



**PARISH OF MADINGLEY
ANNUAL REPORTS AND SUPPORTING INFORMATION FOR THE
ANNUAL MEETING OF PARISHIONERS AND ANNUAL
PAROCHIAL CHURCH MEETING
SUNDAY 28 APRIL 2019**

Page 2	Agendas.
Pages 3 - 8	Minutes of the meetings held on 2nd April 2018.
Pages 8 - 9	Report of the Priest-in-charge including Health and Safety, Safeguarding and Data Protection.
Pages 9 - 10	Report on the Ministry.
Pages 11 - 12	Licensed Lay Minister's Report.
Pages 12 - 13	Report of the Churchwardens.
Page 14	Deanery Synod Report.
Page 14	Report of the Electoral Roll Officer.
Page 14	Report of the proceedings of the PCC and the
activities of the	parish generally.
Pages 15-17	Financial reports and accounts.
Pages 17 - 20	PCC's Safeguarding Policy.
Pages 20 - 25	PCC's Health and Safety Policy.
Pages 25 - 28	PCC's Data Protection Policy.

- Annual Meeting of Parishioners

to be held in the Village Hall on Sunday 28th April 2019
following the 10.30am service.

AGENDA

1. Apologies for absence.
2. Minutes of the meeting of Sunday 2nd April 2018.
3. Proposal: The following section of the CHURCHWARDENS MEASURE 2001 shall not apply in relation to this parish: “ a person shall be disqualified from being chosen for the office of churchwarden when that person has served as a churchwarden of the same parish for six successive periods of office until the annual meeting of the parishioners to elect churchwardens in the next year but one following the date on which that person vacated office at the end of the last such period.”
4. Election of Churchwardens.
5. Any other business

Annual Parochial Church Meeting

to be held following the Meeting of Parishioners.

AGENDA

1. Apologies for absence
2. Minutes of the meeting of Sunday 2nd April 2018.
3. Matters arising
4. Annual reports to the Parochial Church Council
 - a. Report of the Priest-in-Charge including Health and Safety, Safeguarding and Data Protection.
 - b. Report on the Ministry
 - c. Reader's Report.
 - d. Report of the Churchwardens
 - e. Deanery Synod report
 - f. Report of the Electoral Roll Officer
 - g. Report of the proceedings of the PCC and the activities of the parish generally.
5. Financial reports and accounts.
6. Appointment of auditor.
7. Election of 3 members to the Parochial Church Council.
8. Election of sidesmen and women.
9. Any other business

Minutes of the meetings held on 2nd April 2018.

Present: Rev'd Dr Maxwell (Chair), Edward Richardson, Elizabeth Benton, Emma Meade, Andrew Wallace Hadrill, Michael Fuller, Sue Baldwin, Sara Day, Henry Day, Rev'd Christine Barrow, Rosemary Rooks, David Rooks, David Fisher, Alan Clarke, Janet Webb, Bob Webb, Alan Clarke, Anna Baldwin, Susan Rawlings, Jane Neville and Jo Wallace Hadrill

THE ANNUAL MEETING OF PARISHIONERS

1. **Apologies:** Mrs Pemberton
2. **Minutes of the meeting of Sunday 15th April 2017.** It was unanimously agreed that these were an accurate record and were signed by Rev'd Maxwell.
3. Rev'd Maxwell read out the following **proposal:** "The following section of the CHURCHWARDENS MEASURE 2001 shall not apply in relation to this parish: 'a person shall be disqualified from being chosen for the office of churchwarden when that person has served as a churchwarden of the same parish for six successive periods of office until the annual meeting of the parishioners to elect churchwardens in the next year but one following the date on which that person vacated office at the end of the last such period' ." The proposal was unanimously supported.
3. **Election of Church Wardens:**

It was proposed by Mrs Pearson, seconded by Mr Fuller and unanimously agreed that Mrs Wallace-Hadrill be elected Churchwarden.

It was proposed by Mrs Pemberton, seconded by Mr Betts and unanimously agreed that Mrs Seale be elected Churchwarden.

THE ANNUAL PAROCHIAL CHURCH MEETING followed on immediately after the above meeting, the same people being present.

1. **Apologies for Absence:** Mrs Pemberton.
2. It was unanimously agreed that the **Minutes of the 2017 Annual Parochial Church Meeting**, having been circulated previously, were correct. They were signed by Rev'd Maxwell.
3. There were no **matters arising from the Minutes.**
4. **Annual Reports to the Parochial Church Council**
- 4a **Report of the Priest-in-Charge including Health & Safety, Safeguarding and Data Protection given by Rev'd Maxwell**

I can scarcely believe it is 12 months since the last APCM. It has been something of a tumultuous year in the life of Madingley church. The WEDP has dominated the PCC discussions as we have battled through the various administrative processes. As you may remember, the tender estimate we received last year was judged to be beyond the scope of our fund raising efforts. With this in mind, many aspects of the project have been redrafted including the drainage scheme, the installation of a cesspool, the reduction of carpentry and the layout and choice of fittings for the toilet. At present, we are applying for amendments to the existing faculty. We hope we do not have to apply for a completely new faculty. All of this has been done to push down the costs of the project; there is a technical term for this exercise - 'value engineering'. (I've added this term to my growing clerk-of-works vocabulary). Once the revised scheme has been given the go-ahead, it is time to go out to tender once again.

Alongside this process, very generous gifts to the Appeal for funds have taken the total raised in pledges and donations to £243,000. The message from me is, 'Hold on! We will get there!' All of your efforts as a congregation to support the project, and your patience, is very much appreciated by me and the WEDP team in general.

Other news

The PCC is now required to be DBS checked in accordance with the latest Bishop's statement on safeguarding. I shall be undertaking that process, and have already made a start. Please do take some time to read our Child Protection Policy on the church noticeboard. The following points are very important:

- If you are concerned about a church member, be it a child or a vulnerable adult, (physical and emotional abuse, neglect, inappropriate behaviour), please speak directly to myself or Sara Day (Madingley Safeguarding Officer). We will then report the incident / situation to the Diocesan Safeguarding Officer, Sarah King.
- If you cannot get hold of me or Sara, either go directly to Sarah King (sarah.king@elydiocese.org), or phone the police. We all carry responsibility for the welfare of our members and visitors.

