

# A P C M

## ANNUAL PAROCHIAL CHURCH MEETING THE PARISH OF NORTON SUNDAY 23<sup>rd</sup> APRIL 2017.

11.15 am.

**Appointment of Clerk:** Susan Taylor: proposed by Peter Giles, seconded by Rose Gregory.  
All agreed

### **MEETING FOR THE APPOINTMENT OF CHURCHWARDENS**

**To elect Churchwardens and Deputy Churchwardens for 2017 / 18**

#### **Churchwardens:**

- Keith Taylor: proposed by Peter Giles, seconded by Rose Gregory
- David Parry: proposed by Fiona Eve, seconded by Michael Clements

As there were only two proposals there was no vote.

#### **Deputy Churchwardens;**

- Michael Forrester: proposed by Peter Giles, seconded by Keith Taylor
- Michael Clements: proposed by Keith Taylor, seconded by Fiona Eve
- Mark Hill: proposed by David Parry, seconded by Jane Munford

Michael Clements and Michael Forrester were elected

After the election this meeting was closed.

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### **ANNUAL PAROCHIAL CHURCH MEETING**

There were 45 people present.

1. **APPOINT CLERK FOR MEETING:** Susan Taylor: proposed by Peter Giles,  
seconded by Neil Greatorex  
All agreed.

**APOLOGIES:** Tony Daley, Pam Daley, Sue Dulley

- 2 **MINUTES OF LAST AGM:** Peter Giles proposed and Olive Greatorex seconded that we accept the minutes of the last APCM, which was agreed. They were signed and the spelling error corrected.
3. **MATTERS ARISING:** None
4. **ELECTORAL ROLL:** Christine Clements presented the updated Electoral Roll, which will run until 2018. Eight people applied to be on the Electoral Roll this year, two people were taken off as they are deceased, two people no longer attend so were removed, six people moved and one moved into a care home, giving a total of 201. Of this total, 103 members live in the Parish and 98 are out of the Parish.

**Peter Giles thanked Christine for keeping the Electoral Roll up to date.**

5. **ELECTIONS:**

**Elections of 4 members to serve on the Parochial Church Council for three years: 2017/20**

- Margaret Andre: proposed by Ros Pratt, seconded by Julia Jolly
- Sara Clark: proposed by Karen Williams, seconded by Fiona Eve
- Jane Munford: proposed by David Parry, seconded by Michael Clements
- Mark Hill: proposed by David Parry, seconded by Jane Munford

**All agreed**

**Election of 4 members to serve on the Deanery Synod for three years: 2017 / 20**

- Olive Greatorex: proposed by Tim Croot, seconded by Susan Taylor
- Karen Williams: proposed by Sara Clark, seconded by Susan Taylor
- Neil Greatorex: proposed by Keith Taylor, seconded by Rose Gregory
- Ros Pratt: proposed by Margaret Andre, seconded by Susan Taylor

**All agreed**

**Election of Sides' Men and Women for the coming year.**

Peter Giles proposed and Sarah Cook seconded that those named should be elected. **All agreed.**

**Appointment of Assistant Wardens**

Ros Pratt was proposed by Keith Taylor and seconded by David Parry. **All agreed.**

Peter Giles thanked Mark Hill for all the work he had done, helping the church wardens. If anyone else would like to be an assistant warden they would be welcomed.

- 6 **VICAR'S REPORT (as we are in Vacancy at present a report was given by Peter Giles, the PCC Chair):** He thanked all those who do work in the church whether we have a Vicar or not.

