

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GREAT BOOKHAM

England & Wales · Charity number 1127867

Details

Other names ST NICOLAS GREAT BOOKHAM PCC

Status Registered

Legal form Previously excepted

Registered 2009-02-04

Register [View on the Charity Commission register](#)

Contact

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Bookham
Leatherhead
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Website <http://www.stnicolasbookham.org.uk>

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Building Faith in the Community, as a Church of England Parish Church.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£354,907	£288,069	-	-
2024-12-31	£282,080	£264,376	-	-
2023-12-31	£312,321	£335,650	-	-
2022-12-31	£221,104	£228,592	-	-
2021-12-31	£221,104	£228,592	-	-
2020-12-31	£279,705	£290,041	-	-

Trustees

Name	Role	Appointed
Rev Alan David Jenkins	Chair	
Amanda Kate Rowland		2022-05-09
Barbara Holloway		2026-04-26
Catherine Elizabeth Clark		2026-04-26
Christopher Turner		2024-04-29
Clare Margaret Curran		2020-09-28
Heather Jane Gerrard		2022-05-09
Joy Lord		2015-03-23
Karen Michelle Turner Gaunt		2026-04-26
NEIL KEVIN MCDONALD		2017-03-27
Nicholas John Garrett		2026-04-26
Rev BARBARA JOY MCDONALD		2013-06-12
Rev Gillian Caldwell		2022-07-03
Romey Criswick		2025-09-08
Ruth Dyson		2026-04-26
Stella Loveday Davies		2026-04-26
Susan Mary White		2026-04-26
Tina Dennett		2024-04-29

Accounts

St Nicolas Great Bookham PCC

Registered as The Parochial Church Council
of the Ecclesiastical Parish of Great Bookham
in the Diocese of Guildford

Trustees' Report and Financial Statements

For the year ended 31 December 2025

Registered Charity Number 1127867

Report of the Trustees for the year ended 31 December 2025

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The Report

The trustees present their report with the financial statements of the charity for the year ended 31st December 2025. The trustees have adopted the provisions of 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 Ireland (FRS102) (effective 1 January 2019).

The Parochial Church Council of the Ecclesiastical Parish of Great Bookham is also known as St Nicolas Church, Great Bookham. The members of the St Nicolas' Parochial Church Council (PCC) are the trustees of the charity.

Aims and Purposes

The PCC has the responsibility of co-operating with the incumbent of St Nicolas, Great Bookham, the Reverend Canon Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings and churchyard.

Objectives and Activities

Our Mission statement is 'Building Faith in the Community'. As such, the PCC is committed to enabling as many people as possible to worship at St Nicolas Church and to become part of our church community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our church community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ.
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals.
- Mission and outreach work, including giving a proportion of our income to supporting other mission organisations.

To facilitate this work, it is important that we maintain the fabric of St Nicolas church and its associated buildings.

During the year, we began to focus on our new Church Development Plan (CDP) for 2025 and 2026. This CDP identified priority areas on which to focus activity: inspiring each member of the church family to take the next step in their journey of faith, bringing the good news to bear in response to the needs and concerns of our community and increasing our capacity to take forward the mission of the church.

Achievements and Performance

Worship and Prayer

Worship and Prayer are the core activities of St Nicolas.

Worship at St Nicolas meets the needs of the congregation and visitors through our regular services; and the needs of the wider community through our occasional offices (baptism, marriage, funerals and twice-yearly memorial service) and our special services (Easter, Harvest, Remembrance and Christmas).

Our Christmas Services (Nine Lessons and Carols, Children's Crib Service, two Family Carol services, and Midnight Communion) again proved very popular for the village.

For those who prefer a more relaxed style of worship, monthly provision is made through our 'Morning Praise' and 'New Fire' services.

Our newly appointed Families and Children's Ministry Leader, who joined us in September, facilitates Children's Church (GLOW) each Sunday during term time; and the use of the church for services run by the local schools.

In 2025 we appointed a new Director of Music and a new regular organist.

Worship is led by our Ministry Team.

Public prayer is available on Mondays, Wednesdays and most Saturdays; while private prayer is encouraged through the cycle of prayer published in our weekly newsletter and monthly magazine. Intercessions also form a significant part of all our main services and are frequently led by members of the congregation.

Prayer requests may be posted via our website, placed in the Prayer Box or on the Prayer Tree in Church, which remains open during daylight hours throughout the week. Requests are included in our Monday and Wednesday prayer meetings. The prayer life of the church is also encouraged by our regularly updated prayer-stations in the church and through our small group meetings.

Church Membership and Attendance

Typical attendance at our regular Sunday services based on the October Count is: 13 at Holy Communion at 8am and 81 at 10am services. The same data shows that average attendance at Thursday morning Holy Communion is 13. During school term time, provision was made for primary school aged children at our Sunday 10am services.

Online - The average number of unique views of our recorded services in 2025 was 18.

There were 184 members on the Church Electoral Roll at 31 December 2025.

Families and Children's Ministry

Building on the firm foundation put in place by Celeste Rios, our Families and Children's Minister until July 2025, over the past few months, the Families and Children's Ministry has focused on engaging children and families in accessible, meaningful ways.

Glow: Attendance varies weekly. We have trialled strategies to make sessions more inclusive and introduced moments of stillness under the idea of "listening for God in whispers and stillness," which the children have responded to positively.

Tots Alive: Attendance varies weekly but is good. The group remains a welcoming space for families to connect while exploring Christian themes through toddler-friendly Bible stories.

Community Outreach: Our first Musical Theatre Club trial was successful, incorporating Christian reflection in a way all children can relate to. Half-termly assemblies with two local schools continue, and one school recently visited the church to make Christingles. Children's Christmas services, including eight Christingles and a Crib Service, had excellent attendance and response.

Uniformed Groups: local groups joined Remembrance activities and showed their art in church. Scouts will be visiting the church early in 2026.

We are grateful to our volunteers, whose dedication makes these activities possible!

Youth Ministry

Bookham Youth (BYouth) continued throughout 2025, increasing to three days a week from September to include a Wednesday. We also ran our other projects, including three Making Good projects and a residential trip during the Easter holidays. Connect (looking at issues) and Explore (exploring Christian faith) have also continued and we have enjoyed seeing more young people attending. Leatherhead Youth Project (of which BYouth is part) has continued working in the Howard, running the weekly drop-in, the Christian Union, delivering group work during the summer term, presenting an assembly to Year 7 and providing counselling and emotional wellbeing sessions. We have also welcomed some more young leaders - young people who have attended BYouth for a while and would like to take on extra responsibilities and provide suggestions. The team consists of Lucy (Bookham Lead) and Charis (Bookham sessional worker), with frequent support from the Leatherhead youth workers.

Pastoral

The Ministry Team, Pastoral Team and Bereavement visitors provide a wide range of pastoral support to people living in the parish, including visiting those housebound, those in hospital and care homes, those who have been bereaved or are unwell and those experiencing problems and difficulties of many kinds. Pastoral Team members also provide weekly social coffee mornings and regular Friendship Lunches for those living alone. Some are also involved with the local Anna Chaplaincy activities referred to in later sections. Some take home communion to several housebound individuals and to a small group at Southey Court. There is a well-attended twice-yearly Memorial Service for those bereaved.

Mission and Evangelism

During 2025, the church supported the work of six nominated charities covering a wide range of needs with speakers from each charity visiting us to explain more about their work.

The Barnabas Men's Fellowship met monthly in the Pastoral Centre and the Bloom Ladies' Group held their popular termly breakfasts.

Our community coffee mornings held on Tuesdays and Thursdays (after the service of Holy Communion) continued. A young person from The Grange Centre for People with Disabilities now helps serve coffee and cake on Thursday.

An Easter Family Fun Day attracted many young families and in May, a concert by the duo 'Celtish', organised by Churches Together in Bookham, was a sell-out. Other concerts during 2025 raised funds and profile for St Nicolas.

St Nicolas also fully supported the two main village events, Village Week and Spirit of Christmas.

Eco Church

Having achieved the Eco Church Gold Award in September 2024, word spread and the St Nicolas Eco team was kept busy in 2025 supporting Diocesan Eco initiatives, and giving guidance and help to other local churches, as well as talks and presentations to various community groups.

Other notable team efforts during the year were: holding a Fairtrade coffee morning to raise money for Transform Trade and organising a harvest lunch for congregation members using local produce. The team also continued work in the Pastoral Centre garden and wildlife corner.

Ecumenical Relationships

We remain very grateful to Sue Ferguson, an active member of *Eastwick Road Church*, who agreed to continue leading *Churches Together in Bookham (CTiB)* for a further year. We also appreciate the benefit of the *Fraternal*, the regular meetings of local church leaders.

Each church took its turn at leading during the *Week of Prayer for Christian Unity*, some making use of the published material whilst others were more freestyle. Numbers were typically 15-20.

In 2025 CTiB communicated across the churches via *Team Spirit* – published three times a year and made available in each of the churches as well as online. We also took out a shared advertisement in the magazine of the *Bookham Residents Association* – a cost and distribution-effective means of making our Christmas services known.

We contributed to the annual Village Day in June through the provision of staffing and financial support for two activities – *Last Man Standing* and *Bucking Bronco*. The committee of CTiB is currently reviewing how best to continue supporting Village Day.

St Nicolas once again led *Good Friday* and *Remembrance Day* services as well as provided a venue and hospitality for the *Spirit of Christmas* event in early Advent. We were also pleased to share in a *Maundy Thursday Agape Meal* at *Bookham Baptist Church*.

Through *The Meeting Place*, a charity established by the local churches, we support the employment of an *Anna Chaplain* – someone whose brief it is to work with older members of the community, particularly those who are isolated and maybe who have no connection with church.

Finally, three of the local churches, including St Nicolas, continued to work together to fund a youth worker for Bookham through the *Leatherhead Youth Project (LYP)*; see above for more information in relation to this work. Numbers at the three-times-a-week drop-in centre continue to grow, thus underlining the need for a new community centre for Bookham.

Deanery Synod

The parish was represented by four people in 2025, following the elections held in 2023 for a term of three years. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church Buildings and Surrounds

The church buildings and churchyard remain in excellent condition thanks to the work of volunteers and contractors. In addition to general maintenance works the following specific larger items were completed in 2025:

- The complete refurbishment of the Church Room toilet block, including the installation of a third toilet facility. This major work was project managed internally and made possible by grants from Surrey County Council, the Diocese of Guildford and the Jane Austen Society of North America (JASNA). This work was permitted by faculty.
- Replacement of the gardeners' shed door.
- Roof repairs to the church and remedial work to the church lightning conductor.
- The spring controlling the glass door at the west end of the Nave has been replaced.
- With the Archdeacon's permission, the hearing loop around the church has been replaced significantly improving the sound reception available.
- The consumer unit at 19, The Lorne was replaced.
- The hedging around the New Garden of Remembrance was replaced having been affected by pests. This was funded by a generous donation.

A faculty has been obtained to introduce a memorial stone in the Old Garden of Remembrance. This work is waiting for the monumental mason to be able to start.

The PCC is very grateful to the volunteers on the Fabric Committee who oversee this work and carry out the more routine tasks. We would particularly like to thank David Wall and David Barnes for their valued contribution in masterminding most of this vital work and Angela Stevens for overseeing the Churchyard.

The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard.

The next Quinquennial Inspection is due in 2027.

Financial Review

The financial statements for the year ended 31 December 2025 are set out in the following pages together with a report from our independent examiner, Philip Longstaff of Ellis Atkins.

Key points to note are:

- The General Fund was in deficit by some £11,800 or 5.1% of expenditure before transfers. This is in contrast with 2024 when the General Fund was much closer balance, the deficit being a little less than £1,800 – less than 1% of turnover. The biggest factor was the reduction in total giving of £8,300 or 4.2%. However, it should be recognised that Outward Giving was increased by £5,650, the PCC having decided to return the level of giving to the aspirational target of 10% of the previous year's giving, having reduced that percentage to 7.5% in 2024.
- 19 The Lorne, which is currently let on commercial basis as the church does not currently have a stipendiary curate, produced a net surplus of £18,500. This was more than in the previous year as rents had been slightly higher and less had had to be spent on repairs and maintenance.

- It was a relatively cheap year as far as the larger repair and maintenance jobs that are paid for out of the Fabric Funds, the spend being just £5,100 compared with £19,100 in 2024. The PCC is grateful to the Friends of St Nicolas for funding roof repairs costing £1,375. –We cannot, however, rely on such low spends in future years.
- The net cost to the church of routine maintenance of the churchyard was only £552 thanks to a grant of £7,500 from Mole Valley District Council, for which the PCC is very grateful.
- The church was very grateful to receive legacies totalling £62,000, £50,000 having come from the estate of Nigel Fenner. Largely as a result of these bequests, the church's net assets (excluding the value of 19 The Lorne) rose from £164,000 to £230,000, a very healthy level of reserves.
- The church was pleased to be able to upgrade the toilets in the Church Room, increasing the number of toilets from 2 to 3. This was made possible by grants from Surrey County Council (£18,000), Guildford Diocese (£5,000) and the Jane Austen Society of North America (\$2,000), for which the church is very grateful. These grants, together with some specific fundraising, made it possible to complete this work without needing to draw on the General Fund.

As far as the overall financial position in 2025 is concerned the church has much to be thankful for, particularly the improvement in the level of reserves. However, a number of factors worked in our favour, including the exceptional amount given in legacies and the relatively small amount which had to be spent on repairs and maintenance. On the other hand, the significant drop in income from giving is of concern.

Reserves Policy

It is the policy of the PCC (as revised at its meeting in September 2025) to maintain a balance of at least £100,000 in the General and Designated Fabric Funds taken together to meet unforeseen emergencies or operational costs or uncertainty over future income. At the end of 2025 the combined balance in these funds stood at some £141,000.

Investment Policy

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £120,000) through the Financial Services Compensation Scheme. Funds held with any one institution are be limited to this guaranteed level.

Public Benefit

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'.

Risk Management

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk assessments for all significant activities, both within the church and for external events.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children

and vulnerable adults. The PCC has received regular reports throughout the year regarding Safeguarding at the Church and has been asked to review activity on the Parish Dashboard and confirm their understanding of its responsibilities. Scenario-based internal safeguarding training has taken place this year for pastoral leaders. The Rector and PSO attended the Diocese Safeguarding day.

Service

We would like to thank all who contribute their gifts to make our church the lively and vibrant community it is. This year, the work of our volunteers, whether in positions of responsibility or giving their time and talents in support of the work of St Nicolas, has been critical to allowing our presence in the community not only to continue but to thrive. We are very grateful to you all.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicolas the membership of the PCC comprises the incumbent, two further ordained clergy, the churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services 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 church are to be spent.

The full PCC met six times during the year with an average level of attendance of 71%. There were two additional meetings attended by several PCC members to hear about and discuss the progress on our Church Development Plan for the year.

Administrative Information

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

PCC members who have served from the beginning of the year until the date this report was approved:

Incumbent	Reverend Canon Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Curate	Reverend Gill Caldwell	
Churchwardens	Joy Lord Nick Garrett Heather Gerrard	To May 2025 From May 2025
Deanery Synod**	Clare Curran Peter Evans Heather Gerrard Amanda Rowland	
Diocesan Synod***	Heather Gerrard	
Elected Members	David Barnes Romey Criswick Tina Dennett Nick Garrett * Heather Gerrard* ** *** Joy Lord Neil McDonald Amanda Rowland** Robert Searle Anne Shears Jackie Stephens Angela Stevens Terry Taylor Chris Turner Sue White Jan Williamson	From September 2025 To March 2025 From March 2025 From March 2025 To March 2025 To March 2025 To March 2025 To March 2025
Co-opted Members	Neil McDonald Karen Gaunt	To March 2025 From March 2025
PCC Secretary	Amanda Rowland	

* Heather Gerrard and Nick Garrett served as Churchwarden whilst also elected members of the PCC.

** Heather Gerrard and Amanda Rowland served as members of the Deanery Synod whilst also elected members of the PCC. This continued to be the case into 2025 although Heather Gerrard and Amanda Rowland ceased to be elected members in March 2025.

*** Heather Gerrard also served as a member of the Diocesan Synod whilst also an elected member of the PCC; Heather ceased to be an elected member in March 2025.

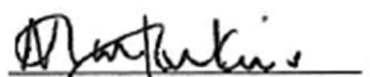
Other Church officials:

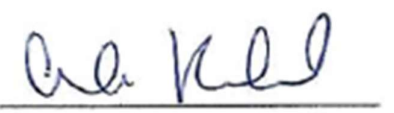
LLMs (Readers) with Permission to Officiate	Chris Holloway
Retired Ministers with Permission to Officiate	David Ireland – to June 2025
Assistant Churchwardens	Robert Searle – to March 2025 Nick Garrett – to March 2025 Joy Lord – from May 2025 Romey Criswick – from Sept 2025
Electoral Roll Officer	Catherine Clark
Gift Aid Secretary	Nick Garrett
Treasurer	Neil McDonald
Assistant Treasurer	Nick Garrett
Payroll Officer	Nick Garrett
Parish Administrator	David Gatland
Director of Music	Helen Turner – from June 2025
Youth Worker (Leatherhead Youth Project)	Lucy Hicks
Families and Children Minister	Celeste Rios – to July 2025
Families and Children Ministry Leader	Charlotte Coe – from September 2025
Safeguarding Officer	Roland Martin

Independent Examiner

Phillip Longstaff FCA
Ellis Atkins, Chartered Accountants,
62 Dene Street,
Dorking RH4 2DP

Approved by the Parochial Church Council on 16th March 2026 and signed on its behalf by:


Rev Canon Alan Jenkins, Rector


Amanda Rowland, PCC Secretary

Independent examiner's report to the trustees of The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Nicolas Great Bookham

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham (the Trust) for the year ended 31st December 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



Philip Longstaff FCA

The Institute of Chartered Accountants in England and Wales

Ellis Atkins, Chartered Accountants
Constable Court
62 Dene Street
Dorking
Surrey RH4 2DP

Date: 17th March 2026

**Statement of Financial Activities
for the year ended 31 December 2025**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income from:						
<i>Donations and legacies</i>						
Planned giving	2a.	146,991	-	-	146,991	152,864
Gift Aid		34,903	-	1,088	35,991	36,193
Collections at services	2b.	5,043	-	-	5,043	8,602
Other donations	2c.	4,305	57,000	15,595	76,900	9,705
Grants	2d.	249	-	32,833	33,083	19,670
<i>Activities for generating funds</i>	2e.	9,456	-	220	9,676	11,672
<i>Church Activities</i>	2f.	17,702	-	-	17,702	16,259
<i>Income from investments (inc 19 The Lorne)</i>	2g.	1,221	27,980	222	29,422	26,749
<i>Other income</i>		100	-	-	100	368
Total income		219,969	84,980	49,958	354,907	282,080
Expenditure on:						
<i>Costs of generating funds</i>	3a.	1,807	7,021	-	8,828	10,249
<i>Church Activities</i>						
Parish Share		105,322	-	-	105,322	104,710
Staff and Youth Leader costs		66,671	-	-	66,671	66,942
Other ministry and service costs	3b.	6,900	-	-	6,900	8,566
Costs of other charged-for items	3c.	1,748	28	-	1,776	1,750
Administration	3d.	2,290	-	-	2,290	2,690
Missionary and charitable giving	3e.	19,400	-	-	19,400	13,750
Upkeep of church and other buildings	3f.	25,352	-	47,769	73,120	53,495
Governance	3g.	2,268	-	-	2,268	2,097
<i>Other</i>		21	-	1,472	1,493	128
Total Expenditure		231,779	7,049	49,241	288,069	264,376
Net income/(expenditure) before transfers		(11,810)	77,931	717	66,838	17,704
Gross transfers between funds						
Fund transfers in	10	18,524	-	552	19,075	28,910
Fund transfers out		552	18,524	-	19,075	28,910
Net transfers		17,972	(18,524)	552	-	-
Net income before other recognised gains and losses		6,162	59,408	1,269	66,838	17,704
Other recognised gains						
Revaluation of property		-	-	-	-	-
Net movement in funds		6,162	59,408	1,269	66,838	17,704
Funds at 1 January 2025		66,990	790,315	6,383	863,688	845,984
Funds at 31 December 2025		73,152	849,723	7,651	930,527	863,688

Balance Sheet
at 31 December 2025

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Fixed Assets						
Property: 19 The Lorne (curate's house) at market value		-	700,000	-	700,000	700,000
Current Assets						
Debtors	8	7,869	-	763	8,632	11,160
Cash		92,781	149,723	6,889	249,393	163,675
		100,650	149,723	7,651	258,025	174,836
Current Liabilities						
Creditors and accruals	9	27,498	-	-	27,498	11,147
Total assets less current liabilities		73,152	849,723	7,651	930,527	863,688
Represented by						
Funds of the church		73,152	849,723	7,651	930,527	863,688
Analysis of Funds						
		At 1 Jan 2025 £	Incoming resources £	Resources expended £	Transfers £	At 31 Dec 2025 £
Unrestricted funds						
General		66,990	219,969	231,779	17,972	73,152
Designated funds						
Property - 19 The Lorne at cost		7,600	-	-	-	7,600
- revaluation reserve		692,400				692,400
Vision		9,599	173	-	-	9,773
Fabric (Designated)		66,848	1,207	-	-	68,054
Legacy		10,470	57,994	-	-	68,464
Garden of Remembrance		3,399	61	28	-	3,432
19 The Lorne - income and expenditure		-	25,545	7,021	(18,524)	-
		790,315	84,980	7,049	(18,524)	849,723
Restricted Funds						
Fabric (Restricted)		-	6,973	5,119	-	1,854
Toilet Upgrade Fund		2,458	27,897	30,355	-	-
Toilets and other specific Projects Fund		3,924	4,612	4,200	-	4,336
Churchyard Fund		-	7,543	8,094	552	-
Other Restricted Income		-	2,933	1,472	-	1,461
		6,383	49,958	49,241	552	7,651
Total funds		863,688	354,907	288,069	-	930,527

Approved by the Parochial Church Council on 16 March 2026 and signed on its behalf by:


Rev Canon Alan Jenkins, Rector


Amanda Rowland, PCC Secretary

Notes to the financial statements for the year ended 31 December 2025**1. Accounting Policies**

The PCC is a public benefit entity under FRS 102. The financial statements have been prepared in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities 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 Financial Reporting Standard 102 applicable in the UK and Republic of Ireland, and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the curate's residence (19 The Lorne) which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Designated funds are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *Property Fund* which represents an assessment of the market value of the curate's house. The *19 The Lorne – Income and Expenditure Fund* was created in 2024 to identify separately the finances of the curate's house from the general running costs of the church.

