

# **The PCC of the Ecclesiastical Parish of St. John's, Hurst Green, Surrey**

## **Trustees Report for year ended 31 December 2020**

### **Aim and Purposes**

St John's Parochial Church Council (PCC), with churchwardens and clergy, is responsible for promoting the whole mission of the Church - pastoral, evangelistic, social and ecumenical - through this ecclesiastical parish. St John's is one of four churches in the Oxted Team Ministry. Revd Anna Eltringham is the Team Rector of the Oxted Team and has direct responsibility for St John's Church and neighbouring parish St George's, Crowhurst.

The PCC is also specifically responsible for the maintenance and management of St Agatha's Hall situated on Hurstlands and The York Rooms (an extension to the North side of the church) both of which are appreciated by many different groups and people in the community.

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St John's. The PCC maintains an overview of worship and makes suggestions about how our services can be more accessible to all who live within our parish.

When planning our activities for the year, the clergy, churchwardens and the PCC have considered the Commission's guidance on public benefit and in particular the specific guidance on charities for the advancement of religion.

We try to enable ordinary people to live out their faith as part of our Parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in God.
- Provision of pastoral care for people living in the Parish.
- Missionary and outreach work.
- To facilitate this work it is important that we maintain the fabric of the church of St John's and St Agatha's Hall.

### **Achievements and Performance**

#### **Worship and Prayer**

The PCC offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. During the pandemic of 2020/1, online and other creative services have also been offered.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping.

Despite the restrictions of the pandemic we have celebrated 11 baptisms, 2 weddings and 25 funerals this year. Where possible, we follow up the Baptisms at St John's through the team of Baptism Visitors and by encouraging families to come to services and events such as the popular baby and toddler group YoYos, all age service on the first Sunday of the month (often with upwards of 25 children) or monthly Cafe Church. However during 2020 these services had to be reduced and instead made available as pre-recorded or real-time streamed videos over the internet, or conducted outdoors.

At the end of 2020 there were 143 people on the church Electoral Roll.

The church has sometimes been closed for worship and private prayer in response to government guidelines during the pandemic.

### **Deanery Synod**

One member of the PCC continues to sit on the Deanery Synod during 2020. This provides the PCC with an important link between the Parish and the wider structures of the Church.

### **Pastoral Care**

Children and youth support has reduced during the pandemic although the older group for 10+ year olds called 'Sunday Munch' continued to meet on Zoom to discuss pertinent topics.

The team-wide youth group for 10-18 year olds, the Art Group and the fortnightly coffee morning for those who live alone had to be suspended during COVID. Clergy with one Southwark Pastoral Auxiliary and a Reader also care for people on an ongoing basis.

### **Mission and Evangelism**

We continued to distribute our monthly Parish Newsletter to approximately 3000+ households in Hurst Green during the Pandemic. The Newsletter keeps everyone informed of church matters and also includes information about activities in Hurst Green - it was a great way to connect with the community during the pandemic and let people know they could come to us for help.

The pandemic also brought creative expression in the form of a Hurst Green online nativity starring actors from across the community, a nativity in a box for families who received an extra one to give to a friend and a mini hamper delivered to those on their own.

We also held some stimulating Lent talks on Zoom and were grateful to hear that our online services were being watched by residents in local residential, nursing and dementia care homes.

### **Ecumenical Relationships**

St John's is a member of Churches Together in Oxted and District and we have a good relationship with the Hurst Green Evangelical church. Sadly the Hurst Green Methodist church closed this year and so we have welcomed some exiles into St John's who worshipped there.