Data Protection

New laws are coming out in May about Data Protection. Please read the Data Privacy Notice on the noticeboard. The laws concern how data is stored and what data is held. Churches hold names, addresses, emails, telephone numbers, (electoral roll) and personal financial details (gift aid, standing orders). If you do NOT wish the church to hold your data, please speak to me or Sue.

The future

It will be a huge relief to complete the WEDP, not least because I feel that ministry struggles while projects of this nature take precedence. There are some good initiatives we could try in Madingley and we can start doing some of them when the building work is finished.

Thanks

As ever, my thanks go to the PCC, to Susan and Christine for their dedicated ministry, to my 'strong and stable' church wardens, and especially to Sue Baldwin for her efficient, comprehensive and faithful administrative support.

However, it takes everybody to be a 'church' and thanks to one and all for the many and varied parts you play in the running of this community and it's building.

To end, a quote from Paul's letter to the Philippians:

"Rejoice in the Lord always; again I will say, Rejoice. Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus." (Phil. 4: 4, 6-7). God bless

5b **Report on the Ministry given by Rev'd Barrow**

We have had an even more busy year than usual in Madingley, given all the activities which were associated with the West End Development Project. On 21st May we welcomed Bishop David to preach and celebrate at our Parish Eucharist as he encouraged us to forge ahead with our plans, to continue to pray regularly for God's blessing on our efforts, and also to dedicate our new Remembrance Book. Other special services were those marking particular church seasons, including Remembrance Sunday,

and the extra Christmas services: Christingle, the Service of Lessons and Carols, Midnight Mass and the Christmas Day Family Eucharist. The Christingle service attracted some new families thanks to Anna Baldwin's work in encouraging all those of the right age to come. Two of these families also came to the Lessons and Carols service the next week. The Good Friday service had a much higher attendance than previously, and the Easter Day service also attracted good numbers.

A combination of the cold winter weather and increasing age and frailty for many members of our congregation has meant that the numbers at our weekly services have been somewhat reduced recently. It was with sadness that we marked the departure of Stuart Fox and Jane Elliott as they moved to their new home in the West Midlands; they have contributed so much to the life of the church not just as churchwarden and treasurer, that they leave a large hole in our community. We were also sorry to lose the quiet and faithful presence of Michael Jones as he moved to a care home closer to his brother. In August we experienced a very deep sense of loss as we commended the Revd John Mullett to God at his funeral. On a happier note, we have been blessed by several couples who have been married in the church in recent years remaining as active members of the regular congregation, which has added to our community, but given their busy lives and family commitments, they are less likely to be able to come every week, which means an overall slight decline in overall attendance.

It has been a busy year for weddings, as we celebrated the marriages of Tiago and Bianca Lopes, Tristanna and Joe Boxall, Tim and Hyang-Min Barrow, Mark and Danielle Sadler, and Nicholas and April Lovell. To add to their joy, we were delighted when Tiago and Bianca welcomed their son Thomas Joseph into the world in February.

As is becoming something of an established tradition, we held a Lent study course in the Village Hall on Wednesday evenings in Lent, under the title of "Encouraging Prayer." We explored the tradition of Christian prayer, and how it has developed from its foundations in Lectio Divina into a varied approach to prayer which can be experienced by everyone according to their personality and needs. In addition to this, we have the blessing of a prayer ministry which Elizabeth Seale offers to anyone who would like to benefit from it. The health of the church, ensuring that we carry out God's will in this place, is based on the important premise that we all diligently and prayerfully seek the Spirit's guidance in all that we do; if we do that, the present and the future will hold no fears.

5c **Report of the Church Wardens given on their behalf by Mrs Wallace-Hadrill:** As a small but vibrant church community, we are enormously grateful to our clergy, to our priest-in-charge Rev. Mandy Maxwell and particularly to her colleague, associate priest Rev. Christine Barrow, who gives so much of her time, energy and kindness to our church. We are also very lucky to have Susan Rawlings as Lay Reader and for her generous contributions to numerous aspects of our services.

There are many people too in the congregation who give time and support to the church in various different ways. We are very grateful to all the church officers and members of the PCC, and those of the Fabric and the Fundraising sub-committees. We also owe much gratitude to those volunteers such as our organists, cleaners, flower-arrangers, those who read the lessons, provide the intercessions, lock and unlock the church and those who donate their energy to practical work for the maintenance of the churchyard.

We also owe particular thanks to Jane Elliott who, despite moving north last autumn, kindly offered to continue her duties as our Church treasurer until we managed to find her successor, returning on a regular basis to meetings in Madingley. We are now delighted to welcome her successor David Fisher who has recently been co-opted onto the PCC.

We are also hugely grateful to those who have made such generous financial pledges and donations to the West End Development project, and have fond memories of the Barlows' talk and dinner at the Village Hall in November. We hope to start the building works in 2019 for the insertion of the toilet pod at the back of the church, and for the new vestry and refurbished organ. Our planned tea-servery will

be very a welcome improvement for our warm and sociable congregation and also very significant for the wider community of Madingley, for events such as concerts and other potential social activities. This challenging step is immensely important to bring our beautiful church, now over 900 years old, forward for the generations of the future.

- 5d **Report on the Fabric given by Mr Fuller:** The PCC Fabric and WEDP sub-committees has spent much time on the revision of the West End Development Project design. Work on other fabric matters is necessarily restricted to repairs whilst fund raising continues for this major project.

The following Fabric matters have received our attention during the past year:

- A 'Maintenance Plan' has been published..
- Overhanging trees over have been cut back over the Church Lane pavement.
- A gutter has been repaired over the over North Aisle. John Freegard is coming to clear all the church gutters and downpipes shortly.
- The old vestry has been cleared away and adjoining areas reorganised.
- Two new fence panels in the churchyard have been fitted.
- Two holes in the church path have been repaired.
- Lead roof on the north aisle was marked with Smartwater as a security precaution.
- Special protection for the stained glass in the nave window is planned subject to funding.