The *Vision fund* which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

With any building, and particularly with an ancient building like St Nicolas Church, money needs to be spent from time to time on unpredictable repairs and major items of maintenance which need to be budgeted for over several years. The *Designated Fabric fund* is held to accumulate funds for such items. It funds any expenditure on the buildings which is not routine maintenance.

The *Legacy fund* holds monies from legacies pending PCC decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

Restricted funds are funds where the PCC is constrained only to spend the funds as directed by the donor.

The *Fabric (Restricted) Fund* has been brought back into use to hold monies gifted or granted for specific works such as the Friends grant to replace the organ humidifier.

Two funds were created in 2024 to hold the proceeds of fundraising to upgrade the toilets in the Church Room: the *Toilet Upgrade Fund* and *The Toilets and other Specific Projects Fund*. The first is for money raised exclusively for the toilet upgrade and the second for money raised on the basis that it could be used for specific projects chosen by the PCC (not routine expenditure) if it was not needed for the toilet upgrade.

A *Churchyard Fund* was created in 2024 for funds received solely for the maintenance of the churchyard from Mole Valley District Council.

Notes to the financial statements for the year ended 31 December 2025 continued

An *Other Restricted Income Fund* was created in 2025 to hold receipts restricted to particular purposes that are not fabric related.

Income

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain and can be measured reliably. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross except for events for which the turnover is less than £250 which may be dealt with on a net receipts basis.

Expenditure

Expenditure is accounted for on an accruals basis. Grants and donations are accounted for when paid over. The Diocesan Parish Share is accounted for when due. All other resources expended are recognised when incurred.

Fixed assets

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

All expenditure on furniture, fittings and office equipment is written off when incurred.

Freehold Property

The trust's policy is to maintain the curate's house (19 The Lorne), its only freehold property, to a high standard through a continual programme of maintenance and to have regular revaluations. Depreciation is not provided on the property as, in the opinion of the trustees, the residual value is such that any depreciation charge and accumulated depreciation is not material. The house has been included at an independent assessment of the market value at 31 July 2025 (£700,000) and is unchanged from the previous valuation in 2022. This property is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2028.

Notes to the financial statements for the year ended 31 December 2025 continued

2. Incoming resources:	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
<u>Donations and legacies</u>					
2a. <u>Planned giving</u>					
Gift aided	131,255	-	-	131,255	134,981
Not gift aided	14,251	-	-	14,251	15,283
Regular giving envelopes	1,245	-	-	1,245	1,520
Other planned giving	240	-	-	240	1,080
	146,991	-	-	146,991	152,864
<u>Gift Aid</u>	34,903	-	1,088	35,991	36,193
2b. <u>Collections at services</u>					
Sunday cash collections	1,834	-	-	1,834	2,945
Gift Aid - one-off envelopes	70	-	-	70	70
Online giving at Sunday services	706	-	-	706	1,757
Special services and other collections	2,433	-	-	2,433	3,830
	5,043	-	-	5,043	8,602
2c. <u>Other donations</u>					
One-off gifts	4,305	-	3,000	7,305	2,023
Donations for flowers	-	-	-	-	60
Donations for specific purposes	-	-	7,595	7,595	2,271
Legacies	-	57,000	5,000	62,000	5,350
	4,305	57,000	15,595	76,900	9,705
2d. <u>Grants</u>					
Government grants	249	-	31,458	31,708	7,500
Other grants	-	-	1,375	1,375	12,170
	249	-	32,833	33,083	19,670
2e. <u>Activities for generating funds</u>					
Income from use of buildings	7,051	-	-	7,051	6,260
Fundraising event income	2,264	-	-	2,264	5,217
Other fundraising	142	-	220	362	195
	9,456	-	220	9,676	11,672
2f. <u>Church activities</u>					
<u>Weddings funerals and other church events</u>					
Fees to PCC	6,816	-	-	6,816	5,539
Miscellaneous fees	1,659	-	-	1,659	1,490
Choir fees	-	-	-	-	-
Income from refreshments	704	-	-	704	641
Other church activities	865	-	-	865	1,933
	10,044	-	-	10,044	9,604
<u>Other charged-for items</u>					
Magazine sales and advertising	3,713	-	-	3,713	3,303
Book of remembrance and plinth inscriptions	2,684	-	-	2,684	2,616
Charged-for items not covered elsewhere	1,260	-	-	1,260	737
	7,657	-	-	7,657	6,656
2g. <u>Investment income</u>					
Bank and savings account interest	1,221	2,436	222	3,878	3,184
Income from 19 The Lorne	-	25,545	-	25,545	23,565
	1,221	27,980	222	29,422	26,749
<u>Other</u>	100	-	-	100	368
<u>Total income</u>	219,969	84,980	49,958	354,907	282,080

Notes to the financial statements for the year ended 31 December 2025 continued

3. Expenditure on:	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
3a. <u>Costs of generating funds</u>					
Fundraising activity costs	1,317	-	-	1,317	1,356
Finance charges	490	-	-	490	383
19 The Lorne costs	-	7,021	-	7,021	8,509
	1,807	7,021	-	8,828	10,249
<u>Church activities</u>					
<i>Parish Share</i>	105,322	-	-	105,322	104,710
<i>Staff and Youth Leader costs</i>	66,671	-	-	66,671	66,942
3b. <i>Other ministry and service costs</i>					
Music costs including visiting organists	3,298	-	-	3,298	4,324
Youth and children's activities	328	-	-	328	288
Refreshments, flowers, and service provisions	1,792	-	-	1,792	1,932
Outreach, Christian commitment and training	1,219	-	-	1,219	847
Ministry and service costs not covered elsewhere	263	-	-	263	1,175
	6,900	-	-	6,900	8,566
3c. <i>Costs of other charged-for items</i>					
Magazine costs	238	-	-	238	224
Book of remembrance and plinth inscriptions	984	28	-	1,012	1,053
Charged-for items not covered elsewhere	526	-	-	526	472
	1,748	28	-	1,776	1,750
3d. <i>Administration</i>					
Contributions to other organisations	520	-	-	520	70
Licences and IT	823	-	-	823	1,513
Office materials and photocopying and other	947	-	-	947	1,107
	2,290	-	-	2,290	2,690
3e. <i>Missionary and charitable giving- Note 4</i>	19,400	-	-	19,400	13,750
3f. <i>Upkeep and improvement of buildings</i>					
Utilities	12,276	-	-	12,276	13,534
Other running costs	7,738	-	-	7,738	7,363
Property repairs and maintenance	-	-	13,051	13,051	27,504
Furniture and equipment	2,305	-	-	2,305	343
Improvements	-	-	34,717	34,717	963
Insurance	3,033	-	-	3,033	3,788
	25,352	-	47,769	73,120	53,495
3g. <i>Governance</i>					
Independent examiner	2,180	-	-	2,180	2,040
Other governance and safeguarding	88	-	-	88	57
Health and safety costs	-	-	-	-	-
	2,268	-	-	2,268	2,097
<u>Other</u>	21	-	1,472	1,493	128
<u>Total expenditure</u>	231,779	7,049	49,241	288,069	264,376

Notes to the financial statements for the year ended 31 December 2025 continued

4. Missionary and charitable giving	Unrestricted funds	Designated funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£	£
Bible Society	3,880	-	-	3,880	2,750
Christians Against Poverty	3,880	-	-	3,880	2,750
Christian Solidarity Worldwide	3,880	-	-	3,880	2,750
Oasis	3,880	-	-	3,880	2,750
Mission Aviation Fellowship	1,940	-	-	1,940	1,375
Mission to Seafarers	1,940	-	-	1,940	1,375
	19,400	-	-	19,400	13,750

5. Staff costs	2025	2024
	£	£
Wages and salaries	49,978	50,760
Social security costs*	-	-
Employer's contributions to pension and life assurance schemes	2,936	3,310
	52,914	54,070
The average number of employees during the year was:	4	4

* Social security costs were nil as employer national insurance contributions were covered by the HMRC allowance.

No employee earned in excess of £60,000 per annum and none of them were trustees.

The trustees consider that the aggregate employment benefits of key management personnel were nil. (2024; nil)

6. Trustees and Related Parties

No members of the PCC have been remunerated or paid expenses for their role as trustees.

A total of £1,146 was paid in expenses to three members of the PCC - the Rector, the Assistant Minister and the Curate for travel, retreats, books and other incidental expenses. (2024: £1,177.)

Helen Turner, the wife of PCC member Chris Turner, was paid a total of £2,893 acting as Interim Music Lead (January to May); Director of Music (June to December); and for musical accompaniments at additional services.

Clare Curran is a Surrey County Councillor. A grant of £18,000 was received from Surrey County Council towards the toilet upgrade.

During their terms of office as trustees in 2025 PCC members and their close family donated in aggregate a total of £29,800 to the church (not including the Gift Aid recoverable on behalf of the PCC). £1,300 of this was donated for restricted purposes.

Notes to the financial statements for the year ended 31 December 2025 continued**7. Legacies**

As shown in Note 2c, at total of £62,000 was received in legacies during 2025. The legacies from Sylvia Chares (£2,000), Nigel Fenner (£50,000) and Joyce Goater (£5,000) were unrestricted and have been placed in the Legacy Fund which stood at £68,464 at the end of the year. The legacy from Pam Sexton (£5,000) was restricted to expenditure on the fabric of the church and has been placed in the Restricted Fabric Fund.

8. Debtors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2025 £	Total 2024 £
Gift Aid	6,243	-	763	7,005	9,567
Other debtors and prepayments	1,627	-	-	1,627	1,594
	7,869	-	763	8,632	11,160

9. Creditors

HMRC- income tax and NI	2,698	-	-	2,698	2,052
Fees assigned to Guildford Diocese and others	-	-	-	-	1,951
Other creditors and accruals	24,800	-	-	24,800	7,144
	27,498	-	-	27,498	11,147

10. Analysis of fund transfers

Gross transfers between funds - in	18,524	-	552	19,075	28,910
Gross transfers between funds - out	(552)	(18,524)	-	(19,075)	(28,910)
Net transfers	17,972	(18,524)	552	-	-

The following transfers were made at the end of 2025:

- The surplus in the 19 The Lorne Income and Expenditure Fund (£18524) was transferred to the General Fund.
- £552 was transferred from the General Fund to the Churchyard Fund to extinguish the deficit in that fund.

Notes to the financial statements for the year ended 31 December 2025 continued

11. Comparative Statement of Financial Activities for the year ended 31 December 2024

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £
Income from:				
<i>Donations and legacies</i>				
Planned giving	152,864	-	-	152,864
Gift Aid	36,039	-	154	36,193
Collections at services	8,602	-	-	8,602
<i>Other donations</i>	2,083	5,350	2,271	9,705
<i>Grants</i>	775	10,698	8,197	19,670
<i>Activities for generating funds</i>	6,455	-	5,217	11,672
<i>Church Activities</i>	16,259	-	-	16,259
<i>Income from investments (inc 19 The Lorne)</i>	1,406	25,244	99	26,749
<i>Other income</i>	368	-	-	368
Total income	224,851	41,292	15,938	282,080
Expenditure on:				
<i>Costs of generating funds</i>	412	8,509	1,328	10,249
<i>Church Activities</i>				
Parish Share	104,710	-	-	104,710
Staff and Youth Leader costs	66,942	-	-	66,942
Other ministry and service costs	8,566	-	-	8,566
Costs of other charged-for items	1,750	-	-	1,750
Administration	2,690	-	-	2,690
Missionary and charitable giving	13,750	-	-	13,750
Upkeep of church and other buildings	25,582	16,033	11,879	53,495
Governance	2,097	-	-	2,097
<i>Other</i>	128	-	-	128
Total Expenditure	226,627	24,542	13,207	264,376
Net income/(expenditure) before transfers	(1,776)	16,750	2,730	17,704
Gross transfers between funds				
Fund transfers in	15,212	13,454	244	28,910
Fund transfers out	13,698	15,212	-	28,910
Net transfers	1,513	(1,757)	244	-
Net income before other recognised gains and losses	(263)	14,993	2,974	17,704
Other recognised gains				
Revaluation of property	-	-	-	-
Net movement in funds	(263)	14,993	2,974	17,704
Funds at 1 January 2024	67,253	775,322	3,409	845,984
Funds at 31 December 2024	66,990	790,315	6,383	863,688

Accounts

St Nicolas Great Bookham PCC

Registered as The Parochial Church Council
of the Ecclesiastical Parish of Great Bookham
in the Diocese of Guildford

Trustees' Report and Financial Statements

For the year ended 31 December 2024

Registered Charity Number 1127867

Report of the Trustees for the year ended 31 December 2024

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Report of the Trustees for the year ended 31 December 2024**The Report**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of 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 Ireland (FRS102) (effective 1 January 2019).

The Parochial Church Council of the Ecclesiastical Parish of Great Bookham is also known as St Nicolas Church, Great Bookham. The members of the St Nicolas' Parochial Church Council (PCC) are the trustees of the charity.

Aims and Purposes

The PCC has the responsibility of co-operating with the incumbent of St Nicolas, Great Bookham, the Reverend Canon Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings and churchyard.

Objectives and Activities

Our Mission statement is 'Building Faith in the Community'. As such, the PCC is committed to enabling as many people as possible to worship at St Nicolas Church and to become part of our church community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our church community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals
- Mission and outreach work, including giving a proportion of our income to supporting other mission organisations.

To facilitate this work, it is important that we maintain the fabric of St Nicolas church and its associated buildings.

During 2024, we continued to focus on the Church Development Plan (CDP) for 2022 to 2024. This CDP identified four priority areas on which to focus activity: a church family confident in witness and service; maximising the value of recent changes in our church building to the benefit of all; a growing and diverse families and children ministry; building effective communications which underpin all of our relationships. The remainder of this report demonstrates the progress made in relation to these priorities. During the year we also considered and prepared a new CDP for 2025 to 2026.

Report of the Trustees for the year ended 31 December 2024**Achievements and Performance***Worship and Prayer*

Worship at St Nicolas meets the needs of the congregation and visitors through our regular services; the needs of the wider community are met through our occasional offices (baptism, marriage, funerals and twice-yearly memorial service) and our special services around Easter, Harvest, Remembrance and Christmas. Worship was led by five people from our Ministry Team: the Rector, a retired clergyman, two ordained local ministers, and one Lay Minister (Reader) with permission to officiate. During school term time, provision was made for primary school aged children at our Sunday 10am services, which is led by our Families and Children's Minister (the sixth member of our Ministry Team). There is more about our provision through this ministry in the relevant section below.

The special Christmas Services (Nine Lessons and Carols, Children's Crib Service, two Family Carol services and Midnight Communion) were also particularly well attended.

In June 2024 our Director of Music retired after more than 20 years of faithful service, and we began the so-far-unsuccessful recruitment of a new Director of Music. Meanwhile, a couple from our congregation have taken responsibility for leading the choir and planning our music. We are also thankful to have been able to secure locum organists to play at our Sunday services week by week in this period. This has enabled us to maintain our musical traditions and, indeed, enhance our choir – for this we are extremely grateful.

In October 2024 we began a new monthly evening service of informal worship and prayer under the title of 'New Fire, Bookham'. So far, we have held three of these services, the most recent being a Christmas celebration. Again, we are very grateful to the small team who have taken this initiative to support those whose preferred worship style is different to that of our main services.

A small but dedicated group meet online for public prayer on Mondays, Wednesdays and most Saturdays; and meet face to face monthly on a Saturday to pray for our CDP (Church Development Plan). Prayer requests may be posted on our website, placed in the Prayer Box or on the Prayer Tree in Church, which remains open during daylight hours throughout the week. These prayer requests are included in our Monday and Wednesday prayer meetings.

The prayer life of the church continues to be encouraged by the placement of prayer-stations around the building, the content of which was changed with the liturgical seasons by a small, dedicated team. Prayer was also informed by a cycle of prayer published in our monthly magazine and weekly bulletins. Intercessions during public worship were led by a team of 16 members of the fellowship, a few of whom have stood down this year for a variety of reasons.

Our housegroups add to the prayer life of the church and provide prayer support for their members. An additional group ran throughout Lent for those not in house groups, and this has been much valued.

Church Membership and Attendance

Typical attendance at our regular Sunday services based on the October Count is: 13 at Holy Communion at 8am and 83 at 10am services. The same data shows that average attendance at Thursday morning Holy Communion is 9. During school term time, provision was made for primary school aged children at our Sunday 10am services.

Report of the Trustees for the year ended 31 December 2024

Online - The average number of views of our recorded services in 2024 was 48.

There were 229 members on the Church Electoral Roll at 31 December 2024.

Families and Children's Ministry

2024 was an incredible year for our ministry to families and children.

Tots Alive: This group has thrived throughout the year. Parents and carers value this space where they can connect, have fun, and learn about the gospel. Numbers vary, but around 30 parents, carers and children attend every week.

Glow: Our children's church has also grown in numbers little by little and in their knowledge of God. We explored themes such as Lent, Easter, "The In-Between Time", Pentecost, "On Jesus' Team", Advent, and "Jesus is God's Gift".

Community Outreach: We organised several events this year, including craft clubs during school holidays, Easter Family Fun, and Summer Fun activities in local parks. These events provided excellent opportunities to meet new people, offer a variety of activities, and share the gospel with our community. We also participated in community events, such as Village Day and Spirit of Christmas. Our Families' and Children's Minister continued to offer Rhyme Time at the library fortnightly, which is very well received by families with young children in our wider community.

Schools: We continued our engagement with our three local schools by delivering assemblies on their premises and welcoming them to our church for RE lessons. We also held special services for occasions such as Easter, Harvest, and Christingles. In 2024, the Christingle services organised by our team and two local schools, held at St. Nicolas, saw 898 community members in attendance.

Uniformed Groups: Scout and Guide groups visited us and enjoyed the activities we provided, especially the scavenger hunts in our church building and garden. They also contributed to our Remembrance service by preparing art pieces that were displayed in the church.

We are immensely grateful to the wonderful team of helpers who make all these activities possible.

Youth Ministry

The successful partnership between St Nicolas Church, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) continued during 2024. BYouth operated on Mondays and Fridays, and other projects included residential and day trips in the school holidays, Making Good (social action project), and Connect and Explore sessions on Monday evenings. Fish, the Christian Union, is going strong in the Howard of Effingham school with increased attendance. In December a new LGBTQ+ drop-in was launched by LYP at the school following a request from the school support staff. The Next Level worship service has been put on hold as the local youth workers review its purpose and format. Jenny Coffin finished her time with LYP at the end of July and in September we welcomed Lucy Hicks as the new Bookham Lead.

Pastoral

The Ministry Team, Pastoral Team and Bereavement Visitors provide a wide range of pastoral support to people living in the parish, including visiting those housebound, those in hospital and care homes, those who have been bereaved or are unwell and those experiencing problems and difficulties of many kinds.

