children! We had a trip to the Dinosaur Park "Roarr" in the summer which we subsidised heavily and we were blessed with brilliant weather. We also funded 2 soft play sessions, and our special visitor at our Christmas party made sure every child received a book.

Our regular sessions always include a craft and lots of play equipment, and we have invested in some stepping stones, balance boards, dolls, magnifying glass, sensory "gloop tubes"!, a petrol pump for the ride-on toys, and a wobble board.

Our short toddler services are still happening on the first Thursday of each month and although voluntary these are well attended.

Huge thanks as always to the brilliant helpers – Pat Rump (and all her dedicated drivers!), Pauline Richards, Sheila Tuffield and Andy Hudson – if anyone else would like to come and help, maybe for an hour once a month, I'd be very happy to chat to you!

Bertie's Babes

*Claire Akrill*

## CROSS SECTION

January 2023 began in our usual fashion with a delicious meal prepared by the committee. This was greatly enjoyed by all the members and with subscriptions paid and programmes issued, everyone was ready for the year to commence.

For our February meeting we were pleased to welcome Lorraine, the founder of the Dawn's New Horizon charity shop situated in Cannerby Lane. Lorraine gave us an inspiring talk about her work helping abused and ill-treated women.

In March we welcomed Jackie from The East Coast Truckers to tell us about their big event taking children who had experienced problems in their lives on a big truck ride.

In April we were treated to an informative talk about the history of Tombland, given by David Berwick.

In May, it was time for some fun and games at our social evening, with quizzes supplied by the committee.

June found us enjoying a BBQ cooked for us by our chefs Archie and Ned. A menu of burgers, hot dogs, chicken and salads provided by the committee soon filled us up – delicious!!

In July we took a trip out to The Racecourse Inn for more eating – this time we enjoyed a carvery.

After our August holiday break, we returned in September to a talk from David Harriss about the work of Medical Detection Dogs. This was very interesting and informative.

In October, we moved venue into St. Cuthbert's Church for a film and talk about John Grooms Court. This was given by Penny Rennie and everyone enjoyed hearing about the beginnings of the home and the great work that they do. We also asked the ladies to take part in the Angels Everywhere project that the local churches were holding leading up to Christmas. We had held a committee meeting to decide what we could provide for this project and had a plan. As a result of the committee planning and design and the members contributions, we were able to provide our own six foot angel display to be shown in St. Cuthbert's. This commitment made by the committee and the members fills me with pride and is what Cross Section is all about.

November found us busily making Christmas decorations at a craft evening run for us by Mary Carpenter. Mary had brilliant ideas about how to use up your old Christmas cards. The room was filled with chat and laughter as we glued colourful shapes together.

December, the year round, was time for the AGM. Don't the years go quickly? Business over, we ate mince pies, washed down with wine or fruit juice, sang carols (music by Valerie) and looked forward to 2024.

Cross Section would be nothing without people. Our committee is second to none and I am so grateful for their friendship, help and support. Also, my thanks to our members who arrive looking forward to the evenings and always receive our guest speakers in a friendly and interested way.

We mee at St. Cuthbert's Centre on the third Tuesday of the month at 7.30pm. For more information, please call me on Norwich 484626.

**Roz Taylor**

**Cross Section Chairperson**

## **MOTHERS' UNION – SPROWSTON BRANCH REPORT**

**Mothers' UNION**  
Christian care for families

We continued to meet on the last Wednesday afternoon of each month to worship together and enjoy a variety of activities and speakers. Most meetings were at St. Cuthbert's and started with our own short MU service. In January we also included our MU Wave of Prayer in which we remember our link diocese in Nigeria, Eswatini and north-east India – it is always special to know that they, too, are praying for us. Our February meeting coincided with Ash Wednesday and the start of our Lent course, and we are grateful to Revd Heather who led us in communion and introduced our first session. We continued to meet on Wednesdays in Lent and found the book we had chosen - 'Walking the Way of the Cross' in which three people each give their own perspective on the stations of the cross – both interesting and thought-provoking. Our March meeting was our final session and we also marked Lady Day. We welcomed some members from other branches to our 'Quiet Day' at St Mary and St. Margaret's in May. We don't aim to be very quiet! – but it is an opportunity to worship and spend time together, sharing thoughts and quiet activities or enjoying the lovely surroundings in solitude. In June we welcomed Revd Tim Yau to our meeting and learned something of his life before Sprowston. In July, Sheila Tuffield 'introduced' us to C. S. Lewis – and we got so interested we agreed to continue another time. Our annual fundraising garden party in August was successful despite a short shower which had us scuttling for the gazebos! We are very grateful to Sheila for the use of her house and garden and to the friends who supported us. Sheila attended the Mothers Union National Gathering in York in September and reported on this at our September meeting. October saw us return to C. S. Lewis and in November we welcomed Revd Phil Charlesworth who had recently returned from Papua New Guinea. Revd Phil has special responsibility as the link representative from Norwich Diocese and his words and pictures gave us a glimpse of the contrasts in the lives of trainee clergy in Papua New Guinea from those in our own diocese. Our carol service in December was well-supported and tea afterwards enjoyed.

Members of our branch led our monthly MU prayers in the Jesus chapel in the cathedral in February. Some members also attended diocesan MU 'Members Days' in April and October and our Festival Service in the cathedral in September. The Bishop of Norwich invited MU members in the diocese to a strawberry tea in his garden in June – we enjoyed the refreshments and surroundings, as well as his amusing tales of his role in the coronation! We've also taken the opportunity to share in church events. At the flower festival in June, we had information and a floral display, and pocket crosses for people to take home. At the Sprowston fete on the Recreation Ground in July we had a raffle with our display, and were also to be found at St. Cuthbert's Christmas Fair. Our pocket crosses often act as a conversation starter and we are grateful to the members who make these for us to use. We were also thankful to two of our members who accepted the challenge to contribute to Angels Everywhere on our behalf.

Our fundraising activities enabled us to support our diocesan projects - we continued to contribute to the supply of new bedding for refugees being settled in Norfolk and to our Away From It All scheme which provides seaside holidays for families who need a break. Before Christmas we took part in Angel Tree and purchased two gifts for the children of prisoners at Wayland prison. We also provided bookmarks for our congregations on Mothering Sunday.

The Mothers' Union has members in 84 countries around the world. In every country, family life has its own unique challenges and MU members find ways to support families of all faiths and none. Anyone can join and take part in as much or as little as they like. However different our lives we all share one thing – the example of love and service shown to us by Jesus Christ.

**Barbara Lashley**

## LUNCH CLUB



This has been another busy year in the life of St. Cuthbert's Lunch Club.

When the members arrive they are served with coffee and tea – with biscuits on the table. They love to have a table-top quiz and some members like to do some colouring or enjoy puzzle books.

We had a full programme of events during the year comprising of different entertainment from singers to reminiscence and piano playing. This was always put on in the morning before lunch. We tried to have an entertainer each week as the members love the music, but if we were unable to do this, we played card games.

Lunch is served at 12noon. This is always a home cooked meal of two courses – main and dessert - followed by coffee and tea.

After lunch is cleared away, we will have a raffle and, to end the afternoon, we play some games of Bingo.

During the year we arranged to go to the Old Rectory at Crostwick for lunch twice – at Easter and in the late Summer. The members love the idea of being taken out to a different venue and being able to choose what they would like to eat.

We always make sure that at Easter all members are given an Easter Egg and at Christmas they all received a goody bag to take home containing various items to enjoy over Christmas.

A huge thank you to all the volunteers which make running this club possible and also to Jane our cook who provides such delicious meals.

**Gwen Munro**

## **TUESDAY BREAK**

Tuesday Break meets in the Parish Church from 10.30am – 12.00noon every Tuesday with refreshments of coffee or tea and biscuits. You are most welcome to join us.

***June Stanforth***

## **SPROWSTON PARISH PLAYERS**

What a busy year the Sprowston Parish Players had in 2023!

We began with our annual pantomime, performed at the end of January. Last year's production was "Red Riding Hood," and what a wonderful and vibrant show it was! We had such fun with the costume arrangement and scenery production, and although the show was a challenging undertaking, the final performances were a tremendous success! We included a variety



of popular songs and choreographed dance throughout the show and played to such fantastic audiences each night! By ensuring that our ticket prices were low, we allowed affordability to everyone who wanted to come. It was truly wonderful to see families come together and enjoy an afternoon, or evening, of local entertainment. Oh yes, they did!

During Easter break, we began to plan and organise our Summer Show. Last year's theme was "Kings and Queens". We chose this theme especially to commemorate the coronation of King Charles. This show was a greater production than we'd usually perform, as we included many classic and contemporary songs about royalty, including numbers such as "King of the Road," "Dancing Queen," and songs from the musical "Six". The inclusion of audience participation again helped to fill St. Cuthberts with an array of great music to form an amazing atmosphere in our beloved church. Additionally, we performed an interpretation of an episode from the classic comedy show "Blackadder," which itself was based during the reign of Elizabeth I.

After our summer break, we were back at St. Cuthberts to begin our weekly Thursday rehearsals for our 2024 pantomime production of "Jack and the Beanstalk." The Players subsequently met on Fridays to rehearse for our annual "Christmas Cheer" concert, performed on the 2<sup>nd</sup> of December. Amongst the traditional carols that were sung were "Hark the Herold," and "Angels from the Realms of Glory." The production also showcased popular songs from across multiple decades, and spoken-word poems, selected by Player members. Again, there was an inclusion of audience participation in the singing, and everyone enjoyed a feast of delicious festive treats during the interval. By bringing families together on this joyous evening, we helped to create a merry atmosphere in anticipation of Christmas celebrations.

***Toni Morina***  
***Chairman***

## **SAFEGUARDING REPORT**

This year in safeguarding has been about learning and listening - as someone new to the role it's been important to see what has been done in the past and how that could be improved on where necessary.

We have made changes to the role of the sidespeople team at St Cuthbert's. There were concerns that there was inadequate oversight of the back of church and the kitchen, hall, toilets and corridors during services. We hope that these changes will keep everyone safer.

We've been very ably supported in our work by the diocesan's safeguarding team, and give thanks for their wisdom and quick responses.

Next on the 'to do list' is to think about how safeguarding is viewed as a church as a whole, and work with the congregations to make sure that everyone understands their responsibilities towards each other.

***Marguerite Dallas***

# SAFEGUARDING POLICY STATEMENT FOR 2023

Policy Statement to be reviewed and updated at the APCM on 24<sup>th</sup> April 2024



Marguerite Dallas – Safeguarding Officer



## Sprowston Parochial Church Council

### The Child Protection and Vulnerable Adult Policy Statement

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the team vicar and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- As part of our commitment to children, young people and vulnerable adults, the church has appointed Marguerite Dallas to be the Named Person (contact: [safeguarding@sprowston.org.uk](mailto:safeguarding@sprowston.org.uk) or phone 07968738686). This role will be regularly explained to children. She is responsible for ensuring all church workers have the necessary Disclosure and Barring Service (DBS) clearance and complete a self-declaration form tri-annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

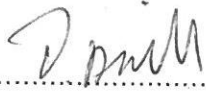
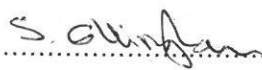
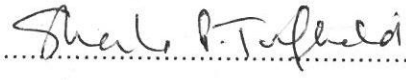
**Policy Statement reviewed and adopted by Sprowston Parochial Church Council at the Annual Parochial Church Meeting on 24<sup>th</sup> April 2024**

Signed.....  ..... (Team Vicar)

Signed.....  ..... (Churchwarden)

Signed.....  ..... (Churchwarden)

Signed on behalf of all the trustees to confirm this is an accurate report of the activities for the year ending 31.12.2023 and that the Safeguarding Policy Statement has been reviewed:

 .....	(Team Vicar)	Date: 24.4.24
 .....	(Churchwarden)	Date: 24.4.24
 .....	(Churchwarden)	Date: 24.4.24

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF SPROWSTON WITH  
BEESTON ST ANDREW**

**Registered Charity number 1149140**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023 which comprise the Receipts and Payments Account, the Statement of Assets and Liabilities and the related notes.

**Responsibilities and basis of report**

As the charity trustees of the Trust, 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or;
- the accounts do not accord with the accounting records.

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

25 March 2024

*Susan Kemp*

SUSAN KEMP FCA

Independent Examiner

100 Welsford Road, Norwich, NR4 6QH

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2023

Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at services	3	8,927	-	-	-	8,927	11,210
Planned giving	3	27,044	-	-	-	27,044	32,270
All other giving/voluntary receipts	3	12,621	-	88	-	12,709	16,929
Grant Income	3	3,130	-	-	-	3,130	0
Legacies Received (Capital Value)		-	-	68,166	-	68,166	13,892
Gift Aid recovered	3	8,220	-	-	-	8,220	9,203
		59,942	-	68,254	-	128,196	83,504
<b>Activities for generating funds</b>	3	4,377	-	-	-	4,377	3,215
<b>Investment income</b>	3	-	-	290	-	290	142
<b>Church activities</b>	3	30,880	-	31,530	-	62,410	66,836
<b>Other income</b>	3	1,529	-	1,228	-	2,757	14,023
<b>Total receipts</b>		<b>96,728</b>	<b>-</b>	<b>101,302</b>	<b>-</b>	<b>198,030</b>	<b>167,720</b>
<b>Payments</b>							
<b>Church activities:</b>							
Mission giving and donations	4	1,629	-	-	-	1,629	2,591
Parish share		60,000	-	-	-	60,000	58,613
Assigned fee paid to diocese		13,145	-	-	-	13,145	16,879
Clergy and staffing costs	4	7,015	-	3,968	-	10,983	17,051
Administration costs	4	2,355	-	-	-	2,355	1,958
<b>Church expenses:</b>							
Church running expenses	4	9,281	-	1,288	-	10,569	12,900
Costs of trading	4	-	-	33,094	-	33,094	28,768
<b>Major capital expenditure</b>	4	-	-	-	-	-	12,891
<b>Other expenditure</b>	4	928	-	1,157	-	2,085	692
		94,353	-	39,507	-	133,860	152,343
<b>Cost of generating funds</b>		-	-	-	-	-	-
<b>Total payments</b>		<b>94,353</b>	<b>-</b>	<b>39,507</b>	<b>-</b>	<b>133,860</b>	<b>152,343</b>
<b>Excess of receipts over payments</b>		<b>2,375</b>	<b>-</b>	<b>61,795</b>	<b>-</b>	<b>64,170</b>	<b>15,377</b>
<b>Transfers between funds</b>							
		-	-	-	-	-	-
		2,375	-	61,795	-	64,170	15,377
<b>Cash at bank and in hand at 1 Jan</b>		<b>16,435</b>	<b>-</b>	<b>100,015</b>	<b>-</b>	<b>116,450</b>	<b>101,073</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>18,810</b>	<b>-</b>	<b>161,810</b>	<b>-</b>	<b>180,620</b>	<b>116,450</b>

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2023

### Statement of Assets and Liabilities

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
<b>Cash Funds</b>							
Petty Cash		3	-	10	-	13	16
Barclays Current Bank Accounts:							
Sprowston P C C Account		18,807	-	16,754	-	35,561	54,249
St Cuthbert's Church Centre Account		-	-	32,573	-	32,573	33,523
Barclays Business Premium Account							
Virgin Money Deposit Account		-	-	112,473	-	112,473	28,000
		-	-	-	-	-	662
		<b>18,810</b>	<b>-</b>	<b>161,810</b>	<b>-</b>	<b>180,620</b>	<b>116,450</b>

#### Asset held as Community Asset

Peugeot Boxer Minibus registration AO05BGY.

