

Meeting of Parishioners and Annual Parochial Church Meeting (APCM)

Parish of Thetford

7.30 p.m. on Monday 29th April 2024 in St Cuthbert's Church

It will be assumed that the annual reports and accounts have been read in advance of the meeting.

- 1. Welcome, apologies and opening prayer**
- 2. Opening worship**
- 3. Minutes of the APCM of 2023 and matters arising**
- 4. Election of Churchwardens for the next year**
- 5. Electoral Roll report**
- 6. Elections and resolutions of the APCM:**
 - a) Election to Deanery Synod (2 people to serve for the remainder of the 2023-2026 triennium)**
 - b) Election to PCC (6 people)**
- 7. Rector's remarks**
- 8. Annual reports**

An opportunity to respond with questions, comments, encouragements and ideas. Please note that questions asked in advance are likely to receive a more considered answer on the evening.
- 9. Financial statements**

Please note that questions asked in advance are likely to receive a more considered answer on the evening.
- 10. Appointment of Independent Examiner**
- 11. Matters raised by the church membership**

An opportunity to raise questions, concerns, encouragements and ideas regarding the life of the church, and to request future PCC discussion of particular items.
- 12. Closing worship and prayer**

**Minutes of the Meeting of Parishioners and Annual Parochial Church Meeting
(APCM)**

Parish of Thetford

7.30 p.m. on Monday 24th April 2023 in St Cuthbert's Church

Attendees: Mrs Louise & Mr Gary Applin (**LA & GA**), Mr Neil Glen (**NG**), Reverend Dr Peter and Mrs Caroline Herbert (**PH & CH**), Mrs Sue and Mr Keith Goldsmith (**SG & KG**), Dr David Galloway (**DG**), Mr Geof Young (**GY**), Reverend Matt Houghton (**MH**), Miss Susie Bratby (**SB**), Mrs Maggie Baldwin (**MB**), Reverend Tony Heywood (**TH**), Mrs Karen and Mr Mick Tobitt (**KT & MT**), Mrs Jennifer Bullock (**JB**), Mrs Corrine Brindle (**CB**), Mrs Catherine and Mr Josiah Richardson (**CR & JoR**), Mrs Rachel Woods (**RW**), Mrs Steph and Mr Jonathan Richardson (**SR & JR**) and Mr Daniel Sherrington (**DS**).

1. Welcome, apologies and opening prayer

Apologies received from Mr Rodney & Mrs Margaret Back, Mr Colin and Mrs Decia Orbell, Mrs Joyce Doubleday & Mrs Helen Heywood.

2. Opening worship

PH led those present in prayer and the hymn, 'Who breaks the power of sin and darkness?'

3. Minutes of the APCM of 2022 and matters arising

MH proposed and **KT** seconded no inaccuracies and all present unanimous.

4. Election of Churchwardens for the next year

PH thanked Jeff Young for his 30 years as Cloverfield Church Warden

Mrs Sandra Phillips, proposed and seconded.

Mrs Karen Tobitt, Proposed and seconded.

5. Electoral Roll report

PH Read the report Prepared by Colin Orbell, Electoral Roll Officer who sends his apologies:

At the time of the 2022 Annual Meetings, the number on Roll was **93**.

During the year 3 people left the area and 9 people have enrolled many of them though Grace Church.

So the number on Roll is now **99**

Asterisks appear against some names on the published Roll. This came about when we had a large number of people enrolling, to indicate those who normally worship at Cloverfield. Now that Cloverfield is fully integrated, with representation on the PCC, that is no longer necessary or desirable and the asterisks have been removed from the master version I hold and will be omitted from future publications.

I am aware that some people may not now consider themselves members of any of the

churches in the Thetford Benefice, but none of these have informed me that they wish to come off Roll, so they are still included in the **_total of 99**

Colin Orbell (Electoral Roll Officer) April 12th 2023

6. Elections and resolutions of the APCM:

a) Election to Deanery Synod (3 people to serve for the 2023-2026 triennium)

Deanery synod Caroline Herbert elected as member of the Deanery Synod.

b) Election to PCC (7 people)

Mrs Louise Applin, Proposed by: **KT**

Seconded by: **SP**

Mr Gary Applin, Proposed by: **KT**

Seconded by: **SP**

Mr Neil Glen, Proposed by: **KT**

Seconded by: **GA**

7. Rector's remarks

PH read from Matthew chapter 22 verses 34-40 then explained the meaning of the passage to those present.

PH then talked about the Thetford Team Ministry Mission statement **Loving God, Growing Together and Reaching Out**. **PH** also thanked all members of the three churches who contribute so much in the running of the churches.

8. Annual reports

PH summarised the annual reports from all three churches and looked forward to a fruitful coming year.

Rectors report: any Questions, **DG** what's the future of the trainee youth minister? **PH**, Daniel Sherrington's contract ends at the end of August, Church Wardens and clergy have discussed and we will not be able to fund a permanent staff position as a Youth Minister. There may be roles or a role available on the Thetford Youth Project for a Youth Worker post, **SR** nothing more to say but funding is what is needed at this point. **PH** David does this answer your question? importance of the work that's being done being continued. **RW** what is the progress with the works on the floor? People who are overwhelmed with normal day to day work have been unable to sort the grant funding application if there is anybody who has any ideas or wish to help or join the working group please see me for details, this is at the forefront of the thinking of the PCC due to time running out on the current Faculty.

