

# THE JOINT PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISHES OF ST MARY MAGDALENE, MITFORD AND ST CUTHBERT, HEBRON

England & Wales - Charity number 1196182

## Details

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**Other names** MITFORD AND HEBRON JPCC

**Status** Registered

**Legal form** Other

**Registered** 2021-10-18

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

## Contact

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## Activities

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

**Activities:** All activities in line with the faith and principles of the Church of England.

## Classification

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- **How:** Makes Grants To Individuals, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, The General Public/mankind

## Geography

- Northumberland

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£126,983	£101,632	-	-
2024-12-31	£126,982	£126,516	-	-
2023-12-31	£117,600	£118,686	-	-
2022-12-31	£103,800	£84,726	-	-

## Trustees

Name	Role	Appointed
ANN ELIZABETH ATTWOOD		2021-08-01
Carol Helen Thompson		2021-08-01
Dr Alison Jane Parker		2025-03-30
Dr Richard Melville Quinby		2021-08-01
Ian Neilan Hampson		2025-03-30
James Stuart Roff		2021-08-01
Janice Robinson		2021-08-01
John James Craigs		2021-08-01
Nigel Jobson		2021-08-01
Rev Elaine Jones		2025-03-30
Richard Addison		2021-08-01
Robert Meakin		2026-03-26
Sarah Helen Mills		2021-08-01

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# Accounts

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## DIOCESE OF NEWCASTLE

### Deanery of Morpeth

## The Benefice of St Mary Magdalene Mitford and St Cuthbert Hebron Annual Reports of the Joint Parochial Church Council and Financial Reports.

**26<sup>th</sup> March 2026**

This report is made in accordance with the Church Representation Rules (2020). It is independent of any additional statement or report that the Vicar, or any other individual or group, may present at the Annual Parochial Church Meeting (APCM).

It is the means by which the Joint Parochial Church Council (JPCC) gives an account of how it has fulfilled its responsibilities during the year in question and of its future plans.

Vicar: Rev'd Elaine Jones

Independent Examiner: Father A.A Clements, 15 Carleton Rd, Gt. Knowley, Chorley. PR6 8TQ

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## Report (i) Electoral Rolls

### Report Electoral Rolls

New Electoral Rolls were compiled for both Mitford and Hebron parishes in 2025. As such, only revisions to the Electoral Rolls were required in 2026. The revisions were held between February 15<sup>th</sup> and March 8<sup>th</sup> 2026.

Notices of the Revisions were available in both churches. An announcement of the Revisions was also made to the church family via email in early-January. This was followed up by a reminder emailed out in mid-February. Further, a number of notices were also given at both Mitford and Hebron church services during January, February and March.

The results of the 2026 revisions for the two Electoral Rolls are shown below;

Mitford; The Parish Church of St Mary Magdalene

Removals: 5  
Additions: 3

Revised Electoral Roll total at March 8<sup>th</sup> 2026 is 101  
This compares to the 2025 New Electoral Roll total of 103

Hebron; The Parish Church of St Cuthbert

Removals: 1  
Additions: 0

Revised Electoral Roll total at March 8<sup>th</sup> 2026 is 23  
This compares to the 2025 New Electoral Roll total of 24

The 2026 Revisions to the Electoral Rolls will now be made available for inspection on the relevant church noticeboards as required for a minimum of 14 days prior to the APCM.

Nigel Jobson  
Electoral Roll Officer  
Benefice of Mitford and Hebron  
March 9<sup>th</sup> 2026

## **Report (ii) Secretary's report: the proceedings of the JPCC and the activities of the parish generally 2025-2026**

This has been the third full year of Elaine's ministry in our benefice. We are delighted that she has been appointed as Vicar to our benefice from being Priest in Charge. Since the last APCM the Joint Parochial Church Council (JPCC) has met in person on six occasions. The Standing and Finance Committee (SFC) has progressed matters on three occasions.

General administration and financial affairs

The main focus and priorities for the JPCC over this past year have been:

- Supporting Elaine in her ministry to the churches and communities in her benefices. In particular this year we, along with other churches in the Upper Wansbeck benefices have made representation to the Diocese concerning the workload on Elaine. As a result the Diocese agreed to the appointment of an Assistant Minister for the benefices. The Associate Priest will work with Revd. Elaine Jones and Revd. Julia Lacey across Mitford, Hebron, Upper Wansbeck churches, Longhorsley and the parishes of Ulgham, Widdrington, Lynemouth, Cresswell and Longhirst. It is hoped this post will be advertised in the Spring of 2026. We are grateful for the work of Janice Robinson, supported by Chris Grocock [area Dean of Morpeth] in this matter.
- Planning for refurbishment of the Church building which will 'future proof' it and will increase its access and usage.
- Continuing to develop stronger ties with the Upper Wansbeck benefice. We are most grateful to the ministry team who so ably lead worship across both benefices.
- Supporting Elaine and the ministry team to further modify the pattern of worship across our benefice to a structure that is sustainable for both worship leaders and all who take part in our services.
- The VE 80 celebrations in partnership with the Parish Council and the work of the Anna Chaplains in The Anna Chaplains [supported by members of Mitford Parish Council and the Village Hall Committee] in organising a Tea Party on Saturday 10th May in Mitford Village Hall for all those older members of our church families, Mitford Village and the surrounding parish.
- We are delighted that Helen McCabe is now an Authorised Lay Minister.

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults. Elodie Hewes has taken on the role of Parish Safeguarding Officer. Elodie has considerable training and experience in this area and we are grateful for her taking on this crucial role. Elodie has replaced Sadie Flanagan as our administrator who has moved to Scotland. We are very grateful for all Sadies' effective and conscientious work and wish her all the best for the future.

Carol Thompson continues her meticulous work as treasurer of both Mitford and Hebron churches. This is a huge commitment and we are so grateful for her willing, efficient and

expert service in this role. We also thank Peter Rose for his continuing support of our benefice in his role as Gift Aid secretary.

Roger Napper continues in his role as churchyard registrar and the JPCC wishes to record their thanks for all that he does. We also record our huge thanks to Richard Addison and Andy Jones for all the work they do as vergers to maintain our church building and churchyard.

We give thanks for the work of the Anna Chaplains who regularly prepare cards and Easter and Christmas bags to all our older members of the church family at Mitford and Hebron.

- Keep in regular touch with visits/phone calls and home communions to those who are not able to attend church services
- Prepare and give out Mothering Sunday cards and posies.
- Prepare the churchyard for major festivals ie Christmas and Easter as well as Remembrance Sunday.
- They take a regular monthly service at Foxton Court Care Home
- Organise regular outings to the cinema and meals out for our older members of the church family.

We are grateful to all those who have supported the work of our Church and in particular we give heartfelt thanks to Mrs Pam Walker, Associate Lay Minister at the Upper Wansbeck Churches, as she steps back from her formal ministry role. We were delighted when Janice Robinson received Maunday Money in recognition of her Christian Service.

### Oversight of Church life

Members of the JPCC rejoice in all that our church family, under the leadership and guidance of Elaine, our church wardens and ministry team has accomplished this year. Here are just a few examples:

- The Christmas celebrations with our partner schools and with Tritlington First School including Christingle and the 'Experience Christmas' event.
- The change to the service schedule from May which has helped to bring worship in the 2 benefice churches together.
- Monthly prayer gatherings on Saturday mornings.
- The ongoing Storytime church
- Our home groups which meet regularly to share fellowship and grow in love for God and each other.

The JPCC wishes to thank all who worked hard to serve these and other initiatives with the aim of making God's love known.

Ian Hampson

Secretary to the JPCC of Mitford and Hebron

March 2026

## Financial Statements and Independent Examiner's Report

### Description of the JPCC, constitution, location and details of the parish and trustees

Authorised by Bishops Council in July 2021, the Joint Parochial Church Council (JPCC) of St Mary Magdalene Mitford, Morpeth, Northumberland and St Cuthbert Hebron, Morpeth, Northumberland was established in August 2021. The JPCC is constituted and acts in accordance with Parish Governance Model Rules of the Church Representation Rules 2020. All groups now report through and are overseen by the JPCC, providing a clear common identity and an ability to apply the time and energy saved from administrative duplications to better serve one another and our local community.

The JPCC meets on alternate months and has the following membership:-

- Rev Elaine Jones, Vicar
- Ian Hampson – Secretary
- Carol Thompson, Treasurer
- Richard Addison, Mitford Warden
- Janice Robinson, Mitford Warden
- Ian Craigs, Hebron Warden
- James Roff, Hebron Warden
- Ann Attwood, Deanery Synod member
- Nigel Jobson, Electoral Roll Officer
- Richard Quinby
- Sarah Mills
- Alison Parker
- Beverley Morris, Co-opted
- Mary Priestley, Co-opted
- Janet Catton, Co-opted

All JPCC members are trustees of this Charity

### Details of the meetings of the Standing Committee

The Standing Committee is constituted and acts in accordance with Rule M31 of the Church Representation Rules 2020. It meets by exception for items that require progressing urgently, with any decisions taken being notified to the full JPCC at their next meeting. During the past year the Standing Committee has only progressed matters on three occasions. Membership of the Standing Committee is as follows:

- Vicar,
- JPCC Treasurer,
- JPCC Secretary,
- Warden from Hebron Parish (currently Ian Craigs),
- Warden from Mitford Parish (currently Janice Robinson)

### 'Fit and proper' persons statement

All JPCC members are required to meet the election qualifications defined in Rule M8 of the Church Representation Rules 2020. In making appointments, the JPCC has given proper consideration to the suitability of officers to act in such capacity and that consequently they are fit and proper persons.

## **Public benefit statement**

The JPCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

## **Trustees – induction and ongoing training details**

Initial briefing will be given at the first meeting of the new JPCC to remind members of their responsibilities as trustees of the charity. The Vicar will have discussions with newly appointed officers to ascertain and arrange for any specific training that they require to fulfil their roles effectively. In addition JPCC members are required to undertake ongoing safeguarding training attended by all

## **Children and vulnerable adults' protection**

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults and has fully complied with the requirements of the House of Bishops guidance.

## **Risk assessment statement**

The JPCC maintains a register of quantified risk assessments relating to its activities. This register also indicates controls applied to mitigate these risks

**The Joint Parochial Church Council of the Ecclesiastical Parishes of  
St Mary Magdalene, Mitford & St Cuthbert, Hebron  
(Charity No 1196182)**

**Receipts and Payments Accounts**

	Notes	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2025	Total 2024
<b>Receipts</b>							
<b>Voluntary giving</b>							
- Planned giving		£60,873				£60,873	£60,067
- Collections at services		£3,027				£3,027	£4,128
- All other giving/voluntary receipt	4a	£3,278				£3,278	£7,820
- Gift Aid recovered		£14,594				£14,594	£15,613
- Legacies received	4a	£17,257				£17,257	
- Grants	4a	£19,662				£19,662	£28,981
		<u>£118,691</u>				<u>£118,691</u>	<u>£116,609</u>
<b>Activities for generating funds</b>	4b	£295				£295	£1,850
<b>Income from investments</b>	4c	£3,538				£3,538	£3,544
<b>Church activities</b>	4d	£4,316				£4,316	£2,729
<b>Other incoming resources</b>	4e	£143				£143	£2,250
<b>Total Receipts</b>		<u>£126,983</u>				<u>£126,983</u>	<u>£126,982</u>
<b>Payments</b>							
<b>Church activities</b>							
- Mission giving and donations	4f	£5,011				£5,011	£5,767
- Diocesan parish share contribution		£42,700				£42,700	£42,700
- Salaries, wages and honoraria	4g	£15,339				£15,339	£14,244
- Clergy and staff expenses	4h	£7,236				£7,236	£6,930
<b>Church expenses</b>							
- Mission and evangelism costs	4i	£749				£749	£426
- Church running expenses (including governance)		£13,194	£1,401	£5,184		£19,778	£37,705
- Church utility bills		£4,550				£4,550	£5,385
- Stable Room Running Costs		£4,161	£1,734			£5,895	£13,190
		<u>£92,941</u>	<u>£3,135</u>	<u>£5,184</u>		<u>£101,259</u>	<u>£126,347</u>
<b>Costs of generating funds</b>		£372				£372	£169
<b>Major capital expenditure</b>							
<b>Other expenditure</b>							
<b>Total payments</b>		<u>£93,313</u>	<u>£3,135</u>	<u>£5,184</u>		<u>£101,632</u>	<u>£126,516</u>
<b>Excess of Receipts over payments</b>		£33,669	-£3,135	-£5,184		£25,351	£466
Transfers between funds	3	-£29,555	£29,555				
		<u>£4,115</u>	<u>£26,420</u>	<u>-£5,184</u>		<u>£25,351</u>	<u>£466</u>
Cash at bank and in hand at 1 Jan		£40,579	£24,164	£28,073		£92,816	£92,350
Cash at bank and in hand at 31 Dec		£44,694	£50,584	£22,890		£118,167	£92,816

**Statement of Assets and Liabilities**

Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2025	Total 2024
<b>Cash Funds</b>						
CAF Bank Current Account*	£17,363	£46,502	£20,028		£83,894	£62,080
CBF Deposit Fund (Hebron)	£10,737				£10,737	£10,273
CBF Deposit Fund (Mitford)	£16,593	£4,081	£2,861		£23,536	£20,463
	<u>£44,694</u>	<u>£50,584</u>	<u>£22,890</u>		<u>£118,167</u>	<u>£92,816</u>