Report of the Trustees for the year ended 31 December 2024

Pastoral Team members also provide weekly social coffee mornings and regular Friendship Lunches for those living alone. Some are also involved with the local Anna Chaplaincy activities referred to in later sections. Others take home communion to several housebound individuals and to a small group at Southey Court. The Ministry Team takes weddings, baptisms and funerals for those in the village or connected with the parish. There is a well-attended twice-yearly Memorial Service for those bereaved.

Mission and Evangelism

During 2024, the church supported the work of six nominated charities: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship and The Mission to Seafarers. Speakers from each charity visit St Nicolas over the course of two years to explain more about their work.

The Barnabas Men's Fellowship continued to meet monthly where possible in the Pastoral Centre. The Bloom Ladies' Group met four times in 2024.

We were pleased to run the Alpha course from January to March 2024 with the group meeting in the church.

We have two midweek coffee events open to all. On Tuesday mornings there is an opportunity to meet and chat in the Pastoral Centre and this is advertised in the village. Another regular group meets for coffee and fellowship on Thursday mornings after our service of Holy Communion; both those attending the service, and others who appreciate the time to meet with friends, enjoy this provision.

Easter eggs were given out on the village high street along with publicity inviting people to come and attend the Family Fun Event.

The 'Spirit of Christmas' community event saw hundreds of local people visit the church to see the nativity set display and nearly a thousand local people came to our Christmas services.

A number of successful classical and folk concerts were organised during 2024 which proved popular with many people from the local community.

Eco Church

The Eco Church programme encourages churches to integrate sustainable practices into five areas of church life: worship; buildings; land management; community engagement; and individual lifestyles. Having gained the bronze award in 2019 and the silver award in 2022, St Nicolas was awarded the highest level of achievement, the gold award, in September 2024. The Eco team was instrumental in achieving this accolade for the church, only the second church in the Guildford Diocese to have gained it.

Other notable team efforts during the year were: holding a Fairtrade coffee morning to raise money for Transform Trade; organising a harvest lunch for congregation members using local produce and community fridge leftovers; and starting a new medicine blister pack recycling initiative which has proved exceptionally popular. The team also continued work in the Pastoral Centre garden, refining the wildlife corner in particular.

Ecumenical Relationships

Revd Steve Elmes, who had chaired *Churches Together in Bookham (CTiB)* and the *Fraternal* for many years, moved away from Bookham during 2024. We expressed our considerable thanks to Steve for his

Report of the Trustees for the year ended 31 December 2024

light-touch and wise leadership over that period. We are very grateful to Sue Ferguson, an existing member of CTIB and an active member of *Eastwick Road Church*, who is providing leadership for a year, a decision she would like to be reviewed in early 2025. Three meetings were held during the year, bringing together lay members and ministers, to consider ministry that the churches might undertake together. Our approach has continued to be one of seeking to work together where this brings clear benefits whilst honouring the contribution of individual churches where this makes more sense.

As in previous years, we promoted the *Week of Prayer for Christian Unity* throughout the churches, taking it in turns to host a half hour prayer meeting each day during the week. Numbers were typically 15-20, with each church leading in their own distinctive way.

In 2024 we communicated across the churches via *Team Spirit* – a three or four times a year publication made available in each of the churches, although reducing the number of printed copies in each church to encourage online readership instead. We also took out a shared advertisement in the magazine of the *Bookham Residents Association* – a cost and distribution-effective means of making our Christmas services known.

We contributed to the annual village day in June through the provision of staffing and financial support for two initiatives – *Last Man Standing* and the *Adventure Plus Climbing Wall*. Rain got in the way and halted activity for a while. Nevertheless, a good time was had by all with nearly £1,300 in income between the two activities.

St Nicolas once again took the lead in the provision of *Good Friday* and *Remembrance Day* services as well as providing a venue and hospitality for the *Spirit of Christmas* event in early Advent. We were also pleased to share in the *Maundy Thursday Agape Meal* at Eastwick Road Church.

Through *The Meeting Place*, the charity established by the local churches, we continue to provide a Coffee Shop on Saturday mornings – a great opportunity for friends to meet and new friendships to be established; the *Community Fridge* – unused food which would otherwise find its way to landfill made available to any who collect; and *Hearing Champions* – a surgery for hearing aids, which includes cleaning and changing batteries. *The Meeting Place* employs an *Anna Chaplain* – someone whose brief it is to work with the older members of the community, particularly those who are isolated and possibly who have no connection with the church. Liz Tapp, who began work as the new *Anna Chaplain* at the beginning of 2024, has provided excellent leadership; it was a privilege to commission her for this work at a special service held later in the year at St Nicolas.

Finally, three of the local churches continued to work together to fund a youth worker for Bookham through the Leatherhead Youth Project (LYP). In 2024 we welcomed Lucy Hicks as the new youth worker, following the resignation of Jenny Coffin after six years in the role. We at St Nicolas are very grateful to be able to work closely with LYP as members of the Steering Group for the youth worker.

Deanery Synod

The parish was represented by four people in 2024, following the elections held in 2023 for a new term of three years. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

Report of the Trustees for the year ended 31 December 2024*The Church Buildings*

In addition to the general maintenance works the following specific larger projects were completed in 2024:

- The re-roofing and insulating of the new boiler house roof (previously known as the Sexton's shed).
- Re-roofing of the leaking gardener's shed which replaced the asbestos cement roof with new profiled metal sheet roofing.
- With the Archdeacon's permission, the installation of a new oak cash donation box in the tower.
- The leaning brick wall on the pastoral centre was partially demolished and a new brick pier/buttress built to stabilise any further movement. In addition to this the owner of the neighbouring flats and car park removed a large ash tree (whose roots had undermined the foundations of the brick wall) and trimmed back two other trees, at his own expense.
- Three new cupboards have been fitted in the choir vestry to replace the old work top and drawers and to "tidy up" the accumulation of wires, chargers etc.
- The damaged fence panels behind the parish office have been replaced together with six new panels being fitted between the rectory and a neighbouring garden. This is to replace the Leylandii trees.
- The electric motor for the central screen in the church has been replaced.

A faculty has been granted to upgrade and refurbish the toilets in the Church Room and grants have been obtained in 2025 from Guildford Diocese (£5,000) and Surrey County Council (£18,000). Work is expected to begin in 2025.

In 2024 we also considered as a PCC and Fabric Committee various projects for 2025:

- Repair to deal with damp patch on north wall of church.
- New gardener's shed door.
- Cleaning the carpet in the Pastoral Centre.
- Church Room chair storage cupboard.

The PCC is very grateful to the volunteers making up the Fabric Committee who oversee this work and also carry out the more routine tasks. We would particularly like to thank David Wall and David Barnes for their valued contribution in masterminding most of this vital work.

The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard.

Report of the Trustees for the year ended 31 December 2024**Financial Review**

The financial statements for the year ended 31 December 2024 are set out in the following pages together with a report from our independent examiner, Ellis Atkins.

In 2024 income from and expenditure on 19 The Lorne (the “curate’s house” though not currently needed for this purpose) and the churchyard were removed from the General Fund and accounted for in separate funds in order to provide greater clarity. Having done this it can be seen that:

- The General Fund was broadly in balance, the deficit being £1,776 before transfers – less than 1% of turnover. This means that the church was broadly covering its running costs, excluding the larger and inevitably erratic repairs and maintenance costs associated with a Grade 1 listed church and the other buildings (which are charged to the Fabric Funds). This was a good result and an important one as the church receives no external support to meet its day-to-day costs. A key element of this was the 6% increase in planned giving, helped by a stewardship campaign in February.
- 19 The Lorne, which is currently let on commercial basis as the church does not currently have a curate, produced a net surplus of £15,200. This was less than in previous years as the rear and side of the house were decorated and a fence which blew down in a storm had to be replaced at a combined cost of £4,100.
- It was an expensive year as far as the larger repair and maintenance jobs that are paid for out of the Fabric Funds. A total of £15,100 was spent from the Designated Fabric Fund on property repairs and maintenance, some £11,000 of which was accounted for by three large jobs: the renewal of the roof of the boiler house; the re-roofing of the gardener’s shed and the replacement of winch for the central screen in the church. In addition, the PCC is grateful to the Friends of St Nicolas for funding the replacement of the organ humidifier at a cost of £4,100 – accounted for in the Restricted Fabric Fund. The total spend of £19,100 on non-routine repairs and maintenance is a salutary reminder of how expensive keeping our buildings and equipment in good repair can be.
- The net cost to the church of routine maintenance of the churchyard was only £243 thanks to a grant of £7,500 from Mole Valley District Council, for which the PCC is very grateful.

Having transferred the surplus from 19 The Lorne to the General Fund and replenished the Designated Fabric and Churchyard Funds from the General Fund, the General Fund stood at £66,990 leaving a reasonable margin above the PCC’s policy of maintaining a reserve of at least 3 month’s expenditure – some £60,700.

The PCC also began fundraising to upgrade the toilets in the Church Room and provide an additional toilet. At the end of the year some £6,400 has been raised for this purpose.

Public Benefit

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission’s guidance on public benefit and in particular the specific guidance on ‘charities for the advancement of religion’.

Report of the Trustees for the year ended 31 December 2024**Reserves Policy**

It is the policy of the PCC to aspire to maintain a balance on the General (Unrestricted) Fund which represents a minimum of three months of normal expenditure to cover emergency situations that may arise from time to time.

Investment Policy

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £85,000) through the Financial Services Compensation Scheme. Funds held with any one institution are be limited to this guaranteed level.

Risk Management

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk assessments for all significant activities, both within the church and for external events.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC has received regular reports throughout the year regarding Safeguarding at the Church and has been asked to review activity on the Parish Dashboard. The Safeguarding team and the Rector had a helpful meeting with the Diocesan Safeguarding Advisor over the summer to discuss the context of Safeguarding at the Church.

Service

We would like to thank all who contribute their gifts to make our church the lively and vibrant community it is. This year, the work of our volunteers, whether in positions of responsibility or giving their time and talents in support of the work of St Nicolas, has been critical to allowing our presence in the community not only to continue but to thrive. We are very grateful to you all.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St

Nicolas the membership of the PCC comprises the incumbent, two further ordained clergy, the churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services 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 church are to be spent.

The full PCC met six times during the year with an average level of attendance of 70%.

Administrative Information

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

Report of the Trustees for the year ended 31 December 2024

PCC members who have served from the beginning of the year until the date this report was approved:

Incumbent	Reverend Canon Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Curate	Reverend Gill Caldwell	
Churchwardens	Heather Gerrard Joy Lord	
Deanery Synod**	Clare Curran Peter Evans Heather Gerrard Amanda Rowland	
Diocesan Synod***	Heather Gerrard	From September 2024
Elected Members	David Barnes Tina Dennett Peter Evans** Nick Garrett Heather Gerrard* ** *** Claire Hoath Neil McDonald Amanda Rowland** Robert Searle Anne Shears Jackie Stephens Angela Stevens Chris Turner Sue White Jan Williamson	From April 2024 To July 2024 From April 2024 To April 2024 To April 2024 From April 2024 From April 2024
Co-opted Members	Nick Garrett Neil McDonald Jackie Stephens	To April 2024 From May 2024 To April 2024
PCC Secretary	Amanda Rowland	

* Heather Gerrard served as Churchwarden whilst also an elected member of the PCC from May 2023

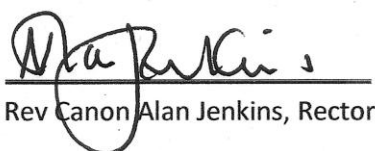
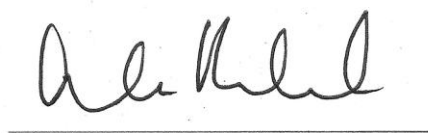
** Peter Evans, Heather Gerrard and Amanda Rowland served as members of the Deanery Synod whilst also elected members of the PCC from May 2023. This continued to be the case into 2024 although Peter Evans ceased to be an elected member in July 2024.

*** Heather Gerrard also served as a member of the Diocesan Synod whilst also an elected member of the PCC from September 2024

Report of the Trustees for the year ended 31 December 2024

Other Church officials:

LLMs (Readers) with Permission to Officiate	Chris Holloway
Retired Minister with Permission to Officiate	David Ireland
Assistant Churchwardens	Robert Searle Nick Garrett
Electoral Roll Officer	Catherine Clark
Gift Aid Secretary	Richard Scrase – to June 2024 Nick Garrett – from June 2024
Treasurer	Neil McDonald
Assistant Treasurer	Nick Garrett
Payroll Officer	Nick Garrett
Parish Administrator	David Gatland
Director of Music	Peter Lutton – to June 2024
Youth Worker (Leatherhead Youth Project)	Jenny Coffin – to July 2024 Lucy Hicks – from September 2024
Families and Children Minister	Celeste Rios
Safeguarding Officer	Roland Martin
PCC Minutes Secretary	Karen Gaunt - from July 2024
Principal Bankers	CAF Bank, Kings Hill Avenue, West Malling, Kent. Lloyds Bank
Independent Examiner	Ellis Atkins, Chartered Accountants, Constable Court, 62 Dene Street, Dorking. RH4 2DP

Approved by the PCC on 10th March 2025 and signed on its behalf by:
Rev Canon Alan Jenkins, Rector
Amanda Rowlands, PCC Secretary

Report of the Trustees for the year ended 31 December 2024**Independent examiner's report to the trustees of The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Nicolas Great Bookham**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham (the Trust) for the year ended 31st December 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



Philip Longstaff FCA

The Institute of Chartered Accountants in England and Wales

Ellis Atkins, Chartered Accountants

Constable Court

62 Dene Street

Dorking

Surrey RH4 2DP

Date: 11th March 2025

Report of the Trustees for the year ended 31 December 2024**Statement of Financial Activities
for the year ended 31 December 2024**

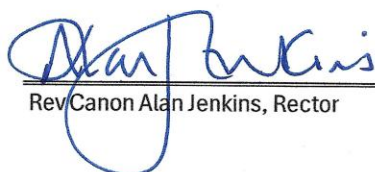
	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<u>Income from:</u>						
<i>Donations and legacies</i>						
Planned giving	2a.	152,864	-	-	152,864	144,199
Gift Aid		36,039	-	154	36,193	39,268
Collections at services	2b.	8,602	-	-	8,602	7,015
Other donations	2c.	2,083	5,350	2,271	9,705	32,135
Grants	2d.	775	10,698	8,197	19,670	39,135
<i>Activities for generating funds</i>	2e.	6,455	-	5,217	11,672	11,216
<i>Church Activities</i>	2f.	16,259	-	-	16,259	17,110
<i>Income from investments (inc 19 The Lorne)</i>	2g.	1,406	25,244	99	26,749	21,910
<i>Other income</i>		368	-	-	368	333
Total income		224,851	41,292	15,938	282,080	312,322
<u>Expenditure on:</u>						
<i>Costs of generating funds</i>	3a.	412	8,509	1,328	10,249	5,506
<i>Church Activities</i>						
Parish Share		104,710	-	-	104,710	106,310
Staff and Youth Leader costs		66,942	-	-	66,942	65,969
Other ministry and service costs	3b.	8,566	-	-	8,566	6,251
Costs of other charged-for items	3c.	1,750	-	-	1,750	3,264
Administration	3d.	2,690	-	-	2,690	3,250
Missionary and charitable giving	3e.	13,750	-	-	13,750	19,975
Upkeep of church and other buildings	3f.	25,582	16,033	11,879	53,495	124,430
Governance	3g.	2,097	-	-	2,097	697
<i>Other</i>		128	-	-	128	-
Total Expenditure		226,627	24,542	13,207	264,376	335,651
Net income/(expenditure) before transfers		(1,776)	16,750	2,730	17,704	(23,330)
Gross transfers between funds	10					
Fund transfers in		15,212	13,454	244	28,910	9,200
Fund transfers out		13,698	15,212	-	28,910	(9,200)
Net transfers		1,513	(1,757)	244	-	-
Net income before other recognised gains and losses		(263)	14,993	2,974	17,704	(23,330)
Other recognised gains						
Revaluation of property		-	-	-	-	-
Net movement in funds		(263)	14,993	2,974	17,704	(23,330)
Funds at 1 January 2024		67,253	775,322	3,409	845,984	869,314
Funds at 31 December 2024		66,990	790,315	6,383	863,688	845,984

Report of the Trustees for the year ended 31 December 2024

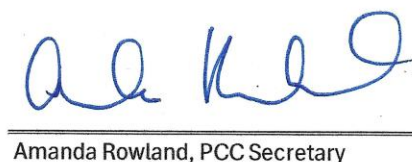
Balance Sheet
at 31 December 2024

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Fixed Assets						
Property: 19 The Lorne (curate's house) at market value		-	700,000	-	700,000	700,000
Current Assets						
Debtors	8	11,007	-	154	11,160	13,272
Cash		64,815	90,680	8,180	163,675	142,243
		75,822	90,680	8,334	174,836	155,516
Current Liabilities						
Creditors and accruals	9	8,831	365	1,951	11,147	9,531
Total assets less current liabilities		66,990	790,315	6,383	863,688	845,984
Represented by						
Funds of the church		66,990	790,315	6,383	863,688	845,984
Analysis of Funds						
		At 1 Jan 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 Dec 2024 £
Unrestricted funds						
General		67,253	224,851	226,627	1,513	66,990
Designated funds						
Property - 19 The Lorne at cost		7,600	-	-	-	7,600
- revaluation reserve		692,400				692,400
Vision		142	9,457	-	-	9,599
Fabric (Designated)		66,848	2,579	16,033	13,454	66,848
Legacy		5,000	5,470	-	-	10,470
Garden of Remembrance		3,333	66	-	-	3,399
19 The Lorne - income and expenditure		-	23,721	8,509	(15,212)	-
		775,322	41,292	24,542	(1,757)	790,315
Restricted Funds						
Fabric (Restricted)		3,409	682	4,091	-	-
Toilet Upgrade Fund		-	2,563	105	-	2,458
Toilets and other specific Projects Fund		-	5,148	1,223	-	3,924
Churchyard Fund		-	7,545	7,789	244	-
		3,409	15,937	13,207	244	6,383
Total funds		845,984	282,080	264,376	-	863,688

Approved by the Parochial Church Council on 10 March 2025 and signed on its behalf by:



Rev Canon Alan Jenkins, Rector



Amanda Rowland, PCC Secretary

Report of the Trustees for the year ended 31 December 2024**Notes to the financial statements for the year ended 31 December 2024****1. Accounting Policies**

The PCC is a public benefit entity under FRS 102. The financial statements have been prepared in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities 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 Financial Reporting Standard 102 applicable in the UK and Republic of Ireland, and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the curate's residence (19 The Lorne) which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Designated funds are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *Property Fund* which represents an assessment of the market value of the curate's house based on a valuation at 6 June 2022. The *19 The Lorne – Income and Expenditure Fund* was created in 2024 to identify separately the finances of the curate's house from the general running costs of the church.

The *Vision* fund which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

With any building, and particularly with an ancient building like St Nicolas Church, money needs to be spent from time to time on unpredictable repairs and major items of maintenance which need to be budgeted for over several years. The *Designated Fabric* fund is held to accumulate funds for such items. It funds any expenditure on the buildings which is not routine maintenance.

The *Legacy* fund holds monies from legacies pending PCC decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

Restricted funds are funds where the PCC is constrained only to spend the funds as directed by the donor.

The *Fabric (Restricted) Fund* has been brought back into use to hold monies gifted or granted for specific works such as the Friends grant to replace the organ humidifier.

Two funds were created in 2024 to hold the proceeds of fundraising to upgrade the toilets in the Church Room: the *Toilet Upgrade Fund* and *The Toilets and other Specific Projects Fund*. The first is for money raised exclusively for the toilet upgrade and the second for money raised on the basis that it could be used for specific projects chosen by the PCC (not routine expenditure) if it was not needed for the toilet upgrade.

Report of the Trustees for the year ended 31 December 2024

A *Churchyard Fund* was created in 2024 for funds received solely for the maintenance of the churchyard from Mole Valley District Council.

Income

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain and can be measured reliably. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross with the exception of events for which the turnover is less than £250 which may be dealt with on a net receipts basis.

Expenditure

Expenditure is accounted for on an accruals basis. Grants and donations are accounted for when paid over. The Diocesan parish share is accounted for when due. All other resources expended are recognised when incurred.

Fixed assets

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

All expenditure on furniture, fittings and office equipment is written off when incurred.

Property

The curate's house (19 The Lorne) has been included at an independent assessment of the market value at 6 June 2022. This property is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2025.

