



Catholic Parish of St Cuthbert Mayne, Launceston
Incorporating the communities of
St Peter's, Bude and **Our Lady of Victories, Callington**

Annual General Meeting

at St Cuthbert Mayne Church, Launceston
Charles Langdon Room (Hall)
on Sunday, 14th May 2023 at 12:00noon

Agenda

Meeting chaired by Fr John Deeny, PP

Welcome and opening Prayer

Parish Pastoral Council Constitution (page 2)

New PPC members

Parish Financial Report (page 6 +)

Any Other Business



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The Pastoral Council for
St Cuthbert Mayne, Launceston and
St Peter's, Bude and
Our Lady of Victories, Callington

1. This Council shall be known as the Parish Pastoral Council (PPC) for St Cuthbert Mayne, Launceston incorporating the communities of St Peter's, Bude and Our Lady of Victories, Callington (hereafter referred to as The Council).
2. The purpose of the council shall be to provide an opportunity for the body of Christ's faithful to share the responsibility for the life of the parish in a consultative capacity and in accordance with the code of canon law, by:
 - a. Discerning the needs of the parish and community, including the aims set out in the Plymouth Diocese Vision Statement.
 - b. Being a vehicle for the co-operation between parish and organisations.
 - c. Endeavouring to involve the whole of the parish in the work of the Church in response the present and future needs.
 - d. Being a means of fostering a sense of community in the parish.
 - e. Being a vehicle for communication between the parish and diocesan bodies.
 - f. Acting as a means of renewing life in the parish.
3. This council acts as an advisory body to the Parish Priest and exists to support the Priest in his work. The Parish Priest can override decisions made by the council.
4. The Council will consist of the Parish Priest and other members chosen as follows:
 - a. The Parish Treasurer
 - b. One Parish Safeguarding Representative
 - c. One Catechist Representative
 - d. Six members elected by parishioners, subject to the proviso that two members of the council will be drawn from Launceston, two from Bude and two from Callington.
 - e. The Parish Priest, if he considers it appropriate and with the agreement of the council, may appoint two further parishioners to the council.
 - f. The Parish Secretary will attend meetings for the purpose of taking accurate minutes but will not be a member of the council.
5. Election of the council:
 - a. Appointments under 4(a-c) above will be made prior to the appropriate Annual General Meeting of the council (see 8 below) and before members are elected under 4(d).
 - b. Elections under 4(d) above will be held prior to the appropriate Annual General Meeting of the council. Any parishioner may be nominated for election under paragraph 4(d) above unless



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appointed under 4(a-c) above or under 6 9C below. Parishioners will be made aware of who has been appointed under 4(a-c) or 6(c) before elections are held under 4(d).

- i. The elections under 4(d) will be conducted by ballot.
 - ii. In determining the parishioners elected under paragraph 4(d) above, regard shall be had to those appointed under paragraph 4(a-c) and to the proviso to the said paragraph 4(d).
 - c. The election will be conducted by ballot under the supervision of a nominee or nominees appointed by the council.
 - d. Nominees will be present at the appropriate Annual General Meeting of the Council (see 8 below).
6. Term of office:
 - a. The term of office for a parishioner appointed to or elected to the council shall be 3 years, except for officers of the council, who are appointed by that council under 6(c) below, who shall be 4 years.
 - b. The council will have the power to co-opt a parishioner to fill any vacancy arising on the council. The co-opted member will hold office for the remainder of the term he/she replaces.
 - c. Officers of the Council namely the Chair and Vice-Chair will hold that position for three years and be chosen by members of the council.
 - i. Each three-year council term will see two Chair and Vice-Chairs in place. The first appointed by the previous council membership to be replaced by the current council after their first year of office.
 - ii. Once a new Chair and Vice-Chair have been appointed, the outgoing office holders are to stand down from Council at the next Annual General Meeting. They are then replaced at that Annual General Meeting by two new members of the council representing their area of interest under 3(a-d) above or their Church community under 3(e) above. This is to be done in accordance with paragraph 5 above.
 - iii. A Chair and Vice-chair may only hold that office for one three-year term.
7. Council procedure
 - a. Because of the nature and purpose of the council, a short period of each meeting shall be given to prayer and reflection on an appropriate passage of the Word of God.
 - b. The council will meet at least 3 times per annum (excluding the Annual General Meeting of the council), will be presided over by the Chair. In the absence of the Chair, a chairperson will be elected for the meeting as the first item of ordinary business.
 - c. No council meeting shall last for more than ninety minutes unless the council decides on a extension of the time at the meeting.



