



# St Mary's, Camberley

Trustees Annual Report and Financial Statements  
of the Parochial Church Council  
Year ended 31st December 2023

Incumbent:  
Revd Andrew Knowles

Church Wardens:  
Mrs L. Hall and Mr D. Duplock

Independent Examiner:  
AR Mitchell & Co Ltd

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**PLEASE NOTE:**

This report is the sum of many contributors, their words are enclosed forming this single report about the Life and Ministry of St Mary's, Camberley.

## Administrative Information

St. Mary's Church is situated in Camberley, Surrey. It is a part of the Diocese of Guildford within the Church of England. The correspondence address is:

St Mary's Church Centre, Park Road, Camberley, Surrey, GU15 2SR.

The Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission, Charity Number 1127459.

### PCC Members:

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting in accordance with the Church Representation Rules. PCC members for 2023 are listed below.

PCC members serve for three years, (shown in brackets). Church Wardens are elected each year. The approved PCC members who have served at any time from 1st January 2023 until the date of this report are:

Ex Officio members:

Incumbent: Reverend Andrew Knowles\* (Chairperson)

Curate: Reverend Sue Duplock

Elected members:

Church Wardens: Mr Darren Duplock\* (2021 – 2024)

Mrs Lesley Hall\* (2022 – 2025)

Representatives on the Deanery Synod:

Mrs Lesley Hall\* (2023 – 2026)

Mr Darren Duplock\* (2023 -2026)

Representative on the PCC: There are three vacancies on the PCC.

Mrs Maria Morris (2022 – 2025)

Ms Tyrrell Brett (2022 – 2025)

Mrs Rosie Jones (2023 – 2026)

Mrs Joan Hibbins (2023 – 2026)

Mrs Penny Newson (2023 – 2026)\*

Mr Mike Emery (2023 – 2026)

\*Members of the Standing Committee from April 2023



Officers to the PCC (non PCC members): each officer was invited to report to the PCC over the last 12 months.

Mrs Kay Rothwell (Electoral Roll Officer)

Mr Rodney Bates (Safeguarding Officer until April 2023)

Ms Abbigail Ruddock (Safeguarding Officer from April 2023)

Mrs Rosie Jones (Designated Safeguarding Lead)

Mr Melvyn Hayward (Data Controller)

Mr Darren Duplock (Health and Safety Officer)

Consultants to the PCC (non PCC members)

Mrs Karen Liddington (HR Consultant)

Mr John Bradstreet (Health and Safety Consultant)

Mr Jonathan Deeming (Architect to the parish)

## PCC Structure, Management and Governance

The membership of the Parochial Church Council includes: the ordained Minister, and Curate, and those elected, the Church Wardens and two Deanery Synod representatives and seven PCC members. All those who attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training in the workings of the PCC.

The PCC operates throughout the year with the full council meetings (every month except August) and the subgroups called 'Teams' that meet regularly and report to the full PCC meetings. The PCC Officers report to each PCC meeting to ensure good communication.

In 2023, there were nine full PCC meetings held, plus the Vestry meeting and the Annual Parochial Church Meeting.

### Standing Committee (Operations Team)

The Standing Committee is a statutory PCC Committee. It carries out the work of the PCC between meetings. The Incumbent and Church Wardens are ex-officio members (of all teams), and the PCC appoints at least two of its members.

### People Team

Overseeing the resource of people, those employed by St Mary's or volunteering for St Mary's, to ensure that we support them and fulfil our legal obligations. The safeguarding team has met but the People Team didn't in 2023.

- Incumbent (ex officio)
- Curate
- Church Wardens (ex officio)
- Parish Safeguarding Officer
- PCC Member
- Advisers: HR Consultant, Parish Safeguarding Officer (PSO), Data Protection Officer.

### Building Team

Overseeing the resource of our buildings to ensure they are appropriately cared for and fit for the mission and ministry of St Mary's. The Operations Team covered this work.

- Incumbent (ex officio)
- Church Wardens (ex officio)
- Lay members

### Finance Team

Overseeing the resource of our finances to ensure they are appropriately managed and support the mission and ministry of St Mary's.

- PCC Treasurer (ex officio)

- Finance Officer
- Incumbent (ex officio)
- Church Wardens (ex officio)
- Advisers: Diocese and Charity Commission Officers

## Operations Team

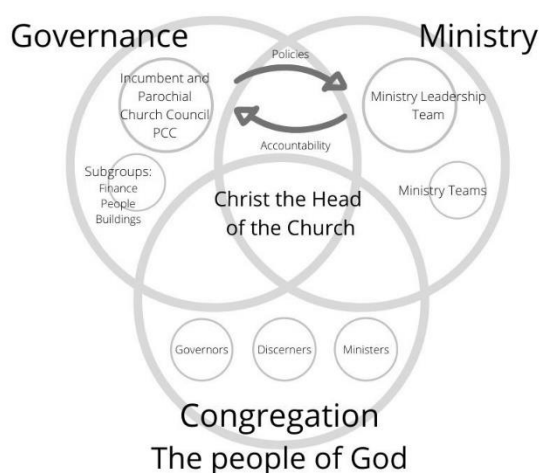
See Standing Committee

## Ministry Leadership Team

The Ministry Leadership Team oversees the ministry at St Mary's, and it is accountable to the PCC. The core team is those who have been called by God, affirmed by the Church and are exercising licensed ministry. Additional team members are invited to join by the MLT team and Incumbent. The MLT is responsible to the PCC, reporting regularly, and making proposals for the PCC to approve.

The Ministry Leadership Team oversees the many ministries at St Mary's to offer leadership and support. Each ministry within St Mary's must be approved by the PCC, along with the necessary paperwork, so we fulfil our legal requirements.

**This diagram shows how St Mary's operates.**



## The PCC as an employer:

Operations Manager: Mrs Kay Rothwell (20 hours per week) who retired at the end of August 2023

Welcome and Bookings Officer: Mrs Gwen Mullins (15 hours per week) started in September 2023

Administrative Support Officer: Mrs Phillippa Pluess (7.5 hours per week term time only) started in September 2023

Finance Officer: Mrs Esther Westwood (6 hours per week)

Caretaker/cleaner: Mr Gregorz Musolf (10 hours per week)

The PCC is grateful for the commitment of its staff, their work and ministry at St. Mary's. Every year has its challenges at St Mary's and we are indebted for their dedication.

We would like to thank Mr Mike Emery for maintaining our IT equipment for both the Church and the Nursery, which is always developing. St. Mary's Camberley website is managed by Mr Ian Robson with the help of Mrs Kay Rothwell and Phillippa Pluess. We thank them for their hard work.

### **The PCC oversees those who volunteer.**

Like most charities, St Mary's has seen a change in its volunteering, we are grateful for all who have given their time, and work for the benefit of us all.

We are aware of the need for more people to volunteer to share the workload. We are continually reshaping the way we work and looking to build up teams and team leads. We are creating a Volunteers Handbook which will be completed in 2024 and participating in running a Growing Leaders Course with other churches in Surrey Heath.

## **Objectives**

The objectives of the PCC are set out in The Parochial Church Council (powers) Measures 1956, which defines the functions and powers of a PCC. Under the amended Measure, St. Mary's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Andrew Knowles, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical as set out in the Church Representation Rules.

The PCC is also specifically responsible for the maintenance of the Church and the Church Centre Complex of St. Mary's, Park Road, Camberley, GU15 2SR. St. Mary's House is the responsibility of Guildford Diocese and the parish is responsible for internal decorating.

St Mary's PCC therefore shares with the Incumbent the responsibility for:

- a) The promotion of the whole mission of the church – pastoral, evangelistic, social and ecumenical – within the ecclesiastical parish of St Mary's, Camberley.
- b) The efficient administration of the parish and its funds. The PCC is responsible for funding the maintenance and repair of the Church Centre (which includes the Church).

The PCC has considered the Charity Commission guidance on public benefit and believes the guidelines have been met as the activities of the church are open to the public at large and are for public benefit.



## Vision: Our shared vision and mission strategy across the Guildford Diocese



Since its launch in September 2016, the Diocese of Guildford has committed itself to the vision of a Transforming Church, Transforming Lives.

At its heart, our vision is about growth – growth in our personal faith and as a Church body, which in turn has a positive impact on the flourishing and growth of the communities we serve in all sorts of ways.