\*after taking into account £1406.13 payments not cleared the bank

**Other Monetary Assets****Investment Assets**

Investment Fund Shares at market value	2	£41,246	£16,280	£16,001		£73,526	£76,558
		<u>£85,940</u>	<u>£66,864</u>	<u>£38,890</u>		<u>£191,693</u>	<u>£169,374</u>

## Notes to the accounts

- The financial statements of the JPCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & payments basis.
- £30k surplus from Unrestricted Funds invested in CCLA Church of England Investment Fund shares 22/06/2004. Deposit Fund established 2014 to show the surplus on the investment.
- The movements in designated and restricted funds during the year were:

	Bal b/f	Receipts	Payments	Transfer	Profit (Loss) on Investments	Bal c/f
<b>Unrestricted</b>						
'- General Fund	£27,726	£126,983	£93,313	£-29,555	£-279	£31,561
'- Deposit Fund (reserves)	£56,091				£-1,712	£54,378
	<u>£83,816</u>	<u>£126,983</u>	<u>£93,313</u>	<u>£-29,555</u>	<u>£-1,991</u>	<u>£85,940</u>
<b>Restricted</b>						
Heating Fund	£7,225				£-203	£7,022
Youth Fund	£12,643		£822		£-457	£11,365
Hebron Capital Fund	£24,865		£4,362			£20,504
	<u>£44,734</u>		<u>£5,184</u>		<u>£-660</u>	<u>£38,890</u>
<b>Designated</b>						
HR/Staffing Fund						
Stable Room Refurbishment Fund	£-2,820		£1,734	£4,554		
Churchyard Fund	£1,292		£310			£982
Building Fund	£17,201		£91		£-381	£16,729
Heating Fund	£13,000					£13,000
World Mission Partners Fund	£492			£1,531		£2,023
Contingency & Capital Asset Replacement Fund	£11,659		£1,000			£10,659
Mitford Church Enhancements				£23,470		£23,470
	<u>£40,824</u>		<u>£3,135</u>	<u>£29,555</u>	<u>£-381</u>	<u>£66,864</u>
All Funds Total	<u>£169,374</u>	<u>£126,983</u>	<u>£101,632</u>		<u>£-3,032</u>	<u>£191,693</u>

New Hope for Children	£1,500	£1,500	£1,800
The Hub	£500	£500	£300
Oswin Trust	£750	£750	
Barnabus Safe & Sound	£750	£750	
Charitable expenses	£11	£11	£67
	£5,011	£5,011	£5,767

**g) Salaries, wages and honoraria**

Vergers	£2,578	£2,578	£2,572
Organist	£840	£840	£800
Administrator*	£11,921	£11,921	£10,872
	£15,339	£15,339	£14,244

**h) Clergy and staff expenses**

Clergy Housing Costs*	£4,669	£4,669	£4,409
Clergy Expenses*	£2,500	£2,500	£2,305
Administrator Costs/Expenses*	£66	£66	£216
	£7,236	£7,236	£6,930

\*The Upper Wansbeck/Longhorse churches have agreed to contribute 50% of these costs

**i) Church running expenses**

<u>Mission and evangelism costs</u>	£749	£749	£426
	£749	£749	£426

Church running expenses (including governance)

Youth			£1,639
Pastoral, Teaching & Worship Ministry	£1,199	£1,199	£389
Cost of Services	£3,011	£3,011	£1,512
Music	£336	£336	£235
Governance, Licensing, Copyright etc	£686	£686	£750
Church building running expenses	£7,961	£1,401	£5,184
	£13,194	£1,401	£5,184
			£14,546
			£33,180
			£19,778
			£37,705

Church utility bills

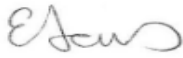
Utility Warehouse Refund	£4,550	£4,550	£5,385
	£4,550	£4,550	£5,385

Stable Room Running Costs

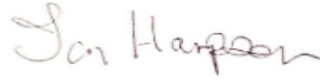
Cleaning	£668	£668	£788
Utility bills	£2,235	£2,235	£1,731
Repair & Maintenance	£1,258	£1,258	£46
Refurbishment Costs		£1,734	£10,625
	£4,161	£1,734	£5,895
	£22,654	£3,135	£5,184
			£30,973
			£56,706

- The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the JPCC and which require a faculty for disposal.
- The expenses paid to the incumbent may include a small immaterial portion, which relates to their function as a JPCC member. No other payments were made to JPCC members for being members of the JPCC.
- These financial statements exclude three trust funds (the Mitford Church Foundation Trust, the Mitford Family Trust and the Mitford Plot Trust) which are administered by the Incumbent and other trustees, and over which the JPCC has no control.

Approved by the JPCC of the parishes of St Mary Magdalene, Mitford and St Cuthbert, Hebron at their meeting on 22 January 2026 and signed on their behalf



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Rev Elaine Jones (Vicar)  
22 January 2026

Ian Hampson (Secretary to the JPCC)  
22 January 2026

**Independent Examiner's unqualified report to the C. of E. P.C.C.'s 2018. members of the P.C.C. of the Parish of St. Mary Magdalen, Mitford and St. Cuthbert's Hebron in respect of the Financial Statements of the Parish for the year ending 31<sup>st</sup>. December 2025 as set out on pages seven to ten of this Report.**

**Respective responsibilities of the P.C.C. and the examiner.**

The P.C.C. members acting as the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

examine the accounts under section 145 of the Charities Act  
to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and  
to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's statement.**

My examination was carried out in accordance with the general Directions given by the Charity Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the P.C.C.), 5<sup>th</sup> edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement.**

In connection with my examination, no material matter has come to my attention which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Charities Act, or  
the accounts do not accord to the accounting records.

I 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 is reached.

Signed. *Alan A Clements*

Date 16<sup>th</sup>. February 2026.

Name Revd. A. A. Clements

Fellow Association of Charity Independent Examiners.

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

ACIE PCC CC32

## Financial review

Overall Receipts were slightly higher (2%) than 2024, largely due to legacies received from Jean Bagnall (flowers, counselling/professional development) and Rev Alyson Lamb (unrestricted). All other giving/voluntary receipts were back to previous levels following large donations received the previous year.

The card reader continues to generate income although somewhat hampered by the intermittent WIFI signal, due to be addressed early 2026.

Planned giving was up 1% on the previous year. Gift Aid recovered during the year was slightly lower than 2024 partly due to the transition of givers to the Parish Giving Scheme. To date 61% of regular givers have transferred over to the Parish Giving Scheme and we continue to encourage the remaining 39% to move over. We continue to recover Gift Aid from the 39% on a quarterly basis.

Grants received during the year included £4,441 from the Upper Wansbeck Churches (contribution towards administrator costs and vicar expenses, significantly lower than last year but they are aiming to catch up in 2026), £1,000 from Causey Park Trust (contribution towards redecoration of St Cuthberts, Hebron), £13,221 from the Mitford Foundation Trust (contribution towards administrator costs and repairs and refurbishment of the Stable Room) and £1,000 from the Mitford Family Trust (insurance claim excess). All grants were fully expended during the year.

The JPCC met its parish share in full.

Administrator costs were slightly higher than last year due to an overlap to allow the outgoing administrator to handover to the new administrator. Church building running expenses were significantly lower as no significant repairs were undertaken this year. Utility bills are down on the previous year and we continue with the Church of England Energy Basket to get better prices. Stable Room costs were significantly lower than 2024 due to the refurbishment in 2024

As in previous years the children and youth work has been funded without requiring funding from the General Fund. The Charity Partner Support Fund made donations to New Hope for Children, West End Refugee Service, The Hub, Oswin Trust and Barnabas Safe and Sound. Additionally, money collected during special events and coffee after the Sunday services was donated to the DEC (Myanmar), New Hope for Children, Hebron Housing, Children in Distress (Shoe Box Appeal).

Balances carried forward at 31 December on unrestricted funds totalled £85,940 for funding the activities and needs of the church. Included in this figure is approximately six months of the anticipated running costs for 2026 held in reserve. In addition, a total of £66,864 held in designated funds. A further £38,890 is held in restricted funds.

### Reserves policy

It is JPCC policy to try to maintain a balance on unrestricted funds which equates to at least 6 months of unrestricted payments. Excluding the Mitford Enhancements project this is equivalent to approximately £53,000 for 2026.

### PCC Accounting Policy

The financial statements of the JPCC have been prepared in accordance with the Church Accounting Regulations on the Receipts & Payments basis.

## **Funds**

General funds represent the JPCC's monetary assets that are not subject to any special restrictions regarding their use and are available for application to the general purpose of the JPCC. These monies can include funds designated for a particular purpose by the JPCC, and which did not have their use restricted by the donor. Restrictions within these funds are noted in the financial statements.

These accounts include monetary transactions, assets and liabilities for which the JPCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members, nor those in respect of assets for which the JPCC has no control.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

## **Statement of Assets & Liabilities**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the Churchwardens on special trust for the JPCC and which require a faculty for disposal
- Land and buildings held on behalf of the JPCC
- Other fixtures, fittings and office equipment where the JPCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000
- Investments held beneficially by the JPCC

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Any other amounts owing to the JPCC including Church hall lettings and insurance claims
- Legacies where formal notification of entitlement and amount has been received by 31 December by the PCC
- Closing bank balances as shown in the receipts and payments account

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loans or overdrafts advanced to the JPCC
- Any arrears of the Diocesan Parish Share
- Creditors for goods or services where the supply has been received and invoiced by 31 December

## **Future plans**

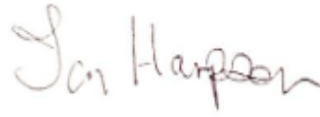
Anticipated projects for 2026, subject to funding being raised or sourced, include:

- Mitford Enhancements Phase 1 to include:
  - New noticeboard
  - Improved access paths
  - Replacement of existing multi media system and additional equipment for the band
  - Removal of pews
  - Carpets
  - Deep clean of the church

Approved by the JPCC of the parishes of St Mary Magdalene, Mitford and St Cuthbert, Hebron at their meeting on 22 January 2026 and signed on their behalf



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Rev Elaine Jones (Vicar)  
22 January 2026

Ian Hampson (Secretary to the JPCC)  
22 January 2026

## **Report (iv) Fabric and Goods and Ornaments**

### **MITFORD CHURCHWARDENS REPORT TO APCM MARCH 2026**

#### **Fabric**

The general state of the fabric is good and the church buildings have been well maintained with an established pattern of routine maintenance and safety checks.

Over the past year we have sought advice over the dampness in church and it was decided not to pursue this further, other than the uplifting of the carpet in due course.

#### **Safety**

Fire extinguishers have been regularly checked and are fit for purpose.

First Aid Box and Accident Book can be found in the vestry .

#### **Ornaments**

The communion plate, candlesticks and other items are in good condition and are kept securely.

Photographs of the same are now lodged in the Stable Room.

The Terrier and Inventory and all other record books pertaining to the life of the church have been checked by the Archdeacon during her inspection.

One old register has been lodged with the Northumberland Archives.

### **Fabric and Goods and Ornaments APCM report re St Mary's Mitford and St Cuthbert's Hebron:**

#### **March 2025 to March 2026.**

##### **(1). FABRIC**

Both St Mary's and St Cuthbert's Church buildings and the Stable Room remain in a good condition regarding general fabric. The boiler, fire extinguishers, etc have all been serviced in accordance with the schedule at both Mitford and Hebron. The churches bat colonies remain active and will be observed for any notable changes.

##### **St Mary's:**

The quinquennial inspection for St Marys was completed June 2022 and a range of works were recommended (mainly maintenance to roof, gutters and internal and external pointing and window repairs). These works have now been completed.

Signs of damp have emerged in the aisle under the carpet. There are signs of rot and wood worm on some of the pews. At present this situation remains under review and next steps are under consideration.

A range of improvements to audio visual arrangements and a limited re-ordering within the church has been approved by the PCC and these are now being developed for implementation during 2026-2027.

Works are also in hand to relay paving slabs / resurface the path from the lychgate to the front door of the church to make the surface suitable for wheelchair access.

St Cuthbert's:

The quinquennial inspection for St Cuthbert's is now to occur in 2026. There are no urgent works arising meantime.

The church has been fully redecorated.

Approval has been received via faculty for the unused pulpit to be removed and repurposed if possible. This is being taken forward during 2026-2027.

The electricity distribution board has been replaced and the intermittent power failures have now stopped. The external lights are still not operating however and work is planned to resolve this.

There is a large tree (near the bonfire site) which has a rotten and hollow centre. We have received advice that we should have this tree removed, work is planned to address this over the summer.

## **(2) GOODS AND ORNAMENTS**

All goods and ornaments remain in good repair.

**James Roff, Church Warden.**

**March 2026**

## **Report (v) Morpeth Deanery Synod Report 2025 -2026**

### Morpeth Deanery Report

Over the past year, the Deanery Development Group has continued to work on the Deanery Plan in this year of sharing. All DDG's in the Diocese have met twice to consider how Deanery Plans are being implemented and have been asked going forward to work on the following 3 issues:-

1. Buildings for Mission
2. Growing Closer to God
3. Creating new worshipping communities.

The Deanery have been kept up to date with the progress of the Deanery Plan which is evolving and Deanery Synod reps are asked to keep their individual parishes up to date with necessary changes.

### Finance

#### Parish Share

Morpeth Deanery has paid 76% of the offered amount this year.

The total Parish Share offered by parishes across the Diocese amounts to £4 million pounds but the realistic amount required by the Diocese is £6 million.

The shortfall cannot be sustained and may well affect parish ministry even further.

