

# **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

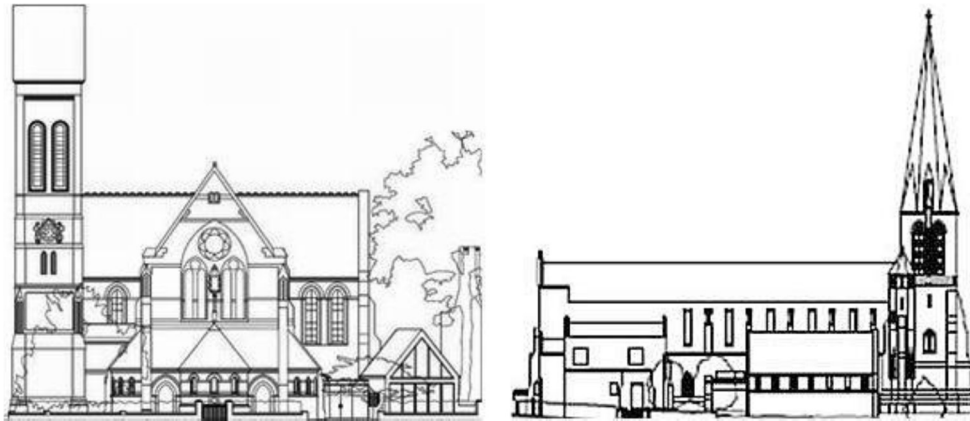
Presented to the the Annual Parochial Church Meeting on 8<sup>th</sup> May 2022

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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
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Environment ("Eco")	25
Audio-Visual	28
Finance and Income	32

### **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 unfailing politeness also enhanced the 8am congregation.

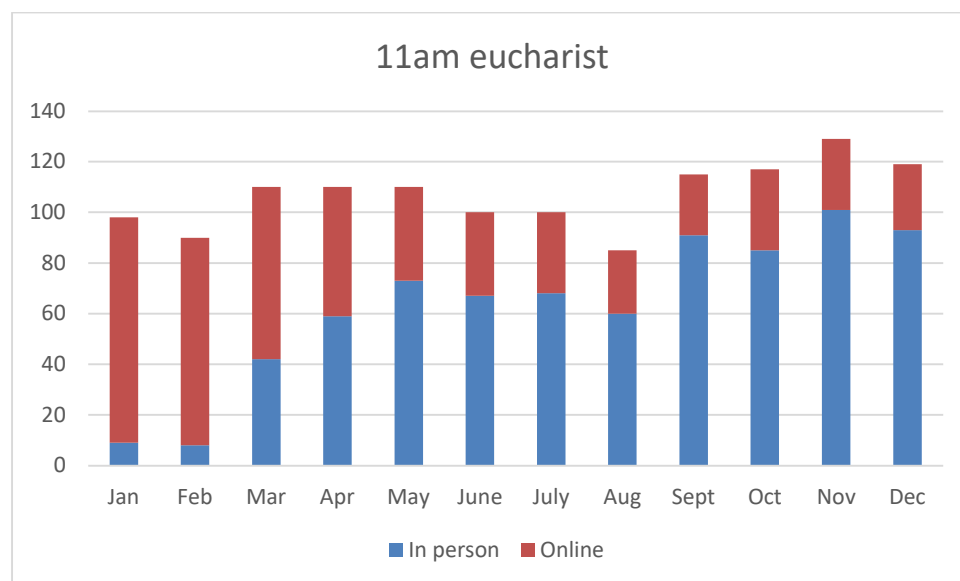
They are all missed.

