

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PAUL DORKING

England & Wales · Charity number 1133798

## Details

---

**Other names** PCC OF ST PAUL'S DORKING

**Status** Registered

**Legal form** Previously excepted

**Registered** 2010-01-27

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** St. Pauls Church  
St. Pauls Road West  
Dorking  
RH4 2HT

**Phone** 01306743378

**Email** [finance@stpaulsdorking.org.uk](mailto:finance@stpaulsdorking.org.uk)

**Website** [www.stpaulsdorking.org.uk](http://www.stpaulsdorking.org.uk)

## Activities

---

**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** St. Paul's is a Church of England church in the Diocese of Guildford: a community made up of people from all kinds of backgrounds and all stages of life and faith. We are of an evangelical tradition and at our heart is a commitment to biblical teaching, spirit filled worship, prayer, community care & outreach, and children's & youth work. One expression of this is in running a Nursery School.

## Classification

---

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Education/training, Religious Activities
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

---

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Surrey

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£517,785	£560,181	£2,181,694	11
2023-12-31	£576,598	£514,791	£2,224,090	11
2022-12-31	£475,856	£491,886	-	-
2021-12-31	£431,038	£474,747	-	-
2020-12-31	£417,892	£506,327	-	-

## Trustees

Name	Role	Appointed
Alison Everness		2024-10-01
Benjamin Jon Powell		2026-04-26
Carol Moyra Chapman		2024-04-28
Caroline Margaret Rose		2019-04-27
Catherine Matthews		2025-04-06
Esther Samuel		2025-04-06
Fiona Elizabeth Napper		2023-04-27
GRAHAM PATRICK EVERNESS		2014-04-28
Heather Goddard		2021-09-20
Jacqueline Susan Goel		2026-04-26
James Daniel Cox		2025-04-06
Johnathan Appleton		2023-04-27
Julia-Marie White		2026-04-26
MRS Maggie Hill		
Margaret Ruth Dunning		2021-04-29
Mark Brookman		2024-04-28
Philip Lowes Mockler		2021-04-29
Rev Alexander Xenophon Cacouris		2019-09-25
Rev Rachel Hamilton		2023-11-02
Sarah Jane Beasley		2025-04-06
Stephen Paul Goddard		2021-04-29
Susan Patricia Swain Fossey		2020-10-15
Timothy Rupert Hodges		2024-04-28

---

# Accounts

---

**REGISTERED CHARITY NUMBER: 1133798**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2024  
FOR  
THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

Ellis Atkins  
Chartered Accountants  
Constable Court  
62 Dene Street  
Dorking  
Surrey  
RH4 2DP

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	<b>Page</b>
<b>Report of the Trustees</b>	1 to 9
<b>Independent Examiner's Report</b>	10
<b>Statement of Financial Activities</b>	11
<b>Balance Sheet</b>	12
<b>Cash Flow Statement</b>	13
<b>Notes to the Cash Flow Statement</b>	14
<b>Notes to the Financial Statements</b>	15 to 25

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking, is also known as St Paul's Church Dorking. The members of St Paul's Parochial Church Council (PCC) are the trustees of the charity.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions.

The PCC provides overall governance of all that goes on at St Paul's Church, providing a check and a balance on all matters (with the desire that the elected members represent the breadth and variety of the congregation). Individuals and teams are commissioned to focus on and implement key expressions of St. Paul's vision and provide the PCC with regular reports and updates on the progress to enable the PCC to provide care, counsel, insight, direction and formal decision-making.

The vision statement adopted in 2024 is "Loving God, Loving Dorking, Loving God's World". In order to implement this, we focus on the areas of Gathering, Growing and Going. Using these headings, the 2024 Mission Action Plan identified, among other things, the need to increase the resources, specifically leaders and helpers, for Children's and Youth work, to develop the process for welcoming and engaging newcomers and to take up opportunities to be involved in the local community through existing and possible new initiatives.

### **Public benefit**

St Paul's Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent in promoting, in the ecclesiastical parish and also (in support of the neighbouring churches) within the wider Mission Action Zone of Dorking, the whole mission of the Church (pastoral, evangelistic, social and ecumenical), for the public benefit.

When planning its activities for the year, the PCC has had regard to the Charity Commission's guidance on public benefit and, in particular, the Commission's supplementary guidance entitled 'The Advancement of Religion for the Public Benefit'.

### **Volunteers**

The church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

A monetary value for their contribution has not been included in the accounts, but the Annual Report provides some details of the role of volunteers and the extent of their activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Worship, Prayer and Teaching**

**Services:** are held each Sunday morning, normally at both 9:00am and 10:30am, and an evening service at 6:00pm. These are varied in style including Morning Prayer and Holy Communion, either based substantially on Common Worship or following a more informal format, with a "Café Church" service being held once a month. Services are also conducted in local residential homes for the elderly and we have continued to offer online service provision through the streaming of our 9:00am service.

**Prayer:** Prayer ministry is offered after services and there are regular prayer events.

**Small Groups:** During the week small groups meet, some during the day and others in the evening; there were 18 such groups with a total membership of 173 at the end of the year. These groups generally follow the same teaching programme used in the morning services. All members of the church are encouraged to become part of a small group, which provides fellowship and support for members, as well as training in discipleship and mission to the world around us. Around half the church family are members of a small group.

**Pastoral Care** A team of (currently) 13 diocesan-trained Pastoral Listeners and Visitors work with the Staff Ministry Team to provide confidential pastoral support for the parish community. The church continues to welcome people to train for this ministry and the Diocese offers ongoing training and support.

**St Paul's Children and Youth** is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events, schools' work and a holiday club. The Children's and Youth Ministry (CYM) is coordinated by a paid CYM Minister, assisted by a team of volunteers.

**Outreach:** Initiatives in 2024 on an ongoing basis include: A Mission Week with a visiting speaker who spoke in the church Sunday service, in local schools and at Momentum; the Alpha Course, for those exploring the Christian faith; Early Bird Café; SPOT for pre-school children and their carers; Momentum men's group; Young Families Network; Tea Together; Welcome Café with EFL support; and Gather, a weekly community meal held in the Christian Centre in Dorking town centre.

**The Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups.

**Promoting and supporting partnerships with churches and organisations:** We are members of Churches Together in Dorking and part of the Dorking Deanery within the Diocese of Guildford. We support mission partners working elsewhere in the UK and across the world as well as local community initiatives, specifically Dorking Beatitudes, Besom, Christians against Poverty and the Dorking Area Foodbank.

**Policy for Outward Giving**

The PCC has a policy for Outward Giving from the Church's resources which was last materially revised in 2011. 'Outward Giving' is defined as giving beyond St Paul's Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St Paul's Church such as the Priory School Chaplaincy, as well as activity in the rest of the UK and overseas. A budget for Outward Giving is set by the PCC each year, based on 10% of the voluntary income received during the previous year. The World Church and Community Social Transformation teams are responsible for making recommendations to the PCC on the use of this money.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**ACHIEVEMENT AND PERFORMANCE**

**Review of 2024**

**Church Membership and Attendance**

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2024 was 335, compared with 309 in April 2023. The Roll is due for a complete revision in 2025.

The average attendance in church for our Sunday services in 2024: 9.00am - 56, 10.30am - 141, 6.00pm - 28

The average number of views for each online service was 138. Some of these would have been 'live' viewings, but the majority were those watching all or part of a service at another time.

In 2024 there were: 8 Baptisms and 1 Thanksgiving service, no weddings and 15 funerals held in church.

**The Parochial Church Council (PCC)**

The PCC held bi-monthly meetings during 2024 together with an 'Awayday' (in June) to reflect on and discuss the Mission Action Plan (MAP). The agendas have included matters concerning strategy, governance and the sharing of news from a variety of ministries. There is an opportunity for PCC members to meet to pray together before the business meeting.

The main item(s) at each meeting were as follows: January - the Nursery, Buildings and Fabric; March - Community Social Transformation, Annual Report and Accounts; May - Election of Officers and PCC structure; July - Feedback from Awayday; September - Mission Action Plan; November - Budget proposals for 2025. In addition the Standing Committee and the Safeguarding, Health and Safety, Fabric and Buildings, Finance and Deanery teams reported at each meeting. Other items discussed included the application for St Paul's School to join the Good Shepherd Trust, ways to encourage all members of the church family to commit in some way to regular financial giving to the church, and the role of volunteers and planning for "Join a Team Sunday" which was held in June.

**2024 Report on Goods, Fabric and Estate**

Our Facilities Manager moved on from St Paul's in October 2024 and we have successfully recruited his replacement (starting work in January 2025) whose role (similarly to his predecessor) encompasses oversight of the practical, strategic planning and compliance issues around maintenance of the church estate.

The Quinquennial Inspection (QI) took place in May 2024. Many issues were identified, although none were of major structural or immediate high-risk impact. However, there is costly and important work to be undertaken on masonry, gutters and downpipes. We were also inspected by Ecclesiastical Insurance (EIC) in May 2024 and this visit identified a few areas for us to address in order to ensure ongoing coverage for insurance purposes in the event of a claim. All have been satisfied and EIC advised.

Renewable energy as a source of heating the church as opposed to our current gas boilers remains an issue for the future and we need to be looking to a different source ahead of the Church of England's net-zero target date of 2030. We are advised to wait for technology to catch up before committing to possible replacements.

The Fabric Committee continue to meet quarterly and comprise a group of willing and knowledgeable volunteers who give their time and advice to address some of the practical maintenance issues which arise.

We have fulfilled our general maintenance obligations regarding the Vicarage and report no outstanding issues.

The current tenants of 6 Falkland Road will be moving out in early 2025 at which time we will need to conduct a thorough survey in order to present the property in good order for the next tenant. Coincidentally, at the time of writing we are awaiting a QI on the property prompted by the Church Commissioners' requirement to ensure the ongoing viability of their financial investment under the terms of the Value-Linked Loan.

Responsibility for the maintenance of the School House Flat has been passed to the Good Shepherd Trust, of which St Paul's School is now a member.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**ACHIEVEMENT AND PERFORMANCE**

**Review of 2024**

**Dorking Deanery Synod**

Area Dean: Peter Nevins Lay Chair: Graham Everness

Four members of the St Paul's PCC also serve on the Dorking Deanery Synod, and there are currently vacancies for two more.

The Synod met three times during 2024:

- in March, with a focus on ministry in the Priory School through both the School Chaplain (Rob Stevens) and the newly-appointed Diocesan Youth Catalyst Project Hub leader (Andy Poole);
- in June, with a focus on the Church Development Plans that had followed on from the Parish Needs Process run by the Diocese;
- in October, with an update from Andy Poole (see above) and a presentation by Peter Nevins of the conclusions from his doctorate thesis on 'Church Planting in post-Christendom Europe' (with a specific focus on the rural parishes around Dorking).

The Synod also contributed to the organisation of a 'Special Civic and Dorking Deanery Service of Welcome' when Paul Davies was consecrated as the new Bishop of Dorking.

**Annual Report on Safeguarding of Children & Vulnerable Adults 2023**

Safeguarding Team: Parish Safeguarding Officer (Children/Youth): Jamie Trezise, Parish Safeguarding Officer (Vulnerable Adults): Penelope Arnold, Vicar: Alex Cacouris, Children's and Youth Minister: Steve Henwood, Churchwarden: Sarah Beasley (until 28th April 2024). In addition to this core team, Steve Goddard advises on training and policy as he has a great deal of experience with safeguarding compliance in his work with Tearfund. Since ceasing to be churchwarden, Sarah Beasley has continued to advise on policy and practice.

This group has met 3 times this year.

During the past year, the following issues have been addressed:

- Training: We have had a higher uptake on training, with only 6 people with outstanding training at time of writing. Considering the fact that church outreach and activities are ever-evolving, we are satisfied with this number as the vast majority of these are new team members, rather than those with training outstanding for a long period of time.
- We have made good progress in all areas recorded on the safeguarding dashboard, maintaining level 3, showing our continued commitment to safeguarding as a church. The action plan produced by the dashboard is shared with the PCC annually. We have resolved, in consultation with the Diocese, some questions regarding the church's safeguarding practices which had been raised by a member of the PCC.
- We had a successful safeguarding Sunday in October, with the whole church being reminded of key safeguarding information.

2024-2025 Concerns Raised: Since the last APCM report, we have had one safeguarding concern regarding a vulnerable adult. This concern was dealt with quickly, with no further action needed.

Annual Policies for adoption by PCC: The PCC Safeguarding Statement, Parish Safeguarding Responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable Adults, Safer Recruitment Policy and PCC-Endorsed Church Activities are approved by the PCC every year.

**GDPR Report for 2024**

During the last year, the following actions have been taken:

- The purpose and benefits of GDPR are regularly promoted across the congregation, and St Paul's church continues to operate robust processes to ensure the organisation is GDPR compliant.
- St Paul's continues to livestream the 9:00 Sunday services, and this is regularly communicated to the congregation, as well as the display of posters for visitors.
- Livestream consent forms are in place, for those people who regularly appear on the platform, with consent tags added to church members on the St Paul's database (Churchsuite). Checks are made on new individuals, who may appear on the platform, so that consents are kept up to date.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**ACHIEVEMENT AND PERFORMANCE**

**St Paul's Nursery**

There have been various changes and challenges that the nursery has faced and overcome this past year. We said goodbye to our Head, Jacque Moulder, Deputy, Katie Davies and another member of staff, Nicola Breen and we welcomed Kate Ward, our new Head, Katie Bailey, our new Deputy and three other new members of staff.

It has been a busy start to the new academic year for the nursery. With our numbers for the Autumn Term being very low we approached our Good Neighbourhood Group to ask for their agreement to the hours of the nursery being extended to 30 hours to make the nursery financially viable. With the good news that this was passed, we have now been able to offer parents extended hours which has increased our numbers significantly, making the nursery flourish once again. We thank God for his hand of favour over the nursery during this time. Considering all these changes and challenges, the nursery is thriving. The children seem to be settling in well, the new children as well as the returners, and we are looking to employ more staff.

We have a management committee who work hard to make sure that the nursery operates well, following best practice, and our Designated Safeguarding Lead continues to ensure all our policies and training are up to date. We are thankful for this work which, although it may be behind the scenes, does not go unnoticed.

The links between the church and the nursery are still growing stronger and we are looking for ways to engage even more with the church. We are grateful for the support of the church and for the many church volunteers who give their time to the nursery.

**FINANCIAL REVIEW**

**Financial position**

**Introduction**

2024 performance was in line with the expectations set at the start of the year, resulting in a measured deficit that was driven by the decision taken in 2023 to invest in our staff team and in new outreach and ministry initiatives as part of St Paul's' vision of "Loving God, Loving Dorking and Loving God's World."

We were in a position to budget for a measured deficit because we entered the year with a strong opening reserves position as referenced in the 2023 annual report. During the year, we remained mindful of spending levels and total expenditure was less than budgeted overall. On the income side, we were pleased to have one-off gifts and other income above budget which narrowed our planned deficit overall.

Looking ahead to 2025, we hope to add to our staff team through recruiting an Operations Manager to build the support function and release our paid staff and volunteers to carry out our mission and ministry activities. We also expect changes to other roles in our team as well as smaller increases in other areas of expenditure. Thus, the PCC plans to expand both our cost base and levels of income to match so that our reserves position remains well-managed into 2026.

**Overview**

A deficit was made for the year of £42,396 (2023 surplus of £61,807). Within this result is a Nursery surplus of £13,486 (2023: £13,841).

Total income for the year was £518k (2023: £577k). Unrestricted income, which in particular excludes the Nursery, was £410k (2023: £473k).

Total expenditure for the year was £560k (2023: £515k). Unrestricted expenditure, which excludes building depreciation as well as expenditure by the Nursery, was £431k (2023: £385k).

The balance of our unrestricted funds now stands at £242k (2023: £262k). Within that, the balance of the General Fund, which is used for regular ongoing income and expenditure, stands at £162k (2023: £197k).

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**FINANCIAL REVIEW**

**Reserves policy**

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold excessive reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £75,000, which equates to approximately 3 months of routine expenditure. If the General Fund reserve exceeds £150,000, being 6 months of general routine expenditure, the PCC will consider how it will use the excess. If the General Fund reserve is below £75,000, the PCC will consider how to manage this shortfall. These thresholds will be reviewed every 3 years with the next review to take place in the 2027 accounts.

**Risk Policy**

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a periodic focus on financial giving to the church as part of its members' stewardship, in conjunction with ongoing publicity about operational costs, budgets and the funding of opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with the regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever practicable, thus limiting the number and associated cost of paid staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as "The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking" in January 2010.

**Recruitment and appointment of new trustees**

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. A term of office may be less than three years if a vacancy occurs due to a resignation of a lay member during their term of office.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

Staff Ministry Team

Incumbent Vicar	Rev Alex Cacouris BA, BSc
Associate Vicar	Rev Rachel Hamilton BA
Permission to Officiate	Rev Jenny Firth BMus, PGCE, DipHE, Dip Min
Permission to Officiate	Rev Jeff Yelland CEng, DipHE, STETS
Children's and Youth Minister	Steve Henwood BA(Ed)
Licensed Lay Minister	Graham Everness BA, FIA, DipHE (TMM)
Licensed Lay Minister	Heather Goddard BA, DipHE (TMM), DipM
Ordinands	Karen Wheatley BSc, Dip. Couns, PTLLS (until July 2024), Jon Ruddock BSc MSc DMHN DMS

**Officers of the PCC**

Chairman	Rev Alex Cacouris
Vice-chairman	Sarah Beasley (until April 2024) Tim Hodges (from May 2024)
Secretary	Caroline Rose (until April 2024), Alison Everness (from October 2024)
Treasurer	Johnathan Appleton and Fiona Napper
Electoral Roll Officer	Joanna Cassidy

**Standing Committee**

The PCC Standing Committee (Vicar, Associate Vicar, Churchwardens, Secretary and Treasurers) meets regularly between PCC meetings and its principal functions are to ensure effective and wise direction, stewardship and decision-making across the governance, ministry and mission of the church. This committee reports to the PCC at every meeting.

**Trustees: (Members of the PCC)** are ex-officio, elected or decided by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. The members who served at any time from January 2024 until the date this report was approved are:

**Ex Officio:**

Clergy: Rev Alex Cacouris (Vicar), Rev Rachel Hamilton (Associate Vicar)

LLM: Heather Goddard

Church Wardens: Sarah Beasley until April 2024, James Cox until April 2024, Maree Bryant from April 2024, Tim Hodges from April 2024

Diocesan Synod Representative: Graham Everness

Deanery Synod Representatives: Maggie Hill, Caroline Rose, Karen Wheatley (until April 2024), Sue Swain Fossey

**Elected PCC Members:**

Johnathan Appleton, Alex Birch, Mark Brookman (from April 2024), Catherine Carter Shaw (to April 2024), Carol Chapman (from April 2024), David Charles (to Jan 2024), Ruth Dunning, Steve Goddard, Katie Mackay, Phil Mockler, Fiona Napper, Andrew Ruddy, Mike Scott (from Apr 2024 to Jan 2025), Andy Thompson, Jamie Trezise, Nick White and Julienne Williams (to April 2024).

**Coopted PCC members:** Steve Henwood (Children's and Youth Minister) (to January 2024), Alison Everness (from October 2024).

**Decision making**

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team and the Wardens.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Induction and training of new trustees**

The PCC supports any new member or officer who wants to attend training run by the Diocese, CPAS and other organisations.

**Key management remuneration**

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation, the National Living Wage and the levels of pay increase granted by the Diocese.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1133798

**Principal address**

St Paul's Road West  
Dorking  
Surrey  
RH4 2HT

**Trustees**

S Beasley (resigned 28.4.24)  
Rev A Cacouris  
C Carter-Shaw (resigned 28.4.24)  
D Charles (resigned 16.1.24)  
J Cox (resigned 28.4.24)  
R Dunning  
G Everness  
H Goddard  
S Goddard  
S Henwood (resigned 31.1.24)  
M Hill  
K Mackay  
P Mockler  
A Ruddy  
C Rose  
S Swain-Fossey  
A Thompson  
J Trezise  
K Wheatley (resigned 28.4.24)  
N White  
J Williams (resigned 28.4.24)  
F Napper  
J Appleton  
A Birch  
Rev R Hamilton  
M Scott (appointed 28.4.24) (resigned 31.1.25)  
M Brookman (appointed 28.4.24)  
T Hodges (appointed 28.4.24)  
C Chapman (appointed 28.4.24)  
M Bryant (appointed 28.4.24)

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Philip Longstaff FCA  
Ellis Atkins  
Chartered Accountants  
Constable Court  
62 Dene Street  
Dorking  
Surrey  
RH4 2DP

**Bankers**

HSBC Bank plc

CAF Bank  
Kings Hill,  
West Malling  
ME19 4AT

Approved by order of the board of trustees on 28<sup>th</sup> March 2025 and signed on its behalf by:

Rev A Cacouris - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking (the Trust) for the year ended 31st December 2024.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Philip Longstaff FCA  
The Institute of Chartered Accountants in England and Wales

Ellis Atkins  
Chartered Accountants  
Constable Court  
62 Dene Street  
Dorking  
Surrey  
RH4 2DP

Date: 8<sup>th</sup> April 2025

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	31/12/24 Total funds £	31/12/23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations	2	<b>376,703</b>	<b>16,522</b>	<b>393,225</b>	451,676
<b>Charitable activities</b>					
Church	5	<b>14,593</b>	<b>1,303</b>	<b>15,896</b>	15,676
Nursery School		-	<b>88,252</b>	<b>88,252</b>	88,721
Other trading activities	3	<b>4,938</b>	-	<b>4,938</b>	5,026
Investment income	4	<b>14,164</b>	<b>1,310</b>	<b>15,474</b>	15,499
<b>Total</b>		<b><u>410,398</u></b>	<b><u>107,387</u></b>	<b><u>517,785</u></b>	<b><u>576,598</u></b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Church	6	<b>430,264</b>	<b>53,841</b>	<b>484,105</b>	437,433
Nursery School		-	<b>76,076</b>	<b>76,076</b>	77,358
<b>Total</b>		<b><u>430,264</u></b>	<b><u>129,917</u></b>	<b><u>560,181</u></b>	<b><u>514,791</u></b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(19,866)</b>	<b>(22,530)</b>	<b>(42,396)</b>	61,807
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<b>261,781</b>	<b>1,962,309</b>	<b>2,224,090</b>	2,162,283
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>241,915</u></b>	<b><u>1,939,779</u></b>	<b><u>2,181,694</u></b>	<b><u>2,224,090</u></b>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**BALANCE SHEET  
31ST DECEMBER 2024**

	Notes	Unrestricted funds £	Restricted funds £	31/12/24 Total funds £	31/12/23 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	152,397	1,872,683	2,025,080	2,070,030
<b>CURRENT ASSETS</b>					
Debtors	13	8,426	-	8,426	7,259
Cash at bank		<u>249,708</u>	<u>74,465</u>	<u>324,173</u>	<u>344,344</u>
		258,134	74,465	332,599	351,603
<b>CREDITORS</b>					
Amounts falling due within one year	14	<u>(20,116)</u>	<u>(7,369)</u>	<u>(27,485)</u>	<u>(49,043)</u>
<b>NET CURRENT ASSETS</b>		<u>238,018</u>	<u>67,096</u>	<u>305,114</u>	<u>302,560</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		390,415	1,939,779	2,330,194	2,372,590
<b>CREDITORS</b>					
Amounts falling due after more than one year	15	<u>(148,500)</u>	-	<u>(148,500)</u>	<u>(148,500)</u>
<b>NET ASSETS</b>		<u>241,915</u>	<u>1,939,779</u>	<u>2,181,694</u>	<u>2,224,090</u>
<b>FUNDS</b>	17				
Unrestricted funds				241,915	261,781
Restricted funds				<u>1,939,779</u>	<u>1,962,309</u>
<b>TOTAL FUNDS</b>				<u>2,181,694</u>	<u>2,224,090</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 28<sup>th</sup> March 2025 and were signed on its behalf by:

A Cacouris - Trustee

F Napper - Trustee

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	Notes	31/12/24 £	31/12/23 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(17,007)</u>	<u>122,171</u>
Net cash (used in)/provided by operating activities		<u>(17,007)</u>	<u>122,171</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		<u>(1,625)</u>	<u>(5,357)</u>
Interest received		<u>8,461</u>	<u>5,599</u>
Net cash provided by investing activities		<u>6,836</u>	<u>242</u>
<b>Cash flows from financing activities</b>			
Loan repayments in year		<u>(10,000)</u>	<u>-</u>
Net cash (used in)/provided by financing activities		<u>(10,000)</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>			
Cash and cash equivalents at the beginning of the reporting period		<u>344,344</u>	<u>221,931</u>
Cash and cash equivalents at the end of the reporting period		<u>324,173</u>	<u>344,344</u>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>31/12/24</b>	<b>31/12/23</b>
	£	£
<b>Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)</b>	<b>(42,396)</b>	<b>61,807</b>
<b>Adjustments for:</b>		
Depreciation charges	<b>46,575</b>	46,935
Interest received	<b>(8,461)</b>	(5,599)
(Increase)/decrease in debtors	<b>(1,167)</b>	217
(Decrease)/increase in creditors	<b><u>(11,558)</u></b>	<u>18,811</u>
<b>Net cash (used in)/provided by operations</b>	<b><u>(17,007)</u></b>	<u>122,171</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/1/24	Cash flow	At 31/12/24
	£	£	£
<b>Net cash</b>			
Cash at bank	<u>344,344</u>	<u>(20,171)</u>	<u>324,173</u>
	<u>344,344</u>	<u>(20,171)</u>	<u>324,173</u>
<b>Debt</b>			
Debts falling due within 1 year	<b>(10,000)</b>	<b>10,000</b>	-
Debts falling due after 1 year	<b><u>(148,500)</u></b>	<u>-</u>	<b><u>(148,500)</u></b>
	<b><u>(158,500)</u></b>	<u>10,000</u>	<b><u>(148,500)</u></b>
<b>Total</b>	<b><u>185,844</u></b>	<b><u>(10,171)</u></b>	<b><u>175,673</u></b>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Government grants are recognised when the PCC is notified of entitlement, and all conditions have been satisfied.

Legacies are recognised when probate has been granted, the PCC has established its entitlement, and when the legacy is probable and can be measured sufficiently accurately.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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

**Tangible fixed assets**

Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011. No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be an inalienable property.

Equipment used within the church premises is depreciated on a straight line basis over 4 years (except equipment in the Nursery Fund, which is over 2 years). Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

The church centre is depreciated on a straight line basis over 50 years (note: from 2020, previously depreciated over 100 years). Kitchen equipment is depreciated on a straight line basis over 10 years.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of the main funds is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

<b>2. DONATIONS</b>	<b>31/12/24</b>	31/12/23
	£	£
Regular giving	<b>286,825</b>	271,195
Donations & collections	<b>39,698</b>	96,873
Gift aid	<b>64,702</b>	77,686
Grants	<b><u>2,000</u></b>	<u>5,922</u>
	<b><u>393,225</u></b>	<u>451,676</u>
<b>3. OTHER TRADING ACTIVITIES</b>	<b>31/12/24</b>	31/12/23
	£	£
Fundraising events	-	778
Room hire	<b><u>4,938</u></b>	<u>4,248</u>
	<b><u>4,938</u></b>	<u>5,026</u>
<b>4. INVESTMENT INCOME</b>	<b>31/12/24</b>	31/12/23
	£	£
Rents received	<b>7,013</b>	9,900
Deposit account interest	<b>7,796</b>	4,906
Investment funds income	<b><u>665</u></b>	<u>693</u>
	<b><u>15,474</u></b>	<u>15,499</u>
<b>5. INCOME FROM CHARITABLE ACTIVITIES</b>	<b>31/12/24</b>	31/12/23
	£	£
Church activities	<b>15,896</b>	15,676
Nursery School	<b><u>88,252</u></b>	<u>88,721</u>
	<b><u>104,148</u></b>	<u>104,397</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 7) £	Totals £
Church	335,861	148,244	484,105
Nursery School	<u>55,264</u>	<u>20,812</u>	<u>76,076</u>
	<u><b>391,125</b></u>	<u><b>169,056</b></u>	<u><b>560,181</b></u>

**7. SUPPORT COSTS**

	Management £	Finance £	Information technology £
Church	90,773	205	4,649
Nursery School	<u>20,752</u>	<u>60</u>	<u>-</u>
	<u><b>111,525</b></u>	<u><b>265</b></u>	<u><b>4,649</b></u>

	Other £	Governance costs £	Totals £
Church	50,697	1,920	148,244
Nursery School	<u>-</u>	<u>-</u>	<u>20,812</u>
	<u><b>50,697</b></u>	<u><b>1,920</b></u>	<u><b>169,056</b></u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

No members of the PCC are remunerated for their role as trustees. The following members of the PCC received remuneration or other benefits from the PCC in respect of their specific paid roles during their time as trustees in 2024 as follows:

	Salary	Pension	Housing costs
Steve Henwood (Children's & Youth Minister)	2,462	98	1,467
Rachel Hamilton (Associate Vicar)	-	-	30,219

During their terms of office as trustees in 2024, PCC members and their close family in aggregate donated a total of £56,990 to the church (not including the Gift Aid recovered by or on behalf of the PCC). None of this amount was donated for restricted purposes.