St Cuthberts report: From **JoR** can we have the results of the service trial questionnaire, **PH**, yes, thank you for pre-warning me so I can have the figures ready, let's start by re-affirming that **we are all on the same side and pulling in the same direction**.

34 people did the questionnaire reasonable amount of the average attendance. 55% respondents went one combined service, 14% for a more contemporary service first followed by a more traditional one and 8% for a more traditional service followed by a more contemporary service.

If we had changed, clear preference expressed for one combined service. **PH** then went through the history of working towards including a wider diversity of people in services at St Cuthbert's, in line with the 2018 parish profile and the PCC's priorities from 2019.

Following work from the new service working group and discussion at two PCC meeting, the decision was taken for a monthly trial of one combined service – incorporating both more traditional and more contemporary elements. The questionnaires were seeking to ask: if we were to cater every week for a wider range of people, how would we best do it?

PCC discussed the results and there was a feeling that roughly a quarter of the church family would leave the church if the service was changed radically. Therefore, the decision was taken to largely continue the pre-pandemic pattern and once a month have either an all-age service or Morning Worship with children's group. Hymns would come from the green book. Screens were not well received by the congregation. There may well be a time in the future for us to re-look at all options for services.

JoR said there is still a lot of people who will not go to other areas of the town for church. **SP** most at St Cuthberts don't mind change its just the speed of change that isn't liked perhaps slowly try and change things. **MB** very disappointing to read that **PH** had written that people who were looking for provision for children and young people would need to be directed to other churches. **SP** said a Sunday school would be something you could do on a weekly basis, **PH** said this may need to be done by utilising a bigger team and will make a note and investigate it. **CR** said St Cuthberts is in a very privileged position as a 'neutral' venue. **JR** quoted from the children and families charter, and he doesn't feel the values of the charter are being upheld. **DS** St Cuthbert's is a 'neutral' space within the town where young people have a safe space without repercussions.

Cloverfield Community Church, No Questions

Grace Church, No Questions

PCC, No Questions

Deanery synod, No Questions

Safeguarding, No Questions

St Cuthberts fabric, No Questions

Sports ministry, No Questions

Café Cuthbert, No Questions

9. Financial statements

PH Q1 Investment income of £2395 is made up of the £13.14 interest income to the general fund plus £1,756.23 dividends to the reserve fund plus £625.30 interest to the reserve fund. Our endowments don't bring us an income **PH** querying whether we could cash these in and will make further enquiries this may fund the work on the wall.

PH, NG did not pay our full parish share are we as a PCC going to be fully paying our share this year? **PH** We have pushed up our payments this year we budgeted for an amount last year and ended up paying more last year **NG** what's happening with the profits from the Café? **PH** £100 per month from the café to the PCC. **PH** we will more than likely be depending on the generosity of the diocese again this year there may be a possible dividend payment to the PCC at the end of the financial year, any monies received can contribute to the parish share.

PH the question re the Café accounts are not in here, that's because the café company is a separate legal entity owned by the PCC. We could look into including the café accounts in the paperwork next year.

Parish share is calculated with the amount of stipendiary clergy you have. With some of our benefice comprising more deprived areas we can apply for a rebate on parish share which we did this year and got the full amount.

We have had a bumper Gift Aid claim in 2022 after our bookkeeper was finally given access to the HMRC GIFT AID area.

10. Appointment of Independent Examiner

Robert Dabin re appointed unanimously as independent examiner.

11. Matters raised by the church membership.

No Questions or queries.

PH gave thanks to **DS, SB, MH, TH** for all the work they have done in the past year.

12. Closing worship and prayer

Hymn 'Lord of the Church, we pray for our renewing', followed by a prayer and the Grace.

The meeting closed at 2115 hrs.

Prepared by Gary Applin
Thetford PCC Secretary
24th/25th April 2023.

Rector's Report

Our Team Vision Statement expresses who we seek to be as churches in the Thetford Team Ministry:

Loving God

Wholeheartedly loving, worshipping and following God

Growing Together

Growing together in our love and care for one another, and as disciples of Jesus who are rooted in the Bible and prayer

Reaching Out

Welcoming everybody as we serve our different communities with the good news of the Gospel through words and actions in the power of the Holy Spirit

As we look back on 2023, there is so much to thank God for as we loved God, grew together and reached out in many different ways.

The one that particularly stands out for me was our Team Churches Weekend Away at Sizewell Hall in September. We were treated to some wonderful times of fellowship, fun, food, teaching and worship – and even in the glorious weather, God was so kind to us. It truly was a precious time of growing in our relationships with one another and with God, and to everyone who contributed in many and varied ways – thank you.

The year saw many other special events across the parish and indeed across the benefice: from the wine tasting event in January, through the festivities of the coronation weekend in May, to the splendid production of *The Journey of the Magi* in November, with many regulars and visitors alike coming to The Carnegie for Springs Dance Company's humorous and thought-provoking Christmas production.