#### Liabilities

Parish share	( 1,836)	-
Assigned fee owed to diocese	( 3,484)	-
Wedding deposits	( 1,000)	( 420)

Signed on behalf of all the trustees:

Jane Cole

Treasurer

Date: 23 March 2024

*Jane E Cole*

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2023

### Notes

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

2. The movements in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
	£	£	£	£	£
<b>Barclays Current Bank Accounts:</b>					
Fabric Fund St Mary & Margaret	31,902	500	73 (	20,000)	12,329
Fabric Fund St Cuthbert	2,478	88	239	1,000	3,327
Ruth Willis Legacy	504	-	-	( 504)	-
Flower Fund	780	-	91	-	689
Sprowston Foodbank	131	-	-	-	131
Car Boot Mission	537	-	472	-	65
Small Grants, Donations etc	1,485	-	273 (	1,000)	212
St Cuthbert's Church Centre	17,636	16,817	22,623	7,085	18,915
St Cuthbert's Lunch Club	15,900	15,970	15,076 (	3,125)	13,669
<b>Barclays Business Premium Account</b>					
Fabric Fund St Mary & Margaret	2,744	25	-	20,065	22,834
Ruth Willis Legacy	3,584	33	-	589	4,206
Lowry Cole	19,880	183	-	( 3,488)	16,575
Metcalfe Grave Bequest	1,792	17	660	43	1,192
PCC Investment	-	67,666	-	-	67,666
<b>Virgin Money Deposit Account:</b>					
Fabric Fund St Mary & Margaret	60	5	-	( 65)	-
Ruth Willis Legacy	83	2	-	( 85)	-
Lowry Cole	452	20	-	( 472)	-
Metcalfe Grave Bequest	67 (	24)	-	( 43)	-
	<b>100,015</b>	<b>101,302</b>	<b>39,507</b>	<b>-</b>	<b>161,810</b>

Fabric Fund St Mary & Margaret - Funds specifically for use at St Mary and St Margaret Church

Fabric Fund St Cuthbert - Funds specifically for use at St Cuthberts Church

Flower Fund - Funds given for flowers and other church decorations

Sprowston Foodbank - set up during Covid 19 pandemic. Remainder to be used for those requesting help locally.

Car Boot Mission - From Bishop's Mission Fund for the presence at the Car Boot Sale at Sprowston Park and Ride. Remainder for help with magazine costs if required

Small Grants, Donations etc - for White House Farm coffee and donations that are earmarked

St Cuthbert's Church Centre - St Cuthberts Church Hall and Annex Trading Account

St Cuthbert's Lunch Club - lunch club for the over 50s

Ruth Willis Legacy - Restricted for use at the discretion of the Vicar and Churchwardens

Lowry Cole- Restricted for use at absolute discretion of the PCC

Metcalfe Grave Bequest - For the upkeep of the Metcalfe Grave (PCC may retain 40% of interest)

PCC Investment - To be used at PCC discretion across the Parish (legacy has no restrictions)

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2023

Notes (Continued)

### 3. Receipts

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022
	£	£	£	£	£	£
<b><u>COLLECTIONS AT SERVICES</u></b>						
Sunday Collections	7,384	-	-	-	7,384	9,920
Weekday Collections	61	-	-	-	61	100
Wedding and Funeral Collections	767	-	-	-	767	173
Baptism & Other Services	715	-	-	-	715	1,017
	<b>8,927</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,927</b>	<b>11,210</b>
<b><u>PLANNED GIVING</u></b>						
Standing Order	13,855	-	-	-	13,855	24,283
Regular Giving Envelopes	1,290	-	-	-	1,290	5,002
Parish Giving Scheme	11,899	-	-	-	11,899	2,985
	<b>27,044</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,044</b>	<b>32,270</b>
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
Donations	8,000	-	88	-	8,088	8,502
Gift Days	3,409	-	-	-	3,409	7,376
Donations - Gift Aided	505	-	-	-	505	-
Wall Boxes	707	-	-	-	707	1,051
	<b>12,621</b>	<b>-</b>	<b>88</b>	<b>-</b>	<b>12,709</b>	<b>16,929</b>
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	3,130	-	-	-	3,130	-
	<b>3,130</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,130</b>	<b>-</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	8,220	-	-	-	8,220	9,203
	<b>8,220</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,220</b>	<b>9,203</b>
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Churches Together Bike Ride	24	-	-	-	24	66
Other Fundraising	2,894	-	-	-	2,894	1,709
Fetes & Fairs	1,459	-	-	-	1,459	1,440
	<b>4,377</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,377</b>	<b>3,215</b>
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	-	290	-	290	142
	<b>-</b>	<b>-</b>	<b>290</b>	<b>-</b>	<b>290</b>	<b>142</b>
<b><u>CHURCH ACTIVITIES</u></b>						
Fees - Statutory	25,583	-	-	-	25,583	23,822
Fees - Additional	5,297	-	-	-	5,297	4,437
Magazine	-	-	-	-	-	5,499
St Cuthberts Centre & Annex	-	-	15,560	-	15,560	16,829
St Cuthbert's Lunch Club	-	-	15,970	-	15,970	16,249
	<b>30,880</b>	<b>-</b>	<b>31,530</b>	<b>-</b>	<b>62,410</b>	<b>66,836</b>
<b><u>OTHER INCOME</u></b>						
Charities & Hardship Fund	999	-	-	-	999	1,630
Other	530	-	-	-	530	3,024
Income for Administrator	-	-	1,228	-	1,228	9,369
	<b>1,529</b>	<b>-</b>	<b>1,228</b>	<b>-</b>	<b>2,757</b>	<b>14,023</b>

## Sprowston PCC

Registered Charity number 1149140

### Financial Statements for the Year Ended 31 December 2023

Notes (Continued)

#### 4. Payments

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2023 £	Total 2022 £
<b><u>MISSION GIVING AND DONATIONS</u></b>						
Charities - Home (UK)	-	-	-	-	-	577
Charities & Hardship Fund	1,629	-	-	-	1,629	1,514
India	-	-	-	-	-	500
	<b>1,629</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,629</b>	<b>2,591</b>
<b><u>CLERGY AND STAFFING COSTS</u></b>						
Administrator Parish/Benefice	-	-	3,694	-	3,694	8,545
Clergy Expenses	3,480	-	274	-	3,754	4,186
Organist	3,025	-	-	-	3,025	3,715
Clerk and Vergers Fees	510	-	-	-	510	605
	<b>7,015</b>	<b>-</b>	<b>3,968</b>	<b>-</b>	<b>10,983</b>	<b>17,051</b>
<b><u>ADMINISTRATION COSTS</u></b>						
Support Costs	189	-	-	-	189	661
Printing Stationery & Computer	2,166	-	-	-	2,166	1,297
	<b>2,355</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,355</b>	<b>1,958</b>
<b><u>CHURCH RUNNING EXPENSES</u></b>						
Insurance	4,283	-	-	-	4,283	3,936
Service Costs	2,029	-	66	-	2,095	1,672
Maintenance	1,464	-	311	-	1,775	1,708
Centre Recharge Church share of costs	( 911)	-	911	-	-	-
Electricity & Oil	1,814	-	-	-	1,814	3,365
Independent Examination Cost	500	-	-	-	500	500
Maintenance/utility (Parish Room)	102	-	-	-	102	1,537
Bank Charges	-	-	-	-	-	182
	<b>9,281</b>	<b>-</b>	<b>1,288</b>	<b>-</b>	<b>10,569</b>	<b>12,900</b>
<b><u>COSTS OF TRADING</u></b>						
Magazine	-	-	-	-	-	5,160
Hall Running Costs	-	-	18,018	-	18,018	15,123
St Cuthbert's Lunch Club	-	-	15,076	-	15,076	8,485
	<b>-</b>	<b>-</b>	<b>33,094</b>	<b>-</b>	<b>33,094</b>	<b>28,768</b>
<b><u>MAJOR CAPITAL EXPENDITURE</u></b>						
Church - Major repairs and Redecorations	-	-	-	-	-	12,891
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,891</b>
<b><u>OTHER EXPENDITURE</u></b>						
Mission and Evangelism Costs	228	-	149	-	377	-
Churchyard Expenses	10	-	660	-	670	-
Other	564	-	-	-	564	259
Gifts and Hospitality	126	-	25	-	151	-
Children's Work	-	-	323	-	323	433
	<b>928</b>	<b>-</b>	<b>1,157</b>	<b>-</b>	<b>2,085</b>	<b>692</b>

Signed on behalf of all the trustees to confirm these accounts have been presented to the Annual Parish Church Meeting and accepted at this meeting.

*D. Small* ..... (Team Vicar) Date: *24 April 2024*

*S. Gifford* ..... (Churchwarden) Date: *24.4.2024*

*Sheila B. Tufield* ..... (Churchwarden) Date: *24.4.2024*

## **PARISH OF SPROWSTON Data Protection Policy**

The Parish of Sprowston is required to process relevant personal data regarding clergy, trustees, (P.C.C. members), employees congregation and volunteers, as part of its operation and shall take all reasonable steps to do so in accordance with this Policy.

### **The Principles**

The Parish of Sprowston shall so far as is reasonably practicable comply with the Data Protection Principles contained in the General Data Protection Regulation (GDPR) from 25 May 2018 to ensure all data is:-

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection.

### **Data Protection Policy**

#### **Personal Data**

Personal data covers both facts and opinions about an individual where that data identifies an individual. For example, it includes information necessary for employment such as the member of staff's name and address and details for payment of salary. Personal data may also include sensitive personal data as defined in the Act.

#### **Processing of Personal Data**

Consent will be required for the processing of personal data, unless processing is necessary for the performance of the contract of employment. Any information which falls under the definition of personal data and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent.

If a member wishes to revoke or change consent they must agree a specific agreement on how their data is to be processed with the data processor.

The Parish of Sprowston processes some personal data for advertising Parish of Sprowston information and fund-raising purposes. Data subjects have the right to request an opt-out to these activities, which must be respected.

#### **Sensitive Personal Data**

The Parish of Sprowston may, from time to time, be required to process sensitive personal data. Sensitive personal data includes data relating to medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings. (Data Protection Act 1998)

#### **Rights of Access to Information**

Data subjects have the right of access to information held by the Parish of Sprowston, subject to the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000. Any data subject wishing to access their personal data should put their request in writing to the Parish of Sprowston Administrator. The information will be imparted to the data subject as soon as is reasonably possible after it has come to the Parish of Sprowston's attention in compliance with the Data Protection Policy Guidelines.

#### **Exemption**

Certain data is exempted from the provisions of the Data Protection Act which includes the following:-

- National security and the prevention or detection of crime
- The assessment of any tax or duty

- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the Parish of Sprowston, including Safeguarding.

Any further information on exemptions should be sought from the DPC.

### **Accuracy**

The Parish of Sprowston will endeavour to ensure that all personal data held in relation to all data subjects is accurate. Data subjects must notify the data processor of any changes to information held about them. Data subjects have the right in some circumstances to request that inaccurate information about them is erased.

### **Enforcement**

If an individual believes that the Parish of Sprowston has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, the member or member of staff should contact the administrator in the first instance. If not satisfied with the response or if in need of any advice the Information Commissioner's Office (ICO) should be contacted.

### **Data Security**

The Parish of Sprowston will take appropriate technical and organisational steps to ensure the security of personal data.

All clergy, trustees (P.C.C. members), employees congregation and volunteers will be made aware of this policy and their duties under the Act.

The Parish of Sprowston, clergy, trustees (P.C.C. members), employees, congregation and volunteers are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to all personal data.

An appropriate level of data security must be deployed for the type of data and the data processing being performed. In most cases, personal data must be stored in appropriate systems and be encrypted when transported offsite. With permission their personal data may be for limited publication within the Parish of Sprowston, therefore having a lower requirement for data security.

### **External Processors**

The Parish of Sprowston must ensure that data processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

### **Secure Destruction**

When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

### **Retention of Data**

The Parish of Sprowston will only create and retain personal data where absolutely necessary. Regular reviews of files will be held and unnecessary or obsolete data will be systematically destroyed.

Data may be retained for differing periods of time for different purposes as required by statute or best practices. Other statutory obligations, legal processes and enquiries may also necessitate the retention of certain data.

The Parish of Sprowston may store some data such as registers, photographs, books and records etc. indefinitely in its archive.

Signed:



Date: 24/04/2024

Review date: April 2025

---

# Accounts

---



St. Mary & St. Margaret's and St. Cuthbert's

**ST MARY & ST MARGARET'S – PARISH CHURCH  
ST CUTHBERT'S – DAUGHTER CHURCH**

**ANNUAL REPORT AND FINANCIAL STATEMENT  
OF THE PAROCHIAL CHURCH COUNCIL**

For the year ended 31<sup>st</sup> December 2022

**Team Rector**

Revd Canon Simon Stokes  
The Vicarage  
2 Wroxham Road  
Sprowston  
Norwich  
NR7 8TZ

**Team Vicar and Chair**

Revd Dean Akrill  
15 Blue Boar Lane  
Sprowston  
Norwich  
NR7 8RX

**Lay Vice-Chair**

Mrs Sheila Tuffield  
25 Allens Avenue  
Sprowston  
Norwich  
NR7 8EP

**Bankers**

Barclays Bank PLC  
Aylsham Road  
Norwich  
NR3 2RJ

**Independent Examiner**

Susan Kemp FCA  
100 Welsford Road  
Norwich  
NR4 6QH

# **THE PARISH OF SPROWSTON WITH BEESTON ST ANDREW**

## **ANNUAL REPORT FOR 2022**

### **BACKGROUND**

The Parochial Church Council of Sprowston with Beeston St Andrew has the responsibility of co-operating with the staff team, in the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The Parochial Church Council has the responsibility for maintaining the Parish Church dedicated to St Mary and St Margaret, Church Lane, Sprowston, the daughter church dedicated to St Cuthbert, with associated annexe and Church Centre, Wroxham Road, Sprowston and the churchyard extension at the Parish Church.

### **MISSION STATEMENT**

We aim as a church;

- To worship God
- To love and care for each other
- To share faith in Christ
- To make a difference to life in Sprowston, the world and the planet

### **CHARITABLE STATUS**

The Parochial Church Council for the Ecclesiastical Parish of Sprowston with Beeston St Andrew (Sprowston PCC) was registered with the Charity Commission on 28th September 2012.

Registered charity number: 1149140

## SPROWSTON with BEESTON ST ANDREW PAROCHIAL CHURCH COUNCIL 2022/2023

### PCC MEMBERS

#### CLERGY

The Revd Canon Simon Stokes	The Vicarage, 2 Wroxham Road, Sprowston	426492
The Revd Dean Akrill	Newlands, 15 Blue Boar Lane, Sprowston	482360
The Revd Melanie Hider (Retired)	10 Brian Avenue, Norwich	622373
The Revd Blessing Chishanu (Moved)	62 Avocet Rise, Sprowston	335180

#### READERS

Mr Andy Hudson (Deputy Treasurer)	12 Blithemeadow Drive, Sprowston	400866
Mrs Stephanie Grand	4 Blakes Court, Norwich	488985

#### CHURCHWARDENS

Mrs Susan Ellingham	20 St Clements Hill, Norwich	416144
Mrs Sheila Tuffield	25 Allens Avenue, Sprowston	419896

#### DEANERY SYNOD MEMBERS

Mr Robert Huntly	7 Clabon First Close, Norwich	400902
Mrs Sheila Tuffield	25 Allens Avenue, Sprowston	419896
Mrs Mary Carpenter	89 Romany Road	

### ELECTED COUNCIL MEMBERS

(Retire 2023)

Mr Don Loone  
Mr Edward Stanley  
Mrs Barbara Winter  
Mr Andy Hudson

(Retire 2024)

Mrs Vivienne Flynn (Resigned)  
Mrs Jackie Burt (Resigned)  
Ms Julie Cole (Resigned)  
Peter Coe  
Bryan Carpenter

(Retire 2025)

Ms Jane Cole (Treasurer)  
Mrs Penny Rennie (Secretary)  
Mrs Anne Robinson  
Mr Derek Robinson

## TEAM RECTOR'S REPORT 2022

One of my 'go-to' passages in the Bible is from Philipians chapter 4:

*Rejoice in the Lord always. I will say it again: Rejoice!  
Let your gentleness be evident to all. The Lord is near.  
Do not be anxious about anything, but in everything,  
by prayer and petition, with thanksgiving,  
present your requests to God.*

*And the peace of God, which transcends all understanding,  
will guard your hearts and your minds in Christ Jesus.*



This past year has been full of positives as well as surprises as you will see from reading our annual report. A great deal has happened and I thank you all for all that you have done as part of the bigger picture as we have served God together in Sprowston.

Following the 2 years of Covid lockdowns there has been some rebuilding so it has been good to see so much of Church life return to what we see as normality.

Of course, this is a look back to 2022, but as you will know the significant news has been the announcement that Christine and I, to our surprise, were called by God to serve him in a new place. So in October we announced that we would be leaving the Team and heading East to St. Margaret's, Lowestoft. The team ministry is still in its early stages, but I feel that just as God had called me to serve in a new location, he has a next step plan for Sprowston & North Norwich too.

