



Woodhill Church

(Holy Trinity, Knaphill with St Saviour's Brookwood)

Ecclesiastical Parish of Knaphill with Brookwood

**ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

For the year ended 31st December 2024

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2024, together with the independently examined accounts for the year.

REFERENCE AND ADMINISTRATIVE INFORMATION

Woodhill Church is the overarching name for the church that has two church buildings situated in the villages of Knaphill and Brookwood on the outskirts of Woking. Holy Trinity Church is in Knaphill, while St Saviour's Church is in Brookwood. They are two buildings within the same parish and have operated as one church organisation over a number of years. In 2024 the church was rebranded, with no change to its Ecclesiastical name, to reflect its operating as one organisation. The buildings are still recorded in the Diocese as Holy Trinity and St Saviour's. We are an evangelical Anglican Church in the Deanery of the Diocese of Woking.

Our buildings' addresses are: Woodhill Church (Holy Trinity), Chobham Road, Knaphill, GU21 2SX
Woodhill Church (St Saviour's), Connaught Road, Brookwood, GU24 0AS

Correspondence address: Church Office, Woodhill Church, Chobham Road, Knaphill, GU21 2SX

Website: www.woodhill.church

On 5 March 2009 Holy Trinity with St Saviour's was entered in the Central Register of Charities under **Charity Registration Number 1128410**. Prior to this date the Church was a charity excepted by statutory instrument from registration with the Charity Commission.

The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Statement of Recommended Practice "Accounting and Reporting for Charities" (FRS 102) issued by the Charity Commission, The Charities (Accounts and Reports) Regulations 2008 and the Church Accounting Regulations 2006.

Main Bankers: HSBC
12A North Street
Guildford
GU1 4AF

Independent Examiner: Andrew Skilton, ACA
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall GU5 9LY

Architect: Anna Hummel Architect
Middle Eight
The Ridgeway
Guildford GU1 2DG

STRUCTURE, GOVERNANCE AND MANAGEMENT

The structure, governance and management of the Church is determined by the rules of the Church of England, in particular the Church Representation Rules 2011. Governance is provided by the incumbent, Church Wardens and the PCC. Day to day management is the responsibility of the Incumbent and the Staff Ministry Team.

Membership of the PCC:

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules 2011 or are ex-officio. The PCC consists of the following people who served as members of the PCC for all or part of the year:

Incumbent: Revd. Neil Hopkins ^{S F SG}(Chair)

Associate Minister: Revd. Dr Julie Levett

Curate: Revd. Dawn Lucas-Brown

Church Wardens: Jon Darley^S
Mike Veness^S

Elected Representatives to the Deanery Synod:
Bob Bailey

Elected PCC members: Julie Gale ^{SG} (Parish Safeguarding Officer from APCM)
Kevin Grieve ^{S F} (Assistant Treasurer)
Wayne Halls
Andrew Huggett (from APCM)
Christina Hunt
Karen Moses
Steve Parsons
Michelle Slater (from APCM)
Elaine Tisdall ^{S F} (Treasurer until November 2024)
Mark Tyas
Ros Webster
Becky White (Secretary) to APCM

Co-Opted Members: Paul Simmons (December 2024) – Treasurer

Non-Voting Members: Caroline Bowen (Secretary) from APCM

Key: S = Member of Standing Committee
F = Member of Finance Team
SG = Member of Safeguarding Team

Staff Ministry Team in 2024

Day to day management of the Church is delegated to the Incumbent and the Church Leadership Team, comprised of the following:

Incumbent: Revd. Neil Hopkins

Associate Minister: Revd. Dr Julie Levett

Curate: Revd. Dawn Lucas-Brown

Youth & Young Adults Minister: Pete Hewlett ^{SG}

Parish Administrator: Caroline Bowen ^{S SG}

Ministry Experience Scheme: Joseph Evans & Daya Hopkins (until 31 August 2024)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (members of the PCC) are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OBJECTIVES & ACTIVITIES

Objectives

The Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood has the responsibility of co-operating with the Incumbent in promoting in the parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

There are two Anglican Worship Centres and halls within the parish: Chobham Road (Holy Trinity), Knaphill and Connaught Road (St Saviour's), Brookwood. It is important that the PCC maintains the fabric of these buildings in order to facilitate the work of the church. The Diocese owns and has responsibility for the vicarage (Trinity House).

In 2017 our church set four transformation goals in line with the Diocesan Transformation Goals, launched by the Bishop of Guildford. These are to:

- Improve our buildings so they are fit for purpose in supporting today's ministry and mission.
- Grow our youth and families' ministry.
- Increase the number of new Christians through persistent prayer, confident faith-sharing and life-giving worship.
- Make prayerful and confident disciples.

In 2019 these transformation goals were reflected in our vision statement; *'Living the Full Life: Discover It, Live It, Give It Away'*. The church is a community who want to live the full life that Jesus offers and be empowered by the Holy Spirit to discover more about His love, be empowered to live life with Jesus in the everyday and to be people who 'give away' His love by loving our community.

At the end of 2022 and the beginning of 2023, the PCC met to discuss the previously set goals in line with the Diocesan Refresh of the Transformation Goals.

At the beginning of the year the PCC agreed that while our fundamental goals of increasing the number of new Christians and making confident disciples are givens, it also felt it would explore three further goals which were included in our Church Development Plan;

- Goal 1: Evaluate and develop how we operate as a parish with two churches within one parish
- Goal 2: Aim to reduce our carbon emissions, aiming to be net zero by 2030
- Goal 3: Support our volunteer children's workers and discern next steps post our Children and Families Minister's departure

Church Activities

Services until September 2024. These are held each Sunday across the Parish. In Knaphill (Holy Trinity) there was a weekly Morning Family Worship service at 10:00 am including Children's Groups and Youth Groups, and a monthly 8:00 am Holy Communion Service. A mid-week communion is conducted on Wednesdays at 10:00 am and serves a number of parishioners within our local community. In Brookwood (St Saviour's) the Sunday morning services vary in style and include a Puppet Service, Cafe Church and a reflective Holy Communion Service all at 10:00am. There is an evening service of a more informal nature at 6:30PM.

Services from September 2024: in line with CDP Goal 1 (more about this in the review of 2024) the PCC agreed to a change of service structure to align ourselves as one church (organisation), to enable services to take place across the parish and to become more effective in the service provision. In Knaphill the morning communion service increased to fortnightly at 8:30 AM and a family service at 10:30 AM. This service includes children's and youth work, a new structure in style of service, and a monthly inter-generational communion service for the whole parish. The evening service continues in Brookwood at 6:30 PM, with communion taking place in the service once a month.

Children's and Youth ministry is the ministry for those up to and including 18 years old. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events, weekends away, a summer festival, and different activities for differing age ranges. The older youth meet on a Sunday evening. The children's ministry has been run over the past year by volunteers and the volunteers have been overseen by Revd Dawn Lucas-Brown. The youth ministry continues to be led by Pete Hewlett.

Young Adults Ministry is a grassroots ministry aimed at 18-25 year olds which meets for social activities and 1-2-1 support. The ministry is led by Pete Hewlett.