### Our refreshed focus

Following a second prayerful listening exercise, and looking at the National Church's focus of 'Simpler, Bolder, Humbler' we have opted for three related priorities that refresh and evolve our original vision:

#### **Growing Disciples** brings together,

- Encountering God through worship, prayer, retreat and learning.
- Everyday Faith – sharing and expressing our faith in daily life, and exploring vocation.
- Meeting with our Church family in all sorts of contexts for Christian encouragement, friendship and support.



**Growing Diversity** will mean for many Parishes increasing the amount of younger people, and also growing our diversity in every way to ensure we better reflect the communities we serve. It means continuing the great work our schools are doing. It means having the courage to experiment with new ways of being Church, physically and digitally.

**Growing Community** builds on the community partnerships of our parishes, chaplaincies, and schools – many of which were developed throughout the pandemic. It also draws in the critical work across our communities to care for the Earth and reduce carbon emissions.

### **The Parish Needs Process is the vehicle to bring this life to life locally**

Mission Enabler Team and the Parish work together exploring ways they can grow disciples, grow diversity and grow community. This process happens every two years and a Church Development plan is created as a route map.

## St Mary's Vision: to be 'Christ Centred and Jesus Shaped'

There are four aspects to this vision statement:

**1. We want to see everyone living with God at the centre of their lives.**

The Bible tells us:

*'We love because God first loved us'.* 1 John 4:19

And He expresses His love for us by giving us His only Son

*'For God loved the world so much that he gave his only Son, so that everyone who believes in him may not die but have eternal life'.* John 3:16

We want to be a community that expresses this by being Christ Centred and Jesus Shaped, which is part of the Church of England's vision. *'A Church for the whole nation which is Jesus Christ centred, and shaped by, the five marks of mission. A church that is simpler, humbler, bolder.'*

God is not a lifestyle choice, a social option, or another element of our compartmentalised lives. He doesn't revolve around us, to serve our needs when we ask Him. We want to help others to place Jesus at the centre of their lives.

**2. We want to create a place of belonging for everyone.**

We believe that through Jesus, God invites all of us to be a part of his global, history spanning family, which is the church. We believe that this invitation is equally open to everyone, regardless of their race, nationality, gender, disabilities, sexuality, age, social class and political views.

We believe that this family is the best possible context to experience life in all its fullness (John 10:10); a place where we can both know God together as his people, and equip each other to know him individually. In this family, we form our identity in, and allegiance to, Jesus. We place God at the centre of our lives, and at the centre of our community. We become Christ Centred and Jesus Shaped.

**3. We want to remove barriers that prevent others from joining in**

We also believe that Jesus calls us to actively invite all people to join and participate in this family. We acknowledge that we - the Church - have not always been so good at this. So we want to make sure that our family dinner table is always big enough for another person to join it. Access, not barriers. Inclusion, not exclusivity. Love, not judgement. Belonging, not superficiality.

**4. We want to live 'Jesus shaped lives'**

Jesus said 'If you have love for one another, then everyone will know that you are my disciples'. John 13:35. We want to live distinctive lives and the phrase a Jesus shaped life is borrowed from our sisters and brothers in the Anglican Communion and puts the Five Marks of Mission at the centre of our life in Christ.<sup>1</sup> They describe a vocation to be the ones who:

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<sup>1</sup> <https://www.churchofengland.org/about/leadership-and-governance/emerging-church-england/vision-and-strategy#na>

- tell the story of Jesus Christ
- teach the faith of Jesus Christ
- tend to the cares of the world
- transform the unjust structure of society; and
- treasure and safeguard the integrity of God's creation

It is important to note that the Church of England's vocation is and always has been to proclaim the good news of Jesus Christ afresh in each generation to the people of England.<sup>2</sup>

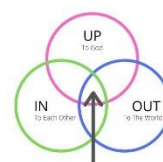
## Values<sup>3</sup> - why we do what we do.

We believe and trust in one God, Father Son and Holy Spirit. God has revealed himself through the Bible. God has revealed himself most clearly through the gift of his Son, Jesus Christ. God makes himself known personally to each believer through the work of the Holy Spirit. Whilst these statements are true for us, the following seven values have been important to St Mary's over the years and help us to follow Jesus all the year round.

1. **Prayer** - Connecting with God in new ways, to new depths. Cultivating prayer for lifelong and everyday faith.
2. **Worship** - Calling people to a holistic life of devotion as they grow in knowledge of God's infinite love.
3. **Family** - Inviting participation in God's magnificent, global, gifted, flawed, history-spanning family: the Church.
4. **Power** - True transformation – becoming like Jesus – is only possible through the power and the presence of the Holy Spirit.
5. **Justice** - Seeking Jesus' redemptive Kingdom on Earth, we join a physical, spiritual battle against injustice both personal and systemic.
6. **Evangelism** - Good news is worth sharing. We want to help people be able to talk naturally about life-changing faith with their friends.
7. **Creativity** - Discovering how creativity can serve the renewing and repainting of the world, learning from the God who is "making all things new".

## UP, IN and OUT

The UP, IN and OUT is a simple diagram to help remember and understand our vision, mission and values.



<sup>2</sup> <https://www.churchofengland.org/about/leadership-and-governance/emerging-church-england/vision-and-strategy#na>

<sup>3</sup> <https://www.youthscape.co.uk/satellites/vision/values>

## Church Development Plan<sup>4</sup> - strategy

The Church Development Plan was created by the PCC, in partnership with the Diocese. It was approved and forms part of the Deanery and Diocesan Mission Plan.

Progress made	
Green	We have achieved the aim and continue to refine
Amber	We have made a good start but more work is needed
Red	We have not started

#	Wider Aim	Diocesan Goal	Specific Action Points
1	(UP: growing deeper) Prayer: to be known as a people and a place of prayer.	1. Making disciples	To form a prayer team and to review our corporate prayer life To develop a corporate rhythm of prayer Make prayer more accessible and natural for both the Church Family and the Parish Praying for spiritual and numerical growth
2	(IN: growing together) Reconnecting with those within and outside St Mary's.	1. Making disciples	To establish our new services, to review and change as needed (compelling worship) Connect our corporate worship with everyday faith To enable every person to know that they have a part to play and remove any barriers PCC Away Day to explore: building a discipling culture Explore new connect groups for caring and support within St Mary's
3	(OUT: branching out) Part One: Growing younger and more diverse. Children and Young People are NOT the church of tomorrow, but the church of today.	3. Growing youth and children's ministry	New vision and relaunch Tots and Dots - toddler group. Improve the spiritual nurturing of children within St Mary's Nursery and local Schools Re-imagining the provision of Children and Youth ministry at St Mary's - The place of our special needs adults and how we disciple them
	(OUT: branching out) Part Two: St Mary's Church Centre is a place where we express Christian love through welcome, hospitality and care. To be a place where lives are transformed.	6. Cultivating community partnerships	A renewed vision for the Church Centre To have an Operations Team to lead and support this work alongside paid staff To resource the Church Centre to fulfil the vision e.g. staff To collaborate with Church Centre guests, local council and local community

Good Governance - Building Confident Leadership <b>Simpler, Humbler and Bolder</b> <sup>5</sup>	Finance: appoint a Finance Officer and Treasurer. To produce and monitor budget
	Building: make it more accessible and fit for purpose. To complete the re-ordering.
	Communication/Administration: review what we do and how to improve it

<sup>4</sup> The Church Development Plan is a working document that is monitored and revised by the Ministry Leadership Team in association with the Parochial Church Council.

<sup>5</sup> <https://www.churchofengland.org/about/leadership-and-governance/emerging-church-england/vision-and-strategy#na>

## Achievements and Performance

### Leadership: PCC and Deanery Synod

#### PCC review of 2023

At every PCC meeting, the following papers are presented:

- Action Log: Updates requested before the meeting and any closures approved at the meeting.
- Paper B: updates from the PCC Officers.
- Paper C: updates from subgroups of the PCC.

By the end of the year, Papers B and C were replaced by a new single document reflecting the team structures and roles "Team Updates and Reports for the PCC".

#### January

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We reviewed 2022 and celebrated what worked, youth, tech team, friendly and welcoming, Christmas services, Remembrance service, disability support for Surrey Pride, diversity of services, prayer ministry, Eco church.

The PCC reviewed 2022 and we looked ahead at 2023. We agreed to trial the Book of Common Prayer (BCP) at the 9.00 am Sunday Holy Communion.

#### February

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Reflections and prayer based on the "Salt & Light" theme following Sunday's service.