As with all years, 2022 has been one of ups and downs. It was wonderful to feel some kind of normality in our services and we were able to have a normal Easter celebration along with a children's holiday club and the Christmas service attendances were definitely back to pre-covid levels – both in terms of numbers and enthusiasm. During the year we re-launched the lunch club, which is now part of Sprowston PCC, and SYEP (Sprowston Youth Engagement Project) went from strength to strength, finishing the year with the news that the lottery had awarded them £320,000 of support. What a wonderful achievement!

During the year Revd. Melanie announced her retirement. However it has been lovely that she, and Keith, have continued to worship with us and offer support from time to time. Whilst on the team, Melanie was a calm and capable presence, able to keep us all sane - we certainly missed her wisdom. Soon after Easter, Revd. Blessing and his family moved on to join the Mitre benefice on the other side of Norwich. Towards the end of the year, we were able to have our Christmas service/concert in 'The Brickmakers'. This was a bitter-sweet occasion as Charley, Pam & Emma were closing the pub at the end of the year.

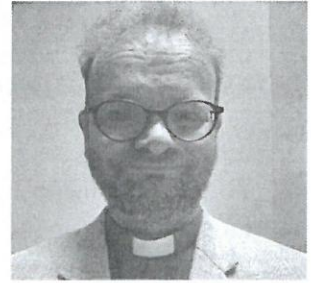
This snapshot needs to be read as part of the overall Book of the Year, and as I've said so many times, the overall picture is one of love and thankfulness. Each and every person has their unique part to play. Thank you once again for your prayers and support for me, Christine and the family and although we have moved East, the people of Sprowston remain in in our hearts, prayers and thoughts.

Blessings

**Simon**

## TEAM VICAR'S REPORT

Two of Jesus' disciples were walking on the Emmaus road. It was days after the events which took Jesus away from them. Jesus had revealed God's love to them, and was regarded as a great prophet, the one who would herald a new age of freedom, but the chief priests and rulers had handed Jesus over to the Romans to be sentenced to death - he was crucified. Now they discovered that even Jesus' tomb had been disturbed, the body had disappeared. The two friends were distraught, disorientated....



Jesus' friends recounted this tale to a stranger they encountered on the road. They were depressed and upset, but the stranger was calm, and full of wisdom. Later they shared a meal.

*"When he was at the table with them, he took bread, gave thanks, broke it and began to give it to them. Then their eyes were opened, and they recognized him, and he disappeared from their sight." Luke 24: 30-31*

The last few years have been disorientating for all of us, and as a Church we've encountered many challenges and changes. I expect that each of us at different times have wondered if things would ever be the same again. Following our Easter celebrations last year it appeared that we were getting back to "normal", with the regular pattern of services returning, restrictions lifting, and the planned return of events such as the Christmas Fair to look forward to. We'd pulled together, and we'd got through. For me our Christmas celebrations were a real highlight last year; it felt that our confidence was returning.

But of course, things changed again, with Revd Simon leaving us and moving to Lowestoft. I know that many of us felt shaken, yet again. In times like these we might be able to relate a little bit with those two disciples on the Emmaus road. We might well be asking ourselves, "Where is God in all of this?" But of course, even on the Emmaus road, God was still there, it was just that the disciples couldn't see that yet.

Over our long history as the Anglican Church in Sprowston, there have been many such "Emmaus Road" moments - times of disorientation and change, of which our current situation is just the latest. The good news is that we always adapt, evolve, grow, and find a new "normal", just as the disciples did. In fact sometimes we need to change so that we can grow, even as we give thanks for the past.

It's early days yet, but I can see signs of new growth amongst us. In the last twelve months the relationship with the wider team in our benefice has become closer and more defined, and I believe is now a much firmer foundation on which our new rector can build. In our parish, new people are emerging, and Sprowston Church is becoming steadily more diverse and inclusive, with some beginning to explore new leadership and pastoral roles. We can thank Revd Simon for enabling some of these new possibilities, but all of us have played our part, basically by being a welcoming and affirming Church family.

At St. Cuthbert's (and sometimes in St. Mary & St. Margaret's) we have benefited from the music group going from strength to strength under the leadership of Ollie, one of those "new people" I was talking about, and I am personally pleased that Ollie's partner, Danny, has agreed to give the website a much-needed overhaul. On the subject of communication, it was sad to see the old magazine finally fold, but it's been clear for some time that our online presence was becoming more popular, whilst the magazine was declining and getting more expensive. And I would like to pass on my gratitude to Penny for taking on a new streamlined publication for those who still prefer paper.

The cost of living has been on all of our minds, and to help with our own heating costs we decided to switch to united services during the winter months, only heating one building on a Sunday. Whilst recognising that this has been inconvenient for some, I do believe that we have grown together during this time and found much common ground. I hope that this connection endures even as the two Churches return to their regular patterns of worship. We are indeed a unified family with room for diversity, as all the best families are!

My role as Team Vicar has continued to evolve, and I will admit that it has been particularly challenging recently, not only with Simon leaving, but also because of my parent's declining health. I'd like to thank all of you for your patience as I've taken time off to zip up to Hull, and for all your prayers and support. The situation is ongoing, and I pray for God's guidance as decisions are made.

As you read this, the process which will lead to the appointment of a new rector is underway. I know that it might seem a bit slow, but I think that interregnum can be creative, a time to think a bit differently, to examine how we all fit together, and for each of us to reflect on what we might have to offer, both today and in the future.

There is much to do, not least in children's work, which needs redeveloping again. Do you think that you might have a part to play in this? Perhaps you'd prefer a place on the Social Committee? Or on the Fabric Committee which takes care of our buildings? Or maybe you're a future Church Warden? Other roles are more commonly held. For example, each of us have a role in stewardship, both in terms of money and in terms of time, and all of us play a part in pastoral care & outreach, just by being part the church. More importantly, we are called to pray, and to listen to the still small voice of the Spirit. What is God saying to us today? Where might God be guiding us tomorrow?

I'd like to say a big thank you to everyone, whether you've been leading services, reading lessons, making tea, moving tables, visiting people, playing the organ or the guitar, gluing and colouring, cleaning, welcoming, filling in forms, counting money, organising events, sitting on committees, or any of the other jobs which are vital in a busy church. Thank you to everyone on the ministry team, and to Jane who has done sterling work in organising us and keeping us afloat. And, of course, to our brilliant Church Wardens, Sue and Sheila, who work tirelessly to keep us on course. It's also a great pleasure to welcome Revd Tim Yau, as he begins his time with us.

And to *you*, thank you to *you*.

With prayers and blessings.

**Revd. Dean**

## **REVIEW OF THE YEAR 2022**

As usual the PCC met on 4 occasions during the year but fortunately these were all face to face to meetings and not via Zoom as during the Covid pandemic. The Standing/Finance Committee met 5 times in between PCC meetings to discuss finances and to set the next PCC agenda.

All of the meetings discussed church financial matters and amazingly, through the generosity of many people, we were able to pay the parish share of £60,920 in full and the parish joined the Diocesan Parish Giving Scheme after it had been explained to us by the Diocesan Generous Giving Advisor. A new treasurer was appointed who, throughout the year, produced excellent and understandable end of the month financial statements.

Throughout the year there were staff changes. Blessing Chishanu's curacy was continued at St. Thomas's, Earlham and the Revd Melanie Hider retired.

At each PCC meeting there is a report on Safeguarding of children and vulnerable adults. Claire Akrill stepped down from this important role and was thanked for her excellent work as PSGO over the last 8 years. We were delighted that Janet Liao agreed to take on this role.

The teams of Fabric (work to improve the paths and parking area in SMM graveyard is still being investigated), Mission and Ministry, Children, Youth and Family, Social and Communications continued their work although the parish magazine, which had been in existence in various guises for over 100 years, ceased publication at the end of the year due to a diminishing circulation and rising costs making it unviable. This has been replaced by an in-house magazine/newsletter published once every 2 months. The church continued to work closely with the school children and youth groups, especially Sprowston Youth Engagement Project, which also covers the Parish of Old Catton.

The Church of England document, the Covenant for Care and Well-being of Clergy, was discussed. Fortunately, the clergy team stated that they felt they were well supported by the church members.

Very sadly at the end of the year we were informed that Simon Stokes was leaving to become vicar of St Margaret's Church, Lowestoft at the end of February. We wish him well in his new calling and begin the formulation of a profile for the Rector of Sprowston and North Norwich Team Ministry.

***Penny Rennie***  
***PCC Secretary***

## CHURCHWARDENS' REPORT 2022

2022 has been a year where we have experienced emotional highs and lows both as a nation and within the parish community. Starting with national events, we had a joyous and celebratory weekend in June to mark the 70<sup>th</sup> anniversary of Her Late Majesty's coronation including the lighting of our beacon on the Saturday evening and services that reflected the mood of the nation. As we all remember, this was sadly to be followed only three months later by services of commemoration for her Late Majesty interspersed with the proclamation services marking the start of His Majesty's new reign. We arranged these services in accordance with the procedures, protocols and timings cascaded down within the diocese and, after the period of official mourning, sent the "In Memorium" messages of condolence to Diocesan House. These were to be combined with those from other parishes and will ultimately be sent on to The Palace.

At a parish level, we were pleased to continue to emerge from the constraints and impacts that Covid had placed upon us. As the year progressed, we saw a movement from the tentative beginnings of restarting events and saw the routines of parish life move back to what most of us might describe as "near enough normal". These culminated in a very successful Christmas Fair, accompanied by a highly successful Gift Day. These were followed by other Christmas social activities, alongside the joy of having packed churches again for our Carol and Christingle services. We were however knocked back on our heels when, towards the end of the year, Canon Simon and Christine announced that they had been called to serve God in Lowestoft and would be leaving us in early 2023. At the time of writing this report, we have marked their last service in Sprowston but they are not yet formally in Lowestoft. We do, however, believe that they go to Lowestoft knowing not only God's love for them, but the love that we have for them and our deep gratitude for all that they did in Sprowston. We continue to hold Rev'd Dean and the rest of the benefice clerical and lay ministry team in our prayers as we continue to fulfil God's work for us here.

As mentioned in last year's report, our administrator, Jane Cole joined us in 2021 and picked up so much of the statutory and church administration that's required within the parish. As ever, fresh eyes have led to more streamlined processes where that is possible and Jane has her finger on every pulse. We remain so grateful for her hard work and know that we benefit enormously from her considerable experience within both parish and financial administration.

By the end of 2022, we feel that parish life is very much back to normal. Alongside a wide range of social activities we are delighted that there are once again requests for baptisms and church weddings in 2023 and into 2024. We continue to hold many funerals in our churches and lead services for those whose families have decided that a funeral at the crematorium is more appropriate. We see all these services as a very important part of our work within the parish. We are always ready to speak to those who would like to hold their weddings in church, to have their children or themselves baptised, or who are dealing with bereavement.

One area where we feel a loss compared to pre-Covid times, is in the number of children that regularly attend our services. Often interested parents with young children provide the best source of inspiration for these groups. Subject to the requirement to undertake the appropriate safeguarding in order to work with children, we would be delighted to hear from those who might be interested in helping us to re-establish our Sunday activities or who are prepared to initiate new children's activities with supervision.

The maintenance of our buildings remains a constant concern and we are very grateful to all who help to ensure that they are places of welcome, whether for services or for hirers. During 2022 we experienced some unnecessary vandalism which saddened many. During 2023 we expect to install additional security measures to reduce the likelihood of similar events in the future. In common with everyone else, we have been affected by the rapid and significant increase in fuel prices in 2022 and are grateful for the congregations' support for the measures which had to be introduced. We are also looking at simple practical measures that can be taken to further reduce our consumption without impacting on what we do within our community.

Where we can identify affordable changes that lead to savings and help us to be more ecologically aware we will be seeking to make those changes. We would be delighted to hear from anyone who would like to be involved in this specific area. In order to prevent frustration, we must mention from the outset that one of our buildings is Grade 1 listed and subject to assorted permissions as to whether taking any idea forward in that building might be feasible.

We once again thank everyone who helps to keep things running on a week-by-week basis - our sacristans Pauline and Tony, our team of welcomers for both churches, those who make coffee, those on the prayer, reading or counting rotas. We are always pleased to welcome new volunteers to these roles and to other roles such as standing for the PCC. Please speak to either of us if you could help. In particular we need to thank Robert for everything that he does - from setting up Christmas trees, building staging for Christingle services, and dealing with the banking through to ensuring that the bins are ready for collection at the right time.

We also thank you all for your support to us in our church warden roles.

***Sheila Tuffield and Sue Ellingham***  
***Churchwardens***

## **TREASURER'S REPORT FOR THE 2022 PCC ACCOUNTS**

This year has again been a very challenging one for churches due to the ongoing effects of the Covid pandemic and the rising cost of living. However, once more I am pleased to be able to confirm that we were able to pay our Parish Share in full, thanks to people who have given on-line and the reclaim from NDBF of the fees received from taking funeral services at the crematoria and cemeteries. In fact, we are £40 in credit for 2023 from the on-line giving and will also have the 2022 NDBF reclaim to go towards the 2023 Parish Share.

The total receipts for 2022 for the general unrestricted fund amounted to £98,876.28. This is very slightly down on the total for 2021 but the overall total was helped by the phenomenal amount raised on the Gift Day.

Total payments to provide the Christian ministry of the Parish of Sprowston in the general unrestricted fund amounted to £87,326.20 in 2022. This is lower than the expenditure for 2021. However, with the expected increase in price of Church Running Costs particularly Gas, Oil and Electricity and Insurance, we cannot afford to be complacent.

The budget set for 2022 predicted a shortfall of £9020.00 of receipts against payments. However, I am thrilled to report that we in fact had an excess of receipts against payments. The 2023 budget predicts a slight shortfall in receipts against payments of £1257.00 which is a considerably lower deficit budget than previously.

For those of you who like perusing figures, the Accounts to 31<sup>st</sup> December 2022 notes and the Financial Statements will give you an overview of all receipts and payments, not only for the general Account but also for the other accounts held by the Parish.

Finally, we would like to express our gratitude to all who give regularly to the Parish and support its ministry and mission, to Robert Huntly for carrying out the weekly banking and dealing with the Stewardship and Gift Aid claims and also to Mrs. Susan Kemp for undertaking the role of Independent Examiner to our accounts.

***Jane Cole***  
***PCC Treasurer***

## **STEWARDSHIP AND GIFT AID REPORT**

During 2022, there were 28 donors giving via the Stewardship envelope scheme (from 35 in 2021). A further 26 gave by Standing Order (as in 2021), including 2 who used both methods.

We are particularly grateful to those who make donations under the "Gift Aid" scheme (29 in 2022, from 32 in 2021). This enables the Church to reclaim tax already paid, at no further cost to the donor. The scheme can accommodate payments such as cash donations of more than £30, or non-cash payments such as cheques and Standing Orders. Gift Aid declaration forms are available at the back of both churches and from the Church Office, and pre-printed white envelopes are also available for "one-off" payments.

We also benefit from the "Gift Aid Small Donations" scheme, which covers qualifying payments (in cash, of up to £30) not made under a Gift Aid declaration. This enables charities to receive from HMRC the equivalent of a tax refund, even when the donor is not a taxpayer. Up to £2,000 per year per church building could potentially be claimed under this scheme (dependent on the overall level of donation income received).

2022 also saw the introduction of the "Parish Giving Scheme" (PGS), and on Stewardship Sunday in September, 21 of the 33 people who completed a pledge form indicated they would be joining this. The scheme, which is recommended (and paid for) by the Diocese, entails completing a Direct Debit form to authorise future donations to be paid through PGS rather than locally. PGS then process any tax claims due under Gift Aid and pass one total amount to the Church early each month, thereby reducing waiting time and bank transaction costs. Forms to join the PGS scheme are available at the back of both churches also. (I should mention that the former methods of giving can still continue, for those that prefer them).

***Robert Huntly***  
***Stewardship Recorder***

## **LIFE EVENT MINISTRY: BAPTISMS, WEDDINGS AND FUNERALS 2022**

Our clergy and reader team were busy with baptisms, weddings and funerals again this year and have provided much personal and spiritual support to families.

### **Baptisms**

Twenty baptisms were conducted in the parish this year - one child's baptism at St. Cuthbert's and the remainder (18 children and 1 adult) at St. Mary and St. Margaret's.