The **Church Office** provides administrative and communications support, reception services and liaison with the various church user groups. Caroline Bowen continues to ably run the Church Office, which, for many of those in our community, is the first port of call.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are just some examples;

- **Alpha:** A series of interactive sessions exploring the basics of the Christian faith.
Leaders: Revd. Dawn Lucas-Brown, Wayne Halls, Ros Webster, Andy Huggett, Jeanette Wheaton
- **Bereavement Journey:** A series of seven sessions to support and help people work through the grief of losing a loved one.
Leaders: Diane Collingridge, Ann Huggett, Revd. Neil Hopkins, Yvonne Craven, Jez Hearn plus a team from Bisley Church.
- **Christian Faith Based Courses:**
 - **Bible Course:** Eight sessions helping people get to grips with the Bible. Delivered in person or on zoom. *Leaders: Revd. Neil Hopkins, Christina Hayhoe*
 - **Romans Course:** Ten in person evening sessions looking at the Book of Romans. *Leaders: Revd. Neil Hopkins and Revd. Dr Julie Levett*

- **Lectio Course:** Five evening in-person sessions to help people develop the ancient practice of Lectio Divina. *Leader: Revd. Neil Hopkins*
- **Crafters Club:** Evening (Summer) and Afternoon (Winter) club for anyone who likes to craft. *Leader: Dee Roberts*
- **Curry Club:** Monthly evening for men to go to the pub and enjoy a curry together. *Leader: Nigel Stirzaker*
- **English Conversation:** An informal weekly class open to all. These classes are helping a number of refugees in our area. *Leaders: Elaine Tisdall, Jan Springall, Jill Robson, Ros Webster, Cathy Hayes-Allen, Revd. Dawn Lucas-Brown*
- **FAWM:** Standing for 'Fearfully And Wonderfully Made', this support group is for parents of young babies. It provides wonderful support for many mums and dads during the first year/18 months of parenthood. *Leader: Caroline Bowen*
- **Holy Trinity Pre-School:** A pre-school run in both Knaphill and Brookwood. This is run as a separate company. *Leader: Sarah Gill (Pre-school Director)*
- **Lunch with Friends:** A monthly lunch club held in Brookwood for anyone who wishes to attend. *Leader: Ros Webster*
- **Knaphill Community Fridge:** A community project that seeks to reduce the amount of food going to landfill, by redistributing it in the community. *Leader: Julia Hopkins*
- **Marriage Sessions:** Four evening sessions to help strengthen couples' marriages. Open to anyone in the community. *Leaders: David & Julie Gale*
- **Pop-Up Coffee:** A drop-in cafe for the local community to coincide with school drop-off time and the opening of the community fridge in Knaphill, which runs three times a week in Knaphill and once a week in Brookwood. *Leaders: Diane & Paul Collingridge and Ros Webster*
- **Silver Stars:** A bi-weekly meeting for seniors in our community, followed by refreshments. Activities include seasonal services, presentations and musical items. *Leader: Dee Roberts*
- **Sound and Visual Support:** The provision of technical support for worship services and events. *Leader: Jon Darley*
- **Worship Team:** Leading, supporting and growing our band-led worship. *Leaders: Paul Collingridge & Mike Veness*
- **Youth Wellbeing Cafe:** A weekly drop-in space for young people to come and receive support and relax. *Leader: Pete Hewlett*

In addition, individual members participate in local community initiatives including Brownies, Healing on the Streets, Woking Foodbank and C4K (Churches for Knaphill).

Although some of the people who lead and help with activities are paid, the majority are not. Therefore, the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions a vast amount of its work would cease.

Policy for Outward Giving

The PCC has a commitment to Outward Giving from the Church's resources which is reviewed regularly. 'Outward Giving' is defined as giving beyond the work of the church and as such provides regular support to local, national and international initiatives such as Engage (Woking), CPAS (national), Wycliffe Bible Translators (international), St Michael's Sheerwater (Woking), Turning Point Trust (Kenya), A Rocha (international) and the Children's Society. A budget for Outward Giving is set at 10% of total unrestricted giving during the previous year. We also give to other initiatives as one-off annual gifts.

Buildings & Grounds

Work in 2024 has continued to respond to issues raised at the Quinquennial inspection and the general state of deteriorating fabric. All annual obligatory inspections of safety and security equipment were completed. Fire notices are exhibited throughout both sites.

The audio and visual system in Brookwood was updated due to the projector failing and an ageing sound system. This was made financially possible through a combination of church funds as well as two anonymous gifts. The system is now the same as the updated version in Knaphill

Throughout the year Richard Levett has been giving of his time to help with the ongoing maintenance of the grounds at our Knaphill site (Holy Trinity). We have also held two volunteer working parties to conduct seasonal maintenance to our buildings and grounds. Such jobs included; tidying beds, trimming bushes and shrubs, cleaning church floors, painting fences, re-building the car park flower bed, removal of unsafe wall in the car park, clearing leaves, mowing lawns etc.

Deanery Synod Report (Bob Bailey LLM)

The meeting in February should have been on Zoom but it was cancelled, and members were encouraged to witness the live stream meeting of Woking Council where they were to make decisions on service cuts following the bankruptcy of the Council.

The speakers for the meeting in June were 4 panel members from the Intergenerational Church panel. They represented Baby Boomers, Generation X, Generation Y and Generation Z covering the period 1946 to 2012. Each panelist presented on how they came to faith, how church attendance has changed, the good and bad about church and engaging with the different generations. The findings were different for each generation ranging from compulsory church attendance to "is it relevant to today's life experience?".

The October meeting commenced with Evening Prayer led by the Area Dean, Mark Wallace. Diocesan news was reported including incumbent vacancies and things going on in individual churches. There was a brief discussion about the latest situation with the "Living in Love and Faith" process and it was recognised that each PCC is at a different stage.

Risk Management

The PCC recognises its responsibilities for managing risk. A risk register is continuing to be developed.

Principal Risks and Uncertainties

We continue to review and assess the risks that affect us as they arise so that we can take the necessary action to mitigate such risks. As with many charitable organisations, the majority of the PCC's income is the result of voluntary giving and, the vast majority of this comes from the generous, sacrificial and committed giving of the church membership. To help maintain and encourage giving the church actively teaches into the spiritual discipline of giving and regularly encourages members of the church to start or increase their giving. Members are encouraged to contribute through the Parish Giving Scheme wherever possible, which minimises the administration involved, and a significant number have joined this during the year.

Safeguarding (Julie Gale, Parish Safeguarding Officer)

Throughout our ministry programmes with children, young people and vulnerable adults provided at Woodhill Church, the health, safety and protection of these individuals is paramount. We operate the Church of England Safeguarding policy, in line with Diocesan guidelines. All relevant volunteers are required to follow our safer recruitment and training policy.

Safeguarding policies, procedures and practices are continually under review in line with the Diocesan Safeguarding Dashboard. This is overseen by the Safeguarding Team which is led by our Parish Safeguarding Officer (PSO). We are now at Level 3 of the Parish Dashboard which includes looking at non-church activities. This year the focus has been to complete role descriptions and risk assessments for all of our church activities that involve children or vulnerable adults.

The safeguarding team and PCC have also discussed how we respond to victims and survivors of abuse and how to ensure we have a healthy and safe culture. Our current action is to review *Induction Procedures* for volunteers who are involved in these church activities.

We are now set up on the safeguarding hub which is being used to monitor our volunteers and safeguarding requirements for different roles.

The Safeguarding Team meet approximately five to six times a year and the vicar and PSO meet on a bi-weekly basis. Safeguarding is on the PCC agenda at each meeting to provide space for information to be relayed and for questions to be asked.

Since our APCM in March 2024 we have been addressing several new safeguarding concerns. There have been 4 new concerns. These have been dealt with by the Parish Safeguarding Officer and the vicar, following advice given by the diocese. We currently have 1 active case that we continue to monitor closely and 3 cases that we continue to monitor.

In November we held our second Safeguarding Sunday. The focus of this service was, "Let's talk about it." The PSO shared our safeguarding journey from the past year. We also talked about the church based independent review (Makin Review), regarding John Smyth that had recently been brought again to our attention, stating that the Church of England covered up "abhorrent abuse." We emphasised the importance of safeguarding and that everyone has a part to play, safeguarding being everyone's responsibility and yes it could happen here.