Regular fixtures like men's breakfasts, Crafting Christmas and a range of enquirers' courses continued, to support us to grow as disciples and reach out with the gospel. Please join me in thanking God for all he's done through the many events and activities of last year, and in praying for lasting fruit in all our lives and the lives of many others.

In staffing news, we rejoiced that the Revd Matt Houghton's post was turned from an initial three-year contract into a permanent Team Vicar position. Over the summer we said farewell to Daniel Sherrington as our Trainee Youth Minister – although it's been great to have Daniel and the family continuing as part of Grace Church and the wider Team. We are deeply thankful to Daniel for all the love, thoughtfulness, dedication and energy that he poured into the youth ministry during his three years on the staff team, and we praise God for all the ways he's been at work during that time.

I am hugely grateful to Jos Richardson for taking over as the lead for the Amplify Youth Group – and to Stephanie Welch also joining the existing team of leaders as they continue to disciple and share the good news with young people Sunday by Sunday. Please be praying for God to provide the right person to take forward some of the other schools work and youth ministry as part of the Integrate Youth for Christ team and the Thetford Youth Project.

The end of 2023 saw the formal end of the diocese's Church Planting and Revitalisation Programme, and thus the end of our involvement with the programme – although the good work started under the programme is continuing with both the youth work and, as detailed in the separate report, the sports ministry.

As we look back over last year, my sincere thanks to everybody who has poured so much into the mission and ministry of our churches in all manner of ways – not least the staff team of Tony, Matt and Susie, and their families, for such godly and sacrificial service for the sake of Christ.

Peter Herbert
March 2024

St Cuthbert's

As ever, over the course of 2023 St Cuthbert's played host to all manner of special services and events: civic occasions such as the Civic Service and Mayor's Carol Service, Christmas services and the lights switch-on event, and also the service to mark the first anniversary of the invasion of Ukraine. The Ukraine service was an important moment for us to stand in prayer and solidarity with those feeling the effects of the war most keenly, and it was deeply appreciated by the local Ukrainian community as well as by many others.

Of course, our regular Sunday and Wednesday services have continued week-by-week. At the start of the year it was decided not to continue with or expand the version of the Sunday morning service that we had been trialling once a month. However, in the autumn we launched The Gathering, initially monthly, as an informal intergenerational afternoon service. Whilst numbers have been relatively small, it has been a positive start. Please join us in praying for God's work through that service and his clear leading as to future steps. On the first Sunday of each month in the morning we've had either an all-age service or Sunday Club for children up to and including Year Six (for which thanks to Caroline Herbert and Karen Tobitt for their devotion to the group).

Our two weekly home groups provide another opportunity for us to grow in our relationships with God and with one another – with thanks to Margaret Higgins for leading her group week-by-week with such dedication. Both groups are very welcoming of new members, so please have a word with me if you might be interested.

Café Cuthbert has continued to flourish and grow, and more information can be found in the separate report. Thank you to the café team and the directors who have built it into all it is today and who serve with such commitment and energy.

2023 also saw the refurbishment of the children's corner in St Cuthbert's, with funding from the Sunday School Charity; thank you to Karen and Mick Tobitt for undertaking that project. The faculty for the redevelopment work was due to run out in September 2023 and, faced with conditions for a faculty extension from the Chancellor which would have been impossible for us to meet, has now expired. As and when we are ready to progress the next phase of the redevelopment project we will need to go through the consultation and faculty application process again, but in light of new guidelines and a new Chancellor.

Please join me in giving thanks for all that God has done in and through the life of St Cuthbert's over the last year. And thank you to every one of you who has contributed in the ways mentioned above and in so many other ways: musically, reading and assisting in services, practical ministries, behind-the-scenes service and so much more.

Peter Herbert
March 2024

Cloverfield Community Church

Cloverfield community church has always been church at the centre of the community. Every day of every week our building hosts a variety of community groups and engagement.

When church attendance is at an all-time low in our society, there's an increasing need to create new communities of faith. Fifty years ago, the mantra was to believe then belong, now it is belong first to then believe. I am encouraged how Messy Mornings is one of the ways we are modelling being church alongside meeting a need. Relationships are being built as people feel able to trust and be open about the issues in their lives. This reminds me of the fresh expressions process of listening, serving, building community, discipling and shaping church. Of course, all of this is not possible without being under pinned by prayer. Do lookup www.freshexpressions.org.uk for more on this.

During the year, the Leadership Team had a vision morning to discuss and pray over our mission and vision statement. This communicates our purpose for being church on Cloverfield.

Cloverfield Community Church seeks to be:

- a welcoming hub for the local community where **Christ's love** can be experienced.
- a united family **caring** for one another and God's world; worshipping, praying and learning together.
- a **committed** group of God's followers who bring his words & works to others.
- A signposting of opportunities to **discover** a personal relationship with Jesus Christ.

We have also produced a new Welcome leaflet which gives new folk a wonderful flavour of our church. My thanks to Howard Truscott, Gill Baker and Kirsty Houghton for their work in this.

