

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT ANDREW AND SAINT MARK, SURBITON

England & Wales · Charity number 1130093

Details

Other names PCC OF ST. ANDREW & ST. MARK, SURBITON

Status Registered

Legal form Previously excepted

Registered 2009-06-10

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

Contact

Address St. Marks Church
St. Mark's Hill
Surbiton
KT6 4LS

Phone 02083909129

Email surbitonchurchoffice@gmail.com

Website www.surbitonchurch.org.uk

Activities

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

Activities: The charity provides opportunities for public and private Christian worship in its two churches in Surbiton, Surrey. It provides teaching in the Christian faith. It offers pastoral care to members of the congregation and others. It supports other charities throughout the world. It organises outreach social activities for church members plus a Xmas lunch for lonely people.

Classification

- **How:** Makes Grants To Organisations, Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Religious Activities, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Kingston Upon Thames

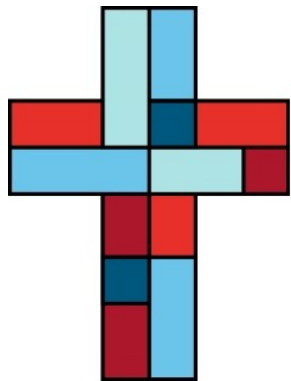
Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£338,797	£362,872	-	-
2024-12-31	£864,645	£309,339	£2,939,232	3
2023-12-31	£438,212	£299,476	-	-
2022-12-31	£279,606	£316,882	-	-
2021-12-31	£223,202	£242,484	-	-
2020-12-31	£244,097	£225,561	-	-

Trustees

Name	Role	Appointed
Andrew Horn		2026-03-11
Caroline Rayson		2026-05-17
Clare Mannall		2025-05-18
Diana Lewis		2026-05-17
Dorothy Emma Rush		2026-05-17
Dr Helen Frances GOEPEL		2026-05-17
Eileen Wingrove		2026-05-17
Fiona Caldwell		2026-05-17
Hazel Davis		2025-07-09
IAN ALISTAIR WILSON		2026-05-17
Jackie Robbs		2025-07-09
Joseph Al-Khalili		2026-05-17
Peter Stokes		2024-05-29
Rev Janice Price		2021-06-27
Ruth Gilmore		2024-05-29
Toni Mitchell		2026-05-17
VALERIE JEAN BAXTER		2026-05-17

Accounts



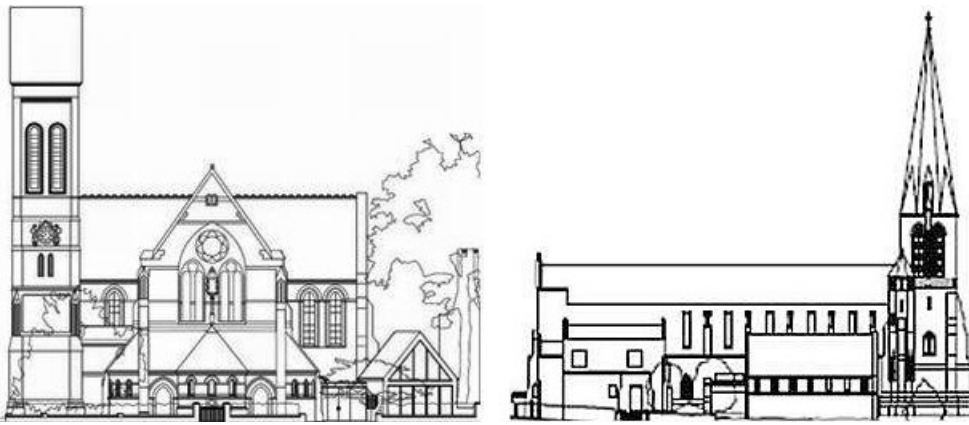
St Andrew & St Mark Surbiton

2025

Annual Reports of the Parochial Church Council

- 1. Proceedings of the PCC*
- 2. Treasury Report and Accounts*
- 3. Deanery Synod Report*
- 4. Churchwardens' Property Report*

PAROCHIAL CHURCH COUNCIL OF SAINT ANDREW AND SAINT MARK, SURBITON REPORT FOR THE YEAR ENDED 31 DECEMBER 2025



St Andrew & St Mark Parish Report

Registered Charity Number: 1130093

Address: The Parish Office, St Mark's Church, St Mark's Hill, Surbiton, Surrey, KT6 4LS

Presented to the the Annual Parochial Church Meeting on 13 May 2026

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Structure, Governance and Management

The Parochial Church Council

Members of the Parochial Church Council (PCC) hold office in accordance with the Church Representation Rules – either ex-officio, by election, by appointment at the Annual Parochial Church Meeting or by co-option.

The following served as members of the PCC for all or part of the period from 1 January 2024 until the APCM on 17th May 2026:

Joseph Al-Khalili**

Anne Barker *

Valerie Baxter ***

Fiona Caldwell

Hazel Davis**

Mary Elliott **

Helen Goepel ***

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Ruth Gilmore – Churchwarden**

Andrew Horn *

Diana Lewis - Treasurer

Christopher Madden*

Clare Mannall**

Toni Mitchell*

Dan Nmadu *

The Reverend Janice Price

Katherine Reed – PCC Secretary and Churchwarden

Jackie Robbs** – Lay Reader

Emma Rush

The Reverend Robert Stanier – Chairman*

Peter Stokes

Ian Wilson ***

Eileen Wingrove*

Notes:

* Denotes a member who left the PCC between 1st Jan 2025 and 17th May 2026.

** Denotes a member who joined the PCC between 1st Jan 2025 and 17th May 2026

*** Denotes a member of the Kingston Deanery Synod

Anne Oram served as Minutes secretary

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent. All eligible members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Charitable Status

The PCC has charitable status and the members of the PCC are the trustees. The charity is registered with the Charity Commission under the number 1130093.

The PCC's charitable object is to support the vicar with the pastoral, evangelical and social mission of the Church of England – especially within the parish.

St Andrew & St Mark Parish Report

Vicar's Report, For Annual Report of 2025

Introduction

2025 was a fruitful year at St Andrew's and St Mark's, and the highlight was probably the increase in people between the ages of 16 and 35 starting to come to church; the number of adult baptisms was notable.

Near the end of the year, it was announced that the vicar would be moving to a new post in 2026, so this will lead to some changes, going forward.

Public benefit

- Over 17,000 people visited our church buildings last year.
 - Almost 6,000 people came to services, be that a regular service on a Sunday morning, or a one-off service such as a funeral or a carol service. As with 2024, we hosted a relatively large number of funerals.
 - A further 10,000 people visited our buildings for something else, be that a concert, a children's birthday party, a wind band rehearsal, a Regency Dance class, tutoring, and more...
 - In almost all cases, there is a fee for hiring a church space, but this is reduced for charities e.g. Narcotics Anonymous
 - To allow the public use of the buildings, there is constant upkeep through care, money and attention. Congregation members offered over 600 hours' work in the year towards this.
- The church successfully offered a free Christmas lunch on Christmas Day for seventy people, entirely cooked and hosted by volunteers at St Mark's.
- The church continued to run charitable events, almost monthly, in support of the 'Charity of the Month'.
- The parish has continued to support the local state school through governorship, in particular by providing governorship at St Andrew and St Mark Junior School. Congregation members offered a total of over 500 hours of support to the school as Foundation and Diocesan governors; the student body comprises 330 children. (Congregation members are also governors at other schools.)
- The church hosted a Korean Anglican congregation until it folded after Easter
- The Church continues to be used as a food bank collection centre. Both church buildings gather food for the Surbiton Community Food Bank, which is taken there regularly by volunteers.
- The Church was a centre, in the autumn, for the donation of coats through 'Wrap Up London'; coats donated were then redistributed to a range of charities including women's refuges and homelessness projects.

Goodbye

2025 for the third year in a row had a high number of funerals, both of people who died within the parish who were mostly unconnected with church, but also among some core members of the congregation. Just to mention some people who were regular members of our worshipping community:

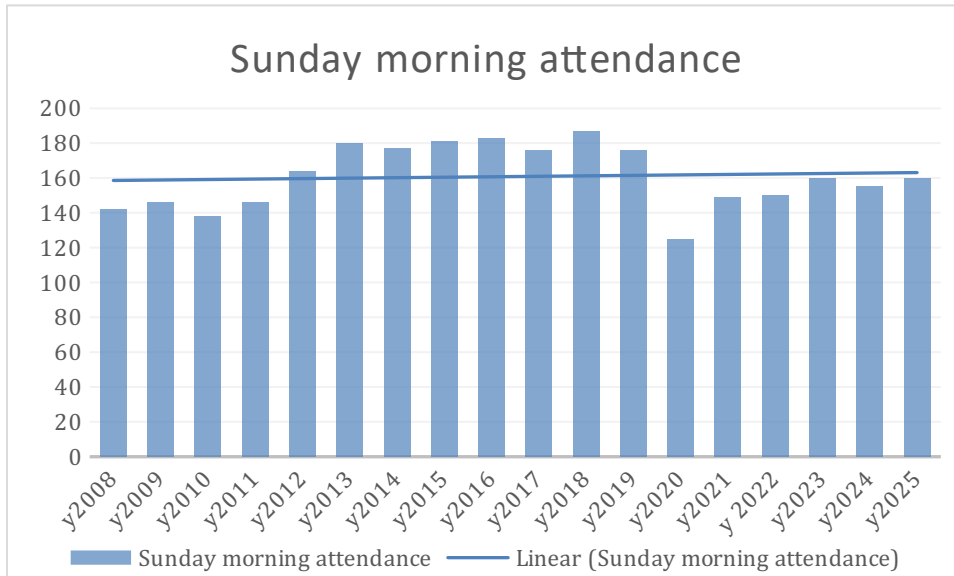
- Derek Barford & John Cracknell

All are greatly missed. May they rest in peace and rise in glory.

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Morning Worship on Sundays

2025 attendance increased slightly. In some cases, people have moved away, but the overall worshipping community remains constant or has slightly increased, though the number on the electoral roll declined at the time of the quinquennial revision.



The above chart shows Sunday morning attendance since 2008, including adults and children for all morning services, but avoiding double counts if possible. The 2020-25 figures include Zoom attendance as well as in person attendance. For 2023, 2024 and 2025 the average on Zoom is just 5. It does not include figures for the Korean congregation, which is dealt with separately for the purposes of this report

Within the services on a Sunday morning,

- attendance at the 8am Book of Common Prayer communion service remained steady, but has declined slightly, especially when the service was at St Andrew's rather than at St Mark's; this has changed since the 8am service at St Andrew's moved to the main church from the lady chapel
- attendance at the 9.15am service for families with young children remained broadly the same
- attendance in person at the 11am eucharist increased slightly this year

Zoom attendance remained relatively low, after its peak of 2020 and 2021, as people are happier to come to church in person. However, Zoom continues to be an invaluable way of helping those who are ill for a

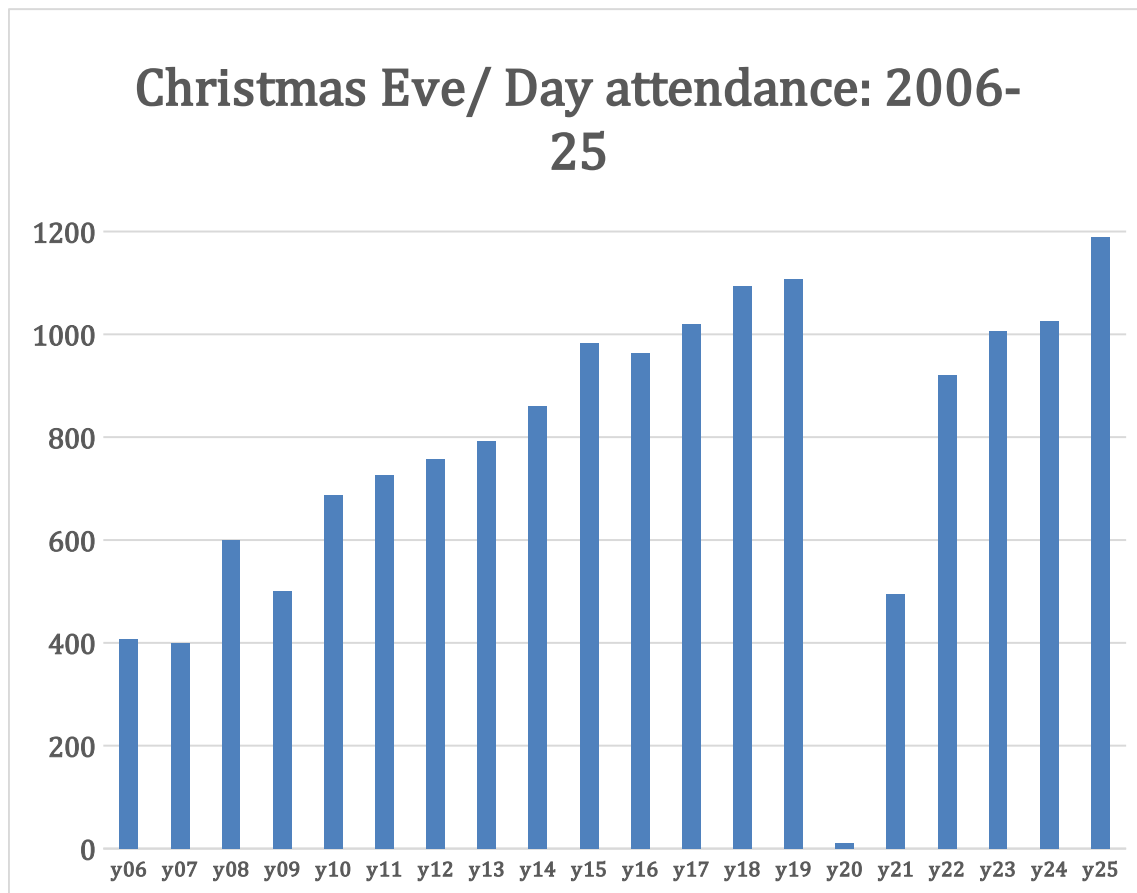
St Andrew & St Mark Parish Report

time and house-bound to be able still to attend services as well as some people coming from further afield. The ability to livestream services is of increasing importance as part of our offer for occasional offices.

Christmas

Christmas Eve/ Christmas Day attendance broke new ground and has now surpassed the levels before Lockdown. It is certainly higher than any time this century and probably long before that. Increasing numbers of people seem to want to build an actively religious Christian experience into their Christmas, even if they do not come every Sunday.

(This does not include the 2,500 adults and children who attended a school carol service hosted at St Mark's church or the 300 adults and children who came to the parish carol service.)



This is through a combination of offering the Christingle services, which are relatively informal, but also keeping the traditional Midnight Mass and Christmas morning eucharists.

Korean Church

For some months, St Mark's hosted a Korean Anglican speaking congregation, which was led by two Korean ministers; this project had been funded through the diocese and the Church of England Strategic

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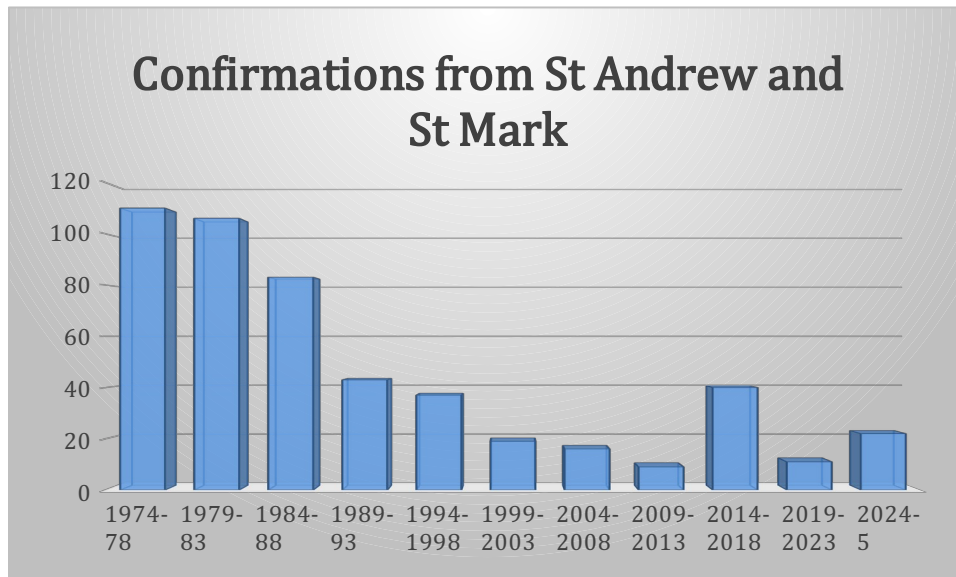
Development Fund. Unfortunately, this project ended when both leaders had to return to Korea. At its peak, around twenty Koreans were meeting for a Sunday eucharist at St Mark's, until that happened.

Communications

The magazine has had excellent quarterly editions edited by Greg Malia; the X feed was also regularly updated, though there are concerns now about how appropriate it is for the Church to continue using a medium with problematic algorithms and facilities that began in 2025, and will need to be debated. Without question, the website needs to be updated.

Confirmation

Eight members from our parish were confirmed by the Bishop of Kingston in a service held at St Andrew's church, in November; a number of these candidates had been baptised in the months and weeks leading up to the confirmation. This continues a healthy trend, which took a knock with the lockdowns but is increasing, where adults are getting interested in taking their faith to a new level. Over twenty people have been confirmed in the last fifteen months, more than in any equivalent period this century (though still much below what was normal in the 20th century.)



Committees reporting to the PCC

Adult Christian Ministry

Groups for Bible Study and Prayer at St Mark's - Tuesday mornings and Friday afternoons

Both the Tuesday and Friday groups continued to thrive. The Tuesday group studied the letter of James combined with a Psalm or two and strengthened its fellowship over a summer buffet lunch, kindly hosted

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by one of the members. The Friday group grew in numbers and looked further at the book of Acts. Members of both groups came together for a special Bible study on the conversion of Paul, for which they were joined by the Bishop of Kingston when he visited the parish in April. All meetings were led by Jackie Robbs in Room 2 at the back of St Mark's. In addition the long-established sessions run by Olga and John Wickenden on alternate Tuesdays continue discussion and prayer using BRF Notes.

Discipleship Committee

In the autumn, the Committee began work on organising the next parish quiet day at Wychcroft Retreat Centre (to be held on Saturday 9th May 2026).

Charities and Social Action Committee

The Charities and Social Action Committee have continued to raise funds and awareness of work in the Christian and voluntary charitable world. Charities supported have included local, international and national church-based and community-based charities. The sums raised are as follows:

ABCD	£924.55
Bishop Martin's run for Matabeleland	£326.95
Bishop's Lent Call	£453.65
Children's Society	£1,177.94
Christian Aid	£133.43
Christians Against Poverty	£585.25
Kingston Churches Action on Homelessness	£150.00
Middle East Emergency Fund	£369.00
Oxygen	£968.09
Princess Alice Hospice	£855.07
Royal Marsden	£150.00
Welcare	£1,177.94
World Land Trust	£983.00
Total for 2025	£8,254.87

The low figure for Christian Aid (£1581 in 2024) is due to health issues of the organiser. Many people donated directly to Christian Aid rather than through the church which is not accounted for in this figure.

Proposed 2026 Charitable Support:

- The PCC has agreed the following programme for 2026.
- January- no Charity
- February- Momentum

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- March - Bishop's Lent Appeal (national, international and church)
- April- Kingston Churches Action on Homelessness (local, community)
- May - Christian Aid (international, justice)
- June – USPG and Diocese of Matabeleland (international, church support)
- July - Princess Alice Hospice (health, local)
- August- no Charity
- September- ABCD (international, health, justice)
- October- Oxygen (local, social care, justice)
- November- Parish Christmas Fair
- December- Children's Society and Welcare

Social Action

Social action projects in 2025 were as follows:

Be well lunches which took place on the last Wednesday of each month. Due to changing circumstances of regular attendees this was halted in May.

Wrap Up London Coat Collection – October to November. This was organised and staffed by Emma Rush and her family.

Christmas Day Lunch where 65 people from the local community were entertained to a full Christmas lunch.

The many and various acts of kindness and help that are carried on day by day by members of our congregation.

'Eco' Committee

The Committee members were Valerie Baxter, Katherine Reed, and Terezie Wickenden.

The purpose of the Committee was to promote care for God's creation in the light of the climate emergency. This included raising awareness of the impact we have on the environment and encouraging practical steps to act as responsible stewards of our planet.

The Committee met approximately once every two months, subject to review. From time to time, individuals were invited to attend meetings to contribute to discussions and support the Committee's work.

The Committee's role was to lead initiatives to reduce the environmental impact of worship and parish activities, to raise awareness of environmental issues, and to encourage parishioners to take action both locally and globally. It also worked with other churches and organisations at local and national levels and reported regularly to the PCC, including through an annual report to APCM.

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During 2025, the parish hosted a Climate Change piano concert and held a Caring for Creation training session. An environmental talk was delivered to the Mothers' Union, and a diocesan energy audit was carried out. Members of the congregation also contributed to incorporating environmental themes into the weekly prayer sheet.

Looking ahead, the Committee aimed to work towards achieving the Gold Eco Church Award, to strengthen collaboration with local churches and environmental organisations, and to support the Church of England's target of becoming a carbon-neutral parish by 2030.

The Committee operated with a budget of up to £200. The terms of reference were updated in March 2026 and were scheduled for review in January 2027.

Parish Mothers' Union Branch

2025 saw St Andrew & St Mark's Mothers' Union branch move towards change. The change was from a committee run branch to becoming collaborative with shared responsibilities from members. During the year a number of our members have organised and run interactive meetings on eco environment and prayer. A member hosted a lunch in her garden and another member and her husband, shared their experiences of a family trip to India.

There were also meetings with visiting speakers. The CEO of Embracing Age, a Christian Charity working towards a world where older people are valued, connected and full of hope, talked about combatting loneliness, mobilising volunteers, equipping churches and speaking out. A speaker from the Santa Marta Group gave a presentation on Modern Slavery and Human Trafficking.

The branch continues to support the local Refuge/safe homes for victims of domestic abuse. They collect 20p coins in Smartie tubes and then purchase Supermarket shopping cards for the families to use. At Easter a bag full of Easter Eggs were delivered to them.

Members also collect 5p coins that are sent to Southwark Mothers' Union for their **Away From It All** (AFIA) scheme, which provides needy families with the chance of a family holiday.

Our members actively support parish projects, Christmas Day lunch, foodbank collections, Sunbeams and visiting parish people, whether MU members or not, who are lonely, sick at home or in hospital, in care and nursing homes or who need emotional support.

From 2020 to 2025 Moira Greenfield was the branch leader and has now joined the Mothers' Union Trustee Board for our deanery.

Music

Adult Choir

2025 was another generally settled year for our adult choir with a regular group of around 13 singers making up our choir but now augmented to 15 by two new, young Choral Scholars (1

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soprano, 1 alto) made possible by funds from the Margie Lindsay legacy and who will be singing with us for the 2025/26 academic year. This has proved to be excellent for our group and vital in bolstering our numbers. We have also had additional strengthening from up to 6 additional voices for evensongs and other occasional services. We still need more regular singers, however, particularly tenors and basses and with one of our only two tenors leaving the Parish next year this is not going to get easier. The ideal would be to return to our pre-Covid level of around 19/20 regular singers but fragility in our current number remains across both lower voices departments, in particular.

We still, however, manage to make great strides with limited resources, and although the number of singers in our adult choir remains modest, our regular pattern of sung services operated mostly successfully throughout the year, including the extra services scheduled for the Christmas and Easter periods. Our regular membership has been loyal and have done their utmost to try to maintain the choral singing to the best that can be achieved and for that we should offer them our thanks!

We took our annual trip to sing Choral Evensong at a UK Cathedral, joining once again with the choir of St Matthew's Church. Bank Holiday Monday 26th May saw us travel to St George's Chapel, Windsor Castle. We sang the Collegium Regale Canticles by Herbert Howells, as well as the Responses by Richard Ayleward. The anthem was the sumptuous "Evening Hymn" by Balfour Gardiner. The choirs are due to sing at Sherborne Abbey in July 2026.

Children's Choir and Youth Choir

Numbers in the Children's Choir have continued to remain steady with an attendance of around 17 young people attending across the combined Children's & Youth Choirs, initially. Numbers in the Youth Choir sadly diminished at the end of the year when only two voices were attending the rehearsals, many of the others leaving supposedly due to 'schoolwork pressures. It is hoped that the Youth Choir can be revitalised again by some of the senior singers in the Children's Choir moving up into the older group in due course. The choirs managed their customary four "5-week" modules, and the music learned covered a wide repertoire, both accompanied and "a capella" alongside the adult choir. The Children's/Youth Choirs held their own (without the adults) once again at the Christingle Service at St Andrew's on Christmas Eve singing in front of several hundred people in a packed church. On 13th July we took our youngsters on an afternoon out to Go Ape in Chessington where they challenged themselves to the treetop adventure course - everyone seemed to have a good time, maintaining the strong social side amongst our young singers.

Pianists and pianos

I am delighted that the Parish have now acquired two excellent quality grand pianos, both from private homes, to replace our previous instruments which were both past their best. These purchases were made possible, once again, by the Margie Lindsay legacy fund. A lovely Kawai

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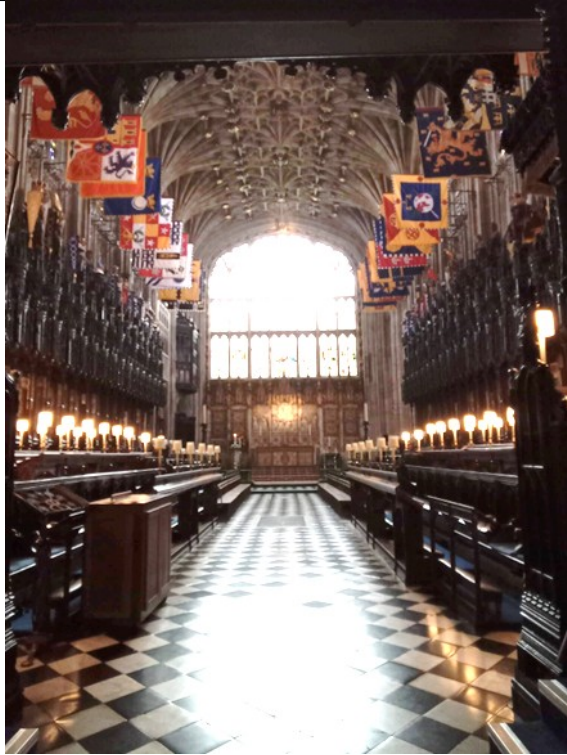
instrument is now resident in St Mark's, and St Andrew's also now boasts a very fine Bechstein Model B. Both instruments will not only enrich worship on a weekly basis but also provide our many hirers with excellent pianos for their concerts and other events throughout the year.

A huge vote thanks, as ever, must go to our team of 4 pianists who have played for the non-choral Sunday morning services throughout 2025. They are very much the unsung musical heroes of the Parish and go about their business with a calm and almost clandestine expertise and professionalism and we just couldn't do without them. We could always do with more pianists, of course!



SASM's & St Matthew's Choirs pictured after singing Choral Evensong at St George's Chapel, Windsor Castle

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“The Quire” – St George’s Chapel, Windsor Castle

2. Treasurer’s Report

Parish Accounts 2025 Commentary

For 2025 the overall figures for recurring income and expenditure are closely matched. Legacies have been received and reserves have been used to carry out major repair work to the stained glass windows at St Andrew’s.

For unrestricted funds, the Statement of Financial Activities shows a total of £307K for incoming resources and £329K for resources expended. This results in a deficit of £22K.

These figures should be adjusted for “exceptional” or non-recurring items to give a clearer picture of ongoing income and expenditure over the year. This is done by subtracting unrestricted legacies of £20K from income and major works of £57K (£38K net of sponsorship and the LPOW grant for VAT) from expenditure. The overall balance for unrestricted funds becomes a smaller deficit of expenditure in excess of income of £4K.

Income

Overall voluntary income is lower in 2025 than in 2024, with significant reductions in open collections and unrestricted sundry donations. The lower income from tax recoverable (gift aid) reflects the decrease in giving. The PCC is aware that a Stewardship campaign is needed to

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encourage giving, ensuring the parish can afford its day to day expenditure without relying on using up reserve funds.

There was a generous response to the campaign to sponsor stained glass panels in the windows at St Andrew's, with £8K being donated and a further £1.5K of gift aid recovered.

The total raised for charities was just over £8K, slightly less than 2024. However, this figure is for money donated through the parish bank account, and additional amounts were given directly to the charities supported through online campaigns.

Hall and church lettings have held up well and generated £124K during 2025, roughly equivalent to the previous year.

Dividends and interest from investments totalled £43K for unrestricted funds, significantly higher than 2024 as the large sums from recent legacies were earning interest for a full year. A further £3.5K of interest was earned on the designated Lindsay Music Fund.

Grants from the Listed Places of Worship scheme came to £9.5K. These represent VAT reclaimed on eligible buildings maintenance at St Andrew's as it is a Grade II listed building. The LPOW grant scheme is due to come to an end in March 2026 as the government has decided not to continue funding it.

Legacy Income

The PCC wishes to record its gratitude to past parishioners for their generous gifts. In 2025 the late Brian Ainsworth gave £20K as an unrestricted gift. A final distribution of £10.5K from the estate of the late Margie Lindsay was received and added to the designated Lindsay Music Fund. This fund has been used during the year to purchase two grand pianos and to fund Choral Scholars as new members of the choir.

Expenditure

The parish was able to fulfil its pledge to the Parish Support Fund with a contribution of £114K. This was up from 2024 when the contribution made was £100.5K.

Utilities, gas, electricity and water costs remain a high proportion of our total running costs at £37K. New energy contracts were negotiated from October 2025 with slightly lower unit costs than previously and utilities are slightly lower than the 2024 total of £42K.

On going buildings maintenance and service costs of £21K include continuing work on AV systems, boiler and fire equipment maintenance, repairs to the glass doors and jet washing the paths at St Marks as well as installing a new small kitchen boiler at St Andrew's.

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The costs of office staff at £37K reflect both a pay rise during the year and some overtime to meet workload demands. Running costs of the office at £6K have increased as online packages such as *Church Suite* and *MailChimp* are used to improve communication and administration.

Major works totalling £57K were carried out by Auravision and Weighill Builders on the stained glass windows at St Andrew's.

Assets

The parish continues to hold both longer and shorter term investments in CCLA with the Diocese as Custodian Trustee.

The balance sheet shows unrestricted long term investments of £575K and short term investments of £608K. The reserves policy has been reviewed during the year and the PCC will continue to develop its planning for the use of funds in excess of those held in reserve.

In addition, the designated Lindsay Music Fund has a balance of £98.5K held on deposit with CCLA.

Going Concern

In considering the question of Going Concern, the PCC will continue to plan to meet its commitment to balance recurring income and expenditure in the medium term. With the level of reserves at the end of 2025, the PCC is confident that one off and other major items of expenditure can reasonably be met in the medium term from investments.

Finance Committee

The Finance Committee has met to consider major expenditure during the year, and to investigate the possibility of purchasing property, namely 1 The Mall, Surbiton, in consultation with the Diocese. These discussions concluded that such a purchase was not possible at this time.

In addition, the committee has reviewed the budget and the accounts for 2025 before submission to the PCC for approval, and has discussed with the independent examiner his findings and comments.

The committee reviewed the Reserves Policy and put forward proposals to the PCC. The revised policy is noted in full below.

Reserves Policy (Revised November 2025)

It is the policy of the PCC that the parish's regular expenditure should broadly match its regular income over the medium term.

The parish will hold a strategic reserve against unforeseen or foreseen future expenditure. The PCC will determine the appropriate amount but the unforeseen reserve should represent at least 1 year's budgeted expenditure. In addition, the foreseen reserve will be for expenditure identified as major works/special projects in the budget for the year.

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Longer-term reserves are held and may be spent on authorized projects or initiatives. Examples of such expenditure may relate to (but not be limited to) the fabric of our two churches, the organs in our two churches or future expenditure on staff employed by the parish, or charitable support. Any such future projects will be clearly identified and approved by the PCC and expenditure on such projects budgeted and monitored.

It is the policy of the PCC to use the CBF Church of England Funds, managed by CCLA Investment Management Ltd, to invest both its cash and longer-term reserves.

Parish Accounts

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Parish of Saint Andrew and Saint Mark, Surbiton

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Accounts for the year ended 31 December 2025

Independent Examiner's Report to the PCC of St Andrew and St Mark, Surbiton

This report on the accounts of the PCC for the year ended 31 December 2025 which are set out on the following 8 pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the PCC you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. The PCC's gross income exceeds £250,000 and I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- * examine the accounts under section 145 of the Charities Act.
- * to follow the procedures laid down in the general directions given by the Charities Commission under section 145 (5)b of the Charities Act, and
- * to state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except I draw attention to the disclosure in Note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner
50 The Ridings, Surbiton, Surrey, KT5 8HQ

Dated:

11th March 2026

St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton Statement of Financial Activities for the Year ended 31st December 2025

Page 2

Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £	Budget 2026 £
INCOMING RESOURCES						
Voluntary Income	2(a) 117,475	10,475	17,765	145,715	686,075	101,000
Activities for generating funds	2(b) 133,967	-	-	133,967	135,217	137,500
Income from investments	2(c) 43,179	3,555	42	46,776	32,991	38,000
Church activities	2(d) 2,793	-	-	2,793	4,795	3,500
Other incoming resources	2(e) 9,546	-	-	9,546	5,567	-
TOTAL INCOMING RESOURCES	306,960	14,030	17,807	338,797	864,645	280,000
RESOURCES EXPENDED						
Cost of generating voluntary income	3(a) 728	-	-	728	962	800
Shared utilities	3(b) 37,221	-	-	37,221	41,604	33,200
Cost of generating funds	3(c) 3,174	-	-	3,174	1,240	1,500
Church activities	3(d) 196,220	15,519	838	212,577	198,344	200,000
Governance costs	3(e) 400	-	-	400	400	500
Support costs	3(f) 43,603	-	-	43,603	38,503	45,000
Charity donations	3(g) -	-	8,255	8,255	8,994	8,000
Major works	3(h) 47,404	-	9,510	56,914	19,292	18,000
TOTAL RESOURCES EXPENDED	328,750	15,519	18,603	362,872	309,339	307,000
Net incoming / (outgoing) resources	(21,790)	(1,489)	(796)	(24,075)	555,306	(27,000)
RECOGNISED GAINS AND LOSSES						
Unrealised gain / (loss) on invest	5(d) (27,607)	-	-	(27,607)	21,619	-
NET MOVEMENT IN FUNDS	(49,397)	(1,489)	(796)	(51,682)	576,925	(27,000)
Balance brought forward	2,834,156	100,000	5,076	2,939,232	2,362,307	2,887,550
Balance carried forward	2,784,759	98,511	4,280	2,887,550	2,939,232	2,860,550

St Andrew & St Mark Parish Report

**St. Andrew's and St. Mark's PCC Surbiton
Balance Sheet as at 31st December 2025**

Page 3

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
FIXED ASSETS						
Land and Buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	3,039	-	-	3,039	3,377
Long Term Investments	6a	574,566	-	-	574,566	602,173
		<u>2,127,015</u>	<u>-</u>	<u>-</u>	<u>2,127,015</u>	<u>2,154,960</u>
CURRENT ASSETS						
Short Term Investments	6b	608,000	98,511	995	707,506	635,346
Debtors & prepayments	7	18,467	-	-	18,467	12,129
Cash at bank	6c	42,609	-	3,316	45,925	151,578
		<u>669,076</u>	<u>98,511</u>	<u>4,311</u>	<u>771,898</u>	<u>799,053</u>
LIABILITIES						
Creditors	8	11,332	-	31	11,363	14,781
NET CURRENT ASSETS						
		<u>657,744</u>	<u>98,511</u>	<u>4,280</u>	<u>760,535</u>	<u>784,272</u>
TOTAL ASSETS LESS LIABILITIES						
		<u>2,784,759</u>	<u>98,511</u>	<u>4,280</u>	<u>2,887,550</u>	<u>2,939,232</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,784,759	-	-	2,784,759	2,834,156
Designated		-	98,511	-	98,511	100,000
Restricted		-	-	4,280	4,280	5,076
TOTAL		<u>2,784,759</u>	<u>98,511</u>	<u>4,280</u>	<u>2,887,550</u>	<u>2,939,232</u>

The notes numbered 1-12 form a part of these accounts

Approved by the Parochial Church Council on 11-3-26 and signed on its behalf by

Lay Chair



Treasurer



St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2025

Page 4

1 ACCOUNTING POLICIES

Basis of Financial Statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP/FRS 102)

The financial statements have been prepared under the historical cost convention except for investment assets which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund Accounting

Restricted Funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some may be *designated* by the PCC for particular purposes.

Incoming Resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of church premises is recognised when the rental is due.

Resources Expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater, the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2025

Page 5

2 INCOMING RESOURCES	Unrestricted	Designated	Restricted	Total	Total
	Funds	Funds	Funds	2025	2024
	£	£	£	£	£
2(a) Voluntary Income					
Planned Giving	73,232	-	-	73,232	74,471
Open Collections	8,423	-	-	8,423	11,988
Tax Recoverable	13,299	-	1,500	14,799	18,852
Sundry Donations	2,521	-	8,010	10,531	5,725
Legacies (Note 9)	20,000	10,475	-	30,475	565,985
Funds raised for other charities	-	-	8,255	8,255	8,994
Special trusts (Christmas Day party)	-	-	-	-	60
	<u>117,475</u>	<u>10,475</u>	<u>17,765</u>	<u>145,715</u>	<u>686,075</u>
2(b) Activities for generating funds					
Christmas Fair Activities	9,544	-	-	9,544	7,407
Hall Lettings	106,294	-	-	106,294	105,619
Church Lettings	18,129	-	-	18,129	22,191
	<u>133,967</u>	<u>-</u>	<u>-</u>	<u>133,967</u>	<u>135,217</u>
2(c) Income from Investments					
Dividends and Interest	43,179	3,555	42	46,776	32,991
2(d) Income from church activities					
Fees: weddings, funerals and banns	2,030	-	-	2,030	3,683
Bible Reading notes	110	-	-	110	190
Coffee mornings	653	-	-	653	922
	<u>2,793</u>	<u>-</u>	<u>-</u>	<u>2,793</u>	<u>4,795</u>
2(e) Other Incoming resources					
Other (LPOW Grant)	9,546	-	-	9,546	5,567
TOTAL INCOMING RESOURCES	<u>306,960</u>	<u>14,030</u>	<u>17,807</u>	<u>338,797</u>	<u>864,645</u>

St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2025

Page 6

3 RESOURCES EXPENDED	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
3(a) Cost of generating Voluntary Income					
Christmas Fair costs	728	-	-	728	862
Other	-	-	-	-	100
	<u>728</u>	<u>-</u>	<u>-</u>	<u>728</u>	<u>962</u>
3(b) Shared Utilities - At both churches, utility supplies are shared between consecrated buildings and halls. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	20,546	-	-	20,546	25,898
Electricity	15,177	-	-	15,177	15,304
Water	1,498	-	-	1,498	402
	<u>37,221</u>	<u>-</u>	<u>-</u>	<u>37,221</u>	<u>41,604</u>
3(c) Cost of generating funds					
Other hall running costs	3,174	-	-	3,174	1,240
3(d) Costs associated with church activities					
Diocesan quota (PSF)	114,000	-	-	114,000	100,500
Clergy expenses	1,263	-	-	1,263	1,125
Clergy housing	1,012	-	-	1,012	1,983
Insurance	15,032	-	-	15,032	14,663
Church cleaning	15,290	-	-	15,290	14,060
Church maintenance	21,308	-	-	21,308	35,254
Other church running costs	6,221	-	-	6,221	7,106
Church music	14,066	15,519	-	29,585	14,474
Children and older people	7,616	-	-	7,616	5,543
Hospitality	412	-	838	1,250	3,636
	<u>196,220</u>	<u>15,519</u>	<u>838</u>	<u>212,577</u>	<u>198,344</u>
3(e) Governance costs					
Independent examiner's fee	400	-	-	400	400
3(f) Support costs					
Office staff (see Note 11)	37,214	-	-	37,214	33,296
Running costs of office	6,389	-	-	6,389	5,207
	<u>43,603</u>	<u>-</u>	<u>-</u>	<u>43,603</u>	<u>38,503</u>
3(g) Donations to other Charities					
Church Overseas	-	-	914	914	539
Relief and Development agencies	-	-	1,294	1,294	2,520
Home missions	-	-	2,881	2,881	2,599
Secular charities	-	-	3,166	3,166	3,336
	<u>-</u>	<u>-</u>	<u>8,255</u>	<u>8,255</u>	<u>8,994</u>
3(h) Major repair works (see Note 12)	47,404	-	9,510	56,914	19,292
TOTAL RESOURCES USED	<u>328,750</u>	<u>15,519</u>	<u>18,603</u>	<u>362,872</u>	<u>309,339</u>

St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2025

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4 Land and Buildings

The PCC is the beneficial owner of interests in the following:

	Value at 1.1.25 £	Expenditure £	Value at 31.12.25 £
St Andrew's Parish Rooms	508,406	-	508,406
St Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

The St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration. It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts HQ.

5 Tangible Assets

	Brought Forward			Value at
	at 1.1.25	Cost in Year	Depreciation	31.12.25
	£	£	£	£
Fixtures, Fittings and Equipment				
Parish Rooms St Andrew's (depreciated from 1.1.2013)	2,992	-	299	2,693
St Mark's Hall	385	-	39	346
	<u>3,377</u>	<u>-</u>	<u>338</u>	<u>3,039</u>

Fixtures, fittings and equipment are depreciated at a 10% reducing balance.

St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2025 Page 8

	2025	2024
	£	£
6 Investments		
6(a)* Fixed Assets: Long term investments		
Funds managed by CCLA Investment Management Ltd		
Church of England Investment Fund	364,019	379,177
Global Equity Income Fund	<u>210,547</u>	<u>222,996</u>
	<u>574,566</u>	<u>602,173</u>
6(b) Current Assets: Short term investments		
CCLA Deposit Account	608,000	634,000
Margie Lindsay Music Fund (designated) ("PCC G" in 2024)	98,511	394
St Mark's Altar Guild (restricted)	478	457
St Mark's Flower Fund (restricted)	517	495
	<u>707,506</u>	<u>635,346</u>
6(c) Current assets: Cash at bank and in hand		
Natwest Bank Account	19,705	23,600
CAF Bank Account	<u>26,220</u>	<u>127,978</u>
	<u>45,925</u>	<u>151,578</u>
7 Debtors and prepayments		
Prepaid services	777	-
Interest receivable	6,690	6,066
H M Revenue & Customs - tax recoverable	<u>11,000</u>	<u>6,063</u>
	<u>18,467</u>	<u>12,129</u>
8 Creditors and accruals		
Goods, services and expenses	3,639	5,571
Accrued utilities	4,074	5,421
Owing to other charities	2,355	2,489
Refundable key deposits	<u>1,295</u>	<u>1,300</u>
	<u>11,363</u>	<u>14,781</u>

Creditors are payable within one year, except for key deposits refundable at the end of a long-term hire.

9 2025 Legacies The parish has received the following legacy gifts in 2025:

	£
The final distribution from the estate of the late Margie Lindsay (2024 interim distribution £100,000)	10,475
A gift from the estate of the late Brian Ainsworth	<u>20,000</u>
	<u>30,475</u>

***Note 6(a) details**

	Global Equity Income Fund £	Church of England Investment Fund £	Total £
Balance at 1 January 2025	222,996	379,177	602,173
Sale of Investments	-	-	-
Unrealised (loss) gain in year	<u>(12,449)</u>	<u>(15,158)</u>	<u>(27,607)</u>
Balance at 31 December 2025	<u>210,547</u>	<u>364,019</u>	<u>574,566</u>

St Andrew & St Mark Parish Report

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2025

Page 9

10 Fund details as at 31st December 2025

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£	£
General Fund	2,784,759	-	-	2,784,759
The Margie Lindsay Fund	-	98,511	-	98,511
Special Trust (Vicar's Fund)	-	-	461	461
St Mark's Altar Guild & Flower Fun	-	-	995	995
Christmas Day Party	-	-	2,824	2,824
	<u>2,784,759</u>	<u>98,511</u>	<u>4,280</u>	<u>2,887,550</u>

The Margie Lindsay Fund has been designated by the PCC

- (a) for the purposes set out in Margie Lindsay's Will, namely, the upkeep of the organ, purchase of choir music and any other items needed for the choir
- (b) generally to support the work of the director of music and the choirs in the parish in promoting the mission of the church by the provision of divine worship; and
- (c) to enhance (by the provision of musical instruments, equipment and facilities) the opportunities for concerts and other musical events on the church premises for the benefit of the wider community.

11 Staff Costs

The PCC had 4 employees during the year in the posts of Parish Administrator, Property and Lettings Manager, handyman and cleaner. Their gross salaries were £48,100 and employer's pension contributions were £645. Employer's National Insurance cost was nil, covered by the Employer's Allowance of £10,500 for 2025/26. No other members of the PCC received any material payment as remuneration or expenses.

12 Major maintenance work on church fabric

The following major work was undertaken during 2025

Repairs to the stained glass East Windows in St Andrew's £56,914
partly funded by donations and Gift Aid of £9,510.

13 Notes on the 2026 Budget

- 1 Planned giving and sundry donations have been estimated at a lower level to reflect actuals in 2025. The PCC has discussed the need to encourage Stewardship.
- 2 The volume of hires for both halls and churches will remain at 2025 levels. Hire rates will increase by 2% est.
- 3 Interest from funds on deposit are expected to be lower due to interest rate falls but major expenditure from reserves is not expected in 2026 due to the parish vacancy. Dividends on long term investments are expected to be maintained in 2026.
- 4 Salaries in 2026 for office staff and the cleaner have been estimated to increase by 3%. The PCC has not reviewed salaries at the time the budget was agreed.
- 5 Gas and electricity unit costs are fixed until the end of Sept 2026. The current contracts have been negotiated at a slightly lower rate than for the previous year.
- 6 During the year the PCC took the decision to discontinue interest payments to the Diocese for 1 The Mall.
- 7 Most other costs are estimated to increase by a roughly inflationary uplift of 3%.
- 8 Additional costs arising from the parish vacancy in 2026 were not expected to be material at the time the budget was proposed.
- 9 Legacies have not been anticipated. A small final distribution from the estate of the late Vera Palmer is expected in 2026.

St Andrew & St Mark Parish Report

2. Kingston Deanery Synod Report

'Rooted in my Parish, connected by my Deanery, supported by my Diocese'

Kingston Deanery Synod comprises seventeen parishes, all of which are situated within the boundaries of the Royal Borough. The purpose of the Synod is to bring together the representatives of these parishes in order to promote the work of Christ's Church in the Kingston area. The Synod provides an opportunity for representatives to meet three times each year to share experience of the life and work of their churches, to discuss topics of mutual interest and to work together throughout the year on Synod's agreed priorities as set out in the Deanery Mission Action Plan.

Clergy are members of the Synod and each church elects lay representatives every three years. The Area Dean is appointed by the Bishop of Kingston with clergy having an opportunity to express their preference: Synod members elect the lay chairman. This parish has four members on Synod: Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. Principal matters which came to the fore during the year were:

- Representatives from a number of churches spoke about projects designed to involve young people in a variety of imaginative ways, including links with local schools.
- Christians Against Poverty Debt Centre based at St John's, New Malden, has marked its 10th anniversary. It is reported that 50 people had become debt free since the centre had come into operation.
- The Rev'd Lindiwe Maseko shared some reflections after a visit to the Diocese of Matabeleland, Zimbabwe. Kingston Episcopal Area has been linked with the Diocese of Matabeleland as part of a long term engagement (31 years) between Southwark Diocese and the Anglican Church in Zimbabwe.
- Sophie Roberts, Diocesan Environmental Officer, gave a presentation on her role in helping churches to care for creation and to work towards climate justice. Churches are encouraged to participate in the eco-church scheme of awards. About half the churches in Southwark Diocese are now listed as eco-churches.

St Andrew & St Mark Parish Report

Southwark Diocesan Synod

Ian Wilson represented Kingston Deanery at the Diocesan Synod. Reports of proceedings are published in *The Bridge* newspaper and are available via the diocesan website.

3. Property Report

St Andrews

The audio-visual system set up during lockdown was improved and the DAC was asked to advise on a faculty. Work on the audio-visual desk and the baptistry screen is being progressed in 2026.

The stained glass in the east window was cleaned and repaired. Many members of the congregation sponsored separate panels. The work was finished in September. The windows are now much brighter

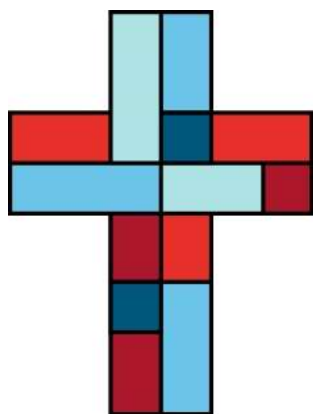
A tree surgeon was called in to trim the yew tree and the ash in September.

St Marks

Quinquennial work is ongoing.

The exterior paving was jet-washed and a sealant will be applied in the Spring. The glass door was serviced after it failed to open during a fire alarm caused by incense. A switch was installed to turn off the fire alarm when incense is being used. A new carpet in the Lady Chapel has been discussed but not yet done.

Accounts

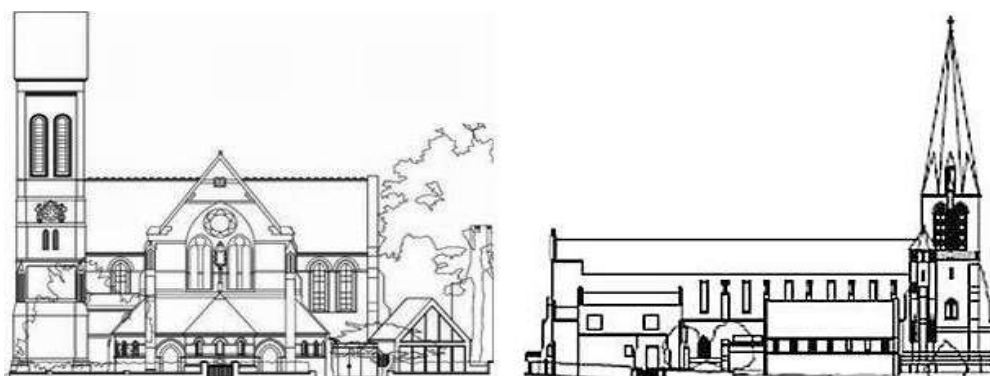


St Andrew & St Mark Surbiton

2024

Annual Report of the Parochial Church Council

Proceedings of the PCC and the activities of the parish



Registered Charity Number: 1130093

Address: The Parish Office, St Mark's Church, St Mark's Hill, Surbiton, Surrey, KT6 4LS

Presented to the the Annual Parochial Church Meeting on 18 May 2025

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Structure, Governance and Management

The Parochial Church Council

Members of the Parochial Church Council (PCC) hold office in accordance with the Church Representation Rules – either *ex-officio*, by election, by appointment at the Annual Parochial Church Meeting or by co-option.

The following served as members of the PCC for all **or part** of the period from 1 January 2023 until the APCM on 18 May 2025:

Anne Barker ***

Valerie Baxter ***

Gary Buckley *

Fiona Caldwell

Mary Elliott **

Helen Goepel ***

Ruth Gilmore - Churchwarden**

Andrew Horn *

Diana Lewis – Churchwarden until May 2024, and Treasurer ongoing

Christopher Madden

Toni Mitchell

Dan Nmadu *

Rod Pearson – Churchwarden*

The Reverend Janice Price

Katherine Reed – PCC Secretary and Churchwarden

Emma Rush

The Reverend Robert Stanier – Chairman

Peter Stokes **

Ian Wilson ***

Eileen Wingrove

Notes:

* Denotes a member who left the PCC between 1 Jan 2023 and 18 May 2025.

** Denotes a member who joined the PCC between 1 Jan 2024 and 30 May 2024

*** Denotes a member of the Kingston Deanery Synod

Anne Oram served as Minutes secretary.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent. All eligible members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Sub-Committees reporting to the PCC

Committee	Chair or lead contact	Other members
Standing Committee	Robert Stanier	The Churchwardens, Ruth Gilmore and Katherine Reed, the Treasurer, Diana Lewis, and PCC members Andrew Horn and Dan Nmadu
Discipleship	Jackie Robbs	Anne Barker, Helen Goepel, Toni Mitchell, Janice Price
Charities and Social Action	Janice Price	Gary Buckley, Anne Barker, Valerie Baxter, Eileen Wingrove, Moira Greenfield, Charlie Bamford, Emma Rush
Social Events	Robert Stanier	Del Gadd, Kate Harland, Gary Buckley, Emma Rush (until 2025)
Children	Robert Stanier	Hazel Davis, Fiona Caldwell
Lettings	Robert Stanier	Peter Stokes, Diana Lewis, Jay Turland
Finance and Income	Robert Stanier	Dan Nmadu, Diana Lewis, Andrew Horn, Mary Elliott
Environment	Brigid Crew	Terezie Wickenden, Brigid Crew, Valerie Baxter, Katherine Reed

Charitable Status

The PCC has charitable status and the members of the PCC are the trustees. The charity is registered with the Charity Commission under the number 1130093.