Grants: LH gave a presentation of the many various grants potentially available – particularly for the building and repair work, and the information, timescales and data required to apply. Plan for Community Consultation to show their support for our proposals in the summer.

Looked at Newsletter formats and ways to coordinate calendars.

Reviewed a suggested Volunteers handbook as a base for our own.

PCC discussed pastoral care, the breadth of this from trained formal roles of 'the vicar/curate' visiting, to members of the congregation keeping in touch with each other.

We talked about reframing what we understand as Pastoral Care:

- admin is pastoral care,
- as is HR (reviews and appraisals),
- food – from bring & share, to baking cakes to show love.
- lifts – unofficial, but friends support when they know there is a need.
- prayer – prayer chain, prayer ministry (Sunday).

We identified the needs of a Pastoral Coordinator and to enlarge the existing visiting team.

Approval of bank account signatories.

Prayers for the month:



- How do we care for each other - listen to God, give a blank piece of paper for the spirit to work with.
- Recruitment of the right Youth Worker.

## March

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Colossians 1:20-23: the 'you' is not singular in this passage but plural. Highlighted the importance of 'us' when we think of the church as the body of Christ.

Finance: End-of-year accounts presented and approved. We have opened a CAF Deposit Account and approved the trustee's report for 2022.

2023 -24 plan: We talked about the following:

- Church Centre: maximising it's potential.
- Growing Leaders: to enable every ministry.
- Youth: to support Katy, our new pioneer Youth Worker
- Coronation of Charles III and Camilla

## March - APCM

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Vestry Meeting: Church Wardens elected.

APCM: Held within a service, reports given, and PCC members elected.

The annual meetings are a time of encouragement, seeing what God has done, and to pray about the future financial challenges we face.

## April

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Exodus 18:14-24 where Moses delegates responsibility.

Safeguarding update: we approved the PCC policy on Safeguarding and committed to the training required.

PCC Officers were appointed, and we talked about strengthening the Teams and Ministries we have.

Discussion and review of teams initiated. We agreed to form the four main teams:

- Building – led by Darren (Church Warden)
- People – led by Sue (Curate)
- Finance – led by the Finance Officer until Treasurer is confirmed.
- Communication and IT – led by Mike/Ian

Discussion of ministries and outreach proposed. E.g. easter egg give away successes.

LLM Licence of Michael Emery be renewed until 31 March 2025.

## May

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Luke 4:16 – 21. Jesus came not to be served, but to serve. We are so called to do the same. Looking today at how we serve our community.

Finance Team – looked at what they do and reviewed the draft finance plan. This includes having a “gift day” each June - gifting to others and church projects; and a “Stewardship Giving Day” each October looking at tithing and keeping the church going.

Church Centre: Agreement on the proposal for new roles following Kay's retirement. A time to better define and limit the roles.

The PCC looked at the “Wheel of Well-being” and discussed this as a vision to build on what we do at the church centre for the community. Discussed the role of the church centre – to be renamed “The Well”. The vision discussed was of the foyer as a safe social area, as a “well” in our community, a meeting place where all people feel welcome to come for socialising, and refreshment of both a physical and spiritual nature. We as a church can offer this to all visitors, like Jesus.

The PCC agreed the rebuilding would enable us to have our foyer as a “well” in our community. A community hub. “I come, so that they might have life in all its fullness”. The plan is to have a mixed economy of people, that ‘own’ the Centre. It is still run by the PCC, it is still the Church's, but it is a community hub.

PCC agreed to show Faith in action through our use of the Church Centre

1. Name and Purpose: “The Well”, to be a place of well-being.
2. The Centre becomes the place of “Well Being”. This will be part of the “Centre Manager” role, which might change when the current Centre Manager retires at the end of August.
3. This gives the Centre an identity and purpose
4. This fits in with the woman by the well and Jesus said – I come that they might have life in all its fullness.
5. Acknowledge we are not social workers but will collaborate with other partners about wholeness. We are not creating new charity, but space for people.

PCC Prayed: Prayed with thanks for Kay Rothwell who is leaving her role, and that the church can make the most of this opportunity to define the new role and get the right person, with the people skills for this.

## **June**

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No PCC meeting in June.

## **July**

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Matt. 11 Verses 28 to 30: “...Take my yoke upon you and learn from me; for I am gentle ...”. The yoke that is offered does not promise no burden, but to ease the load.

Paper B: Discussions on Data Protection, H&S report (DD), Church Warden roles and progress. Completion of logbook and terrier by Church Warden. Discussion on implications. Church teams plan progress and discussions of responsibilities. Reviewed team logs being developed.

Defined our 'Standing Committee' - a legally required governance board. This will cover the roles of the Operations and Management team not now covered by the new groups. It will make urgent decisions between PCC meetings when required. The PCC voted in the standing committee representatives.

The new safeguarding officer and treasurer were approved and celebrated.

We reviewed the staffing needs for St Mary's, and concluded that the current Centre Manager should be split into two roles: Welcome and Bookings Officer and Administrative Support Officer. These roles will be paid and part-time.

PCC Prayer Request: To fill up the teams, will take suggestions from others - but team leads to pray and think who has the right skills. Doers, strategists, administrators.

## August

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No meeting

## September

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Matthew 18: 21 – 25. As a PCC we may need to deal with difficult interpersonal situations, but even when our church family solutions fail, we need to seek to understand and deal with love. The importance of listening to each other to be the solution to a problem, and not the cause.

Finance: The new card reader is up & running.

Safeguarding: Training progressing. Subscribed to Thirtyone:eight, a safeguarding charity for Trustees – easier to understand. DBS clearance training is ongoing.

These two Documents are to be reviewed and approved by the PCC:

**Safeguarding Policy and Practise:** The diagram on page 2 is particularly important – 'How do we respond to an allegation or concern', ties up our commitment to safeguarding.

### **Delegation by the PCC Members: Reporting of Serious Incidents to the Charity**

**Commission:** When there is a serious incident, we delegate our responsibility to the Diocese.

Peoples Team: Update from SD - Volunteers, Pastoral, Recruitment and Eco.

Finance Team: Review and discussion. Still looking at a deficit - people have been generous and these are difficult times – we can just pray.

Building Team: Quinquennial Inspection (QI) Report has come through - A lot of roof repair work is required. The PCC looked at some of the grants available for community, charities and from CofE – following on from LH work in March.

Worship Leadership: Preparing for Christmas. Plan to focus on **Christmas Worship**, rather than **Christmas Events**. PCC approved the proposal to have all events non-alcoholic this year, as it can be a barrier for some.

Tech Team: We have received redundant computers from SHBC, and these are replacing our computers. A big thank you to Mike Emery for overseeing this work.

Church Development Plan (CDP); reviewed our current CDP. Discussed where we think we are now after a lot of progress in recent months – achievements and goals.

**We have accomplished a lot and put the plan into a new phase.** Will now be re-doing the whole plan with a clearer scope, set objectives/achievement goals and specific actions.

The values in the plan should drive our “UP, IN, OUT” vision.

PCC Prayed: pray through this values list, identifying people to find places in this to use their gifts and talents more effectively, bringing life and enthusiasm to our action on these values, ensuring 'everyone gets to play'.

## October

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Diocesan Safeguarding Officer, Jane Huttly visited St Mary's PCC and the meeting was opened to the whole of the congregation.

## November

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Progress reports were presented including the new logo for The Well.

Matt 7: 7-8. Passage from the sermon on the mount and Gods willingness to answer those who sincerely seek him. Ask, Seek and Knock are an escalation or rising intensity of request for God, and should be reflected in how we pray and look for his will and help.

**Approval of delegation.** If there is an incident, the PSO needs to talk to an approved group of people in the Church. This team can give approval to delegate issue to the Diocese to take action and report back. PCC agreed this should be the Standing Committee.

A Peoples Team and Data Protection reports, and the Building Team minutes were submitted last week for PCC to review. PCC meeting dates for 2024 agreed.

Jane Huttly Safeguarding meeting last PCC – discussed how useful and powerful it was for some and what we can learn from it. The safeguarding action plan is progressing well – from 52% compliant last year to 78% now. We have a small team progressing this rather than one individual.

Finance – budget for 2024 reviewed. Regular monthly giving through PGS is very helpful for budgeting and helps with gift-aiding. We are looking at a shortfall, which will come from our share due to the Diocese. Taking into account income and expenditure (Church & centre), *without* projects like building works, we will have a deficit of £17k. The Centre supports itself and helps the Church.