### Deanery News and Updates

Revd. Allison Harding was appointed Pioneer Minister working in the Seaton Hirst area of Ashington. This is a 3 year appointment funded externally by the Diocese of Oxford who offered financial support for the Newcastle Diocesan Pioneering Project.

Revd. Elaine Jones was formally installed as Vicar of Longhorsley, she now has responsibility for 8 parishes.

### Longhirst, Bothal and Pegswood reorganisation.

After consultation it was agreed to split the three parishes of Longhirst, Bothal and Pegswood, with Bothal and Pegswood becoming part of Ashington parish, as from December 2025.

Longhirst will remain in vacancy at the present time.

The Diocese proposes to advertise for a half-time appointment to work with the parishes of Ulgham, Widdrington, Lynemouth and Cresswell.

Kirks and Cambo – The Diocese are advertising a House For Duty Post for these three parishes. Stannington Parish – Revd. Canon Simon White has now been installed as Vicar of Stannington alongside Morpeth parish.

The Deanery has made representations to the Diocese requesting consideration be given to appointing another full time Priest.

Discussions continue.

Over the year we have received presentations from The Generous Giving Team and Revd. Emma Duff the Chaplain for LGBTQ+1 community in the Diocese.

We have had discussions on sharing ideas, resources, experience and expertise for the benefit of the Deanery as a whole.

It was requested that communication between parishes was improved and the suggestion of a Deanery newsletter will be discussed further.

Janice Robinson

## Annexe

### JPCC Governance and Administration

#### Description of the JPCC, constitution, location and details of the parish and trustees

Authorised by Bishops Council in July 2021, the Joint Parochial Church Council (JPCC) of St Mary Magdalene Mitford, Morpeth, Northumberland and St Cuthbert Hebron, Morpeth, Northumberland was established in August 2021. The JPCC is constituted and acts in accordance with Parish Governance Model Rules of the Church Representation Rules 2020. All groups now report through and are overseen by the JPCC, providing a clear common identity and an ability to apply the time and energy saved from administrative duplications to better serve one another and our local community.

The JPCC meets on alternate months and has the following membership:-

- Rev Elaine Jones, Vicar
- Ian Hampson, Secretary
- Carol Thompson, Treasurer
- Richard Addison, Mitford Warden
- Janice Robinson, Mitford Warden & Deanery Synod Member
- Ian Craigs, Hebron Warden
- James Roff, Hebron Warden
- Elodie Hewes – Parish Safeguarding Officer
- Ann Attwood, Deanery Synod member
- Nigel Jobson, Electoral Roll Officer
- Janice Catton
- Sarah Mills
- Alison Parker
- Richard Quinby

All JPCC members are trustees of this Charity

#### Details of the meetings of the Standing Committee

The Standing Committee is constituted and acts in accordance with Rule M31 of the Church Representation Rules 2020. It meets by exception for items that require progressing urgently, with any decisions taken being notified to the full JPCC at their next meeting. During the past year the Standing Committee has only progressed matters on three occasions. Membership of the Standing Committee is as follows:

- Vicar,
- JPCC Treasurer,
- JPCC Secretary,
- Wardens from Hebron Parish (currently Ian Craigs & James Roff),
- Wardens from Mitford Parish (currently Richard Addison & Janice Robinson)

**‘Fit and proper’ persons statement**

All JPCC members are required to meet the election qualifications defined in Rule M8 of the Church Representation Rules 2020. In making appointments, the JPCC has given proper consideration to the suitability of officers to act in such capacity and that consequently they are fit and proper persons.

**Public benefit statement**

The JPCC’s charitable objects (‘Promoting in the ecclesiastical parish the whole mission of the Church’) are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC’s activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

**Trustees – induction and ongoing training details**

Initial briefing will be given at the first meeting of new JPCC to remind members of their responsibilities as trustees of the charity. The Vicar will have discussions with newly appointed officers to ascertain and arrange for any specific training that they require to fulfil their roles effectively. In addition JPCC members are required to undertake ongoing safeguarding training attended by all.

**Children and vulnerable adults protection**

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults and has fully complied with the requirements of the House of Bishops guidance.

**Risk assessment statement**

The JPCC maintains a register of quantified risk assessments relating to its activities. This register also indicates controls applied to mitigate these risks

**Reserves policy**

It is JPCC policy to try to maintain a balance on unrestricted funds which equates to at least 6 months of unrestricted payments. This is equivalent to approximately £53,000 for 2026.

**PCC Accounting Policy**

The financial statements of the JPCC have been prepared in accordance with the Church Accounting Regulations on the Receipts & Payments basis.

## Minutes of Annual Church Meetings

For

**The Benefice of St Mary Magdalene Mitford and St Cuthbert Hebron**

**(Charity Number 1196182)**

**30<sup>th</sup> March, 2025**

**Present:** Rev Elaine Jones (Priest-in-charge) Janice Robinson (church warden), Ian Craigs (church warden), Richard Addison (church warden), James Roff (church warden) Carol Thompson (treasurer), Bev Morris (secretary), plus twenty-seven members on the electoral roll (**34 in total**)

**Apologies:** Helen and Paul McCabe, Isabel Quinby, Ann Attwood, Janet Catton

### Introduction

**Bev Morris** (chair) welcomed everyone to the meetings and **Rev Elaine Jones** opened in prayer.

**Bev Morris** was appointed Clerk to the meetings.

Appointment of tellers: not required

### Annual Parish Meeting St Mary Magdalene Mitford

1. The **minutes of the APM 2024** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.

Proposed: **Sean Fugill**    Seconded: **Dick Quinby**    Unanimously agreed.

2. **Election of church wardens:**

Two nominations for church wardens to serve 2025-2026 had been received.

<b>Nominee</b>	<b>Proposer</b>	<b>Seconder</b>
<b>Richard Addison</b>	<b>Neil Burnell</b>	<b>Stephen Attwood</b>
<b>Janice Robinson</b>	<b>Bev Morris</b>	<b>Tim Hatch</b>

There being no other nominees, **Richard** and **Janice** were duly elected churchwardens for 2025-2026.

Its business being complete, the meeting closed at 11.05 am.

## Annual Parish Meeting St Cuthbert Hebron

1. The **minutes of the APM 2024** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.

Proposed: **James Roff**      Seconded: **Ian Craigs**      Unanimously agreed.

2. **Election of church wardens:**

Two nominations for church wardens to serve 2025-2026 had been received.

Nominee	Proposer	Secunder
<b>Ian Craigs</b>	<b>Joanna Craigs</b>	<b>Janice Robinson</b>
<b>James Roff</b>	<b>Bryony Roff</b>	<b>Bev Morris</b>

There being no other nominees, **Ian** and **James** were duly elected churchwardens for 2025-2026.

Its business being complete, the meeting closed at 11.10am

## Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of St Mary Magdalene Mitford and St Cuthbert Hebron

- 1) **Apologies**

Helen and Paul McCabe, Isabel Quinby, Ann Attwood, Janet Catton

- 2) **A.O.B**

**None**

- 3) **Minutes**

The minutes of the APCM for Mitford and Hebron for 2024 had been circulated prior to the meeting. The minutes were received and adopted as a true record.

Proposed: **Sean Fugill**      Seconded: **Sarah Mills**      Unanimously agreed.

- 4) **Statutory Reports of the JPCC**

The five statutory reports had been made available to church members prior to the meeting. They were presented to the meeting as follows:

- (i) **Electoral Roll**

Presented by **Nigel Jobson** Electoral Roll Officer. This year has required the creation of a new roll which has involved a considerable work load for Nigel and everyone at the meeting thanked him for his diligent work. Nigel noted that every effort had been made to contact everyone on the old roll.

**Hebron:** As of March 2025 the Electoral Roll number is **24** (8 removals and 5 additions)

**Mitford:** As of Mrch 2025 the Electoral Roll number is **103** (28 removals and 9 additions)

(The next full review will be 2031)

#### (ii) **The activities of the JPCC**

Presented by **Bev Morris** secretary to the JPCC.

**Rev Elaine Jones** thanked **Bev** for her efficiency as secretary. **Bev** will be stepping down from JPCC and being secretary after a period of hand over with **Ian Hampson** who is joining JPCC and taking on the role of secretary.

#### (iii) **Financial statements**

Presented by **Carol Thompson** treasurer.

**Sean Fugill** thanked **Carol Thompson** on behalf of everyone for all her hard, meticulous work as our treasurer.

#### (iv) **Fabric report**

Presented by **James Roff**

#### (v) **Deanery Synod**

Presented by **Janice Robinson** Deanery Synod representative.

### 5) Elections and Appointments

#### (i) **Election of JPCC members**

The nominations received are as follows:

<b>Nominee</b>	<b>Proposed</b>	<b>Seconded</b>
Ann Attwood	Stephen Attwood	Sheena Burgess
Ian Hampson	Bev Morris	Carol Thompson
Nigel Jobson	Malcolme Thompson	Wendy Laverick
Sarah Mills	Sean Parker	Alison Parker
Alison Parker	Sean Fugill	Dick Quinby

Dick Quinby	Neil Burnell	Richard Addison
Carol Thompson	Janet Miller	Dick Quinby

The number of nominations not exceeding the number of seats on the JPCC, those nominated were declared duly elected.

- There are two places vacant on the JPCC.
- Bev Morris, Mary Priestley and Janet Catton have been co-opted to the JPCC

## (ii) Appointment of independent examiner for the accounts

**Carol Thompson** proposed that the churches should appoint **Father Alan Clements** as Independent Assessor.

The motion was seconded by **Ian Robinson** and unanimously approved.

## 6) Report by the Priest-in-charge

**Elaine** thanked everyone for their love, care and prayers during her illness. She was especially grateful for the support of the ministry team, church wardens and members of the JPCC.

She felt that the year had gone particularly well. Following the stewardship campaign a number of people are stepping up to new roles. There are also new ministries developing in the community, especially with children.

### Open Forum

**Eva Laverick** raised concerns about how people without internet access could keep in touch with what is going on in church. **Elaine** said that hard copies of the monthly notice sheet and quarterly newsletter were made available in church. **Janice Robinson** said that good communication was vital and would be kept under review.

## 7) Commissioning of the JPCC

**Rev Elaine Jones** led the meeting in prayers for the JPCC

## 8) Closing prayer

**Rev Elaine Jones** led the meeting in prayer and the meeting closed at 11.30am.

**The Parishes of St Mary Magdalene, Mitford**

**and St Cuthbert Hebron**

**Annual Parish Meetings**

**&**

**Annual Parochial Meeting of the Joint Council of the Ecclesiastical  
Parishes of St Mary Magdalene Mitford and St Cuthbert Hebron**

**Thursday 26 March at 7pm**

**At St Mary Magdalene, Mitford**

**Introduction**

Welcome and opening prayer

Appointment of clerk for the meetings

**Annual Parish Meeting St Mary Magdalene Mitford**

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2025
4. Election of churchwardens.

**Annual Parish Meeting St Cuthbert's Hebron**

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2025
4. Election of churchwardens.

# Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of St Mary Magdalene, Mitford and St Cuthbert, Hebron

## AGENDA

1. **Apologies.**
2. **Any other business** (if not on agenda).
3. **Minutes of 2025 APCM for Mitford and Hebron**– matters arising (if not on agenda).
4. **Reports.**

Presentation of the electoral roll

**Nigel Jobson**

The activities of the JPCC

**Ian Hampson**

Financial statement year ending 31.12.25 and  
adoption of the 2025 accounts

**Carol Thompson**

Fabric, goods and ornaments of the church

**James Roff** (on behalf  
of church wardens)

Deanery Synod

**Janice Robinson**

Questions arising from the reports

### 5. Elections and appointments

- Election of JPCC members
- Appointment of independent auditor for the account

### 6. Report by the Vicar: Rev Elaine Jones

Open forum for questions and discussion: **All**

**7. Commissioning of the JPCC: Rev Elaine Jones**

**8. Closing prayer: Rev Elaine Jones**

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# Accounts

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**DIOCESE OF NEWCASTLE**

**Deanery of Morpeth**

**The Benefice of St Mary Magdalene Mitford and St Cuthbert Hebron  
Annual Reports of the Joint Parochial Church Council and Financial Reports  
30 March 2025**

This report is made in accordance with the Church Representation Rules (2020) and is separate from any statement or address that the incumbent may wish to make or any reports that any individual or parish group may present at the Annual Parochial Church Meeting (APCM).

It is the means by which the Joint Parochial Church Council (JPCC) gives an account of how it has fulfilled its responsibilities during the year in question and of its future plans.

Priest-in-Charge: Rev Elaine Jones

Independent Examiner: Father A A Clements, 15 Carleton Rd, Gt. Knowley, Chorley.  
PR6 8TQ

## Contents

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## Description of the JPCC, constitution, location and details of the parish and trustees

Authorised by Bishops Council in July 2021, the Joint Parochial Church Council (JPCC) of St Mary Magdalene Mitford, Morpeth, Northumberland and St Cuthbert Hebron, Morpeth, Northumberland was established in August 2021. The JPCC is constituted and acts in accordance with Parish Governance Model Rules of the Church Representation Rules 2020. All groups now report through and are overseen by the JPCC, providing a clear common identity and an ability to apply the time and energy saved from administrative duplications to better serve one another and our local community.