- 5e **Report on Deanery Synod given by Miss Rawlings:** The Synod for the North Stowe Deanery, of which the parish of Madingley is a member, met three times during 2017-2018. The members of the Synod are clergy from the parishes in the Deanery and lay members elected by the member parishes. The overall aim is to keep parishes in touch with the overall work of the Diocese of Ely, and with one another. It also provides the opportunity for the discussion of matters of interest and concern to parishes and the reporting back to the Diocese. There is usually a report on the discussions of the General Synod of the Church of England.

The Deanery Synod met in November 2017 and February 2018. The next meeting will be held in July. Matters discussed included:

- (i) the provision of resources to support parish ministry. The Church Pastoral Aid Society was able to provide help and resources for parishes in a number of ways, including days of reflection, particularly for those with leadership roles in their parishes.
- (ii) There was a valuable presentation on the role of Baptism in encouraging the life and growth of the Church community and its spirituality.
- (iii) There was also a presentation on a course launched by the Diocese two years ago entitled "Growing as a Disciple". This course was now regularly offered at several venues in the Diocese during the year. Rooted in the Old and New Testaments, its aim was to encourage people to reflect on their Christian discipleship, deepen their understanding of their faith, and so bear witness to it in their lives.
- (iv) There was the inevitable discussion of budgetary matters.

- 5f **Report Of The Electoral Roll Officer given by Mrs Baldwin**
There are 64 names on the Roll, 42 of whom are people not resident in the village of Madingley. On behalf of the residents of the village I would like to thank those who attend this church from outside the parish boundary. Your support is hugely valued.

5g **Report Of The Proceedings Of The PCC and the Activities of the Parish Generally given by Mrs Baldwin**

The PCC is comprised of 8 members plus the Rev'd Christine Barrow, Professor Andrew Wallace-Hadrill and Mr David Fisher who have been co-opted, all under the chairmanship of Rev'd Maxwell. In between meetings, a smaller Standing Committee deals with matters as they arise. At the beginning of the year two other sub-committees of the PCC – the Fabric Committee and WEDP Fundraising Committee were amalgamated to streamline decision making. The members of this single committee are drawn from the PCC with Col Day and Mr Baldwin being co-opted members. In addition there is a Stewardship Committee which meets when necessary. The full PCC met on six occasions and the various sub-committees another six times during the year. This rather busy schedule reflects work being carried out on the West End Development Project.

6. **Financial Reports and Accounts given by Mr Fisher**

Let me introduce myself: my name is David Fisher and I have am the Treasurer-Elect of Madingley PCC. My predecessor, Jane Elliott, served as Treasurer diligently and with distinction and I hope to replicate her contribution. Jane has kindly provided me with some of the information that is contained within this report.

My first formal duty is to introduce the finances of the Madingley PCC for the past financial year which I remind you runs, as with all Church of England accounts, on a calendar year basis and therefore represents the period 1 January to 31 December 2017.

Jane has worked with our auditor of accounts, Dr. Alan Wallace, who has completed the audit and has confirmed that they are a true and accurate representation. We thank Dr. Wallace for undertaking this role and activity.

The PCC has two accounts: a Nat West current account for the running of the church and a CBF Church of England Deposit Fund which holds the restricted funds which we have collected for the West End Development (WED) Project.

The figures are contained in the Receipt and Payments reconciliation posted as part of this report. In summary:

1. Our opening balance for the two accounts was £76,081.61 and our closing balance £132,518.21.
2. Income was of £71,498.65 including donations to the WED project and expenditure £92,776.55 including transfer to the CCLA account.
3. Stripping out financial activity associated with WED funds our income was £25,163.90 and expenditure was £25,752.82 - expenditure being greater than income has necessitated a small use of our reserves, which I am content is not material to our overall financial well-being.

Finally, WED project fund raising has made excellent progress - our total pledges and donations have reached £243,898 out of which we have received £218,429.

7 **Appointment of Auditor:**

Dr Wallace has kindly agreed to audit the accounts for 2018.

8 **Election of Parochial Church Council**

Mrs Seale and Mr Fuller have served a three year term on the PCC but offer themselves for re-election.

Mrs Seale was proposed for election by Mrs Wallace-Hadrill, seconded by Col Day.

Mr Fuller was proposed for election by Mr Baldwin, seconded by Dr Day.

In addition Mr Fisher has been nominated for election to the PCC, proposed by Mrs Baldwin and seconded by Miss Rawlings.

These nominations were unanimously supported as was the co-option of Rev'd Barrow and Prof Wallace-Hadrill to serve on the Church Council and Col Day and Mr Baldwin to serve on the WEDP Committee

9. **Appointment of Parochial Representatives to the Deanery Synod:**

Miss Rawlings has been nominated to serve, proposed by Mrs Seale and seconded by Dr Day and unanimously supported by those present. Rev'd Barrow and Rev'd Maxwell also attend Deanery Synod meetings, so Madingley is well represented.

10 **Election of Sidesmen and women:** The current team of Mrs Seale, Mrs Wallace-Hadrill, Mrs Rooks, Miss and Mr Baldwin is happy to be re-elected sidesmen and women for the forthcoming year. This was unanimously supported.

11. **Any Other Business:** Rev'd Maxwell presented a safeguarding certificate to Dr Day.

Report of the Priest-in-charge including Health and Safety, Safeguarding and Data Protection.

It is now common knowledge that in early July I will be moving to take up a post in Trumpington.

This last year has been spent in chairing meetings and dealing with some of the decisions integral to the West End Development Project, which is underway as you read this report. I would like to thank the PCC and the designated sub-committee dealing with the project for all their hard work. The project would not have happened without you. And thank you to all who have supported the project and contributed in any way; projects cannot be delivered without the consensus and goodwill of the congregation!

The important thing from now on is not actually the refurbished church building and facilities *per se*, but what you do with them. The church will offer greater potential for proclamation of the Social Gospel and can be used for missional purposes; for teas, gatherings, community groups. I know that in theological terms the Church isn't the building, but mission to the local community is greatly enhanced by a building that functions well.

It has been a shame not to have done more Sunday ministry among you. I have enjoyed my visits and I thought that the December coffee morning was a valiant effort and worth doing, perhaps because I met people who do not come to church. It is good to let people know how normal and approachable we are! Church is largely to do with making relationships, hence the importance of reaching out with events like this.