REVIEW OF 2024

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting on 25th April 2024 was 149, 103 of whom are resident in the parish and 46 of whom are non-resident. In 2024 our electoral roll was 135; it is encouraging to see increased growth. We continue to have a number of new members who have joined our church family but there sometimes appears to be a reluctance to join the Electoral Roll.

The average Sunday attendance as measured in October 2024 was 93 adults and 27 children in person at Holy Trinity and 28 adults and 3 children in person at St Saviour's, with an average of attendance of 12 accessing a service via livestream on YouTube.

The PCC met seven times during the year in the evenings in Brookwood. The Standing Committee, which has the power to transact the business of the PCC between its meetings, met four times. Other committees/working groups have met as necessary. These groups are;

- **Safeguarding Team:** To oversee the safeguarding policies and implementation.
- **Finance Team:** To oversee and manage the finances of the church.
- **Holy Trinity Pre-School Management Committee:** The PCC has a wholly owned subsidiary called Holy Trinity Pre-School Ltd. This company runs a Pre-School in two settings, one at Holy Trinity Church Hall and the other at St Saviour's Church Hall. In line with Ofsted requirements, the Pre-School is run by the Director (Sarah Gill) with an oversight group comprising members of the Church, some Pre-School staff and some parents of children from both settings meet termly to discuss the running and operation of the Pre-School. Our Associate Minister chairs these meetings, reports their content and sends the minutes to the PCC.

During the year the focus of the PCC has been on;

- Finance Issues:
 - Approval of 2023 Annual Report and Financial Statements
 - Deciding on our outward giving to other charities/organisations
 - Monitoring quarterly financial performance against the budget
 - Planning for 2025 and agreeing budget assumptions
 - Updates and review of regular giving

- Hall Rates review and increase in hall hire fees agreed
- Agreeing the Budget for 2025
- Continual update and implementation of safeguarding in the parish
- Discussion and approval of risk register with updates
- Consideration regarding the growth of Knaphill Community Fridge and its storage issues: sub-group developed to look into this
- Implementation of the new parish wide vision of being one church; change of services
- Discussion about applying for a new curate after the current curate has left
- Agreement to develop our website and ChurchSuite integration in line with new rebranding
- Selection as one of the national churches within the Church of England Carbon Net Zero Demonstrator project
- Development of the recruitment of a Children's and Families Minister
- Safeguarding Matters:
 - Continual updating of the parish dashboard, appropriate sign posting, updating system to send out safeguarding reminders, addition of the Parish Safeguarding Hub, new child registration procedure for the church services, reporting procedures, safeguarding policy, role descriptions, training for PCC members, update on safeguarding procedures, training for volunteer members and updating our records, DBS training requirements, creating a safe culture within the church
- Pre-School Matters: review of reports received
- Health and safety matters (e.g. risk assessments and policies)
- Fabric matters
 - General Maintenance
 - Implementation of projects to reduce our carbon emissions: heat pumps, and grants
 - Installation of AV system in Brookwood.
- Adoption of a number of additional policies:
 - Bullying Policy
 - Complaints Policy
 - Social Media use policy
 - Anti-harassment policy
 - Conflict of Interest policy
 - Investment policy
 - Serious Incident policy
 - Trustee Expenses policy

Our aim at the church is to be people who are 'Living the Full Life' that Jesus asks us to. We are always seeking to discover more of Jesus and to help others to discover him too and to be people who give this love away by loving our community. Throughout 2024, we have continued to exercise our vision within the church and in the wider community and seek to be more effective with our volunteer base in doing so.

Wider Community Service

We have continued to engage with our community through a number of other activities that have grown throughout the year. The FAWM baby group continues to develop under the leadership of Caroline Bowen. A number of parents had stayed on as the children got older and were walking. A decision was made at the end of 2023 that those whose children did not fall within the remit of the group should be gently told they were unable to continue attending. This was to preserve the nature of the group as a support group for parents of newborns, to make sure the babies are kept safe and that new parents felt able to attend. Throughout 2024 the group has continued to grow and we see

new parents and babies attend, including those who have been in the group previously and now have another newborn.

Our regular Pop Up Coffee sessions at both sites (Monday, Wednesday and Friday) continue to be a great source of welcome and comfort for many people. In Knaphill, Monday mornings are the busiest time as many who come to use Knaphill Community Fridge attend. During this session the English Language Classes are run for a number of local refugees and others for whom English is not their first language. In Brookwood on Fridays there is a strong group of regulars who engage from across the community. All our Pop Up coffees are run by volunteers who selflessly give up their time to help and encourage our local community. Once a month, in Brookwood, we also run 'Lunch with Friends' which provides a light lunch and much valued space to catch up with others. Ros and her team run this and they are much appreciated by all.

The Knaphill Community Fridge works to reduce food waste in our area by collecting surplus food from supermarkets and charitable organizations like FoodShare, preventing it from ending up in landfills and redistributing it to our community. Many people rely on this facility and are deeply grateful for it. While it's not intended to function as a foodbank, it serves as a vital resource for those facing rising household costs. Managed by Jules Hopkins and supported by a dedicated team of over 30 volunteers from the local community, the fridge operates with help ranging from food collection at night to daily setup. In 2024, it saved 66 tonnes of food from going to waste. Throughout the year, hundreds of people have found support during tough times, with around 100 people visiting each week. The temporary marquee allows the work to continue during colder, wetter months, and the main Monday morning activities take place inside the church building in Knaphill, thanks to the tremendous support of volunteers.

The Smith's Fund has also enabled us to help with financial gifts to a number people within our community.

Our Silver Stars group, dedicated to the older members of our community, continued to offer meaningful gatherings, providing a welcoming social space for many elderly individuals, particularly those who are isolated. The meetings featured talks on a range of professions and interests, along with special worship services for Easter, Christmas, and summer. In addition, Bob and Pauline Bailey organized three 'Holiday at Home' trips to various local attractions, which were well attended and greatly appreciated by all participants.

In 2024, we continued offering our Bereavement Journey course, running a new session during the Autumn term. The course consists of seven sessions, with the final one being an optional discussion on Faith Questions. This year, our team grew as we welcomed Bruce Acton and saw three members from Bisley Church join us to be trained in running the course at their own location. Fifteen people attended the course and gained valuable insights from the materials as they process their grief. Since starting the course four years ago, we've had the privilege of supporting over 50 people as they work through their grief.

In November, Churches 4 Knaphill once again led the village's Armistice Day service, joined by members of the churches, local councillors, our MP, local schools, and the wider community. On Remembrance Sunday, we held our annual Remembrance Service, with the Brownies, Guides, and Explorers participating as usual. It was a meaningful time to remember the fallen from our community, honouring those lost not only in the two World Wars but also in more recent conflicts. This year, our crafting group expanded on last year's crochet poppy display beside the memorial plaques, creating a beautiful visual addition to the service. Many attendees commented on how stunning it looked.

Throughout the year, we've joyfully continued our monthly Brown Bag appeal, responding to the needs of Woking Foodbank by collecting specific items they are short of. Thanks to the generosity of our church family, this initiative has been a great success! In 2024, we proudly contributed a total of 1850 kg of food to the foodbank—making us the highest contributor of all the churches in Woking! Our dedicated volunteers from the church family, who also help at the foodbank, collect the donations each month, ensuring that our support reaches those who need it most. What an incredible impact we've made together!

Thomas Bowen and Nick Webster have both done fantastic jobs being our hall managers for our church halls in Knaphill and Brookwood. Our online booking system, which is overseen by Kevin Grieve, has seen a steady growth of one-off bookings for the halls. Managing the halls is not an easy task and involves a lot of online management and meeting people in the community as well as stepping in to cover for the cleaner if they are not available.