The PCC's charitable object is to promote in the ecclesiastical parish the whole mission of the Church of England

Vicar's Report, For Annual Report of 2024

Introduction

2024 was a steady year at St Andrew's and St Mark's, and the highlight was probably the development of different people on stages of faith. Nine children were admitted to communion; eleven people, seven teenagers and four adults were confirmed, and two adults formally entered the process of discernment for ordination to ministry in the Church. Ordination is, of course, not an 'ultimate' aim for every Christian, but it is encouraging that our parish is providing an environment where those who feel called can move forward in their Christian journey in this way, and hopefully be a blessing to the wider Church.

Public benefit

- Over 16,000 people visited our church buildings last year.
 - Almost 6,000 people came to services, be that a regular service on a Sunday morning, or a one-off service such as a funeral or a carol service. As with 2023, we hosted a relatively large number of funerals.
 - A further 10,000 people visited our buildings for something else, be that a concert, a children's birthday party, a singing group, a ballet class, a drama workshop, a Narcotics Anonymous group...
 - In almost all cases, there is a fee for hiring a church space, but this is reduced for charities e.g. the Samaritans at their quiz.
 - To allow the public use of the buildings, there is constant upkeep through care, money and attention. Congregation members offered over 600 hours' work in the year towards this.
- The church successfully offered a free Christmas lunch on Christmas Day for sixty people, entirely cooked and hosted by volunteers at St Mark's.
- The church continued to run charitable events, almost monthly, in support of the 'Charity of the Month'.
- The parish has continued to support the local state school through governorship, in particular by providing governorship at St Andrew and St Mark Junior School. Congregation members offered a total of over 500 hours of support to the school as Foundation and Diocesan governors; the student body comprises 330 children. (Congregation members are also governors at other schools.)
- The church has hosted a Korean Anglican congregation since September, and helps to foster links with the local Korean community.
- The Church continues to be used as a food bank collection centre. Both church buildings gather food for the Surbiton Community Food Bank, which is taken there regularly by volunteers.

The Parish of St Andrew and St Mark, Surbiton

- Soup lunches were offered monthly as well as at Lent, on the last Wednesday of the month at St Mark's. These are nutritious and cheap, and offered for anyone in the local community as part of our connection with the Be Well hub.
- "Sunbeams" play group at St Mark's continued to offer a space for children and carers to relax and/or play in.

Goodbye

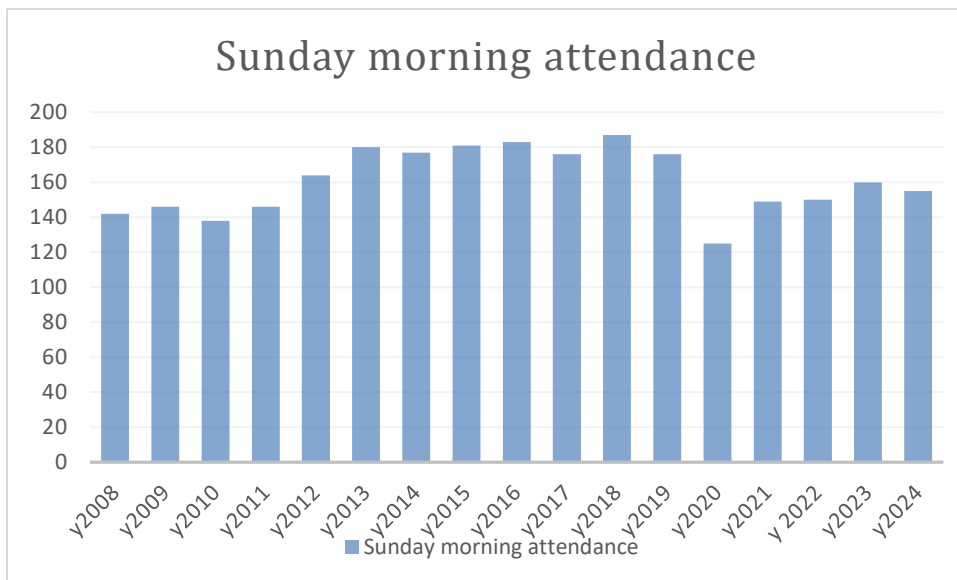
For the third year in a row we had a high number of funerals, both of people who died within the parish who were mostly unconnected with church, but also among some core members of the congregation. Just to mention some people who were regular members of our worshipping community:

- Nancy Vlasto was an indefatigable character, friend to many and prodigious fundraiser. She was a faithful attender at church, until she needed to move to residential care.
- Joan Laidler's kindness and care for her family ran through her deeply. The positive outlook on life that sprang out of her faith, even in times when her mobility was limited and her body grew weaker, were an inspiration.
- Martin Palmer was a staunch member of the church since he and Margaret arrived in the parish in the early 1970s; Martin served as churchwarden at St Andrew's for many years, and offered sensible, practical and positive advice even in the last years of his life.
- Ian Young served as fire officer at one time, and for several years recently, made a point of spending time in St Mark's Church on Tuesday mornings, ensuring the church was tidy and ready for visitors.

All are greatly missed. May they rest in peace and rise in glory.

Morning Worship on Sundays

2024 attendance was higher than 2022 but slightly lower than 2023. In some cases people have moved away, but the overall worshipping community has slightly increased, though many people are slightly less frequent in their church attendance.



The above chart shows Sunday morning attendance since 2008, including adults and children for all morning services, but avoiding double counts if possible. The 2020-24 figures include Zoom attendance as well as in person attendance. For 2023 and 2024, the average on Zoom is just 5. It does not include figures for the Korean congregation, which is dealt with separately for the purposes of this report

Within the services on a Sunday morning,

- Attendance at the 8am Book of Common Prayer communion service remained steady, but has declined slightly, especially when the service was at St Andrew’s rather than at St Mark’s; this disparity is a new one and curious.
- Attendance at the 9.15am service for families with young children has increased by 10% to around 45 adults and children per service
- Attendance in person at the 11am eucharist declined by 10% to around 90.
- The 9.15am eucharist on the first Sunday of the month continues to be attended by an average of almost 100 people, as many as have ever attended it, strengthened by the fact that the children’s and youth choir have their home there on three Sundays each year.

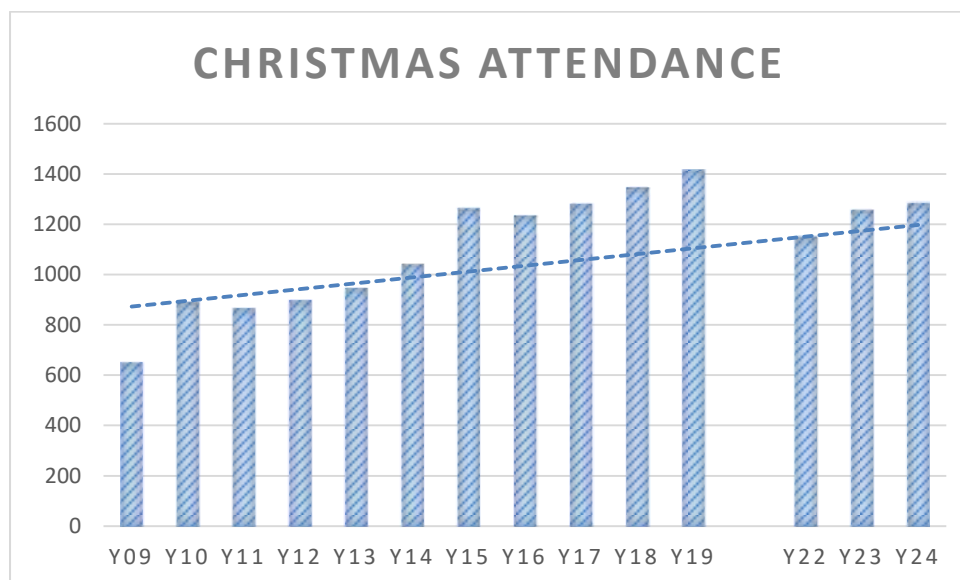
Zoom attendance remained relatively low, after its peak of 2020 and 2021, as people are happier to come to church in person. However, Zoom continues to be an invaluable way of helping those who are ill for a time and house-bound to be able still to attend services as well as some people coming from further afield. The ability to livestream services is of increasing importance as part of our offer for occasional offices.

Christmas

From 2009 to 2019, the explosive growth in Christmas attendance - more than doubling in ten years - was a significant feature of the church’s life. This took a knock with the Lockdowns, but 2024 saw attendance continuing to increase.

The Parish of St Andrew and St Mark, Surbiton

The graph below shows cumulative attendance for: the Christmas Carol service, Christingle services on Christmas Eve, midnight eucharist and Christmas morning services (It does not include the 2,500 adults and children who attended a school carol service hosted at St Mark's church.)



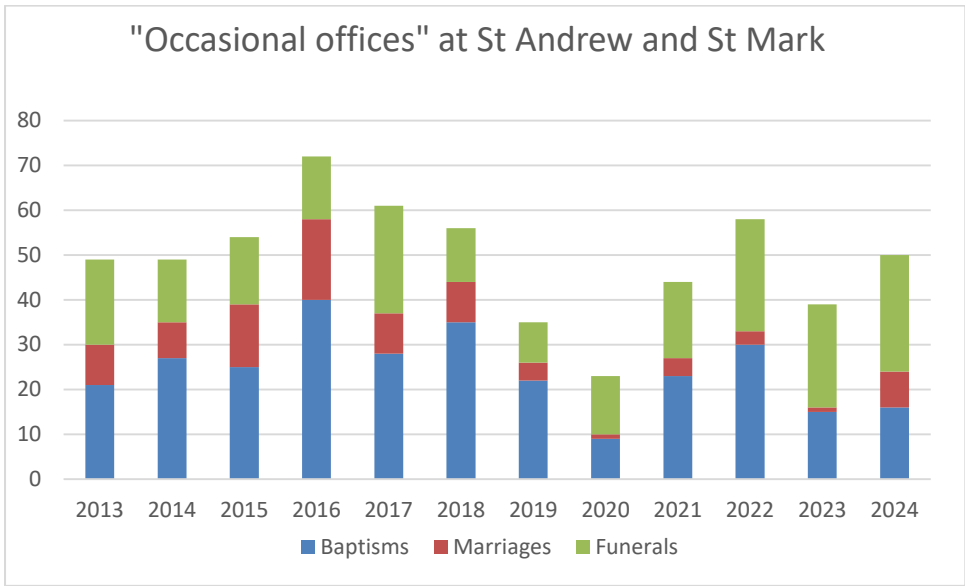
Over a thousand people attended services just in the 24 hours around Christmas Day (including Christmas Eve), which is one of the largest in the diocese.

Marriage, Baptism and Funerals

2024 saw good numbers of all the 'occasional offices'. The parish hosted more weddings than it has done in some years. The number of funerals, both in church and officiated by the clergy in crematoria, remains high. In each of the last three years, there have been between 20 and 30 funerals, roughly 50% more than the average in the previous decade. This is partly due to our participation in the Deanery Funeral scheme, which makes organisation of Christian funerals easier for funeral directors.

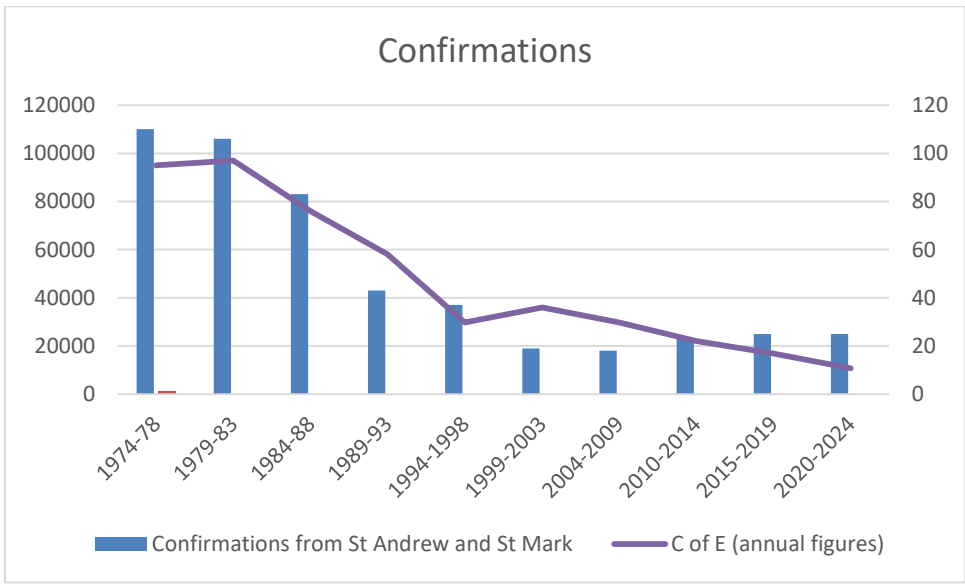
However, the overall funeral 'market' is now being significantly shaped by 'direct to cremation' funerals, where there is no service or ceremony at all: this was the case for just 3% of funerals in the UK in 2019 but 20% of funerals in 2023.

At the one end, society seeks *less* ceremony; at the other end, society seeks *more* ceremony, in that, when funerals do happen in church, the arrangements are often more complex than they once were. Many people now ask that they be livestreamed, and the orders of service are more elaborate. How the Church more widely, and our church in particular, navigates these contrasting trends will affect how many funerals we will 'keep' in churches in the future.



Confirmation

Eleven members from our parish were confirmed by the Bishop of Kingston in a service held at St Andrew’s church, on 6th November; there were two groups of preparation classes: one for adults and one for teenagers. A further three confirmation candidates came from the Korean Anglican Church congregation at a service at St Mark’s church on 15th September.



This continues a trend whereby the last fifteen years have seen an uptick in confirmations from this parish amid a wider decline in the Church of England. From the Seventies to the Nineties the decline in this parish and the nation broadly matched each other. However,

The Parish of St Andrew and St Mark, Surbiton

since the 2000s, there has been a 30% increase at St Andrew's and St Mark's at a time when nationally there has been a 70% decline.

Parish Office and Administration

The parish office has settled with Janine Turland working as the overall Operations and Buildings Manager all through the day from Tuesdays to Fridays and Janene Olivier working as a parish administrator in the mornings from Tuesdays to Fridays. In some cases, Janene now does some of the organising that would previously have done by a volunteer: a good example is flower arranging at St Andrew's. The arranging itself is still done by volunteers, but Janene organises the rota. Dave Oram has begun to do some paid 'handyman' work when circumstances require it.

Sub Committees and Volunteer posts within the Church

2024 continued the committee structure first re-introduced in 2017. The 'discipleship' committee disbanded, having achieved many of its initial goals, but is ready to reform if a particular opportunity presents itself.

All the committees - 'Finance', 'Charity and social action', 'Eco' and 'Social' - produced helpful work and met regularly. The 'Children's' committee did not meet as it was hard to find a core membership due to people moving away or being indisposed. Three new volunteers started to offer leadership at Sunday Club which is a good sign.

Diana Lewis stepped down from her duties as churchwarden to focus on being treasurer; Katherine Reed became a churchwarden as well as being secretary, but Anne Oram helped with minuting duties. Ruth Gilmore stepped up as churchwarden.

Legacies

The parish has benefitted significantly from a number of legacies in 2023 and 2024. It is now a matter for the PCC to decide how to invest these to grow the Gospel in Surbiton.

Communication

Online forms of communication continued to be important.

Arguably, the central hub of parish communication has remained the extended reach of the weekly email, which by the end of the year was going to around 600 subscribers, with an 'open' rate of just over 60%. This continues to be a key method of communication for church events and prayers as well as for Zoom codes to be disseminated.

Our Facebook page is another significant hub with general parish news.

Our website did well but is due an update, and there could be adoption of the 'Church Suite' software to improve this aspect of parish life. Our YouTube channel had 215 subscribers at the end of the year. The channel had a total of 3,000 views in 2024. The

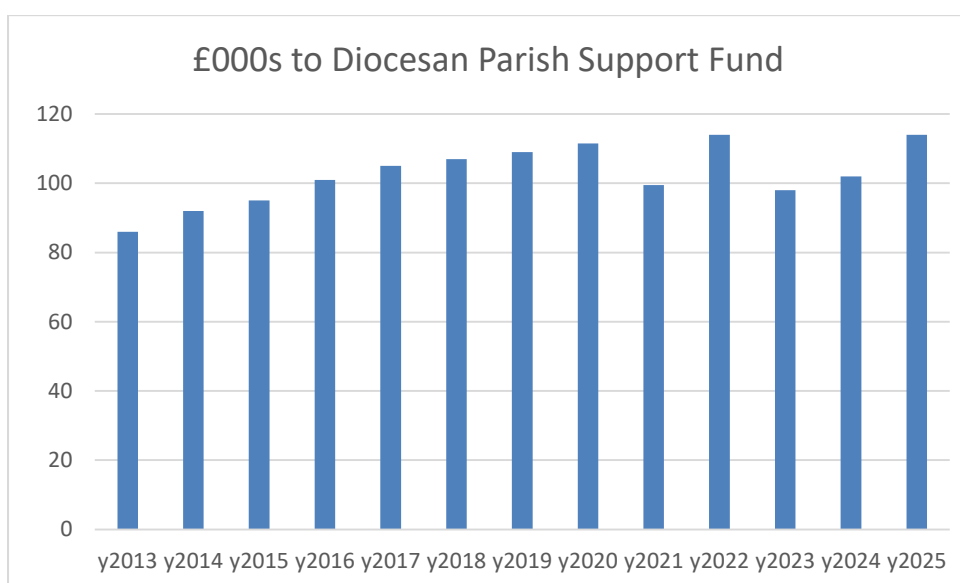
Parish’s feed on X, formerly known as Twitter, typically produced 1 or 2 posts each week, boosting our presence there.

A typical sermon video had only about 60 views, though five sermons reached an audience of over 100.

The magazine, ‘Spire and Tower’ was relaunched in the autumn under the editorship of Greg Melia.

Parish Support Fund for the Diocese

Chart Four: giving to Southwark diocese by the parish



In a number of recent years, our pledge dropped from its previous levels: first in 2021 because of the drop in lettings during the lockdowns; second in 2023 because of the need to fix the ceiling at St Andrew’s and then third in 2024 as we factored in fuel bills. Having navigated these choppy waters, the PCC felt able to significantly increase our Parish Support Fund offer, through which we help ministry in the wider church including in parishes that are less well off than ours.

OTHER SECTIONS

SASM Junior School

SASM Junior School has thrived under its headteacher, Matthew Gates, working well alongside the new deputy head, Sarah Crowther. Their choir performed again at the Christmas Fair.

The Parish of St Andrew and St Mark, Surbiton

People who have served as Foundation Governors this year are: Reverend Robert Stanier, Ruth May, Lucy Davis, Shafaly Khan and Zoe Francis. Diocesan governors are Anne Barker and Joy Aboim.

The vicar has continued to serve as chair. The quality of support offered by the parish in this way is a major contribution to the wider Surbiton community.

Children and youth work

In terms of working with children of all ages, 2024 was a strong year in the parish. Nine children were admitted to communion at the main choral eucharist at St Andrew's on 23rd June (Thirty-six children have been admitted to communion in this parish since the practice began here in 2010.) Carole Bourne led the preparation classes brilliantly and it finished with the service in June and then a trip to Chessington World of Adventures.

Seven teenagers were confirmed in November, all of whom had previously been admitted to communion themselves at services in the past. This group attended a special event in October, including a eucharist where the president and preacher was Justin Welby, the Archbishop of Canterbury. This was coordinated by a new movement, Youth Ministry in Communion which supports young people in churches where traditionally there has been a more sacramental worship. It also coincided with a relative lack of investment in youthwork.

It may be that joining this diocese-wide organisation can help form a pattern and structure for youthwork going forward.

Uniformed groups

The 1st Surbiton Scout Troop continues to meet in the Scout hut with its Beavers, Cubs, Explorers and Scouts. These come to church twice a year for Mothering Sunday and Harvest Sunday. The church link with the Brownies has not yet been restored after the divide caused by Covid.

Sunbeams

This stay and play group is run by volunteers from our church congregation once a week during school terms. For a nominal charge a welcome is extended to all parents or carers with their children from 0 to 3 years old. The aim is to provide a friendly environment where everyone can have a happy time for an hour or so. There is a plentiful supply of toys for the children to play with while the adults get biscuits and a hot drink. The group is very popular, and at times over-subscribed.

Adult Christian Ministry

Tuesday Morning and Friday Afternoon Bible Study at St Mark's

Both groups flourished. The Tuesday group grew steadily and by the end of 2024, had 9 regular members with another 2 due to join in 2025. The group undertook studies from the Old and New Testaments around the theme of "Our God who does the unexpected" and also looked at episodes from the beginning of Jesus' adult ministry. The Friday group finished their study of the opening chapters of Revelation and moved on to the book of Acts. Meetings were led by Jackie Robbs in Room 2 at the back of St Mark's.

Discipleship Sub-Committee

In May, the Committee organised and ran a parish quiet day at Wychcroft Retreat Centre. 18 members of the parish came along. Rev Janice Price presided at Morning Prayer, a mid-day Eucharist, and Evening Prayer in the chapel adjacent to the house. In between those fixed points, there was a choice between taking part in group sessions - such as a guided *Lectio Divina* (divine reading) - or just taking time to read, walk, pray or meditate in silence. Morning coffee, a delicious lunch and afternoon tea and cake were provided by the inhouse team.



John Hayward's painting of Christ the Worker – Wychcroft chapel

Evening Home Group

The evening home group continued to meet every other Tuesday (then changing to Wednesdays). It was a shame to say Goodbye to some loyal members but God provided some new members of the congregation who were keen to get involved. The group continued reading Romans and then Hosea, and emphasised informality and social fellowship. Some of the group are also members of the thriving Sunday evening pub quiz team.

Safeguarding

The church continues to take safeguarding seriously. There are two Parish Safeguarding Officers in place, Charles Bamford-Hurrell and Sarah Stokes. They have met with the vicar on several occasions during the year to discuss issues that have been reported. Where it has been thought sensible to do so, they have contacted the diocesan safeguarding team for further advice.

While their names are publicly available and their photographs are in place at both churches, on Safeguarding Sunday, they identified themselves to the congregations after the services by mingling after the 9.15am and 11am services.

The PCC endorses the code under section 5A of the Safeguarding and Clergy Discipline Measure 2016." as required by the Church Representation Rules

Parish Mothers' Union Branch

The Mothers' Union was founded by Mary Sumner in 1876 and launched as a National Organisation in 1885. Their mission is Christian Care for Families through Prayer, Enabling and Campaigning. They support families of all kinds, of all faiths and none in 83 countries to transform communities. Although Mothers Union is a separate charity to the PCC, the branch is much valued by church members and parishioners.

There has been a Mothers' Union Branch in St Andrew & St Mark's Parishes since 1893. The branch meets every third Wednesday of the month. During 2024 the variety of meetings have included shared reflections, discussions around themes, members feedback of events, celebrations and social gatherings. Every meeting begins and ends with prayers. Attendance is open to non-members as well as members.

There is an active membership of 26 members keeping the branch alive and moving forward and strong links with the clergy, who support our meetings and are Mothers' Union members. For much of 2024 the branch has been looking at 'Is the Mothers' Union relevant for the 21st Century?' To guide the discussions we have used Mothers' Union resources, 'Transformation Now' and 'Metamorphosis'. We have looked at 'What we used to do, What we are doing now and What we could do in the future.'

The branch continues to support The United Nations 16 Days of Activism Against Gender-Based Violence and the MU 'RISE UP' campaign against domestic abuse.

It supports the local Refuge and has financed a set of yoga mats for them to use for sessions. The branch also supports the Southwark MU 'Away From It All' (AFIA) scheme that sends disadvantaged families on holidays.

This is Moira's last year as branch leader and going into 2025 the group is working towards a new structure for its running.

Charities and Social Action Committee

Activities in 2024:

The Charities and Social Action Committee continued to organise events throughout the year in aid of the wide range of charities supported by St Andrew's and St Mark's. The fundraising events provided an opportunity for community-building and social interaction which people found encouraging. Listed below are the fundraising amounts achieved during 2024:

The results of fundraising in 2024 is as follows:

Leprosy Mission - £523.06

Mission to Seafarers - £678.92

Christian Aid - £1121.58

Princess Alice Hospice - £1521.70

Matabeleland Link - £539.41

Action for Bethlehem Children with Disability - £875.30

Kingston Churches Action on Homelessness - £150

Oxygen - £569.71

Christians Against Poverty - £526.01

Welcare - £1244.38

The Children's Society - £1244.38

Total: £8994.45

Social Action:

The Parish of St Andrew and St Mark, Surbiton

Throughout 2024 members of SASMS have been generous in their support of local foodbanks through boxes at the back of our churches and the Harvest Offering. Surbiton Community Fridge, New Era Community Projects and Alfriston Day Care Centre have all received food items from us as demands on their work continue to increase. Bring A Tin Sundays have also provided an increased contribution which has been donated to the three voluntary food providers.

The Christmas Day lunch is an established and important support for many who would otherwise be alone on Christmas Day and would rather be with others.

Eco Committee

There was a demonstration of de-stratifiers in St Andrew's (purchase not approved by the Diocese). The Wonderful World Exhibition took place at St Mark's with exhibits of art work from members of the congregation and pupils at St Andrew's and St Mark's School.

Flowers

In January Ann & Clare Mannall ran an informative and fun flower workshop which welcomed about 14 people from the congregation. Types and colours of flowers for different occasions was discussed and when there aren't flowers in the church and why. Of course there was coffee and cake too followed by an active section where everyone had the chance to complete a flower arrangement. The church looked and smelt beautiful that weekend.

Subsequently there is now a flower rota that is regularly filled, along with a group of 6+ for special occasions such as Easter and Christmas.

Everyone is welcome to join the rota even if they have not attended the workshop or had any experience with flowers. Congregants are invited to choose a special anniversary or loved one's birthday or just enjoy finding their artistic side with flowers. They can do this by contacting Clare or Ann at church one Sunday.

Church Magazine

This year, SASM's parish magazine Spire & Tower saw the light of day after a couple of years' break. It was last regularly produced when Michael Johns-Perring was at the helm and had fallen into disrepair after he left, but Greg Melia has now taken over the editor's desk, with Janene printing the magazines in the church office. The plan is to publish four times a year, for Lent, Summer, Harvest and Advent, probably at 16 pages per issue. So far there has been a selection of pieces on church life, the history of the area, people's thoughts, book reviews and even original art. Two issues in, people have started to volunteer their own copy without asking which makes the editor's task much easier.

Music

Adult Choir

2024 was a generally settled year for our adult choir and although we only managed to gain one new member during the year (although a much-needed tenor!) it has felt like a year of consolidation of sorts. Numbers remained significantly lower than pre-Covid levels with a regular group of 15 singers making up our choir plus help from up to 4 additional voices for evensongs and other occasional services. There remains a need for more regular singers, however, particularly tenors and basses. To get back to around at least 20 regular singers would be ideal for the size of both churches, to widen our repertoire again and to maintain the standard of our choral offering, particularly during bouts of choir illness or singers dropping out at the last minute.

Although the number of singers in the adult choir remains modest, the regular pattern of sung services were mostly successful throughout the year, including the extra services scheduled for the Christmas and Easter periods. Regular members have been loyal and done their utmost to maintain the choral music to the best that can be achieved given the available resources.

Further discussion around the possibility of offering Choral Scholarships continued during the year and it is hoped that these may become a reality in 2025.

The choir took its annual trip to sing Choral Evensong at a UK Cathedral, joining once again with the choir of St Matthew's, this time led by their new Director of Music. The venue was Salisbury Cathedral on a gloriously sunny autumn day in October. Music included "Belfast Canticles" (new to all!) by Philip Stopford, as well as "The Responses" by Richard Ayleward. The anthem was the ever glorious "Evening Hymn" by Balfour Gardiner. The choirs are due to sing at St George's Chapel, Windsor Castle in May 2025.

In the Autumn, it was lovely to hold a social event in the form of a choir lunch at The French Table in Maple Road which was well attended and enjoyed by everyone.

Children's Choir and Youth Choir

Numbers in the Children's Choir have continued to grow throughout 2024 with a steady attendance of up to 20 young people attending across the combined Children's & Youth Choirs throughout much of the first half of the year, the highest there have been since the inception of these two groups. Numbers in the Youth Choir remained healthy up until the start of the Autumn Term when several singers decided they could no longer commit to singing which left only 4 singers in that group. It is hoped that the Youth Choir can revitalise its membership at some point in the near future. The choirs managed their customary four "five-week" modules, and the music learned covered a wide repertoire both accompanied and *acapella* alongside the adult choir. The Children's/Youth Choirs sang without the adults at the Christingle service at St Andrew's on Christmas Eve, as is their usual practice, singing

The Parish of St Andrew and St Mark, Surbiton

in front of several hundred people in a packed church. In June, the young singers enjoyed an afternoon out to Airhop in Esher where various activities included inflatables, trampolines and climbing walls - everyone seemed to have a good time, maintaining the strong social side amongst our young singers.

Pianists

A huge vote thanks, as ever, must go to our team of 4 pianists who play for the non-choral Sunday morning services throughout each year. They are very much the unsung musical heroes of the Parish and go about their business with a calm and almost clandestine expertise and professionalism and we just couldn't do without them. We could do with more pianists, of course! It is hoped that both grand pianos in our churches will be replaced in 2025 as they are beginning to show their age and desperately need upgrading.



SASM & St Matthew's Choirs rehearsing



Salisbury Cathedral

Finance

Accounts

Parish of Saint Andrew and Saint Mark, Surbiton

Accounts for the year ended 31 December 2024

Independent Examiner's Report to the PCC of St Andrew and St Mark, Surbiton

This report on the accounts of the PCC for the year ended 31 December 2024 which are set out on the following 8 pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the PCC you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- * examine the accounts under section 145 of the Charities Act.
- * to follow the procedures laid down in the general directions given by the Charities Commission under section 145 (5)b of the Charities Act, and
- * to state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

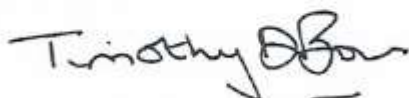
My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except I draw attention to the disclosure in Note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner
50 The Ridings, Surbiton, Surrey, KT5 8HQ

Dated: 12th March 2025

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Statement of Financial Activities for the Year ended 31st December 2024

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £	Budget 2025
INCOMING RESOURCES							
Voluntary income	2(a)	577,021	100,000	9,054	686,075	281,049	119,300
Activities for generating funds	2(b)	135,217	-	-	135,217	122,943	140,000
Income from investments	2(c)	32,943	-	48	32,991	15,561	30,000
Church activities	2(d)	4,795	-	-	4,795	4,314	5,300
Other incoming resources	2(e)	5,567	-	-	5,567	14,345	-
TOTAL INCOMING RESOURCES		755,543	100,000	9,102	864,645	438,212	294,600
RESOURCES EXPENDED							
Cost of generating voluntary income	3(a)	862	-	100	962	916	1,000
Shared utilities	3(b)	41,604	-	-	41,604	38,428	32,500
Cost of generating funds	3(c)	1,240	-	-	1,240	1,153	1,200
Church activities	3(d)	197,161	-	1,183	198,344	182,194	200,600
Governance costs	3(e)	400	-	-	400	375	500
Support costs	3(f)	38,503	-	-	38,503	35,137	42,800
Charity donations	3(g)	-	-	8,994	8,994	8,336	8,000
Major works	3(h)	19,292	-	-	19,292	32,937	48,000
TOTAL RESOURCES EXPENDED		299,062	-	10,277	309,339	299,476	334,600
Net incoming / (outgoing) resources		456,481	100,000	(1,175)	555,306	138,736	(40,000)
RECOGNISED GAINS AND LOSSES							
Unrealised gain / (loss) on investments	5(d)	21,619	-	-	21,619	59,353	-
NET MOVEMENT IN FUNDS		478,100	100,000	(1,175)	576,925	198,089	(40,000)
Balance brought forward		2,356,056	-	6,251	2,362,307	2,164,218	2,939,232
Balance carried forward		2,834,156	100,000	5,076	2,939,232	2,362,307	2,899,232

**St. Andrew's and St. Mark's PCC Surbiton
Balance Sheet as at 31st December 2024**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
FIXED ASSETS						
Land and Buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	3,377	-	-	3,377	3,753
Long Term Investments	6a	602,173	-	-	602,173	580,554
		<u>2,154,960</u>	<u>-</u>	<u>-</u>	<u>2,154,960</u>	<u>2,133,717</u>
CURRENT ASSETS						
Short Term Investments	6b	634,393	-	953	635,346	151,278
Debtors & prepayments	7	12,129	-	-	12,129	15,189
Cash at bank and in hand	6c	46,926	100,000	4,652	151,578	72,145
		<u>693,448</u>	<u>100,000</u>	<u>5,605</u>	<u>799,053</u>	<u>238,612</u>
LIABILITIES						
Creditors	8	<u>14,252</u>	<u>-</u>	<u>529</u>	<u>14,781</u>	<u>10,022</u>
NET CURRENT ASSETS		<u>679,196</u>	<u>100,000</u>	<u>5,076</u>	<u>784,272</u>	<u>228,590</u>
TOTAL ASSETS LESS LIABILITIES		<u>2,834,156</u>	<u>100,000</u>	<u>5,076</u>	<u>2,939,232</u>	<u>2,362,307</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,834,156	-	-	2,834,156	2,356,056
Designated		-	100,000	-	100,000	-
Restricted		-	-	5,076	5,076	6,251
TOTAL		<u>2,834,156</u>	<u>100,000</u>	<u>5,076</u>	<u>2,939,232</u>	<u>2,362,307</u>

The notes numbered 1-12 form a part of these accounts

Approved by the Parochial Church Council on 12/3/25 and signed on its behalf by

Robert Stanier

Revd. Robert Stanier (Chairman)

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2024

1 ACCOUNTING POLICIES

Basis of Financial Statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP/FRS 102)

The financial statements have been prepared under the historical cost convention except for investment assets which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund Accounting

Restricted Funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some may be designated by the PCC for particular purposes.

Incoming Resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of church premises is recognised when the rental is due.

Resources Expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater, the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2024

2 INCOMING RESOURCES	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
2(a) Voluntary Income					
Planned Giving	74,471	-	-	74,471	82,687
Open Collections	11,988	-	-	11,988	9,607
Tax Recoverable	18,852	-	-	18,852	18,102
Sundry Donations	5,725	-	-	5,725	8,516
Legacies (Note 9)	465,985	100,000	-	565,985	150,000
Funds raised for other charities	-	-	8,994	8,994	8,307
Special trusts (Christmas Day party)	-	-	60	60	3,830
	<u>577,021</u>	<u>100,000</u>	<u>9,054</u>	<u>686,075</u>	<u>281,049</u>
2(b) Activities for generating funds					
Christmas Fair Activities	7,407	-	-	7,407	6,920
Hall Lettings	105,619	-	-	105,619	96,639
Church Lettings	22,191	-	-	22,191	19,384
	<u>135,217</u>	<u>-</u>	<u>-</u>	<u>135,217</u>	<u>122,943</u>
2(c) Income from Investments					
Dividends and Interest	32,943	-	48	32,991	15,561
2(d) Income from church activities					
Fees: weddings, funerals and banns	3,683	-	-	3,683	3,234
Bible Reading notes	190	-	-	190	150
Parish magazine	-	-	-	-	-
Coffee mornings	922	-	-	922	930
	<u>4,795</u>	<u>-</u>	<u>-</u>	<u>4,795</u>	<u>4,314</u>
2(e) Other Incoming resources					
Other (2024 LPOW grant) (2023 LPOW & Area Dean Grant)	5,567	-	-	5,567	14,345
TOTAL INCOMING RESOURCES	<u>755,543</u>	<u>100,000</u>	<u>9,102</u>	<u>864,645</u>	<u>438,212</u>

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2024

3 RESOURCES EXPENDED	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
3(a) Cost of generating Voluntary Income					
Christmas Fair costs	862	-	-	862	881
Other	-	-	100	100	35
	<u>862</u>	<u>-</u>	<u>100</u>	<u>962</u>	<u>916</u>
3(b) Shared Utilities - At both churches, utility supplies are shared between consecrated buildings and halls. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	25,898	-	-	25,898	15,343
Electricity	15,304	-	-	15,304	20,933
Water	402	-	-	402	2,152
	<u>41,604</u>	<u>-</u>	<u>-</u>	<u>41,604</u>	<u>38,428</u>
3(c) Cost of generating funds					
Other hall running costs	1,240	-	-	1,240	1,153
3(d) Costs associated with church activities					
Diocesan quota (PSF)	100,500	-	-	100,500	96,900
Clergy expenses	1,125	-	-	1,125	1,290
Clergy housing	1,983	-	-	1,983	4,700
Insurance	14,663	-	-	14,663	13,921
Church cleaning	14,060	-	-	14,060	13,457
Church maintenance	35,254	-	-	35,254	22,406
Other church running costs	7,106	-	-	7,106	6,141
Church music	14,474	-	-	14,474	14,607
Children and older people	5,543	-	-	5,543	5,859
Hospitality	2,453	-	1,183	3,636	2,913
	<u>197,161</u>	<u>-</u>	<u>1,183</u>	<u>198,344</u>	<u>182,194</u>
3(e) Governance costs					
Independent examiner's fee	400	-	-	400	375
3(f) Support costs					
Office staff (see Note 11)	33,296	-	-	33,296	29,756
Running costs of office	5,207	-	-	5,207	5,381
	<u>38,503</u>	<u>-</u>	<u>-</u>	<u>38,503</u>	<u>35,137</u>
3(g) Donations to other Charities					
Church Overseas	-	-	539	539	1,588
Relief and Development agencies	-	-	2,520	2,520	2,124
Home missions	-	-	2,599	2,599	1,966
Secular charities	-	-	3,336	3,336	2,658
	<u>-</u>	<u>-</u>	<u>8,994</u>	<u>8,994</u>	<u>8,336</u>
3(h) Major repair works (see Note 12)	19,292	-	-	19,292	32,937
TOTAL RESOURCES USED	<u>299,062</u>	<u>-</u>	<u>10,277</u>	<u>309,339</u>	<u>299,476</u>

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2024

4 Land and Buildings

The PCC is the beneficial owner of interests in the following:

	Value at 1.1.24 £	Expenditure £	Value at 31.12.24 £
St Andrew's Parish Rooms	508,406	-	508,406
St Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

The St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration. It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	Brought Forward at 1.1.24 £	Cost in Year £	Depreciation £	Value at 31.12.24 £
Fixtures, Fittings and Equipment				
Parish Rooms St Andrew's (depreciated from 1.1.2013)	3,325	-	333	2,992
St Mark's Hall	428	-	43	385
	<u>3,753</u>	<u>-</u>	<u>376</u>	<u>3,377</u>

Fixtures, fittings and equipment are depreciated at a 10% reducing balance.

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2024

	2024	2023
	£	£
6 Investments		
6(a)* Fixed Assets: Long term investments		
Funds managed by CCLA Investment Management Ltd		
Church of England Investment Fund	379,177	370,693
Global Equity Income Fund	<u>222,996</u>	<u>209,861</u>
	<u>602,173</u>	<u>580,554</u>
6(b) Current Assets: Short term investments		
CCLA Deposit Account	634,000	150,000
St Mark's Altar Guild (restricted)	457	434
St Mark's Flower Fund (restricted)	495	470
"PCC G" General Deposit a/c	<u>394</u>	<u>374</u>
	<u>635,346</u>	<u>151,278</u>
6(c) Current assets: Cash at bank and in hand		
Natwest Bank Account	23,600	32,112
CAF Bank Account	127,978	40,029
Cash	-	4
	<u>151,578</u>	<u>72,145</u>
7 Debtors and prepayments		
Charity collections and donations	-	1,473
Interest receivable	6,066	-
Debtors for goods and services	-	100
H M Revenue & Customs - tax recoverable	<u>6,063</u>	<u>13,616</u>
	<u>12,129</u>	<u>15,189</u>
8 Creditors and accruals		
Goods, services and expenses	5,571	3,013
Accrued utilities	5,421	2,811
Owing to other charities	2,489	3,348
Refundable key deposits	<u>1,300</u>	<u>850</u>
	<u>14,781</u>	<u>10,022</u>

Creditors are payable within one year, except for key deposits refundable at the end of a long-term hire.

9 2024 Legacies The parish has received the following gifts in 2024:

	£	
An interim distribution from the estate of the late Vera Palmer	200,000	
A gift from the estate of the late Barbara Prince	1,921	
The final distribution from the estate of the late Mary Rice	143,092	(2023 interim distribution of £150,000)
A nominated sum from the Pension Fund of the late Margie Lindsay	120,972	
An interim distribution from the estate of the late Margie Lindsay	<u>100,000</u>	
	<u>565,985</u>	

***Note 6(a) details**

	Global Equity Income Fund	Church of England Investment Fund	Total
	£	£	£
Balance at 1 January 2024	209,861	370,693	580,554
Sale of Investments	-	-	-
Unrealised (loss) gain in year	<u>13,135</u>	<u>8,484</u>	<u>21,619</u>
Balance at 31 December 2024	<u>222,996</u>	<u>379,177</u>	<u>602,173</u>

St. Andrew's and St. Mark's PCC Surbiton
Notes to the Financial Statements for the Year ended 31st December 2024

10 Fund details as at 31st December 2024

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£	£
General Fund	2,833,762	-	-	2,833,762
"PCC G Fellowship" Fund	394	-	-	394
The Margie Lindsay Fund	-	100,000	-	100,000
Special Trust (Vicar's Fund)	-	-	461	461
St Mark's Altar Guild & Flower Funds	-	-	953	953
Christmas Day Party	-	-	3,662	3,662
	<u>2,834,156</u>	<u>100,000</u>	<u>5,076</u>	<u>2,939,232</u>

The Margie Lindsay Fund has been designated by the PCC

- (a) for the purposes set out in Margie Lindsay's Will, namely, the upkeep of the organ, purchase of choir music and any other items needed for the choir
- (b) generally to support the work of the director of music and the choirs in the parish in promoting the mission of the church by the provision of divine worship; and
- (c) to enhance (by the provision of musical instruments, equipment and facilities) the opportunities for concerts and other musical events on the church premises for the benefit of the wider community.

11 Staff Costs

The PCC had 3 employees during the year in the posts of Parish Administrator, Property and Lettings Manager and cleaner. Their gross salaries were £40,841 and employer's pension contributions were £536. Employer's National Insurance cost was nil, covered by £5,000 employer's allowance. No other members of the PCC received any material payment as remuneration or expenses.

12 Major maintenance work on church fabric

The following major work was undertaken during 2024

Weighill Builders Quinquennial work at St Andrew's £19,292

13 Notes on the 2025 Budget

- 1 Planned giving will continue at the lower level of 2024 (down from 2023) as will sundry donations. Open collections remain at 2024 levels (up from 2023).
- 2 The volume of hires for both halls and churches will remain at 2024 levels. Hire rates will increase by 2.5% est.
- 3 Interest from funds on deposit (from legacies received in 2024) will be significantly higher than 2024. Some funds are expected to be spent during 2025 but this is difficult to estimate.
- 4 Salaries in 2025 for office staff and the cleaner have been reviewed by the PCC and increases in hourly rates significantly in excess of inflation have been agreed.
- 5 Gas and electricity unit costs are fixed until Sept 2025. Unit consumption is estimated using figures for the 2nd half of 2024, after heating control problems were rectified.
- 6 Water costs look low for 2024 due to an over provision at the end of 2023. Costs for 2025 are based on 2024 consumption with an allowance for price increase.
- 7 Housing costs (interest on 1 The Mall) have been confirmed following discussion with the Diocese.
- 8 Bids maintenance (not major) is estimated as £10K lower than 2024 due to non recurring St M hall floor and heating controls work.
- 9 Music costs do not include planned expenditure from the Lindsay Fund (bequest designated for music)
- 10 Most other costs will increase by a roughly inflationary uplift of 2.5%.
- 11 Legacies have not been anticipated. A small final distribution of The Margie Lindsay Fund is expected in 2025. Similarly a final distribution is expected from the estate of the late Vera Palmer. We have also been notified of a bequest of £20,000 from the late Brian Alnsworth.

Accounts summary

Parish Accounts 2024 Commentary:

2024 was a year in which exceptional gifts from legacies were received. The financial activities of the parish continued as normal and the balance of recurring income against recurring expenditure needs to be considered aside from the legacy income.

The net incoming resources were £555K, of which legacies amounted to £566K (Note 9 for details). The deficit of expenditure in excess of income excluding legacies is therefore £11K.

If the deficit of £11K is adjusted to take out expenditure of £19K on major works (funded from reserves), then the overall figure for recurring income and expenditure is a surplus of £8K.

The PCC continues its plan to balance recurring income against expenditure in the medium term. The legacy gifts have increased reserves significantly and decisions will need to be made about the use of these resources. In addition, the parish needs to continue to focus on maintaining the real value of income from giving and from lettings of our buildings. Costs, particularly gas and electricity usage, remain a challenge.

Income:

Compared to 2023, planned giving is down whilst open collections are up. The switch to contactless giving continues with a (relatively) permanent giving station at St Andrews and a smaller more mobile unit at St Marks. Overall voluntary income, excluding legacies, is £120K. This includes £9K raised for charities and just under £19K of tax recoverable from Gift Aided giving.

Hall lettings are up by £9K and church lettings by £3K. The overall figure of £128K from lets is a very significant part of our overall income and could not be generated without the capability and hard work of the parish office team.

Income from investments at £33K is more than double the amount received in 2023 primarily because much larger funds (from legacies) have been on deposit. This higher level of interest will not continue if/when some reserve funds are committed to expenditure in the future.

Grants from the Listed Places of Worship scheme are lower as less eligible buildings maintenance work has been done at St Andrews than in 2023, so there has been less VAT to reclaim.

Legacy Income:

The PCC wishes to record its gratitude to past parishioners for their generous gifts. The late Mary Rice, Barbara Prince and Vera Palmer have given a total of £345K from their estates in 2024 as unrestricted gifts.

The late Margie Lindsay left gifts to the parish both from her retirement pension fund and from her estate.

The sum of £121K from Margie's pension fund has been accepted by the PCC as an unrestricted gift and it is expected that the recurring costs of music such as the salary of the Director of Music will be paid from the general fund to which this gift has been added.

A further £100K has been received as an interim distribution from Margie's estate. After careful discussion, the PCC agreed to accept this as an unrestricted gift but to designate the funds for musical purposes, in order to honour the wishes expressed in Margie's will. It is anticipated that this "Margie Lindsay Music Fund" will be used for larger items of musical expenditure. For example, the Director of Music is currently investigating the purchase of new grand pianos. Full details of the designation can be found in Note 10.

Expenditure:

The parish was able to fulfil its pledge to the Parish Support Fund with a contribution of £100.5K. This was up from 2023 when the contribution made was £96.9K.

Gas and electricity costs for the year came to £42K, with gas bills being significantly higher than in 2023. During the first 4 months of 2024 there were problems with the heating control unit and boiler at St Andrews resulting in excessive gas usage when heating was not required. This has been remedied and it is anticipated that there should be lower utilities costs going forward.

Buildings maintenance costs of £35K (excluding major works) include the new heating control unit above, and resurfacing the hall floor at St Mark's. Given the halls heavy usage, it is likely that in any year some significant costs for particular maintenance tasks will be incurred, in addition to the ongoing servicing and upkeep of buildings and equipment.

The costs of office staff at £33K reflect both a pay rise during the year and a recognition that slightly longer hours are needed to fully cover necessary tasks.

Major works totalling £19K were carried out by Weighill Builders at St Andrew's in response to the Quinquennial Report by our architect.

Assets:

The parish continues to hold both longer and shorter term investments in CCLA with the Diocese as Custodian Trustee. The deposit account has increased by a total of £484K from legacies received during the year. The £100K distribution from the estate of the late Margie Lindsay was received at the end of December and is shown as held in the CAF bank balance at the end of the year. The sum was put on deposit in January 2025. No longer term investments were sold during the year, and the unrealised value of these investments increased by £21K during 2024.

Going Concern:

In considering the question of Going Concern, the PCC will continue to meet its commitment to balance recurring income and expenditure in the medium term. With the

The Parish of St Andrew and St Mark, Surbiton

further increase in the level of reserves in 2024, the PCC is confident that one off and other major items of expenditure can reasonably be met in the medium term from investments.

Finance Sub-Committee:

The Finance Sub-Committee has met to consider the legacies received during the year, and to discuss and make recommendations to the PCC on the investment of the funds. The committee has also made suggestions about the consultation process needed to lead to decisions about the use of surplus funds.

In addition, the committee has reviewed the budget and the accounts for 2024 before submission to the PCC for approval, and has discussed with the independent examiner his findings and comments.

Reserves Policy (note: due for revision in 2025):

It is the policy of the PCC that the parish's regular expenditure should broadly match its regular income over the medium term. The parish will hold a strategic liquid reserve against unforeseen or foreseen future expenditure. The PCC will determine the appropriate amount but the unforeseen reserve should represent at least six months' budgeted expenditure. Longer-term reserves are held and may be spent on authorised projects or initiatives. Examples of future expenditure may relate to the fabric of our two churches, the organs in our two churches, or charitable support. Any such future projects will be clearly identified and approved by the PCC and expenditure on such projects budgeted and monitored. It is the policy of the PCC to use the CBF Church of England Funds, managed by CCLA Investment Management Ltd, to invest both its cash and longer-term reserves.

Appendix A: Kingston Deanery Synod 2024

'Rooted in my Parish, connected by my Deanery, supported by my Diocese'

Kingston Deanery Synod comprises seventeen parishes, all of which are situated within the boundaries of the Royal Borough. The purpose of the Synod is to bring together the representatives of these parishes in order to promote the work of Christ's Church in the Kingston area. The Synod provides an opportunity for representatives to meet three times each year to share experience of the life and work of their churches, to discuss topics of mutual interest and to work together throughout the year on Synod's agreed priorities as set out in the Deanery Mission Action Plan.

Clergy are members of the Synod and each church elects lay representatives every three years. The Area Dean is appointed by the Bishop of Kingston with clergy having an opportunity to express their preference: Synod members elect the lay chairman. This parish has four members on Synod: Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. Principal matters which came to the fore during the year were:

- The Bishop's mission order in respect of working with Korean Anglican churches.
- The commissioning of Elspeth Coke as a Lay Vocations Champion for the deanery.
- The deanery Funerals Scheme saw an increase of 10% in 2023 compared with a decrease of 10% in church conducted funerals nationally
- A new youth body is to be formed to take forward ideas to engage young people
- A talk given about the work of the Kingston drop-in centre for asylum seekers and refugees.
- The Rev'd Charlie Lamont gave a presentation on his role as Dean of Revitalisation for the Southwark Diocesan Mission Team which is tasked with helping churches to grow. During the Covid period many churches had seen a drop in attendance and the aim was to use imaginative ways to combat this and work towards growth.

Appendix B: Churchwardens' Annual Fabric Report

This report was made to the Parochial Church Council (PCC) under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 by Katherine Reed and Ruth Gilmore as Churchwardens during 2024; and is also made by them to the Annual Parochial Church Meeting on behalf of the PCC.

Both Churches

Crew Energy submitted a report on energy efficiency and savings, and arranged a demonstration of new destratifier technology. However, it has not been possible to obtain the necessary Diocesan approval.

The Wi-Fi systems at both churches were upgraded.

St Andrews

Quinquennial Inspection works:

Two companies, Weighill Builders and Telson Roofwise, both of who have worked for us before, were asked to quote for the most essential items in the Quinquennial Reports for both churches. This turned out to be a protracted and ultimately not entirely successful exercise, possibly because the work consisted of a large number of small and very disparate items which were difficult for a contractor to price.

Eventually, quotations were received from both firms for the works at St Andrew's, but they were difficult to compare due to different approaches. It was decided to award the contract to Weighill in the first instance and then to ask Telson to submit a price for St Mark's.

Weighill began work at St Andrew's in April and completed it in June.

Heating:

The programming unit, serviced by Environmental Control Partners, and the boilers, serviced by Dunamis were not working correctly. Representatives from both companies came at the same time to figure out what the problem was. In the future, it may be advisable to invite both at the same time for annual maintenance. The programming unit failed and was replaced.