£783 in total was paid to or on behalf of 4 trustees or their spouses for travelling, training or similar expenses (with none of this relating to their role as trustees). £836 was paid on behalf for Vicar and his wife and Associate Vicar and her husband to attend New Wine Summer Festival. £5,785 was paid to the Vicar's wife for her role as Community Social Transformation lead.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**9. STAFF COSTS**

	<b>31/12/24</b>	<b>31/12/23</b>
	£	£
Wages and salaries	<b>125,423</b>	135,567
Social security costs	-	469
Other pension costs	<u>3,329</u>	<u>3,505</u>
	<b><u>128,752</u></b>	<b><u>139,541</u></b>

The average monthly number of employees during the year was as follows:

	<b>31/12/24</b>	<b>31/12/23</b>
Church	<b>4</b>	4
Nursery	<u>7</u>	<u>7</u>
	<b><u>11</u></b>	<b><u>11</u></b>

No employees received emoluments in excess of £60,000.

The trustees consider the aggregate employment benefits of the key management personnel to be nil (2023: nil).

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations	438,676	13,000	451,676
<b>Charitable activities</b>			
Church	15,414	262	15,676
Nursery School	-	88,721	88,721
Other trading activities	4,248	778	5,026
Investment income	<u>14,771</u>	<u>728</u>	<u>15,499</u>
<b>Total</b>	<b><u>473,109</u></b>	<b><u>103,489</u></b>	<b><u>576,598</u></b>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Church	384,882	52,551	437,433
Nursery School	<u>-</u>	<u>77,358</u>	<u>77,358</u>
<b>Total</b>	<b><u>384,882</u></b>	<b><u>129,909</u></b>	<b><u>514,791</u></b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>88,227</b>	<b>(26,420)</b>	<b>61,807</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	173,554	1,988,729	2,162,283

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
	<u>£</u>	<u>£</u>	<u>£</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>261,781</u>	<u>1,962,309</u>	<u>2,224,090</u>

**11. INDEPENDENT EXAMINER FEES**

The Independent Examiner fees exclusive of VAT in respect of the Independent Examination for 2024 were £1,600 (2023: £1,500). The fees payable in respect of other services exclusive of VAT were £900 with regards to 2024 plus £1,280 under accrued from 2023. (2023: Other services £2,300).

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Church Centre £	Church equipment £	Nursery equipment £	Totals £
<b>COST</b>					
At 1st January 2024	<b>148,500</b>	<b>2,209,120</b>	<b>162,327</b>	<b>1,496</b>	<b>2,521,443</b>
Additions	<u>-</u>	<u>-</u>	<u>1,625</u>	<u>-</u>	<u>1,625</u>
At 31st December 2024	<u>148,500</u>	<u>2,209,120</u>	<u>163,952</u>	<u>1,496</u>	<u>2,523,068</u>
<b>DEPRECIATION</b>					
At 1st January 2024	-	<b>291,805</b>	<b>158,112</b>	<b>1,496</b>	<b>451,413</b>
Charge for year	<u>-</u>	<u>44,632</u>	<u>1,943</u>	<u>-</u>	<u>46,575</u>
At 31st December 2024	<u>-</u>	<u>336,437</u>	<u>160,055</u>	<u>1,496</u>	<u>497,988</u>
<b>NET BOOK VALUE</b>					
At 31st December 2024	<u>148,500</u>	<u>1,872,683</u>	<u>3,897</u>	<u>-</u>	<u>2,025,080</u>
At 31st December 2023	<u>148,500</u>	<u>1,917,315</u>	<u>4,215</u>	<u>-</u>	<u>2,070,030</u>

The asset in Freehold Property is a house at 6 Falkland Road. This was purchased on 16 August 1989 with a Value Linked Loan from the Church Commissioners, included within creditors due after more than one year.

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31/12/24 £	31/12/23 £
Other debtors	-	825
Gift aid	<b>5,038</b>	3,658
Prepayments and accrued income	<u>3,388</u>	<u>2,776</u>
	<u>8,426</u>	<u>7,259</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31/12/24</b>	31/12/23
	£	£
Other loans (see note 16)	-	10,000
Social security and other taxes	<b>300</b>	1,765
Accruals and deferred income	<b><u>27,185</u></b>	<u>37,278</u>
	<b><u>27,485</u></b>	<u>49,043</u>

**15. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>31/12/24</b>	31/12/23
	£	£
Other loans (see note 16)	<b><u>148,500</u></b>	<u>148,500</u>

The amount due after more than one year is the Value Linked Loan provided on the purchase of the property within Fixed Assets, 6 Falkland Road. The loan is provided by the Church Commissioners and is secured on the property.

**16. LOANS**

An analysis of the maturity of loans is given below:

	<b>31/12/24</b>	31/12/23
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>-</u>	<u>10,000</u>
Amounts falling due in more than five years:		
Repayable otherwise than by instalments:		
Value Linked Loan	<b><u>148,500</u></b>	<u>148,500</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**17. MOVEMENT IN FUNDS**

	At 1/1/24 £	Net movement in funds £	Transfers between funds £	At 31/12/24 £
<b>Unrestricted funds</b>				
General fund	196,912	(12,361)	(22,298)	162,253
Quinquennial	38,985	(1,792)	10,000	47,193
Provisions	1,000	(1,000)	-	-
Equipment renewal	14,416	(4,691)	2,500	12,225
Legacy Projects	569	-	-	569
World Church	9,672	(500)	(81)	9,091
CYM	227	478	-	705
Outward giving	-	-	9,879	9,879
	<u>261,781</u>	<u>(19,866)</u>	-	<u>241,915</u>
<b>Restricted funds</b>				
Buildings	1,907,315	(34,632)	-	1,872,683
Nursery	46,597	13,486	-	60,083
Eco	472	(400)	-	72
Community Social Transformation	1,796	(169)	-	1,627
Dorking Deanery Synod	1,105	(317)	-	788
Spot	1,494	232	-	1,726
Ukraine Support	730	(730)	-	-
New Wine Bursaries	2,800	-	-	2,800
	<u>1,962,309</u>	<u>(22,530)</u>	-	<u>1,939,779</u>
<b>TOTAL FUNDS</b>	<u><u>2,224,090</u></u>	<u><u>(42,396)</u></u>	<u><u>-</u></u>	<u><u>2,181,694</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**17. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	405,559	(417,920)	(12,361)
Quinquennial	-	(1,792)	(1,792)
Provisions	-	(1,000)	(1,000)
Equipment renewal	-	(4,691)	(4,691)
World Church	-	(500)	(500)
CYM	<u>4,839</u>	<u>(4,361)</u>	<u>478</u>
	<b>410,398</b>	<b>(430,264)</b>	<b>(19,866)</b>
<b>Restricted funds</b>			
Buildings	10,000	(44,632)	(34,632)
Nursery	89,562	(76,076)	13,486
Eco	-	(400)	(400)
Community Social Transformation	3,303	(3,472)	(169)
Dorking Deanery Synod	3,550	(3,867)	(317)
Spot	972	(740)	232
Ukraine Support	<u>-</u>	<u>(730)</u>	<u>(730)</u>
	<u><b>107,387</b></u>	<u><b>(129,917)</b></u>	<u><b>(22,530)</b></u>
<b>TOTAL FUNDS</b>	<u><b>517,785</b></u>	<u><b>(560,181)</b></u>	<u><b>(42,396)</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**17. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/1/23 £	Net movement in funds £	Transfers between funds £	At 31/12/23 £
<b>Unrestricted funds</b>				
General fund	113,147	95,565	(11,800)	196,912
Quinquennial	28,985	-	10,000	38,985
Provisions	7,131	(5,550)	(581)	1,000
Equipment renewal	13,931	(2,015)	2,500	14,416
Legacy Projects	569	-	-	569
World Church	9,091	-	581	9,672
Pastoral	700	-	(700)	-
CYM	-	227	-	227
	<u>173,554</u>	<u>88,227</u>	<u>-</u>	<u>261,781</u>
<b>Restricted funds</b>				
Buildings	1,952,119	(44,804)	-	1,907,315
Nursery	32,756	13,841	-	46,597
Eco	472	-	-	472
Community Social Transformation	523	1,273	-	1,796
Dorking Deanery Synod	1,134	(29)	-	1,105
Spot	875	619	-	1,494
Ukraine Support	850	(120)	-	730
New Wine Bursaries	-	2,800	-	2,800
	<u>1,988,729</u>	<u>(26,420)</u>	<u>-</u>	<u>1,962,309</u>
<b>TOTAL FUNDS</b>	<u><u>2,162,283</u></u>	<u><u>61,807</u></u>	<u><u>-</u></u>	<u><u>2,224,090</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**17. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	465,475	(369,910)	95,565
Provisions	-	(5,550)	(5,550)
Equipment renewal	2,525	(4,540)	(2,015)
CYM	<u>5,109</u>	<u>(4,882)</u>	<u>227</u>
	473,109	(384,882)	88,227
<b>Restricted funds</b>			
Buildings	-	(44,804)	(44,804)
Nursery	91,199	(77,358)	13,841
Community Social Transformation	4,362	(3,089)	1,273
Dorking Deanery Synod	3,025	(3,054)	(29)
Spot	1,328	(709)	619
Ukraine Support	-	(120)	(120)
New Wine Bursaries	<u>3,575</u>	<u>(775)</u>	<u>2,800</u>
	<u>103,489</u>	<u>(129,909)</u>	<u>(26,420)</u>
<b>TOTAL FUNDS</b>	<u><u>576,598</u></u>	<u><u>(514,791)</u></u>	<u><u>61,807</u></u>

**DETAILS OF MAIN FUNDS**

**Unrestricted Funds**

Quinquennial Fund - This holds funds to cover repairs identified in quinquennial inspection (last undertaken in May 2024).

Equipment Fund - A fund for expenditure on the renewal of significant technical equipment.

World Church - This fund is for supporting engagement with mission partners.

Outward Giving - To provide support for local initiatives beyond the immediate ministry of St. Paul's Church such as the Priory School Chaplaincy, as well as activity in the rest of the UK and overseas.

**Restricted Funds**

Building Fund - This represents the net book value of the Church Centre (including kitchen equipment).

Nursery Fund - All income and expenditure, assets and liabilities that relate to the Nursery School pass through this Restricted fund. These monies can only be used for the nursery school.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

**18. CONTINGENT ASSET**

The charity has been informed that it will be the beneficiary of an estate. The amount and confirmation of entitlement is likely to be settled in 2025. The current estimated value is £1m before costs.

**19. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st December 2024.

**20. INVESTMENTS CBF CHURCH OF ENGLAND FUNDS**

St Paul's is a beneficiary of two investment funds held by The CBF Church of England Investment Fund.  
Hyde Trust - Market Value at 31 December 2024 £15,215 (2023: £14,874). St Paul's is entitled to the income from this fund.  
Field Legacy - Market Value at 31 December 2024 £10,777 (2023: £10,466).  
Dividends of £629 in total from these funds were paid to St Paul's for general purposes of the church.

---

# Accounts

---

**REGISTERED CHARITY NUMBER: 1133798**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023  
FOR  
THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

Ellis Atkins  
Chartered Accountants  
The Atrium Business Centre  
Curtis Road  
Dorking  
Surrey  
RH4 1XA

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	<b>Page</b>
<b>Report of the Trustees</b>	1 to 11
<b>Independent Examiner's Report</b>	12
<b>Statement of Financial Activities</b>	13
<b>Balance Sheet</b>	14
<b>Cash Flow Statement</b>	15
<b>Notes to the Cash Flow Statement</b>	16
<b>Notes to the Financial Statements</b>	17 to 27

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking, is also known as St Paul's Church Dorking. The members of St Paul's Parochial Church Council (PCC) are the trustees of the charity.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions.

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance on all matters (with the elected members intended to represent the breadth and variety of the congregation). Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of St. Paul's vision. Steered by the Standing Committee, the PCC will receive regular reports and updates on the progress of all key aspects of our vision, ministry and activity to provide care, counsel, insight, direction and formal decision making.

Retaining our long term vision statement established in 2017 'to be a 'Growing Community of Grace', our new Mission Action Plan 2021-23 was agreed by the PCC. Our current vision of 'Gather Grow Go', has been the focus of our activities guiding us in our call to be disciples of Christ.

**Public benefit**

St Paul's Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent in promoting, in the ecclesiastical parish and also (in support of the neighbouring churches) within the wider Mission Action Zone of Dorking, the whole mission of the Church (pastoral, evangelistic, social and ecumenical), for the public benefit.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

**Volunteers**

The Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

The monetary value of their contribution is not included in the accounts, but the Annual Report provides details of the role of volunteers and the extent of their activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Worship, Prayer and Teaching**

**Services:** are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal "Café Church" format. Our Sunday evening service took its new form, 'The Six', at the beginning of 2022 and continued in 2023. This service continues as a time of prayer, worship and an opportunity to go deeper with God with plans to enhance teaching and training in 2024.

Services are also conducted in local residential homes for the elderly. We continued to offer online service provision throughout 2023, streaming our 9.00am service.

**Prayer Ministry:** Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training. (Leaders - Nick and Maggie White)

**Small Groups:** During the week a network of Small Groups meets, mostly in homes, some during the day and others in the evening. These groups generally follow the same termly teaching programme used in the morning services. All members of the church are encouraged to become part of a small group, which provides fellowship and support for members, as well as training in discipleship and mission to the world around us. Currently there are 165 members of one of our 17 small groups which vary in size from 5 to 17. Of the 22 new small group members to join small groups in 2023, 14 are new members of St Paul's. (Leaders - Sylvia Yelland, Pam Appleton and Karen Wheatley)

**Pastoral Care** A team of 12 qualified Pastoral Listeners and Visitors work with the staff ministry team to provide confidential pastoral support for the parish community. The team is coordinated by Anne Draper, and supervised by Estelle Earnshaw. The church continues to welcome people to train in the Pastoral Care ministry and the Diocese offers ongoing training and support. Marriage preparation, marriage, and parenting teenagers courses are also run.

**St Paul's Children and Youth** is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events, schools' work and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood, assisted by a loyal team of volunteers delivering an imaginative programme.

**Discipleship:** ALPHA, Early Bird Café, SPOT, Leadership Training Programme, MoMENTum men's group, Nursery School, Young Parents Network.

Community Outreach: Ukrainian café and support, Welcome café with EFL support and, Gather - a weekly community meal.

**The Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups

**Promoting and supporting partnerships with churches and organisations:** Churches Together in Dorking, Deanery Synod, World Church partnerships. In addition, individual church members participate in local community initiatives including Dorking Beatitudes, Besom, and the Dorking Area Foodbank.

**Policy for Outward Giving**

The PCC has a policy for Outward Giving from the Church's resources which was last reviewed in 2011. 'Outward Giving' is defined as giving beyond St. Paul's Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St. Paul's Church such as the Priory School Chaplaincy, as well as activity overseas. A budget for Outward Giving is set by the PCC each year, based on income during the previous year. The World Church Team is responsible for making recommendations to the PCC on the use of this money.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Review of 2023**

**Church Membership and Attendance**

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2023 was 309, compared with 298 in April 2022.

The average attendance in church for our morning Sunday services between January and December 2023:

9.00am - 50, 10.30am - 136.

Our evening service attendance at 'The Six' has continued to grow during 2023 with an average of 32 attendees. We have continued to offer online service provision with live streaming of the 9.00am service throughout 2023 and occasionally other united services and major church festivals : Christmas and Easter . The average number of online views per week for the 9am service was 137.

In 2023 there were: 6 Thanksgiving services, 11 Baptisms, 5 weddings and 7 funerals.

Caroline Rose PCC Secretary

**Annual Report of the Parochial Church Council (PCC)**

**Strategy and Vision**

In June 2023 the PCC met with the staff team for their awayday. The focus of the day was our Mission Action Plan and how we will develop in 2024. We have a vision to be "a growing community of grace" and our core focus is to 'Love God, Love Dorking and Love God's world.'" We have a mission to be "a church without walls", and we have some specific goals we are pursuing to achieve this as we "gather, grow and go". **Gather:** to connect with our community through our services, pastoral and social provision. **Grow:** to provide opportunities to grow as Christians by further developing our small group teaching and providing leadership training and Alpha courses. **Go:** to increase our connection with the community through our Social Transformation Ministry, to create a mission culture and the development of the Evangelism Ministry.

The PCC held bi-monthly meetings during 2023.

- Our agendas have included matters concerning strategy, governance and sharing of news from a variety of Ministries. Acknowledging the need for and importance of Prayer we now meet for prayer for 30 minutes to pray.

- An annual pattern of meetings and a structure for each meeting enables a closer focus on each ministry once during the year and ensures all governance and operational issues are discussed at each meeting.

- The Standing Committee and the Safeguarding, Health and Safety, Fabric and Buildings, Finance and Deanery teams report at each of our meetings . Detailed presentations were given by ministries that allow the PCC to monitor and celebrate their part in the work of the church and to monitor how we are fulfilling our MAP. CYM, Evangelism , Discipleship Ministries in addition to the Church Nursery made presentations in 2023. In November a detailed Finance presentation by the Treasurers to inform our discussions about an agreement on a Budget for 2024 was the focus of our meeting.

- In May the chair of Governors of St Paul's Primary school made a presentation to the PCC on behalf of the Governing Body outlining their proposal to apply to convert to academy status and requesting PCC approval of this decision. The PCC gave its approval.

Decisions about staffing have been prominent in PCC business this year. As our Curate, Worship Pastor and Operations Manager all left, we were faced with the decision about new appointments and reallocation of responsibilities to other staff and volunteers. After much thought and prayer the PCC agreed to the appointment of an Associate Vicar, as long as we could raise sufficient funding. We were delighted that by July we were able to secure that appointment and that Rev'd Rachel Hamilton joined us in November. Finally, the appointment of a Facilities Manager in June has proved invaluable in maintaining the church building , its grounds and the wider church estate on a day to day basis.

Our church is busy seven days a week with hundreds of people coming through our doors each week. Staff and volunteers have welcomed members of our community to cafés, Warm Space, Tea Together, baby and pre school groups on a weekly basis which have provided many opportunities for discipleship. CYM continues to grow and develop its provision with Sunday and midweek groups and a hugely successful Holiday Club not to mention the contribution we make to Christian teaching in our local schools.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**ACHIEVEMENT AND PERFORMANCE**

A successful application to the Bishop of Guildford's Communities Fund for which we were awarded £4k, together with money from our budget has enabled the appointment of a Community Social Transformation Lead, with responsibility to drive forward and oversee our community engagement as a church. Much has been achieved. A strong team has been formed staffing our Welcome Café with EFL support; A focus on those in Dorking who are experiencing poverty has led to building up Community links, the establishment of the weekly community meal, 'Gather' and encouraging and supporting others from the church family who have inspiration to "go" to the margins in the community.

We have this year been closely involved with other Anglican churches in Dorking in 'Mission and Ministry in Dorking'; looking at opportunities for mission in Dorking and how we can join in the mission of God in Dorking.

Caroline Rose (PCC Secretary)

**2023 Report on Goods, Fabric and Estate**

The Fabric Committee continued to meet quarterly in 2023 and remain a group of willing and knowledgeable volunteers who give their time and advice to address some of the practical maintenance issues which arose.

The main news for the year was the successful recruitment in June of our Facilities Manager, Alex Denisov. His role encompasses not only looking after the church estate but also meeting and greeting the many contractors who service and maintain the major and more complex installations - boilers, foul pumps etc. He works two days a week on Monday and Thursday and his appointment has been very successful.

Pressure from ongoing high energy prices have continued to have an impact on church finances and we have continued to be smarter in the use of the church throughout the colder months of 2023, although in reality we have not suffered from any prolonged cold snaps.

Renewable energy as a source to support the heating in the church remains an issue for the future. From an operational point of view there is no urgency to replace our boilers as they are only nine years old and the Diocesan Advisory Committee expert advised waiting for technology to catch up before exploring possible replacements.

**Looking ahead**

The Diocese has imposed 2030 as their 'net zero' date after which it will not be possible to install any non-renewable heat source. Given the nature of our very inefficient church building we will need to consider how best to replace the current gas boilers as and when they reach the end of their useful life! In the context of alternative heat and energy sources the installation of solar panels still awaits a meeting with the Diocesan expert to give the benefit of his experience and knowledge. Advice as regards practicality, functionality and viability is still unclear. The church centre has largely been self-regulating, benefitting from the relatively new, well insulated and eco-friendly construction from 2014. However, that was ten years ago and modern insulation and construction is much more efficient!

All of the important work recommended in the 2019 Quinquennial Inspection (QI) has been carried out with the exception of the stone repairs/replacements to damaged copings around the Church as identified in the report. This will undoubtedly be re-visited in the upcoming 2024 QI on May 8th.

**Wider church estate:** We have fulfilled our general maintenance obligations regarding the Vicarage, School House Flat and 6 Falkland Road and report no outstanding issues. The legal ownership of the School house flat remains unclear and is under investigation by the Diocese and the School.

Paul Studley: Chair of the Buildings and Fabric Committee

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Review of 2023**

**Dorking Deanery Synod**

Area Dean: Peter Nevins Lay Chair: Graham Everness

The 4 representatives from St Paul's elected in April 2023 have provided an important link between the parish and the wider structures in the Church with an opportunity to share ideas and experiences as well as supporting and encouraging each other. The 2023 meetings have focused on issues including Mission; the who, why, when and where and a reminder of the 5 marks of Mission; how we (as individual churches and a Deanery) might deal with the implications of February's General Synod votes regarding same sex relationships; 'Living in Love and Faith' a project which aims to help Christians explore questions of identity, sexuality, relationships and marriage; Parish Needs Process - support for parishes as they listen and identify their top priorities for mission and growth, which will form the heart of their Church Development Plans.

Caroline Rose (Deanery Synod Representative)

**Annual Report on Safeguarding of Children & Vulnerable Adults 2023**

Safeguarding Advisory Group: Parish Safeguarding Officer (Children/Youth): Jamie Trezise, Parish Safeguarding Officer (Vulnerable Adults): Penelope Arnold, Churchwarden: Sarah Beasley, Children's & Youth Minister: Steve Henwood, Vicar: Alex Cacouris. Steve Goddard remains our advisor (training and policy) as he has a great deal of experience with safeguarding compliance in his work with Tearfund.

This group has met 4 times this year.

During the past year, the following issues have been addressed:

- Training: We have had a higher uptake on training, with only 7 people with outstanding training at time of writing. Considering the fact that church outreach and activities are ever evolving, we are happy with this number as the vast majority of these are new team members, rather than outstanding for a long period of time.
- We have made good progress with the safeguarding dashboard, moving to level 3, showing we are making good progress in our commitment to safeguarding as a church. We have discussed some of the church's current safeguarding practices as some questions were raised by a member of the PCC. The Diocese has been consulted and an action plan is in the process of being finalised and agreed.
- We had a successful safeguarding Sunday in November, with the whole church being reminded of key safeguarding information.

2023-2024 Concerns Raised: Since the last APCM report, we have had five safeguarding concerns regarding vulnerable adults, two of which related to one individual. These two recently raised remain ongoing with the Diocese support. All other concerns require no further action.

Annual Policies for adoption by PCC: The PCC Safeguarding Statement, Parish Safeguarding Responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable Adults, Safer Recruitment Policy and PCC Endorsed Church Activities are approved by the PCC every year.

Jamie Trezise Parish Safeguarding Officer

**GDPR Report for 2023**

During the last year, the following actions have been taken:

- The purpose and benefits of GDPR are regularly promoted across the congregation, and St Paul's church continues to operate robust processes to ensure the organisation is GDPR compliant.
- St Paul's continues to livestream the 09:00 Sunday services, and this is regularly communicated to the congregation, as well as the display of posters for visitors.
- Livestream consent forms are in place, for those people who regularly appear on the platform, with consent tags added to church members on the St Paul's database (Churchsuite). Checks are made on new individuals, who may appear on the platform, so that consents are kept up to date.
- A parish data audit consisting of all documents and spreadsheets containing personal data, is in place, and reviews are ongoing.

Steve Goddard

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**ACHIEVEMENT AND PERFORMANCE**

**St Paul's Nursery**

St Paul's Nursery is still Ofsted outstanding ( OFSTED reference EY 263569) and has had another successful year, operating at full capacity. The Nursery is thriving, and the children have a great space inside and outside to learn, play and have a lot of fun, with the staff team making this all possible. The Nursery is well managed with a great well trained staff team who are committed to supporting and nurturing the children, while creating a community for the families who have come together in difficult times.

In February 2024 I succeeded Alex Cacouris as Chair of the Nursery management committee. The committee work hard to make sure that the Nursery operates well and with best practice, and I want to thank them for all they do and for all the time they give.

Careful financial management and fundraising in addition to government funding and fee income has enabled us to continue to invest in our staff and equipment for the nursery. There is a concern that 2024 will be more financially challenging as we try to balance the restrictions we have on nursery opening hours with government funding for early years provision changes.

The links have continued to grow stronger between the Nursery and the Church, with the Nursery engaging with Church festivals such as Christmas and Easter. We are grateful for the support of the Church and for the many Church volunteers who give their time to the Nursery.

Please be praying for the potential challenges that the Nursery may face, praying that it continues to thrive and be a growing community. Pray for the changes ahead and for wisdom for the Management Committee. Pray for the growing links between the Church and the Nursery communities and for all the staff team, children, and families.

Rachel Hamilton, Chair

**FINANCIAL REVIEW**

**Financial position**

**Introduction**

The first half of 2023 saw growing pressure on the financial position of St Paul's, impacted by reduced monthly giving from levels seen in 2022. However, the "I'm in" giving campaign during the summer months resulted in several large, one-off donations towards the future vision and ministry of the church, which allowed the Church to fund the position of an associate vicar which, we are delighted to say, was filled in November by the Rev. Rachel Hamilton.

The level of recurring monthly giving rose slightly after the "I'm in" campaign, but not enough to restore monthly giving to the levels at the start of 2023. However, the net impact of the one-off income, plus well managed or lower than anticipated costs in some areas, including strategic decisions over the staff team size and structure, led to net income of £88k for the year in unrestricted funds.

It is important to note that the funds raised in 2023 are to fund the associate vicar and other church ministries over several years, so our unrestricted funds have grown in the expectation that this will reduce over 2024 and beyond to cover anticipated budget deficits.

2024 has started with lower than anticipated monthly income, matched by lower expenditure, retaining the need to plan cautiously, but faithfully, for the remainder of the year and into 2025.

**Overview**

A surplus was made for the year of £61,807 (2022 Deficit of £16,030).

Within this result is a Nursery surplus of £13,841 (2022: £5,122)

Total income for the year was £577k (2022: £476k). Unrestricted income, which in particular excludes the Nursery, was £473k (2022: £386k), with the increase attributable mainly to increased giving.

Total expenditure for the year was £515k (2022: £492k). Unrestricted expenditure, which excludes building depreciation as well as expenditure by the Nursery, was £385k (2022:£368k).

The balance of our unrestricted funds now stands at £262k (2021: £173k). Within that, the balance of the General Fund, which is used for regular ongoing income and expenditure, stands at £197k (2022: £113k).