### **Weddings**

There were eleven weddings conducted in 2022, nine at St. Mary and St. Margaret's and two at St. Cuthbert's. St. Mary and St. Margaret's also saw one Renewal of Marriage Vows service.

### **Funerals**

Our readers and clergy team were as busy as ever with funerals across the year. The total number of funerals in the parish for the year was 82, conducted in our churches or at local crematoria. Providing spiritual and pastoral support and planning and presiding at funerals provides a unique opportunity for coming alongside people at a difficult time in their lives.

The clergy team also undertook one additional memorial service and six interment of ashes services.

Bereaved families were invited to our Service of Remembrance and Thanksgiving with Blessing of Graves in June and also to the Service of Remembrance and Thanksgiving at St. Cuthbert's held in November. Norwich Community Choir sang for us at both of these services which were well attended and appreciated by those individuals and families who attended.

***Jane Cole***

## **COMMITTEES AND TEAMS**

Most of the practical work of the PCC is carried out by small teams. They have some devolved responsibility but where wider policy issues are involved or more than routine expenditure is involved, they bring proposals to a meeting of the PCC. The teams are able to co-opt any member of the church who wishes to be involved in a specific sphere of work.

### **STANDING COMMITTEE**

This is the only committee required by law and meets before PCC meetings to set the agenda. It has the power, when necessary, to transact the business of the PCC between its meetings, subject to any directions given by the Council.

This committee works with the Treasurer to monitor income and expenditure, budgeting, preparing the annual accounts and report for the Annual Parochial Church meeting and with the staff team to ensure regular teaching about Christian giving.

The Standing Committee consists of the Ministry team, churchwardens, treasurer, secretary and two other members of the PCC (Robert Huntly and Bryan Carpenter).

### **THE SOCIAL COMMITTEE REPORT**

The Social Committee hadn't met for some time because of the pandemic, and resumed after the APCM to organise community activities in order to build a strong sense of friendship with all the congregation and the wider community.

With that in mind, the monthly Saturday coffee mornings started up again on the first Saturday of each month, with a Bring and Buy at each event.

Our main events started with our "Garden Tea Party" in the vicarage gardens on Sunday 28<sup>th</sup> August. This was organised by Christine and Simon Stokes and the social committee supported them by providing some of the food and refreshments and helped to set up and serve. Over 50 people attended during the afternoon. The weather stayed lovely and sunny and everyone had a good time, chatting and eating. The afternoon finished with a "Songs on Praise" in the open air with wonderful hymns that we knew.

On Sunday 18<sup>th</sup> September our free annual "Teddy Bear Jump" at St Mary & St Margaret's church was a great success. Many families joined in the fun and 63 teddies, elephants, Peppas Pigs etc made the brave drop from the church tower to see which could stay in flight the longest. Children, and the occasional adult, made their parachute at the event, although some had already engineered their own man-made parachute prior to arriving at the event. We provided homemade cakes and refreshments which were enjoyed by all who attended. Revd Dean finished with a short service before we went home with our cuddlies.

On 1<sup>st</sup> October the Social Committee helped Christine Stokes to organise and plan the Harvest Supper. Whilst Christine made delicious cottage pies with a vegetarian option, the committee arranged for homemade apple pies to be made and teas and coffees to be served. Over 40 people attended.

Another successful event was the quiz and chilli held on 29<sup>th</sup> October. This was well attended, It was a change to have chilli instead of fish and chips which had become too expensive. We made £335 which went to church funds.

On 20<sup>th</sup> November we were delighted to arrange once again the wonderful concert by Martin Wyatt's St. Gregory's Orchestra, and raised £464 on the night. Yet again the church was filled with the delights of a full orchestra playing beautiful classical pieces, and the gorgeous sound of a flute soloist. The committee provided front of house, refreshments and raffle for the occasion. This was well received, and St Gregory's Orchestra has been booked for November 19<sup>th</sup> 2023.

Finally, we held a Christmas Fair at St Cuthberts on 27<sup>th</sup> November. It was great to see so many people there. We had live music and many stalls including tombolas, games, gifts, cakes and a raffle. We invited a few stallholders from the community to join in. The kitchen was kept busy serving homemade cakes, scones, mince pies, and soup and rolls to keep us nice and warm. We had a free Santa for the children. On the day the Christmas Fair raised over £1450.

Of course, we wouldn't be at all successful if we didn't have your support. We do our very best to keep prices to a minimum, and have no charge at all wherever possible. We rely on you to tell us what you enjoy and what you would like the Committee to organise in the future. We are always looking for volunteers who can offer different ideas and skills.

***Dean Akrill, Bryan Carpenter, Mary Carpenter, Robert Huntly, Jane Jackson, Anne Robinson, Toni Morina, Sheila Tuffield***

## **CHILDREN AND YOUTH REPORTS**

### **HOLIDAY CLUB**

During the school Easter holidays the Easter Holiday Club was held meaning that the annexe was bursting with Primary school age children having fun whilst learning more about the Easter story. It's amazing how much paint, playdough, jelly and homemade pizza can be incorporated into the events of Holy Week with a little bit of imagination, some enthusiastic volunteers and a room full of eager children.

Needless to say, everyone had a fabulous but exhausting time!

***Christine Stokes***

### **SYEP**

Clare Lincoln continued to provide activities and youth provision throughout the year. Canon Simon continued in his role as Trustee with Clare Lincoln the project lead. The year ended with a lovely Christmas meal (cooked by Christine Stokes) in St. Cuthbert's Centre for the Trustees, volunteers, leaders and teens. The young people made excellent waiters. SYEP also received a wonderful Christmas present from the National Lottery in the form of a grant to help expand the work done with the young people of Sprowston and Old Catton.

***Jane Cole***

## GROUP REPORTS

### BERTIE'S BABES

We continue having fun with our group for pre-schoolers. Each week we have a craft activity, a singing time, a lot of play and fun. At the time of writing, we have 44 children attending, so a little down on the pre-covid numbers, but still healthily noisy!

We have been able to bring in a soft play company twice to give the children different experiences, and we subsidised a trip to Pettitts in July which was wonderful. A very last-minute substitute Santa was a Godsend (cheers Bryan!) so all the children got a present from Father Christmas. After resuming from the covid years we didn't immediately start up our toddler services due to the close confines of sitting in the chapel, but since September 2022 we are now having our 10 minute toddler-friendly services each month which is going well.

In June 2022 Natalie and I attended 6 hours of remote learning and therefore accessed some funds to buy toys related to improving children's and parent's communication/speech and language skills. We bought some great new resources which have gone down really well – jigsaws, black-out tent, sensory "gloop tubes", talking telephones, and various other items.

I couldn't run the group without a wonderful committee and our marvellous helpers – Pat Rump, Pauline Richards, Andy Hudson and Sheila Tuffield – thank you all!

The logo for Bertie's Babes is enclosed in a rectangular box. The text "Bertie's Babes" is written in a stylized, hand-drawn font. The letter 'B' is significantly larger than the other letters. The apostrophe in "Bertie's" is a simple single quote. The word "Babes" has a slightly irregular, bubbly appearance.

***Claire Akrill***

### CROSS SECTION

We began our year with our usual delicious meal prepared by the committee. After subscriptions and monies had been taken we enjoyed a feast of jacket potato, ham, quiche and lots of lovely salads, followed by choices of dessert all prepared by the committee and my thanks, and all the members thanks, go to them.

In February we had a visit from Hannah Worsley on behalf of the Norwich Food Bank. Hannah gave us a very interesting talk and answered many questions from the floor.

March saw Covid raise its ugly head again and unfortunately our speaker had to postpone until later in the year. However, the committee took charge and we all enjoyed a social evening with quizzes.

In April the ladies were pleased to welcome Debs Green from Hope In Action. Debs gave us an interesting talk on the work of the charity in this area.

In May we were treated to more tales from Blickling at the hand of Liz Scott. As before, Liz had us in stitches at the antics of the downstairs maid!

In June our speaker could not come so we brought forward the BBQ. The ladies had a very pleasant evening chatting and enjoying burgers, hot dogs, chicken kebabs (all cooked by Ned and Archie as usual) and lovely salads provided by the committee. A big thank you to all concerned.

Unfortunately in July Covid struck again and our speaker couldn't come so another social evening was quickly arranged.

There is no meeting in August.

In September, our speaker Rosie, who had to cancel in March, was able to come. She came dressed as a medieval woman and talked to us about the remedies and medicines of the time. She was very amusing and the ladies enjoyed her anecdotes.

October saw a visit from EACH, the children's hospices charity. We were pleased to hear how the new hospice is a much nicer space for the children and their families.

In November Tony Leach visited Cross Section to tell us about the benefits and dangers of eating fungi. I don't think I will be eating any I find in the woods!

December brought us back to our AGM. After the business, the ladies enjoyed mince pies and wine or fruit juice, and sang a few carols accompanied by Valerie on the piano.

Cross Section owes its success to the members and the committee. Many thanks to everyone concerned, for without you we wouldn't have a group. My heartfelt thanks go to the committee who lift my spirits when things go wrong and are always ready with suggestions and help.

**Roz Taylor**

**Cross Section Chairperson**

## **MOTHERS' UNION – SPROWSTON BRANCH REPORT**



After two years of pandemic disruption, it was good to be able to plan a full programme of activities in person in 2022. We continued to meet at St. Cuthbert's on the last Wednesday afternoon of each month to worship together and enjoy a variety of activities and speakers. Hearing other people's faith journeys is always inspiring and we were grateful to Revd Blessing and Stephanie Grand for sharing theirs with us. We learned of the work of two other Christian charities, John Grooms and Christians Against Poverty, as well as the experience of being an MU diocesan trustee from Elizabeth Fletcher, a member in Old Catton. Sheila Tuffield tested our knowledge and gave us surprising facts about Women in the Bible and Sandra Hughes enabled us all to understand dementia and qualify as Dementia Friends – a short but informative session of value to all ages. In August we welcomed members and friends to a fundraising tea in Sheila's garden.

In Lent, we used Susanna Gunner's series of 40 Prayers for 40 Days to guide our weekly group. In June, we held an 'MU Together Day' at St. Mary and St. Margaret's. Led by Revd Heather Wright and joined by members from other branches, we enjoyed a relaxed, mixed day of worship, discussion, quiet activities and socialising, blessed with beautiful surroundings and glorious weather. Our appreciative visitors were soon asking if we were going to do the same in 2023...and we are! Our carol service in December, too, welcomed members from other branches and friends from our community and friendships were renewed and made at tea afterwards.

We had a branch lunch at St. Cuthbert's in April when we were joined by members from Wroxham and Old Catton branches – this raised some funds for our branch which enabled us to keep in touch with our members, including those unable to attend meetings, with birthday cards and newsletters. We also supported our MU Angel Tree project, which provides Christmas presents from prisoners to their children so that family ties are retained. On Mothering Sunday, we donated bookmarks for our clergy to distribute at services and were grateful to our congregations who generously contributed to retiring collections for our MU Refugee Resettlement Project. This project works in conjunction with others, led by the People From Abroad team at Norfolk County Council, to settle refugees in Norfolk. We provide new bedding for everyone who comes, and MU members help in preparing their homes. With unrest increasing, the project has supported families from Afghanistan this year, as well as Syria, and also Ukraine where placement with families had broken down.

We had stalls at Sprowston Town fete on the recreation ground in July and at our church Christmas Fair in November.

Our members led our diocesan MU midday prayers in the Jesus Chapel in the cathedral in July and some have been to diocesan MU council and Members' Day. A highlight for many was being able to attend our diocesan Festival Service in the cathedral in May and some of us went to Fakenham on Mary Sumner Day, August 9<sup>th</sup>, for the commissioning of our new President, Felicity Randall – a day made extra special by the fact that we were joined by Bishop Joseph Mgomi and his wife, Lilian, of Ruaha, one of our link diocese in Tanzania which we remember on our MU Wave of Prayer days, which fall in January each year.

The Archbishop of Canterbury once described the Mothers' Union as 'the church's best kept secret'. Whenever there is something going on, there's usually an MU member not too far away! Mothers' Union is a Christian membership movement in 84 countries around the world, serving communities regardless of faith or background. If you would like to join us, or just know more, please talk to us.

***Barbara Lashley***

## **TUESDAY BREAK**

Tuesday Break has continued this past year on each Tuesday in the Parish Church from 10.30am – 12.30pm with coffee and refreshments. Anyone wishing to join us will be very welcome.

***June Stanforth***

## **LUNCH CLUB**

The Lunch Club continues to prove extremely popular with numbers increasing rapidly since Christmas. The Club, with 35 members, has now reached full capacity. Each week the members have a hearty two-course meal and entertainment is provided on three weeks out of four. We usually end each week's meeting with a game of bingo. We have been able to reduce the weekly charge to our members, feeling this was important in view of the economic crisis and so that the older people could use the saving to help with heating bills. We enjoyed two delicious meals at The Old Rectory in Crostwick and 45 people were catered for at our Christmas lunch, members, volunteers and invited guests all eating together. We are looking forward to celebrating the Coronation and further visits to The Old Rectory.

***Gwen Munro***

## **SPROWSTON PARISH PLAYERS**

2022 was a busy year for the Players as we returned to our regular annual program post the COVID pandemic. It all began with our wonderful adaptation of *The Wind in the Willows*, which was also the first play the Sprowston Parish Players ever performed on stage at St Cuthberts in 1993. Some members of our cast recall starring in the first production! We have consistently kept ticket prices low, to ensure our shows are affordable for all families to come and enjoy an afternoon or evening of true theatre.



And what wonderful audiences we have had throughout the last three decades!

After a short post-play break, the Players got back to work planning and organising our Summer Show, which was held on 16<sup>th</sup> July at St Cuthberts, and on 17<sup>th</sup> July at St Margaret's Hall. The theme for 2022 was "The Queens Reign," in honour of our late Queen Elizabeth's 70 years on the throne. We performed popular national songs, including 'Streets of London', 'Summer Holiday', 'Thank You For The Music' and 'Yellow Submarine'. Additionally, we staged comedy sketches. Having our audiences participating in the songs helped to produce a delightful atmosphere, celebrating the life of our late monarch with the universal pleasure of music.

Beginning on Thursday evenings in September, we set out on rehearsals for our annual pantomime, "Red Riding Hood," performed in January of 2023. During these rehearsals, the Players subsequently met on Friday evenings for rehearsals for our "Christmas Cheer" concert, performed on 3<sup>rd</sup> December. Many of our favourite Christmas carols and seasonal songs were selected by members of the Players. An abbreviated form of Cinderella, along with other sketches and solo performances, were performed also. Again was the inclusion of audience participation in the singing, and everybody had a wonderful time. Christmas had arrived. Profits for the concert went to church funds.

***Toni Morina***  
***Chairman***

## **SAFEGUARDING**

Janet Liao took over the Safeguarding Officer role in April 2022 and has worked over the past year to ensure training is completed in accordance with the Church of England requirements. This is a big job, and unfortunately Janet has now had to step down from the role.

Over the past few weeks I have been helping out more, encouraging, cajoling (and yes, bribing!) people to get their required training done. I fully agree that the new system of online training is a complete nightmare for some people and there should be an option of face-to-face training for the people who prefer this, but alas I don't make the rules. There is also the dashboard to keep up to date with and the church groups need to all adhere to certain requirements.

After doing the role for 8 years (2014-2022) I'm not in a position to take it on again, and I'm hoping that someone will be appointed to be Safeguarding Officer by the time of the APCM (I'm writing this at the end of February) – I'm very happy to help whoever is appointed if they would like me to.