## 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).

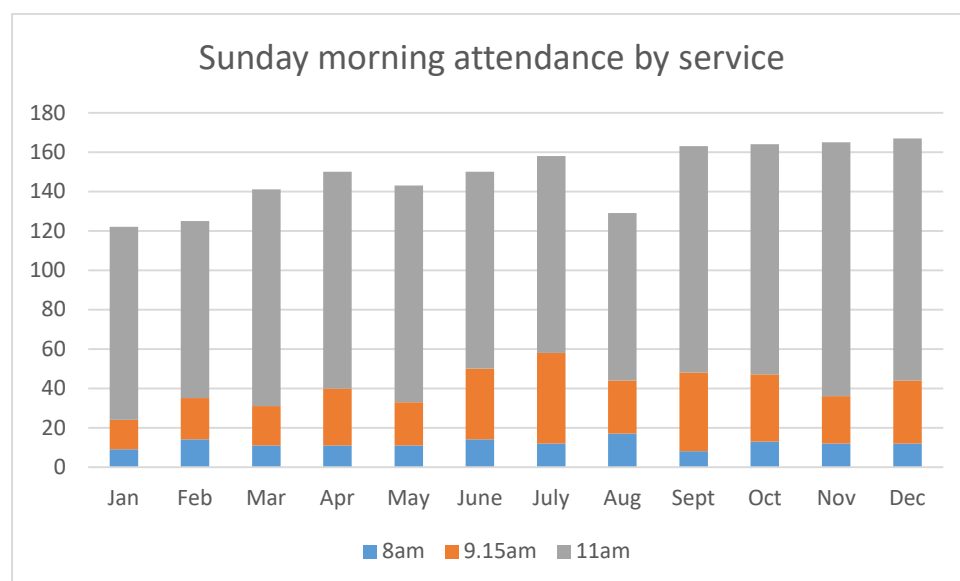
Gradual easing of restrictions allowed 'in the flesh' moments, but it got complicated: we restarted our small midweek communion in February, and from 21 March onwards, some 'in the flesh' worship was possible on Sundays, for a restricted number of participants. This meant that the great services of the 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

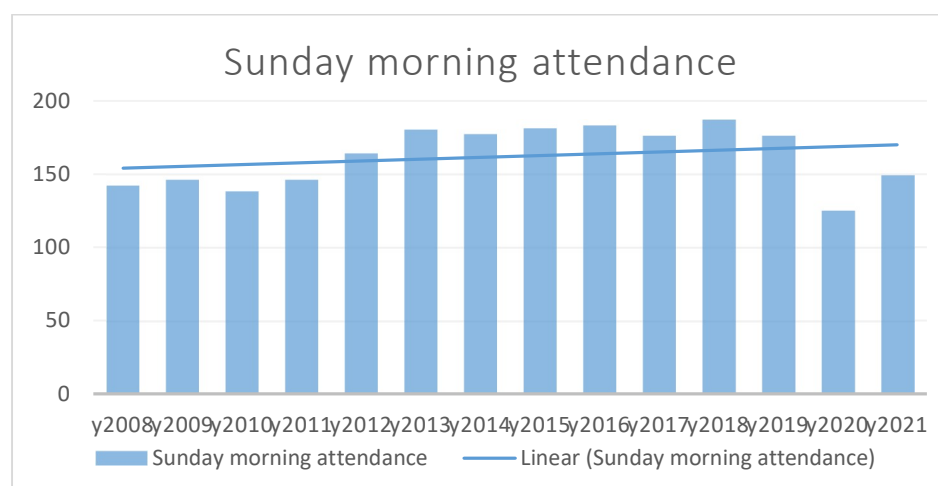
**Chart 2: Sunday morning attendance by service type**



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.

## The Parish of St Andrew and St Mark, Surbiton

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

## The Parish of St Andrew and St Mark, Surbiton

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 100<sup>th</sup> 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.

