



## ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021

### Administrative information

Holy Trinity Church is situated in Logmore Lane, Westcott. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, St John's, Furlong Road, Westcott, Dorking, Surrey, RH4 3PP.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission (charity registration number: 1132869).

PCC members who have served from 1 January 2021 until the date this report was approved (unless noted otherwise) are:

*Chairman, Ex-officio:* The Revd Alan Jonas, Incumbent. Retired September 2021.

The Rev'd Peter Nevins, Area Dean, from October 2021.

*Wardens:* Simon Mabley: Elected 10.5.15 at special meeting of the Church Electoral Roll and again at APCM 17.4.16, 30.4.17, 22.4.18, 7.4.19, 11.10.20, 23.5.21.  
John Witt: Elected 15.5.16 at special meeting of the Church Electoral Roll and again at APCM 30.4.17, 22.4.18, 7.4.19, 11.10.20, 23.5.21.  
Passed away August 2021.

### *Representatives on the Deanery Synod:*

Lisa Brady Elected at APCM, 11.10.20 for three years.

Glynis Cranefield Elected at APCM 11.10.20 for three years.

### *Elected members:*

Kay Meldrum, Treasurer First elected for three years at 2009 APCM, then for three years every third APCM, up to and including 23.5.21.

Jan Way, Secretary Co-opted at PCC meeting 8.5.17.  
Elected 22.4.18. for three years and again 23.5.21.

Mark Shakespeare Co-opted at PCC meeting 8.5.17, Elected 23.05.21 for three years.

Malcolm Bradley Elected 11.10.20. for three years

Hannah Mayo Elected 11.10.20. for three years

Richard Packer Elected 11.10.20. for three years

Debbie Shortland Elected 11.10.20 for three years. Resigned 13/9/21.

Murray Stephen Elected 11.10.20 for three years

Libby Witt Co-opted at PCC meeting 18.1.22.

### **Structure, governance and management**

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

### **Objectives and Activities**

Holy Trinity's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the building of St John's, Furlong Road, Westcott.

### **Church attendance**

There are 185 parishioners on the Church Electoral Roll (2020 – 176). The average weekly attendance on a “normal Sunday” was 72 – comprising 70 adults and 2 children (2020 figures: 79; 71 adults and 8 children).

The “worshipping community” (ie attend worship at least monthly) is 104 (2020 – 103) - adults, children in congregational worship/ activities, plus home communions, plus monthly services taken at Bramley House and Westcott House.

### **Review of the year**

The full PCC met five times during the year. Committees met between meetings and any matters arising were referred to the PCC as necessary.

## **SAFEGUARDING – Jan Way, Safeguarding Officer**

Jan Way is the Safeguarding Officer and Helen Hughes the DBS Validator for this period.

### **Activities**

#### *a) Safeguarding incidents*

There have been no safeguarding incidents during the period from January 2021 to December 2021.

#### *b) New policies and procedures*

No new policies have been issued by the Diocese. In January 2022 the policy regarding Employing Ex-Offenders will be taken to the PCC for adoption.

However, in April the Diocese introduced the Parish Dashboard for Safeguarding. This is an online platform that outlines what the duties and responsibilities of each Parish regarding safeguarding, covering training, adoption of policies, activities etc. There are numerous levels as you move through the platform. As of December 2021 Holy Trinity was on Level 2. To achieve Level there would need to be further training by key members of the church. Increasingly we are being asked to pay more attention to this topic, to complete more training and be more active in the community. For example, outstanding items on Level 2 of the Parish Dashboard are:

- Undertaking work with the community to highlight Domestic Abuse.
- Ensuring all involved in any leadership (this would include lay preachers, manager of St John's etc) attend the leadership course.

As a Parish we must decide what and how much we can invest in safeguarding without unduly pressurising volunteers.

c) *Training*

Due to Covid 19 and the church being closed for the large part of the year there has been no training, other than online. Currently our PCC and members of the church who are involved with children and vulnerable adults have the correct level of training. Some members have undertaken additional courses. E.g. Leadership.

d) *DBS Validations*

The Diocese prompts the safeguarding officer when a DBS is required, and it is important to note that it is not possible to continue to work with children or vulnerable adults if a DBS has expired. It is therefore important that when contacted by the Safeguarding team in relation to updating a DBS that volunteers respond and arrange to meet.

Once a DBS form has been completed it is possible to join the free Update service and I would encourage everyone to do that, as it means that a DBS is automatically updated without the need for more form filling down the line.

The online system of undertaking DBS checks allows them to be returned in under a week on some occasions. There have been changes to the way these are reported with the Validator now being informed directly rather than through the Diocese.

e) *Safeguarding meetings*

Due to Covid and the departure of the Vicar there have been no safeguarding meetings.

## **Conclusion**

Safeguarding is an integral part of the church and should always be included on a PCC agenda.

The Promoting a Safer Church guidance makes clear the safety and welfare of children and vulnerable adults within our church is the responsibility of everyone who participates in church life. The PCC sets the tone and example to all church members and is responsible for ensuring that we follow good safeguarding practice in all areas of church life. It is important that we embrace this responsibility fully.