Revd Anna Eltringham

*Team Rector of the Oxted Team and Team Vicar of St John's, Hurst Green and St George's, Crowhurst*

Julian Taylor

*Treasurer of PCC of St John's, Hurst Green*

**The Parochial Church Council of the Ecclesiastical Parish of St. John's, Hurst Green, Surrey**  
**Statement of Financial Activities for the Year Ended 31 December 2020**

**Income and Expenditure**

	Note	Unrestricted Funds	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£	£
<b>Income</b>						
<b>Voluntary Receipts</b>						
Planned Giving		69,467	-	-	69,467	71,413
All Other Giving & Voluntary Receipts	1a	11,070	4,287	-	15,357	33,666
Gift Aid Recovered		17,406	561	-	17,967	13,502
		<b>97,943</b>	<b>4,848</b>		<b>102,791</b>	<b>118,581</b>
<b>Activities for Generating Funds</b>						
Church Rooms	7	-	1,258	-	1,258	2,190
Hurst Green News	8	-	4,242	-	4,242	5,537
St. Agatha's Hall	9	10,379	-	-	10,379	18,487
Other Fundraising & Trading Income		1,008	65	-	1,073	6,186
		<b>11,387</b>	<b>5,565</b>	<b>-</b>	<b>16,952</b>	<b>32,400</b>
Investment Income	1b	-	-	409	409	504
Statutory Fees Retained		1,418	-	-	1,418	3,972
Grants & Other Income	1c	9,063	-	4,950	14,013	8,721
<b>Total Income</b>		<b>119,811</b>	<b>10,413</b>	<b>5,359</b>	<b>135,583</b>	<b>164,178</b>
<b>Expenditure</b>						
<b>Church Activities</b>						
Parish Support Fund		63,325	-	-	63,325	62,540
Clergy and Staffing Costs		12,356	-	2,315	14,671	16,476
Fabric & Grounds	1d	14,689	4,570	-	19,259	35,316
Church Running Expenses	1e	10,666	-	2,276	12,942	16,789
Mission Giving & Donations	1f	2,030	-	-	2,030	1,357
		<b>103,066</b>	<b>4,570</b>	<b>4,591</b>	<b>112,227</b>	<b>132,478</b>
<b>Cost of Generating Funds</b>						
Church Rooms	7	-	1,267	-	1,267	111
Hurst Green News	8	-	3,544	-	3,544	2,648
St. Agatha's Hall	9	22,398	-	-	22,398	12,038
Other Activities		1,158	-	-	1,158	3,564
		<b>23,557</b>	<b>4,811</b>	<b>-</b>	<b>28,368</b>	<b>18,361</b>
Other Activities		-	-	-	-	-
<b>Total Expenses</b>		<b>126,623</b>	<b>9,381</b>	<b>4,591</b>	<b>140,595</b>	<b>150,839</b>
<b>Excess / (Defecit) of Income over Expenditure</b>		<b>(6,812)</b>	<b>1,032</b>	<b>768</b>	<b>(5,012)</b>	<b>13,339</b>
Transfer between Funds	2	99	-	(99)	-	-
Investment Gains (or Losses)	3	-	-	574	574	1,312
<b>Net Movement of Funds</b>		<b>(6,713)</b>	<b>1,032</b>	<b>1,243</b>	<b>(4,438)</b>	<b>14,651</b>
Total Funds Brought Forward from 2019		41,376	8,029	63,306	112,711	98,060
<b>Total Funds Carried Forward to 2021</b>		<b>34,663</b>	<b>9,061</b>	<b>64,549</b>	<b>108,273</b>	<b>112,711</b>