The JPCC meets on alternate months and has the following membership:-

- Rev Elaine Jones, Priest in Charge
- Beverley Morris, Secretary
- Carol Thompson, Treasurer
- Richard Addison, Mitford Warden
- Ian Craigs, Hebron Warden
- James Roff, Hebron Warden
- Isabel Quinby – Parish Safeguarding Officer
- Ann Attwood, Deanery Synod member
- Nigel Jobson, Deanery Synod member and Electoral Roll Officer
- Richard Quinby
- Sarah Mills
- Janice Robinson, Mitford Warden

All JPCC members are trustees of this Charity

## Details of the meetings of the Standing Committee

The Standing Committee is constituted and acts in accordance with Rule M31 of the Church Representation Rules 2020. It meets by exception for items that require progressing urgently, with any decisions taken being notified to the full JPCC at their next meeting. During the past year the Standing Committee has only progressed matters on two occasions. Membership of the Standing Committee is as follows:

- Priest in Charge,
- JPCC Treasurer,
- JPCC Secretary,
- Warden from Hebron Parish (currently Ian Craigs),
- Warden from Mitford Parish (currently Janice Robinson)

## ‘Fit and proper’ persons statement

All JPCC members are required to meet the election qualifications defined in Rule M8 of the Church Representation Rules 2020. In making appointments, the JPCC has given proper consideration to the suitability of officers to act in such capacity and that consequently they are fit and proper persons.

## Public benefit statement

The JPCC’s charitable objects (‘Promoting in the ecclesiastical parish the whole mission of the Church’) are primarily focused on the advancement of religion, which is recognised as a charitable

purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

## **Trustees – induction and ongoing training details**

Initial briefing will be given at the first meeting of new JPCC to remind members of their responsibilities as trustees of the charity. The Priest in Charge will have discussions with newly appointed officers to ascertain and arrange for any specific training that they require to fulfil their roles effectively. In addition JPCC members are required to undertake ongoing safeguarding training attended by all

## **Financial review**

Overall Receipts were slightly higher than 2023, largely due to an increase in donations. Over 50% of the donations were from two anonymous givers, the balance being made up of funeral donations and the card reader which generated £1,418. Planned giving was down 3% on the previous year and the impact of the generosity campaign held in September will be reviewed early in 2025. Gift Aid recovered during the year was slightly higher than 2023 (up 11%) due to the take up of the Parish Giving Scheme through which Gift Aid is recovered on a monthly, rather than quarterly, basis. However, as 60% of givers are yet to transfer over the Parish Giving Scheme gift aid on donations received in the last quarter will be claimed in the following year. Both Barclays accounts (Mitford and Hebron) were closed during the year leaving the CAF account as the only transactional account for the JPCC.

Grants received during the year included £10,839 from the Upper Wansbeck Churches (contribution towards administrator costs and vicar expenses), £350 from Hebron Community Association (contribution towards heating of St Cuthberts, Hebron) and £17,792 from the Mitford Family Trust (architect fees, repair of stained glass window and masonry conservation repairs). All grants were fully expended during the year.

The JPCC met its parish share in full.

The significant increase in salaries, wages and honoraria is due to a full year of costs for the Administrator. Utility bills are down on the previous year due to both Churches joining the Church of England Energy Basket. Stable Room costs were significantly higher than 2023 due to the refurbishment of the kitchen and redecoration throughout. The Mitford Foundation Trust has agreed to fund some of these works.

As in previous years the children and youth work has been funded without requiring funding from the General Fund. The Charity Partner Support Fund made donations to New Hope for Children, West End Refugee Service, Wansbeck Valley Food Bank and The Hub. Additionally, money collected during coffee after the Sunday services was donated to Royal British Legion.

Balances carried forward at 31 December on unrestricted funds totalled £83,816 for funding the activities and needs of the church. Included in this figure is approximately six months of the

anticipated running costs for 2025 held in reserve. In addition, a total of £40,8245 held in designated funds. A further £44,734 is held in restricted funds. One of the designated funds (Stable Room Refurbishment) currently has a negative balance but as mentioned above Mitford Foundation Trust has agreed to provide a grant towards these costs.

## **Children and vulnerable adults' protection**

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults and has fully complied with the requirements of the House of Bishops guidance.

## **Risk assessment statement**

The JPCC maintains a register of quantified risk assessments relating to its activities. This register also indicates controls applied to mitigate these risks

## **Reserves policy**

It is JPCC policy to try to maintain a balance on unrestricted funds which equates to at least 6 months of unrestricted payments. This is equivalent to approximately £52,500 for 2025.

### **PCC Accounting Policy**

The financial statements of the JPCC have been prepared in accordance with the Church Accounting Regulations on the Receipts & Payments basis.

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### **Statement of Assets & Liabilities**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the Churchwardens on special trust for the JPCC and which require a faculty for disposal
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The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loans or overdrafts advanced to the JPCC
- Any arrears of the Diocesan Parish Share
- Creditors for goods or services where the supply has been received and invoiced by 31 December

## Future plans

A review of the Generosity Campaign held in September 2024 will be held early in 2025. Current givers who haven't yet transferred to the Parish Giving Scheme will be encouraged to do so early in the year.

Anticipated projects for 2025, subject to funding being raised or sourced, include:

- Replacement chairs for the Stable Room
- Replacement of existing multi media system in St Mary Magdalene, Mitford (initial estimate is c£16,500 but additional quotes will be sought once the spec has been agreed)
- Investigate damp in St Mary Magdalene, Mitford with the possibility of replacing the Nave flooring and removing the pews
- Redecoration of St Cuthbert's, Hebron

Approved by the JPCC and signed on their behalf



Rev Elaine Jones (Priest in Charge)

23 January 2025



Bev Morris (Secretary to the JPCC)

23 January 2025



**Statement of Assets and Liabilities**

	Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2024	Total 2023
<b>Cash Funds</b>							
Barclays Bank Current Account	5						£39,926
CAF Bank Current Account*		£16,787	£20,082	£25,212		£62,080	£25,232
CBF Deposit Fund (Hebron)		£10,273				£10,273	£9,755
CBF Deposit Fund (Mitford)		£13,520	£4,081	£2,861		£20,463	£17,437
		<u>£40,579</u>	<u>£24,164</u>	<u>£28,073</u>		<u>£92,816</u>	<u>£92,350</u>

\*after taking into account £792.64 payments not cleared the bank

**Other Monetary Assets****Investment Assets**

Investment Fund Shares at market value	2	£43,237	£16,661	£16,661		£76,558	£74,874
		<u>£83,816</u>	<u>£40,824</u>	<u>£44,734</u>		<u>£169,374</u>	<u>£167,224</u>

## Notes to the accounts

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
- £30k surplus from Unrestricted Funds invested in CCLA Church of England Investment Fund shares 22/06/2004. Deposit Fund established 2014 to show the surplus on the investment.
- The movements in designated and restricted funds during the year were:

	Bal b/f	Receipts	Payments	Transfer	Profit (Loss) on Investments	Bal c/f
<b>Unrestricted</b>						
- General Fund	£11,006	£103,178	£81,844	-£4,614		£27,726
- Deposit Fund (reserves)	£50,863	£3,544			£1,684	£56,091
	<u>£61,869</u>	<u>£106,722</u>	<u>£81,844</u>	<u>-£4,614</u>	<u>£1,684</u>	<u>£83,816</u>
<b>Restricted</b>						
Heating Fund	£7,225					£7,225
Youth Fund	£14,283		£1,639			£12,643
Hebron Capital Fund	£25,783	£300	£1,218			£24,865
	<u>£47,291</u>	<u>£300</u>	<u>£2,857</u>			<u>£44,734</u>
<b>Designated</b>						
HR/Staffing Fund	£2,002		£2,002			
Stable Room Refurbishment Fund	£7,805		£10,625			-£2,820
Churchyard Fund	£2,315		£1,023			£1,292
Building Fund	£19,638	£19,960	£22,398			£17,201
Heating Fund	£13,000					£13,000
World Mission Partners Fund	£1,645		£5,767	£4,614		£492
Contingency & Capital Asset Replacement Fund	£11,659					£11,659
	<u>£58,065</u>	<u>£19,960</u>	<u>£41,815</u>	<u>£4,614</u>		<u>£40,824</u>
All Funds Total	<u>£167,224</u>	<u>£126,982</u>	<u>£126,516</u>		<u>£1,684</u>	<u>£169,374</u>

**Restricted**

## Heating Fund

The Heating Fund (restricted) was originally established to finance a new church heating system, and has been used for similar purposes since, including the upkeep of the existing church heating system. At the present time this fund does not seek new income.

## Youth Fund

For identified youth work (£2k towards youth worker). Includes the ring-fenced remains of the Janice Quinby legacy (£5k to fund a youth worker) (with interest)

4 Further Analysis of Receipts and Payments	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2024	Total 2023
<b>a) Receipts</b>						
All other giving/voluntary receipts:						
Donations	£7,820				£7,820	£1,193
Grants (all expended by end 2024)						
- Mitford Foundation Trust						£2,002
- Mitford Plot Trust						£600
- Mitford Family Trust (Building Fund 2024)		£17,792			£17,792	£24,687
- Upper Wansbeck contribution to Vicar Expense	£10,839				£10,839	£1,176
- Hebron Community Association	£350				£350	
	<u>£19,010</u>	<u>£17,792</u>			<u>£36,802</u>	<u>£29,658</u>
<b>b) Activities for generating funds</b>						
Church Open Day	£950				£950	
Craft Fair		£900			£900	
	<u>£950</u>	<u>£900</u>			<u>£1,850</u>	
<b>c) Investment Income</b>						
CBF Deposit Fund Interest (Hebron)	£518				£518	£364
CBF Deposit Fund Interest (Mitford)	£3,026				£3,026	£2,548
	<u>£3,544</u>				<u>£3,544</u>	<u>£2,912</u>
<b>d) Church activities</b>						
Fees for weddings and funerals	£2,624				£2,624	£1,876
Stable Room Bookings	£105				£105	£100
	<u>£2,729</u>				<u>£2,729</u>	<u>£1,976</u>
<b>e) Other incoming resources</b>						
Interest on CAF bank account	£82				£82	£51
I Know Church (refund of duplicate payment)						£156
Utility Warehouse Refund						£566
NCC Council Tax refund						£857
Insurance Claim		£2,168			£2,168	
	<u>£82</u>	<u>£2,168</u>			<u>£2,250</u>	<u>£1,630</u>
<b>Payments</b>						
<b>f) Mission Giving &amp; Donations</b>						
Wansbeck Valley Food Group		£1,800			£1,800	£1,725
West End Refugee Service		£1,800			£1,800	£1,725
New Hope for Children		£1,800			£1,800	£1,725
The Hub		£300			£300	
The Roost						£50
DEC (Turkey/Syria)						£267
WERS expenses		£67			£67	£592
		<u>£5,767</u>			<u>£5,767</u>	<u>£6,084</u>
<b>g) Salaries, wages and honoraria</b>						
Vergers	£2,572				£2,572	£1,835
Organist	£800				£800	£940
Administrator*	£8,869	£2,002			£10,872	£3,217
	<u>£12,242</u>	<u>£2,002</u>			<u>£14,244</u>	<u>£5,992</u>

**h) Clergy and staff expenses**

Clergy Housing Costs*	£4,409		£4,409	£5,846
Clergy Expenses*	£2,305		£2,305	£2,729
Administrator Costs/Expenses*	£216		£216	£792
	<u>£6,930</u>		<u>£6,930</u>	<u>£9,367</u>

\*The Upper Wansbeck churches have agreed to contribute 50% of these costs

**i) Church running expenses**

<u>Mission and evangelism costs</u>	£426		£426	
	<u>£426</u>		<u>£426</u>	
<u>Church running expenses (including governance)</u>				
Youth		£1,639	£1,639	£25
Pastoral, Teaching & Worship Ministry	£389		£389	£1,230
Cost of Services	£1,512		£1,512	£388
Music	£235		£235	£168
Governance, Licensing, Copyright etc	£750		£750	£542
Church building running expenses	£8,542	£23,420	£1,218	£33,180
	<u>£11,428</u>	<u>£23,420</u>	<u>£2,857</u>	<u>£41,530</u>
<u>Church utility bills</u>	£5,385		£5,385	£8,102
Utility Warehouse Refund				-£566
	<u>£5,385</u>		<u>£5,385</u>	<u>£7,536</u>
<u>Stable Room Running Costs</u>				
Cleaning	£788		£788	£305
Utility bills	£1,731		£1,731	£4,064
Repair & Maintenance	£46		£46	£248
Refurbishment Costs		£10,625	£10,625	
	<u>£2,565</u>	<u>£10,625</u>	<u>£13,190</u>	<u>£4,617</u>
	<u>£19,804</u>	<u>£34,045</u>	<u>£2,857</u>	<u>£49,066</u>

- Both Barclays Accounts (Mitford PCC and Hebron PCC) were closed during the year and the money transferred to the CAF Bank Current Account
- The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
- The expenses paid to the incumbent may include a small immaterial portion, which relates to their function as a PCC member. No other payments were made to PCC members for being members of the PCC.
- These financial statements exclude three trust funds (the Mitford Church Foundation Trust, the Mitford Family Trust and the Mitford Plot Trust) which are administered by the Incumbent and other trustees, and over which the PCC has no control.

Approved by the JPCC and signed on their behalf



Rev Elaine Jones (Priest in Charge)  
23 January 2025



Bev Morris (Secretary to the JPCC)  
23 January 2025

**Independent Examiner's unqualified report to the C. of E. P.C.C.'s 2018. members of the P.C.C. of the Parish of St. Mary Magdalen, Mitford and St. Cuthbert's Hebron in respect of the Financial Statements of the Parish for the year ending 31<sup>st</sup>. December 2024 as set out on pages seven to ten of of this Report.**

**Respective responsibilities of the P.C.C. and the examiner.**

The P.C.C. members acting as the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

examine the accounts under section 145 of the Charities Act  
to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and  
to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's statement.**

My examination was carried out in accordance with the general Directions given by the Charity Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the P.C.C.), 5<sup>th</sup> edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement.**

In connection with my examination, no material matter has come to my attention which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Charities Act, or  
the accounts do not accord to the accounting records.