## GENERAL REVIEW OF THE YEAR – Simon Mabley, Churchwarden

Our Vicar of 23 years, Alan Jonas, retired in September 2021, and we celebrated his remarkable ministry with a gathering of around 140 current and past members of the church. It is a huge testament to Alan, supported by his wife Jenny, that the church is in a position to appoint a new incumbent, despite the national trends on church attendance and two years of a pandemic. He leaves a great legacy for others to build on.

2021 will however also be remembered as the year we lost to Covid, a much loved member of our congregation, and fellow churchwarden, John Witt. It is hard to comprehend that a man of his faith and integrity, active in life and the community, loving father and husband, covered in prayer throughout his illness, is not with us now. We hold on to the ultimate promises of hope in the life to come when all will be made clear. And we are hugely thankful for all he gave to us.

There is no doubt the impact of the pandemic has disproportionately hit our church family, but we are encouraged by the support and care of the whole congregation for those who mourn, or who continue to suffer the effects of illness.

Despite all of this, the Church in Westcott continues to be a place of inspiration and blessing for many. Many people have rallied round to help and we have been encouraged by starting to meet again in person, while continuing to be able to include those who feel more comfortable with Zoom. We are blessed with so many resources in comparison with many others, and we give thanks for the people and finances that support the work of the church.

In Alan's last Annual Report he laid out the hallmarks of a healthy church, and I think it is worthy of repeat. As we look to appointing a new incumbent it will be wonderful to have their support and leadership, but as the list shows, a healthy church relies primarily on its congregation, not its vicar, and I am grateful to everyone who is helping our church thrive through this time of turmoil and change.

As Alan said, our engagement is seen in several ways:

- Healthy Church attendance.
- Large number of people involved in leading and supporting worship.
- Large "Electoral roll" – membership of the Church.
- Church engagement with the village school, and in village life generally.
- Volunteer posts filled.
- Clear evidence of discipleship – people growing in Christian faith – including ordinands.
- Activities organised by church members.
- Pastoral care offered through the village.
- Engagement with (inter) national issues eg through "Eco Church"
- Engagement with the wider Church, including, for example the great support for Papua Partners.

- Meeting the costs of running the Church in Westcott. It costs c. £130,000 a year to sustain a church with a full-time vicar. Virtually all of this has to be funded by people's giving. Remarkably you do this year on year.

### **DISCIPLESHIP – Simon Mabley, Churchwarden**

(Incorporates worship, prayer, teaching, outreach, pastoral care, growing vocations)

- David Packham is concluding his training, and we are both sad and excited to see David & Margaret start their new ministry in Burgh Heath.  
Ellie Lister has re-started her training and we are very grateful to the Rev Ian Hughes for taking on from Alan the oversight that is needed.
- We have re-started worship in church both at 8.30 and 10.15. Masks remain, but otherwise we have started to go back to normal, while keeping some of what we learnt through the pandemic. E.g.
  - Worship led by multi-media ie screen and recorded music.
  - Continuing the popular once a month "Songs of Praise" service and regular interviews that Hannah Mayo conducts with church members.
  - Worship on Zoom for those who cannot be in Church.
- Life Groups continue on Zoom and Women's group continues to thrive.
- We have planned to start a series on Faith, Hope and Love to run through the vacancy period.

### **FAMILIES, CHILDREN, YOUTH – Simon Mabley**

The pandemic has hit our families, children and youth work the hardest, and the simple statistics of young people in church is very stark. Ellie Lister had step down permanently from her Families role due to long covid, and with the restrictions on meeting as well, most activities stopped. However there are green shoots and opportunities which we will look to build on with a new incumbent.

- Developing the relationship with Surrey Hills School, under new leadership and operating solely from the Westcott site.
- Continuing the much appreciated coaching of school children through TLG
- Re-starting Cookie Club to connect with young families in the village.
- Appointing a new families worker, when we have a new incumbent in place.

We remain committed to our vision of developing this area of our ministry, and are excited to work in post pandemic freedom, with a new incumbent, to bring it to life.

## RESOURCES TEAM

### Financial Review – Kay Meldrum, Treasurer

Holy Trinity's finances have stood up to the effects of Covid restrictions purely thanks to the generosity of its parishioners, and a Legacy. Without these Holy Trinity would be facing a 4 or 5 figure deficit.

Total receipts on ordinary Unrestricted funds were £138,857 and are detailed in the Financial Statements. This represents a decrease in Unrestricted income of approx. 5%. This is made up of a decrease in covenanted donations of 4%, an increase in one-off donations, and a small decrease in investment and other income.

The field next to the churchyard was let on an annual basis, and gross income of £1,000 from it is included in these accounts. Rental was also received in respect of a mobile telephone mast on church premises, and gross income of £4,382 from it is shown in these accounts.

£132,818 was spent to provide the Christian ministry from Holy Trinity Church, a decrease of approx. 1.5%. Works on the stonework of Holy Trinity church and on the boundary wall were completed, and work on the elderly gas boiler was needed. The main item, 62% of total expenditure (last year 57%), is the contribution to the Diocesan Parish Share, which largely provides the stipends and housing for the clergy.

The PCC continues to own the former St John's church, which was used by various organisations and individuals when it was able to be open. The net deficit on the premises was £1,632, compared with net deficit of £2 in 2020.

The net result for the year was an excess of income over expenditure of £4,576 (2020 net deficit £2,378). The balances carried forward at 31st December for Unrestricted funds totalled £124,578 (2020 £120,001).

