



St Botolph St Mary  
Hevingham



THE CHURCH  
OF ENGLAND

Diocese of Norwich

# ANNUAL REPORT

Year ending 31 Dec



# 2025

[www.achurchnearyou.com/St-Mary-St-Botolph-Hevingham](http://www.achurchnearyou.com/St-Mary-St-Botolph-Hevingham)



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# Financial Statements and Report

For the year ended 31st December 2025

## Incumbent

Revd Margaret McPhee  
The Rectory  
1B Gordon Godfrey Way  
Horsford NR10 3SG

## Bankers

Barclays Bank PLC, Alysham Branch

## Accountants and Independent Examiner

Kerry Loades-Page

## Charity Status

The Parish of Hevingham is exempt from registration with the Charity Commissioners. There are no other Charities or Trusts held by the Parish.

## Contact

Revd Margaret McPhee, Rector



01603 893108



[margaret.mcphee@dioceseofnorwich.org](mailto:margaret.mcphee@dioceseofnorwich.org)



# The Parochial Church Council

The Parochial Church Council (PCC) of Hevingham Parish Church has the responsibility of co-operating with the incumbent in promoting the pastoral and mission of the Church within its ecclesiastical boundaries.

The PCC is fully aware of its duty to maintain the Church building in good order and the churchyard for current and future generations for worship and hospitality.



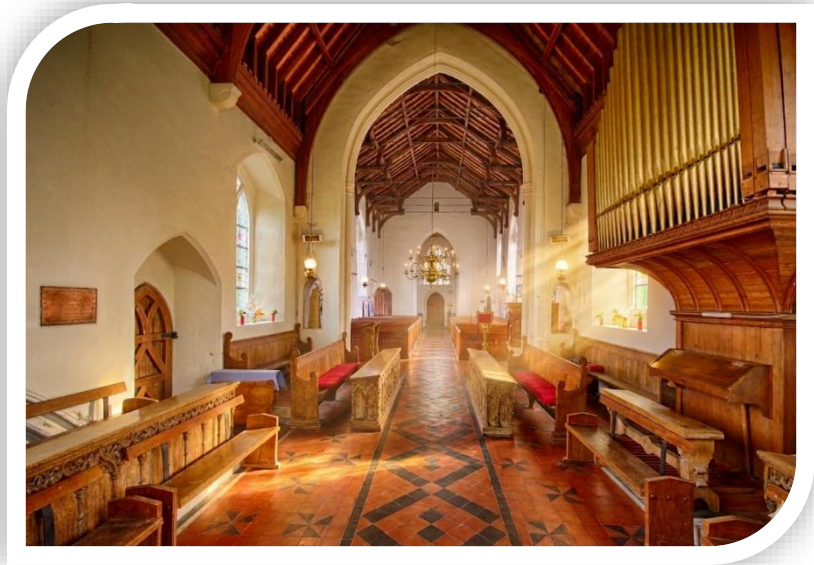
## Membership of the PCC

PCC members are either directly elected at the Annual Parochial Church Meeting or by virtue of office following the Church Representation Rules 2020.

<b>Rector:</b>	Revd Margaret McPhee
Church Warden:	Vacant
<b>Elected Members:</b>	Richard McPhee, Lay Reader
Appointed Treasurer	Kerry Loades-Page
Deanery Synod:	Vacant
Secretary to the PCC:	Vacant

# Church Warden's Report

There continues to be no Church Warden for the Parish of Hevingham. In the absence of this, I've taken on the role. However, with the support of Gill Bunn, Richard and Susan Jarvis and Kerry Loades-Page, the burden of the church buildings and churchyard has been shared. Thanks to Richard McPhee who, as Lay Reader, has been prepared to be part of the PCC to share the collaborative responsibility that is held.



Thank you to Crystal Delph and Linda Clark who stood down as serving PCC members in April. I have appreciated their wisdom and insight over the past few years. Crystal has been a member of the PCC since she was 18 years old – what wonderful service to the local church and local community.