Heating grants and boiler system fundraising

I'm grateful to Tim Peacock for all the work he has done from researching quotes, applying for grants and liaising with heating engineers for our new heating system. Much ongoing prayer is needed with raising money for the future proposed eco project with solar panels and heat pump.

Special events; Light night, Easter and Christmas

I was encouraged by good numbers at our Christmas events and services in 2023.

At Easter we had our Messy Easter with the Sports Factory and again pulled in record numbers at our Light Night event. At Christmas it was wonderful to have a full church for both our Community Carols and Crib Service and continue strengthening those community relationships. All these events wouldn't be possible without a willing team of volunteers and building teams is something the Leadership are currently exploring and we will be sharing more about this in the coming months.

Worship

It was lovely to baptise two children from our community last August and welcome their families into our church.

I am grateful to our band and the sung worship music they lead us in each Sunday under Tim Peacock and those who faithfully operate the sound desk. I am also hugely appreciative of our AWA's, Shauna Peacock and Kirsty Houghton who support me in leading our worship and to all those who regularly serve to lead prayers, bible readings, welcoming, refreshments and sound desk.

Thanks

I would like to express my ongoing gratitude to the Leadership team. Shauna Peacock continues as Church Secretary, Maggie Baldwin as Parish Safeguarding Officer and Kirsty Houghton as Children and Families lead. Tim Peacock continues to head up managing our hall bookings and care of building, as well as managing our website and Geof Young continues to support the team.

Gill Baker has asked to step down after serving on the team for many years! I would like to express our thanks for her wisdom and serving with her URC links, Messy Mornings involvement, Pastoral Care and input with Thetford Christians Together. Although she will be stepping back from the Leadership Team, she will continue to take an active role in serving in the life of Cloverfield for which we are very grateful.

I am extremely grateful to Neil Glen who has continued to be our faithful treasurer and David Ramanos as gift aid secretary.

A big thank you also to all those seen and unseen, giving their time, energy and talents to serve in our church community.

Thetford Christians together

These meetings take place every couple of months and as well as providing a space to share news, they also help us to consider how churches can work together in initiatives such as the Foodbank, work with the homeless and seasonal events such as the Walk of witness on Good Friday.

Ecumenical links

We continue to hold two meetings a year with our St. Cuthberts and United Reformed church friends. As a local ecumenical partnership, we are blessed with a mix of congregational and more formal tradition. It's fair to say our local Thetford URC has been struggling with an ageing declining congregation. The URC are now promoting a new Mission Partnership plan and it will be interesting to see how this develops in time. Ian Watson is our new Ecumenical Officer and has already been an encouraging voice of wisdom and support.

Pastoral care

The church's small Pastoral team meets every couple of months to ensure the church is being cared for in the best possible way and I am grateful for this small team of leaders – Corinne Brindle, Gill Baker and Maggie Baldwin.

Homegroups

Small groups provide an important place for building fellowship and support and enabling spiritual growth. Corinne Brindle continues to lead our afternoon group and I am grateful for her willingness to lead the daytime group. Over the last year, the evening group has completed several courses including Making Disciples and an advent course. We are currently working through the faith, hope and love course and continue to prayerfully support one another.

Schools

The Thetford team are engaged in several schools in Thetford. I am a governor for Norwich Road school and Susie Bratby engages with several schools including Bishops and Drake. I take assemblies in Norwich Road and we are again looking to host an Easter Experience for Year 5 pupils in March.

Youth work

Josiah Richardson now heads up our team Amplify group on Sunday evenings at Bishops school. Steph Richardson from YFC serves young people on our behalf with the Pulse youth café on Tuesdays, school assemblies and lunchtime clubs at Thetford Academy. YFC are still seeking a worker for Thetford, so we are continuing to pray for the right person to fill that position.

CAP money course

Howard Truscott is trained up as our Money coach through Christians Against Poverty. Although we haven't had much uptake so far, we are able to run a course when it is needed.

Good grief café

Mal Turner of Turners funeral directors heads up this group as a trained counsellor. I assist Mal and the group continues to meet every two weeks in our building. Offering a place of support and solace for those facing grief and loss, it is a privileged opportunity to meet with people in their grief and share together.

Finally, I am reminded of the words of Hebrews 10:24 “And let us consider how we may spur one another on toward love and good deeds...”

The love we share with one another and how we display that love to those outside will convince people what we are doing is worth considering.

Matt Houghton

March 2024

Grace Church

October 2023 marked 10 years since we started having regular services at Grace Church and, as I look back on those years, I'm so very grateful to God for all His generosity and encouragement. I'm mindful of the different people that God has raised up to be part of and to serve the church family. I think of the precious saints that have moved on; some to glory and others to 'pastures new' as their work or retirement has led to their moving away from the area.

There's only a handful now of the original members of Grace Church and whilst it's been hard to see some dear friends and fellow servants passing on or through, it's been amazing to see God raising up new folk. Not many churches have grown post-COVID but it's been exciting to see some steady numerical growth these last few years. I thank God for every member of the church; for their gifts, personalities, wisdom and for the different life experiences they bring to the body of Christ.

