

# **APCM REPORTS**

Parish of Capel and Ockley

## **Reports to the Annual Parochial Church Meeting for the year 2020**

25th April 2021

### **The Context**

The PCC of the Parish of Capel and Ockley has the responsibility to promote the mission of the Churches throughout the parish in all its forms, pastoral, evangelistic, social and ecumenically.

The past year has seen a continuation of this work and also a care for the physical structure of both its churches and churchyards. An important duty of the PCC is to be aware of the concerns of the congregation and to provide a place of discussion on all aspects of the Churches work in the villages and beyond through regular meetings.

### **Membership of the PCC**

All membership of the PCC is elected by the Annual Parochial Church Meeting, in accordance with the Church Representation Rules. Up to twelve members can be elected along with the Churchwardens, Deanery Synod members and the Vicar who are ex-officio. The tenure is for three years. The Churchwardens are elected annually.

During 2020 the following served as members of the PCC:-

Vicar and Chair	Revd Liz Richardson	(ex-officio)
Churchwardens	Joy Harman	(ex-officio) St John the Baptist
	Norman Ede	(ex-officio) St John the Baptist
	Shirley Dean Webster	(ex-officio) St Margaret's
	<i>retired as Churchwarden at October APCM</i>	
Deanery Synod:	Andy Carr	(ex-officio) St John the Baptist
	Shirley Dean Webster	(ex-officio) St Margaret's
Elected members:	Helen Burt	(Joint treasurer) (2018)*
	Deborah von Bergen	(Joint treasurer) (2018)*
	Margaret Zandona	(Secretary) (2020)
	Gordon Lee Steere	(2018)*
	Wendy Goddard	(2018)*
	Victor Steeden	(2018)*
	Richard Williams	(2018)*
	Suzanne Cole	(2019)
	Sarah Pusey	(2018)*
	David Silliman	(2018)*
	Jessie Sutcliffe	(2018)
	Leigh Smith	(Safeguarding Lead) (2020)
<i>* eligible for re-election for a further 3 years</i>		
Minutes Secretary:	John Ashwood ( <i>retired July 2020</i> )	
Electoral Roll Officer:	Rosemary Relf	
Parish Safeguarding Officer:	Leigh Smith	

## Vicar's Report 2020

Looking back at the minutes from the first PCC meeting of 2020 at the beginning of February, the year had begun with much confidence as we started to plan ahead. I was making last minute adjustments to plans for my extended study leave due to begin after Easter and there was much to look forward to. We were as a parish looking forward to installing a new heating system, much needed, at St Margaret's; a new lighting system, also much needed, at St John's, and Shaun's continued restoration of the Capel churchyard north boundary wall, amongst other important improvements to our beautiful church properties.

Ministry wise we were looking forward to building up our children and young people's work with the Youth Cafe, Open the Book and the possibility of beginning a new after school club as an extension of Messy Church. Baptisms and weddings were booked along with our regular Sunday worship and friendly fellowship to which we are all so committed. In March that all changed with the arrival of Covid 19 hitting our shores in the UK. Suddenly everything was put on hold and throughout this nation and around the world we were stepping into the unknown. So, the next time we met as a PCC in March was via the latest technological platform Zoom. Who knew that this was to be one of the most important devices to continue our meeting, training, praying and socialising throughout last year? Things had already begun to change as we were advised to put hand sanitising procedures in place as people entered church. Communion wine was not to be offered at all due to the possibility of cross contamination in using the common cup. Social distancing was introduced as was the wearing of masks. Services began to be postponed but remaining open for prayer and reflection but then the churches had to close altogether as the first national lockdown began. Everything changed.

There was so much to take on board at so many different levels. We were reliant on the national church for information as to how to proceed. What was allowed and how do we continue to be church albeit in a different way? The constant change as this evolved was stressful as life in lockdown continued. We all had to learn a new way of being and like all churches we had to work out how best to keep in touch with everyone and provide support where needed. The diocese has provided lots of resources and support, with webinars to help us every step of the way and a clergy WhatsApp group to ask the hundred and one questions that needed an answer about what we could and could not do.

Pastorally it was very frustrating as we were unable to be out and meeting parishioners in the usual way and of course the impact of the virus began to hit many people as families soon realised they could not be with loved ones in their hour of need. People were dying without their families by their bedside and numbers extremely restricted at funerals. Funerals were not allowed to take place in church at all so services took place at the graveside instead. Other funerals went ahead in crematoria with a limit of up to 10 family members only; even less in other areas. The country owes a lot to the care and consideration and round the clock hard work of the undertakers who managed these arrangements and bore a huge burden on behalf of the bereaved and the deceased. We had some funerals by the graveside in Capel parish during this time. They were very small in comparison to what they would have been in normal times, but in their own way they were actually very special and hopefully brought comfort to their families despite the restrictions. We were of course helped by the most beautiful weather in this first lockdown...

So face masks, cleaning our hands, social distancing, clapping for the NHS every Thursday and banging kitchen utensils outside our homes became the norm. There was brief respites

as we helped Win Wright celebrate her 100th birthday in May and as we commemorated the end of the second world war 75 years ago, again socially distanced in our front gardens. It was a time to hang out the flags in hope. Social bubbles became a part of our life too! Community spirit soared and came to the fore. These were the days of Captain Tom Moore, daily Downing Street briefings, singing Happy Birthday twice and many heroic actions all over the nation. In our local area our parish was proud to be part of the Coronavirus Parish Angels scheme which served those who were unable to pick up prescriptions and other necessary items because of self isolating. Bags of food were also delivered to those who required it as part of the Community Fridge and Food Fare projects. Caroline Salmon and her team packed and delivered thousands of bags over this year. An amazing team of volunteers and huge thanks to them and our own 3 angels who held the Capel phones during this time!

