



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 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.

**Bertie's Babes**

***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.

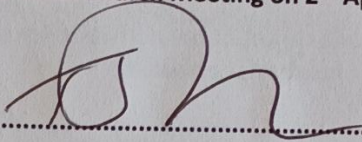
The Parish will:

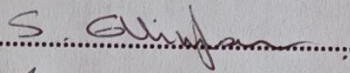
- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the team vicar and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and 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.

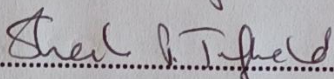
Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.



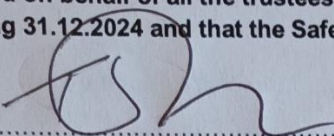
Safeguarding Policy Statement reviewed and adopted by Sprowston Parochial Church Council at the Annual Parochial Church Meeting on 2<sup>nd</sup> April 2025

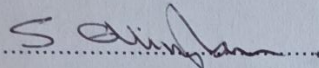
Signed.....  ..... (Associate Team Vicar / Rural Dean)

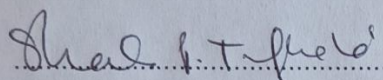
Signed.....  ..... (Churchwarden)

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:

*Graeme Payne*

Date:

13/2/2025

Name:

GRAEME PAYNE

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

CMA 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>		- 6,448.31	- 43,582.18	- 4,958.73	-	- 54,989.22	-
<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>
<b>Liabilities</b>							
		Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
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:

Restricted	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
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>
Designated	Bal b/fwd	Receipts	Payments	Transfers	Bal c/fwd
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****COLLECTIONS AT SERVICES**

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
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>	-

**PLANNED GIVING**

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>	-

**GIFT AID RECOVERED**

Gift Aid Reclaim	6,098.07	-	-	-	6,098.07	-
	<b>6,098.07</b>	-	-	-	<b>6,098.07</b>	-

**ALL OTHER GIVING/VOLUNTARY RECEIPTS**

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>	-

**ACTIVITIES FOR GENERATING FUNDS**

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>	-

**CHURCH ACTIVITIES**

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>	-

**INVESTMENT INCOME**

Dividends and Interest	-	880.54	659.78	-	1,540.32	-
	-	<b>880.54</b>	<b>659.78</b>	-	<b>1,540.32</b>	-

**GRANT INCOME**

Non-Recurring Grants	-	10,250.00	-	-	10,250.00	-
	-	<b>10,250.00</b>	-	-	<b>10,250.00</b>	-

## 7. Payments

### CLERGY AND STAFFING COSTS

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
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>-</b>	<b>18,920.56</b>	<b>-</b>

### CHURCH RUNNING EXPENSES

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>-</b>	<b>27,240.22</b>	<b>-</b>

### MISSION GIVING AND DONATIONS

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>-</b>	<b>-</b>	<b>1,458.68</b>	<b>-</b>

### BUILDING WORK AND REPAIRS

Church - Major repairs and Redecorations	-	46,021.47	-	-	46,021.47	-
	<b>-</b>	<b>46,021.47</b>	<b>-</b>	<b>-</b>	<b>46,021.47</b>	<b>-</b>

### COSTS OF GENERATING FUNDS

Fund raising	106.21	-	-	-	106.21	-
	<b>106.21</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>106.21</b>	<b>-</b>

### ADMINISTRATION COSTS

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>-</b>	<b>-</b>	<b>5,218.93</b>	<b>-</b>

### OTHER EXPENDITURE

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>-</b>	<b>14,980.94</b>	<b>-</b>

## 8. Bank Current Account

### **Sproston PCC Business Free**

### **Sproston PCC St Cuthbert's Centre**

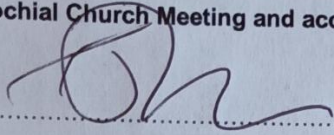
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
Sproston PCC Business Free	25,746.34	-	11,135.18	-	36,881.52	35,560.42
Sproston PCC St Cuthbert's Centre	-	16,564.92	2,090.55	-	18,655.47	32,573.27
	<b>25,746.34</b>	<b>16,564.92</b>	<b>13,225.73</b>	<b>-</b>	<b>55,536.99</b>	<b>68,133.69</b>

## 9. Bank Savings Account

### **Sproston PCC Business Premium**

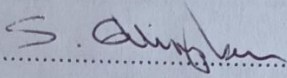
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £	Total 2024 £	Total 2023 £
Sproston PCC Business Premium	-	32,473.26	37,606.99	-	70,080.25	112,472.77
	<b>-</b>	<b>32,473.26</b>	<b>37,606.99</b>	<b>-</b>	<b>70,080.25</b>	<b>112,472.77</b>

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.



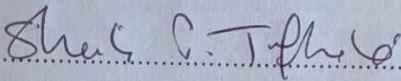
..... (Associate Team Vicar / Rural Dean)

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
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### 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
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**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

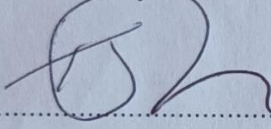
When data held in accordance with this policy is destroyed, it must be destroyed securely in accordance with best practice at the time of destruction.

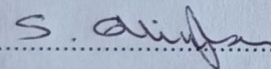
### Retention of Data

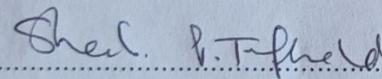
The Parish of Sprowston will only create and retain personal data where absolutely necessary. Regular reviews of files will be held, and unnecessary or obsolete data will be systematically destroyed.

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