**People to thank:**

Members of the church  
Vicky Shorrocks in the office  
Mike Clements as caretaker  
Organist  
Servers

Karen Williams our reader for all the extra work she has done  
Sides people  
Members of the committees  
Those who pray. This is an important ministry.  
Fellow Warden Keith Taylor and the deputy and assistant wardens  
Rev Ian Friars and Rev Don Dowling for taking so many of our services  
Sunday school teachers / youth leaders helping our young people to develop in the life of Christ  
Choir and music group, who enhance our worship  
Those involved in selection of new vicar – members of PCC, those who compiled the Parish Profile and gave information; also the Parish Representatives: Rose Gregory and David Parry

**Things to be thankful for:**

Most of services have gone ahead  
The Seasonal services were well attended  
Some services have had to change form as there was no priest available  
There have been steady numbers of people worshipping at both churches. There has been a drop in numbers, but not that many.  
Youth ministry  
Social events  
Baptisms and weddings  
We now have a new priest to lead us, Rev Trevor Sharp

**Work still to be done:**

Continue to grow the study groups  
Stewardship – we need to look for new avenues of income or do less. We need to make sure those who are new know about stewardship.  
Also we should engage people with time and talents. We need to accept they may do things differently.

**Keith Taylor (Churchwarden) thanked Peter Giles for all the work he has done this year. Karen Williams thanked Peter Giles and said she felt her ministry had been enhanced throughout the vacancy. She also thanked people for their prayers.**

7. **FINANCE:** The Treasurer, Rose Gregory, presented a report on the audited accounts, for the year ending 31st December, 2016.
- We had a deficit of £5,612. A lot of work has been done to bring the deficit down to this figure.
  - The majority of the Parish Share has been paid.
  - Planned giving has decreased by just under £900.
  - There was a profit on hall lettings.
  - Income has gone down and expenditure is up.
  - Charity giving - a lot has been given through coffee shop
  - Fees are down slightly from last year.
  - Savings – £6,300 was withdrawn from savings to meet the deficit. We now have £6,000. There is just over £4,000 in the Restricted funds for 2 Common View.
  - Donations – £7,500 were donated for the sound system
  - We need to do some major fund raising
  - This has been another very challenging year
- Rose thanked all those who have supported her – church wardens and Susan Taylor

There was some discussion about the finances, particularly the fact that the Parish share has not all been paid. Rose Gregory explained that the PCC are looking at lots of different options. She spoke about the different groups working on this and how we can encourage other people in their giving. Helen Smith felt we should be looking at cut backs. Jane Munford reminded the meeting that we have had many occasions when we had serious deficits before. We are looking at expenditure..

Keith Taylor was asked if 2 Common View had been rented out and he replied in the affirmative, although some work still needs doing on it.

Pat Timms asked about the vicarage –This belongs to the Diocese so we would make no income from it, but it hasn't been rented out. **Peter Giles thanked Rose Gregory for the fantastic work she has done over the past 2 years.**

8. **AUDITOR:** Rose Gregory proposed Robin Mead, who is a fully qualified auditor and doesn't charge, to be the auditor for next year, 2017, and this was seconded by Peter Giles. **All agreed.**
  
9. **FABRICS, GOODS AND ORNAMENTS:** See the Churchwardens' reports on St. George's and St. Nicholas' Churches, which were attached to the agenda and are also available from the secretary.

No questions

**REPORTS** The following reports were given, also attached to the agenda:

- a) A report on the proceedings of the Parochial Church Council.
- b) Reports on the proceedings of Hitchin Deanery Synod.
- c) Reports on the various committees and groups in the Parish and on St. Nicholas School.

Peter Giles proposed and Neil Greatorex seconded that we accept the reports. **All agreed.**

10. **ANY QUESTIONS** none

Peter Giles thanked Susan Taylor for being clerk and for all work she does as PCC secretary

11. **RESULT:** none to report

The meeting closed with the grace at 12.10pm

Parochial Church Council of St George Norton

Balance Sheet as at 31 December 2016

	<b>2016</b>	<b>2015</b>
<b>FIXED ASSETS</b>		
Property at Valuation	469,000	469,000
<b>CURRENT ASSETS</b>		
Debtors and Prepayments	14,350	13,904
Cash on Deposit	11,897	20,919
Cash at Bank	9,310	11,166
Cash in Hand	908	761
	<u>36,465</u>	<u>46,750</u>
<b>LIABILITIES</b>		
Amounts falling due within one year	12,584	2,558
<b>NET CURRENT ASSETS</b>	23,881	44,192
<b>NET ASSETS</b>	<u><u>492,881</u></u>	<u><u>513,192</u></u>
<b>FUNDS</b>		
Unrestricted	475,044	441,927
Restricted	16,101	69,551
Endowment	1,735	1,714
	<u><u>492,881</u></u>	<u><u>513,192</u></u>