- d. Decisions taken at the meeting will be made by consensus of those present.
 - e. The council shall cause minutes to be taken at each council meeting and shall require that these minutes be presented and confirmed at the next subsequent meeting.
 - f. A report of the proceedings of the council will be made to the parishioners as soon as practicable.
 - g. The council shall have power to appoint committees at such times and for such purposes as it deems fit. The council shall also have the power to co-opt members other than council member to serve on such committees, and may delegate the power to co-opt to those committees.
 - h. A quorum for the meetings of the council shall be the parish priest and 6 members of the council.
8. The Annual General Meeting
- a. An Annual General Meeting of the council will be held which all parishioners may attend. At this meeting:
 - i. The Council will present a report of the preceding years business.
 - ii. The Treasurer will make a presentation of the accounts for the previous financial year.
 - b. Any member of the worshipping community wishing to have any matter considered at the Annual General Meeting of the council shall submit such a matter in writing to the Parish Secretary no less than fourteen days before the Annual General Meeting.
 - c. At least 28 days notice of the Annual General Meeting of the council shall be given to the parish in the parish newsletter or in some other convenient manner.
9. Changes to the Constitution
- a. The constitution of the council may be changed only at the Annual General Meeting or at a Special General Meeting convened for the purpose, providing that the condition contained in paragraph 8(c) above has been observed.
 - b. The council and worshipping community must be given at least 14 days notice that changes to the constitution are on the agenda.
 - c. Any member of the worshipping community present at the Annual General Meeting or at a Special General Meeting may vote on proposed changes to the constitution.
 - d. At least two-thirds of those present at the Annual General Meeting or a Special General Meeting who are eligible to vote must agree to such a change.
 - e. Changes made to the constitution must be in accordance with any norms laid down by the Bishop and Canon Law.
10. This Constitution shall come into force as soon as it has been Adopted by Annual General Meeting or a Special General Meeting providing that the



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conditions laid down in paragraph 9 have been followed. It was lapse in accordance with Canon Law when the Parish falls vacant.