During this time clergy were doing all sorts of things in the way of live streaming services from their homes. The Archbishop of Canterbury presided at communion from his kitchen table, and we were all encouraged to do similarly. As parishioners were not able to receive the bread and wine themselves, I felt it was vital to focus on providing spiritual food through an expanded weekly news sheet sent online or hand delivered to their homes. At various times throughout the lockdowns people have come up with creative ideas to encourage one another and on behalf of our churches we have tried to provide special booklets, aids to prayer and those lovely gift bags at festival times! Thank you to Suzanne and Debbie for masterminding the gift bags and for producing the ever expanding weekly sheets and ensuring continuity throughout!

A special note of thanks must go to Suzanne too for the wonderful monthly inspiration that is InSpire magazine. While other parish magazines have folded through lack of information Suzanne has provided us with an amazingly uplifting resource which has truly inspired and informed us.

In this year out of all years communication has been key. Dik and Dineke have done a sterling job not only playing and singing to us as time went on but in maintaining our parish website which has really come into its own providing access to many resources, including InSpire and the weekly notes, sermons and up to date information from the Diocese. As for our online services, as the Archbishop presided in his kitchen at that first lockdown Easter I recorded an Easter address in my garden aided and abetted by cats and dogs! Our recording became far more sophisticated although what would we have done without iPhones?! There was frustration with internet as files took several hours to travel from one location to another and to discover that sometimes they didn't arrive at all! Dik and Bob helped me with recording services, editing and providing music along with Anthea, Andrew, Claire and Dineke.

As lockdown eased and we finally returned in July to worship in church we were allowed to have a couple of voices and musical instrument so thank you to all those who provided their voices and musical skills to accompany us. Recorded music was also used to great effect at St Margaret's. Services had to be shorter and simpler; there was not to be congregational singing, but it was so good to be back worshipping together and we could even return to the Crown for Cafe Church outside which was wonderful. Lovely memories of those times with lunch afterwards! Registers were taken at each service to enable Track and Trace to happen if necessary and of course all hygiene precautions were continued.

During the summer months both churches underwent building projects and St Margaret's had to close for several weeks so that the new heating system could be put in place. At St John's the new lighting system was installed which has thrown new light into dark corners!

We thus underwent a really deep clean! Choir was also able to now return socially distanced to Capel and all in all it was very rewarding to discover people's talents and gifts in different ways. There was a new flexibility to our worship which was good for us I think and as Autumn began we enjoyed a lovely harvest cafe church outside again blessed by sunny October weather along with harvest lunch. Remembrance services arrived and again we had to completely rethink what we could do safely. We were able to meet inside at Ockley but decided to meet only outside around the war memorial in the afternoon at Capel. Representatives from the various organisations laid their usual wreaths and again we managed to cope with restrictions. The remembrance service at Ockley was recorded and put online by James which was very well received.

Lots of things had to be postponed during 2020 and one of these was the planned APCM in March. This took place finally in October and so some changes occurred in our church management. Shirley Dean Webster stood down as Churchwarden of St Margaret's after many, many years of service and as we were unable to find another churchwarden, the Capel wardens agreed graciously to cover St Margaret's church along with St John's in the interim. To assist with this we appointed a Churchwardening team to deal with the day by day tasks at St Margaret's. This worked well and I wish to thank Helen Burt, Wendy Goddard, Margaret Zandona and Shirley Dean Webster for their contribution to keeping the church clean, tidy and well organised along with many others who assist them. Thankfully we have now been able to appoint a new churchwarden for Ockley and James Lee Steere was appointed in February 2021. The Churchwardening team will stay in place and will work along with James. Thank you too to Norman and Joy for their willingness to be responsible for both churches in the meantime.

Another casualty during 2020 was of course giving through the collection plate so October was designated 'Generous October' with information and preaching given on this important topic. We were of course down on funds due to the lack of opportunity to fundraise through the year. Thank you to everyone who responded positively to increase their giving - it is so much appreciated, and you will be pleased to know that the parish of Capel and Ockley paid their parish share in full for the third year running.

Overall, the PCC managed to meet initially in person and then via Zoom on 6 planned occasions and at 1 emergency meeting during December. The Standing Committee met on several occasions in-between to discuss and action any immediate business. So as Autumn beckoned it felt as if life was going to get back to normal a bit but the pandemic was threatening to return so the second lockdown occurred in November. Planned to be 4 weeks only, I made the decision not to record services but to continue to send out the enhanced weekly sheets with the Bishops' sermons each week. There is a minute in the November PCC meeting which states this adding that if the lockdown proved to be longer that I would need regular technical help with recording and editing services. The thing is that it takes such a lot of time to edit and produce the services and everyone who had previously been helping me was working full time as well so this was a big ask.