Our Pre-School, having successfully established a second site in Brookwood, has continued to excel in nurturing and caring for young children. Under the exceptional leadership of Sarah Gill, the Pre-School manager, the team has remained dedicated to providing a high-quality learning environment. Throughout the year, Pre-Schools in general have faced increasing challenges, particularly due to rising costs and limited funding, especially when compared to school-based pre-schools which have received more government support. As a result, by the end of the year, the Pre-School had to carefully evaluate its approach, exploring ways to reduce costs while also seeking to attract more children to ensure its sustainability.

Our Youth Wellbeing Café has continued to grow, and we're now seeing more young people from the community engage with the space. Every Wednesday, the café provides a welcoming and safe environment for young people to come together, relax, and connect. It serves as a space where they can openly talk about their feelings, share any struggles they may be facing, and simply be themselves. The café is a vital support for promoting mental and emotional wellbeing, as well as a fun place to be, while helping to create a strong sense of community among the youth.

Christian Evangelism and Discipleship

Sunday Services

Up until September, our Sunday services continued as they had in previous years with a Sunday morning service with children and youth groups in Knaphill and a morning service in Brookwood with Puppet church, Café Church and a reflective communion service. However, challenges such as volunteer shortages, declining numbers in certain areas, and the growing need for the church to function as one unified body to serve the entire parish led the PCC to make a decision. After prayer and discernment, the PCC decided that the two churches would operate as one church, united in one parish. This decision aligned with our first objective goal.

After much discussion and prayer throughout 2024, the new vision for our church and services was launched at the end of January and beginning of February. A key focus of the vision was how we operate and use our resources. Operating as two separate churches while trying to function as one organization was creating internal challenges. Many still felt a strong commitment to only one of the churches, which led to a "them and us" culture, and the structure was confusing. The PCC recognised that in order to begin changing this culture and work towards a more united church serving both Knaphill and Brookwood, we needed to first address our service structures. These structures had placed a strain on many individuals, and a rebranding was necessary to reflect that we are truly one church, not two.

Starting in September, our morning services were restructured into a single service held in Knaphill at 10:30 AM. The new start time provided more space for those preparing the service (band and service leaders) to have additional time for setup and prayer before the service. While this change in timing may be a matter of preference for some, it allowed for a more engaging experience. The first 30 minutes of the service is focused on families, followed by worship and teaching, with the congregation then moving into separate groups for adults, children, and young people. On the fourth Sunday of each month, a new intergenerational service was introduced, incorporating elements from our previous puppet and café services. New and existing volunteers played a key role in bringing this service to life. Additionally, the Knaphill site was chosen for the morning service because of its live streaming capabilities.

This new format has resulted in steady growth, with regular attendance ranging from 100 to 120 people. However, it's important to note that attendance and growth are largely dependent on the consistency of participation from our members.

While the morning service moved to Knaphill, the evening service continued in Brookwood. We initially trialled a 6:00 PM start time to create space for older youth to meet afterward, but after careful review, we decided to return to the original 6:30 PM start time. This service remains a source of great encouragement for many, providing ample time for worship and space for the Holy Spirit to move and minister. It has been a joy to witness young people stepping into new roles, trying their hand at preaching and leading worship. Attendance at the evening service typically ranges from 30 to 40 people, and we're excited to see this service grow and develop even further in 2025.

All our services are supported and helped by a wonderful group of volunteers who lead us in musical worship, lead the services, provide scripture readings, prayers, audio visual support, hospitality, welcoming, prayer ministry, children's ministry and youth ministry. It is a strength of the church that we aim to make sure everybody feels welcome, included and supported as they seek to live life to the full in Jesus.

Our **Wednesday Holy Communion** services at Holy Trinity provide a mid-week opportunity for worship and fellowship. These services are generally (but not exclusively) attended by more senior members of the church family and the number of regular attendees has stayed the same. It is a service that is deeply appreciated by those attend, not just because of the service but also because of the hospitality afterwards.

With the youth work now operating in two age related categories we have seen continual growth. The younger youth, years 7-9, meet on a Sunday morning and the older youth, years 10-13, meet after the evening service. This continues to prove effective and we now see a number of the older youth helping to serve on a Sunday morning in the children's work and other areas.

We ran one **Alpha** course this year, led by our curate. While the attendance was small, we were able to expand our team of volunteers, which was a positive outcome. However, we continue to reflect on why Alpha courses attract such small numbers and recognize that addressing this question remains a priority for us moving forward. In April and May we ran a new ten week course focusing on the book of **Romans**. It was well attended with over 30 people engaging with the material.

Our Life Groups have continued to play a vital role in supporting and nurturing our church family as we "do life together." Under the leadership of David Gale, the groups have been encouraged and supported throughout the year. We've seen two new groups start, one of which is for young adults, and sadly, one group has closed. Overall, we now have ten Life Groups meeting throughout the week. These groups centre around the previous Sunday's sermon and include questions to guide discussion, as well as space to reflect on what's happening in each group.

We continue to gather on Tuesday mornings at 9 AM for Morning Prayer, following the Church of England's Daily Prayer material, led by our curate. In December, we introduced Evening Prayer alongside our Advent and Christmas services, with the focus on praying for all aspects of our Christmas celebrations. These prayer gatherings were well-attended, and we're excited to launch a new monthly Prayer Evening in February 2025.

From May to August, our vicar, Revd Neil Hopkins, took a three-month Extended Ministerial Development Leave. During this time, the church continued to worship and thrive under the leadership of our wonderful staff team. However, we chose not to hold a church weekend away this year, as we wanted to give a year's space before planning any events for 2025/2026 after two consecutive years of retreats.

Throughout the year we have dealt with a number of people pastorally and continue to offer care and support within the church family as well as in the wider community. We have a team of former pastoral assistants and lay pastoral visitors, however we could benefit from more people joining the team. Chris Benson has led this team throughout the year and she deals with all requests and deploys team members as required. We have continued to be frustrated by the inconsistency of the training provided by the Diocese as it keeps on being cancelled due to lack of 'take-up.' However, different team members have accessed training from different churches in the area and we look forward to deploying them appropriately to those in the community. As part of our safeguarding commitment, we have established role descriptions for the team which they have signed and committed to. Bob Bailey has continued to run the monthly service in the local care home – Princess Christian Centre – and the clergy provide once a term communion during this service.

As mentioned before, we ran the **Bereavement Journey** course which has helped a number of church family members on their grief journey. This year we saw 15 people attend the course as well as welcoming a new member to the team. We also built on our commitment to serve the wider community by training three other leaders from the neighbouring parish as they sought to run the course in 2025. We are working with them to provide the course throughout the year.

The **Revd Dawn Lucas-Brown** has remained a wonderful source of encouragement to our church family, and she and her family are deeply loved and valued within our community. Throughout the year, she has been actively involved in teaching and leading services, overseeing the children's program and team, running Alpha, contributing to the pastoral team, and attending various committee meetings. As her Training Incumbent, our vicar, Revd Neil Hopkins, has met with her regularly to support her growth in this role. At the end of 2024 Dawn was recognised by the Diocese that she had completed her training and is fit to apply for incumbent roles within the Church of England. She will be deeply missed, but we recognise that we are just one part of her journey as she follows her calling as a Priest.

The **Christmas** season once again proved to be a vibrant and joyful season for our community! We made full use of our buildings, hosting a variety of services across different locations. Following the success of last year's Saltmine Theatre Company performance, we were thrilled to welcome them back to kick off the Advent season with their delightful production of *Little Red Riding Hood*. This event was a hit, drawing in 100 people from the community to enjoy the performance.