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**FINANCIAL REVIEW**

**Reserves policy**

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold large reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £25,000. If the General Fund reserve exceeds £50,000, the PCC will consider how it will use the excess. If the General Fund reserve is below £25,000, the PCC will consider how to manage this shortfall.

**Risk Policy**

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a periodic focus on financial giving to the church as part of its members' stewardship, in conjunction with ongoing publicity about operational costs, budgets and the funding of opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with the regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever practicable, thus limiting the number and associated cost of employed staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as "The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking" in January 2010.

**Recruitment and appointment of new trustees**

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. A term of office may be less than three years if a vacancy occurs due to a resignation of a lay member during their term of office.

The PCC supports any new member or officer who wants to attend training run by the Diocese, CPAS and other organisations.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

Staff Ministry Team

Incumbent Vicar	Rev Alex Cacouris BA, BSc
Associate Minister	Rev Rachel Hamilton BA (from November 2023)
Curate	Rev Rebecca Heath-Taylor BA MA PGCE (Until July 2023)
Permission to Officiate	Rev Jenny Firth BMus, PGCE, DipHE, Dip Min
Permission to Officiate	Rev Jeff Yelland CEng, DipHE, STETS
Children's and Youth Minister	Steve Henwood BA(Ed)
Licensed Lay Minister	Graham Everness BA, FIA, DipHE (TMM)
Licensed Lay Minister	Heather Goddard BA, DipHE (TMM), DipM
	Karen Wheatley BSc, Dip. Couns, PTTLS Jon Ruddock BSc
	MSc DMHN DMS ( from September 2023)

Ordinands

**Officers of the PCC**

Chairman	Rev Alex Cacouris Paul Studley (until April 2023) Sarah Beasley (from May 2023)
Vice-chairman	Caroline Rose
Secretary	Graham Everness (until April 2023), Johnathan Appleton and Fiona Napper (from May 2023)
Treasurer	Joanna Cassidy
Electoral Roll Officer	

**Standing Committee**

The PCC Standing Committee: Vicar, Associate Vicar, Churchwardens, Secretary and Treasurers meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision-making and leadership of all the vision, governance ministry and activity of the church. This committee reports to the PCC at every meeting.

**Trustees: (Members of the PCC)** are ex-officio, elected or decided by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. The members who served at any time from January 2023 until the date this report was approved are:

**Ex Officio:**

**Clergy:** Rev'd Alex Cacouris (Vicar)  
Rev'd Rebecca Heath-Taylor (Curate) until July 2023  
Rev'd Rachel Hamilton (Associate Vicar) from November 2023

**LLM:** Heather Goddard

**Church Wardens:** Sarah Beasley, Paul Studley until April 2023, James Cox from April 2023.

**Diocesan Synod Representative:** Graham Everness

**Deanery Synod Representatives**

Maggie Hill: re-elected 2023  
Caroline Rose: re-elected 2023  
Karen Wheatley: re-elected 2023  
Sue Swain Fossey: elected 2023 (PCC member before April 2023)  
Jackie Gardner (to April 2023)

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Elected PCC Members:**

Johnathan Appleton (from April 2023), Alex Birch (from April 2023), Catherine Carter-Shaw, David Charles, James Cox (became ex officio April 2023), Ruth Dunning (re-elected April 2023), Steve Goddard, Jeremy Herbert (to April 2023), Emily Lissaman (to April 2023), Katie Mackay, Phil Mockler, Fiona Napper (from April 2023), Andrew Ruddy, Andy Thompson (re-elected April 2023), Jamie Trezise, Nick White and Julienne Williams.

Coopted: Steve Henwood (Children's and Youth Minister)

**Decision making**

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team and the Wardens.

**Induction and training of new trustees**

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. A term of office may be less than three years if a vacancy occurs due to a resignation of a lay member during their term of office.

The PCC supports any new member or officer who wants to attend training run by the Diocese, CPAS and other organisations.

**Key management remuneration**

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation, the National Living Wage and the levels of pay increase granted by the Diocese.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1133798

**Principal address**

St Paul's Road West  
Dorking  
Surrey  
RH4 2HT

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**Trustees**

S Beasley  
Rev A Cacouris  
C Carter-Shaw  
D Charles  
J Cox  
R Dunning  
G Everness  
Rev R Heath-Taylor (resigned 17.7.23)  
J Gardner (resigned 27.4.23)  
H Goddard  
S Goddard  
S Henwood  
J Herbert (resigned 27.4.23)  
M Hill  
E Lissaman (resigned 27.4.23)  
K Mackay  
P Mockler  
A Ruddy  
C Rose  
P Studley (resigned 27.4.23)  
S Swain-Fossey  
A Thompson  
J Trezise  
K Wheatley  
N White  
J Williams  
F Napper (appointed 27.4.23)  
J Appleton (appointed 27.4.23)  
A Birch (appointed 27.4.23)  
Rev R Hamilton (appointed 2.11.23)

**Independent Examiner**

Philip Longstaff FCA  
Ellis Atkins  
Chartered Accountants  
The Atrium Business Centre  
Curtis Road  
Dorking  
Surrey  
RH4 1XA

**Bankers**

HSBC Bank plc,  
18 North Street  
Leatherhead  
KT22 7AR

CAF Bank  
Kings Hill,  
West Malling  
ME19 4AT

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Approved by order of the board of trustees on 15th April 2024 and signed on its behalf by:

Rev A Cacouris - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking (the Trust) for the year ended 31st December 2023.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Philip Longstaff FCA  
The Institute of Chartered Accountants in England and Wales

Ellis Atkins  
Chartered Accountants  
The Atrium Business Centre  
Curtis Road  
Dorking  
Surrey  
RH4 1XA

18th April 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted funds £	31/12/23 Total funds £	31/12/22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations	2	438,676	13,000	451,676	367,103
<b>Charitable activities</b>					
Church	5	15,414	262	15,676	10,883
Nursery School		-	88,721	88,721	81,807
Other trading activities	3	4,248	778	5,026	4,871
Investment income	4	14,771	728	15,499	11,192
<b>Total</b>		<b>473,109</b>	<b>103,489</b>	<b>576,598</b>	<b>475,856</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Church	6	384,882	52,551	437,433	415,201
Nursery School		-	77,358	77,358	76,685
<b>Total</b>		<b>384,882</b>	<b>129,909</b>	<b>514,791</b>	<b>491,886</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>88,227</b>	<b>(26,420)</b>	<b>61,807</b>	<b>(16,030)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		173,554	1,988,729	2,162,283	2,178,313
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>261,781</b>	<b>1,962,309</b>	<b>2,224,090</b>	<b>2,162,283</b>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**BALANCE SHEET  
31ST DECEMBER 2023**

	Notes	Unrestricted funds £	Restricted funds £	31/12/23 Total funds £	31/12/22 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	152,715	1,917,315	2,070,030	2,111,608
<b>CURRENT ASSETS</b>					
Debtors	13	7,062	197	7,259	7,476
Cash at bank		284,470	59,874	344,344	221,931
		<u>291,532</u>	<u>60,071</u>	<u>351,603</u>	<u>229,407</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(33,966)	(15,077)	(49,043)	(20,232)
<b>NET CURRENT ASSETS</b>		<u>257,566</u>	<u>44,994</u>	<u>302,560</u>	<u>209,175</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>410,281</u>	<u>1,962,309</u>	<u>2,372,590</u>	<u>2,320,783</u>
<b>CREDITORS</b>					
Amounts falling due after more than one year	15	(148,500)	-	(148,500)	(158,500)
<b>NET ASSETS</b>		<u>261,781</u>	<u>1,962,309</u>	<u>2,224,090</u>	<u>2,162,283</u>
<b>FUNDS</b>					
Unrestricted funds	17			261,781	173,554
Restricted funds				1,962,309	1,988,729
<b>TOTAL FUNDS</b>				<u>2,224,090</u>	<u>2,162,283</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 15th April 2024 and were signed on its behalf by:

A Cacouris - Trustee

F Napper - Trustee

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	Notes	31/12/23 £	31/12/22 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>122,171</u>	<u>37,603</u>
Net cash provided by operating activities		<u>122,171</u>	<u>37,603</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(5,357)	-
Interest received		<u>5,599</u>	<u>1,292</u>
Net cash provided by investing activities		<u>242</u>	<u>1,292</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>122,413</u>	<u>38,895</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>221,931</u>	<u>183,036</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>344,344</u></u>	<u><u>221,931</u></u>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	31/12/23 £	31/12/22 £
<b>Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)</b>	<b>61,807</b>	<b>(16,030)</b>
<b>Adjustments for:</b>		
Depreciation charges	46,935	44,976
Interest received	(5,599)	(1,292)
Decrease in debtors	217	4,838
Increase in creditors	18,811	5,111
	<u>122,171</u>	<u>37,603</u>
<b>Net cash provided by operations</b>	<b><u>122,171</u></b>	<b><u>37,603</u></b>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/1/23 £	Cash flow £	At 31/12/23 £
<b>Net cash</b>			
Cash at bank	221,931	122,413	344,344
	<u>221,931</u>	<u>122,413</u>	<u>344,344</u>
<b>Debt</b>			
Debts falling due within 1 year	-	(10,000)	(10,000)
Debts falling due after 1 year	(158,500)	10,000	(148,500)
	<u>(158,500)</u>	<u>-</u>	<u>(158,500)</u>
<b>Total</b>	<b><u>63,431</u></b>	<b><u>122,413</u></b>	<b><u>185,844</u></b>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Government grants are recognised when the PCC is notified of entitlement, and all conditions have been satisfied.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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

**Tangible fixed assets**

Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011. No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be an inalienable property.

Equipment used within the church premises is depreciated on a straight line basis over 4 years (except equipment in the Nursery Fund, which is over 2 years). Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

The church centre is depreciated on a straight line basis over 50 years (note: from 2020, previously depreciated over 100 years). Kitchen equipment is depreciated on a straight line basis over 10 years.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of the main funds is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

<b>2. DONATIONS</b>		<b>31/12/23</b>	31/12/22
		£	£
Regular giving		<b>271,195</b>	282,571
Donations & collections		<b>96,873</b>	18,525
Gift aid		<b>77,686</b>	62,209
Grants		<b>5,922</b>	3,798
		<u><b>451,676</b></u>	<u>367,103</u>
<b>3. OTHER TRADING ACTIVITIES</b>		<b>31/12/23</b>	31/12/22
		£	£
Fundraising events		<b>778</b>	-
Room hire		<b>4,248</b>	4,871
		<u><b>5,026</b></u>	<u>4,871</u>
<b>4. INVESTMENT INCOME</b>		<b>31/12/23</b>	31/12/22
		£	£
Rents received		<b>9,900</b>	9,900
Deposit account interest		<b>4,906</b>	603
Investment funds income		<b>693</b>	689
		<u><b>15,499</b></u>	<u>11,192</u>
<b>5. INCOME FROM CHARITABLE ACTIVITIES</b>		<b>31/12/23</b>	31/12/22
		£	£
Church activities	Activity	<b>15,676</b>	10,883
	Church		
Nursery School	Nursery School	<b>88,721</b>	81,807
		<u><b>104,397</b></u>	<u>92,690</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 7) £	Totals £
Church	297,414	140,019	437,433
Nursery School	55,905	21,453	77,358
	<u>353,319</u>	<u>161,472</u>	<u>514,791</u>

**7. SUPPORT COSTS**

	Management £	Finance £	Information technology £
Church	101,791	391	2,415
Nursery School	21,453	-	-
	<u>123,244</u>	<u>391</u>	<u>2,415</u>

  

	Other £	Governance costs £	Totals £
Church	33,622	1,800	140,019
Nursery School	-	-	21,453
	<u>33,622</u>	<u>1,800</u>	<u>161,472</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

No members of the PCC are remunerated for their role as trustees. The following members of the PCC received remuneration in respect of their employment by the PCC in specific roles during 2023 as follows:

	Salary	Pension	Housing costs
Steve Henwood (Children's & Youth Minister)	28,141	1,126	17,444
Emily Lissaman (Worship Pastor)	5,166	207	-
Rachel Hamilton (Associate Vicar)	-	-	7,142

During their terms of office as trustees in 2023, PCC members and their close family in aggregate donated a total of £60,888 to the church (not including the Gift Aid recovered by or on behalf of the PCC). None of this amount was donated for restricted purposes.

£1,570 in total was paid to or on behalf of 5 trustees or their spouses for travelling, training or similar expenses (with none of this relating to their role as trustees). £525 was paid for the Vicar and his wife, and the Curate to attend New Wine.

£2,730 was paid to the vicar's wife for her role as Community Social Transformation lead. £1,800 was paid to Emily Lissaman's husband for website development, and £165 to David Charles' son for work on Vicarage garden hedges.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**9. STAFF COSTS**

	<b>31/12/23</b>	31/12/22
	£	£
Wages and salaries	<b>135,567</b>	147,852
Social security costs	<b>469</b>	844
Other pension costs	<b>3,505</b>	3,795
	<u><b>139,541</b></u>	<u>152,491</u>

The average monthly number of employees during the year was as follows:

	<b>31/12/23</b>	31/12/22
Church	<b>4</b>	5
Nursery	<b>7</b>	7
	<u><b>11</b></u>	<u>12</u>

No employees received emoluments in excess of £60,000.

The trustees consider the aggregate employment benefits of the key management personnel to be nil (2022: nil).

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations	359,926	7,177	367,103
<b>Charitable activities</b>			
Church	9,855	1,028	10,883
Nursery School	-	81,807	81,807
Other trading activities	4,871	-	4,871
Investment income	11,192	-	11,192
<b>Total</b>	<u>385,844</u>	<u>90,012</u>	<u>475,856</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Church	368,168	47,033	415,201
Nursery School	-	76,685	76,685
<b>Total</b>	<u>368,168</u>	<u>123,718</u>	<u>491,886</u>
<b>NET INCOME/(EXPENDITURE)</b>	17,676	(33,706)	(16,030)
<b>Transfers between funds</b>	130	(130)	-
<b>Net movement in funds</b>	17,806	(33,836)	(16,030)

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	155,748	2,022,565	2,178,313
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>173,554</u>	<u>1,988,729</u>	<u>2,162,283</u>

**11. INDEPENDENT EXAMINER FEES**

The Independent Examiner fees exclusive of VAT in respect of the Independent Examination in 2023 and 2022 were £1,500. The fees payable in respect other services exclusive of VAT were £2,300 (2022: £617).

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Church Centre £	Church equipment £	Nursery equipment £	Totals £
<b>COST</b>					
At 1st January 2023	148,500	2,209,120	156,970	1,496	2,516,086
Additions	-	-	5,357	-	5,357
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31st December 2023	148,500	2,209,120	162,327	1,496	2,521,443
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>					
At 1st January 2023	-	247,001	156,230	1,247	404,478
Charge for year	-	44,804	1,882	249	46,935
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31st December 2023	-	291,805	158,112	1,496	451,413
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>					
At 31st December 2023	<u>148,500</u>	<u>1,917,315</u>	<u>4,215</u>	<u>-</u>	<u>2,070,030</u>
At 31st December 2022	<u>148,500</u>	<u>1,962,119</u>	<u>740</u>	<u>249</u>	<u>2,111,608</u>

The asset in Freehold Property is a house at 6 Falkland Road which is occupied by the Children's & Youth Minister. This was purchased on 16 August 1989 with a Value Linked Loan from the Church Commissioners, included within creditors due after more than one year.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31/12/23</b>	<b>31/12/22</b>
	£	£
Other debtors	825	915
Gift aid	3,658	4,407
Prepayments and accrued income	2,776	2,154
	<u>7,259</u>	<u>7,476</u>

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31/12/23</b>	<b>31/12/22</b>
	£	£
Other loans (see note 16)	10,000	-
Social security and other taxes	1,765	-
Accruals and deferred income	37,278	20,232
	<u>49,043</u>	<u>20,232</u>

**15. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>31/12/23</b>	<b>31/12/22</b>
	£	£
Other loans (see note 16)	148,500	158,500
	<u>148,500</u>	<u>158,500</u>

The amount due after more than one year is the Value Linked Loan provided on the purchase of the property within Fixed Assets, 6 Falkland Road. The loan is provided by the Church Commissioner's and is secured on the property.

**16. LOANS**

An analysis of the maturity of loans is given below:

	<b>31/12/23</b>	<b>31/12/22</b>
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>10,000</u>	<u>-</u>
Amounts falling between one and two years:		
Other loans	<u>-</u>	<u>10,000</u>
Amounts falling due in more than five years:		
Repayable otherwise than by instalments:		
Value Linked Loan	<u>148,500</u>	<u>148,500</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**17. MOVEMENT IN FUNDS**

	At 1/1/23 £	Net movement in funds £	Transfers between funds £	At 31/12/23 £
<b>Unrestricted funds</b>				
General fund	113,147	95,565	(11,800)	196,912
Quinquennial	28,985	-	10,000	38,985
Provisions	7,131	(5,550)	(581)	1,000
Equipment renewal	13,931	(2,015)	2,500	14,416
Legacy Projects	569	-	-	569
World Church	9,091	-	581	9,672
Pastoral	700	-	(700)	-
CYM	-	227	-	227
	<u>173,554</u>	<u>88,227</u>	-	<u>261,781</u>
<b>Restricted funds</b>				
Buildings	1,952,119	(44,804)	-	1,907,315
Nursery	32,756	13,841	-	46,597
Eco	472	-	-	472
Community Social Transformation	523	1,273	-	1,796
Dorking Deanery Synod	1,134	(29)	-	1,105
Spot	875	619	-	1,494
Ukraine Support	850	(120)	-	730
New Wine Bursaries	-	2,800	-	2,800
	<u>1,988,729</u>	<u>(26,420)</u>	-	<u>1,962,309</u>
<b>TOTAL FUNDS</b>	<u><u>2,162,283</u></u>	<u><u>61,807</u></u>	-	<u><u>2,224,090</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**17. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	465,475	(369,910)	95,565
Provisions	-	(5,550)	(5,550)
Equipment renewal	2,525	(4,540)	(2,015)
CYM	5,109	(4,882)	227
	<u>473,109</u>	<u>(384,882)</u>	<u>88,227</u>
<b>Restricted funds</b>			
Buildings	-	(44,804)	(44,804)
Nursery	91,199	(77,358)	13,841
Community Social Transformation	4,362	(3,089)	1,273
Dorking Deanery Synod	3,025	(3,054)	(29)
Spot	1,328	(709)	619
Ukraine Support	-	(120)	(120)
New Wine Bursaries	3,575	(775)	2,800
	<u>103,489</u>	<u>(129,909)</u>	<u>(26,420)</u>
<b>TOTAL FUNDS</b>	<u><u>576,598</u></u>	<u><u>(514,791)</u></u>	<u><u>61,807</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**17. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/1/22 £	Net movement in funds £	Transfers between funds £	At 31/12/22 £
<b>Unrestricted funds</b>				
General fund	111,397	22,751	(21,001)	113,147
Quinquennial	22,687	(3,702)	10,000	28,985
Provisions	1,217	(217)	6,131	7,131
Equipment renewal	10,787	(1,856)	5,000	13,931
Legacy Projects	569	-	-	569
World Church	9,091	-	-	9,091
Pastoral	-	700	-	700
	<hr/>	<hr/>	<hr/>	<hr/>
	155,748	17,676	130	173,554
<b>Restricted funds</b>				
Buildings	1,994,572	(42,053)	(400)	1,952,119
Nursery	27,634	5,122	-	32,756
Eco	129	343	-	472
Community Social Transformation	-	523	-	523
Dorking Deanery Synod	-	1,134	-	1,134
Spot	-	875	-	875
Ukraine Support	-	350	500	850
Agency	230	-	(230)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	2,022,565	(33,706)	(130)	1,988,729
<b>TOTAL FUNDS</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	2,178,313	(16,030)	-	2,162,283

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**17. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	384,624	(361,873)	22,751
Quinquennial	-	(3,702)	(3,702)
Provisions	-	(217)	(217)
Equipment renewal	40	(1,896)	(1,856)
Pastoral	1,080	(380)	700
Youth Ministry	100	(100)	-
	<hr/>	<hr/>	<hr/>
	385,844	(368,168)	17,676
<b>Restricted funds</b>			
Buildings	400	(42,453)	(42,053)
Nursery	81,807	(76,685)	5,122
Eco	2,876	(2,533)	343
Community Social Transformation	750	(227)	523
Dorking Deanery Synod	2,701	(1,567)	1,134
Spot	1,028	(153)	875
Ukraine Support	450	(100)	350
	<hr/>	<hr/>	<hr/>
	90,012	(123,718)	(33,706)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>475,856</u>	<u>(491,886)</u>	<u>(16,030)</u>

**DETAILS OF MAIN FUNDS**

**Unrestricted Funds**

**Quinquennial Fund**

This holds funds to cover repairs identified in quinquennial inspection (last undertaken in 2019)

**Equipment Fund**

A fund for expenditure on the renewal of significant technical equipment

**World Church**

This fund is for supporting engagement with mission partners

**Restricted Funds**

**Building Fund**

This represents the net book value of the Church Centre (including kitchen equipment) and the one outstanding loan.

**Nursery Fund**

All income and expenditure, assets and liabilities that relate to the Nursery School pass through this Restricted fund. These monies can only be used for the nursery school.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST PAUL DORKING**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st December 2023.

**19. INVESTMENTS CBF CHURCH OF ENGLAND FUNDS**

St Paul's is a beneficiary of two investment funds held by The CBF Church of England Investment Fund.  
Hyde Trust - Market Value at 31 December 2023 of £14,874. St Paul's is entitled to the income from this fund.  
Field Legacy - Market Value at 31 December 2023 £10,466. The dividends are paid to St Paul's for general purposes of the church.

---

# Accounts

---

## **St Paul's Church, Dorking**

# **Annual Report and Financial Statements of the Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking for the year ended 31<sup>st</sup> December 2022**

### **Table of Contents**

<b>Structure, Governance and Management</b>	<b>2</b>
The PCC and other committees and teams	
<b>Objectives and Activities</b>	<b>4</b>
Objectives	
Church Activities	
Policy for Outward Giving	
<b>Review of 2022</b>	<b>6</b>
<b>Financial Review</b>	<b>9</b>
<b>Financial Statements</b>	<b>12</b>
<b>Independent Examiner's Report</b>	<b>24</b>

**St Paul's Church  
St Paul's Road West  
Dorking RH4 2HT**

**Annual Report and Financial Statements  
of the Parochial Church Council  
of the Ecclesiastical Parish of St Paul Dorking  
for the year ended 31<sup>st</sup> December 2022**

**Staff Ministry Team**

Incumbent Vicar

Curate

Assistant Minister:

Permission to Officiate

Children's and Youth Minister

Licensed Lay Minister

Licensed Lay Minister

Worship Pastor

Youth Pastor

Ordinands

Intern

Rev Alex Cacouris May 2021 BA, BSc

Rev Rebecca Heath-Taylor BA MA PGCE

Rev Jenny Firth BMus, PGCE, DipHE, Dip Min  
(Permission to Officiate from November 2022)

Rev Jeff Yelland CEng, DipHE, STETS

Steve Henwood BA(Ed)

Graham Everness BA, FIA, DipHE (TMM)

Heather Goddard BA, DipHE (TMM), DipM

Emily Lissaman BA, PGCE

Andy Thompson MMus LRSM (to April 2022)

Dawn Lucas (to June 2022)

Karen Wheatley (from September 2022)

Imogen Glass (until June 2022)

**Bankers**

HSBC Bank plc,

18, North Street

Leatherhead

KT22 7AR

CAF Bank

Kings Hill,

West Malling

ME19 4AT

**Independent Examiner**

Philip Longstaff FCA

Ellis Atkins,

Chartered Accountants

The Atrium Business Centre,

Curtis Road, Dorking RH4 1XA

**Architect**

Michael Staff RIBA AABC

Nye Saunders Ltd, 3 Church Street, Godalming, Surrey.

GU7 1EQ

**All Communications should be  
addressed to:**

Church Office,

St Paul's Church,

St Paul's Road West,

Dorking.

RH4 2HT

Telephone: 01306 743378

Email: [reception@stpaulsdorking.org.uk](mailto:reception@stpaulsdorking.org.uk)

Church website: [www.stpaulsdorking.org.uk](http://www.stpaulsdorking.org.uk)

# ***Structure, Governance and Management***

## **Constitution of the Parochial Church Council (PCC)**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as “The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking” in January 2010. The members of the PCC are the charity’s trustees. Copies of the Annual Report and Financial Statement are held by the Secretary of the Diocesan Board of Finance and are also available upon written request to the PCC Secretary.

## **Aim and Purpose**

St Paul’s Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent in promoting, in the ecclesiastical parish and also (in support of the neighbouring churches) within the wider Mission Action Zone of Dorking, the whole mission of the Church (pastoral, evangelistic, social and ecumenical), for the public benefit.

## **Day-to-day management**

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team, the Church Operations Manager and the Wardens.

## **Officers of the PCC**

*Chairman:* Rev Alex Cacouris  
*Vice-chairman:* Paul Studley  
*Secretary:* Caroline Rose  
*Treasurer:* Graham Everness  
*Electoral Roll Officer:* Joanna Cassidy

## **Membership of the PCC**

Members of the PCC (and trustees) are ex-officio, elected by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. The members who served at any time from January 2022 until the date this report was approved are: Sarah Beasley, Catherine Barker (to January 2022), Annabel Blanch (to April 2022), Rev. Alex Cacouris, Catherine Carter-Shaw, David Charles (from April 2022), James Cox, Ruth Dunning, Graham Everness, Rev. Jenny Firth (to November 2022), Rev. Rebecca Heath-Taylor, Jackie Gardner, Heather Goddard, Steve Goddard, Steve Henwood, Jeremy Herbert, Maggie Hill, Emily Lissaman, Katie Mackay, Phil Mockler, Andrew Rutty (from April 2022), Caroline Rose, Alison Studley, Paul Studley, Sue Swain-Fossey, Andy Thompson, Jamie Trezise (from April 2022), Karen Wheatley, Nick White, Julienne Williams.

## **Recruitment, induction and training**

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. A term of office may be less than three years if a vacancy occurs due to a resignation of a lay member during their term of office.

The PCC supports any new member or officer who wants to attend training run by the Diocese, CPAS and other organisations.

## **Standing Committee**

The PCC Standing Committee meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision-making and leadership of all the vision, governance ministry and activity of the church. This committee reports to the PCC at every meeting.

*PCC Standing Committee Members:*

Alex Cacouris (Vicar), Graham Everness (Treasurer), Paul Studley and Sarah Beasley (Churchwardens), Rebecca Heath-Taylor (Curate), Caroline Rose (Secretary).

## **Other Committees/Teams and Activities reporting to the PCC during 2022**

The Finance, Fabric, Deanery Synod, Health and Safety and Safeguarding teams submit reports to the PCC at each meeting. During 2022 the Nursery, Health and Safety, World Church, CYM, Social Justice ministries and the Community Go group made presentations.

## **Setting remuneration**

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation, the National Minimum Wage and the levels of pay increase granted by the Diocese.

# ***Objectives and Activities***

## **Objectives**

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions.

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance on all matters (with the elected members intended to represent the breadth and variety of the congregation). Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of St. Paul's vision. Steered by the Standing Committee the PCC will receive regular reports and updates on the progress of all key aspects of our vision, ministry and activity to provide care, counsel, insight, direction and formal decision making.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

Retaining our long term vision statement established in 2017' to be a 'Growing Community of Grace', our new Mission Action Plan 2021-23 was agreed by the PCC. Our current vision of 'Gather Grow Go', has been the focus of our activities.

## **Worship, Prayer and Teaching:**

**Services:** are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal "Café Church" format. Our Sunday evening service took its new form 'The Six' at the beginning of 2022. This service is a time of prayer, worship and an opportunity to go deeper with God. Services are also conducted in local residential homes for the elderly. We continued to offer online service provision throughout 2022, streaming our 9.00am service.