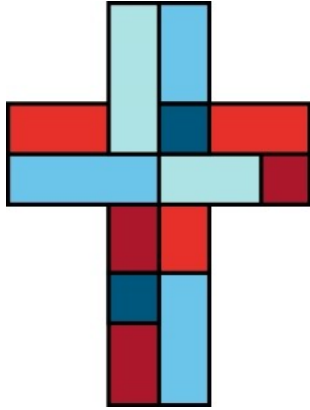
St Marks

Four leaking taps at St Marks were serviced in May.

The hall floors at St Marks were sanded and refinished.

After the automatic door at St Marks was locked closed (following a fire alarm) the door installer, Geze, serviced it and inserted a wire to ensure that the door remains open when the alarm goes off.

Accounts



St Andrew & St Mark Surbiton

2023

Annual Report of the Parochial Church Council

Registered Charity Number: 1130093

Address: The Parish Office, St Mark's Church, St Mark's Hill, Surbiton, Surrey, KT6 4LS

Presented to the the Annual Parochial Church Meeting on 29 May 2024

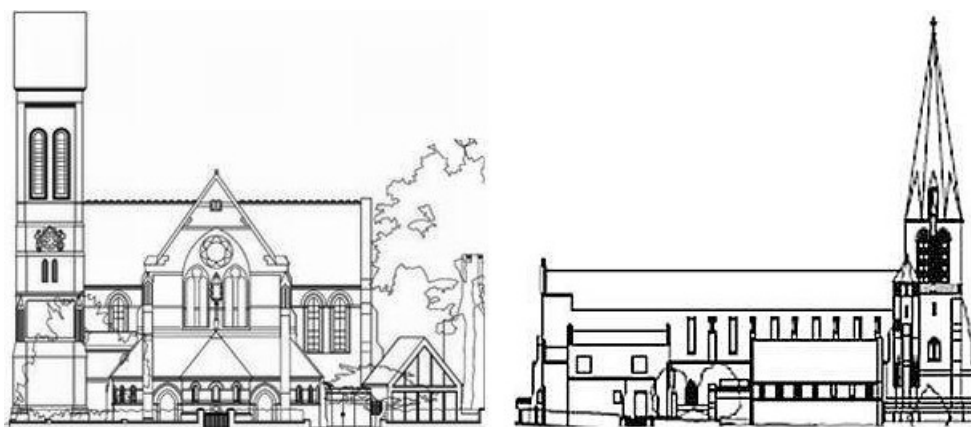
The Parish of St Andrew and St Mark, Surbiton

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**PAROCHIAL CHURCH COUNCIL OF
SAINT ANDREW AND SAINT MARK, SURBITON
REPORT FOR THE YEAR ENDED 31 DECEMBER 2023**



Structure, Governance and Management

The Parochial Church Council

Members of the Parochial Church Council (PCC) hold office in accordance with the Church Representation Rules – either ex-officio; or by election or appointment at the Annual Parochial Church Meeting; or by co-option.

The following served as members of the PCC for all **or part** of the period from 1 January 2023 until approval of the financial statements on 17 April 2024:

Anne Barker ***

Valerie Baxter ***

The Reverend Carole Bourne *

Gary Buckley

Fiona Caldwell

Helen Goepel ***

Andrew Horn

Diana Lewis – Churchwarden and Treasurer

Christopher Madden

Toni Mitchell

Dan Nmadu

Rod Pearson – Churchwarden

The Reverend Janice Price

Katherine Reed – PCC Secretary and Churchwarden

Jackie Robbs*

Emma Rush

The Reverend Robert Stanier – Chairman

Michael Smith –Churchwarden * and **

Ian Wilson ***

Eileen Wingrove

Notes:

* Denotes a member who left the PCC between 1 Jan 2023 and 17 April 2024.

** Denotes a member who joined the PCC between 1 Jan 2022 and 14 May 2023

*** Denotes a member of the Kingston Deanery Synod

Anne Oram served as Minutes secretary from November 2023.

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent. All eligible members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Charitable Status

The PCC has charitable status and the members of the PCC are the trustees. The charity is registered with the Charity Commission under the number 1130093.

Objectives and Activities

The sole charitable object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. In furtherance of this object the PCC has a statutory responsibility to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social, environmental, and ecumenical.

The PCC continues to achieve its primary object by:

The Parish of St Andrew and St Mark, Surbiton

- maintaining the whole mission of the church, and supporting the ministry team. This includes the regular provision of opportunities for divine worship, the promotion of the Gospel and of Christian fellowship;
- managing and maintaining the church premises at St Mark's and at St Andrew's so that they can be used in a variety of ways both liturgical and secular; and
- supporting the Church of England through donations to the Southwark Diocese Parish Support Fund.

Public Benefit

The Trustees are aware of and consider the guidance of the Charity Commission on public benefit including, in particular, the specific guidance on charities for the advancement of religion. The charity fulfils its public benefit requirement through the provision of opportunities for public and private Christian worship in its two churches. It provides teaching in the Christian faith. It offers pastoral care to members of the congregation, residents in the parish and others. It supports other charities throughout the world. It organises outreach social activities for church members and others in the community including a Christmas Day lunch for people who would otherwise be alone. It contributes to the work of the wider Church of England, particularly in the Diocese of Southwark.

Further information about the charity's activities is provided later in this report.

Day-to-day Management

The PCC has delegated some of its functions (but not its trustee responsibilities) to a number of groups and people who report regularly to the PCC. In addition, certain individuals, including the sacristans and the director of music, fill specific roles in the running of the parish and are authorised to incur expenditure on behalf of the PCC within prescribed limits.

Sub-Committees

These committees produced helpful work and met regularly, with the exception of the children and young people committee.

A list of the sub-committees reporting to the PCC (some of which have delegated budgets in support of their work) is set out below, and reports from the sub-committees are contained in this Report.

Risk Management

The PCC has reviewed the risks to which it may be exposed, and it considered that the systems which have been established are suitable for the minimisation of such risks,

for safeguarding the assets of the PCC, and for the prevention and detection of fraud. A risk register is maintained which is reviewed annually by the PCC.

Professional Advisors

Bankers and Fund Managers

National Westminster Bank plc, 10 Victoria Road, Surbiton, Surrey KT6 4JY

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

CCLA Investment Management Limited, 85 Queen Victoria Street, London EC4V 4ET

Insurers

Ecclesiastical Insurance Group, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

Solicitors

Winckworth Sherwood LLP, Minerva House, 5 Montague Close, London SE1 9BB

Palmers Solicitors, 89-91 Clarence Street, Kingston upon Thames KT1 1QY

Architect

Sue Kent BSc Dipl. Arch RIBA, Inspecting Architect, Howard: Fairbairn : MHK, Chartered Architects, Lambourn House, Redlands, Coulsdon, Croydon, Surrey CR5 2HT

Organ Maintenance

B C Shepherd & Sons, Pipe Organ Builders, 1 Mill Ridge, Edgware, Middlesex HA8 7PE

Piano Maintenance

Victor Kee, Piano Tuning and Repairs, 126 Amyand Park Road, St. Margarets, Twickenham TW1 3HP

Independent Examiner

Timothy Brown, A.C.A., 50 The Ridings, Surbiton, Surrey KT5 8HQ

Vicar's Report, For Annual Report of 2023

Introduction

2023 was a year of continued recovery after Covid, with some notable celebrations, in particular the King's coronation, and St Andrew's 150th anniversary. It was also marked with sadness as a greater number of congregation members with really significant involvement in the life of the church died than would be expected in any given year.

Public benefit

- Over 16,000 people visited our church buildings last year.
 - o Almost 6,000 people came to services, be that a regular service on a Sunday morning, or a one-off service such as a funeral or a carol service. This may be a record number, since the Millennium. This figure reflects the fact that, as well as the usual services, we hosted more funerals in church than at any time in recent memory.
 - o A further 10,000 people visited our buildings for something else, be that a concert, a children's birthday party, a singing group, a ballet class, a class in enhancing movement for the elderly, a Regency dance class, a wind orchestra...
 - o In almost all cases, there is a fee for hiring a church space, but this is reduced for charities e.g. the Samaritans at their quiz.
 - o To allow the public use of the buildings, there is constant upkeep through care, money and attention. Congregation members offered over 800 hours' work in the year towards this.
- The church successfully offered a free Christmas lunch on Christmas Day for fifty people, entirely cooked and hosted by volunteers at St Mark's.
- The church continued to run charitable events, almost monthly, in support of the 'Charity of the Month'.
- The parish has continued to support the local state school through governorship, in particular by providing governorship at St Andrew and St Mark Junior School. Congregation members offered a total of over 500 hours of support to the school as Foundation and Diocesan governors; the student body comprises 330 children. (Congregation members are also governors at other schools.)

The Parish of St Andrew and St Mark, Surbiton

- The Church ran an Eco-Fair for the local community in June, attracting several hundred people to find out about more sustainable ways of living.
- The Church offered a free breakfast and activities, alongside a screening of the coronation of King Charles III, on the big screen at St Mark's, which was attended by over 300 people.
- The Church continues to be used as a food bank collection centre. Both church buildings gather food for the Surbiton Community Food Bank, which is taken there regularly by volunteers.
- The Church hosted a safeguarding workshop implementing the Church of England's basic safeguarding course, which was attended both by members of our congregation but a number of others from around the deanery.
- Soup lunches were offered monthly as well as at Lent, on the last Wednesday of the month at St Mark's. These are nutritious and cheap, and offered for anyone in the local community as part of our connection with the Be Well hub.

Hello and Goodbye

In terms of welcome, in September, Janine Turland joined the parish office as overall Property Manager, taking over from Clare Chesterman to work alongside Janene Olivier whose work is more focused on administration in the parish.

The Reverend Janice Price, who had originally joined the parish twenty years ago as a reader, was ordained priest in 2023 at All Saints church, Kingston and presided at the eucharist for the first time in July.

Toni Mitchell completed her training as a Southwark Pastoral Auxiliary' and was licensed at Southwark Cathedral on October 8th. She was received in her new role by the congregation on October 15th. It is wonderful that she brings her wisdom and fun to this role, especially after Sarah Stokes' departure (see below).

The Reverend Michael Johns-Perring completed his curacy and left in March to become priest in charge at St Fillan's Episcopal Church, Buckstone, on the outskirts of Edinburgh. In his time with us, he had a wonderful combination of pastoral sensitivity, gentle humour and dedicated work ethic: among many things, he co-ordinated the Eco Committee, the Audio Visual Committee, served as Deputy Chair of Governors at SASM Junior School, and led the Tuesday evening Bible study group. He has been greatly missed.

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Sarah Stokes stepped down as SPA. She has given over a decade's worth of commitment to a variety of areas in church, including visiting the elderly, galvanising the Sunbeams group and being a wider source of pastoral support for a host of people in all sorts of situations. She will continue to be involved in some of these areas, but not in a formal role.

Clare Chesterman left after eleven years in the parish office. She was the first parish administrator after both the refurbishment of both churches in 2012; as well as conducting herself with patience and kindness and being a welcoming first point of call for many to the church, she pioneered the way the halls and buildings could be let, as well as helping out in numerous ways with church administration. It is a sign of how much work she did that effectively her job has been expanded, as two people now take 40 hours to do what originally was a 25 hour a week role. In the summer, she was recruited by the diocese to join the Bishop of Southwark's office in Trinity House.

2023 had an unusually high number of funerals, both of people who died within the parish who were mostly unconnected with church, but also among some core members of the congregation. Just to mention people who were regular members of our worshipping community:

- Rita Burrows, who at 104 had been the eldest member of the congregation, and was a brilliant artist well into her second century
- Harry Gilmore, who made Surbiton his home after spending most of his life in Northern Ireland, and was a rock of the tenor line for over a decade
- Margaret Kelly whose faithful presence alongside John was a constant at services
- Margie Lindsay, who was still singing with the choir in Holy Week, and was part of the heartbeat of St Andrew's in particular for three decades
- Vera Palmer, a stalwart of the 8am congregation who could remember as a girl seeing St Mark's church go up in flames after the Luftwaffe raid in 1940
- Barbara Prince, who served tea and coffee on a Friday morning for so many years
- Audrey Rotherham, in her career a beloved teacher, and for us, a benevolent presence and who served on the tea rota for decades and decades

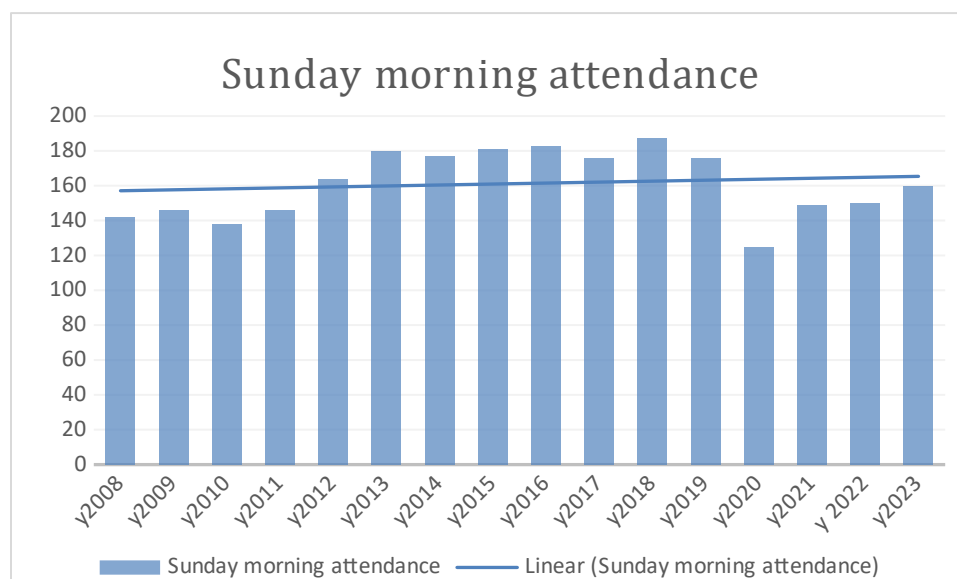
The Parish of St Andrew and St Mark, Surbiton

- Frances Rogers, one of the prayerful presences of St Mark's, who started coming to St Mark's with her husband in the Fifties when worship was in a temporary building, whose care for others was unmatched
- Sarah Thomas, a doyenne of the mid-week Book of Common Prayer service, and one of the great parish characters whose strength of opinion about a subject did not always connect with the subject's generally perceived importance.

All are greatly missed. May they rest in peace and rise in glory.

Morning Worship on Sundays

2023 saw a steady growth on 2022, as people who had moved into Surbiton during Covid times gradually started trying out coming to church, and the regularity of worship to God being offered came back into people's lives; this increase took place even though over a dozen regular attenders have either died during the year, or stopped being able to attend in person because of health issues.



The above chart shows Sunday morning attendance since 2008, including adults and children for all morning services, but avoiding double counts if possible. The 2020-23 figures include Zoom attendance as well as in person attendance. For 2023, the average on Zoom is just 5.

Within the services on a Sunday morning,

- attendance at the 8am Book of Common Prayer communion service remained steady, averaging a dozen people, one more than in 2022;
- attendance at the 9.15am service for families with young children held firm on its 2021 figure at around 40 people per service; this is more than 2020, but less than before Lockdown;

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- attendance in person at the 11am eucharist was back up to almost 100 in person, still 10% down on the situation pre-Covid;
- the 9.15am eucharist on the first Sunday of the month was attended by an average of almost 100 people, as many as have ever attended it, strengthened by the fact that the children's and youth choir have their home there on three Sundays each year.

Overall, in church attendance, there has been continuous growth in each of the last three years: it is just that the fall in the Covid Year, 2020, was so great that overall in-person attendance is still 10% lower than in 2019.

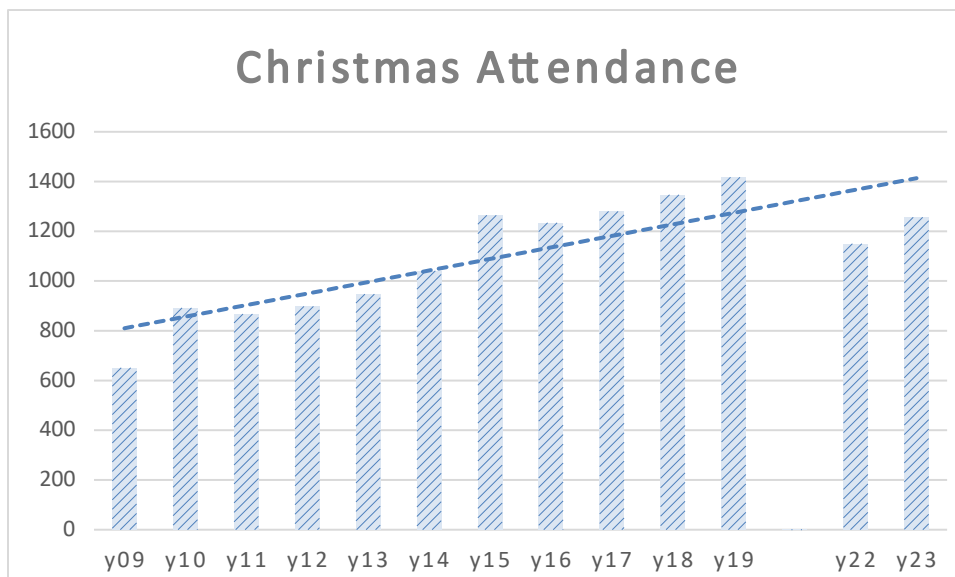
Zoom attendance continued to decline from its high of 2020 and 2021, as people are happier to come to church in person. However, Zoom is proving an invaluable way of helping those who are ill for a time and house-bound to be able still to attend services as well as some people coming from further afield. The ability to livestream services is of increasing importance as part of our offer for occasional offices.

In another note about the return to worship after Covid, most people are happy now to receive the sacrament in both kinds, but for some people, this is still something they hold back from. People tend not to shake hands at the Peace as they used to: perhaps people prefer it this way.

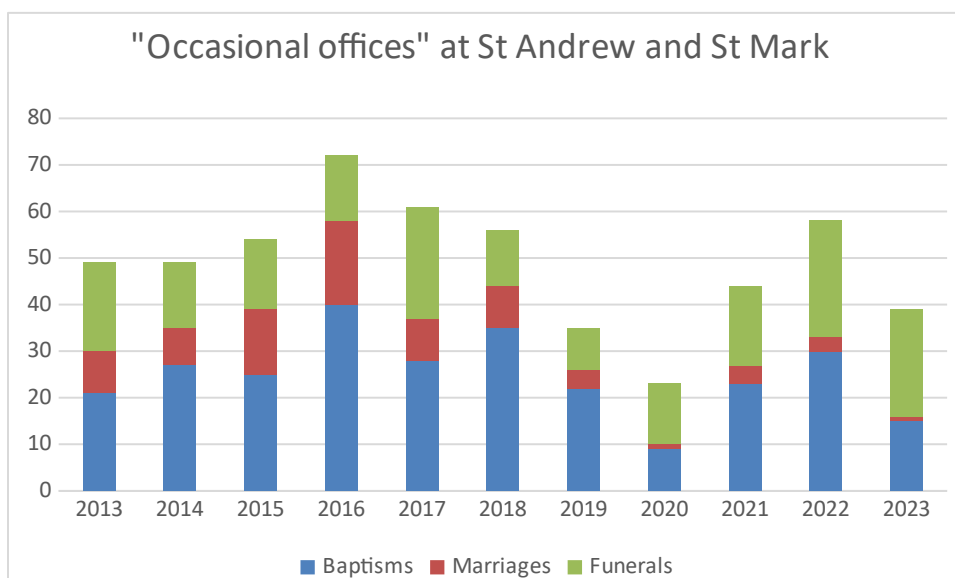
Christmas

From 2009 to 2019, the explosive growth in Christmas attendance – more than doubling in ten years - was a significant feature of the church's life: this took a knock with the Lockdowns, but 2023 showed a continued rebuild and attendance is back to where it was in 2015 and 2016.

The graph below is the cumulative attendance total for: Parish Christmas Carol service, Christingle services on Christmas Eve, Midnight Mass and Christmas morning. (It does not include the 3,000 adults and children who attended a school carol service hosted at St Mark's church.)



Marriage, Baptism and Funerals



Funerals continued to be offered at a higher frequency than has been typical this century. The presence of the Reverend Carole Bourne has been critical in enabling this to be possible, especially after The Reverend Michael Johns-Perring’s departure. However, the post-Lockdown boom in baptisms has now subsided. For most of 2023, very few people were coming forward for marriage, but happily that has shifted. Although there were only nine marriages between 2020 and 2023, a further nine are due to take place in 2024, more than in any single year since 2018.

Confirmation

Two adults from the congregation, Eva Kortvelyesiova and Sylvie Tyler-Moore, were confirmed by the Bishop of Kingston, the Right Reverend Martin Gainsborough, at a service on 8th October, 2023 at St John the Baptist, Malden after a series of confirmation classes given by the vicar.

Celebration of St Andrew's 150th Anniversary

Work on the construction of St Andrew's Church began in 1871, and was completed in 1872. At the time of its 150th anniversary in 2022, unfortunately, problems with the internal ceiling at St Andrew's had meant it was declared unsafe to enter the church (see previous year's report) and so the anniversary was marked a year late, on July 15th, 2023, with a glorious afternoon eucharist, including a specially commissioned piece of music, sung by the joint children's, youth and adult choirs, 'Come and See' written by Russell Hepplewhite, based on Jesus' words to St Andrew in the first chapter of John's Gospel. All this was followed by a slap-up tea. Most of the previous vicars of St Andrew's, still living, were able to attend, and thanks was given for the chance to worship in this amazing building for the last century and a half.

Sub Committees and Volunteer posts within the Church

2022 continued the committee structure first re-introduced in 2017.

All the committees – 'finance', 'discipleship', 'charity and social action', 'eco', 'social' – produced helpful work and met regularly. The 'children's' committee did not meet as it was hard to find a core membership moved away or was indisposed. Three new volunteers started to offer leadership at Sunday Club, however, which is a good sign. The standout achievement was the Eco-fair coordinated by the Eco-Committee.

Valerie Baxter's knee injury meant that she had to step back for a time from her duties as sacristan. Many people, including Helen Goepel and Anne Barker, assisted with her duties.

Michael Smith was forced to step down from being churchwarden, to which he had just been elected, because of health issues.

Diana Lewis held the role of both churchwarden and treasurer; Katherine Reed became a churchwarden as well as being secretary.

It is a perennial cry that there are insufficient volunteers for the tasks to be done, but it should be noted that this year there have been challenges in getting the right balance of volunteers who are free and able to give time to a

The Parish of St Andrew and St Mark, Surbiton

number of Oroles in church. There was no Health and Safety Officer in post in 2023, for example. While it is wonderful when people volunteer, it should be hoped that the role is not too onerous. It could be a good time to review the church's expectations on volunteers, and it may be necessary to pare back some activities in order to focus on others.

Status of 1, The Mall

It is worth noting that 1, The Mall, is still technically owned by the parish on an equity-linked loan from Southwark Diocese and the Church Commissioners. The parish pays the interest on the initial loan (made in the early Nineties for around £125,000), but the Diocese and the Church Commissioners own the equity in the house.

Any repairs and work are paid for by the diocese, and after The Reverend Michael Johns-Perring left, a considerable number of refurbishments were made at the property in the summer of 2023 for whoever lives in it next. The diocese's plan, for the last six years, has been to buy out the Church Commissioners and then fully own the property, with an awareness that it is likely to continue to be used by curates at St Andrew's and St Mark's. A meeting was held in October with the vicar and the treasurer from the parish side, and the head of finance at the diocese and the outgoing diocesan secretary, where the diocese's desire to do this was reiterated.

The parish, at that point, would cease paying interest on the loan. However, in each of the six years, there has not been sufficient funds in their capital plan to do this. Thus, the financial arrangement at 1, The Mall, which was surely intended to be temporary at its inception thirty years ago, is still in place.

It is hoped that a curate will arrive to live there from mid-2025, and in the meantime, there may be a commercial let: this is handled by the diocese.

Communication

Online forms of communication continued to be important.

Arguably, the central hub of parish communication has remained the extended reach of the weekly email, which by the end of the year was going to around 588 subscribers, with an 'open' rate of just over 60%. This continues to be a key method of communication for church events and prayers, and for Zoom codes to be disseminated.

Our Facebook page is another significant hub, including general parish news.

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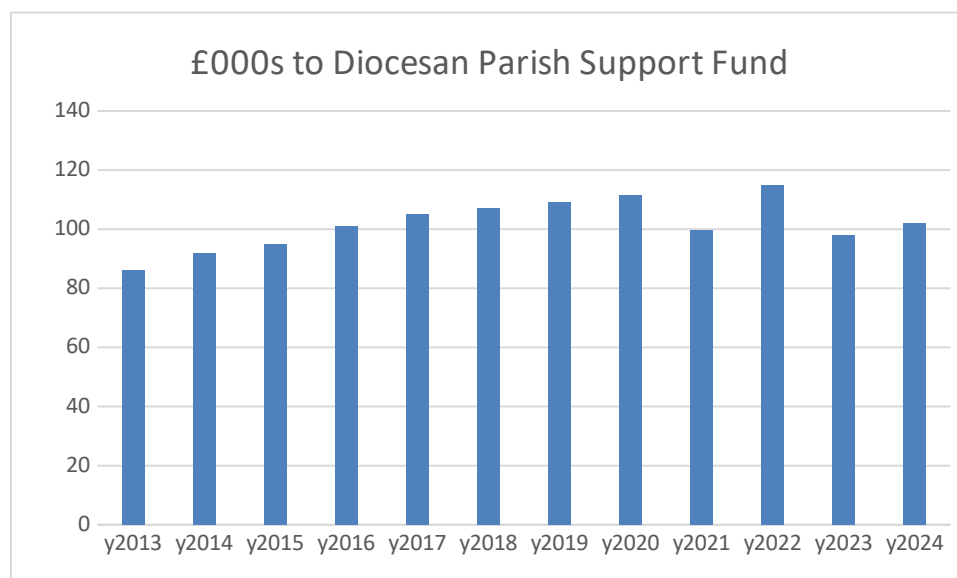
Our website has done well, but is due an update. Our YouTube channel had 195 subscribers at the end of the year. The channel had a total of 11,000 views in 2023, a figure disproportionately enhanced by two sermons summarising the vicar's view of same sex blessings and marriage in the Church of England, which garnered 8,000 views between them, reflecting intense online interest in that area. Emma Rush has taken charge of editing the Parish's feed on X, formerly known as Twitter, and ensures 1 or 2 posts come out each week, boosting our presence there.

A typical sermon video had only about 60 views, though ten sermons reached an audience of over 100.

The magazine, 'Spire and Tower' has not been issued since The Reverend Michael Johns Perring left the parish. No one has been able to give the time and energy to get it going. To some extent, this is compensated by the online content being generated by the parish, but it is a loss.

Parish Support Fund for the Diocese

Chart Four: giving to Southwark diocese by the parish



In anticipation of the rise in the cost of utilities and other inflation related costs, in 2022, the parish opted to lower its PSF contribution for 2023. Recognising that things were on a surer footing, but still not easy, the 2024 contribution to the diocese PSF represented an increase of 4%.

Christian Study

In 2022, home groups were reintroduced, with a Tuesday evening group meeting roughly fortnightly. Even after The Reverend Michael Johns-Perring's departure there was also a fortnightly Bible study at St Mark's, led by Jackie Robbs, with such healthy numbers that they have gone into two groups.

The Coronation

After the successful Jubilee party in 2022, the Church marked the King's Coronation in the summer with a special breakfast in St Mark's, followed by a screening of the Coronation on the big screen. Hugely popular; over 300 people joined, and there was a jovial atmosphere in general, but at the actual point of coronation, a genuine bit of awed silence came over the church.

Eco Fair

The parish staged its first Eco-fair on Saturday June 3rd, an event aiming to make people consider living more sustainable lifestyles. There were a host of stalls, including people making ornaments and jewellery from recycled materials; shops offering 'refill' services for soap, washing liquid, shampoo etc.; local beekeepers. Money was also raised from the Blue Marine Foundation. The project received a grant of £1,300 towards the staging, from Kingston Council, and was organised overall by Tessa Stanier. Over 300 people came through the doors and the event achieved its purpose.

OTHER SECTIONS

SASM Junior School

SASM Junior School has thrived under its headteacher, Matthew Gates, working well alongside the new deputy head, Sarah Crowther. Their choir performed again at the Christmas Fair.

People who have served as Foundation Governors this year are: Reverend Robert Stanier, Ruth May, Lucy Davis, Shafaly Khan and The Reverend Michael Johns-Perring. Diocesan governors are Anne Barker and Joy Aboim.

The vicar has continued to serve as chair. The quality of support offered by the parish in this way is a major contribution to the wider Surbiton community.

Children and youth work

There is no question that the biggest demographic in the congregation affected by the Covid Lockdowns was children. Instead of seeing 30-45 children on a Sunday across the morning services, as was the case between 2015 and 2019, we now see 20-30 children on average. This is still considerably higher than in most Anglican churches, but less than it could be and less than it was.

The biggest story in terms of children's work in the parish in the last fifteen years has been the 9.15am informal service for families with young children. Before then, the parish had 15-25 children on a Sunday. It was the introduction of the regular service which brought the numbers up to 40 or 45 children at its peak about six years ago. The hope has been that toddlers at the St Mark's informal service would 'transfer' up to Sunday Club at St Andrew's. This does happen, but much less often than we would like it to. This is a factor of having two services following on from each other at different church buildings. It requires significant commitment as a parent to move from one to the other.

So this is a significant block to growth, but the split in services at different churches has advantages in other ways.

If a parent is aiming at just the one service, the success and sense of fun of the 9.15am service means there is a 'drag' on numbers attending Sunday Club. Numbers at this in 2023 were relatively few: from six to ten children in 2019 to two to six children in 2023. Nonetheless, those who attend enjoy it and the leadership volunteers are more secure than they have been in some time. The model is still viable.

The second big success story has been the introduction of the children's choir, which is now split into two, which overlap: the children's choir for those of primary age, and the youth choir for those of secondary age. Starting with about ten children, this now has about twenty children at rehearsals and services. This has been able to offer something sufficiently compelling for children who have started as very young children to stay on as they get older.

In 2017, the parish advertised for a priest to take overall oversight of the children's work in the parish. This is still a possibility, but would require considerable financial investment.

There is not a single lay volunteer who has felt able to give the time and commitment as Celia O'Neill did, for many years.

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Plans for confirmation classes for teenagers and admission to communion classes for eight to nine year olds were there in 2023 but did not come to fruition. It is hoped that they will take place in 2024.

Uniformed groups

The 1st Surbiton scout group continues to meet in the Scout hut with its Beavers, Cubs, Explorers and Scouts. These come to church twice a year for Mothering Sunday and Harvest Sunday. The church link with the Brownies has not yet been restored after the divide caused by Covid.

RS

Adult Christian Ministry

Afternoon Bible Studies at St Mark's

For a long time, Friday afternoon has proved a popular time for Bible study with 15 people regularly attending the group. In April a second group was started on Tuesday mornings, partly made up of people transferring from the Friday group, and partly with new members. The Friday group finished their study of Paul's First Letter to the Corinthians, then had some one-off sessions looking at the Ascension, the election of Matthias to the group of apostles and the theme of poverty. The group then embarked on a detailed study of the book of Revelation. The Tuesday group started off with a study of the Sermon on the Mount. Meetings were led by Jackie Robbs in Room 2 at the back of St Mark's.

Morning Home Group

A group at the Wickendens' house continues to meet regularly to study the Bible, now meeting in the mornings. They continue to host an annual agape meal, at which one of the parish's priests presides.

JR

Evening Home Group

The evening home group continued to flourish after The Rev Michael Johns-Perring's departure in March. We meet every other Tuesday in different homes. In 2023 we read and reflected on 'Phoebe' a Biblical novel by Paula Gooder. This was followed by reading Romans together and sharing thoughts. We emphasise informality and social fellowship, and were pleased to welcome new members in 2023, as well as saying some goodbyes.

FC

Discipleship Sub-Committee

The Committee had a fairly quiet year, awaiting new members after the departure of The Reverend Michael Johns-Perring. They continued work on setting up a Parish Reading Room (formerly Meeting Room 1) at the back of St

The Parish of St Andrew and St Mark, Surbiton

Mark's and a box for prayer requests was added. Posters giving service times at St Mark's were created, along with a new Welcome leaflet for visitors. In the autumn, the Committee began work on organising the next parish quiet day at Wychcroft Retreat Centre (to be held on Saturday 18th May 2024).

JR

Church Breakfasts

The Church Breakfasts continue to be valuable on the first Sunday of most months. The congregation enjoy conversation and friendship over rolls with sausages, pastries and chocolate biscuits, all washed down with coffee. On a regular Sunday there are about 40-50 people, and for Children's Choir months, there are nearer 80 that come and join us in the hall. All proceeds go to the Charity of the Month and average between £*0-£100 plus per month.

CM

Music

Adult Choir

After the upheaval of the closure of St Andrew's in 2022, it was good to return to our regular structure of choral services throughout 2023. Although the number of singers in our adult choir remains very modest, our regular pattern of sung services operated successfully throughout the year, including the extra services scheduled for the Christmas and Easter periods.

We have been fortunate in recruiting some new sopranos and altos to our choir during the year. Sadly, two long term members passed away during 2023, both of whom will be much missed. The adult choir numbers, therefore, remain low with only about 14 adults (including only one tenor) currently on our books as regular singers, the same as last year. We have again been able to call on a few additional voices from our congregation to join us for Evensongs, carol services and other more musically demanding occasions, and a huge thanks to them for their continued support. Given that our choir numbers were around 20 singers prior to Covid, it is an ongoing frustration that we have not been able to get close to regaining that number in 2023. Various ideas have been discussed in relation to recruiting more singers including the setting up of Choral Scholarships, an initiative to be considered further in 2024.

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Having said that, our regular membership has been loyal and have done their utmost to try to maintain the choral music to the best that can be achieved given the available resources and for that we should all offer them our thanks!

One notable highlight of the year was the choir's participation in the 150th Anniversary of St Andrew's Eucharist Service on 16th July. The Parish commissioned an anthem from composer, Russell Hepplewhite, entitled "Come and See" to be sung at this service. The work is written specifically for both our Adult and Children's/Youth choirs and was a tremendous success. We sang a psalm to a chant written by one of our basses, with an anthem by Elgar also featuring as part of that service.

We took our annual trip to sing Choral Evensong at a UK Cathedral, joining once again with the choir of St Matthew's. Saturday 24th June saw us travel to Rochester Cathedral on a steaming hot day. We sang canticles by Murrill, an anthem by William Harris, as well as the Responses by Humphrey Clucas. The choirs are due to sing at Salisbury Cathedral in October 2024 and negotiations are currently underway to possibly sing at St George's Chapel, Windsor Castle in May 2025.

Children's Choir and new "Youth Choir"

Numbers in the Children's Choir and our new Youth Choir have continued to grow throughout 2023 with a steady attendance of around 15 young people attending across the two groups. The choirs managed 5 five-week modules (rather than the usual 4) last year due to the extra rehearsals in the Summer for the aforementioned 150th Anniversary Service at St Andrew's in July. They all worked tremendously hard to prepare the music for that service, particularly the commissioned anthem by Russell Hepplewhite which had a specific part written for the Children's Choir. The Youth Choir also started to sing some harmony during 2023 with the boys in the group with changing voices venturing in the world of singing either alto or tenor. The new Youth Choir has been a tremendous success with a small but steady group of teenagers singing, most of whom have come up through the Children's Choir, but we have had a couple of new members join us externally too, which is encouraging. It was lovely to take that group for an evening out at the Kingston Escape Rooms followed by burgers at 5 Guys! The social side of each group seems to still be thriving with many friendships made despite the children and teenagers individually attending many different schools. The arrangement of rehearsing the Children's and Youth choirs separately, but with

The Parish of St Andrew and St Mark, Surbiton

a 15 minute “crossover” in the middle where both choirs practice together for a short while, seems to be working well.

Pianists

A huge vote thanks, as ever, must go to our team of pianists who play for the non-choral Sunday morning services throughout each year. They are very much the unsung musical heroes of the Parish and go about their business with a calm and almost clandestine expertise and professionalism and we just couldn't do without them. We welcomed a new pianist to the list at the end of 2023 who will be ready to start on the rotas in 2024 although this only takes the number of pianists to 3 – we could do with more, of course!

SM

Pictures below...

SASM's & St Matthew's Choirs rehearsing before Evensong @ Rochester Cathedral

24th June 20



SASM's Adult, Youth & Children's Choirs rehearsing before the 150th Anniversary Eucharist @ St Andrew's Church. 16th July 2023

The Parish of St Andrew and St Mark, Surbiton



Pastoral Care

Outreach and Service to the Community

In 2023 the following charities were supported. USPG £441,

Bishop's Lent Appeal £657, Christians Against Poverty £345, Christian Aid £1208, Princess Alice Hospice £1125, Matabeleland Link £489, ABCD £1170, Oxygen and Street Pastors £300, Welcare and Children's Society £2464. The total amount raised was £8202.

In summary four international justice, church support and development charities were supported together with 3 local charities.

Regarding social action, the Christmas Day lunch was a great success with 50*6 meals distributed either in person or to homes. The monthly Be Well Hub lunches continue to be popular for both fundraising and social contact. A number of people are coming regularly, both from among the congregation and from the wider community. In October 2023 tins from the first Bring a Tin Sunday were distributed to Surbiton Community Fridge and the Alfriston Day Centre. All food donated through the boxes in both churches are given to Surbiton Community Fridge and Alfriston Day Centre. On the first Thursday of the month, tea and coffee and cake continues to be offered for those in church after the mid-morning communion service

JP

Eco Committee

Terms of reference

The purpose is to proclaim and protect the gift of God's creation, in the light of the climate emergency and to help us be aware of the impact we have on the world God has given us and to find ways to be better stewards of our one planet home.

The scope and duties of this group were to reduce the environmental impact of both churches and to spread awareness of ecological issues. Members encouraged parishioners to take practical steps to care for the environment both locally and globally. Partnerships were also formed with other organisations both locally and nationally.

Overview

Meetings were once every two months. This will be subject to review in 2024.

Invitations were made to individuals to attend some meetings as guests to assist the Committee in its deliberations.

2023 saw the development of the Eco Action Plan which included a move towards 'paper-free' services. A highlight of the year was the Eco Fair in June.

Energy Audits were carried out in September and we joined the Kingston Environment Forum in October.

Forward plan: to build on the Eco Church Silver Standard awarded in 2022 by aiming for Gold in 2024 and to have a designated church notice board.

Budget: up to £200

BC

Flowers

Thanks are due to Jackie Page, who has now stepped down from her role of overseeing flowers at St Andrew's church, which she performed for several decades; in that time, she has put in tireless work creating church flowers and finding volunteers to support her week to week, plus doing the beautiful flowers at Easter and Christmas, along with daffodils for Mothering Sunday and sprays of rosemary for All Souls.

In January, a workshop was held. Seventeen people came and enjoyed coffee, cake and flowers. There were about eight fabulous displays created and enjoyed by the congregation the following Sunday. We now have a lovely group ready to create further floral displays through the liturgical year. If anyone is interested in joining this group please contact the Church Office, who manage the rota week to week.

CM

Kingston Deanery Synod 2023

'Rooted in my Parish, connected by my Deanery, supported by my Diocese'

Kingston Deanery Synod comprises seventeen parishes, all of which are situated within the boundaries of the Royal Borough. The purpose of the Synod is to bring together the representatives of these parishes in order to promote the work of Christ's Church in the Kingston area. The Synod provides an opportunity for representatives to meet three times each year to share experience of the life and work of their churches, to discuss topics of mutual interest and to work together throughout the year on Synod's agreed priorities as set out in the Deanery Mission Action Plan.

Clergy are members of the Synod and each church elects lay representatives every three years. The Area Dean is appointed by the Bishop of Kingston with clergy having an opportunity to express their preference: Synod members elect the lay chairman. This parish has four members on Synod: Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. Principal matters which came to the fore during the year were:

- Living in Love and Faith – An explanation of the Bishops' recommendations to General Synod regarding same sex relationships. (Reverend Robert Stanier)
- An informal gathering and service of welcome for the Bishop of Kingston, the Rt Reverend Dr Martin Gainsborough.
- Deanery Funerals Scheme – Although there was a decline in church funerals nationally the scheme was fulfilling its purpose: 69 in 2022 and 55 thus far in 2023. (Reverend Robert Stanier)
- Deanery Synod – Aspirations for the future of the Synod and how these might be achieved. (Rev Adam Rylett)
- Deanery Lay Ministry – Greater participation envisaged on the part of church members. (John Dewhurst)

Southwark Diocesan Synod

For information, Ian Wilson is a representative of Kingston Deanery on the above. An informative report of the proceedings can be found in *The Bridge* newspaper. (See Diocesan website.)

IW

Property

St Andrew's

The main activity during the year involved the replacement of the two old central heating boilers, which had gone beyond the point of being economically repairable. This was preceded by the installation of a water defiltration system to clean the pipes. The new boilers and pressure management system were installed in April. Disappointingly, the new Boiler no 2 subsequently failed in November due to a fault in the circuit boards, but was successfully repaired.

The other significant item has been the project to restore the three lancet East windows which dates from 1872 and is gradually deteriorating with age. Bowing of some of the panels is causing distortion to the lead matrix and stress fractures in some of the glass sections, leading to leaking. On the basis of a Condition Report which had been prepared by an accredited conservator, and their subsequent estimate for the works which was received in April, an application for a faculty to carry out the restoration was submitted to the Diocese of Southwark in June and formally approved in December. In the meantime a further quotation was sought from Auravisions Ltd, and as it was considerably more favorable than the first one, they were appointed as soon as the faculty approval came through. It is expected that the works will be carried out in late summer 2024.

Otherwise, routine maintenance work was carried out as issues arose; Nigel Knowles fitted a replacement hydraulic damper to the glass front doors in March, for which we are extremely grateful. In the kitchen the dishwasher was replaced in May, and the water-heater and ceramic hob in August. There are on-going problems with the boiler control panels which Environmental Control Partnership are being asked to resolve.

Weighill Builders Ltd were asked in April to quote for attending to the outstanding items of reparation required by the Quinquennial Inspection Report which was carried out in August 2021. After a very long time in preparation, possibly because of the disparate nature of the many items involved, the quotation was eventually received in November, and works are expected to begin in Spring 2024.

St Mark's

In January the boiler control panel failed, which resulted in no heating in the church or hall during the coldest month in the year. It was repaired by

The Parish of St Andrew and St Mark, Surbiton

Dunamis, but as a result of this the decision was taken to enter a contract with Environmental Control Partnership, the manufacturers of the panel, to allow remote access to the control panels in both churches, so that in many cases issues can be dealt with without incurring expensive call-out charges.

The Quinquennial Inspection was carried out in September 2022 which highlighted some 50 items requiring attention; Weighill were invited to quote, but have not done so yet, as they are concentrating on the items for St Andrew's, and it may be that another contractor will be sought in the meantime.

A proposal had been received from NET Coverage Solutions Ltd to erect a mobile phone mast in the spire, and this was discussed at the PCC meeting in October. All the arrangements and installation would be carried out by NET, who would then pay SASMS a rental fee, so that it would provide an income for the church. The PCC considered the proposal with regard to the principle of allowing such use of the church, and the issues arising out of the public perception of risks to health, of accessibility to a range of services including some adult ones, and any pastoral or practical implications. It was decided to continue with negotiations with NET which are still on-going.

The immersion heated broke down in August and was repaired.

Both churches

Kingston Council awarded a grant in June for a feasibility study to install solar panels into the roofs of St Andrew's and St Mark's, and subsequently energy audits were commissioned in both churches.

The resultant reports advised that the use of solar panels in churches, whilst perfectly feasible, is awkward because they mainly generate electricity during the day and in the summer, when the churches are largely not being used. During the winter, when heating demand is high, there is relatively less electricity generated because the days are shorter and there is less sunshine. Batteries can be used to store electricity for subsequent use, but are extremely expensive. There are however other measures that could be taken to reduce energy costs, such as destratifiers which are small fans fitted with a thermostat which can be used to return warm air from a high level (eg the roof space over the nave) down towards the congregation; and more simple devices to restrict heat loss via draughts.

Additionally, it was considered that it would probably be unlikely that we would get planning permission for St Andrew's, which is a Grade II listed building.

The Parish of St Andrew and St Mark, Surbiton

In view of this it was decided to pause active pursuit of the solar panel project for the time being, and in the meantime to investigate some of the other measures suggested to restrict energy use.

On a completely separate subject, John Kelly made a photographic record of all the stained glass in both churches in June, for which he is to be thanked.

RP

Finance

Accounts summary

2023 was a normal year with a regular pattern of worship and outreach, and the lettings of parish halls and other rooms have been at almost full capacity. Inflationary pressures have increased costs and volatility in the energy markets has had a significant adverse effect on the expenditure on utilities during the year.

Income

The PCC budgeted for recurring unrestricted income of just under £264k assuming a normal year for lettings and continued planned and one-off giving following the pattern of previous years. In the year, the recorded unrestricted income rose to £276k against a comparable figure in 2022 of £266k. The improvement against budget arose from increased interest payments as interest rates rose during the year, and two grants neither of which had been anticipated in the budget. The first was from the Diocese to offset costs of parish admin staff supporting the vicar in his role as Area Dean; the second was from the Listed Places of Worship fund for VAT on buildings work at St Andrew's. Overall, unrestricted income was around £10k higher than 2022.

In addition to the recurring income above, the PCC received a legacy from the estate of the late Mary Rice, an interim distribution of £150K which was invested in a deposit account with CCLA through the Diocese as Custodian Trustees.

Expenditure

The PCC budgeted for recurring unrestricted expenditure of £278k. The actual unrestricted expenditure was around £256k, an improvement against budget for recurring items. The one-off cost of renewing the boilers at St Andrew's of £33k was in line with budget expectations. Overall unrestricted expenditure came to some £289k.

- Our contribution to the Parish Support Fund was £96k, on budget but lower than our contribution in 2022 (£114k*)
- Expenditure on utilities increased significantly to £38k in the year compared to £29k in 2022. Increases in electricity costs were particularly high as our contract came up for renewal at the height of the volatility in 2022. The

contract for electricity negotiated from September 2023 halves the unit costs of the previous contract.

· Expenditure on clergy housing reduced with the departure of our curate in March 2023: the remaining costs are the interest payments on 1 The Mall which will continue at around £4k a year going into 2024.

Income against Expenditure

We suffered a deficit of £11k of recurring income over all expenditure (including the boiler replacement at St Andrew's), which becomes a surplus of £139k when the legacy of £150k is taken into account.

In the budget for 2024, the totals for recurring income (£267K) and expenditure before major works (£266K) represents a closely balanced budget. Major works, which will be approved by the PCC as the year progresses, will be funded mostly from reserves.

Assets

The church continues to hold investments in CCLA. These were increased by the deposit of £150K from the legacy from the late Mary Rice. No investments were sold during the year, and the unrealised value of investments increased by £59K during 2023.

Going Concern

In considering the question of Going Concern, the PCC will continue to meet its commitment to balance recurring income and expenditure in the medium term. With the increase in the level of reserves in 2023, and the anticipation of a further legacy notified (see Note 13 on budget assumptions), the PCC is confident that one off and other major items of expenditure can reasonably be met in the medium term from investments.

Finance and Income Sub-Committee

The Parish of St Andrew and St Mark, Surbiton

The Finance and Income Sub-Committee met during the year to discuss and make recommendations to the PCC on the investment of the £150K legacy.

Reserves Policy

It is the policy of the PCC that the parish's regular expenditure should broadly match its regular income over the medium term. The parish will hold a strategic liquid reserve against unforeseen or foreseen future expenditure. The PCC will determine the appropriate amount but the unforeseen reserve should represent at least six months' budgeted expenditure. Longer-term reserves are held and may be spent on authorised projects or initiatives. Examples of future expenditure may relate to the fabric of our two churches, the organs in our two churches, or charitable support. Any such future projects will be clearly identified and approved by the PCC and expenditure on such projects budgeted and monitored. It is the policy of the PCC to use the CBF Church of England Funds, managed by CCLA Investment Management Ltd, to invest both its cash and longer-term reserves..

The Parish of St Andrew and St Mark, Surbiton

Parish Accounts 2023

Parish of Saint Andrew and Saint Mark, Surbiton

Accounts for the year ended 31 December 2023

Independent Examiner's Report to the PCC of St Andrew and St Mark, Surbiton

This report on the accounts of the PCC for the year ended 31 December 2023 which are set out on the following 8 pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the PCC you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- * examine the accounts under section 145 of the Charities Act.
- * to follow the procedures laid down in the general directions given by the Charities Commission under section 145 (5)b of the Charities Act, and
- * to state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2017 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

- * the accounting records were not kept in accordance with section 130 of the Act; or
- * the accounts did not accord with the accounting records; or
- * the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities Act 2011 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, except I draw attention to the disclosure in Note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner
50 The Ridings, Surbiton, Surrey, KT5 8HQ

Dated: 17th April 2024

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Statement of Financial Activities for the Year ended 31st December 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £	Budget 2024 £
INCOMING RESOURCES						
Voluntary Income	2(a)	268,912	12,137	281,049	144,694	129,300
Activities for generating funds	2(b)	122,943	-	122,943	112,894	127,000
Income from investments	2(c)	15,533	28	15,561	16,681	15,500
Church activities	2(d)	4,314	-	4,314	3,937	4,000
Other incoming resources	2(e)	14,345	-	14,345	1,400	-
TOTAL INCOMING RESOURCES		426,047	12,165	438,212	279,606	275,800
RESOURCES EXPENDED						
Cost of generating voluntary income	3(a)	881	35	916	1,913	1,000
Shared utilities	3(b)	38,428	-	38,428	29,075	35,500
Cost of generating funds	3(c)	1,153	-	1,153	4,802	1,200
Church activities	3(d)	180,372	1,822	182,194	189,910	189,100
Governance costs	3(e)	375	-	375	389	500
Support costs	3(f)	35,137	-	35,137	31,915	40,100
Mission donations	3(g)	29	8,307	8,336	11,051	8,000
Major works	3(h)	32,937	-	32,937	47,827	66,700
TOTAL RESOURCES EXPENDED		289,312	10,164	299,476	316,882	342,100
Net incoming / (outgoing) resources		136,735	2,001	138,736	(37,276)	(66,300)
RECOGNISED GAINS AND LOSSES						
Unrealised gain / (loss) on investments	5(d)	59,353	-	59,353	(79,613)	-
NET MOVEMENT IN FUNDS		196,088	2,001	198,089	(116,889)	(66,300)
Balance brought forward		2,159,968	4,250	2,164,218	2,281,107	2,362,307
Balance carried forward		2,356,056	6,251	2,362,307	2,164,218	2,296,007

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Balance Sheet as at 31st December 2023

Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
FIXED ASSETS				
Land and Buildings	4	1,549,410	-	1,549,410
Tangible assets	5	3,753	-	8,194
Long Term Investments	6a	580,554	-	521,201
		<u>2,133,717</u>	<u>-</u>	<u>2,133,717</u>
				<u>2,078,805</u>
CURRENT ASSETS				
Short Term Investments	6b	150,374	904	151,278
Debtors & prepayments	7	13,716	1,473	23,973
Cash at bank and in hand	6c	63,917	8,228	72,145
		<u>228,007</u>	<u>10,605</u>	<u>238,612</u>
				<u>92,499</u>
LIABILITIES				
Creditors	8	5,668	4,354	10,022
				<u>7,086</u>
NET CURRENT ASSETS				
		222,339	6,251	228,590
				85,413
TOTAL ASSETS LESS LIABILITIES				
		<u>2,356,056</u>	<u>6,251</u>	<u>2,362,307</u>
				<u>2,164,218</u>
THE FUNDS OF THE CHARITY				
Unrestricted	10	2,356,056	-	2,356,056
Restricted		-	6,251	6,251
TOTAL		<u>2,356,056</u>	<u>6,251</u>	<u>2,362,307</u>
				<u>2,164,218</u>

The notes numbered 1-12 form a part of these accounts

Approved by the Parochial Church Council on 17th April 2024 and signed on its behalf by

Robert Stanier

Revd. Robert Stanier (Chairman)

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2023

1 ACCOUNTING POLICIES

Basis of Financial Statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP/FRS 102)

The financial statements have been prepared under the historical cost convention except for investment assets which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund Accounting

Restricted Funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some may be designated by the PCC for particular purposes.

Incoming Resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of church premises is recognised when the rental is due.