I 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 is reached.

Signed. *Alan A Clements* Date 28<sup>th</sup>. January 2025.  
Name Revd. A. A. Clements

Fellow Association of Charity Independent Examiners.

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

ACIE PCC CC32

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# Accounts

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**DIOCESE OF NEWCASTLE**

**Deanery of Morpeth**

**The Benefice of St Mary Magdalene Mitford and St Cuthbert Hebron**

**Annual Reports of the Joint Parochial Church Council and Financial Reports**

**16 May 2024**

This report is made in accordance with the Church Representation Rules (2020) and is separate from any statement or address that the incumbent may wish to make or any reports that any individual or parish group may present at the Annual Parochial Church Meeting (APCM).

It is the means by which the Joint Parochial Church Council (JPCC) gives an account of how it has fulfilled its responsibilities during the year in question and of its future plans.

Priest-in-Charge: Rev Elaine Jones

Independent Examiner: Father A A Clements, 15 Carleton Rd, Gt. Knowley, Chorley.  
PR6 8TQ

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## Description of the JPCC, constitution, location and details of the parish and trustees

Authorised by Bishops Council in July 2021, the Joint Parochial Church Council (JPCC) of St Mary Magdalene Mitford, Morpeth, Northumberland and St Cuthbert Hebron, Morpeth, Northumberland was established in August 2021. The JPCC is constituted and acts in accordance with Parish Governance Model Rules of the Church Representation Rules 2020. All groups now report through and are overseen by the JPCC, providing a clear common identity and an ability to apply the time and energy saved from administrative duplications to better serve one another and our local community.

The JPCC meets on alternate months and has the following membership:-

- Rev Elaine Jones, Priest in Charge
- Beverly Morris, Secretary
- Carol Thompson, Treasurer
- Sean Fugill, Mitford Warden and Lay Vice Chair
- Janet Robinson, Mitford Warden
- Richard Addison, Mitford Warden
- Ian Craigs, Hebron Warden
- James Roff, Hebron Warden
- Ann Attwood, Deanery Synod member
- Nigel Jobson, Deanery Synod member and Electoral Roll Officer
- Isobel Quinby, Safeguarding Officer
- Richard Quinby
- Sarah Mills
- Janice Robinson

All JPCC members are trustees of this Charity

## Details of the meetings of the Standing Committee

The Standing Committee is constituted and acts in accordance with Rule M31 of the Church Representation Rules 2020. It meets by exception for items that require progressing urgently, with any decisions taken being notified to the full JPCC at their next meeting. During the past year the Standing Committee has only progressed matters on two occasions. Membership of the Standing Committee is as follows:

- Priest in Charge,
- JPCC Treasurer,
- JPCC Secretary,
- Warden from Hebron Parish (currently Ian Craigs),
- Warden from Mitford Parish (currently Sean Fugill)

## 'Fit and proper' persons statement

All JPCC members are required to meet the election qualifications defined in Rule M8 of the Church Representation Rules 2020. In making appointments, the JPCC has given proper consideration to the suitability of officers to act in such capacity and that consequently they are fit and proper persons.

## Public benefit statement

The JPCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable

purpose having public benefit. All regular public worship is provided free of charge and open to all. In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly.

### **Trustees – induction and ongoing training details**

Initial briefing will be given at the first meeting of new JPCC to remind members of their responsibilities as trustees of the charity. The Priest in Charge will have discussions with newly appointed officers to ascertain and arrange for any specific training that they require to fulfil their roles effectively. In addition JPCC members are required to undertake ongoing safeguarding training attended by all

### **Financial review**

Receipts were slightly higher than 2022, largely due to the receipt of grants to cover building work. Planned giving was down by 6% on the previous year. Gift Aid recovered during the year is lower than 2022 due to a reduction in tax efficient planned giving, particularly in the second half of the year. As in previous years gift aid on donations received in the last quarter will be claimed in the following year.

Grants received during the year included £2,002 from the Mitford Foundation Trust (Administrator costs), £600 from the Mitford Plot Trust (relating to Mitford Plot expenditure the previous year), £24,687 from the Mitford Family Trust (Steeplejack and architect fees). All grants were fully expended during the year.

The JPCC met its parish share in full.

As in previous years the children and youth work has been funded without requiring funding from the General Fund. As well as our usual charity partners the Charity Partner Support Fund was able to make donations to a number of other causes thanks to regular and special support throughout the year. These include donations to New Hope for Children, West End Refugee Service, Wansbeck Valley Food Bank and The Roost. Additionally, the Fund was able to send additional money to the DEC (in support of Turkey and Syria) following dedicated collections being taken in Church. The collection from the Christingle service at St Cuthbert's Hebron was donated to the Children's Society.

Balances carried forward at 31 December on unrestricted funds totalled £119,934 for funding the activities and needs of the church. Approximately half of this amount is held in reserve representing approximately 6 months of anticipated running costs for 2024. Also included in this total is £58,065 held in designated funds. A further £47,291 is held in restricted funds. Following a review of funds which had been depleted through the year, some of the restricted funds have been redesignated as Designated funds.

### **Children and vulnerable adults protection**

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults and has fully complied with the requirements of the House of Bishops guidance.

## **Risk assessment statement**

The JPCC maintains a register of quantified risk assessments relating to its activities. This register also indicates controls applied to mitigate these risks

## **Reserves policy**

It is JPCC policy to try to maintain a balance on unrestricted funds which equates to at least 6 months of unrestricted payments. This is equivalent to approximately £50,863 for 2024.

### **PCC Accounting Policy**

The financial statements of the JPCC have been prepared in accordance with the Church Accounting Regulations on the Receipts & Payments basis.

### **Funds**

General funds represent the JPCC's monetary assets that are not subject to any special restrictions regarding their use, and are available for application to the general purpose of the JPCC. These monies can include funds designated for a particular purpose by the JPCC, and which did not have their use restricted by the donor. Restrictions within these funds are noted in the financial statements.

These accounts include monetary transactions, assets and liabilities for which the JPCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members, nor those in respect of assets for which the JPCC has no control.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

### **Statement of Assets & Liabilities**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the Churchwardens on special trust for the JPCC and which require a faculty for disposal
- Land and buildings held on behalf of the JPCC
- Other fixtures, fittings and office equipment where the JPCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000
- Investments held beneficially by the JPCC

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Any other amounts owing to the JPCC including Church hall lettings and insurance claims
- Legacies where formal notification of entitlement and amount has been received by 31 December by the PCC
- Closing bank balances as shown in the receipts and payments account

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loans or overdrafts advanced to the JPCC
- Any arrears of the Diocesan Parish Share
- Creditors for goods or services where the supply has been received and invoiced by 31 December

## Future plans

During the year the JPCC joined the Parish Giving Scheme (PGS). Take up has been slow and there is a generosity campaign planned early in quarter two in 2024. The PGS offers people more flexibility and control over their giving. It also has the added benefit of Gift Aid being claimed monthly rather than quarterly. It is hoped that by the end of 2024 all current givers will have moved over to the PGS and we will have encouraged people to start giving or review their existing giving. It will then be possible to close the Barclays accounts, leaving the CAF bank the only transactional bank account for the JPCC.

As part of the generosity campaign a couple of significant projects that will be undertaken during 2024 will be highlighted. Additional finance will be required for these projects:

- Refurbishment of the Stable Room kitchen and associate works. The cost of these works are expected to be circa £5000
- Replacement of existing multi media system in St Mary Magdalene, Mitford (initial estimate is c£16,500 but additional quotes will be sought once the spec has been agreed)

2023 saw the JPCC take on a part-time administrator to assist the Priest in Charge. In addition to St Mary Magdalene, Mitford and St Cuthbert's, Hebron this includes the following Upper Wansbeck Churches:

- Hartburn with Meldon and Netherwitton
  - St Andrew's Hartburn
  - St John the Baptist, Meldon
  - St Giles, Netherwitton
- Bolam with Whalton
  - St Andrew's, Bolam
  - St Mary Magdalene, Whalton

The Upper Wansbeck churches have agreed to finance 50% of vicar expenses and administrator costs. This arrangement is expected to continue into the foreseeable future.

Approved by the JPCC and signed on their behalf



Rev Elaine Jones (Priest in Charge)

21 March 2024



Bev Morris (Secretary to the JPCC)

21 March 2024

## The financial statements and Independent Examiner's report

### The Joint Parochial Church Council of the Ecclesiastical Parishes of St Mary Magdalene, Mitford & St Cuthbert, Hebron (Charity No 1196182)

#### Receipts and Payments Accounts

Notes	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2023	Total 2022
<b>Receipts</b>						
<b>Voluntary giving</b>						
	£59,012		£2,725		£61,737	£65,371
	£3,089				£3,089	£2,983
4a	£1,193				£1,193	£914
	£13,521		£592		£14,113	£21,375
	£952				£952	
4a	£27,289				£27,289	£4,020
	<b>£105,056</b>		<b>£3,317</b>		<b>£108,372</b>	<b>£94,664</b>
<b>Activities for generating funds</b>						
	£174	£1,359			£1,533	
4b	£2,912				£2,912	£2,281
4c	£1,976				£1,976	£6,835
4d	£2,806				£2,806	£20
	<b>£112,924</b>	<b>£1,359</b>	<b>£3,317</b>		<b>£117,600</b>	<b>£103,800</b>
<b>Payments</b>						
<b>Church activities</b>						
		£6,084			£6,084	£8,440
4e	£42,700				£42,700	£47,700
4f	£5,992				£5,992	£3,061
4g	£9,367				£9,367	£1,344
<b>Church expenses</b>						
4h						£644
	£11,423		£30,107		£41,530	£14,484
	£8,102				£8,102	£7,169
	£4,617				£4,617	£1,884
	<b>£82,200</b>	<b>£6,084</b>	<b>£30,107</b>		<b>£118,391</b>	<b>£84,726</b>
<b>Costs of generating funds</b>						
	£295				£295	
<b>Major capital expenditure</b>						
<b>Other expenditure</b>						
	<b>£82,495</b>	<b>£6,084</b>	<b>£30,107</b>		<b>£118,686</b>	<b>£84,726</b>
<b>Excess of receipts over payments</b>						
	£30,428	-£4,724	-£26,790		-£1,086	£19,073
3	-£28,508	£29,172	-£664		£0	
	<b>£1,921</b>	<b>£24,448</b>	<b>-£27,455</b>		<b>-£1,086</b>	<b>£19,073</b>
<b>Cash at bank and in hand at 1 Jan</b>						
	£18,395	£33,747	£41,294		£93,436	£74,363
<b>Cash at bank and in hand at 31 Dec</b>						
	£20,316	£58,195	£13,839		£92,350	£93,436

## Statement of Assets and Liabilities

Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2023	Total 2022	
<b>Cash Funds</b>							
	Barclays Bank Current Account	-£3,399	£14,190	£29,134		£39,926	£49,653
	CAF Bank Current Account	£3,465	£23,133	-£1,366		£25,232	£19,503
	CBF Deposit Fund (Hebron)	£9,755				£9,755	£9,390
	CBF Deposit Fund (Mitford)	£10,494	£4,081	£2,861		£17,437	£14,890
		<u>£20,316</u>	<u>£41,404</u>	<u>£30,630</u>		<u>£92,350</u>	<u>£93,436</u>

## Other Monetary Assets

## Investment Assets

	Investment Fund Shares at market value	2	£58,214		£16,661		£74,874	£68,384
			<u>£78,529</u>	<u>£41,404</u>	<u>£47,291</u>		<u>£167,224</u>	<u>£161,821</u>

## Notes to the accounts

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
- £30k surplus from Unrestricted Funds invested in CCLA Church of England Investment Fund shares 22/06/2004. Deposit Fund established 2014 to show the surplus on the investment.
- The movements in designated and restricted funds during the year were:

	Bal b/f	Receipts	Payments	Transfer	Profit (Loss) on Investments	Bal c/f
<b>Unrestricted</b>						
1- General Fund	£11,633	£110,376	£82,495	-£28,508		£11,006
1- Deposit Fund (reserves)	£41,826	£2,548			£6,490	£50,863
	<u>£53,458</u>	<u>£112,924</u>	<u>£82,495</u>	<u>-£28,508</u>	<u>£6,490</u>	<u>£61,869</u>
<b>Restricted</b>						
Building Fund	£19,226	£413	£24,687	£5,049		£0
Heating Fund	£7,225					£7,225
Churchyard Fund	£4,892		£3,177	-£1,715		£0
Youth Fund	£14,308		£25			£14,283
World Mission Partners Fund	£2,206	£1,792		-£3,998		£0
Hebron Capital Fund	£26,758	£1,112	£2,087			£25,783
	<u>£74,615</u>	<u>£3,317</u>	<u>£29,977</u>	<u>-£664</u>		<u>£47,291</u>
<b>Designated</b>						
HR/Staffing Fund	£2,512			-£510		£2,002
Stable Room Refurbishment Fund	£6,446	£1,359				£7,805
Churchyard Fund				£2,315		£2,315
Building Fund				£19,638		£19,638
Heating Fund	£13,000					£13,000
World Mission Partners Fund			£6,084	£7,729		£1,645
Contingency & Capital Asset Replacement Fund	£11,789		£130			£11,659
	<u>£33,747</u>	<u>£1,359</u>	<u>£6,214</u>	<u>£29,172</u>		<u>£58,065</u>
All Funds Total	<u>£161,821</u>	<u>£117,600</u>	<u>£118,686</u>		<u>£6,490</u>	<u>£167,224</u>

**Restricted****Building Fund**

The Building Fund (restricted) is for major building projects and other non-routine work to the church and Stable Room. The restricted monies include:  
- £5,000 historically left to fund any single non-quinquennial related project.