Report of the Trustees for the year ended 31 December 2024

Notes to the financial statements for the year ended 31 December 2024

2. Incoming resources:	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
<u>Donations and legacies</u>					
2a. <u>Planned giving</u>					
Gift aided	134,981	-	-	134,981	128,854
Not gift aided	15,283	-	-	15,283	13,340
Regular giving envelopes	1,520	-	-	1,520	1,565
Other planned giving	1,080	-	-	1,080	440
	152,864	-	-	152,864	144,199
<u>Gift Aid</u>	36,039	-	154	36,193	39,268
2b. <u>Collections at services</u>					
Sunday cash collections	2,945	-	-	2,945	2,981
Gift Aid - one-off envelopes	70	-	-	70	95
Online giving at Sunday services	1,757	-	-	1,757	-
Special services and other collections	3,830	-	-	3,830	3,939
	8,602	-	-	8,602	7,015
2c. <u>Other donations</u>					
One-off gifts	2,023	-	-	2,023	8,736
Donations for flowers	60	-	-	60	610
Donations for specific purposes	-	-	2,271	2,271	17,789
Legacies	-	5,350	-	5,350	5,000
	2,083	5,350	2,271	9,705	32,135
2d. <u>Grants</u>					
Local government grants	-	-	7,500	7,500	7,500
Other grants	775	10,698	697	12,170	31,635
	775	10,698	8,197	19,670	39,135
2e. <u>Activities for generating funds</u>					
Income from use of buildings	6,260	-	-	6,260	5,670
Fundraising event income	-	-	5,217	5,217	5,256
Other fundraising	195	-	-	195	290
	6,455	-	5,217	11,672	11,216
2f. <u>Church activities</u>					
<u>Weddings funerals and other church events</u>					
Fees to PCC	5,539	-	-	5,539	6,602
Miscellaneous fees	1,490	-	-	1,490	1,909
Choir fees	-	-	-	-	130
Income from refreshments	641	-	-	641	907
Other church activities	1,933	-	-	1,933	330
	9,604	-	-	9,604	9,878
<u>Other charged-for items</u>					
Magazine sales and advertising	3,303	-	-	3,303	3,025
Book of remembrance and plinth inscriptions	2,616	-	-	2,616	4,070
Charged-for items not covered elsewhere	737	-	-	737	137
	6,656	-	-	6,656	7,232
2g. <u>Investment income</u>					
Bank and savings account interest	1,406	1,679	99	3,184	2,124
Income from 19 The Lorne	-	23,565	-	23,565	19,786
	1,406	25,244	99	26,749	21,910
<u>Other</u>	368	-	-	368	333
<u>Total income</u>	224,851	41,292	15,938	282,080	312,322

Report of the Trustees for the year ended 31 December 2024

3. Expenditure on:	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
3a. <u>Costs of generating funds</u>					
Fundraising activity costs	28	-	1,328	1,356	1,733
Finance charges	383	-	-	383	311
19 The Lorne costs	-	8,509	-	8,509	3,462
	412	8,509	1,328	10,249	5,506
<u>Church activities</u>					
<i>Parish Share</i>	104,710	-	-	104,710	106,310
<i>Staff and Youth Leader costs</i>	66,942	-	-	66,942	65,969
3b. <i>Other ministry and service costs</i>					
Music costs including visiting organists	4,324	-	-	4,324	2,153
Youth and children's activities	288	-	-	288	386
Refreshments, flowers, and service provisions	1,932	-	-	1,932	2,355
Outreach, Christian commitment and training	847	-	-	847	1,204
Ministry and service costs not covered elsewhere	1,175	-	-	1,175	153
	8,566	-	-	8,566	6,251
3c. <i>Costs of other charged-for items</i>					
Magazine costs	224	-	-	224	473
Book of remembrance and plinth inscriptions	1,053	-	-	1,053	1,842
Charged-for items not covered elsewhere	472	-	-	472	949
	1,750	-	-	1,750	3,264
3d. <i>Administration</i>					
Contributions to other organisations	70	-	-	70	520
Licences and IT	1,513	-	-	1,513	1,601
Office materials and photocopying and other	1,107	-	-	1,107	1,129
	2,690	-	-	2,690	3,250
3e. <i>Missionary and charitable giving - Note 4</i>	13,750	-	-	13,750	19,975
3f. <i>Upkeep and improvement of buildings</i>					
Utilities	13,534	-	-	13,534	16,026
Other running costs	7,363	-	-	7,363	9,975
Property repairs and maintenance	555	15,070	11,879	27,504	12,876
Furniture and equipment	343	-	-	343	1,443
Improvements	-	963	-	963	80,500
Insurance	3,788	-	-	3,788	3,611
	25,582	16,033	11,879	53,495	124,430
3g. <i>Governance</i>					
Independent examiner	2,040	-	-	2,040	600
Other governance and safeguarding	57	-	-	57	48
Health and safety costs	-	-	-	-	49
	2,097	-	-	2,097	697
<u>Other</u>	128	-	-	128	-
<u>Total expenditure</u>	226,627	24,542	13,207	264,376	335,651

Report of the Trustees for the year ended 31 December 2024**Notes to the financial statements for the year ended 31 December 2024**

4. Missionary and charitable giving	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Christian Aid - from 2023 Celebration Week	-	-	-	-	2,005
Bible Society	2,750	-	-	2,750	3,560
Christians Against Poverty	2,750	-	-	2,750	3,560
Christian Solidarity Worldwide	2,750	-	-	2,750	3,560
World Vision	-	-	-	-	171
Oasis	2,750	-	-	2,750	3,560
Mission Aviation Fellowship	1,375	-	-	1,375	1,780
Mission to Seafarers	1,375	-	-	1,375	1,780
	13,750	-	-	13,750	19,976

5. Staff costs	2024 £	2023 £
Wages and salaries	50,760	49,935
Social security costs*	-	-
Employer's contributions to pension and life assurance schemes	3,310	2,860
	54,070	52,795

The average number of employees during the year was: 3 4

* Social security costs were nil as employer national insurance contributions were covered by the HMRC allowance.

No employee earned in excess of £60,000 per annum and none of them were trustees.

The trustees consider that the aggregate employment benefits of key management personnel were nil. (2023; nil)

6. Trustees and Related Parties

No members of the PCC have been remunerated or paid expenses for their role as trustees.

A total of £1,177 was paid in expenses to three members of the PCC - the Rector, the Assistant Minister and the Curate for travel, retreats, books and other incidental expenses. (2023: £1,710.)

A total of £775 was paid during 2024 to Helen Turner, the wife of PCC member Chris Turner, for playing at services and leading the choir. The PCC is currently concluding a contract with Helen Turner to act as Interim Music Lead for the church, effective from 1 December 2024.

During their terms of office as trustees in 2024 PCC members and their close family donated in aggregate a total of £28,043 to the church (not including the Gift Aid recoverable on behalf of the PCC). £500 of this was donated for restricted purposes.

Report of the Trustees for the year ended 31 December 2024**Notes to the financial statements for the year ended 31 December 2024****7. Legacies**

As shown in Note 2c, £5,350 was added to the Legacy Fund in the year: £250 from the estate of Joan Hatcher; £100 from the family of Mary Ellis; and £5,000 from the estate of Francis Rice-Oxley. Interest of £120 brought the total added to the Legacy Fund to £5,470. In addition, two members who died in 2024 also made bequests to the church: Nigel Fenner (£50,000) and Sylvia Charles (£2,000). These were received in February 2025 and will be accounted for in the 2025 accounts.

8. Debtors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2024 £	Total 2023 £
Gift Aid	9,413	-	154	9,567	9,254
Other debtors and prepayments	1,594	-	-	1,594	4,019
	<u>11,007</u>	<u>-</u>	<u>154</u>	<u>11,160</u>	<u>13,272</u>

9. Creditors

HMRC - income tax and NI	2,052	-	-	2,052	1,846
Fees assigned to Guildford Diocese and others	-	-	1,951	1,951	1,452
Other creditors and accruals	6,779	365	-	7,144	6,234
	<u>8,831</u>	<u>365</u>	<u>1,951</u>	<u>11,147</u>	<u>9,532</u>

10. Analysis of fund transfers

Gross transfers between funds - in	15,212	13,454	244	28,910	9,200
Gross transfers between funds - out	(13,698)	(15,212)	-	(28,910)	(9,200)
Net transfers	<u>1,513</u>	<u>(1,757)</u>	<u>244</u>	<u>-</u>	<u>-</u>

The following transfers were made at the end of 2024:

- The surplus in the 19 The Lorne Income and Expenditure Fund (£15212) was transferred to the General Fund.
- £244 was transferred from the General Fund to the Churchyard Fund to extinguish the deficit in that fund.
- £13454 was transferred from the General Fund to the Designated Fabric Fund to restore the balance in that fund to its level on 1 January 2024.

Accounts

St Nicolas Great Bookham PCC

Registered as the Parochial Church Council
of the Ecclesiastical Parish of Great Bookham
in the Diocese of Guildford

Trustees' Report and Financial Statements

For the year ended 31 December 2023

Registered Charity Number 1127867

Report of the Trustees for the year ended 31 December 2023

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Report of the Trustees for the year ended 31 December 2023

Aims and Purposes

St Nicolas Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent of St Nicolas, Great Bookham, the Reverend Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings and churchyard.

Objectives and Activities

Our Mission statement is 'Building Faith in the Community'. As such, the PCC is committed to enabling as many people as possible to worship at St Nicolas Church and to become part of our church community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our church community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals
- Missionary and outreach work, including giving a proportion of our income to supporting other mission organisations.

To facilitate this work, it is important that we maintain the fabric of St Nicolas church and its associated buildings.

During 2023 we have continued to focus on the Church Development Plan (CDP) for 2022 to 2024 which was developed in the previous year. This CDP identified four priority areas on which to focus activity: a church family confident in witness and service; maximising the value of recent changes in our church building to the benefit of all; a growing and diverse families and children ministry; building effective communications which underpin all of our relationships. The remainder of this report demonstrates the progress made in relation to these priorities.

Achievements and Performance

Worship and Prayer

Worship at St Nicolas meets the needs of the congregation and visitors through our regular services; and the needs of the community at large through our occasional offices (baptism, marriage, funerals and twice-yearly memorial service) and our special services around Easter, Harvest, Remembrance and Christmas. Worship was led by a ministry team of six comprising the Rector, two retired clergy (one of whom moved away at the very end of 2023), two ordained local ministers, and one Lay Minister (Reader) with permission to officiate.

Local schools, supported by our Families and Children's Minister, particularly enjoyed celebrating Harvest and Christingle at St Nicolas which attracted 564 parents and 838 school children. The uniformed organisations also joined us for Remembrance Day services. The special Christmas Services (Nine Lessons and Carols, Children's Crib Service, two Family Carol services and Midnight Communion) were particularly well attended.

Report of the Trustees for the year ended 31 December 2023

Typical attendance at our regular Sunday services based on the October Count is: 14 at said Holy Communion at 8am; 90 at 10am Holy Communion (or 73 at Morning Praise on the first Sunday); 24 at quarterly 6:30pm Sung Evensong. The same data shows that attendance at Thursday morning Holy Communion is 11. During school term time, provision was made for primary school aged children at our Sunday 10am services.

In September 2023 we upgraded our AV System to support the increased flexibility of the church building. The AV Team and the schools using the church have adapted well to this new technology. The new AV System has also enabled much better support for our musicians and singers during the less formal Morning Praise services (our other services are supported typically by organ and choir).

Public prayer on Mondays, Wednesdays and most Saturdays continues to be conducted online, with the exception of prayers for our CDP which are held in person on the first Saturday of each month. Prayer requests may be posted on our website, placed in the Prayer Box or on the Prayer Tree in Church, which remains open during daylight hours throughout the week. During 2023, there has been a noticeable increase in the use of the Prayer Tree by people using the church during the week.

The prayer life of the church was encouraged by the placement of prayer-stations around the building, the content of which was changed with the liturgical seasons by a small, dedicated team. Prayer was also informed by a cycle of prayer published in our monthly magazine and weekly bulletins. Intercessions during public worship were led by a team of 16 members of the fellowship.

House-groups, of which there are now nine (with one added in 2023), add to the prayer life of the church, and provide prayer support for their members. In 2023 an additional group ran throughout Lent.

There were 232 members on the Church Electoral Roll at 31 December 2023.

Families and Children's Ministry

2023 was an amazing year for our ministry to families and children. Some of the highlights are set out below.

Tots Alive. We have seen this group grow during the year. Parents and carers appreciate this space where they can meet others, have fun and learn about the gospel.

Glow. Our children's church has grown too, in numbers and knowledge about God. We have explored themes such as the armour of God, the early church and books of the bible.

Out into the community. We have organised several events this year including Easter family fun and Summer fun activities in the local parks. These were great opportunities to meet new people, offer a range of activities and share the gospel with our community. We have taken part in community events such as Village Day and Spirit of Christmas. Our Families' and Children's Minister has continued to offer Rhyme Time at the library fortnightly. This is very well received by the families with young children in our wider community.

Schools. Each year we have increased our involvement with the local schools; they have come to the church for visits, special occasions like Harvest and Christingles, and we have gone into the schools for assemblies. We even had a year group come to the church to hear a talk about the Anglo-Saxon times. We are expecting to have a lot more involvement in 2024.

Uniformed groups. We have also had visits from Scouts and Guide groups. They enjoyed the activities we provided, especially the scavenger hunts inside our church building and our garden.

Report of the Trustees for the year ended 31 December 2023

We are very thankful to the wonderful team of helpers who make all these activities possible.

Youth Ministry

The successful partnership between St Nicolas Church, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) continued during 2023. 107 young people accessed the BYouth after school drop-ins this year. During the year LYP also provided young people in Bookham with Counselling and Emotional Wellbeing Support in Schools, Connect and Explore projects and Residential trips. Faith based groups also included Next Level Worship Nights hosted in various churches and Fish, a Christian Union at the Howard of Effingham School.

Pastoral

The Ministry Team, Pastoral Team and Bereavement visitors provide a wide range of pastoral support to people living in the parish, including visiting those housebound, those in hospital and care homes, those who have been bereaved or are unwell and those experiencing problems and difficulties of many kinds. Pastoral Team members also provide weekly social coffee mornings and regular Friendship Lunches for those living alone. Some are also involved with the local Anna Chaplaincy activities referred to in later sections. Some take home communion to several housebound individuals and to a small group at Southey Court. The Ministry Team takes weddings, baptisms and funerals for those in the village or connected with the parish. There is a well-attended twice-yearly Memorial Service for those bereaved.

Mission and Evangelism

During 2023, the church supported the work of six nominated charities: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship and The Mission to Seafarers. Speakers from each charity visit St Nicolas over the course of two years to explain more about their work.

The Barnabas Men's Fellowship continued to meet monthly where possible in the Pastoral Centre. The Bloom Ladies' Group met three times in 2023 offering a Saturday morning breakfast and speaker and including a Christmas event.

Parts of our Sunday 10am service are made available online later on Sundays; these are accessible to all through the church website and YouTube.

We were pleased to run the Alpha course from February to March 2023 with the group meeting in church members' homes.

We have two midweek coffee events open to all. On Tuesday mornings there is an opportunity to meet and chat in the Pastoral Centre and this is advertised in the village. Another regular group meet for coffee and fellowship on Thursday mornings after our service of Holy Communion; both those attending the service and others who appreciate the time to meet with friends enjoy this provision.

To celebrate the completion of the re-ordering works in the church, a week of community events was organised in April, including well-attended concerts, a cream tea afternoon, a family fun event and a celebration service.

Easter eggs were given out on the village high street on Easter Saturday along with publicity inviting people to come and see the church improvements and to attend the Family Fun Event.

The 'Spirit of Christmas' community event saw hundreds of local people visit the church to see the nativity set display and nearly a thousand local people came to our Christmas services.

Report of the Trustees for the year ended 31 December 2023

Eco Church

The Eco Church program encourages churches to integrate sustainable practices into worship, buildings, land management, community engagement, and individual lifestyles. Having gained the bronze award in 2019 and the silver award in 2022, the Eco team at St Nicolas has worked hard in 2023, aiming for gold.

Working with a local councillor, we staged two popular 'Reduce, Re-use, Recycle' fashion shows with clothes from local charity shops. The team also ran a successful Green Fair with stalls promoting green products and tips for low carbon living, as well as a Fairtrade coffee morning.

The team did a lot of work in the Pastoral Centre garden, clearing an area as a wildlife corner to include a home-made bug hotel, hedgehog house and bird bath. Two swift boxes were erected in the church eaves.

Ecumenical Relationships

The relationship between local churches continued strongly in 2023. The ministers continued to meet (almost) monthly as a fraternal, whilst a broader cross-section of representatives met as members of *Churches Together in Bookham*. Our approach is one of seeking to work together where this brings clear benefits whilst honouring the contribution of individual churches where this makes more sense.

As in previous years, we promoted the *Week of Prayer for Christian Unity* throughout the churches, taking it in turns to host a half hour prayer meeting each day during the week. Numbers were typically 15-20, with each church leading in their own distinctive way.

In 2023 we communicated across the churches via *Team Spirit* – a three or four times a year publication made available in each of the churches as well as online. We also took out a shared advertisement in the magazine of the *Bookham Residents Association* – a cost and distribution-effective means of making our Christmas services known.

We contributed to the annual village day in June through the provision of staffing and financial support for two new initiatives – *Last Man Standing* and *Bucking Bronco*. We hope to support these again in 2024 along with the return of the *Adventure Plus* climbing wall which was unavailable in 2023. On behalf of the local churches, St Nicolas hosted an event to mark the Coronation – tea, cakes and a livestream of the service itself.

Following on from the success, but eventual closure, of *Late Night Opening*, on behalf of the local churches, St Nicolas was available for the *Spirit of Christmas* event in early Advent for refreshments and children's activities. A new and warmly received addition at this year's event was the display of a real variety of crib scenes loaned to the church.

Through *The Meeting Place*, the charity established by the local churches, we continue to provide coffee mornings three times a week – a great opportunity for friends to meet and new friendships to be established; the *Community Fridge* – unused food which would otherwise find its way to landfill made available to any who collect; and *Hearing Champions* – a surgery for hearing aids, which includes cleaning and changing batteries. It is through *The Meeting Place* that we continue to be able to employ an *Anna Chaplain* – someone whose brief it is to work with the older members of the community, particularly those who are isolated and possibly who have no connection with the church. As in 2022, the *Anna Chaplain* organised a *Holiday at Home* event in the summer, and a dementia-friendly carol service during Advent.

Finally, three of the local churches continued to work together to fund a youth worker for Bookham through the *Leatherhead Youth Project*. The report of the *Bookham Youth Project* youth worker who leads this work is available as a separate report. Needless to say, we regard this as a significant

Report of the Trustees for the year ended 31 December 2023

contribution to the local community, particularly at a time when Local Authority funding is so squeezed.

Deanery Synod

The PCC was represented by four people until the APCM in May 2023, when fresh elections were held and four members elected for the new term of three years. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church Buildings

Having undertaken and completed major reordering works during 2022, it was appropriate to redecorate the entire church interior. This was carried out over several weeks in February 2023, during which time we continued to hold Sunday services in the church, with some imaginative use of the available space each week.

Later in the year a series of improvements to the AV system was made, including the installation of a new wooden cabinet to house the controls, as well as three strategically placed monitors for use by the Ministry team, choir and servers during worship.

Other works of note:

- Replacing the disintegrating window blinds in the church room roof with new, electrically operated ones
- Replacing the temporary step at the South door with a purpose made oak timber one in keeping with the other new fittings and furniture
- Replacing a section of badly leaning brick wall in the Pastoral Centre with fencing and buttressing the remaining section
- With the Archdeacon's permission, erecting two swift boxes to the north elevation church eaves
- Cleaning of the War Memorial in the churchyard (paid for by the Bookham Residents Association), work for which a faculty was obtained

In 2023 we also considered as a PCC and Fabric Committee various projects for 2024:

- The retiling and insulating of the new boiler house roof (previously known as the Sexton's shed)
- Re-roofing of the leaking gardeners shed
- The installation of a new oak cash donation box in the tower
- upgrade and refurbish the toilets in the church room

The PCC is very grateful to the volunteers making up the Fabric Committee who oversee this work and also carry out the more routine tasks. We would particularly like to thank David Wall and David Barnes for their valued contribution in masterminding most of this vital work.

The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard and for the generous grants from the Friends that paid for the new organ humidifier and the repair to the bottom of the window above the organ.

Report of the Trustees for the year ended 31 December 2023

Financial Review

The financial statements for the year ended 31 December 2023 are set out in the following pages together with a report from our independent examiner, Crilly & Co.

In 2023 the General Fund was for all practical purposes in balance after transferring the 'normal' 5% of regular giving income (£9,200) to the Fabric Fund. However, the surplus before that transfer (£9,082) was some £8,700 above the budget and some £3,300 larger than in 2022, both welcome improvements.

The General Fund income of £255k was some £13k above the budget and some £17k above 2022. Planned giving was close to budget and some 2.6% above 2022. The improvement relative to the budget income was due to a number of modest improvements in a number of areas, most notably donations from the use of buildings (an improvement of £2.7k) and fundraising events (an improvement £2.3k, in part offset by costs of £0.7k above budget), both representing an early dividend from the remodelling of the church.