**Prayer Ministry:** Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training. (*Leaders Nick and Maggie White*)

**Small Groups:** During the week a network of Small Groups meets, mostly in homes, some during the day and others in the evening. These groups generally follow the same termly teaching programme used in the morning services. All members of the church are encouraged to become part of a small group, which provides fellowship and support for members, as well as training in discipleship and mission to the world around us. We currently have 17 groups and aim to create more groups as more people step up to leadership, but would like to create more and therefore need more people to step up into leadership to enable this to happen. (*Leaders: Sylvia Yelland, Pam Appleton and Karen Wheatley*)

### **Pastoral Care**

A team of 8 qualified **Pastoral Listeners and Visitors** work with the staff ministry team to provide confidential pastoral support for the parish community. The team is coordinated by Anne Draper, and supervised by Estelle Earnshaw. The church continues to welcome people to train in the Pastoral Care ministry and the Diocese offers ongoing training and support. Marriage preparation, marriage, and parenting teenagers courses are also run.

**St Paul's Children and Youth** is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events, schools' work and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood, assisted by a loyal team of volunteers delivering an imaginative programme.

**Discipleship:** ALPHA, Community Outreach, Ukrainian cafe and support, Early Bird Cafe, SPOT, half term meals initiative, Leadership Training Programme, MoMENTum men's group, Nursery School, Young Parents Network

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups:

Promoting and supporting partnerships with churches and organisations: Churches Together in Dorking, Deanery Synod, World Church partnerships.

In addition, individual church members participate in local community initiatives including Dorking Beatitudes, Besom, and the Dorking Area Foodbank.

Although some of the people who lead and help with the above activities are paid, the majority are not. Therefore, the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

### **Policy for Outward Giving**

The PCC has a policy for Outward Giving from the Church's resources which was last reviewed in 2011. 'Outward Giving' is defined as giving beyond St. Paul's Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St. Paul's Church such as the Priory School Chaplaincy as well as activity overseas. A budget for Outward Giving is set by the PCC each year, based on income during the previous year. The World Church Team and Social Justice Ministry are responsible for making recommendations to the PCC on the use of this money.

# **Review of 2022**

## **Church Membership and Attendance**

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2022 was 309, compared with 298 in April 2021.

The average attendance in church for our morning Sunday services between January and December 2022 was 168. Our evening service attendance at 'The Six' has grown with an average of 31 attendees. We have continued to offer online service provision with livestreaming of the 9.00am service throughout 2022 and the 10.30 service until September 2022. The average number of unique views was 64 for the 9am and 26 for St Paul's Online.

In 2022 there were: 5 Thanksgiving services, 3 Baptisms, 1 wedding and 3 funerals.

*Caroline Rose PCC Secretary*

## **Annual Report of the Parochial Church Council (PCC)**

Strategy and Vision: In June 2022 the PCC met for their awayday. The focus of the day was our Mission Action Plan 2021-23. We have a vision to be "a growing community of grace", we have a mission to be "a church without walls", and we have some specific goals we are pursuing to achieve this as we "gather, grow and go".

In order to inform our planning we evaluated what progress had been made since 2021, considering what developments were going well and what needed rethinking. In addition we considered what changes there had been that may require us to change our priorities. Finally we considered, 'what are our unique values that underpin all that we do?'. From these discussions the MAP was updated for 2022-3.

The PCC held bi-monthly meetings throughout during 2022.

- Our agendas have included matters concerning strategy, governance and sharing of news from a variety of Ministries. Acknowledging the need for and importance of Prayer we now meet for prayer for 30 minutes to pray.
- An annual pattern of meetings and a structure for each meeting has been put in place this year, which enables a closer focus on each ministry once during the year and ensures all governance and operational issues are discussed at each meeting.
- Safeguarding, Health and Safety, Fabric and Buildings, Finance and Deanery teams report at each of our meetings and their annual reviews are included in this report document.
- In September, we agreed to a restructuring of some of our ministries. Evangelism, Discipleship, Worship, and Social Transformations (which includes Community Go, World Church, Social Justice and 'Eco' under its umbrella) form the main Ministry structure. These ministries, together with our Children's and Youth Ministry, whilst submitting an update each meeting, will (going forward) each make a presentation once a year.
- During 2022 the PCC received annual reports from Social Justice and World Church teams and detailed presentations from the Community Go, CYM, and Health and Safety teams. In November a detailed Finance presentation by the Treasurer to inform our discussions about an agreement on a Budget for 2023 was the focus of our meeting. Two presentations from the Church Nursery kept us up to date with educational, financial and staffing news.
- A detailed review of our Inclusion Policy was made and recommended updates made.
- A much needed upgrade of our Website was agreed by the PCC.
- Following decisions made by the PCC in 2021, the recruitment of a Senior Operations Manager (Kirsten Hughes-Hallett) and Parish Administrator (Jackie Goel) was concluded by March.

*Caroline Rose (PCC Secretary)*

## **2022 Report on Goods, Fabric and Estate**

The year saw us continue with the service and maintenance contracts which cover the major and more complex installations on the church estate – boilers, foul pumps etc. There was also essential maintenance and repairs on the wider church estate.

The anticipated increase in energy prices began to have an impact on church finances towards the end of the year and will continue into 2023 and beyond! Consequently, we have tried to be smarter in the use of the church throughout the colder months of 2022, always bearing in mind the lead-in time for the heating to make any real difference to the temperature in the church.

**Renewable energy** as a source to support the heating in the church is an issue for the future.

From an operational point of view there is no urgency to replace our boilers as they are only nine years old and the DAC expert advised waiting for technology to catch up before exploring possible replacements. In the context of alternative heat and energy sources the installation of solar panels still awaits a meeting with the Diocesan expert to give the benefit of his experience and knowledge. Early advice as regards practicality, functionality and viability is still unclear.

The church centre has largely been self-regulating, benefitting from the relatively new, well insulated and eco-friendly construction from 2014, although the increase in energy prices will affect the whole church.

The Fabric Committee, who meet quarterly, remain a group of willing and knowledgeable volunteers who give their time and advice to address some of the practical maintenance issues which arise. The remedial work itemised in the statutory Electrical Installation Condition Report (EICR) survey conducted throughout the church in 2021 was undertaken in summer 2022 and the statutory certificate received. The next one is due in five years. In addition, new emergency lighting was installed in the main church to replace the defunct system. All of the work recommended in the 2019 Quinquennial Inspection (QI) has been carried out with one exception: the stone repairs/replacements to damaged copings around the Church as identified in the report. Although not urgent, the report recommended that this work should be undertaken within five years, i.e. before 2024!

**Wider church estate:** General maintenance of the wider church estate has been carried out including the reduction of the large hedge which fronts on to 7 South Terrace, new shower fitted and water leakage issues resolved in the School House Flat, and a new patio approved and budgeted for 6 Falkland Road.

Ongoing: the overall formal ownership of the SHF is being investigated by the School and the Diocese.

**6 Falkland Road:** The original funding for the acquisition of 6FR was made possible under a Value-Linked Loan – a purchasing scheme created by the Church Commissioners which enabled St Paul's to 'purchase' 6FR in 1989. Thirty-four years on the continued ramifications of this are under investigation!

*Paul Studley (Churchwarden)*

## **Dorking Deanery Synod**

*Area Dean:* Peter Nevins *Lay Chair:* Graham Everness.

The 4 representatives from St Paul's elected in 2020 have provided an important link between the parish and the wider structures in the Church. The focus in the Spring on how our Churches are responding to 'opening up' after COVID closure concluded that although church service attendance was still less than in 2019 there was a renewed energy and commitment in all our churches. Discussions about regathering and reorganising after Covid and a whole evening devoted to prayer in October, sharing with one another the prayer life of our churches, demonstrated the value to all of the benefits of meeting together.

Two new incumbents: Kia Pakenham (Abinger and Coldharbour) and Tim Armstrong (Westcott) were welcomed to the Deanery.

Education: Academisation of The Priory School. Informed by presentations given by the Diocesan Director of Education, the Headteacher of The Priory and the CEO of Enlighten Learning Trust, the Deanery Synod confirmed their support for the Governors of The Priory School to begin a process of due diligence with a view to joining the Enlighten Learning Trust.

The Synod welcomed the appointment of Rob Stephens as Chaplain at Priory School.

*Caroline Rose (Deanery Synod representative)*

## **St Paul's Church Nursery School 2022**

.....still outstanding – our staff are amazing. With their unique brand of fun, play and education, 26 children a day enjoy our Ofsted outstanding setting.

.....still full – so many of the local community families choose our nursery and for the most part of the year we operate at full capacity. We are delighted that many families return as their children become 2+ and start their education with us.

.....still financially viable – just about! With grateful thanks to the Church for their support and with some significant donations this year from our families, we have been able to refresh our outside play equipment.

.....still in need of prayer:

- for wisdom for Alex and the Management Committee;
- for health and safety for Jacque our Headteacher, the staff, the children and their families;
- for the significant challenges that surround the financial provision for Early Years;
- for the growing links between the Church and Nursery communities.

As I step down from being the Chair of the nursery after 4 years, I would like to thank those who serve on the Management Committee for all their wisdom and support – I wouldn't have survived without you!

*Ali Studley, Chair (2019 – 2022)*

## **Annual Report on Safeguarding of Children & Vulnerable Adults 2022**

Jamie Trezise has taken on the role of PSO for children and young people. Jackie Goel in the position of parish administrator has taken on some of the administration regarding DBS checks. We have taken a proactive approach to safeguarding awareness this year, with time given on Safeguarding Sunday to explore the importance of safeguarding, as well as PSOs attending meetings of CYM and home group leaders, encouraging good safeguarding practice.

*Safeguarding Advisory Group:* Parish Safeguarding Officer (Children/Youth): Jamie Trezise, Parish Safeguarding Officer (Vulnerable Adults): Penelope Arnold, Churchwarden: Sarah Beasley, Children's & Youth Minister: Steve Henwood, Vicar: Alex Cacouris. Steve Goddard remains a member of the group in an advisory capacity (training and policy) as he has a great deal of experience with safeguarding compliance in his work with Tearfund.

This group has met 4 times this year.

During the past year, the following issues have been addressed:

- The training that is required for those in different roles within the church: We have followed diocesan guidelines and suggested that all those who are home group or activity leaders complete the raising awareness of domestic abuse training, to ensure that as a church we take a proactive role on this matter.
- We have made good progress with the safeguarding dashboard this year, completing 62% of level two. The matters outstanding have a strategy to help us move forward, and we are confident that this will be completed in the next year.
- Discussions have been had with the new Diocesan Safeguarding Advisor, Jackie Broadfoot, in regards to how we report concerns to the diocese, making sure that we have a good and positive working relationship.

*2022-2023 Concerns Raised:* Since the last report, we have had one safeguarding concern regarding a young person. This matter has been followed up and is not ongoing.

*Annual Policies for adoption by PCC:* The PCC Safeguarding Statement, Parish Safeguarding Responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable Adults, and PCC Endorsed Church Activities are approved by the PCC.

*Jamie Trezise, Parish Safeguarding Officer for children and young people*

## **GDPR Report**

During the last year, the following actions have been taken:

- a livestream consent form is in place, and has been distributed to those people who regularly appear on the platform, with consent records held on Churchsuite;
- the parish data audit consisting of all documents, spreadsheets, and IT systems containing personal data, has been updated, and reviews are ongoing;
- the purpose and benefits of GDPR are regularly promoted across the congregation, and the church continues to operate robust processes to ensure the organisation is GDPR compliant.

*Steve Goddard*

## **Financial review**

### **PCC Treasurer's Report**

#### **Introduction**

After the Covid-related 'abnormality' of 2020 and 2021, the year 2022 was much closer to 'normal'. And from a financial perspective, it had a very encouraging outcome – with the General Fund (our best measure of day-to-day income and expenditure) showing a small gain (almost £2,000) for the year.

This was despite the fact that we had started the year with a potential £45k budget shortfall. However, helped by a 'Stewardship' initiative around June, the Church's income was about £25k higher than originally allowed for, and overall expenditure came out about £20k below budget. The most significant contribution to the reduced expenditure was lower staffing costs (most notably as a result of the Youth Pastor post not being re-filled after Andy left in April), but careful cost management also played its part, including in minimising the impact of the vast hike in energy prices (with utility bills being £7k less than expected on the basis of historical usage).

Consequently, we entered 2023 with approximately the same level of reserves as that with which we began 2022 (a level which is well above the amount provided for in our 'reserves policy'). However, with an expected return to higher staffing costs and high levels of general price inflation, expenditure is estimated to rise by around £20k compared with 2022. Taken alongside a noticeable reduction in income which we have experienced in the first couple of months of 2023, this means that our finances remain under ongoing pressure, which we will need to address within the next 12 months.

If you would like further information on this report, or to discuss anything else relating to church finance or giving to the church, please contact the Treasurer.

#### **Overview**

Total income for the year was £476k (2021: £431k). Unrestricted income, which in particular excludes the Nursery, was £386k (2021: £357k), with the increase here being almost entirely attributable to increased voluntary giving.

Total expenditure for the year was £492k (2021: £475k). Unrestricted expenditure, which excludes building depreciation as well as expenditure by the Nursery, was £368k (2021: also £368k).

The balance of our unrestricted funds now stands at £173k (2021: £156k). Within that the balance of the General Fund (the one used for our regular ongoing income and expenditure) stands at £113k (2021: £111k).

## **Further Details for Other Funds**

### **Quinquennial Repairs Fund**

This fund covers expenditure on the church buildings and grounds in response to the Quinquennial Inspection report. The balance of the Quinquennial Fund has increased by £6.3k to £29.0k during 2022, with £10k having been transferred from the General Fund and £3.7k spent.

### **Equipment Fund**

This is to fund major investments in and/or renewal of technical equipment. In 2022, £5k was transferred from the General Fund to this fund, which at the end of the year stood at £13.9k, comprising £13.2k of cash in the bank and £0.7k of fixed assets (net of depreciation).

### **Provisions Fund**

This fund temporarily holds money which has been budgeted to be spent in one year but the expenditure has been carried forward to the following year. At the end of 2022, the money carried forward covers £1,581 for charitable giving, £1,800 for a redesign of the church's website, and £3,750 for maintenance work at 6 Falkland Road.

### **Restricted Funds**

#### **Building Fund**

There continues to be a single loan of £10k outstanding, which is due for repayment by 2024. The fund value was written down by £42.5k in 2022 in accordance with the pre-set depreciation schedule.

#### **Nursery Fund**

Income exceeded expenditure by £5.1k in 2022, so that at the end of the year the Nursery's overall funds had risen to £32.8k.

*Graham Everness (PCC Treasurer)*

## **Managing our Finances at St Paul's Church**

At St Paul's Church the PCC sets a budget each year to support the various areas of ministry with which we believe God has called us to be engaged, here in Dorking and further afield. The total (General Fund) budget agreed at the start of the year for 2023 is £392,000. The Treasurer and Finance Team manage the overall finances of the church on behalf of the PCC.

### **- The budget setting process**

To help manage our finances and to empower those leading the different ministries and activities of the church, the PCC delegates its authority to spend money to several individuals. A benefit of devolved budget responsibility is that the budget holders should be best-placed to know the link between what we are spending and their particular areas of ministry. During the autumn, in consultation with their teams, these budget holders consider the resources they need in order to realise and develop their ministries in line with our Mission Action Plan. After individual budget requests have been gathered together, the PCC reviews the whole picture and prayerfully sets priorities for the year ahead.

### **- Day to day budget management**

Once the budget has been set by the PCC, budget holders are authorised to spend up to a given amount for specific purposes.

### **- Who can spend the Church's money?**

The PCC is accountable to The Charity Commission for how the church's money is used. Nobody may spend the church's money without first being authorised by the PCC (a responsibility which may be delegated to the PCC's Standing Committee or in turn to the Treasurer). In accordance with good practice, all payments by cheque or via the BACS system require two authorised signatories to approve them.

**- What do I do if I need to buy something for the Church?**

If you need to spend money on behalf of the church, please obtain approval beforehand. To help with knowing who should give this approval, a list of budget holders is available on the website, from the Church Office or from the Finance Team. Please contact the relevant budget holder in advance.

To reclaim money that has been spent on behalf of the church, please complete the expense claim form on the ExpensePlus system, uploading the relevant receipts (and seeking help from the Finance Team if needed). Payments will be made via BACS direct to a bank account.

**Reserves policy**

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold large reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £25,000. If the General Fund reserve exceeds £50,000, the PCC will consider how it will use the excess. If the General Fund reserve is below £25,000, the PCC will consider how to manage this shortfall.

**Risk policy**

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a periodic focus on financial giving to the church as part of its members' stewardship, in conjunction with ongoing publicity about operational costs, budgets and the funding of opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with the regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever practicable, thus limiting the number and associated cost of employed staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

In addition, in 2017 the Finance Team, on behalf of the PCC, undertook an assessment of internal financial controls against the best practice guidance advised by the Charity Commission (CC8). The recommendations from this have been considered by the PCC and actions taken where necessary to tighten processes in line with the guidance.

Approved by the Parochial Church Council on 22 May 2023 and signed on its behalf by:

Revd Alex Cacouris (Chair)

Graham Everness (Hon. Treasurer)



## Financial Statements

### Statement of Financial Activities for the year ended 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
<b>Income and Endowments</b>					
Donations, grants and legacies	2a	359,926	7,177	367,102	336,379
Investment income	2b	11,194	-	11,194	10,580
Church activities	2c	9,855	1,028	10,882	7,130
Other trading activities	2d	4,871	-	4,871	3,066
Nursery School	3	-	81,807	81,807	73,883
<b>Total</b>		<b>385,845</b>	<b>90,011</b>	<b>475,856</b>	<b>431,038</b>
<b>Expenditure</b>					
Charitable giving	4	38,314	1,667	39,981	41,695
Church activities	5	218,402	2,913	221,316	251,867
Church management and administration	6	91,209	-	91,209	54,885
Expenditure on the church	7	20,242	42,453	62,695	62,299
Nursery School	3	-	76,685	76,685	64,001
<b>Total</b>		<b>368,167</b>	<b>123,719</b>	<b>491,886</b>	<b>474,747</b>
<b>Net income/(expenditure)</b>		<b>17,678</b>	<b>(33,708)</b>	<b>(16,030)</b>	<b>(43,709)</b>
Transfers between funds	2e	130	(130)	-	-
<b>Net movement in funds</b>		<b>17,808</b>	<b>(33,838)</b>	<b>(16,030)</b>	<b>(43,709)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		155,748	2,022,565	2,178,313	2,222,022
Net incoming resources		17,808	(33,838)	(16,030)	(43,709)
Total funds carried forward		173,556	1,988,727	2,162,283	2,178,313

## Balance Sheet as at 31 December 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>	9		
Church equipment		740	2,516
Church centre		1,962,119	2,004,572
Nursery equipment		249	996
Property		148,500	148,500
		<b>2,111,608</b>	<b>2,156,584</b>
<b>Current assets</b>			
Debtors and prepayments	10	7,476	12,314
Cash at bank and in hand		221,931	183,035
		<b>229,407</b>	<b>195,349</b>
<b>Creditors: Amounts falling due within one year</b>	11a		
Other current liabilities		20,231	15,121
		<b>20,231</b>	<b>15,121</b>
<b>Net current assets</b>		<b>209,176</b>	<b>180,229</b>
<b>Total assets less current liabilities</b>		<b>2,320,784</b>	<b>2,336,813</b>
<b>Creditors: Amounts falling due after more than one year</b>	11b		
Loans		10,000	10,000
Church Commissioners		148,500	148,500
		<b>158,500</b>	<b>158,500</b>
<b>Total Net Assets</b>	12	<b>2,162,284</b>	<b>2,178,313</b>
<b>Represented by Funds</b>	12		
<b>Unrestricted funds:</b>			
General fund		113,149	111,397
<b>Designated funds:</b>			
Quinquennial fund		28,985	22,687
Provisions		7,131	1,217
Equipment Renewal		13,931	10,787
Legacy Projects		569	569
World Church		9,091	9,091
Pastoral		700	-
<b>Restricted funds</b>			
Buildings		1,952,119	1,994,572
Nursery		32,756	27,634
Eco		472	129
Community Action		523	-
Dorking Deanery Synod		1,134	-
SPOT		874	-
Ukraine Support		850	-
Agency		-	230
<b>Total funds</b>		<b>2,162,284</b>	<b>2,178,313</b>

Approved by the Parochial Church Council on 22 May 2023 and signed on its behalf by:

  
**Alex Cacouris (Chair)**

  
**Graham Everness (Treasurer)**

The notes on pages 14 to 23 form part of these accounts.

## **Notes to the financial statements for the year ended 31 December 2022**

### **1. Accounting policies**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, the Charities SORP (FRS 102) Accounting and Reporting by Charities (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The accounts 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 or those that are informal gatherings of church members.

#### ***Funds***

- **Unrestricted** funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Some of these funds are nevertheless designated for a particular purpose by the PCC and held separately from the General Fund.
- **Restricted** funds are those that were given for a specific purpose and cannot be used for any other purpose without specific permission from the donor.

#### ***Income***

- All income is recognised in the Statement of Financial Activities once the PCC has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.
- Government grants are recognised when the PCC is notified of entitlement, and all conditions have been satisfied.

#### ***Expenditure***

- Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC
- The diocesan parish share is accounted for when paid.
- Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Expenditure includes attributable VAT which cannot be recovered.

#### ***Fixed assets***

- Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011.
- Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. There is insufficient cost information available to show their value in these accounts.
- All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.
- Equipment used within the church premises is depreciated on a straight line basis over 4 years (except equipment in the Nursery Fund, which is over 2 years). Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.
- The church centre is depreciated on a straight line basis over 50 years (note: from 2020, previously depreciated over 100 years). Kitchen equipment is depreciated on a straight line basis over 10 years.

#### ***Volunteers***

- The PCC is very reliant on volunteers to carry out many of its activities. The monetary value of their contribution is not included in the accounts, but the Annual Report provides details of the role of volunteers and the extent of their activities.

## 2. Income and Endowments

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2a) Donations and legacies</b>				
Donations	282,571	-	282,571	273,311
Gift Aid	62,059	150	62,209	54,893
Church collections and sundry donations	14,374	4,151	18,524	8,174
Legacies	-	-	0	0
Grants received	922	2,876	3,798	0
	<b>359,926</b>	<b>7,177</b>	<b>367,102</b>	<b>336,379</b>

### 2b) Investment income

Rent	9,900	-	9,900	9,900
Dividends	689	-	689	667
Interest received	606	-	606	14
	<b>11,194</b>	<b>0</b>	<b>11,194</b>	<b>10,580</b>

### 2c) Income from church activities

Fees	725	-	725	2,196
Events Income	5,486	-	5,486	4,033
Early Bird café	789	-	789	324
Children & Youth Ministry income	2,855	-	2,855	577
SPOT income	-	1,028	1,028	-
	<b>9,855</b>	<b>1,028</b>	<b>10,882</b>	<b>7,130</b>

### 2d) Other trading activities

Lettings	4,871	-	4,871	3,066
	<b>4,871</b>	<b>-</b>	<b>4,871</b>	<b>3,066</b>

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2e) Transfers between funds</b>				
From Agency Fund to General Fund	230	(230)	-	-
From Buildings Fund to General Fund	400	(400)	-	-
From General Fund to Ukraine Support Fund	(500)	500	-	-
	<b>130</b>	<b>(130)</b>	<b>-</b>	<b>-</b>

### 3. St Paul's Church Nursery School

The financial results of St Paul's Church Nursery School are consolidated into the Statement of Financial Activities for the PCC, and the full accounts are shown below.

<b>Statement of Financial Activities</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Income</b>		
Fees	18,952	16,973
Subsidised Fees	1,144	228
Early Years Funding Entitlement	57,242	53,083
Discretionary Funding	—	-
Deposits Reclaimed	110	110
Fundraising	1,233	2,389
Donations	3,065	1,100
Bank Interest	61	
	<u>81,807</u>	<u>73,883</u>
<b>Expenditure</b>		
Staff Costs	64,897	57,678
Pensions	799	766
Training & Recruitment	1,440	245
General Maintenance Costs	-	
Contribution towards use of Church room	—	-
Classroom resources	1,264	1,102
Depreciation	747	500
Stationery & Administration	1,035	819
Insurance	725	797
Charges	68	-
Fund Raising	626	687
Subsidised places	1,144	228
Other	3,940	1,179
	<u>76,685</u>	<u>64,001</u>
<b>Net income/(expenditure)</b>	<u>5,122</u>	<u>9,882</u>
<b>Balance Sheet</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Assets</b>		
Bank current accounts and cash	38,121	29,329
Tangible assets	249	996
Fee debtors	423	-
<b>Total assets</b>	<u><b>38,793</b></u>	<u><b>30,325</b></u>
<b>Liabilities</b>		
Fee deposit creditors	5,872	2,420
Other creditors	166	270
<b>Total liabilities</b>	<u><b>6,037</b></u>	<u><b>2,690</b></u>
<b>Net Assets</b>	<u><b>32,756</b></u>	<u><b>27,634</b></u>
<b>Represented by funds:</b>		
General Fund	12,717	9,659
Project Fund	2,120	1,913
Capital Sinking Fund	2,000	
Salary Cover Reserves	15,000	15,000
Subsidised Places Fund (restricted)	919	1,063
<b>Total funds</b>	<u><b>32,756</b></u>	<u><b>27,634</b></u>

## 4. Charitable giving

Amounts were given as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Outreach support</b>				
Oasis India	4,600	-	4,600	5,100
Juan Carlos & Penny Marces (Peru)	4,600	-	4,600	5,000
Stuart & Jenny O	3,450	-	3,450	3,375
Hand in Hand (New Hope Orphanage, Kenya)	4,600	-	4,600	5,125
France Mission Trust	4,600	-	4,600	5,125
Open Doors	4,600	-	4,600	4,500
Bin Twinning	-	-	-	900
Dave Bookless A Rocha UK (CMS)	2,300	-	2,300	2,250
Khongsais A Rocha UK (CMS)	1,719	-	1,719	2,250
Christian Aid Ukraine Appeal	500	-	500	-
Beatitudes (Dorking)	1,200	-	1,200	1,200
Besom (Dorking)	2,600	-	2,600	2,600
CAP (Mole Valley)	2,400	-	2,400	2,400
Dorking Foodbank	1,000	-	1,000	1,000
Priory School Chaplaincy	145	1,567	1,712	275
Grant to Ukraine hosts		100	100	
Tearfund Afghanistan Appeal	-	-	-	595
<b>Total grants</b>	<b>38,314</b>	<b>1,667</b>	<b>39,981</b>	<b>41,695</b>

*Note: the £1567 paid from Restricted Funds for the Priory School Chaplaincy was contributions received from other churches in the Deanery*

## 5. Church Activities

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Ministry costs</b>				
Parish share	122,769	-	122,769	120,046
Vicar's expenses	1,579	-	1,579	1,088
Vicarage running costs	1,488	-	1,488	10,916
Associate Vicar diocesan recharge+expenses	-	-	-	14,770
Associate Vicar housing	-	-	-	10,636
Curate expenses	-	-	-	45
Vacancy costs	-	-	-	1,377
Children & Youth Minister salary+expenses	27,350	-	27,350	26,218
Children & Youth Minister pension costs	1,072	-	1,072	1,041
6 Falkland Road house costs	667	-	667	5,300
6 Falkland Road mortgage interest	12,207	-	12,207	11,355
6 Falkland Road council tax	2,558	-	2,558	2,455
Worship Pastor salary+expenses	16,046	-	16,046	12,525
Worship Pastor pension costs	640	-	640	844
Youth Pastor salary+expenses	4,322	-	4,322	11,730
Youth Pastor pension costs	169	-	169	469
Ordinand expenses	-	-	-	-
Non-Stipendiary Minister expenses	57	-	57	45
Ordained Local Minister expenses	-	-	-	45
	<b>190,924</b>	<b>-</b>	<b>190,924</b>	<b>230,904</b>
<b>Worship and Services</b>				
Visiting speaker expenses	100	-	100	-
Regular service resources	741	-	741	421
Café church	787	-	787	268
Other special service resources	1,409	-	1,409	699
Community outreach resources	1,069	227	1,296	562
Technical resources for worship	500	-	500	480
Music, including musicians' pay	6,439	-	6,439	6,333
	<b>11,045</b>	<b>227</b>	<b>11,272</b>	<b>8,763</b>
<b>Training and discipleship</b>				
Subscriptions	825	-	825	683
Books	-	-	-	-
Children's & Youth Ministry	6,469	-	6,469	4,798
Alpha	366	-	366	303
Gifts	312	-	312	360
Soul Survivor	675	-	675	-
Training and development	2,774	-	2,774	1,656
Mission Bursaries	-	-	-	-
Eco Church	-	2,533	2,533	390
Other Events	4,748	153	4,902	3,832
Worship Team	265	-	265	180
	<b>16,433</b>	<b>2,686</b>	<b>19,120</b>	<b>12,200</b>
<b>Total activities related to church work</b>	<b>218,402</b>	<b>2,913</b>	<b>221,316</b>	<b>251,867</b>

## 6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>6a) Central services</b>				
Office staff pay and expenses	36,081	-	36,081	21,855
Office staff pension costs	1,115	-	1,115	-
Church utilities	27,961	-	27,961	13,448
Church & Centre cleaning	3,365	-	3,365	3,518
Vergers	20	-	20	-
Facilities Manager	-	-	-	-
Caretaker	3,353	-	3,353	4,013
Photocopier costs	1,749	-	1,749	1,648
IT support including website	1,332	-	1,332	1,810
Telephone	501	-	501	466
Stationery & Office materials	632	-	632	182
Postage	-	-	-	-
Tea & Coffee	1,769	-	1,769	892
Early Bird café expenditure	48	-	48	-
Cleaning Materials	1,714	-	1,714	685
Costs of School House flat	4,243	-	4,243	-
	<b>83,882</b>	<b>-</b>	<b>83,882</b>	<b>48,516</b>
<b>6b) Other operational costs</b>				
Church insurance	4,559	-	4,559	4,407
Bank interest and charges paid	227	-	227	(468)
Independent Examiner's Fee	2,540	-	2,540	2,430
	<b>7,326</b>	<b>-</b>	<b>7,326</b>	<b>6,369</b>
<b>Total management and administration</b>	<b>91,209</b>	<b>-</b>	<b>91,209</b>	<b>54,885</b>

## 7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Repairs and routine maintenance	12,930	-	12,930	10,636
Quinquennial Repairs	3,702	-	3,702	6,870
Equipment	1,834	-	1,834	824
Depreciation	1,776	42,453	44,229	43,969
	<b>20,242</b>	<b>42,453</b>	<b>62,695</b>	<b>62,299</b>

## 8. Staff Costs

	<b>Total 2022</b>	<b>Total 2021</b>
	£	£
Wages and salaries	147,642	134,592
Social security costs	844	869
Other pension costs	3,796	3,120
	<u>152,282</u>	<u>138,582</u>

The average monthly number of employees during the year was as follows:

	<b>2022</b>	<b>2021</b>
Staff - church activities	5	6
Staff - nursery school	7	7
	<u>12</u>	<u>13</u>

The staff costs above include both church and church nursery staff. A grant of £1,265 was received in 2021 under the government's Job Retention Scheme.