The most important thing to do over the next few months is to pray because praying actually works! Pray for your future and perhaps share any insights or suggestions with the churchwardens and ministry team as they plan for who comes next, and what to do in the interregnum.

Finally, thank you to **all** church members and associates for the many and various tasks you perform to keep the church running; for fabric maintenance, administration, music, ministry, and the hundreds of jobs that are done behind the Sunday scene. Without your support Madingley Parish Church would be greatly impoverished.

I leave you with these words from St. Paul to the Corinthians:

“Finally, brothers and sisters, farewell. Put things in order, listen to my appeal, agree with one another, live in peace; and the God of love and peace will be with you.

The grace of the Lord Jesus Christ, the love of God, and the communion of the Holy Spirit be with all of you.” (2 Corinthians 13: 11, 13)

Mandy

Safeguarding: The PCC has reviewed the policy and it is available to read on the church website. If you notice anything of concern, or are notified of a concern, please report it without delay to Sara Day, the Parish Safeguarding Officer. Or, if Sara is not available, contact the diocesan safeguarding team - see <https://www.elydiocese.org/safeguarding>.

Health and Safety: The PCC has reviewed the policy and it is available to read on the church website. If you notice anything of concern, or are notified of a concern, please report it without delay to Elizabeth Seale or Jo Wallace-Hadrill, the Churchwardens. The contractor overseeing the WEDP will be liable for the Health and Safety of the church building during the project works, but please take care when using the Village Hall; being familiar with the whereabouts of fire- exits and being careful when crossing the road to access the car park.

Report on the Ministry.

Reviewing how much has been undertaken and achieved in our small church over the course of a year is no small task, but I will try to keep this as brief as possible.

The headline for the year is of course the successful conclusion of the fund-raising effort for the West End Development Project, the adjustments to the design to reduce costs, and the acceptance of one of the tenders so that, by the end of this year, the whole thing will have become a glorious reality.

One thing which has been a source of concern to me has been how we offer services which will encourage people to come to church when they may feel rather timid about doing so. Until the latest General Synod meeting, Canon Law said that every parish church *must* offer a service of Holy Communion every Sunday. You will be aware that we have, thanks to Susan’s good offices, been having a service of Morning Prayer on the first Sunday of the month, and I was concerned that we might be in contravention of Canon Law. Briefly, we had already discovered that the Bishop was prepared to offer a waiver when it was deemed to be necessary. However, General Synod now has voted for a change in that law; that is really good news, in that it affords us greater flexibility when planning services.

One sign of this is that on November 4th, we were able to cancel the normal morning service, in order to offer in the afternoon, "A Time To Remember," a service for those who have suffered the loss of loved ones, on the Sunday close to All Souls' Day. We are really extremely grateful to Susan Rawlings who offered this idea, did all the planning and preparing of the service, contacting all who might be interested, and leading the service on the day. The number of people who came [46] was a strong indication of how grateful people were to have this service.

We were also able to hold a Service of the Word on Remembrance Sunday, which included a new hymn written by a priest and lecturer at Westcott House especially for the centenary of the ending of the First World War. The services over the late Advent and Christmas season were well attended, especially the Service of Lessons and Carols, which again, we were able to have as the one service that day.

We have rejoiced at the baptism of 5 babies this year, and in September we celebrated the wedding of Ashley and Mihaela Scarratt. Given that Mihaela is a member of the Orthodox Church, the couple made us a generous gift of an icon of the Archangels Gabriel and Michael.

The Prayer Group continues to meet on the second Tuesday of the month at Susan Rawling's house. This is a relaxed and welcoming group, open to everyone.

During Lent this year, instead of having the weekly discussion group in the Village Hall, we have been using an adaptation of the diocese's "Way of Life" literature, which everyone can take home week by week, for use at a time of their own choosing.

The congregation has continued its tradition of giving generously to charities at different times of the year, and in particular this year at Harvest time we supported the Archbishop of Canterbury's Mustard Seed Appeal.

Several members of the community have struggled with ill health, and one member who is unable to cope with coming to services any more now receives Communion every week, thanks to Susan Rawling's ministry.

This is a church which is open to people beyond the confines of our Sunday services, so we have been able to welcome the Stephen Perse Pre-Prep School, the Friends of Mount Athos, and also the members of St Bene't's Church on their May Bank Holiday "Church Crawl." The annual Open Gardens Sunday gave us the opportunity to serve teas to those who came from far and wide, which also helped the WEDP fund-raising efforts.

The church continues to be well looked after, as the cared-for appearance of the churchyard shows, and also the fact that we have been able to have work done to conserve and protect the window to the west of the south door.

Finally this report on the life and worship of the church would not be complete without an expression of thanks to every member of this congregation, all of whom contribute to that life with a willingness and energy which is remarkable.

Christine Barrow

Licensed Lay Minister's Report on activities 2018- March 2019

1. Worship

- Service of Morning Prayer (most first Sundays of the month) at Madingley
- Evensong (Book of Common Prayer) (most third Sundays) at St Andrew's Girton
- Service of Morning Prayer at St Andrew's, Girton (June 2018)s
- Occasional services during the year:
 - Good Friday liturgy (with Rev'd Christine Barrow)
 - "A time to remember": service of remembrance and thanksgiving, November 2018
 - Two family funerals (Taunton and Cromer)
- Assistance to Rev'd Christine Barrow at Eucharist and other services, e.g. Baptisms

2. Pastoral work

- Home Communion (generally three times a month)
- Home visits as needed
- Hospital visits as needed
- Contact by telephone as needed
- Member of Prayer Group (meets monthly)

3. Teaching for the Diocese

- Co-tutor for three ten meeting courses provided by the Diocese: "Growing as a disciple" offered at Burwell (2018), Willingham (2018-19) and Girton (to be completed June 2019).

4. Readers' Board

(The Readers' Board is responsible for the selection, training and support of Lay Ministers (Readers) in the Diocese)

Member and chairman (with effect from November 2019)

Member and secretary of the Readers' Board Lay Ministry Training sub-committee

5. Other committees

- Madingley PCC (member)
- Representative of Madingley PCC on the North Stowe Deanery Synod

6. Further training, etc.

- Completed final Safeguarding training module
- Training on dealing with domestic abuse (in progress)
- Day school on bereavement

Susan Rawlings

Report of the Churchwardens.