Revised and agreed by PPC 12th March 2023



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Receipts & Payments Report

047 - Launceston & Bude

Last 12 months to 31st March 2023

	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Total	Financial YTD
Assessable Income														
Giving	3,814.00	3,555.00	3,366.00	3,807.00	3,861.00	3,543.00	3,515.00	4,162.00	2,970.00	4,208.00	3,415.00	4,915.00	45,131.00	45,130.00
Tax Repayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,681.00	5,349.00	0.00	0.00	-148.00	8,882.00	8,883.00
Interest & Investment Income	0.00	0.00	10,746.00	0.00	0.00	0.00	0.00	0.00	11,053.00	0.00	0.00	0.00	21,799.00	21,800.00
Rents Received	701.00	731.00	761.00	701.00	731.00	731.00	731.00	761.00	731.00	701.00	731.00	731.00	8,742.00	8,745.00
Bookshop/Repository Sales	128.00	186.00	33.00	5.00	60.00	0.00	156.00	35.00	4.00	58.00	5.00	0.00	670.00	671.00
Total Assessable Income	4,643.00	4,472.00	14,906.00	4,513.00	4,652.00	4,274.00	4,402.00	8,639.00	20,107.00	4,967.00	4,151.00	5,498.00	85,224.00	85,229.00
Non-Assessable Income														
Grants Received	0.00	250.00	4,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,590.00	4,590.00
Insurance Claims	0.00	0.00	0.00	0.00	0.00	8,215.00	0.00	0.00	0.00	0.00	0.00	0.00	8,215.00	8,215.00
Extraordinary Income	0.00	0.00	0.00	0.00	0.00	0.00	1,686.00	0.00	0.00	0.00	0.00	0.00	1,686.00	1,686.00
Total Non-Assessable Income	0.00	250.00	4,340.00	0.00	0.00	8,215.00	1,686.00	0.00	0.00	0.00	0.00	0.00	14,491.00	14,491.00
Total Receipts	4,643.00	4,722.00	19,246.00	4,513.00	4,652.00	12,489.00	6,088.00	8,639.00	20,107.00	4,967.00	4,151.00	5,498.00	99,715.00	99,720.00
Expenditure														
Clergy	1,280.00	1,120.00	1,104.00	1,250.00	1,208.00	1,025.00	2,188.00	1,743.00	1,025.00	1,653.00	1,055.00	-4,355.00	10,296.00	10,297.00
Housekeeping	0.00	79.00	114.00	0.00	51.00	69.00	70.00	74.00	95.00	256.00	221.00	159.00	1,188.00	1,189.00
Church	32.00	223.00	209.00	0.00	88.00	530.00	716.00	28.00	256.00	654.00	152.00	447.00	3,335.00	3,336.00
Premises	862.00	6,567.00	496.00	2,351.00	2,500.00	1,490.00	3,886.00	2,094.00	1,659.00	898.00	3,983.00	3,826.00	30,612.00	30,612.00
Office & Admin	660.00	257.00	249.00	365.00	397.00	84.00	501.00	323.00	471.00	489.00	219.00	177.00	4,192.00	4,192.00
Wages	926.00	926.00	1,008.00	977.00	977.00	977.00	977.00	977.00	977.00	977.00	952.00	952.00	11,603.00	11,606.00
Financial	32.00	30.00	34.00	23.00	23.00	31.00	37.00	40.00	27.00	18.00	16,683.00	30.00	17,008.00	17,009.00
Donations from Parish Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	87.00	587.00	587.00
Fixed Asset Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,054.00	0.00	0.00	1,054.00	1,054.00
Other Expenditure	61.00	0.00	0.00	0.00	1,000.00	1,182.00	1,214.00	357.00	57.00	0.00	0.00	0.00	3,871.00	3,871.00
Investments in CIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	30,000.00	30,000.00
Extraordinary Expenditure	308.00	27,801.00	1,000.00	0.00	8,779.00	9,555.00	1,275.00	8,187.00	8,832.00	0.00	6,762.00	3,803.00	76,302.00	76,301.00
Bookshop/Repository Expenses	0.00	490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	490.00	490.00
Total Payments	4,161.00	37,493.00	4,214.00	4,966.00	15,023.00	14,943.00	10,864.00	13,823.00	13,899.00	35,999.00	30,027.00	5,126.00	190,538.00	190,544.00
Total Surplus / Loss	482.00	-32,771.00	15,032.00	-453.00	-10,371.00	-2,454.00	-4,776.00	-5,184.00	6,208.00	-31,032.00	-25,876.00	372.00	-90,823.00	-90,824.00
Surplus / Loss Percentage	10.38%	-694.01%	78.10%	-10.04%	-222.94%	-19.65%	-78.45%	-60.01%	30.87%	-624.76%	-623.37%	6.77%	-91.08%	-91.08%



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**Comparison with previous year:
income**

	31/03/23	31/03/22
Assessable Income		
Giving	45,130.00	46,774.00
Tax Repayments	8,883.00	6,595.00
Interest & Investment Income	21,800.00	20,573.00
Rents Received	8,745.00	8,565.00
Bookshop/Repository Sales	671.00	454.00
Legacies	0.00	32,728.00
Total Assessable Income	85,229.00	115,689.00
Non-Assessable Income		
Grants Received	4,590.00	95,921.00
Insurance Claims	8,215.00	0.00
Extraordinary Income	1,686.00	0.00
Total Non-Assessable Income	14,491.00	95,921.00
Total Receipts	99,720.00	211,610.00



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Comparison with previous year:

Expenditure

Clergy	10,297.00	6,131.00
Housekeeping	1,189.00	578.00
Church	3,336.00	2,363.00
Premises	30,612.00	23,667.00
Office & Admin	4,192.00	4,363.00
Wages	11,606.00	10,425.00
Financial	17,009.00	9,941.00
Donations from Parish Funds	587.00	860.00
	31/03/23	31/03/22
Fixed Asset Purchases	1,054.00	152.00
Other Expenditure	3,871.00	2,115.00
Investments in CIF	30,000.00	0.00
Extraordinary Expenditure	76,301.00	181,944.00
Bookshop/Repository Expenses	490.00	123.00
Total Payments	190,544.00	242,662.00
Total Surplus / Loss	-90,824.00	-31,052.00
Surplus / Loss Percentage	-91.08%	-14.67%



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Five-year comparison

	31/03/23	31/03/22	31/03/21	31/03/20	31/03/19
Assessable Income					
Giving	45,130.00	46,774.00	35,166.00	38,378.00	89,492.00
Tax Repayments	8,883.00	6,595.00	8,274.00	12,529.00	4,092.00
Interest & Investment Income	21,800.00	20,573.00	24,281.00	8,141.00	7,202.00
Rents Received	8,745.00	8,565.00	8,415.00	9,638.00	9,112.00
Bookshop/Repository Sales	671.00	454.00	95.00	1,118.00	1,040.00
Legacies	0.00	32,728.00	110.00	395,418.00	14,624.00
Other Income	0.00	0.00	1,348.00	1,393.00	1,383.00
Total Assessable Income	85,229.00	115,689.00	77,689.00	466,615.00	126,945.00
Non-Assessable Income					
Grants Received	4,590.00	95,921.00	212,308.00	250.00	250.00
Transfer from Curia	0.00	0.00	0.00	0.00	6,250.00
Insurance Claims	8,215.00	0.00	0.00	0.00	0.00
Extraordinary Income	1,686.00	0.00	100,000.00	0.00	0.00
Donations for Lourdes	0.00	0.00	0.00	158.00	201.00
Donations for Education Sunday	0.00	0.00	0.00	276.00	212.00
Total Non-Assessable Income	14,491.00	95,921.00	312,308.00	684.00	6,913.00
Total Receipts	99,720.00	211,610.00	389,997.00	467,299.00	133,858.00



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Expenditure

Five-year comparison	31/03/23	31/03/22	31/03/21	31/03/20	31/03/19
Clergy	10,297.00	6,131.00	7,075.00	8,708.00	8,739.00
Housekeeping	1,189.00	578.00	808.00	950.00	883.00
Church	3,336.00	2,363.00	2,938.00	5,767.00	5,106.00
Premises	30,612.00	23,667.00	21,236.00	23,543.00	28,753.00
Office & Admin	4,192.00	4,363.00	4,046.00	2,932.00	2,581.00
Wages	11,606.00	10,425.00	9,533.00	11,544.00	9,430.00
Financial	17,009.00	9,941.00	10,813.00	17,813.00	12,070.00
Donations from Parish Funds	587.00	860.00	1,305.00	474.00	250.00
	31/03/23	31/03/22	31/03/21	31/03/20	31/03/19
Fixed Asset Purchases	1,054.00	152.00	752.00	2,909.00	1,186.00
Other Expenditure	3,871.00	2,115.00	942.00	1,268.00	1,289.00
Transfer to Curia	0.00	0.00	1,108.00	276.00	412.00
Investments in CIF	30,000.00	0.00	0.00	0.00	0.00
Extraordinary Expenditure	76,301.00	181,944.00	253,907.00	396,147.00	36,997.00
Fundraising Expenses (deductible for levy purposes)	0.00	0.00	0.00	85.00	0.00
Hall Expenses	0.00	0.00	0.00	46.00	0.00
Bookshop/Repository Expenses	490.00	123.00	125.00	610.00	616.00
Newspaper Expenses	0.00	0.00	0.00	0.00	230.00
Total Payments	190,544.00	242,662.00	314,588.00	473,072.00	108,542.00
Total Surplus / Loss	-90,824.00	-31,052.00	75,409.00	-5,773.00	25,316.00
Surplus / Loss Percentage	-91.08%	-14.67%	19.34%	-1.24%	18.91%