There were no employees whose emoluments amounted to over £60,000 in the year.

The trustees consider the aggregate employment benefits of the key management personnel to be nil (2021:Nil)

## 9. Tangible fixed assets

	<b>Nursery</b>	<b>Church Centre</b>	<b>Equipment</b>	<b>Property</b>	<b>Total</b>
<b>Cost</b>	£	£	£	£	£
At 1 Jan 2022	1,496	2,209,120	156,969	148,500	2,516,087
Additions		-	-	-	-
At 31 Dec 2022	<u>1,496</u>	<u>2,209,120</u>	<u>156,969</u>	<u>148,500</u>	<u>2,516,087</u>
<b>Depreciation</b>		-	-	-	-
At 1 Jan 2022	500	204,546	154,454	-	359,499
Charge for year	747	42,453	1,776	-	44,976
At 31 Dec 2022	<u>1,247</u>	<u>246,999</u>	<u>156,230</u>	<u>-</u>	<u>404,475</u>
<b>Net book value</b>					
At 1 Jan 2022	996	2,004,575	2,516	148,500	2,156,588
<b>At 31 Dec 2022</b>	<u>249</u>	<u>1,962,122</u>	<u>740</u>	<u>148,500</u>	<u>2,111,612</u>

'Property' is the house at 6 Falkland Road (from May 2010 occupied by the Children's & Youth Minister). This was purchased on 16 August 1989 with a value linked loan from the Church Commissioners, shown under "Creditors: amounts falling due after more than one year". All income and expenditure is accounted for in the Statement of Financial Activities.

## 10. Debtors and prepayments

	<b>2022</b>	<b>2021</b>
	£	£
Sundry debtors	493	923
Gift Aid recoverable	4,407	11,392
Nursery debtors	423	-
Prepayments	2,154	-
	<u>7,476</u>	<u>12,314</u>

## 11. Liabilities

	<b>2022</b>	<b>2021</b>
	£	£
<b>11a) Amounts falling due within one year</b>		
Other taxes and social security	-	-
Independent Examiner's fee	2,520	2,500
Nursery creditors	6,037	2,691
Deferred income	951	-
Agency collections	82	1,602
Accruals	10,641	8,328
	<u>20,231</u>	<u>15,121</u>
<b>11b) Amounts falling due after more than one year</b>		
Church Commissioners	148,500	148,500
Other loans	10,000	10,000
	<u>158,500</u>	<u>158,500</u>

The long term loan from the Church Commissioners is the mortgage on 6 Falkland Road, which is secured on the property.

The other loan is unsecured. It is repayable in 2024.

## 12. Analysis of Net Assets by Fund

The fund balances are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Fixed assets	149,240	1,962,368	2,111,608	2,156,584
Current assets	187,033	42,374	229,407	195,349
Liabilities	(162,716)	(16,015)	(178,731)	(173,621)
Fund balance	173,556	1,988,728	2,162,284	2,178,313

The movements and balances on the unrestricted funds, General and Designated, are as follows:

	1 Jan 2022 £	Incoming £	Net Transfers £	Outgoing £	31 Dec 2022 £
General Fund	111,397	384,625	(21,001)	(361,872)	113,149
Quinquennial	22,687	-	10,000	(3,702)	28,985
Provisions	1,217	-	6,131	(217)	7,131
Equipment Renewal	10,787	40	5,000	(1,896)	13,931
Legacy Projects	569	-	-	-	569
Youth Ministry	-	100	-	(100)	-
World Church	9,091	-	-	-	9,091
Pastoral	-	1,080	-	(380)	700
Total unrestricted	155,748	385,845	130	(368,167)	173,556

The movements and balances on the restricted funds are as follows:

	1 Jan 2022	Incoming £	Net Transfers £	Outgoing £	31 Dec 2022 £
Nursery	27,634	81,807	-	(76,685)	32,755
Building Fund	1,994,572	400	(400)	(42,453)	1,952,119
Eco	129	2,876	-	(2,533)	472
Community Action	-	750	-	(227)	523
Dorking Deanery Synod	-	2,701	-	(1,567)	1,134
SPOT St Pauls 0 to 2s	-	1,028	-	(153)	874
Ukraine Support	-	450	500	(100)	850
Agency	230	-	(230)	-	-
Total restricted	2,022,565	90,011	(130)	(123,719)	1,988,727

Fund details:

Quinquennial - fund to cover repairs identified in quinquennial inspection (last undertaken in 2019)

Equipment - fund to cover renewal of significant technical equipment

Youth Ministry - fund for spending on activities relating to young people

World Church - fund to support engagement with mission partners

Pastoral - fund available for use by Vicar for discretionary pastoral purposes

Building - originally created for the management of funds for the construction of the new church centre (opened in 2014). Now represents the net book value of the building (including kitchen equipment) and the one outstanding loan.

### 13. Associated charities

#### 13a) Field legacy

John William Field, who died in 1914, bequeathed to the church a sum of money which today is invested in 463 CBF (Central Board of Finance) Investment Fund shares valued on 31/12/2022 at £9,566. The dividends from these shares are held in a CBF Church of England deposit account or paid into the main church bank account, and may be applied at the discretion of the Churchwardens to any of the following:

- \* the maintenance and repair of the fabric of the church,
- \* the expenses of the Services therein, and
- \* the support and maintenance of the church's Sunday School.

Name of Charity	St Paul's Churchwardens Field Legacy Account
Trustees	The Churchwardens
Bank	Central Board of Finance
Income received	2022: £285 (2021: £275)

#### 13b) Hyde bequest

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul". Currently the capital is invested in 658 CBF Investment Fund units valued at 31/12/2022 at £13,595 (31/12/2021: £15,409, a decrease during the year of £1,814) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintain permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovate from time to time and in good time all lettering thereon.

Name of Charity	Hyde Bequest
Income received	2022: £404 (2021: £391)

### 14. Trustee remuneration, expenses and donations

No members of the PCC are remunerated for their role as trustees. The following members of the PCC received remuneration in respect of employment by the PCC in specific roles during 2022 as follows:

	Salary (£)	Pension contributions (£)	Housing costs (£)
Steve Henwood (Children's & Youth Minister)	26,801	1,072	15,432
Emily Lissaman (Worship Pastor)	15,796	640	-
Andy Thompson (Youth Pastor)	4,316	169	-
Sue Swain-Fossey (Operations Manager)	1,365	-	-

The PCC purchased a dishwasher (£399) for the Vicarage, contributed £1,089 towards the upkeep of the Vicarage garden, and paid a total of £565 for the Vicar and his wife and the Curate to attend New Wine.

A total of £1105 was paid to or on behalf of trustees or their spouses for their travelling, training or similar expenses (with none of this amount relating to their role as trustees).

Any other payments made to trustees or their close family were to reimburse them for goods purchased on the church's behalf.

During their terms of office as trustees in 2022, PCC members and their spouses in aggregate donated a total of £54,700 to the church (not including the Gift Aid recovered by or on behalf of the PCC). None of this amount was donated for a restricted purpose.

## **Independent Examiner's report to the Members of The Parochial Church Council of the Ecclesiastical Parish of St. Paul Dorking**

I report to the members on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking for the year ended 31st December 2022.

### **Responsibilities and basis of report**

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

### **Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



P D Longstaff FCA  
Institute of Chartered Accountants in England and Wales

Date: 8<sup>th</sup> June 2023

---

# Accounts

---

## **St Paul's Church, Dorking**

# **Annual Report and Financial Statement of the Parochial Church Council for the year ended 31<sup>st</sup> December 2021**

### **Table of Contents**

<b>Report of the PCC</b>	<b>2</b>
Structure, Governance and Management	3
Objectives and Activities	5
Review of 2021	7
<i>Financial review</i>	14
<b>Churchwardens' and Incumbent's Review of 2021 and Objectives for 2022</b>	<b>16</b>
<b>Financial Statements</b>	<b>19</b>
Statement of Financial Activities	19
Balance Sheet	20
Notes to the Financial Statements	21
<b>Independent Examiner's Report</b>	<b>31</b>

# St Paul's Church St Paul's Road West Dorking RH4 2HT

## Annual Report and Financial Statement of the Parochial Church Council for the year ended 31<sup>st</sup> December 2021

### Staff Ministry Team

Incumbent Vicar:	Vacancy to May 2021; Rev Alex Cacouris BA, Bsc (from May 2021)
Curate:	Rev Rebecca Heath-Taylor BA MA PGCE
Associate Vicar	Rev Alex Cacouris BA, Bsc (until May 2021)
Associate Minister (retired):	Rev Jeff Yelland CEng, DipHE, STETS
Assistant Minister:	Rev Jenny Firth BMus, PGCE, DipHE, DipMin
Children's and Youth Minister:	Steve Henwood BA(Ed).
Licensed Lay Minister	Graham Everness BA, FIA, DipHE(TMM)
Licensed Lay Minister	Heather Goddard BA, DipHE(TMM), DipM (from June 2021)
Worship Pastor	Emily Lissaman BA, PGCE
Youth Pastor	Andy Thompson MMus LRSM
Ordinand	Dawn Lucas BA
Intern	Imogen Glass (from September 2021)

### Bankers

HSBC Bank plc  
18, North Street, Leatherhead KT 22 7AR

CAF Bank  
Kings Hill, West Malling ME19 4TA

### Independent Examiner

Philip Longstaff FCA  
Ellis Atkins, Chartered Accountants  
The Atrium Business Centre, Curtis Road, Dorking RH4 1XA

### Architect

Michael Staff RIBA AABC  
Nye Saunders Ltd, 3 Church Street, Godalming, Surrey. GU7 1EQ

### All Communications should be addressed to:

Church Office,  
St Paul's Church,  
St Paul's Road West,  
Dorking.  
RH4 2HT

Telephone: 01306 743378  
Email: [reception@stpaulsdorking.org.uk](mailto:reception@stpaulsdorking.org.uk)

Church website [www.stpaulsdorking.org.uk](http://www.stpaulsdorking.org.uk)

# ***Structure, Governance and Management***

## **Constitution of the Parochial Church Council (PCC)**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as “The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking” in January 2010. The members of the PCC are the charity’s trustees. Copies of the Annual Report and Financial Statement are held by the Secretary of the Diocesan Board of Finance and are also available upon written request to the PCC Secretary.

## **Aim and Purpose**

St Paul’s Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting, in the ecclesiastical parish and also (in support of the neighbouring churches) within the wider Mission Action Zone of Dorking, the whole mission of the Church (pastoral, evangelistic, social and ecumenical), for the public benefit.

## **Day-to-day management**

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team, the Church Operations Manager and the Wardens.

## **Officers of the PCC**

*Chairman:* Rev Alex Cacouris (Paul Studley until May 2021)

*Vice-chairman:* Paul Studley

*Secretary:* Caroline Rose

*Treasurer:* Graham Everness (Oli Fricker until May 2021)

*Electoral Roll Officer:* Joanna Cassidy

## **Membership of the PCC**

Members of the PCC are ex-officio, elected by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. PCC members who served at any time from 1<sup>st</sup> January 2021 until the date this report was approved are:

Incumbent Vicar	Rev Alex Cacouris from May 2021 (Vacancy January- May 2021)
Curate	Rev Rebecca Heath Taylor
Assistant Minister	Rev Jenny Firth
Diocesan Synod Representative	Graham Everness
Wardens	Paul Studley and Sarah Beasley
Representatives on the Deanery Synod	Maggie Hill, Caroline Rose, Karen Wheatley, Jackie Gardner
Elected Members (up to APCM 2021)	Lawrence Comber, Jackie Gardner, Oli Fricker Alison Studley
Elected Members (throughout 2021)	Catherine Barker, Annabel Blanch, Catherine Carter Shaw, Nick White, Emily Lissaman, Sue Swain Fossey, Andy Thompson
Elected members (from APCM 2021)	Ruth Dunning, Sarah Lloyd, Phil Mockler, Jeremy Herbert, Julienne Williams, Katie Mackay, James Cox, Steve Goddard
Co-opted	Steve Henwood, Alison Studley, Heather Goddard (LLM)

## **Recruitment, induction and training**

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. A term of office may be less than three years if a vacancy occurs due to a resignation of a lay member during their term of office.

The PCC supports any new member or officer who wants to attend training run by the Diocese, CPAS and other organisations.

## **Organisation and use of Committees**

The PCC Standing Committee meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision-making and leadership of all the vision, governance, ministry and activity of the church.

*PCC Standing Committee Members:*

Alex Cacouris, Oli Fricker (until May 2021), Graham Everness (from May 2021) Paul Studley, Sarah Beasley, Caroline Rose, Rebecca Taylor.

## ***Other Committees/Teams and Activities reporting to the PCC during 2021***

The Fabric, Finance, Health and Safety, Safeguarding, World Church Teams have reported to the PCC at each of the PCC meetings. During 2021 Children and Youth Team, St Paul's Nursery and the Social Justice Ministry have presented reports.

- **Fabric Team** – providing support, guidance and recommendations to the PCC on the appropriate maintenance and management of premises for which the PCC is responsible.  
*Team leader: Paul Studley*
- **Finance Team** – responsible for the day to day management of income, expenditure and payroll as well as ensuring compliance with financial regulatory procedures.  
*Team leader: Graham Everness (Oli Fricker until April 2021)*
- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.  
*Team leader: Steve Moggs, Health and Safety Officer.*
- **Nursery Management Committee** – managing the St Paul's Church Nursery School.  
*Team leader: Alison Studley*
- **Safeguarding Advisory Group** – managing the safeguarding of children and vulnerable adults.  
*Team leader: Anna Mercer*
- **Social Justice Ministries (SJM) Team** – encouraging, promoting and coordinating participation in the network of social justice ministries in our local area.  
*Team leader: John Arnold*
- **SPACE (St Paul's Action on Climate and Environment)** – encouraging, promoting and coordinating concern for the environment and participation in the national Eco-Church awards scheme.  
*Team leader: Annabelle South*

- **St Paul's Children and Youth** - teaching and activities for children and young people: Sunday morning and midweek groups; holiday clubs and special events and residential visits; local school outreach.  
*Team leader: Steve Henwood, Youth Minister.*
- **World Church Team (WCT)** – responsible for promoting the church's involvement with God's work beyond the parish and making recommendations for the PCC's outward giving.  
*Team leader: Karen Wheatley*

### **Setting remuneration**

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation, the National Minimum Wage, and the levels of pay increase granted by the Diocese.

## **Objectives and Activities**

### **Objectives**

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions.

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance on all matters (with the elected members intended to represent the breadth and variety of the congregation). Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of St. Paul's vision. Steered by the Standing Committee the PCC will receive regular reports and updates on the progress of all key aspects of our vision, ministry and activity to provide care, counsel, insight, direction and formal decision making.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

At the beginning of 2021 during our period of Vacancy, we followed an Interim Plan established in 2020 in response to immediate needs in the Church and the community arising with the Covid pandemic. Retaining our long term vision statement established in 2017' to be a 'Growing Community of Grace', our new Mission Action Plan 2021-23 was agreed by the PCC – titled with our vision of 'Gather, Grow, Go', the details of which are contained in the Review of 2021 and Objectives for 2022.

**Services** are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal "Café Church" format. On Sunday evenings the service is a time of prayer, worship and an opportunity to go deeper with God. Services are also conducted in local residential homes for the elderly.

**St Paul's Children and Youth** is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events, schools' work and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood, assisted by Andy Thompson.

During the week a network of **Small Groups** meets, mostly in homes, some during the day and others in the evening. These groups generally follow the same termly teaching programme used in the morning services. The Small Groups are coordinated by Sylvia Yelland.

A team of 7 qualified **Lay Pastoral Assistants and 3 pastoral visitors** work with the staff ministry team to provide confidential pastoral support both within and outside the worshipping community. The team is coordinated by Dawn Lucas.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups:

*Operations Manager:* Sue Swain Fossey (retired Jan 2022), *Communications Coordinator:* Nicola Glass; *Parish Administrator:* Rowena Birch (retired July 2021). They are supported by Steve Moggs - *Health and Safety Officer*, Mick Taylor – *Caretaker*, and Lisa Dickson - *Cleaner*.

A team of receptionists is on hand each weekday morning in term time to welcome visitors. During 2021 at times when lockdown prevented the church buildings from being open, Reception and the Church office were managed remotely and Support@stpauls, established in March 2020, increased our capacity to support the church family and the community.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are some examples. 2021 has seen the return of activity for many of these groups after lockdown restrictions but not all.

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith  
*Leaders: Brad and Maree Bryant*
- **Connexions** – Lunch, activities and support for seniors and friends meeting once a month, usually the last Wednesday of the month.  
*Leaders: Jeff and Sylvia Yelland*
- **Early Bird Café** – A meeting point for parents, guardians, pre-school children and others  
*Coordinator: Rowena Birch/ Rev Becky Taylor*
- **Floral Decorations** – Preparing floral arrangements to decorate the church and centre  
*Coordinator: Ruth Paine*
- **Just Women** – Events for Women  
*Leader: Ali Studley*
- **Kitchen & Catering** – Managing use and operation of the kitchen, ensuring compliance with environmental health standards, and coordinating catering for major church activities  
*Catering Manager: Jayne Mockler; Kitchen Manager: Jayne Mockler*
- **Marriage Preparation** – For couples preparing for marriage to explore together some topics to help build a strong foundation for a lasting relationship  
*Leaders: Jeff and Sylvia Yelland*
- **Momentum** - events for men  
*Leader: Paul Studley*
- **Nursery School** – Weekday nursery and pre-school provision  
*Head teacher: Jacqui Moulder*
- **Parenting Teenagers** - A group for parents/carers to explore the challenges and delights of raising teenagers from a Christian perspective
- **Prayer** – Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training.  
*Leaders: Nick and Maggie White*
- **Sound & Visual Support** – Providing technical support for worship, services and events  
*Leader: Emily Lissaman (Philip Ellis and Jamie Trezise from August -December 2021)*
- **SPOT** – A group for carers and under three year-olds on Wednesday mornings  
*Leader: Joan Darling*
- **Stepping Stones: Young Families Network** – a relaxed space for young families to together explore faith and nurturing our children's faith through craft, play, discussion and worship.  
*Leaders: Oli and Natacha Fricker (until June 2021)*
- **Wednesday Youth** - Midweek discipleship group for 14-18 year-olds  
*Leader: Andy Thompson*
- **Welcome** – Ensuring that everyone is welcomed, has access to information and opportunities for connecting with others, with a special focus on those new to St Paul's  
*Leader: Sue Swain-Fossey*

- **Work Out** – Midweek monthly meeting and network connecting faith with the world of work including those who work from home, or are in between work  
*Leader: Simon Gardner*
- **Worship Team and Choir** – Groups leading and supporting sung worship in a variety of styles. Preparing and seeking God’s heart to grow His worship ministry at St Paul’s  
*Worship Team Leader: Emily Lissaman*  
*Choir Leader: Helena Twentyman*
- **XL** – A mid-week group for 8-14 year olds  
*Leader: Steve Henwood*
- **Young at Heart** – A caring social meeting, held monthly on Sunday afternoons  
*Leader: Maggie Hill*

In addition, individual church members participate in local community initiatives including Dorking Beatitudes, Besom, and the Dorking Area Foodbank.

Although some of the people who lead and help with the above activities are paid, the majority are not. Therefore, the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

### **Policy for Outward Giving**

The PCC has a policy for Outward Giving from the Church’s resources which was last reviewed in 2011. ‘Outward Giving’ is defined as giving beyond St. Paul’s Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St. Paul’s Church such as the Priory School Chaplaincy as well as activity overseas. A budget for Outward Giving is set by the PCC each year, based on income during the previous year. The World Church Team is responsible for making recommendations to the PCC on the use of this money. The Social Justice Ministries Team also participates in the process of making recommendations to the PCC.

## ***Review of 2021***

### **Church Membership and Attendance**

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2021 was 298 compared with 299 in October 2020.

2021 as 2020 was an extraordinary year due to the COVID 19 emergency. In line with the regulations of the Church of England the church was closed for services during January and February. From March, we opened for our 9.00am service only and then from April, for both our morning services. The average attendance in church for our Sunday services in between March and December 2021 was 96. Throughout the year we continued to offer online service provision with livestream of both morning services.

During January and February we had on average 110 unique views at the actual time our morning services were first broadcast (60 at 9.00am service and 50 at 10.30 service). From March onwards, there were on average 57 unique views (32 at 9.00am and 25 at 10.30). Overall online ‘attendances’ however were significantly higher than this; the available statistics show that the number of viewings for each service within 24 hours of first broadcast was typically two to three times these numbers and many more if you include viewing on subsequent days and take into account that single viewings could constitute a family or couple. The 6.30 service continued via zoom from January to September, with an attendance of between 10-20. Since September when this service returned to church the average attendance has risen to 30.

In 2021 we had no Thanksgiving Services, 3 Baptisms, 2 weddings and 6 funerals.

Caroline Rose *PCC Secretary*

## **Annual Report of the Parochial Church Council (PCC)**

The PCC held bi-monthly meetings during 2021 with some of these held on Zoom. Our agendas have included matters concerning strategy, governance and sharing of news from a variety of Ministries and a time of prayer. Regular reports were received from the World Church Team, the Fabric Team, the Deanery Synod representatives, the Treasurer, the Safeguarding Advisory Group, Health & Safety, and the Standing Committee.

In January, our Health and Safety Policies were approved after a full presentation by Steve Moggs. Changes to Safeguarding legislation and new Church of England Safeguarding procedures have resulted in necessary changes to our processes and training needs. The Safeguarding Policy was approved by the PCC in September. In addition, Steve Goddard has advised the PCC on GDPR regulations and agreed changes have been implemented to ensure compliance. A full financial report was presented and considered at each business meeting and any changes to the budget made after discussion and agreement. Approval of the budget for 2022 was given at our November meeting.

The beginning of 2021 was in some ways a dark time with the PCC, after consideration of advice and guidance from both the Government and the Church of England, agreeing to the closure of St Paul's for services for a few weeks, with online provision only. In addition, the decision was taken to furlough staff paid by St Paul's for 20% of their week.

On a brighter note, preparations for the advertisement for a new incumbent were concluded for which interviews were held in March. Our wardens Paul and Sarah were selected by the PCC to represent the church on the interview team. The appointment of Alex as our new incumbent, and the induction of new members to the PCC following the APCM coincided with a reduction in COVID infections and thus brought an optimistic feel to our future planning.

Major items for information and discussion at meetings included:

**Mission Action Plan:** Our PCC awayday in June provided the opportunity to discuss together a MAP for 2021-23. The plan 'Gather, Grow and Go' which was formally adopted by the PCC in September was further discussed at subsequent meetings.

**The Role of the PCC:** In November PCC members attended a CPAS online interactive course on the 'Role of the PCC' which formed a starting point in analysing 'the purpose of the PCC'; what we do well and what we do not well; how we induct new PCC members, how we conduct our meetings, how we could be more productive and where the PCC fits in the leadership of the church. We are still working on this and responding to the feedback from PCC members to improve the fulfilment of our role.

**Staffing:** In October an extraordinary PCC meeting focused on administrative staffing plans as Sue Swain Fossey and Rowena Birch retire. The growing administrative requirements from government, the Church of England and our own church community and the fulfilment of our vision for the future were considered. Job descriptions and salaries were discussed. The appointment of a Senior Operations Manager and Operations Administrator whose roles would be enhanced in terms of the scope of their responsibilities compared to the present staffing were agreed and posts advertised with a view to fill the posts in January 2022.

**Nursery:** Alison Studley made two presentations to the PCC in 2021. She has kept the PCC updated throughout the year regarding the staffing and financial aspects of nursery management. The professionalism of the staff in coping in continued difficult times and the careful management of monies including fundraising has impressed the PCC. Alison expressed the desire to see closer relationships with the church; a nursery that unity of purpose and shared vision between the Church and the Nursery. The development of a closer relationship and spiritual governance are issues which the PCC are now exploring.

**CYM:** In September Steve Henwood and Andy Thompson shared with the PCC a summary of the work done by the CYM team during lockdown and the continuing work in schools including Andy's role as part time Chaplain at The Priory. Steve reminded PCC that 'the church is always only one generation away from extinction'. Investing in CYM makes sure that this is not the case at St Paul's. Supported by a video the PCC was able to see the outstanding work by Andy and his team engaging with our youth during lockdown – truly inspiring!

**Social Justice:** John Arnold submitted to the PCC his annual report for 2021 which is covered in a dedicated section later in this document.

**World Church:** Karen Wheatley has on behalf of the WCT kept the PCC up to date with comprehensive reports throughout the year. Her reflective 2021 report and link to her film is included further on in this Annual Report.

Caroline Rose (*PCC Secretary*)

### **Report on Goods, Fabric and Estate**

For the most part, and within the constraints of the COVID pandemic, we were able to continue with the service and maintenance contracts which cover the major and more complex installations on the church estate - boilers, lighting, foul pumps etc.

The Fabric Committee met on a couple of occasions and remain a group of willing and knowledgeable volunteers who give their time and advice to address some of the practical maintenance issues which arose, most notably the work undertaken on the church bell which is now back in operation and likely to only need minimal attention for several decades.

Most of the work outlined in the 2019 Quinquennial Inspection (QI) has been attended to. Of the Priority 1, 2 and 3 items identified the one main outstanding issue, to which reference has been made previously, is that consideration is given to carrying out stone repairs/replacements to damaged copings around the Church as identified in the report. Although not urgent the report recommended that this work should be undertaken within five years, namely before 2024.

#### **Wider church estate:**

- Vicarage – In conjunction with the Diocese much work was undertaken to bring the vicarage up to a standard which was appropriate for the Cacouris family to move in during the summer of 2021.
- School House Flat - a new shower room is planned for 2022.
- 6 Falkland Road – a much needed new boiler was fitted at the beginning of 2021.
- 79 Ashcombe Road – handed back to the Diocese.