We continued our beloved tradition of Christmas services, which have become favourites over the years. These included Campfire Carols, Puppet Crib Service, Carols by Candlelight, the Pop-Up Nativity run by our youth, Midnight Communion, and our Christmas Morning celebration. The popularity of these services has grown, with Campfire Carols filling up within days of opening for bookings, and nearly 200 people attending our Christmas Morning service.

Our connection with the local schools also deepened, as we had the joy of hosting Knaphill Junior School and Brookwood School for their Christmas concerts, offering them warm hospitality before each service. Additionally, the pre-school used both church buildings for their Christmas services, further strengthening our community ties. Altogether, during the Christmas season, we were blessed to welcome approximately 1,000 people to services across our two churches, making this a truly festive and memorable time for all!

Pete Hewlett and our **youth team volunteers** have continued to grow the work among young people in the community and church. Along with the weekly Illuminate sessions there have been youth socials, which have grown over the year. During the year the young people went on a weekend away to Runways End Outdoor Centre and for five days to a Christian Youth Festival called Satellites. Both of these were popular and were hugely enjoyed by the young people and have now become part of the diet of youth work. The young people have now become very involved in the morning services. The youth band lead the church family in worship twice a month, one of them being the intergenerational service. Every week we see young people help with the children's work. During the year the youth have engaged with material from Open Doors looking at how Christians are persecuted around the world.

Despite the absence of a full-time Children's and Families Minister, our **Children's Ministry** continued to thrive throughout 2024. While the lack of a dedicated full-time leader has meant we haven't been able to reach the same potential as in previous years, the Sunday morning ministry has been outstanding. Our team of volunteers has given their all, working faithfully to disciple and nurture young hearts and minds.

The volunteers recognized the importance of connecting with parents beyond Sunday mornings, and so they organised three different events aimed at building relationships with families. While some events were more successful than others, they were all organized by the same small group of dedicated individuals. Throughout this time, the PCC remained focused on supporting the volunteers and providing pastoral care for families. Revd Dawn Lucas-Brown has offered excellent oversight, ensuring the volunteers were supported and encouraged in their efforts.

Additionally, a sub-group of the PCC met in 2024 to create a role description and job specification for a new Children's and Families Minister, with plans to advertise the position in early 2025. To further enhance our safeguarding measures, we also introduced a new procedure for signing children into their groups and ensuring proper collection. While it took some time for everyone to adjust, this procedure has now become an integral part of our church culture.

In August, the two young people who participated in the Ministry Experience Scheme completed their year with us. This national Church initiative is designed to help young people discern whether they feel called to full-time ministry. The two participants, aged 18 and 26, served across various areas of church life, with a primary focus on Youth Work, but also contributing to children's ministry and exploring other roles, such as preaching. It has been an incredibly encouraging time for us as a church, watching them grow in their gifts and explore where God is leading them next. We are excited about the possibility of participating in the scheme again, especially now that the Diocese is taking a stronger lead in supporting the Ministry Experience Scheme.

Since earning our Bronze Award **from Eco Church** in 2021, we've remained fully committed to reducing our carbon footprint, and 2024 has been another exciting year in this journey. At the end of the year, our Eco team submitted our survey as part of our work towards achieving the Silver Award, a process we've been steadily progressing with. A key part of our efforts has been reducing our gas usage, and we've applied for the national Church Demonstrator Grant to help us to achieve this.

We are proud to be a church that is willing to invest in sustainable practices, even when it comes at a financial cost. After a thorough and competitive application process, we are thrilled to announce that we've been selected to be part of the national demonstrator scheme! This means we'll be moving away from gas and transitioning to air-source heat pumps, a commitment we made as part of our application.

In addition, we've carried out energy surveys across all our buildings, leading to an incredible £137,000 grant to improve the energy efficiency of our church hall in Knaphill. The improvements will include better insulation, solar panels, new windows, destratification fans for the church, and hopefully new doors. This is a huge blessing not only for the church but also for the wider community, as the hall is used daily for activities like ballet and fitness classes, as well as Pre-School. We are so excited to see how these changes will benefit everyone who uses the hall and help us take another step towards a more sustainable future.

LOOKING TO THE FUTURE

The aim of Woodhill Church (Ecclesiastical Parish of Knaphill with Brookwood) is that we continue to be a church family that is 'Living The Full Life', always seeking to discover more of Jesus and for others to discover Jesus for themselves. We live out the life of discipleship and seek to give away the love we have been shown by Christ to others. The Diocesan Parish Needs Process has encouraged the church to look at its refreshed vision around 'Transforming Church, Transforming Lives.'

As part of this process, the PCC met in January 2025 to discuss and discern its objectives and goals which it wants to focus on over the next 2 years. The six objectives were put forward that built on the previous goals and looked to focusing on discipleship within the church;

- 1) Continue to reduce our carbon footprint
- 2) Grow Children's & Families' Ministry
- 3) Develop and enable the transition from 'Crowd' activities to connecting with the 'Community' of the church
- 4) Identify & Grow new Leaders
- 5) Continue to review the restructuring of Woodhill Church
- 6) Develop a Communication Plan

1. Continue to reduce our carbon footprint

Since last year we have made moves forward in reducing our carbon footprint. Having been selected to be put forward by the Diocese for the Church of England demonstrator project in 2024 we were selected to be part of the National project. The assistance and benefit of this project by the Church of England will enable us to continue to achieve our goal. Furthermore, with the securing of a grant to enable our church hall in Knaphill to be more environmentally friendly, we are making good progress. We aim to continue all this work over the next couple of years and strive to improve all our buildings. However, we want to further develop the work by;

- Increasing personal ownership of emissions and empower individuals and households within the church family to reduce their emissions. To seek to achieve this through better engagement with our Life Groups and the sharing of information with the church family
- Continuing to source funding/ grants to complete discerned works

2. Grow Children's and Families' Ministry

The children's team volunteers have played a vital role in the maintenance and steady growth of our Sunday morning children's work. Revd Dawn Lucas-Brown has ably supported and nurtured this work. The PCC however, now sense that it is time we seize on the opportunities we have in our community to reach out to the many children and families in our area. There are a number of opportunities we wish to develop by primarily appointing a new Children's & Families minister (our past minister left in October 2022). The areas we wish to focus on are;

- Developing our links with the three primary schools in Knaphill & Brookwood
- Engaging with parents and supporting them
- Developing after-schools work

3. Transition from Crowd activity to connecting with the church Community

Using the Diocesan process of the 5Cs, the PCC recognise that we have over a number of years built up a vast array of activities that connect us to people in the community. Connections that are more than events but where we get to know a little bit more about the individuals – these are 'Crowd' activities. These include things such as Pop Up Coffee, FAWM, Lunch with Friends, Silver Stars, Knaphill Community Fridge, some of our Christmas activities, youth well-being café. The question we want to ask is how do we successfully help people connect and be part of the wider church community, where engagement with the Christian faith happens. The initial plan is to;

- To evaluate and develop suitable connection points between the crowd and the community
- Create a culture of invitation within the church family
- Recruit more volunteers to staff activities to enable others to engage in deeper faith conversations
- Increase communication of what people can come to
- Seek opportunities to present the gospel message to these groups

4. Identify & Grow Leaders

Part of helping the church make the transition between Crowd to Community is to identify and invest in leaders. Or as the 5C model calls it, 'The Core.' Investing in leaders will mean more investment in the process of transition for goal 3. This will mean developing training and support for new and current leaders.

5. Review the Restructuring of the Parish

Our goals set out for 2024 having spent time discerning how the church operates as one parish/church were;

- To present the new vision in January/February 2024
- To develop the morning services.
- To rename the church to represent our desire to be one church.