WEST END DEVELOPMENT PROJECT.

The West End Development project is now underway. Given the initial high cost of the potential refurbishment, a series of discussions were to identify areas where costs could be reduced or items omitted without impacting on the aims of the project. This has resulted in a revised drainage scheme and simplified design for the lavatory 'pod' in the tower. The Diocese of Ely was then consulted and the District Council granted us Planning Permission on 13 July 2018. After tenders were put out to four building firms, we were fortunate enough to receive an affordable tender from the contractor R.J. Pinnock and Son (25 October 2019) who have worked in Madingley church in the past. This has now triggered the start of our exciting project. We are hoping that they will be able to commence the external works before Easter. This will involve digging the cesspool and connecting channels and bringing the cold water supply pipe from the tap, across the church path, to the end of the north aisle.

The new vestry will be sited to the right of the organ which will be moved a metre or so to the left. Before the work begins, *Bishops* will dismantle the organ, and leave it stored in the church covered with protective sheet polythene. The organ will be re-constructed in its new location and cleaned and re-tuned when the building project is complete and the church is clean.

On Easter Monday, the church will be emptied of all portable items so that internal work can begin. The church will be closed to the public until the end of August and regular services will be held in Madingley Village Hall on Sundays at 10.30 a.m.

/continued

OTHER FABRIC ISSUES.

1. After the gutters were cleared (April 2018), we were alerted to some masonry and roof repairs. However, it was decided that only the urgent ones would be done before the project is completed and should be carried out soon to ensure that the building is protected and remains watertight.
2. Given the current regular theft of lead from church roofs, work is in progress to take out insurance for sufficient protection against this. We have invited three companies to quote for the provision of a roof alarm to monitor the north aisle roof together with their annual maintenance charges. The lead theft deterrent sticky paint has also been applied to four downpipes on the north side of the church in December.
3. The District Council and Glaziers Trust kindly awarded us grants for the protection of the beautiful 16th century stained glass panel on the North wall. *Auravisions* removed the window in the nave for the commissioned preservation work. Unfortunately the stonework around the glazing was revealed to be in a poor state – a mixture of rubble, clunch and poor concrete restoration carried out some time ago - we are very fortunate that Hibbitts Masonry soon secured the window by fixing boarding over the inside of the opening and creating a protective frame covered with plastic over the organ. The window was then rebuilt with new stone and *Auravisions* brought back our glass panel back to the church on 21 February and it has now been re-attached to the window in a much safer way. We are grateful to the Better Lawes Foundation for assisting with the cost of the unexpected window restoration.
4. Faculty was received (25 July 2018 for felling the large yew tree close to the tower, a very important issue concerning the construction of the pipe to the cesspool.. *Acacia Tree Surgery* cut down the Yew Tree on 31st January 2019 and also the Lilac clump adjacent to the church path. The Madingley ‘Logging’ Group received the timber for community use.
5. We have found people to take possession of the few pews in the church which are no longer needed.
6. In November, an asbestos survey was carried out by Vintec in the church. The Church Commissioners have instructed Ashley Courtney as their Architect for this church. He has been instructed by them to draw up a specification of repair and conservation works to the chancel which has gone out to tender. The Commissioners will bear most of the cost of these works which include the replacement of roof tiles, glazing, rainwater goods and repointing repairs. The PCC will consider this at their next meeting.

Jo Wallace-Hadrill

Deanery Synod Report.

There have been two Deanery Synod Meetings this year because the November meeting was cancelled. Here are reports on the meetings held in July and February.

In July there was a discussion about the Parish Giving Scheme. This scheme was first developed in the Diocese of Gloucester in 2009 and was launched in Ely in 2017. It is currently used in 24 Dioceses, pending 2 more dioceses adopting the scheme. The scheme is free for parishes to join. The fee to join and the cost of administration is born by the Diocese. In parishes where the scheme is operational the donations have risen by as much as 40%. There is much less administration for treasurers. Materials for publicising and joining the scheme are available from the Diocese without charge.

February's meeting featured a short talk by Sheila Anthony. She offers a workshop which aims to encourage evangelism by helping people to share their 'stories'. She is willing to come to churches to talk to people about her work and deliver the workshop. The main speaker was the chaplain of Whitemore Prison, Paul Fossy. He gave a most inspiring and humbling account of his ministry. He spoke of God at work in the prison, of the importance of the ministry of visiting, and of his professional relationships with prisoners from secular, Christian and Muslim backgrounds. Despite the security difficulties, attendance at chapel was buoyant. Throughout the prison system, more attempts were being made to encourage restorative justice. He asked that we pray for offenders, prison officers, chaplains and everyone working together to make a positive difference in prison. He is also willing to come and talk to parishes about his work.

Mandy Maxwell

Report of the Electoral Roll Officer.

The Electoral Roll for the Parish has been completely revised. With a total of 58 names, 24 are resident in the parish and 34 are non-resident. A small number of applications were made after the cut-off date and these will be added at the next full meeting of the PCC.

Sue Baldwin

Report of the proceedings of the PCC and the activities of the parish generally.

Since the last Annual Meeting the PCC has met 5 times. It is assisted by a Standing Committee who meet to consider urgent matters in between full meetings and by the West End Development Sub-Committee which is also dealing with all fabric matters until such time as this major project is complete. Col Day and Mr Baldwin have been co-opted onto the WEDP Sub-Committee which has met 6 times and have attended site meetings as necessary.

Sue Baldwin

Financial reports and accounts.

Having been proudly elected as Treasurer at last year's Annual General Meeting and set free from the aid of our previous Treasurer, Jane Elliot, I have spent the last year learning (and re-learning) lessons on the role and its responsibilities and I am grateful for the support I have been given, especially from Sue Baldwin who must have despaired regularly on trying to get me to focus. I'm also sorry that I haven't been as visible to the congregation as I'd hoped.