Paul Studley (*Churchwarden*)

### **Dorking Deanery Synod**

The Deanery Synod continued to meet via Zoom in 2021 under the leadership of Peter Nevins, Area Dean, and Graham Everness, Lay Chair. It has been a year of change in so many ways. The focus on how our Churches are responding to 'opening up' after COVID closure, and the problems they are facing or anticipate has been the focus for discussion. Going forward with Care Creativity and Collaboration as we Regather, Reorganise and Rebuild was the guidance given by our Area Dean. It provoked productive and interesting discussion as we shared experiences and considered inevitable changes.

The retirement of Tony Berry- Coldharbour and Abinger, Alan Jonas- Westcott, Barbara Steadman-Allen - South Holmwood and Mike Stewart at St Barnabas will put considerable pressure on the deanery and we have been supporting those parishes in prayer as they seek new incumbents.

2021 has been a year of elections. Graham Everness, Nick Hands Clarke and Peter Bruinvels were elected to the Diocesan Synod. Deanery members were strongly encouraged to exercise their right to vote for lay candidates standing in the General Synod elections in September. Peter Bruinvels was among the successful candidates from our Diocese.

Education: The extension of the Deanery churches' financial support for the Priory School Chaplaincy for a further 3 years from 1<sup>st</sup> January 2021 was confirmed following ratification by individual deanery Churches. We have been kept updated on the valuable work of the Chaplaincy at the Priory School from Lou Mason and were pleased to hear that Andy Thompson has joined the team at the school. On a less positive note the Deanery synod members expressed concern about the proposed Closure of Abinger site of the Surrey Hills All Saints Primary School.

The promotion of the visit of the Archbishop of Canterbury to the Diocese in September and in particular the practical arrangements for his presentation at the Dorking Halls was discussed., as well as preparing the ground for churches to launch 'process evangelism' courses and opportunities to build on his visit; St Paul's timed the beginning of their Alpha course to coincide with the visit.

Caroline Rose (*Deanery Synod representative*)

### **St Paul's Church Nursery School**

2021 – another year of risk assessments, outbreak plans, government guidelines, masks and hand gel. The year opened for the pre-school sector with the news that we were to open when the rest of the country was in lockdown – so we did - and we felt vulnerable, a bit let down, but determined to give our children the best education that we could. And remarkably, we remained open all year despite a few 'near misses' and covid circling in the community that we serve.

If you have been praying for us – Thank you.

We were full for Spring and Summer terms – a miracle in itself when birth rates for the years we take are low across the country and nurseries have been closing around us. The Autumn term is always a trickier term for numbers and 2021 was no exception, but we closed the year with good numbers and the promise of a full nursery by March 22. We are so grateful to all those who have chosen to entrust their children's early years' education to us

If you have been praying for them – Thank you.

We continue to have an outstanding teaching staff team, who couldn't be more committed to the children and determined to stay open and excellent in all that they do. Jacquie heads up the team with Katie as her deputy and Juliette, Nicola and Charlotte in support. Naomi, Tara and Lisa carry the admin and cleaning briefs!

If you have been praying for them – Thank you.

Financially things remain tight, but with careful planning and plenty of wisdom, we are holding our own.

Health, our children and their families, the staff team and wise governance – please keep praying.

Ali Studley (*Management Committee Chair*)

## **World Church**

The World Church Team aims to build strong partnerships between our church membership and the mission field worldwide. The team of seven manages this aspect of the outward financial giving of St Paul's church. During 2021 £30720 was given to our mission partners to further their work for the Kingdom of God.

In 2021 St Paul's supported a diverse portfolio of partners:

Oasis, anti-trafficking, India; New Hope Children's Centre, Kenya; Open Doors, persecuted church, Syria; Centre de la Réconciliation, under-age lone refugees, France; Stuart and Jenny, International prayer and pastoral support; A Rocha, Creation care project, Southall and International Director of Theology, Rev Dave Bookless; and Penny and Juan Carlos, Diocesan and parish work, Peru.

One-off donations were also made to Bin Twinning and Tearfund Afghanistan appeal.

Fundamental to all our partners' work is the place of prayer. The WCT has sought to develop prayerful links between individual small groups and one or two particular partners. We have set up resources pages for this and are encouraging all homegroups to tap into this opportunity to engage with the worldwide church in a more in-depth way. St Paul's prayer meetings on a Tuesday evening have regularly featured the latest news from our partners, and on occasion we were joined live on Zoom by our partners who shared and prayed together with us.

For the whole church family, a series of video interviews have been shown on Sundays throughout the year, focusing on each of our partners in turn. These are also a valuable resource for our homegroups.

Mission trips abroad did not take place due to the pandemic, but a visit was made in the Autumn to our A Rocha mission partners' site at Wolf Fields in Southall where a small group learned first-hand about this creation care ministry to multicultural London.

Our autumn fundraiser event, once again in support of Projeto Hub, Rio, was a great success in terms of high quality entertainment, drawing our church and wider community together, and building links both locally and internationally.

The Team's monthly newsletters seek to resource us all in our prayer and appreciation of God's work in the wider world, keeping our perspectives fresh and relevant to the range of contemporary contexts our partners work in. A short video of our work in 2021 is available at <https://drive.google.com/file/d/1cm7TFvdeZdp5k2ZtutR9jvvLuAjOfawc/view?usp=sharing>

Karen Wheatley (*World Church Team leader*)

## **St Paul's Action on Climate and the Environment**

The main highlight from SPACE over the past year was being awarded over £2000 from the Church of England to further develop the Creation Care scheme. These developments include improvements to the functionality of the website for individual users (ability to create 'to do' lists, visual displays of how close they are to the different award levels) and for churches (dashboards showing the award levels achieved by households linked to their church). Work is progressing well on this, and further promotion of the scheme will take place once the changes are launched.

Annabelle South has also been filmed for a short video by Tearfund <https://www.tearfund.org/stories/2022/03/change-makers-annabelles-story> talking about the scheme.

Annabelle South (*Team Leader*)

## Social Justice

### St. Pauls Social Justice Ministries - 2021 Highlights

MINISTRY	Highlights - 2021
Beatitudes	<ul style="list-style-type: none"> <li>● St. Pauls has supported Beatitudes for nearly 10 years. 10<sup>th</sup> anniversary party to be held in the Christian Centre in March 2022.</li> <li>● Spring closure due to COVID lockdowns.</li> <li>● Continued emotional, prayerful &amp; financial support being given to individuals &amp; families through the shop and drop-in.</li> <li>● Working with BESOM (essential equipment), with Waitrose (maternity packs) and the Dorking Area Food Bank (vouchers) and holiday boost bags supported families.</li> <li>● 10 week 'Peaced Together' craft-based course provided spiritual and mental health support.</li> </ul>
BESOM	<ul style="list-style-type: none"> <li>● 137 households helped in 2021, a new record (increase from 96 in 2020).</li> <li>● Stronger financial position established with replenished reserves.</li> <li>● Relationships strengthened with Besom in Ashted &amp; Furnistore in Merstham.</li> <li>● Requests - new volunteers &amp; trustees, church home groups to take on projects, increase regular giving.</li> </ul>
Christians Against Poverty (CAP)	<ul style="list-style-type: none"> <li>● Staff returned from furlough in Oct 2021. Enquiries now nearly at capacity of four/month.</li> <li>● 8 clients became debt free in 2021. 1 client now attending Crossways church, another given life to Christ.</li> <li>● Praying through the court cases with clients has brought great testimony to God's mercy.</li> <li>● 3 befrienders active from St. Pauls community, trained at Bookham Baptist church.</li> <li>● Prayer meetings @ St. Pauls every 2 months.</li> <li>● Reduction from 7 to 5 partner churches in Mole Valley - pressure on finances - deficit budget for 2022.</li> </ul>
Christian Aid (CA)	<ul style="list-style-type: none"> <li>● Key 2021 focus was COP26 climate summit. No real breakthrough - CA will be pushing climate justice agenda even harder.</li> <li>● Afghanistan refugees &amp; Haiti earthquake require continued involvement &amp; support.</li> <li>● COVID meant that no door-to-door collection in 2021.</li> <li>● A 'ZOOM' quiz with 20 households, held in lieu of collection, raised over £700.</li> <li>● Steve Moggs now stepping down after 4 years service - many thanks to Steve.</li> </ul>
Dorking Area Foodbank (DAF)	<ul style="list-style-type: none"> <li>● DAF opened in June 2015 &amp; has remained open during COVID crisis.</li> <li>● Significant increase in demand for services.</li> <li>● 1,363 emergency 3 day food parcels issued (35% increase on 2020) which fed 2,969 adults and children.</li> <li>● Worked with partner organisations to address 'holiday hunger', delivered 4 tonnes of food to 170 families.</li> <li>● Extended services to offer fresh food, free sim cards &amp; fuel payment support.</li> <li>● Currently working with 60 referral agencies.</li> </ul>

My thanks, as always, to the leaders of each ministry for their contribution and support for the Network and also for the commitment and time that they, and their teams, are giving to this important area of work. Thank you also to the St. Pauls community for its ongoing prayerful and generous support.

John Arnold (*Team Leader*)

### Annual Report on Safeguarding of Children & Vulnerable Adults March 2022

Anna Mercer stepped down from her role as PSO (Parish Safeguarding Officer) Children in December 2021. I would like to thank her for all the hard work that she put into this role in the last few years. Whilst we are seeking to appoint her replacement, Steve Henwood has temporarily taken over this role. Since Alex was appointed as our new incumbent, he now has the overview of Safeguarding in the Parish.

**Safeguarding Advisory Group:** This group has met 4 times this year.

- Parish Safeguarding Officer (Children/Youth): Anna Mercer
- Parish Safeguarding Officer (Vulnerable Adults): Penelope Arnold
- Churchwarden: Sarah Beasley
- Children's & Youth Minister: Steve Henwood
- Vicar: Alex Cacouris

Steve Goddard has also temporarily joined this group in an advisory capacity, as he has a great deal of experience with safeguarding compliance in his work with Tearfund.

During the past year, the following issues have been addressed:

Identifying the training required for staff and volunteers, and putting processes into place to ensure that training is done, completing level 1 of the new Safeguarding dashboard, updating the safeguarding database, discussion on finding a suitable PSO children replacement, and reviewing actions done in response to concerns raised.

**2021-2022 Concerns Raised:** Since the last report, 4 concerns have been raised. Two were regarding adults and two were regarding children. Two concerns remain ongoing.

**Annual Policies for adoption by PCC:** The PCC Safeguarding Statement, Parish Safeguarding Responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable Adults, and PCC Endorsed Church Activities are approved by the PCC and reviewed annually.

Sarah Beasley (*Churchwarden*)

### **GDPR Report 2021-22**

In June 2021, Steve Goddard accepted the role of GDPR representative for St Paul's.

When the GDPR regulations came into effect in May 2018, Graham Everness led a small team to ensure that the church complied with the new requirements, and implemented a number of new processes, to ensure that people's personal data was protected, in line with the diocese guidelines. During the last year, the following actions have been taken:

- the diocese guidelines on GDPR have been reviewed.
- the new church processes have been reviewed.
- the Data Privacy Notice has been updated.
- a filming policy has been agreed.
- a list of third party suppliers who we share personal data with, has been identified.
- the parish data audit consisting of all documents, spreadsheets, and IT systems containing personal data, has been updated.

Steve Goddard (*14/3/22*)

## **Financial review**

### **PCC Treasurer's Report**

#### **Introduction**

Like 2020, the year 2021 was not a 'typical' year. The continuing Covid pandemic significantly curtailed a number of the Church's activities, and the Church's staffing level was allowed to reduce (at least temporarily), with our Associate Vicar becoming our new Vicar, one member of staff retiring and another member of staff going on maternity leave (with none of the three vacated roles being filled during 2021).

Although (because of the effect of the pandemic) it was again not practicable to run a 'Stewardship' initiative, the Church's income held up very well; and so, with our expenditure reducing (as indicated above), we avoided the c.£45k shortfall that had been budgeted at the beginning of the year. In fact, with a modest increase in income as well as the material fall in expenditure, the General Fund ended up almost exactly in balance for the year, although total 'Unrestricted Funds' did show a deficit of £11k for the year (2020: deficit of £56k) and overall funds (which also includes 'Restricted Funds') a deficit of £44k (2020: deficit of £88k) – please see below for further details concerning each of these other Funds.

Consequently, we enter 2022 with approximately the same (substantial) level of reserves as we began 2021 with (which is well above the amount provided for in our 'reserves policy'). However, the filling of staff posts that fell vacant in 2021, together with a large expected increase in utility costs, means that the budget agreed by the PCC for 2022 again projects a £45k deficit. Therefore, as was the case a year ago, we still need to plan to reduce and then eliminate this deficit over the next two years, and so anticipate running the (delayed) Stewardship initiative in May or June 2022.

If you would like further information on this report, or to discuss anything else relating to church finance or giving to the church, please contact the Treasurer.

#### **Overview**

Total income for the year was £431k (2020: £418k). Unrestricted income, which in particular excludes the Nursery, was £357k (2020: £345k). The increase compared with 2020 is almost entirely attributable to increased voluntary giving (with regular giving, including Gift Aid recovery, going up from £313.4k in 2020 to £328.2k in 2021, offset to some extent by a reduction in one-off donations).

Total expenditure for the year was £475k (2020: £506k). Unrestricted expenditure, which excludes building depreciation as well as expenditure by the Nursery, was £368k (2020: £401k). The most significant changes in 2021 compared with 2020 were:

- No longer having to pay separately for an Associate Vicar after Alex became our Vicar – in conjunction with also having two employee posts vacant for a while, this reduced expenditure over the year by more than £40k;
- On the other hand, 2021 saw new expenditure of £11k relating to the Vacancy between incumbents (the vast majority of this being the cost of internal redecoration and re-carpeting at the Vicarage).

The balance of our unrestricted funds now stands at £156k (2020: £170k). Within that the balance of the General Fund (the one used for our regular ongoing income and expenditure) stands at £111k (2020: £111k).

#### ***Further Details for Other Funds:***

##### **Quinquennial Repairs Fund**

This fund covers expenditure on the church buildings and grounds in response to the Quinquennial Inspection report. The balance of the Quinquennial Fund has reduced slightly to £22.7k from £24.6k. £5k was transferred from the General Fund in 2021 and a total of £6.9k was spent, with the most substantial costs relating to electrical certification and work on the church bell. Some further expenditure on work identified in the 2019 inspection has been carried forward to 2022.

### **Youth Fund**

This has been used to fund the employment of Andy our Youth Pastor. This fund was exhausted during 2021 and the Youth Pastor position is now funded from the General Fund.

### **Equipment Fund**

This funds major investments in/renewal of technical equipment. During 2021, no money was transferred to this fund (although see below concerning kitchen equipment under the Buildings Fund); one purchase was made (a laptop for the Vicar) and the existing 'fixed assets' in the fund were depreciated by £1776. At the end of 2021, the fund comprised £8.3k of cash in the bank and £2.5k of fixed assets (net of depreciation).

### **Provisions Fund**

This fund temporarily holds money which has been budgeted to be spent in one year but the expenditure has been carried forward to the following year. The £2204 carried forward at the beginning of 2021 was duly spent as budgeted on World Church grants. At the end of 2021, £1000 has been carried forward for Charitable Giving and £217 for Training & Development.

### **World Church Fund**

This fund is for overseas mission trips and related costs. There was no expenditure from this fund in 2021.

### **Legacy Projects Fund**

This fund contains £569 remaining from a previous legacy, designated for the purchasing of new Holy Communion items. This expenditure is yet to be undertaken.

### **Restricted Funds**

#### **Building Fund**

There continues to be a single loan of £10k outstanding, which is due for repayment by 2024. In 2021, £2603 was transferred into this fund from the General Fund to finance the purchase of a new dishwasher. All other movements in the Building Fund represent depreciation.

#### **Nursery Fund**

The Nursery's reserves increased by £9.9k in 2021 and have now almost returned to the level at which it is considered appropriate to keep them. The Nursery's financial performance has been very strong over the last two years, assisted by the Church waiving any contribution towards Church Centre running costs.

Graham Everness (*PCC Treasurer*)

### **Managing our Finances at St Paul's Church**

At St Paul's Church the PCC sets a budget each year to support the various areas of ministry with which we believe God has called us to be engaged, here in Dorking and further afield. The total (General Fund) budget agreed for 2022 is £395,000. The Treasurer and Finance Team manage the overall finances of the church on behalf of the PCC.

#### **The budget setting process**

To help manage our finances and to empower those leading the different ministries and activities of the church, the PCC delegates its authority to spend money to several individuals. A benefit of devolved budget responsibility is that the budget holders should be best-placed to know the link between what we are spending and their particular areas of ministry. During the autumn, in consultation with their teams, these budget holders consider the resources they need in order to realise and develop their ministries in line with our Mission Action Plan. After individual budget requests have been gathered together, the PCC reviews the whole picture and prayerfully sets priorities for the year ahead.

### **Day to day budget management**

Once the budget has been set by the PCC, budget holders are authorised to spend up to a given amount for specific purposes.

### **Who can spend the Church's money?**

The PCC is accountable to The Charity Commission for how the church's money is used. Nobody may spend the church's money without first being authorised by the PCC (a responsibility which may be delegated to the PCC's Standing Committee or in turn to the Treasurer). In accordance with good practice, all payments by cheque or via the BACS system require two authorised signatories to approve them.

### **Reserves policy**

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold large reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £25,000. If the General Fund reserve exceeds £50,000, the PCC will consider how it will use the excess. If the General Fund reserve is below £25,000, the PCC will consider how to manage this shortfall.

### **Risk policy**

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a regular focus on financial giving to the church as part of its members' stewardship, in conjunction with ongoing publicity about operational costs, budgets and the funding of opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with the regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever practicable, thus limiting the number and associated cost of employed staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

In addition, in 2017 the Finance Team, on behalf of the PCC, undertook an assessment of internal financial controls against the best practice guidance advised by the Charity Commission (CC8). The recommendations from this have been considered by the PCC and actions taken where necessary to tighten processes in line with the guidance.

## ***Churchwardens' and Incumbent's Review of 2021 and Objectives for 2022***

### **January - May 2021**

As a nation we entered 2021 faced with an extension to the lockdowns we had all endured during 2020. Despite this seemingly endless era of COVID-induced abnormality St Paul's continued to be guided by God through the power of His word, and with the dedicated support of our staff team and volunteers we continued to adapt to a different approach to church.

Our previous vicar Ruth had moved on in 2020 to become Bishop of Horsham and so we remained in vacancy at the outset of 2021 pending the selection of a new incumbent. The process of selection began in the summer of 2020 and by the beginning of 2021 we were ready to advertise and so began the more personal aspect of selection.

Having been encouraged by the number of applicants we were thrilled to invite Alex Cacouris to become our new vicar, and he, together with Jane and their three children, was formally installed into the church family in May. You will see below how easily they have entered the life of God's church at St Paul's!

As was the case for all churches it was a challenging time establishing an environment which was welcoming whilst also being COVID compliant! This, especially as we had all been looking forward to a relaxation of the guidelines as we approached Christmas. Be that as it may, and benefitting from the amazing skills of our IT team, we maximised the advantage of technology and continued to stream services across the medium of Zoom, thereby enabling the church family to maintain contact and to benefit from virtual corporate prayer and worship.

Thanks to their wonderful leaders our Small Groups continued, we ran a Keeping in Touch initiative to maintain contact and provide pastoral support where necessary – thanks to Dawn Lucas and Steve Goddard – and this was supplemented with a befriending programme. We also established a temporary strategic plan while awaiting the arrival of our new vicar and focussed the time on four key areas: Prayer, Fellowship, Services and Community. Our staff team was magnificent throughout.

Paul Studley and Sarah Beasley (*Churchwardens*)

### **May - December 2021 and looking forward to 2022**

I am so grateful to God that he called us (Jane, me and the children) to St Paul's. You have been the most welcoming and kind church family and we can't thank Him enough for putting us in this family.

#### ***My part of the report follows 4 'F's:***

##### **Friends**

We are so thankful that as a church family we live and serve alongside friends and recognise all those who serve in the church family, loving, encouraging, praying for and serving others inside and outside the church. I was once warned never to single people out because invariably you might forget others so can I start by thanking all of you who serve Jesus at church, at home, on your street and in your workplaces. From a church perspective there has been a movement in the team and I want to recognise a few people

- Thank you to Oli & Natacha Fricker for their wonderful ministry with us over 3 years. We said goodbye to them in June as Oli took up a curacy in Ferndown
- Congratulations to Emily (our worship pastor) who took time out to welcome little Olivia into the world and huge thanks to Jamie & Rachel Trezise and Philip Ellis for their hard work in leading the worship team and audio visuals while Emily was on maternity leave
- We welcomed Imogen Glass as our youth intern in September and have loved having her on the team
- We said goodbye to the faithful and hard-working Rowena in the summer as parish administrator.
- Right at the end of the year we said goodbye to Sue Swain-Fossey, our super star Ops manager and appointed Kirsten Hughes Hallett as our Senior Ops Manager who has brought so much to the team and the church.
- We said goodbye too to Lawrence Comber as our prayer coordinator (many thanks Lawrence) and welcomed the wonderful Nick and Maggie White to lead our prayer as a church family.
- And our wonderful churchwardens (Paul & Sarah) PCC, Staff team, Ministry heads, Nursery team, PCC secretary, and all of you!!!

##### **Family**

We are the family of God and after a very challenging couple of years it's been great to come back together physically into the building on Sundays. But of course the church is wherever we gather and so we celebrate....

- The afternoon Zoom teas during lockdown
- The Nursery team carrying on gathering and serving the community through so much of last year
- The prayer teams that have gathered week after week to bring our town, church family and world to God.
- Gathering in homes for small groups & gardens for our summer BBQ.
- WCT jazz and KCO celebrations were superb get-togethers and a reminder of the joy God brings as we are together.
- All those who got stuck into join new teams on Sundays and Midweek, like Early Bird cafe, Refreshments on Sunday, XL team, SPOT, etc.
- The huge encouragement of welcoming many new people to St Paul's last year and actually getting to meet them face to face rather than on Zoom.
- Our Christmas services and gathering together to remember the light that Jesus will always be in darkness

### **Finding Faith**

We want to be a church without walls and so we began exploring new and old ways of sharing Jesus with our community.

- A wonderful Alpha course through the Autumn term
- Our pub and care home carol singing team were just brilliant!
- The 22 who went out door to door knocking through our Parish speaking to people in over 60 homes. Profound and faith building for sure.
- Welcoming Archbishop Justin Welby to Dorking Halls.
- All of you who have been courageous in praying for friends, neighbours, colleagues and family and taken the opportunity to share your faith whether by offering to pray or say something of Jesus

### **Future**

We have a vision to be a church without walls, welcoming in and going out corporately and individually to share God's love and compassion deeply and widely. Our focus (our Mission Action Plan for this year) centres on gathering, growing and going. Specifically:

- **Gather**
  - Explore the pathways to draw younger families into the life of the church and deeper into a life with Jesus
  - Review our Sunday services with a relaunched 6pm and create more space to be still in the presence of God.
  - Relaunch our website to make it more accessible to visitors
- **Grow**
  - Launch a leadership training course for our 20s & 30s to equip another generation to lead in church and in the workplace / community
  - Review our small groups to see how everyone at St Pauls might find community in a smaller group.
  - Resource our 'operations team' to help us as a church family reach wider and deeper in the initiatives outlined above and below.
- **Go**
  - Start a 'community Go group' to understand / listen to the needs of the community and see how we can practically get involved with signposting, partnering with existing groups or pioneer something new as God highlights
  - Equip the congregation to grow in confidence in praying for others and sharing their faith and starting 'small fires' of faith where they are called by God to serve.

Alex Cacouris (*Vicar*)

Approved by the Parochial Church Council on 25 April 2022 and signed on its behalf by:

Revd Alex Cacouris (Chair)

Graham Everness (Hon. Treasurer)

## Financial Statements

### Statement of Financial Activities for the year ended 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>Income and Endowments</b>					
Donations and legacies	2a	336,146	233	336,379	325,314
Investment income	2b	10,580	-	10,580	10,694
Church activities	2c	7,130	-	7,130	6,712
Other trading activities	2d	3,066	-	3,066	2,283
Nursery School	3	-	73,883	73,883	72,889
<b>Total</b>		<b>356,923</b>	<b>74,115</b>	<b>431,038</b>	<b>417,892</b>
<b>Expenditure</b>					
Charitable giving	4	41,695	-	41,695	41,439
Church activities	5	251,477	390	251,867	287,449
Church management and administration	6	54,885	-	54,885	58,708
Expenditure on the church	7	20,106	42,193	62,299	57,634
Nursery School	3	-	64,001	64,001	61,097
<b>Total</b>		<b>368,163</b>	<b>106,584</b>	<b>474,747</b>	<b>506,327</b>
<b>Net income/(expenditure)</b>		<b>(11,240)</b>	<b>(32,469)</b>	<b>(43,709)</b>	<b>(88,435)</b>
Transfers between funds	2e	(2,603)	2,603	-	-
<b>Net movement in funds</b>		<b>(13,843)</b>	<b>(29,866)</b>	<b>(43,709)</b>	<b>(88,435)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		169,592	2,052,430	2,222,022	2,310,457
Total funds carried forward		155,749	2,022,565	2,178,313	2,222,022

## Balance Sheet as at 31 December 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>	9		
Church equipment		2,516	4,292
Church centre		2,004,572	2,044,162
Nursery equipment		996	-
Property		148,500	148,500
		<b>2,156,584</b>	<b>2,196,954</b>
<b>Current assets</b>			
Debtors and prepayments	10	12,314	14,210
Cash at bank and in hand		183,035	191,804
		<b>195,349</b>	<b>206,014</b>
<b>Creditors: Amounts falling due within one year</b>	11a		
Other current liabilities		15,121	22,446
		<b>15,121</b>	<b>22,446</b>
<b>Net current assets</b>		<b>180,229</b>	<b>183,568</b>
<b>Total assets less current liabilities</b>		<b>2,336,813</b>	<b>2,380,522</b>
<b>Creditors: Amounts falling due after more than one year</b>	11b		
Loans		10,000	10,000
Church Commissioners		148,500	148,500
		<b>158,500</b>	<b>158,500</b>
<b>Total Net Assets</b>	12	<b>2,178,313</b>	<b>2,222,022</b>
<b>Represented by Funds</b>	12		
<b>Unrestricted funds:</b>			
General fund		111,397	110,814
<b>Designated funds:</b>			
Quinquennial fund		22,687	24,558
Provisions		1,217	2,204
Equipment Renewal		10,787	13,092
Legacy Projects		569	569
World Church		9,091	9,091
Youth Ministry		-	9,264
<b>Restricted funds</b>			
Buildings		1,994,572	2,034,162
Nursery		27,634	17,752
Eco		129	286
Agency		230	230
<b>Total funds</b>		<b>2,178,313</b>	<b>2,222,022</b>

Approved by the Parochial Church Council on 25 April 2022 and signed on its behalf by:

**Alex Cacouris (Chair)**

**Graham Everness (Treasurer)**

The notes on pages 21 to 30 form part of these accounts.

## **Notes to the financial statements for the year ended 31 December 2021**

### **1. Accounting policies**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, the Charities SORP (FRS 102) Accounting and Reporting by Charities (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The accounts 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 or those that are informal gatherings of church members.

#### ***Funds***

- **Unrestricted** funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Some of these funds are nevertheless designated for a particular purpose by the PCC and held separately from the General Fund.
- **Restricted** funds are those that were given for a specific purpose and cannot be used for any other purpose without specific permission from the donor.

#### ***Income***

- All income is recognised in the Statement of Financial Activities once the PCC has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.
- Government grants are recognised when the PCC is notified of entitlement, and all conditions have been satisfied.

#### ***Expenditure***

- Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC
- The diocesan parish share is accounted for when paid.
- Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Expenditure includes attributable VAT which cannot be recovered.