Having done this, and continuing to refine the outworking of our vision, the PCC aim to do the following ;

- After one year of implementation the PCC wish to conduct a congregation-wide survey
- Review survey data; establishing common themes and where appropriate create an action plan.
- To refresh Life Groups

6. Develop Communication Plan

All of the above goals are dependent on good and efficient communication to the church family, Crowd activity participants and the wider community. As a church we want to have a cohesive and unified approach to communication including but not limited to areas such as; internal communication, use of our current ChurchSuite system, publicity for all our activities. Therefore we aim to;

- Survey & review current communication method to (a) Church family (b) Crowd (c) Wider community
- Establish a communication plan
- Implement plan by informing and training all relevant parties

Further to these six goals, which will involve a good number of members of the PCC and other invested parties being involved, we are looking at how we grow in discipleship. Therefore, the vicar is imagining what a discipleship journey for our church will look like that will enable growth in people's faith. This will utilise much of what we have tried and tested over the years through courses etc. This will link into how we grow leaders but will also help us identify new leaders.

FINANCIAL REVIEW

A small voluntary finance team includes a treasurer, assistant treasurer and bookkeeper, as well as someone who helps with banking. Our former treasurer, Helen Simmons, still continues to run the payroll.

The treasurer, Elaine Tisdall, was forced by health issues to retire in November. Paul Simmons, whose wife, Helen, was treasurer for many years, agreed to take over as treasurer, with Helen's help. Many thanks are due to Shirley Durrant, who stepped in to deal with daily management of bank processing during this difficult period.

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account the time, commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account the Real Living Wage, prevailing rates of inflation and the levels of pay increase granted by the Diocese.

Working with the incumbent, the treasurer and assistant meet regularly throughout the year, monitoring overall financial performance and managing a range of day-to-day financial issues. The PCC receives regular financial reports and is actively involved in budget setting and review.

Total unrestricted income at £315,959 (2023 £286,090) was £14k more than budgeted but this was a little illusory as unanticipated grant income of £24k in respect of energy efficiency schemes was exactly offset by expenditure on these projects.

Total giving was £7k lower than budget, largely in the area of one-off gifts which are difficult to predict. There was some evidence of a pleasing shift from Gift Aided-giving into the Parish Giving Scheme. Pre-school rentals were £5k lower than budget.

Total expenditure at £326,942 (2023 £283,306) was very close to budget.

People costs were £14k lower as a Children and Families Worker had not been recruited. "Woodhill" re-branding costs of £9k offset this and the widely-anticipated increases in energy costs although large were a little less than

budget. Maintenance costs, which again are difficult to predict, were under-spent and the energy efficiency scheme costs of £24k were, as mentioned above, offset by grant income.

Parish Share, which is what every parish contributes to resource mission and ministry across the Diocese, including clergy and training, cost £87,855 (2023 £84,616).

Note 10 to the accounts shows that the church halls operated in deficit this year. The increase in costs was largely due to the expected rise in energy prices and will hopefully be offset by the energy efficiency measures noted above. Pre-School income reduced due to the challenges mentioned above, which are being actively managed by the relevant committees.

The actual overall deficit on unrestricted funds before transfers was £10,983 (2023 surplus £2,784), which compares to the budgeted deficit of £8,852.

Transfers were made from unrestricted to the designated funds of the Pre-School of £11,006. A transfer of £17,955 was also made from the designated building fund to unrestricted funds to offset the cost of depreciation on audio-visual equipment.

The result after transfers for the unrestricted fund was a deficit of £4,034 (2023 surplus £18,986).

Unrestricted reserves after transfers at 31 December 2024 were £178,780 (2023 £182,814), and Designated Reserves £97,216 (2023 £104,165), being £51,555 for Buildings and Grounds and £45,661 for Holy Trinity Pre-School.

£24,486 was received and £19,569 spent from restricted funds, which including the Knaphill Community Fridge.

Our long terms funds are invested with the CBF Church of England Deposit Fund and our short term deposits are placed in our HSBC Money Management account.

It is the policy of the PCC to tithe 10% of our unrestricted giving, based on the preceding year. We have six mission partners that we support throughout the year; CPAS, Engage, A Rocha, Turning Point Trust, Wycliffe Bible translators and St Michael's Sheerwater, and we also made a number of smaller donations. Note 11 in the financial statements gives full details of all the grants we have given. The congregation was encouraged to donate to a number of other charities during the year.

The PCC has agreed a budget for 2025 with an unrestricted deficit of £7,831. This is subject to a review of maintenance costs following the quinquennial maintenance inspection of our church buildings, which is expected to result in additional costs. It has been assumed that there will be a 10% increase in regular giving and that salary costs will increase by 5%. Provision has also been made for a Children and Families Worker from August 2025. There will be a planned £17,955 transfer from designated reserves to offset the depreciation of AV systems.

Reserves Policy

As part of our contingency planning and risk management the PCC reviewed its reserves policy in 2023. We seek to ensure that our unrestricted general fund reserve does not fall below the approximate equivalent of three months total running costs as well as keeping £50,000 for working capital purposes. Reserves held above this value are available to smooth fluctuations in cash flow, meet emergencies and to allocate towards the activities of the church over the coming years.

Approved by the Parochial Church Council on 17th March 2025 and signed on its behalf by:



Revd. Neil Hopkins, Chair

INDEPENDENT EXAMINER'S REPORT

to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood

I report to the trustees on my examination of the financial statements of the The Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood (commonly known as Holy Trinity Church Knaphill and St Saviour's Brookwood) ('the charity') for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, 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:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements 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 financial statements to be reached.



Andrew Skilton, ACA, Independent Examiner
Brewers Chartered Accountants,
Unit 3, Birtley Courtyard, Bramley, GU5 0LA

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL
WITH ST SAVIOUR'S BROOKWOOD**

**STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2024**

		Unrestricted Funds 2024/£	Designated Funds 2024/£	Restricted Funds 2024/£	Total Funds 2024/£ 2023/£	
Notes						
INCOME						
Donations and legacies	2(a)	275,890	0	18,723	294,613	247,417
Charitable activities	2(b)	30,545	0	5,763	36,308	53,295
Income from investments	2(c)	9,524	0	0	9,524	7,704
TOTAL INCOME		315,959	0	24,486	340,445	308,416
EXPENDITURE						
Outward giving (including grants)	11	23,997	0	9,018	33,015	29,724
Church activities	3	302,945	0	10,551	313,496	280,347
TOTAL EXPENDITURE		326,942	0	19,569	346,511	310,071
NET INCOME/(EXPENDITURE)		(10,983)	0	4,917	(6,066)	(1,655)
Transfers between reserves	9	6,949	(6,949)	0	0	0
NET MOVEMENT IN FUNDS AFTER TRANSFERS		(4,034)	(6,949)	4,917	(6,066)	(1,655)
Balance brought forward at 1 January 2024		182,814	104,165	35,426	322,405	324,060
Balance carried forward at 31 December 2024		178,780	97,216	40,343	316,339	322,405

The notes on pages 22 to 30 form an integral part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD

BALANCE SHEET As at 31 December 2024

	Notes	2024 £	2024 £	2023 £	2023 £
FIXED ASSETS					
Tangible fixed assets	5		101,338		106,814
CURRENT ASSETS					
Debtors	7	69,178		37,158	
Cash at hand and in bank		12,955		15,373	
Deposit account at HSBC		21,705		4,090	
Deposits at CBF Church of England Fund		181,978		172,852	
		285,816		229,473	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	70,815		13,882	
NET CURRENT ASSETS			215,001		215,591
NET ASSETS			316,339		322,405
FUNDS					
Unrestricted	9	178,780		182,814	
Designated	9	97,216		104,165	
Total unrestricted funds		275,996		286,979	
Restricted	9	40,343		35,426	
		316,339		322,405	

The notes on pages 22 to 30 form an integral part of these financial statements.