I planned to record a special online Christmas service for those who couldn't access worship in person as many vulnerable people were still having to isolate and we began to plan for Christmas, trimming down our usual celebrations like the nativity service so as to avoid too many attendees. The decorating of Christmas trees went ahead thankfully and safely due to staggered timing and what a joy they were last Christmas, some light at the end of a very difficult challenging year. Sally Wyborn and I planned an outdoors community event which we felt could be achieved safely which was an Advent Trail. Many picked up the baton and the event began boldly with the lighting of Mortimer Road and the new Recreation Ground path lit by candles in jam jars. What a joy to be out and about, meeting people and greeting them from afar. We were rather proud of our life-size

nativity tableau in our vicarage front garden too.... All the fun had to stop though as we hadn't reckoned on the new Kent variant of Covid hitting our village so hard and once again we entered more lockdown restrictions. This time churches were allowed nationally to stay open and have regular worship but at our emergency PCC meeting in December we took the difficult decision to suspend our services for Sunday worship and hence Christmas services were also cancelled. This was due to the proximity of various people struck down with the virus within Capel particularly. Our churches remained open during this time though with our beautiful Tree of Hope for people to place prayers of hope, thanksgiving and concerns. I personally was also saved technically by the willingness and growing expertise of James Burt who has continued over several months now to record services once a week before the latest lockdown began to ease this current year and continues to record one of the services in church each week for those who are unable to join us in person. Many other churches also decided that they couldn't take the risk of in person worship and most moved online. Sadly, families couldn't meet as planned for Christmas either but we celebrated the birth of the Christ child nevertheless and for the first time ever our parish enjoyed a Christmas Day coffee zoom get together! It was rather good. The coffee zooms continued into this new year twice a month until we were able to return to worship together in March this year - our third lockdown! The new year brought in the much awaited vaccination programme and we felt confident finally to open the church doors for Sunday worship in March 2021.

And so we continue on, taking nothing for granted, especially our health. We remain flexible and are taking things very much day by day, week by week etc. Thank you to everyone who has contributed to the smooth running of our parish during 2020, a year none of us will forget. There are too many to mention by name for I fear I will miss someone out. I just want to thank you all for your continued support and encouragement here as your Vicar and as usual a huge thank you to Doug for his unstinting help, support and as the Duke of Edinburgh noted too in his own marriage to the Queen, for Doug's great tolerance!

Reverend Liz

### In memoriam

Thankfully we did not lose too many in our community through Covid but through other causes such as sheer old age we lost some dear friends. They are always loved and remembered.

We remember and give thanks for the lives of:

Mary and Peter Ede,  
Neville Clifford Jones  
Paula Salton  
Neville Jolly  
Gillian Ashwood  
Joan Probert  
David Ede  
Thelma Maciuk  
Christian Schembri  
May they rest in peace and rise in glory.

## **Friends of St Margaret's, Ockley**

The Friends have carried out various repairs and improvements to St Margaret's over the last two years (there was no report to the 2019/2020 APCM) with the approval of the PCC. An Emergency exit was created so the Church could be used safely by large congregations. The hot air heating system was replaced with a hot water circulation system. The plaster to the chancel was repaired and the kitchen fittings refitted after the removal of the hot air blower.

Design work is continuing for a new lighting system and lavatories in substantial timber framed shed. This will require a faculty and planning permission as well as a fundraising drive.

GEL-S 17.4.20

## **Building Committee Report**

18.4.21

### **Renewal of Lighting**

During 2020 the internal and external lighting to the church was replaced. This has resulted in a very improved ambience within the church and improved lighting to the path to the main entrance as well as lighting the war memorial and external notice board. These improvements will also reduce the electrical running costs. The internal lighting was funded by the Friends of St John the Baptist. The external lighting was funded by the John Ede Fund.

### **Repairs to the boundary wall**

Following the successful rebuilding of the west wall in 2019, our Stonemason Shawn Williamson commenced work on the north wall in the Summer of 2020. Approximately 2/3<sup>rd</sup> of that wall has been completed and works should recommence on the balance of that wall in 2021. The work is being financed through donations and grants.

### **Repairs to the church paths**

Quotations have been received for repairs to the church paths. Applications are being made to several sources for possible funding.

### **Radiator near the choir stalls**

The Victorian radiator near the choir stalls has been removed. Consideration is being given to the possibility of cleaning it and reconnecting or its possible replacement.

### **Wifi Internet connection**

Several options have been explored and considered in order to provide a wifi service within the church. None of the options have proved to be entirely satisfactory and explorations will continue.

D Silliman

## **Safeguarding report - April 2021**

I am pleased to report that there have not been any safeguarding concerns reported since the last meeting. However, this does not mean that there are no safeguarding concerns in our villages.

It is important to always be vigilant and to promote a safer church. We must remember the policy commitments of The Church of England: -

Promoting a safer environment and culture

Safe recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults.

Responding promptly to every safeguarding concern or allegation.

Caring pastorally for victims/survivors of abuse and other affected persons.

Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

Responding to those that may pose a present risk to others.

The Church of England affirms the “Whole Church” approach to safeguarding.

Learning from the past. In the July Synod 2013 Archbishop Justin Welby stated: “The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation: we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here, have been deeply affected and badly treated. So we face a continual challenge and reality. There has to be a complete change of culture and behaviour. The Archbishops of Canterbury and York wrote in their joint forward to “Safeguarding in June 2013: “We cannot overestimate the importance of responding appropriately today.

Sadly, for many this comes too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts to make to grow the Church, to seek the common good and to reimagine the Church’s ministry.”

We need to take this into consideration with the children returning to school and to “Messy Church.” Be vigilant to their needs and listen to them. Chat to the lonely adult attending teas or the new person attending church. They may be needing some help but are not sure how to approach someone in the church.

Spotting the signs of elderly abuse is so important. An estimated one in five people over 65 has experienced abuse, whether physical, emotional, financial or sexual. There aren’t the conversations about it in the same way as child abuse is discussed and featured on TV. Also, domestic violence isn’t necessarily acknowledged as something that happens with older generations as well. Older people can be victims - and perpetrators - of abuse in any setting, including care homes and their own homes.

