

## **St Mark's Church, Teddington**

**Registered Charity No 1132262**

### **Annual Report for the year ended 31 December 2022 with updates to 21 May 2023**

St Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelical, social and ecumenical. It has responsibilities for the church building, grounds and hall of St Mark's, Teddington.

#### **Reference and Administrative Information**

The Parochial Church Council of the Ecclesiastical Parish of St Mark Teddington is a charity registered with the Charity Commission for England and Wales, Registered Charity No 1132262.

The church is located on St Marks Road, Teddington. The parish is part of the Diocese of Kensington and its official correspondence address is:

The Vicarage, St Mark's Church, St Mark's Road, Teddington TW11 9DE

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year 2022 the following served as members of the PCC:

#### Ex officio members

Chair (Priest-in-charge)	Rev Karen Wellman
Church Wardens	Mrs Sally Maxwell and Mrs Rachel Bide (also safeguarding)
Church Warden Emerita	Mrs Sylvia Wild
Deanery Synod Representatives	Mrs Rachel Bide
Ex Officio Reader	Mr Gareth Lawrence (until May 2022)

#### Elected Members

Dr Peter Butterworth, vice-chair and treasurer,  
Mrs Gill Telfer, Mrs Maggie Dennis, Mr John Bazalgette,  
Mrs Susan Saunders, Mrs Maureen Harris

Bankers	Barclays Bank Ltd, Teddington branch
Parish Accountant	Mrs Jane Hale

*Independent financial examiner*      *Mr Eddie Sheow*

#### **Structure and Governance**

The method of appointment of PCC members is set out in the Church Representation Rules.  
All Church attenders are encouraged to register on the Electoral Roll and to stand for election to the PCC.

#### **PCC Meetings**

The PCC met 5 times during 2022, *and twice during 2023.*

#### **Standing Committee**

The Standing Committee has the delegated authority to transact the business of the PCC between meetings, subject to directions given by the PCC. Membership is: Parish priest, Church wardens, deputy warden, treasurer and PCC secretary (Revd Karen Wellman, Dr Peter Butterworth, Mrs Sally Maxwell, Mrs Rachel Bide, Mrs Sylvia Wild, Mr John Bazalgette and Mrs Susan Saunders).

*The PCC had one sub-committee in 2022-3, the Worship Committee: Revd Karen Wellman, Dr Peter Butterworth (choir), Mr Ian Anderson (server), and Mrs Susan Saunders (rota).*

**Trusts**

There are no trusts managed by the PCC.

**Employees**

There are no employees of the PCC. The PCC is very grateful for the volunteering of so many people that enables the church life to run smoothly. The church pays a cleaning company to clean the church for two hours a week.

**Financial Risk**

Annual budget setting is now an important part of our financial regime.

Stewards, who count the collections, are appointed by the PCC after the APCM.

As the parish has the number 2 account which was a reserve for buildings there is an implied reserves policy. The money in that account is from a legacy and should be used for fabric and for an audio visual system rather than the running costs of the church.

**Compliance with Law and Regulation**

Risk assessments have been written and updated at regular intervals for the use of church and hall.

To comply with copyright legislation St Mark's Church is registered with CCLI and PRS.

**Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). This means that all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs are not free to disregard it but are required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

The required policies have been discussed and adopted by the PCC. All hirers of the church and hall have to sign up to the church safeguarding policy or provide one of their own. Safeguarding posters are displayed in church. The website is compliant. The licensed members of the church are up to date with training and DBS checks (Revd Karen Wellman). In reviewing the guidance for churches on safeguarding, the decision was made to ask the Diocesan Safeguarding Officer to lead training for the whole church on safeguarding as not all those who needed to undergo training had access to the online materials. The first session of in person training was in late 2021. *The second session is due to run on 26 May 2023.*

Revd Karen Wellman and Mrs Susan Saunders May 2023

**Independent Examiner's Report to the Trustees of St Mark Teddington.**

I report on the accounts of the church for the year ended 31<sup>st</sup> December 2022 which are set out on finance pages of the Annual Report.

**Respective Responsibilities of Trustees and Examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider 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);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 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. 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

*Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.*

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Signed

Date

Eddie Sheow

A.C.A

  
6<sup>th</sup> April 2023

**Independent Examiner's Report to the Trustees of St Mark Teddington.**

I report on the accounts of the church for the year ended 31<sup>st</sup> December 2022 which are set out on finance pages of the Annual Report.

**Respective Responsibilities of Trustees and Examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider 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);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 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. 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

*Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.*

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Signed



Date

6th April 2023

Eddie Sheow  
A.C.A