As the funds were depleted this year the fund has been reclassified as a Designated Fund.

**Heating Fund**

The Heating Fund (restricted) was originally established to finance a new church heating system, and has been used for similar purposes since, including the upkeep of the existing church heating system. At the present time this fund does not seek new income.

**Churchyard Fund**

The Churchyard Fund (restricted) was originally established with legacies dedicated for the upkeep of a number of specified family graves, and at the present time this fund does not seek new income. More recently, this fund has been used for the maintenance of the churchyard in general.

As the funds were virtually depleted this year the fund has been redesignated as a Designated Fund

**Youth Fund**

For identified youth work (£2k towards youth worker). Includes the ring-fenced remains of the Janice Quinby legacy (£5k to fund a youth worker) (with interest)

**World Mission Partners Fund**

Used to receive monies dedicated to the PCC for giving to specific and general external causes. Receipts for special events / collections and payments, as decided by the Committee. This has been redesignated as a Designated Fund.

4 Further Analysis of Receipts and Payments	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2023	Total 2022
<b>a) Receipts</b>						
All other giving/voluntary receipts:						
Donations	£1,193				£1,193	£914
Grants (all expended by end 2023)						
- Mitford Foundation Trust (Admin costs 2023)	£2,002				£2,002	£650
- Mitford Plot Trust (Churchyard 2022)	£600				£600	
- Mitford Family Trust (Building Fund 2023)	£24,687				£24,687	
- Newcastle DBF (Parish Support Grants)						£3,370
	<u>£28,482</u>				<u>£28,482</u>	<u>£4,934</u>
<b>b) Investment Income</b>						
CBF Deposit Fund Interest (Hebron)	£364				£364	£61
CBF Deposit Fund Interest (Mitford)	£2,548				£2,548	£2,219
	<u>£2,912</u>				<u>£2,912</u>	<u>£2,281</u>
Note Hebron CBF Closing Balance reported as £9390.47 in Dec 2022 instead of £9451.82. Difference of £61.35 added to this year's income						
<b>c) Church activities</b>						
Fees for weddings and funerals	£1,876				£1,876	£6,605
Stable Room Bookings	£100				£100	£230
	<u>£1,976</u>				<u>£1,976</u>	<u>£6,835</u>
<b>d) Other incoming resources</b>						
Interest on CAF bank account	£51				£51	£20
I Know Church (refund of duplicate payment)	£156				£156	
Upper Wansbeck contribution to Vicar Expenses	£1,176				£1,176	

Utility Warehouse Refund	£566	£566	
NCC Council Tax refund	£857	£857	
	<b>£2,806</b>	<b>£2,806</b>	<b>£20</b>
<b>Payments</b>			
<b>e) Mission Giving &amp; Donations</b>			
Wansbeck Valley Food Group	£1,725	£1,725	£2,454
West End Refugee Service	£1,725	£1,725	£1,954
New Hope for Children	£1,725	£1,725	£2,454
The Hub			£500
The Roost	£50	£50	
DEC (Ukraine)			£474
DEC (Pakistan)			£604
DEC (Turkey/Syria)	£267	£267	
WERS expenses	£592	£592	
	<b>£6,084</b>	<b>£6,084</b>	<b>£8,440</b>
<b>f) Salaries, wages and honoraria</b>			
Verger	£1,835	£1,835	
Organist	£940	£940	
Administrator*	£3,217	£3,217	
	<b>£5,992</b>	<b>£5,992</b>	
<b>g) Clergy and staff expenses</b>			
Clergy Housing Costs*	£5,846	£5,846	
Clergy Expenses*	£2,729	£2,729	
Administrator Setup Costs/Expenses*	£792	£792	
	<b>£9,367</b>	<b>£9,367</b>	
*The Upper Wansbeck churches have agreed to contribute 50% of these costs			
<b>h) Church running expenses</b>			
<u>Mission and evangelism costs</u>			£644
	<b>£25</b>		
<u>Church running expenses (including governance)</u>			
Youth		£25	£383
Pastoral, Teaching & Worship Ministry	£1,230	£1,230	£1,068
Online Services	£388	£388	
Music	£168	£168	£308
Governance, Licensing, Copyright etc	£542	£542	£547
Church building running expenses	£9,095	£30,082	£39,176
	<b>£11,423</b>	<b>£30,107</b>	<b>£41,530</b>
<u>Church utility bills</u>	£8,102	£8,102	£7,169
Utility Warehouse Refund	-£566	-£566	
	<b>£7,536</b>	<b>£7,536</b>	<b>£7,169</b>
<u>Stable Room Running Costs</u>			
Cleaning	£305	£305	£819
Utility bills	£4,064	£4,064	£986
Repair & Maintenance	£248	£248	£79
	<b>£4,617</b>	<b>£4,617</b>	<b>£1,884</b>
	<b>£23,576</b>	<b>£30,132</b>	<b>£53,683</b>
			<b>£21,653</b>

5 The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.

- 6 The expenses paid to the incumbent may include a small immaterial portion, which relates to their function as a PCC member. No other payments were made to PCC members for being members of the PCC.
- 7 These financial statements exclude three trust funds (the Mitford Church Foundation Trust, the Mitford Family Trust and the Mitford Plot Trust) which are administered by the Incumbent and other trustees, and over which the PCC has no control.

Approved by the JPCC and signed on their behalf



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Rev Elaine Jones (Priest in Charge)

21 March 2024



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Bev Morris (Secretary to the JPCC)

21 March 2024

**Independent Examiner's unqualified report to the C. of E. P.C.C.'s 2018. members of the P.C.C. of the Parish of St. Mary Magdalen, Mitford and St. Cuthbert's Hebron in respect of the Financial Statements of the Parish for the year ending 31<sup>st</sup>. December 2023 as set out on the pages of this Report.**

**Respective responsibilities of the P.C.C. and the examiner.**

The P.C.C. members acting as the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

examine the accounts under section 145 of the Charities Act  
to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and  
to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's statement.**

My examination was carried out in accordance with the general Directions given by the Charity Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the P.C.C.), 5<sup>th</sup> edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement.**

In connection with my examination, no material matter has come to my attention which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Charities Act, or  
the accounts do not accord to the accounting records.

I 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 is reached.

Signed. *Alan A. Clements* Date 10<sup>th</sup>. April 2024.  
Name Revd. A. A. Clements

Fellow Association of Charity Independent Examiners.

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

ACIE PCC CC32

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# Accounts

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# DIOCESE OF NEWCASTLE

## Deanery of Morpeth

### The Benefice of St Mary Magdalene Mitford and St Cuthbert Hebron

#### Annual Reports of the Joint Parochial Church Council and Financial Reports.

**4<sup>th</sup> May, 2023.**

This report is made in accordance with the Church Representation Rules (2020). It is independent of any additional statement or report that the Priest- in-charge, or any other individual or group, may present at the Annual Parochial Church Meeting (APCM).

Priest-in-Charge: Vacancy until November 2022 then Rev'd Elaine Jones  
Independent Examiner: Father A.A Clements, 15 Carleton Rd, Gt. Knowley, Chorley. PR6 8TQ

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### 2. Annexe

<b>(A)</b> <b>)</b>	<b>PCC: Governance and Administrative Information</b>	<b>15</b>
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(D )	<b>Agenda for APMs and APCM 4<sup>th</sup> May 2023</b>	<b>22</b>

## **Report (i) Electoral Rolls**

New Electoral Rolls were compiled for both Hebron and Mitford parishes in 2019. As such, only revisions to the Electoral Rolls were required in 2023. The revision was held between March 13<sup>th</sup> and April 9<sup>th</sup> 2023.

Notices of the Revision were available in both churches. Announcements of the Revision were also made in the February and March monthly church newsletters. Further, a number of notices were also given at both Mitford and Hebron church services during March and April.

The results of the 2023 revisions for the two Electoral Rolls are shown below;

### **Hebron; The Parish Church of St Cuthbert**

Removals: 0  
Additions: 0

Revised Electoral Roll total at April 9<sup>th</sup> 2023 is 28  
This compares to the 2022 Revised Electoral Roll total of 28

### **Mitford; The Parish Church of St Mary Magdalene**

Removals: 5  
Additions: 4

Revised Electoral Roll total at April 9<sup>th</sup> 2023 is 125  
This compares to the 2022 Revised Electoral Roll total of 125

The 2023 Revision to the Electoral Rolls will now be made available for inspection on the relevant church noticeboards as required for a minimum of 14 days prior to the APCM.

Nigel Jobson  
Electoral Roll Officer  
Benefice of Hebron and Mitford  
April 10<sup>th</sup> 2023

## **Report (ii) Secretary's report: the proceedings of the JPCC and the activities of the parish generally 2022-2023**

Since the last APCM the Joint Parochial Church Council (JPCC) has met in person on 5 occasions. The Standing and Finance Committee (SFC) has met once via Zoom.

### **General administration and financial affairs**

The main focus and priorities for the JPCC from May- November 2022 were:

- The recruitment and appointment of a new Priest-in-charge
- Continued coverage of the vacancy which began in October 2021, to maintain services of worship and sustain wider areas of church life and ministry
- Organisation of the licensing service for the Reverend Elaine Jones in November 2022

We are most grateful to the ministry team who so ably led worship during this time and the church wardens who gave so unstintingly of their time and energy. The time of vacancy was underpinned by regular prayer meetings where we met as a church family to seek God's will in the appointment of our new Priest-in-charge.

In November we were delighted to welcome Reverend Elaine Jones and her husband Andy. Elaine has been appointed as Priest-in-charge for our benefice and the Upper Wansbeck benefice. As a JPCC we understand that in these first few months Elaine's priority has been getting to know as many parishioners as possible across all her churches. She has also shown a strong commitment to understanding the benefice by listening and observing prayerfully.

The JPCC has shown its commitment to ensuring best practice in terms of safeguarding children and vulnerable adults. There have been a number of courses which all members of JPCC have completed. We thank Isabel Quinby for all the work she does in the crucial role of Parish Safeguarding Officer.

We thank Carol Thompson for her tireless, meticulous work as treasurer of both Mitford and Hebron churches in managing our church finances. We also thank Peter Rose for his continuing support in his role as Gift Aid secretary.

Roger Napper continues in his role as churchyard registrar and the JPCC wishes to record their thanks for all that he has done. We also record our huge thanks to our vergers Richard Addison for all the work he does to maintain our church building and churchyard, so ably supported by Malcolme Thompson and Dick Quinby.

## **Oversight of Church life**

Members of the JPCC rejoice in all that our church family, under the leadership and guidance of the church wardens initially and then Rev Elaine Jones, has accomplished in such a challenging year. Here are just a few examples:

- The opening of our churchyards with installations which welcome and engage the whole community organized by the Anna Chaplains
- The willingness of our ministry team to lead services in the Upper Wansbeck Benefice.
- Benefice-wide home group meetings, including the 'Surprised by Generosity' Lent course.
- Participation in 'Thy Kingdom Come' last May.

The JPCC wishes to thank all who worked hard to serve these and other initiatives with the aim of making God's love known. Particularly we wish to express our thanks to Janice Robinson as she steps down from her role as church warden. Words cannot express our gratitude for the wisdom, love and service she has brought to this role over so many years.

It is with great sadness that we record the death of Brian Priestley. Brian was a much valued member of the PCC for many years, serving as church warden and enriching our worship with his beautiful singing.