Introducing the finances of Madingley PCC for the past financial year may I remind you that the year runs, as do all Church of England accounts, on a calendar basis and therefore represents the period 1 January to 31 December 2018. The accounts have been audited once again by Dr, Alan Wallace who has confirmed that they are a true and accurate representation. I am grateful and thank Dr. Wallace for undertaking this role and activity.

As in previous years, the relevant figures, as audited by Dr. Wallace, are contained in the Receipts and Payments Reconciliation posted as part of this report.

At a top level the balance of funds held by the PCC at the end of 2018 had grown considerably from the position at the start of the year with an opening balance for the two accounts of £132,518.21 and a closing balance of £295,090.14.

This was essentially due to the donations, grants and unbelievable generosity of individuals and organisations in supporting the West End Development Project – and this coupled with the work that the PCC and its architect did in re-engineering the solution and the subsequent quotes received have now allowed us to call a halt to active and specific fund-raising for the Project and to sign a main contract for the works to commence. In all over £300,000 has been raised for the Project – a fantastic effort by all but we should recognise the particular efforts of Sue Baldwin and Andrew Wallace-Hadrill for their work in this regard.

The PCC continues to hold two bank accounts – a current account with NatWest plc for receipts and disbursements in the day to day running of the church as well as in relation to the fabric of the church including the West End Development Project; and a Church of England Deposit Fund which holds on deposit (and therefore earning interest - £1,061.89 in 2018) monies which are restricted in their use and are for the maintenance and improvement of the church fabric.

In terms of the accounts as presented the two accounts appear at the top of the document and are split to show how much in each account is held for the day to day running (General Fund) and the longer term activities relating to the fabric (Restricted Fund). The amounts are as follows:

	<u>General Fund</u>	<u>Restricted Fund</u>	<u>Total end</u>
<u>2018</u>			
NatWest Current Account	£ 14,383.41	£ 15,326.82	£ 9,710.23
CBF Deposit Account	NIL	£265,379.91	£265,379.91

For completeness of comparisons the split of the Nat West Account at the end of 2017 was:

General Fund	£ 13,483.21
Restricted Fund	£ 28,716.98

Again the effects of the West End Development Project funding can be seen in the growth of the CBF Deposit Account to £265,379.91, which will be moved into the NatWest Account as required to cover the increasing amounts of expenditure on the Project during the remainder of this year.

Income for the year was £196,244.77, including donations for the West End Development Project, and expenditure £208,734.73 including transfers to the CBF Deposit Account. Categorisation of income and expenditure shows, with the exception of West end Development Project items, similar levels compared with 2017. In passing we are in communication with the Charity Commissioners for an exception to register with them as an individual charity rather than our current registration under the Ely Diocese (and relief from all the additional administration that would entail) which would otherwise apply given our income was above £100,000 on the basis that 2018 was an “extra-ordinary year.

Stripping out financial activity associated with West End Development and fabric upkeep incomes and expenditure underlying income and expenditure was £26,144.46 and £16,116.51 respectively – this may seem good news on the surface but there were several liabilities outstanding at the end of the year which had not filtered through to the accounts. Taking these into account, as with 2017, expenditure was slightly more than income which has necessitated a small use of our reserves which I am content is not material to our overall well-being. Our 2019 budget, which is currently tracking to prediction, shows this near balance continuing over the 2019 accounting period.

David Fisher
Treasurer – Madingley PCC

Madingley PCC Accounts 1 January 2018 to 31 December 2018

The following accounts have been calculated on a Receipts and Payments basis. All receipts are paid into the Nat West account some of which are transferred to the Deposit account held at the CBF of the Church of England.

Opening Balance as at 1 January 2018:	£ 132,518.21
Closing Balance as at 31 December 2018:	£ 295,090.14

	General Fund	Restricted Fund	2018	2017
Nat West Current Account	£ 14,383.41	£ 15,326.82	£ 29,710.23	£ 42,200.19
CBF Deposit Account	£ -	£ 265,379.91	£ 265,379.91	£ 90,318.02
	£ 14,383.41	£ 280,706.73	£ 295,090.14	£ 132,518.21

Nat West Current Account

Income	2018	2017
Gift Aid Donations - general fund	£ 7,863.80	£ 7,807.60
Non Gift Aid Donations general fund	£ 4,950.24	£ 3,516.71
Donations to West End Development	£ 127,546.71	£ 44,834.75
Fees and Payments(Gross)	£ 1,045.00	£ 3,176.00
Collections for Charity	£ 565.04	£ 418.51
Gift Aid Tax Recovered	£ 29,137.10	£ 11,073.50
Diocesan Payments	£ -	£ 122.00
Grants	£ 24,500.00	£ -
VAT Recovered	£ -	£ -
Wall Safe and card sales	£ 636.88	£ 533.54
Received in error	£ -	£ 16.04
Total	£ 196,244.77	£ 71,498.65

Expenditure	2018	2017
Charitable Giving	£ 631.92	£ 876.70
Parish Share	£ 7,852.53	£ 7,857.75
Diocesan Fees/reimbursement	£ -	£ 303.00
Clergy Fees	£ 314.00	£ 746.00
Clergy Expenses	£ 297.80	£ 286.65
Village Hall Hire	£ 160.00	£ 265.00
Running costs	£ 4,357.41	£ 7,409.36
Fabric repair (exc. Architect)	£ 907.20	inc. in above
Fabric repair - Architect	£ 1,595.65	inc. in above
WED Project (exc. Architect)	£ 1,770.00	£ 7,514.04
WED Project - Architect	£ 16,848.22	inc. in above
Book of remembrance	£ -	£ 195.92
Architect	£ -	£ 298.40
Transfer to the DBF deposit account	£ 174,000.00	£ 67,023.73
Total	£ 208,734.73	£ 92,776.55

Safeguarding Policy for St Mary Magdalene Parish Church, Madingley

▪ It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children, young people and vulnerable adults, and to report any abuse discovered or suspected.