## The Parish of St Andrew and St Mark, Surbiton

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

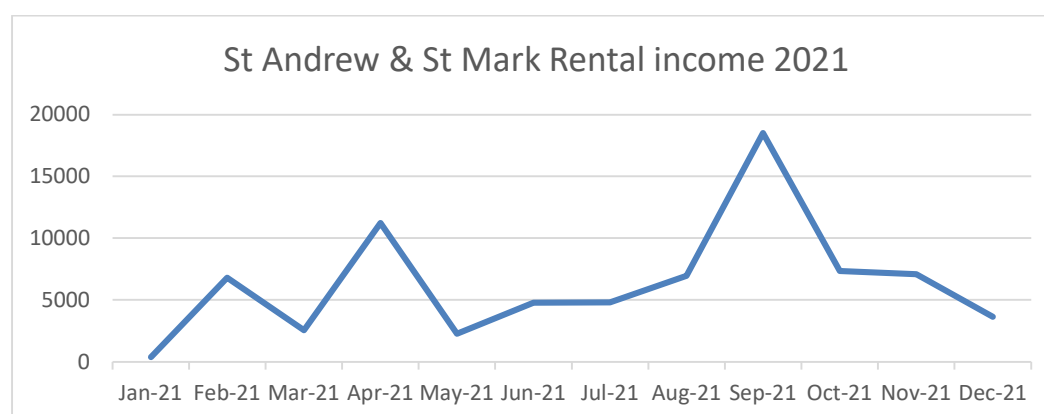
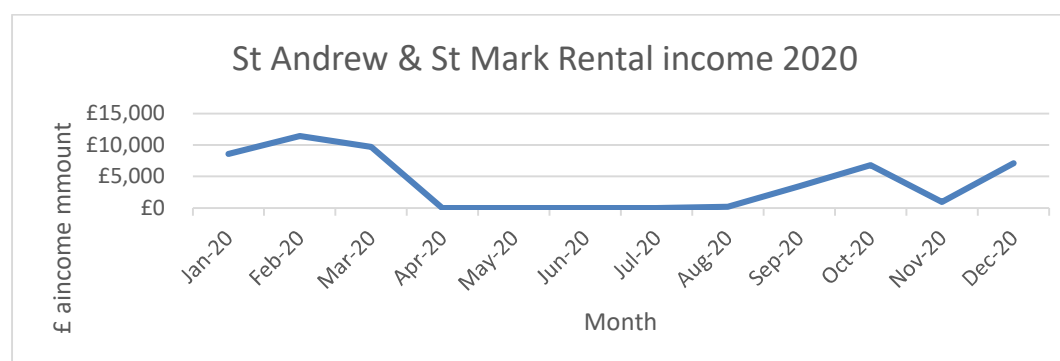
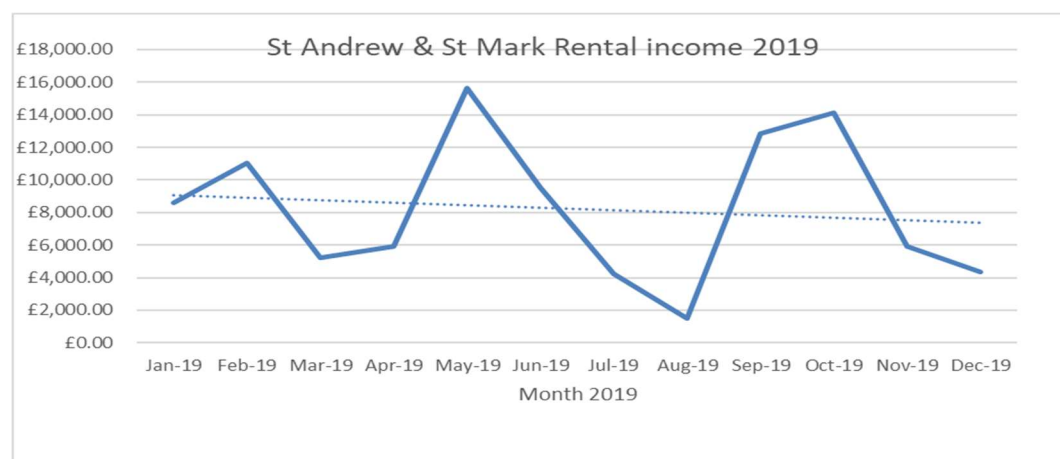
#### Lettings

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

## The Parish of St Andrew and St Mark, Surbiton

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**



## The Parish of St Andrew and St Mark, Surbiton

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.