A few particular encouragements this past year have been:

- 1) Our joint community carol (+ Nativity!) service with Thetford Vineyard Church. 80+ were jammed into the Arts' Centre for a very joyful and creative time together. We hope to have another joint service this summer.
- 2) Two Testimony Services hearing of the Lord's miraculous work in Sol and Anna Anjum (when they were back from the mission field last summer) and in Jean Vale and Helen Heywood when they shared their stories.
- 3) Someone regularly attending now on Sundays, who came along through our door-knocking outreach. Robert, if you're reading this you are a big encouragement to us!
- 4) The overwhelming support of the church family in light of deeply troubling and contentious issues in the wider Church of England. It has been much easier to stand firm in and contend for the truth knowing the backing and prayers of my brothers and sisters in the congregation. Indeed, many of them have been contending for the faith more directly too.

Our **Sunday Services** at 4pm in the Arts' Centre, Bishop's School are the shop window into Grace Church. It's been a joy to now have Gwyneth Bisset leading sung worship occasionally as well as our church band headed up by Steph Richardson. Our musicians are a great blessing and it's been wonderful to see new folk serving and contributing to the life of the church in this way. We have enjoyed sermon series through Song of Songs (definitely a highlight for me since I started preaching regularly in the late 1990s!), the Psalms, Titus, Luke 12 and the Ten Commandments.

I love that our time, after the service, of sharing food and chatting with one another, is pretty much as long as the service itself! It really does feel like family; we are a mix of all ages and stages, who love being together. We regularly have some youth with us who then meet 6-7pm for Amplify the Team Ministry Youth Group.

Helen Heywood does an excellent job overseeing the children's group and she has a growing team of leaders. There are 4 or 5 regulars with a number of others who come more occasionally. They try to teach on the same passage that the adults are looking at and will often re-join us full of excitement with what they have been learning and the craft they have made. Helen has been encouraged by their willingness to engage with God's word, share their lives and pray for one another.

God has placed us on the **Abbey Estate** and we seek to reach out to and bless the estate in various ways as well as our weekly Sunday services. Susie and I have continued to enjoy doing some door-knocking on Tuesday mornings; a chance to introduce ourselves, get chatting to people, see how they are doing and basically just see where the Lord takes the conversation!

Our relationship with the school remains strong. Susie is often there taking lunch clubs, after school clubs and providing PE cover when the regular PE teacher is off sick. A number of folk from across the Thetford Team are also volunteering to help children with their reading for an hour or two per week. I'm a school governor and, as of a few weeks ago, Gwyneth has joined the team too. Gwyneth is no stranger to the school as, for a number of years now, she, Neil Glen and myself take about 6 Open The Book assemblies per term. In all the feedback from staff and children alike these are their favourite and most memorable Collective Worship sessions. I take assemblies on the other Tuesday morning slots and also get invited to particular classes to speak on various RE topics, such as: 'What does it mean for Christians that Jesus is Saviour?' "How do Christians bring hope at Christmas?" and "What does the Body of Christ mean?"

Home Group meets 7:45 on Wednesdays with various people hosting and leading but has mostly been at 44 Nunsgate the last year. It's a great time to share life, feed on God's word (and cake!) and pray together. It's a good problem to have but our living room is often quite a squish for the group with people on the floor and generally packed in.

For **Socials** we have enjoyed getting together for a pancake party, film nights, BBQs, brunch, and more besides. The Churches Weekend Away in September at Sizewell Hall was a special time for all of us that were able to attend.

For all this and so much more I am very grateful and give thanks to our loving, providing, gracious God. To Him be the glory!

Tony Heywood
March 2024

Thetford PCC Secretary for APCM 2024

Firstly, thanks for all who are taking the time to read the reports I've put together with fellow members of the PCC.

I think, this is my third year as Secretary to the PCC and I've as ever enjoyed doing the role and hope my work has contributed in some small way to the success of the PCC. I attended all but a couple of the PCC's due to illness and work commitments, and I would like to thank Caroline Herbert for kindly taking the minutes for those meetings I was unable to attend it is appreciated.

As well as the PCC I also attend the Standing Committee and keep the documentation up to date and ready for the main PCC meeting.

Thanks for reading and again thanks for your support on behalf of the PCC.

Gary Applin
Thetford PCC Secretary
07955402847

Safeguarding Report

The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

I have been the Parish Safeguarding Officer since May 2021. Safeguarding training along with DBS checks now has to be renewed every three years, I will be due to undertake a renewal of my Leadership Safeguarding training this November.

All DBS checks required during the year have been applied for and appropriate Safeguarding training has been undertaken promptly for the various roles in the church. The PCC members should all have completed the Raising Awareness of Domestic Abuse training module by June 2023 with a deadline of December 2023, sadly at the time of preparing this report not everyone has complied. Bishop Ian is the Safeguarding lead in the Diocese and is keen that people are committed to Safeguarding in our Churches and groups.

A module on Modern Slavery has been introduced, it isn't mandatory yet but I have completed the training.

Training has been undertaken by people as required for their roles with Children, Young People or Vulnerable adults but I must emphasise that safeguarding is everyone's responsibility and if anyone has any concerns at any time please speak to me.