***Claire Akrill***

# SAFEGUARDING POLICY STATEMENT FOR 2022



Janet Liao – Safeguarding Officer



## Sprowston Parochial Church Council The Child Protection and Vulnerable Adult Policy Statement

In accordance with the Church of England Safeguarding Policy our church is committed to:

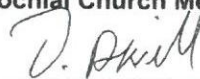
- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

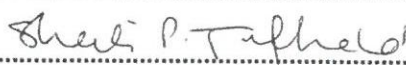
The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the team vicar and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- As part of our commitment to children, young people and vulnerable adults, the church has appointed Janet Liao to be the Named Person (contact 07917874686/janet.liao@yahoo.co.uk). This role will be regularly explained to children. She is responsible for ensuring all church workers have the necessary Disclosure and Barring Service (DBS) clearance and complete a self-declaration form tri-annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

**Policy Statement revised and adopted by Sprowston Parochial Church Council at the Annual Parochial Church Meeting on 27<sup>th</sup> April 2022**


Signed.....  ..... (Team Vicar)


Signed.....  ..... (Churchwarden)

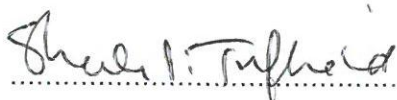
Signed.....  ..... (Churchwarden)

**Policy Statement to be reviewed and updated at the APCM on 19<sup>th</sup> April 2023**

Signed on behalf of all the trustees to confirm this is an accurate report of the activities for the year ending 31.12.2022 and that the Safeguarding Policy Statement has been reviewed:

  
..... Revd. Dean Akrell (Team Vicar) Date: 19.4.23

  
..... Mrs. Sue Ellingham (Churchwarden) Date: 19.4.23

  
..... Mrs. Sheila Tuffield (Churchwarden) Date: 19.4.23

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF SPROWSTON WITH  
BEESTON ST ANDREW**

**Registered Charity number 1149140**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022 which comprise the Receipts and Payments Account, the Statement of Assets and Liabilities and the related notes.

**Responsibilities and basis of report**

As the charity trustees of the Trust, 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or;
- the accounts do not accord with the accounting records.

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

28 March 2023



SUSAN KEMP FCA

Independent Examiner

100 Welsford Road, Norwich, NR4 6QH

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2022

Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at services	3	11,210	-	-	-	11,210	6,883
Planned giving	3	32,270	-	-	-	32,270	37,291
All other giving/voluntary receipts	3	15,090	-	1,839	-	16,929	19,074
Grant Income	3	-	-	-	-	-	10,573
Legacies Received (Capital Value)		-	-	13,892	-	13,892	17,500
Gift Aid recovered	3	9,203	-	-	-	9,203	9,357
		<u>67,773</u>	<u>-</u>	<u>15,731</u>	<u>-</u>	<u>83,504</u>	<u>100,678</u>
<b>Activities for generating funds</b>	3	3,215	-	-	-	3,215	-
Investment income	3	-	-	142	-	142	47
Church activities	3	33,758	-	33,078	-	66,836	69,394
Other income	3	2,324	-	11,699	-	14,023	12,888
<b>Total receipts</b>		<u>107,070</u>	<u>-</u>	<u>60,650</u>	<u>-</u>	<u>167,720</u>	<u>183,007</u>
<b>Payments</b>							
<b>Church activities:</b>							
Mission giving and donations	4	1,514	-	1,077	-	2,591	2,252
Parish share		58,613	-	-	-	58,613	58,650
Assigned fee paid to diocese		16,879	-	-	-	16,879	23,191
Clergy and staffing costs	4	8,506	-	8,545	-	17,051	19,681
Administration costs	4	1,958	-	-	-	1,958	3,813
<b>Church expenses:</b>							
Church running expenses	4	9,420	-	3,480	-	12,900	13,412
Costs of trading	4	5,160	-	23,608	-	28,768	18,573
Major capital expenditure	4	-	-	12,891	-	12,891	-
Other expenditure	4	653	-	39	-	692	2,943
		<u>102,703</u>	<u>-</u>	<u>49,640</u>	<u>-</u>	<u>152,343</u>	<u>142,515</u>
<b>Cost of generating funds</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total payments</b>		<u>102,703</u>	<u>-</u>	<u>49,640</u>	<u>-</u>	<u>152,343</u>	<u>142,515</u>
<b>Excess of receipts over payments</b>		<u>4,367</u>	<u>-</u>	<u>11,010</u>	<u>-</u>	<u>15,377</u>	<u>40,492</u>
<b>Transfers between funds</b>							
	(	17,500)	-	17,500	-	-	-
	(	13,133)	-	28,510	-	15,377	40,492
<b>Cash at bank and in hand at 1 Jan</b>		<u>29,568</u>	<u>-</u>	<u>71,505</u>	<u>-</u>	<u>101,073</u>	<u>60,581</u>
<b>Cash at bank and in hand at 31 Dec</b>		<u>16,435</u>	<u>-</u>	<u>100,015</u>	<u>-</u>	<u>116,450</u>	<u>101,073</u>

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2022

### Statement of Assets and Liabilities

Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2022 £	Total 2021 £
<b>Cash Funds</b>						
Petty Cash	3	-	13	-	16	1
<b>Barclays Current Bank Accounts:</b>						
Sprowston P C C Account	16,432	-	37,817	-	54,249	39,026
St Cuthbert's Church Centre Account	-	-	33,523	-	33,523	29,092
Sprowston Church Fees Account	-	-	-	-	-	4,367
<b>Barclays Business Premium Account</b>						
Virgin Money Deposit Account	-	-	28,000	-	28,000	-
	-	-	662	-	662	28,587
	<b>16,435</b>	<b>-</b>	<b>100,015</b>	<b>-</b>	<b>116,450</b>	<b>101,073</b>

**Asset held as Community Asset**

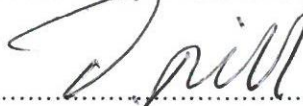
Peugeot Boxer Minibus registration AO05BGY.

**Liabilities**

Wedding deposits

( 420) ( 1,645)

**Signed on behalf of all the trustees to confirm this is a true and accurate financial statement of the accounts for Sprowston PCC for the year ending 31.12.2022:**

.....  ..... **Revd. Dean Akrell (Team Vicar)**      **Date:** 19.4.23

.....  ..... **Miss Jane Cole (Treasurer)**      **Date:** 19.4.23

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2022

Notes

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

2. The movements in designated and restricted funds during the year were:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
	£	£	£	£	£
<b>Barclays Current Bank Accounts:</b>					
Fabric Fund St Mary & Margaret	2,010	12,891	499	17,500	31,902
Ruth Willis Legacy	503	-	-	-	503
St Cuthberts Church	9,165	2,938	9,625	-	2,478
Flower Fund	795	-	15	-	780
India	283	217	500	-	-
Sprowston Foodbank	431	250	550	-	131
Car Boot Mission	544	-	6	-	538
Small Grants	95	1,450	60	-	1,485
St Cuthbert's Church Centre	17,946	26,580	29,900	3,010	17,636
St Cuthbert's Lunch Club	11,146	16,249	8,485	( 3,010)	15,900
<b>Barclays Business Premium Account</b>					
Fabric Fund St Mary & Margaret	-	-	-	2,744	2,744
Ruth Willis Legacy	-	-	-	3,584	3,584
Lowry Cole	-	-	-	19,880	19,880
Metcalfe Grave Bequest	-	-	-	1,792	1,792
<b>Virgin Money Deposit Account:</b>					
Fabric Fund St Mary & Margaret	2,797	7	- ( 2,744)		60
Ruth Willis Legacy	3,657	10	- ( 3,584)		83
Lowry Cole	20,279	53	- ( 19,880)		452
Metcalfe Grave Bequest	1,854	5	- ( 1,792)		67
	<b>71,505</b>	<b>60,650</b>	<b>49,640</b>	<b>17,500</b>	<b>100,015</b>

Fabric Fund St Mary & Margaret - Funds specifically for use at St Mary and St Margaret Church

Ruth Willis Legacy - Restricted for use at the discretion of the Vicar and Churchwardens

St Cuthberts Church - Funds specifically for use at St Cuthberts Church

Flower Fund - Funds given for flowers and other church decorations

India - Funds for the support of a Church in India

Sprowston Foodbank - set up during Covid 19 pandemic. Remainder to be used for those requesting help locally.

Car Boot Mission - From Bishop's Mission Fund for the presence at the Car Boot Sale at Sprowston Park and Ride. Remainder for with magazine costs if required

Small Grants - for White House Farm coffee and donations that are earmarked

St Cuthbert's Church Centre - St Cuthberts Church Hall and Annex Trading Account

St Cuthbert's Lunch Club - lunch club for the over 50s

Lowry Cole- Restricted for use at absolute discretion of the PCC

Metcalfe Grave Bequest - For the upkeep of the Metcalfe Grave (PCC may retain 40% of interest)

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2022

Notes (Continued)

### 3. Receipts

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2022	Total 2021
	£	£	£	£	£	£
<b><u>COLLECTIONS AT SERVICES</u></b>						
Sunday Collections	9,920	-	-	-	9,920	4,146
Weekday Collections	100	-	-	-	100	140
Wedding and Funeral Collections	173	-	-	-	173	-
Baptism & Other Services	1,017	-	-	-	1,017	2,597
	<b>11,210</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,210</b>	<b>6,883</b>
<b><u>PLANNED GIVING</u></b>						
Standing Order	24,283	-	-	-	24,283	24,771
Regular Giving Envelopes	5,002	-	-	-	5,002	12,520
Parish Giving Scheme	2,985	-	-	-	2,985	-
	<b>32,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,270</b>	<b>37,291</b>
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
Donations	6,663	-	1,839	-	8,502	18,678
Gift Days	7,376	-	-	-	7,376	-
Wall Boxes	1,051	-	-	-	1,051	396
	<b>15,090</b>	<b>-</b>	<b>1,839</b>	<b>-</b>	<b>16,929</b>	<b>19,074</b>
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	-	-	-	-	-	10,573
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,573</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	9,203	-	-	-	9,203	9,357
	<b>9,203</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,203</b>	<b>9,357</b>
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Churches Together Bike Ride	66	-	-	-	66	-
Other Fundraising	1,709	-	-	-	1,709	-
Fetes & Fairs	1,440	-	-	-	1,440	-
	<b>3,215</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,215</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	-	142	-	142	47
	<b>-</b>	<b>-</b>	<b>142</b>	<b>-</b>	<b>142</b>	<b>47</b>
<b><u>CHURCH ACTIVITIES</u></b>						
Fees - Statutory	23,822	-	-	-	23,822	32,523
Fees - Additional	4,437	-	-	-	4,437	4,360
Magazine	5,499	-	-	-	5,499	5,502
Legacy Holiday club	-	-	-	-	-	2,384
St Cuthberts Centre & Annex	-	-	16,829	-	16,829	12,613
St Cuthbert's Lunch Club	-	-	16,249	-	16,249	12,012
	<b>33,758</b>	<b>-</b>	<b>33,078</b>	<b>-</b>	<b>66,836</b>	<b>69,394</b>
<b><u>OTHER INCOME</u></b>						
Charities & Hardship Fund	1,630	-	-	-	1,630	947
Other	694	-	2,330	-	3,024	3,580
Income for Administrator	-	-	9,369	-	9,369	8,361
	<b>2,324</b>	<b>-</b>	<b>11,699</b>	<b>-</b>	<b>14,023</b>	<b>12,888</b>

## Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2022

Notes (Continued)

### 4. Payments

	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund	Total 2022	Total 2021
	£	£	£	£	£	£
<b><u>MISSION GIVING AND DONATIONS</u></b>						
Charities - Home (UK)	-	-	577	-	577	-
Charities & Hardship Fund	1,514	-	-	-	1,514	252
India	-	-	500	-	500	2,000
	<b>1,514</b>	<b>-</b>	<b>1,077</b>	<b>-</b>	<b>2,591</b>	<b>2,252</b>
<b><u>CLERGY AND STAFFING COSTS</u></b>						
Administrator Parish/Benefice	-	-	8,545	-	8,545	11,820
Clergy Expenses	4,186	-	-	-	4,186	3,696
Organist	3,715	-	-	-	3,715	3,765
Clerk and Vergers Fees	605	-	-	-	605	400
	<b>8,506</b>	<b>-</b>	<b>8,545</b>	<b>-</b>	<b>17,051</b>	<b>19,681</b>
<b><u>ADMINISTRATION COSTS</u></b>						
Support Costs	661	-	-	-	661	998
Printing Stationery & Computer	1,297	-	-	-	1,297	2,815
	<b>1,958</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,958</b>	<b>3,813</b>
<b><u>CHURCH RUNNING EXPENSES</u></b>						
Insurance	3,936	-	-	-	3,936	3,850
Service Costs	1,657	-	15	-	1,672	631
Maintenance	1,635	-	73	-	1,708	5,834
Centre Recharge Church share of costs	( 3,392)	-	3,392	-	-	-
Electricity & Oil	3,365	-	-	-	3,365	1,840
Independent Examination Cost	500	-	-	-	500	375
Maintenance/utility (Parish Room)	1,537	-	-	-	1,537	741
Bank Charges	182	-	-	-	182	141
	<b>9,420</b>	<b>-</b>	<b>3,480</b>	<b>-</b>	<b>12,900</b>	<b>13,412</b>
<b><u>COSTS OF TRADING</u></b>						
Magazine	5,160	-	-	-	5,160	5,572
Hall Running Costs	-	-	15,123	-	15,123	12,135
St Cuthbert's Lunch Club	-	-	8,485	-	8,485	866
	<b>5,160</b>	<b>-</b>	<b>23,608</b>	<b>-</b>	<b>28,768</b>	<b>18,573</b>
<b><u>MAJOR CAPITAL EXPENDITURE</u></b>						
Church - Major repairs and Redecorations	-	-	12,891	-	12,891	-
	<b>-</b>	<b>-</b>	<b>12,891</b>	<b>-</b>	<b>12,891</b>	<b>-</b>
<b><u>OTHER EXPENDITURE</u></b>						
Other	253	-	6	-	259	952
Children's Work	400	-	33	-	433	-
Sprowston Foodbank	-	-	-	-	-	644
Small Grants	-	-	-	-	-	50
Legacy Holiday club	-	-	-	-	-	1,297
	<b>653</b>	<b>-</b>	<b>39</b>	<b>-</b>	<b>692</b>	<b>2,943</b>

## Accounts to 31<sup>st</sup> December 2022

### General Account

Starting Balance	£25,200.05	
Receipts	£98,876.28	
Payments	£87,326.20	
Transfers In	£28,000.00	(from Virgin Account for ease of administration)
Transfers Out	£17,500.00	(Barbara Hunt Legacy transferred to St MM Fabric as designated fund)
	£28,000.00	(to Savings Account ref Virgin Savings)
Closing Balance	£19,250.13	

#### Includes Charities and Hardship Fund

£974.13 Christmas Collections – three cheques sent in January

#### Statutory Funeral Fees to Diocese

£3,272.00 paid in January

#### and Magazine

Receipts	£5,499.44
Payments	£5,160.00

### Petty Cash General Fund

Closing Balance	£3.00
-----------------	-------

### Fabric Fund St MM: Current Account

Starting Balance	£2,009.49	
Receipts	£12,891.57	(Includes remainder of Barbara Hunt Legacy)
Payments	£499.20	(Architect fees for new paths and car parking)
Transfers In	£17,500.00	(Barbara Hunt Legacy transferred from General Account)
Transfers Out	£0	
Closing Balance	£31,901.86	

#### Includes Barbara Hunt Legacy (Designated)

Closing Balance of this is £30,391.57

### Fabric Fund St MM: Investment Account

Closing Balance	Barclays	£2,744.00
Closing Balance	Virgin	£60.12

### St. Cuthbert's Fabric Fund

Starting Balance	£9,165.85
Receipts	£2,937.60
Payments	£9,625.36
Transfers In	£0
Transfers Out	£0
Closing Balance	£2,478.09

#### Includes Donations re Revd. D. Abraham (Designated)

Closing Balance of this is £1,082.42

**Flower Fund**

Closing Balance	£779.71
-----------------	---------

**India**

Closing Balance	£0 (all money sent to Bishop Raj)
-----------------	-----------------------------------

**Sprowston Food Bank**

Closing Balance	£131.23 (in reserve for those in need locally)
-----------------	--

**Car Boot Mission**

Closing Balance	£536.96 (transfer to help magazine costs if needed)
-----------------	---

**Small Grants and Specific Donations**

White House Farm Coffee	£35.91
Café Church	£100.00
Donations (to be earmarked)	£350.00
Legacy (to be earmarked)	£1000.00
Closing Balance in Total	£1,485.91

**Ruth Willis Legacy: Current Account**

Closing Balance	£503.68
-----------------	---------

**Ruth Willis Legacy: Investment Account**

Closing Balance	Barclays	£3,584.00
Closing Balance	Virgin	£83.01

**Lowry Cole Investment Account**

Closing Balance	Barclays	£19,880.00
Closing Balance	Virgin	£452.08

**Metcalfé Grave Bequest Investment Account**

Closing Balance	Barclays	£1,792.00
Closing Balance	Virgin	£67.22

The Virgin Account couldn't be closed completely – not all signatories available. The majority was transferred to our Barclays General Account and then apportioned to the four groups in a Savings account (proportion percentages as worked out for percentage proportions given on interest rates)

**St. Cuthbert's Centre**

Starting Balance	£17,940.37	
Receipts	£26,535.36	
Payments	£29,893.24	
Transfers In	£3,010.00	Lunch Club Hire
Transfers Out	£0	
Closing Balance	£17,592.49	

**St. Cuthbert's Lunch Club**

Starting Balance	£9,055.81	
Receipts	£16,277.97	
Payments	£8,484.50	
Transfers In	£0	
Transfers Out	£3,010.00	To Centre Account for Hire
Closing Balance	£13,839.28	

**St. Cuthbert's Lunch Club Amenities Fund**

Closing Balance	£2,090.55
-----------------	-----------

**Petty Cash Centre**

Closing Balance	£13.10
-----------------	--------

**Fees Account**            Closed

**Parish Share**

Requested £60,920

Paid in full (including on-line giving and NDBF refund for Services taken in crematoria/cemeteries in 2021)

We are £40 in credit for 2023 and also due another refund from NDBF for 2022 services

**Receipts/Expenditure Comparison for the General Fund**

Expenditure is 94.7% of last year's – amazing with the rise in price of various things

Receipts are 90.6% of last year's despite the excellent response to the Gift Day.