Resources Expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater, the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2023

2 INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2(a) Voluntary Income				
Planned Giving	82,687	-	82,687	83,466
Tax Recoverable	18,102	-	18,102	25,293
Open Collections	9,607	-	9,607	7,148
Sundry Donations	8,516	-	8,516	19,709
Legacies (Note 9)	150,000	-	150,000	2,579
Funds raised for other charities	-	8,307	8,307	6,319
Special trusts (Christmas Day party)	-	3,830	3,830	180
	<u>268,912</u>	<u>12,137</u>	<u>281,049</u>	<u>144,694</u>
2(b) Activities for generating funds				
Christmas Fair Activities	6,920	-	6,920	7,149
Hall Lettings	96,639	-	96,639	88,727
Church Lettings	19,384	-	19,384	17,018
	<u>122,943</u>	<u>-</u>	<u>122,943</u>	<u>112,894</u>
2(c) Income from Investments				
Dividends and Interest	15,533	28	15,561	16,681
	<u>15,533</u>	<u>28</u>	<u>15,561</u>	<u>16,681</u>
2(d) Income from church activities				
Fees: weddings, funerals and banns	3,234	-	3,234	2,770
Bible Reading notes	150	-	150	199
Parish magazine	-	-	-	76
Coffee mornings	930	-	930	892
	<u>4,314</u>	<u>-</u>	<u>4,314</u>	<u>3,937</u>
2(e) Other Incoming resources				
Other (2023 : LPOW & Area Dean Support)	14,345	-	14,345	1,400
	<u>14,345</u>	<u>-</u>	<u>14,345</u>	<u>1,400</u>
TOTAL INCOMING RESOURCES	<u>426,047</u>	<u>12,165</u>	<u>438,212</u>	<u>279,606</u>

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2023

3 RESOURCES EXPENDED	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3(a) Cost of generating Voluntary Income				
Christmas Fair costs	881	-	881	1,913
Other	-	35	35	-
	<u>881</u>	<u>35</u>	<u>916</u>	<u>1,913</u>
3(b) Shared Utilities - At both churches, utility supplies are shared between consecrated buildings and halls. These costs cannot reliably be apportioned between the generation of funds and church activities.				
Gas	15,343	-	15,343	16,040
Electricity	20,933	-	20,933	8,651
Water	2,152	-	2,152	4,384
	<u>38,428</u>	<u>-</u>	<u>38,428</u>	<u>29,075</u>
3(c) Cost of generating funds				
Other hall running costs	1,153	-	1,153	4,802
3(d) Costs associated with church activities				
Diocesan quota (PSF)	96,900	-	96,900	114,000
Clergy expenses	1,290	-	1,290	980
Clergy housing	4,700	-	4,700	9,391
Insurance	13,921	-	13,921	12,913
Church cleaning	13,457	-	13,457	12,105
Church maintenance	22,406	-	22,406	17,633
Other church running costs	6,141	-	6,141	6,012
Church music	14,607	-	14,607	12,473
Children and older people	5,859	-	5,859	4,403
Hospitality	1,091	1,822	2,913	-
	<u>180,372</u>	<u>1,822</u>	<u>182,194</u>	<u>189,910</u>
3(e) Governance costs				
Independent examiner's fee	375	-	375	389
3(f) Support costs				
Office staff (see Note 11)	29,756	-	29,756	25,858
Running costs of office	5,381	-	5,381	6,057
	<u>35,137</u>	<u>-</u>	<u>35,137</u>	<u>31,915</u>
3(g) Donations to other Charities				
Church Overseas	-	1,588	1,588	1,353
Relief and Development agencies	-	2,124	2,124	4,108
Home missions	-	1,966	1,966	1,866
Secular charities	29	2,629	2,658	3,724
	<u>29</u>	<u>8,307</u>	<u>8,336</u>	<u>11,051</u>
3(h) Major repair works (see Note 12)	32,937	-	32,937	47,827
TOTAL RESOURCES USED	<u><u>289,312</u></u>	<u><u>10,164</u></u>	<u><u>299,476</u></u>	<u><u>316,882</u></u>

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2023

4 Land and Buildings

The PCC is the beneficial owner of interests in the following:

	Value at 1.1.23 £	Expenditure £	Value at 31.12.23 £
St Andrew's Parish Rooms	508,406	-	508,406
St Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

The St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration. It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	Brought Forward			Value at
	at 1.1.23	Cost in Year	Depreciation	31.12.23
	£	£	£	£
Fixtures, Fittings and Equipment				
Parish Rooms St Andrew's (depreciated from 1.1.2013)	3,695	-	370	3,325
St Mark's Hall	475	-	47	428
Church IT equipment	<u>4,024</u>	<u>-</u>	<u>4,024</u>	<u>-</u>
	<u>8,194</u>	<u>-</u>	<u>4,441</u>	<u>3,753</u>

Computer equipment is depreciated over 3 years. Other equipment is depreciated at a 10% reducing balance.

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2023

	2023	2022
	£	£
6 Investments		
6(a)* <u>Fixed Assets: Long term investments</u>		
Funds managed by CCLA Investment Management Ltd		
Church of England Investment Fund	370,693	338,561
Global Equity Income Fund	209,861	182,640
	<u>580,554</u>	<u>521,201</u>
6(b) <u>Current Assets: Short term investments</u>		
CCLA Deposit Account	150,000	-
St Mark's Altar Guild (restricted)	434	420
St Mark's Flower Fund (restricted)	470	456
"PCC G" General Deposit a/c	374	363
	<u>151,278</u>	<u>1,239</u>
6(c) <u>Current assets: Cash at bank and in hand</u>		
Natwest Bank Account	32,112	19,980
CAF Bank Account	40,029	47,303
Cash	4	4
	<u>72,145</u>	<u>67,287</u>
7 Debtors and prepayments		
Charity collections and donations	1,473	-
Debtors for goods and services	100	3,463
Inland Revenue - tax recoverable	13,616	20,510
	<u>15,189</u>	<u>23,973</u>
8 Creditors and accruals		
Goods, services and expenses	3,013	-
Accrued utilities	2,811	1,589
Owing to other charities	3,348	4,347
Refundable key deposits	850	1,150
	<u>10,022</u>	<u>7,086</u>

Creditors are payable within one year, except for key deposits refundable at the end of a long-term hire.

9 2023 Legacies

The estate of the late Mary Rice paid an interim distribution of £150,000 to the parish.

<u>*Note 6(a) details</u>	Global Equity Income Fund	Church of England Investment Fund	Total
	£	£	£
Balance at 1 January 2023	182,640	338,561	521,201
Sale of Investments	-	-	-
Unrealised gain in year	27,221	32,132	59,353
Balance at 31 December 2023	<u>209,861</u>	<u>370,693</u>	<u>580,554</u>

The Parish of St Andrew and St Mark, Surbiton

St. Andrew's and St. Mark's PCC Surbiton Notes to the Financial Statements for the Year ended 31st December 2023

10 Fund details as at 31st December 2023

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
General Fund	2,355,682	-	2,355,682
"PCC G Fellowship" Fund	374	-	374
Special Trust (Vicar's Fund)	-	561	561
St Mark's Altar Guild & Flower Funds	-	904	904
Christmas Day Party	-	4,786	4,786
	<u>2,356,056</u>	<u>6,251</u>	<u>2,362,307</u>

The Christmas Day Party fund is used to provide lunch at Christmas for those otherwise on their own.

11 Staff Costs

The PCC had 3 different employees during the year in the posts of Parish Administrator and the Operations Manager, as well as employing 2 cleaners at different times. They were paid total salaries of £36,135. Pension contributions were £839. Employer's National Insurance cost was £3,090. No other members of the PCC received any material payment as remuneration or expenses.

12 Major maintenance work on church fabric

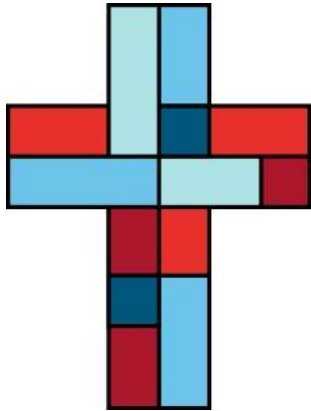
The following major work was undertaken during 2023

Replacement boiler at St Andrew's	£32,937
-----------------------------------	---------

13 Notes on the 2024 Budget

- A Planned giving will fall slightly due to deaths and movements away from Surbiton.
Sundry donations increased to anticipate contributions to choral scholarships
Open collections remain at 2023 levels.
- B Lettings will increase assuming rates charged go up by a small %.
There is little scope for increasing the volume of lets.
- C Salaries will increase by 10% led by the increase in London Living wage from £11.95/hour to £13.15/hour.
This also impacts music & cleaning costs.
- D Gas and electricity unit costs are fixed until Sept 2025. Unit consumption is assumed to be in line with 2023.
- E Water costs are difficult to estimate due to the broken meter at St Marks and the possibility of unknown costs for previous time periods.
- F Housing costs (interest on 1 The Mall) have been confirmed following discussion with the Diocese and receipt in 2023 of refunds for amounts previously overcharged.
- G Blds maintenance includes £5K for ECO improvements
- H Music includes £4K for 4 choral scholarships (annual cost 4 x £1K)
- I Most other costs will increase by a roughly inflationary uplift of 5%.
- J Legacies have not been anticipated. We have been notified of an interest in the estate of the late Vera Palmer but no absolute amount (£) or timescale for receipt is known at this stage.

Accounts



St Andrew & St Mark Surbiton

2022

**Annual Report of
the Parochial Church Council
Churchwardens' Fabric Report
Financial Statements**

Registered Charity Number: 1130093

Address: The Parish Office, St Mark's Church, St Mark's Hill, Surbiton, Surrey, KT6 4LS

The Parish of St Andrew and St Mark, Surbiton

Presented to the the Annual Parochial Church Meeting on 14th May 2023

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**PAROCHIAL CHURCH COUNCIL OF
SAINT ANDREW AND SAINT MARK, SURBITON
REPORT FOR THE YEAR ENDED 31 DECEMBER 2022**



Structure, Governance and Management

The Parochial Church Council

Members of the Parochial Church Council (PCC) hold office in accordance with the Church Representation Rules – either ex-officio; or by election or appointment at the Annual Parochial Church Meeting; or by co-option.

The following served as members of the PCC for all or part of the period from 1 January 2022 until approval of the financial statements on 19 April 2023:

Anne Barker ***

Valerie Baxter ***

The Rev'd Carole Bourne

Gary Buckley

Fiona Caldwell ** (joined 8 February 2023)

Mary Elliott * (until 14 May 2023)

Hugh Evans * (until 12 October 2022)

Helen Goepel ***

Andrew Horn

The Rev'd Michael Johns-Perring * (until 8 March 2023)

Diana Lewis – Churchwarden

Christopher Madden

Andrew Miskin – Treasurer *(until 14 May 2023)

Toni Mitchell

Dan Nmadu

Rod Pearson – Churchwarden

The Parish of St Andrew and St Mark, Surbiton

The Rev'd Janice Price
Katherine Reed – PCC Secretary
Jackie Robbs
The Rev'd Robert Stanier – Chairman
Michael Smith – Churchwarden
Ian Wilson ***
Eileen Wingrove

Notes:

- * Denotes a member who left the PCC between 1 Jan 22 and 14 May 23
- ** Denotes a member who joined the PCC between 1 Jan 22 and 14 May 23
- *** Denotes a member of the Kingston Deanery Synod

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent. All eligible members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Charitable Status

The PCC has charitable status and the members of the PCC are the trustees. The charity is registered with the Charity Commission under the number 1130093.

Objectives and Activities

The sole charitable object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. In furtherance of this object the PCC has a statutory responsibility to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social, environmental, and ecumenical.

The PCC continues to achieve its primary object by:

- maintaining the whole mission of the church, and supporting the ministry team. This includes the regular provision of opportunities for divine worship, the promotion of the Gospel and of Christian fellowship;
- managing and maintaining the church premises at St Mark's and at St Andrew's so that they can be used in a variety of ways both liturgical and secular; and
- supporting the Church of England through donations to the Southwark Diocese Parish Support Fund.

Public Benefit

The Trustees are aware of and consider the guidance of the Charity Commission on public benefit including, in particular, the specific guidance on charities for the advancement of religion. The charity fulfils its public benefit requirement through the provision of opportunities for public and private Christian worship in its two churches. It provides teaching in the Christian faith. It offers pastoral care to members of the congregation, residents in the parish and others. It supports other charities throughout the world. It organises outreach social activities for church members and others in the community including a Christmas Day lunch for people who would otherwise be alone. It contributes to the work of the wider Church of England, particularly in the Diocese of Southwark.

Further information about the charity's activities is provided later in this report.

Day-to-day Management

The PCC has delegated some of its functions (but not its trustee responsibilities) to a number of groups and people who report regularly to the PCC. In addition, certain individuals, including the sacristans and the director of music, fill specific roles in the running of the parish and are authorised to incur expenditure on behalf of the PCC within prescribed limits.

Sub-Committees

All the committees produced helpful work and met regularly, with the exception of the Children committee, which did not meet as its core membership had moved away or was indisposed.

A list of the sub-committees reporting to the PCC (some of which have delegated budgets in support of their work) is set out below, and reports from the sub-committees are contained in this Report.

Table 1: Sub-committees

Committee	Report at page
Standing Committee	n/a
Audio-Visual	25
Discipleship	10
Charities and Social Action	17
Social Events	19

The Parish of St Andrew and St Mark, Surbiton

Children	15
Property Management	23
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Risk Management

The PCC has reviewed the risks to which it may be exposed, and it considered that the systems which have been established are suitable for the minimisation of such risks, for safeguarding the assets of the PCC, and for the prevention and detection of fraud. A risk register is maintained which is reviewed annually by the PCC.

Parish Safeguarding

During the year, Judith Murray stepped down as Parish Safeguarding Officer and thanks go to her for her contribution. The current Parish Safeguarding Officers are Sarah Stokes and Charlie Bamford-Hurrell. They are the points of contact, alongside the Vicar, for anyone with a safeguarding concern. Their photographs and contact details are on public view in both churches. The PCC reviewed its safeguarding policy during the year.

Professional Advisors

Bankers and Fund Managers

National Westminster Bank plc, 10 Victoria Road, Surbiton, Surrey KT6 4JY

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

CCLA Investment Management Limited, 85 Queen Victoria Street, London EC4V 4ET

Insurers

Ecclesiastical Insurance Group, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

Solicitors

Winckworth Sherwood LLP, Minerva House, 5 Montague Close, London SE1 9BB

Palmers Solicitors, 89-91 Clarence Street, Kingston upon Thames KT1 1QY

The Parish of St Andrew and St Mark, Surbiton

Architect

Sue Kent BSc Dipl. Arch RIBA, Inspecting Architect, Howard : Fairbairn : MHK, Chartered Architects, Lambourn House, Redlands, Coulsdon, Croydon, Surrey CR5 2HT

Organ Maintenance

B C Shepherd & Sons, Pipe Organ Builders, 1 Mill Ridge, Edgware, Middlesex HA8 7PE

Piano Maintenance

Victor Kee, Piano Tuning and Repairs, 126 Amyand Park Road, St. Margarets, Twickenham TW1 3HP

Independent Examiner

Timothy Brown, A.C.A., 50 The Ridings, Surbiton, Surrey KT5 8HQ

Annual Report

Overview

The key feature of 2022 was that it was a year when the painstaking recovery from the impact of Covid 19 and all the surrounding lockdowns continued steadily.

However, there were challenges. On the macro scale, the war in Ukraine both affected the shape of church life in terms of a response to support the invaded country (see below), but also had a significant impact on fuel costs and hence the way the church functions. On the micro scale, one Sunday in May, the curate walked into St Andrew's Church to find that a 5-metre chunk of the side aisle ceiling had fallen to the floor (see Churchwarden's report for full details). As it was not certain that the defect which had caused this to happen might not happen elsewhere, the church had to be closed for five months until finally a scissor lift was tracked down and booked, small enough to enter the church but high enough to allow for investigation of the roof.

In these rocky times, worship has been a constant, however. Being able to transfer services to St Mark's made life simple in a way. And the sense of being a church at the heart of the community of Surbiton has rarely been more palpable than in the way the church was able to coordinate the aid effort to Ukraine.

The report of the year's activities has been written by the many people who lead or undertake events within the parish. This is an extensive and varied group and the style of this report reflects this. A full list of contributors is at **Appendix 1**.

Thank you

The extensive, successful and effective range of activities detailed in this report would not be possible without significant help and support from a large number of people, both regular members of the congregation and others who support the church and its work in the community. While these individuals are not named in this report, the PCC acknowledges the roles, scope and functions undertaken and wishes to extend its grateful thanks and appreciation for all those who have contributed, and continue to contribute, to the life of the parish.

Vicar's Review of 2022

Public benefit

- The church successfully offered a free Christmas lunch on Christmas Day for fifty people, entirely cooked and hosted by volunteers at St Mark's.

The Parish of St Andrew and St Mark, Surbiton

- Charitable events: the church continued to run events, almost monthly, in support of the 'Charity of the Month'.
- St Mark's Church was able to host a significant aid effort from Surbiton to Ukraine, especially in the early weeks of the war (see below).
- The parish has continued to support the local state schools through governorship, in particular by providing governorship at St Andrew and St Mark Junior school. Congregation members offered a total of over 500 hours of support to the school as Foundation and Diocesan governors; the student body comprises 330 children. (Congregation members are also governors at other schools.)
- Food bank collection centre: both church buildings gather food for the Food Bank which is taken there regularly by volunteers. The vicar can also act as a sponsor to give food bank vouchers.
- The Church received its silver award on the Eco Church scheme in recognition of its efforts in this area (see further below), and the church yards are thriving in terms of a space for nature.
- Soup lunches were offered on the last Wednesday of the month at St Mark's, as well as weekly during Lent. These are nutritious and cheap, and offered for anyone in the local community.

Hello and Goodbye

In terms of welcome, in September, Janene Olivier joined as Parish Administrator Assistant for 12 hours a week during term time. She assists Clare Chesterman in the parish office.

Sadly, several members of our congregation died in 2022. They are all missed.

- Audrey Eldridge, one of the forthright characters of St Mark's, who then was happy to attend St Andrew's when the congregations merged.
- Jean Webber, whose charm and positivity were miraculously strong, given both declining health and a sequence of premature bereavements.
- Ann Thomas, stalwart 8 a.m. congregation member and formidable cake baker, died after a short period of time in which she experienced strokes.
- Hiroko Nmadu Onishi tragically died, while pregnant with her and Dan's baby Kenji, after complications with the pregnancy. Hiroko and Kenji's funeral was probably the largest single service held at St Mark's, apart from those linked with Christmas, in many years. Not only was it attended by 230 people in church but a further 150 attended on Zoom, from four different continents.



Figure 1: Bishop Richard at St Mark's, shortly before his retirement as Bishop of Kingston.

Roger and Janet Jones moved to Wales after being cornerstones both of the church and the wider Surbiton community for decades; so too Paul Cooney and Richard Weir left for Scotland, both having served as churchwardens at a significant time in the life of the church. Andrew Miskin, our treasurer, moved to Brussels, which means that the 2022 accounts are the last of his tenure as treasurer; however, we hope that he, Anna and Anton will return to Surbiton at some stage. Jackie Page has moved back to Surbiton from New Malden, but has stepped down from being Assistant Treasurer, after an heroic stint.

Morning Worship on Sundays

2022 should have seen a gradual return to normality, as Covid levels declined and more people felt it was safe to come to church; however, the patch of ceiling that fell in May led to St Andrew's being off limits on safety grounds for five months. This was complicated in itself, but also a drag on the overall attendance figures for 2022.

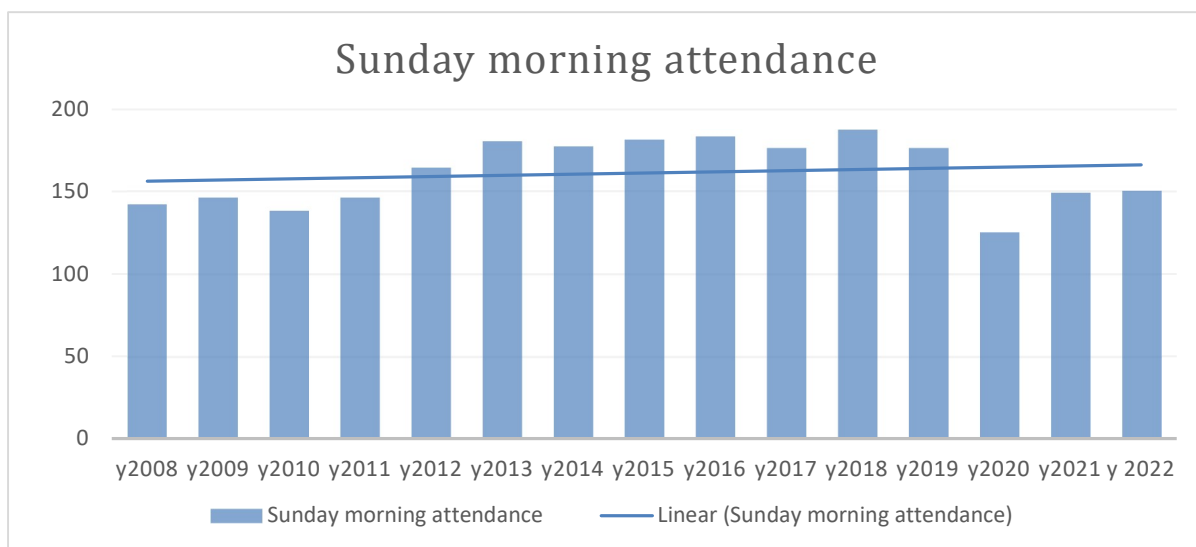


Chart 1: The above chart shows Sunday morning attendance since 2008, including adults and children for all morning services, but avoiding double counts if possible. The 2020, 2021 and 2022 figures include Zoom attendance as well as in person attendance.

The Parish of St Andrew and St Mark, Surbiton

During the summer, while three services were still offered each morning just at St Mark's, the figures indicate that some people just seem never to have made it up the hill! It should also be noted that for the first six months of the year, baptisms took place on Saturday and Sunday afternoons, away from Sunday mornings, in order to avoid needing to cancel/ postpone should social distancing rules have come back into force. So the boosting effect of people visiting to attend a baptism is excluded from the numbers of Sunday morning attendance.

Within the services, 8 a.m. attendance was largely steady (though slightly down, from 12 on average to 11 on average). The 9.15 a.m. service for families with young children was more popular than in 2021, back up to around 40 people per service in comparison with 30 per service in 2020: however, this is still 20% down on a 'typical' average from 2019. The 11 a.m. figure was lower, chiefly caused by the dip while services were at St Mark's.

In January and February 2022, Covid cases remained high, even though thankfully less lethal, but this meant that fewer people came to church in the flesh and more came via Zoom. At the start of the year, Zoom attendance was around 25 per Sunday and this declined to 12 per Sunday by the end of the year; this reflects increased confidence about going out and mixing at church. Within worship, the chalice was reintroduced around Easter time, and congregation members were gradually more confident about receiving in both kinds.

Christmas

It was a joy that the Christmas services felt somewhat normal, after the Covid-induced disruption of 2020 and 2021. School carol services returned en bloc, and our own Christmas services were well attended. However, it should be noted that things are not as they were in 2019.

The graph below shows the cumulative attendance total for: the parish Christmas Carol service, Christingle services on Christmas Eve, Midnight Mass and Christmas morning.

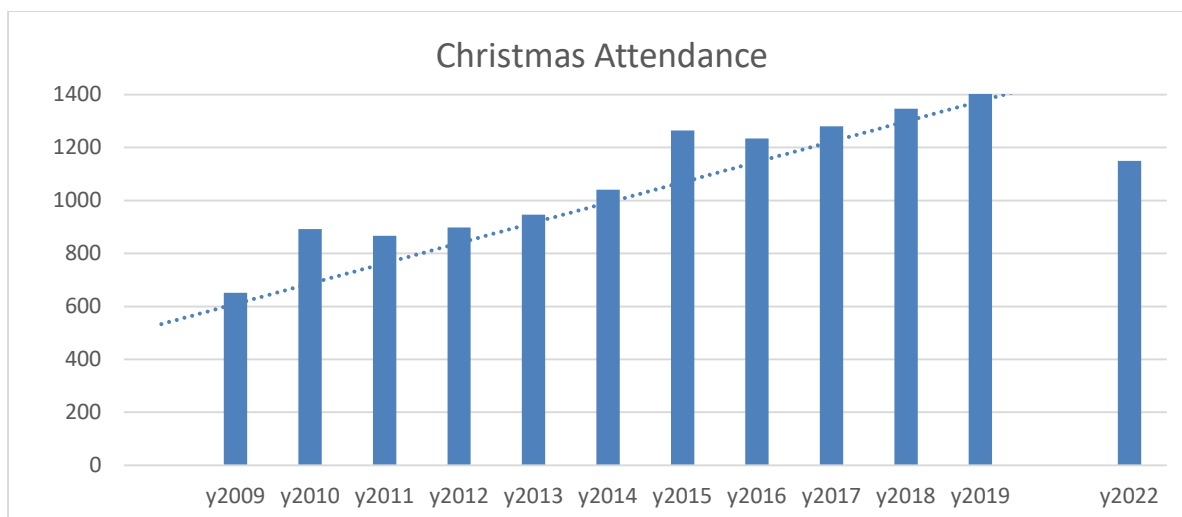


Chart 2: Christmas attendance

It is clear how Covid and lockdowns have halted the momentum of continuous growth in this season. Still, it was a joy to be 'back' in a relatively normal form.

Marriage, Baptism and Funerals

In terms of occasional offices, the resurgence in baptisms continued; and while any funeral is a sad occasion, it is good to know that our clergy were able to offer an Anglican funeral to so many people. 27 funerals were performed, more than at any time than in the last ten years; this may also reflect the larger number of people dying, as the health service continued to struggle to recover from the impact of Covid.

The drop in the number of enquiries about weddings is a concern.

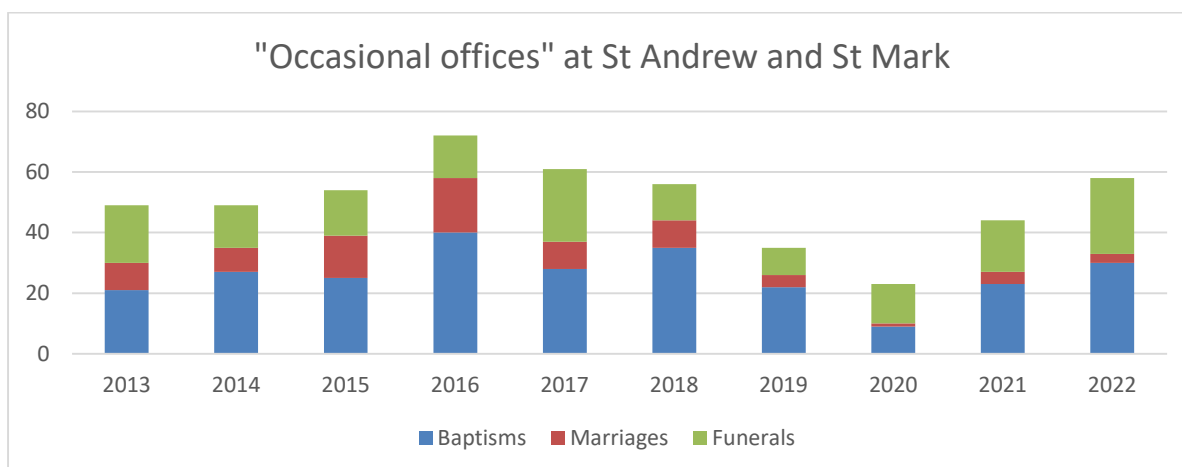


Chart 3: Occasional offices

Vicar's Sabbatical

The vicar, Robert Stanier, was able to go on a sabbatical for three months in the summer, after sixteen years in ministry in the diocese and nine years in the parish. This was made possible in particular by the competence and dedication

The Parish of St Andrew and St Mark, Surbiton

of other clergy – The Rev'ds Michael Johns-Perring, Janice Price and Carole Bourne – the churchwardens, and Clare Chesterman in the parish office. The vicar returned in September hugely refreshed.

Adult Christian Study

Overview

In 2022, home groups were re-introduced, meeting fortnightly. In addition to those mentioned below, the Norton Avenue Group re-started. In January, the vicar led a three-week Zoom course on St John's Gospel, which was attended by around 25 participants. The Discipleship Committee's previously postponed quiet day took place in the summer, and an Advent quiet morning was held. Four parishioners undertook the Diocese of Southwark's Bishop's Certificate.



Figure 2: Bishop's Certificates at Southwark Cathedral.

Friday Afternoon Group

The group principally studied Paul's First Letter to the Corinthians. There was lively debate on many aspects of the letter, particularly what constitutes an idol, what form spiritual gifts take and the role of women in worship. Active membership rose to eighteen, which suggests that it may be time to divide into two smaller groups. Meetings were held mainly in the Hall at St Mark's, which offered well-ventilated surroundings in the aftermath of the pandemic. The group also enjoyed generous hospitality in the homes of two members.

Tuesday Night Group

This group started to meet again – sporadically, at first, and then more regularly. The group welcomed a number of new members, from among those who had started to worship in the parish during 2021 and 2022. Towards the end of the year, a pattern was established whereby there was informal discussion of the previous Sunday's Gospel reading. The Rev'd Michael Johns-Perring hosted meetings in his home.

Discipleship Sub-Committee

After Covid twice forced a postponement, the Committee was finally able to organise a parish quiet day in June. This was held at Wychcroft, the diocesan retreat centre, and was led by the Rev'd Carole Bourne and Jackie Robbs. The programme was structured around the services of Morning Prayer, Midday

The Parish of St Andrew and St Mark, Surbiton

Eucharist and Evening Prayer, with optional Bible study and discussion groups in between. The 18 participants could choose whether to spend part, all or none of the day in silence, and many enjoyed sitting in the gardens or walking in the surrounding countryside.

At the start of Advent, the Rev'd Michael Johns-Perring led a quiet morning on the theme of Reclaiming Christmas, which ten people attended.

Music

Overview

2022 has been the first full year of regular singing for our choirs since the end of the Covid pandemic. Having said that, the 7-month closure of St Andrew's due to the issues with the ceiling meant that the choir "de-camped" to St Mark's for all of the sung services during that period. Due to the lack of choir stalls at St Mark's, it was wonderful to have the St Andrew's stalls transported "up the hill" for the time that the building was closed, and this made the choir's temporary, full-time residency at St Mark's much easier to operate. A huge thanks to those people who arranged and facilitated the moving of the choir stalls to St Mark's and back again.

Adult Choir

Our regular pattern of sung services has been operating successfully throughout the year, including the extra services scheduled for the Christmas and Easter period.

Numbers in the adult choir remain low, however, with only about 14 adults currently on our books as regular singers. Although we have been able to call on some additional voices from our congregation to join us for Evensongs, carol services and other more musically demanding occasions (and a huge thanks to them for their continued support), it is still concerning that our overall numbers continue to be fragile. This fragility was particularly laid bare in July when several singers went down with Covid at the same time which meant we were down to about 6 singers for a couple of Sundays.

Despite various efforts/schemes to try to recruit more singers, we have not yet been able to encourage anyone new, either from within our congregation or further afield, to join the choir and build our numbers. With the greatest of respect, given the age of many of our current singers, this continues to be a worry for the longevity of the choir and, more widely, our Parish's long-standing choral tradition.

The Parish of St Andrew and St Mark, Surbiton

Having said that, our regular membership has been loyal and have done their utmost to try to maintain the choral music to the best that can be achieved given the available resources, and for that we should all offer them our thanks!

Plans to hold a special celebration service to commemorate the 150th Anniversary in 2022 of St Andrew's Church had to be put on hold due to the issues with the roof. The Parish commissioned an anthem from composer, Russell Hepplewhite, entitled "Come and See" to be sung at this service. The work is written for both our adult and children's choirs and will now hopefully be performed at the rescheduled commemoration service in July 2023.



Figure 3: Wimborne Minster

Frustratingly, he went down with Covid and could not join us in the Minster on the day – we sang his setting of the Preces and Responses, written during his tenure in Surbiton, so it was particularly sad that he couldn't be there in person to hear us. Other music we sang at the service included the Charles Wood in Eb (No.2) Canticles and the Herbert Howells anthem "Like as the Hart".

On a more positive note, 2022 marked the recommencement of our annual trips to sing Evensong at a UK Cathedral, and our visit to Wimborne Minster on Saturday 9th July with St Matthew's Choir was highly successful. The invitation to sing there came from a Wimborne Churchwarden who was formerly organist at St Mark's.



Figure 4: Choral Evensong - 9 July 2022

Plans have been made for the choir to visit Rochester Cathedral to sing Evensong in June 2023 and Salisbury Cathedral in October 2024.

Children's Choir

Numbers in the Children's Choir have continued to grow throughout 2022 and the group has kept its regular pattern of 4 five-week modules throughout the year, at the end of each of which the children sing in a service alongside the adult choir. The children have formed a really strong friendship group and it

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was lovely to take them to Airhop in Guildford on 13th March to let off steam together socially! The Autumn Term also saw the launch of our new “teenage” group - the SASM Youth Choir. The green light for this was given by our older singers in the Children’s Choir after positive feedback we received from them during a session with the Vicar and Director of Music at Pizza Express during September, at which the concept of a teenage singing group was put to them. This new group allows for the older children in the Children’s Choir (school years 8 and above) to progress and continue singing with us as teenagers. They have their own separate rehearsal after the Children’s Choir rehearsal on Friday afternoons and can be within their own social/peer group while remaining part of the young voices programme in the Parish. The Children’s and Youth Choirs sang together formerly for the first time at the Christingle Service on Christmas Eve where a total of 22 youngsters sang – the highest number since these groups were formed. It will be fascinating and exciting to see how both choirs develop in the future.

Pianists

A huge vote thanks, as ever, must go to our team of pianists who play for the non-choral Sunday morning services throughout each year. They are very much the unsung musical heroes of the Parish and go about their business with a calm and almost clandestine expertise and professionalism. We just couldn’t do without them.

New Organ Blower at St Andrew’s

Despite the closure of the main part of St Andrew’s Church during 2022, it was still possible for the long-awaited refurbishment of the organ blower motor to take place during the late spring/early summer. This work was carried out by The Duplex Pipe Organ and Blower Company Ltd of Farnham and involved removal of the entire blower motor, transportation to their workshop and then return and reinstalling at St Andrew’s once the refurbishment was complete. Early indications are that the newly upgraded motor is very impressive and can sustain the wind pressures effectively within the instrument, no matter the volume. This will hopefully help ensure the preservation of our wonderful and unique Hunter organ for many decades to come, not only to lead and sustain our worship musically, but also to maintain a fine instrument for concert and teaching use.

St Andrew's and St Mark's Serving Team



Figure 5: the serving team

We are blessed with two sacristans, one for each church, responsible for preparing the holy vessels, service books, clergy vestments and fine linen. Our serving team of acolytes, crucifer and, on occasions, thurifer serve in both churches. The privilege of serving in the sanctuary and reverently handling the holy vessels is spiritually rewarding and gives us an opportunity to contribute to worship and assist the clergy. We have some new servers in our team and would welcome further members. If you, or your children, feel called to this service and would like to try, please see Valerie or Helen and we can show you what an altar server does before you decide.

St Andrew's and St Mark's Junior School

SASM Junior School began the year with a new headteacher, Matthew Gates, and as he had formerly been deputy head, a new deputy head was appointed, Sarah Crowther.

The school's choir performed at the Christmas Fair.

The following have served as Foundation Governors this year:

Robert Stanier, Carole Bourne, Ruth May, Lucy Davis, Shafaly Khan and Michael Johns-Perring.

Diocesan governors are Anne Barker and Joy Aboim.

The vicar has continued to serve as chair. The quality of support offered by the parish in this way is a major contribution to the wider Surbiton community.

Children and Young People

Overview

After the massive impact of Covid, children and youth work continued a gradual recovery. The most important recovery point was in the Sunday service for families with young children at 9.15 a.m., for which attendance was up 25% on the previous year. Similarly, attendance at Sunbeams increased as people gradually felt more confident to come out.

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Sunday Club returned to church each week at St Andrew's, but there has been no lay volunteer coordinator and this job has been held by the Rev'd Michael Johns-Perring. Numbers are lower than in 2019, though a core of children enjoy their activities.

The children's choir has returned well after Covid and has been extended into a youth choir as well, with its own rehearsal time. This is a key element of youth work.

There may be possibilities for youth work in the area of the environment and these are being explored.

Children's and Young People's Committee

As noted above, the Committee is in need of new volunteers.

Sunday Club

Sunday Club continued to be a regular feature of our worship in 2022, after its return in 2021. Sessions usually took place in the Glass Room, except when St Andrew's was closed for ceiling repairs. During that period, sessions took place in the room at the back of the nave at St Mark's. Attendance at Sunday Club has still not returned to the same level as experienced prior to the pandemic, but there have been exceptions to this rule – including a service with a baptism, when a large number of children attended. As in previous years, children attending Sunday Club explored a number of Bible stories and themes, attuned to the relevant church season. Sessions have been led and supported by clergy and volunteers. Grateful thanks go to all the Sunday Club team (and to churchwardens and all who provided technical and other support).

Sunbeams



Figure 6: a Sunbeam

Sunbeams, the church play group, is held on Wednesday mornings in St. Mark's church hall, term time only. It has continued to be a parish outreach opportunity by being open to any parent or carer with children from 0-3 years old.

During 2022 we were able gradually to return to our pre-Covid routine of providing a wide variety of toys, having a different play activity for the older children (and their carers!) each week, singing time, and of course refreshments for all. However, we did continue to have a strict limit on the numbers attending. By using a weekly booking system on

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“Eventbrite” we aimed to provide a fair system for all those who wanted to join us.

In the summer we celebrated the Queen’s Platinum Jubilee by decorating paper crowns. At Christmas we held our first post-Covid party. Michael Johns-Perring led an interactive story telling of the birth of Christ. There was party food, singing, and a nativity book for each child to take home.

The babies and young children attending our play group have continued to bring joy to our faithful band of church helpers. These volunteers, in a variety of ways, have provided support and a ‘listening ear’ to the parents and child minders that have attended.



Figure 7: Sunbeams helpers

Uniformed Organisations

The 1st Surbiton Sea Scout group (Beavers, Cubs and Scouts) continues to meet in the scout hut. They come to church twice a year for Mothering Sunday and Harvest Sunday. The church link with the Brownies has not yet been restored post-Covid.

Pastoral Care

In 2022, there was no return to lockdown and no periods when restrictions were put in place in the community. Covid, however, continued to be a feature of life. In terms of pastoral care, this meant sometimes visits to specific care homes or hospitals wards were not possible at certain times. Some restrictions remained in place in a number of health and care settings.

As in previous years, the ministry team was supported by many, within our community, with pastoral visiting, including the distribution of Holy Communion. As highlighted in last year’s report, those involved in pastoral care have an increasing awareness of the impact of the pandemic on people’s physical and mental health.

Throughout 2022, the ministry team continued to meet regularly to discuss pastoral care. During 2022, a pattern of regular worship at the Willow Grange care home was established on Tuesday mornings. While the parish office is open, St Mark’s has continued to be open for private prayer.



Figure 8: Sarah's retirement as a SPA

This year saw Sarah Stokes's retirement as a Southwark Pastoral Auxiliary (SPA). A valued member of our ministry team, she helped with the coordination of our pastoral visiting, making sure no-one was forgotten - something that was particularly valuable during the pandemic. Sarah carried out her duties with a great amount of care and diligence, and we are all very grateful for her contribution as a SPA

in our parish. Sarah remains, of course, an active member of our church family. For so many, she has been a warm and friendly presence at difficult times. In the autumn, Toni Mitchell began her training to become a SPA, and we look forward to what she will bring to this role.

Outreach and Service to the Community

Charity and Social Action Committee

Thanks are due to members of the Charities and Social Action Committee who have all worked so hard to raise the profile of this range of charities and the amounts raised, and also to all who have supported events.

Fundraising

The programme for charitable fundraising in 2022 has been both busy and successful. Charities have benefited from the proceeds of the Parish Breakfast after the 9.15am service on the first Sunday of the month (see below) and the establishment of the Wednesday lunch.

The Christmas Fair this year was a great success. Due to the enforced closure of St Andrew's, the fair moved up to St Mark's, and it went so well that the Fair will be held there again in 2023: there was more space and the hall became a very good family area. The curate managed the extraordinary feat of being both Santa's helper for photographs and the auctioneer. The auction was once again a live auction, rather than a silent auction, and this worked well. Hundreds of people came through the Church and almost £6,000 was raised. Locating some of the refreshments and activities outside was a good move in terms of encouraging attendance. The St Andrew's and St Mark's Junior School choir sang brilliantly to open the fair.

Charitable Giving

The total amount raised to October is £8,600 in aid of nine charities. The charities that have benefited are shown in the table below. £100 was used for a top-up for one charity out of the £5,000 allocated by the PCC.

Table 2: Amounts donated in 2022

Charity	Total Amount Donated
Christians Against Poverty	£305
Leprosy Mission	£428
Bishop's Lent Appeal	£477
Malawi Association for Christian Support	£1,072
Christian Aid Ukraine Appeal	£3,054
Oxygen and Street Pastors	£300
Matabeleland Link	£876
Action around Bethlehem Children with Disability	£1,053
Princess Alice Hospice	£1,035

Source: Parish accounts

Food Bank

The congregation has continued to contribute to the Food Bank via church collection points.

Christmas Day Lunch

“This party makes Christmas for me. Without the party my Christmas would not be happy”: a guest at the Christmas Day party.

On Christmas Day 2022 the parish welcomed over 60 people for the annual Christmas Day Party. This year the party was held in St Mark's Hall and it was good to welcome guests into our own parish hall which had not been possible in the previous two years due to Covid. Guests were treated to a full Christmas lunch, chatted, played bingo, watched the King's Speech and went home with a bag of presents. It was a very happy occasion. The parish worked closely with Alfriston Day Centre and the YMCA to draw together the guest list. Overall, 26 volunteers from the parish and community over three days helped with preparations, delivery and clearing up. Grateful thanks go to Kingston Charitable Foundation for the generous grant towards costs and a substantial gift from an anonymous donor meant that all costs were covered. Thanks to all who gave their time and talents most generously to make the party happen. Many guests expressed their appreciation for this annual event.

Ukraine

The onset of war in Ukraine saw an outpouring of desire to help. Two local Ukrainians had offered to collect aid to go to Ukraine, but found that their flat was full with donations. They asked if St Mark's could be used as a hub for aid donations, which we were happy to offer. Rather than wait for a UK government formal effort, a huge amount of aid, especially aimed at children, was delivered in three decommissioned ambulances that were also then put to medical use. The first ambulance filled with aid left for Kiev within a week of the war starting and was able to get to its destination even during the first Russian attack. The others all also reached their destinations. This small-scale project was able to move quickly, even as the major national aid programmes were getting into gear.



Figure 9: one of the aid ambulances that reached Western Ukraine

For two months, St Mark's Meeting Room 2 became a hub for aid donations for the proto-organisation that became a community company called 'Save Ukraine'. Gradually, the focus for donations moved to be on items that could be sent to an orphanage in Ukraine which was having to be relocated and rebuilt, due to the war. A concert for Christian Aid's work in Ukraine was held in May at St Andrew's and was very well attended by the local

community.

The Ministry Team have continued to support the work of Save Ukraine through personal support for the organisers and the use of St Mark's for fundraising events.

Fellowship in Faith

Parish Breakfasts

2022 has seen the return of the Church breakfast on a fairly regular basis. Any surplus takings after expenses go to the charity of the month. On offer are sausages in rolls, pastries, tea and coffee, sometimes a chocolate biscuit, and most important of all, a chance to chat and enjoy fellowship with one another. We are grateful to our regular helpers.

Mothers' Union (MU)

The St Andrew and St Mark's Mothers' Union (MU) Branch is currently led by Moira Greenfield, supported by Christine Waller as Branch Secretary.

In 2022 the MU was able to resume its monthly programme of meetings. There was a wide range of interesting talks from several speakers including talks from the Rev'd Michael Johns-Perring who spoke about Everyday Monasticism, Kingston Refuge and Domestic Abuse workers, and Moira Greenfield who spoke about Women in Leadership Roles.

In addition to regular meetings, branch members continue to demonstrate our faith in action by embedding the MU overall agenda in all we do. As a registered charity, the MU campaigns at local, national and international levels to bring about real change for family life. The branch has actively engaged in fundraising and supporting organisations to provide both practical aid and support of the MU's stated aims in the following ways:

- Championing of events by the Branch Leader through the Charities Action Group which promotes selected groups focussing on supporting families facing adversity (such as the cake sale and competition on Easter Day supporting Christians Against Poverty).
- Collecting small change which, combined with the proceeds of a parish soup and a roll lunch, raised a total of £280 for Southwark Diocese MU's 'Away From It All' holidays.
- Donations of new bedding, towels and toiletries in support of our local women's refuge, and the purchase of Sainsbury's vouchers for women in the refuge to enable them to provide food and other provisions for their children.

This year, MU Worldwide is continuing to promote activism against Gender-Based Violence. This programme includes working to improve the lives of women and girls by opposing child marriage, female genital mutilation, domestic violence, modern slavery and other abuses, impacting on their lives. Our branch has embraced this theme by hosting a talk on GBV/FGM and by our continued support of our local women's refuge.

Prayer is very much an integral aspect of the MU globally. Our branch members continue to support the World Day of Prayer and engage with the MU daily prayer diary regularly circulated to our members. This year the Branch hosted the Southwark Diocese Advent Prayer Service and we came together for our Christmas Eucharist on 21st December. We continue to have faith in the power of prayer which is transformational and supports our work in this parish and the MU around the world.

The Queen

The Church celebrated the Queen's Platinum Jubilee in the summer with a garden party in St Mark's. The Church also marked the death of the Queen as directed by the Church of England, with bells ringing out and being tolled at certain times, on the death of the Queen and on the announcement locally of the accession of the King. The Church provided a book of condolence and St Mark's was open for the Queen's funeral, which was shown on the big screen.



Figure 3: Jubilee tea party

Health and Safety

General

A detailed health and safety inspection was carried out at St Mark's. A formal inspection at St Andrew's had to be postponed, as the church was closed for part of the year as a result of a partial ceiling collapse. Both churches have been the subject of continuous health and safety monitoring by the Churchwardens throughout the year, and any safety concerns have been immediately addressed. First aid training will be held for both churches in 2023.

Fire Safety

The fire alarm system at St Mark's was professionally inspected and no faults were found. A 'live' fire alarm drill was held at St Mark's without incident, although several learning points were highlighted. The fire extinguishers at both churches were tested and all passed without fault. Fire escapes have been kept free of clutter. The practice of locking the hall door to the Blue Room at St Andrew's during services has been discontinued and instead the entrance is regularly monitored. The door provides a vital secondary means of escape via the back door and should be kept unlocked during services and public events. Arrangements for a fire safety training event are being arranged.

Property

Lettings

After the 'roller coaster' of Covid restrictions in 2021, we saw a return in 2022 to some normality with the lifting of restrictions. It was a busy year with the return of all the regular hires, a full weekend hire diary and a busy concert programme. Hirers were pleased to return to using St Andrew's and St Mark's. We continued to offer a much valued hire space for community and children activity groups as well as being a well-regarded and popular concert venue. Hire

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income returned to and passed pre-Covid levels with £102,339 hire income for 2022 compared to £97,787 in 2019. *(Figures taken from lettings hire sheets.)*

However, things were not so bright and normal with the black cloud of rising utility prices and other increasing maintenance costs. Towards the end of May 2022, we also had to contend with the collapsing ceiling at St Andrew's Church and the subsequent closure of the church for services and hires. As days turned to weeks and then months it was not the quick fix that we had hoped for, and the church did not reopen until November 2022. In the meantime, hires were managed by moving those who would usually hire St Andrew's nave to St Mark's Hall or church. Concerts booked for summer and autumn 2022 were moved to St Mark's with the added cost and inconvenience of moving the concert staging from St Andrew's to St Mark's. Somehow, we accommodated our regular and occasional hires and all church services and events in one church building, minimising loss of income and future bookings, and still providing a full calendar of church services and events. There was one casualty of the closure of St Andrew's, the ABRSM (Associated Board of Music Exams) which had to relocate the summer and autumn music exams to an alternative venue. The ABRSM Kingston Music Exam Centre has yet to return to St Andrew's.

Income stream and increased costs

There was a hire income increase of £26,015 for 2022 from the previous year (2021) income of £76,234. In 2022 hire income bounced back to pre-Covid levels.

	2019	2020	2021	2022
Jan	8,604	8,571	388	22,753
Feb	11,050	11,968	6,790	7,732
March	5,208	9,834	2,555	3,492
April	5,913	0	11,222	3,992
May	15,629	0	2,275	18,406
June	9,505	0	4,777	4,495
July	4,208	0	4,810	6,083
August	445	190	6,943	2,219
September	12,841	3,441	18,514	7,953
October	14,151	6,803	7,344	17,185
November	5,895	980	7,073	5,448
December	4,338	7,095	3,633	2,581
Total income	£97,787	£48,882	£76,324	£102,339

Note: Figures taken from letting sheets not the treasurer's accounts.

The increased utility costs we have seen in the past year have hit us all hard. The church was fortunate to receive relief under the Energy Bill Relief Scheme at the end of 2022, and was able to secure a three-year gas contract earlier in 2022. The healthy hire income stream assists with the high utility bills.

In 2023, a strong focus on lettings management will be looking at ways to let the church buildings to greater capacity and more creatively, ensuring an increase to the hire income stream in order to support the parish financially during these challenging times.

1 The Mall

It is still the intention of the Diocese to buy out the loan made to the parish to enable the purchase of 1, The Mall. The process, which has already experienced delay, has been further delayed due to the economic impact of the pandemic and now the fuel crisis. The way the property is used has not changed; it continues to be the residence of one of the Curates. During 2022, the Diocese's property department arranged for the flat roof, to the rear of the study, to be replaced.

Property Management Committee

The property Management Committee has been supplemented by an additional volunteer. A new post of Operations Manager was also created towards the end of the year and the early indications suggest that this will greatly assist the Property Committee and Churchwardens, both in day-to-day property management and 'out of hours' support. In addition to the large number of straightforward maintenance issues at both churches, several larger-scale projects have been completed or are soon to start. The replacement of the two failing boilers at St Andrew's had to be delayed at a late stage due to the ceiling safety work and the financial uncertainties which resulted. The work will now go ahead in early 2023.

The Gardens

St Mark's Church

The church garden continues to be enjoyed by all as an attractive and welcoming green space; the grass area at the back of the church is particularly well used by children and families. An afternoon tea party to celebrate the Queen's Platinum Jubilee was held in the summer in the front garden; this was a huge success and very well attended. A flagpole was installed on the front wall and the Union flag raised for the event. Students from Surbiton High School again attended in June and helped with various garden projects - their contribution is greatly

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appreciated. The council have promptly responded to our requests with grass cutting and hedge pruning. An additional bench was donated and placed in the front of the church.

St Andrew's Church

Our volunteer gardener has continued to provide a conscientious and skilled service throughout the year. A builder's skip was hired and the large area by the War Memorial was extensively pruned. The back of the church was also cleared of a substantial amount of long abandoned items and rubbish, which included a large pile of heavy material which was left after the organ was refurbished. The yew tree area will be included in the next phase of gardening work and pruning. The renovation of the grass area in front of the Baptistry had to be delayed as a result of the ceiling work. A tower crane was sited on the grass area for some time which unfortunately caused further damage; the area will be professionally landscaped in 2023. The extensive growth of weeds at the back of the church will be treated when the weather is warmer.

Eco Committee

The Eco Committee was formed to 'proclaim and protect the gift of God's creation' and in 2022 has continued to lead on 'work to reduce the environmental impact of the work and worship of both our churches'.

Following the 2021 A Rocha Bronze Eco-church award, the Action Plan was updated and, in December 2022, the award was upgraded to Silver with both churches meeting A Rocha criteria.

There have been litter-picking and tidying-up sessions in St Mark's churchyard and, in September, Rakesh Rootman gave a talk on Saving Energy/ Living Green in St Mark's Hall. The committee published a number of factsheets to help parishioners lead more eco-friendly lives.

An Eco-fair is planned for 2023.

Communication and Publicity

Communications

Online forms of communication continued to be important. Arguably, the vicar's (or during his absence on sabbatical, the curate's) weekly email remained the central hub of parish communication; it continued to extend its reach and by the end of the year was going to around 390 addresses, with a 'open' rate of roughly 65%. This continues to be a key method of communication for church events and prayers, as well as for Zoom codes for online services and meetings.

Our Facebook page is another key hub for sermons and general parish news.

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Our Youtube channel had 140 subscribers at the end of the year, up from 118 at the end of 2020. The typical sermon video had about 20 views. Overall viewing was 20% down on 2021, but there was no lockdown in 2022 and almost no videos were uploaded during the vicar's sabbatical. For some reason known only to Youtube algorithms, the most watched sermon in 2022 was that for Palm Sunday 2021(!) with around 200 views. Activity increased significantly in December, with the Christmas services promotion video achieving 150 views on Youtube and more on Facebook.