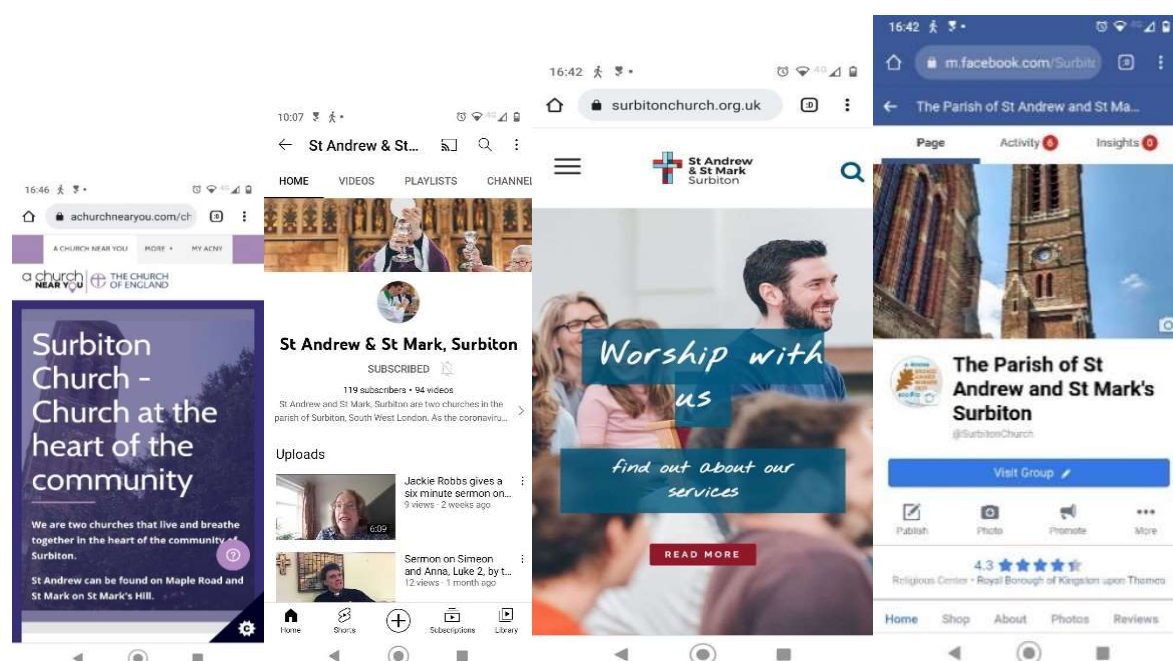
The parish website continues to be an important way of connecting to our local community and our congregation. As this report is written (late February 2022) we have had 188 users visiting the parish website in the last five days, with 239 individual sessions and 670 page views. 160 of these users are 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).

## The Parish of St Andrew and St Mark, Surbiton

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.



<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

## The Parish of St Andrew and St Mark, Surbiton

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

## The Parish of St Andrew and St Mark, Surbiton

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

## The Parish of St Andrew and St Mark, Surbiton

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.

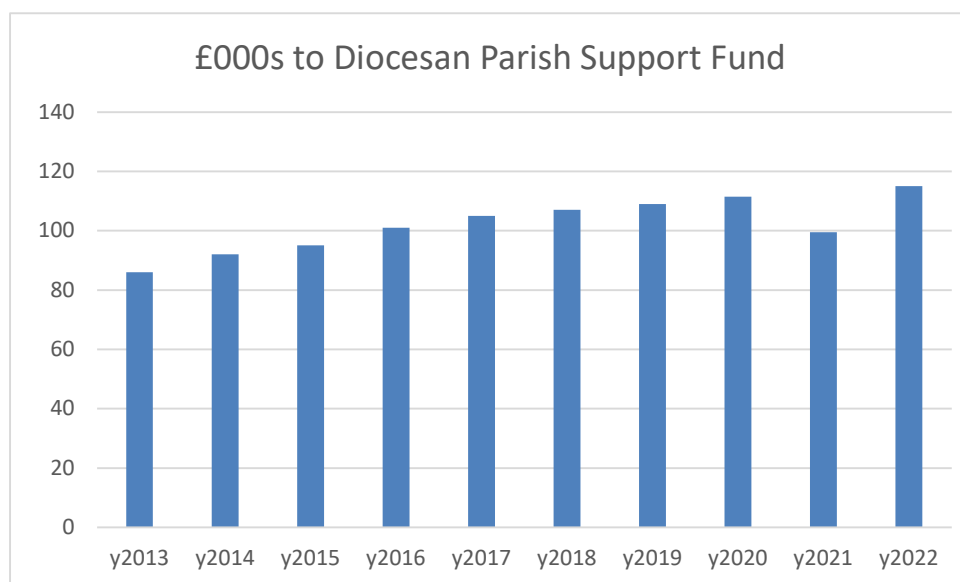
The policy will be reviewed every two years.