**Christenings at  
St. Mary & St. Botolph  
Hevingham**

**Contact**  
Revd Margaret McPhee  
01603 893108

margaret.mcphee  
@horsfordbenefice  
.org.uk

*For the day,  
And all the  
days to  
come.  
Just ask.*

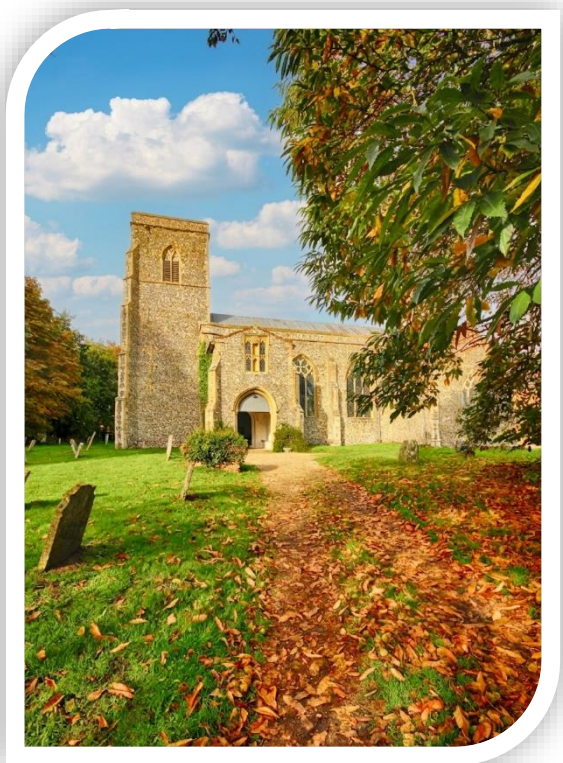
THE CHURCH  
OF ENGLAND  
Horsford Benefice  
Hevingham, Hevingham

[www.horsfordbenefice.org.uk/life-events/baptism/](http://www.horsfordbenefice.org.uk/life-events/baptism/)

There are no regular Sunday services taking place in the church. However, the church remains open for baptisms, weddings and funerals as well as having services at significant times of the year including in the period of Easter, Christmas and on Remembrance Sunday. During the year there were eight baptism services (two were double baptisms) and four funerals with burials.

A highlight for the community was having the Remembrance Service taken by Richard McPhee at the War Memorial in the churchyard. All donations at this service were equally distributed to The Royal British Legion and Military Ministries International.

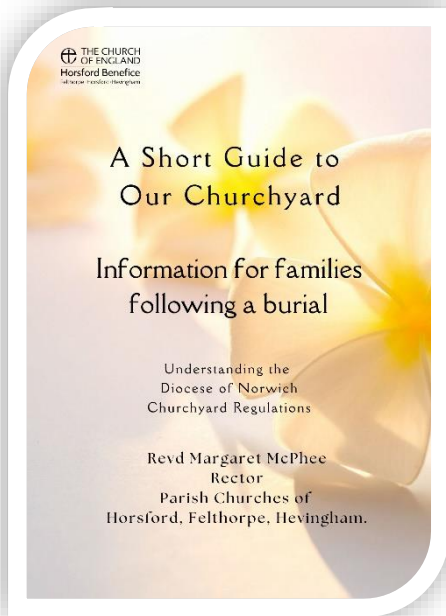
The Terrier and inventory remain incomplete. Gill Bunn keeps a close eye on the church and is always there cleaning in preparation for any services that take place. Richard and Susan Jarvis whose regular walks with the residents from The Old Rectory means, again, the church is kept a close eye on.



Mark Bedder was reappointed as our churchyard maintenance for one year. His high quality of work and sensitivity in dealing with people is commented on throughout the village.

The Parish Council paid 50% of the churchyard maintenance costs, for which I and the PCC are grateful.

The churchyard maintenance for 2026 went out to tender; TOPS have been appointed on a 1 year contract for 2026.