Maggie Baldwin
Thetford Team Ministry Safeguarding Officer

Deanery Synod Report

Thetford and Rockland Deanery Synod met four times during 2023. In January we hosted Gemma Fraser from Eco Church to talk about this programme which is run by A Rocha. The purpose is to encourage churches to consider how we can better care for God's creation. There are three levels of awards, bronze, silver, and gold, which are based on what a church is doing in the areas of worship, buildings, land, community engagement and individual lifestyles. Gemma encouraged everybody to register on the website and to fill out the questionnaire to see how well our churches are doing already. At this meeting it was noted that Revd Peter Herbert and Revd Simon Richardson had joined Revd Matthew Jackson as the House of Clergy representatives from the Deanery on Diocesan Synod.

In May, Deanery Synod met at All Saints Church, Old Buckenham, where we heard about the major fabric works which had recently been completed there. The death of Captain Tony Poulter OBE on 10 March was reported: he was one of the lay representatives from the Deanery on Diocesan Synod.

In September, we welcomed The Very Revd Dr Andrew Braddock, the recently installed Dean of Norwich, who gave a brief personal introduction which was followed by a discussion about the work and ministry of the Cathedral.

The November meeting was held at St Cuthbert's, Thetford where Caroline Herbert gave a presentation on life on General Synod.

Throughout the year we also received reports from Diocesan Synod and General Synod.

Deanery Synod meetings are always open to everyone who is interested, do ask me if you would like to find out more.

Caroline Herbert, March 2024

St Cuthberts Fabric Report

APCM April 2024

This is a relatively short report for the APCM which will just highlight the things that have been done:

- We still need an account with the watery board, but Rod Back has been able to get hold of one of the departments that deal with water pressure as ours has been a problem when running the café. This led them to coming in and advising us to have a new stop cock. We got a Plumer in to do the work and now our water pressure is a lot better.
- The grease trap has now been installed and Alan Miller has boxed it in.
- One of the toilets had a broken toilet seat and has now been replaced with a new one.
- The corners of the walls between the Kitchen and the toilets had been damaged when moving tables from the meeting room to the church. Alan Miller has repaired them with corner protectors to prevent any further damage.
- Extra electric sockets have been installed into the tower vestry, to stop having to use extension Leeds for WiFi, printers and freezers.
- The sound system kept tripping the fuse box, we now have a circuit breaker installed to stop this problem.
- New microphones and speakers have been installed.
- The children's corner has been tidied up and now has new matting, a children's toy cupboard to store the toys. We have also added new wooden toys.
- We have had a big clean up behind the curtain at the back of the alter, to give more storage space.
- We have an ongoing problem with the WiFi that keeps dropping out. This affects the pay zone and the SumUp used to make card payments for the church and café.

Church Wardens:

Mrs Sandra Phillips & Mrs Karen Tobitt

Mission Giving

The policy of the PCC is to give 10% of the giving received into the General Fund in the previous year to external mission and charitable causes.

This year, Grace Church contributed £560 on top of the allocation from the General Fund, meaning a total of £2,100 was shared between our parish mission partners: Nicola and Graham Aylett (£800), Simon and Gillian Clegg (£500) and our mission partners in South Asia (£800, namely £50 per month plus an additional payment of £200).

In addition, Grace Church donated £500 and the General Fund £50 to the Thetford Youth Project, with whom we partner closely for youth work in the town, such as the Pulse Youth Café and schools work.

Peter Herbert
March 2024

Sports Ministry Report

From 1 Thessalonians 2:8 "...Because we loved you so much, we were delighted to share with you not only the gospel of God but our lives as well."

What an exciting year it has been for Sports Ministry! It really has been a delight to share the Gospel and live life alongside people in Thetford. Thank you to each and every one of you that has prayed, served on team at events, helped behind the scenes, or given financially. It really wouldn't be possible without you.

While much has remained the same from last year in the regular weekly sessions, it has been wonderful to see relationships deepen and enable more people hear the good news of Jesus Christ. Regular sessions this year have included: assemblies at 4 local schools, lunch time sports clubs, after-school sports clubs, PE lessons, active RE, sport at Pulse youth café and Stretch and Pray. We have also had many one-off events, including a sports quiz, family quiz, big screen sports matches and the football cage at the light night and Christmas lights switch on. Legacy holiday club has grown in numbers which has been really exciting with 20-35 children and young people attending at Christmas, Easter, and Summer holidays. It was also wonderful to run a 'Summer of Sport' programme with many different sports sessions for children, young people, adults and families throughout the Summer months in Thetford and Croxton.

It has been a real joy to see children, adults and families connect with events and sessions across the Thetford Team Ministry and see first-hand people growing in their faith, exploring Christianity, and most excitingly giving their lives to Christ. Let's continue to pray for more people this year to encounter Jesus and give their lives to Him.

Thank you again for your support in this ministry. If you would like to find out more, I send out a monthly email update which includes things to be praying for. Do let me know if you would like to be added.