## Statement of Financial Activities for the Year Ended 31 December 2020

### Statement of Assets and Liabilities

	Note	Unrestricted Funds	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£	£
<b>Assets</b>						
<b>Cash Funds</b>						
Bank Current Accounts		35,370	2,814	6,935	45,119	57,836
Deposit Account		-	-	49,362	49,362	34,302
Social Lending		-	7,529	-	7,529	7,529
		<b>35,370</b>	<b>10,343</b>	<b>56,297</b>	<b>102,010</b>	<b>99,667</b>
<b>Accounts Receivable</b>	4	4,595	941	-	5,536	7,056
<b>Total Current Assets</b>		<b>39,965</b>	<b>11,284</b>	<b>56,297</b>	<b>107,546</b>	<b>106,723</b>
<b>Investments</b>						
CCLA CBF Investment Fund	3	-	-	8,895	8,895	8,320
<b>Total Assets</b>		<b>39,965</b>	<b>11,284</b>	<b>65,192</b>	<b>116,441</b>	<b>115,043</b>
<b>Liabilities</b>						
<b>Current Liabilities</b>						
Accounts Payable	5	4,148	-	643	4,791	2,132
Deferred Income	6	1,154	2,223	-	3,377	200
		<b>5,302</b>	<b>2,223</b>	<b>643</b>	<b>8,168</b>	<b>2,332</b>
<b>Total Liabilities</b>		<b>5,302</b>	<b>2,223</b>	<b>643</b>	<b>8,168</b>	<b>2,332</b>
<b>Net Assets</b>		<b>34,663</b>	<b>9,061</b>	<b>64,549</b>	<b>108,273</b>	<b>112,711</b>
<b>Represented By:-</b>						
<b>Unrestricted Funds</b>						
St John's General		27,251			27,251	21,945
St Agatha's Hall		7,412			7,412	19,431
		<b>34,663</b>	-	-	<b>34,663</b>	<b>41,376</b>
<b>Designated Funds</b>						
St John's - Church Rooms			491		491	500
St John's - Building			(703)		(703)	-
St John's - Grounds			(196)		(196)	-
Fundraising Events			-		-	-
Community Fund			1,242		1,242	-
Hurst Green News			698		698	-
Boom Credit Union			7,529		7,529	7,529
		-	<b>9,061</b>	-	<b>9,061</b>	<b>8,029</b>
<b>Restricted Funds</b>						
CEA 2018 - Worship Materials				-	-	500
CEA 2018 - Cafe Church Crafts				-	-	169
St Giles Youth Choir Leader				-	-	2,314
CEA 2019 - Team Websites				1,153	1,153	2,700
CEA 2020 - Childrens' Worker				4,950	4,950	-
CCLA CBF CofE Deposit		-		49,362	49,362	49,302
Win Marnell Flower Fund				9,084	9,084	8,320
		-	-	<b>64,549</b>	<b>64,549</b>	<b>63,305</b>
<b>Total Funds</b>		<b>34,663</b>	<b>9,061</b>	<b>64,549</b>	<b>108,273</b>	<b>112,710</b>