A number of graves continue to have items in contravention of the Churchyard Regulations 2016. When necessary these violations are brought to the attention of the PCC.

The PCC will be applying for a Faculty to remove all non-permitted items on graves that contravene the Regulations once they observed how it is managed at All Saints churchyard, Horsford.

The outcome of the PCC application to be part of the Diocesan Churches Trust is ongoing. Following a visit by Nicholas Cannon, Church Care and Development Manager, Hevingham Church will be considered by the Trustees of the Trust, along with other churches, for the 2 spaces available. The outcome should be known in 2026.

A newsletter to the community of Hevingham outlining the precarious situation of the finances in early 2025 resulted in 1 additional standing order of £10 per month and just over a £1,000 in donations. The PCC are gratefully for the purport which equates to meeting the outgoings of the PCC for 11 weeks.

**Revd Margaret McPhee, Rector**

## Church Fabric Report

Mandatory annual checks have been carried out for fire extinguisher servicing, church roof alarm and PAT testing.

The 5 year ECIR inspection took place; the ECIR Certificate was not granted. Extensive work on the electrics, the wiring and lighting are needed and the organ is unsafe to use. It was agreed the electrics could remain on to ensure the roof alarm stayed operational. The work went out to tender with Ashtree Electricals being appointed to undertake the work, which is £14,150.

The work will be carried out in 2026; approximately 50% of the PCC's reserves are being used; a leaflet will be sent to every household in Hevingham asking for their support towards this project.

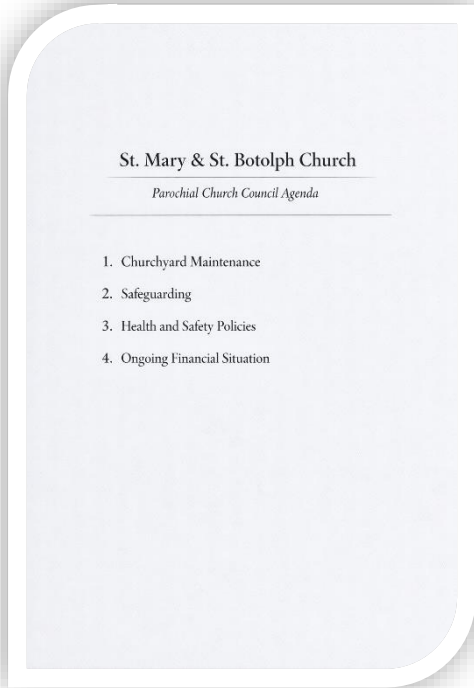
**Revd Margaret McPhee, Acting Churchwarden**



## Standing Committee Report

The PCC decided with the small number of Members on the PCC there is no need for a Standing Committee.

## Acting Secretary's Report



There have been three meetings during 2025. Matters discussed included churchyard maintenance, Safeguarding and other associated health and safety policies and the ongoing precarious financial situation.

Meetings normally start with at time of prayer to enable all present to focus on their role as stewards of God's mission and ministry in Hevingham Parish and to keep wide our perspectives.

**Revd Margaret McPhee, Acting PCC Secretary.**

## Electoral Roll Officer Report 2025

Electoral Roll Revision commencing 20th March 2025, there are 8 members on the roll, one from outside the Parish.

**Revd Margaret McPhee,  
Electoral Roll Officer**



## Treasurer's Report

2025 has been a better year financially compared to 2024; however this has been due to collections given at services this year, which cannot be guaranteed every year. From last year there has been 57% more cash collections this year.