Modern day slavery. The church is appointing a diocesan Modern Day Slavery Advisor which demonstrates the commitment of the church to tackle slavery working with the Clewer Initiative, the Surrey Anti-Slavery partnership and local parishes.

Therefore, we all need to be aware and discuss amongst ourselves, do not keep your suspicions quiet.

### CHURCH CHOIR REPORT 2020

January saw the start of our rehearsals for our Good Friday service. We all worked hard and were ready but .....

We all know that lock down arrived just before Easter so we never got to sing for you all.

The music was hired and luckily I was able to return the copies to the library before it stopped receiving music and closed.

Rehearsals for Christmas began in late autumn when we were allowed to sing in Covid safe conditions. Once again, our plans were thwarted and Christmas was cancelled.

2020 was a very frustrating year for us all.

Anthea Smallwood

### Financial report 2020

Our financial report for 2019 started with saying how we had reduced our overall deficit on our unrestricted income and expenditure from £8,700 in 2018 to £6,734 in 2019, but that we had more to do to reduce the deficit to zero by 2024. Little did I know then that 2020 would turn out to be a year like no other. We have however with your help managed to reduce the deficit further to £5,150 (before gains on sale of investments). This is a remarkable achievement in a year when we had virtually all our fundraising events cancelled, our churches were closed for a number of months, and for most of the year we have been unable to see each other in person. This was only possible with the kindness of your donations and very close supervision of our costs.

We forecast a much larger deficit for the year in March when the first lockdown had just been declared and so agreed as a PCC to sell some of our investments to cover this. As you will see from the accounts this gave a profit on the sale of £7,352, which gave us a net surplus on the year of £2,202.

At the same time, we sold investments to cover the cost of the external lighting at Capel, the Friends of Capel Church very kindly paying for all the interior lighting work. In Ockley the Friends of Ockley Church were again able to help them install a new boiler and are now raising money to build a toilet which will be of huge benefit to the congregation.

Our aim has to be to reduce our yearly unrestricted deficit to zero within the next 3 years, which will take considerably more work, concentrated fundraising with events, but more importantly encouraging continued regular giving. Regular giving is the lifeblood of our churches as the pandemic proved, without your regular donations we would be in a much worse position now. To this end we used the Diocese's designated 'Transforming generosity' month of October 2020 to ask if you might consider giving 10% more in Capel, and in Ockley Helen contacted all of the donors and others in the village to talk about the church and it's

needs. Many of you answered this call and I thank you; it has made and will continue to make a huge contribution to our finances.

Whilst the pandemic has raged Helen and I have been unable to do much of the work around updating our gift aid permissions, we will return to that this year, but we have continued to streamline our accounting systems and have presented monthly reports to the PCC and standing committee, including producing budgets for both the PCC and the diocese. Most of the meetings have of course moved to Zoom for much of the year.

All our supporters should know that we value every single donation no matter how small and feel privileged to be part of the administration of this marvellous parish.

Debbie von Bergen BA ACA

Helen Burt BCom ACA

### **House Group Report**

Our group grew to 11 in number this year with most meetings on Zoom due to COVID lockdown restrictions.

We continued (and finished) our exploration of Steve Chalke's book: 'The Lost Message of Paul'. The going was difficult at times with technical hurdles experienced by some and the need to be meeting in person felt by all. The group has a strong cohesion though and we are looking forward to new subjects to discuss, hopefully in gardens over the summer of 2021.

Dineke van den Bogerd

### **InSpire magazine**

We are approaching the 50<sup>th</sup> edition of InSpire in May 2021. We produce 50 copies each month and more copies at Christmas when it is felt that more people will be going into church. The approximate cost is £82.00 each month to our sponsors (less with Gift Aid - £66.00). I am still immensely grateful to all our sponsors who are allowing us to produce the magazine free of charge each month for our readers. Also, this ensures no outgoing costs for the Parish, which in the current pandemic is more important than ever with our funds substantially reduced. The only annual cost to the church is £46.00 each year for membership of Parish Pump, a website offering material to church magazine editors. This website and the material it offers has been invaluable since the inception of InSpire and I simply couldn't produce a worthwhile magazine without it.

It is interesting to note that I have met people in church who do not worship with us, but pop into church to pick up their copy of our village magazine and InSpire each month. It is reassuring to know that we are offering some outreach in the form of something they can pick up and take home.

I hope that everyone feels it is still a worthwhile endeavour for keeping us all informed, plus an outreach tool for others. My one wish would be that more parishioners choose to contribute occasionally so that the magazine is a true reflection of us as a congregation.

### **Vicarage Fete Update & New Christmas Fair plans**

A date had been set for the 2021 Vicarage Fete, but after much discussion, it was agreed by the PCC not to go ahead this year. At the time of the decision, we could not see how a large-scale event would be possible. As it is, restrictions will only just have been lifted on June 21<sup>st</sup>, providing rates of Covid have stayed low by then. It was a hard decision as Debbie and I very much wanted to raise money for our local schools having been unable to in 2020 due to Covid. We have set a date of Saturday 25<sup>th</sup> June 2022 for the next one! In the meantime, some members of the PCC suggested a smaller scale event such as a barbecue might be possible in September 2021. We will keep this under review, but Debbie and I are very much involved in planning the first Capel Christmas Fair on 20<sup>th</sup> November 2021 in aid of our two Parish churches and the Motor Neurone Disease Association. We are working hard to secure good stallholders and do a lot of promotion as it is a first-time event! We hope many of you can join us ... Covid allowing of course!