The Well

AK showed the PCC the new logos for the Church, the Nursery work in with a new logo for The Well. It has an identity, and we now need to launch it – with Christmas being a great time to do so. We want those who rent the centre to become a community inspiring people to grow in fullness of life. Much of what we do is already kingdom work – build on that.

PCC Prayed – Asked for blessings on those who are facing difficult times in our PCC and church family. What do we do about the deficit? Pray, hold onto faith. Let's hold tighter to God's

hand and trust. Grace abounds. Grace is not “deserved or earned, it is a gift. Remember the rainbow, Gods promise.

## December

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The PCC did not meet due to Andrew having Covid.

### Note:

We continue to be mindful that the number of volunteers has reduced, and it is easy to increase the workload. The theme of Simpler, Humbler and Bolder has been helpful in our decision-making and the Volunteers Handbook will be a helpful addition.

## Deanery Synod review of 2023

Clergy: Revd Andrew Knowles, Revd Sue Duplock,

Lay representatives: Mr Darren Duplock (2020 -2023) and Mrs Lesley Hall (2023 -2026)

There have been four Deanery Synod meetings: July, September, November and February. A typical format of meetings is:

- Update from Area Dean and Lay Chair
- Report from Diocesan Synod – including Diocesan finance, and Parish Needs initiatives
- Parish News (optional but can report good news or challenges)
- Parish Needs Process and Support
- Deanery Mapping (working together)

Since last year administrators and treasurers sub groups have been formed to allow collaboration between parishes within the deanery on Administrative and Finance matters.

**July meeting:** at St John the Baptist, Bisley, this discussed elections from clergy and laity to the Diocesan Synod. The parish news and eco initiatives included the shared youth worker between St Mary's and St Martins, and that several parish churches had beehives.

The report from the diocesan synod highlighted a number of initiatives to support parishes including:

- Growing leaders through the Lay Associate Minister programme starting in September
- Revitalisation projects to sustain parishes
- Growing Younger through the Youth Catalyst funding from the national church
- Education – academisation project
- Employing a company to manage the Net Zero challenge for schools

The outcome of the proposal by Andrew Knowles of St Mary's, Camberley to change Canon Law to remove the requirement for a Communion service to be held on a Sunday was reported. It had been rejected by the Diocese, but the Bishop had the power to relax the requirement in specific cases. Parishes were invited to apply as needed.

Members were invited to provide feedback on the support offered through the Parish Needs Process up until now, and identify areas for future collaboration – the latter included a Deanery Choral Evensong to engage people in church, the fact that collaboration of Deanery



administrators via a subgroup was now in operation, and a similar group was proposed for treasurers.

**September meeting:** at St. Anne's, Bagshot.

Environmental activities of various parishes were highlighted. Parishes were encouraged to perform an energy audit

Parish Collaborations were celebrated, including the launching of The Youth Hub (which complements 'The Point') to provide an opportunity for young people to explore their faith in a deeper manner. Hosted at Heatherside vicarage, although is outgrowing this, and led by the parishes' Youth workers. Also, it was noted that the CPAS Growing Leaders course had been launched with 28 participants for 7 churches meeting monthly until July 2024.

The Administrators group identified an opportunity for a co-ordinated approach with Marriage Preparation courses.

**November Meeting** at St Martin's, Old Dean, Camberley

There was an activity where each parish identified gaps (in its provision for various ministry areas – e.g.: youth, seniors, flowers, finance, etc), and areas that they felt they were doing well (and what lent to this success). This exercise was to provide information to feed into parish and deanery needs processes, and identify areas for future collaboration.

Also, the decision was made to recruit a part-time deanery secretary (as no volunteers had come forward).

In addition the Diocesan Net Zero report was provided showing progress to date and ongoing challenges, and also the Diocesan 2024 budget, showing the Ministry costs (ie: incumbents and their housing account for c. 70% of the Parish Share, with the remainder being used for shared costs).

An overview of Cycle 2 of the Parish Needs Process was presented.

**February meeting:** at St Paul's, Camberley. After updates on Parish and Deanery news, and a report from the Treasurers' group meeting (where the 2024 Diocesan budget, its implications and the current positions of the participating parishes were discussed, and also the different finance software used by each parish, and whether there was opportunity for streamlining) there was a detailed presentation on Cycle 2 of the Parish Needs Process, where the focus will be on Discipling the Core, Growing Diversity and Growing Community. Since then a Strategy day was held at St Mary's, Camberley on 2 March 2024, to which further representatives from the various parishes were invited, and which provided ideas for identifying the most effective areas to work on.

## **Worship:**

We continue to lead St Mary's worship with flexibility and imagination. We are focussing on including all learning styles to engage with our diverse congregation. We provide access to our main Sunday service via zoom, as well as meeting in person.

- Wednesday Holy Communion: 10.00 am
- Sunday Services:
  - 9.00 BCP Holy Communion (said)
  - 10.30 am Morning Worship/Holy Communion
- Prayer Stream: faithfully praying for those in need.

Those responsible for our rotas:

Leaders/Preachers: Andrew Knowles  
Musicians/Singers: Ruth Walker  
Tech Team: Mike Emery  
Welcome Team: Melvyn Hayward  
Bible readers/Intercessions: Paul Crossley  
Prayer Ministry: Chris Simons and Val Goddard  
Coffee/Hospitality: Kathryn Knowles  
Children: Kathryn Knowles  
Youth: Katy Baker

We have started revisiting role descriptions and we have identified the need for team leaders.

In 2023, we welcomed many new people to St Mary's Church Family. We are working hard to make getting involved in St Mary's easier so the transition from visitors to family members is seamless.

2023 Statistics Return to the Church of England:

Funeral x 1  
Baptisms x 4  
Weddings x 0  
Thanksgiving for the Marriage x 0  
The number on electoral roll at APCM in April 23 was 72  
Church attendance 2023 - October figures including online is an average of 57 adults and 6 children/young people  
(no online figures available, we believe an average of 4 per week)

## Prayer Ministry Report

The Prayer Ministry Team has continued to offer prayer at the front of the church at the close of the Sunday Morning Service at 10.30 am each week over the past year. People come for prayer for a variety of needs - for healing and for other life situations. Sometimes no-one requests prayer, but more usually one or two come, and occasionally three to four. People continue to respond to God's promptings through Words of Knowledge (words or pictures) given in prayer to the team prior to the service. At times we hear back how God has changed things as a result of this prayer which is always an encouragement, to the person who received prayer and the team.

There are currently 7 members of the team. We met in January for a training evening, and shared in an exercise to strengthen our ability to listen to God for each other. We were joined by Andrew, Sue, Mike and Kathryn from the Leadership Team and it was a helpful and encouraging time for all of us.

The team currently has 7 active members, with 2 others who are taking time out due to health or work pressures. Our aim is to recruit new members in the coming year to bring the team up to a working team of 10. We are blessed in that members of the Leadership Team can and do step in to help when needed. We are also grateful to Val Goddard who does the rota every two months for us.

## **Prayer Stream Report**

The Prayer Stream has always played a vital role within St Marys church. We believe that prayer is such an important part of our lives as committed Christians in expressing and sharing our concerns with the Lord and with one another.

We know whoever requests prayer, especially at a time of need that this confidential support will always bring comfort and strength knowing that others are standing alongside them as they are being upheld in prayer. This too of course can be a powerful witness for those who don't know the Lord as yet but trust in us as we can show we do care about a particular situation by suggesting if they would like us to pray personally for them or/ and via the Stream.

God is interested in all aspects of our lives and we are always thrilled and encouraged by answers to prayers reminding us that the Lord is in charge no matter what. If anyone feels that they would like to be a part of this important ministry please let us know as we would be delighted to add you to our Stream.

## **Communion Assistants Co-ordinator Report**

At the moment, the bread is dipped into the wine by the service leader; therefore, communion assistants are not needed. Whenever we return to the distribution of bread and wine separately, the team will need to be rebuilt, retrained and recommissioned.

## **Flower Report**

We welcome offers from all members of the Church family to provide flowers in church. Whether it is a vase of flowers from your garden or a bunch from the supermarket it doesn't matter. Both are inexpensive but are a delight with their variety of colour and cheerfulness.

Please speak to the Parish Office if you would like to provide flowers for a particular week, either as a one off or on a more regular basis. If the flowers you are providing are in memory of a loved one or for a special occasion, we would be happy to mention this in our church newsletter.