Bev Morris

April 2023



**The Joint Parochial Church Council of the Ecclesiastical Parishes of  
St Mary Magdalene, Mitford & St Cuthbert, Hebron  
(Charity No 1196182)**

**Receipts and Payments Accounts**

	Notes	Unrestricted Fund	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2022	Total 2021 <sup>1</sup>
<b>Receipts</b>							
<b>Voluntary giving</b>							
- Planned giving		£60,242		£5,130		£65,371	£28,987
- Collections at services		£2,983				£2,983	£1,302
- All other giving/voluntary receipt	4a	£914				£914	£75
- Gift Aid recovered		£20,220		£1,156		£21,375	£2,050
- Legacies received (capital value)							
- Grants	4a	£3,370		£650		£4,020	£295
		<u>£87,728</u>		<u>£6,935</u>		<u>£94,664</u>	<u>£32,709</u>
<b>Activities for generating funds</b>							
<b>Income from investments</b>	4b	£1,246		£1,035		£2,281	£996
<b>Church activities</b>	4c	£6,835				£6,835	£1,322
<b>Other incoming resources</b>	4d	£20				£20	£577
<b>Total Receipts</b>		<u>£95,830</u>		<u>£7,970</u>		<u>£103,800</u>	<u>£35,604</u>
<b>Payments</b>							
<b>Church activities</b>							
- Mission giving and donations	4e			£8,440		£8,440	£7,138
- Diocesan parish share contribution		£47,700				£47,700	£23,354
- Salaries, wages and honoraria		£3,061				£3,061	£2,483
- Clergy and staff expenses		£1,344				£1,344	£1,675
<b>Church expenses</b>							
- Mission and evangelism costs	4f	£644				£644	
- Church running expenses (including governance)		£9,082		£5,403		£14,484	£10,747
- Church utility bills		£6,849				£6,849	£1,575
- Stable Room Running Costs		£2,204				£2,204	£250
		<u>£70,884</u>		<u>£13,843</u>		<u>£84,726</u>	<u>£47,222</u>
<b>Costs of generating funds</b>							
<b>Major capital expenditure</b>							
<b>Other expenditure</b>							
<b>Total Payments</b>		<u>£70,884</u>		<u>£13,843</u>		<u>£84,726</u>	<u>£47,222</u>
<b>Excess of receipts over payments</b>							
		£24,946		-£5,873		£19,073	-£11,618
Transfers between funds	3	-£24,946	£19,446	£5,500			
			<u>£19,446</u>	<u>-£373</u>		<u>£19,073</u>	<u>-£11,618</u>

Cash at bank and in hand at 1 Jan	£18,395	£14,301	£41,667	£74,363	£85,981
Cash at bank and in hand at 31 Dec	£18,395	£33,747	£41,294	£93,436	£74,363

### Statement of Assets and Liabilities

	Notes	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2022	Total 2021 <sup>1</sup>
<b>Cash Funds</b>							
Barclays Bank Current Account		£1,860	£14,301	£33,492		£49,653	£22,078
CAF Bank Current Account		-£802	£19,446	£859		£19,503	£30,286
CBF Deposit Fund (Hebron)		£9,390				£9,390	£9,329
CBF Deposit Fund (Mitford)		£7,947		£6,943		£14,890	£12,670
		£18,395	£33,747	£41,294		£93,436	£74,363

### Other Monetary Assets

#### Investment Assets

Investment Fund Shares at market value	2	£35,063		£33,321		£68,384	£77,463
		£53,458	£33,747	£74,615		£161,821	£151,825

#### Notes to the accounts

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. The Joint PCC was formed on 1 August so 2021 comparison figures are for the period 1 August - 31 December 2021
- £30k surplus from Unrestricted Funds invested in CCLA Church of England Investment Fund shares 22/06/2004. Deposit Fund established 2014 to show the surplus on the investment.
- The movements in designated and restricted funds during the year were:

	Bal b/f	Receipts	Payments	Transfer	Profit (Loss) on Investments	Bal c/f
<b>Unrestricted</b>	£58,113	£95,830	£70,884	-£24,946	-£4,655	£53,458
<sup>1</sup> - General Fund						£11,633
<sup>1</sup> - Deposit Fund (reserves)						£41,826
<b>Restricted</b>						
Building Fund	£18,717	£2,536	£752		-£1,276	£19,226
Heating Fund	£7,676	£230			-£681	£7,225
Churchyard Fund	£9,789	£307	£4,268		-£936	£4,892
Youth Fund	£16,000	£222	£383		-£1,531	£14,308
World Mission Partners Fund	£1,338	£3,808	£8,440	£5,500		£2,206
Hebron Capital Fund	£25,891	£868				£26,758
	£79,411	£7,970	£13,843	£5,500	-£4,423	£74,615
<b>Designated</b>						
HR/Staffing Fund	£2,512					£2,512

Stable Room Refurbishment Fund				£6,446	£6,446
Heating Fund				£13,000	£13,000
Contingency & Capital Asset Replacement Fund	£11,789				£11,789
	£14,301			£19,446	£33,747
All Funds Total	£151,825	£103,800	£84,726	-£9,078	£161,821

### Restricted

#### Building Fund

The Building Fund (restricted) is for major building projects and other non-routine work to the church and Stable Room. The restricted monies include:  
- £5,000 historically left to fund any single non-quinquennial related project

Income is from regular donations specifically for Building Fund. Expenditure largely relates to Quinquennial expenses and repairs to the church roof.

#### Heating Fund

The Heating Fund (restricted) was originally established to finance a new church heating system, and has been used for similar purposes since, including the upkeep of the existing church heating system. At the present time this fund does not seek new income.

#### Churchyard Fund

The Churchyard Fund (restricted) was originally established with legacies dedicated for the upkeep of a number of specified family graves, and at the present time this fund does not seek new income. More recently, this fund has been used for the maintenance of the churchyard in general.

#### Youth Fund

For identified youth work (£2k towards youth worker). Includes the ring-fenced remains of the Janice Quinby legacy (£5k to fund a youth worker) (with interest)

#### World Mission Partners Fund

Used to receive monies dedicated to the PCC for giving to specific and general external causes. Receipts for special events / collections and payments, as decided by the Committee

## 4 Further Analysis of Receipts and Payments

	Unrestricted Funds	Unrestricted Designated Fund	Restricted Funds	Endowment Funds	Total 2022	Total 2021 <sup>1</sup>
<b>a) Receipts</b>						
All other giving/voluntary receipts:						
Donations	£914				£914	£75
Grants (all expended by end 2022)						
- Mitford Foundation Trust (Building Fund 2022)			£650		£650	£169
- Newcastle DBF (Parish Support Grants)	£3,370				£3,370	£126
	£4,284		£650		£4,934	£370

**b) Investment Income**

CBF Deposit Fund Interest (Hebron)	£61		£61	£1
CBF Deposit Fund Interest (Mitford)	£1,185	£1,035	£2,219	£995
	£1,246	£1,035	£2,281	£996

**c) Church activities**

Fees for weddings and funerals	£6,605		£6,605	£1,322
Stable Room Bookings	£230		£230	
	£6,835		£6,835	£1,322

**d) Other incoming resources**

Interest on CAF bank account	£20		£20	
NCC Council Tax refund				£577
	£20		£20	£577

**Payments****e) Mission Giving & Donations**

Wansbeck Valley Food Group		£2,454	£2,454	£2,000
West End Refugee Service		£1,954	£1,954	£1,500
New Hope for Children		£2,454	£2,454	£2,000
The Hub		£500	£500	£638
DEC (Ukraine)		£474	£474	
DEC (Pakistan)		£604	£604	
Revive				£1,000
		£8,440	£8,440	£7,138

**f) Church running expenses**

<u>Mission and evangelism costs</u>	£644		£644	
	£644	£383	£644	

**Church running expenses (including governance)**

Youth		£383	£383	£180
Pastoral, Teaching & Worship Ministry	£1,068		£1,068	£1,384
Online Services				£156
Music	£308		£308	£285
Governance, Licensing, Copyright etc	£547		£547	£144
Church building running expenses	£7,159	£5,020	£12,179	£8,598
	£9,082	£5,403	£14,484	£10,747

**Church utility bills**

UW Refund	£6,849		£6,849	£1,575
	£6,849		£6,849	-£27
	£6,849		£6,849	£1,548

**Stable Room Running Costs**

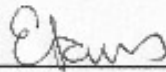
Cleaning	£365		£365	£127
Utility bills	£1,760		£1,760	£123

## Repair &amp; Maintenance

£79		£79	
£2,204		£2,204	£250
£18,779	£5,785	£24,181	£12,295

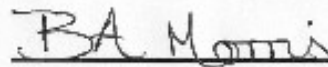
- 5 The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
- 6 The expenses paid to the incumbent may include a small immaterial portion, which relates to their function as a PCC member. No other payments were made to PCC members for being members of the PCC.
- 7 These financial statements exclude three trust funds (the Mitford Church Foundation Trust, the Mitford Family Trust and the Mitford Plot Trust) which are administered by the Incumbent and other trustees, and over which the PCC has no control.

**Approved by the JPCC and signed on their behalf by:**



Rev Elaine Jones, Priest in charge

16<sup>th</sup> March 2023



Bev Morris, secretary to JPCC

16<sup>th</sup> March 2023

## **Report (iii) Financial Review**

2022 represents the first full year accounts of the Joint Parochial Church Councils of St Mary Magdalene, Mitford and St Cuthbert's, Hebron.

Gift Aid recovered during the year is slightly higher than previous years as it includes donations from August – September 2021 when the new bank account was being set up. As in previous years gift aid on donations received in the last quarter will be claimed in the following year.

Grants received during the year included £650 from the Mitford Foundation Trust (architect fees for Mitford Church and Stable Room) and two Parish Support Grants from Newcastle DBF for Mitford (£1,822) and Hebron (£1,548). All grants were fully expended during the year.

The JPCC met its parish share in full and was able to make an additional payment of £5,000.

As in previous years the children and youth work has been funded without requiring funding from the General Fund. As well as our usual charity partners the Charity Partner Support Fund was able to make donations to a number of other causes thanks to regular and special support throughout the year. These include donations to New Hope for Children, The Hub, West End Refugee Service and Wansbeck Valley Food Bank. Additionally the Fund was able to send additional money to the DEC (in support of Ukraine and Pakistan) following dedicated collections being taken in Church.

Balances carried forward at 31 December on unrestricted funds totalled £53,458 for funding the activities and needs of the church including reserves of £41,826 representing 6 months of anticipated running costs for 2023. A further £31,711 is held in designated funds and £74,635 in restricted funds.

### **Reserves Policy**

It is JPCC policy to try to maintain a balance on unrestricted funds which equates to at least 6 months of unrestricted payments. This is equivalent to approximately £41,826 for 2023.

### **JPCC Accounting Policy**

The financial statements of the JPCC have been prepared in accordance with the Church Accounting Regulations on the Receipts & Payments basis.

### **Funds**

General funds represent the JPCC's monetary assets that are not subject to any special restrictions regarding their use, and are available for application to the general purpose of the JPCC. These monies can include funds designated for a particular purpose by the JPCC, and which did not

have their use restricted by the donor. Restrictions within these funds are noted in the financial statements.

These accounts include monetary transactions, assets and liabilities for which the JPCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members, nor those in respect of assets for which the JPCC has no control.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

### **Statement of Assets & Liabilities**

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the Churchwardens on special trust for the JPCC and which require a faculty for disposal
- Land and buildings held on behalf of the JPCC
- Other fixtures, fittings and office equipment where the JPCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000
- Investments held beneficially by the JPCC

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Any other amounts owing to the JPCC including Church hall lettings and insurance claims
- Legacies where formal notification of entitlement and amount has been received by 31 December by the JPCC
- Closing bank balances as shown in the receipts and payments account

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any loans or overdrafts advanced to the JPCC
- Any arrears of the Diocesan Parish Share
- Creditors for goods or services where the supply has been received and invoiced by 31 December

Carol Thompson

March 2023

**Independent Examiner's unqualified report to the C. of E. P.C.C.'s 2018. members of the P.C.C. of the Parish of St. Mary Magdalen, Milford and St. Cuthbert's Hebron in respect of the Financial Statements of the Parish for the year ending 31<sup>st</sup>. December 2022 as set out on the pages of this Report.**

**Respective responsibilities of the P.C.C. and the examiner.**

The P.C.C. members acting as the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of the Independent Examiner's statement.**

My examination was carried out in accordance with the general Directions given by the Charity Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the P.C.C.), 5<sup>th</sup> edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement.**

In connection with my examination, no material matter has come to my attention which gives me cause to believe that in, any material respect:

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

I 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 is reached.

Signed. *Alan A. Clements* Date 19<sup>th</sup>. April 2023.  
Name Revid. A. A. Clements

Fellow Association of Charity Independent Examiners.

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

ACIE PCC CC32

## **Report (iv) Fabric, goods and ornaments**

### **(1). FABRIC**

Over this time there has been little or no change to the general fabric of either church building from 2021/22 and both remain in good condition.

The quinquennial inspection for St Marys was completed June 2022.

A range of works were recommended (mainly maintenance to roof, gutters and internal and external pointing).

Required works have been split into two phases. Phase 1 is planned for completion in April 2023. Phase 2 will be scheduled for completion later in 2023 following faculty approval.

The quinquennial inspection for St Cuthbert's is due in 2025. There are no urgent works arising meantime, though it is intended to redecorate internally during 2023.

The boiler, fire extinguishers, etc have all been serviced in accordance with the schedule at both Mitford and Hebron..

The churches' bat colonies remain active and will be observed for any notable changes.

### **(2) GOODS AND ORNAMENTS**

All goods and ornaments remain in good repair and the terriers listing them are kept in the

vestry safe at St Mary's and in the cupboard in the vestry at St Cuthbert's (the safe being too small).

James Roff, Church Warden.

March 2023

## **Report (v) Deanery Synod**

Over the past year the Deanery has been involved in supporting the directive of the Diocese to continue the transformation process of Growing Church, Bringing Hope.

The main business has been for the DDG to begin working on the Deanery Mission Plan for the next 3/5 years. The Diocese produced a Toolkit for Deaneries to use based upon the data received from the 20/21 parish audits. The 5 main areas to be covered are:-

Leadership and Governance, Lay Ministry, Mission and Pastoral Care, Buildings fit for purpose and Generous Giving.

Morpeth Deanery has already been actively involved in part of the transformation process by seeing more parishes working together and indeed the grouping of several parishes under 1 FTE Priest in Charge, ie Mitford and Hebron with the Upper Wansbeck Group of churches, the appointment of 1FTE Priest in Charge of Lynemouth, Cresswell, and Widdrington and a pilot working arrangement with Stannington and Morpeth, Longhirst with Ulgham.

Discussions are ongoing as to how the parishes of Ulgham, Longhirst, Bothal, and Pegswood will be organised at the end of this current year, as well as St. Andrew's and St. John's, Seaton Hirst, in light of the financial restraints as to the number of Clergy Morpeth Deanery can afford.

The impact of this Deanery plan will mean more sharing of resources across the Deanery, ie personnel, skills and expertise, and all PCC's will be given sight of the Plan when finalised, before approval by the Diocese.