Suzanne Cole

### **Traidcraft**

We have now been doing Traidcraft for a year. Unfortunately, we started just as the pandemic was taking hold so have only been able to take orders rather than selling direct after services. We make 10% on any sales all of which is donated to the church. Despite Covid last year, we contributed £72.46, and so far this year we have made £53.48. Traidcraft had a bad spell a couple of years ago when they nearly went under. However, they have rebuilt and are continuing to partner with producers around the world guaranteeing them more than the market price for their goods. If you would like to find out more visit <https://traidcraftexchange.org/> and you can donate to The Regenerators Appeal before 7th June 2021 and the UK government will double your gift to help the most vulnerable stand strong in the face of climate change. Alternatively, you can browse all produce at <https://www.traidcraftshop.co.uk/> .

Stuart & Suzanne Cole

### **Bell Ringing - St. Margaret's**

Ringling at Ockley was going well before the first lockdown. All the learners were progressing well and preparing to attempt their first quarter peals. Ringling ceased just before the first lockdown following guidance from the Central Council of Church Bell Ringers. When ringling was allowed again in July the bells were checked over and the tower and steps swept clear. We were able to ring 5 bells under the restrictions; keeping a gap where ropes fall too closely. This was unfortunately also suspended for a few weeks while the heating was installed. From November all ringling was again prevented by lockdown restrictions apart from solitary tolling, which was done on Remembrance Sunday for 100 pulls to mark the centenary of the interment of the unknown soldier at the cenotaph and then every following evening at 6pm for National Prayer week. There was no further ringling in 2020 although we have met weekly on Zoom throughout, using Ringling Room for a virtual practice.

Sue Dixon

### **Bell Ringing - St. John's.**

During the first quarter of 2020 we were ringing all 6 bells at Capel every Sunday. Once Covid struck and the decision was taken not to hold any services in the church, ringing ceased as well. In July we commenced ringing again - but just with 4 bells so that our ringers could observe social distancing. In November ringing was suspended again but we did put together a rota to toll the Tenor bell for 5 minutes at 6pm every evening for the whole month. Unfortunately, there was no ringing for Christmas or New Year

Norman Ede

### **Electoral Roll**

Sadly, we have lost some much-loved members of our congregations in the last year and so the Roll is now down to 97. We miss them all.

If anyone knows of any newcomers to the Church Parish who would like to have their names included on the Electoral Roll, please ask them to contact me to request a form.

Rosemary Relf

[rosemary@hopesprings.f9.co.uk](mailto:rosemary@hopesprings.f9.co.uk)

01306 627342

### **Churchwarden's Report**

2020 was a very exciting year as our new lighting system was installed. This project had taken some time to come to fruition; and then just as everything had been agreed - Covid struck! However, a plan came together and in July work commenced. We now have a state-of-the-art installation with programmable settings for different styles of service, and also social occasions. We are very grateful to David Silliman for leading our Building Committee and being the main point of contact with the electrical contractors; and also to our very generous Friends committee who agreed to fund this project.

Other than this lighting project, 2020 was a very minimalist year for activity by the churchwardens as no services were held for so long. Our main activity was checking that the fabric of the building was in good shape, and also for maintaining a safe space for individuals to come into the church for private reflection or prayer during the periods of lockdown.

We are in admiration of Liz for her foray into producing online services during the lockdowns with such success; not only appealing to our regular churchgoers, but also those who cannot or choose not to attend in-person services.

Joy Harman & Norman Ede

### **ECO team report 2020**

Like many groups we had to cancel many activities due to COVID rules. Unfortunately, this year St John had to revisit some survey questions in the category 'Land', which means we no longer have enough points for a bronze award. We did bring our concerns to the PCC meeting in November to start discussions on how to improve our score in this category. We have high hopes for 2021. St Margaret's have introduced hedgehog boxes in the churchyard. Regarding Worship and teaching we are very pleased that Rev Liz took up our suggestion to run the 'Creation Care' bible study as developed by St Paul's in Dorking as a Weald team Lent course in 2021.

Dineke van den Bogerd

PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY  
Registered Charity 1132153

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ending 31 December 2020

		Unrestricted Funds	Restricted Funds	TOTAL 2020	2019
	Note	£	£	£	£
Voluntary Income	2(a)	£73,815	£35,027	£108,842	£139,516
Activities for generating funds	2(b)	£433	£0	£433	£9,695
Income from investments	2(c)	£11,292	£0	£11,292	£11,202
Church activities	2(d)	£4,019	£0	£4,019	£9,039
Rent on school flat	2(e)	£0	£7,800	£7,800	£7,800
<b>TOTAL INCOMING RESOURCES</b>		<b>£89,559</b>	<b>£42,827</b>	<b>£132,386</b>	<b>£177,252</b>
<b>RESOURCES EXPENDED</b>					
Church activities	3(a)	£94,666	£50,642	£145,308	£174,180
Cost of generating voluntary income	3(b)	£43	£0	£43	£2,548
Governance costs		£0	£0	£0	£0
School flat costs	3(c)	£0	£639	£639	£547
<b>TOTAL RESOURCES EXPENDED</b>		<b>£94,709</b>	<b>£51,281</b>	<b>£145,990</b>	<b>£177,275</b>
<b>NET INCOMING RESOURCES BEFORE GAINS ON SALE OF INVESTMENTS</b>					
		-£5,150	-£8,454	-£13,604	-£23
Net Gains on Sale of investments		£7,352	£8,033	£15,385	£0
<b>NET INCOME/EXPENDITURE</b>		<b>£2,202</b>	<b>-£421</b>	<b>£1,781</b>	<b>-£23</b>
<b>GROSS TRANSFERS BETWEEN FUNDS</b>		<b>-£341</b>	<b>£341</b>	<b>£0</b>	<b>£0</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>£1,861</b>	<b>-£80</b>	<b>£1,781</b>	<b>-£23</b>
Balances b/fwd 1 January 2020	7	£50,328	£58,586	£108,914	£108,937
Balances c/fwd 31 December 2020	8	£52,189	£58,506	£110,695	£108,914