Thanks go to Pat Colegate and Hazel Hassall and their team of volunteers for the special flower arrangements in church for festivals such as Easter, Remembrance and Christmas.

## **St Mary's Garden Report**

Apart from changes caused by the extremes of weather, the garden has continued to flourish, providing welcome visual relief from the hard surfaces around the entrance to the church. The two remaining barrels are again seasonally replanted with either winter, spring or summer perennials, bulbs, and annuals. There does seem to be some destructive squirrel activity and the damp weather has taken its toll on the primulas. However, soon some daffodils should make an appearance and will be replaced in late May with summer bedding.

The barrels themselves will soon have to be replaced; the damp weather has contributed to their deterioration. Hazel and Andy Hassall have again weeded and mulched with bark the flower beds on either side of the church porch. These contain commemorative trees and shrubs as well as bay trees. Along the west-facing wall behind the bigger bed some of Andrew and Kathryn's hollyhocks have been planted and flowered well last summer and the summer before. They continue to be a pleasant reminder for Peter Chatfield as they are grown from seeds from his and Freda's Weymouth Garden. As is the case for all the shrubs and plants they are contributed by the church family and so have a real significance as we watch them grow. We enjoyed temporarily hosting the vast variety of pots for a member of the church family, it made such a difference to the entrance of the Church Centre.

The wooden cross under the yew was a striking focus for the Remembrance Day commemorations and last year served as an eye-catching Easter Garden. Shrubs, bulbs, and perennials continue to amass there, replanted from the barrels and the other two beds. As the garden continues to do well it is another of St Mary's resources that is appreciated by those that use the church and the church centre.

## Hospitality Report

The Hospitality team prepares and serves coffee, tea, and refreshments before and after our 10:30 service every Sunday. We work in pairs to share the task and make it more sociable. Generally, people serve once a month, but we are grateful to Jenny who joined the team during the year and helps every week, getting the squash and biscuits ready and serving the drinks with a friendly smile. We have 8 people on the team but there have been a few changes over the year. We need to say a big 'Thank You' to Barbara and Patricia & Fernando who are no longer able to serve, and we were sorry to say goodbye to Kay and Ian who have moved away. They have faithfully served at St Mary's on many teams including the Hospitality team as well as leading the team up until 2020.

We are delighted that Jo has joined the team, and we have a couple of people who are willing to help occasionally but we would love to welcome more people onto the team. It is a great way to get to know people in the church and full training is available, but it is very easy and you are not on your own. Please speak to Kathryn Knowles or email the church office if you are interested. Many thanks.

## Pastoral:

## Pastoral Care Report

Pastoral Care has always been a priority at St Mary's. The plan is to build a new team of volunteers who would be able to help with Pastoral Visits especially since our old team has disbanded and, with our ageing congregation, many of them are the ones we are visiting now!

There are about 11 people who are unable to attend church for various reasons, both within our congregation and in our parish. It is an honour to be able to offer them Home

Communion – many of them would love to have it monthly (or even weekly) and we would love to be able to increase the visits.

We are creating a Volunteers Handbook, when ready, all volunteers will have a copy which has really good and helpful information in it.

We are looking at pastoral care within the different groups congregation members might meet in e.g. Life Group, Tots and Dots, Welcome Team and how we can be a support to each other. We aim to ensure that every member of the St Mary's family will have someone(s) who is looking out for them and can report back to the Pastoral Team with any concerns.

## Care Homes

In 2023 we were asked by Kingsclear Nursing Home whether we would be able to start going in again to do a short service. Ruth Walker and Sue Duplock took the lead on this and started going in on the second Sunday of each month. The numbers who attend are still small, but we do have a core set of residents who look forward to the short service. When one of our parishioners moved into Kingsclear we also started offering a short Home Communion service before the general service and on average we have about 2 people attending this.

We were also asked by Cambridge House whether we would be able to go to them once a month as well and we have started doing this on the second Monday of the month with Sue taking the lead. There are 15 residents in Cambridge House and on average we have about 8 attending who enjoy a time of fellowship.

We were delighted to be asked by South Camberley School whether they could bring a few pupils (team captains) along to the Nursing Homes to interact with the residents; we have loved them joining us at Cambridge House and the residents also really enjoy the young singing voices. The pupils have a knack of getting the residents talking too!

There is a faithful group of 5 congregation members who join us at both Kingsclear and Cambridge House and they enjoy the fellowship, chatting and of course the tea and coffee. We would love to have more volunteers joining us.

## St Mary's Cricket Club Report

During the year, we were particularly saddened to note the passing of a former Captain, Phil Cairns who had attended our 40th anniversary game in 2022.

Whilst the Club did initially plan for 2 fixtures during the 2023 season, both of these were cancelled due to a lack of available St Mary's players. Unfortunately, several of our previous regulars have either moved away or have retired from playing and we have yet to recruit enough new people to have a team for friendly matches instead.

The Club do not currently expect to play any fixtures during 2024 but the Committee intend to meet shortly to decide on the future plans.



### Discipleship:

## Youth Report

Through collaboration with Camberley Youth for Christ, St Marys has appointed a youth worker to link between schools, churches and community. Katy started on 17th April 2023 and spends 10 hours a week supporting the youth work at St Mary's Church.

The young people now meet weekly on Monday evenings praying, discussing bible topics, playing sports and games worship several times this year, choosing worship songs, taking time to understand the passage, discern the message they felt should be shared and discussing this with the preacher so that the whole service is centred on one message.

In July, the young people had a sleepover at St Mary's. This included praying and preparing for the church service they were going to lead the very next day. They wrote enough affirmations and prayers for every person who came into church that Sunday.

Over the summer 3 young people from St Mary's joined with others from CYFC to go to Satellites, a week-long Christian camp for over 2500 young people in August. At Satellites, we met Jade Biggs, who became our Youth Work Intern for CYFC, St Mary's and St Martin's. Jade started in September working alongside Katy.



### JULY: AFFIRMATIONS CHOSEN DURING THE SLEEPOVER FOR THE CONGREGATION

Through collaboration with other churches in the local deanery, a new project started in September called “Youth Discipleship Hub”. Young people from different churches gather together on Sunday evening to study God’s word and grow in faith together.

## St Mary's Nursery Report

We launched our new website that reflects our approach to learning and how we inspire children to grow. We have received positive feedback from parents. Trustees and staff. We receive regular enquiries via the website with the automatic get in touch link.

In January 2023 we brought the government national living wage increases early to support staff with the impacts of the cost-of-living crisis and show them just how valued they are. Andrew (chairperson) and Sue (nursery manager) attended an afternoon tea with The Bishop of Dorking, joining with four other church-based settings. It was a very productive afternoon of networking. We are still in regular contact and the managers visited our setting to share approaches, experiences and knowledge.

We had the installation of several permanent wooden outdoor structures to enable protection from the elements and for children to enjoy outdoor learning in all weathers.

These were funded by Deprivation Funding from Surrey Early Years which we receive for vulnerable and disadvantaged children that attend the nursery.

We introduced the 'Book Shed' where children and families can choose books to take home and share then return. Unfortunately, some children do not have access to books at home. This is extremely popular. We continue to support our disadvantaged children by providing the government food vouchers for the holidays.

The nursery continues to be recommended by health professionals and parents to support children with additional needs. In July 2023 we had 14 children with SEND (Special Educational Needs and Disabilities) transition to school. Four children had Educational Health Care Plans in place.

The Trustees are committed to investing in Continuous Professional Development (CPD) of the nursery team:

- All staff completed the new Government Prevent Duty courses 1 & 2.
- All staff completed Level 1 Child Exploitation and County Lines training.
- All staff completed The Home Office Adverse Childhood Experience (ACEs) training.
- The Lead Practitioner, Paula Fosh completed the Designated Safeguarding Lead courses. This ensures that in the absence of the Manager and Deputy Manager there is always a Designated Safeguarding Lead on site.

## Schools

We continue to work within our local primary school, with a couple of assemblies and RE lessons. We are delighted to have had various classes visit St Mary's to learn more about Christianity.

## Bookstall and Library Report

The bookstall is working well, with Cards, Bibles and Free Booklets. The bookstall monies go straight into St Mary's Account, and all invoices are paid from that account, which has made things much easier.

The Open Mind Club gives us some of the handmade cards that they make to sell and for the money to go to St Mary's funds.