- We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or voluntary.
- The church is committed to supporting, resourcing and training those who work with children, young people and vulnerable adults, and to providing supervision.
- The church is committed to following the Home Office Code of Practice *Safe from Harm* and adopts the guidelines and procedures published by the Church of England in its publication *Protecting All God's Children* (revised 4th edition 2010), Church House Publishing, ISBN 978-0-7151-1051-5. A more up-to-date on-line policy statement can be found on: <http://www.churchofengland.org/media/3896819/cofe-policy-statement.pdf>
- Each worker with children, young people and vulnerable adults shall be given a copy of St. Mary Magdalene Church's agreed Good Practice Guidelines and undertake to observe them: being DBS checked; reporting any incident immediately to the Safeguarding Officer and Priest-in-charge; keeping a record of any incidents; reporting any concern about the welfare or behaviour of any child or vulnerable adult.

The church is committed to caring pastorally for the victims and survivors of abuse, and other affected persons.

The church is committed to caring pastorally for those who are the subject of allegations of abuse, and other affected persons.

- As part of our commitment to children, young people and vulnerable adults, the church has appointed Dr Sara Day and Rev'd Dr Mandy Maxwell to be their Advocates.

Their role will be explained to parents and children, and their names, addresses and phone numbers will be publicly displayed.

WHISTLE-BLOWING : any incident should be reported immediately to the church Advocates named above. It will then go to the Diocesan Safeguarding Officer, who will report the incident to the relevant statutory authorities if it is thought to be necessary.

Gossip and rumour are unhelpful and harmful Incidents must be clearly reported with the relevant and accurate times, dates and names of those involved, and a clear statement of the incident recorded as soon as possible after the event.

- This statement will be read at each church annual general meeting where progress in carrying it out will be monitored.

This statement was first agreed at the PCC meeting held on Wednesday 8th November 2017. **It was checked and adopted as the PCC's current policy document on 19th February 2019.**

Signed:... Rev'd Dr Mandy Maxwell...(Priest in Charge)

Signed: ... Dr. Sara Day.....(Safeguarding Officer)

St. Mary Magdalene Church Madingley Good Practice Guidelines

- All adults who have regular contact with children must undertake a DBS check.
- There must be at least one DBS checked adults working with children at any one time on a regular basis.
- No lifts in a car or other vehicle are to be given to children without parental consent, and lifts given to any child on his/her own are strongly discouraged.
- In an emergency, a lift may be given to a single child if the parent is contacted immediately beforehand, the call logged, and there is more than one DBS checked adult in the car. This situation should be avoided if at all possible.
- No photographs are to be taken of children without parental consent including the signature of a parent/guardian on a consent form stating the purpose and destination of the photograph(s).
- All adults working with children / vulnerable adults should avoid being in situations where they are left alone together.
- Any meetings /activities with children /vulnerable adults organised independently of St. Mary Magdalene Church, but involving the same adults and children who may come to church activities on other occasions, are outside the jurisdiction of St. Mary Magdalene's responsibility, and are not covered by St. Mary Magdalene's insurance policy.
- Any incidents involving children / vulnerable adults that are a cause for concern in terms of behaviour, content of a conversation, physical appearance, etc. should be reported to the Safeguarding Officer and the Priest-in-charge without delay.
- If as an adult working with a vulnerable adult / child you are involved in an incident of any kind, whether or not you feel responsible for the incident, you are obliged to report it to the Safeguarding Officer and Priest-in-charge immediately, and a record kept of the incident.
- Workers with vulnerable adults / children must keep a written log / diary of any incidents as well as giving a verbal report.
- Visits to vulnerable adults in the early stages of dementia or other incapacitating condition should be logged in a diary. It is advisable to visit in pairs. If this is not possible, it is advisable to let the Safeguarding Officer / Priest-in-charge know when the visit is to take place.

- St. Mary Magdalene Church's PCC thank all who abide by these guidelines for their co-operation.

PCC's Health and Safety Policy.

Places of Worship are not exempt from Health and Safety legislation. Environmental Health Officers enforce Health and Safety legislation in places of worship under the Health & Safety (Enforcing Authority) Regulations 1998. Section 4 (2) of The Health & Safety at Work Act 1974 imposes a duty on people who have control of premises to ensure that the premises, means of access and any plant or substance in the premises, are safe and without risk to health. The Health and Safety (Offences) Act 2008 makes provision for offences, including failure to discharge a duty, to which a person *in control of the premises* is subject. On indictment this may result in imprisonment for a term not exceeding 12 months, or a fine not exceeding £20,000, or both. The requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995 must be followed.

The Health & Safety Policy of Madingley Parochial Church Council

This is detailed below. A copy is displayed on the church notice board and has been provided to church wardens and PCC members.

Organisation - Control and Accountabilities

The Priest-in-Charge, through the churchwardens, is accountable under current Health and Safety legislation for the safety of people who visit the Church of St Mary Magdalene, and for ensuring that those who lead activities are aware of their Health and Safety responsibilities and are competent to discharge them.

The Priest-in-Charge, through the churchwardens and lead church officers, where approved by the PCC, is responsible for ensuring that contractors are competent and briefed. Contractors are responsible for safety within their area of work. They discharge this by assisting in the preparation of risk assessments and ensuring that agreed precautions are implemented.

Church officers and volunteers are responsible for ensuring Health and Safety within activities and events they lead. They discharge this by preparing risk assessments and monitoring precautions agreed by the Priest-in Charge and churchwardens.

Competence

The Priest-in-Charge and churchwardens will obtain Health and Safety advice as necessary, either through the guidance given by Ecclesiastical Insurance, or by consulting the DAC within the Ely Diocese. Volunteers will be given such briefing and training as is necessary to ensure competence.

Risk assessment and implementation of precautions

A risk assessment will be undertaken for each major activity. Particular care should be taken when arranging new activities. Control measures must be detailed within risk assessments. The Priest-in-Charge and churchwardens will request that a master register of risk assessments is kept by the PCC Secretary (copies of which are available).

Investigations

Volunteers, contractors and leaders must report accidents, incidents and near misses to the churchwardens. The churchwardens will ensure that a record is entered in the accident book and that investigation is carried out where appropriate. They will also ensure that reportable accidents/incidents are notified to the enforcing authority (Environmental Health Department of South Cambridgeshire District Council.) and also, where appropriate, the PCC's insurers.