In addition the PCC has £43,457 in Funds Designated for improvements to the Church fabric and other work, which have increased thanks to donations in memory of the late Churchwarden (2020 £37,671).

Looking forward to 2022, approx. £6,000 of expenditure previously covered by Restricted funds will need to be met from Unrestricted funds, and the gas boiler will need to be replaced, at an estimated cost of £25,000. It will be another challenging year.

## Reserves policy

It is PCC policy to accumulate a balance on Unrestricted funds of £50,000, to cover emergency situations that may arise from time to time. The balance of £124,578 on Unrestricted funds at the year-end exceeds this target.

The balance of £252,159 in the Restricted funds represents £4,520 in the General Support Fund, £5,356 for Youth Work, £218,219 net cost of St John's, £1,265 for future extension work at St John's, £1,440 grant for the churchyard at St Johns, £3,776 received for the Peace Garden, £2,900 relating to the Touche Fund, £14,229 in income producing investments, £377 towards future work on the church building, and £78 in the Communication Fund.

It is our policy to invest our Restricted and Unrestricted funds balances with the CBF Church of England Deposit Fund. Permanent Endowment funds are invested primarily in income generating Funds.

## Fabric – Simon Mabley, Churchwarden

Alongside regular maintenance items (such as electrical and fire safety checks), we have continued to move forward ongoing improvements to the church building and land.

- The heath and land in front of the church has continued to improve, and we are grateful to David Seall for his help with the maintenance of this area. John Witt was the driving force behind this initiative, and it has transformed the visibility of the church in the village, a metaphor for what we want to be as a congregation too. The PCC unanimously agreed that this area should be known as "John's meadow" in memory of and appreciation for the work he did for us.
- Work on an accessible toilet has progressed, with final designs agreed, building regulations approval obtained, and application for a faculty approved. A builder has been appointed and the work should be completed in Spring 2022. Many thanks to Paul Goddard for all his work on this.
- Work continues on designing a kitchen in the old vestry. We hope to get permissions in 2022.. Many thanks to Jan Way and Paul Goddard for their work on this project.
- A high speed permanent internet connection in the church is now installed, and as a result we can now stream services over Zoom which is much appreciated.
- The PCC have agreed to make the removal of the pews permanent, and to modify the floor to make the main body of the church more flexible, welcoming and accessible. Permissions to make the changes are being sought.
- It is proposed to have a new Garden of Remembrance in the extension graveyard, and permissions are also being sought for that.
- Our boiler failed again in the summer, and we will need to replace the heating system before Winter 2022.

I am also grateful to the many volunteers who help us in so many ways, and in particular to Louise Scillitoe-Brown and Murray Stephen, for taking on responsibility for the Church Building and Churchyards respectively. With the vacancy this is a huge help.

I also want to acknowledge the faithful service and hard work of Cathy our cleaner, who retired at the end of the year after many years. We are very grateful to her.

## **ST JOHN'S COMMUNITY CENTRE - Tony Astor, Manager**

St Johns is gradually returning to life, with several groups returning to use the facilities, although some groups have not returned.

### **Revenue & Expenditure:**

Revenue has naturally been very low, and subsequently expenditure on maintenance has been cut to the minimum.

We had a minor water heater fault, and the two fire extinguisher contracts have been merged into one.

### **Users:**

- Yoga has returned but on a reduced programme.
- The writing workshops have resumed, and we have had a few private bookings in recent weeks.
- The Fruit and Veg man uses the hall on Thursdays and Fridays, and we currently derive a modest fee monthly. I review the venture every two months.
- We expect the pizza operation to return in March or April, but nothing currently confirmed.
- The Art club has resumed.
- The two exercise classes have ceased

### **Hire Charges:**

The hire charges have remained unchanged since 1st January 2020, and again I propose to maintain the Chapel fee of £16.00 per hour for 2022, with a review later in the year.

The Hall is not currently available for adhoc bookings.

### **Building work affecting Chapel Lane:**

We are in dialogue with the team undertaking the proposed building work in the grounds of the property adjoining Chapel Lane. We hope to fully co-operate with the developers which should include some element of betterment for St Johns. Currently work in progress, and further details will be reported when known.



## **Westcott Village Magazine – Cath Friend, Editor**

The Westcott Village Magazine has continued to be a high-quality colour magazine when we have been allowed to publish during the Covid pandemic. Between April 2021 and March 2022 the magazine fluctuated between 60pp and 80pp, depending on what has been happening in the village and with Covid. We have settled on 64pp for the last few issues, which also happens to be the most cost-effective number of pages to print.

The magazine is distributed free of charge to each household 11 times a year and edited by Cath Friend. The content is provided by local contributors who are encouraged to keep their editorial as interesting and concise as possible with photographs where available.

Advertising pays for all magazine costs of which printing is by far the biggest factor. Our advertising year has changed because of not publishing six issues during the pandemic, so the current year started on 1 November 2021 and will end on 31 October 2022. Our advertising income for 21/22 as at February 2022 is very similar to the previous year.

Print costs are dependent on the size of each issue and inflationary print costs, both of which are out of our control. Pre-pandemic the magazine had 80 pages per issue but since January 2022 the magazine has reduced to 64 pages per issue. We have been advised of a 10% increase in print costs effective from 1 April 2022. If the issue sizes remain at 64pp and print costs don't rise above an increase of 10% then a surplus of £4,400 is possible.