We are delighted that the Library continues to be used.

## Outreach:

### Food Poverty

We continue to have an Emergency Food Cupboard, and monies to support those who find themselves in need. We work in partnership with Besom by our Besom Sunday (3<sup>rd</sup> Sunday of the month) food donations and by referring clients to them.

## Tots and Dots Report

Tots & Dots is our Monday morning toddler group which meets in the hall during school term time from 9:30 – 11:00. It is very popular in the local community with childminders,

parents and grandparents and some weeks we can have in excess of 40 children. They love coming and there is always a happy buzz of chat and fun. We are appreciative that the childminders have been willing to help with the craft activity some weeks and part way through the session we gather together for a story and some singing, including celebrating any birthdays.

St Mary's Nursery came to church on a Monday morning for a Christmas Special and all the Tots & Dots families were invited to join in the retelling of the Nativity story and the Nursery children sang some of their Christmas songs by the Christmas tree, which was a really lovely time.

We have been fortunate to receive a couple of grants from Surrey Heath and are using them to buy new wooden toys and outside equipment. We are very grateful to those who regularly help get all the toys and equipment out after the 10:30 Sunday morning service which makes a huge difference.

We have a team of 12 who serve the families that come in a variety of different roles such as making and serving drinks, welcoming and signing people in, chatting to everyone and keeping us all safe. Our hope is that friendships will develop between the parents/carers and also that we will have opportunities to share our faith and support and encourage one another. Please keep praying for this exciting ministry and how God may be wanting to change it and grow it. Thank you.

## Mission Partners

In 2023, we launched Besom Sunday every third Sunday, to help us remember to donate food regularly. We continue to have collections of food and other goods for BESOM at Harvest and for Christmas Hampers. Also, appeals for volunteers for BESOM were publicised via the Church newsletter.

Christingle Collection Boxes were distributed for contributions to the Children's Society, and contact has been maintained with our CMS Mission Partners. We continue links with the Bible Society through the resources they provide e.g. the Bible Course.

## A Safer Church

### Safeguarding

(by Vicar as Parish Safeguarding Officer became vacant in February 2024)

The Diocese have a Parish Safeguarding Dashboard for all churches and there are 3 levels to complete. At the time of writing this report, we have moved from Level 2 to Level 3 and currently have achieved 81% of the tasks required.

A huge amount of work has been done in the renewal of DBSs, the training of leaders and volunteers. Jane Huttly, Guildford Diocese Safeguarding Lead came to St Mary's PCC, which was opened to the Church Family giving us an overview on Safeguarding and asking specific concerns and questions.

The outstanding areas are as follows:-

- Not all of our activities have risk assessments or job profiles in place. These need to be regularly reviewed.
- List of non-church activities to be approved by the PCC
- However, we are fully compliant in many other areas including in relation to DBS Checks, reviewing our policies, regular reports and safeguarding information around the centre.

Rodney Bates stepped down as our PSO serving for more than 12 years, and we recruited our new PSO, Abbi Ruddock, who is completing the Diocesan training. Our Safeguarding Team is Abbi Ruddock, Rosie Jones, Tyrrell Brett and Andrew Knowles.

## Health and Safety

(By Darren Duplock)

Health and Safety at St Mary's has been largely linked to the building report, and I recommend that the building report is read with H&S in mind, with the repairs and maintenance being carried out so that we comply with H&S regulations.

The fixing of the toilets and the flush system and essential repairs and maintenance on the building have gone towards keeping the building operational.

We have a consultant, Mr John Bradstreet who carries out an assessment with us once a year and advises us on steps to be taken, and we will move forward on his recommendations.

## Data Protection

(By Melvyn Hayward)

The Parochial Church Council of the Ecclesiastical Parish of Camberley St Mary is the organisation registered with the Information Commissioner's Office. The Registration reference is ZA065046; the registration commenced on 11 July 2014 and is renewed each year. The current registration expires on 10th July 2024. There is no reason for it not to be renewed for a further year.

St Mary's has a Data Protection Policy and this is signed by employees. It also has a consent form which has been signed by those whose data is held by the church. In the autumn the Diocese of Guildford issued new guidelines on Data Protection; this is being examined and any changes to existing procedures and documents will be presented to the Parochial Church Council for their approval; the Diocese recommends that Data Protection is on the PCC agenda at least once a year.

As part of this examination, an audit of what information St Mary's holds, who has access to it, and what safeguards are in place has been carried out. In addition, an examination of the data held about individuals is being carried out to ensure that what is held is still required.

During 2024 people will be asked to ensure that the information held about them is still correct and that they still want St Mary's to retain that information.

There have been no data breaches reported during the year and no requests from individuals for information about the data held about them.

## Technology

(By Mike Emery)

Technology supports many aspects of the work of St Mary's, including worship and administration.

We continue to provide a video relay of our main services, live on the day via Zoom, and subsequently recorded on YouTube. The number of people taking advantage of this facility has decreased since the days of the pandemic, but for those who do join us this way, it is often the only means by which they can participate in the life of St Mary's. It is their church, and so we consider it worth continuing. The services themselves are routinely enhanced with video clips, song words, liturgy, Bible passages, preachers' slides, and sound amplification, to ensure everyone can see and hear everything. Operating all this takes a team, and thanks are due to Ian, Judith, Sandy, Matt, Esther and Matilda. More volunteers are always welcome – it's good fun!

We purchased a new portable sound system for church and centre activities – this had its first outing on Remembrance Sunday, when we worshipped outside in the car park, and attracted the attention of many passers-by.

In the summer, we were kindly given a number of desktop computers, made redundant from Surrey Heath Borough Council. These have enabled us to provide better-performing machines to our staff (and the nursery staff, too).

With many people choosing no longer to carry cash, we have introduced a credit/debit card reader device. This allows payments to be made to the church by card, with the money automatically being transferred to St Mary's current account. It can regularly be seen in use at Tots & Dots. We also intend to take advantage of a diocesan scheme to allow donations to church by card, too – effectively an electronic collection plate.

Nothing stands still, especially in technology. We are always working to maintain and improve our website – often the first port of call for newly-arrived people. Further ahead, we have to plan for Microsoft's retirement of the Windows 10 operating system in 2025. This will put many of our computers at security risk and, unfortunately, they cannot be upgraded.

## Church Centre (The Well at St Mary's)

(by Gwen Mullins)

I took over from Kay Rothwell in September 2023, and quickly realised just how valuable she was to the Church and the Church Centre. My role includes the bookings of the rooms for our various groups and also looking after contractors who we employ on numerous



occasions. A job which I thoroughly enjoy. I have a colleague, Phillippa, who carries out more of the admin duties that Kay was responsible for, plus many extra duties.

In 2023, we had a continued rise in our bookings, with new groups joining us, but some leaving. We were sad to lose The Family Contact Centre as they found they no longer had the requirement. Other new groups that have joined include YPWD (Young People With Dementia) group and the Camberley Slimming World group. We are always happy to be able to help these organisations and welcome them into our Centre.

We have our regulars using our facilities:

Camberley Diamond W.I., Rock Choir, Neighbourhood Watch, Pilates, Yoga groups, Taekwon-do, dance groups, Scouts Association, and the many groups within CU3A.

At the end of 2023 we looked at reviewing our charges for the rooms/hall. We made the decision to maintain our charges (since March 2022) and review again in 2024. This was despite the enormous rise in energy costs, but we try to 'do our bit' to help the community. We still offer our Charity groups a reduced rate. We have also been able to offer our facilities to our friends from Yahweh Church, for their Sunday worship and also for their prayer meetings.

During the year we had the enormous job of renewing our sewage pipes, mainly coming from the ladies/gents toilets. This has proved to be very successful and hopefully should allow us to not have to call the Drainage Company out with blockages we were having. Towards the end of 2023 we were in the process of maintaining quotes for the car park/driveway of the Church. We were also looking at quotes to have the roof repaired. There are lots of exciting things we are looking forward to in 2024, with new groups joining us, driveway changes and the installation of a defibrillator for the outside of St Mary's.

### **Building:**

(By Darren Duplock)

The year of 2023 has seen the following expenses being paid out for our building.