# Statement of Financial Activities for the Year Ended 31 December 2020

## Notes to the Accounts

	Unrestricted Funds	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
<b>1. Further Analysis of Income and Expenditure</b>					
<b>a) All Other Giving &amp; Voluntary Receipts</b>					
"Let there be Light" project	-	-	-	-	22,212
Legacies	-	-	-	-	1,250
Other Donations	11,070	4,287	-	15,357	10,204
	11,070	4,287	-	15,357	33,666
<b>b) Investment Income</b>					
CCLA CBF Investment Fund (see Note 4)	-	-	250	250	248
CCLA CBF Church of England Deposit	-	-	159	159	256
	-	-	409	409	504
<b>c) Grants &amp; Other Income</b>					
All Churches & Parish Council (for Lighting project)	-	-	-	-	2,050
St Giles grant for Youth Choir Leader	-	-	-	-	2,750
CEA 2019 grant - Team Websites	-	-	-	-	3,000
HMRC Employment Retention Grants (Furlough)	7,290	-	-	7,290	-
Tandridge DC (towards St. Agatha's cloakroom refurbishment)	500	-	-	500	-
CEA 2020 Grant - Children's Worker	-	-	4,950	4,950	-
Ecclsiastical Insurance (for church heating repairs)	1,773	-	-	1,773	-
Sundry Income	(500)	-	-	(500)	921
	9,063	-	4,950	14,013	8,721
<b>d) Fabric &amp; Grounds</b>					
"Let there be Light" project	504	-	-	504	22,824
Ecclesiastical Insurance	5,287	-	-	5,287	5,177
Lady Chapel roof repairs	-	3,540	-	3,540	-
Church heating - pump move & replace	3,030	-	-	3,030	-
External light switch	342	-	-	342	-
Patio repair behind York Rooms	2,043	-	-	2,043	-
Grounds maintenance	1,589	902	-	2,491	2,080
Other church repairs & maintenance	1,894	128	-	2,022	5,235
	14,689	4,570	-	19,259	35,316
<b>e) Church Running Expenses</b>					
Sanctuary & Worship Costs	1,104	-	669	1,773	779
Fixtures, Fittings & Equipment	759	-	-	759	-
Software & system hosting fees; subscriptions	646	-	-	646	3,262
Housekeeping	211	-	-	211	-
Team websites project management & consultancy	-	-	1,547	1,547	-
Utility Costs - Gas	2,998	-	-	2,998	2,248
Utility Costs - Electricity	1,766	-	-	1,766	1,608
Utility Costs - Water	675	-	-	675	486
Utility Costs - Phone, Broadband & Comms	873	-	-	873	580
Office Supplies	1,314	-	-	1,314	1,725
Others	320	-	60	380	6,101
	10,666	-	2,276	12,942	16,789
<b>f) Mission Giving &amp; Donations</b>					
Bishop's Lent Call	-	-	-	-	224
Clockwork Trust	-	-	-	-	180
Combat Stress	-	-	-	-	169
Tree Aid	-	-	-	-	79
Their Voice	-	-	-	-	180
SE Yorkshire Flood Appeal	-	-	-	-	152
Fairtrade 'Big Brew' (Mar 2020)	45	-	-	45	-
Zimbabwe mission booklets (Mar 2020)	200	-	-	200	-
Tandridge Voluntary Action 2020-21 membership	20	-	-	20	-
Action Salitaire pour le Développement Intégral de Goma (Aug 2020)	1,066	-	-	1,066	-
Christian Aid harvest (Nov 2020); cyclone (2019)	465	-	-	465	124
Action Aid child sponsorship	234	-	-	234	249
	2,030	-	-	2,030	1,357

Identified donations direct from donors to appeals' websites (not going through our accounts) = £1050, comprising:-  
£435 to Christian Aid Harvest Appeal, £615 to Welcare christmas appeal.

## Notes to the Accounts (continued)

	Unrestricted Funds	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
<b>2. Transfers to/from Restricted Funds</b>					
Income from CCLA CBF CoFE Deposit to St John's General	99	-	(99)	-	-
<b>3. Win Marnell Flower Fund</b>					
Income from CCLA CBF Investment Fund			250		248
Investment Gains (or Losses) during the year			574		1,312
Purchase of Flowers			(60)		(248)
Surplus/(Deficit) for year			<b>764</b>		<b>1,312</b>
Fund Brought Forward from last year			8,320		7,008
<b>Fund Carried Forward to next year</b>			<b>9,084</b>		<b>8,320</b>
Value of investment: CCLA CBF Investment Fund			<b>8,895</b>		<b>8,320</b>
<b>4. Accounts Receivable</b>					
Gift Aid claim	4,259	561	-	<b>4,820</b>	<b>6,556</b>
Church Rooms invoices	155	155	-	<b>310</b>	<b>500</b>
Hurst Green News invoices	-	225	-	<b>225</b>	-
St. Agatha's invoices	67	-	-	<b>67</b>	-
St. John's Office invoice	114	-	-	<b>114</b>	-
	<b>4,595</b>	<b>941</b>	-	<b>5,536</b>	<b>7,056</b>
<b>5. Accounts Payable</b>					
Expense claims to pay	851	-	163	<b>1,014</b>	<b>1,938</b>
Provision for repairs	-	-	-	-	<b>180</b>
Provision for utilities	1,352	-	-	<b>1,352</b>	<b>15</b>
Diocese fees and funeral expenses to pay	1,015	-	-	<b>1,015</b>	-
Mistaken receipt to repay (Fairalls)	930	-	-	<b>930</b>	-
Provision for Song Book printing	-	-	480	<b>480</b>	-
	<b>4,148</b>	-	<b>643</b>	<b>4,791</b>	<b>2,133</b>
<b>6. Deferred Income</b>					
Church Rooms deposits	-	-	-	-	-
Hurst Green News advertising for next year	-	2,223	-	<b>2,223</b>	-
St. Agatha's deposits	350	-	-	<b>350</b>	<b>200</b>
PCC share of statutory fees received in advance	804	-	-	<b>804</b>	-
	<b>1,154</b>	<b>2,223</b>	-	<b>3,377</b>	<b>200</b>