Susie Bratby

CAFE CUTHBERT ANNUAL REPORT 2024

The cafe account closed on 12 months activities which saw that under Rod Back's leadership and the input from all of the volunteer both kitchen and front of the house workers, we had enjoyed a successful year. Opening from 10am to 2pm on almost every Saturday throughout the year with some ancillary events namely Men's Breakfast and some funeral refreshments we were able to end the financial year on 31st January 2024 with a bank balance of £25,806. see *attached for details*.

However, it was not all plain sailing and our efforts to raise "Revenue Grants" using Charity Fundraisers Limited met with only a limited success as although we obtained grants amounting to £16,500, after paying CFL fees we were left with only £5,879. This caused us to modify our plans and in consultation with the PCC we set about employing just two paid employees working part time as cafe supervisors. In response to our advertisement interviews were held on 18th March but we were only able to make an offer to Keith Thorpe who will be our Supervisor reporting to the Cafe Cuthbert directors after training by Rod. This is likely to take up to a couple of months. We will meanwhile continue to search for an assistant so that between them they will manage day to day operations. We then expect to open the cafe on a second day and will try Fridays initially but will be flexible if it is thought any other day would be more beneficial. We will still need our band of volunteers and will also take "work experience" people from the Job Centre to train which will be part of the Supervisor's remit.

In moving into a somewhat different type of operation we have made it clear at our interviews that we must always be aware that the cafe is an integral part of The Thetford Team Ministry and that as part of that mission we provide a service to our customers that is consistent with that Christian ethic. Our customers report back to us that they enjoy the friendliness of the volunteer staff, the spacious and uplifting surroundings, the courteous service and not least the reasonable prices. All this we will expect and ensure to continue.

Financially, our projection for the first 4 months of 2 day operation should raise £25,000 of sales with costs estimated at £10,500.. With salaries and other costs involved as an employer of £10,000 this will show a nett profit of £4,500 i.e. c£12,000 for a full year trading. This will be monitored by the Cafe directors with the expert help and guidance of Bob and Sue Hurle.

We have been asked the question, *Why is it necessary to employ paid staff when we are doing nicely as we are?* Unfortunately, it is not possible to expect our volunteers to carry on indefinitely. The present set up takes very considerable time and effort with a workforce that with one or two notable exceptions are not getting any younger and we need to give them more time to meet their family and other social commitments.

With the continued support of the PCC we are now looking forward to the next step in the Cafe Cuthbert life and hope that next year we will be able to report on another successful year.

Peter Thomson

Sandra Phillips

Sue Goldsmith

31.03.2024

NB The attached is a summary of the Cafe Financial Year End Accounts.

Cafe Cuthbert Summary of FYE Accounts 31.01.2024

2023 turnover £36,800 this compared to £20,500 in the previous year.

Trading Profit: £19,800 this compared to £11,800 in the previous year.

Payments made to PCC was £8,890, This included legacy payment of £7,050 rental of £1,000 and cleaning costs £840.

Bank account balance £25,806 included payments from Grant Appeal of £16,500 that must be used for salary cost of planned employment staff.

Note that there is a net profit of £5,150 which should be confirmed in the final accounts which will be used to finance an increase in working capital for the expansion of trade.

Bob Hurle / Peter Thomson

28.03.2024

Finance Report

This report highlights some of the headlines from the 2023 accounts. For the full picture, the accounts can be found online at <https://thetfordteamministry.org.uk/annual-meetings>, or there are some hard copies available at St Cuthbert's, Cloverfield and Grace Church.

The accounts cover the activities of the PCC, including Grace Church, but not Cloverfield Community Church, for which accounts are compiled and reported separately.

The assets of the PCC recorded in the accounts are broken down into two types of fund: **restricted** and **unrestricted** funds. Year-end balances for all the funds are given on page four of the accounts.

Restricted funds have been explicitly donated for a particular purpose, and their use is legally restricted to that purpose.

One new restricted fund was created during 2023: the **Timothy Fund**. This holds the residual of a donation made for the express purpose of providing bursaries and covering other expenses for the Team Churches Weekend Away. The donor indicated that, should it not all be used for this purpose, the gift could be retained and used by the Team Ministry for restricted missional and discipleship purposes.

Following the Weekend Away, the monies remaining from the bursary donation were transferred from Cloverfield's account to the PCC's. £477 of the funds was categorised as 'Socials & Events income' to reimburse the General Fund for the Sizewell Hall deposit paid in December 2022, and the remainder was placed in the new Timothy Fund. £215.40 of the Fund was subsequently used to subsidise the performance of *The Journey of the Magi*. The intention is to keep the majority of the remaining funds for use towards the Team Churches Weekend Away envisaged for 2025.

Of the **unrestricted** funds, the General Fund represents the day-to-day operations of St Cuthbert's, the Grace Fund does likewise for Grace Church and similarly the Sports Ministry Fund for the sports ministry.

During 2023, the PCC voted to close the (empty) **3 Market Place Sale** and **Fellowship Fund** unrestricted funds. In the case of the former, all monies had been spent on the first stage of the redevelopment project. In respect of the latter, fellowship activities are now accounted for through appropriate budget lines in the General Fund.