General Fund expenditure at £246k was £4k above budget and £14k above 2022. We benefitted from a reduction in our Parish Share from £108.7k in 2022 to £106.3k. Utilities – largely gas and electricity for the church – were up from £7.5k in 2022 to £11.9k.

The PCC decided to make the full budgeted Outward Giving contribution to each of our nominated charities, totalling £17,800. This met our aspirational target level of 10% of the previous year's regular giving income. In addition, we were able to donate the net surplus of some £2,000 from the Celebration Week to the Christian Aid Turkey/Syria earthquake appeal.

We have been fortunate in not having significant unbudgeted expenditure during the year.

At 31 December 2023 the General Fund balance of £67k was above our policy requirement of three months of general fund expenditure (£61.6k).

£8.7k was spent from the Fabric Fund. The largest items were the replacement of the blinds to the roof lights in the Church Room and repairs to the window above the organ (kindly funded by the Friends), the plaster on the south wall of the church and the Pastoral Centre wall.

2023 saw the completion of the Building for the Future (BftF) project with the redecoration of the interior of the church and the upgrading of the AV system. As a result, the BftF fund has been entirely spent and there is only £142 left in the Vision Fund. However, a grant of £9,535 was received from the Listed Places of Worship Grant Scheme in January 2024, in effect offsetting the VAT paid on works done in the church. This will be put in the Vision Fund.

Public Benefit

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'.

Reserves Policy

It is the policy of the PCC to aspire to maintain a balance on the General (Unrestricted) Fund which represents a minimum of three months of normal expenditure to cover emergency situations that may arise from time to time.

Investment Policy

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £85,000) through the Financial Services Compensation Scheme. Funds held with any one institution are be limited to this guaranteed level.

Report of the Trustees for the year ended 31 December 2023**Risk Management**

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk registers for all activities, both within the church and for external events.

Safeguarding

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

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicolas the membership of the PCC comprises the incumbent, two further ordained clergy, the churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services 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 church are to be spent.

The full PCC met six times during the year with an average level of attendance of 61%.

Administrative Information

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

The PCC is registered with the Charity Commission (Charity Number 1127867) under the name of the Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham in the Diocese of Guildford, also known as St Nicolas Great Bookham PCC.

Report of the Trustees for the year ended 31 December 2023

PCC members who have served from during the year are:

Incumbent	Reverend Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Curate	Reverend Gill Caldwell	
Churchwardens	Catherine Jager	Until May 2023
	Joy Lord	
	Heather Gerrard	From May 2023
Deanery Synod	Chris Holloway	Until May 2023
	Clare Curran	Re-elected May 2023
	Peter Lomax	Until May 2023
	Tristan Stone	Until May 2023
	Peter Evans	From May 2023
	Heather Gerrard	From May 2023
	Amanda Rowland	From May 2023
Elected Members	David Barnes	
	Chris Bridges	Until May 2023
	Peter Evans**	From May 2023
	Valerie Goode	Until January 2023
	Nick Garrett	Until May 2023
	Heather Gerrard* **	
	Claire Hoath	
	Neil McDonald	
	Amanda Rowland**	
	Robert Searle	
	Anne Shears	
	Angela Stevens	
	Sue White	
	Jan Williamson	From May 2023
Co-opted Members	Nick Garrett	From May 2023
	Jackie Stephens	From May 2023
PCC Secretary	Amanda Rowland	
PCC Minutes Secretary	Barbara Holloway	

* Heather Gerrard served as Churchwarden whilst also an elected member of the PCC from May 2023

** Peter Evans, Heather Gerrard and Amanda Rowland served as members of the Deanery Synod whilst also elected members of the PCC from May 2023

Report of the Trustees for the year ended 31 December 2023

Other Church officials:

LLMs (Readers) with Permission to Officiate	Chris Holloway	
Retired Ministers with Permission to Officiate	David Ireland Carolyn Headley	
Assistant Churchwardens	Robert Searle Nick Garrett – from September 2023	
Electoral Roll Officer	Catherine Clark	
Gift Aid Secretary	Anne Salmon - to May 2023 Richard Scrase – from May 2023	
Treasurer	Nick Garrett – to June 30 2023 Neil McDonald – from July 1 2023	
Assistant Treasurer	Keith Salmon – to May 2023 Nick Garrett – from July 2023	
Payroll Officer	Peter Lomax – to June 2023 Nick Garrett – from July 2023	
Parish Administrator	David Gatland	
Director of Music	Peter Lutton	
Youth Worker (Leatherhead Youth Project)	Jenny Coffin	
Families and Children Minister	Celeste Rios	
Safeguarding Officer	Roland Martin	
Principal Bankers	CAF Bank Kings Hill Avenue West Malling Kent	Lloyds Bank High Street Dorking Surrey
Independent Examiner	Crilly & Co, Chartered Accountants, Wyvern House, 1 Church Road, Gt Bookham	

Independent examiner's report

to the Parochial Church Council (PCC) of St Nicolas Great Bookham

I report on the financial statements for the year ended 31 December 2023, which are set out on pages 11 to 19.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

1. examine the financial statements under Section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directive given by the Charity Commissioners in Section 145(5)(b) of the 2011 Act;
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the financial statements.

Independent Examiner's statement

In connection with my examination, no matter came to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act, or to prepare financial statements which accord with the accounting records have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Crilly & Co,
Wyvern House
1 Church Road
Great Bookham, Surrey
KT23 3PD

Crilly & Co

26 March 2024

**Statement of Financial Activities
for the year ended 31 December 2023**

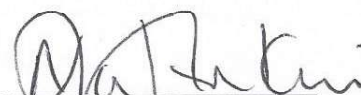
	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from:						
Donations and legacies	2 a.					
Planned giving		144,199	-	-	144,199	140,516
Income tax recoverable		35,268	4,000	-	39,268	40,813
Collections and other giving		7,703	-	-	7,703	6,772
Other voluntary income		24,010	49,021	3,909	76,940	120,088
Activities for generating funds	2 b.	5,628	-	-	5,628	2,005
Church activities	2 c.	16,673	-	-	16,673	17,243
Income from investments	2 d.	21,923	(13)	-	21,910	20,407
Other income	2 e.	-	-	-	-	3,315
Total income		255,404	53,008	3,909	312,321	351,159
Expenditure on:						
Costs of generating funds	3 a.					
Costs of generating voluntary income		-	-	-	-	-
Costs of activities for generating funds		1,733	-	-	1,733	696
Investment management costs		311	-	-	311	265
Church activities	3 b.					
Ministry and service costs		182,119	406	-	182,525	177,441
Missionary and charitable giving	4	19,805	170	-	19,975	16,804
Upkeep of the church and other buildings		41,755	72,785	15,968	130,508	262,126
Governance costs	3 c.	600	-	-	600	600
Other costs	3 d.	-	-	-	-	4,580
Total expenditure		246,322	73,361	15,968	335,650	462,512
Net income before transfers		9,083	(20,353)	(12,059)	(23,329)	(111,353)
Gross transfers between funds	8					
Gross transfers between funds - in		-	9,200	-	9,200	4,179
Gross transfers between funds -out		(9,200)	-	-	(9,200)	(4,179)
Net transfers		(9,200)	9,200	-	-	-
Net income before other recognised gains and losses		(117)	(11,153)	(12,059)	(23,329)	(111,353)
Other recognised gains	9					
Revaluation of property		-	-	-	-	125,000
Net movement in funds		(117)	(11,153)	(12,059)	(23,329)	13,647
Funds at 1 January 2023		67,371	786,474	15,468	869,314	855,668
Funds at 31 December 2023		67,254	775,322	3,409	845,985	869,313

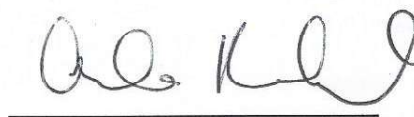
Balance Sheet
at 31 December 2023

Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Fixed assets					
Property - Curate's house	9	-	700,000	-	700,000
Current assets					
Debtors	6	13,272	-	-	13,272
Cash at bank and in hand		61,335	75,322	5,587	142,244
		74,608	75,322	5,587	155,516
Current liabilities					
Creditors and accruals	7	7,354	-	2,178	9,532
Total assets less current liabilities		67,254	775,322	3,409	845,985
Represented by					
Funds of the church		67,254	775,322	3,409	845,985

Analysis of Funds	8	Beginning of year £	Incoming Resources £	Resources Expended £	Property Valuation/ Transfers £	End of year £
Unrestricted funds						
General		67,311	255,404	(246,322)	(9,200)	67,254
Designated funds						
Property		700,000	-	-	-	700,000
Vision		18,000	46,674	(64,532)	-	142
Fabric (Designated)		64,972	1,334	(8,659)	9,200	66,847
Legacy		-	5,000	-	-	5,000
Garden of Remembrance		3,333	-	-	-	3,333
World Vision		170	-	(170)	-	-
		786,474	53,008	(73,361)	9,200	775,322
Restricted funds						
BftF		15,468	500	(15,968)	-	-
Fabric (Restricted)		-	3,409	-	-	3,409
		15,468	3,909	(15,968)	-	3,409
Total funds		869,314	312,321	(335,650)	-	845,985

Approved by the Parochial Church Council on 18 March 2024 and signed on its behalf by:


Rev Alan Jenkins Rector


Amanda Rowland, PCC Secretary

Report of the Trustees for the year ended 31 December 2023**Notes to the financial statements for the year ended 31 December 2023****1. Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. These financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006 in accordance with applicable accounting standards in accordance with the current Statement of Recommended Practice, Accounting and Reporting by Charities.

The financial statements have been prepared under the historical cost convention except for the curate's residence which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Designated funds are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *property* fund which represents an assessment of the current market value of the curate's house at 31 December 2023.

The *Vision* fund which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

With any building, and particularly with an ancient building like St Nicolas Church, money needs to be spent from time to time on unpredictable repairs and major items of maintenance which need to be budgeted for over several years. The *Fabric* fund is held to accumulate funds for such items. It funds any expenditure on the buildings which is not routine maintenance.

The *Legacy* fund holds monies from legacies pending PCC decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

Restricted funds are funds where the PCC is constrained only to spend the funds as directed by the donor.

The *Building for the Future (BftF)* was created in 2022 to hold monies gifted or granted to the PCC for use in the Building for the Future Project as noted in the Appeals or Grant Requests at the time.

The *Fabric (Restricted) Fund* has been brought back into use to hold monies gifted or granted for specific works such as the Friends grant to replace the organ humidifier.

Income

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross with the exception of events for which the turnover is less than £250 which are dealt with on a net receipts basis.

Report of the Trustees for the year ended 31 December 2023**Expenditure**

Grants and donations are accounted for when paid over. The Diocesan parish share is accounted for when due. All other resources expended are recognised when incurred. All resources expended are accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

The curate's house has been included at an assessment of the market value at 6 June 2022. This property is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2025.

All expenditure on furniture, fittings and office equipment is written off when incurred.

Notes to the financial statements for the year ended 31 December 2023

2. Income from:	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
2 a. Donations and legacies					
<i>Planned giving</i>					
Gift aided	128,854	-	-	128,854	123,105
Envelopes gift aided	1,090	-	-	1,090	-
Not gift aided	13,340	-	-	13,340	13,533
Envelopes not gift aided	475	-	-	475	1,715
Other planned giving	440	-	-	440	2,163
	<u>144,199</u>	<u>-</u>	<u>-</u>	<u>144,199</u>	<u>140,516</u>
<i>Income tax recoverable</i>	<u>35,268</u>	<u>4,000</u>		<u>39,268</u>	<u>40,813</u>
<i>Collections and other giving</i>					
Cash plate	4,311	-	-	4,311	5,148
Gift aid envelopes	95	-	-	95	254
At Sunday School and Tots Alive!	107	-	-	107	53
At baptisms, weddings and funerals	2,609	-	-	2,609	1,037
Other	581	-	-	581	280
	<u>7,703</u>	<u>-</u>	<u>-</u>	<u>7,703</u>	<u>6,772</u>
<i>Other voluntary income</i>					
Donations	15,305	17,000	500	32,805	41,469
Legacies	-	5,000	-	5,000	-
Grants from Friends	-	1,347	3,409	4,756	40,000
Grants from other sources	8,705	25,674	-	34,379	39,009
	<u>24,010</u>	<u>49,021</u>	<u>3,909</u>	<u>76,940</u>	<u>120,478</u>
2 b. Activities for generating funds					
Fundraising events	5,256	-	-	5,256	1,985
Social events	-	-	-	-	-
Other activities	373	-	-	373	20
	<u>5,628</u>	<u>-</u>	<u>-</u>	<u>5,629</u>	<u>2,005</u>
2 c. Church activities					
Fees to PCC	6,602	-	-	6,602	7,655
Other fees	4,329	-	-	4,329	3,516
Outreach	-	-	-	-	358
Youth group	-	-	-	-	-
Magazine income	3,025	-	-	3,025	2,471
Trading activities	1,917	-	-	1,917	3,033
Income from refreshments	800	-	-	800	210
	<u>16,673</u>	<u>-</u>	<u>-</u>	<u>16,673</u>	<u>17,243</u>
2 d. Income from investments					
Interest*	2,137	(13)		2,124	1,041
Rent	19,786	-	-	19,786	19,366
	<u>21,923</u>	<u>(13)</u>	<u>-</u>	<u>21,910</u>	<u>20,407</u>
2 e. Other income					
Insurance claims	-	-	-	-	3,315
Total income	<u>255,404</u>	<u>53,008</u>	<u>3,909</u>	<u>312,321</u>	<u>351,548</u>

* The negative entry for designated fund bank interest relates to the correction of a mis-posting concerning the closure of the Julian Hodge Bank investment account in 2022

Notes to the financial statements for the year ended 31 December 2023

3. Expenditure on:

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
3 a. Costs of generating funds					
<i>Costs of generating voluntary income</i>	-	-	-	-	-
<i>Costs of activities for generating funds</i>					
Fundraising events	1,733	-	-	1,733	600
Social events	-	-	-	-	96
	1,733	-	-	1,733	696
<i>Investment management costs</i>	311	-	-	311	265
3 b. Church activities					
<i>Ministry and service costs</i>					
Parish share	106,310	-	-	106,310	108,660
Service costs	8,317	-	-	8,317	7,054
Administration	19,054	406	-	19,460	16,584
Youth and children	43,756	-	-	43,756	41,592
Ministry	2,465	-	-	2,465	1,986
Training	935	-	-	935	409
Magazine costs	473	-	-	473	423
Trading	809	-	-	809	432
Housing costs (J Heine). See also Note 2a.	-	-	-	-	301
	182,119	406	-	182,525	177,441
<i>Missionary and charitable giving</i>					
Outward Giving	19,805	-	-	19,805	16,750
Other Giving	-	-	-	-	-
World Vision	-	170	-	170	54
	19,805	170	-	19,975	16,804
<i>Upkeep of the church and other buildings</i>					
Utilities and insurance	15,573	-	-	15,573	10,754
Repairs, maintenance and running costs	26,085	8,659	-	34,744	23,473
Major installations and alterations	-	64,126	15,968	80,094	227,808
Health and safety	97	-	-	97	91
	41,755	72,785	15,968	130,508	262,126
3 c. Governance costs					
Production of Annual Report	-	-	-	-	-
Independent examiner	600	-	-	600	600
PCC Training and Education	-	-	-	-	-
Legal	-	-	-	-	-
	600	-	-	600	600
3 d. Other costs	-	-	-	-	4,580
Total expenditure	246,322	73,361	15,968	335,650	462,512

Notes to the financial statements for the year ended 31 December 2023

4. Missionary and charitable giving

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Charity					
Christian Aid - from Celebration Week	2,005	-	-	2,005	-
Bible Society	3,560	-	-	3,560	3,350
Christians Against Poverty	3,560	-	-	3,560	3,350
Christian Solidarity Worldwide	3,560	-	-	3,560	3,350
World Vision		171	-	171	54
Oasis	3,560	-	-	3,560	3,350
Mission Aviation Fellowship	1,780	-	-	1,780	1,675
Mission to Seafarers	1,780	-	-	1,780	1,675
Other giving	-	-	-	-	-
	<u>19,805</u>	<u>171</u>	<u>-</u>	<u>19,976</u>	<u>16,804</u>

5. Staff costs

	2023 £	2022 £
Wages and Salaries (net of deductions)	42,121	38,860
HMRC payments (PAYE, National Insurance)	6,929	6,300
Employer's and employee's contributions to Pension and Life Assurance scheme	3,745	3,484
	<u>52,795</u>	<u>48,644</u>

The average employee headcount during the year was four and no employee earned in excess of £60,000 per annum

A total of £1710 was paid in expenses to two members of the PCC – the Rector and the Assistant Minister. (Note: in line with Charity Commission guidance this figure excludes reimbursements to PCC members for purchases made on behalf of the church. In the 2022 accounts those reimbursements were included in payments to PCC members and on that basis £5806 was paid to 7 members of the PCC.)

As deputy Administrator, Mrs C Bridges, Trustee, received £712 (gross) in remuneration of hours worked.

Notes to the financial statements for the year ended 31 December 2023

6. Debtors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income tax recoverable	9,254	-	-	9,254	16,145
Other debtors and prepayments	4,019	-	-	4,019	3,315
	<u>13,272</u>	<u>-</u>	<u>-</u>	<u>13,272</u>	<u>19,460</u>

7. Creditors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
HMRC - income tax and NI	1,846	-	-	1,846	1,540
Fees assigned to Guildford Diocese and others		-	1,452	1,452	2,919
Other creditors and accruals	5,508	-	726	6,234	13,035
	<u>7,354</u>	<u>-</u>	<u>2,178</u>	<u>9,532</u>	<u>17,494</u>

8. Analysis of fund transfers

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Gross transfers between funds - in	-	9,200	-	9,200	4,179
Gross transfers between funds - out	(9,200)	-	-	(9,200)	(4,179)
Net transfers	<u>(9,200)</u>	<u>9,200</u>	<u>-</u>	<u>-</u>	<u>-</u>

A transfer of £9,200 was made to the Designated Fabric Fund as agreed at the November PCC meeting

9. Revaluation of Assets

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Prior year Total Funds £
Increase in assessed value of the curate's house to £700,000	-	-	-	-	125,000

Notes to the financial statements for the year ended 31 December 2023

10. Analysis of prior year Statement of Financial Activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Income from:				
Donations and legacies				
Planned giving	140,516	-	-	140,516
Income tax recoverable	33,513	-	7,300	40,813
Collections and other giving	6,772	-	-	6,772
Other voluntary income	18,482	-	101,606	120,088
Activities for generating funds	20	-	1,985	2,005
Church activities	15,508	-	1,735	17,243
Income from investments	20,407	-	-	20,407
Other income	3,315	-	-	3,315
Total income	238,533	-	112,626	351,159
Expenditure on:				
Costs of generating funds				
Costs of generating voluntary income	-	-	-	-
Costs of activities for generating funds	96	-	600	696
Investment management costs	265	-	-	265
Church activities	-	-	-	-
Ministry and service costs	177,441	-	-	177,441
Missionary and charitable giving	16,750	54	-	16,804
Upkeep of the church and other buildings	32,370	133,197	96,559	262,126
Governance costs	600	-	-	600
Other costs	4,580	-	-	4,580
Total expenditure	232,102	133,251	97,159	462,512
Net income before transfers	6,431	(133,251)	15,467	(111,353)
Gross transfers between funds				
Gross transfers between funds - in	-	4,179	-	4,179
Gross transfers between funds - out	(4,179)	-	-	(4,179)
Net transfers	(4,179)	4,179	-	-
Net income before other recognised gains and losses	2,252	(129,072)	15,467	(111,353)
Other recognised gains				
Revaluation of property - curate's house	-	125,000	-	125,000
Net movement in funds	2,252	(4,072)	15,467	13,647
Funds at 1 January 2022	65,120	790,548	-	855,668
Funds at 31 December 2022	67,372	786,474	15,467	869,313

Accounts

St Nicolas Great Bookham PCC

Registered as the Parochial Church Council
of the Ecclesiastical Parish of Great Bookham
in the Diocese of Guildford

Trustees' Report and Financial Statements

For the year ended 31 December 2022

Report of the Trustees for the year ended 31 December 2022

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Report of the Trustees for the year ended 31 December 2022

Aims and Purposes

St Nicolas Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent of St Nicolas, Great Bookham, the Reverend Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings and churchyard.

Objectives and Activities

Our Mission statement is 'Building Faith in the Community'. As such, the PCC is committed to enabling as many people as possible to worship at St Nicolas church and to become part of our church community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our church community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals
- Missionary and outreach work, including giving a proportion of our income to supporting other mission organisations.

To facilitate this work, it is important that we maintain the fabric of St Nicolas church and its associated buildings.