## Notes to the Accounts (continued)

	Unrestricted Funds	Unrestricted Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
<b>7. Church Rooms - Summary Income and Expenditure</b>					
Hire fees (Apr 2020 onwards); Donations (2019 to Mar 2020)		1,258			2,190
<b>Total Income</b>		<b>1,258</b>			<b>2,190</b>
Wages & Salaries, administrator		668			-
Care & cleaning		59			111
Routine repairs & maintenance		-			-
Major repairs		540			-
Publicity & consultancy		-			-
<b>Total Expenses</b>		<b>1,267</b>			<b>111</b>
<b>Surplus/(Deficit) for year</b>		<b>(9)</b>			<b>2,079</b>
Fund Brought Forward from last year		500			(1,579)
<b>Fund Carried Forward to next year</b>		<b>491</b>			<b>500</b>
<b>8. Hurst Freen News - Summary Income and Expenditure</b>					
Advertising Fees		4,242			5,537
<b>Total Income</b>		<b>4,242</b>			<b>5,537</b>
Printing		1,846			2,648
Wages & Salaries		1,698			-
<b>Total Expenses</b>		<b>3,544</b>			<b>2,648</b>
<b>Surplus/(Deficit) for year</b>		<b>698</b>			<b>2,889</b>
Fund Brought Forward from last year		-			(2,889)
<b>Fund Carried Forward to next year</b>		<b>698</b>			<b>-</b>
<b>9. St. Agatha's Hall - Summary Income and Expenditure</b>					
Hire Fees - Regulars	9,511				13,447
Hire Fees - One-off bookings	134				4,024
Tandridge District Council grant towards cloakroom refurbishment	500				-
Other Income	234				1,016
<b>Total Income</b>	<b>10,379</b>				<b>18,487</b>
Wages & Salaries, administrator	826				4,057
Care & cleaning	1,276				701
Routine repairs & maintenance	1,488				3,866
Major repairs	14,528				-
Insurance premium / (claims)	1,179				925
Utilities	1,851				1,995
Publicity & consultancy	1,250				494
<b>Total Expenses</b>	<b>22,398</b>				<b>12,038</b>
<b>Surplus/(Deficit) for year</b>	<b>(12,019)</b>				<b>6,449</b>
Fund Brought Forward from last year	19,431				12,982
<b>Fund Carried Forward to next year</b>	<b>7,412</b>				<b>19,431</b>



## **Statement of Financial Activities for the Year Ended 31 December 2020**

### **Accounting Policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP, using the historical cost convention on the accruals basis.

### **Independent Examiner's Report**

#### **Independent Examiners Report to the Parochial Church Council**

This report on the accounts of the PCC for the year ended 31st December 2020, which are set out on pages 1 to 5, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

#### **Respective Responsibilities of PCC and the examiner**

As the members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144(1) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the Regulations.

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

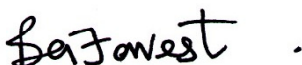
My examination was carried out in accordance with the General Directions given by the Charity commission under section 145 of the Act to be found in the Church Guidance, 2011 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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

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

- 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 Act; and to prepare statements which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

Barbara Forrest  
17 Orchard Way  
Hurst Green  
Surrey  
08 March 2021



### **Accounts Approval**

Submitted for approval by the Parochial Church Council at a meeting held on 11th March 2021

Reverend Canon Anna Eltringham



Julian Taylor ACMA  
Hon. Treasurer