Ellen Lowe has bravely stepped forward to be the new advertising co-ordinator after Hugh Parry stepped down (although he is still available for help and information). We also have a new delivery coordinator, Moira Fenwick, as Judith Packer also looked for new challenges, and she is aided by Jan and Glenn Wylie who have a team of 43 distributors and deliver to every household in the village.

## **Flowers – Andrea Gabb, Co-ordinator**

For much of the time Since my last report the church was still closed but finally opened in the summer, with active social distancing in place. We started putting fresh flowers in church around harvest festival time, with lovely autumn colours and rewardingly long-lasting chrysanthemums.

Many thanks to Elizabeth Crook, who did a wonderful display of poppies for the Service of Remembrance in November. Artificial flowers did us for the rest of the month until Advent, when we take flowers out, and put the Advent Ring in place until Christmas.

We opted to go again for Christmas Trees in the church this year. We had one extra tree bought for us on Ebay by Elizabeth Mair, which turned out to be lovely, and made the trees in

the south windows all much the same size. My thanks to the Flower Team who came to decorate the trees in time for the Carol Service, and once again to the heroic efforts of Mark Seymour who put up the huge tree by the altar. (And thanks also to Singapore residents Harry Gabb and Marianne Whitman who were pressed into action to decorate it.) The team made the church look lovely and Christmassy.

We have started again with fresh flowers this month (January), which will take us up until Lent which starts at the beginning of March. Then the team will get together to do the traditional Easter Baskets.

We received £100 from the coffee funds, some of which has been spent on extra silk flowers to augment the ones we have.

Our rota is small, which means we all have to work extra hard, so anyone, ladies or gentlemen, who enjoy the tranquillity of our church and the peace and quiet to arrange flowers, is most welcome to join us. Flower arranging experience isn't necessary, and there is help at hand if you feel unsure about your skills. May I finally say, again and most importantly, my grateful thanks to those on the Flower Team who make all this happen, and who make our church look loved and cared for.

### **Westcott Vicarage**

This is owned by Guildford Diocese. The PCC are supportive of the Diocese plans to develop the current vicarage and land for housing, including a purpose-built new vicarage. While the work is happening the Westcott Vicarage will be in Ashcombe Road in Dorking.

## **MISSION & SOCIAL JUSTICE**

The following was donated by way of Outward Giving in 2021 for outside agencies in direct giving to Holy Trinity or from general funds:

Royal British Legion £163.09

CMS £360

Papua Partners £412

### **Papua Partners - Naomi Sosa**

During 2021 we worked in partnership with the following organisations in West Papua - Yasumat (Social Foundation for Isolated Peoples); Yapelin (Social Foundation for the Evangelical Church of Indonesia – GIDI); Womens Department of the GIDI Church; Eruwok – Bokondini; Elisa Foundation; West Papuan Council of Churches; IWaTaLi Papua; West Papua Christian Youth Forum.

We have supported these organisations with training and accompaniment to support their visions for change and to help them run effective programs that are impacting the lives of individuals, families and communities as well as being change agents in wider society.

Through the support of Papua Partners these organisations have been able to receive approximately £250,000 from other donors. The initiatives and programs led by our partners continue to impact the lives of at least 50,000 men, women and children during 2021. During 2021 we continued to focus on our four main areas of work which are Gender Based Violence, Church and Community Transformation, Peacebuilding and Livelihoods. We also accompany our partners, specifically the West Papua Council of Churches and the Christian Youth Forum in International Advocacy to the UN and other international bodies and wider networks with the purpose of raising awareness about the ongoing conflict and its impact.

Due to Covid no visits were made to West Papua during 2021 and we were able to adapt by developing training and accompaniment online to partners. We also have started to localise management structures with a new staff member Yepina Matuan in Papua coordinating the Gender Based Violence and Church mobilisation programs.

*Highlights of the year were:*

- Ongoing support to flood refugees in building small businesses, health awareness and improving water and sanitation facilities
- Trauma healing and support to families and especially women displaced by conflict
- Online training courses developed and delivered in safeguarding, risk assessment, financial management.
- We facilitated a partnership between the music group SOS from the Kids in the UK and Phulyakah Voices in West Papua on a song called 'Its Time to Heal' about the environment. The song was performed at COP26.
- Increased international engagement to raise awareness on the conflict and its impacts in West Papua. Together with partners we were able to share the situation in various international forums including the World Council of Churches and present submissions to UN mechanisms.
- Online training and discussion program with youth activists on non-violence and peacebuilding.
- Church and Community Transformation (CCT) – Together with partners the CCT program is now working with at least 80 local congregations and impacting over 8,000 people. It has been adapted as a formal program in the GIDI church and is part of the curriculum in all of their Bible Schools.
- Establishment of new businesses and growth of community health group in Bokondini. We continue to provide ongoing support to the Yaruwok Community Training Centre and savings group.

Papua Partners is very grateful to the community and church in Westcott who continue to faithfully support us and enable this work to continue.

## **“Eco Church” – Hannah Mayo, Chair**

The first thing to say is that due to family health pressures, I've sadly been less able to engage with Eco Church, and lead the group, in the second half of 2021. As a result, I do feel that we've missed several key opportunities to build on the work of the last few years. However...