To date we have £11,552.07 excess of receipts over payments (Hallelujah! There is still an excess even bearing in mind the deduction of fees and charity money – see above)

**Utilities to date****St. Cuthbert**

Gas £2698.24; Electricity £2346.36. In total £5044.60

2021 total for the year was £3156.23

Water £390 (we now pay £65/month as the water usage has increased).

2021 £180 total for year. 2018 paid £768 and 2019 £708

Insurance 2021: 1833.56; 2022: 1890.75

**St MM**

Oil £2542.98; Electricity £821.66. In total £3364.64

2021 total £1840.47

Insurance: 2021: 2016.90; 2022: 2062.34

**Parish Room**

Oil £1012.60; Electricity £524.13. Total £1536.73

2021 total £740.91



---

# Accounts

---



St. Mary & St. Margaret's and St. Cuthbert's

# **ST MARY & ST MARGARET'S – PARISH CHURCH ST CUTHBERT'S – DAUGHTER CHURCH**

## **ANNUAL REPORT AND FINANCIAL STATEMENT OF THE PAROCHIAL CHURCH COUNCIL**

For the year ended 31<sup>st</sup> December 2021

### **Team Rector**

Revd Canon Simon Stokes  
The Vicarage  
2 Wroxham Road  
Sprowston  
Norwich  
NR7 8TZ

### **Team Vicar and Chair**

Revd Dean Akrell  
15 Blue Boar Lane  
Sprowston  
Norwich  
NR7 8RX

### **Lay Vice-Chair**

Mrs Sheila Tuffield  
25 Allens Avenue  
Sprowston  
Norwich  
NR7 8EP

### **Bankers**

Barclays Bank PLC  
Aylsham Road  
Norwich  
NR3 2RJ

### **Independent Examiner**

Susan Kemp FCA  
100 Welsford Road  
Norwich  
NR4 6QH

# **THE PARISH OF SPROWSTON WITH BEESTON ST ANDREW**

## **ANNUAL REPORT FOR 2021**

### **BACKGROUND**

The Parochial Church Council of Sprowston with Beeston St Andrew has the responsibility of co-operating with the staff team, in the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The Parochial Church Council has the responsibility for maintaining the Parish Church dedicated to St Mary and St Margaret, Church Lane, Sprowston, the daughter church dedicated to St Cuthbert, with associated annexe and Church Centre, Wroxham Road, Sprowston and the churchyard extension at the Parish Church.

### **MISSION STATEMENT**

We aim as a church;

- To worship God
- To love and care for each other
- To share faith in Christ
- To make a difference to life in Sprowston, the world and the planet

### **CHARITABLE STATUS**

The Parochial Church Council for the Ecclesiastical Parish of Sprowston with Beeston St Andrew (Sprowston PCC) was registered with the Charity Commission on 28th September 2012.

Registered charity number: 1149140



## TEAM RECTOR'S REPORT 2021

We read in the Gospel of St Matthew chapter 11: v28 - 29

*"Come to me, all you who are weary and burdened,  
and I will give you rest.*

*Take my yoke upon you and learn from me,  
for I am gentle and humble in heart,  
and you will find rest for your souls."*



Many years ago I had the privilege of taking part in a mission trip to Nepal. Whilst there I witnessed oxen yoked together, pulling ploughs, the young ox yoked to an older ox to learn. The passage above is one that I have gone back to time and time again, often wondering just how we receive the rest that Jesus speaks of in verse 28, but at the same time remembering the picture from Nepal. The Amplified Bible is helpful in thinking about the 'rest' that God gives and says:

*"Come to Me, all who are weary and heavily burdened [by religious rituals that provide no peace], and I will give you rest [refreshing your souls with salvation]. Take My yoke upon you and learn from Me [following Me as My disciple], for I am gentle and humble in heart, and YOU WILL FIND REST (renewal, blessed quiet) for your souls."*

I have recently been reading a book entitled 'The Ruthless Elimination of Hurry', where the author takes us to this passage and encourages a new look at it. For many of us as we come towards the 2<sup>nd</sup> anniversary of being locked down due to the covid pandemic and what should be excitement over a return to normal, we are however feeling tired and weary. So how do we find the refreshing promised? The author of the book, Comer, suggests we need to take another look at Jesus words in John chapter 14 where he encourages that he is the way and the truth and the life. He points out that churches are often good at encouraging the truth and life parts, but what about **living** the way Jesus did. I know that this is a report looking backwards to last year 2021, but as we do so we do need to look forward and just think and pray about our next steps in experiencing that refreshment promised by Jesus.

This past year has seen so many changes here in Sprowston. Significantly in September the formal team 'Sprowston and North Norwich team ministry' came into existence. The team comprises Sprowston with Beeston St Andrew, Christchurch New Catton, St Luke's with St Augustine's and St Mary Magdalene Silver Road. A large geographic team with the intention of being staffed with a team rector and 4 team vicars one of whom will be a pioneer minister. As you will imagine much time and energy has gone into bringing this wider team together and encouraging the churches to work together, with the wardens meeting together regularly too. To counter some of this increased workload I stepped down as rural dean as from January 2022.

As already mentioned, this year has been one of great change, not only have we continued to battle with the covid pandemic and its impact on face-to-face contact, but at the beginning of the year our church administrator, Julie Hagan-Palmer, who was also my confidential secretary collapsed in the church car park having had a massive stroke. She has suffered life changing effects from this, but praise God she is showing some improvement. After a year of being signed off, she has resigned. My thanks go to Jane Cole who stepped in to help and somehow has been persuaded to stay! Not only has she been running the church office for us but she will be taking over from Andy Hudson as PCC treasurer.

During the year Rev Philip Harvey completed his curacy and moved on to pastures new over on the west of the country. Also, Rev Andy Bunter was head-hunted for a post in the east of the diocese to continue his excellent pioneer work in Oulton Broad. And then Vicky Allen our sports worker moved on as well. The good news was that Rev Blessing Chishanu and his wife Anthea along with their 2 children joined us at the end of June to serve here as curate. Despite all the changes Blessing has brought a stability as we reflect on future ministry here in Sprowston along with that across the new benefice.

From a benefice perspective, during the year we appointed Rev Graham Kirk-Spriggs as team vicar for St Luke's and St Augustine's. Graham is living in the clergy house next to St Cuthbert's and joins us regularly for morning prayer. We also appointed Margaret Gray, an LLM, to be the [focal] pastoral minister for Christchurch. Later this year we hope to appoint a pioneer team minister with responsibility for digital ministry in terms of social media and the White House Farm area.

With so much change the team has felt exhausted and I thank you all for your prayers and support during the year. But once again I think there is such an importance in exploring the refreshment promised by Jesus and together discovering just how we live and do church that is sustaining to us all.

As we reflect over this past year, so much has been achieved, but of course we have lost some significant members of our church, rejoicing that they are in paradise and reunited with those who have gone before. But what about the living? As we look to the future not only are we building friendship and relationship in this new team, but we are encouraged by the Bishop to re-think our relationship with God or Jesus. Do we need refreshing and energising? And if so, how do we do that? Well looking at Jesus' way of living does give us some indications and encourages us to think about our rhythm of life and whether we are spending enough time in prayer, enough time just being with God, enough time with our family and church family, and perhaps even enough time asleep.

I hope that together we can discern God's way here in the benefice and truly find that being yoked to him and doing things at his pace enables us to find refreshment in him.

Once again thank you for all you have done this past year and I look forward to living and worshiping alongside you all in the year ahead.

God Bless

**Simon**

## **TEAM VICAR'S REPORT (INCLUDING COMMUNICATIONS, CHILDREN & YOUNG PEOPLE, SOCIAL COMMITTEE AND PERFORMING ARTS REPORTS)**



After a period of repeated lockdowns and ever-changing restrictions, it seems that we may be getting back to some sort of “normal”. Although perhaps we need to re-define what “normal” is. This last year has certainly brought it home to me that our life in faith is an on-going journey rather than a destination, and that our Church is ever evolving and ever-changing. Now that we’re part of a wider team ministry I’ve had to adapt to the idea of being “Team Vicar” rather than “Associate Vicar”, and whilst much of this role is clear, a greater responsibility for the day to day running of the Parish, no doubt there are elements of this role which have yet to be revealed.

We’ve all had to adapt and change, and for some of us this has meant stepping back whilst we rest and reflect on where God might be calling us next, whilst others have found new purpose.

One thing which has certainly changed is the pattern of our worship, perhaps particularly at St. Cuthbert’s. The reduction in the availability of Clergy as we take on new responsibilities, means that a renewed emphasis on lay-led worship is now developing. We’ve been looking at ideas as to how “All Age Worship” might be refreshed and find new purpose. Revd Blessing has been keen to take a lead on this, together with our lay leaders and music group, as well as with some new arrivals who are eager to get involved. See? We are evolving, and there are signs of new life. Alleluia.

Speaking of new arrivals, it has been a great source of joy and encouragement to me that during the pandemic, new people have come along and found a home within both of our Church congregations. I believe that as a Church family we are naturally inclusive and affirming. This for me is a sign of the body of Christ at work. Sadly, some of our older people have died, and this too is part of change, but we know that they will be forever part of who we are as the Church here in Sprowston.

### **Children And Young People**

We began the year offering Children’s ministry primarily in the virtual realm, with online assemblies and virtual “Messy” activities. Slowly we’ve been getting back into the schools, and returning to our own space. We began with the ever popular “Teddy Bear’s Parachute Drop”, before limbering ourselves up for Messy Christmas, and welcoming families back to our three Christingle services on Christmas Eve, all of which were well attended and appreciated. As I write this, plans for an Easter Holiday Club and Messy Easter are under way. I want to thank everyone involved.

As the focus on all age worship changes, so too does Sunday School. With Toni Morina stepping down, and Janet Liao taking up the mantle, this is clearly going to head into a new direction. With children potentially being more of a part of our main congregations, there has been a renewed focus on how our worship spaces can be more welcoming to children and families. Our thanks to Revd Melanie for revamping the children’s areas in both our churches. They look fantastic. I wish Melanie well in her retirement, but I’m sure we’ll be seeing her again.

It is clear that in the months ahead a new focus is needed on children’s ministry. Like many things, the Pandemic has changed where we are and who we are working with. Jesus encouraged us to see the world as little children, I think this means with openness and curiosity, eager to see where God will lead us next.

## **Communication**

As I reported last year, the pandemic has given a new importance and relevance to our presence in the online world. This continues to grow and evolve. Our social media and website now allows a participation from a range of people we could only have dreamed of a few years ago. As the year progresses, we will need to pay particular attention to our website which now has a few glitches and is beginning to look a bit tired. Fortunately, we have been offered a diocesan grant to help revitalise it and are in communication with professional web designers as to how the site can best be updated.

The magazine is still in good health and is appreciated by its readers. Thanks to all who contribute. At some point in the next year it looks likely that our Editor, Adam Moore, will step down, so we are looking for someone new to sit in his chair. Adam has done a great job over the years. Like with so many things, we're entering into a new era, so questions will be asked as to how the magazine will look, and whether it needs to reflect the life of the wider benefice. Any ideas are greatly appreciated!

## **Social Committee**

One of the things to suffer during the pandemic has been our social committee, and we really need new people on board to dream dreams and hatch schemes! Having said that, we did have a marvellous afternoon tea last summer, followed by a Harvest Supper in the Autumn. This Summer we are looking forward to Jubilee Celebrations. In the past we have had a rolling program of events, including a Summer Fete and Christmas Fair. Sadly these have not been possible this year. So, we do need new vision; remembering that food, fellowship, and fun are as much part of discipleship as anything else. Jesus loved a good party. Oh, and a good social calendar also helps to boost funds. If you feel able, please do consider getting involved.

## **Performing Arts**

I'm glad to say that following a quiet period for the performing Arts, save for a few things online, we're now braving the spotlight once again! Following a tremendous Parish Players production of "The Wind in the Willows," I set my sights on our alternative passion play "The Passion of Sophia", which was postponed two years ago, but which will hopefully have been performed by the time you read this. I was delighted to discover that the cast were keen to return. Many of the cast are not regular church attenders and given that the show explores themes of Christ on the edge of our experience, as well as in the realms of the everyday, in unexpected places, this seemed appropriate. The show explores dislocation, mental unease and the hope of resurrection. So, in many ways it is perhaps more relevant today than it was two years ago.

As always, we are creative people made in the image of a creative God. In being creative we share in God's creative process and open ourselves up to new understanding. As for the future, well, once again it's time to dream dreams...

## **Looking to the future....**

Who knows what the future will bring? I think all of us are at a turning point in our journey; much has changed, and there is much work to be done. In times of change, prayer and discernment are especially important; we need direction and wisdom, insight into what we need to take up and of what we need to let go. To quote Ecclesiastes 3, "For everything there is a season". Since Revd Blessing arrived, he's taught me the importance of the seasons, that everything has a time and a place in the sight of God. As the seasons change may we too have the courage to adapt, change, and be renewed; praying that God will guide us on the new paths ahead.

With Love and Blessings

**Revd. Dean**

## **ASSISTANT CURATE'S REPORT (INCLUDING PIONEERING AND OUTREACH)**



### **Hope Explored**

In the month of January (17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>) we ran a course deigned to help us explore the basic tenets of the Christian faith called "*Hope Explored*." It looked at the life, death and resurrection of Jesus in Luke's Gospel. The three-session series over three Monday nights showed that Christianity is about real hope: a joyful expectation for the future, based on true events in the past, which changes everything about our present. The six participants begun the evening with a brief catch-up around a warm meal. It followed into a short bible study, a video talk given by Rico Tice and a subsequent discussion based on the talk. Some of the material raised searching questions about our own faith and what we base our hope on in this life and the next. We will be running another "*Hope Explored*" course in the near future.

### **Legacy Club**

Our former sports minister, Vicky Allen, positioned in our church by the Diocese ran holiday clubs called "Legacy". These were billed as action-packed days full of sports and games, with a short moment where we explored a theme centred around the Christian faith! The legacy clubs ran during holiday/half term breaks. The first club ran from the 9<sup>th</sup>–11<sup>th</sup> of August and had between 16 to 20 children aged between 5 & 11. These ran from 10.00am and ended at 3.00pm. Volunteers from the Sprowston community as well as the Sports factory helped run these sessions. The second had between 8 to 9 children and ran during the October half-term. The first club was built around the theme 'Who is Jesus' and the second focused on 'Jesus as the Light' that shines in the darkness. An encouragement from the Legacy Club was when a child stated something to the effect 'Now I know Jesus is alive'. We thank God for Vicky's ministry in Sprowston and pray His richest blessing on her next chapter.

### ***Revd. Blessing***

## **REVIEW OF THE YEAR 2021**

The PCC met on 4 occasions during the year initially via Zoom but latterly with both Zoom and face to face to meetings. The Standing/Finance Committee met 5 times in between PCC meetings to discuss finances and to set the next PCC agenda.

Very sadly, Julie Hagen-Palmer, our parish administrator, suffered a massive stroke in January but very fortunately Jane Cole, with her church office experience wonderfully stepped in to temporarily cover the role.

All of the meetings discussed church financial matters and amazingly, with Covid still affecting our family and church lives and through the generosity of many people, we were able to pay the parish share of £60,000 in full.