Approved by the Parochial Church Council on 17th March 2025 and signed on its behalf by:



Revd. Neil Hopkins, Chair

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

1. ACCOUNTING POLICIES

Basis of accounting

The charity is a public benefit entity and the financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Parochial Church Council of Holy Trinity Knaphill and St Saviour's Brookwood meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a specific purpose by the PCC are also unrestricted. All regular giving is treated as unrestricted income and is spent in the manner agreed by the PCC. Restricted funds can only be applied for their particular purpose e.g. Buildings & Grounds, Knaphill Community Fridge, Parish Weekend.

Income

Collections are recognised when received by or on behalf of the PCC. When donations are received, we recognise any related gift aid. When fixed assets are funded by specific donations or grants, the latter are retained in the balance sheet and released to income over the same period as the relevant depreciation. Rental income from the letting of Church premises is recognised in the year in which the rent takes place. Interest from investments is accounted for when receivable.

Expenditure

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The Parish Share is accounted for when payable. Expenditure is stated as VAT inclusive as the Church is not VAT registered.

Financial Instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Fixed Assets

Consecrated land and buildings and movable Church fittings

Consecrated and beneficed property is excluded from the financial statements by the provisions of the Charities Act 2011. No value is placed on movable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable Church furnishings, whether maintenance or improvement is written off as expenditure in the SOFA and separately disclosed.

Church Halls and Vicarage

The Church Halls are accounted for at cost and are depreciated over their useful lives of 50 years on a straight-line basis. Additions are written off over the remaining life of the 50-year period or if already fully written off, over 50 years unless PCC deem this to be inappropriate. 13 Heath Drive (formerly St Saviour's House) is accounted for at cost and is depreciated over its useful life of 50 years on a straight line basis. The vicarage at Holy Trinity is not owned by the PCC.

Other fixtures, fittings, office, audio and visual equipment

Equipment costing £2,000 or over within the Church premises is depreciated. All other equipment is written off in the year of purchase. Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives on a straight-line basis.

Current Assets and Investments

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Fund or at the bank. In line with current best practice, the financial statements of wholly owned subsidiaries are not consolidated into the financial statements of the PCC. Investments are held at the lower of cost or realisable value.

Going concern

The trustees believe there are no material uncertainties about the Church's ability to continue as a going concern, thus the PCC continues to adopt the going concern basis of preparing the financial statements.

2. INCOME

2 INCOME

	Unrestricted	Designated	Restricted	Total	Unrestricted	Designated	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	2024/£	2024/£	2024/£	2024/£	2023/£	2023/£	2023/£	2023/£
2(a) DONATIONS AND LEGACIES								
Giving and collections								
Gift Aid donations	65,829	0	672	66,501	90,787	0	600	91,387
Income tax recoverable	16,526	0	168	16,694	23,414	0	150	23,564
Parish Giving Scheme	125,914	0	0	125,914	90,930	0	0	90,930
Tax recoverable on Parish Giving Scheme	31,434	0	0	31,434	22,672	0	0	22,672
Other giving	5,637	0	240	5,877	7,475	0	1,916	9,391
Deferred donations	1,425	0	0	1,425	0	0	0	0
Charities Aid Foundation	480	0	0	480	720	0	0	720
Cash collections at normal services	445	0	0	445	135	0	0	135
total giving and collections	247,690	0	1,080	248,770	236,133	0	2,666	238,799
Grants and legacies received								
Legacies received	0	0	0	0	15	0	0	15
Grants received	28,200	0	6,780	34,980	2,950	0	2,603	5,553
total grants and bequests received	28,200	0	6,780	34,980	2,965	0	2,603	5,568
Overseas Mission								
Gift Aid donations	0	0	373	373	0	0	100	100
Income tax recoverable	0	0	93	93	0	0	25	25
Other giving	0	0	4,335	4,335	0	0	127	127
	0	0	4,801	4,801	0	0	252	252
Home Mission								
Gift Aid donations	0	0	670	670	0	0	0	0
Income tax recoverable	0	0	168	168	0	0	0	0
Other giving	0	0	2,760	2,760	0	0	2,798	2,798
	0	0	3,598	3,598	0	0	2,798	2,798
Smiths Charity	0	0	2,464	2,464	0	0	0	0
Total Mission Donations	0	0	10,863	10,863	0	0	3,050	3,050
Total Donations and Legacies	275,890	0	18,723	294,613	239,098	0	8,319	247,417
2(b) CHARITABLE ACTIVITIES								
Hall Lettings	14,197	0	0	14,197	12,181	0	0	12,181
Pre-School rental	15,340	0	0	15,340	24,000	0	0	24,000
Fees	868	0	0	868	984	0	0	984
Youth activities	0	0	4,453	4,453	0	0	8,136	8,136
Church weekend	0	0	0	0	0	0	4,716	4,716
Sundry	140	0	1,310	1,450	2,123	0	1,155	3,278
	30,545	0	5,763	36,308	39,288	0	14,007	53,295
2(c) INCOME FROM INVESTMENTS								
Bank interest	9,524	0	0	9,524	7,704	0	0	7,704
TOTAL INCOME	315,959	0	24,486	340,445	286,090	0	22,326	308,416

3. EXPENDITURE

3 EXPENDITURE

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	2024/£	2024/£	2024/£	2023/£	2023/£	2023/£
Church activities						
Ministry: diocesan parish share	87,855	0	87,855	84,616	0	84,616
clergy expenses	5,565	0	5,565	5,249	0	5,249
vicarage costs	494	0	494	122	0	122
Youth worker	33,576	0	33,576	32,780	0	32,780
Parish administrator	20,492	0	20,492	19,971	0	19,971
Intern costs	9,077	0	9,077	4,312	0	4,312
Staff & volunteer training	3,440	0	3,440	4,229	0	4,229
Churches running expenses	17,466	0	17,466	13,860	0	13,860
Churches repairs & maintenance	3,778	0	3,778	7,408	0	7,408
Community Fridge	0	3,672	3,672	0	4,633	4,633
Worship costs	5,547	0	5,547	4,203	0	4,203
Outreach	4,467	1,310	5,777	8,581	880	9,461
Re-branding expenses	8,935	0	8,935	0	0	0
Youth, children and families work	3,828	5,569	9,397	4,524	6,862	11,386
Halls costs (see note 11)	35,625	0	35,625	30,139	0	30,139
Net Zero energy improvements	24,360	0	24,360	0	0	0
St Saviour's House repairs and running costs	4,828	0	4,828	6,531	0	6,531
Photocopying & Stationery	3,224	0	3,224	4,920	0	4,920
Telephone and broadband costs	2,072	0	2,072	2,053	0	2,053
PCC expenses	0	0	0	0	0	0
Subscriptions	35	0	35	35	0	35
Computer expenses	4,329	0	4,329	4,656	0	4,656
Church weekend	0	0	0	1,712	6,394	8,106
Professional fees (inc. Independent Review)	1,675	0	1,675	1,950	0	1,950
Depreciation of audio visual & other equipment	21,436	0	21,436	17,783	0	17,783
Sundries	841	0	841	789	1,155	1,944
	302,945	10,551	313,496	260,423	19,924	280,347

4. STAFF COSTS AND RELATED PARTY TRANSACTIONS

	2024 £	2023 £
Wages and salaries	62,289	58,147
National Insurance costs	0	0
Pension costs	3,018	4,133
	65,307	62,280

During the year the PCC employed a Parish Administrator, a Youth and Young Adult Minister and two cleaners, none of whom earned more than £60,000 per annum.

Expenses have been paid to the clergy members of the PCC in connection with the carrying out of their office, including such items as travel and hospitality. A total of £5,565 was paid in the year. No PCC members and related persons were reimbursed for expenses incurred.

No PCC member or connected person received any remuneration from the PCC or subsidiary during the year.