Eco Sunday in January (Zoom), with the whole team involved. I spoke about wildness and the wonder of creation, focussed around a startling murmuration we, as a family, had experienced a few months earlier, and a poem by ee cummings “i thank you God for most this amazing”. We invited the congregation to share their own stories of wonder, and it was a special and beautiful thing to hear from so many, with feedback afterwards expressing real joy in celebrating creation. We encouraged people to sign up to Creation Care, a scheme for households. Small take up and haven't really followed up on it.

I was asked to give an opening 2 minute talk for the first local People's Assembly in April - an envisioning exercise, organised by XR and involving over 100 participants from around the area.

Green Westcott was established in May, a new name and expansion for Eco Challenge Westcott, with associated pages in the village magazine. Jakki and I linked with Nancy and Catherine from the village, both keen to start a village-wide eco initiative. That meant a stall in conjunction with church at WestFest (matchbox treasure hunt for kids, church literature given out, lots of good conversations, and contacts collected), a community litter pick at the end of July and a drop in day on September 4th at St Johns. Plans are afoot for a Community Garden...watch this space.

Local Eco Church groups meeting (Zoom) in June - 6 churches + HTW represented. Good as always to encourage and support one another.

Leading to an ecumenical meeting with Sir Paul Beresford MP in September, facilitated by Julie from St Joseph's (part of CAFOD's 'Parliament in your Parish'). A relationship establishing meeting which we hope to repeat at least annually.

Climate Sunday: I helped Dorking URC launch Eco Church by taking part in a series of short videos, and preached (pre-recorded) for South Nutfield Church. To mark it here in Westcott, we held our first Wild Church in September, meeting as a congregation on a beautiful sunny day on the grass outside the front of church, focussing on the tiny things around us and beneath our feet, the parts of creation we often miss, to recognise them as significant tokens of God's love, generosity, grace, creativity and beauty. As signs of his kingdom, to show us that God really is at work in his world, even when we struggle to see it.

And I preached at the start of COP26 (31st October) - in our shared humanity, we may all be bobbing about on the same sea, but we're not all in the same boat. With a community origami session, everyone making a prayer boat, we explored how to pray for the COP.

In other news:

We have finally changed energy supplier having been unhappy for some time with the fact that through the Parish Buying 'Green Basket' we were in fact getting our energy through Total - it's been an epic saga which has taken a stupid amount of time. Thanks to Sarah Massey and Simon Mabley for their patience and determination.

And we have an ongoing question around church heating with the inevitable demise of our 40 year old gas boiler. We'd obviously like to move away from fossil fuels but there seem to be few viable options for us at the moment and we may, with regret, have to resort to another gas boiler, very far from ideal as we aim for Net Zero by 2030.

With thanks, as ever, to the Eco Church team of Jakki Phillips, Sarah Massey and Malcolm Bradley. And we're delighted that Katherine Marsden and Celia Harcombe have now also joined our team.

#### **SURREY HILLS GROUP – Simon Mabley, Churchwarden**

(Group of Churches formed 1.1.15: Abinger & Coldharbour with Holmbury & Wotton;  
Westcott)

Tony Berry, Rector of the Leith Hill Benefice also retired in 2021. The proposal to create a single benefice for the Surrey Hills Group was not supported by the PCCs so did not proceed. Instead a House for Duty incumbent has been installed in Abinger & Coldharbour, and they also are the leader of the Leith Hill Benefice.

We have however committed to working more closely together as a group, and had some useful discussions as churchwardens from across the churches.

#### **DORKING DEANERY SYNOD**

Nothing to add to last year's report.

#### **WESTCOTT 100 CLUB**

The club is now an independent entity, separate from the PCC, and so is no longer included in the report. We are grateful for the contributions to church funds over the years.

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**Parochial Church Council of Holy Trinity Church**  
**STATEMENT OF FINANCIAL AFFAIRS**  
For the year ended 31st December 2021

	Note	Unrestricted Funds £	Restricted Funds £	Designated Funds	Endowm'nt Funds £	TOTAL 2021 £	TOTAL 2020
<b>INCOMING RESOURCES</b>							
<b>Voluntary Income</b>	2(a)	111,515	18,527	15,454	0	145,496	132,069
<b>Activities for generating income</b>	2(b)	21,203	0	0	0	21,203	21,758
<b>Investment income</b>	2( c)	2,796	663	0	0	3,459	3,763
<b>Incoming resources from charitable activities</b>	2(d)	2,231	0	0	0	2,231	3,380
<b>Other incoming resources</b>	2(e)	1,112	0	0	0	1,112	742
<b>TOTAL INCOMING RESOURCES</b>		<b>138,857</b>	<b>19,190</b>	<b>15,454</b>	<b>0</b>	<b>173,501</b>	<b>161,712</b>
<b>RESOURCES EXPENDED</b>							
<b>Charitable activities</b>	3(b)	125,845	12,631	9,867	0	148,343	147,950
<b>Other resources expended</b>	3(c)	6,973	15,675	0	0	22,648	7,456
<b>TOTAL RESOURCES EXPENDED</b>		<b>132,818</b>	<b>28,306</b>	<b>9,867</b>	<b>0</b>	<b>170,991</b>	<b>155,406</b>
<b>NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		6,039	-9,116	5,587	0	2,509	6,306
Gains on investment assets - on revaluation	5(b)	0	1,764	0	5,082	6,846	1,915
Transfers		-1,462	1,263	199		0	0
<b>NET MOVEMENT IN FUNDS</b>		<b>4,576</b>	<b>-6,089</b>	<b>5,786</b>	<b>5,082</b>	<b>9,356</b>	<b>8,221</b>
Balances b/f 1 January 2021		120,001	258,248	37,671	90,683	506,603	498,382
<b>Balances c/f 31st December 2021</b>		<b>124,578</b>	<b>252,159</b>	<b>43,457</b>	<b>95,765</b>	<b>515,959</b>	<b>506,603</b>