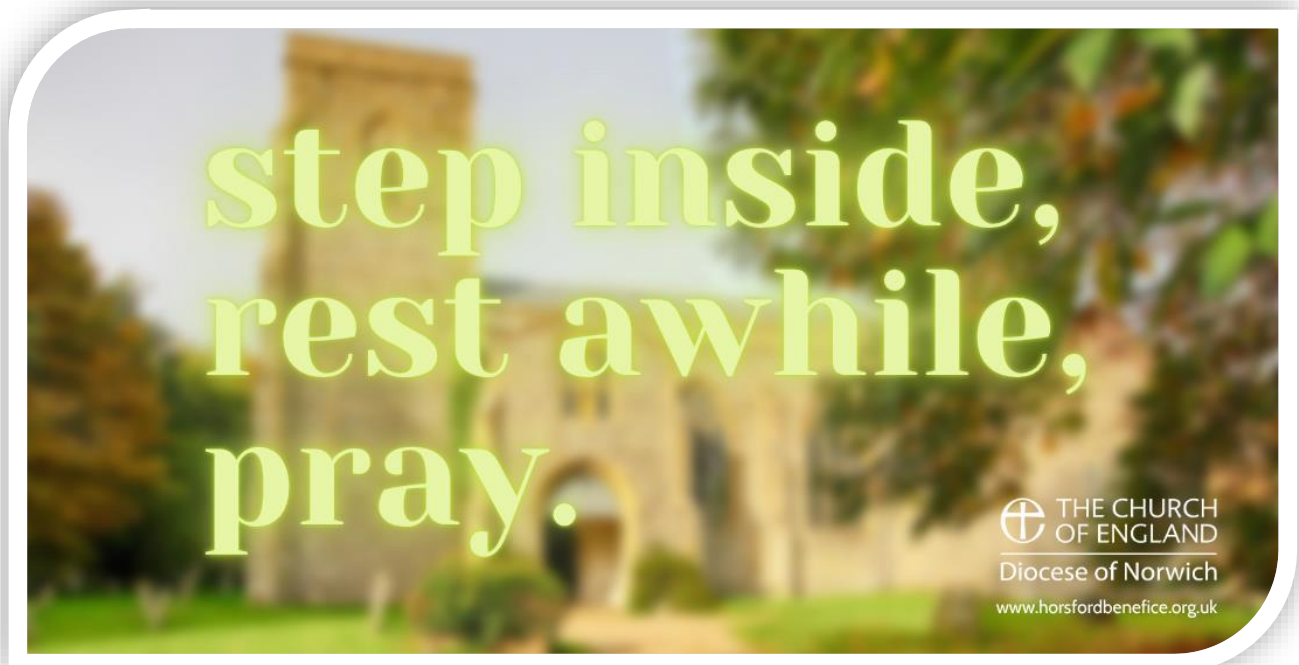
Planned giving has increased by 46%, there are two monthly standing orders and two who give using the parish giving scheme, all contributing to the cost of the church.

The PCC is grateful to Hevingham Parish Council for the grant of which is 54% of the churchyard maintenance. Parochial fees are lower this year compared to 2024 due to not as many services at Hevingham Church.

The church continues to have the roof alarm and servicing done. Despite the cost, it continues to be essential outgoing to ensure the safety of the roof. ECIR report was carried this year, which unfortunately has failed, meaning more work, which has now been approved to commence Springtime 2026. This is a total of £16980.

This year Hevingham Church has been able to give 100% (£1200) to The Parish Share, which enables work to continue in our community with having a Rector and provides the necessary support for Parish work to continue. £971.31 was paid to The Parish Share from Hevingham Church the remained of £228.69 was donated directly to the Parish Share on behalf of Hevingham Church.

**Kerry Loades-Page, Treasurer and IEA**



# Accounts and Independent Examiners Report 2025

**Hevingham Parochial Church Council**  
**Statement of assets and liabilities at 31 December 2025**

	General Fund	Res Fund	Total
	31/12/2025		
<b>Current assets</b>			
Central Board of Finance Accounts			
Barclays Community Account			
Bank Current Account	£ 1,055.05		
Bank Community Account			
Restoration Fund account		£ 44,424.33	
Money in Transit between Accounts			
<b>Total Current Assets</b>	<b>£ 1,055.05</b>	<b>£ 44,424.33</b>	
<b>Current Liabilities</b>			
Bank overdraft			
Creditors			
Reserves for Roof			
<b>Net Current Assets</b>	<b>£ -</b>	<b>£ -</b>	
<b>Reserves</b>			
Brought forward	£ 495.85	£43,896.32	
(Deficit) surplus for year	£ 559.20	£ 1,977.82	
Restoration fund transfer		-£ 1,449.81	
Reapr transfer			
Legacy			
<b>Carried forward</b>	<b>£ 1,055.05</b>	<b>£44,424.33</b>	