Throughout the year there were significant staff changes. Revd Philip Harvey became vicar of Weobly in Herefordshire, Revd Andy Bunter continued in his pioneer ministry as part of the Oulton Broad team at St Michael's church, Oulton and we said goodbye to Vicky Allen as she went to pastures new as a sports' minister.

We welcomed Revd Blessing Chishanu to his curacy with us and celebrated his ordination with a barbecue in the vicarage garden.

The church continued to work closely with Sprowston Youth Engagement Project providing more meeting places for them and are pleased that with the agreement of the Diocese and the town council, SYEP will be hiring the acre of land near the allotments which is owned by the church and known as "The Church Field" and using it as part of the "Urban Adventure Garden" scheme once it has been appropriately fenced.

Work to improve the paths and parking area in SMM graveyard is still being investigated.

Mission and ministry continued, including the formation of 3 Garden Churches but Church at the Car Boot Sales ceased. It had been a good project but it had run its course and necessitated arrival at 5.30am!

A big change this year has been the formation of the Sprowston and North Norwich Team Ministry which will no doubt be mentioned fully elsewhere in the reports.

***Penny Rennie***  
***PCC Secretary***

## **CHURCHWARDENS' REPORT 2021**

2021 got off to the most difficult of starts with everyone being rocked when our Parish Administrator was suddenly very unwell. Whilst stunned by this news, which came without any notice, our shock must have been as nothing compared to that of her family and close friends. Our love and prayers remain with them all.

We were suddenly confronted with finding out just how pivotal all of the work done in the office (often unseen) really is to the smooth running of the Parish. We would like to thank everyone who rallied round at that time. We are particularly grateful to Jane Cole who stepped in to act as our administrator. Certainly not the sort of partial retirement plan she had envisioned but God moves in a mysterious way.

During the year, we have maintained services, initially on-line and then face to face, as Covid regulations changed. We have deliberately taken a careful approach to how we run church services to ensure we remain as Covid secure as possible. As churches were able to open up, we were pleased to see many of our congregation return to communal worship in person rather than worship on-line, and also to welcome new friends. Some are no longer able to attend in person, although they remain very much part of our community. Sadly we mourned the passing of several stalwart members of our congregations in 2021 and also had to say goodbye to others as they moved away. We also said goodbye to Rev Philip Harvey and Penny, and Rev Andy Bunter, Jenny and Isaac as they both moved from being curates with us to their first Parishes. We were delighted when Rev Blessing Chishanu joined us to be our new curate and welcomed his wife, Anthea and their children.

Covid has taught us all about the need to grieve properly. In addition to the many funeral services conducted throughout the year, we also held a service to mark the passing of HRH Prince Philip. Memorial services are being held when requested and we were able to hold our two annual remembrance services for the departed. We were pleased when weddings and baptisms were able to be held again and that there have been more couples and families who have wished to have these services. We were delighted that gradually we were able to hold some of our regular annual services, especially that Remembrance Service could be held almost "as normal" in November.

At St Mary and St Margaret's, we had to replace our oil storage tank and the pipes taking the oil from the tank to the boiler. Fortunately, there wasn't any environmental contamination. The coping stones at the very top of the East wall were finally ready for installation. 4G Wi-Fi has been installed. We have also started initial work with our architects and a builder regarding the work necessary to create a better path from Church Lane to our main door and improve the rain drainage across that route. We also wish to widen the gates to provide space for hearses and wedding cars to be safely parked and turned and some disabled parking within the churchyard area. This will be a long-term project which we have been able to progress from a long-term aspiration to something that we can meaningfully investigate thanks to a very kind legacy bequeathed by one of our congregation. Much work on this plan (and fundraising) will be required to turn it into a reality but it will really enhance ease of access to St Mary and St Margaret's for all who need it.

At St Cuthbert's, we lost some roof tiles in a serious storm and work is now underway to replace those and deal with other roof and guttering problems. After some delay due to the Covid restrictions, we were finally able to install a mural in tribute to the heritage of brickmaking. This was a significant industry in the area, manifested in St Cuthbert's being built of brick rather than stone. Please drop in to see the mural if you haven't before. Gradually groups and ad-hoc hirers have returned to our halls and finally our new kitchen has been used with a new lunch club running on Wednesdays.

Having two churches to maintain means there is always more to do but generally our buildings remain in good repair. If you have skills to offer in this area, please do speak with either of us, any of the clergy team, or leave a message at the office for someone to come back to you.

In addition to all who sit on the PCC, we once again thank everyone who helps to keep things running on a week-by-week basis - our sacristans Pauline and Tony, our team of welcomers for both churches, those who make coffee, those on the prayer, reading or counting rotas. We are always pleased to welcome new volunteers to these roles. In particular we need to thank Robert for everything that he does - from setting up Christmas trees, building staging for Christingle services, and dealing with the banking through to ensuring that the bins are ready for collection at the right time.

Finally, we look forward to whatever 2022 brings as we come to know our neighbouring parishes more closely and their wardens as part of the Sprowston and North Norwich Benefice.

***Sheila Tuffield and Sue Ellingham***  
***Churchwardens***

## **TREASURER'S REPORT FOR THE 2021 PCC ACCOUNTS**

Yet another 'extremely challenging year' financial-wise has concluded but this year I am pleased to be able to confirm that we were able to pay our Parish Share in full. Although this may not show in this year's account, we are able to reclaim the fees received from taking funeral services at the crematoriums and use this against the Parish Share and this amounts to more than the £1350 shortfall showing on the accounts. With the lack of fund-raising events and the loss of Sunday, baptism and wedding fees and collections for part of the year, this certainly affected the amount we received. However, this was offset by those who gave on a regular basis and some very generous donations throughout the year.

2022 looks likely to be another challenging year financially, especially with the ever-increasing energy costs, and I wish the new treasurer every success.

Once again, many thanks to Robert Huntly for carrying out the weekly banking and dealing with the Stewardship and Gift Aid claims.

***Andy Hudson***  
***PCC Treasurer***

## **STEWARDSHIP AND GIFT AID REPORT**

During 2021, 35 donors gave via the Stewardship envelope scheme (from 33 in 2020). 26 gave by Standing Order (from 25 in 2020), including 2 who used both methods.

We are grateful to those whose donations are made under the "Gift Aid" scheme (32 in 2021, from 33 in 2020). This enables the Church to reclaim tax which has already been paid by the donor, at no cost to themselves. The scheme can also accommodate payments such as cash donations of more than £30, or non-cash payments such as cheques and Standing Orders. Gift Aid declaration forms are available at the back of both churches and from the Church Office. (Please remember to advise me if you later stop paying tax). Pre-printed white envelopes are also available for "one-off" payments.

We continue to benefit from the "Gift Aid Small Donations" scheme on qualifying payments (up to £30) that are not made under the Gift Aid provisions. This enables charities to receive from HMRC the equivalent of a tax refund, even if tax has not been paid by the donor. A maximum of £2000 per year per church building could be claimed under this scheme (though the level of our donation income is not currently enough for us to receive the full amount).

***Robert Huntly***  
***Stewardship Recorder***

## **LIFE EVENT MINISTRY: BAPTISMS, WEDDINGS AND FUNERALS**

Our clergy and reader team were busy with baptisms, weddings and funerals this year. Covid-19 restrictions continued to have an impact on the pattern of this ministry and on the number of events undertaken throughout the year. However, the team were still able to provide the same level of personal and spiritual support to families.

### **Baptisms**

Twenty-five baptisms were conducted in the parish this year - one adult baptism at St. Cuthbert's and the remainder (all children) at St. Mary and St. Margaret's. Due to Covid restrictions, the vast majority of these took place during the second half of the year – August, September, October and November seeing weekly baptisms!

### **Weddings**

As expected, following last year's restrictions, we were very busy with weddings in 2021, twelve being conducted at St. Mary and St. Margaret's and the last wedding of the year on 31<sup>st</sup> December at St. Cuthbert's.

### **Funerals**

Our readers and clergy team were busier than ever with funerals across the year. The total number of funerals in the parish for the year was 113, conducted in our churches or at local crematoria. Providing spiritual and pastoral support and planning and presiding at funerals provides a unique opportunity for coming alongside people at a difficult time in their lives.

The clergy team also undertook an additional 12 memorial services and interment of ashes services.

Bereaved families were invited to our Service of Remembrance and Thanksgiving with Blessing of Graves on 13<sup>th</sup> June – a joint service with St. George's Roman Catholic Church at St. Mary and St. Margaret's - and also to the Service of Remembrance and Thanksgiving at St. Cuthbert's held on the afternoon of All Hallows Eve (31<sup>st</sup> October). Norwich Community Choir sang for us at both of these services which were well attended and appreciated by those individuals and families who attended.

***Jane Cole***

## **COMMITTEES AND TEAMS**

Most of the practical work of the PCC is carried out by small teams. They have some devolved responsibility but where wider policy issues are involved or more than routine expenditure is involved, they bring proposals to a meeting of the PCC. The teams are able to co-opt any member of the church who wishes to be involved in a specific sphere of work.

## **STANDING COMMITTEE**

This is the only committee required by law and meets before PCC meetings to set the agenda. It has the power, when necessary, to transact the business of the PCC between its meetings, subject to any directions given by the Council.

This committee works with the Treasurer to monitor income and expenditure, budgeting, preparing the annual accounts and report for the Annual Parochial Church meeting and with the staff team to ensure regular teaching about Christian giving.

The Standing Committee consists of the vicar, assistant priest, churchwardens, treasurer, secretary and two other members of the PCC (Robert Huntly and Bryan Carpenter).

***Revd. Melanie***

## **SITE COMMITTEE/FABRIC COMMITTEE REPORT**

The previous structure of a Site Committee for each church site ended with the 2021 APCM, after which their former role was split between the P.C.C. Standing/Finance committee and a single new Fabric committee. Matters dealt with during 2021 included:

### **St Mary & St Margaret**

- Removal and sale of North aisle pews and replacement with flexible seating forming both a social area and a children's area.
- Replacement of broken tiles on the extension roof.
- Replacement of the heating oil tank and feed pipe, following leakage in the boiler room.
- Plumbing repairs in the extension toilets.
- Installation of wi-fi equipment to facilitate "Zooming" of services when required.

### Items under consideration:

- Improvements to churchyard access, pathways and wedding/funeral parking.
- A plan for future use of the P.C.C.'s Church Lane allotment land for SYEP youth work.

### **St Cuthbert**

- Installation of cameras to enable "Zooming" of services during Covid-19 restrictions.
- Upgrading of heating control equipment following heating failure in February.
- Fitting of a television aerial (initially for use for "Sports Factory" activities), and subsequent fitting of the two television screens onto the church wall to replace the failed projector.
- Installation of a gas Smart-meter, for the Centre and Annexe.
- Commencement of repairs to the church roof and rainwater goods.

### Items under consideration:

- Replacement of cooker in Centre kitchen.
- Refurbishment of St. Cuthbert's chapel.

The Quinquennial Report on this site was received during the year and is being reviewed.

***Robert Huntly***

## **CHILDREN, YOUTH AND FAMILY COMMITTEE**

In the last year we have continued our work with children, as far as possible, despite the various Covid restrictions.

This year children from both junior schools, Falcon Junior and Sprowston Junior came to spend time in St Mary and St Margaret's church. They were all Year 3s, 7-8 year olds, who came to visit, to learn about Harvest Festival. Other school visits have been put on hold until 2022.

We are always looking to invite local schools to bring their children to visit our churches when it is possible.

Last year the staff team were only able to take a limited number of school assemblies in person. However, the team made recorded assemblies for the children to watch at school.

This year Messy Easter activities in person were cancelled but we produced Messy Easter online and in a bag. These bags were collected from the porch at St Cuthbert's, with activities to do at home. We were able to hold Messy Christmas in the church and centre and this was very well attended.

Vicky Allen, from Sports' Factory held Legacy club holiday events in August and October.

We were able to restart coffee mornings at Whitehouse Farm school on Thursdays, covid allowing. Attendance has varied from week to week but it is a good place to meet new families.

Corona virus has continued to affect our work with children in person but we have continued to spread the good news of Jesus Christ among the younger members of Sprowston Parish as far as we can. They are always in our thoughts and prayers.

***Reverend Melanie***



## WORKING WITH HOPE INTO ACTION



*Enabling churches to house the homeless*

Hope into Action (H.I.A.) was founded by a group of Christians in 2010 who believe in the local church and want to see Christians and Church at the forefront of social reform and provides homes for the homeless for two years until they can find alternative provision. Homelessness comes about for a variety of reasons: relationship break up, mental health problems, loss of job - and it could happen to anyone. It has no government funding but approaches investors to buy the houses and then makes them suitable for at least 2 residents, each having their own bedroom and lounge and sharing the other facilities. They are supported by the staff at H.I.A. to enable them to cope with their difficulties and hopefully turn their lives around. H.I.A. then work with a team of volunteers from a local church who support and befriend the residents.

We have been involved with H.I.A. since 2014 and the Friendship and support group has worked with several young men and latterly with a single parent family with 4 children. This family has been resident in the H.I.A. home in Sprowston for almost 3 years due to the Covid pandemic but having been on Broadland district housing list, as the mother wishes to remain in Sprowston so that the children can stay at their schools, after a great deal of prayer and negotiation they have now heard that they have been allocated a house in Sprowston just a mile from the children's school.

In the October half term the family were very fortunate to benefit from the Mothers Union AFIA (away from it all) holiday in a caravan on the seafront at Great Yarmouth. All expenses, except food, were paid for by M.U. so the family had access to the swimming pool, entertainment and free electricity and walked out of the caravan onto the dunes and beach. The mother said it was the "best holiday they had ever had." Thankyou M.U. for such a wonderful scheme!

The parish has been working with H.I.A. for 8 years now and we have had many delights and disappointments and the team is still supporting some of the previous tenants. However, the level of support required was no longer sustainable so once the present family moves on, the parish's support for H.I.A. will reduce and with the consent of all, the house will be sold and another house bought elsewhere so that the work of this excellent charity will continue.

***Penny Rennie***  
***Friendship And Support Team Co-Ordinator***

## GROUP REPORTS

### BERTIE'S BABES

We re-started the group in September 2021. We kept very low numbers at first (from capping at 50 children before covid, we capped it to 22 – those already on the register who had not moved on to school). We have since opened up a little more and now have 33 children on the register and are slowly going to increase this as it becomes safer. Once you add in the adults in the room, that is quite enough for now.

We have had crafts each week, and singing, and we even managed to have Father Christmas visit when we had our end of term soft play – Santa did stay 2 metres from each child though! I find it astounding how resilient children can be – face masks and hand sanitiser just don't seem to faze them, which is very sad when you think about it. I'm not sure if we will have our trip this year – we will see how covid progresses.

Thank you as ever to my wonderful team of helpers –

Pauline, Sheila, Andy, and Pat – you are stars!

**Claire Akrill**

The logo for Bertie's Babes is enclosed in a rectangular box. The text 'Bertie's Babes' is written in a stylized, hand-drawn font. The letters 'B', 'e', 'e', 's', 'B', and 'e' are significantly larger and more decorative than the other letters. The 'e's have small circles around them, and the 'B's have a slightly irregular, blocky appearance. The overall style is whimsical and child-friendly.

### CROSS SECTION

The year began with more of the same, the virus still keeping us at home and unable to go out much at all. Most people seemed to be trying out new recipes and clearing out cupboards while we all waited patiently for our first dose of the vaccine. During my sorting I found a copy of the first ever Cross Section programme and as this was our 30<sup>th</sup> year I detailed that in the Parish News Magazine for the ladies to enjoy. In February the committee and I put together another news booklet and these were delivered to the members. My next few reports consisted of jokes, poems, recipes and, as restrictions eased, details of my first visits to shops. In June and July many of us had had two doses of the vaccine and the committee and I were thinking of a possible return to our meetings.

We put together a proposed programme for the rest of 2021 and started with tea, biscuits and chat in August. I had managed to source some anniversary pens and after approval from the committee ordered those. These were distributed to the members as a little gift to commemorate our 30 years of Cross Section. This having gone well, we continued in September when we, at last, were able to welcome Liz Scott with her hilarious tales of life as a downstairs maid at Blickling Hall. (Liz had been next in line to come to Cross Section in 2020 when the dreaded virus hit us).

Our October meeting was a very interesting talk by a lady called Anne May. Anne told us all about the forgotten uses for plants and shrubs we could find growing wild in the hedgerows.