The Church Development Plan (CDP) for 2018-2021 was extended for a further 12 months to 2022 as a result of the COVID-19 pandemic. During 2022 the CDP for 2022 to 2024 was developed with an early emphasis on transition between the two plans. For our new CDP we have identified four priority areas on which to focus activity: a church family confident in witness and service; maximising the value of recent changes in our church building to the benefit of all; a growing and diverse families and children ministry; building effective communications which underpin all of our relationships.

Achievements and Performance

Worship and Prayer

2022 was a year of continual adjustment to our worship and prayer life. We have gradually eased restrictions after Covid, and adapted to the changes in our building. These adjustments are likely to continue through 2023.

Public prayer on Mondays, Wednesdays and most Saturdays continues to be conducted online. Prayer requests may be posted on our website, placed in the Prayer Box or on the Prayer Tree in Church,

Report of the Trustees for the year ended 31 December 2022

which remains open during daylight hours throughout the week. When the church had to be closed for building works during the week, we maintained a prayer space in the South Porch instead.

The number and diversity of congregants on Thursdays has increased significantly from the pre-Covid figures to around 20. The serving of coffee and cake after the service has been welcomed. During the building works Thursday communion had to meet in the Church Room.

Attendance at our main Sunday Services has been slowly increasing, although it has yet to reach pre-Covid levels. In October 2022 our 8am service averaged 14 congregants, varying between 9 and 22; while our 10am service averaged 90 varying between 78 and 101. There are some early signs of an increase in the numbers attending our regular Evensong, recently up from typically half a dozen to near 20.

We have restarted our school services for Harvest and Christmas, and these have been well appreciated, as have our many Christmas services which were well attended (although we reduced the number of crib services from two to one).

The objectives of our CDP 2018-2022 regarding Worship, our Welcome & Stewarding Team, and our AV Team, have been largely fulfilled, if somewhat delayed by the pandemic. The further development of our Morning Praise service and continuing improvement in audibility through technical and operational adjustments are also noted as significant achievements. Our thanks go to our choir, musicians, servers, sacristans, hospitality team, children's team, wardens, and of course ministers without whom our worship life would be much diminished.

A number of groups also meet for prayer and Bible study at different times of the week. There are currently eight house groups with a total of around 60 members. A further group was set up to meet weekly during Lent led by a member of the Ministry Team.

There were 236 members on the Church Electoral Roll as at 31 December 2022.

Families and Children's Ministry

The year has seen a vibrant and growing ministry to families and children. Some of the highlights are set out below.

Tots Alive We have seen this group grow during the year. Parents and carers appreciate this space where they can meet others, have fun and learn about the gospel.

Glow. Our children's church has grown too, in numbers and knowledge about God. We have explored themes such as the attributes of God and the Beatitudes.

Inspire and create We held special workshops during Easter, the Platinum Jubilee and Remembrance. We have stopped meeting regularly on Fridays, but we will offer special workshops throughout the year.

Events We have organised several events this year including Easter family fun, Summer fun events and a Light party. These were great opportunities to meet new people, offer a range of activities and share the gospel with our community.

Report of the Trustees for the year ended 31 December 2022

Out into the community. We have taken part in community events such as Village Day and Spirit of Christmas. We have also helped in events for the Ukrainian families and their hosts. Our Families' and Children's Minister has started to offer **Rhyme Time** at the library fortnightly. This has been very well received by the families with young children in our wider community.

Schools We have had great response from two of the local schools; they have come to the church for special occasions like Harvest and Christingles, and we have gone into the schools for assemblies. We are expecting to have a lot more involvement in 2023.

We are very thankful to the wonderful team of helpers who make all these activities possible and would appreciate your prayers for all the exciting projects and events planned for 2023.

Youth Ministry

The successful partnership between St Nicolas Church, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) continued during 2022. During the year LYP provided young people in Bookham with **BYouth** after school drop-ins, **Counselling and Emotional Wellbeing Support** in Schools, **Connect** and **Explore** projects and **Residential** trips. Faith based groups also included **Next Level Worship Nights** hosted in various churches and **Fish**, a Christian Union at the Howard of Effingham School. Jenny Coffin, Bookham Lead Youth Worker for LYP is also actively engaged in discussions about the future provision of a youth centre with **Bookham Youth and Community Association**. In 2022, St Nicolas became a Member of LYP.

Pastoral

'The Ministry Team, Pastoral Team and Bereavement visitors continue to provide a wide range of pastoral support to people living in the parish, including visiting those housebound, those in hospital and care homes, those who have been bereaved or are unwell, those experiencing problems and difficulties of many kinds. Team members also provide weekly coffee mornings encouraging friendly interaction, and regular Friendship Lunches for those living alone.

During the year two new pastoral visitors joined the team after appropriate training, bringing considerable experience and gifts.

The Ministry Team continues to take weddings, baptisms and funerals for those in the village or connected with the parish. The twice-yearly Memorial Service for those bereaved is well attended and particularly appreciated.

Mission and Evangelism

During 2022, the church supported the work of six nominated charities: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship and The Mission to Seafarers. Speakers from each charity visit St Nicolas over the course of two years to explain more about their work.

In the latter part of 2022, the Barnabas Men's Fellowship resumed meeting in the Pastoral Centre.

The new Bloom Ladies' Group met three times in 2022 offering a Saturday morning breakfast and speaker and a Christmas evening craft and quiz event.

Report of the Trustees for the year ended 31 December 2022

Parts of our Sunday 10am service are made available online later on Sundays; these are accessible to all through the church website and You Tube.

The Alpha course ran until February 2022 with several of the participants transferring to a special house group run by Alan and Suzie Jenkins and Clare Curran.

Tuesday coffee, open to all, continues in the Pastoral Centre and is advertised in the village. A regular group now join for coffee, cake and a chat after the service of Holy Communion at 10am on Thursday mornings.

Various events took place in and around the church to make provision for current local community need and to engage and inform. These included a Vigil for Ukraine, distribution of easter eggs in the village and handing out of leaflets explaining the planned work to reorder our church building in advance of the works being carried out.

Ecumenical Relationships

St Nicolas continues to work closely together with other churches in the village through "Churches Together in Bookham". In 2022 this included the Christian Unity Week of Prayer in January.

In May, with Churches Together, St Nicolas celebrated The Queen's Platinum Jubilee with a Thanksgiving Service and live-streaming of the service at St Paul's Cathedral. There was an open invitation to all including coffee & mini dessert.

We participated fully in Bookham Village Day in June with activities through Tots Alive, the Anna Chaplaincy and provision of a Climbing Wall by Adventure+, a charity with which we are connected.

A Book of Condolence was made available to sign at St Nicolas on the death of Her Majesty Queen Elizabeth II and throughout the period of mourning. Her late Majesty's State Funeral was live-streamed in the church on 19 September and was open to all. This was appreciated by several who attended who would not otherwise have been able to observe the occasion by watching the televised event.

As part of the Rotary Spirit of Christmas event, involving local shop traders and Churches Together, St Nicolas Church welcomed many from the community to see the results of the Church Development Plan - pews replaced by chairs, repositioning of font, a new heating system, ramps to help those with mobility difficulties. Children's activities and refreshments were much appreciated.

Through our Anna Chaplaincy links with the churches and community we are providing:

- Telephone and face to face befriending to the elderly.
- A half hour dementia friendly Christmas carol service for those living with dementia and their carers.
- A Holiday at Home event held on two separate days enabling the elderly and socially isolated to get together and enjoy themselves.

Report of the Trustees for the year ended 31 December 2022

Deanery Synod

The PCC was represented by three people until the APCM in May 2022, at which time a fourth member was elected. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church Buildings

2022 was the year in which the inside of the church was remodelled – for the first time since 1885. This included:

- Installing a new, highly efficient heating system.
- Replacing the pews with high quality stackable chairs to enable the space to be used much more flexibly. At the same time the floor was repaired and re-sealed.
- Construction of ramps to an extended chancel step and the choir vestry. These allow easier access to the communion rail and the Church Room and toilets for those who find steps difficult.
- Two kneeler racks in oak.
- Repositioning the font closer to the main entrance through the tower. In the process the lowest tier of the plinth has been removed, reducing the height of the font. This has made it easier and safer to use and allows children gathered round the font to see what is going on.
- Retaining at the rear of the church two pews and pew fronts that include wood carving that is believed to date from the Jacobean period.

In 2023 it is intended the inside of the church should be repainted. In autumn 2023 we plan to make a series of improvements to the AV system and that will complete this phase of the works. The PCC is extremely grateful to the following organisations for providing grants totalling £72,000 to support this work.

Friends of St Nicolas	£40,000
Marshalls Charity	£10,000
Allchurches Trust	£4,500
Garfield Weston Foundation	£10,000
Beatrice Laing Trust	£7,500

The Quinquennial inspection was carried out in October 2022 and the church architect has submitted his report (the “QQ report”). The majority of the “urgent” items concerned the church roofs and gutters, with some less urgent work required to the tower shingles and redecoration of all rainwater goods. Marshalls Roofing carried out their annual roof inspection in July 2022 and at that time did not report any major problems. The remainder of the QQ report is concerned with minor repairs and repointing etc. which needs to be carried out within the next five years.

When the organ was being protected for the re-ordering works it was discovered that the windowsill at the east end of the north aisle was in a bad state of repair (although not leaking). This has now been repaired and reinstated by our stone mason Chris Anstey. Bad plaster on the south wall was also removed and repaired by the stonemason.

Report of the Trustees for the year ended 31 December 2022

The disintegrating window blackout blinds in the church room have been removed and an order placed early in 2023 to fit new, electrically operated ones.

Additional white tape has been applied to the two glass entrance doors to improve their visibility.

The PCC is very grateful to the volunteers who have overseen work undertaken on the church buildings and carried out the more routine annual tasks, particularly David Wall and the members of the Fabric Committee. Much of the work is unglamorous and unseen, but nevertheless vital.

The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard.

Financial Review

The financial statements for the year ended 31 December 2022 are set out in the following pages together with a report from our independent examiner, Crilly & Co.

It should be noted with gratitude that from a position at the end of 2021 when we had a structural deficit of £8k per annum and were forecasting a 2022 deficit of approaching £20k, at the end of 2022 the accounts show a surplus of £2.3k in the General Fund after making the reduced Fabric transfer. This is entirely due to the generosity of our church family and the careful stewardship of the church building to avoid expensive repairs.

The General (Unrestricted) Fund income of £238.5k was some £6.4k higher than expenditure of £232.1k, versus a budget expectation of being £20k below. Of this income, total planned giving, including associated gift aid tax recovery, amounted to £174k, which compares with £163k in the previous year. Income from online giving, including Gift Aid, was £9k versus £5k in 2021.

The PCC decided to make the full Outward Giving contribution to each of our nominated charities, totalling £16,750. This meets our aspirational target level of 10% of the previous year's regular giving income.

Our Parish Share contribution of £108.7k (approximately 45% of total General Fund expenditure) was paid in full. The PCC once again did not feel it necessary to request pandemic support funds from the Diocese.

We have been fortunate in not having significant unbudgeted expenditure during the year.

Our Designated Fabric Fund showed expenditure of £1.9k. There were no major items of work from the Fund undertaken in 2022.

Our Designated Property Fund, which represents the value of the Curate's house, has been increased by £125,000 following a three-yearly revaluation by a local estate agent, Henshaws.

However, the major work of 2022 has been the Building for the Future Project, managed by a small team from within our congregation. Using our Vision and Legacy Fund balances and with generous grants and gifts, the team was able to complete the works on time and within the agreed budget of £210k, which allows for VAT recovery of over £25k which has now been received. With pledges, sufficient funds were available at the end of 2022 to allow redecoration of the church to be commissioned and it is expected that refurbishment of the AV system will also be possible in 2023.

At 31 December 2022 the General Fund balance of £67k was above our policy requirement of three months of general fund expenditure.

Report of the Trustees for the year ended 31 December 2022**Public Benefit**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'

Reserves Policy

It is the policy of the PCC to aspire to maintain a balance on the General (Unrestricted) Fund which represents a minimum of three months of normal expenditure to cover emergency situations that may arise from time to time.

Investment Policy

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £85,000) through the Financial Services Compensation Scheme. Funds held with any one institution are limited to this guaranteed level.

Risk Management

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk registers for all activities, both within the church and for external events.

Safeguarding

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

Service

We would like to thank all who contribute their gifts to make our church the lively and vibrant community it is. This year, the work of our volunteers, whether in positions of responsibility or giving their time and talents in support of the work of St Nicolas, has been critical to allowing our presence in the community not only to continue but to thrive. We are very grateful to you all.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicolas the membership of the PCC comprises the incumbent, two further ordained clergy, the churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services 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 church are to be spent.

The full PCC met eight times during the year (six regular and two additional meetings) with an average level of attendance of 70%.

Report of the Trustees for the year ended 31 December 2022**Administrative Information**

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

The PCC is registered with the Charity Commission (Charity Number 1127867) under the name of the Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham in the Diocese of Guildford, also known as St Nicolas Great Bookham PCC.

PCC members who have served from during the year are:

Incumbent	Reverend Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Curate	Reverend Gill Caldwell	From 3 July 2022
Churchwardens	Carole Vaux	Until May 2022
	Catherine Jager	
	Joy Lord	From May 2022
Deanery Synod	Chris Holloway	
	Clare Curran	
	Peter Lomax	
	Tristan Stone	From May 2022
Elected Members	David Barnes	
	Chris Bridges	
	Valerie Goode	Until January 2023
	Nick Garrett	
	Heather Gerrard	From May 2022
	Claire Hoath	
	Catherine Jager*	Until May 2022
	Joy Lord	Until May 2022
	Neil McDonald	
	Amanda Rowland	From May 2022
	Robert Searle	
	Anne Shears	
	Angela Stevens	
	Chris Turner	Until May 2022
	Sue White	From May 2022
PCC Secretary	Chris Turner	Until May 2022
	Amanda Rowland	From May 2022
PCC Minutes Secretary	Barbara Holloway	

* Mrs Catherine Jager served as Churchwarden whilst also an elected member of the PCC until May 2022

Report of the Trustees for the year ended 31 December 2022

Other Church officials:

LLMs (Readers)	Chris Holloway
Retired Ministers with Permission to Officiate	David Ireland Carolyn Headley
Deputy Churchwardens	Robert Searle Heather Gerrard
Electoral Roll Officer	Catherine Clark
Gift Aid Secretary	Anne Salmon
Treasurer	Nick Garrett
Assistant Treasurer	Keith Salmon
Payroll Officer	Peter Lomax
Parish Administrator	David Gatland
Director of Music	Peter Lutton
Youth Worker (Leatherhead Youth Project)	Jenny Coffin
Families and Children Minister	Celeste Rios
Safeguarding Officer	Barbara Holloway - to May 2022 Roland Martin – from September 2022
Principal Bankers	CAF Bank Kings Hill Avenue West Malling Kent Lloyds Bank High Street Dorking Surrey
Independent Examiner	Crilly & Co, Chartered Accountants, Wyvern House, 1 Church Road, Gt Bookham

**Independent examiner's report
to the Parochial Church Council (PCC) of St Nicolas Great Bookham**

I report on the financial statements for the year ended 31 December 2022, which are set out on pages 11 to 19.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

1. examine the financial statements under Section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directive given by the Charity Commissioners in Section 145(5)(b) of the 2011 Act;
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

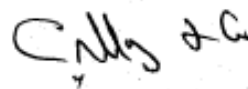
An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the financial statements.

Independent Examiner's statement

In connection with my examination, no matter came to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act, or to prepare financial statements which accord with the accounting records have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Crilly & Co,
Wyvern House
1 Church Road
Great Bookham, Surrey
KT23 3PD



13 March 2023

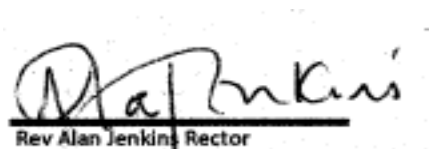
**Statement of Financial Activities
for the year ended 31 December 2022**

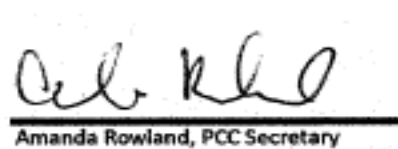
	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from:						
Donations and legacies	2 a.					
Planned giving		140,516	-	-	140,516	133,558
Income tax recoverable		33,513	-	7,300	40,813	31,047
Collections and other giving		6,772	-	-	6,772	4,147
Other voluntary income		18,482	-	101,606	120,088	22,139
Activities for generating funds	2 b.	20	-	1,985	2,005	459
Church activities	2 c.	15,508	-	1,735	17,243	10,281
Income from investments	2 d.	20,407	-	-	20,407	19,473
Other income	2 e.	3,315	-	-	3,315	-
Total income		238,533	-	112,626	351,159	221,104
Expenditure on:						
Costs of generating funds	3 a.					
Costs of generating voluntary income		-	-	-	-	45
Costs of activities for generating funds		96	-	600	696	-
Investment management costs		265	-	-	265	268
Church activities	3 b.					-
Ministry and service costs		177,441	-	-	177,441	177,500
Missionary and charitable giving	4	16,750	54	-	16,804	16,751
Upkeep of the church and other buildings		32,370	133,197	96,559	262,126	33,297
Governance costs	3 c.	600	-	-	600	600
Other costs	3 d.	4,580	-	-	4,580	131
Total expenditure		232,102	133,251	97,159	462,512	228,592
Net income before transfers		6,431	(133,251)	15,467	(111,353)	(7,488)
Gross transfers between funds	8					-
Gross transfers between funds - in		-	4,179	-	4,179	17,032
Gross transfers between funds -out		(4,179)	-	-	(4,179)	(17,032)
Net transfers		(4,179)	4,179	-	-	-
Net income before other recognised gains and losses		2,252	(129,072)	15,467	(111,353)	(7,488)
Other recognised gains	9					-
Revaluation of property		-	125,000	-	125,000	-
Net movement in funds		2,252	(4,072)	15,467	13,647	(7,488)
Funds at 1 January 2022		65,120	790,548	-	855,668	863,155
Funds at 31 December 2022		67,372	786,474	15,467	869,313	855,668

Balance Sheet
at 31 December 2022

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Fixed assets						
Property - Curate's house	9	-	700,000	-	700,000	575,000
Current assets						
Debtors	6	12,160	-	7,300	19,460	11,139
Cash at bank and in hand		64,177	86,475	16,697	167,349	292,731
		76,337	86,475	23,997	186,809	303,870
Current liabilities						
Creditors and accruals	7	7,267	-	10,227	17,494	23,201
Total assets less current liabilities		69,070	786,475	13,770	869,315	855,668
Represented by						
Funds of the church		69,070	786,475	13,770	869,315	855,668
Analysis of Funds						
	8	Beginning of year £	Incoming Resources £	Resources Expended £	Property Valuation/ Transfers £	End of year £
Unrestricted funds						
General		65,120	238,533	(232,102)	(4,179)	67,372
Designated funds						
Property		575,000	-	-	125,000	700,000
Vision		80,964	-	(62,963)	-	18,000
Fabric		62,741	-	(1,948)	4,179	64,971
Legacy		68,286	-	(68,286)	-	-
Garden of Remembrance		3,333	-	-	-	3,333
Other		224	-	(54)	-	170
		790,548	-	(133,251)	129,179	786,474
Restricted funds						
BftF		-	112,626	(97,159)	-	15,467
		-	112,626	(97,159)	-	15,467
Total funds		855,668	351,159	(462,512)	125,000	869,313

Approved by the Parochial Church Council on 13 March 2023 and signed on its behalf by:


Rev Alan Jenkins, Rector


Amanda Rowland, PCC Secretary

Notes to the financial statements for the year ended 31 December 2022**1. Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. These financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006' in accordance with applicable accounting standards in accordance with the current Statement of Recommended Practice, Accounting and Reporting by Charities.

The financial statements have been prepared under the historical cost convention except for the curate's residence which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes

Designated funds are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *property* fund which represents an assessment of the current market value of the curate's house at 31 December 2022.

The *Vision* fund which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

The *Fabric* fund is held to accumulate funds for future large items of fabric expenditure which need to be budgeted over several years, such as redecoration or Quinquennial repairs

The *Legacy* fund holds monies from legacies pending PCC decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

Restricted funds are funds where the PCC is constrained only to spend the funds as directed by the donor.

The *Building for the Future (BftF)* has been created in 2022 to hold monies gifted or granted to the PCC for use in the Building for the Future Project as noted in the Appeals or Grant Requests at the time.

Income

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross.

Notes to the financial statements for the year ended 31 December 2022**Expenditure**

Grants and donations are accounted for when paid over. The Diocesan parish share is accounted for when due. All other resources expended are recognised when incurred. All resources expended are accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

The curate's house has been included at an assessment of the market value at 6 June 2022. This property is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2025.