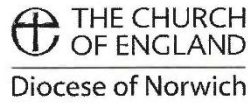
Approved on behalf of Hevingham PC

Signed:

Date: 26 March 2026

**Hevingham Parochial Church Council**  
**Receipts and payment account**  
**For year ending December 2025**

	General fund	Restoration Fund	Total
<b>Receipts</b>			
Church Collections	£ 2,185.50		£ 2,185.50
Tax reclaimed	£ 173.20		£ 173.20
Parochial fees W&F	£ 4,769.00		£ 4,769.00
Grass Cutting Grant	£ 1,920.00		£ 1,920.00
Parish Fees	£ 255.00		£ 255.00
Donations	£ 1,563.00		£ 1,563.00
Planned giving	£ 1,299.00		£ 1,299.00
Fundraising	£ 100.00		£ 100.00
Interest			£ -
Bank transfer for repairs			£ -
Sundry income	£ 25.00		£ 25.00
Capital Gains CCL Inv	£ 1,449.81		£ 1,449.81
<b>Total Receipts</b>	<b>£ 13,739.51</b>		<b>£ 13,739.51</b>
<b>Payments</b>			
Parochial Fees	£ 1,116.31		£ 1,116.31
Parish fees	£ 405.00		£ 405.00
Insurance	£ 2,817.96		£ 2,817.96
Donations	£ 361.09		£ 361.09
Grass cutting	£ 3,500.00		£ 3,500.00
Sundries	£ 302.79		£ 302.79
Clergy Exp	£ 191.93		£ 191.93
Parish Share	£ 550.00		£ 550.00
Music & other lic	£ 69.00		£ 69.00
Fundraising	£ 202.15		£ 202.15
Repairs	£ 3,063.80		£ 3,063.80
Utilities	£ 599.29		£ 599.29
<b>Total payments</b>	<b>£ 13,179.32</b>		<b>£ 13,179.32</b>
Surplus/ (deficit)	<b>£ 560.19</b>		



### Independent Examiners Certificate

Report to the trustees/ members of: Hevingham PCC  
On accounts for the year ended: 31/12/2025  
Charity no (if any):

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended / / .

#### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [ ]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: K Loades Date: 12/12/2026  
Name: KERRY LOADES-PAGE

Relevant professional qualification(s) or body (if any)

AAT LVL 3 licence

Address:

24 Holt Road

Felthorpe

NR10 4DD

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose

N/A

# Hevingham Safeguarding Action Plan: Level 2

## Introduction

The Church of England’s safeguarding policy statement, *Promoting a Safer Church*, says:

“All Church bodies should ensure that they have a ‘Promoting a Safer Church’ action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.”

To help parishes prioritise their safeguarding work, a *Safeguarding Dashboard* can produce three levels of Action Plan:

- Level 1 - Safer foundations
- Level 2 - Safer foundations and activities
- Level 3 - Safer foundations, activities and practices

The PCC is asked to discuss and approve this Level 2 Action Plan.

Most Level 2 actions must be completed before the *Safeguarding Dashboard* can produce a Level 3 Action Plan.

Only a Level 3 Action Plan shows all the mandatory requirements with which the parish must comply. It is therefore important that the Dashboard advances to Level 3 as quickly as possible.