<https://surbitonchurch.org.uk/>

<https://www.achurchnearyou.com/>

<https://www.facebook.com/SurbitonChurch/>

[@Surbiton Church](#)

<https://www.youtube.com/channel/UCqaB8-K9h736BEP35QEbuqw>

The Parish Magazine

Michael Johns-Perring continued as guest editor of Spire and Tower, the parish magazine, in 2022. Six editions of the magazine were published, in print and online. Many thanks go to all who contributed pictures and articles for the magazine. As ever, particular thanks go to Olga Wickenden, for organising profiles, and to Rachel Taylor Williams, and Julia and John Batsford White for contributing children's sections. A number of advertisers renewed their subscriptions during the year, but not as many as before. Advertisers are thanked for their donations. As at the end of 2022, Michael was looking for a volunteer to take over the editorship of the magazine in future, but early in 2023 Christina Solou and Chris Madden have come forward to take this on – many thanks to them.

Audio Visual (AV) Committee

The AV Committee met regularly during 2022. During the year, AV equipment was removed from St Andrew's for safekeeping, following the closure of the church for roof repairs; it was later returned. A number of improvements were made, including the installation of a more powerful projector at St Andrew's. There continues to be a need to find additional volunteers to operate our AV systems. We are grateful for all the efforts of existing volunteers, who put in a lot of work on a weekly basis – and even more work at Easter, Christmas and other festivals.

Churchwardens' Report on the Fabric, Goods and Ornaments of the Churches

This report was made to the Parochial Church Council (PCC) under section 5 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 by Diana Lewis, Michael Smith and Rod Pearson as Churchwardens during 2022; and is also made by them to the Annual Parochial Church Meeting on behalf of the PCC.

St Mark's Church

The major guttering and drainpipe repairs to the north roof were completed on time. There are no signs of further water damage, but on the advice of our Surveyor, the affected areas have been left for a long period to dry out thoroughly. The re-decoration of the north aisle ceiling will be carried out in 2023. The cause of the damage to the porch walls and ceiling was identified as faulty flashing in the porch roof and an area of leaking guttering; the defects were repaired at very reasonable cost and the porch has also been left to dry before re-decoration takes place. The porch work will be carried out by volunteers from St Paul's School who re-decorated the church hall at St Mark's and the Blue Room at St Andrew's during the year. The group's work was to a high standard and their assistance is much appreciated. The dilapidated noticeboard at the front of the church was dismantled and completely re-built. A bricklayer was employed to re-make the base, but the remainder of the job was excellently completed by a volunteer. The repairs to the defunct outside ground lighting has proven more difficult than appreciated; further efforts to trace the multiple problems will be attempted during the drier weather in 2023. The electric sliding doors have continued to give problems and a repair and maintenance contract with the manufacturers is being considered. A significant number of repairs have been carried out using volunteers and contractors. The garden fencing is in a poor condition and numerous repairs have been carried out by volunteers; the council have also been approached to help with replacement. A flag holder and post were installed at the front of the church.

St Andrew's Church

There were five significant issues at St Andrew's which dominated the year's activities.

Heating and heating control Following the various problems with the heating system which were reported last year, a thorough inspection was carried out by our heating engineers during the summer, and their recommendation was that the boilers were beyond economical repair and should be replaced. They further recommended that as the flow and return pipes in the system were clogged and

contaminated, a three-month process of water treatment and cleansing should be undertaken prior to work starting on the boiler replacement. This process was begun in early December, with a view to starting the boiler works later in 2023.

The heating control system is not part of the boiler works, and as it has also occasionally caused problems in the past it has been decided that we will enter a service contract with a firm of specialist engineers to ensure regular maintenance.

The organ See Music report.

The toilets In October the two toilets in the entrance hall next to the Blue Room, which had been in a fairly dilapidated condition, were completely refurbished, with new sanitary ware and floor and wall tiling replacing the old.

The East window The three lancet stained glass windows at the east end of the church had been showing signs of distress for some time, and in the summer a survey was undertaken by a stained glass specialist, who subsequently prepared a condition report at the end of August. This found that the bowing of various panels was the predominant issue, causing the lead matrix to become distorted, resulting in stress fractures in some of the glass sections. The joints between the panels have very probably become loosened and this is the likely cause of the water leaks which have led to the loss of painted details on the inside face of the glass panels. Whilst not currently unsafe, the report recommends restoration in the near future.

An estimate for repairs was received in December which gave three options: (i) basic essential repairs involving cutting out and flattening the bowed panels and reinstalling them; (ii) essential repairs involving cutting out and rebuilding the bowed panels and reinstalling them; and (iii) full restoration including complete rebuilding of the leaded framework as appropriate. All options include restoring the weatherproofing qualities.

This estimate is currently being considered while possible sources of grant funding are being explored.

Ceiling boards to the nave, aisles and transepts The most disruptive issue occurred in early June, when it was discovered that three of the timber boards which form the ceiling at the west end of the North aisle had fallen down.

A subsequent immediate inspection by our Church Architect revealed that each board, which was grooved on both edges, was only nailed to the rafter by one nail, through the inner flange of the grooved lower edge. The upper edge of the

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board was held in place by a very thin, loose wooden tongue between its own groove and that of the board above. This meant that no nailheads were visible from below.

If at any point one of the old, thin wooden tongues should split, the board below it would fall away and split at its nail fixing on the lower edge, subsequently releasing the next board below, and so on. All the boards below the first one to fall would also fall by progressive collapse.

It seemed that there was a clear possibility that similar collapses might occur in both aisles, and that they were therefore unsafe, and it was possible that the ceilings in the nave and transepts were also unsafe, at least until we could arrange for them to be inspected. The Church was therefore closed until further notice, and all services were held at St Mark's.

A further inspection was commissioned from a firm of structural engineers to examine the ceiling of the nave and transepts; this was carried out in late September, after a scissor lift had been sourced to afford access. This revealed that although similar to the construction of the ceilings in the aisles, the boards were additionally supported at their ends, and were therefore considered to be safe. It also recommended a remedy for the boards in the aisles, which was simply to screw each of the boards through to every rafter, using black, oxide coated screws to minimise their visual impact.

An application was made for a faculty from the Diocese to carry out the work, and, as soon as it was granted, contractors began work in November and completed it in time for the church to be reopened and services to begin again two weeks before Christmas.

Finance

Parish Accounts 2022

2022 saw a return to normal operations at the church after the restricting effects of the Covid-19 pandemic. However, at the same time, the sharp rise in inflation (to over 10%) and the huge rise in utility costs following the intensification of war in Ukraine both had significant effects.

Income

The PCC budgeted for unrestricted income of just under £244k allowing for a recovery of normal letting income and a full year of the effects of the giving campaign in summer of 2021. In the year, the recorded unrestricted income rose to £266k against a comparable figure in 2021 of £217k. The improvement

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against budget mostly arose from better giving (both amount and gift aid). Overall, compared with 2021, unrestricted income was £49k better:

- Income from lettings rose with church and hall lettings both returning to normal activity (+£31k),
- The giving appeal in summer 2021 saw the full rise in planned giving of over £9k and tax recoverable of £6k as more donations were covered by gift aid,
- Church activities (e.g. occasional offices, Christmas Fair etc) were up by £3k,
- We received a legacy of just under £3k,
- Open collections at services in church were up £4k but this was offset with sundry donations being down by £(8)k

With the ability to hold fund raising events again, our collecting for other charities improved considerably, rising from £5k to just over £13k.

Expenditure

The PCC budgeted for unrestricted expenditure of £334k. The actual unrestricted expenditure of £305k was £69k higher vs 2021. The improvement against budget mostly arose from deferral of major works. Compared with 2021, we significantly increased our contribution to the diocesan Parish Fund by (£19k) and this was compounded by increases in utilities (£7k), general maintenance (£7k) and major maintenance works (£26k). The recruitment of another member of staff in the parish office increased support costs (£7k) and Hall costs were up with the increased rentals (£3k).

Income against Expenditure

We suffered a deficit of £40k of income over expenditure, which compares with a deficit of £19k in 2021. The PCC has budgeted for a further deficit of just under £40k in 2023 which will bring the total deficit to around £100k across the three years.

Assets

The church continues to hold investments in CCLA, selling £50k worth to maintain current account liquidity during 2022. The investments also fell in value by a further £79k to leave just over £521k at the end of the year.

Going Concern

It is a matter of ongoing disquiet to the PCC that the parish has run a deficit for the past two years, and has a significant budgeted deficit for 2023. However, the investment assets remain much larger than the deficit and this does not raise

The Parish of St Andrew and St Mark, Surbiton

any concerns that the PCC will be able to meet its commitments in the medium term. The policy of the PCC remains that it should balance its operational budget in the medium term and has an ongoing review of income and expenditure.

Finance and Income Sub-Committee

The Finance and Income Sub-Committee continued to meet regularly to support the Treasurer. Key issues addressed included the rise in energy costs, the repairs to the ceiling at St Andrew's and the hearing systems.

Reserves Policy

It is the policy of the PCC that the parish's regular expenditure should broadly match its regular income over the medium term. The parish will hold a strategic liquid reserve against unforeseen or foreseen future expenditure. The PCC will determine the appropriate amount but the unforeseen reserve should represent at least six months' budgeted expenditure. Longer-term reserves are held and may be spent on authorised projects or initiatives.

During 2022, the PCC approved the sale of investments to raise £50k to facilitate the unexpected repairs to the ceiling at St Andrew's and the planned improvement to the heating system, also at St Andrew's. The heating project is on-going and is expected to be completed in the summer of 2023.

Other examples of future expenditure may relate to the fabric of our two churches, the organs in our two churches, or charitable support. Any such future projects will be clearly identified and approved by the PCC and expenditure on such projects budgeted and monitored.

It is the policy of the PCC to use the CBF Church of England Funds, managed by CCLA Investment Management Ltd, to invest both its cash and longer-term reserves.

The policy will be reviewed in 2023.

Parish Support Fund for the Diocese

During 2022, the parish fulfilled its commitment to the Diocesan Parish Support Fund, contributing £114,000. Given the pressure on the parish budget due to both general inflation and the extraordinarily high cost of gas and electricity, the PCC voted to decrease the commitment in 2023 to £96,900. Even so, the figure represents a considerable commitment towards supporting ministry in parishes which cannot afford ministry otherwise.

The Parish of St Andrew and St Mark, Surbiton

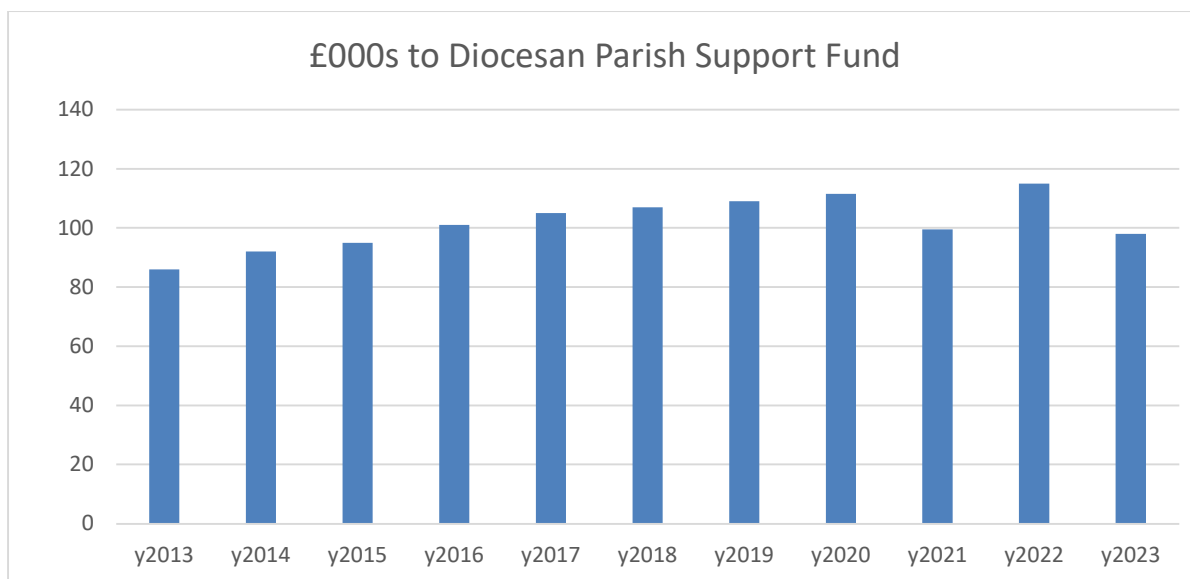


Chart Four: giving to Southwark diocese by the parish

The Parish of St Andrew and St Mark, Surbiton

Financial Statements

Parish of Saint Andrew and Saint Mark Surbiton

Accounts for the year ended 31 December 2022

Independent Examiner's Report to the P.C.C. of St Andrew's and St Mark's, Surbiton

This report on the accounts of the P.C.C. for the year ended 31 December 2022 which are set out on the following eight pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the P.C.C. you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general directions given by the Charities Commission under section 145(5)b of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

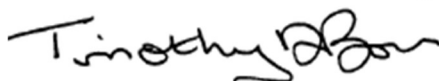
My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except that I draw attention to the disclosure in note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner
50 The Ridings
Surbiton, Surrey, KT5 8HQ

Dated: ~~14 May 2023~~ 19 April 2023

(corrected)



THE REVEREND ROBERT STANIER

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2022 £	TOTAL 2021 £	Budget 2023 £
INCOMING RESOURCES							
Voluntary income	2(a)	131,241	13,452	-	144,694	122,220	129,000
Activities for generating funds	2(b)	112,894	-	-	112,894	79,936	125,000
Income from investments	2(c)	16,681	-	-	16,681	16,203	11,000
Church activities	2(d)	3,937	-	-	3,937	3,022	3,700
Other incoming resources	2(e)	1,400	-	-	1,400	1,820	-
TOTAL INCOMING RESOURCES		266,153	13,452		279,606	223,202	268,700
RESOURCES EXPENDED							
Cost of generating voluntary income	3(a)	1,913	-	-	1,913	1,654	-
Shared utilities	3(b)	29,075	-	-	29,075	22,286	62,000
Cost of generating funds	3(c)	4,802	-	-	4,802	1,822	2,000
Church activities	3(d)	189,788	122	-	189,910	164,558	173,700
Governance costs	3(e)	389	-	-	389	375	600
Support costs	3(f)	31,915	-	-	31,915	25,536	38,000
Mission donations	3(g)	-	11,050	-	11,050	4,235	2,000
Major Works	3(h)	47,827	-	-	47,827	22,018	30,000
Other resources used	3(h)	-	-	-	-	-	-
TOTAL RESOURCES EXPENDED		305,709	11,172		316,882	242,484	308,300
Net incoming/(outgoing) resources		(39,556)	2,280	-	(37,276)	(19,282)	(39,600)
RECOGNISED GAINS AND LOSSES							
Unrealised (loss)/gain on investments		(79,613)	-	-	(79,613)	84,956	-
NET MOVEMENT IN FUNDS		(119,170)	2,280		(116,890)	65,675	(39,600)
Balance brought forward		2,275,952	5,155	-	2,281,107	2,215,432	2,164,218
Balance carried forward		2,156,782	7,436		2,164,218	2,281,107	2,124,618

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON BALANCE SHEET AS AT 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2022 £	TOTAL 2021 £
FIXED ASSETS						
Land & buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	8,194	-	-	8,194	12,682
Long term investments	6(a)	521,201	-	-	521,201	650,814
		<u>2,078,805</u>	<u>-</u>	<u>-</u>	<u>2,078,805</u>	<u>2,212,906</u>
CURRENT ASSETS						
Short term investments	6(b)	363	876	-	1,239	1,223
Debtors & prepayments	7	23,973	-	-	23,973	16,250
Cash at bank & in hand	6(c)	56,381	10,907	-	67,287	53,372
		<u>80,716</u>	<u>11,783</u>	<u>-</u>	<u>92,499</u>	<u>70,845</u>
LIABILITIES						
Creditors	8	<u>2,739</u>	<u>4,347</u>	<u>-</u>	<u>7,086</u>	<u>2,644</u>
NET CURRENT ASSETS						
		77,977	7,436	-	85,413	68,201
TOTAL ASSETS LESS LIABILITIES						
		<u>2,156,782</u>	<u>7,436</u>	<u>-</u>	<u>2,164,218</u>	<u>2,281,107</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,156,782	-	-	2,156,782	2,275,952
Restricted		-	7,436	-	7,436	5,155
Endowment		-	-	-	-	-
TOTAL		<u>2,156,782</u>	<u>7,436</u>	<u>-</u>	<u>2,164,218</u>	<u>2,281,107</u>

The notes numbered 1 - 12 form a part of these accounts

Approved by the Parochial Church Council on ^{19 April}~~24 May~~ 2023 and signed on its behalf by



Revd. Robert Stanier (Chairman)

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1 ACCOUNTING POLICIES

Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP/FRS 102).

The financial statements have been prepared under the historical cost convention except for investment assets, which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

Endowment funds were funds of which the capital had to be retained, allowing only the income to be spent. During the year the PCC took advantage of section 289 of the Charities Act 2011 to resolve that it should be free to spend the capital of its small endowment funds.

Restricted funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some are designated by the PCC for particular purposes.

Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of Church premises is recognised when the rental is due.

Resources expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000.

Where the cost is greater the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2022	TOTAL 2021
	£	£	£	£	£
2(a) Voluntary income					
Planned giving	83,466	-	-	83,466	74,244
Tax recoverable	25,293	-	-	25,293	19,270
Open collections	7,148	-	-	7,148	2,962
Sundry donations	12,755	6,954	-	19,709	21,417
Legacies (note 9)	2,579	-	-	2,579	-
Funds raised for other charities	-	6,319	-	6,319	4,217
Special trusts	-	180	-	180	110
	131,241	13,452	-	144,694	122,220
2(b) Activities for generating funds					
Christmas Fair Activities	7,149	-	-	7,149	5,336
Hall lettings	88,727	-	-	88,727	53,514
Church lettings	17,018	-	-	17,018	21,086
	112,894	-	-	112,894	79,936
2(c) Income from investments					
Dividends and interest	16,681	-	-	16,681	16,203
2(d) Income from church activities					
Fees for weddings, funerals & banns	2,770	-	-	2,770	2,041
Bible reading fellowship notes	199	-	-	199	162
Parish magazine	76	-	-	76	406
Coffee mornings	892	-	-	892	414
	3,937	-	-	3,937	3,022
2(e) Other incoming resources					
Insurance payment	-	-	-	-	1,820
Other (Diocesan energy grant)	1,400	-	-	1,400	-
	1,400	-	-	1,400	1,820
TOTAL INCOMING RESOURCES	266,153	13,452	-	279,606	223,202

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

3. RESOURCES EXPENDED	Unrestricted £	Restricted £	Endowment £	TOTAL 2022 £	TOTAL 2021 £
3(a) Cost of generating voluntary income					
Parish magazine costs	-	-	-	-	7
Christmas Fair costs	1,913	-	-	1,913	1,647
Fund-raising events - other charities	-	-	-	-	-
	<u>1,913</u>	<u>-</u>	<u>-</u>	<u>1,913</u>	<u>1,654</u>
3(b) Shared utilities - At both churches, utility supplies are shared between consecrated buildings and others. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	16,040	-	-	16,040	11,105
Electricity	8,651	-	-	8,651	9,033
Water	4,384	-	-	4,384	2,148
	<u>29,075</u>	<u>-</u>	<u>-</u>	<u>29,075</u>	<u>22,286</u>
3(c) Cost of generating funds					
Other hall running costs	4,802	-	-	4,802	1,822
3(d) Costs associated with church activities					
Diocesan quota	114,000	-	-	114,000	95,000
Clergy expenses	980	-	-	980	1,381
Clergy housing	9,391	-	-	9,391	8,764
Insurance	12,913	-	-	12,913	12,191
Church Cleaning	12,105	-	-	12,105	7,022
Church Maintenance	17,633	-	-	17,633	10,703
Other Church Running Costs	6,012	-	-	6,012	11,477
Church music	12,473	-	-	12,473	10,493
Children & Older people	4,282	122	-	4,404	7,526
	<u>189,788</u>	<u>122</u>	<u>-</u>	<u>189,910</u>	<u>164,558</u>
3(e) Governance costs					
Independent examiner's fee	389	-	-	389	375
	<u>389</u>	<u>-</u>	<u>-</u>	<u>389</u>	<u>375</u>
3(f) Support costs					
Parish Administrator (see Note 11)	25,858	-	-	25,858	19,701
Running costs of office	6,058	-	-	6,058	5,835
	<u>31,915</u>	<u>-</u>	<u>-</u>	<u>31,915</u>	<u>25,536</u>
3(g) Mission donations					
Church Overseas	-	1,353	-	1,353	463
Relief & development agencies	-	4,108	-	4,108	2,460
Home missions	-	1,866	-	1,866	530
Secular charities	-	3,724	-	3,724	783
	<u>-</u>	<u>11,050</u>	<u>-</u>	<u>11,050</u>	<u>4,235</u>
3(h) Major Repair Works					
Work to St Andrew's & St Mark's (see note 12)	47,827			47,827	22,018
TOTAL RESOURCES USED	<u><u>305,709</u></u>	<u><u>11,172</u></u>	<u><u>-</u></u>	<u><u>316,882</u></u>	<u><u>242,484</u></u>

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

4 Land & buildings

The PCC is the beneficial owner of interests in the following:

	<u>Value at</u>	<u>Expenditure</u>	<u>Value at</u>
	£	£	£
St. Andrew's Parish Rooms	508,406	-	508,406
St. Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St. Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However, this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St. Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration.

It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	<u>Brought forward</u>	<u>Cost in year</u>	<u>Depreciation</u>	<u>Value at</u>
	£	£	£	31.12.22
<u>Fixtures, fittings and equipment</u>				
Parish rooms, St. Andrew's <i>(Depreciated from 1.1.2013)</i>	4,106	-	411	3,695
St. Mark's Hall	527	-	53	474
Church IT Equipment	8,049	-	4,025	4,024
	<u>12,682</u>	<u>-</u>	<u>4,488</u>	<u>8,194</u>

Computer Equipment is depreciated over 3 years. Other equipment is depreciated at 10% reducing balance

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREWS & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

	2022	2021
	£	£
6 Investments		
6(a)* <u>Fixed Assets: Long term investments</u>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	338,561	421,818
Global Equity Income Fund	182,640	228,997
	<u>521,201</u>	<u>650,815</u>
6(b) <u>Current assets: Short term investments</u>		
St. Mark's Altar Guild	421	415
St. Mark's Flower Fund	456	450
General Deposit a/c	363	358
	<u>1,239</u>	<u>1,223</u>
6(c) <u>Current assets: Cash at Bank and in hand</u>		
Natwest Bank Account	19,980	28,297
CAF Bank Account	47,303	25,071
Cash	4	4
	<u>67,287</u>	<u>53,372</u>
7 <u>Debtors & prepayments</u>		
Debtors for goods and services	3,463	100
Inland Revenue - tax recoverable	20,510	16,150
	<u>23,973</u>	<u>16,250</u>
8 <u>Creditors & accruals</u>		
Accrued Utilities	1,589	1,494
Owing to other charities	4,347	-
Refundable key deposits	1,150	1,150
	<u>7,086</u>	<u>2,644</u>

Creditors are payable within one year, except for deposits refundable at the end of a long-term hire.

9 2022 Legacies

The estate of C M Hartley paid a total of £2,500 to the parish. There was a further £79 final payments from solicitors in respect of prior legacies

* Note 6(a) details

	Global Equity Income Fund	Church of England Investment Fund	Total
Balance at 1 January 2022	228,997	421,818	650,815
Sale of Investments	(15,000)	(35,000)	(50,000)
Unrealised (loss)/gain in year	(31,357)	(48,257)	(79,614)
Balance at 31 December 2022	<u>182,640</u>	<u>338,561</u>	<u>521,201</u>

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

10 Fund details as at 31st December 2022

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	£	£	£	£
General fund	2,156,782	-	-	2,156,782
Vicar's fund	-	596	-	596
Other Charities	-	1,379	-	1,379
Special trusts	-	2,684	-	2,684
Christmas Day Party	-	2,777	-	2,777
Other restricted funds	-	-	-	-
	<u>2,156,782</u>	<u>7,436</u>	<u>-</u>	<u>2,164,218</u>

Other restricted funds comprise the parish Fellowship, St. Mark's Altar Guild and Flower Funds.

The Christmas Day Party fund is used to provide lunch at Christmas for those otherwise on their own.

11 Staff Costs

The PCC had six employees during the year (the parish administrator, assistant and 4 cleaners at different times); who were paid total salaries of £32,173. Pension contributions were £1,172. Employer's National Insurance cost was £4,416

No other members of the PCC received any material payment as remuneration, or expenses.

12 Major maintenance works on church fabric

The following major works were undertaken during 2022

Repairs to St Andrew's Roof	12,869
Repairs to St Marks Roof	13,314
Repairs to St Andrew's Organ	13,617
Repairs to St Andrew's heating system	7,086
Other preparatory for 2023 (see note 13)	941
	<u>47,827</u>

13 Notes on 2023 Budget

Income in 2023 is expected to reflect a small increase in 2022 levels of giving, and a more significant increase in letting income due to a full return to pre-pandemic use of facilities.

Expenditure in 2023 is expected to show inflation increases from 2022, with the exception of significantly higher gas and Specific items of note:

- Our gas prices are fixed until 1 October 2024 at a rate below the government Energy Relief Scheme cap
- Our electricity price is fixed until 1 October 2023 at a rate which attracts relief from the scheme; predicted costs for the year are therefore subject to uncertainties about continuing government support and costs to be negotiated for a new contract
- Staff costs reflect a full year of employment of a Parish Administrator in addition to the Operations Manager
- Our Parish Support Fund contribution to the Diocese has been reduced from £114K in 2022 to £96.9K in 2023

- The only major work included in 2023 is for boiler replacement (£30k) in St Andrews. Other major works under consideration (not included in the budget) will require PCC approval to fundraise, obtain grants or use reserves. Projects include the stained glass at St Andrew's and other remedial work identified in quinquennial inspections.

APPENDIX 1

Contributors to the Report

Report collated and edited by Mary Elliott on behalf of the PCC.

Structure, Governance and Management	The Rev'd Robert Stanier, Katherine Reed, Mary Elliott
Vicar's Review of 2022	The Rev'd Robert Stanier
Adult Christian Study	Jackie Robbs, the Rev'd Michael Johns-Perring
Music	Simon Harvey
Serving Team	Helen Goepel
St Andrew's and St Mark's Junior School	The Rev'd Robert Stanier
Children's Activities	Sarah Stokes, The Rev'd Robert Stanier, The Rev'd Michael Johns-Perring
Pastoral Care	The Rev'd Michael Johns-Perring
Outreach and Service to the Community	The Rev'd Janice Price
Fellowship in Faith	Clare Mannall, Moira Greenfield, the Rev'd Robert Stanier
Finance	Andrew Miskin, Diana Lewis, The Rev'd Robert Stanier
Health and Safety	Mike Smith
Property	Clare Chesterman, The Rev'd Robert Stanier, Mike Smith
The Gardens	Mike Smith
Eco Committee	Brigid Crew, the Rev'd Michael Johns-Perring
Communication and Publicity	The Rev'd Robert Stanier, the Rev'd Michael Johns-Perring
Churchwardens' Reports	Rod Pearson, Diana Lewis, Mike Smith
Kingston Deanery Synod	Ian Wilson

APPENDIX 2

Kingston Deanery Synod 2022

‘Rooted in my Parish, connected by my Deanery, supported by my Diocese’

Kingston Deanery Synod comprises seventeen parishes, all of which are situated within the boundaries of the Royal Borough. The purpose of the Synod is to bring together the representatives of these parishes in order to promote the work of Christ’s Church in the Kingston area. The Synod provides an opportunity for representatives to meet three times each year to share experience of the life and work of their churches, to discuss topics of mutual interest and to work together throughout the year on Synod’s agreed priorities as set out in the Deanery Mission Action Plan.

Clergy are members of the Synod and each church elects lay representatives every three years. The Area Dean is appointed by the Bishop of Kingston with clergy having an opportunity to express their preference: Synod members elect the lay chairman. This parish has four members on Synod: Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. Principal matters which came to the fore during the year were:

- Living in Love and Faith: The Rev’d Robert Stanier reported on the deanery discussions attended by 16 – 20 people during October and November 2021. (General Synod has subsequently voted to offer blessings for same sex couples but withheld the sacrament of marriage.)
- All Saints, Kingston: Proposal to designate All Saints as a minster church. (This was later deferred pending the arrival of the new incumbent and the new Bishop of Kingston.)
- Ethical Investment: The Rev’d Hugo Foxwood, vicar of St Peter’s, Norbiton, outlined two resolutions on the subject passed by his PCC. After a lively discussion, and some amendment, it was agreed that the resolutions should be forwarded to the Presidents of the Diocesan Synod for consideration. (The response received indicated that they would be considered at the February 2023 meeting when there would be a focus on environmental and energy matters.)
- Increased Energy Costs: How churches are planning to manage.
- Deanery Funerals Scheme: The Rev’d Robert Stanier gave a brief report on the development of the scheme since it began in 2015, highlighting the

The Parish of St Andrew and St Mark, Surbiton

larger proportion of church funerals amongst churches which took part in the scheme. The Diocese will cease making a grant after 2022.

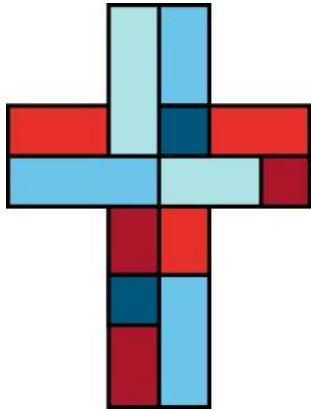
- Kingston C of E Secondary School: The current plan is for the school to open in the autumn of 2024.

Southwark Diocesan Synod

Ian Wilson is a representative of Kingston Deanery on the above. An informative report of the proceedings can be found in *The Bridge* newspaper:

<https://southwark.anglican.org/news-events/news/the-bridge-newspaper/>

Accounts



St Andrew & St Mark Surbiton

2021

**Annual Report of
the Parochial Church Council
Churchwardens' Fabric Report
Financial Statements**

Registered Charity Number: 1130093

The Parish of St Andrew and St Mark, Surbiton

Address: The Parish Office, St Mark's Church, St Mark's Hill, Surbiton, Surrey, KT6 4LS

Presented to the the Annual Parochial Church Meeting on 8th May 2022

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**PAROCHIAL CHURCH COUNCIL OF
SAINT ANDREW AND SAINT MARK, SURBITON
REPORT FOR THE YEAR ENDED 31 DECEMBER 2021**



Structure, Governance and Management

The Parochial Church Council

Members of the Parochial Church Council (PCC) hold office in accordance with the Church Representation Rules – either ex-officio; or by election or appointment at the Annual Parochial Church Meeting; or by co-option.

The following served as members of the PCC for all or part of the period from 1 January 2021 until approval of the financial statements on 27 April 2022:

Naomi Bamford-Hurrell* (until 23 May 2021)

Anne Barker ***

Valerie Baxter ***

The Rev'd Carole Bourne

Gary Buckley

Mary Elliott

Hugh Evans

Helen Goepel ***

Andrew Horn

The Rev'd Michael Johns-Perring

Diana Lewis – Churchwarden

Christopher Madden

Clare Mannall* (until 23 May 2021)

Andrew Miskin – Treasurer

Toni Mitchell

Dan Nmadu

The Parish of St Andrew and St Mark, Surbiton

Rod Pearson – Churchwarden
The Rev'd Janice Price ** (from 27 June 2021)
Katherine Reed – PCC Secretary
Jackie Robbs
The Rev'd Robert Stanier – Chairman
Michael Smith – Churchwarden
Ian Wilson ***
Eileen Wingrove

Notes:

- * Denotes a member who left the PCC during 2021
- ** Denotes a member who joined the PCC during 2021
- *** Denotes a member of the Kingston Deanery Synod

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent. All eligible members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Charitable Status

The PCC has charitable status and the members of the PCC are the trustees. The charity is registered with the Charity Commission under the number 1130093.

Objectives and Activities

The sole charitable object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. In furtherance of this object the PCC has a statutory responsibility to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social, environmental, and ecumenical.

The PCC continues to achieve its primary object by:

- maintaining the whole mission of the church, and supporting the ministry team. This includes the regular provision of opportunities for divine worship, the promotion of the Gospel and of Christian fellowship;
- managing and maintaining the church premises at St. Mark's and at St. Andrew's so that they can be used in a variety of ways both liturgical and secular; and
- supporting the Church of England through donations to the Southwark Diocese Parish Support Fund.

Public Benefit

The Trustees are aware of and consider the guidance of the Charity Commission on public benefit including, in particular, the specific guidance on charities for the advancement of religion. The charity fulfils its public benefit requirement through the provision of opportunities for public and private Christian worship in its two churches. It provides teaching in the Christian faith. It offers pastoral care to members of the congregation, residents in the parish and others. It supports other charities throughout the world. It organises outreach social activities for church members and others in the community including a Christmas Day lunch for people who would otherwise be alone. It contributes to the work of the wider Church of England, particularly in the Diocese of Southwark.

Further information about the charity's activities is provided later in this report.

Day-to-day Management

The PCC has delegated some of its functions (but not its trustee responsibilities) to a number of groups and people who report regularly to the PCC. In addition, certain individuals, including the sacristans and the director of music, fill specific roles in the running of the parish and are authorised to incur expenditure on behalf of the PCC within prescribed limits.

Sub-Committees

2021 consolidated the sub-committee structure first re-introduced in 2017. All but one of the sub-committees met regularly and produced helpful work.

A list of the sub-committees reporting to the PCC (some of which have delegated budgets in support of their work) is set out below, and reports from the sub-committees are contained in this Report.

Table 1: Sub-committees

Committee	Report at page
Standing Committee	n/a
Discipleship	12
Children and Young People	15
Social Action and Charity	18
Social Events	18

The Parish of St Andrew and St Mark, Surbiton

Lettings	22
Property Management	25
Environment (“Eco”)	25
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Risk Management

The PCC has reviewed the risks to which it may be exposed, and it considered that the systems which have been established are suitable for the minimisation of such risks, for safeguarding the assets of the PCC, and for the prevention and detection of fraud. A risk register is maintained which is reviewed annually by the PCC.

Parish Safeguarding

Judith Murray and Charlie Bamford as Parish Safeguarding Officers are points of contact, alongside the Vicar, for anyone with a safeguarding concern. Their photographs and contact details are on public view in both churches. The PCC reviewed its safeguarding policy during the year.

Professional Advisors

Bankers and Fund Managers

National Westminster Bank plc, 10 Victoria Road, Surbiton, Surrey KT6 4JY

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

CCLA Investment Management Limited, 85 Queen Victoria Street, London EC4V 4ET

Insurers

Ecclesiastical Insurance Group, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

Solicitors

Winckworth Sherwood LLP, Minerva House, 5 Montague Close, London SE1 9BB

Palmers Solicitors, 89-91 Clarence Street, Kingston upon Thames KT1 1QY

The Parish of St Andrew and St Mark, Surbiton

Architect

Sue Kent BSc Dipl. Arch RIBA, Inspecting Architect, Howard : Fairbairn : MHK, Chartered Architects, Lambourn House, Redlands, Coulsdon, Croydon, Surrey CR5 2HT

Organ Maintenance

B C Shepherd & Sons, Pipe Organ Builders, 1 Mill Ridge, Edgware, Middlesex HA8 7PE

Piano Maintenance

Victor Kee, Piano Tuning and Repairs, 126 Amyand Park Road, St. Margarets, Twickenham TW1 3HP

Independent Examiner

Timothy Brown, A.C.A., 50 The Ridings, Surbiton, Surrey KT5 8HQ

Annual Report

Overview

2021 saw the continuation of the Covid-19 pandemic. The parish continued to adapt to changing circumstances. The rolling out of the vaccination programme saw a partial lifting of restrictions, but life did not return fully to normal.

The report of the year's activities has been written by the many people who lead or undertake events within the parish. This is an extensive and varied group and the style of this report reflects this. A full list of contributors is at **Appendix 1**.

Thank you

The extensive, successful and effective range of activities detailed in this report would not be possible without significant help and support from a large number of people, both regular members of the congregation and others who support the church and its work in the community. While these individuals are not named in this report, the PCC acknowledges the roles, scope and functions undertaken and wishes to extend its grateful thanks and appreciation for all those who have contributed, and continue to contribute, to the life of the parish.

Vicar's Review of 2021

Public benefit

- In a typical year, over 15,000 people would visit our church buildings: last year, a decent estimate would be that 7,000 came; everything continued to be disrupted by lockdowns and Covid restrictions, and there was no period that was clear of restrictions.
 - In January, February, and March, there were very few groups using the church groups at all as it was close to a full lockdown until April.
 - After Easter, groups that involved children were allowed to return, but with certain restrictions (e.g. about ventilation and not sharing food).
 - There was a second 'release' on 17 May, after which adult groups returned (e.g. Linden Wind and yoga).
 - Anything close to normality only returned in the week of 21 July.
 - The entrance onto the scene of the Omicron variant of Covid caused some cancellations in December.

The Parish of St Andrew and St Mark, Surbiton

- Within the constraints of lockdown, the Church continued to offer Christian marriage or burial to anyone resident in, or with a qualifying connection to, the parish, who asked, as well as baptism services. There was a significant 'rush' in baptisms in September and October after regulations eased.
- The Winter Nightshelter for homeless people that usually takes place did not happen as the government offered clients beds in permanent hostels.
- The church successfully offered a free Christmas lunch on Christmas Day for fifty people, not by gathering together (as in previous years), but rather by delivering hot lunches to local households who needed one. The original plan to use a site and caterers at Surbiton High was not in the event possible from their perspective, so we worked with a local restaurant to do this.
- The church continued to run events, almost monthly, in support of the 'Charity of the Month', largely in the form of online entertainment: Zoom wine tastings, quizzes and even Bingo.
- The parish has continued to support the local state schools through governorship, in particular at St Andrew's and St Mark's Junior School. Congregation members offered a total of over 500 hours of support to the school as Foundation and Diocesan governors; the student body comprises 330 children. (Congregation members are also governors at other schools.)
- Food bank collection centre: both church buildings gather food for the Food Bank which is taken there regularly by volunteers. The vicar can also act as a sponsor to give food bank vouchers. The church undertook two special collections during the first lockdown, encouraging donations which were not being prompted by people's visiting the building.
- Care and attention has continued to be given to the churchyards at St Andrew's and at St Mark's to ensure a healthy, green space in an increasingly congested Surbiton; the Church received its Bronze award on the Eco Church scheme in recognition of its efforts in this area.

Hello and Goodbye



In July, it was wonderful to welcome back Janice Price to serve her curacy as a permanent deacon in the parish.

Sadly, several members of our congregation died in 2021.

- Mary Rice, faithful member of the Mothers' Union, inveterate knitter, and one of the longest standing members of St Mark's, though attendance had been limited by mobility issues for some years;

- Ted Wright, who was a stalwart both of the 10.30am Thursday communion at St Mark's and of the 11am service at St

Andrew's, whose wry humour, uncomplaining nature and motorised scooter were features of parish life;

- Colston Hartley, whose erudition and culture enhanced the 8am service with apt poetry from time to time, and who seemed to have taken in every art exhibition in town for the last fifty years;
- Michael Vaughan, D-Day veteran, whose dapper dress sense and unflinching politeness also enhanced the 8am congregation.

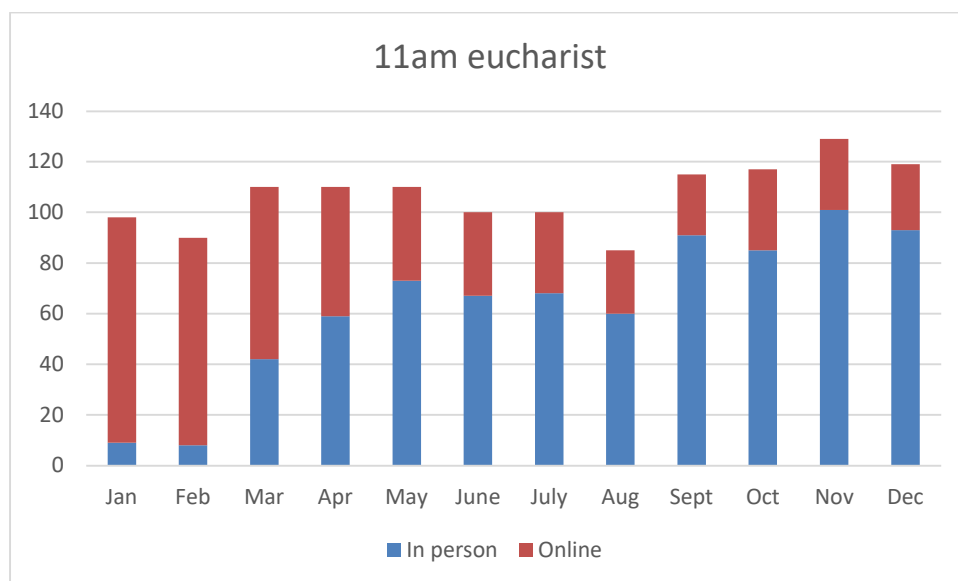
They are all missed.

Morning Worship on Sundays

At the start of the year, the second wave of Covid meant that as with all churches, St Andrew's and St Mark's was operating entirely online, apart from a clergy presence in churches; we continued to offer three services each morning, at 8am, 9.15am and 11am and also at 6pm in the evening.

While the rules were strict, the government directive meant that at least the decision on what was permitted was clear. That said, a lot of people look back on January and February 2021 as their lowest point of the lockdown experience. Death rates in hospital were massive, as were hospitalisations, including in our own congregation; most people had not yet been vaccinated, and there were very few activities taking place outside the home. For families with children, home schooling was the norm, and attending more screen activities on a Sunday morning had little appeal, which in particular affected our 9.15am service.

Chart 1: 11 am Eucharist



The above chart uses figures for one Sunday in each month of 2021, recording those attending in person and those online. (We did not keep perfect figures especially for online attendance, but these are all accurate individual Sundays.) It shows how attendance at the 11am hybrid service shifted over the year, from 90+% of attendance at the start of the year to something like 20% by early December (NB this Sunday was before the Omicron variant affected the country).

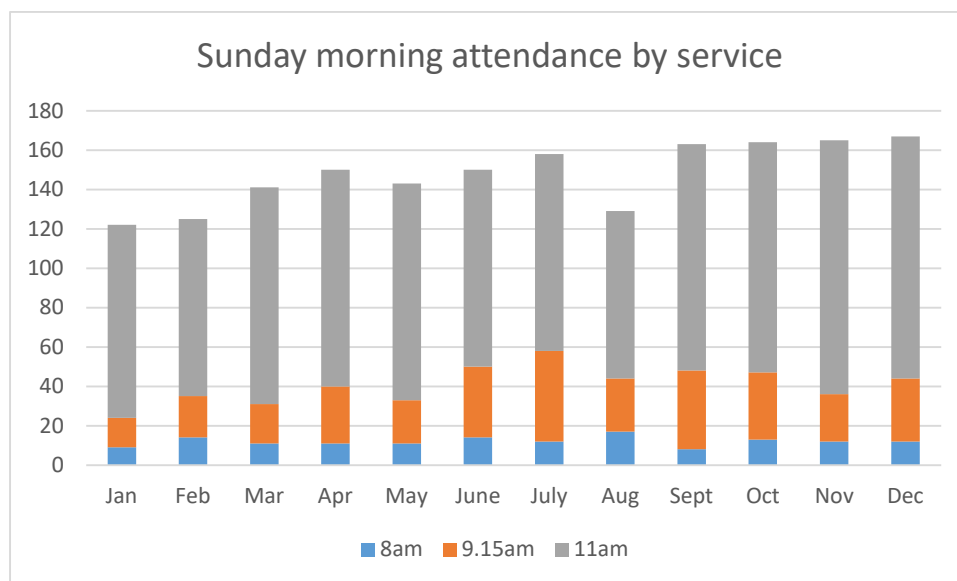
Gradual easing of restrictions allowed ‘in the flesh’ moments, but it got complicated: we restarted our small midweek communion in February, and from 21 March onwards, some ‘in the flesh’ worship was possible on Sundays, for a restricted number of participants. This meant that the great services of the Holy Week Triduum were possible, as they had not been in 2020, but with limited in person participation.

From then on into the summer, Track and Trace measures meant that we recorded every single person who came into church and we did an assessment for what would be safe in terms of social distancing; each of the thirty five pews at St Andrew’s (and a slightly lower number at St Mark’s) could be for an individual or for a family unit. From April till September people would pre-book slots on ‘Eventbrite’. Through these measures and continued extensive use of Zoom, we were able never to have to turn anyone away who arrived in person on a Sunday morning.

In summer, our worship ‘limped along’ somewhat: people could attend in person, but *what* they could do was restricted. At first, the only people allowed to sing in church were the choir, and then children were added to the ‘permitted singers’. In mid summer, adults were allowed to sing while still having masks on, before unmasked, natural singing arrived again in late summer. We stopped requiring people to pre-book via Eventbrite in late July. The children’s choir restarted in the summer term.

Attendance

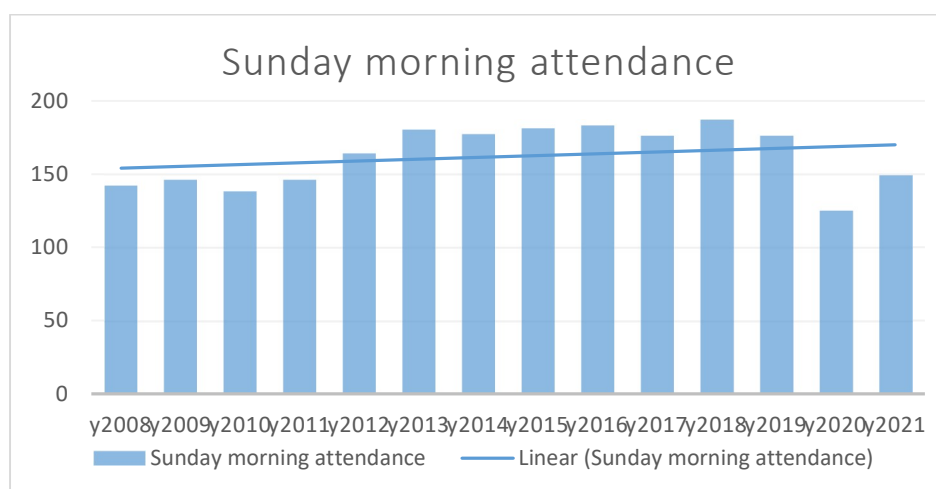
Chart 2: Sunday morning attendance by service type



The above chart demonstrates Sunday morning attendance in 2021 by service type.

Attendance at the 8am was largely constant throughout the year. The 9.15am service has been the one most affected by Covid. Our average attendance for 2016 to 2019 was around 55; in 2020 it was just 29, and attendances in the first quarter of 2021, for the most part online only, were meagre. Numbers in the last half of the year were higher, but this congregation has been hit hard by Covid.

Chart 3: Sunday morning attendance since 2008



The above chart shows Sunday morning attendance since 2008, including adults and children for all morning services, but avoiding double counts if possible. The 2020 and 2021 figures include Zoom attendance as well as in person attendance. The trendline is still up because in nine of the thirteen years, attendance has increased on the year before.

The autumn was notably freer, though still with restrictive measures in place, such as socially distanced seating, no processing in and out as a result, the sacrament offered in one kind, the peace being offered by waving of hands rather than physical contact and so on. However, singing and mask-free singing gradually arrived, and tea and coffee resumed, until the arrival of the Omicron variant in December meant that masks returned.

And so to Christmas. School carol services were a mixed picture; some did online only, with just active singers/ musicians in church; others did services for pupils only with no parents allowed. Plans were started, reframed and sometimes cancelled altogether. We offered only one Christingle service, with a limit of 150 people, but augmented our Christmas with an outdoor carol service on Christmas Eve, outside the crib at St Mark's, which was attended by around a hundred people.

We continued our online offer: at the start of the year, typically there were 75 Zoom Screens and 10 Facebook watchers of our 11am eucharist. Even at the end of the year, more than 20 people were coming each Sunday morning at 11am via Zoom, but the take up of Youtube sermons gradually declined as it became easier to attend church and people could then hear the sermon as it happened.

Most months, quite how to offer services was an item on the PCC agenda, and discussions were sensible and constructive: for example, it was at a PCC meeting that the idea of the outdoor Christmas carol service was conceived, which was successful.

The hardest thing, in many ways, was how to handle the spectrum of opinion within the congregation about the right way forward. While the congregation contained no "anti-vaxxers" in the sense of people who thought vaccination was wrong *per se*, a small minority of the congregation chose not to take a vaccination because they felt it was too risky to them personally and because it was not necessary; they felt like an embattled minority, marginalised by public opinion and the mainstream media. The vast majority of the congregation, on the other hand, were grateful for the vaccination, and of these many felt that those refusing to get vaccinated were contributing to the problem. If Brexit had been a divisive issue, this was nothing compared with the issue of vaccination.

Whether people were vaccinated or not, throughout the year, there was a lower octane spread of views about what worship should look like at different times. The more liberal view would typically be that once people were

vaccinated, one should err towards avoiding rules altogether, beyond that which was legally enforced. The more cautious view was that while cases remained high (and they never went away throughout the year), the more worship returned to normal, the more we would contribute towards a greater number of cases, and death and hospitalisation in the community.

For the first months of the year, there was a clear government directive, but from April onwards, individual parishes were left to make their own decisions depending on their context.

One of the advantages the parish had was that the Zoom set-up at St Andrew's, which had been established so speedily in 2020, was refined and able to continue to offer Zoom services throughout, both on Sunday mornings and during weddings and funerals. This meant not just that we were accessible to those who were cautious about Covid, but also opened up new possibilities more generally. At a wedding in September, for example, there was a considerable contingent who tuned in from Rio de Janeiro. The new Audio-Visual sub-committee was kept very busy (see separate section).

Marriage, Baptism and Funerals

In terms of occasional offices, our first wedding of the year was in May, with just thirty guests (the national maximum). Apart from a lone baptism in February, we barely did baptisms till the second half of the year and, for those early ones, only limited numbers were allowed.

In order to ease planning for families, and to maximise the number of people who could attend across a Sunday, we shifted baptisms out of the main morning services and into the afternoon. This might mean five services on a Sunday, but with a big staff team it was possible. We did eight baptism services from June to the end of August, and then in the autumn term (from September to December), a further thirteen. The autumn saw two weddings.

The number of funerals was broadly similar to previous years.

Adult Christian Study

Overview

In 2021, home groups were hard to run, but continued, albeit partially online. During the January lockdown, the vicar led a three week Zoom course on the Book of Galatians, which was attended by around thirty participants.

Friday Afternoon Group

For the first part of the year the group met remotely for Bible study. Initially they looked at a variety of Psalms, with different group members nominating and speaking about a Psalm which had particular associations for them. After Easter the group looked at the different accounts of the resurrection by the four Gospel writers. Throughout this period, the group pooled prayer requests via email and set a time to pray, so they could be in communion even though apart. After the summer break, the group was finally able to meet in person and started looking at Paul's First Letter to the Corinthians. Numbers remained strong throughout: up to sixteen people joined the Bible studies via Zoom and more returned once restrictions were lifted.

Discipleship Sub-Committee

The Discipleship Committee continued to meet regularly in 2021, mostly via Zoom. Unfortunately, due to Covid restrictions, the parish quiet day at Wychcroft retreat centre had to be put off again until June 2022. In the meantime, a parish quiet morning was organised for Advent. This had to move to Zoom at the last minute because of Covid concerns, but still proved stimulating for the ten people who attended. The Rev'd Janice Price kindly led the morning.

Music

Overview

Sadly, due to the continuing Covid restrictions throughout the first part of 2021, the choral activities of both the adult and children's choirs were curtailed until May, when regular choir duties for the adults recommenced. Until that point, the main Sunday morning Eucharist services were still led by a soloist or small group of "bubbled" singers. A huge thanks to those singers who acted in this capacity and enabled music to remain a part of the worship, albeit in a much-reduced manner, during that period.

Adult Choir

Choir practices and regular choir duties returned at the start of May, although due to our much smaller group of regular singers, musical requirements have been simplified, in order to create a phased approach to a return to what was routine, at least as far as the regular Sunday morning sung services are concerned, prior to the pandemic.

In 2020 the choir had lost almost a third of its regular singers for various reasons, mostly due to people moving away from the area. Several efforts

The Parish of St Andrew and St Mark, Surbiton

were made to recruit new singers in the latter half of 2021, including an informal “Come and Sing” Evensong on 4 July. A “Call to Arms” also appeared in the Parish Magazine. However, these only resulted in one new singer joining on a regular basis. The Adult choir still only totals 13 voices, which is very low and does not bode well on the longevity front, as it stands. However, our singers are committed to the cause and must be thanked for their patience and commitment both during the pandemic and in the return to regular duties. We do, however, need strengthening in all voice parts, but particularly in the alto department.