All expenditure on furniture, fittings and office equipment is written off when incurred.

Notes to the financial statements for the year ended 31 December 2022

2. Income from:	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
2 a. Donations and legacies					
<i>Planned giving</i>					
Gift aided	123,105	-	-	123,105	116,661
Envelopes gift aided	-	-	-	-	460
Not gift aided	13,533	-	-	13,533	14,523
Envelopes not gift aided	1,715	-	-	1,715	180
Other planned giving	2,163	-	-	2,163	1,734
	<u>140,516</u>	<u>-</u>	<u>-</u>	<u>140,516</u>	<u>133,558</u>
<i>Income tax recoverable</i>	<u>33,513</u>		<u>7,300</u>	<u>40,813</u>	<u>31,047</u>
<i>Collections and other giving</i>					
Cash plate	5,148	-	-	5,148	2,384
Gift aid envelopes	254	-	-	254	1,108
At Sunday School and Tots Alive!	53	-	-	53	-
At baptisms, weddings and funerals	1,037	-	-	1,037	510
Other	280	-	-	280	145
	<u>6,772</u>	<u>-</u>	<u>-</u>	<u>6,772</u>	<u>4,147</u>
<i>Other voluntary income</i>					
Donations	11,473	-	29,606	41,079	7533
Legacies	-	-	-	-	3,000
Grants from Friends	-	-	40,000	40,000	-
Grants from other sources	7,009	-	32,000	39,009	11,216
	<u>18,482</u>	<u>-</u>	<u>101,606</u>	<u>120,088</u>	<u>21,749</u>
2 b. Activities for generating funds					
Fundraising events	-	-	1,985	1,985	236
Social events	-	-	-	-	-
Other activities	20	-	-	20	223
	<u>20</u>	<u>-</u>	<u>1,985</u>	<u>2,005</u>	<u>459</u>
2 c. Church activities					
Fees to PCC	7,655	-	-	7,655	4,967
Other fees	3,516	-	-	3,516	1645
Outreach	358	-	-	358	290
Youth group	-	-	-	-	-
Magazine income	2,471	-	-	2,471	3,278
Trading activities	1,298	-	1,735	3,033	101
Refreshment sales	210	-	-	210	-
	<u>15,508</u>	<u>-</u>	<u>1,735</u>	<u>17,243</u>	<u>10,281</u>
2 d. Income from investments					
Interest	1,041	-	-	1,041	590
Rent	19,366	-	-	19,366	18,883
	<u>20,407</u>	<u>-</u>	<u>-</u>	<u>20,407</u>	<u>19,473</u>
2 e. Other income					
Insurance claims	3,315	-	-	3,315	-
Total income	<u>238,533</u>	<u>-</u>	<u>112,626</u>	<u>351,159</u>	<u>220,714</u>

Notes to the financial statements for the year ended 31 December 2022

3. Expenditure on:	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
3 a. Costs of generating funds					
<i>Costs of generating voluntary income</i>	-	-	-	-	45
<i>Costs of activities for generating funds</i>					
Fundraising events	-	-	600	600	-
Social events	96	-	-	96	-
	96	-	600	696	45
<i>Investment management costs</i>	265	-	-	265	268
	265	-	-	265	268
3 b. Church activities					
<i>Ministry and service costs</i>					
Parish share	108,660	-	-	108,660	110,270
Service costs	7,054	-	-	7,054	7,168
Administration	16,584	-	-	16,584	15,562
Youth and children	41,592	-	-	41,592	40,904
Ministry	1,986	-	-	1,986	1,331
Training	409	-	-	409	2,631
Magazine costs	423	-	-	423	779
Trading	432	-	-	432	-
Housing costs (J Heine). See also Note 2a.	301	-	-	301	(1,145)
	177,441	-	-	177,441	177,500
<i>Missionary and charitable giving</i>					
Outward Giving	16,750	-	-	16,750	16,500
Other Giving	-	-	-	-	35
World Vision	-	54	-	54	216
	16,750	54	-	16,804	16,751
<i>Upkeep of the church and other buildings</i>					
Utilities and insurance	10,754	-	-	10,754	7,807
Repairs, maintenance and running costs	21,525	1,948	-	23,473	19,844
Major installations and alterations	-	131,249	96,559	227,808	5,568
Health and safety	91	-	-	91	77
	32,370	133,197	96,559	262,126	33,297
3 c. Governance costs					
Production of Annual Report	-	-	-	-	-
Independent examiner	600	-	-	600	600
PCC Training and Education	-	-	-	-	-
Legal	-	-	-	-	-
	600	-	-	600	600
3 d. Other costs	4,580	-	-	4,580	131
Total expenditure	232,102	133,251	97,159	462,512	228,592

A new Restricted Fund, Building for the Future, has been created to hold donations and grants given expressly for the Building for the Future Project as outlined in Appeals and Grant Applications. Gift Aid appropriate to those gifts has also been included in this Fund

Notes to the financial statements for the year ended 31 December 2022**4. Missionary and charitable giving**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Charity					
Adventure +	0	-	-	0	2,750
Bible Society	3,350	-	-	3,350	2,750
Christians Against Poverty	3,350	-	-	3,350	2,750
Chriatian Solidarity Worldwide	3,350	-	-	3,350	2,750
Church Missionary Society	0	-	-	0	2,750
LeatherHEAD START	0	-	-	0	2,750
World Vision	-	54	-	54	216
Oasis	3,350	-	-	3,350	-
Mission Aviation Fellowship	1,675	-	-	1,675	-
Mission to Seafarers	1,675	-	-	1,675	-
Other giving	-	-	-	-	35
	<u>16,750</u>	<u>54</u>	<u>-</u>	<u>16,804</u>	<u>16,751</u>

5. Staff costs

	2022 £	2021 £
Wages and Salaries (net of deductions)	38,860	37,212
HMRC payments (PAYE, National Insurance)	6,300	6,204
Employer's and employee's contributions to Pension and Life Assurance scheme	3,484	3,384
	<u>48,644</u>	<u>46,800</u>

The average employee headcount during the year was four and no employee earned in excess of £60,000 per annum

A total of £5,806 (2021: £3,392) was paid to seven (2021: seven) members of the PCC or related parties as reimbursement of expenses incurred or work done on behalf of the PCC. This includes payments to the Rector and Curates.

Notes to the financial statements for the year ended 31 December 2022**6. Debtors**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income tax recoverable	8,845	-	7,300	16,145	8,280
Other debtors and prepayments	3,315	-	-	3,315	2,859
	<u>12,160</u>	<u>-</u>	<u>7,300</u>	<u>19,460</u>	<u>11,139</u>

7. Creditors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
HMRC - income tax, NI and student loan	1,540	-	-	1,540	1,534
Fees assigned to Guildford Diocese and others	-	-	2,919	2,919	(199)
Other creditors and accruals	5,727	-	7,308	13,035	21,866
	<u>7,267</u>	<u>-</u>	<u>10,227</u>	<u>17,494</u>	<u>23,201</u>

8. Analysis of fund transfers

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Gross transfers between funds - in	-	4,179	-	4,179	17,032
Gross transfers between funds - out	(4,179)	-	-	(4,179)	(17,032)
Net transfers	<u>(4,179)</u>	<u>4,179</u>	<u>-</u>	<u>-</u>	<u>-</u>

A transfer of £4,179 (2.5% of regular income) was made to the Designated Fabric Fund as agreed in the 2022 Budget.

9. Revaluation of Assets

	Unrestricted £	Designated £	Restricted £	Total £	Prior year £
Increase in assessed value of 19, The Lorne to £700,000	-	125,000	-	125,000	-

Notes to the financial statements for the year ended 31 December 2022**9. Analysis of prior year Statement of Financial Activities**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Income from:				
Donations and legacies				
Planned giving	133,558	-	-	133,558
Income tax recoverable	31,047	-	-	31,047
Collections and other giving	4,147	-	-	4,147
Other voluntary income	22,139	-	-	22,139
Activities for generating funds	459	-	-	459
Church activities	10,281	-	-	10,281
Income from investments	19,473	-	-	19,473
Other income	-	-	-	-
Total income	221,104	-	-	221,104
Expenditure on:				
Costs of generating funds				
Costs of generating voluntary income	45	-	-	45
Costs of activities for generating funds	-	-	-	-
Investment management costs	268	-	-	268
Church activities				
Ministry and service costs	177,500	-	-	177,500
Missionary and charitable giving	16,535	216	-	16,751
Upkeep of the church and other buildings	27,599	5,698	-	33,297
Governance costs	600	-	-	600
Other costs	131	-	-	131
Total expenditure	222,678	5,914	-	228,592
Net income before transfers	(1,574)	(5,914)	-	(7,488)
Gross transfers between funds				
Gross transfers between funds - in	9,816	7,216	-	17,032
Gross transfers between funds -out	(7,216)	(9,816)	-	(17,032)
Net transfers	2,600	(2,600)	-	-
Net income before other recognised gains and losses	1,026	(8,514)	-	(7,488)
Other recognised gains				
Revaluation of property	-	-	-	-
Net movement in funds	1,026	(8,514)	-	(7,488)
Funds at 1 January 2021	64,094	799,061	-	863,155
Funds at 31 December 2021	65,120	790,548	-	855,668

Accounts

St Nicolas Great Bookham PCC

Registered as the Parochial Church Council
of the Ecclesiastical Parish of Great Bookham
in the Diocese of Guildford

Trustees' Report and Financial Statements

For the year ended 31 December 2021

Report of the Trustees for the year ended 31 December 2021

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Report of the Trustees for the year ended 31 December 2021

Aims and Purposes

St Nicolas Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, of St Nicolas, Great Bookham, the Reverend Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church; pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at St Nicolas church and to become part of our parish community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals
- Missionary and outreach work, including giving a proportion of our income to such work

To facilitate this work it is important that we maintain the fabric of St Nicolas church and its associated buildings.

Late in 2017, the incumbent and PCC attended a Vision planning day which led in February 2018 to creation of our 3 year Church Development Plan for 2018-2021. This identified four areas on which to focus activity: contact, nurture, commitment and growth; together with four areas for strengthening existing support: welcome, worship, prayer and buildings. The plan is being progressed by a number of small groups.

As a result of the Covid-19 pandemic the PCC agreed to extend the Church Development Plan period by an extra 12-months to 2018-2022.

Achievements and Performance

Worship and Prayer

St Nicolas has continued to provide a range of worship services in different styles, catering for different needs and tastes. In normal times the principal Sunday service at 10am attracts the bulk of the weekly attendance. That changed with the onset of the pandemic and the establishment of a popular pre-recorded online service.

In-church services recommenced on Palm Sunday (28th March) but provision of the full online service continued until the end of June. After this time an excerpt of the service continues to be put online from a live recording of the service; this comprises the readings, sermon and intercessions with occasional additions, e.g. Living Faith interviews.

Report of the Trustees for the year ended 31 December 2021

The average in-church attendance during October was 108 (2020 : 38) whilst the average number of online views was 51 (actual views 41,51,53,50,60) in the same period. It is not possible to say how many of these views were by more than one person but it is entirely possible that the online congregation was of a similar size to the total attendance recorded in October 2019 or possibly even larger.

A number of groups also meet for prayer and Bible study at different times of the week. There are currently eight house groups with a total of 66 members.

There were 241 members on the Church Electoral Roll when it closed for re-application. Of these, 50 were not resident in the parish. During the year 8 members have died and 5 have moved away. The Covid-19 pandemic has sadly prevented us from holding services of Choral Evensong this year until October 2021 but since this time it has been held on the 3rd Sunday of the month. Our musicians have continued to be active during the pandemic by providing recorded hymns, songs and anthems for our online services, for which thanks are due to our Director of Music, Peter Lutton and the choir. Special mention is given to Helen Turner, Bill Hibbert and Chris Turner as without their musical and technical talents none of this would have been possible. Since we were able to return to more normal services, a smaller choir has been singing each Sunday. In addition, we are delighted that we have a small group of musicians to support our new Morning Praise service. This began on 5th September 2021 and is intended to provide a more contemporary style of service. It also provides greater flexibility than is possible with our regular service of Holy Communion.

St Nicolas took part in the National Heritage Open Days festival from 13th - 19th September. Displays, trails, historical talks, quizzes, an organ recital and a Choral Evensong encouraged the community to join in and celebrate the history of the church building, our Christian faith and life past present and looking to the future.

The wardens are so grateful to the people who agreed to join the team to open and close church each day. Our thanks go to John Adie, Joy Lord, Cathryn Jobson, Margaret New, Edmund Morgan Warren, Chris Holloway and Brian Barker, also John and Angela Stevens and Richard Scrase who are on the reserve list. During the Covid pandemic it has been so important that our church is open for people to come in for Private Prayer.

Families and Children's Ministry

The year 2021 can be divided into two parts. The first part of the year continued to be mainly online with St Nics for Tots videos and communication via Social media. The second part of the year was a new beginning for our ministry, we restarted Tots Alive (our toddler group) and Inspire and Create - a group for parents to bring their babies/toddlers, meet other parents and learn craft/ enjoy a creative space. We also started a Mums and babies support group that we had to close due to not having enough volunteers or attendees. We also restarted/rebranded our Sunday school provision. It is now called GLOW.

During Easter we organised an Easter trail around the village together with Bookham Baptist Church.

During the Summer we had some small events for families. These were invitation only as we had to restrict numbers.

We started having more requests from 2 local schools to visit them for assemblies and for them to come for special services in our church. Some of the themes have been Harvest, Remembrance, Christingles and Christmas.

During Christmas we also offered Crib services for the families of the community.

Report of the Trustees for the year ended 31 December 2021

Youth Ministry

The successful partnership between St Nicolas, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) has continued during 2021, providing young people in Bookham with after-school drop ins (**BYouth Drop In**), mentoring in school, **Connect** – an opportunity for deeper discussion topics, **Explore** – faith-based discussions, **Next Level Worship Nights** – hosted in various churches, **Fish** – a Christian Union at the Howard of Effingham school, and **Residentials** – only one in 2021 due to Covid limitations. Jenny Coffin, the Bookham Youth Project Youth Worker is also actively engaged in discussions about the future provision of a youth centre as part of the **Bookham Youth and Community Association (BYCA)**.

Pastoral

The Ministry Team, the Pastoral Assistants and others continue to provide a wide range of pastoral support to people living in the parish. During lockdown, considerable pastoral support has been provided for the most vulnerable in our parish by the pastoral team sharing responsibilities. Their work has been supplemented by a few others with particular gifts for pastoral care. We are grateful to them all.

During the year two long serving pastoral assistants have retired but two more are training and have begun to share in the work.

The Ministry Team also continues to take a weddings, baptisms and funerals for residents in the village. The twice yearly Memorial service for those recently bereaved is well attended and particularly appreciated.

Mission and Evangelism

During 2021, the church supported the work of six nominated charities: Adventure +, Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Church Mission Society and LeatherHEAD START. Towards the end of 2021, donations were given to these charities totalling 10% of the regular giving receipts in the previous year, meeting our aspirational target. During 2021, the list of charities we support was revised for the next five year period, effective 2022.

The new list of nominated charities is: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship, The Mission to Seafarers.

Covid-19 restrictions continued to prevent many groups from meeting together in person during 2021. As a church we made use of the Microsoft Teams and Zoom systems to help with collaboration, as well as offering worship service online.

For the first part of 2021, the **Barnabas Men's Fellowship** continued its 2020 Covid practice of providing a discussion topic by email and then inviting written responses. In the latter part of the year, it was good to be able to resume meeting in the Pastoral Centre under the leadership of its new coordinator, David King. Our grateful thanks, of course, to Tim Reeder who provided good leadership for many years.

Our housegroups have continued to meet. For some that has continued to be on Zoom whilst others have managed to meet in the same physical space, sometimes using church premises in order to provide greater social distancing. The Ministry Team continues to suggest themes for discussion although each group makes its final decision concerning what programme to follow.

At the end of June 2021, we made the decision to stop providing the opportunity to meet on Zoom following our morning service. Although this had proved very useful during the pandemic, increasing numbers were finding their way back to meeting in church. Meanwhile, the Ministry Team have

Report of the Trustees for the year ended 31 December 2021

supported groups and individuals by continuing to provide weekly questions to ponder and discuss based on the readings and sermon.

At the end of September, we were pleased to promote and support the visit of the Archbishop of Canterbury to Guildford Diocese. In particular, church members and invited friends were pleased to attend the main event on Friday evening and the local event at St John's, Leatherhead on Saturday. Following the weekend, we began running an Alpha course and, although not a large uptake, it has been very much appreciated by those attending.

A new initiative has been the introduction of coffee and cake after our Thursday service of Holy Communion. This has drawn in new attendees at the service as well as those who are simply pleased to have an opportunity to meet with others after the service.

Social

The pandemic and Government restrictions have prevented the Social Events committee providing occasions for church members and others to get together in an informal social setting. We hope that a range of events to support the mission of the church will resume in 2022.

A further casualty of the pandemic has been **Spiritual Cinema** - an opportunity for church members to watch a film and then discuss some key themes over refreshments. We'll monitor the Covid situation in 2022 and hopefully re-start this before too long.

Ecumenical Relationships

St Nicolas continues to work closely with the other churches in the village through 'Churches Together in Bookham'. Our directing principle is that we will work together where we can and where there is a heart to do so. Leaders from Churches from all denominations meet monthly.

We were constrained during 2021 by the pandemic restrictions from many activities but were successful in launching the Anna Chaplaincy in Bookham during September. This is ministry led by Churches together specifically to provide spiritual support and care to elderly folk who have become isolated through physical and cognitive frailty.

Deanery Synod

One of our four representatives stepped down since their appointment in September 2020, but no nominations were received to replace them at the 2021 APCM. The PCC was therefore represented by three people this year. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church Buildings

The ongoing task of maintaining the church, churchyard and Pastoral Centre has continued unabated in 2021. The annual maintenance survey for the church was carried out in the summer. This work includes a full inspection of the roof and gutters by Marshels roofing, a comprehensive check, by members of the fabric committee, of all the interior and exterior woodwork, locks, windows, gullies and drains and all found to be in good order. In addition, the walls both inside and out were checked for cracking staining etc and the lean on the south wall checked for movement (of which there was none).

- New water heaters have been fitted to both the church room and pastoral centre
- All the external lights to the pastoral centre have been checked and new PIR and dawn to dusk sensors fitted as required. A CCTV camera has also been fitted to the pastoral centre entrance. This followed a number of incidents involving broken fence panels

Report of the Trustees for the year ended 31 December 2021

- Two new fence panels have been fitted between the pastoral centre and the adjacent flats following some hooliganism
- Around a dozen of the main church paths pavior setts have been relaid over the year
- A number of minor fencing problems have also been rectified during the year
- Following a break-in to the church in November the fabric committee boarded up the broken leaded light window in church and the external choir vestry door

The PCC is very grateful to the volunteers who have overseen work undertaken on the church buildings and carried out the more routine annual tasks, particularly David Wall and the members of the Fabric Committee. Much of the work is unglamorous and unseen, but nevertheless vital. The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard.

During the year work continued on plans to improve the church building, to make it a more flexible, comfortable and accessible space that is much better suited to today's needs. The Plans include:

- Fitting a modern heating system with a gas boiler and radiators, built to the latest standards. This will enable us to maintain a comfortable temperature all year round; warm the building up much more quickly and be much more efficient and so greener
- Replacing our old Victorian pine pews with comfortable stackable chairs of a type that are used in many other churches and cathedrals. This will allow us to change the layout to suit the event. We'll be able to use the whole space for family and children's events; to accommodate a larger choir or orchestra; to have people gathered round tables for coffee or even a meal; and to layout part of the building as an exhibition space
- Installing ramps up to the chancel step and besides the organ going towards the choir vestry and the Church Room. Those in wheelchairs will be able to move around easily and we will no longer need to have people stationed by the chancel step on a Sunday morning to help people up the step or catch them before they fall
- Redecorating the church
- Making improvements to the AV system

All of this will be done in a way that respects and enhances the historic features to the benefit of both the regular worshipping congregation and the wider community.

We are grateful to Neil McDonald who took over from Simon Phillips as leader of the project team. The application for a faculty for the Building for the Future works was submitted to the Diocesan Advisory Committee in January 2021 and resulted in a response from the Chancellor in September which documented concerns by a range of groups. These concerns have, we believe, been largely addressed and some revisions to our plans have been proposed in our response which was sent on 4 January 2022. The main changes are:

- To retain the existing font base, less the lowest level of the plinth (to reduce its height to a safer level)
- To adjust the design of the chancel step extension and ramp so that it is completely removable and the monuments beneath it can be viewed through access hatches. This will avoid the need to modify the chancel step or the pulpit step in any way
- To dispense with the screens that were proposed for the nave pillars and the tower but retain the two that will be behind the chancel arch and to put wiring on the nave pillars so that we can rig up moveable screens quickly
- To accept a proposal to preserve the carved panels and older joinery in the pews near the font in shortened pews and pew fronts either side of the glass door between the tower and the nave

Report of the Trustees for the year ended 31 December 2021

We are extremely grateful to the following organisations for offering grants totalling £72,000 towards the Building for the Future work :

Friends of St Nicolas	£40,000
Marshalls Charity	£10,000
Allchurches Trust	£4,500
Garfield Weston Foundation	£10,000
Beatrice Laing Trust	£7,500

Additionally, we are looking to break the project into smaller pieces rather than have an overall project manager. We are also grateful to Cathy Liversage who has come forward to lead publicity/communications for the project and to Diana Greenman who is helping with grant applications, bringing her professional expertise in this area from leading a charity.