**Parochial Church Council of St George Norton - Statement of Financial Activities for the year ended 31st December 2016**

<b>INCOMING RESOURCES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total 2016</b>	<b>Total 2015</b>
Incoming Resources from Donors	70,350	9,101		79,451	84,004
Other Voluntary Incoming Resources	-	2,892		2,892	3,099
Income from Charitable and Ancillary Trading	46,156	4,272		50,429	53,998
Income from Investments	-	50	21	71	117
<b>TOTAL INCOMING RESOURCES</b>	<b>116,506</b>	<b>16,315</b>	<b>21</b>	<b>132,842</b>	<b>141,219</b>
<b>RESOURCES USED</b>					
Grants	861	677		1,538	2,916
Activities Directly Related to Church Work	120,315	14,009		134,323	126,232
Fund Raising	-	4,064		4,064	4,951
Church Management and Administration	13,225	3		13,228	12,732
<b>TOTAL RESOURCES USED</b>	<b>134,400</b>	<b>18,753</b>		<b>153,153</b>	<b>146,831</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>	<b>(17,895)</b>	<b>(2,438)</b>	<b>21</b>	<b>(20,311)</b>	<b>(5,612)</b>
<b>BALANCES BROUGHT FORWARD</b>	<b>441,927</b>	<b>69,551</b>	<b>1,714</b>	<b>513,192</b>	<b>518,804</b>
Adjustment to historical balances brought forward*	51,012	(51,012)			
<b>BALANCES CARRIED FORWARD</b>	<b>475,044</b>	<b>16,101</b>	<b>1,735</b>	<b>492,881</b>	<b>513,192</b>

**Parochial Church Council of St George Norton - Statement of Financial Activities for the year ended 31st December 2016**

<b>INCOMING RESOURCES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total</b>	<b>Total</b>
				<b>2016</b>	<b>2015</b>
<b>2a From donors</b>					
Planned Giving	48,895			48,895	49,813
Income tax recovered	12,004			12,004	10,776
Collection and Offertories	4,944			4,944	5,748
Donations	1,746	8,624		10,370	12,825
Fundraising	2,761	477		3,238	4,842
	<b>70,350</b>	<b>9,101</b>		<b>79,451</b>	<b>84,004</b>
<b>2b Other Voluntary</b>					
Grants	-	2,892		2,892	3,099
Legacies	-	-		-	-
	<b>-</b>	<b>2,892</b>		<b>2,892</b>	<b>3,099</b>
<b>2c Charitable and Ancillary Trading</b>					
Hall Lettings	27,714			27,714	28,302
Fees	14,521			14,521	15,805
2 Common View rent	-			-	-
Trading Income	3,922	4,272		8,194	9,891
Vacancy fund				-	-
	<b>46,156</b>	<b>4,272</b>		<b>50,429</b>	<b>53,998</b>
<b>2e Interest on Deposits</b>	<b>-</b>	<b>50</b>	<b>21</b>	<b>71</b>	<b>117</b>
<b>TOTAL</b>	<b>116,506</b>	<b>16,315</b>	<b>21</b>	<b>132,842</b>	<b>141,219</b>

Parochial Church Council of St George Norton - Statement of Financial Activities for the year ended 31st December 2016