Encouragingly, however, it has been possible to assemble a group of seven to eight singers who are happy to come and sing with us on an occasional basis, and this has strengthened the choir for our larger services such as the monthly Choral Evensongs and the carol services at Advent and Christmas. This has allowed us to maintain the high standard of music that is expected at those services, which would not really be feasible with just our regular core of voices. It is hoped that some of these additional singers may feel able to join the choir on a more regular basis, at some point.

Plans have been made for the choir to visit Wimborne Minster to sing Evensong in July 2022 (along with St Matthew’s choir) and this will mark a welcome return to these yearly visits which are enjoyed by both our singers and congregational supporters, alike.

Children’s Choir

In contrast to the adults, the Children’s Choir has continued to thrive on their return to their rehearsals in June, and sang for the first time since the pandemic began alongside the adults at the morning service on 11 July. The numbers in the choir have remained strong, with around 16 children singing throughout the remainder of 2021, and the group has even managed to recruit some new members. The children sang, once again, at the Christingle Service on Christmas Eve, which is a service they have always historically led on their own. For that service, the choir were kitted out in their new, smart navy polo shirts, emblazoned with the parish logo and choir name. These shirts replaced the non-specific, white t-shirts they have worn since the choir’s inception.



It is hoped that this group will continue to thrive and develop. There are also ideas being considered around starting a teenage choir in the next year or so. It is envisaged that this will be open to all young people aged c.14-18yrs, but it is hoped it will initially be made up of some of the older children currently in the Children's Choir. Several of these young people are founding members of the Children's Choir but are now settled well into their secondary school education. More on that anon!

Pianists

Finally, a huge vote thanks must go to our team of pianists who play for the non-choral Sunday morning services. They have been able to go about their duties for much of 2021. Baptisms, which would usually take place in some of these services, have remained separate from this worship, however, and scheduled for other times throughout the weekends. A particular mention must go to those pianists who have been able to cover the playing for those Baptisms outside of the usual Sunday morning slots.

St Andrew's and St Mark's Serving Team

The team consists of two sacristans and five permanent servers who together have somewhere between 100 and 200 years' serving experience. The team is small and committed and takes great care in delivering service to God at His altar. New members of the team will be welcomed gladly: full training will be given and one of the benefits is that you really feel right at the heart of the worship.

St Andrew's and St Mark's Junior School

SASM Junior School worked brilliantly to offer an education to children despite lockdowns. Even in January and February, when there was a full lockdown, every child had three live lessons each day, which was more than was achieved by any other local school.

Alison Vigurs, the Headteacher, retired in 2021 after ten years in post. Three weeks before she left, OFSTED finally decided to pay the school a visit, and the school was given an Outstanding rating, which was huge testament to her and to other members of the senior leadership team, as well as to the children.

Matthew Gates, the Deputy Headteacher, was appointed Headteacher, after an open process. He is looking to increase links with the church.

Throughout lockdown, the school continued to offer Collective Worship every morning, led remotely by staff and once a week by clergy.

People who have served as Foundation Governors this year are: Robert Stanier, Carole Bourne, Ruth Gilmore, Lucy Davis, Shafaly Khan and Michael Johns-Perring. Diocesan governors are Anne Barker and Joy Aboim.

The vicar has continued to serve as chair. The quality of support offered by the parish in this way is a major contribution to the wider Surbiton community.

Children and Young People

Children's and Young People's Committee

The Committee did not meet during 2021 as its core membership moved away or was indisposed. This needs to be addressed.

Sunday Club

After a long period when it was not possible to offer Sunday Club, the Club made its return in 2021. Sessions usually took place in the Glass Room, but some took place outside as well when the weather allowed – for instance, when the children helped stock the St Andrew's bug hotel. Attendance at Sunday Club did not return to the same level as prior to the pandemic, but it was great to be going again. Children attending Sunday Club explored a number of Bible stories and themes, attuned to the relevant church season. On Remembrance Sunday, children made a poppy wreath to be placed on the St Andrew's War Memorial. Sessions have been led and supported by clergy and volunteers. Grateful thanks go to all the Sunday Club team (and to churchwardens and all who provided technical and other support).

Sunbeams

Sunbeams, the church play group, is held on Wednesday mornings during term time in St. Mark's church hall. It has always been a parish outreach project by being open to any parent or carer with children from 0-3 years old.

Covid has hit hard again this year and unfortunately, due to further lockdown restrictions in the early months, we were unable to open for the Spring Term.



We did start again for the Summer Term, but with numbers strictly limited to twelve adults and their children, and only using a small number of toys to play with, which were spaced out in the church hall. At the end of each session, we had singing out on the patio, but

during the first few weeks no refreshments were offered, with adults encouraged to bring their own.

In the Autumn Term, we began to open up more. Weekly activities were available for the toddlers, and more toys were put out in the hall. Numbers attending continued to be limited in the same way as in the Summer Term, with parents and carers booking their place online using Eventbrite. The usual end of term Christmas party was not held this year, but an interactive Christmas story was told at our last session, with singing, and each child was given a book to take home.

Without helpers from the congregation there would be no Sunbeams! During the first few months they met up each Wednesday morning on Zoom. This provided an important opportunity to support each other in a difficult time.

Uniformed Organisations

The Surbiton Sealion Group heroically managed to meet, on every level - Beavers, Cubs and Scouts - throughout 2021, despite Covid restrictions. For the whole of the spring term, meetings were limited to Zoom, but there was some limited physical meeting in the summer term and the autumn was relatively normal.

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In church terms, they had an appropriately limited (but real) presence both at the Mothering Sunday service and at the Harvest service, though we could not hold 'full' parade services, because of Covid limitations.

The Brownies similarly continued to meet, when possible, in SASM Junior School.

Pastoral Care

The start of 2021 saw us back in lockdown, and pastoral care continued to be as important as ever. As in 2020, the ministry team was supported by many within our community, who volunteered to reach out and help those struggling to cope with the various limitations on their day-to-day lives. As with the year before, 2021 was challenging, and those involved in pastoral care had a growing awareness of the impact of the pandemic on people's physical and mental health.



As we approached the summer and restrictions eased, so the range of pastoral care provision could be expanded. Many activities, including the distribution of Home Communion, curtailed in 2020, could resume in a more "normal" way. Visiting people in their homes or in care homes and hospitals became

more possible. Sometimes, however, care homes or hospitals went into periods of isolation when cases of Covid were identified. While some restrictions did come back later in the year, with the arrival of the Omicron variant, there was no return to the lockdown experienced at the start of the year.

Throughout 2021, the ministry team continued to meet regularly to discuss pastoral care. As in 2020, our churches were opened for periods of private prayer.

Outreach and Service to the Community

Charity and Social Action Committee

The Committee meets every two months, to encourage, support and empower members of the congregation and others to be open to future initiatives through charity and social action. It oversees initiatives whereby the Parish and congregation raise funds or make donations to charitable causes, ratified by the PCC.

The pandemic and its associated restrictions over the past two years saw sub-committee meetings move on to Zoom. Due to other responsibilities, Carole Bourne stepped down from the Committee at the end of 2021.

In the autumn, the PCC, recognising the exceptional losses suffered by charities since the beginning of the pandemic in 2020, agreed to make a one-off donation of £5,000 available to the CSAC in order to underwrite charitable giving.

Activities

The activities co-ordinated by CSAC continued to be limited and modified over the course of 2021 because of the pandemic. Charities of the month included USPG, ABCD, Leprosy Mission, Matabeleland Diocesan Link, Fircroft Trust, Christian Aid, Children's Society, Welcare, Bishop's Lent Appeal, Oxygen and Street Pastors.

The Night Shelter at St Mark's was put on hold again this year due to Covid restrictions.

We have continued to support, financially and practically, the new Joel Centre, which reopened as a residential home for up to 7 people who have experienced homelessness and face issues around drugs and alcohol. The focus is on helping people take the first steps on their recovery journey through a structured daily programme of activities, led by an individual's strengths and interests. There continues to be an emphasis on group activities and eating wholesome, home-cooked meals around a shared table, to help build a caring community.

Fundraising

Fundraising events (partly online) have continued, including quiz and bingo nights, Friday coffee, and an evening of entertainment. Donations received have been sent to support the work of local and overseas organisations.

The events committee were delighted to be able to hold the annual Christmas Fair at St Andrews Church in November 2021, after a gap in 2020. It was

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decided to hold many of the stalls outside and this proved a huge success with a barbecue, cake stall, bar and mulled wine and children's activities taking place outside of the church in the surrounding gardens.



The interior of the church was used to hold a live auction along with a pianist providing musical entertainment.

Afterwards, the committee met to discuss the event and it was felt that using the gardens and holding the live auction were very successful, and it is planned to take these aspects, and other new ideas, forward to the 2022 Christmas Fair.

It was also possible to hold the Christingle Service in 2021, at which donations were collected for the Children's Society.

The committee is now planning ahead for events to mark the Platinum Jubilee and 150th anniversary of the consecration of St Andrew's.

Charitable Giving

The charities in the table below were supported by donations as shown.

Table 2: Amounts donated in 2021

Month	Event	Charity	Total Amount Donated
January	Wine Tasting	Shepherd's Hospice, Sierra Leone	£875
March	Quiz	Oxygen	£500
April	Bingo	Bishop's Lent Appeal	£350
May		Christian Aid	£499
June	Record Evening	Leprosy Mission	£360
August		Kingston Churches Action on Homelessness/Joel	£100
August	Concert	World Land Trust	£200
September	Evening of Entertainment	Action around Bethlehem Children with Disability	£725
October		United Society Partners in the Gospel	£112
November	Quiz Night	Fircroft Trust	£582
December	Christingle Service	Children's Society	£300

Source: Parish accounts

Food Bank

This year, the congregation has continued to contribute to the Food Bank via both church collection points. The Food Bank has been under particular stress following the reduction in Universal Credit and other factors. It was therefore good to see many donations received during the Harvest Service in October, and following reminders which were regularly included in notices and in the vicar's weekly email.

New volunteers are sought to take on responsibility for collecting donations from the churches and delivering them to the Food Bank collection points, as the current incumbents wish to hand this on after several years in post. They would encourage people to consider this rewarding role, helping many families and people facing financial stress. The Food Bank report that need is growing, and they expect that demand will rise significantly in the near future.

Christmas Day Lunch

'Oh thank you. Having a Christmas lunch delivered will mean I see and speak to someone on Christmas Day.'

'Thank you for your gifts and kindness which are very much appreciated on Jesus's birthday.'

These were just two of many expressions of thanks and appreciation from people who received lunches on Christmas Day. This year St Andrew's and St Mark's teamed up with the Italian Taste café on Surbiton Road and supplied 55 lunches to people in Surbiton, Kingston, New Malden, Claygate and Chessington. 20 drivers from St Andrew's and St Mark's, Alfriston Day Centre and Love Kingston collected lunches and bags of presents to take to people across the Borough.

In the weeks before Christmas, many of the St Andrew's and St Mark's congregations had donated wrapped presents which piled high in the parish office.

The traditional lunch party was not possible because of COVID. However, the next best thing was delivering lunches to people who requested them.

The Christmas lunch has happened for more than forty years. Whether through delivering lunches on Christmas Day or donating presents, the church shows our generosity and thankfulness through giving to others. This annual event is an expression of God's love for all people, especially those who are vulnerable and lonely. It has changed and adapted throughout the years, but the message stays the same – this is a time to celebrate the birth of Christ and to share with others.

Fellowship in Faith

Parish Breakfasts

In 2021 the breakfast team only managed one breakfast, in November. It was fun to be back in the kitchen and the breakfast was well received by all those who came through to the hall after church that Sunday. It is hoped the breakfasts will be more frequent in 2022, but the team urgently needs reinforcements / volunteers if they are to be able to offer breakfast on a regular basis.

Mothers' Union (MU)

The branch continued to meet, initially via Zoom as the pandemic continued, but gathering together from June following the lifting of lockdown restrictions. A standout meeting took place in April when Janet Jones gave a talk on ecclesiastical vestments. Janet is an expert embroiderer and has had a hand in most of the alter covers, vestments and other adornments used regularly in both churches. Following on from this, the parish's Environmental Committee gave a very interesting talk on the work they have done to make our churches more environmentally efficient. We were reminded of our role in reducing global warming, and protecting the beautiful planet that God has given us.

The branch participated in the Mothers' Union Summer of Hope campaign, a major feature of which was a focus on violence against women and girls. The branch's campaign included a sponsored 5 km riverside walk, and a cream tea on 21 July, and raised a contribution of £500 for the campaign. On 18 August, we marked the 100th anniversary of the death of Mary Sumner, the founder of Mothers' Union.

In September we heard from Janice Price, who shared her journey towards being ordained Deacon, which we all found interesting and moving. The October talk was delivered by Christians Against Poverty, based in St John's Church, New Malden; they support people who find themselves in debt by providing them with money management skills, and the confidence to remain debt-free. Following on from this, the branch hosted an on-line bingo event which raised £300 for CAP.

In November, the branch hosted an Autumn Bring and Share Supper, and on 24 November, Moira Greenwood, our Branch Leader, led Cathedral Prayers for Mother's Union at Southwark Cathedral, ably supported by Christine Waller, Sue Wood, and Rosemary Perry. 2021 ended with our annual Christmas Eucharist, celebrated by the Vicar, who is a member of the Mothers' Union.

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The branch meets regularly to hear from a range of people with interesting stories to tell, particularly in connection with their faith, and is active both in raising awareness for good causes, and fundraising for their work.

Health and Safety

General

Our Health and Safety policy has been entirely revised and, for the first time, includes a Lone Worker strategy. Health and safety inspections were held at both churches: first aid boxes and accident books were checked, and ladders were inspected for safety. An inventory of climbing equipment was produced. Some equipment was moved to better positions. PAT testing of electrical equipment was reintroduced and will be carried out by a qualified tradesperson. A full insurance inspection of St Andrew's was held, which highlighted several training and safety issues which are currently being addressed.

Fire Safety

A Fire Safety Officer was appointed during 2021; this is a new position. Revised fire risk assessments were completed for both churches and fire safety inspections were held. Evacuation signage was improved, all of the extinguishers were professionally checked, and some were moved to more accessible positions. The fire alarm system at St Mark's was also inspected by our alarm company. Escape routes at St Andrew's were cleared of stored equipment and an automatic light was installed in the Flower Room passage to aid escape. The lock on the rear escape door to the Blue Room was found to be unreliable and was replaced. The electrics in the tower at St Andrew's were completely replaced by a qualified electrician to comply with current electrical safety legislation. Fire safety training sessions will be reinstated when Covid restrictions are lifted.

Property

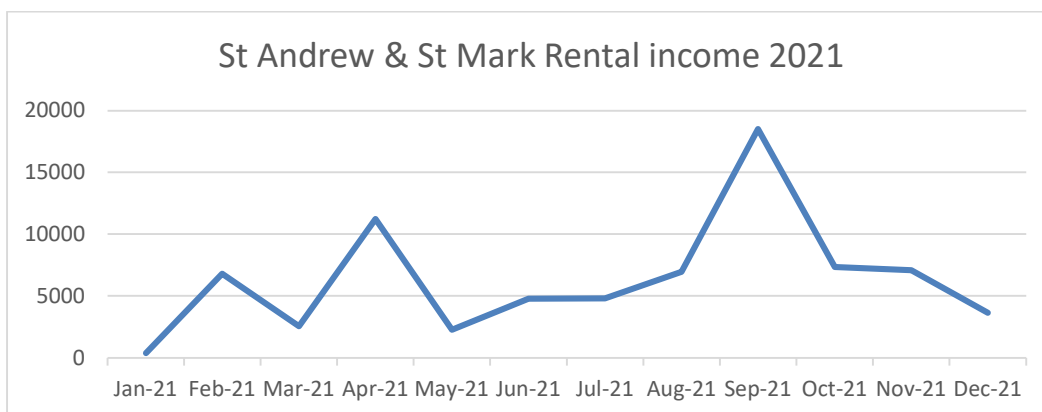
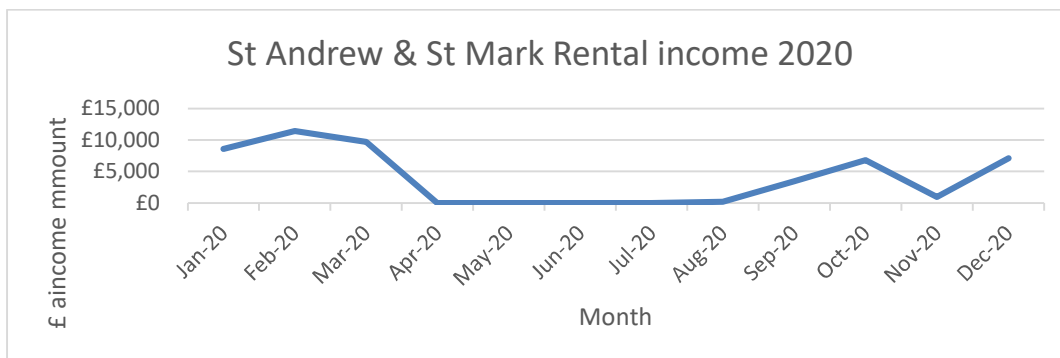
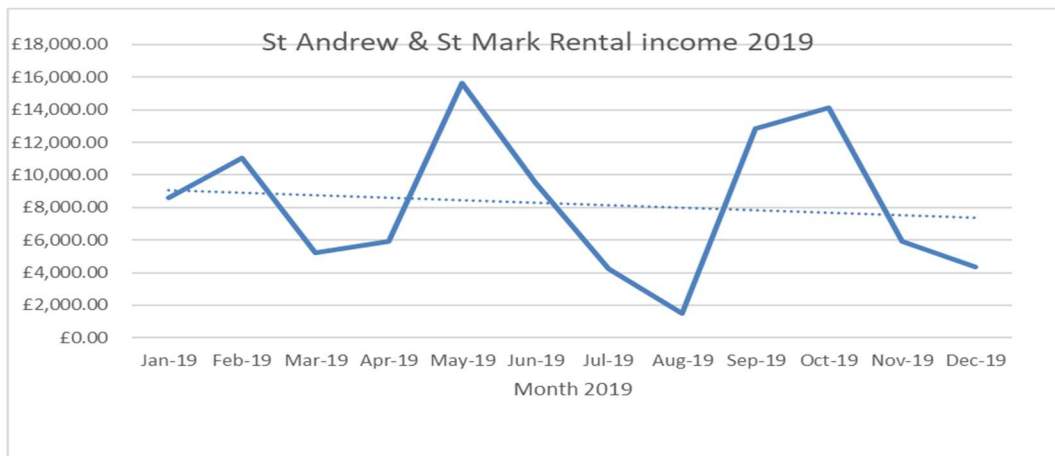
Lettings

In 2020, lettings ended on a more positive note after harsh Covid restrictions had meant the church buildings were closed from March - August 2020. There had been an increase in letting income for the final term of the year (September - December 2020) with hire revenue totalling £18,319. This was not to the same pre-Covid level of September - December 2019, when revenue from all hires totalled £37,224, but compared to the four months of April – August 2020, when we took no rental income at all, this was a great step

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forward. However, this optimism did not last as we started 2021 with a further lockdown in January, with only support groups such as AA and NA allowed to meet, giving a hire income of £45 for January. The lockdown continued for February and March with the return of the Dicky Birds after school club in March giving us a hire income of £2,305 (March 2021).

Charts 4, 5 and 6: Rental Income 2019-21



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As we left the harsh and depressing winter and entered spring, the hires started to return. Following the current Government rules and guidelines, we slowly reopened our hire spaces. Children's groups were first to return after the Easter break, followed by fitness classes after 17 May and children's birthday parties after 17 July 17. It was not until September that we saw a full return of our regular hires and occasional bookings. Singing groups, choirs and dance groups returned to hiring St Mark's Hall and St Andrew's Church. The Glass Room was too small for social distancing and proper ventilation, so singing groups have met in the main church area at St Andrew's. This has allowed such groups to return fully, as many members did not feel comfortable with meeting in the smaller Glass Room). It has been good to facilitate this return to in-person activities, which many people find so beneficial to their mental health and wellbeing.

After the cancellation of concerts in 2021, the 2020-21 Thames Concerts series returned to St Andrew's in the autumn, with Kingston Orpheus, K3A Orchestra, Kingston Philharmonia and Surbiton Symphony Orchestra all performing at St Andrew's. Unfortunately, Kingston Choral had to cancel their planned concert as the Omicron variant surge took off in Kingston in December.

We have continued to be a music exam centre for ABSRM and a Polling Station for Kingston electoral services, bringing in much-needed revenue to replenish hire income.

We ended 2021 in a better financial position than the previous year. Annual revenue from all hires increased by £27,442. However, compared to pre-Covid 2019, annual income from all hires is down by £21,463, but compared to a loss of £48,905 from 2019 to 2020 we are in a slightly better position.

Covid restrictions and financial losses have taken a toll on all of us. It has not been an easy time. This has been noticeable in how hires have had to be managed. To allow last minute changes to occur to reflect changes in Government guidelines and changes due to Covid illness, the church diary has been managed with great flexibility and responsiveness making it a busy year for lettings administration.

1 The Mall

It is still the intention of the Diocese to buy out the loan made to the parish to enable the purchase of 1 The Mall. The process, which has already experienced delay, has been further stalled due to the economic impact of the pandemic. 1 the Mall continues to be the residence of one of the Curates.

Property Management Committee

The Property Management Committee was re-formed with new terms of reference, with a new emphasis on prevention and pro-activity. A larger group of occasional volunteers has been established. The pandemic previously halted many projects and activities and the committee have been fully occupied this year. New boilers were installed at St Mark's and several large-scale projects at both churches are now being progressed. There has also been a plethora of smaller tasks which is still ongoing.

The Gardens

St Mark's Church

An 'Eco Garden' has been created at the rear of the church, with a large 'bug/hedgehog house', insect friendly shrubs, bird feeders and water bowls. Eight bird nesting boxes were installed around the garden. Wild flower seeds which have been gathered by volunteers will be sown on the rear bank next spring. The council reduced their garden maintenance programme significantly this year; it is hoped that the shortfall will be partly offset next year by a team of volunteers from 'Goodgym', a volunteer running group. Students from Surbiton High School again attended the gardens in late June and planted up the centre front flower bed and re-treated all of the church benches.

St Andrew's Church

A new volunteer took over garden maintenance at St Andrew's and has maintained the garden to the same high standard as before. All shrubs have been pruned and cleared, and further pruning of larger specimens has been identified for attention in spring 2022. The war memorial has been refurbished and freshly planted up. The worn grass patch at the front of the church will be improved in due course. Litter picking is carried out on a regular basis. A small 'bug house' has been built close to the front entrance and bird boxes are planned for early next year.

Eco Committee

The Eco Committee continued to meet during 2021, after its inaugural meeting in December 2020. According to its Terms of Reference, the Committee exists to “to proclaim and protect the gift of God’s creation, in the light of the climate emergency”. To achieve this, it leads “on work to reduce the environmental impact of the work and worship of both our churches”. An Eco Action Plan was put together, developed and updated throughout the year. Highlights from the year included St Andrew’s and St Mark’s being given the Bronze Eco Church Award by A Rocha, an environmental charity, in September.



September also saw our churches host a Climate Weekend, as part of a wider ecumenical initiative, in the lead up to the COP26 Conference in Glasgow. This weekend, organised by the Eco Committee, included a litter pick, fundraising piano recital and green worship – including an “All Creatures Great and Small” pet blessing service.

Communication and Publicity

Communications

A variety of forms of communication continued to be important, especially during the lockdowns.

The weekly email sent by Mailchimp has become the main method of communicating with the church community. It is written by the vicar, and on a Friday afternoon it lands in subscribers’ inboxes, containing information about services for the weekend, including Zoom codes, and services and events in the week ahead. There is a database of 353 who receive this email, with an average of 60% recipients opening the email regularly, which means about 212 people are in touch with what is happening at St Andrew and St Mark on a weekly basis. At Christmas and at other seasonal times the “open” rate increases to 73–75 % (264 people). We continue to send the weekly pew sheet from the parish office email to a distribution list of 40 people.

Alongside this, the vicar sent out newsletters roughly every three months by post, partly to reach those who were not online, but also because even those people who are online users enjoy physical content from time to time.

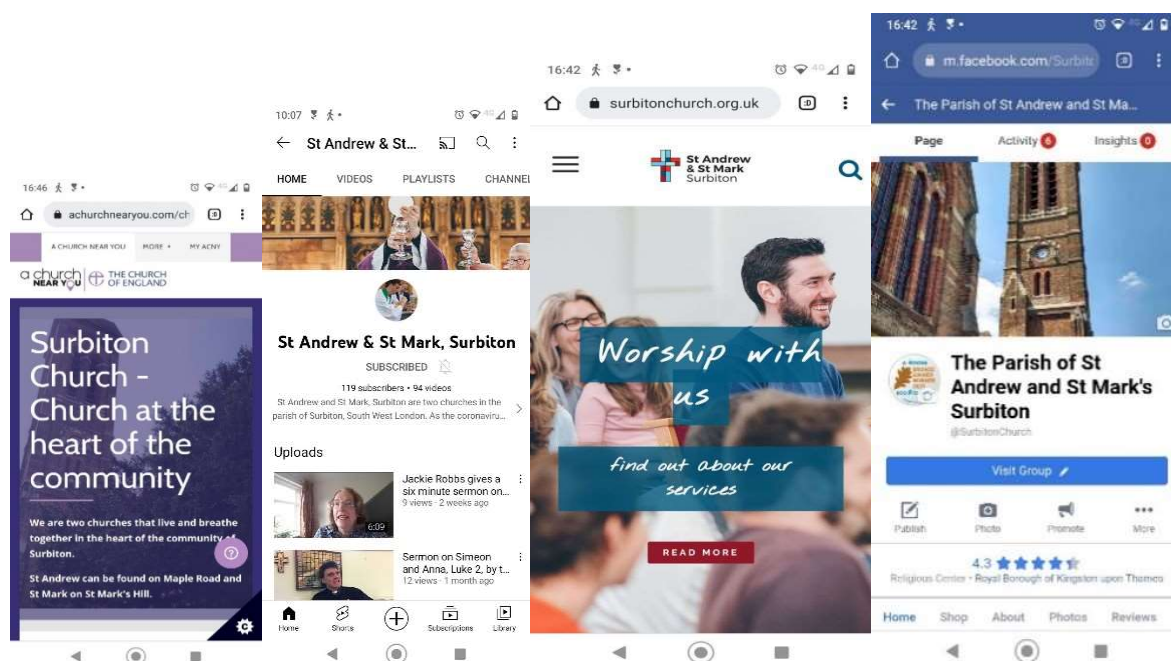
The parish website continues to be an important way of connecting to our local community and our congregation. As this report is written (late February 2022) we have had 188 users visiting the parish website in the last five days, with 239 individual sessions and 670 page views. 160 of these users are new visitors to the website. As our hire spaces are now being fully used, the most visited page is Venue Hire (52 page views), but this is closely followed by visits to Service Information and Service Calendar (44 page views each).

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The parish Facebook and Instagram are used to communicate parish events, services, and initiatives, such as Eco Church and our Christmas services, to the local community. Facebook is used as a simple way for people to join services live (Morning Prayer during the week, and the 8am and 11am, and some evening services, on Sunday). At the start of 2021, when we experienced a full lockdown, Zoom was the only way of joining a service. As we have returned to in-person services, joining our 11am Sunday Eucharist online via Zoom remains an option, with up to 30 screens joining in this way.

We now have a Parish YouTube channel where a library of sermons can be accessed. This can be accessed via a link on the parish website. On the website homepage we have featured YouTube sermons or pieces by Robert. This was effectively used, for example, to communicate plans for navigating Covid at church and our plans for Christmas services. Our YouTube channel had 118 subscribers at the end of the year, up from 98 at the end of 2020. However, as services have become more open, fewer people watched the sermon videos: at the start of the year, an average sermon would get 40 watches or so; by December, this was more like 15 watches. The most watched sermon by the vicar was the one at the Hollyfield School carol service, which has been viewed over 700 times.

Eventbrite has been used to ticket events such as the parish Charity of the Month events, be that an online Bingo or Quiz Night. It has also been used when required for booking seats for services, including the Christmas carol service, when seats were limited to 75 to allow for social distancing.



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<https://surbitonchurch.org.uk/>

<https://www.achurchnearyou.com/>

<https://www.facebook.com/SurbitonChurch/>

[@Surbiton Church](#)

<https://www.youtube.com/channel/UCqaB8-K9h736BEP35QEbuqw>

The Parish Magazine

Michael Johns-Perring continued as guest editor of Spire and Tower, the parish magazine, in 2021. Six editions of the magazine were published, in print and online. Many thanks go to all who contributed pictures and articles for the magazine. The March/April edition – with a focus on our individual and collective experiences of lockdown – was a highlight, with contributions from many within the parish. Particular thanks go to Olga Wickenden, for organising profiles, and to Rachel Taylor Williams and Julia Batsford White for contributing children’s sections. A number of advertisers renewed their subscriptions during the year and they are to be thanked for their donations. During the year, Christina Solou became Assistant Editor. Michael continues to hope that a willing volunteer might take over the editorship of the magazine in future.

Audio Visual (AV) Committee



The AV Committee met regularly during 2021. During the year, the quality of broadcasts from St Andrew’s improved. In addition, work was carried out to allow hybrid services to take place at St Mark’s for the first time. Our AV facilities allowed worship to continue during periods of lockdown. It also allowed individual worshippers and families, undergoing periods of self-isolation, to continue attending church. The AV facilities have enhanced the offering of our churches, allowing not only remote participation in our regular services, but helping families come together, while apart, for christenings, wedding and funerals. There continues to be a need to find additional volunteers to operate our AV systems.

Churchwardens' Report on the Fabric, Goods and Ornaments of the Churches

This report was made to the Parochial Church Council (PCC) under section 5 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 by Diana Lewis, Michael Smith and Rod Pearson as Churchwardens during 2021; and is also made by them to the Annual Parochial Church Meeting on behalf of the PCC.

General

As 2021 progressed, the easing of pandemic restrictions has allowed buildings to be opened up, returning to close to pre-pandemic patterns of use. Progress has been made on several major maintenance issues that had been previously identified, and a significant number of smaller electrical, plumbing and other problems have emerged and been dealt with. It should be noted that the return of hirers has heightened the need to maintain buildings to a high standard and to react swiftly to requests when problems arise. The pressure this puts on volunteers has led the Churchwardens to consider the employment of a caretaker or property maintenance agency.

Throughout the year the arrangement of the pews in St Andrew's and the chairs in St Mark's has reflected the need to offer seating where social distancing can be maintained. As reported by the AV committee, the use of equipment has been refined during the year and the congregation has been consulted about the placement of screens in St Andrew's. Fixtures remain temporary, and is expected that final decisions will be made in 2022.

St Mark's Church

Work to replace boilers has been successfully carried out in 2021, so comfortable and accurate heating levels can now be maintained.

Following a decision by the PCC, our consulting architect was instructed to oversee investigations and remedial work to repair the leaking/overflowing junction between the gutter and the rainwater downpipe which is causing the damp on the internal walls in the north aisle. By the end of 2021, two quotes had been obtained, with a third due shortly. It is anticipated that the repairs will be carried out in the first half of 2022.

Apart from the damp areas which are scheduled for redecoration in 2022, St Mark's church and hall remain bright, welcoming and well maintained

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buildings, offering appropriate facilities for worship, parish events and hire to the wider community.

St Andrew's Church

The Quinquennial Inspection became due during the year, was carried out in August, and the Report was received from the architect in November. Externally it covers walls, roofs and rainwater goods, windows, rooflights, louvres, doors and the garden and surrounds. Internally it covers windows, doors, joinery, masonry items and decorations. It identifies some 126 items requiring attention, of which 31 should be addressed within 12 months. Amongst the most pressing of these relates to the East window, in which there are several areas where the stained glass ensemble is sagging noticeably. Initial enquiries as to the cause have already been made of a specialist, but this needs to be taken further to establish what the full extent of remedial works will entail.

The heating system has been problematical throughout the year, with several items having needed attention and repair; these include the overall control system, the pressurisation unit, the boilers themselves, particularly boiler no 2, and the main control valve which has had to be replaced. Although these repairs have been effected on an ad hoc basis, there are issues remaining which still need to be addressed; a major overhaul is needed with the possibility that some items may have to be renewed, and this will be pursued during the coming months with heating engineers.

A specialist has been appointed to carry out the repairs to the organ blower and other associated items, but such is the demand for their services that we have been on a waiting list ever since: however works are now scheduled to begin immediately after Easter 2022.

There have been a number of other issues throughout the year relating to plumbing in the lavatories, the changing of an external lock, and most particularly the replacement of part of the glass screen between the main church and the entrance foyer, which shattered spontaneously in June.

Finance

Parish Accounts 2021

Income

The PCC budgeted for unrestricted income of just under £213k in line with 2020, anticipating a recovery from around 40% of normal letting income in 2020 to 65% in 2021; the budget was prepared before the full effects of the

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SARS-COV-2 pandemic were appreciated. In the year, the recorded unrestricted income rose to £219k against a comparable figure in 2020 of £183k excluding one-off items, but fell by £14k against £223k in 2020 including one-off items. Overall, compared with 2020:

- Income from lettings rose with church and hall lettings as Covid restrictions allowed more activity (+£29k);
- The giving appeal in mid-year saw a rise in planned giving of over £7k and a rise in sundry donations of nearly £2k;
- Sundry collections at services in church were stable as was income from church activities (e.g. occasional offices, Christmas Fair etc),
- There were no legacies received in 2021 (-£23k), and
- We did not repeat a one-off grant received in 2020 for VAT on the repairs to St Andrew's tower in 2019 (-£33k).

Our collecting for other charities suffered considerably, falling from £10k to just under £5k.

Expenditure

The PCC budgeted for unrestricted expenditure of £255k. The actual unrestricted expenditure of £237k was up £21k vs 2020. Compared with 2020, we significantly decreased our contribution to the diocesan Parish Fund by £16.5k, but this was more than offset by increases in utilities (£5k), general maintenance (£4k) and costs associated with general activity levels (£5k). The other major increase was in significant major maintenance works to St Andrews & St Marks of a further £22k.

Income against Expenditure

We suffered a deficit of £18k of income over expenditure; this compares with a deficit of £37k (excluding one-off effects) in 2020. The PCC has budgeted for a further deficit of just over £90k in 2022.

Assets

The church continues to hold investments managed by CCLA which rose in value by £85k to just over £650k during the year. The PCC has concluded after a thorough investigation that the construction value of the halls at both St Mark's and St Andrew's are correctly shown on the balance sheet.

Going Concern

It is a matter of considerable concern to the PCC that the accounts are showing a deficit for 2021, and a large budgeted deficit for 2022. However, the current value of the investment assets is significantly larger than the deficit, and this

The Parish of St Andrew and St Mark, Surbiton

does not raise any concerns about the PCC's ability to meet its commitments in the medium term. The policy of the PCC remains that it should balance its operational budget in the medium term.

Finance and Income Sub-Committee

The committee has met eight times during the year to support the Treasurer in the work of financial management of parish resources.

Ongoing work includes reviewing income and expenditure against budget, and advising the PCC on the implications of decisions, especially large projects such as buildings repair and maintenance and high cost recurring expenditure such as utilities and contributions to the Parish Support Fund.

As part of the review of accounts, the Independent Examiner was invited to a committee meeting and took part in discussion on the status and accounting presentation of the Parish Rooms at St Andrew's. The issues relating to the Parish Rooms remained on the agenda for the committee, consideration being given to the applicability of the guidance in the Church of England's PCC Accountability Guide that consecrated land/buildings should not be included in the financial statements.

A stewardship campaign was held in 2021; the committee discussed detailed implementation and noted a satisfactory outcome (see further below).

Discussions of day to day management of finances have led to a tightening of checks on payments of invoices, a recommendation about the balance of funds held in the bank account and in investments, and a request that written job descriptions be compiled for both the Treasurer and the Assistant Treasurer.

Going forward the committee will continue to focus on the level of reserves and assist the Treasurer and PCC in making appropriate decisions for their use.

Reserves Policy

It is the policy of the PCC that the parish's regular expenditure should broadly match its regular income over the medium term.

The parish will hold a strategic liquid reserve against unforeseen or foreseen future expenditure. The PCC will determine the appropriate amount but the unforeseen reserve should represent at least six months' budgeted expenditure.

Longer-term reserves are held and may be spent on authorised projects or initiatives. Examples of such expenditure may relate to the fabric of our two churches, the organs in our two churches or future expenditure on staff employed by the parish, or charitable support. Any such future projects will be

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clearly identified and approved by the PCC and expenditure on such projects budgeted and monitored.

It is the policy of the PCC to use the CBF Church of England Funds, managed by CCLA Investment Management Ltd, to invest both its cash and longer-term reserves.

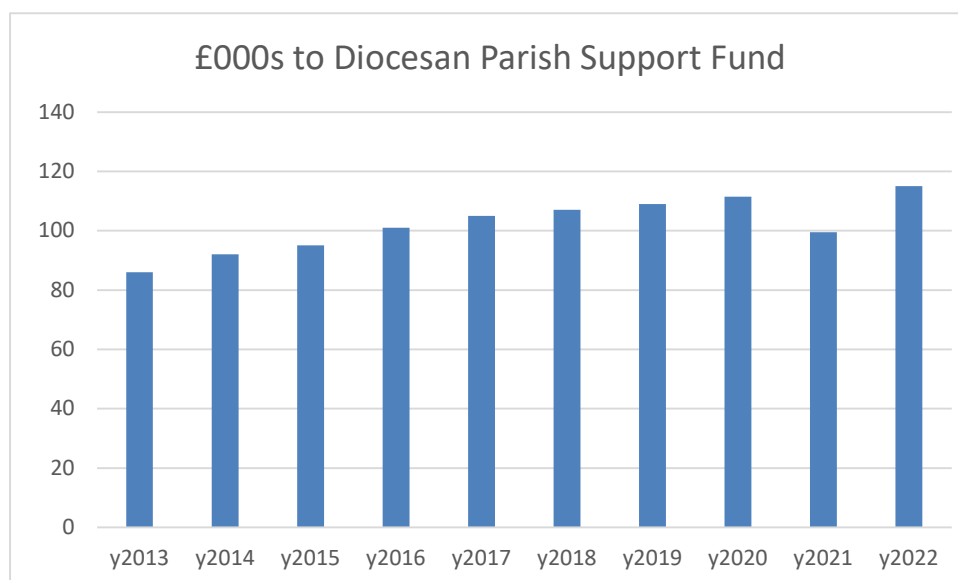
The policy will be reviewed every two years.

Stewardship

For the first time in many years, a full stewardship campaign was run across four weeks. This was the subject of sermons, YouTube videos and more. The outcome was that planned giving went up by about 17%.

Parish Support Fund for the Diocese

Chart 7: giving to Southwark Diocese by the parish



As we came out of the pandemic, the PCC voted to increase the parish's contribution to the Diocesan Parish Support Fund to its highest ever level. This represents a considerable commitment towards supporting ministry in parishes which cannot afford ministry otherwise.

The Parish of St Andrew and St Mark, Surbiton

Financial Statements

Independent Examiner's Report to the P.C.C. of St Andrew's and St Mark's, Surbiton

This report on the accounts of the P.C.C. for the year ended 31 December 2021 which are set out on the following eight pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the P.C.C. you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general directions given by the Charities Commission under section 145(5)b of the Charities Act, and
- to 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 and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except that I draw attention to the disclosure in note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner
50 The Ridings
Surbiton, Surrey, KT5 8HQ

Dated : 8 May 2022

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £	Budget 2022 £
INCOMING RESOURCES							
Voluntary income	2(a)	117,693	4,527	-	122,220	141,418	113,500
Activities for generating funds	2(b)	79,936	-	-	79,936	50,518	110,300
Income from investments	2(c)	16,203	-	-	16,203	15,748	14,700
Church activities	2(d)	3,022	-	-	3,022	1,946	4,900
Other incoming resources	2(e)	1,820	-	-	1,820	34,466	100
TOTAL INCOMING RESOURCES		218,675	4,527		223,202	244,097	243,500
RESOURCES EXPENDED							
Cost of generating voluntary income	3(a)	1,654	-	-	1,654	3,341	200
Shared utilities	3(b)	22,286	-	-	22,286	17,487	29,900
Cost of generating funds	3(c)	1,822	-	-	1,822	572	3,000
Church activities	3(d)	163,120	1,438	-	164,558	167,195	190,800
Governance costs	3(e)	375	-	-	375	465	400
Support costs	3(f)	25,536	-	-	25,536	25,391	29,000
Mission donations	3(g)	-	4,235	-	4,235	11,110	5,000
Major Works	3(h)	22,018	-	-	22,018	-	76,000
Other resources used	3(h)	-	-	-	-	-	-
TOTAL RESOURCES EXPENDED		236,810	5,673		242,484	225,561	334,300
Net incoming/(outgoing) resources		(18,135)	(1,147)	-	(19,282)	18,536	(90,800)
RECOGNISED GAINS AND LOSSES							
Unrealised gains on investments		84,956	-	-	84,956	55,314	-
NET MOVEMENT IN FUNDS		66,821	(1,147)		65,675	73,851	(90,800)
Balance brought forward		2,208,799	6,633	-	2,215,432	2,141,581	2,281,107
Balance carried forward		2,275,620	5,487		2,281,107	2,215,432	2,190,307

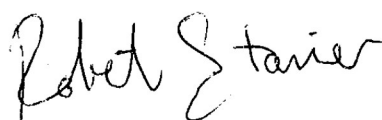
The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON BALANCE SHEET AS AT 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £
FIXED ASSETS						
Land & buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	12,682	-	-	12,682	18,722
Long term investments	6(a)	650,814	-	-	650,814	565,858
		<u>2,212,906</u>	<u>-</u>	<u>-</u>	<u>2,212,906</u>	<u>2,133,990</u>
CURRENT ASSETS						
Short term investments	6(b)	358	865	-	1,223	1,222
Debtors & prepayments	7	13,393	2,857	-	16,250	16,719
Cash at bank & in hand	6(c)	51,607	1,765	-	53,372	69,088
		<u>65,359</u>	<u>5,487</u>	<u>-</u>	<u>70,845</u>	<u>87,029</u>
LIABILITIES						
Creditors	8	2,644	-	-	2,644	5,586
NET CURRENT ASSETS		62,714	5,487	-	68,201	81,443
TOTAL ASSETS LESS LIABILITIES		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,275,620	-	-	2,275,620	2,208,799
Restricted		-	5,487	-	5,487	6,633
Endowment		-	-	-	-	-
TOTAL		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>

The notes numbered 1 - 12 form a part of these accounts

Approved by the Parochial Church Council on the 8th of May 2022 and signed on its behalf by



Revd. Robert Stanier (Chairman)

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 ACCOUNTING POLICIES

Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention except for investment assets, which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

Endowment funds were funds of which the capital had to be retained, allowing only the income to be spent. During the year the PCC took advantage of section 289 of the Charities Act 2011 to resolve that it should be free to spend the capital of its small endowment funds.

Restricted funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some are designated by the PCC for particular purposes.

Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of Church premises is recognised when the rental is due.

Resources expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
	£	£	£	£	£
2(a) Voluntary income					
Planned giving	74,244	-	-	74,244	67,096
Tax recoverable	19,270	-	-	19,270	18,164
Open collections	2,962	-	-	2,962	3,048
Sundry donations	21,217	200	-	21,417	19,837
Legacies (note 9)	-	-	-	-	23,262
Funds raised for other charities	-	4,217	-	4,217	10,010
Special trusts	-	110	-	110	-
	<u>117,693</u>	<u>4,527</u>	<u>-</u>	<u>122,220</u>	<u>141,418</u>
2(b) Activities for generating funds					
Christmas Fair Activities	5,336	-	-	5,336	6,554
Hall lettings	53,514	-	-	53,514	38,564
Church lettings	21,086	-	-	21,086	5,401
	<u>79,936</u>	<u>-</u>	<u>-</u>	<u>79,936</u>	<u>50,518</u>
2(c) Income from investments					
Dividends and interest	16,203	-	-	16,203	15,748
2(d) Income from church activities					
Fees for weddings, funerals & banns	2,041	-	-	2,041	1,182
Bible reading fellowship notes	162	-	-	162	269
Parish magazine	406	-	-	406	176
Coffee mornings	414	-	-	414	320
	<u>3,022</u>	<u>-</u>	<u>-</u>	<u>3,022</u>	<u>1,946</u>
2(e) Other incoming resources					
Insurance payment	1,820	-	-	1,820	1,000
LPOW DCMS Grant re 2019 St Andrews Tower work	-	-	-	-	33,157
Other	-	-	-	-	309
	<u>1,820</u>	<u>-</u>	<u>-</u>	<u>1,820</u>	<u>34,466</u>
TOTAL INCOMING RESOURCES	<u>218,675</u>	<u>4,527</u>	<u>-</u>	<u>223,202</u>	<u>244,097</u>

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

3. RESOURCES EXPENDED	Unrestricted £	Restricted £	Endowment £	TOTAL 2021 £	TOTAL 2020 £
3(a) Cost of generating voluntary income					
Stewardship costs	-	-	-	-	-
Parish magazine costs	7	-	-	7	70
Christmas Fair costs	1,647	-	-	1,647	3,271
Fund-raising events - other charities	-	-	-	-	-
	<u>1,654</u>	<u>-</u>	<u>-</u>	<u>1,654</u>	<u>3,341</u>
3(b) Shared utilities - At both churches, utility supplies are shared between consecrated buildings and others. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	11,105	-	-	11,105	9,009
Electricity	9,033	-	-	9,033	7,504
Water	2,148	-	-	2,148	974
	<u>22,286</u>	<u>-</u>	<u>-</u>	<u>22,286</u>	<u>17,487</u>
3(c) Cost of generating funds					
Other hall running costs	1,822	-	-	1,822	572
3(d) Costs associated with church activities					
Diocesan quota	95,000	-	-	95,000	111,500
Clergy expenses	1,381	-	-	1,381	1,861
Clergy housing	8,764	-	-	8,764	5,284
Insurance	12,191	-	-	12,191	12,286
Church Cleaning	7,022	-	-	7,022	8,420
Church Maintenance	10,703	-	-	10,703	6,879
Other Church Running Costs	11,327	150	-	11,477	9,139
Church music	10,493	-	-	10,493	8,424
Children & Older people	6,238	1,288	-	7,526	3,400
	<u>163,120</u>	<u>1,438</u>	<u>-</u>	<u>164,558</u>	<u>167,195</u>
3(e) Governance costs					
Independent examiner's fee	375	-	-	375	465
Deanery synod	-	-	-	-	-
	<u>375</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>465</u>
3(f) Support costs					
Parish Administrator (see Note 12)	19,701	-	-	19,701	20,492
Running costs of office	5,835	-	-	5,835	4,899
	<u>25,536</u>	<u>-</u>	<u>-</u>	<u>25,536</u>	<u>25,391</u>
3(g) Mission donations					
Church Overseas	-	463	-	463	1,614
Relief & development agencies	-	2,460	-	2,460	2,758
Home missions	-	530	-	530	3,602
Secular charities	-	783	-	783	3,136
	<u>-</u>	<u>4,235</u>	<u>-</u>	<u>4,235</u>	<u>11,110</u>
3(h) Major Repair Works					
Work to St Andrew's & St Mark's	22,018	-	-	22,018	-
TOTAL RESOURCES USED	<u>236,810</u>	<u>5,673</u>	<u>-</u>	<u>242,484</u>	<u>225,561</u>

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

4 Land & buildings

The PCC is the beneficial owner of interests in the following:

	<u>31.12.20</u>	<u>Expenditure</u>	<u>31.12.21</u>
	£	£	£
St. Andrew's Parish Rooms	508,406	-	508,406
St. Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St. Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However, this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St. Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration.

It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	<u>Brought forward</u>	<u>Cost in year</u>	<u>Depreciation</u>	<u>Value at</u> <u>31.12.21</u>
	£	£	£	£
<u>Fixtures, fittings and equipment</u>				
Parish rooms, St. Andrew's <i>(Depreciated from 1.1.2013)</i>	4,562	-	456	4,106
St. Mark's Hall	586	-	59	527
Church IT Equipment	13,574	-	5,525	8,049
	<u>18,722</u>	<u>-</u>	<u>6,039</u>	<u>12,682</u>

Computer Equipment is depreciated over 3 years. Other equipment is depreciated at 10% reducing balance

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	£	£
6 <u>Investments</u>		
6(a) <u>Fixed Assets: Long term investments</u>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	421,818	368,790
Global Equity Income Fund	228,997	197,068
	650,814	565,858
6(b) <u>Current assets: Short term investments</u>		
St. Mark's Altar Guild	415	415
St. Mark's Flower Fund	450	449
General Deposit a/c	358	358
	1,223	1,222
6(c) <u>Current assets: Cash at Bank and in hand</u>		
Natwest Bank Account	28,297	6,973
CAF Bank Account	25,071	61,855
Cash	4	260
	53,372	69,088
7 <u>Debtors & prepayments</u>		
Debtors for goods and services	100	1,194
Inland Revenue - tax recoverable	16,150	15,525
	16,250	16,719
8 <u>Creditors & accruals</u>		
Accrued Utilities	1,494	4,436
Refundable key deposits	1,150	1,150
	2,644	5,586

Creditors are payable within one year, except for deposits refundable at the end of a long-term hire.

9 **2021 Legacies**

There were no legacies received during 2021

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

10 Fund details as at 31st December 2021

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	£	£	£	£
General fund	2,275,620	-	-	2,275,620
Vicar's fund	-	556	-	556
Other Charities	-	-	-	-
Special trusts	-	-	-	-
Christmas Day Party	-	2,074	-	2,074
Other restricted funds	-	2,857	-	2,857
	<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>

Other restricted funds comprise the parish Fellowship, St. Mark's Altar Guild and Flower Funds.
The Christmas Day Party fund is used to provide lunch at Christmas for those otherwise on their own.

11 Staff Costs

The PCC had two employees during the year (the parish administrator and a cleaner); who were paid total salaries of £21,738. Pension contributions were £1,038. Employer's National Insurance cost was £3,036

No other members of the PCC received any material payment as remuneration, or expenses.

12 Notes on 2022 Budget

The 2022 budget was prepared before the effects of the coronavirus pandemic were clear for 2022

Income and expenditure in 2022 are expected to return to normal trends from 2016-19 with inflation increases from 2021 with the following specific items of note:

- Overall costs are rising in line with inflation, but with steep rises in utilities arising from market trends
- We expect to see an increase back to normal levels of general church activities with associated costs
- We have returned our parish fund contribution to the Diocese to its long term trend, up by 15% plus inflation. In 2021 we moved down from £111.5k to £95k. This will be moved back to £115k in 2022
- We have planned for rental income to increase to normal levels for the entire year
- We have included a £5k donation to charities from general funds
- We have assumed the extraordinary giving during the pandemic will return to more normal levels as rentals return to normal
- Major works in 2022 include works to the organ (£14k) and boiler (£30k) in St Andrews and the roof (£12k) and guttering (£20k) in St Marks

APPENDIX 1

Contributors to the Report

Report collated and edited by Mary Elliott on behalf of the PCC.

Structure, Governance and Management	The Rev'd Robert Stanier, Katherine Reed, Mary Elliott
Vicar's Review of 2021	The Rev'd Robert Stanier
Adult Christian Study	Jackie Robbs
Music	Simon Harvey
Serving Team	Gary Buckley
St Andrew's and St Mark's Junior School	The Rev'd Robert Stanier
Children's Activities	Sarah Stokes, The Rev'd Robert Stanier, The Rev'd Michael Johns-Perring
Pastoral Care	The Rev'd Michael Johns-Perring
Outreach and Service to the Community	The Rev'd Carole Bourne, The Rev'd Janice Price, Jackie Page, Moira Greenfield
Fellowship in Faith	Clare Mannall, Moira Greenfield
Finance	Andrew Miskin, Diana Lewis, The Rev'd Robert Stanier
Health and Safety	Mike Smith
Property	Clare Chesterman, The Rev'd Robert Stanier, Mike Smith
The Gardens	Mike Smith
Communication and Publicity	The Rev'd Robert Stanier, The Rev'd Michael Johns-Perring, Clare Chesterman
Churchwardens' Reports	Rod Pearson, Diana Lewis, Mike Smith
Kingston Deanery Synod	Ian Wilson

APPENDIX 2

Kingston Deanery Synod 2021

'Rooted in my Parish, connected by my Deanery, supported by my Diocese'

Kingston Deanery Synod comprises seventeen parishes, all of which are situated within the boundaries of the Royal Borough. The purpose of the Synod is to bring together the representatives of these parishes in order to promote the work of Christ's Church in the Kingston area. The Synod provides an opportunity for representatives to meet three times each year to share experience of the life and work of their churches, to discuss topics of mutual interest and to work together throughout the year on Synod's agreed priorities for action, as set out in the Deanery Mission Action Plan.