### 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 £
<b>INCOMING RESOURCES</b>							
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
<b>TOTAL INCOMING RESOURCES</b>		<b>218,675</b>	<b>4,527</b>		<b>223,202</b>	<b>244,097</b>	<b>243,500</b>
<b>RESOURCES EXPENDED</b>							
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)	-	-	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>236,810</b>	<b>5,673</b>	<b>-</b>	<b>242,484</b>	<b>225,561</b>	<b>334,300</b>
Net incoming/(outgoing) resources		(18,135)	(1,147)	-	(19,282)	18,536	(90,800)
<b>RECOGNISED GAINS AND LOSSES</b>							
Unrealised gains on investments		84,956	-	-	84,956	55,314	-
<b>NET MOVEMENT IN FUNDS</b>		<b>66,821</b>	<b>(1,147)</b>	<b>-</b>	<b>65,675</b>	<b>73,851</b>	<b>(90,800)</b>
Balance brought forward		2,208,799	6,633	-	2,215,432	2,141,581	2,281,107
<b>Balance carried forward</b>		<b>2,275,620</b>	<b>5,487</b>	<b>-</b>	<b>2,281,107</b>	<b>2,215,432</b>	<b>2,190,307</b>

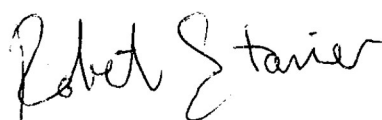
# The Parish of St Andrew and St Mark, Surbiton

## 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 £
<b>FIXED ASSETS</b>						
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>
<b>CURRENT ASSETS</b>						
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>
<b>LIABILITIES</b>						
Creditors	8	<u>2,644</u>	<u>-</u>	<u>-</u>	<u>2,644</u>	<u>5,586</u>
<b>NET CURRENT ASSETS</b>		62,714	5,487	-	68,201	81,443
<b>TOTAL ASSETS LESS LIABILITIES</b>		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>
<b>THE FUNDS OF THE CHARITY</b>						
Unrestricted	10	2,275,620	-	-	2,275,620	2,208,799
Restricted		-	5,487	-	5,487	6,633
Endowment		-	-	-	-	-
<b>TOTAL</b>		<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
	£	£	£	£	£
<b>2(a) Voluntary income</b>					
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>
<b>2(b) Activities for generating funds</b>					
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>
<b>2(c) Income from investments</b>					
Dividends and interest	16,203	-	-	16,203	15,748
<b>2(d) Income from church activities</b>					
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>
<b>2(e) Other incoming resources</b>					
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>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>218,675</b></u>	<u><b>4,527</b></u>	<u><b>-</b></u>	<u><b>223,202</b></u>	<u><b>244,097</b></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) <b>Cost of generating voluntary income</b>					
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) <b>Shared utilities</b> - 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) <b>Cost of generating funds</b>					
Other hall running costs	<u>1,822</u>	<u>-</u>	<u>-</u>	<u>1,822</u>	<u>572</u>
3(d) <b>Costs associated with church activities</b>					
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) <b>Governance costs</b>					
Independent examiner's fee	375	-	-	375	465
Deanery synod	-	-	-	-	-
	<u>375</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>465</u>
3(f) <b>Support costs</b>					
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) <b>Mission donations</b>					
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) <b>Major Repair Works</b>					
Work to St Andrew's & St Mark's	<u>22,018</u>			<u>22,018</u>	<u>-</u>
<b>TOTAL RESOURCES USED</b>	<u><b>236,810</b></u>	<u><b>5,673</b></u>	<u><b>-</b></u>	<u><b>242,484</b></u>	<u><b>225,561</b></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 (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