## Overall Progress

40% progress has been made towards the mandatory requirements of the Church of England



## Policies and Action Plan: Status

<p><b>Safeguarding Policy Approval</b></p> <p>The PCC must approve a parish safeguarding policy which complies with Church of England requirements.</p>	<p>The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy.</p>
<p><b>Safeguarding Policy Promotion</b></p> <p>'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.</p>	<p>Questions need to be reviewed before 04/05/2026.</p>
<p><b>Safeguarding Action Plan</b></p> <p>The PCC must approve a Safeguarding Action Plan and review it at least once a year.</p>	<p style="text-align: center;"><b>Urgent</b></p> <p>The PCC needs to review their Safeguarding Action Plan.</p>
<p><b>Recruitment of Ex-Offenders</b></p> <p>The PCC must have a policy regarding the recruitment of ex-offenders.</p>	<p>The PCC last reviewed their policy regarding the recruitment of ex-offenders on 03/03/2024.</p>

## Safeguarding Procedures Status

<p><b>Responding to Concerns or Allegations</b></p> <p>The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse).</p>	<p style="text-align: center;"><b>Urgent</b></p> <p>The PCC needs to review their procedure.</p>
<p><b>Lone Working</b></p> <p>The PCC must follow the Church of England's safeguarding guidance regarding lone working with children or vulnerable adults.</p>	<p>Action is required.</p>
<p><b>Appropriate Boundaries</b></p> <p>The PCC must follow the Church of England's safeguarding guidance regarding appropriate boundaries with children or vulnerable adults.</p>	<p>Action is required.</p>

## Safeguarding Role: Status

<p><b>Parish Safeguarding Officer</b></p> <p>The PCC must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Parish Safeguarding Officer.</p> <p>The appointment is to be made in accordance with national 'safer recruitment' guidance.</p>	<p>A Parish Safeguarding Officer was appointed on 05/02/2020.</p>
<p><b>Churchwardens</b></p> <p>The churchwardens must be made aware of their safeguarding responsibilities.</p>	<p>A question needs to be reviewed before 01/07/2026.</p>
<p><b>DBS Administrator</b></p> <p>The PCC must appoint at least one DBS Administrator who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.</p>	<p>The PCC has appointed at least one DBS Administrator.</p>

## Training for Key Roles: Status

<p><b>Parish Safeguarding Officer</b></p> <p>The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training.</p>	<p>The Parish Safeguarding Officer has completed the required safeguarding training.</p>
<p><b>DBS Administrator</b></p> <p>The PCC must ensure that DBS Administrators undertake the required safeguarding training.</p>	<p><b>Urgent</b> Action is required.</p>
<p><b>PCC Members</b></p> <p>The PCC must ensure that all their members undertake the required safeguarding training.</p>	<p><b>Urgent</b> PCC members need to complete some safeguarding training.</p> <p><i>[Notes: There are no PCC members currently]</i></p>

## Displayed Information: Status

<p><b>Safeguarding Policy Notice</b> Each church building must display a notice about its safeguarding policy.</p>	<p>A notice about our safeguarding policy is being displayed in each church building.</p>
<p><b>Safeguarding Who's Who</b> Each church building must display contact details for people who have safeguarding roles.</p>	<p>Contact details are being displayed in each church building.</p>
<p><b>Safeguarding Poster</b> Each church building must display a 'Promoting a Safer Church' poster.</p>	<p>A poster is being displayed in each church building.</p>
<p><b>Parish Website</b> Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).</p>	<p>Safeguarding arrangements are clearly visible on the front page of our parish website.</p>