### **Parish Share**

Most parishes struggled this current year in paying their agreed share due to the cost of living crisis and heating bills. The Diocese was awarded money from Central Church to distribute to parishes to alleviate the cost of heating the buildings. There was also other monies made available from local authorities to parishes who offered "Warm Hubs" in the community.

### **Personnel**

The Deanery was delighted to welcome Revd. Elaine Jones as Priest In Charge of Mitford and Hebron and the Upper Wansbeck Group of churches.

We are looking forward to welcoming Revd. Julia Lacey as Priest In Charge of Lynemouth, Cresswell and Widdrington in the next few months.

We said goodbye to Father David Twomy from St. John's Seaton Hirst, who has taken up a role as Chaplain at Manchester airport.

Father John Sinclair, St. Andrew's Seaton Hirst, has been retained in post for the next 3 years with money designated for SENT (South East Northumberland Transformation) which came from another Diocese, to work across Seaton Hirst, Ashington and Newbiggin.

There has been some concern over the lack of attendance at Deanery Synod meetings, including members of the clergy, and all Deanery Synod Reps are urged to attend meetings more regularly to ensure parishes are kept up to date with the ongoing Mission Plan which will affect how we are "Church" in the future.

Janice Robinson  
 Morpeth Deanery Lay Chair and Hebron parish representative.  
 April 2023.

## **Annexe**

### **A. JPCC Governance and Administration**

**The Joint Parochial Church Council of the Ecclesiastical Parishes of St. Mary Magdalene Mitford and St Cuthbert Hebron** is located in the Deanery of Morpeth within the Archdeaconry of Lindisfarne, the Diocese of Newcastle and the Church of England.

**Correspondence to the Secretary of the JPCC Bev Morris at:**

**21, Falcon Hill, Kirkhill, Morpeth. NE61 2YG  
 beverley\_morris@sky.com**

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**Officers of the JPCC** - as of the APCM **26<sup>th</sup> May 2022** :

**1. *Priest-in-charge***

Interregnum.

**2. Elected Members**

**Churchwardens:**

Sean Fugill, Janet Robinson, Janice Robinson, James Roff

**Deputy churchwardens (co-opted from JPCC):**

Richard Addison, Ian Craigs

**Deanery Synod Representatives:**

Ann Attwood, Nigel Jobson, Janice Robinson

**Ordinary Members:**

Sarah Mills, Bev Morris, Dick Quinby, Isabel Quinby, Carol Thompson

**3.** All JPCC Members and any other person who could be understood to be a 'manager' of the activities and affairs of St. Mary Magdalene Church Mitford and St Cuthbert Hebron are deemed fit and proper persons under the terms of the Finance Act

(2010).

## **B. JPCC: Purpose, Structure, Policies**

### **Purpose**

The JPCC is the leadership body of the church, responsible primarily for the general administration and financial affairs of the church, including maintenance of the building and compliance with regulations and policy for health and safety for all areas of church life, including safeguarding children and vulnerable adults. The JPCC maintains oversight over every aspect of church life and has a duty to collaborate with the Priest-in-charge in promoting the mission of the Church, and the implementation of the parish's Vision and Mission Action Plan.

### **Structure**

In 2022-2023 there were four **churchwardens** in post. The Churchwardens are officers of the Bishop, elected on an annual basis and are eligible to serve for a total of six continuous years. The elected representatives to **Deanery Synod** are elected each year. Two **readers** represent the body of lay ministers who are either licensed or who hold Bishop's Permission to Officiate. Ordinary members are elected each year.

Regular worshippers are encouraged to register on the Electoral Roll and to consider serving on the JPCC. The procedure for election of JPCC members is set out in the **Church Representation** Rules (latest edition 2020). The JPCC appoints a **Vice Chair**, a **Treasurer** a **Secretary** and (if required) Deputy Churchwardens. In 2022-2023 Sean Fugill served as Vice Chair, Carol Thompson as Treasurer, Bev Morris as secretary and Richard Addison and Ian Craigs as Deputy Churchwardens. Peter Rose continues to support the JPCC as Gift Aid secretary. For his faithful and consistent service the JPCC is most grateful.

The Standing and Finance Committee acts under the authority of the JPCC and as an executive arm of the JPCC. It has a role in preparing business and financial reports and policy to bring to the JPCC. As a smaller group it facilitates the discussion and development of ideas and possible strategies for consideration by the JPCC.

Membership of the Standing and Finance Committee comprises: the Priest-in charge, two Churchwardens, the Treasurer and the Secretary.

## **Policies**

Implementation and review of the following policies are among the JPCC's top priorities:

### **Safeguarding**

The parish recognises and takes seriously its responsibility for the safety of all members of the church. It takes steps to ensure that ALL are aware of the need for those who are involved with children and vulnerable adults to be appropriately vetted to ensure safety at all times for these groups. There is an appointed Safeguarding Lead who has responsibility for arranging training for all who work with these groups. In 2022-2023 the Parish Safeguarding officer was Isabel Quinby with Bev Morris serving as deputy.

The JPCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

### **Health & Safety**

Issues around Health and Safety are closely monitored in all areas. There are policies in place and a **Compliance Diary** maintained to ensure that standards of safety are kept at the highest level. Training to maintain standards are arranged. Food handling is closely monitored at all times. There is a full training programme in safety at work in such areas as working alone or at heights. Fire Safety training is regularly provided.

### **Risk Assessment**

With proper preparation and planning the JPCC looks to minimise the threat of any action or event that will adversely affect the ability to achieve planned objectives. Appropriate assessments made to plan for such risks. The Risk Assessment Lead in church year 2022-2023 was James Roff.

### **Insurance**

The Church is insured by Ecclesiastical Insurance.

**Minutes of Annual Church Meetings  
For  
The Benefice of St Mary Magdalene Mitford and St  
Cuthbert's Hebron  
(Charity Number 1196182)  
26<sup>th</sup> May, 2022.**

**Present:** Sean Fugill (church warden), Janice Robinson (church warden), Carol Thompson (treasurer), Bev Morris (secretary), plus twenty-two members of the electoral roll (**26 in total**)

**Apologies:** Ann Attwood, Janet Robinson, James Roff

**Introduction**

**Rev Roger Mills** welcomed everyone to the meetings and opened in prayer.

**Bev Morris** was appointed Clerk to the meetings.

Appointment of tellers: not required

**Annual Parish Meeting St Mary Magdalene Mitford**

1. The **minutes of the APM 2021** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.  
Proposed: **Richard Addison**      Seconded: **Dick Quinby**  
Unanimously agreed.
2. **Election of church wardens:**  
Two nominations for church wardens to serve 2022-2023 had been received.

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
<b>Sean Fugill</b>	<b>Bev Morris</b>	<b>Nigel Jobson</b>
<b>Janet Robinson</b>	<b>Sarah Mills</b>	<b>Rob Hancox</b>

There being no other nominees, Sean and Janet were duly elected churchwardens for 2022-2023.  
Its business being complete, the meeting closed at 7.10pm.

### **Annual Parish Meeting St Cuthbert's Hebron**

1. The **minutes of the APM 2021** were received. There were no matters arising. The minutes were proposed as a true record of the meeting.  
Proposed: **Eva Laverick**      Seconded: **Ian Craigs**      Unanimously agreed.
2. **Election of church wardens:**  
Two nominations for church wardens to serve 2022-2023 had been received.

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
<b>Janice Robinson</b>	<b>Liz Hawkins</b>	<b>Joan Givens</b>
<b>James Roff</b>	<b>Janice Robinson</b>	<b>Ian Craigs</b>

There being no other nominees, Janice and James were duly elected churchwardens for 2022-2023.  
Its business being complete, the meeting closed at 7.15pm.

### **Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of St Mary Magdalene Mitford and St Cuthbert Hebron**

#### **3) Minutes**

The minutes of the APCMs for Mitford and Hebron for 2021 had been circulated prior to the meeting. There were no matters arising and so the minutes were received and adopted as a true record.  
Proposed: **Isabel Quinby**      Seconded: **Wendy Laverick.**  
Unanimously agreed.

#### 4) Statutory Reports of the JPCC

The five statutory reports had been made available to church members prior to the meeting. They were presented to the meeting as follows:

**(i) Electoral Roll**

Presented by **Nigel Jobson** Electoral Roll Officer.

**Hebron:** As of 29<sup>th</sup> April 2022 the Electoral Roll number is **28** (0 removals and 1 addition)

**Mitford:** As of 29<sup>th</sup> April 2022 the Electoral Roll number is **125** (5 removals and 2 additions)

(The next full review will be 2025)

**(ii) The activities of the JPCC**

Presented by **Bev Morris** secretary to the JPCC

**(iii) Financial statements**

Presented by **Carol Thompson** treasurer. Carol explained that there were 3 sets of accounts being presented.

- Hebron January to July 2021
- Mitford January to July 2021
- Mitford and Hebron August to December 2021

A new joint account has been set up and Carol asked that everyone transfer their regular giving to this account.

**Rev Roger Mills** expressed the thanks of everyone for all Carol's hard work in what has been a very complicated year.

**(iv) Fabric report**

Presented by **Sean Fugill** in the absence of **James Roff**

**(v) Deanery Synod**

Presented by **Janice Robinson** Deanery Synod representative.

In addition a world mission report was circulated and presented by **Alice Lane**.

No questions were received on any of the reports.

#### 5) Elections and Appointments

**(i) Election of JPCC members**

Sean Fugill explained that the new Scheme which came into force since the last APCM states that there can be twelve people elected to the JPCC (with the option to co-opt a further 4) and that they need to be elected each year (not every 3 years as previously). The nominations received are as follows:

<b>Nominee</b>	<b>Proposed</b>	<b>Seconded</b>
Richard Addison	Dick Quinby	Neil Burnell
Ann Attwood	Bev Morris	Rosie Jones
Ian Craigs	Richard Addison	Janice Robinson
Sean Fugill	Bev Morris	Tracey Robson
Nigel Jobson	Liz Hawkins	Louise Hancox
Sarah Mills	Dick Quinby	Nigel Jobson
Bev Morris	Louise Hancox	Tracey Robson
Isabel Quinby	Bev Morris	Louise Hancox
Janet Robinson	Sarah Mills	Rob Hancox
Janice Robinson	Liz Hawkins	Joan Givens
James Roff	Sean Fugill	Janice Robinson
Carol Thompson	Nigel Jobson	Bev Morris

The number of nominations not exceeding the number of seats on the JPCC, those nominated were declared duly elected.

## **(ii) Appointment of independent auditor for the accounts**

**Carol Thompson** proposed that the churches should appoint **Father Alan Clements** as Independent Assessor.

The motion was seconded by **Sean Fugill** and unanimously approved.

## **6) Report by Church Wardens**

This report was presented by **Janice Robinson**. Janice began by thanking everyone in the church family for their support especially since the vacancy in September.

There are currently 11 vacant posts in the deanery and a decision has been made that only two new appointments will be made:

- A full time post to serve the benefice of Mitford and Hebron and the East Upper Wansbeck benefice.
- A full time post to Widdrington, Lynemouth and Cresswell.

Janice reported that the advert for the post had been published and that the closing date would be 31.5.2022 with a view to interviews being held at the end of June. If there are no applicants the post would need to be readvertised. Mitford vicarage will be the base for the incumbent.

**Sean Fugill** said it would be impossible to thank everyone who has worked so hard in the previous year. He said the interregnum had been easy so far thanks to the quiet support of so many.

## **7) Open Forum**

There were no questions but **Dick Quinby** asked that thanks be recorded for all Sean's hard work over the past few years.

## **8) Commissioning of the JPCC**

**Rev John Rowley** led the meeting in prayers for the JPCC.

**9) John** closed the meeting in prayer at 7.30pm

**The Parishes of St Mary Magdalene, Mitford  
and St Cuthbert Hebron**

**Annual Parish Meetings**

**&**

**Annual Parochial Meeting of the Joint Council of the  
Ecclesiastical Parishes of St Mary Magdalene Mitford  
and St Cuthbert Hebron**

**Thursday 4<sup>th</sup> May, 2023**

**7.00 pm**

**At St Cuthbert's Church Hebron**

## **Introduction**

Welcome and opening prayer – Rev Elaine Jones

Appointment of clerk for the meetings

### **Annual Parish Meeting St Mary Magdalene Mitford**

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2022.
4. Election of churchwardens.

### **Annual Parish Meeting St Cuthbert's Hebron**

1. Appointment of election tellers (as necessary).
2. Apologies.
3. Minutes of APM 2022.
4. Election of churchwardens.

# Annual Parochial Meeting of the Joint Council of the Ecclesiastical Parishes of St Mary Magdalene, Mitford and St Cuthbert, Hebron

## AGENDA

### 1. Apologies.

2. **Any other business** (if not on agenda).

3. **Minutes of 2022 APCM for Mitford and Hebron**- matters arising  
(if not on agenda).

### 4. Reports.

i	Presentation of the electoral roll	<b>Nigel Jobson</b>
ii	The activities of the JPCC	<b>Bev Morris</b>
iii	Financial statement year ending  31.12.22 and adoption of the  2022accounts	<b>Carol Thompson</b>
iv	Fabric, goods and ornaments of the  church	<b>James Roff</b> (on behalf  of church wardens)
V	Deanery Synod	<b>Janice Robinson</b>
vi	Questions arising from the reports	

### 5. Elections and appointments

- Election of JPCC members
- Appointment of independent auditor for the accounts

6. Report by the Priest-in-charge Rev Elaine  
Jones

Open forum for questions and discussion **ALL**

7. Commissioning of the JPCC

Rev

Elaine Jones

8. Closing prayer

Rev

Elaine Jones