#### ***Fixed assets***

- Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011.
- Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. There is insufficient cost information available to show their value in these accounts.
- All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.
- Equipment used within the church premises is depreciated on a straight line basis over 4 years (except equipment in the Nursery Fund, which is over 2 years). Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.
- The church centre is depreciated on a straight line basis over 50 years (note: from 2020, previously depreciated over 100 years). Kitchen equipment is depreciated on a straight line basis over 10 years.

#### ***Volunteers***

- The PCC is very reliant on volunteers to carry out many of its activities. The monetary value of their contribution is not included in the accounts, but the Annual Report provides details of the role of volunteers and the extent of their activities.

## 2. Income and Endowments

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>2a) Donations and legacies</b>				
Donations	273,311	-	273,311	259,821
Gift Aid	54,856	38	54,893	53,627
Church collections and sundry donations	7,979	195	8,174	11,867
Legacies	-	-	0	0
	<b>336,146</b>	<b>233</b>	<b>336,379</b>	<b>325,314</b>
<b>2b) Investment income</b>				
Rent	9,900	-	9,900	9,900
Dividends	667	-	667	647
Interest received	14	-	14	147
	<b>10,580</b>	<b>0</b>	<b>10,580</b>	<b>10,694</b>
<b>2c) Income from church activities</b>				
Fees	2,196	-	2,196	2,155
Events	4,033	-	4,033	2,082
Early Bird café	324	-	324	400
Children & Youth Ministry income	577	-	577	2,075
	<b>7,130</b>	<b>-</b>	<b>7,130</b>	<b>6,712</b>
<b>2d) Other trading activities</b>				
Lettings	3,066	-	3,066	2,283
	<b>3,066</b>	<b>-</b>	<b>3,066</b>	<b>2,283</b>
<b>2e) Transfers between funds</b>				
From General Fund to Building Fund	(2,603)	2,603	-	-
	<b>(2,603)</b>	<b>2,603</b>	<b>-</b>	<b>-</b>

### 3. St Paul's Church Nursery School

The financial results of St Paul's Church Nursery School are consolidated into the Statement of Financial Activities for the PCC, and the full accounts are shown below.

<b>Statement of Financial Activities</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Income</b>		
Fees	16,973	11,808
Subsidised Fees	228	-
Early Years Funding Entitlement	53,083	56,457
Discretionary Funding	-	2,718
Deposits Reclaimed	110	200
Fundraising	2,389	1,378
Donations	1,100	329
	<u>73,883</u>	<u>72,889</u>
<b>Expenditure</b>		
Staff Costs	57,678	55,953
Pensions	766	896
Training & Recruitment	245	112
Contribution towards use of Church room	-	846
Classroom resources	1,102	1,000
Depreciation	500	-
Stationery & Administration	819	1,092
Insurance	797	605
Charges	-	-
Fund Raising	687	199
Subsidised places	228	-
Other	1,179	394
	<u>64,001</u>	<u>61,097</u>
<b>Net income/(expenditure)</b>	<u>9,882</u>	<u>11,793</u>
<b>Balance Sheet</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Assets</b>		
Bank current accounts and cash	29,329	19,120
Tangible assets	996	-
Fee debtors	-	486
<b>Total assets</b>	<u>30,325</u>	<u>19,605</u>
<b>Liabilities</b>		
Fee deposit creditors	2,420	1,400
Other creditors	270	453
<b>Total liabilities</b>	<u>2,690</u>	<u>1,853</u>
<b>Net Assets</b>	<u>27,634</u>	<u>17,753</u>
<b>Represented by funds:</b>		
General Fund	9,659	16,462
Project Fund	1,913	-
Salary Cover Reserves	15,000	-
Subsidised Places Fund (restricted)	1,063	1,291
<b>Total funds</b>	<u>27,634</u>	<u>17,753</u>

#### 4. Charitable giving

Amounts were given as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Outreach support</b>				
Oasis India	5,100	-	5,100	-
Juan Carlos & Penny Marces (Peru)	5,000	-	5,000	5,400
Stuart & Jenny O	3,375	-	3,375	3,300
Hand in Hand (New Hope Orphanage, Kenya)	5,125	-	5,125	4,400
France Mission Trust	5,125	-	5,125	4,945
Tearfund (India)		-	-	6,000
Open Doors	4,500	-	4,500	4,400
Bin Twinning	900	-	900	-
Dave Bookless A Rocha UK (CMS)	2,250	-	2,250	1,098
Khongsais A Rocha UK (CMS)	2,250	-	2,250	1,098
Toilet Twinning		-	-	1,020
Beatitudes (Dorking)	1,200	-	1,200	1,200
Besom (Dorking)	2,600	-	2,600	2,600
CAP (Mole Valley)	2,400	-	2,400	2,400
Dorking Foodbank	1,000	-	1,000	1,000
Priory School Chaplaincy	275	-	275	265
New Wine		-	-	1,000
Tearfund Afghanistan Appeal	595	-	595	1,313
<b>Total grants</b>	<b>41,695</b>	<b>-</b>	<b>41,695</b>	<b>41,439</b>

## 5. Church Activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Ministry costs</b>				
Parish share	120,046	-	120,046	120,046
Vicar's expenses	1,088	-	1,088	388
Vicarage running costs	10,916	-	10,916	1,235
Associate Vicar diocesan recharge+expenses	14,770	-	14,770	40,080
Associate Vicar housing	10,636	-	10,636	19,749
Curate expenses	45	-	45	-
Vacancy costs	1,377	-	1,377	-
Children & Youth Minister salary+expenses	26,218	-	26,218	26,852
Children & Youth Minister pension costs	1,041	-	1,041	952
6 Falkland Road house costs	5,300	-	5,300	8,001
6 Falkland Road mortgage interest	11,355	-	11,355	11,220
6 Falkland Road council tax	2,455	-	2,455	2,381
Worship Pastor salary+expenses	12,525	-	12,525	17,787
Worship Pastor pension costs	844	-	844	445
Youth Pastor salary+expenses	11,730	-	11,730	12,045
Youth Pastor pension costs	469	-	469	191
Ordinand expenses	-	-	-	-
Non-Stipendiary Minister expenses	45	-	45	50
Ordained Local Minister expenses	45	-	45	-
	<b>230,904</b>	<b>-</b>	<b>230,904</b>	<b>261,421</b>
<b>Worship and Services</b>				
Visiting speaker expenses	-	-	-	-
Regular service resources	421	-	421	514
Café church	268	-	268	313
Other special service resources	699	-	699	1,172
Community outreach resources	562	-	562	388
Technical resources for worship	480	-	480	1,993
Music, including musicians' pay	6,333	-	6,333	6,038
	<b>8,763</b>	<b>-</b>	<b>8,763</b>	<b>10,418</b>
<b>Training and discipleship</b>				
Subscriptions	683	-	683	648
Books	-	-	-	-
Children's & Youth Ministry	4,798	-	4,798	3,856
Alpha	303	-	303	254
Gifts	360	-	360	2,898
Soul Survivor	-	-	-	5
Training and development	1,656	-	1,656	4,947
Mission Bursaries	-	-	-	-
Eco Church	-	390	390	2,295
Other Events	3,832	-	3,832	706
Worship Team	180	-	180	-
	<b>11,810</b>	<b>390</b>	<b>12,200</b>	<b>15,610</b>
<b>Total activities related to church work</b>	<b>251,477</b>	<b>390</b>	<b>251,867</b>	<b>287,449</b>

## 6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>6a) Central services</b>				
Office staff pay and expenses	21,855	-	21,855	23,987
Office staff pension costs	-	-	-	131
Church utilities	13,448	-	13,448	9,567
Church & Centre cleaning	3,518	-	3,518	3,672
Verger	-	-	-	-
Facilities Manager	-	-	-	-
Caretaker	4,013	-	4,013	3,831
Photocopier costs	1,648	-	1,648	1,711
IT support including website	1,810	-	1,810	1,376
Telephone	466	-	466	673
Stationery & Office materials	182	-	182	263
Postage	-	-	-	-
Tea & Coffee	892	-	892	261
Early Bird café expenditure	-	-	-	-
Cleaning Materials	685	-	685	923
Costs of School House flat	-	-	-	5,897
	<b>48,516</b>	<b>-</b>	<b>48,516</b>	<b>52,292</b>
<b>6b) Other operational costs</b>				
Church insurance	4,407	-	4,407	4,366
Bank interest and charges paid	(468)	-	(468)	120
Independent Examiner's Fee	2,430	-	2,430	1,930
	<b>6,369</b>	<b>-</b>	<b>6,369</b>	<b>6,416</b>
<b>Total management and administration</b>	<b>54,885</b>	<b>-</b>	<b>54,885</b>	<b>58,708</b>

## 7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Repairs and routine maintenance	10,636	-	10,636	9,408
Quinquennial Repairs	6,870	-	6,870	2,226
Equipment	824	-	824	1,024
Depreciation	1,776	42,193	43,969	44,975
	<b>20,106</b>	<b>42,193</b>	<b>62,299</b>	<b>57,634</b>

## 8. Staff Costs

	<b>Total 2021</b>	<b>Total 2020</b>
	£	£
Wages and salaries	134,592	134,785
Social security costs	869	971
Other pension costs	3,120	3,092
	<u><b>138,582</b></u>	<u><b>138,848</b></u>

The average monthly number of employees during the year was as follows:

	<b>2021</b>	<b>2020</b>
Staff - church activities	6	6
Staff - nursery school	7	8
	<u><b>13</b></u>	<u><b>14</b></u>

The staff costs above include both church and church nursery staff. A grant of £1,265 was received under the government's Job Retention Scheme.

There were no employees whose emoluments amounted to over £60,000 in the year.

The trustees consider the aggregate employment benefits of the key management personnel to be nil (2020:Nil)

## 9. Tangible fixed assets

	<b>Nursery</b>	<b>Church Centre</b>	<b>Equipment</b>	<b>Property</b>	<b>Total</b>
<b>Cost</b>	£	£	£	£	£
At 1 Jan 2021	-	2,206,518	156,969	148,500	2,511,988
Additions	1,496	2,603	-	-	4,099
At 31 Dec 2021	<u>1,496</u>	<u>2,209,120</u>	<u>156,969</u>	<u>148,500</u>	<u>2,516,087</u>
<b>Depreciation</b>		-	-	-	-
At 1 Jan 2021	-	162,353	152,678	-	315,031
Additions	500	42,193	1,776	-	44,469
At 31 Dec 2021	<u>500</u>	<u>204,546</u>	<u>154,454</u>	<u>-</u>	<u>359,499</u>
<b>Net book value</b>					
At 1 Jan 2021	-	2,044,165	4,292	148,500	2,196,957
<b>At 31 Dec 2021</b>	<u><b>996</b></u>	<u><b>2,004,575</b></u>	<u><b>2,516</b></u>	<u><b>148,500</b></u>	<u><b>2,156,588</b></u>

'Property' is the house at 6 Falkland Road (from May 2010 occupied by the Children's & Youth Minister). This was purchased on 16 August 1989 with a value linked loan from the Church Commissioners, shown under "Creditors: amounts falling due after more than one year". All income and expenditure is accounted for in the Statement of Financial Activities.

The new equipment purchased in 2021 (and included above) comprises a dishwasher for the Church Centre (to be depreciated over 10 years beginning January 2022) and computing equipment for the Nursery (to be depreciated over 2 years beginning May 2021).

## 10. Debtors and prepayments

	2021	2020
	£	£
Sundry debtors	923	606
Gift Aid recoverable	11,392	13,118
Nursery debtors	-	486
Prepayments	-	-
	<u>12,314</u>	<u>14,210</u>

## 11. Liabilities

	2021	2020
	£	£
<b>11a) Amounts falling due within one year</b>		
Other taxes and social security	-	3,244
Independent Examiner's fee	2,500	2,500
Nursery creditors	2,691	1,853
Deferred income	-	-
Agency collections	1,602	140
Accruals	8,328	14,708
	<u>15,121</u>	<u>22,446</u>
<b>11b) Amounts falling due after more than one year</b>		
Church Commissioners	148,500	148,500
Other loans	10,000	10,000
	<u>158,500</u>	<u>158,500</u>

The long term loan from the Church Commissioners is the mortgage on 6 Falkland Road, which is secured on the property.

The other loan is unsecured. It is repayable in 2024.

## 12. Analysis of Net Assets by Fund

The fund balances are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Fixed assets	151,016	2,005,568	2,156,584	2,196,954
Current assets	164,178	31,171	195,349	206,014
Liabilities	(159,446)	(14,175)	(173,621)	(180,946)
Fund balance	<u>155,748</u>	<u>2,022,565</u>	<u>2,178,313</u>	<u>2,222,022</u>

The movements and balances on the unrestricted funds, General and Designated, are as follows:

	1 Jan 2021 £	Incoming £	Net Transfers £	Outgoing £	31 Dec 2021 £
General Fund	110,814	354,423	(8,820)	(345,021)	111,397
Quinquennial	24,558	-	5,000	(6,870)	22,687
Provisions	2,204	-	1,217	(2,204)	1,217
Equipment Renewal	13,092	-	-	(2,305)	10,787
Legacy Projects	569	-	-	-	569
Youth Ministry	9,264	1,250	-	(10,514)	-
World Church	9,091	1,250	-	(1,250)	9,091
Total unrestricted	<u>169,592</u>	<u>356,923</u>	<u>(2,603)</u>	<u>(368,163)</u>	<u>155,748</u>

The movements and balances on the restricted funds are as follows:

	1 Jan 2021	Incoming £	Net Transfers £	Outgoing £	31 Dec 2021 £
Nursery	17,752	73,883	-	(64,001)	27,634
Building Fund	2,034,162	-	2,603	(42,193)	1,994,572
Eco	286	233	-	(390)	129
Agency	230	-	-	-	230
Total restricted	<u>2,052,431</u>	<u>74,116</u>	<u>2,603</u>	<u>(106,584)</u>	<u>2,022,565</u>

Fund details:

Quinquennial - fund to cover repairs identified in quinquennial inspection (last undertaken in 2019)

Equipment - fund to cover renewal of significant technical equipment

Youth Ministry - fund for spending on activities relating to young people

World Church - fund to support engagement with mission partners

Building - originally created for the management of funds for the construction of the new church centre (opened in 2014). Now represents the net book value of the building (including kitchen equipment) and the one outstanding loan.

### 13. Associated charities

#### 13a) Field legacy

John William Field, who died in 1914, bequeathed to the church a sum of money which today is invested in 463 CBF (Central Board of Finance) Investment Fund shares valued on 31/12/2021 at £10,843. The dividends from these shares are held in a CBF Church of England deposit account or paid into the main church bank account, and may be applied at the discretion of the Churchwardens to any of the following:

- \* the maintenance and repair of the fabric of the church,
- \* the expenses of the Services therein, and
- \* the support and maintenance of the church's Sunday School.

Name of Charity	St Paul's Churchwardens Field Legacy Account
Trustees	The Churchwardens
Bank	Central Board of Finance
Income received	2021: £275 (2020: £266)

#### 13b) Hyde bequest

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul". Currently the capital is invested in 658 CBF Investment Fund units valued at 31/12/2021 at £15,409 (31/12/2020: £13,481, an increase during the year of £1,928) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintain permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovate from time to time and in good time all lettering thereon.

Name of Charity	Hyde Bequest
Income received	2021: £391 (2020: £378)

**Independent Examiner's report to the Members of the Parochial Church Council of the Ecclesiastical Parish of St. Paul's Dorking**

I report to the members on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Paul's Dorking for the year ended 31st December 2021.

**Responsibilities and basis of report**

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

**Independent examiner's report**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



P D Longstaff FCA  
Institute of Chartered Accountants in England and Wales

Date: 26<sup>th</sup> April 2022

---

# Accounts

---

# St Paul's Church, Dorking

## Annual Report and Financial Statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2020

Including the APCM Agenda for Thursday 29th April 2021  
and Minutes of last year's APCM.

### Table of Contents

<b>APCM agenda</b>	<b>2</b>
<b>Structure, Governance and Management</b>	<b>4</b>
The PCC and other committees and teams	
<b>Objectives and Activities</b>	<b>6</b>
Objectives	
Church Activities	
Policy for Outward Giving	
<b>Review of 2020</b>	<b>8</b>
Church Membership and Attendance	
Annual Report of the PCC	
Report on Goods, Fabric and Ornaments	
Dorking Deanery Synod Report	
Social Justice Report	
Report from St Paul's Nursery	
World Church Report	
Report on St Paul's Action on Climate and the Environment	
Report on Safeguarding of Children and Vulnerable Adults	
Financial Review	
Review of 2020	
Objectives for 2021	
<b>Financial Statements</b>	<b>24</b>
<b>Independent Examiner's Report</b>	<b>36</b>
<b>Minutes of the APCM, October 2020</b>	<b>37</b>

**St Paul's Dorking  
Annual Meeting of Parishioners  
and  
Annual Parochial Church Meeting (APCM)**

**Thursday 29th April 2021 8pm  
at St Paul's Church**

***APCM Agenda***

- 1 Opening Prayer
- 2 Election of Churchwardens
- 3 Apologies for Absence
- 4 Minutes of the 2020 Meeting and Matters Arising
- 5 Elections
  - a. Election of Deanery Synod rep
  - b. Elected members of the PCC
  - c. Independent Examiners for the accounts
- 6 Church Reports
  - a. Annual report and financial statement of the PCC (see written report)
  - b. Numbers on the electoral roll
- 7 Churchwardens' Message
- 8 Your Questions
- 9 Prayer  
*An opportunity to pray for the mission of the church*
- 10 Closing prayer of blessing

NB. Parochial Church Council membership consists of:  
Clergy,  
Licensed Lay Ministers,  
2 Churchwardens,  
Deanery Synod Reps  
Other elected members (up to 15),  
Co-opted members (up to 2), as agreed by the PCC

**St Paul's Church  
St Paul's Road West  
Dorking RH4 2HT**

**Annual Report and Financial Statement  
of the Parochial Church Council  
for the year ended 31<sup>st</sup> December 2020**

**Staff Ministry Team**

Incumbent Vicar:	Vacancy since July 2020 (Rev Ruth Bushyager MSci, MA until June 2020)
Curate:	Rev Rebecca Heath-Taylor BA MA PGCE from September 2021
Associate Vicar:	Alex Cacouris BA BSc
Associate Minister (retired):	Rev Jeff Yelland CEng, DipHE, STETS
Assistant Minister:	Rev Jenny Firth BMus, PGCE, DipHE, DipMin
Children's and Youth Minister:	Steve Henwood BA(Ed).
Licensed Lay Minister	Graham Everness BA, FIA, DipHE(TMM)
Worship Pastor	Emily Lissaman BA, PGCE
Youth Pastor	Andy Thompson MMus LRSM
Ordinand	Dawn Lucas BA
Ordinand	Oli Fricker MA
Trainee Licensed Lay minister	Heather Goddard BA, DipM
New Wine Intern	Samuel Latham BA

**Bank**

(1) HSBC Bank plc 67 West Street, Dorking RH4 1BW	(2) CAF Bank Kings Hill, West Malling ME19 4TA
---	--

**Independent Examiner**

Philip Longstaff FCA  
Ellis Atkins, Chartered Accountants  
1 Paper Mews, 330 High Street, Dorking, RH4 2TU

**Architect**

Michael Staff RIBA AABC  
Nye Saunders Ltd, 3 Church Street, Godalming, Surrey. GU7 1EQ

**All Communications should be addressed to:**

Church Office,  
St Paul's Church,  
St Paul's Road West,  
Dorking.  
RH4 2HT

Telephone: 01306 743378  
Email: [reception@stpaulsdorking.org.uk](mailto:reception@stpaulsdorking.org.uk)

**Church website** [www.stpaulsdorking.org.uk](http://www.stpaulsdorking.org.uk)

# **Structure, Governance and Management**

## **Constitution of the Parochial Church Council (PCC)**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as “The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking” in January 2010. Copies of the Annual Report and Financial Statement are held by the Secretary of the Diocesan Board of Finance and are also available upon written request to the PCC Secretary.

## **Aim and Purpose**

St Paul’s Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting, in the ecclesiastical parish and also (in support of the neighbouring churches) within the wider Mission Action Zone of Dorking, the whole mission of the Church (pastoral, evangelistic, social and ecumenical), for the public benefit.

## **Day-to-day management**

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team, the Church Operations Manager and the Wardens.

## **Officers of the PCC**

*Chairman:* Paul Studley (Rev Ruth Bushyager until June 2020)  
*Vice-chairman:* Paul Studley ( until June 2020)  
*Secretary:* Caroline Rose  
*Treasurer:* Oli Fricker  
*Electoral Roll Officer:* Joanna Cassidy

## **Membership of the PCC**

Members of the PCC are ex-officio, elected by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. PCC members who served at any time from 1 January 2020 until date report was approved are:

Incumbent Vicar	Rev Ruth Bushyager ( until June 2020)
Curate	Rev Rebecca Taylor (from September 2020)
Associate Vicar	Alex Cacouris
Assistant Minister	Rev Jenny Firth
Licensed Lay Minister	Graham Everness
Wardens	Paul Studley since April 2019, Ian Poole (2017-October 2020), and Sarah Beasley ( from October 2020)
Representatives on the Deanery Synod	Maggie Hill, John Arnold ( until October 2020), Caroline Rose ( from October 2020) Karen Wheatley ( from October 2020)
Elected Members (up to APCM 2020)	Malcolm Boother, Alison Everness , Simon Fereday , Dawn Lucas , Katie Mackay
Elected Members (throughout 2020)	Lawrence Comber [2021], Karen Wheatley [2021], Jackie Gardner [2021], Oli Fricker [2021] Alison Studley [2021] (from Sep 18)
[Term end in brackets]	Catherine Barker ( 2022), Annabel Blanch( 2022), Catherine Carter Shaw( 2022), Caroline Rose (2022) Nick White ( 2022)
Elected Members (from APCM 2020)	Ceceile Johnston ( 2023) Emily Lissaman ( 2023), Sue Swain Fossey( 2023), Andy Thompson ( 2023)
Co-opted	Steve Henwood,

## **Recruitment, induction and training**

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. The PCC supports any new member or officer who wants to attend training run by the Diocese.

## **Organisation and use of Committees**

The PCC Standing Committee meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision-making and leadership of all the vision, ministry and activity of the church.

*PCC Standing Committee Members:*

Ruth Bushyager (Until June 2020), Oli Fricker, Paul Studley, Ian Poole ( until October 2020), Sarah Beasley ( from October 2020) Alex Cacouris.

## ***Other Committees/Teams and Activities reporting to the PCC during 2020***

- **Fabric Team** – providing support, guidance and recommendations to the PCC on the appropriate maintenance and management of premises for which the PCC is responsible.  
*Team leader: Paul Studley*
- **Finance Team** – responsible for the day to day management of income, expenditure and payroll as well as ensuring compliance with financial regulatory procedures.  
*Team leader: Oli Fricker*
- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.  
*Team leader: Steve Moggs , Health and Safety Officer.*
- **Nursery Management Committee** – managing the Ofsted regulated St Paul’s Church Nursery School.  
*Team leader: Alison Studley*
- **Safeguarding Advisory Group** – managing the safeguarding of children and vulnerable adults.  
*Team leader: Anna Mercer*
- **Social Justice Ministries (SJM) Team** – encouraging, promoting and coordinating participation in the network of social justice ministries in our local area.  
*Team leader: John Arnold*
- **SPACE (St Paul’s Action on Climate and Environment)** – encouraging, promoting and coordinating concern for the environment and participation in the national Eco-Church awards scheme. *Team leader: Annabelle South*
- **St Paul’s Children and Youth** - teaching and activities for children and young people: Sunday morning and mid week groups; holiday clubs and special events and residential visits; local school outreach. *Team leader: Steve Henwood, Youth Minister.*
- **World Church Team (WCT)** – responsible for promoting the church’s involvement with God’s work beyond the parish and making recommendations for the PCC’s outward giving.  
*Team leader: Karen Wheatley*

## **Setting remuneration**

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation and the levels of pay increase granted by the Diocese.

# ***Objectives and Activities***

## **Objectives**

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions.

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance on all matters (with the elected members intended to represent the breadth and variety of the congregation). Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of St. Paul's vision. Steered by the Standing Committee the PCC will receive regular reports and updates on the progress of all key aspects of our vision, ministry and activity to provide care, counsel, insight, direction and formal decision making.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

The Church's current vision statement is 'to be a growing community of grace'. Implementing this vision was the main purpose of the Mission Action Plan developed in 2017; details of the specific objectives set for 2019 were continued in 2020 with an Interim Plan being joined to these during the current Vacancy in response to immediate needs in the Church and the community arising with the Covid pandemic. Details of this Interim Plan are contained in the section Objectives for 2021.

**Services:** are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal "Café Church" format. On Sunday evenings "The Six Thirty", is a time of prayer, worship and an opportunity to go deeper with God. We hold a spoken service of Morning Prayer on Tuesday morning. Services are also led in local residential homes for the elderly.

**St Paul's Children and Youth** is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood assisted by Andy Thompson.

During the week a network of **Small Groups** meets, mostly in homes, some during the day and others in the evening. These groups generally follow the same termly teaching programme used in the morning services. The Small Groups are coordinated by Sylvia Yelland.

A team of 9 qualified **Lay Pastoral Assistants** works with the staff ministry team to provide confidential pastoral support both within and outside the worshipping community. The team is coordinated by Dawn Lucas.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups. Sue Swain Fossey is the Church Operations Manager, Nicola Glass is the Communications Co-ordinator and Rowena Birch the Parish Administrator. Steve Moggs has served as Health and Safety Officer. Mick Taylor joined the team as Caretaker in January 2020 and Lisa Dickson continued in her position as cleaner.

A team of receptionists, organised by Caroline Rose, is on hand each weekday morning in term time from 8.45am -1.00pm to welcome visitors. During Lockdown: Reception and the Church office have been managed remotely and Support@stpauls was established in March 2020 to increase our capacity to support the church family and the community.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are just some examples: Many have been suspended due to lockdown regulations and the consequent closure of the Church buildings. Others, however, have continued to operate online with some 'meetings' as and when restrictions were eased during the summer.

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith  
*Leaders: Brad and Maree Bryant*
- **Connexions** – Lunch, activities and support for seniors and friends meeting once a month, usually the last Wednesday of the month.  
*Leaders: Jeff and Sylvia Yelland*
- **Early Bird Café** – A meeting point for parents, guardians, pre-school children and others  
*Coordinator: Rowena Birch*
- **Floral Decorations** – Preparing floral arrangements to decorate the church and centre  
*Coordinator: Ruth Paine*
- **Just Women** – Events for Women *Leader: Ali Studley*
- **Kitchen & Catering** – Managing use and operation of the kitchen, ensuring compliance with environmental health standards, and coordinating catering for major church activities  
*Catering and Kitchen Manager: Jayne Mockler*
- **Marriage Preparation** – For couples preparing for marriage to explore together some topics to help build a strong foundation for a lasting relationship  
*Leaders: Jeff and Sylvia Yelland*
- **Momentum** - events for men  
*Leader: Paul Studley*
- **Nursery School** – Weekday nursery and pre-school provision  
*Head teacher: Jacqui Moulder (from September 2020)*
- **Parenting Teenagers** - A group for parents/carers to explore the challenges and delights of raising teenagers from a Christian perspective  
*Leader: Catherine Barker*
- **Prayer** – Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training. *Leader: Lawrence Comber*
- **Sound & Visual Support** – Providing technical support for worship, services and events  
*Leader: Emily Lissaman*
- **SPOT** – A group for carers and under three year-olds on Wednesday mornings  
*Leader: Joan Darling*
- **Stepping Stones: Young Families Network** – a relaxed space for young families to together explore faith and nurturing our children's faith through craft, play, discussion and worship.  
*Leaders: Oli and Natacha Fricker*
- **Wednesday Youth** - Midweek discipleship group for 14-18 year-olds  
*Leader: Andy Thompson*
- **Welcome** – Ensuring that everyone is welcomed, has access to information and opportunities for connecting with others, with a special focus on those new to St Paul's  
*Leader: Sue Swain-Fossey*
- **Work Out** – Midweek monthly meeting and network connecting faith with the world of work including those who work from home, or are in between work  
*Leader: Simon Gardner*

- **Worship Team and Choir** – Groups leading and supporting sung worship in a variety of styles. Preparing and seeking God's heart to grow His worship ministry at St Paul's  
*Worship Team Leader: , Emily Lissaman*  
*Choir Leader: Helena Twentyman*
- **XL** – A mid-week group for 8-14 year olds  
*Leader: Steve Henwood*
- **Young at Heart** – A caring social meeting, held monthly on Sunday afternoons  
*Leader: Maggie Hill*

In addition, individual church members participate in local community initiatives including Dorking Beatitudes, Besom, and the Dorking Area Foodbank. Anne Draper served St Paul's lay representative for Churches Together in Dorking in 2020.