- The largest of these being the toilet repairs that totalled £2677.91, these were essential repairs that had to be done to ensure we carried on providing toilets for the church and centre.
- The second largest expense was the architects' fees of £1937.50, these are for the Quinquennial report, general advice e.g. drainage repairs, and the ongoing plans for the future of our building to help us improve accessibility throughout St Mary's building (church and centre).
- We have had a defibrillator installed (this was paid for by donation).
- Routine maintenance of the building was £1636.56.
- Repairs by an electrician was £174.00
- Office furniture cost £357.60

Together with some sundry expenses, this comes to £8457.34. Our building Insurance was £1926.10 for the year

### 2023 Building costs

<b>Utilities</b>	Water	494.80
	Electricity	8,294.95
	Gas	4,751.79
	Vicarage Water	677.51
	Support from Diocese	-1,000.00
		<hr/>
		13,219.05
		<hr/>
<b>Cleaning and waste disposal</b>		1,549.06
		<hr/>
<b>Repairs and Maintenance</b>	Architect's fees	1,937.50
	Defibrillator (paid for by donation)	1,256.00
	Electrician	174.00
	Office Furniture	357.60
	Routine Maintenance	1,636.56
	Small sundry expenses	417.77
	Toilet repairs	2,677.91
		<hr/>
		8,457.34
		<hr/>
<b>Building Insurance</b>		1,926.10
		<hr/>

So, the above lists the costs which have been kept to a minimum, as we are all conscious of the financial constraints. But St Marys is more than the figures and prices. The building itself continues to serve the community as a place of worship as well as a community hub. The re-naming of the centre as The Well has taken place and we hope that it will become, just that, a place of nourishment, well-being and community for St Mary's parish and the surrounding area.

### **Cleaning and Caretaking**

Cleaning is primarily undertaken by our caretaker, Grzegorz, along with a small team of volunteers. Tyrrell has worked tirelessly to help us transition to Ecofriendly products that clean well. Special thanks to the Torres family who clean the church worship space most weeks. We are blessed to be able to count them as members of our Church family.

If you can help once a month please come and have a chat with Gwen in the Parish Office.

## **St Mary's Building Overview**

### **2020**

The PCC agreed a Vision Process with both ReSource and the Diocese through the Parish Needs Process. In March, the pandemic closed our building and though we continued the work on the Vision Process on our own; it was a difficult time living through the pandemic and seeking God's vision for us in a time of turbulence.

## **2021**

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In March, the Temporary Minor Reordering Licence expired and Wendy Harris contacted us for an update. We were able to give her an update of the Vision Process and our conversations with Purcell. We have delayed our Quinquennial Report for the timebeing.

As part of our reopening of the Church Centre, we renamed the rooms so that they had a connection to our faith story.

In September, there was a meeting with Purcell, and their recommended Structural Engineer (The Morton Partnership) to look at the St Mary's building and particularly the problematic column. We agreed that we need to move forward with the 2014 proposal of a feasibility study, with the vision that St Mary's is called to be Christ Centred and Jesus Shaped.

### **The Design Brief:**

#### **1 To complete the reordering of the Church Worship Space**

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To do a feasibility study to improve the sightlines and flow around the lectern and communion table. To look at:

- the removal of the oak column nearest the communion table
- extending the building to form an apse in keeping with Arts and Crafts style
- doing nothing and what the implications would be

To look at the structural integrity of the Church Worship Space in particular:

- the doming of the parquet floor above the underground boiler room
- the sunken oak chancel steps
- the movement of the wall within the vestry
- the damp around the building and what solutions are needed

To look at accessibility into and around the Church Worship Space:

- creating a single main entrance and exit through the Church Centre (there will have to be changes to the Church Centre entrance in order to achieve this aim)
- using the original Porch Door entrance for special occasions only such as weddings
- to overcome the issues of different floor levels
- to identify other accessibility issues such as poor lighting (an accessibility audit)

#### **2 To complete a feasibility study for improving the Church Centre entrance and foyer**

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To look at the options available to improve visual and physical access into the Church Centre and therefore the Church Worship Space

- visitors arriving at St Mary's do not know how to get into the building
- accessibility is difficult as the ramp is steep and the doors are heavy to open
- the foyer area is confusing and disorients those visiting
- different levels in the flooring and poor lighting by the toilets

The vision is to open up the whole foyer and office into one space (maybe losing the balcony as suggested at our meeting).

- the space would be a gathering area and for visitors
- a designated welcome/reception including workspace for the centre admin staff
- informal seating: mixture of sofa and table/chairs
- coffee/tea station where hospitality can be offered
- discrete storage for paperwork, food larder etc.

The link between the foyer and the Church Worship space is critical

- to enable both spaces to become open to each other and when needed, to be closed off
- the worship space and the foyer integrated, inviting the visitor to explore the worship space.

### **3 Integrity of design**

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St Mary's Church is in the Arts and Craft style though the additions of the Church Hall and the 1980's second floor did not follow this style.

In the following article, it describes the Arts and Crafts Principles for Today

<https://www.dailyartmagazine.com/arts-and-crafts-interior-design/>

1. Always use high quality materials
2. Focus on uncomplicated design
3. Do not keep anything you do not believe to be useful or beautiful
4. Form always follows function
5. Find inspiration in stylized natural forms
6. Find inspiration in beautiful and stylized art from the past
7. Use traditional methods of production
8. Use natural pigments

It seems that the Arts and Crafts principles could be adapted and augmented as we seek to be an Eco Church (<https://ecochurch.arochoa.org.uk/>). The Arts and Crafts ethos was to work

with nature, we talked about improving how St Mary's building fits into the landscape and having better environmental credentials e.g. solar panels on the roof.

Here is the Church of England link to the practical path to net zero carbon for churches

<https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church/practical-path-net-zero-carbon-churches>

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#### **4 Other conversations/work to be done**

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1. The future of the Church Hall Stage
2. The future requirement of St Mary's Scouts
3. The need for making each room self-contained (with its own furniture)
4. Heating of the Church Centre
5. The outside spaces
6. The car park and vehicle access

At the end of 2022, our architect Purcell completed a Stage 2, Option Study, which included a lift proposal within the Church Centre as requested by the Diocesan Advisory Committee in our consultation process.

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#### **5 What has happened in 2023?**

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We continue to work with our Architects, Purcell to bring these proposals into reality. There has been a change in personnel as Kayleigh has moved on, and our new Architect at Purcell is Ellie Atherton, who is based in Oxford.

We have been awarded the Arocha Eco Church Silver Award, a big thank you to Sue for taking the lead on this.

We have received a grant for the renewal of the lounge windows and flooring for SHBC.

Net Zero Carbon emissions by 2030: the Diocesan Strategy<sup>66</sup>

We have begun to work with St Peter's, Frimley looking at how we can become Net Zero Carbon by 2030, particularly through Solar Panels. St Mary's needs to create a coherent NZC Strategy and to do this we will work with our Architect and partner with the Diocese and local Churches/organisations.

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<sup>66</sup> [Net Zero Carbon - Diocese of Guildford \(cofeguildford.org.uk\)](https://www.cofeguildford.org.uk)

## Financial Review

(Figures in brackets denote amounts for the previous year.)

### Income:

Total incoming resources for 2023 decreased by 12% from the previous year and amounted to £136,686 (£154,995). This income is all held as unrestricted funds.

Planned giving remains a vital part of our income and without the regular financial commitment of church family and friends, we would not be able to function.

Where a donor is a taxpayer and has signed a Gift Aid declaration we are able to reclaim gift aid from HMRC and this has contributed an additional £14,180. (£14,728)

The best way to give financially to the ongoing life and work of St Marys is through the Parish Giving Scheme (PGS) which is a Church of England scheme funded by the diocese, whereby the gift aid is claimed by them and paid over to the church every month. This simply requires the setting up of a direct debit with the scheme and it has the benefit of offering an annual review of giving with the option to allow an inflationary increase.

The income from the Church Centre in 2023 increased by 20% to £50,569 (£41,870). This is due to an increase in the number of groups which are renting rooms within the centre. We are expecting a similar level of income during 2024.

### Expenditure:

Total expenditure from unrestricted funds of £129,766 (£147,615) was used as follows:

Ministry: £11,816 (£8,440)

Parish Share of £59,658 (£78,135) – see additional note below on Parish Share expenditure.

Staffing, Administration, Building maintenance and Utilities: £58,262 (£61,040)

Parish Share for the full year increased by 2% from 2022 to 2023 and the amount requested by the Diocese from St Marys was £79,658. However, due to cash flow constraints, a reduction in regular income from voluntary donations and an increase in costs; we have been unable to donate the amount requested by the Diocese in 2023. We have aimed to contribute an amount equivalent to the costs associated with having our own incumbent (salary, pension, housing), but have fallen short of contributing to some of the central costs of the Church of England.