# 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
	£	£
<b>6 Investments</b>		
<b>6(a) <u>Fixed Assets: Long term investments</u></b>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	421,818	368,790
Global Equity Income Fund	228,997	197,068
	<b>650,814</b>	<b>565,858</b>
<b>6(b) <u>Current assets: Short term investments</u></b>		
St. Mark's Altar Guild	415	415
St. Mark's Flower Fund	450	449
General Deposit a/c	358	358
	<b>1,223</b>	<b>1,222</b>
<b>6(c) <u>Current assets: Cash at Bank and in hand</u></b>		
Natwest Bank Account	28,297	6,973
CAF Bank Account	25,071	61,855
Cash	4	260
	<b>53,372</b>	<b>69,088</b>
<b>7 Debtors &amp; prepayments</b>		
Debtors for goods and services	100	1,194
Inland Revenue - tax recoverable	16,150	15,525
	<b>16,250</b>	<b>16,719</b>
<b>8 Creditors &amp; accruals</b>		
Accrued Utilities	1,494	4,436
Refundable key deposits	1,150	1,150
	<b>2,644</b>	<b>5,586</b>

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**

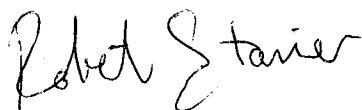
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £	Budget 2022 £
<b>INCOMING RESOURCES</b>							
Voluntary income	2(a)	117,693	4,527	-	122,220	141,418	113,500
Activities for generating funds	2(b)	79,936	-	-	79,936	50,518	110,300
Income from investments	2(c)	16,203	-	-	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
<b>TOTAL INCOMING RESOURCES</b>		<b>218,675</b>	<b>4,527</b>		<b>223,202</b>	<b>244,097</b>	<b>243,500</b>
<b>RESOURCES EXPENDED</b>							
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)	-	-	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>236,810</b>	<b>5,673</b>	<b>-</b>	<b>242,484</b>	<b>225,561</b>	<b>334,300</b>
Net incoming/(outgoing) resources		(18,135)	(1,147)	-	(19,282)	18,536	(90,800)
<b>RECOGNISED GAINS AND LOSSES</b>							
Unrealised gains on investments		84,956	-	-	84,956	55,314	-
<b>NET MOVEMENT IN FUNDS</b>		<b>66,821</b>	<b>(1,147)</b>	<b>-</b>	<b>65,675</b>	<b>73,851</b>	<b>(90,800)</b>
Balance brought forward		2,208,799	6,633	-	2,215,432	2,141,581	2,281,107
<b>Balance carried forward</b>		<b>2,275,620</b>	<b>5,487</b>	<b>-</b>	<b>2,281,107</b>	<b>2,215,432</b>	<b>2,190,307</b>

**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 £
<b>FIXED ASSETS</b>						
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>
<b>CURRENT ASSETS</b>						
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>
<b>LIABILITIES</b>						
Creditors	8	<u>2,644</u>	<u>-</u>	<u>-</u>	<u>2,644</u>	<u>5,586</u>
<b>NET CURRENT ASSETS</b>		62,714	5,487	-	68,201	81,443
			-	-		
<b>TOTAL ASSETS LESS LIABILITIES</b>		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>
<b>THE FUNDS OF THE CHARITY</b>						
Unrestricted	10	2,275,620	-	-	2,275,620	2,208,799
Restricted		-	5,487	-	5,487	6,633
Endowment		-	-	-	-	-
<b>TOTAL</b>		<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
	£	£	£	£	£
<b>2(a) Voluntary income</b>					
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>
<b>2(b) Activities for generating funds</b>					
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>
<b>2(c) Income from investments</b>					
Dividends and interest	16,203	-	-	16,203	15,748
<b>2(d) Income from church activities</b>					
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>
<b>2(e) Other incoming resources</b>					
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>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>218,675</b></u>	<u><b>4,527</b></u>	<u><b>-</b></u>	<u><b>223,202</b></u>	<u><b>244,097</b></u>