The notes on pages 16 to 21 form part of these accounts

# PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY WESTCOTT

Balance Sheet at 31st December 2021

		£	£		£	£	
	Notes	Unrestricted Funds	Restricted Funds	Designated Funds	Endowment Funds	TOTAL 2021	TOTAL 2020
<b>FIXED ASSETS</b>							
Tangible	5(a)	12,577	218,207	0	0	<b>230,784</b>	219,420
Investments	5(b)	0	14,229	0	75,818	<b>90,047</b>	82,845
		<b>12,577</b>	<b>232,436</b>	<b>0</b>	<b>75,818</b>	<b>320,831</b>	302,265
<b>CURRENT ASSETS</b>							
Cash at bank and in hand	4(b)	6,715	493	43,457	0	<b>50,665</b>	72,456
Short term deposits	4(c)	106,010	19,375	0	19,947	<b>145,332</b>	143,537
Accounts receivable	6(a)	3,903	0	0	0	<b>3,903</b>	4,579
Prepayments	6(b)	300	348	0	0	<b>648</b>	1,096
		<b>116,928</b>	<b>20,216</b>	<b>43,457</b>	<b>19,947</b>	<b>200,548</b>	221,668
<b>CURRENT LIABILITIES</b>							
Creditors and Prepayments	7	4,927	493	0	0	<b>5,420</b>	17,330
<b>NET CURRENT ASSETS</b>							
		<b>112,001</b>	<b>19,723</b>	<b>43,457</b>	<b>19,947</b>	<b>195,128</b>	204,338
<b>TOTAL NET ASSETS</b>							
		<b>124,578</b>	<b>252,159</b>	<b>43,457</b>	<b>95,765</b>	<b>515,959</b>	506,603
<b>PARISH FUNDS</b>							
Unrestricted		124,578	0	0	0	<b>124,578</b>	120,001
Designated		0	0	43,457		<b>43,457</b>	37,671
Restricted	9(a)	0	252,159	0	0	<b>252,159</b>	258,248
Endowment	9(b)	0	0	0	95,765	<b>95,765</b>	90,683
		<b>124,578</b>	<b>252,159</b>	<b>43,457</b>	<b>95,765</b>	<b>515,959</b>	506,603

Approved by the Parochial Church Council on 15<sup>th</sup> February and signed on their behalf by  
The Rev. Peter Nevins (PCC Chairman)



## **NOTES TO THE FINANCIAL STATEMENTS for the period ended 31 December 2021**

### **1(a) Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the Financial Reporting Standard applicable in the United Kingdom (FRS102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS102

The accounts present a true and fair view and the accounting policies adopted are those outlined below. No changes to accounting estimates have occurred in the reporting period. No material prior year error has been identified in the reporting period.

The financial statements have been prepared under the historical cost convention except for the valuation of 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 main affiliation to another body nor those that are informal gatherings of Church members.

### **Funds**

**Endowment funds** are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established

**Restricted funds** represent a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were received. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

**Unrestricted funds** are general funds which can be used by the PCC for any purpose

**Incoming resources:** Planned giving, collections and 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 legally entitled to the amount due. Dividends are accounted for when receivable, interest is accrued. Rents received are accrued over the period to which they relate. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**Resources expended;** Grants and donations are accounted for when paid over or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Insurance is accrued over the period to which it relates. 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 by S10(2) of the Charities Act 2011

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Any individual item costing less than £1,000 is written off when incurred.

Equipment used within Holy Trinity church or St John's premises is depreciated on a straight line basis over 10 years. Individual items with a purchase price of less than £500 are written off when the asset is acquired

**Investments** are valued at market value at 31 December. They are held by the Diocese of Guildford as Custodian Trustee. The PCC acts as managing Trustee

Restricted and unrestricted funds are mingled in the PCC's current bank account and short term deposit accounts



The PCC's maintenance policy in respect of its consecrated and benefice property and land and buildings is to recognise repair liabilities when they are contracted for rather than when they are discovered.

<b>Staff costs</b>	<b>This year</b>	<b>Last year</b>
Salaries and wages	10,876	20,334
Social Security costs	0	0
Pension costs	787	1,038
Other benefits	0	0
<b>Total</b>	<b>11,663</b>	<b>21,372</b>

Number of employees 4 4

No employee received benefits for the reporting period of more than £60,000

No Trustee expenses have been incurred.