November saw the ladies enjoy a rousing evening with 'Jelly and the Biscuits', the Ukulele Band, with songs such as 'Alexander's Ragtime Band' and 'Country Roads'.

At our AGM in December unfortunately we had to take a small step back and return to wearing masks as the virus had mutated and we all now needed a booster dose of vaccine to combat it. However, we managed to make the most of it and still enjoyed a mince pie and a glass of wine or juice followed by a few Christmas Carols.

We look forward to 2022, triple jabbed, and hope we'll be able to manage the whole year without interruptions, fingers crossed.

**Roz Taylor**

**Cross Section Chairperson**

## MOTHERS' UNION – SPROWSTON BRANCH REPORT



With Covid restrictions still in place, we continued to meet on Zoom for the first half of the year. We picked some uplifting themes for our monthly meetings to keep our spirits up and always began with our Mothers' Union service, a welcome opportunity to share in worship. Being online, we were not limited to our church hymn book but used hymns and songs from around the world courtesy of YouTube! After our service we shared stories we had found and experiences around our theme. Early in January we met for our Wave of Prayer service – knowing that MU members around the world were praying for our Norwich Diocese that day.

We held our Lent course on Wednesday afternoons, beginning each session with some quiet music and a short act of worship before using as a resource the 40 Words for 40 Days by Revd Susanna Gunner published by the Diocese of Norwich. These reflections, made up of pictures, prose and prayer, were well presented to both look at or listen to and proved to be a wonderful basis for sharing thoughtful discussion.

We were very aware that not everyone was able to join our online meetings but kept in touch with newsletters and phone calls.

We purchased Mothering Sunday bookmarks for our churches and clergy to distribute.

We continued to hold committee meetings on Zoom, too, but began to make plans for a way forward, realising that, even with the lifting of restrictions, we needed to be mindful of the various effects that enforced isolation had had on us. In July we met in Sheila Tuffield's garden – it was a real joy to meet face to face (but properly socially-distanced) again! In August we were at Sheila's again for our fund-raising afternoon tea. Thank you to the members and friends who supported this – lovely weather and cake made for a great time.

In September we ventured back into St. Cuthbert's for our monthly meetings and in November we were joined by Jenny Holcombe, one of our diocesan trustees, who talked to us about the work MU is doing in the diocese to support the resettlement of refugees. Working with the People from Abroad team at Norfolk County Council we supply all new bedding for the houses which are being prepared for families of Syrian refugees and, more recently, some Afghan families. Matching the bedding to the ages of the children, tucking in a teddy where appropriate and leaving a welcoming card are all made possible by our dedicated small team of MU volunteers and the generosity of MU members who fundraise in their branches and the public who have responded to our appeals on local radio and Network Norfolk.

We welcomed members from other branches and friends from our Sprowston community to our well-attended carol service at St. Cuthbert's in December. The service, put together by our committee, was a mix of carols, bible readings and poems taking us through varied aspects of the Christmas story – the final poem 'A Refugee Christmas' reminding us of the realities of our world. The collection was for our refugee resettlement project. Thank you to Revd Simon who led our service and Revd Melanie who gave the address. This year we were able to have tea together afterwards, too!

As we all gradually adapt to life after the pandemic, we remember that our fellow MU members in 83 countries around the world will be working in their communities and meeting their own challenges. Please pray for them.

***Barbara Lashley***

## **THE FRIENDS OF ST. MARY & ST. MARGARET CHURCH, SPROWSTON**

The Friends of St Mary & St Margaret, a sub-committee of the PCC, was formed in 2015 to preserve, maintain and enhance the church and to raise funds to enable this to occur. The idea of setting up a “Friends” group was twofold. To gain additional help with the general maintenance of the church and to raise funds for the upkeep of the ancient building which is well used and appreciated by many in the community who do not normally contribute regularly.

Unfortunately, the response was small and we have gained no new members over the last year despite leaflets being available in the church. It was therefore decided at the last APCM that the Friends of SMM would be disbanded.

***Penny Rennie***  
***Membership Secretary***



## **TUESDAY BREAK**

Tuesday Break meets in St. Mary and St. Margaret’s Church weekly from 10.30am – 12.30pm for coffee, biscuits, etc. and a chat. At present about twelve people attend. You are welcome to join us if you feel that this is a group for you.

***June Stanforth***

## **SPROWSTON PARISH PLAYERS**

Once again, the pandemic gave the Sprowston Parish Players problems due to restrictions. As we were not able to meet up in person, we continued to use Zoom as our meeting place, which also included our committee meetings. This worked well and many of us joined in play readings, which included 'Robinson Crusoe', 'The Happiest Days Of Your Life', 'The Importance Of Being Earnest', and many more.



It was great to get back in October to organise and plan 'The Wind In The Willows' (which had been postponed several times). We met at St Cuthbert's on Thursday evenings for rehearsals. Unfortunately, due to Omicron, we were again in a dilemma as to whether or not we should postpone the show, which was not what we wanted to do. It was decided we would carry on with rehearsals and also opened a zoom meeting at St Cuthbert's. This allowed members who felt they were vulnerable or couldn't make it to the rehearsals to continue and be part of the experience. We also made sure that the church was sanitised before and after the rehearsals, as well as other measures in place to keep our members safe.

Our Christmas Cheese and Wine event on 4<sup>th</sup> December was well received. We met up on Friday evenings at St Cuthbert for an hour and half to practise the glorious Christmas songs and carols that we all love to sing. Food and drinks were provided, as well as lots of audience participation, including a Christmas quiz. The soft lighting and the table and chairs set up with candles made a wonderful atmosphere. It was great success and the profit went to church funds.

***Toni Morina***  
***Chairman***

## **SAFEGUARDING**

After 8 years in the role, I have found it harder to stay on top of the ever-changing requirements for safeguarding and this will be my last report as I am stepping down from being the safeguarding officer. Please note, I am not "resigning from safeguarding" – if there is one thing I have tried to highlight throughout the past 8 years, it is that safeguarding is everyone's role. We all have a duty to protect God's vulnerable people of whatever age – I have merely been the "hat" for a while.

There are new online courses, and the Parish Safeguarding Dashboard is up and running at last, having been launched just prior to covid hitting, so it was left hanging for a while. I will still be doing DBS checks when needed, along with Jane Cole. The new Safeguarding Officer will be appointed at the APCM I believe, and we will have a transitional handover, so that they feel fully supported in the role.

As ever, I will never say if I have dealt with any issues in the past year – please do remember that if you have any concerns, however slight, please pass them on – it can take 100 small pieces to make a full jigsaw puzzle, and your small concern may help add to a bigger picture.

***Claire Akrell***

# Sprowston Parochial Church Council

## The Child Protection and Vulnerable Adult Policy Statement

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- As part of our commitment to children, young people and vulnerable adults, the church has appointed Claire Akrill to be the Named Person (contact number 01603 482360 / 07761440924). This role will be regularly explained to children. She is responsible for ensuring all church workers have the necessary Disclosure and Barring Service (DBS, formerly CRB) clearance and complete a self-declaration form tri-annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

**Statement agreed by Sprowston Parochial Church Council on .....**

**Signed..... (Incumbent)**

**Signed..... (Churchwarden)**

**Signed..... (Churchwarden)**

# Sprowston PCC

Registered Charity number 1149140

Financial Statements for the Year Ended 31 December 2021

## Receipts and Payments Accounts

	Note	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b>Receipts</b>							
<b>Voluntary receipts:</b>							
Collections at services	3	6,883	-	-	-	6,883	4,229
Planned giving	3	37,291	-	-	-	37,291	34,773
All other giving/voluntary receipts	3	14,482	-	4,592	-	19,074	31,043
Grant Income	3	1,000	-	9,573	-	10,573	13,354
Legacies Received (Capital Value)		17,500	-	-	-	17,500	-
Gift Aid recovered	3	9,357	-	-	-	9,357	8,836
		<b>86,513</b>	<b>-</b>	<b>14,165</b>	<b>-</b>	<b>100,678</b>	<b>92,235</b>
<b>Activities for generating funds</b>	3	-	-	-	-	-	455
<b>Investment income</b>	3	-	-	47	-	47	172
<b>Church activities</b>	3	44,769	-	24,625	-	69,394	38,558
<b>Other income</b>	3	6,373	-	6,515	-	12,888	11,126
<b>Total receipts</b>		<b>137,655</b>	<b>-</b>	<b>45,352</b>	<b>-</b>	<b>183,007</b>	<b>142,546</b>
<b>Payments</b>							
<b>Church activities:</b>							
Mission giving and donations	4	252	-	2,000	-	2,252	507
Parish share		58,650	-	-	-	58,650	52,000
Assigned fee paid to diocese		23,191	-	-	-	23,191	15,307
Clergy and staffing costs	4	11,211	-	8,470	-	19,681	18,043
Administration costs	4	3,612	-	342	-	3,954	3,690
<b>Church expenses:</b>							
Church running expenses	4	13,271	-	-	-	13,271	10,945
Costs of trading	4	5,572	-	13,001	-	18,573	19,689
<b>Major capital expenditure</b>	4	-	-	-	-	-	18,038
<b>Other expenditure</b>	4	1,867	-	1,076	-	2,943	2,852
		<b>117,626</b>	<b>-</b>	<b>24,889</b>	<b>-</b>	<b>142,515</b>	<b>141,071</b>
<b>Cost of generating funds</b>		-	-	-	-	-	-
<b>Total payments</b>		<b>117,626</b>	<b>-</b>	<b>24,889</b>	<b>-</b>	<b>142,515</b>	<b>141,071</b>
<b>Excess of receipts over payments</b>		<b>20,029</b>	<b>-</b>	<b>20,463</b>	<b>-</b>	<b>40,492</b>	<b>1,475</b>
<b>Transfers between funds</b>							
		-	-	-	-	-	-
		20,029	-	20,463	-	40,492	1,475
<b>Cash at bank and in hand at 1 Jan</b>		<b>9,539</b>	<b>-</b>	<b>51,042</b>	<b>-</b>	<b>60,581</b>	<b>59,106</b>
<b>Cash at bank and in hand at 31 Dec</b>		<b>29,568</b>	<b>-</b>	<b>71,505</b>	<b>-</b>	<b>101,073</b>	<b>60,581</b>



# Sprowston PCC

Registered Charity number 1149140

## Financial Statements for the Year Ended 31 December 2021

Notes (Continued)

### 3. Receipts

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b><u>COLLECTIONS AT SERVICES</u></b>						
Sunday Collections	4,146	-	-	-	4,146	3,633
Weekday Collections	140	-	-	-	140	161
Baptism & Other Services	2,597	-	-	-	2,597	355
Baptism & Other Services - Gift Aided	-	-	-	-	-	80
	<b>6,883</b>	-	-	-	<b>6,883</b>	<b>4,229</b>
<b><u>PLANNED GIVING</u></b>						
Standing Order	24,771	-	-	-	24,771	21,180
Regular Giving Envelopes	12,520	-	-	-	12,520	13,593
	<b>37,291</b>	-	-	-	<b>37,291</b>	<b>34,773</b>
<b><u>ALL OTHER GIVING/VOLUNTARY RECEIPTS</u></b>						
Donations	14,086	-	4,592	-	18,678	30,758
Wall Boxes	396	-	-	-	396	285
	<b>14,482</b>	-	<b>4,592</b>	-	<b>19,074</b>	<b>31,043</b>
<b><u>GRANT INCOME</u></b>						
Non-Recurring Grants	1,000	-	9,573	-	10,573	13,354
Small Grants	-	-	-	-	-	-
	<b>1,000</b>	-	<b>9,573</b>	-	<b>10,573</b>	<b>13,354</b>
<b><u>GIFT AID RECOVERED</u></b>						
Gift Aid Reclaim	9,357	-	-	-	9,357	8,836
	<b>9,357</b>	-	-	-	<b>9,357</b>	<b>8,836</b>
<b><u>ACTIVITIES FOR GENERATING FUNDS</u></b>						
Other Fundraising	-	-	-	-	-	455
	-	-	-	-	-	<b>455</b>
<b><u>INVESTMENT INCOME</u></b>						
Dividends and Interest	-	-	47	-	47	172
	-	-	<b>47</b>	-	<b>47</b>	<b>172</b>
<b><u>CHURCH ACTIVITIES</u></b>						
Fees - Statutory	32,523	-	-	-	32,523	18,738
Fees - Additional	4,360	-	-	-	4,360	1,659
Net movement of wedding deposits	-	-	-	-	- (	261)
Magazine	5,502	-	-	-	5,502	6,030
Legacy Holiday club	2,384	-	-	-	2,384	-
St Cuthberts Centre & Annex	-	-	24,625	-	24,625	12,392
	<b>44,769</b>	-	<b>24,625</b>	-	<b>69,394</b>	<b>38,558</b>
<b><u>OTHER INCOME</u></b>						
Charities & Hardship Fund	947	-	-	-	947	417
Other	1,736	-	1,844	-	3,580	406
Income for Administrator	3,690	-	4,671	-	8,361	10,303
	<b>6,373</b>	-	<b>6,515</b>	-	<b>12,888</b>	<b>11,126</b>

# Sprowston PCC

Registered Charity number 1149140

## Financial Statements for the Year Ended 31 December 2021

Notes (Continued)

### 4. Payments

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2021 £	Total 2020 £
<b><u>MISSION GIVING AND DONATIONS</u></b>						
Charities & Hardship Fund	252	-	-	-	252	507
India	-	-	2,000	-	2,000	-
	<b>252</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,252</b>	<b>507</b>
<b><u>CLERGY AND STAFFING COSTS</u></b>						
Administrator Parish/Benefice	3,350	-	8,470	-	11,820	12,346
Clergy Expenses	3,696	-	-	-	3,696	3,772
Organist	3,765	-	-	-	3,765	1,900
Clerk and Vergers Fees	400	-	-	-	400	25
	<b>11,211</b>	<b>-</b>	<b>8,470</b>	<b>-</b>	<b>19,681</b>	<b>18,043</b>
<b><u>ADMINISTRATION COSTS</u></b>						
Bank Charges	141	-	-	-	141	83
Support Costs	764	-	234	-	998	1,379
Printing Stationery & Computer	2,707	-	108	-	2,815	2,228
	<b>3,612</b>	<b>-</b>	<b>342</b>	<b>-</b>	<b>3,954</b>	<b>3,690</b>
<b><u>CHURCH RUNNING EXPENSES</u></b>						
Cleaning	-	-	-	-	-	340
Insurance	3,850	-	-	-	3,850	3,835
Service Costs	631	-	-	-	631	1,619
Maintenance	5,834	-	-	-	5,834	2,155
Electricity & Oil	1,840	-	-	-	1,840	1,339
Independent Examination Cost	375	-	-	-	375	500
Maintenance/utility (Parish Room)	741	-	-	-	741	1,157
	<b>13,271</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,271</b>	<b>10,945</b>
<b><u>COSTS OF TRADING</u></b>						
Magazine	5,572	-	-	-	5,572	5,606
Hall Running Costs	-	-	13,001	-	13,001	14,083
	<b>5,572</b>	<b>-</b>	<b>13,001</b>	<b>-</b>	<b>18,573</b>	<b>19,689</b>
<b><u>MAJOR CAPITAL EXPENDITURE</u></b>						
Church - Major repairs and Redecorations	-	-	-	-	-	16,292
Hall/Other Buildings - Major Repairs and Redecorations	-	-	-	-	-	1,746
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,038</b>
<b><u>OTHER EXPENDITURE</u></b>						
Mission and Evangelism Costs	-	-	-	-	-	150
Other	570	-	382	-	952	1,215
Sprowston Foodbank	-	-	644	-	644	1,381
Small Grants	-	-	50	-	50	106
Legacy Holiday club	1,297	-	-	-	1,297	-
	<b>1,867</b>	<b>-</b>	<b>1,076</b>	<b>-</b>	<b>2,943</b>	<b>2,852</b>

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF SPROWSTON WITH  
BEESTON ST ANDREW**

**Registered Charity number 1149140**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021 which comprise the Receipts and Payments Account, the Statement of Assets and Liabilities and the related notes.

**Responsibilities and basis of report**

As the charity trustees of the Trust, 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or;
- the accounts do not accord with the accounting records.

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

22 April 2022



SUSAN KEMP FCA

Independent Examiner

100 Welsford Road, Norwich, NR4 6QH