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>3. RESOURCES EXPENDED</b>	Unrestricted	Restricted	Endowment	TOTAL 2021	TOTAL 2020
	£	£	£	£	£
<b>3(a) Cost of generating voluntary income</b>					
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>
<b>3(b) Shared utilities</b> - 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>
<b>3(c) Cost of generating funds</b>					
Other hall running costs	1,822	-	-	1,822	572
<b>3(d) Costs associated with church activities</b>					
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>
<b>3(e) Governance costs</b>					
Independent examiner's fee	375	-	-	375	465
Deanery synod	-	-	-	-	-
	<u>375</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>465</u>
<b>3(f) Support costs</b>					
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>
<b>3(g) Mission donations</b>					
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>
<b>3(h) Major Repair Works</b>					
Work to St Andrew's & St Mark's	22,018	-	-	22,018	-
<b>TOTAL RESOURCES USED</b>	<u><b>236,810</b></u>	<u><b>5,673</b></u>	<u><b>-</b></u>	<u><b>242,484</b></u>	<u><b>225,561</b></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
	£	£
<b>6 Investments</b>		
<b>6(a) <u>Fixed Assets: Long term investments</u></b>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	421,818	368,790
Global Equity Income Fund	228,997	197,068
	<u><b>650,814</b></u>	<u><b>565,858</b></u>
<b>6(b) <u>Current assets: Short term investments</u></b>		
St. Mark's Altar Guild	415	415
St. Mark's Flower Fund	450	449
General Deposit a/c	358	358
	<u><b>1,223</b></u>	<u><b>1,222</b></u>
<b>6(c) <u>Current assets: Cash at Bank and in hand</u></b>		
Natwest Bank Account	28,297	6,973
CAF Bank Account	25,071	61,855
Cash	4	260
	<u><b>53,372</b></u>	<u><b>69,088</b></u>
<b>7 Debtors &amp; prepayments</b>		
Debtors for goods and services	100	1,194
Inland Revenue - tax recoverable	16,150	15,525
	<u><b>16,250</b></u>	<u><b>16,719</b></u>
<b>8 Creditors &amp; accruals</b>		
Accrued Utilities	1,494	4,436
Refundable key deposits	1,150	1,150
	<u><b>2,644</b></u>	<u><b>5,586</b></u>

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**

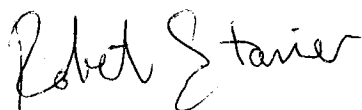
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £	Budget 2022 £
<b>INCOMING RESOURCES</b>							
Voluntary income	2(a)	117,693	4,527	-	122,220	141,418	113,500
Activities for generating funds	2(b)	79,936	-	-	79,936	50,518	110,300
Income from investments	2(c)	16,203	-	-	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
<b>TOTAL INCOMING RESOURCES</b>		<b>218,675</b>	<b>4,527</b>		<b>223,202</b>	<b>244,097</b>	<b>243,500</b>
<b>RESOURCES EXPENDED</b>							
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
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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)	-	-	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>236,810</b>	<b>5,673</b>	<b>-</b>	<b>242,484</b>	<b>225,561</b>	<b>334,300</b>
Net incoming/(outgoing) resources		(18,135)	(1,147)	-	(19,282)	18,536	(90,800)
<b>RECOGNISED GAINS AND LOSSES</b>							
Unrealised gains on investments		84,956	-	-	84,956	55,314	-
<b>NET MOVEMENT IN FUNDS</b>		<b>66,821</b>	<b>(1,147)</b>	<b>-</b>	<b>65,675</b>	<b>73,851</b>	<b>(90,800)</b>
Balance brought forward		2,208,799	6,633	-	2,215,432	2,141,581	2,281,107
<b>Balance carried forward</b>		<b>2,275,620</b>	<b>5,487</b>	<b>-</b>	<b>2,281,107</b>	<b>2,215,432</b>	<b>2,190,307</b>

**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 £
<b>FIXED ASSETS</b>						
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>
<b>CURRENT ASSETS</b>						
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>
<b>LIABILITIES</b>						
Creditors	8	<u>2,644</u>	<u>-</u>	<u>-</u>	<u>2,644</u>	<u>5,586</u>
<b>NET CURRENT ASSETS</b>		62,714	5,487	-	68,201	81,443
			-	-		
<b>TOTAL ASSETS LESS LIABILITIES</b>		<u>2,275,620</u>	<u>5,487</u>	<u>-</u>	<u>2,281,107</u>	<u>2,215,432</u>
<b>THE FUNDS OF THE CHARITY</b>						
Unrestricted	10	2,275,620	-	-	2,275,620	2,208,799
Restricted		-	5,487	-	5,487	6,633
Endowment		-	-	-	-	-
<b>TOTAL</b>		<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
	£	£	£	£	£
<b>2(a) Voluntary income</b>					
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>
<b>2(b) Activities for generating funds</b>					
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>
<b>2(c) Income from investments</b>					
Dividends and interest	16,203	-	-	16,203	15,748
<b>2(d) Income from church activities</b>					
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>
<b>2(e) Other incoming resources</b>					
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>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>218,675</b></u>	<u><b>4,527</b></u>	<u><b>-</b></u>	<u><b>223,202</b></u>	<u><b>244,097</b></u>

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

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>3. RESOURCES EXPENDED</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>TOTAL 2021</b>	<b>TOTAL 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>3(a) Cost of generating voluntary income</b>					
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>
<b>3(b) Shared utilities</b> - 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>
<b>3(c) Cost of generating funds</b>					
Other hall running costs	1,822	-	-	1,822	572
<b>3(d) Costs associated with church activities</b>					
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>
<b>3(e) Governance costs</b>					
Independent examiner's fee	375	-	-	375	465
Deanery synod	-	-	-	-	-
	<u>375</u>	<u>-</u>	<u>-</u>	<u>375</u>	<u>465</u>
<b>3(f) Support costs</b>					
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>
<b>3(g) Mission donations</b>					
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>
<b>3(h) Major Repair Works</b>					
Work to St Andrew's & St Mark's	22,018	-	-	22,018	-
<b>TOTAL RESOURCES USED</b>	<u><b>236,810</b></u>	<u><b>5,673</b></u>	<u><b>-</b></u>	<u><b>242,484</b></u>	<u><b>225,561</b></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
	£	£
<b>6 Investments</b>		
<b>6(a) <u>Fixed Assets: Long term investments</u></b>		
Funds managed by CCLA Investment Management Ltd.		
Church of England Investment Fund	421,818	368,790
Global Equity Income Fund	228,997	197,068
	<b>650,814</b>	<b>565,858</b>
<b>6(b) <u>Current assets: Short term investments</u></b>		
St. Mark's Altar Guild	415	415
St. Mark's Flower Fund	450	449
General Deposit a/c	358	358
	<b>1,223</b>	<b>1,222</b>
<b>6(c) <u>Current assets: Cash at Bank and in hand</u></b>		
Natwest Bank Account	28,297	6,973
CAF Bank Account	25,071	61,855
Cash	4	260
	<b>53,372</b>	<b>69,088</b>
<b>7 Debtors &amp; prepayments</b>		
Debtors for goods and services	100	1,194
Inland Revenue - tax recoverable	16,150	15,525
	<b>16,250</b>	<b>16,719</b>
<b>8 Creditors &amp; accruals</b>		
Accrued Utilities	1,494	4,436
Refundable key deposits	1,150	1,150
	<b>2,644</b>	<b>5,586</b>

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