Financial Review

The financial statements for the year ended 31 December 2021 are set out in the following pages together with a report from our independent examiner, Aidan Crilly, Chartered Accountant. Where there are significant variations from the prior year, a note has been added on the relevant page.

It should be noted that, although the financial position of the church is satisfactory for the time being, when exceptional items are accounted for there was an underlying deficit of £8.5k in both 2020 and 2021. This means that in those two years the church was not covering its running costs out of its normal income. This was largely due to loss of income as a result of the pandemic and has been covered so far by the Gift Appeal held in 2020 which raised £17.7k. We cannot assume that income will necessarily recover to pre-pandemic levels: further action may be needed in the coming year. The current situation would not be sustainable beyond the end of 2022.

The General (Unrestricted) Fund income of £221.1k was £1.6k less than expenditure of £222.7k, versus a budget expectation of nearly £3k. Of this income, total planned giving, including associated gift aid tax recovery, amounted to £163k, which compared with £162k in the previous year. Income from online giving, including Gift Aid, was £5k versus £8.2k in 2020.

The PCC felt able, assisted by reducing the Fabric Fund contribution for 2021 to 2.5% of prior year regular giving (half our usual contribution), to make the full Outward Giving contributions to our six nominated charities, totalling £16,500, meeting our aspirational target level of 10% of the previous year's regular giving income.

Our Parish Share contribution of £110.3k (approximately 45% of total General Fund expenditure) was paid in full. The PCC once again did not feel it necessary to request pandemic support funds from the Diocese.

We have been fortunate in not having significant unbudgeted expenditure during the year.

Our Designated Fabric Fund showed expenditure of £4.8k. There were no major items of work undertaken in 2021.

During the year a number of transfers to and from the General and Other Funds were made and these are explained in Note 8 to the financial statements. At 31 December 2021 the General Fund balance of £65.1k exceeded our reserves policy requirement of three months of general fund expenditure (£55.7k for 2021).

Report of the Trustees for the year ended 31 December 2021**Public Benefit**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'

Reserves Policy

It is the policy of the PCC to aspire to maintain a balance on the General (Unrestricted) Fund which represents a minimum of three months of normal expenditure to cover emergency situations that may arise from time to time.

Investment Policy

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £85,000) through the Financial Services Compensation Scheme. Funds held with any one institution are limited to this guaranteed level.

Risk Management

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk registers for all activities, both within the church and for external events.

Safeguarding

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

Service

We would like to thank all who contribute their gifts to make our church the lively and vibrant community it is. This year, the work of our volunteers, whether in positions of responsibility or giving their time and talents in support of the work of St Nicolas, has been critical to allowing our presence in the community not only to continue but to thrive. We are very grateful to you all.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicolas the membership of the PCC consists of the incumbent, curates, churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services 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 church are to be spent.

The full PCC met 6 times during the year with an average level of attendance of 85%.

Report of the Trustees for the year ended 31 December 2021**Administrative Information**

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

The PCC is registered with the Charity Commission (Charity Number 1127867) under the name of the Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham in the Diocese of Guildford.

PCC members who have served from 1 January 2021 until the date of this report are:

Incumbent	Reverend Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Churchwardens	Neil McDonald Carole Vaux Catherine Jager	Until May 2021 From May 2021
Deanery Synod	Chris Holloway Clare Curran Vicki Dixon Peter Lomax**	 Until May 2021
Elected Members	David Barnes Chris Bridges Valerie Goode Nick Garrett Claire Hoath Catherine Jager* Joy Lord Peter Leith Peter Lomax** Neil McDonald Brian Millard Simon Phillips Robert Searle Anne Shears Angela Stevens Chris Turner Sue White	 From May 2021 Until May 2021 From May 2021 Until May 2021 Until March 2021 From December 2021 Until May 2021
PCC Secretary	Chris Turner	
PCC Minutes Secretary	Barbara Holloway	

* Mrs Catherine Jager has been elected as Churchwarden whilst remaining an elected member of the laity to the Parochial Church Council.

** Mr Peter Lomax has been elected as a representative of the laity to the Deanery Synod whilst remaining an elected member of the laity to the Parochial Church Council.

Report of the Trustees for the year ended 31 December 2021

Other Church officials:

LLMs (Readers)	Chris Holloway	
Retired Ministers with Permission to Officiate	David Ireland Carolyn Headley	
Deputy Churchwardens	Carole Cotton Robert Searle	
Electoral Roll Officer	Catherine Clark	
Gift Aid Secretary	Anne Salmon	
Treasurer	Nick Garrett	
Assistant Treasurer	Keith Salmon	
Payroll Officer	Peter Lomax	
Parish Administrator	David Gatland	
Director of Music	Peter Lutton	
Youth Worker (Leatherhead Youth Project)	Jenny Coffin	
Children and Families Minister	Celeste Rios	
Safeguarding Officer	Barbara Holloway	
Principal Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent, ME19 4LQ	Lloyds Bank High Street Dorking Surrey
Independent Examiner	Aidan Crilly, Chartered Accountant Wyvern House, 1 Church Road, Gt Bookham	

**Independent examiner's report
to the Parochial Church Council (PCC) of St Nicolas Great Bookham**

I report on the financial statements for the year ended 31 December 2021, which are set out on pages 11 to 19.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

1. examine the financial statements under Section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directive given by the Charity Commissioners in Section 145(5)(b) of the 2011 Act;
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the financial statements.

Independent Examiner's statement

In connection with my examination, no matter came to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act, or to prepare financial statements which accord with the accounting records have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Aidan Crilly BA, FCA
Wyvern House
1 Church Road
Great Bookham, Surrey
KT23 3PD



14 March 2022

**Statement of Financial Activities
for the year ended 31 December 2021**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from:						
Donations and legacies	2 a.					
Planned giving		133,558	-	-	133,558	132,909
Income tax recoverable		31,047	-	-	31,047	34,911
Collections and other giving		4,147	-	-	4,147	3,663
Other voluntary income		22,139	-	-	22,139	77,745
Activities for generating funds	2 b.	459	-	-	459	278
Church activities	2 c.	10,281	-	-	10,281	10,063
Income from investments	2 d.	19,473	-	-	19,473	20,129
Other income	2 e.	-	-	-	-	-
Total income		221,104	-	-	221,104	279,705
Expenditure on:						
Costs of generating funds	3 a.					
Costs of generating voluntary income		45	-	-	45	55
Costs of activities for generating funds		-	-	-	-	-
Investment management costs		268	-	-	268	217
Church activities	3 b.					
Ministry and service costs		177,500	-	-	177,500	194,530
Missionary and charitable giving	4	16,535	216	-	16,751	18,216
Upkeep of the church and other buildings		27,599	5,698	-	33,297	76,362
Governance costs	3 c.	600	-	-	600	600
Other costs		131	-	-	131	60
Total expenditure		222,678	5,914	-	228,592	290,041
Net income before transfers		(1,574)	(5,914)	-	(7,488)	(10,336)
Gross transfers between funds	8					
Gross transfers between funds - in		9,816	7,216	-	17,032	33,964
Gross transfers between funds -out		(7,216)	(9,816)	-	(17,032)	(33,964)
Net transfers		2,600	(2,600)	-	-	-
Net income before other recognised gains and losses		1,026	(8,514)	-	(7,488)	(10,336)
Other recognised gains						
Revaluation of property		-	-	-	-	-
Net movement in funds		1,026	(8,514)	-	(7,488)	(10,336)
Funds at 1 January 2021		64,094	799,061	-	863,155	873,492
Funds at 31 December 2021		65,120	790,548	-	855,668	863,155

Balance Sheet
at 31 December 2021

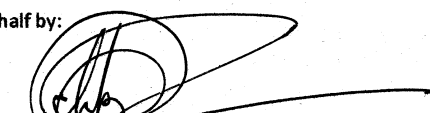
	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Fixed assets						
Property - Curate's house	1	-	575,000	-	575,000	575,000
Current assets						
Debtors	6	11,139	-	-	11,139	9,063
Cash at bank and in hand		62,883	215,547	14,301	292,731	281,376
		74,022	215,547	14,301	303,870	290,439
Current liabilities						
Creditors	7	8,900	-	14,301	23,201	2,284
Total assets less current liabilities		65,122	790,547	-	855,669	863,155
Represented by						
Funds of the church		65,122	790,547	-	855,669	863,155

	8	Beginning of year £	Incoming Resources £	Resources Expended £	Property Valuation/ Transfers £	End of year £
Analysis of Funds						
Unrestricted funds						
General		64,094	221,104	(222,678)	2,600	65,120
Designated funds						
Property		575,000	-	-	-	575,000
Vision		81,909	-	(945)	-	80,964
Fabric		63,493	-	(4,752)	4,000	62,741
Legacy		65,286	-	-	3,000	68,286
Children & Families		9,816	-	-	(9,816)	-
Garden of Remembrance		3,333	-	-	-	3,333
Other		224	-	(216)	216	224
		799,061	-	(5,913)	(2,600)	790,548
Restricted funds						
Fabric		-	-	-	-	-
Legacy		-	-	-	-	-
Agency collection		-	-	-	-	-
Total funds		863,155	221,104	(228,591)	0	855,668

Note: Reserve balance of £65,122 is 116% of policy objective

Approved by the Parochial Church Council on 14 March 2022 and signed on its behalf by:


Rev Alan Jenkins Rector


Chris Turner, PCC Secretary

Notes to the financial statements for the year ended 31 December 2021**1. Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. These financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006' in accordance with applicable accounting standards in accordance with the current Statement of Recommended Practice, Accounting and Reporting by Charities.

The financial statements have been prepared under the historical cost convention except for the curate's residence which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes

Designated funds are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *property* fund which represents an assessment of the current market value of the curate's house at 31 December 2018.

The *Vision* fund which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

The *Fabric* fund is held to accumulate funds for future large items of fabric expenditure which need to be budgeted over several years, such as redecoration or Quinquennial repairs

The *legacy* fund was created following receipt of a legacy pending decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

The *Children and Families Fund* was created in 2019 to hold excess income from the rental of 19, the Lorne prior to employment of a Children and Families Minister. As this is now an active commitment and part of our annual expenditure, this fund is no longer required and the balance has been returned to the General Fund.

Restricted funds are funds where the PCC is constrained only to spend the funds as directed by the donor.

Income

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross.

Notes to the financial statements for the year ended 31 December 2021

Expenditure

Grants and donations are accounted for when paid over. The Diocesan parish share is accounted for when due. All other resources expended are recognised when incurred. All resources expended are accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

The curate's house has been included at an assessment of the market value at 31 December 2018. This is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2022.

All expenditure on furniture, fittings and office equipment is written off when incurred.

Notes to the financial statements for the year ended 31 December 2021

2. Income from:	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
	£	£	£	£	£
2 a. Donations and legacies					
<i>Planned giving</i>					
Gift aided	116,661	-	-	116,661	116,966
Envelopes gift aided	460	-	-	460	806
Not gift aided	14,523	-	-	14,523	13,536
Envelopes not gift aided	180	-	-	180	621
Other planned giving	1,734	-	-	1,734	980
	<u>133,558</u>	<u>-</u>	<u>-</u>	<u>133,558</u>	<u>132,910</u>
<i>Income tax recoverable</i>	<u>31,047</u>			<u>31,047</u>	<u>34,911</u>
<i>Collections and other giving</i>					
Cash plate	2,384	-	-	2,384	1,755
Gift aid envelopes	1,108	-	-	1,108	469
At Sunday School and Tots Alive!	-	-	-	-	254
At baptisms, weddings and funerals	510	-	-	510	1,083
Other	145	-	-	145	100
	<u>4,147</u>	<u>-</u>	<u>-</u>	<u>4,147</u>	<u>3,663</u>
<i>Other voluntary income</i>					
Donations	a 7,923	-	-	7,923	26,678
Legacies	3,000	-	-	3,000	25,000
Grants from Friends	-	-	-	-	3,500
Grants from other sources	b 11,216	-	-	11,216	22,567
	<u>22,139</u>	<u>-</u>	<u>-</u>	<u>22,139</u>	<u>77,745</u>
2 b. Activities for generating funds					
Fundraising events	236	-	-	236	278
Social events		-	-	-	-
Other activities	223	-	-	223	-
	<u>459</u>	<u>-</u>	<u>-</u>	<u>459</u>	<u>278</u>
2 c. Church activities					
Fees to PCC	4,967	-	-	4,967	5,385
Other fees	1,645	-	-	1,645	754
Outreach	290	-	-	290	-
Youth group	-	-	-	-	-
Magazine income	3,278	-	-	3,278	3,295
Trading activities	101	-	-	101	531
Refreshment sales	-	-	-	-	98
	<u>10,281</u>	<u>-</u>	<u>-</u>	<u>10,281</u>	<u>10,063</u>
2 d. Income from investments					
Interest	590	-	-	590	1,183
Rent	18,883	-	-	18,883	18,946
	<u>19,473</u>	<u>-</u>	<u>-</u>	<u>19,473</u>	<u>20,129</u>
2 e. Other income					
Insurance claims	-	-	-	-	-
Total income	<u>221,104</u>	<u>-</u>	<u>-</u>	<u>221,104</u>	<u>279,699</u>

a 2020 : Gift appeal £17,728

b (1) 2020 : Diocesan grant for J Heine £12,100

b (2) 2021 : Diocesan grant for J Heine £3,778. Furlough payments £1,428

Notes to the financial statements for the year ended 31 December 2021

3. Expenditure on:	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
3 a. Costs of generating funds					
<i>Costs of generating voluntary income</i>	45	-	-	45	55
<i>Costs of activities for generating funds</i>					
Fundraising events	-	-	-	-	-
Social events	-	-	-	-	-
	-	-	-	-	-
<i>Investment management costs</i>	268	-	-	268	217
	313	-	-	313	272
3 b. Church activities					
<i>Ministry and service costs</i>					
Parish share	110,270	-	-	110,270	110,276
Service costs	7,167	-	-	7,167	4,624
Administration	16,305	-	-	16,305	16,010
Youth and children	40,905	-	-	40,905	40,688
Ministry	588	-	-	588	2,304
Training	2,631	-	-	2,631	1,450
Magazine costs	779	-	-	779	146
Trading	-	-	-	-	515
Housing costs (J Heine). See also Note 2a.	c (1,145)	-	-	(1,145)	18,506
	177,500	-	-	177,500	194,530
<i>Missionary and charitable giving</i>					
Outward Giving	16,500	-	-	16,500	18,000
Other Giving	35	-	-	35	-
World Vision	-	216	-	216	216
	16,535	216	-	16,751	18,216
<i>Upkeep of the church and other buildings</i>					
Utilities and insurance	7,807	-	-	7,807	7,858
Repairs, maintenance and running costs	d 19,715	130	-	19,845	37,146
Major installations and alterations	e -	5,568	-	5,568	31,268
Health and safety	77	-	-	77	83
	27,599	5,698	-	33,297	76,362
3 c. Governance costs					
Production of Annual Report	-	-	-	-	-
Independent examiner	600	-	-	600	600
PCC Training and Education	-	-	-	-	-
Legal	-	-	-	-	-
	600	-	-	600	600
3 d. Other costs	131	-	-	131	60
Total expenditure	222,678	5,914	-	228,592	290,041

c 2020: Cost of J Heine housing £18,506, part refunded in 2021

d 2020 : Total includes £14.6k for works paid from designated funds (Fabric, Vision)

e 2020 : Total includes £29k in fees to architect and heating consultant for BftF

Notes to the financial statements for the year ended 31 December 2021**4. Missionary and charitable giving**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Charity					
Adventure +	2,750	-	-	2,750	3,000
Bible Society	2,750	-	-	2,750	3,000
Christians Against Poverty	2,750	-	-	2,750	3,000
Christian Solidarity Worldwide	2,750	-	-	2,750	3,000
Church Missionary Society	2,750	-	-	2,750	3,000
LeatherHEAD START	2,750	-	-	2,750	3,000
World Vision	-	216	-	216	216
Other giving	35	-	-	35	-
	16,535	216	-	16,751	18,216

5. Staff costs

	2021 £	2020 £
Wages and Salaries (net of statutory deductions)	37,212	37,228
HMRC payments (PAYE, National Insurance)	6,204	5,559
Employer's and employee's contributions to Pension and Life Assurance scheme	3,384	2,561
	46,800	45,348

Furlough payments of £1,430 for Celeste Rios are not included in this analysis and offset the 2021 costs.

The average employee headcount during the year was three and no employee earned in excess of £60,000 per annum

A total of £3,392 (2020: £3,779) was paid to seven (2020: six) members of the PCC or related parties as reimbursement of expenses they incurred on behalf of the PCC. This includes payments to the Rector and Curates

Notes to the financial statements for the year ended 31 December 2021**6. Debtors**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income tax recoverable	8,280	-	-	8,280	8,610
Other debtors and prepayments	2,859	-	-	2,859	453
	<u>11,139</u>	<u>-</u>	<u>-</u>	<u>11,139</u>	<u>9,063</u>

7. Creditors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
HMRC - income tax, NI and student loan	1,534	-	-	1,534	536
Fees assigned to Guildford Diocese and others	-	-	(199)	(199)	300
Other creditors and accruals	<i>f</i> 7,366	-	14,500	21,866	1,448
	<u>8,900</u>	<u>-</u>	<u>14,301</u>	<u>23,201</u>	<u>2,284</u>

8. Analysis of fund transfers

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Gross transfers between funds - in	9,816	7,216	-	17,032	34,856
Gross transfers between funds - out	(7,216)	(9,816)	-	(17,032)	(34,856)
Net transfers	<u>2,600</u>	<u>(2,600)</u>	<u>-</u>	<u>-</u>	<u>-</u>

The PCC agreed to make a transfer from the General Fund to the Designated Fabric Fund of 5% of regular giving including income tax recovery, subject to conforming with their reserves policy of maintaining three months expenditure within the General Fund. During 2021, as an exception approved by the PCC, only £4,000 (approx 2.5%) was transferred.

In 2021, £3,000 was transferred from the General Fund to the Legacy Fund, pending a decision on how these unrestricted donations should best be used, and a transfer of £216 was made to cover our subscription to World Vision as no Tots Alive collection was taken. Additionally, the balance in the Children and Families fund has been returned to the General Fund as these ministry costs are now embedded in our annual budget and there is no longer a case for maintaining a separate fund

f Grants totalling £14,500 have been received for BftF. This sum is held as Cash and accounted for under Creditors as we are not entitled to claim the income until we are able to go ahead with the project.

Notes to the financial statements for the year ended 31 December 2021**9. Analysis of prior year Statement of Financial Activities**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Income from:				
Donations and legacies				
Planned giving	132,910	-	-	132,909
Income tax recoverable	34,911	-	-	34,911
Collections and other giving	3,663	-	-	3,663
Other voluntary income	69,529	8,217	-	77,745
Activities for generating funds	278	-	-	278
Church activities	9,729	335	-	10,063
Income from investments	20,129	-	-	20,129
Other income	-	-	-	-
Total income	271,152	8,552	-	279,705
Expenditure on:				
Costs of generating funds				
Costs of generating voluntary income	55	-	-	55
Costs of activities for generating funds	-	-	-	-
Investment management costs	217	-	-	217
Church activities				
Ministry and service costs	194,530	-	-	194,530
Missionary and charitable giving	18,000	216	-	18,216
In 2021, £3,000 was transferred from the General Fund to	29,521	46,840	-	76,362
Governance costs	600	-	-	600
Other costs	60	-	-	60
Total expenditure	242,984	47,056	-	290,041
Net income before transfers	28,168	(38,504)	-	(10,336)
Gross transfers between funds				
Gross transfers between funds - in	-	33,964	-	33,964
Gross transfers between funds -out	(33,964)	-	-	(33,964)
Net transfers	(33,964)	33,964	-	-
Net income before other recognised gains and losses	(5,796)	(4,540)	-	(10,336)
Other recognised gains				
Revaluation of property	-	-	-	-
Net movement in funds	(5,796)	(4,540)	-	(10,336)
Funds at 1 January 2020	69,890	803,599	-	873,492
Funds at 31 December 2020	64,094	799,061	-	863,155