There have been no related party transactions in the reporting period

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Designated Funds</b>	<b>Endowment Funds</b>	<b>TOTAL 2021</b>	<b>TOTAL 2020</b>
<b>2. INCOMING RESOURCES</b>						
<b>2(a) Voluntary Income</b>						
Planned giving – covenanted	69,415	1,610	0	0	71,025	74,006
Income tax recoverable	13,935	0	500	0	14,435	16,198
Listed Churches grant	1,537	0	0	0	1,537	0
Other giving	3,072	0	0	0	3,072	4,630
Sundry donations	16,170	0	14,954	0	31,124	8,770
Collections	238	0	0	0	238	1,255
Grants	4,300	1,000	0	0	5,300	5,314
Furlough grants	1,348	2,407	0	0	3,755	6,871
Legacies	1,500	0	0	0	1,500	12,000
Donations for restricted purposes	0	13,510	0	0	13,510	3,025
	<b>111,515</b>	<b>18,527</b>	<b>15,454</b>	<b>0</b>	<b>145,496</b>	<b>132,069</b>
<b>2(b) Activities for generating income</b>						
St Johns	3,067	0	0	0	3,067	4,139
Floodlights	390	0	0	0	390	325
Mast rental	4,382	0	0	0	4,382	4,456
Parish magazine adverts	13,364	0	0	0	13,364	12,838
	<b>21,203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,203</b>	<b>21,758</b>
<b>2(c) Investment income</b>						
Dividends and interest	1,796	663	0	0	2,459	2,763
Church field rent	1,000	0	0	0	1,000	1,000
	<b>2,796</b>	<b>663</b>	<b>0</b>	<b>0</b>	<b>3,459</b>	<b>3,763</b>
<b>2(d) Incoming resources from charitable activities</b>						
Church and churchyard fees	2,231	0	0	0	2,231	3,380
	<b>2,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,231</b>	<b>3,380</b>
<b>2(e) Other incoming resources</b>						
Traidcraft	1,112	0	0	0	1,112	742
	<b>1,112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,112</b>	<b>742</b>
<b>Total Incoming resources</b>	<b>138,857</b>	<b>19,190</b>	<b>15,454</b>	<b>0</b>	<b>173,501</b>	<b>161,712</b>

### 3 RESOURCES EXPENDED

#### 3(a) Costs of generating voluntary income

Stewardship envelopes	0	0	0	0	0	0
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#### 3(b) Charitable activities

Grants made in furtherance of PCC's objectives

##### Secular charities

Surrey Hills Primary	107	0	0	0	107	0
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##### Missions and church societies/organisations

Papua	412	0	0	0	412	500
Churches Together in Dorking	120	0	0	0	120	0
GS Fund	0	4,204	0	0	4,204	2,220

#### Ministry

Parish Share	82,639	0	0	0	82,639	77,639
Parish ministry	3,275	0	0	0	3,275	3,963
Parish office & secretarial	9,014	0	0	0	9,014	9,255
Vicar's expenses	696	0	0	0	696	747
Assistant staff						
Communications		2,420	0	0	2,420	2,127
Family Worker		5,007	0	0	5,007	10,013

#### Church running expenses

Utilities	3,758	0	0	0	3,758	3,939
Insurance	2,748	0	0	0	2,748	2,827
Cleaning	2,463	0	0	0	2,463	2,578
Altar	69	0	0	0	69	394
Organists	150	0	0	0	150	1,531
Minor repairs	5,440	0	9,867	0	15,307	17,712
Organ and piano repairs & maintenance	990	0	0	0	990	797
Expenditure on Parish magazine	7,322	0	0	0	7,322	5,100
Professional services	1,398	0	0	0	1,398	1,290
Upkeep of Churchyard	5,244	1,000	0	0	6,244	5,288
	<b>125,845</b>	<b>12,631</b>	<b>9,867</b>	<b>0</b>	<b>148,343</b>	<b>147,950</b>

#### 3(c) Other resources expended

St Johns costs	4,699	0	0	0	4,699	4,141
Traidcraft	877	0	0	0	877	664
Other	0	14,462	0	0	14,463	0
Depreciation	1,397	1,213	0	0	2,609	2,651
	<b>6,973</b>	<b>15,675</b>	<b>0</b>	<b>0</b>	<b>22,648</b>	<b>7,456</b>

<b>Total resources expended</b>	<b>132,818</b>	<b>28,306</b>	<b>9,867</b>	<b>0</b>	<b>170,991</b>	<b>155,406</b>
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#### 4(b) Cash at bank and in hand

Current account	38,478	62,593
Curacy House Trust current account	50	50
Traidcraft account	407	185
Magazine account	11,190	9,628
Cash in hand	540	0

<b>Total</b>	<b>50,665</b>	<b>72,456</b>
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#### 4(c) Short term deposits

C of E Deposit Fund	113,192	113,133
Curacy House deposit account	12,193	10,457
Curacy House Trust C of E Deposit Fund	19,947	19,947
	<b>145,332</b>	<b>143,537</b>

Total

**195,998**    **215,993**

#### 5 FIXED ASSETS

5(a) Tangible		St Johns Equipment £	Freehold Land and Buildings £	Church Equipment £		
At 1 January 2021		12,123	217,224	24,932	254,279	254,279
Additions at cost		0	0	13,974	13,974	0
At 31st December 2021		<b>12,123</b>	<b>217,224</b>	<b>38,906</b>	<b>268,253</b>	<b>254,279</b>
Depreciation						
At 1 January 2021		9,927	0	24,932	34,859	32,208
Charge for the year		1,213	0	1,397	2,610	2,651
At 31st December 2021		<b>11,140</b>	<b>0</b>	<b>26,329</b>	<b>37,469</b>	<b>34,859</b>
Net		<b>983</b>	<b>217,224</b>	<b>12,577</b>	<b>230,784</b>	<b>219,420</b>