Clergy are members of the Synod and each church elects lay representatives every three years. The Area Dean is appointed by the Bishop of Kingston with clergy having an opportunity to express their preference: Synod members elect the lay chairman. This parish has four members on Synod: Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. Principal matters which came to the fore during the year were:

- Importance of Church of England schools to the local community: A matter of rejoicing is that a new C of E secondary school is to be built in New Malden.
- Homelessness and Poverty: A presentation was given by representatives of Christians Against Poverty (CAP - a national debt charity) whose vision is to bring freedom from debt to the poor in every corner of the land through a network of CAP counselling projects. Kingston CAP operates out of St John's, New Malden.
- Diocesan Environmental Policy: Nicola Thomas, Head of Justice, Peace and Integrity of Creation, gave a presentation emphasising the need for environmental justice as part of Christian responsibility. Some of the areas in which diocesan environmental policy was developing are: Carbon Net Zero target for 2035, maintenance of vicarages, network of Eco-Champions across the diocese. Three bronze awards have been made to churches in Kingston Deanery, which is working towards being an Eco-Deanery.

Southwark Diocesan Synod

Ian Wilson is a representative of Kingston Deanery on the above. An informative report of the proceedings can be found in *The Bridge* newspaper.

Parish of Saint Andrew and Saint Mark Surbiton

Accounts for the year ended 31 December 2021

Independent Examiner's Report to the P.C.C. of St Andrew's and St Mark's, Surbiton

This report on the accounts of the P.C.C. for the year ended 31 December 2021 which are set out on the following eight pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the P.C.C. you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general directions given by the Charities Commission under section 145(5)b of the Charities Act, and
- to 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 and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except that I draw attention to the disclosure in note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner

50 The Ridings
Surbiton, Surrey, KT5 8HQ

Dated : 8 May 2022

ST. ANDREW'S & ST. MARK'S PCC SURBITON
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

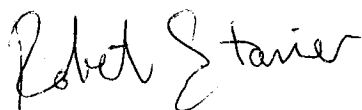
	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020	Budget 2022
Note	£	£	£	£	£	£
INCOMING RESOURCES						
Voluntary income	2(a) 117,693	4,527	-	122,220	141,418	113,500
Activities for generating funds	2(b) 79,936	-	-	79,936	50,518	110,300
Income from investments	2(c) 16,203	-	-	16,203	15,748	14,700
Church activities	2(d) 3,022	-	-	3,022	1,946	4,900
Other incoming resources	2(e) 1,820	-	-	1,820	34,466	100
TOTAL INCOMING RESOURCES	218,675	4,527	-	223,202	244,097	243,500
RESOURCES EXPENDED						
Cost of generating voluntary income	3(a) 1,654	-	-	1,654	3,341	200
Shared utilities	3(b) 22,286	-	-	22,286	17,487	29,900
Cost of generating funds	3(c) 1,822	-	-	1,822	572	3,000
Church activities	3(d) 163,120	1,438	-	164,558	167,195	190,800
Governance costs	3(e) 375	-	-	375	465	400
Support costs	3(f) 25,536	-	-	25,536	25,391	29,000
Mission donations	3(g) -	4,235	-	4,235	11,110	5,000
Major Works	3(h) 22,018	-	-	22,018	-	76,000
Other resources used	3(h) -	-	-	-	-	-
TOTAL RESOURCES EXPENDED	236,810	5,673	-	242,484	225,561	334,300
Net incoming/(outgoing) resources	(18,135)	(1,147)	-	(19,282)	18,536	(90,800)
RECOGNISED GAINS AND LOSSES						
Unrealised gains on investments	84,956	-	-	84,956	55,314	-
NET MOVEMENT IN FUNDS	66,821	(1,147)	-	65,675	73,851	(90,800)
Balance brought forward	2,208,799	6,633	-	2,215,432	2,141,581	2,281,107
Balance carried forward	2,275,620	5,487	-	2,281,107	2,215,432	2,190,307

ST. ANDREW'S & ST. MARK'S PCC SURBITON
BALANCE SHEET AS AT 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £
FIXED ASSETS						
Land & buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	12,682	-	-	12,682	18,722
Long term investments	6(a)	650,814	-	-	650,814	565,858
		<u>2,212,906</u>	<u>-</u>	<u>-</u>	<u>2,212,906</u>	<u>2,133,990</u>
CURRENT ASSETS						
Short term investments	6(b)	358	865	-	1,223	1,222
Debtors & prepayments	7	13,393	2,857	-	16,250	16,719
Cash at bank & in hand	6(c)	51,607	1,765	-	53,372	69,088
		<u>65,359</u>	<u>5,487</u>	<u>-</u>	<u>70,845</u>	<u>87,029</u>
LIABILITIES						
Creditors	8	<u>2,644</u>	<u>-</u>	<u>-</u>	<u>2,644</u>	<u>5,586</u>
NET CURRENT ASSETS		62,714	5,487	-	68,201	81,443
			-	-		
TOTAL ASSETS LESS LIABILITIES		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,275,620	-	-	2,275,620	2,208,799
Restricted		-	5,487	-	5,487	6,633
Endowment		-	-	-	-	-
TOTAL		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>

The notes numbered 1 - 12 form a part of these accounts

Approved by the Parochial Church Council on the 8th of May 2022 and signed on its behalf by



Revd. Robert Stanier (Chairman)

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 ACCOUNTING POLICIES

Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention except for investment assets, which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

Endowment funds were funds of which the capital had to be retained, allowing only the income to be spent. During the year the PCC took advantage of section 289 of the Charities Act 2011 to resolve that it should be free to spend the capital of its small endowment funds.

Restricted funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some are designated by the PCC for particular purposes.

Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of Church premises is recognised when the rental is due.

Resources expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
	£	£	£	£	£
2(a) Voluntary income					
Planned giving	74,244	-	-	74,244	67,096
Tax recoverable	19,270	-	-	19,270	18,164
Open collections	2,962	-	-	2,962	3,048
Sundry donations	21,217	200	-	21,417	19,837
Legacies (note 9)	-	-	-	-	23,262
Funds raised for other charities	-	4,217	-	4,217	10,010
Special trusts	-	110	-	110	-
	<u>117,693</u>	<u>4,527</u>	<u>-</u>	<u>122,220</u>	<u>141,418</u>
2(b) Activities for generating funds					
Christmas Fair Activities	5,336	-	-	5,336	6,554
Hall lettings	53,514	-	-	53,514	38,564
Church lettings	21,086	-	-	21,086	5,401
	<u>79,936</u>	<u>-</u>	<u>-</u>	<u>79,936</u>	<u>50,518</u>
2(c) Income from investments					
Dividends and interest	16,203	-	-	16,203	15,748
2(d) Income from church activities					
Fees for weddings, funerals & banns	2,041	-	-	2,041	1,182
Bible reading fellowship notes	162	-	-	162	269
Parish magazine	406	-	-	406	176
Coffee mornings	414	-	-	414	320
	<u>3,022</u>	<u>-</u>	<u>-</u>	<u>3,022</u>	<u>1,946</u>
2(e) Other incoming resources					
Insurance payment	1,820	-	-	1,820	1,000
LPOW DCMS Grant re 2019 St Andrews Tower work	-	-	-	-	33,157
Other	-	-	-	-	309
	<u>1,820</u>	<u>-</u>	<u>-</u>	<u>1,820</u>	<u>34,466</u>
TOTAL INCOMING RESOURCES	<u>218,675</u>	<u>4,527</u>	<u>-</u>	<u>223,202</u>	<u>244,097</u>

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

3. RESOURCES EXPENDED	Unrestricted	Restricted	Endowment	TOTAL 2021	TOTAL 2020
	£	£	£	£	£
3(a) Cost of generating voluntary income					
Stewardship costs	-	-	-	-	-
Parish magazine costs	7	-	-	7	70
Christmas Fair costs	1,647	-	-	1,647	3,271
Fund-raising events - other charities	-	-	-	-	-
	<u>1,654</u>	<u>-</u>	<u>-</u>	<u>1,654</u>	<u>3,341</u>
3(b) Shared utilities - At both churches, utility supplies are shared between consecrated buildings and others. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	11,105	-	-	11,105	9,009
Electricity	9,033	-	-	9,033	7,504
Water	2,148	-	-	2,148	974
	<u>22,286</u>	<u>-</u>	<u>-</u>	<u>22,286</u>	<u>17,487</u>
3(c) Cost of generating funds					
Other hall running costs	1,822	-	-	1,822	572
3(d) Costs associated with church activities					
Diocesan quota	95,000	-	-	95,000	111,500
Clergy expenses	1,381	-	-	1,381	1,861
Clergy housing	8,764	-	-	8,764	5,284
Insurance	12,191	-	-	12,191	12,286
Church Cleaning	7,022	-	-	7,022	8,420
Church Maintenance	10,703	-	-	10,703	6,879
Other Church Running Costs	11,327	150	-	11,477	9,139
Church music	10,493	-	-	10,493	8,424
Children & Older people	6,238	1,288	-	7,526	3,400
	<u>163,120</u>	<u>1,438</u>	<u>-</u>	<u>164,558</u>	<u>167,195</u>
3(e) Governance costs					
Independent examiner's fee	375	-	-	375	465
Deanery synod	-	-	-	-	-
	<u>375</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>465</u>
3(f) Support costs					
Parish Administrator (see Note 12)	19,701	-	-	19,701	20,492
Running costs of office	5,835	-	-	5,835	4,899
	<u>25,536</u>	<u>-</u>	<u>-</u>	<u>25,536</u>	<u>25,391</u>
3(g) Mission donations					
Church Overseas	-	463	-	463	1,614
Relief & development agencies	-	2,460	-	2,460	2,758
Home missions	-	530	-	530	3,602
Secular charities	-	783	-	783	3,136
	<u>-</u>	<u>4,235</u>	<u>-</u>	<u>4,235</u>	<u>11,110</u>
3(h) Major Repair Works					
Work to St Andrew's & St Mark's	22,018	-	-	22,018	-
TOTAL RESOURCES USED	<u><u>236,810</u></u>	<u><u>5,673</u></u>	<u><u>-</u></u>	<u><u>242,484</u></u>	<u><u>225,561</u></u>

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

4 Land & buildings

The PCC is the beneficial owner of interests in the following:

	<u>31.12.20</u>	<u>Expenditure</u>	<u>31.12.21</u>
	£	£	£
St. Andrew's Parish Rooms	508,406	-	508,406
St. Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St. Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However, this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St. Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration.

It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	<u>Brought forward</u>	<u>Cost in year</u>	<u>Depreciation</u>	<u>Value at</u> <u>31.12.21</u>
	£	£	£	£
<u>Fixtures, fittings and equipment</u>				
Parish rooms, St. Andrew's <i>(Depreciated from 1.1.2013)</i>	4,562	-	456	4,106
St. Mark's Hall	586	-	59	527
Church IT Equipment	13,574	-	5,525	8,049
	<u>18,722</u>	<u>-</u>	<u>6,039</u>	<u>12,682</u>

Computer Equipment is depreciated over 3 years. Other equipment is depreciated at 10% reducing balance

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
6 <u>Investments</u>	£	£
6(a) <u>Fixed Assets: Long term investments</u>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	421,818	368,790
Global Equity Income Fund	228,997	197,068
	650,814	565,858
6(b) <u>Current assets: Short term investments</u>		
St. Mark's Altar Guild	415	415
St. Mark's Flower Fund	450	449
General Deposit a/c	358	358
	1,223	1,222
6(c) <u>Current assets: Cash at Bank and in hand</u>		
Natwest Bank Account	28,297	6,973
CAF Bank Account	25,071	61,855
Cash	4	260
	53,372	69,088
7 <u>Debtors & prepayments</u>		
Debtors for goods and services	100	1,194
Inland Revenue - tax recoverable	16,150	15,525
	16,250	16,719
8 <u>Creditors & accruals</u>		
Accrued Utilities	1,494	4,436
Refundable key deposits	1,150	1,150
	2,644	5,586

Creditors are payable within one year, except for deposits refundable at the end of a long-term hire.

9 2021 Legacies

There were no legacies received during 2021.

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

10 Fund details as at 31st December 2021

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	£	£	£	£
General fund	2,275,620	-	-	2,275,620
Vicar's fund	-	556	-	556
Other Charities	-	-	-	-
Special trusts	-	-	-	-
Christmas Day Party	-	2,074	-	2,074
Other restricted funds	-	2,857	-	2,857
	<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>

Other restricted funds comprise the parish Fellowship, St. Mark's Altar Guild and Flower Funds.
The Christmas Day Party fund is used to provide lunch at Christmas for those otherwise on their own.

11 Staff Costs

The PCC had two employees during the year (the parish administrator and a cleaner); who were paid total salaries of £21,738. Pension contributions were £1,038. Employer's National Insurance cost was £3,036

No other members of the PCC received any material payment as remuneration, or expenses.

12 Notes on 2022 Budget

The 2022 budget was prepared before the effects of the coronavirus pandemic were clear for 2022

Income and expenditure in 2022 are expected to return to normal trends from 2016-19 with inflation increases from 2021 with the following specific items of note:

- Overall costs are rising in line with inflation, but with steep rises in utilities arising from market trends
- We expect to see an increase back to normal levels of general church activities with associated costs
- We have returned our parish fund contribution to the Diocese to its long term trend, up by 15% plus inflation. In 2021 we moved down from £111.5k to £95k. This will be moved back to £115k in 2022
- We have planned for rental income to increase to normal levels for the entire year
- We have included a £5k donation to charities from general funds
- We have assumed the extraordinary giving during the pandemic will return to more normal levels as rentals return to normal
- Major works in 2022 include works to the organ (£14k) and boiler (£30k) in St Andrews and the roof (£12k) and guttering (£20k) in St Marks

Parish of Saint Andrew and Saint Mark Surbiton

Accounts for the year ended 31 December 2021

Independent Examiner's Report to the P.C.C. of St Andrew's and St Mark's, Surbiton

This report on the accounts of the P.C.C. for the year ended 31 December 2021 which are set out on the following eight pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the P.C.C. you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general directions given by the Charities Commission under section 145(5)b of the Charities Act, and
- to 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 and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except that I draw attention to the disclosure in note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner

50 The Ridings
Surbiton, Surrey, KT5 8HQ

Dated : 8 May 2022

ST. ANDREW'S & ST. MARK'S PCC SURBITON
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020	Budget 2022
Note	£	£	£	£	£	£
INCOMING RESOURCES						
Voluntary income	2(a) 117,693	4,527	-	122,220	141,418	113,500
Activities for generating funds	2(b) 79,936	-	-	79,936	50,518	110,300
Income from investments	2(c) 16,203	-	-	16,203	15,748	14,700
Church activities	2(d) 3,022	-	-	3,022	1,946	4,900
Other incoming resources	2(e) 1,820	-	-	1,820	34,466	100
TOTAL INCOMING RESOURCES	218,675	4,527	-	223,202	244,097	243,500
RESOURCES EXPENDED						
Cost of generating voluntary income	3(a) 1,654	-	-	1,654	3,341	200
Shared utilities	3(b) 22,286	-	-	22,286	17,487	29,900
Cost of generating funds	3(c) 1,822	-	-	1,822	572	3,000
Church activities	3(d) 163,120	1,438	-	164,558	167,195	190,800
Governance costs	3(e) 375	-	-	375	465	400
Support costs	3(f) 25,536	-	-	25,536	25,391	29,000
Mission donations	3(g) -	4,235	-	4,235	11,110	5,000
Major Works	3(h) 22,018	-	-	22,018	-	76,000
Other resources used	3(h) -	-	-	-	-	-
TOTAL RESOURCES EXPENDED	236,810	5,673	-	242,484	225,561	334,300
Net incoming/(outgoing) resources	(18,135)	(1,147)	-	(19,282)	18,536	(90,800)
RECOGNISED GAINS AND LOSSES						
Unrealised gains on investments	84,956	-	-	84,956	55,314	-
NET MOVEMENT IN FUNDS	66,821	(1,147)	-	65,675	73,851	(90,800)
Balance brought forward	2,208,799	6,633	-	2,215,432	2,141,581	2,281,107
Balance carried forward	2,275,620	5,487	-	2,281,107	2,215,432	2,190,307

ST. ANDREW'S & ST. MARK'S PCC SURBITON
BALANCE SHEET AS AT 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £
FIXED ASSETS						
Land & buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	12,682	-	-	12,682	18,722
Long term investments	6(a)	650,814	-	-	650,814	565,858
		<u>2,212,906</u>	<u>-</u>	<u>-</u>	<u>2,212,906</u>	<u>2,133,990</u>
CURRENT ASSETS						
Short term investments	6(b)	358	865	-	1,223	1,222
Debtors & prepayments	7	13,393	2,857	-	16,250	16,719
Cash at bank & in hand	6(c)	51,607	1,765	-	53,372	69,088
		<u>65,359</u>	<u>5,487</u>	<u>-</u>	<u>70,845</u>	<u>87,029</u>
LIABILITIES						
Creditors	8	<u>2,644</u>	<u>-</u>	<u>-</u>	<u>2,644</u>	<u>5,586</u>
NET CURRENT ASSETS		62,714	5,487	-	68,201	81,443
			-	-		
TOTAL ASSETS LESS LIABILITIES		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,275,620	-	-	2,275,620	2,208,799
Restricted		-	5,487	-	5,487	6,633
Endowment		-	-	-	-	-
TOTAL		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>

The notes numbered 1 - 12 form a part of these accounts

Approved by the Parochial Church Council on the 8th of May 2022 and signed on its behalf by



Rev. Robert Stanier (Chairman)

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1 ACCOUNTING POLICIES

Basis of financial statements

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Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
	£	£	£	£	£
2(a) Voluntary income					
Planned giving	74,244	-	-	74,244	67,096
Tax recoverable	19,270	-	-	19,270	18,164
Open collections	2,962	-	-	2,962	3,048
Sundry donations	21,217	200	-	21,417	19,837
Legacies (note 9)	-	-	-	-	23,262
Funds raised for other charities	-	4,217	-	4,217	10,010
Special trusts	-	110	-	110	-
	<u>117,693</u>	<u>4,527</u>	<u>-</u>	<u>122,220</u>	<u>141,418</u>
2(b) Activities for generating funds					
Christmas Fair Activities	5,336	-	-	5,336	6,554
Hall lettings	53,514	-	-	53,514	38,564
Church lettings	21,086	-	-	21,086	5,401
	<u>79,936</u>	<u>-</u>	<u>-</u>	<u>79,936</u>	<u>50,518</u>
2(c) Income from investments					
Dividends and interest	16,203	-	-	16,203	15,748
2(d) Income from church activities					
Fees for weddings, funerals & banns	2,041	-	-	2,041	1,182
Bible reading fellowship notes	162	-	-	162	269
Parish magazine	406	-	-	406	176
Coffee mornings	414	-	-	414	320
	<u>3,022</u>	<u>-</u>	<u>-</u>	<u>3,022</u>	<u>1,946</u>
2(e) Other incoming resources					
Insurance payment	1,820	-	-	1,820	1,000
LPOW DCMS Grant re 2019 St Andrews Tower work	-	-	-	-	33,157
Other	-	-	-	-	309
	<u>1,820</u>	<u>-</u>	<u>-</u>	<u>1,820</u>	<u>34,466</u>
TOTAL INCOMING RESOURCES	<u>218,675</u>	<u>4,527</u>	<u>-</u>	<u>223,202</u>	<u>244,097</u>

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

3. RESOURCES EXPENDED	Unrestricted	Restricted	Endowment	TOTAL 2021	TOTAL 2020
	£	£	£	£	£
3(a) Cost of generating voluntary income					
Stewardship costs	-	-	-	-	-
Parish magazine costs	7	-	-	7	70
Christmas Fair costs	1,647	-	-	1,647	3,271
Fund-raising events - other charities	-	-	-	-	-
	<u>1,654</u>	<u>-</u>	<u>-</u>	<u>1,654</u>	<u>3,341</u>
3(b) Shared utilities - At both churches, utility supplies are shared between consecrated buildings and others. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	11,105	-	-	11,105	9,009
Electricity	9,033	-	-	9,033	7,504
Water	2,148	-	-	2,148	974
	<u>22,286</u>	<u>-</u>	<u>-</u>	<u>22,286</u>	<u>17,487</u>
3(c) Cost of generating funds					
Other hall running costs	1,822	-	-	1,822	572
3(d) Costs associated with church activities					
Diocesan quota	95,000	-	-	95,000	111,500
Clergy expenses	1,381	-	-	1,381	1,861
Clergy housing	8,764	-	-	8,764	5,284
Insurance	12,191	-	-	12,191	12,286
Church Cleaning	7,022	-	-	7,022	8,420
Church Maintenance	10,703	-	-	10,703	6,879
Other Church Running Costs	11,327	150	-	11,477	9,139
Church music	10,493	-	-	10,493	8,424
Children & Older people	6,238	1,288	-	7,526	3,400
	<u>163,120</u>	<u>1,438</u>	<u>-</u>	<u>164,558</u>	<u>167,195</u>
3(e) Governance costs					
Independent examiner's fee	375	-	-	375	465
Deanery synod	-	-	-	-	-
	<u>375</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>465</u>
3(f) Support costs					
Parish Administrator (see Note 12)	19,701	-	-	19,701	20,492
Running costs of office	5,835	-	-	5,835	4,899
	<u>25,536</u>	<u>-</u>	<u>-</u>	<u>25,536</u>	<u>25,391</u>
3(g) Mission donations					
Church Overseas	-	463	-	463	1,614
Relief & development agencies	-	2,460	-	2,460	2,758
Home missions	-	530	-	530	3,602
Secular charities	-	783	-	783	3,136
	<u>-</u>	<u>4,235</u>	<u>-</u>	<u>4,235</u>	<u>11,110</u>
3(h) Major Repair Works					
Work to St Andrew's & St Mark's	22,018	-	-	22,018	-
TOTAL RESOURCES USED	<u><u>236,810</u></u>	<u><u>5,673</u></u>	<u><u>-</u></u>	<u><u>242,484</u></u>	<u><u>225,561</u></u>

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

4 Land & buildings

The PCC is the beneficial owner of interests in the following:

	<u>31.12.20</u>	<u>Expenditure</u>	<u>31.12.21</u>
	£	£	£
St. Andrew's Parish Rooms	508,406	-	508,406
St. Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St. Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

St Andrew's Parish Rooms were originally constructed under diocesan ownership and have been held in the accounts since their construction. It was originally anticipated that the rooms would be transferred to the parish under a partial redundancy scheme. However, this did not happen in the event. The PCC has considered carefully whether it is correct to continue to include the rooms as an asset in the accounts, having regard to the guidance in the Church of England's PCC Accountability Guide, and has concluded after careful investigation that the arguments for writing the cost off are not adequately supported. The PCC considers that the inclusion of the cost of construction on the balance sheet is in line with Generally Accepted Accounting Principles and reflects the fact that the asset is generating income for the parish.

St. Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration.

It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	<u>Brought forward</u>	<u>Cost in year</u>	<u>Depreciation</u>	<u>Value at</u> <u>31.12.21</u>
	£	£	£	£
<u>Fixtures, fittings and equipment</u>				
Parish rooms, St. Andrew's (Depreciated from 1.1.2013)	4,562	-	456	4,106
St. Mark's Hall	586	-	59	527
Church IT Equipment	13,574	-	5,525	8,049
	<u>18,722</u>	<u>-</u>	<u>6,039</u>	<u>12,682</u>

Computer Equipment is depreciated over 3 years. Other equipment is depreciated at 10% reducing balance

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
6 <u>Investments</u>	£	£
6(a) <u>Fixed Assets: Long term investments</u>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	421,818	368,790
Global Equity Income Fund	228,997	197,068
	650,814	565,858
6(b) <u>Current assets: Short term investments</u>		
St. Mark's Altar Guild	415	415
St. Mark's Flower Fund	450	449
General Deposit a/c	358	358
	1,223	1,222
6(c) <u>Current assets: Cash at Bank and in hand</u>		
Natwest Bank Account	28,297	6,973
CAF Bank Account	25,071	61,855
Cash	4	260
	53,372	69,088
7 <u>Debtors & prepayments</u>		
Debtors for goods and services	100	1,194
Inland Revenue - tax recoverable	16,150	15,525
	16,250	16,719
8 <u>Creditors & accruals</u>		
Accrued Utilities	1,494	4,436
Refundable key deposits	1,150	1,150
	2,644	5,586

Creditors are payable within one year, except for deposits refundable at the end of a long-term hire.

9 2021 Legacies

There were no legacies received during 2021.

ST. ANDREW'S & ST. MARK'S PCC SURBITON
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

10 Fund details as at 31st December 2021

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	£	£	£	£
General fund	2,275,620	-	-	2,275,620
Vicar's fund	-	556	-	556
Other Charities	-	-	-	-
Special trusts	-	-	-	-
Christmas Day Party	-	2,074	-	2,074
Other restricted funds	-	2,857	-	2,857
	<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>

Other restricted funds comprise the parish Fellowship, St. Mark's Altar Guild and Flower Funds.
The Christmas Day Party fund is used to provide lunch at Christmas for those otherwise on their own.

11 Staff Costs

The PCC had two employees during the year (the parish administrator and a cleaner); who were paid total salaries of £21,738. Pension contributions were £1,038. Employer's National Insurance cost was £3,036

No other members of the PCC received any material payment as remuneration, or expenses.

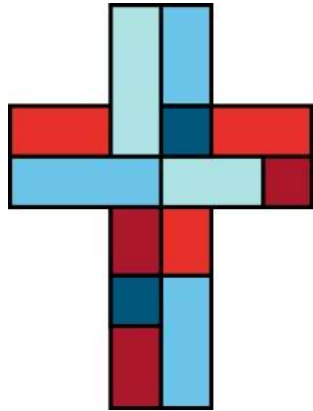
12 Notes on 2022 Budget

The 2022 budget was prepared before the effects of the coronavirus pandemic were clear for 2022

Income and expenditure in 2022 are expected to return to normal trends from 2016-19 with inflation increases from 2021 with the following specific items of note:

- Overall costs are rising in line with inflation, but with steep rises in utilities arising from market trends
- We expect to see an increase back to normal levels of general church activities with associated costs
- We have returned our parish fund contribution to the Diocese to its long term trend, up by 15% plus inflation. In 2021 we moved down from £111.5k to £95k. This will be moved back to £115k in 2022
- We have planned for rental income to increase to normal levels for the entire year
- We have included a £5k donation to charities from general funds
- We have assumed the extraordinary giving during the pandemic will return to more normal levels as rentals return to normal
- Major works in 2022 include works to the organ (£14k) and boiler (£30k) in St Andrews and the roof (£12k) and guttering (£20k) in St Marks

Accounts



St Andrew & St Mark Surbiton

2020

**Annual Report of
the Parochial Church Council
Churchwardens' Fabric Report
Financial Statements**

Registered Charity Number: 1130093

Address: The Parish Office, St Mark's Church, St Mark's Hill, Surbiton, Surrey, KT6 4LS

The Parish of St Andrew and St Mark, Surbiton

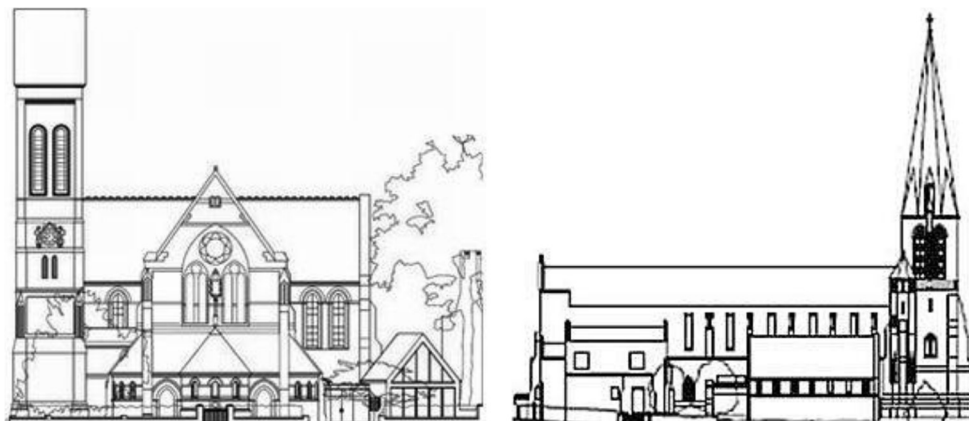
Presented to the the Annual Parochial Church Meeting 23rd May 2021

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**PAROCHIAL CHURCH COUNCIL OF
SAINT ANDREW AND SAINT MARK, SURBITON
REPORT FOR THE YEAR ENDED 31 DECEMBER 2020**



Structure, Governance and Management

The Parochial Church Council

Members of the Parochial Church Council (PCC) hold office in accordance with the Church Representation Rules – either ex-officio; or by election or appointment at the Annual Parochial Church Meeting; or by co-option.

The following served as members of the PCC for all or part of the period from 1 January 2020 until approval of the financial statements on 14 April 2021:

Naomi Bamford-Hurrell
Anne Barker ***
Valerie Baxter ***
The Rev'd Carole Bourne
Gary Buckley
Mary Elliott
Hugh Evans
Helen Goepel ***
Andrew Horn
The Rev'd Michael Johns-Perring
Anne Knowles – Churchwarden (until 11 Oct 20) *
Jane Kosa *
Diana Lewis – Churchwarden
Christopher Madden **
Clare Mannall
Anne Miller * – Churchwarden (until 11 Oct 20) *
Andrew Miskin – Treasurer
Toni Mitchell **

The Parish of St Andrew and St Mark, Surbiton

Dan Nmadu

Rod Pearson – Churchwarden (from 11 Oct 20) **

Katherine Reed – PCC Secretary

Jackie Robbs

The Rev'd Robert Stanier – Chairman

Michael Smith – Churchwarden (from 20 Dec 20) **

Martin Taylor – Churchwarden (until 11 Oct 20) *

John Wickenden *

Ian Wilson ***

Eileen Wingrove **

Notes:

* Denotes a member who left the PCC during 2020

** Denotes a member who joined the PCC during 2020

*** Denotes a member of the Kingston Deanery Synod

The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including deciding how the funds of the PCC are to be spent. All eligible members of the congregation are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Charitable Status

The PCC has charitable status and the members of the PCC are the trustees. The charity is registered with the Charity Commission under the number 1130093.

Objectives and Activities

The sole charitable object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. In furtherance of this object the PCC has a statutory responsibility to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social, environmental, and ecumenical.

The PCC continues to achieve its primary object by:

- maintaining the whole mission of the church, and supporting the ministry team. This includes the regular provision of opportunities for divine worship, the promotion of the Gospel and of Christian fellowship;
- managing and maintaining the church premises at St. Mark's and at St. Andrew's so that they can be used in a variety of ways both liturgical and secular; and
- supporting the Church of England through donations to the Southwark Diocese Parish Support Fund.

Public Benefit

The Trustees are aware of and consider the guidance of the Charity Commission on public benefit including, in particular, the specific guidance on charities for the advancement of religion. The charity fulfils its public benefit requirement through the provision of opportunities for public and private Christian worship in its two churches. It provides teaching in the Christian faith. It offers pastoral care to members of the congregation, residents in the parish and others. It supports other charities throughout the world. It organises outreach social activities for church members and others in the community including a Christmas Day lunch for people who would otherwise be alone on Christmas Day. It contributes to the work of the wider Church of England, particularly in the Diocese of Southwark.

Further information about the charity's activities is provided later in this report.

Day-to-day Management

The PCC has delegated some of its functions (but not its trustee responsibilities) to a number of groups and people who report regularly to the PCC. In addition, certain individuals, including the sacristans and the director of music, fill specific roles in the running of the parish and are authorised to incur expenditure on behalf of the PCC within prescribed limits.

Sub-Committees

During 2019, the sub-committee structure which had originally been established in 2017, in order better to harness the parish's outstanding volunteer base, was consolidated. These sub-committees continued to meet during 2020 (albeit virtually), and two new sub-committees (the Audio-Visual committee and the Eco committee) were formed. Some of the sub-committees have delegated budgets in support of their work. The sub-committees report regularly to the PCC. A list of all these sub-committees is set out below, and reports from the sub-committees are contained in this Report:

Table 1: Sub-committees

Committee	Report at page
Standing Committee	n/a
Audio-Visual	27
Discipleship	14
Welcome	26
Social Action and Charity	19

The Parish of St Andrew and St Mark, Surbiton

Social Events	n/a
Children and Young People	16
Property Management	23
Lettings	23
Finance and Income	29
Environment (“Eco”)	25

Risk Management

The PCC has given consideration to the risks to which the PCC may be exposed, and it considered that the systems which have been established are suitable for the minimisation of such risks, for safeguarding the assets of the PCC, and for the prevention and detection of fraud. A risk register is maintained which is reviewed annually by the PCC.

Parish Safeguarding

We have continued to monitor activities and situations in the church, and Judith Murray and Charlie Bamford as Parish Safeguarding Officers are points of contact alongside the Vicar for anyone with a safeguarding concern. Their photographs and points of communication are on public view in both churches. During the year, the PCC reviewed its safeguarding policy to ensure that it remained consistent with the guidance issued by the diocese.

Professional Advisors

Bankers and Fund Managers

National Westminster Bank plc, 10 Victoria Road, Surbiton, Surrey KT6 4JY

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

CCLA Investment Management Limited, 85 Queen Victoria Street, London EC4V 4ET

Insurers

Ecclesiastical Insurance Group, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester GL3 4AW

Solicitors

Winckworth Sherwood LLP, Minerva House, 5 Montague Close, London SE1 9BB

Palmers Solicitors, 89-91 Clarence Street, Kingston upon Thames KT1 1QY

The Parish of St Andrew and St Mark, Surbiton

Architect

Sue Kent BSc Dipl. Arch RIBA, Inspecting Architect, Howard : Fairbairn : MHK, Chartered Architects, Lambourn House, Redlands, Coulsdon, Croydon, Surrey CR5 2HT

Organ Maintenance

B C Shepherd & Sons, Pipe Organ Builders, 1 Mill Ridge, Edgware, Middlesex HA8 7PE

Piano Maintenance

Victor Kee, Piano Tuning and Repairs, 126 Amyand Park Road, St. Margarets, Twickenham TW1 3HP

Independent Examiner

Timothy Brown, A.C.A., 50 The Ridings, Surbiton, Surrey KT5 8HQ

Annual Report

Overview

2020 was a year markedly different from any previous year, as the parish adapted to life during the coronavirus pandemic.

Words have appeared in our everyday language which we would not have used or even heard of before March 2020 - lockdown, social distancing, self-isolating, WFH (work from home), keyworkers, in person, e-meeting and of course Zoom! As our daily vocabulary has extended so the parish has adjusted to the changes COVID-19 has made to our work and home life. Businesses and organisations have talked of the 'need to pivot' and 'to be agile', 'to be flexible to change' in these unpredictable times.

As the church buildings closed for a time, our church community remained connected, and continued worshipping and meeting because the ministry and admin team was able to 'pivot' and 'be agile' in responding to the restrictions by quickly transferring to 'Online Church'.

The report of the year's activities has been written by the many people who lead or undertake events within the parish. This is an extensive and varied group and the style of this report reflects this. A full list of contributors is at **Appendix 1**.

Thank you

The extensive, successful and effective range of activities detailed in this report would not be possible without significant help and support from a large number of people, both regular members of the congregation and others who support the church and its work in the community. While these individuals are not named in this report, the PCC acknowledges the roles, scope and functions undertaken and wishes to extend its grateful thanks and appreciation for all those who have contributed, and continue to contribute, to the life of the parish.

Vicar's Review of 2020

Summary

2020 was a year like no other. Even now, the implications of the Coronavirus pandemic, the consequent lockdowns, and how these have brought about permanent changes in our lives, are far from fully worked out. I am convinced, however, that in the future, historians of the United Kingdom will see this as the pivotal year of our lifetimes.

The economic impact on the church in 2020 can be seen in our accounts; the impact on worship can be seen through our service registers. Frankly, there is almost no area of church life which has been unaffected by COVID-19. In this, the church is no different from the wider world: you only have to look at the collapse in use of

The Parish of St Andrew and St Mark, Surbiton

Surbiton's excellent railway station to see how Surbiton itself is in the process of a seismic change. The demographic make-up of Surbiton will be different in the future.

The spiritual impact on the church is less obvious, but significant nonetheless. In 2020, the Church of England generally had to grapple with decisions about opening and closing buildings in order to prevent the spread of the virus, often at times of major festivals; some parishes were more cautious and guarded about in person church services, others were more willing to take calculated risks in opening. We have tried to pursue a sensible balance. The times when services have been online only have brought into question access to the sacraments; moreover, the absence of singing for so much of the year has been heart-wrenching. Some key parts of worship have been missing.

The saving grace has been new ways of connection made possible by new technology and within that there has burned a dogged spirit, determinedly and often ingeniously finding ways of connecting with each other and remaining a community in unforeseen ways. In certain aspects, our community has risen to the occasion beyond our wildest dreams of what we thought was possible when the first lockdown began. Moreover, some people are finding church accessible in a way they have never done for years, or ever.

Public benefit

- In a typical year, over 15,000 people visit our church buildings: last year, perhaps only 2,000 came, as not only church services, but concerts and other events were all manifestly disrupted. At one point, there were no groups using the church spaces at all. Priority in terms of physical access to the church was given to two groups, Narcotics Anonymous and Alcoholics Anonymous, to support people facing acute pressures given their previous addiction.
- Within the constraints of lockdown, the Church offered Christian marriage or burial to anyone resident in, or with a qualifying connection to, the parish, who asked, as well as baptism services. The church also offered free marriage preparation to all who came with a request for marriage.
- The annual Winter Nightshelter for homeless people at St Mark's began but had to be cancelled halfway through (those needing shelter were offered beds in permanent hostels).
- The church successfully coordinated a free Christmas lunch with Surbiton High School on Christmas Day for seventy people: this year, not by gathering together but rather by delivering hot lunches to local households who needed one. The church also offered over sixty afternoon hampers to people who were unlikely to see anyone, or see only very few people, that day.
- Charitable events: the church has continued to run events, almost monthly, in support of the 'Charity of the Month', by transferring to online entertainment: Zoom wine tastings, and quizzes.

The Parish of St Andrew and St Mark, Surbiton

- The parish has continued to support the local state school by providing governorship at St Andrew's and St Mark's Junior School. Congregation members offered a total of over 500 hours of support to the school as Foundation and Diocesan Governors; the student body comprises 330 children. (Congregation members are also governors at other schools.)
- Food bank collection centre. Both church buildings gather food for the Kingston Food Bank which is taken there regularly by volunteers. The Vicar can also act as a sponsor to give food bank vouchers. The church undertook two special collections during the first lockdown, encouraging donations which were no longer being prompted by people's visiting the buildings.
- Care and attention has continued to be given to the churchyards at St Andrew's and at St Mark's to ensure a healthy, green space in an increasingly congested Surbiton.

Hello and Goodbye

Picture 1: Michael after celebrating his first mass on 18 October 2020



Michael Johns-Perring, who joined us as assistant curate at Petertide 2019, was ordained priest at All Saints, Kingston, in October 2020, and it has been wonderful to continue to have him, along with his family, as part of the parish.

Sadly, several members of our congregation died in 2020.

Alan Lewis-Reid died in February. Alan had been a pillar of the 8 am congregation for the last two decades, and an Englishman of the 'old school'. He was unfussy, unpretentious and unfailingly positive, and was much loved.

Andy Christmas, who died in April, in the first wave of COVID, had been part of the St Mark's congregation since his birth. He was a lifelong wheelchair user, and muscular complications meant that speech was not easy for him; his dogged determination to continue to worship at St Mark's, whenever possible, was an inspiration. For much of his adult life, he lived at Fiddlers Green, just off the Ewell Road, a building specially designed for adults who could only live partially independent lives: this had been designed by his mother, Sylvia Christmas, who herself was a major figure at St Mark's. A memorial service is planned for the summer of 2021, having been postponed several times.

John Perry died in the autumn, from cancer. He had been part of the St Andrew's choir for something like sixty years, first as a boy treble and then as a wonderful tenor. There are many other ways he served the church, including as churchwarden, but to

list out the posts in which he served in a way would underplay his significance. It was his sheer, constant presence, genial and yet devout, which set the tone for a generation of worshippers at St Andrew's. He was also a giant figure in the Kingston community more generally, and his funeral was livestreamed to over 200 screens. Had we been able to host it 'normally', the church would have been full to bursting. It is hoped to mark his contribution to St Andrew's singing with a special choral service at some point when social distancing regulations no longer apply.

Morning Worship on Sundays: a timeline

From the start of the year until Sunday 15th March, church worship continued more or less as normal. On 15th March, the only differences from 'normal' were that we did not shake hands at the peace, and we decided not to offer tea and coffee after the service so as not to be a COVID risk. Looking back, this now seems relatively lax; certainly, it was hard then to believe quite how stringent the first lockdown would soon be.

Seeing that we would soon not be able to meet physically, on 20th March, we created a YouTube channel and offered our first online sermon, using Psalm 137 as a guide to lockdown living; on 25th March came our second, this time on the Rule of St Benedict for help. 29th March was the first time we published a sermon online on a Sunday morning. This has happened almost every week since then.

In terms of Sundays, on 22nd March, Mothering Sunday, there was no morning service offered, but rather there was a distribution of daffodils to the homes of people who were mothers or who acted as mothers. On Sunday 29th March, the only online material was the sermon.

On Palm Sunday, Sunday 5th April, morning worship resumed with two online services, one for children with young families, and one more traditional service, both led from the vicarage, using Zoom. It seemed very novel at the time. There has been regular online worship on every Sunday morning since then.

Throughout April and May, the government requested that no in-person church services be permitted. The Archbishop of Canterbury even forbade clergy from leading online services from within church, in order to show solidarity with others who were not allowed to go to their place of work: he led the Easter service from his kitchen table, for example.

The ban on clergy entering churches ended in June, but services were not permitted until July. They had to be carefully regulated, with no singing, and at least two metres distance between households. We began again on 12th July, with people booking their slots by emailing the parish office. At St Mark's, chairs were moved into small clusters, distanced; at St Andrew's, the pews were moved into socially distanced spaces.

These were not, however, physical only services: they were what we have for a time called 'hybrid' services, though aspects of them may become the norm in the future.

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That is to say, that something like two-thirds of the congregation still joined in on Zoom, but a third were in church.

'Hybrid' services continued from 12th July until 1st November, when the government imposed a second lockdown. Once again, worship in churches was forbidden. The choir had only started singing again (socially distanced) that very Sunday. For a month, services were online only.

Services resumed after the end of the second lockdown on 6th December in their 'hybrid' form. Unfortunately, COVID cases had not declined but only stalled in November: the emergence of a new, more contagious variant was causing a rise in cases that really took off at the end of the second lockdown. Case rates increased throughout December, and after a huge spike in the third week, on Saturday 19th December, the government imposed a third lockdown.

The difference with this lockdown, in church terms, was that the government had not mandated a ceasing of in-person church services. However, at an emergency meeting on the afternoon of Sunday 20th December, the ministry team and churchwardens took the decision to cancel all physical services till further notice, including all the Christmas services, as well as the planned 'Christmas journey' which was due to happen outside. At that point, cases in Kingston stood at c.900 cases per 100,000, and it was felt too risky to continue.

Morning Worship on Sundays: method, reasoning and pros and cons

Faced with the closure of physical space, churches like ours were faced with a blank canvas, limited partly by technological capability, and partly by vision. Some created 'pre-recorded' videos, clipped together; others avoided online worship and created packs and leaflets that were delivered to people's homes; others livestreamed services but had no active participation from viewers at home.

As vicar, I took the view that we should aim for:

- Live worship rather than pre-recorded worship. I felt that a pre-recorded service would be somewhat in competition with 'Songs of Praise', which would be broadcast quality and better than any parish could achieve. Keeping it live made errors more forgivable and would create a unified single moment, even if people were inhabiting different physical space.
- Keeping the established Sunday morning timings. Some people liked the idea of worship that was downloadable at any time, and with our YouTube sermons, we have provided that, but overall, I wanted to keep Sunday morning as the primary church "moment" in the week.
- Participation from as many people as possible. This logic extended into 'hybrid' services, in which I felt it was important that people at home should be leading in some ways e.g. doing readings, deacon's liturgy etc. In this way it was clear

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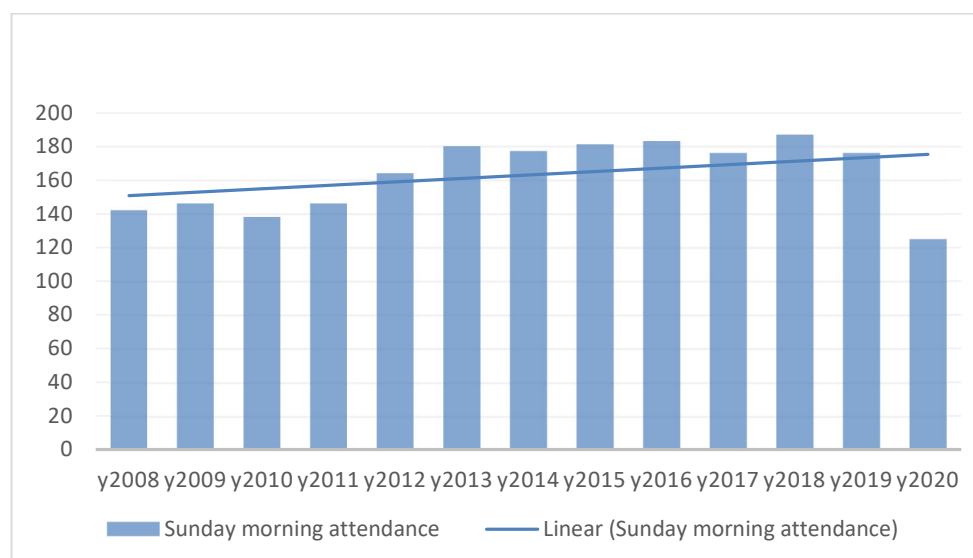
that we were 'one' congregation, rather than a 'superior' inner circle in church, with an 'inferior' outer circle outside church.

- Things to be shorter: it became quite quickly apparent that the average person's attention span at an online service was less than at a physical service: so broadly speaking, we aimed for everything, including sermons and prayers, to be about 20% shorter than we would plan for in a normal situation.

In order to create interactivity between the congregation at home with each other and with the liturgy, we decided that the best platform would be 'Zoom'. At first, it felt unlikely that elderly members in particular would adapt, but in fact, almost everyone learned quite swiftly how to make the links work.

Attendance

Chart 1: Sunday morning attendance



Online worship was in some ways more measurable than physical worship, but not in others. At any one time, the computer records the number of 'screens' tuning in on Zoom, and YouTube and Facebook record the number of views of an online sermon; the computer cannot, however, tell whether people are doing something else at the same time while their screen is on. Marking whether someone has 'attended' a service is almost an existential question: can they have attended the service if they were also doing the ironing or preparing Sunday lunch? In a sense, that only brought into focus that someone can be physically in church while a sermon is being preached, but not actually listening very hard.

At our first Zoom services, we had about 30 screens at the 9.15 am for children, and about 75 screens at the 11 am for adults. The biggest single online-only morning was on 14th June, when 10 were following the BCP communion service on Facebook Live at 8 am, there were 30 at the 9.15, 90 at the 11 am, and a further 15 at 'Young Zoomers',

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a discussion group for children (an initiative which we tried to run, but which, in the end, did not take off as hoped). But on that day, we had 150 clearly participating in parish worship.

On a typical Sunday throughout the summer, that figure was more like 120 to 130. This is a significant drop on previous years, and of the drop, a disproportionate number of children have been affected: we have not been able to offer Sunday Club or physical interactivity at the 9.15 am (or a biscuit after the service!). The 9.15 am service was more negatively impacted than the 11 am, overall.

The above figure does not account for the number of people who watched the sermon at a time other than Sunday morning: typically, the YouTube sermon had about 25 views each week.

For some people, Zoom worship has been dissatisfying. It is impossible to pull off communal singing beyond a slightly chaotic rabble, though that can work very well at times, for our service for young children. More critically, people are absent for the sacrament. Some who had been regular churchgoers since their childhood went for over nine months in 2020 without receiving the sacrament. The intangible, but real, sense of fellowship and hospitality that is brought about by a cup of tea after the service was also lost.

At the same time, for others, Zoom has been brilliant. One person with a medical condition, who finds draughty church buildings bring on coughs and colds, has been able to attend weekly from the warmth of their own home; others, who have moved away from Surbiton perhaps many years ago, have enjoyed logging into our services from afar. At one baptism, a Godparent was able to be present from Australia when she would never have been able to participate in the service in the old days.

The dichotomy of response even continues for the 'post service' moment. For some, the division of people at random into breakout groups after the service has been genuinely enjoyable; it has cut through any cliques and some people have met each other for the first time even though they have been attending the same church service for months or even years. Some, who find starting a conversation with someone difficult, have felt greater confidence in the way they are given an entry into a conversation by just being placed in a breakout room.

While Zoom offered good levels of interactivity for those who were able to attend, it depended on being able to click on the link. The technological side of this was largely overcome; within a few weeks, almost everyone, even those with limited computer expertise, could work out how to do it, and there was a phone link for those who could only use the phone. What was impossible was for people just to 'drop in', as they might do, on a physical service. Growth is difficult to achieve, for a church modelled like ours, where accessibility and openness is at the key. Similarly, our links with the

community and the number of people encountering our church because they had used the buildings dropped massively. This is a definite weakness.

One way we became more open was by streaming our services on Facebook as well as doing Zoom. In the autumn, we started streaming Morning Worship live on Facebook every day, and this was regularly watched by 5 to 10 screens each morning; in fact, attendance was higher than it had been before.

The technology for our first Zoom service was very basic. Thanks to the efforts of various people (see report from the Audio-Visual subcommittee), we were gradually able to improve our offering so that, in church and at home, people were able to see each other, see the text of the liturgy and also watch what was happening at the altar and lectern. This required significant investment in screens, wires, microphones and a huge amount of effort from certain volunteers.

Evening worship

We continued to offer evening worship until the first lockdown began. Since the autumn, we have reintroduced the 6 pm service, though it has often been an online only service, depending on the lockdown situation. Since the first lockdown, we have not felt able to offer 'Healing' services, since they have depended on physical touch, albeit only hands on a head or a shoulder. These will be reintroduced when appropriate.

Thursday nights at 9 pm was a slot when, during the first lockdown, we trialled offering Compline by Zoom. This at one point was attracting around 30 people and it continued to have a dozen or so worshippers every Thursday until the end of the year.

Sub Committees

Nearly all the committees continued to meet during 2020, albeit virtually.

Communication

New forms of communication became more important than ever.

The biggest one was the extended reach of the weekly email, which by the end of the year was going to around 300 addresses. This became the most crucial way through which Zoom codes were disseminated as well as offering a way of communication for church events and prayers.

Our Facebook page became more of a hub than ever before, including sermons, and general parish news. A parishioner's guide to creating an Easter garden had several thousand views.

Our YouTube channel had 98 subscribers at the end of the year. The most watched sermon was one by the Vicar on BlackLivesMatter, which has been watched by 500 people.

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Alongside this, the Vicar sent out printed newsletters roughly every two months by post, partly to reach those who were not online, but also because even those people who are online users enjoy physical content from time to time.

Adult Christian Study

Overview

In 2020, two of our three home groups continued to meet online, at least intermittently, during the lockdowns.

Moreover, during the first lockdown, the Vicar led a three week Zoom course on the Book of Leviticus, which was attended by around 30 participants.

Discipleship Sub-Committee

The Discipleship Committee met twice in 2020, once in person before the first lockdown, and once at the end of the year via Zoom. Plans for providing a study and prayer space in church have been put on hold, along with other initiatives flowing from the Prayer Workshop organised in October 2019. The plan for a parish Quiet Day at Wychcroft retreat centre was postponed until June 2021.

Home Groups

Tuesday Evening Home Group

The group started Lent with a plan to look at *I, Daniel Blake*, and managed to watch the film together, but with the onset of the pandemic had to forfeit meeting in person. The group continued to meet online until Easter, but thereafter meetings became more sporadic due to members' work and family commitments. However, the group continued to keep in touch with a WhatsApp group, and met at Christmas, virtually, with drinks and treats. When possible, the group will look at reconvening.

Friday Afternoon Group

This group continued to meet through 2020 under Jackie Robbs' leadership. Until March the group met in person for fortnightly prayer and Bible study, looking at the work of the Holy Spirit through Paul's First Letter to the Corinthians. During the rest of the year when the group could only meet remotely, prayer and Bible study were split into separate activities. In a fortnightly Bible study via Zoom, the group covered the Lord's Prayer and the book of Ruth. In alternate weeks the group pooled prayer requests and set a time to pray through them, so they could be in communion even though apart. Numbers remained strong: up to 16 people joined the Bible studies via Zoom. One group member diligently prepared and put together notes for those who could not attend the Zoom studies, and another delivered hard copies. Regular telephone contact was maintained with those without internet.