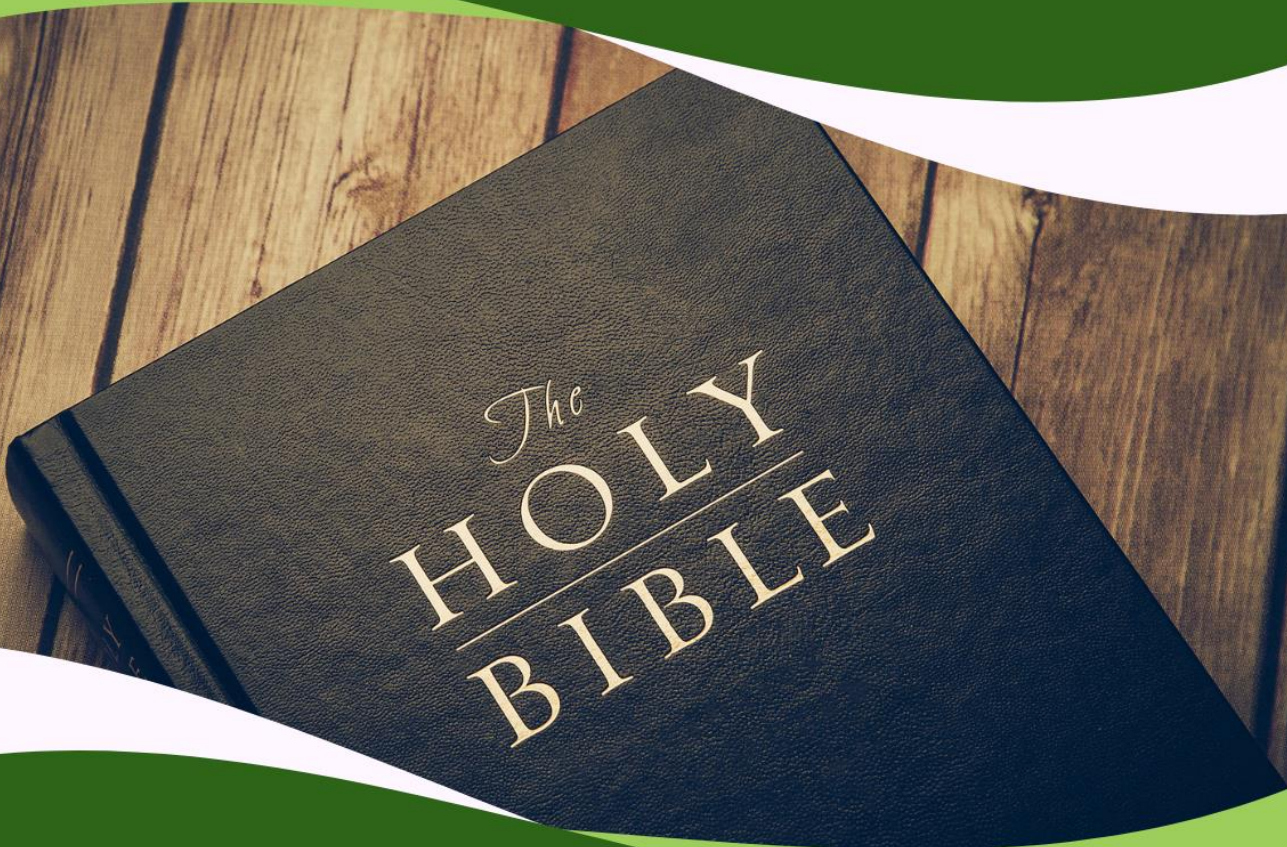
## Reviews and Reports: Status

<p><b>PCC Agendas</b> Safeguarding must be a standing agenda item at every PCC meeting.</p>	<p>Safeguarding is a standing agenda item at every PCC meeting.</p>
<p><b>Reports to the PCC</b> The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.</p>	<p>The PCC last received a safeguarding report on 24/02/2026.</p>
<p><b>Reports to the APCM</b> At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	<p><b>Urgent</b> The APCM has not received a safeguarding report within the past year.</p>
<p><b>Review List of Church Activities</b> The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	<p><b>Urgent</b> Action is required.</p>

## Church Activities

**By approving this Action Plan**, the PCC confirms that there are no church activities that involve teaching, training, instructing, caring for, supervising or transporting children (under 18) or vulnerable adults. Nor are there any other church activities that are organised primarily for children or vulnerable adults.





*The*  
**HOLY**  
**BIBLE**