#### 5(b) Investments

##### Restricted Fund

value 1/1/21    CBF Investment Fund Income Shares	12109	10,997
Purchased in year	356	250
Market value adjustment	1764	862
604.45 shares at 31st December 2021	<b>14,229</b>	<b>12,109</b>

##### Endowment Fund

6904 CBF Fixed Interest Securities Fund Income Shares- Touche Bequest at 1/1/20	11,678	11,286
Market value adjustment	-770	392
At 31st December 2021	<b>10,908</b>	<b>11,678</b>

9750 Ordinary Shares Mercantile Investment Trust - Curacy House Trust	24,131	25,545
Market value adjustment	2,048	-1,414
At 31st December 2021	<b>26,179</b>	<b>24,131</b>

13605 Class I Income Shares M & G Global Dividend Sterling I Income Fund - Curacy House Trust	34,927	32,582
Market value adjustment	3,804	2,075
At 31st December 2021	<b>38,731</b>	<b>34,927</b>

Total Endowment Fund	<b>75,818</b>	<b>70,736</b>
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Total Investments	<b>90,047</b>	<b>82,845</b>
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#### 6(a) Accounts receivable (unrestricted)

Tax recoverable	<b>3,903</b>	<b>4,579</b>
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#### 6(b) Prepayments (unrestricted)

Prepayments (restricted)	St Johns insurance	300	287
	Bullimores wage account	348	809

**Liabilities****7. Sundry creditors amounts falling due in one year**

unrestricted funds	Prepayments - Orange	2,665	2,479
	-field rent	833	833
	Floodlights	100	90
	Other creditors- utilities	533	500
	church expenses	452	311
	other	294	12,634
	Traidcraft loan	50	50
		<b>4,927</b>	<b>16,897</b>
Restricted funds	Outward giving	<b>493</b>	<b>433</b>

## 9. FUNDS

The restricted funds comprise the General Support Fund, the Youth Work Fund, St John's Building Fund, St John's Peace Garden Fund, the Building Development Fund, the Communications Fund, the Jonas Retirement Fund and the Touche Fund. The Touche Fund is to be used for the maintenance of the church and churchyard so long as the Touche family grave is kept in good order and repair. Income from Curacy House Trust is Unrestricted

### Fund Movements

#### 9(a) Restricted

	G S Fund	Youth Work Fund	St John's Building Fund	St John's Peace Garden	Touche Fund	Building Development Fund	Communications Fund	Jonas	Total 2021	2020
balance 1/1/21	8,544	6,226	222,125	3,776	2,593	12,486	2,498	0	258,248	265,873
incoming resources	180	4,137	1,010	0	307	2,120	0	7,590	15,344	10,386
Transfers	0	0	0	0	0	0	0	263	263	0
resources expended	4,204	5,007	2,212	0	0	0	2,420	7,853	21,696	18,011
balance 31/12/21	<b>4,520</b>	<b>5,356</b>	<b>220,923</b>	<b>3,776</b>	<b>2,900</b>	<b>14,606</b>	<b>78</b>	<b>0.00</b>	<b>252,159</b>	<b>258,248</b>
Represented by:										
Tangible fixed assets	0	0	218,207	0	0	0	0	0	218,207	219,420
Investments	0	0	0	0	0	14,229	0	0	14,229	12,109
Bullimores wage account	0	348	0	0	0	0	0	0	348	809
Building Extension Fund Cash at bank	0	0	1,264	0	0	0	0	0	1,264	1,264
Churchyard grant cash at bank	0	0	1,440	0	0	0	0	0	1,440	1,440
Main Fund Cash at bank	4,520	5,008	12	3,776	2,900	377	78	0	16,671	23,206
	<b>4,520</b>	<b>5,356</b>	<b>220,923</b>	<b>3,776</b>	<b>2,900</b>	<b>14,606</b>	<b>78</b>	<b>0</b>	<b>252,159</b>	<b>258,248</b>

#### 9(b) Endowment

	Touche Fund	Curacy House Trust	Total 2021	2020
Opening Balance 1/1/21	11,678	79,005	90,683	89,630
increase in value of investments	-770	5,852	5,082	1,053
balance 31/12/21	<b>10,908</b>	<b>84,857</b>	<b>95,765</b>	<b>90,683</b>
Represented by				
Investments	10,908	64,910	75,818	70,736
Short term deposits	0	19,947	19,947	19,947
	<b>10,908</b>	<b>84,857</b>	<b>95,765</b>	<b>90,683</b>

## INDEPENDENT EXAMINERS REPORT TO THE PAROCHIAL CHURCH COUNCIL

I report on the accounts of the Parochial Church Council for the year ended 31<sup>st</sup> December 2020 which are set out on pages to .

### ***Respective responsibilities of the Trustees and Independent Examiner***

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year by Church Accounting Regulations and 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 the Church Accounting Regulations and section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5)(b) of the 2011 Act;
- and to state whether 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 and in the Church Guidance, 2006 edition.

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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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***


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
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these 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.

D R Andrews BSc MBA FCA  
Northacre  
Deerleap Road  
Westcott  
Surrey  
RH4 3LD



28 April 2022

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28 April 2022