Music

Sadly, due to Covid restrictions throughout most of 2020, the activities of both the adult and children's choirs were almost completely curtailed, apart from a short period leading up to Christmas, when the adults were able to sing for some Sunday services culminating in a Lessons and Carols service on 20th December.

Planned trips to sing at Canterbury Cathedral in April (adults) and Guildford Cathedral in May (children) had to be cancelled.

Special thanks must go to those members of the choir who have acted as soloists at the Sunday morning hybrid services during the times when a full choir has not been possible in church. Similar acknowledgements must go to our team of pianists for their input whenever this has been allowed. All of the aforementioned should be heartily praised for their patience and flexibility during what has been a most devastating year for music both within the context of the parish as well as in the wider world.

Several valued members of the adult choir moved away from Surbiton during 2020 so, when choral singing is allowed to recommence, the choir will be very much reduced in numbers. A considerable time of rebuilding will be required over the coming months (and even years) to return the music in the parish to the level it was at before the pandemic struck.

We were, of course, all devastated by the death in October of John Perry, who had been such a loyal servant to our choir, singing both as man and boy since the early 1960s. His funeral took place at St Andrew's on 6th November under the COVID restrictions, but it is hoped that there will be occasions in the not too distant future where all will be able to celebrate the life of John, who made such a huge contribution to our parish, not only musically, but in so many other ways.

St Andrew's and St Mark's Junior School

SASM Junior School has had another successful year under the leadership of Alison Vigurs, now in her tenth year as head. The school pivoted brilliantly in terms of offering online schooling and was able to offer more 'live' online lessons than any other primary school in the area.

The school preserved Collective Worship every morning, led remotely by staff and once a week by clergy.

People who have served as Foundation Governors this year are: Robert Stanier, Carole Bourne, Ruth Gilmore, Shafaly Khan and Michael Johns-Perring. Diocesan Governors are Anne Barker and Joy Aboim. James Walker served as an Associate Governor but stepped down during the year, given other pressures. The Vicar has continued to serve as chair. The quality of support offered by the parish to the school in this way is a major contribution to the Surbiton community.

Children and Young People

Children's and Young People's Committee

The Children's and Young People's sub-committee's terms of reference are to review and develop the ministry of children and young people in the parish aged 0 to 16 years. This includes worship and teaching for children and young people, parents with babies and young children, communication with families, all age social events and Parish Pilgrimages.

The committee normally meets four times a year. In 2020 the committee met only once, in early February. Agenda items included Easter activities, an all-age Prayer Activities day, families at the 9.15 first Sunday of the month Eucharist at St. Mark's, Sunday Club, children's area at St. Andrew's and two questions about the work we do with children and young people as part of the Articles of Enquiry for the Archdeacon's visitation, scheduled for April.

At the meeting there was agreement to go ahead with a Prayer activities day in June, a Beating of the Bounds walk at Pentecost and confirmation of a Parish Pilgrimage to Salisbury cathedral booked for 3 October.

Recent changes to encourage families to sit near the front and participate more at the 9.15 Eucharist at St. Mark's were endorsed, and a suggestion to use a children's Eucharist prayer welcomed.

For Sunday Club the progress of a WhatsApp group was discussed, two new members of the team were welcomed, and the story of Moses suggested for the Lent teaching project.

There was agreement to research more appropriate and practical seating and furniture for the children's area at St. Andrew's.

Regarding the two questions in the wake of the Archdeacon's April visit, there was agreement to commend the Bread Making afternoon as the best thing we have done from a CYP perspective in the last year, and how we engage with older children/young people (age 11 plus) as regards what we would like to achieve next.

Following this meeting, informal consultation with parents regarding the 9.15 am Eucharist service at St. Mark's was being processed and feedback gathered.

Sadly, since March 2020, COVID has brought all meetings, consultations, excursions and activities to a halt. There will be a lot to take forward for the future.

Sunday Club

At the beginning of 2020, Sunday Club met eight times between 12th January and 15th March. 47 children attended over these eight sessions with an age range approximately from 5 to 12 years.

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In January and February, the group followed the Roots lessons (<http://www.rootsontheweb.com>) and this included discussing questions such as “What is Church?”, reflecting on “We are all different but all followers of Christ” and finding out about the Holy Spirit at work in us, with reference to the first two chapters from Paul’s first letter to the Corinthians. Sunday Club also looked at the story of the Transfiguration from Matthew’s Gospel and talked about glory.

The Lent project was the story of Moses, as told in Exodus 2-14. This provided an opportunity for some Old Testament teaching, and the story provided lots of drama and excitement to keep the children engaged. There were plans to show extracts from the animated *Prince of Egypt* DVD and to hotseat a character from the story each week, but, sadly, COVID meant it was only possible to manage two of the four scheduled sessions. However, those included the discovery of a baby rescued and an Egyptian murdered, Moses arguing with God, a burning bush and, with Miriam and Moses in the hot seat, storytelling started well.

Grateful thanks go to all the Sunday Club team (and to churchwardens and all who provided technical and other support), and we look forward to starting up again when we can.

Sunbeams

Our church playgroup, Sunbeams, started the year in the usual way, meeting in St. Mark’s church hall on Wednesday mornings. The main age range of the children attending is 0-3 years, and we followed the usual playgroup format of providing toys and activities to play with, refreshments at half time, and a singing session at the end. In March, following government guidelines, we introduced extra health and safety precautions, but unfortunately on 1st April we had to close due to the COVID-19 pandemic.

Picture 2: Sunbeams toilet roll creations



In the summer term we transferred our activities of story time, singing and craft activity to weekly Zoom sessions. Our toilet roll challenges, masterminded by one of our families, were also put on our Facebook page.

In the autumn term, plans were made for Sunbeams to meet again in the church hall, with small ‘bubbles’ of 5-6 families at each session. Unfortunately, Covid-19 numbers rose again, so for all of the autumn term we were back to meeting on Zoom.

Our outreach to local families, which has been such an important part of running our play group, has been severely curtailed this year. We have found that Zoom is not a good format for the age group we cover, with only a small number of families joining

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us on Wednesday mornings. We have however kept in regular contact with families by email, offering support in a variety of ways, and each Sunbeams family was sent a Christmas card, designed by Michael the curate, from the team.

Uniformed Organisations

During 2020, the Parish has maintained contact with the local uniformed groups (Beavers, Cubs, Scouts, Guides and Brownies) and we look forward to welcoming them back for parade services as soon as we are able to do so.

Pastoral Care

2020 presented many new challenges, and pastoral care came to the forefront, particularly from March onwards, as people faced not only a global health emergency, but were separated from their usual support networks of friends and family because of lockdown.

While the ministry team took the lead in our response to the pandemic, the team was supported by many, within our church community, who volunteered to reach out to those who might otherwise have become isolated, particularly during periods of lockdown. A database was created, and volunteers were paired with those needing help. In addition to contacting and helping vulnerable and shielding members of the church community, those on our Christmas lunch list were also contacted. This year has highlighted pastoral care as a ministry that all Christians share in.

Despite the limitations on contact, the aim has been to continue to provide spiritual, emotional, and practical support to others, as far as possible. The ministry team have continued to meet regularly to make sure no-one has been forgotten. In some areas, we have not been able to provide the same level of support as we would expect to give in normal times. The provision of home communion has not always been possible, physical visits to care homes have been limited and ministry at the time of death has also been affected. When it has been permissible, we have aimed to have our churches open for periods of private prayer.

Outreach and Service to the Community

Charity and Social Action Committee

The Committee meets every two months, to encourage, support and empower members of the congregation and others to be open to future initiatives through charity and social action. It oversees initiatives whereby the parish and congregation raise funds or make donations to charitable causes, and ratifies these causes through the PCC. The pandemic and its associated restrictions last year has seen meetings move on to Zoom.

Activities

The activities co-ordinated by CSAC were limited and modified over the course of the year because of the pandemic. These changes are detailed in the reports coming from:

- Charities of the month
- Food bank
- Christmas lunch

The Night Shelter has been put on hold this year while Joel (at the time of writing) is about to reopen under the auspices of Kingston Churches Action on Homelessness.

There will be further information on Joel once the Centre reopens in 2021. Several members of the congregation have expressed an interest in visiting and leading activities at Joel, which will now focus on those currently with addictions and will have a permanent staff of five professionals.

Kingston Street Pastors' activities were curtailed during most of 2020.

Fundraising

Monthly fundraising events have continued to prove popular, even taking account of the shift from in-person to online events. As with previous years, our events have enabled generous donations to be sent to support the work of local and overseas organisations. The fundraising events have included online pub quizzes, wine tastings and whisky tastings. As we were unable to have our usual Christmas Fair, we held an online auction and cake sale instead, with auction lots and cakes donated by parishioners. The auction was opened, virtually, by Felicity Kendal and we were ably assisted by a professional auctioneer. As we were unable to hold our usual Christingle services, where money is raised for the Children's Society, the PCC agreed to make a donation to the Children's Society.

Charitable Giving

The charities in the table below were agreed by the PCC as those to be supported each month in 2020. Each charity was assigned a mentor to lead the relevant events.

This year the PCC had agreed the charities to be supported by the usual range of fundraising events, but those plans were altered radically by Government restrictions to curtail the spread of Covid-19 in March.

However, the technical expertise harnessed to make online church services possible was also used in the pursuit of new ways for fund-raising each month, honouring the support promised to every charity identified. The vicar and curate, and others, devised quizzes, wine and whisky tasting, and other imaginative fund raising, and these made a valuable contribution to the social life of the parish during lockdown. The PCC supplemented the contribution made to certain charities.

Table 2: Amounts raised by the parish for Charity of the Month, 2020

Month	Charity	Main Fundraising Event	Total Amount Raised (before addition of Gift Aid)
January	Oxygen	Quiz Night	£1,237.00
February	Shepherd's Hospice (Sierra Leone)	Wine Tasting	£1,537.20
March	Bishop's Lent Appeal	Lent Lunches	£294.40
April	Fiddlers Green	None due to Covid	
May	Christian Aid	None due to Covid	
June	Leprosy Mission	Online Wine Tasting	£559.40
July	Matabeleland Link Diocese	Online Quiz	£989.74
August	Kingston Churches Action on Homelessness and Joel Community Trust	Online Wine Tasting	£732.00
September	Action around Bethlehem Children with Disability	Online Quiz	£681.25
October	United Society	Homegrown Pumpkin Sale	£160.00
November	Fircroft Trust	Online Whisky Tasting	£750.00
December	Children's Society and Welcare	Christmas card delivery and parish donation	£200.00

Source: Parish accounts

Food Bank

The parish has been supporting the local food bank for at least seven years. There are collection points in each church and the donations are collected and taken, roughly once a month, to the Big Yellow Store in Tolworth, where the local Trussell Trust (<https://www.trusselltrust.org/>) have a storage unit. From there, donations are taken to New Life Baptist Church, where they are sorted and boxed up. Recipients are supplied with a voucher by social services or other support agencies, which are exchanged for a box containing three days' worth of food.

Picture 3: Harvest Festival display at St Andrew's



Since the commencement of the pandemic in March 2020, and the closure of both churches for much of the year, opportunities for the congregation to make donations have been much reduced. Nevertheless, during the first lockdown, two collections were arranged from outside St Andrew's, resulting in three boxes full of tins and dried goods. In addition, a total of eight boxes were donated from items given during our Harvest service and before Christmas.

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In addition to donations of food, two members of the congregation contributed, respectively, by selling home-grown tomato plants (the proceeds were split between the food bank and Christian Aid, the latter receiving £350), and making and selling face masks, the proceeds of which were donated to the food bank.

Once normal services resume at each church, deliveries to the food bank collection point will resume. All donations are very gratefully received and will continue to help people in need.

Christmas Day Lunch

In 2020, the parish's Christmas Day Lunch went through an enormous metamorphosis! Although messages about Christmas Day gatherings were confusing for families, it became clear to those organising our usual Christmas Day Lunch that it would certainly not be possible for us to present our usual sit-down three course lunch with all the trimmings, the Queen's message and carols, followed by the distribution of cake and presents.

In 2019, the parish Christmas Day Lunch team worked with Surbiton High School for the first time, and was delighted when the school agreed to work together again. In 2020, however, in view of the restrictions, a meals-on-wheels type delivery of exactly 100 lunches was planned. The plan was supported by our parish administrator, who prepared the invitations and tracked responses, and a parishioner who managed the driver schedule, which meant organising a total of 37 volunteer drivers from the parish and SHS (both staff and parents).

Some organisation was required to deliver hot meals to so many recipients. SHS managed to source bags, donated by Wren Kitchens, to ensure the food was kept hot during delivery. SHS also secured the donation by the school of all the food, and the services of the school chefs. The congregation donated presents, and those that were not wrapped were suitably prepared and placed into 100 Christmas bags donated by Waitrose, who also offered mini Christmas crackers, mini mince pies, and serviettes, which were included in all of the bags. Also included was a slice of cake for each recipient, lovingly baked by the parish's own star baker, who sliced her confection up accurately into 100 portions, all placed into special Christmas cake bags.

All in all, the operation was a resounding success. Everybody who requested a dinner received one, and all recipients were delighted to have a hot dinner delivered to their door, along with a present. The parish office received several notes and calls expressing thanks.

It is hoped to continue providing the Christmas Lunch going forward in partnership with SHS. However, after 10 years, Moira Greenfield is stepping down from leading the organisation of the event, so there is an opportunity for another person or persons to step up to the challenge. Moira says: *"I can recommend it as being the most*

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satisfying way to deliver Christ's message of love and kindness by creating our own version of Bethlehem in Surbiton."

Fellowship in Faith

Parish Breakfasts

The last Parish Breakfast was in February 2020. Thereafter, they have had to cease due to COVID, but the team is looking forward to starting up again as soon as this is possible. In the meantime, they would like to thank two of the team who have both moved on to pastures new, but whose hard work, commitment, humour and grace in creating a valuable social event after church on the first Sunday of the month have been deeply appreciated and will be much missed.

Mothers' Union (MU)

The branch currently has 29 members. We managed four meetings in St Mark's Church and transitioned to Zoom for the remaining meetings in 2020. Michael Johns-Perring has proved to be a wonderful addition to the parish and also to our MU branch. We heard from Michael on his Christian journey, and in July he also hosted an MU prayer meeting, with a focus on lockdown.

We all know how linen features in the bible, and we had a wonderful Zoom presentation from a parishioner who is an expert on this wonderful fabric. She delivered a very interesting session on how it is produced, alongside a highly relevant update on the sustainability of the material and its importance to the modern fashion industry.

We were unable to have our usual mince pies and coffee after the Christmas Eucharist, but our branch secretary came up with a great idea of delivering a special Christmas tea bag and biscuit to our members instead.

As usual our meetings are open to any member of our congregation. It has been wonderful to welcome so many who have been interested in our talks and who have learned more about the work of the MU.

The branch collects 5p coins to enable families in Southwark Diocese, who have not been able to go on a holiday, to take advantage of a scheme called 'Away From It All' (AFIA). In 2020 we also began to collect 20p coins in Smartie tubes as a fundraiser for Kingston's Hestia Refuge. If you have 5p or 20p coins to spare, we would be happy to add them to our collections. Thank you to members of the parish who already do this.

Flying Circus

In the past, the Flying Circus social group has arranged monthly visits to places of interest in and around the London area including gardens, museums and galleries. It has not of course been possible to continue with these during 2020, but the Flying

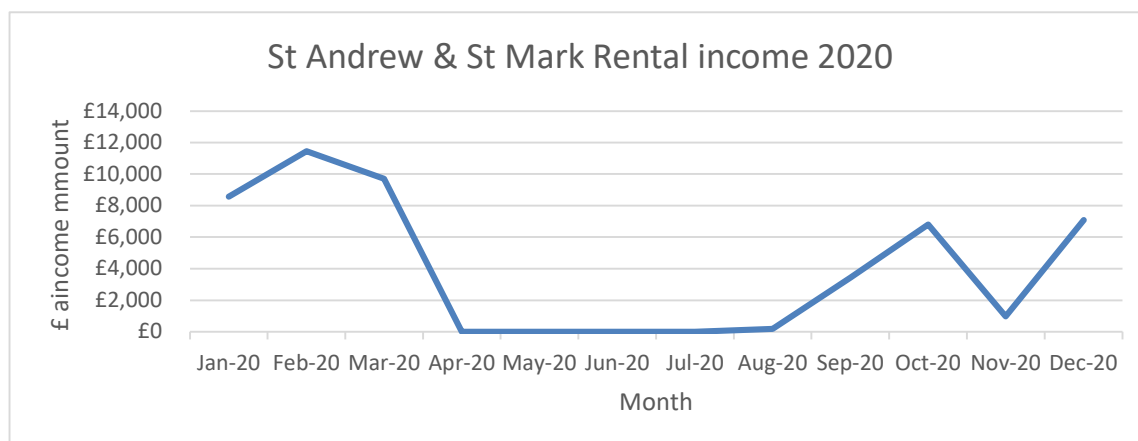
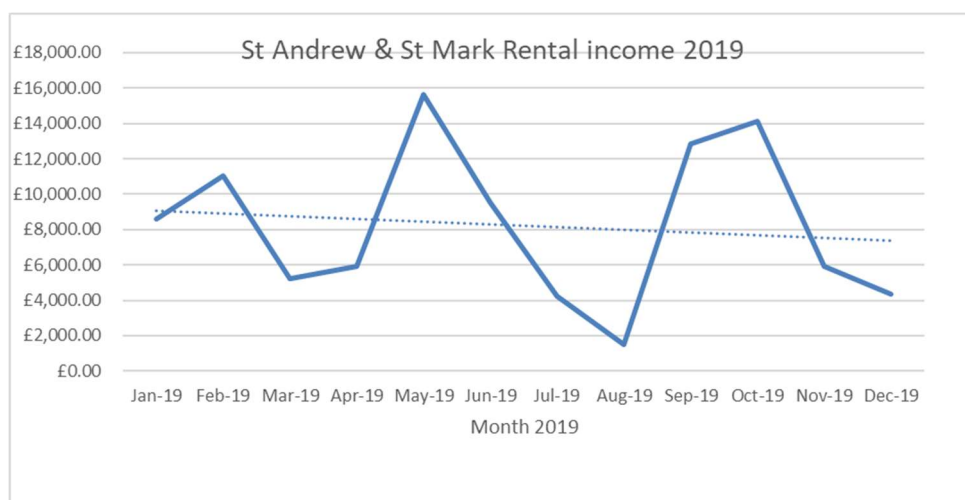
Circus has gone online and enjoyed some excellent virtual visits, including one to the moon!

Property

Lettings

Overall, income from lettings fell by over half (see above). However, the year ended on a slightly positive and hopeful note, with a good core of hires, including Dicky Birds After School Club and various children's groups returning to the hall and rooms by the end of October. A lot of work was put into returning these hires safely to our church buildings with COVID-19 risk assessments, guidelines and new hire agreements being signed. Feedback from hires was that with good communication and structure of COVID-19 rules and assessments from the church, the hirers felt more confident in returning safely. We were also able to respond quickly to enquiries for the use of St Mark's and St Andrew's churches as exam centres in the autumn term 2020. We secured a 6-week schedule of hires at St Mark's Church by Surbiton High School as a public exam centre and a 6-week schedule at St Andrew's Church as an ABRSM exam centre. Income (£8,000) from these two hires helped towards the loss of income from the regular hires who had not returned in the autumn term.

Charts 2 and 3: Rental Income 2019 and 2020



1, The Mall

It is still the intention of the Diocese to buy out the loan made to the parish to enable the purchase of 1, The Mall. The process, which has already experienced delay, has been further delayed due to the economic impact of the pandemic. The way the property is used has not changed. 1, the Mall continues to be the residence of the Curate. In autumn 2020, the Diocese paid to replace all external doors and windows with double glazing.

Property Management Committee

The current informal arrangement whereby individuals have taken on responsibility for simple maintenance jobs continued in 2020. COVID restrictions precluded many practical activities, but a number of essential projects were identified and these will be actioned as soon as lockdown is lifted. It is intended that the Property Management Group will also be re-formed with a dedicated Chairperson.

The Gardens

St Mark's Church

Following instances of anti-social behaviour in the secluded yew path leading to Church Hill Road, the police have been advised and will continue to monitor the situation. The trees have been pruned and excess vegetation has been cleared, making the area very much more open. The approach to the rear of the church hall was also extensively pruned to improve security.

A wildlife friendly border is being created along the front of the church next to the pavement; this will be completed in 2021. The church gardens continue to evolve and various eco-friendly projects are planned for 2021. COVID restrictions prevented us from inviting Surbiton High students back to the garden to help, but it is hoped that this regular event will resume soon.

St Andrew's Church

Following completion of the repairs to the wall and railings on the Maple Road boundary in 2019 as a result of a road traffic collision, the only remaining outstanding work is for replanting of the shrubs and replacement or improvement of the grass.

Eco Committee



Picture 4: Bug Hotel

The Eco Committee met for the first time in December, under the chairship of the Curate. According to its Terms of Reference, the Committee exists to “To proclaim and protect the gift of God’s creation, in the light of the climate emergency”. To achieve this, it

leads “on work to reduce the environmental impact of the work and worship of both our churches”. The Eco Committee builds on the work carried out in completing the A Rocha Eco Church Questionnaire. The results of this survey are being fed into a parish Eco Action Plan, which the Eco Committee is putting together.

Communication and Publicity

Online church

As referenced in the Vicar’s Report, the ministry team achieved, in a few weeks, a move to online church which in normal times would have taken months. Developments to parish administration systems were also compressed into days and weeks rather than months. At the end of the first lockdown at the beginning of July, services were “hybrid” (both online and in-person). In-person attendance, with limited seats, had to be pre-booked. The need to pre-book seats for the church services and for Track and Trace registers became part of the weekly parish admin, as well as weekly digital communications. At the beginning of the first lockdown in March 2020, the parish office had a database of contacts who received the weekly email from the Vicar. This was not a comprehensive list, and the subsequent development of a Mail Chimp account has produced a database of 405 subscribed individuals of whom 313 receive the Vicar’s weekly email. The “open” rate for this weekly email is high, averaging 72% who regularly open the email with an extra 7% who are moderately engaged, that is sometimes will open the email. This 80% engagement figure means 240 individuals are highly or moderately engaged with the church. This has been an important tool in maintaining and strengthening existing connections, especially with those on the fringes of church, and developing new ones.

The posting of a ‘Lockdown Letter’ written by the Vicar about every three months has necessitated the tightening up of the postal address database. 212 individuals receive this regular letter, and feedback has indicated that a physical letter has been a personal encouragement and a good way of maintaining connection.

The Welcome Committee

At the beginning of 2020, the Welcome Committee was nearing completion of a project to launch a suite of publicity materials, including banners and leaflets, but this was put on hold in light of the pandemic.

Communications

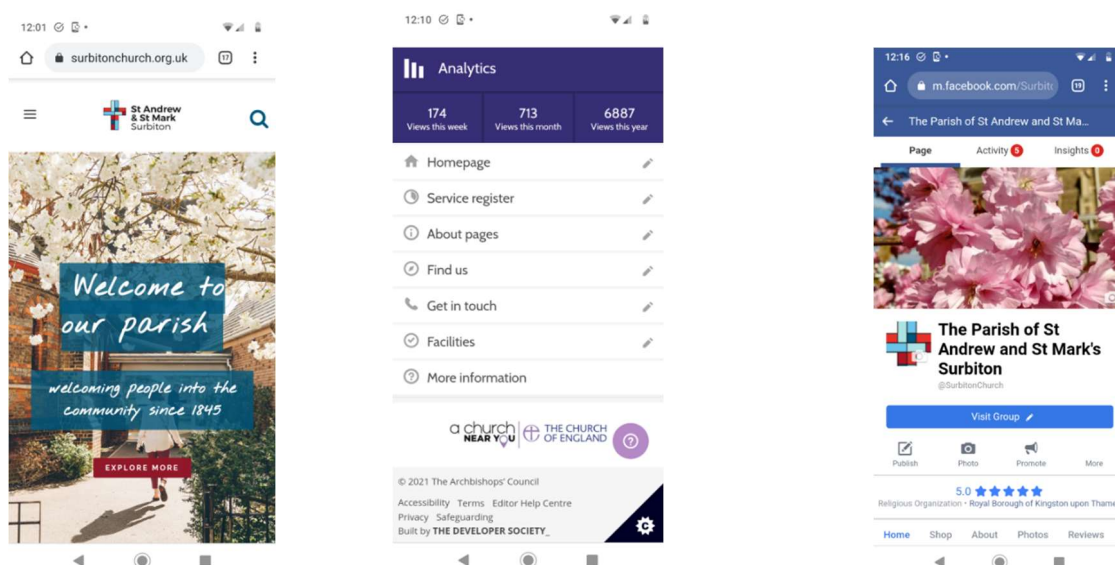
The parish website (<https://surbitonchurch.org.uk/>), A Church Near You (<https://www.achurchnearyou.com/>) and the social media platforms (<https://www.facebook.com/SurbitonChurch/>; @Surbiton_Church) are increasingly important in effectively communicating fast-moving changes to how we worship and what is offered. At the start of the pandemic, the parish had the beginnings of a good website and social media platforms (Facebook, Instagram and Twitter).

The Parish of St Andrew and St Mark, Surbiton

Maintaining the Facebook page has been an important communication tool, and a high level of engagement is seen, with people liking, commenting, and sharing the posts. Facebook Live has also been used for Morning Prayer and BCP Eucharist services, as well as supplementing the live streaming of the 11 am Parish Eucharist on Zoom.

Parish website analytics confirm that people visiting the parish website are now not searching how to hire the hall for a children's birthday party or how to get in contact about booking a wedding, but for service times, and to find out who we are and how to give to us. Regular updating of the website is crucial in order to provide correct and up-to-date information about services, church opening and other events. The Giving page on the website, with the online donate button, was fully up and running as the first lockdown began in March 2020. With the loss of physical services, there has been an increased number of people giving to the church via this platform.

Picture 5: Website, analytics and social media



The Parish Magazine

Mike Smith stood down as editor of Spire and Tower, the parish magazine, in 2020, after a number of years. The last edition under Mike's editorship was March/April. We are all very grateful for the work and effort that Mike has put into the magazine, which he made an award winning one! We are grateful, as well, to Katie Smith for all she has contributed to the magazine as Creative Layout Editor. Because of the pandemic and the initial closure of our churches, no magazine was published between May and October. The Curate took over as guest editor and produced a November/December edition of the magazine. He is hoping that a willing volunteer might take over the editorship of the magazine in future. The magazine committee has not re-formed since the March/April edition.

Audio Visual (AV) Committee

The newly formed AV Committee met for the first time in December, under the chairship of the Curate. By this point, as detailed in the Vicar's report, both churches had already made great strides in terms of enabling the broadcast of services online, from a standing start in March. At the start of the first lockdown, services went wholly online, with clergy leading from home. Later, services could be broadcast from church. Intermittently, parishioners were able to attend services in person, restrictions depending. By the summer, "hybrid services", via Zoom, could take place at St Andrew's and "paper free" services could take place at St Mark's. According to the Committee's terms of reference, the Committee exists to "lead on work to improve and maintain audio-visual capacity at both church buildings, on behalf of the PCC" and "to recruit to and maintain a body of persons able to operate the AV system during services, each Sunday, and at occasional offices". The AV Committee helps to take forward the missional work of our parish, by increasing the accessibility of our worship.

Churchwardens' Report on the Fabric, Goods and Ornaments of the Churches

This report was made to the Parochial Church Council (PCC) under section 5 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 by Diana Lewis, Michael Smith and Rod Pearson as Churchwardens in April 2021; and is also made by them to the annual parochial church meeting on behalf of the PCC.

General

Following major roof repairs at St Andrew's and repairs to the wall and railings on the boundary with Maple Road which were completed in 2019, no new works or even routine maintenance have been carried out during 2020 because of the COVID lockdowns. All that has been possible has been to monitor existing issues with a view to taking action as soon as the lifting of restrictions will allow. It is fortunate that, these apart, both churches are in generally good condition.

The impact of the pandemic is very evident, however; the arrangement of the pews in St Andrew's and the chairs in St Mark's reflect the requirement to arrange seating so that social distancing can be maintained such that separate individuals or households remain two metres apart. It is envisaged that, once the Covid restrictions are lifted, we will be able to restore the seating to its original positions.

Extensive audio-visual equipment has been temporarily installed so that congregants can attend services remotely via Zoom and Facebook. Whilst the AV equipment is not yet a fixture, it is anticipated that the need for hybrid services will continue after restrictions are lifted. The question of a permanent placement for the AV facility will need to be addressed when the time comes.

St Mark's Church

Although it had been recognised in 2019 that the boilers in St Mark's were in need of either major repair or replacement, it has not been feasible to put the work in hand during 2020 because of the pandemic, and this is something that will need to be addressed urgently in 2021 as soon as circumstances allow.

Likewise, contractors must be instructed, at the earliest opportunity in 2021, to repair the leaking/overflowing junction between the gutter and the rainwater downpipe which is causing the damp on the internal walls in the north aisle. It is suspected that the green roof over the aisle may be contributing to the leak and a regular maintenance regime will be introduced.

During 2020 evidence of rising damp has appeared in some of the columns between the nave and the north aisle. It is particularly marked in the one at the western end. It is not apparent what might be causing it, or indeed whether it is a continuing or has been a one-off occurrence. The extent of the damp has been marked with a pencil, and will be observed over the coming months.

St Andrew's Church

As with St Mark's, it is the identification of work needing to be done which has been the focus of attention during 2020, and there are two significant items.

It is clear, particularly from the outside, that some of the stained glass panels have become misshapen, and initial investigations have been made to clarify the cause, the scope of any necessary remedial work, and any potential sources of funding for the restoration of the east and west windows.

During the course of the year, the organ blower blew a fuse and the organ was out of service for a number of weeks. Specialist engineers were contacted and extensive investigations were carried out, and a temporary repair was effected such that the organ was restored. Two quotations have been received for the permanent repair and overhaul of the blower, and these were submitted to the PCC for consideration, before COVID restrictions halted progress.

Both these projects will be continued in 2021.

Finance

Parish Accounts 2020

Income

The PCC budgeted for unrestricted income of just under £250k in line with 2019 before the effects of the COVID-19 pandemic was known. In the event, the recorded unrestricted income fell to £233k (against a comparable figure in 2019 of £239k). This was much less of a fall than might have been expected, with hygiene restrictions

The Parish of St Andrew and St Mark, Surbiton

causing the closing of the church for many months and the cancellation of many rental bookings and normal fund-raising events. Overall:

- Income from lettings fell, with church and hall lettings down by over half (-£60k),
- Sundry collections at services in church were also down by around -£8k, and
- Church activities were fewer (e.g. occasional offices, Christmas Fair etc) contributing a further decline of -£8k.
- This was offset by a significant rise in online donations from parishioners and those further afield, being £14k, and two specific non-repeating incomes arising from:
 - Significant legacies contributing a further £23k, and
 - A grant of £33k in respect of VAT paid on repairs to the tower in 2019.

Collecting for other charities also held up well during the year, remaining at around £10k.

Expenditure

The PCC budgeted for unrestricted expenditure of £249k. The actual unrestricted expenditure of £215k was down -£16k vs 2019 (against a comparable figure in 2019 of £231k). The PCC's contribution to the diocesan Parish Support Fund was increased by £2k (as pledged in 2019) with insurance and clergy costs remaining broadly unchanged. The decreased activity at the church saw reductions in utilities (-£4k) and church activities (-£14k) including lower expenditure on cleaning, maintenance and musical activities.

Income against Expenditure

Although somewhat unexpectedly in a pandemic year, a surplus of £19k of income over expenditure was achieved. This would have been a deficit of -£14k without the grant relating to previous years activities, and a deficit of -£37k without the one-off effect of legacies.

Assets

The PCC continues to hold investments in CCLA which rose in value to just over £550k. during the year.

Around £8k was invested in audio-visual assets to facilitate the delivery of "online church" during lockdown periods.

The PCC continues to hold the value of the halls at St Andrew's and St Mark's on its balance sheet (see note 4 in the accounts in relation to St Andrew's Parish Rooms).

Big Picture Committee

The Big Picture Committee continued in 2020 to consider strategic priorities for the parish. (Note: in early 2021 it was reconstituted as the Finance and Income committee.)

Reserves Policy

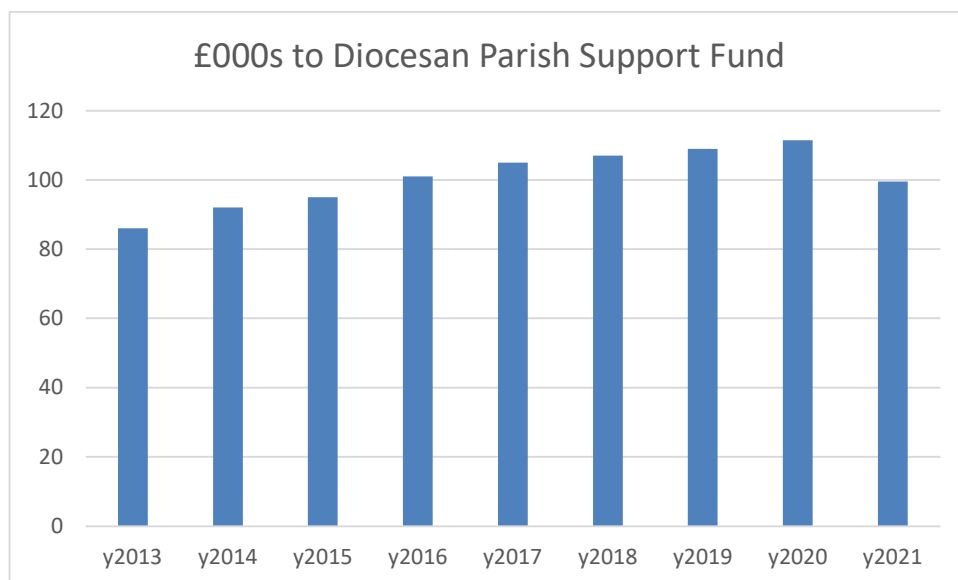
The Big Picture Committee continued to work to determine an appropriate strategy for the management of financial reserves; however, the financial impact of COVID-19 has necessitated fresh consideration of the issues.

Parish Support Fund for the Diocese

For the first time in many years, the PCC voted in 2020 to decrease the parish's pledged contribution to the Diocesan Parish Support Fund in 2021. While we continue to support parishes elsewhere, we felt that our overall income would not support a contribution at previous levels in light of the significant reduction in our lettings income, which is not expected to pick up until well into 2021.

A stewardship campaign is planned now for the summer of 2021.

Chart 4: giving to Southwark diocese by the parish



The Parish of St Andrew and St Mark, Surbiton

Parish of Saint Andrew and Saint Mark Surbiton

Financial Statements

Accounts for the year ended 31 December 2020

Independent Examiner's Report to the P.C.C. of St Andrew's and St Mark's, Surbiton

This report on the accounts of the P.C.C. for the year ended 31 December 2020 which are set out on the following eight pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of the Trustees and Independent Examiner

As the members of the P.C.C. you are responsible for the preparation of the accounts and you consider that the audit requirement of section 144 of the Act does not apply and that an independent examination is needed. The PCC's gross income exceeded £250,000 in the prior year and I confirm that I am qualified to undertake the examination by been a qualified member of the ICAEW.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general directions given by the Charities Commission under section 145(5)b of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

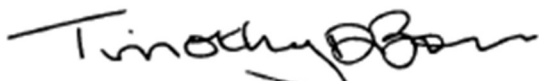
My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the P.C.C. and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, except that I draw attention to the disclosure in note 4 to the accounts in connection with the accounting treatment of St Andrew's Parish Rooms with which I concur.



Mr. Timothy Brown, A.C.A. - Independent Examiner
50 The Ridings
Surbiton, Surrey, KTS 8HQ

Dated :14th April 2021

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2020	TOTAL 2019	Budget 2021
Note	£	£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary income	2(a)	130,621	10,797	-	141,418	111,827	125,000
Activities for generating funds	2(b)	50,518	-	-	50,518	115,164	73,040
Income from investments	2(c)	15,748	-	-	15,748	15,919	10,000
Church activities	2(d)	1,946	-	-	1,946	5,071	4,650
Other incoming resources	2(e)	34,466	-	-	34,466	24,991	-
TOTAL INCOMING RESOURCES		233,300	10,797		244,097	272,972	212,690
RESOURCES EXPENDED							
Cost of generating voluntary income	3(a)	3,341	-	-	3,341	5,737	250
Shared utilities	3(b)	17,487	-	-	17,487	21,058	21,500
Cost of generating funds	3(c)	572	-	-	572	636	5,000
Church activities	3(d)	167,195	-	-	167,195	177,704	173,250
Governance costs	3(e)	465	-	-	465	576	400
Support costs	3(f)	25,391	-	-	25,391	26,062	28,000
Mission donations	3(g)	-	11,110	-	11,110	8,628	-
Major Works - St. Mark's Church	3(h)	-	-	-	-	-	26,500
Major Works - St. Andrew's	3(h)	-	-	-	-	231,660	-
Other resources used	3(h)	-	-	-	-	-	-
TOTAL RESOURCES EXPENDED		214,451	11,110	-	225,561	472,060	254,900
Net incoming/(outgoing) resources		18,849	(313)	-	18,536	(199,088)	(42,210)
RECOGNISED GAINS AND LOSSES							
Unrealised gains on investments		55,314	-	-	55,314	85,645	-
NET MOVEMENT IN FUNDS		74,163	(313)	-	73,851	(113,444)	(42,210)
Balance brought forward		2,135,401	6,180	-	2,141,581	2,255,025	2,215,432
Balance carried forward		2,209,564	5,867	-	2,215,432	2,141,581	2,173,222

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON BALANCE SHEET AS AT 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £	TOTAL 2019 £
FIXED ASSETS						
Land & buildings	4	1,549,410	-	-	1,549,410	1,549,410
Tangible assets	5	18,722	-	-	18,722	14,720
Long term investments	6(a)	565,858	-	-	565,858	510,543
		<u>2,133,990</u>	<u>-</u>	<u>-</u>	<u>2,133,990</u>	<u>2,074,673</u>
CURRENT ASSETS						
Short term investments	6(b)	358	864	-	1,222	27,667
Debtors & prepayments	7	16,719	-	-	16,719	22,321
Cash at bank & in hand	6(c)	63,319	5,769	-	69,088	27,112
		<u>80,396</u>	<u>6,633</u>	<u>-</u>	<u>87,029</u>	<u>77,100</u>
LIABILITIES						
Creditors	8	5,586	-	-	5,586	10,192
NET CURRENT ASSETS		74,810	6,633	-	81,443	66,908
			-	-		
TOTAL ASSETS LESS LIABILITIES		<u>2,208,799</u>	<u>6,633</u>	<u>-</u>	<u>2,215,432</u>	<u>2,141,581</u>
THE FUNDS OF THE CHARITY						
Unrestricted	10	2,208,799	-	-	2,208,799	2,134,948
Restricted		-	6,633	-	6,633	6,633
Endowment		-	-	-	-	-
TOTAL		<u>2,208,799</u>	<u>6,633</u>	<u>-</u>	<u>2,215,432</u>	<u>2,141,581</u>

The notes numbered 1 - 12 form a part of these accounts

Approved by the Parochial Church Council on the 14th of April 2021 and signed on its behalf by



Revd. Robert Stanier (Chairman)

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES

Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention except for investment assets, which are 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 accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

Fund accounting

Endowment funds were funds of which the capital had to be retained, allowing only the income to be spent. During the year the PCC took advantage of section 289 of the Charities Act 2011 to resolve that it should be free to spend the capital of its small endowment funds.

Restricted funds derive from donations or bequests for a specific purpose. They may only be expended on the purpose for which they were given.

The use of other funds is *unrestricted*, but some are designated by the PCC for particular purposes.

Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds 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 resources, their ultimate receipt is considered reasonably certain, and the amounts due are reliably quantifiable. Dividends and interest are accounted for when they fall due for payment. All items are accounted for gross. Rental income from the letting of Church premises is recognised when the rental is due.

Resources expended

Donations out of restricted funds intended to benefit other charities are accounted for when sums have been allocated to the charities in question.

The diocesan parish share is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10(2)(a) and (c) of the Charities Act 2011 unless otherwise specified.

Other land and buildings are included in the accounts at cost and a policy of non-depreciation is currently adopted as they have a very long remaining useful life. An impairment review may be prudent, in the future.

Expenditure on tangible assets is written off as it is incurred where the cost of an asset is equal to or less than £1,000. Where the cost is greater the expenditure is capitalised and depreciated on a declining balance basis over the estimated useful life of the asset. Prior to 1 January 2013 all expenditure on movable church furnishings vested in the churchwardens was written off as it was incurred.

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2020	TOTAL 2019
	£	£	£	£	£
2(a) Voluntary income					
Planned giving	67,096	-	-	67,096	64,837
Tax recoverable	18,087	76	-	18,164	19,931
Open collections	3,048	-	-	3,048	10,683
Sundry donations	19,127	710	-	19,837	5,969
Legacies (note 9)	23,262	-	-	23,262	-
Funds raised for other charities	-	10,010	-	10,010	10,407
Special trusts	-	-	-	-	-
	<u>130,621</u>	<u>10,797</u>	<u>-</u>	<u>141,418</u>	<u>111,827</u>
2(b) Activities for generating funds					
Christmas Fair Activities	6,554	-	-	6,554	10,847
Hall lettings	38,564	-	-	38,564	88,901
Church lettings	5,401	-	-	5,401	15,416
	<u>50,518</u>	<u>-</u>	<u>-</u>	<u>50,518</u>	<u>115,164</u>
2(c) Income from investments					
Dividends and interest	15,748	-	-	15,748	15,919
2(d) Income from church activities					
Fees for weddings, funerals & banns	1,182	-	-	1,182	2,951
Bible reading fellowship notes	269	-	-	269	253
Parish magazine	176	-	-	176	777
Coffee mornings	320	-	-	320	1,090
	<u>1,946</u>	<u>-</u>	<u>-</u>	<u>1,946</u>	<u>5,071</u>
2(e) Other incoming resources					
Insurance payment	1,000	-	-	1,000	24,236
LPOW DCMS Grant re 2019 St Andrews Tower work	33,157	-	-	33,157	-
Other	309	-	-	309	755
	<u>34,466</u>	<u>-</u>	<u>-</u>	<u>34,466</u>	<u>24,991</u>
TOTAL INCOMING RESOURCES	<u><u>233,300</u></u>	<u><u>10,797</u></u>	<u><u>-</u></u>	<u><u>244,097</u></u>	<u><u>272,972</u></u>

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

3. RESOURCES EXPENDED	Unrestricted	Restricted	Endowment	TOTAL 2020	TOTAL 2019
	£	£	£	£	£
3(a) Cost of generating voluntary income					
Stewardship costs	-	-	-	-	491
Parish magazine costs	70	-	-	70	70
Christmas Fair costs	3,271	-	-	3,271	4,946
Fund-raising events - other charities	-	-	-	-	230
	<u>3,341</u>	<u>-</u>	<u>-</u>	<u>3,341</u>	<u>5,737</u>
3(b) Shared utilities - At both churches, utility supplies are shared between consecrated buildings and others. These costs cannot reliably be apportioned between the generation of funds and church activities.					
Gas	9,009	-	-	9,009	11,823
Electricity	7,504	-	-	7,504	7,326
Water	974	-	-	974	1,909
	<u>17,487</u>	<u>-</u>	<u>-</u>	<u>17,487</u>	<u>21,058</u>
3(c) Cost of generating funds					
Other hall running costs	572	-	-	572	636
3(d) Costs associated with church activities					
Diocesan quota	111,500	-	-	111,500	109,000
Clergy expenses	1,861	-	-	1,861	1,353
Clergy housing	5,284	-	-	5,284	5,715
Insurance	12,286	-	-	12,286	12,345
Church Cleaning	8,420	-	-	8,420	12,789
Church Maintenance	6,879	-	-	6,879	11,553
Other Church Running Costs	9,139	-	-	9,139	7,022
Church music	8,424	-	-	8,424	12,671
Children & Older people	3,400	-	-	3,400	5,255
	<u>167,195</u>	<u>-</u>	<u>-</u>	<u>167,195</u>	<u>177,704</u>
3(e) Governance costs					
Independent examiner's fee	465	-	-	465	340
Deanery synod	-	-	-	-	236
	<u>465</u>	<u>-</u>	<u>-</u>	<u>465</u>	<u>576</u>
3(f) Support costs					
Parish Administrator (see Note 12)	20,492	-	-	20,492	21,491
Running costs of office	4,899	-	-	4,899	4,571
	<u>25,391</u>	<u>-</u>	<u>-</u>	<u>25,391</u>	<u>26,062</u>
3(g) Mission donations					
Church Overseas	-	1,614	-	1,614	1,765
Relief & development agencies	-	2,758	-	2,758	2,077
Home missions	-	3,602	-	3,602	2,702
Secular charities	-	3,136	-	3,136	2,084
	<u>-</u>	<u>11,110</u>	<u>-</u>	<u>11,110</u>	<u>8,628</u>
3(h) Major Repair Works					
Work to St Andrew's Roof	-	-	-	-	231,660
TOTAL RESOURCES USED	<u>214,451</u>	<u>11,110</u>	<u>-</u>	<u>225,561</u>	<u>472,060</u>

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

4 Land & buildings

The PCC is the beneficial owner of interests in the following:

	<u>Value at</u> <u>31.12.19</u>	<u>Expenditure</u>	<u>Value at</u> <u>31.12.20</u>
	£	£	£
St. Andrew's Parish Rooms	508,406	-	508,406
St. Mark's Hall	1,037,802	-	1,037,802
Car Park Lease - St. Mark's Court	2,702	-	2,702
Land at Electric Parade	500	-	500
	<u>1,549,410</u>	<u>-</u>	<u>1,549,410</u>

St Andrew's Parish rooms were originally constructed under diocesan ownership to clarify planning permissions and have been held in the accounts since their construction. This was originally on the basis that the rooms would be transferred to the parish under a partial redundancy scheme. To date, this has not happened and the PCC is now taking active measures to ascertain if the halls are on consecrated ground and if the diocese needs to grant a partial redundancy. It is recognised that there is a potential conflict of treatment between that specified in the Charities Act 2011 and Generally Accepted Account Principles in this circumstance. In order best to serve understanding of the accounts, the PCC has agreed to leave the cost of construction on the balance sheet to reflect the assets which are generating income for the parish and for equality of treatment with St Mark's Halls (where the uncertainty does not exist).

St. Mark's Hall is valued at the estimated final cost of its construction.

The 999 year lease of parking spaces was granted for a nominal consideration.

It is valued at a figure equal to the legal costs of its acquisition.

At Electric Parade the PCC owns the freehold interest in the land occupied by the Scouts Headquarters.

5 Tangible Assets

	<u>Brought forward</u>	<u>Cost in year</u>	<u>Depreciation</u>	<u>Value at</u> <u>31.12.20</u>
	£	£	£	£
<u>Fixtures, fittings and equipment</u>				
Parish rooms, St. Andrew's <i>(Depreciated from 1.1.2013)</i>	5,069	-	507	4,562
St. Mark's Hall	651	-	65	586
Church IT Equipment	9,000	7,574	3,000	13,574
	<u>14,720</u>	<u>7,574</u>	<u>3,572</u>	<u>18,722</u>

Computer Equipment is depreciated over 3 years. Other equipment is depreciated at 10% reducing balance

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
6 Investments		
6(a) <u>Fixed Assets: Long term investments</u>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	368,790	344,969
Global Equity Income Fund	197,068	165,574
	<u>565,858</u>	<u>510,543</u>
6(b) <u>Current assets: Short term investments</u>		
St. Mark's Altar Guild	415	413
St. Mark's Flower Fund	449	448
General Deposit a/c	358	26,806
	<u>1,222</u>	<u>27,667</u>
6(c) <u>Current assets: Cash at Bank and in hand</u>		
Natwest Bank Account	6,973	2,459
CAF Bank Account	61,855	22,586
Cash	260	2,067
	<u>69,088</u>	<u>27,112</u>
7 Debtors & prepayments		
Debtors for goods and services	1,194	2,405
Inland Revenue - tax recoverable	15,525	19,916
Prepayments	-	-
	<u>16,719</u>	<u>22,321</u>
8 Creditors & accruals		
Creditors for goods and services	-	48
Church of England Bodies	-	3,300
Accrued Utilities	4,436	2,358
Owing to other charities	-	3,337
Refundable key deposits	1,150	1,150
Income in advance	-	-
	<u>5,586</u>	<u>10,193</u>

Creditors are payable within one year, except for deposits refundable at the end of a long-term hire.

9 2020 Legacies

The estate of Kathleen Henshall paid a total of £17,695 and the estate of Joann Healey paid a total of £1,000 to the parish. The estate of Thelma Richardson made a final payment of £4,467 to the parish from a legacy in 2017. A further £100 was given at a cremation taken in Golder's Green

The Parish of St Andrew and St Mark, Surbiton

ST. ANDREW'S & ST. MARK'S PCC SURBITON NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

10 Fund details as at 31st December 2020

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	£	£	£	£
General fund	2,208,799	-	-	2,208,799
Vicar's fund	-	455	-	455
Christmas Day Party	-	5,175	-	5,175
Other restricted funds	-	1,003	-	1,003
	<u>2,208,799</u>	<u>6,633</u>	<u>-</u>	<u>2,215,433</u>

Other restricted funds comprise the parish Fellowship, St. Mark's Altar Guild and Flower Funds. The Christmas Day Party fund is used to provide lunch at Christmas for those otherwise on their own.

11 Staff Costs

The PCC had two employees during the year (the parish administrator and a cleaner); who were paid total salaries of £18,856. Pension contributions were £1,017. Employer's National Insurance cost was £3,108

No other members of the PCC received any material payment as remuneration, or expenses.

12 Notes on 2021 Budget

The 2021 budget was prepared before the effects of the coronavirus pandemic were clear for 2021

Income and expenditure in 2021 were expected to be broadly in line with 2020 with the following exceptions:

- Overall costs are rising in line with inflation
- We expect to see an increase of 25% in cleaning costs in 2021 over those in prior years
- We have reduced our parish fund contribution to the Diocese by 15% from 2021
- We expect to see rental income increase from under half normal levels to normal by the end of the year, showing a 36% decline overall from prior years
- We have assumed an increase in planned giving of £10k over the prior year arising from a giving campaign in 2021

APPENDIX 1

Contributors to the Report

Report collated and edited by Mary Elliott on behalf of the PCC.

Structure, Governance and Management	The Rev'd Robert Stanier, Katherine Reed, Mary Elliott
Vicar's Review of 2020	The Rev'd Robert Stanier
Adult Christian Study	Clare Mannall, Jackie Robbs
Music	Simon Harvey
St Andrew's and St Mark's Junior School	The Rev'd Robert Stanier
Children's Activities	Celia O'Neill, Sarah Stokes
Pastoral Care	The Rev'd Michael Johns-Perring
Outreach and Service to the Community	The Rev'd Carole Bourne, Moira Greenfield
Fellowship in Faith	Clare Mannall, Moira Greenfield
Finance	Andrew Miskin, The Rev'd Robert Stanier
Property	Clare Chesterman, The Rev'd Robert Stanier, Mike Smith
The Gardens	Mike Smith
Communication and Publicity	The Rev'd Robert Stanier, The Rev'd Michael Johns-Perring, Clare Chesterman
Churchwardens' Reports	Rod Pearson, Diana Lewis, Mike Smith
Kingston Deanery Synod	Ian Wilson

Kingston Deanery Synod 2020

'Rooted in my Parish, connected by my Deanery, supported by my Diocese.'

Kingston Deanery Synod comprises seventeen parishes, all of which are situated within the boundaries of the Royal Borough. The purpose of the Synod is to bring together the representatives of these parishes in order to promote the work of the Church of God in the Kingston area. The Synod provides an opportunity for the representatives to meet three times each year to share experience of the life and work of their churches, to discuss topics of mutual interest and to work together throughout the year on Synod's agreed priorities for action, as set out in the Deanery Mission Action Plan.

Clergy are members of the Synod and each church elects lay representatives every three years. The Area Dean is appointed by the Bishop of Kingston with clergy having an opportunity to express their preference: Synod members elect the lay chairman. This parish has four members on Synod: Anne Barker, Valerie Baxter, Helen Goepel and Ian Wilson. Principal matters which came to the fore during the year were:

- Church schools: Plans for a C of E secondary school at the Kingsmeadow site have been released. The school could be open in September 2024.
- Homelessness and Poverty: the Joel Community night shelter at St Peter's, Norbiton, will be operated by Kingston Churches Action on Homelessness in future. A Christians Against Poverty group has been formed and is based at St John's, New Malden.
- The formation of a Deanery Leadership Team to coordinate the work of the synod and parishes.

Southwark Diocesan Synod

For information, Ian Wilson is a representative of Kingston Deanery on the above. An informative report of the proceedings can be found in *The Bridge* newspaper.