

## 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>							
	4i	£749				£749	£426
- Mission and evangelism costs							
- 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
<b>Transfers between funds</b>							
	3	-£29,555	£29,555				
		<u>£4,115</u>	<u>£26,420</u>	<u>-£5,184</u>		<u>£25,351</u>	<u>£466</u>
<b>Cash at bank and in hand at 1 Jan</b>							
		£40,579	£24,164	£28,073		£92,816	£92,350
<b>Cash at bank and in hand at 31 Dec</b>							
		£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>
<b>All Funds Total</b>	<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/Longhorsey 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	£14,546
	£13,194	£1,401	£5,184	£33,180
				£19,778
				£37,705

Church utility bills

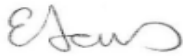
Utility Warehouse Refund	£4,550		£4,550	£5,385
	£4,550		£4,550	£5,385

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	£1,734	£10,625
	£4,161	£1,734	£5,895	£13,190
	£22,654	£3,135	£5,184	£30,973
				£56,706

- 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 JPCC 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 JPCC member. No other payments were made to JPCC members for being members of the JPCC.
- 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 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.

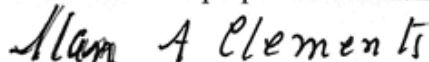
**Independent examiner's statement.**

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.



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**

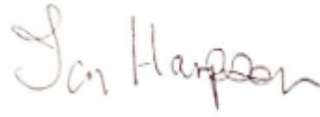
Anticipated projects for 2026, subject to funding being raised or sourced, include:

- Mitford Enhancements Phase 1 to include:
  - o New noticeboard
  - o Improved access paths
  - o Replacement of existing multi media system and additional equipment for the band
  - o Removal of pews
  - o Carpets
  - o 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                                | ● Ann Attwood, Deanery Synod member    |
| ● Ian Hampson, Secretary                                 | ● Nigel Jobson, Electoral Roll Officer |
| ● Carol Thompson, Treasurer                              | ● Janice Catton                        |
| ● Richard Addison, Mitford Warden                        | ● Sarah Mills                          |
| ● Janice Robinson, Mitford Warden & Deanery Synod Member | ● Alison Parker                        |
| ● Ian Craigs, Hebron Warden                              | ● Richard Quinby                       |
| ● James Roff, Hebron Warden                              |  |
| ● Elodie Hewes – Parish Safeguarding Officer             |  |

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.

Nominee	Proposer	Seconder
<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	Second
Ian Craigs	Joanna Craigs	Janice Robinson
James Roff	Bryony Roff	Bev Morris

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:

Nominee	Proposed	Seconded
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**