The notes on pages 3 to 8 form part of these accounts

PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY  
Registered Charity 1132153  
**BALANCE SHEET AT 31 DECEMBER 2020**

	Notes	2020	2019
<b>FIXED ASSETS</b>			
Investments	4	£79,439	£85,232
<b>CURRENT ASSETS</b>			
Debtors and Prepayments	5	£6,845	£4,276
Central Board of Finance Deposit account		£577	£575
Bank current account		£31,780	£48,229
Cash in hand		£0	£0
		<hr/>	<hr/>
		£39,202	£53,080
<b>LIABILITIES</b>			
Creditors - amounts falling due within one year	6	£7,946	£29,398
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		£31,256	£23,682
		<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>		£110,695	£108,914
<b>PARISH FUNDS</b>			
Unrestricted	8	£52,189	£58,586
Restricted	8	£58,506	£50,328
		<hr/>	<hr/>
		£110,695	£108,914

Approved by the Parochial Church Council on 25 April 2021 and signed on its behalf by:

The Rev'd Elizabeth Richardson (PCC chairman)

Mrs Helen Burt (Treasurer - Ockley)

# PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY

Registered Charity 1132153

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2020

### 1. ACCOUNTING POLICIES

#### **Basis of financial statements**

The financial statements have been prepared under the Church Accounting regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention, using the accruals method.

The new parish of Capel and Ockley began on 1 January 2018.

St Margaret's, Ockley was previously part of the parish of Ockley, Okewood and Forest Green.

#### **Fund Accounting**

*Restricted funds* comprise revenue, donations or grants for a specific PCC activity intended by the donor.

*Unrestricted funds* are income funds which are to be spent on the PCC's general purposes.

#### **Incoming resources**

Planned giving, collections and similar donations are recognised when received. Tax refunds from 2020 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, in the year 2019 this was when they were received. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

#### **Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if that creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid is accounted for when due.

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

#### **Fixed assets**

Investments are valued at cost with a note as to their market value as at 31 December.

# PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY

Registered Charity 1132153

## 2. INCOMING RESOURCES

		Unrestricted funds £	Restricted funds £	TOTAL 2020 £	2019 £
2(a) <b>Voluntary income</b>					
Planned giving:	Gift aid donations	£33,476		£33,476	£33,414
	Yellow envelope giving	£175		£175	£559
	Tax recoverable	£8,290		£8,290	£13,166
	Other	£295		£295	£0
Collections:	Open plate	£7,474		£7,474	£12,717
	Special collections	£417		£417	£779
Hymn book sponsorship		£0		£0	£353
Grants		£1,250	£31,121	£32,371	£3,458
Donations		£22,438	£3,906	£26,344	£75,070
Legacies		£0	£0	£0	£0
		£73,815	£35,027	£108,842	£139,516
2(b) <b>Activities for generating funds</b>					
Summer fete				£0	£3,279
BBQ at car show				£0	£3,676
Murder Mystery play				£0	£1,773
Concerts		£361		£361	£967
Pop up restaurant				£0	£0
Guided tour of Guildford Cathedral				£0	£0
Magic evening				£0	£0
Traidcraft		£72		£72	£0
		£433	£0	£433	£9,695
2(c) <b>Income from investments</b>					
Dividends from investments		£11,292		£11,292	£11,196
Bank and CBF interest				£0	£6
		£11,292	£0	£11,292	£11,202
2(d) <b>Income from church activities</b>					
Fees for weddings and funerals		£4,019		£4,019	£9,039
2(e) <b>Rent on school flat</b>			£7,800	£7,800	£7,800
<b>Total incoming resources</b>		£89,559	£42,827	£132,386	£177,252

PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY

Registered Charity 1132153

**3. RESOURCES EXPENDED**

	Unrestricted funds £	Restricted funds £	TOTAL 2020 £	2019 £
<b>3(a) Church activities</b>				
Charitable giving:				
Overseas: DEC			£0	£229
TREEAID			£0	£250
Home: Sepsis Trust	£206		£206	£0
Scott Broadwood School		£6,000	£6,000	£8,100
Capel Sports Pavilion			£0	£50
Royal Marsden Cancer Charity			£0	£217
Royal British legion	£52		£52	£230
Safe Haven for Donkeys			£0	£50
The Bible Society			£0	£50
The Weald school			£0	£1,100
Capel Pre-school			£0	£525
Dorking deanery synod Priory school chaplaincy	£265		£265	£250
Francis McFaul			£0	£100
Children's Society	£160		£160	£121
	<u>£683</u>	<u>£6,000</u>	<u>£6,683</u>	<u>£11,272</u>
Ministry: Diocesan Parish Share	£74,066		£74,066	£71,623
Other ministry costs:				
Vestry supplies	£1,258		£1,258	£2,095
Hymn books	£0		£0	£0
Organist	£1,390		£1,390	£3,410
Bellringers and choir	£0		£0	£660
Parochial church fees	£1,710		£1,710	£2,623
Verger	£0		£0	£50
Working expenses of clergy	£1,267		£1,267	£2,335
Youth church costs	£0	£316	£316	£317
Training	£0		£0	£125
Radio mics	£0		£0	£558
Portable sound system	£0		£0	£700
Church maintenance costs	£1,376		£1,376	£2,547
Church running costs				
Insurance	£4,712		£4,712	£4,630
Gas	£2,731		£2,731	£3,218
Electricity	£2,521		£2,521	£1,780
Water rates	£38		£38	£32
Church office costs				
Printing and Stationery	£724		£724	£992
Computer	£0		£0	£1,489
Architects fees		£1,248	£1,248	£4,354
Stonemason & Materials		£3,000	£3,000	£8,145
New lighting system		£11,519	£11,519	£0
Building contractor costs		£27,318	£27,318	£45,930
Parish magazine costs	£266		£266	£266
Inspire magazine costs		£1,241	£1,241	£1,008
Churchyard upkeep	£800		£800	£3,327
Bank charges			£0	£40
Contribution to vicarage costs	£1,124		£1,124	£654
	<u>£94,666</u>	<u>£50,642</u>	<u>£145,308</u>	<u>£174,180</u>
<b>3(b) Generation of voluntary income</b>				
Murder Mystery play			£0	£495
BBQ at Car show			£0	£1,447
Vicarage fete costs	£43		£43	£526
Francis McFaul evening			£0	£48
Advertising			£0	£32
	<u>£43</u>	<u>£0</u>	<u>£43</u>	<u>£2,548</u>
<b>3(c) School flat costs</b>				
Insurance		£504	£504	£482
Boiler service		£135	£135	£65
	<u>£0</u>	<u>£639</u>	<u>£639</u>	<u>£547</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>£94,709</u>	<u>£51,281</u>	<u>£145,990</u>	<u>£177,275</u>

# PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY

Registered Charity 1132153

## 4. FIXED ASSETS

### Investments

	2020	2019
	£	£
Central Board of Finance Investments:		
Unrestricted	£40,583	£43,231
Restricted - John Ede Fund	£19,112	£22,257
Restricted - church improvements and Restoration fund	£19,744	£19,744
TOTAL	<u>£79,439</u>	<u>£85,232</u>

The holdings at 31 December 2020 had a market value of £214,649 for the unrestricted funds and £174,205 for restricted funds of which £71,107 is for the John Ede fund which is to meet exceptional repairs to the fabric of the church should regular fundraising activities and /or grants not be sufficient.

By agreement the dividends received by these investments are available and have been accounted for in the unrestricted funds.

## 5. CURRENT ASSETS

	2020	2019
	£	£
Debtors :		
Tax claimable (of which £168 is restricted)	£6,182	£967
Prepayments	£5	£154
Other Debtors	£658	£3,155
	<u>£6,845</u>	<u>£4,276</u>

## 6. LIABILITIES

	2020	2019
	£	£
Amounts falling due in one year		
Parish share	£0	£9,935
Payments in Advance	£482	£0
Accruals for utilities and other costs	£2,679	£2,106
Other creditors (of which £1,329 is restricted)	£4,785	£17,357
	<u>£7,946</u>	<u>£29,398</u>

PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY

Registered Charity 1132153

7. FUNDS

	Balance at 01/01/20 £	Incoming Resources £	Resources Expended £	Transfers between funds £	Balance at 31/12/20 £
<b>CAPEL</b>					
John Ede Fund	£22,257	£0	-£3,145	£0	<b>£19,112</b>
Church Improvements and restoration fund	£19,744	£0	£0	£0	<b>£19,744</b>
External lighting fund	£0	£11,178	-£11,519	£341	<b>£0</b>
Church yard fund	£7,820	£3,430	-£3,000	£0	<b>£8,250</b>
Youth Outreach fund	£387	£0	-£176	£0	<b>£211</b>
InSpire	£68	£1,181	-£1,241	£0	<b>£8</b>
School flat	£6,940	£7,800	-£6,639	£0	<b>£8,101</b>
<b>TOTAL RESTRICTED CAPEL</b>	<b>£57,216</b>	<b>£23,589</b>	<b>-£25,720</b>	<b>£341</b>	<b>£55,426</b>
Unrestricted Capel	£40,655	£63,392	-£59,010	-£341	<b>£44,696</b>
<b>TOTAL CAPEL</b>	<b>£97,871</b>	<b>£86,981</b>	<b>-£84,730</b>	<b>£0</b>	<b>£100,122</b>
<b>OCKLEY</b>					
Sign fund	£500	£100	£0	£0	<b>£600</b>
Youth café	£800	£750	-£140	£0	<b>£1,410</b>
TLC	£0	£600	£0	£0	<b>£600</b>
Mums and Toddlers	£0	£400	£0	£0	<b>£400</b>
Building fund	£70	£28,566	-£28,566	£0	<b>£70</b>
<b>TOTAL RESTRICTED OCKLEY</b>	<b>£1,370</b>	<b>£30,416</b>	<b>-£28,706</b>	<b>£0</b>	<b>£3,080</b>
Unrestricted Ockley	£9,673	£36,167	-£38,347	£0	<b>£7,493</b>
<b>TOTAL OCKLEY</b>	<b>£11,043</b>	<b>£66,583</b>	<b>-£67,053</b>	<b>£0</b>	<b>£10,573</b>
<b>TOTAL RESTRICTED</b>	<b>£58,586</b>	<b>£54,005</b>	<b>-£54,426</b>	<b>£341</b>	<b>£58,506</b>
<b>TOTAL UNRESTRICTED</b>	<b>£50,328</b>	<b>£99,559</b>	<b>-£97,357</b>	<b>-£341</b>	<b>£52,189</b>
	<b>£108,914</b>	<b>£153,564</b>	<b>-£151,783</b>	<b>£0</b>	<b>£110,695</b>

As Stated under note 4 the John Ede fund is to meet exceptional repairs to the fabric of the church should regular fundraising activities and /or grants not be sufficient.