Review

The Priest-in-Charge and churchwardens will jointly submit an annual report on Health & Safety to the Annual Parochial Meeting. Health & Safety Policy and risk assessments will be reviewed every 2 years or sooner if appropriate.

Health & Safety Responsibilities

1. Overall and final responsibility for Health and Safety is that of the **Priest-in-Charge**, in consultation with the Parochial Church Council.
2. **Church Wardens** have the day-to-day responsibility for ensuring this policy is put into practice.
3. To ensure Health and Safety standards are maintained / improved, the Priest-in-Charge and Churchwardens are in the lead as follows:

Rev'd. Mandy Maxwell and Elizabeth Seale for works on the church building

Rev'd. Mandy Maxwell and Elizabeth Seale (assisted by Chris Baldwin) for works in the churchyard.

Health and Safety risks arising from our activities

1. The findings of the risk assessments will be reported to the Church Wardens.
2. Action required to remove or control risks will be approved by the Priest-in-Charge subject to informing the PCC.
3. The church wardens are responsible for ensuring the action required is implemented, and will check that the implemented actions have removed/controlled the risks.

Information, instruction and supervision

Useful guidance notes are produced by Ecclesiastical Insurance. Other guidance is produced by the Health & Safety Executive.

Accidents and First Aid

The First Aid boxes and the accident book are located in the Vestry. If the Church is let to outside organisations, they should be advised that in the event of an accident, details must be entered in the accident book. Accident books and accident records should be reviewed quarterly by the church wardens who should initial and date inspections.

Fire safety

Our policy is to meet our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the church and the risks to our neighbours. This is carried out as part of our general Health & Safety risk assessments. In case of a fire, the meeting point after evacuation is on the grass adjacent to the Lodge Cottage and Madingley Hall drive. This information is made public.
- Stewards will be briefed and charged with warning people in case of fire, ensuring that they can be safely evacuated using the designated escape routes and emergency lighting provided.
- To provide reasonable fire fighting equipment
- A check that those in the building know what to do if there is a fire.
- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company

Fire extinguishers are kept in the following locations:

<u>Location</u>	<u>Type of extinguisher</u>
Tower arch	Water
North door	Water
Chancel altar rail	Water
Vestry – by electrics cupboard	CO ²

The extinguishers noted above are checked every quarter by the Churchwarden with H&S responsibilities, to ensure that they are still in their correct place and have not been discharged.

Evacuation procedure

For services and concerts, where the congregation/audience exceeds 75 persons, or where the attendees are not familiar with the church building the procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be clearly identified to those attending the service.
2. A check must be made that all doors can be opened.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church.
4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

5. The portable Emergency lighting system must be set up and torches be available for each steward.
6. Prior to events commencing those present will be advised where the emergency exits are in the event of an emergency (fire etc.), and that an announcement to leave the building will be made by the (Priest-in-Charge/ officiating minister/ churchwarden/ organiser etc. as appropriate).
7. An attendance count shall be made during a service/event by one of the designated stewards. This will then be communicated by that person to the emergency services as soon as possible, should an evacuation be necessary.
8. Persons shall assemble on the grass adjacent to the Lodge Cottage and Madingley Hall drive.

Action on discovering a fire (no matter how small)

1. Immediately alert others in the building.
2. Telephone the emergency services.
3. Check the building for occupants, if at no personal risk.
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If it is not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is 'people before property'.
6. Evacuate to the designated assembly point on the grass adjacent to the Lodge Cottage and Madingley Hall drive.
7. Ensure clear access for the emergency vehicles.

Electrical safety

Every year the church warden responsible for Health and Safety will carry out a visual inspection of the fixed electrical installation. Any defects will be rectified. Every five years, the fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body together with our portable electrical equipment. Any necessary remedial work will be carried out.

Safety of plant and machinery

The Church Warden will maintain a list of all items of plant and machinery and ensure their correct use. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

Inspection arrangements

Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the church warden responsible for Health and Safety of all floors and stairs in the church, and all paths and steps in the churchyard. He will arrange for any defects to be repaired or remedial measures agreed.

Lighting

The designated member of the PCC will ensure that all lights in the Church are working.

Working at high levels and manual handling

The following areas are designated as high levels:

Interior Areas	Access to the tower.
Exterior Areas	Inspections and work on church roof and clearance of gutters.

The Church Warden will ensure that only competent volunteers will carry out this work subject to appropriate safeguards being in place. Work at high level will be subject to at least one other person providing support at ground level.

Child Protection

Child Protection issues are detailed in the PCC's policy document "Safeguarding Policy and Procedures".

Food Safety, Health and Hygiene

The lavatory, tea preparation unit and servery will be cleaned regularly. With the exception of tea, coffee, sugar and Communion wine and wafers, no food will be kept on the premises of the Church. When refreshments are served they are to be prepared at home and brought into church for serving. No cutlery and crockery may be stored in the church. Every effort must be made to ensure that appropriate levels of hygiene are maintained when serving refreshments, this is to be achieved by the appropriate use of disposable gloves, hand cleansing gels and hand washing with soap and hot water."

Contractors

Anyone entering church premises for the purposes of carrying out work, other than a voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained.

3. Comply with all the requirements of this Health & Safety Policy and co-operate with the church officials in providing a safe place of work and a safe system of work.
4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.
7. Particular care needs to be taken for 'hot works' and a separate 'Hot work permit' is available from Ecclesiastical.

Construction (Design and Management) Regulations 2015

Certain works will also be subject to these regulations, which will be implemented where appropriate.

Useful contact information

Environmental Health Service Information: South Cambridgeshire District Council, Health & Environmental Services Tel: **03450 450 063**

Health & Safety Executive: Injuries to be reported on-line via <http://www.hse.gov.uk> or by phone 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) or in the case of a serious incident where there have been multiple casualties 0151 922 9235.

PCC's Data Protection Policy.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St. Mary Magdalene, Madingley is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St. Mary Magdalene, Madingley complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St. Mary Magdalene, Madingley;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St. Mary Magdalene, Madingley holds about you;
- The right to request that the PCC of St. Mary Magdalene, Madingley corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St. Mary Magdalene, Madingley to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary at The Old Wood Mill, Church Lane, Madingley.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF