

The Parochial Church Council of the Ecclesiastical Parish of St Mark, Teddington

Report and Accounts
Year ended 31st December 2024

Stewardship 
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1 Lamb's Passage, London EC1Y 8AB
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PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
MARK, TEDDINGTON

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LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2024

| | |
|---------------------------------|---|
| ADDRESS FOR CORRESPONDENCE | The Vicarage St.Marks Road Teddington Middlesex TW11 9DE |
| GOVERNING DOCUMENTS | PCC Powers Measure 1956 and the Church Representation Rules 2011 |
| CHARITY REGISTRATION NUMBER | 1132262 |
| MEMBERS OF THE PCC | <i>Ex Officio members:</i> Rev'd Jerry Field (from April 2024) (Vicar) Rev'd Tom Simpson (from April 2024) (Minister in Charge) Rachel Bide (church warden) Sally Maxwell (church warden) <i>Elected members</i> Dr Peter Butterworth (vice chair) John Bazalgette Maggie Dennies Tina Herterich Jill Telfer Clare Dixon (from May 2025) Steve Taylor Susan Saunders |
| DEANERY SYNOD REPRESENTATIVE | Rachel Bide |
| BANKERS | Barclays Bank, Kingston Branch |
| INDEPENDENT EXAMINER | Nick Spear ACCA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB |

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**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARK, TEDDINGTON**

REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31 DECEMBER 2024

The PCC has pleasure in submitting the Report and Accounts for the year ended 31 December 2024.

Objects of the charity

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.

Summary of the charity's main activities and achievements

To further the above objects and vision, the charity's main activities and achievements were as follows:

Regular Sunday worship services, including a new 11am service from September. Running a community hub with various activities including scouts, drama, dance, beekeeping and accommodating St John's Ambulance.

Running small fellowship/Bible study/prayer groups ("Connect Groups") as a regular part of Church life.

Partnering with "Sheddingon", a community initiative housing workshops on the St Mark's site for making/mending/repairing, communal gardening and including a social-space with kitchen.

Running a "Grandparent's Learning Circle" for grandparents who are looking for support in being the 'best grandparents they can be'.

Most of the charity's activities are undertaken by volunteers and the charity could not operate effectively without their efforts.

In planning the activities the PCC has applied the guidance on public benefit issued by the Charity Commission.

Financial review

During the year income decreased by £13,001, to £61,364 and expenditure decreased by £7,338, to £72,083. As a result the cash held by the charity decreased by £10,719, to £20,772, of which £165 is unrestricted and can be used for any charitable purpose.

In the previous year, the charity received a one off legacy and in the current year there was a significant increase in expenditure incurred on building maintenance and repair work.

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.

Reserves policy

To ensure that the PCC always has sufficient working capital to meet its obligations to creditors, the members of the PCC have established a policy whereby the unrestricted cash held by the PCC should cover at least three months of planned expenditure after taking into account regular giving. To comply with this policy, the members of the PCC determined that the charity should hold unrestricted cash of no less than £6,000.

At the end of 2024, £165 was held in unrestricted cash - the PCC is aware that this does not comply with the policy and is actively looking to rebuild the unrestricted reserves over the next few years. The church has already made some progress towards this at the mid-way point of 2025.

Structure and Governance

The charity is registered with the Charity Commission and operates under the Charities Act 2011. The governing documents for the charity are the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules 2011.

The appointment of PCC members is governed by, and set out in, the Church Representation Rules. The PCC comprises ex-officio members (which includes clergy and churchwardens), elected members and co-opted members. The PCC organises elections annually before the Annual Parochial Church Meeting (APCM) to fill vacancies. The members of the PCC are the charity's trustees for the purposes of charity law.

Responsibility for setting policy and for determining the parameters within which the charity should operate rests with the PCC which meets regularly to monitor the activities of the charity.

PCC Meetings

The PCC met 9 times during 2024.

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 in 2024 was: Minister in Charge, Church wardens.

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 paid a cleaning company to clean the church for two hours a week during 2024.

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.

Other Matters

The last quinquennial inspection was held in 2021; no significant immediate work is required.

Responsibilities of trustees

Charity law requires the PCC to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Approval

This report was approved by the trustees and signed on their behalf by:

Jerry Field

Jerry Field (Oct 21, 2025 17:56:48 GMT+1)

Rev'd Jerry Field

Oct 21, 2025

Date: _____

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARK, TEDDINGTON

I report to the trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Mark, Teddington ('the charity') for the year ended 31 December 2024 on pages 6 to 8 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nick Spear
Nick Spear (Oct 22, 2025 14:10:14 GMT+1)

Nick Spear ACCA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: Oct 22, 2025

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK, TEDDINGTON

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2024

| | Notes | <u>Unrestricted Funds</u> | | Restricted | 2024 | 2023 |
|---|-------|---------------------------|--------------------------|---------------|-----------------|---------------|
| | | General Funds £ | Designated Funds £ | Funds £ | £ | £ |
| Income receipts | | | | | | |
| Donations | | 32,822 | - | 1,392 | 34,214 | 41,131 |
| Gift aid receipts | | 7,376 | - | - | 7,376 | 5,558 |
| Legacies | | - | - | - | - | 10,057 |
| Charitable Activities | | 627 | - | - | 627 | 1,037 |
| Income from letting of facilities | | 19,147 | - | - | 19,147 | 16,583 |
| Total receipts | | <u>59,973</u> | <u>-</u> | <u>1,392</u> | <u>61,364</u> | <u>74,366</u> |
| Payments | | | | | | |
| Payments in relation to charitable activities undertaken directly | 2 | 70,120 | - | 763 | 70,883 | 64,745 |
| Grants paid in relation to charitable activities undertaken by others | | - | - | - | - | - |
| | | <u>70,120</u> | <u>-</u> | <u>763</u> | <u>70,883</u> | <u>64,745</u> |
| Loans repayments made | | 1,200 | - | - | 1,200 | - |
| | | <u>1,200</u> | <u>-</u> | <u>-</u> | <u>1,200</u> | <u>-</u> |
| Total payments | | <u>71,320</u> | <u>-</u> | <u>763</u> | <u>72,083</u> | <u>64,745</u> |
| Net of receipts / (payments) before | | (11,347) | - | 629 | (10,719) | 9,621 |
| Transfers between funds | 3 | - | - | - | - | - |
| Net movement in funds | | <u>(11,347)</u> | <u>-</u> | <u>629</u> | <u>(10,719)</u> | <u>9,621</u> |
| Cash funds as at last year end | | 10,800 | 712 | 19,979 | 31,491 | 21,870 |
| Cash funds at this year end | A | <u>(547)</u> | <u>712</u> | <u>20,608</u> | <u>20,772</u> | <u>31,491</u> |

The notes on page 8 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK, TEDDINGTON

STATEMENT OF ASSETS AND LIABILITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

| | Notes | <u>Unrestricted Funds</u> | | Restricted funds | 2024 | 2023 |
|---|-------|---------------------------|------------------|------------------|---------------|---------------|
| | | General funds | Designated funds | | | |
| | | £ | £ | £ | £ | £ |
| A Cash funds | | | | | | |
| Cash at bank with immediate access No1 account | | - | - | 1,669 | 1,669 | - |
| Cash at bank with immediate access No2 account | | (547) | 712 | 18,747 | 18,911 | 31,491 |
| Petty cash | | - | - | 192 | 192 | - |
| | | <u>(547)</u> | <u>712</u> | <u>20,608</u> | <u>20,772</u> | <u>31,491</u> |
| B Other monetary assets | | | | | | |
| Gift aid due to charity (see below) | | - | - | - | - | - |
| Other debtors | | 765 | - | - | 765 | - |
| | | <u>765</u> | <u>-</u> | <u>-</u> | <u>765</u> | <u>-</u> |
| <p>The PCC believe that there will be some historic gift aid due to the charity and are currently working to establish the exact amount. At the date of the accounts being signed, the gift aid claim amount and timing is uncertain, so, to be prudent, no monetary asset has been recognised in these accounts.</p> | | | | | | |
| C Liabilities | | | | | | |
| Falling due within one year | | | | | | |
| Loans | | 1,200 | - | - | 1,200 | 1,200 |
| Trade creditors | | 200 | - | - | 200 | - |
| Fee for Independent Examination | | 960 | - | - | 960 | - |
| | | <u>2,360</u> | <u>-</u> | <u>-</u> | <u>2,360</u> | <u>1,200</u> |
| Falling due after one year: | | | | | | |
| Loans | | - | - | - | - | 1,200 |
| | | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,200</u> |
| Total | | <u>2,360</u> | <u>-</u> | <u>-</u> | <u>2,360</u> | <u>2,400</u> |

The above loan is an interest free loan from the London Diocesan fund and is repayable in monthly instalments of £100 and is repayable in full by 31 December 2025.

The accounts were approved by the trustees and signed on their behalf by:

Jerry Field

Jerry Field (Oct 21, 2025 17:56:48 GMT+1)

Rev'd Jerry Field

Date: Oct 21, 2025

The notes on page 8 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK, TEDDINGTON

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

| | <u>Unrestricted Funds</u> | | Restricted Funds | Total 2024 | Total 2023 |
|--|---------------------------|------------------|------------------|---------------|---------------|
| | General funds | Designated funds | | | |
| | £ | £ | £ | £ | £ |
| 2 Payments in relation to charitable activities undertaken directly | | | | | |
| a) | | | | | |
| Ministry expenses | 1,372 | - | - | 1,372 | 409 |
| Maintenance of buildings & equipment | 12,789 | - | 763 | 13,552 | 7,896 |
| Utilities | 7,009 | - | - | 7,009 | 13,264 |
| Insurance | 4,956 | - | - | 4,956 | 34 |
| Independent examination | - | - | - | - | - |
| legal fees | - | - | - | - | 1,200 |
| Office costs | 2,348 | - | - | 2,348 | 2,493 |
| Clergy Costs (see Note 2b) | 646 | - | - | 646 | 1,450 |
| Common Fund Contributions | 41,000 | - | - | 41,000 | 38,000 |
| | <u>70,120</u> | <u>-</u> | <u>763</u> | <u>70,883</u> | <u>64,745</u> |

b) Rev'd Jerry Field and Rev'd Tom Simpson (who are clergy members of the PCC) receive a stipend from the Diocese; the cost of these stipends is not included in the above Clergy cost however it should be noted that some of the Common Fund is used to help pay the stipends. Rev'd Tim Simpson incurred expenses whilst serving as clergy and these costs are also disclosed in the above note.

3 Movement of funds

| | Opening balance | Receipts | Payments | Transfers | Closing balance |
|---|-----------------|---------------|-----------------|-----------|-----------------|
| | £ | £ | £ | £ | £ |
| General funds | 10,800 | 59,973 | (71,320) | - | (547) |
| Designated funds | | | | | |
| Charity Collections | <u>712</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>712</u> |
| | <u>712</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>712</u> |
| Restricted funds | | | | | |
| Christmas Collection | - | 192 | - | - | 192 |
| Church Fabric and Audio Visual (Legacy) | <u>19,979</u> | <u>1,200</u> | <u>(763)</u> | <u>-</u> | <u>20,416</u> |
| | <u>19,979</u> | <u>1,392</u> | <u>(763)</u> | <u>-</u> | <u>20,608</u> |
| Total funds | <u>31,491</u> | <u>61,364</u> | <u>(72,083)</u> | <u>-</u> | <u>20,772</u> |

The Christmas Collection restricted fund is a fund to receive and distribute donations raised at Christmas events. In 2024, the collection was for Tearfund and the monies paid out in 2025.

The Church Fabric and Audio Visual (Legacy) fund is used for expenditure on the fabric of the building or long-term elements within it (such as furniture) and for long-term audio-visual system costs (such as screens, speakers, cabling and related technology).










St Marks Church, Teddington - 2024 Final Accounts for signing from Stewardship

Final Audit Report

2025-10-22

| | |
|-----------------|---|
| Created: | 2025-10-21 |
| By: | Nick Spear (nick.spear@stewardship.org.uk) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAArQTwzLjbzcxNDCFple2PApDQXnz6VbT |

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-  Document created by Nick Spear (nick.spear@stewardship.org.uk)
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-  Document emailed to jerry@stjohnshamptonwick.org for signature
2025-10-21 - 4:26:26 PM GMT
-  Email viewed by jerry@stjohnshamptonwick.org
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-  Signer jerry@stjohnshamptonwick.org entered name at signing as Jerry Field
2025-10-21 - 4:56:46 PM GMT
-  Document e-signed by Jerry Field (jerry@stjohnshamptonwick.org)
Signature Date: 2025-10-21 - 4:56:48 PM GMT - Time Source: server
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-  Document e-signed by Nick Spear (nick.spear@stewardship.org.uk)
Signature Date: 2025-10-22 - 1:10:14 PM GMT - Time Source: server
-  Agreement completed.
2025-10-22 - 1:10:14 PM GMT