The School Flat was set up as a trust in 1873 to be managed by the vicar and church wardens of the parish for the benefit of Scott Broadwood school. It is envisaged that the trustees will set up a separate current account this coming financial year.

PAROCHIAL CHURCH COUNCIL OF CAPEL AND OCKLEY  
Registered Charity 1132153

**8. ANALYSIS OF NET ASSETS**

	Unrestricted funds	Restricted funds	Total 2020	2019
BY FUND	£	£	£	£
Investment fixed assets	£40,583	£38,856	£79,439	£85,232
Current assets	£18,223	£20,979	£39,202	£53,080
Liabilities: Amounts falling due within one year	-£6,617	-£1,329	-£7,946	-£29,398
	<u>£52,189</u>	<u>£58,506</u>	<u>£110,695</u>	<u>£108,914</u>

## **Independent Examiner's Report to members of the Parochial Church Council of Capel and Ockley**

I report on the accounts of the PCC for the year ended 31 December 2020.

### **Respective responsibilities of the Parochial Church Council and the Independent Examiner**

The Parochial Church Council considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act
- state whether any particular matters have come to my attention

### **Basis of Independent Examiner's Statement**

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

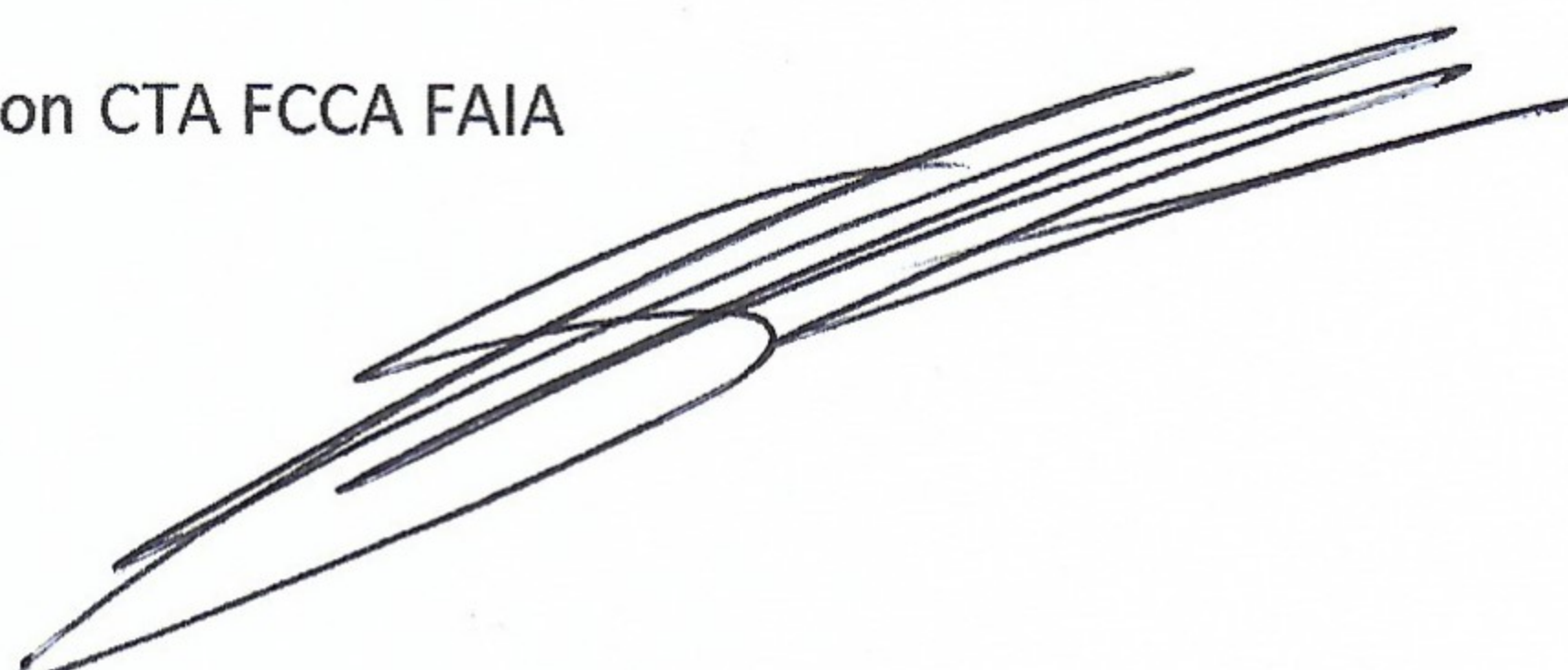
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking information from the Parochial Church Council concerning any such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

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
  - a. to keep proper accounting records in accordance with s130 of the 2011 Act; or
  - b. to prepare accounts which accord with these accounting records have not been met;or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Samantha Edginton CTA FCCA FAIA  
Chenies,  
Okewood Hill



20 April 2021