RESOURCES USED	Unrestricted Funds	Restricted Funds	Endowment Funds	Total	Total	
					2016	2015
<b>3a Grants</b>						
Church Overseas:				-	-	-
Missionary Services				-	-	-
Relief and Development Agencies	-			-		1,001
Home Missions and Church Societies	25	84.55		110		202
Secular Charities	836	592.61		1,428		1,713
	861	677		1,538		2,916
<b>3b Activities Directly Related to the Work of the Church Ministry</b>						
Parish Share	69,825			69,825		69,171
Clergy Expenses	1,188			1,188		1,322
Curate's House Expenses	3,561			3,561		160
Education, Parish Training and Mission	329	791		1,120		1,047
Church Running Expenses	2,494	5,067		7,561		18,375
Fees	10,133			10,133		11,175
Church Building Maintenance	7,491	7,449		14,940		1,559
Sanctuary and Music	2,086	6		2,092		2,963
Upkeep of Churchyard	2,640	696		3,336		-
Magazine and Book Stall	-			-		-
Hall Running Expenses	18,837	-		18,837		18,768
Organist	1,731			1,731		1,690
2 Commom View utilities	-			-		-
Vacancy Fund		-		-		-
St Nicholas Project				-		-
St Georges Property Projects				-		-
	120,315	14,009		134,323		126,232
<b>3c Fundraising</b>						
Fund Raising Costs including groups plus social activities	-	4,064		4,064		4,951
	-	4,064		4,064		4,951
<b>3d Church Management and Administration</b>						
Administration Costs	5,206	3		5,209		5,443
Administrators Salary	8,019			8,019		7,290
	13,225	3		13,228		12,732
<b>TOTAL</b>	134,400	18,753		153,153		146,831

## **Parochial Church Council of St George Norton**

### **Notes to the Accounts for the year ended 31<sup>st</sup> December 2016**

#### **1. Incoming Resources from Donors**

Planned Giving has decreased by £918 to £48,895. Collections and offertories have decreased by £804 to £4,944. Donations were received of £1,746 with two further very generous donations totalling £7,500 for the new sound system for St Georges church.

#### **2. The costs of running the Parish Centre**

Hall rental income has decreased again by £588 to £27,714, against expenditure of £18,837 up on last year by £73. All utility bills are monitored, general maintenance is kept up to date.

#### **3. Parish Share**

Parish share of £69,825 was requested. £58,000 was paid by 31 December 2016 leaving a shortfall to carry forward of £11,825.

#### **4. Insurance Claims**

No insurance claims were made.

#### **5. 2 Common View**

Window repairs were made costing £1,717 taken from restricted reserves. General maintenance kept up to date.

#### **6. St Georges Church**

Installation of new sound system in the church. Funding was provided by two very generous donations totalling £7,500.

#### **7. St Nicholas Church**

Emergency tree removal work done costing £1,344. Yew trees removed at a cost of £1,296 funded by the Friends of St Nicholas. General maintenance kept up to date.

**8. Parish Fundraising**

Major fundraising events:

	£
Quiz	400
Summer Fair	1,147
Christmas Market	1,521

**9. Payments to Missions and Secular Charities**

Includes the following:

	£
Christian Aid	593
Home Missions & Church Societies	110
Secular Charities	836

**10. Fees**

Fees received from weddings and funerals have provided a net income of £5,780. Cover fees for parish services during the interregnum of £1,392 give a net total fees of £4,388.

**11. Sums falling due within one year**

The main sums due to third parties at 31<sup>st</sup> December 2016 were as follows:

	£
Parish share	11,825
Hall running costs	372

**12. Adjustment to accounts**

An adjustment has been made to historical figures brought forward to show a more accurate position of restricted funds held.

Independent Examiner's Report to the Parochial Church Council of St George Norton

I report on the financial statements of the charity for the year ended 31 December 2016, which are set out in the following pages

**Respective responsibilities of trustee and examiner**

The charity's trustee is responsible for the preparation of the financial statements. The charity's trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustee as a body. My work has been undertaken so that I might state to the charity's trustee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body for my examination work, for this report, or for the statements I have made.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

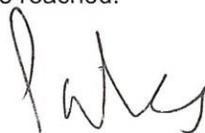
In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

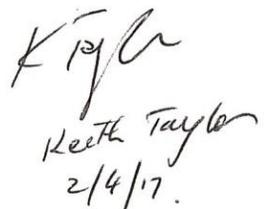


Robin Mead ACIB

28<sup>th</sup> March 2017



PETER GILES  
2 April 2017



Keith Taylor  
2/4/17.