From a glance at the full accounts, it will be immediately apparent that that the largest source of income for both St Cuthbert's and Grace Church is **giving and donations**. **A huge thank you** to everyone who contributes financially to the lives of our churches – we are sincerely grateful for each and every gift.

A continuing point of concern is the low level of **Parish Share** payment. Parish Share is paid to the Diocese in respect of their costs for our stipendiary clergy and central parish support costs. In 2023 the Parish Share request was £23,800 for St Cuthbert's and £11,162 for Grace Church (which already involves a significant subsidy from the Diocese). Actual Parish Share payments in 2023 were £2,000 (St Cuthbert's) and £3,000 (Grace Church). We are unlikely to enjoy the current level of support from the Diocese indefinitely if Parish Share contributions are unable to improve.

General Fund

As will be seen from pages five and six of the accounts, total income to the General Fund in 2023 was £34,350. Total expenditure (including net transfers to other internal funds) was £39,752.16. Of the transfers out, £5,000 was to correct a mis-categorisation in the 2022 accounts, where a gift given in support of the Sports & Community Minister post had incorrectly been allocated to the General Fund; this was reversed by a £5,000 transfer from the General Fund to the Sports & Community Minister Fund (on top of the usual £1,000 annual contribution from the General Fund to the Sports & Community Minister post).

Without this correction, therefore, the **effective in-year deficit** to the General Fund was **£402.16** (but see below in respect of 2023 occasional offices fees).

Other particular points to note with the General Fund accounts are:

1. Fees from occasional offices for 2023 totalling £3,493 were received from the Thetford Team Ministry fees account at the start of 2024, hence the apparent zero income on this budget line in 2023 (but it will show in the 2024 accounts).
2. The balancing £671.97 Gift Contributions (income) and Gifts (expenditure) comprises (a) donations at the Ukraine Anniversary Service (subsequently gifted on to the nominated charity, the Cambridge Ukrainian School), plus (b) Daniel Sherrington's leaving gifts.
3. At the end of the year, Café Cuthbert repaid £7,050 of the historic £7,050.38 debt, and the PCC formally agreed to waive the negligible £0.38 of the debt remaining. This sum is therefore no longer included within 'Other Debtors' (page four on the accounts).
4. At the end of the year, the PCC was awaiting reimbursement from Café Cuthbert of some of the monies expended on Charity Fundraiser fees (for raising funds for the employment of café staff), and so this is included as an Other Debtor.
5. A payment of £270 from All Saints' Croxton towards clergy expenses was made at the end of December 2023, but not received into the Thetford PCC bank account until 02/01/2023; this sum is also included as an Other Debtor in the 2023 accounts for consistency with previous years, since the payment was made in respect of 2023.

6. As noted last year, a closing balance of £52,027.94 in the General Fund appears to be very healthy. However, the General Fund (or other unrestricted funds) needs to be able to cover the deficits in other funds. If one were to subtract the Other Debtors balance (since this is not yet cash in the bank), the negative funds and fixed assets from the General Fund, we would be left with a deficit of just over £14,500 – which would need to be covered from reserves or other designated funds. The releasing of the EU contingent liability (see below, under ‘Development Fund’) would make a significant difference here.

Grace Church Fund

As shown on page eight of the full accounts, total income to the Grace Church Fund during 2023 was £9,655. Total expenditure (including net transfers to other internal funds) was £7,998.92, leaving an **in-year surplus** of **£1,656.08**.

Development Fund

The Development Fund continues to contain a contingent liability of £30,527 in respect of redevelopment funding from the EU which will have to be repaid if insufficient paid staff posts are created, in accordance with the terms of the grant. Furthermore, the Development Fund includes the equipment in the kitchen at St Cuthbert’s as a fixed asset, depreciating at 20% per annum. As at 31 December 2023, therefore, the Development Fund contained within it £11,367 worth of equipment – which obviously cannot be spent as if it were cash.

Clergy Discretionary Fund

During 2023 the Clergy Discretionary Fund was established by the PCC, in view of the continuing and growing pressures on cost-of-living for many. Gifts from this Fund may be made, at the discretion of the clergy, to support members of St Cuthbert’s or Grace Church in particular times of financial hardship. The Fund was established with contributions of £250 apiece from the General Fund and the Grace Church Fund; to date no gifts have been made out of it.

Endowment Funds

The two Endowment Funds listed in the accounts (the Chapel Acre Share Fund and the Watts Legacy Share Fund) pay dividends into the CCLA Deposit Account and thereby form part of the Reserve Fund (note that the majority of the investment income, and the growth of the Reserve Fund, is from the Endowment Fund dividends).

A pending project is to investigate the terms of the bequests of the two Endowment Funds.

And Finally...

Finally, the scale of the full accounts indicate the amount of work involved in making all these payments and keeping track of all the incomings and outgoings. We continue to be grateful for a warm working relationship with Kieran Kenny, our bookkeeper at Emerald Accountants – and a huge vote of thanks for all the work done by Sandra Phillips and Mick Tobitt (as bank account signatories) and Karen Tobitt and Louise Applin (as the counting team). And to everyone else who helps in all manner of ways – thank you.

Peter Herbert
April 2024