25 PCC members and their families gave the church a total of £71,445 (excluding gift aid) over the year (2023 22 PCC members and their families gave £51,547).

5. TANGIBLE FIXED ASSETS

	Fixtures & Fittings	Audio Visual & Sound Equipment	Holy Trinity Hall	St Saviour's Hall	13 Heath Drive	Total
Cost	£	£	£	£	£	£
As at 1 January 2024	3,244	83,422	56,966	41,966	6,272	191,870
Disposals during year	0	0	0	0	0	0
Additions during year	0	17,100	0	0	0	17,100
As at 31 December 2024	3,244	100,522	56,966	41,966	6,272	208,970
Depreciation	£	£	£	£	£	£
As at 1 January 2024	1,892	16,702	18,224	41,966	6,272	85,056
Disposals during year	0	0	0	0	0	0
Additions during year	1,081	20,355	1,140	0	0	22,576
As at 31 December 2024	2,973	37,057	19,364	41,966	6,272	107,632
Net Book Value at 31 December 2024	271	63,465	37,602	0	0	101,338
Net Book Value at 31 December 2023	1,352	66,720	38,742	0	0	106,814

6. INVESTMENTS

The ordinary share capital (2 shares) of Holy Trinity Pre-School Limited, a company incorporated in England and Wales (registered number 06295276) is owned by two members of PCC acting as nominees for the PCC. The cost of this investment has been written off in the books of the PCC. The sole activity of this subsidiary is to run the Pre-School at Holy Trinity and St Saviour's Church Halls.

Its results for the year ended 31 December 2024 show a surplus of £nil (2023 £nil). Turnover was £349,439 in this year (2023: £319,685) and total expenses over the year amounted to £349,439 (2023: £319,685).

The accounts of this subsidiary are not consolidated with the PCC because they fall below the threshold requiring consolidated account.

7. DEBTORS

	2024 £	2023 £
Income tax recoverable	3,752	13,463
Payments in advance	31,740	0
Grant debtors	24,360	0
Prepayments	364	1,218
Holy Trinity Pre-School Ltd	6,154	21,840
Other debtors	2,808	637
	69,178	37,158

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accruals	33,461	9,319
Deferred income	33,269	0
Other creditors	4,085	4,563
	70,815	13,882

9. ANALYSIS OF FUNDS

	At 1 Jan 2024	Income	Expenses	Transfers	At 31 Dec 2024
	£	£	£	£	£
Unrestricted - General	182,814	315,959	(326,942)	6,949	178,780
Designated: Pre-school	34,655	0	0	11,006	45,661
: Buildings & grounds	69,510	0	0	(17,955)	51,555
	104,165	0	0	(6,949)	97,216
Total Unrestricted Funds	286,979	315,959	(326,942)	0	275,996
Restricted: Buildings & grounds	25,682	0	0	0	25,682
: Community Fridge	8,026	7,770	(3,672)	0	12,124
: Smiths Charity	50	2,464	(496)	0	2,018
: Youth work	1,080	4,543	(5,607)	0	16
: Other	588	9,709	(9,794)	0	503
	35,426	24,486	(19,569)	0	40,343
Total funds	322,405	340,445	(346,511)	0	316,339

At 31 December 2024 funds comprise:

	General	Designated	Restricted	Total
Fixed assets	101,338	0	0	101,338
Current assets	145,691	97,216	42,909	285,816
Current liabilities	(68,249)	0	(2,566)	(70,815)
Net assets	178,780	97,216	40,343	316,339

10. CHURCH HALL FINANCIAL STATEMENTS

	Holy Trinity	St Saviour's	Total	Holy Trinity	St Saviour's	Total
	2024 £	2024 £	2024 £	2023 £	2023 £	2023 £
INCOME -Hall lettings	20,539	8,998	29,537	21,831	14,350	36,181
EXPENDITURE						
Running costs	21,724	10,716	32,440	18,506	7,408	25,914
Repairs and maintenance	1,379	667	2,046	1,194	721	1,915
Depreciation	1,140	0	1,140	1,139	1,171	2,310
	24,243	11,383	35,626	20,839	9,300	30,139
Operating deficit	(3,704)	(2,385)	(6,089)	992	5,050	6,042

11. HOME & OVERSEAS MISSIONS

	Unrestricted	Restricted	Total	Total
	2024 £	2024 £	2024 £	2023 £
OVERSEAS MISSION				
A-Rocha	4,000	0	4,000	4,000
British & Foreign Bible Society	400	0	400	400
CMS	400	0	400	400
Emmanuel Hospice	400	0	400	401
Embrace the Midle East	0	1,479	1,479	0
International Justice Mission	0	0	0	819
Prayer Bears	0	153	153	0
Tear Fund	0	149	149	252
Turning Point	4,000	0	4,000	4,000
Ukraine Christian Ministries	0	3,108	3,108	0
Wycliffe	1,500	0	1,500	1,500
	10,700	4,889	15,589	11,772
HOME MISSION				
Across	400	0	400	400
Care for the family	400	0	400	400
Children's Society	1,500	0	1,500	1,500
Christians against poverty	400	0	400	400
CPAS	1,500	0	1,500	1,500
Crisis at Christmas	0	50	50	0
Engage	4,000	0	4,000	4,000
Interserve	1,215	0	1,215	0
Kent & Surrey Air Ambulance	0	1,226	1,226	0
Mane Chance	0	0	0	1,610
Open Doors	0	37	37	0
Operation Smile	0	1,226	1,226	0
Royal British Legion	0	0	0	100
St Michael's Sheerwater	2,000	0	2,000	2,000
Surrey Care Trust	400	0	400	400
Woking CAB	0	0	0	1,610
Woking Hospice	400	0	400	400
Your Sanctuary	1,082	1,094	2,176	1,277
	13,297	3,633	16,930	15,597
GRANTS				
Smiths Trust	0	496	496	2,355
	0	496	496	2,355
Total	23,997	9,018	33,015	29,724

The number of individuals receiving grants totalled 3 (2023 : 6)

12. CONTRACTS FOR CAPITAL EXPENDITURE NOT PROVIDED FOR/ MAINTENANCE CONTRACTS FOR ENERGY EFFICIENCY PROJECTS

Towards the end of 2024, largely due to the efforts of our churchwarden Jon Darley, the Church was able to obtain approval for grants from the Government's Voluntary, Community and Social Enterprise (VCSE) Energy Efficiency Scheme which was administered by Groundworks UK.

A legally-binding agreement to provide grants totalling £137,308 to fund installation of solar panels, energy-efficient lighting, double glazing and other insulation in the church hall and de-stratification fans to improve heating in the church, all at the Chobham Road location, was approved in November 2024. Grants equal to the costs would be made available prior to payment being required.

All work featuring in the 2024 accounts has been treated as maintenance expenditure. Some items which will appear in the 2025 accounts, will be capitalised.

Before the end of the year, work costing £24,360 had been completed but not paid for. Accordingly, this amount appears in the 2024 accounts as an expense and a creditor. The same amount of related grants is included in grant income and in debtors.

For various reasons, some contractors for other parts of the scheme required payments in advance. Payments totaling £27,569 were made prior to the year end and are included in creditors as payments in advance. The same amount of related grant was received prior to the year end and included in debtors as grants in advance.

Amounts for items to be capitalised in 2025 for which the contracts had been signed prior to the year end and totaling £38,235 have not been accrued for as no work had been undertaken but are capital commitments.

Amounts for maintenance expenditure in 2025 for which the contracts had been signed prior to the year end and totaling £31,503 have not been accrued for as no work had been undertaken.

Contracts for the balance of the scheme, £15,671, were signed in 2025 and are therefore neither creditors or capital commitments in these accounts.