

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
Receipts						
Voluntary giving						
- Planned giving	£59,012		£2,725		£61,737	£65,371
- Collections at services	£3,089				£3,089	£2,983
- All other giving/voluntary receipt	4a £1,193				£1,193	£914
- Gift Aid recovered	£13,521		£592		£14,113	£21,375
- Legacies received (capital value)	£952				£952	
- Grants	4a £27,289				£27,289	£4,020
	£105,056		£3,317		£108,372	£94,664
Activities for generating funds						
	£174	£1,359			£1,533	
Income from investments	4b £2,912				£2,912	£2,281
Church activities	4c £1,976				£1,976	£6,835
Other incoming resources	4d £2,806				£2,806	£20
Total Receipts	£112,924	£1,359	£3,317		£117,600	£103,800
Payments						
Church activities						
- Mission giving and donations	4e	£6,084			£6,084	£8,440
- Diocesan parish share contribution		£42,700			£42,700	£47,700
- Salaries, wages and honoraria	4f	£5,992			£5,992	£3,061
- Clergy and staff expenses	4g	£9,367			£9,367	£1,344
Church expenses						
- Mission and evangelism costs	4h					£644
- Church running expenses (including governance)		£11,423	£30,107		£41,530	£14,484
- Church utility bills		£8,102			£8,102	£7,169
- Stable Room Running Costs		£4,617			£4,617	£1,884
	£82,200	£6,084	£30,107		£118,391	£84,726
Costs of generating funds	£295				£295	
Major capital expenditure						
Other expenditure						
Total Payments	£82,495	£6,084	£30,107		£118,686	£84,726
Excess of receipts over payments						
	£30,428	-£4,724	-£26,790		-£1,086	£19,073
Transfers between funds	3 -£28,508	£29,172	-£664		£0	
	£1,921	£24,448	-£27,455		-£1,086	£19,073
Cash at bank and in hand at 1 Jan						
	£18,395	£33,747	£41,294		£93,436	£74,363
Cash at bank and in hand at 31 Dec	£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
Cash Funds							
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
Unrestricted						
General Fund	£11,633	£110,376	£82,495	-£28,508		£11,006
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>
Restricted						
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>
Designated						
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
a) Receipts						
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) Investment Income						
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						
c) Church activities						
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>
d) Other incoming resources						
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	
	£2,806	£2,806	£20
Payments			
e) Mission Giving & Donations			
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	
	£6,084	£6,084	£8,440
f) Salaries, wages and honoraria			
Verger	£1,835	£1,835	
Organist	£940	£940	
Administrator*	£3,217	£3,217	
	£5,992	£5,992	
g) Clergy and staff expenses			
Clergy Housing Costs*	£5,846	£5,846	
Clergy Expenses*	£2,729	£2,729	
Administrator Setup Costs/Expenses*	£792	£792	
	£9,367	£9,367	
*The Upper Wansbeck churches have agreed to contribute 50% of these costs			
h) Church running expenses			
<u>Mission and evangelism costs</u>			£644
	£25		
<u>Church running expenses (including governance)</u>			
Youth	£25	£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
	£11,423	£30,107	£41,530
			£12,179
			£14,484
<u>Church utility bills</u>	£8,102	£8,102	£7,169
Utility Warehouse Refund	-£566	-£566	
	£7,536	£7,536	£7,169
<u>Stable Room Running Costs</u>			
Cleaning	£305	£305	£819
Utility bills	£4,064	£4,064	£986
Repair & Maintenance	£248	£248	£79
	£4,617	£4,617	£1,884
	£23,576	£30,132	£53,683
			£21,653

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



Rev Elaine Jones (Priest in Charge)

21 March 2024



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 31st. 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.), 5th 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 10th. April 2024.
Name Revd. A. A. Clements

Fellow Association of Charity Independent Examiners.

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