### Net Result:

2023 has seen us end the financial year with a small surplus of £4,718 (£1,788 surplus). This surplus will be put towards bringing staff salaries in line with the National Minimum wage, which increases in April 2024, and towards remedial electrical work in the building required for safety reasons.

St Mary's Church, Camberley  
Statement of Financial Activities for the year ended 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Incoming Resources</b>					
Voluntary Income	2(a)	82,955		82,955	106,763
Income from church activities	2(b)	52,948		52,948	47,825
Investment Income	2(c)	783		783	407
Total Incoming Resources		136,686		136,686	154,995
<b>Resources Expended</b>					
Grants	3(a)				322
Ministry	3(b)	71,474	2,232	73,706	91,844
Staff, Building and Admin Governance costs	3(c)	58,262		58,262	61,040
Total Resources Expended		129,736	2,232	131,968	153,207
<b>Net Incoming/(Outgoing) Resources</b>					
		6,950	(2,232)	4,718	1,788
Balances brought forward 01/01/23		41,919	3,894	45,813	44,025
<b>Balances carried forward 31/12/23</b>		<b>48,869</b>	<b>1,662</b>	<b>50,531</b>	<b>45,813</b>



St Mary's Church, Camberley  
Balance Sheet as at 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Current Assets</b>					
Bank and Cash		443	1,662	2,105	27,710
Deposit accounts		56,224		56,224	16,844
Bookstall Stock		277		277	320
Tax Recoverable (Gift aid)		333		333	256
Other Debtors		5,363		5,363	2,011
		62,639	1,662	64,302	47,141
<b>Creditors</b>					
Accruals & Deferred Income		(13,771)		(13,771)	(1,328)
		(13,771)	-	(13,771)	(1,328)
<b>Total</b>					
<b>Net Assets</b>		48,868	1,662	50,531	45,813
<b>Analysis of Net Asset by Fund</b>					
	4				
Current Assets		62,639	1,662	64,302	47,141
Liabilities (falling due within 1 year)		(13,771)		(13,771)	(1,328)
		48,869	1,662	<b>50,531</b>	45,813

Revd Andrew Knowles

Approved by the PCC on:

## **St Mary's Church, Camberley**

### **Notes to Financial Statements for the year ended 31 December 2023**

#### **Accounting Policies**

The accounts have been prepared in accordance with the Parochial Church Council's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Parochial Church Council is a Public Benefit Entity as defined by FRS 102. The Parochial Church Council has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body.

#### **Bank Accounts:**

National Westminster Bank, 45 Park Street, Camberley, GU15 3PA

CAF Bank Account, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

#### **Assets**

##### **Fixed Assets**

Consecrated and Benefice Property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

##### **Current Assets**

Cash on deposit is held in an interest-earning account with CAF Bank.

##### **Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

##### **Movable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

### **Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £1000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land	Nil
- Fixtures and Fittings	20 years
- Computers	3 years

No depreciation is provided on the buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out at each year-end and any resultant loss identified in expenditure for the year.

### **Investments**

St Mary's receives the dividends from Astra Zeneca shares, but it does not own the shares.

### **Short term deposits**

These are the cash held on deposit with the CAF Bank.

## **Funds Policies**

**Restricted Funds** represent donations or grants received with a specified purpose attached to them. These funds can be used only for the specific purposes for which they were given. Any balances remaining unspent at the end of the year are carried forward as a balance on that fund. The PCC does not invest separately for each fund.

**Unrestricted Funds** are general funds, which are used by the PCC for everyday running costs which includes ministry, upkeep of the building, staffing and administration. The PCC may choose to consider some income as designated for a particular project.

### **Endowment Funds**

St Mary's does not have any Endowment Funds

### **St. Mary's Nursery**

Is a separate registered charity and its accounts are reported separately.

## **Reserves policy**

It is PCC policy to try to maintain a balance of 10% of annual expenditure as an operational margin, and to cover emergencies. This is included in the balance of £48,869 (£41,919) unrestricted funds at the end of year (see Note 8.)

There is a need to build up reserves to cover on-going maintenance and unforeseen events and expenditure. A quinquennial inspection has taken place in 2023.

**Notes to the Financial Statements for the year ended 31 December 2023**

Notes		Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
2	<b>Incoming Resources</b>				
2(a)	<b>Voluntary Income</b>				
	Planned Giving:				
	Gift aid donations	58,568		58,568	57,411
	Other planned giving	4,224		4,224	4,504
	Gift Aid tax recoverable	14,180		14,180	14,728
	Collections (open plate)	708		708	1,434
	Other income and donations	2,930		2,930	8,951
	Grants & Legacies	2,345		2,345	19,734
		<u>82,955</u>		<u>82,955</u>	<u>106,763</u>
2(b)	<b>Income from Church Activities</b>				
	Church Centre Rents	50,569		50,569	41,870
	Children's activities	1,311		1,311	392
	Insurance refund	-		-	250
	Events and fundraising	-		-	4,400
	Bank interest	680		680	13
	Bookstall	192		192	453
	Fees received	195		195	447
		<u>52,948</u>		<u>52,948</u>	<u>47,825</u>
2(c)	<b>Investment Income</b>				
	Deposit account with CBF	471		471	112
	Dividends	312		312	295
		<u>783</u>		<u>783</u>	<u>407</u>
	<b>Total Incoming Resources</b>	<u><b>136,686</b></u>		<u><b>136,686</b></u>	<u><b>154,995</b></u>

Notes		Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
3	<b>Resources Expended</b>				
3(a)	<b>Grants</b>				
	Community Outreach				322
					322
3(b)	<b>Ministry</b>				
	Diocesan Parish Share	59,658		59,658	78,135
	Children and Youth	4,251		4,251	1,281
	Discipleship	951		951	762
	Outreach	3,513	2,232	5,745	7,340
	Pastoral	963		963	1,827
	Worship	1,837		1,837	2,161
	Bookstall	302		302	339
		71,474	2,232	73,706	91,844
3(c )	<b>Staff, Building and Admin</b>				
	Staff Costs	24,478		24,478	24,829
	Utilities	13,219		13,219	11,663
	Insurance	1,926		1,926	2,359
Notes	Cleaning & Waste Disposal	1,549		1,549	1,118
	Fabric Costs	8,457		8,457	14,866
3	Consultancy & Accountancy	2,078		2,078	2,125
3(a)		3,341		3,341	2,301
		3,214		3,214	1,779
		58,262		58,262	61,040
3(b)	<b>TOTAL RESOURCES EXPENDED</b>	<b>129,736</b>	<b>2,232</b>	<b>131,968</b>	<b>153,207</b>

<b>Note</b>		<b>Balance at 1st Jan 2023 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Balance at 31st Dec 2023 £</b>
<b>4</b>	<b>Movements in Funds</b>				
	<b>Unrestricted Funds</b>				
	General Fund	35,524	136,586	124,429	47,681
	Designated – Fabric	2,485		2,485	
	Designated - Vicars Discretionary	911	100	250	761
	Designated - Youth Worker	3,000		2,572	428
		<hr/> 41,919	<hr/> 136,686	<hr/> 129,736	<hr/> 48,869
	<b>Restricted Funds</b>				
	Charity Appeals Fund	30		30	
	Community Outreach Fund	530			530
	Community Food Fund	3,335		2,203	1,132
		<hr/> 3,895		<hr/> 2,233	<hr/> 1,662
		<hr/> <b>45,814</b>	<hr/> <b>136,686</b>	<hr/> <b>131,999</b>	<hr/> <b>50,531</b>

Annual Report and Financial Statements for the year ended 31 December 2023 for PCC of St Mary's, Camberley

**Independent Examiner's report to the PCC of St Mary's Church, Camberley  
For the year ended 31 December 2023**

This report on the financial statements of the PCC of St Mary's Church for the year ended 31st December 2023 set out on pages 32 to 39 is in respect of an examination carried out under Section 145 of the Charities Act 2011 and the Church Accounts Regulations 2006. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

**Respective responsibilities of trustees and examiner**

As members of the PCC you are responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5) (b) of the 2011 Act; and
- State whether particular matters have come to our attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

1. which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met or;

2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Andrew Mitchell  
A R Mitchell & Co Ltd  
t/a Mitchell & Co  
Chartered Accountants

Date: 22/4/24



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