Although some of the people who lead and help with the above activities are paid, the majority are not. Therefore, the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

### **Policy for Outward Giving**

The PCC has a policy for Outward Giving from the Church's resources which was last reviewed in 2011. 'Outward Giving' is defined as giving beyond St. Paul's Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St. Paul's Church such as the Priory School Chaplaincy as well as activity overseas. A budget for Outward Giving will be set by the PCC each year, based on income during the previous year. The World Church Team is responsible for making recommendations to the PCC on the use of this money. The Social Justice Ministries Team also participates in the process of making recommendations to the PCC.

## ***Review of 2020***

### **Church Membership and Attendance**

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in October 2020 was 299 compared with 295 in April 2019.

2020 has been an extraordinary year due to the COVID 19 emergency. In line with Church of England instructions, between March and December the church was either closed for services or open for services with a socially distanced congregation.

The usual Sunday attendance at services during the first 3 months of 2020 was 237 compared to 281, a twelve-month average in 2019. From March 22 until the end of the year we had on average 68 unique views at the actual time our morning services were first broadcast (69 at 9.00am service and 67 for the 10.30 service). Overall 'attendances' however were significantly higher than this; the available statistics show that the number of viewings for each service within 24 hours of first broadcast was typically two to three times these numbers, and when we also include viewings on subsequent days we had on average 390 unique views (where a single 'view' could constitute a family or couple) watching service videos online each week from March to the end of July. The 6.30 service continued on zoom from March to December with an average attendance of 24. In addition, the attendance at the one service held in Church each Sunday between August and December was between 30-40 people. Our live Christmas services and activities during December were full with maximum numbers allowing for social distancing. The 'Meadowbank Carol Service' which was live streamed, has been viewed 1200 times.

In 2020 we had one Thanksgiving Service (no Baptisms), 2 weddings and 6 funerals.

Caroline Rose *PCC Secretary*

## **Annual Report of the Parochial Church Council (PCC)**

The PCC held bi-monthly meetings during 2020 with its agenda focused on business matters while also including a time for prayer. At the meetings during 2020, the PCC received regular reports from the World Church Team, the Fabric Team, the Deanery Synod representatives, the Treasurer, the Safeguarding Advisory Committee, Health & Safety, and the Standing Committee.

Major items for information and discussion at meetings included

- **Nursery:** Ali Studley (Nursery Chair) and Jeremy Hall (Nursery Treasurer) have kept the PCC updated throughout the year regarding the staffing and financial aspects of nursery management. How the Nursery has been impacted by COVID in both practical and financial terms and the necessary changes that had to be made to accommodate health and safety have been the main focus of discussion, together with the appointment of a new Headteacher and Deputy Head.
- **Safeguarding Annual Update:** Ruth Bushyager as a member of the Safeguarding Advisory Group, presented the Report on Safeguarding of Children and Vulnerable Adults and requested approval of the Annual Policies for adoption. Attention was drawn to The appointment of Penelope Arnold as representative for the Safeguarding of Vulnerable Adults and the new national guidelines which require many more of our volunteers to undertake higher level safeguarding training which was begun in 2020. Ruth acknowledged that the demands on churches regarding safeguarding were growing, but that the Diocese was mindful of this. Churches were being encouraged to prioritise and it was recognised that it would take many months to comply with the guidelines.
- **CYM :** Steve Henwood provided detailed written reports to support his presentation illustrating how much we do for our Youth and Children and how many changes have been made to meet restrictions imposed since March 2020. He praised all in the dedicated CYM team; highlighting the work of Andy Thompson with Wednesday Night Youth; the preparation and delivery of activity packs for children who attend Saltmine groups by Katie Mackay and the writing of devotional material for secondary schools' CU's by our own young leaders. Steve raised his concern that restrictions over much of 2020 has affected our connections with 'fringe ' youth membership through our midweek groups and connections with schools. There is still a strong core of children and youth attendance where parents are church members.
- **Health and Safety:** The Health and Safety officer, Steve Moggs, presented updated Health and Safety policies including reallocation of responsibilities following the disbanding of the position of Facilities Manager, amendments made to the Fire Evacuation procedures in line with fire service requirements and the addition or updating of additional policies including : Visits off site; the use of candles; COSHH ( hazardous substances ); Asbestos which were examined and approved.  
Steve Moggs confirmed that the Nursery had their own Health and Safety policy.
- **Staffing:** In January, Sue Swain Fossy's permanent appointment as Operations Manager was confirmed and Mick Taylor was appointed as Caretaker and member of the property management team. The appointments of Becky Taylor as curate and Samuel Latham as a New Wine Intern were overseen. The decision was taken not to furlough staff members during lockdown in 2020 but retain them on full pay, working remotely and adapting to the needs of lockdown which often brought new tasks to job descriptions.
- **Mission Action Plan:** The PCC was involved in the development of strategic priorities for the MAP and drawing up the MAP launched in September 2019 which was agreed would focus on Prayer, Discipleship and Resource Church. Led by Laura Parker this was reviewed in July, highlighting **Prayer:** the successful prayer survey providing detailed

responses that have given the leadership a good steer in the preparation of their teaching and the establishment of Tuesday prayer time; **Discipleship**: the building of Stepping Stones for young families and an increase in financial giving. **Resource Church**: resourcing and training of 18-30 year olds and the continuing development of eco church targets. It was acknowledged that many planned MAP actions have been prevented by lockdown. Under Vacancy, it is not considered appropriate to make substantial changes to the MAP, but the PCC nevertheless agreed that in response to Covid 19 we should add to the MAP an Interim Plan which is detailed later in the section: Objectives for 2021.

- **Social Justice Ministries**: John Arnold submitted a written presentation about the progress of the work of the Social Justice ministries that are supported by the church including an update of the five ministries within the social justice network and the highlights of their work. This is covered in a dedicated section later in this document.
- **World Church**: Karen Wheatley gave a report of Six partnerships: Kenya, India, Syria, Peru, France and UK based ventures with an international outlook as well as the toilet twinning project. Karen explained that the World Church team worked to encourage the church through newsletters, prayer, and homegroup support for individual projects as well as giving prominence to mission partner visits, by Juan Carlos and Penny Marces in 2019
- **Finance and Budget**: A full financial report was presented and considered at each business meeting and any changes to the budget made after discussion and agreement. Approval of the budget for 2021.
- **Arrangements for The Vacancy and the Appointment of a new Incumbent**: several meetings were held to explain, discuss and finalise the Church governance arrangements during the vacancy and the process of appointing a new incumbent (see the Review of 2020).

The PCC approved the nomination of Hannah Dimmock to serve as a Foundation Governor at St Paul's School. It also appointed the following nominees as sidespeople for 2020-21: Sue Higham, Peter Bamber, Steve and Heather Goddard, Jo Rogers, Christine Riley, Sue Beckett, Coleen Risness, Felicity and David Charles, Jane Hall, Anne and David Holman, Guy Blair, Lawrence Will, Sylvia Melchonne, Tim McEntire, John Firth.

*Caroline Rose (PCC Secretary)*

## **Report on Goods, Fabric and Estate**

Throughout the year we were affected by the pandemic and for much of the time the church was only open on a limited basis in line with governmental and diocesan lockdown rules and guidelines. As a result considerable savings were made on utilities and we took advantage of a relatively empty church to engage in some routine repairs and maintenance. The employment of a part-time caretaker enabled us to achieve this at the same time as providing a means of visible security through daily visits to the church.

For the most part, and within the constraints of the pandemic we were able to continue with the service and maintenance contracts which cover the major and more complex installations on the church estate - boilers, lighting, foul pumps etc.

The Fabric Committee was only able to meet on a couple of occasions but there remains a willing body of six members of the church family who under normal circumstances are available to give their time to addressing some of the practical maintenance work needed to keep the church going, including the church grounds, painting and decorating and other relatively simple jobs.

The 2019 Quinquennial Inspection (QI) identified a few issues which need immediate attention and these are ongoing due to the limited availability of tradesmen affected by the pandemic. The

annual sum agreed by the PCC to allow for issues arising from the QI is as before, namely to manage and/or mitigate the issues arising from the QI. Amongst other repairs, we are awaiting a date for gutter repairs, some blistered lead flashings and the general repair and maintenance of rainwater goods. In addition one of the leaded light windows in the NW gable blew out during one of the autumn storms and although we have installed a temporary fix we await the repair and re-installation of the window.

#### **Wider church estate:**

Vicarage – after the vicarage became vacant at the beginning of August we were able to engage both volunteers and professionals to tidy up the garden and make safe some of the large trees in the garden. Other work was also undertaken by the Diocese including addressing the damp in the understairs toilet which has been an issue over many years!

School House Flat - a new kitchen was successfully installed in early 2020.

6 Falkland Road - the bathroom was refurbished and work was undertaken to repair and replace the fencing and paths.

79 Ashcombe Road - still in need of some outstanding work by the Diocese including the possibility of erection of a gate and some work in the downstairs bathroom.

Paul Studley (*Churchwarden*)

#### **Dorking Deanery Synod**

The Deanery Synod met only twice in 2020 with all other meetings cancelled due to the Pandemic. February's meeting focus was Children and Youth. Lucy Mason, the Priory School Chaplain shared some aspects of her ministry: notably mental health and identity issues, and the need for a positive approach to these, Christian Union and Prayer as well as raising awareness of wider issues such as human trafficking. Pupils clearly value the chaplaincy and consider it to be at 'the heart' of the school.

Steve Henwood reflected on his approach to and the importance of work with Children and Youth.

**March to November 2020** : There were no Deanery Synod meetings with plans for the Eco focused meeting cancelled and the expected election of parish deanery synod reps (held every three years) due before June, deferred until the Autumn when APCM's could be organised. St Paul's Church elected three representatives (Maggie Hill, Caroline Rose and Karen Wheatley) at the October APCM. This leaves one vacancy as we have 4 allocated places on the Synod based on our Electoral Roll number.

The Deanery leadership continued to 'meet' over this time promoting mutual support by churches in the Deanery if needed

In September 2020 Peter Nevins, Vicar of St John's Church North Holmwood was formally commissioned as Area Dean succeeding Ruth Bushyager who stood down in June when she left the diocese to take up her position as Bishop of Horsham. He chaired his first Synod meeting in November (held by zoom ) when he welcomed the newly elected Deanery Synod members.

**November meeting:** Alongside this opportunity for Synod reps from all churches to meet and begin to get to know each other, the focus of the November meeting was the Dean's Vision of how we, as a Deanery, should respond to the inevitable changes resulting from the Pandemic lockdown and how we help to create a new normal. In outline, this includes how we do this; with care, creativity and collaboration and what we, as churches, will have to consider: regathering, reorganising and rebuilding. This Vision was further explored and debated at our meeting in February 2021.

In addition feedback from the Diocesan Synod was shared with the Deanery Synod, notably information about the Church of England project, *Living in Love and Faith* and 2021 *'The year of the Children and Youth'*, the latter being a likely focus for the Deanery next year. The diocesan

commitment to establishing a plan targeting net zero carbon emissions by 2030, with regular monitoring of progress against this plan was welcomed.

Finally, the meeting agreed in principle to extend Deanery churches' financial support for the Priory School Chaplaincy for a further 3 years from 1st January 2021. This agreement needs to be ratified by individual PCCs.

Caroline Rose (*Deanery Synod representative*)

### **Current Social Justice Network @ St. Pauls**

The Network was established in May 2016 and we currently have six ministries (ministry leaders included in brackets) within the Network:

- BEATITUDES - sells affordable second hand and hardly used children's clothes and toys. They also give practical support to families and have a child friendly play area and sanctuary for parents onsite. (Rachel Studholme)
- BESOM - provides practical support to those in need in the local community, principally by offering a wide range of essential household items to those with very little in their homes. (Joan Darling)
- CHRISTIAN AID - is a charity that believes in equality, justice and basic human rights. Exposing the scandal of poverty, it helps in practical ways to root it out. It also works to challenge and change systems favouring the rich and powerful over the poor and marginalised around the world. (Steve Moggs)
- CHRISTIANS AGAINST POVERTY (CAP) - advises those in financial difficulty in our community. CAP believe in sharing God's Gospel grace alongside helping those in need, helping to grow the Kingdom of God in our community. (Rob Wheatley)
- DORKING AREA FOOD BANK (DAF) - provides emergency food and support to local people in crisis. It is a community project, run in partnership with local churches and facilitated by Churches Together in Dorking. (Ali Studley)
- FAIRTRADE/TRAIDCRAFT - - St. Pauls is a Fairtrade church. When we use Fairtrade goods in our churches and in our homes, we're doing our part to ensure that the people who produce the goods are receiving a fair return for their work, and that they are able to access the health, education and infrastructure that they and their communities need. It's a way of loving our neighbours as ourselves. (Elisabeth Dobson - Churches Together in Dorking)

### **Highlights for 2020**

The 'highlights' for 2020 are included in the table in Annex A. The budget for the Social Justice ministries is £7,200 made up of Beatitudes (£1,200), BESOM (£2,600), CAP (£2,400) and DAF (£1,000).

My thanks to the leaders of each ministry for their contribution and support for the Network and also for the commitment and time that they, and their teams, are giving to this important area of work. Thank you also to the St. Pauls community for its ongoing prayerful and generous support.

## **Annex A - St. Pauls Social Justice Ministries - 2020 Highlights**

<b>MINISTRY</b>	<b>Highlights - 2020</b>
Beatitudes	<ul style="list-style-type: none"> <li>● St. Pauls has supported Beatitudes for nearly 9 years.</li> <li>● Spring &amp; autumn closures due to COVID lockdowns.</li> <li>● Continued prayerful support being given to families through 'phone &amp; social media.</li> <li>● More than 16 nationalities visited shop in the year.</li> <li>● Over 100 Christmas gifts sourced &amp; distributed.</li> <li>● Working in partnership with Burgundy &amp; Black during lockdowns.</li> <li>● New 5yr tenancy agreement signed in June 2020.</li> </ul>
BESOM	<ul style="list-style-type: none"> <li>● New van allowed activity from first week in January 2020.</li> <li>● Provided fridge &amp; freezer to Bookham community fridge which enabled their operations to start.</li> <li>● Continued as an essential service during lockdown although some volunteers had to shield.</li> <li>● Own website set up in August - <a href="http://www.besomindorking.com">www.besomindorking.com</a></li> <li>● By the end of the year 96 households helped.</li> <li>● New volunteer came forward at end of year.</li> <li>● Video made with St. Pauls about BESOM.</li> </ul> <p>Main current need:</p> <ul style="list-style-type: none"> <li>● Replenishment of reserves which have depleted significantly due to high levels of activity and assistance.</li> </ul>
Christians Against Poverty (CAP)	<ul style="list-style-type: none"> <li>● Funded by 7 partner churches in Mole Valley.</li> <li>● Significant change in working practices to enable remote working.</li> <li>● Jennie Coles appointed as Centre Manager in March.</li> <li>● 9 people supported and now debt free.</li> <li>● 11 clients working through repayment plans.</li> <li>● 5 clients receiving initial budget visits.</li> <li>● 2 new befrienders appointed from St. Pauls community.</li> <li>● Demand for CAP services expected to rise significantly due to COVID.</li> </ul>
Christian Aid	<ul style="list-style-type: none"> <li>● COVID meant that no door-to-door collection in 2020.</li> <li>● A 'ZOOM' quiz with 20 households, held in lieu of collection, raised over £700.</li> <li>● A Lenten soup lunch was held in March also raised some funds.</li> </ul>
Dorking Area Foodbank (DAF)	<ul style="list-style-type: none"> <li>● DAF opened in June 2015 &amp; has remained open during COVID crisis.</li> <li>● 34.9 tonnes of food donated during 2020.</li> <li>● 22.3 tonnes distributed through twice/week distribution @ Christian Centre.</li> <li>● Further 12.2 tonne through outreach activities including 3.3 tonnes to support families &amp; children (including holiday boost bags).</li> <li>● Partnered with the Community Fridge to distribute 7.4 tonnes.</li> <li>● Further 1.6 tonnes distributed through BESOM, ESDAS &amp; home school link teams.</li> <li>● Currently working with 60 referral agencies.</li> </ul>

John Arnold: *Team Leader*

### **St Paul's Church Nursery School**

There is always something delightful about children playing – but this year especially, it has been a joy to be part of our Church nursery. Whilst the world has struggled, there is something wonderful about the innocence and wonder of little children being together; making new friends, learning, laughing, playing and seeing and experiencing the world in a way that only little children can.

No one can pretend that it has been an easy year – the staff and management committee have spent the year writing and rewriting risk assessments and policies, reading and interpreting government guidelines, Ofsted requirements and missives from education. We have worried about illness and staffing, ratios, finance and funding. But it all paled into insignificance when we reopened in June after lockdown one and saw the joy and excitement on 16 small faces as they were allowed back into nursery.

2020 got off to a great start with an Outstanding Ofsted inspection in February. If commitment, professionalism, quality education, attention to detail and loving, caring and valuing every single

child is what makes you outstanding, then no one could be surprised that this teaching staff achieved this highest recognition.

In March we took a dip as our headteacher of 6 years left and we closed for 3 months, necessitated by Covid. In June we were back in business with a new Risk Assessment, restricted numbers and 'bubbles'. August brought the recruitment of a new headteacher, deputy head, administrative assistant and cleaner. All great appointments and we have a good strong team yet again.

It has been a busy year, yet we start 2021 with a nursery that is full and an amazing staff team who have proved themselves prepared to go the second and third miles to keep the nursery open and our children safe.

Ali Studley: *Management Committee Chair*

## **World Church**

The World Church Team aims to build strong partnerships between our church membership and the mission field worldwide. The team manages this aspect of the outward financial giving of St Paul's church. During 2020 approximately £30700 was budgeted to give to our mission partners abroad to further their work for the Kingdom of God.

We currently support partners in India, Kenya, Syria, France, UK (with an international reach) and Peru.

One mission trip took place during early 2020. Hosted by Tearfund, a group of 6 visited Mumbai spending time learning first-hand about the effects of trafficking. The travellers learned about the context and ministry to those affected by trafficking, and are inspired by the work of the organisations they visited there. A planned mission trip to Lille later in the year was postponed until 2021 (subject to the public health situation).

A Scavenger Hunt which attracted 11 teams' entries provided an encounter with the natural world in October, and raised funds in support of Project Hub, a community development initiative supporting young people, initiated by Jane Cacouris and partners in a *favela* community in Rio.

A fundraising Zoom quiz in November not only raised over £700 for Tearfund, and created a welcome sense of community, but also allowed three sets of our mission partners to join us for the fun and take a few minutes to share their inspiring work. These were Stuart and Jenny O (global prayer strategy), Dave Bookless (A Rocha International), and Penny and Juan Carlos Marcés (Lima, Peru).

During the year, we forged new partnerships through CMS, with A Rocha UK missionaries Kailean and Kim Khongsai, who work in multi-cultural Southall and A Rocha International Director of Theology Dave Bookless. The subject of caring for God's creation is one which affects our neighbours both near and far, and offers opportunities for others to discover gospel hope for themselves.

Two further partnerships are helping refugees – one with Open Doors in Syria, resourcing the local church to meet its own and its community needs; the other the Centre de la Réconciliation in Lille, France, working with underage young migrants alone in the city, helping them with basic lodgings, education and official paperwork to establish them in fruitful citizenship and for some, faith. We also continue to support New Hope Children's Centre in Kenya.

**Karen Wheatley,**  
*World Church Team leader*

## **St Paul's Action on Climate and the Environment**

### **Highlights of 2020**

- John Arnold and Annabelle South led a Lent Course on Climate Change and the Purposes of God. The course seemed well received, and we managed to switch from face-to-face to Zoom when the COVID restrictions were introduced, meaning we could complete the course.
- Jules Welsh has been gathering data to assess our carbon footprint using the 360 Carbon tool from Climate Stewards. Because of the COVID restrictions and the changes that has made to how we operate, we were not able to look at the carbon footprint of staff or congregation travel for church activities, nor food and drink served at services and other events. Based on the data Jules was able to gather on energy use (2019 data), expenditure, waste and water, our carbon footprint in those areas comes to 12.84 tonnes of Carbon Dioxide (an average of 0.52kg per person visiting the church).
- Participated in the newly formed Mole Valley Environment Forum and contributed to a double-page spread in the Dorking Advertiser about what members of the Forum are doing for the environment
- Advised other churches in the deanery, diocese and other from denominations thinking about joining the Eco Church scheme, including speaking at St Joseph's church (AS is now part of the Guildford Diocese Environment Committee)
- Linking with the World Church team to identify a new mission partner with a focus on caring for God's creation
- The Creation Care scheme that was piloted in 2019 has now been turned into an easy-to-use website <https://creationcare.org.uk/> which is now available to Christians across the UK. The website was launched at a webinar in December 2020, with talks from Bishop Ruth, Revd Dr Dave Bookless (A Rocha International), Annabelle South and Helen Stephens (A Rocha UK). The webinar went very well, with 100 people signed up to the Zoom call, and others watching live via Facebook. The recording of the webinar has since been viewed around 300 times. 30 UK churches have so far registered with the scheme, with around 300 households signed up to date. Tearfund have included it in their Climate Emergency Toolkit.

### **Plans for 2021**

- Continue to promote and support the Creation Care scheme, both within St Paul's and beyond
- Hold a Climate Sunday service on 18th April
- Participate in the Make COP26 Count scheme, run by Hope for the Future and USPG. This involves holding a Climate Sunday service, promoting the Creation Care scheme within St Paul's, and engaging with our MP on the UN Climate Conference which is taking place in Glasgow in November
- Linking with World Church team on visit to Wolf Fields (COVID restrictions allowing)
- Continue to advise other churches in the Deanery and Diocese
- Depending on COVID restrictions, if activities at the church return to normal (or whatever the new normal is), collect data on food and travel to allow us to assess our carbon footprint in these areas as well
- Depending on COVID restrictions, revisit the 'Land' and 'Community and Global Engagement' areas of the Eco Church scheme to see if we can reach Gold award level.
- Consider offsetting our carbon footprint - doing this, based on the data above, with Climate Stewards would cost £256

Annabelle South: *Team Leader*

## Annual Report on Safeguarding of Children & Vulnerable Adults March 2021

Anna Mercer asked if she could temporarily step back from her main responsibilities as PSO for personal reasons. Her responsibilities have been taken over by the other members of the Safeguarding advisory group. Anna intends to return to her responsibilities in the coming weeks.

During this time of vacancy, Sarah Beasley has taken over the oversight of Safeguarding for the Parish.

### DBS (Disclosure and Barring Service) Report

Marie Goddard, Jac Gardner and Jo Cassidy were the lead DBS Co-ordinators until the Autumn, but this role has now been taken over by Sue Swain-Fossey in her position as Operations manager. There are currently 70 volunteers within St Paul's Church who are DBS cleared to work with children and/or vulnerable adults. This list needs to be updated as some members have left the church and will be done when their DBS needs renewing. There have been no issues of concern raised on any person by the DBS checks undertaken in 2020.

**Safeguarding Advisory Group:** This group meets approximately twice a year and consists of:

- Parish Safeguarding Representative (Children/Youth): Anna Mercer
- Parish Safeguarding Representative (Vulnerable Adults): Penelope Arnold
- Children's & Youth Minister: Steve Henwood
- DBS Co-ordinators (not always required for the meetings): Marie Goddard, Jac Gardner, Jo Cassidy and now Sue Swain-Fossey
  - Churchwarden Sarah Beasley
  - Associate vicar Alex Cacouris

During the past year, the following issues have been addressed:

How to respond to safeguarding issues during a time of vacancy and national pandemic, this has included relevant Covid risk assessments.

Sarah Beasley and Paul Studley both undertook Safer recruitment training, in addition Sarah attended an information evening on the Role of the PCC in respect to safeguarding.

As part of the Diocesan Safeguarding Audit, the list of children's activities, groups and events as well as activities, groups and events involving others who may be vulnerable, has been reviewed and updated and will need to be approved by the PCC at the March meeting.

**2020-2021 Concerns Raised:** No concerns raised

**Annual Policies for adoption by PCC :** The PCC Safeguarding Statement, Parish Safeguarding Responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable Adults, and PCC Endorsed Church Activities are approved by the PCC and reviewed annually.

Sarah Beasley ( *Churchwarden* )

## **Financial review**

### ***PCC Treasurer's Report***

#### **Introduction**

This is my third and final annual Treasurer's report. It has been a huge privilege to serve as Treasurer, most of all because I get to be privy to the generosity and long-term commitment of so many church members. Our church continues to be primarily financially reliant on the generous giving of our members, which is a core and essential part of Christian discipleship. I pray that this church community will continue to grow in "the grace of giving" (2 Corinthians 8:7) in the years ahead.

When I began as Treasurer, we had built up substantial reserves thanks to income growth, a generous legacy and good expenditure control over a number of years. As a church we decided to use those reserves to fund strategic staff positions, including an Associate Vicar, a part-time Youth Pastor and a Worship Pastor. This raised our expenditure levels above our income levels from late 2019 onwards. We set the aim of growing our income to match this new level of expenditure over 3-4 years and using the accumulated reserves to cover the gap whilst we did this. This medium-term strategy is why expenditure in 2020 exceeded income and our reserves have reduced.

2020 has also been a year like no other with the pandemic and lockdowns. This has resulted in reductions to some income streams, particularly lettings, events and cash collections. However, these have been offset by reduced expenditure on utilities, refreshments and church events. Our giving income has also held up well with the vast majority of our regular givers continuing at their existing levels. Consequently, the net impact of the pandemic on our finances has been minor. However, the pandemic has impacted our ability to raise income as envisioned in our medium-term strategy. We felt that, due to the pandemic, 2020 was not the right time for a stewardship campaign and the restrictions have made it more challenging to welcome new members and get them involved in regular financial giving.

Therefore, in 2021 we need to take corrective action by either increasing our income or reducing our expenditure budget for 2022 and beyond. We will be running various stewardship initiatives from Easter and I do encourage all members to prayerfully engage with these. We can already see a number of exciting mission possibilities as we emerge from the pandemic and would love to have the financial resources to pursue these.

#### **Notes of Accounts Presentation Changes**

On the advice of our independent examiner, we have made two accounting changes that impact our accounts and particularly the Statement of Financial Activities:

1. We now show the income and expenditure from the church nursery school on the SOFA
2. From the start of 2020 we are now depreciating the church centre on a straight-line basis over 50 years, rather than 100 years as previously. This has effectively doubled our annual depreciation charge.

#### **Overview**

Total income for the year was £418k (2019: £478k). The decrease versus 2019 is explained largely by the following:

- A reduction in legacies and one-off donations, as there was no focused stewardship campaign in contrast to the prior year. This also impacted gift aid receipts.
- A reduction in lettings and events income due to government restrictions.

Regular giving, though, remained basically flat (£259.8k in 2020 vs £260.6k in 2019).

Total expenditure for the year was £506k (2019: £468k). Unrestricted expenditure, which excludes building depreciation, was £401k (2019: 370k). The increase versus 2019 is explained largely by the following:

- Employing Alex our Associate Vicar for the full year
- Increased maintenance work on two church properties: 6 Falkland Road and School House Flat.

The balance of our unrestricted funds now stands at £170k (2019: £229k). Within that the balance of the general fund stands at £111k (2019: £152k).

The church finances remain in a strong position and the balance of our General Fund continues to exceed our reserves policy (see below for details). As outlined above, the PCC expects the balance of the General Fund to fall towards our recommended reserves level in 2021. We have budgeted to utilise a further £45k of our reserves in 2021. Corrective action to either increase income or reduce expenditure ahead of 2022 is required to ensure we do not dip below our recommended reserve levels.

To manage our financial resources to best effect the PCC operates an annual budget. The day-to-day management of parts of the budget is delegated to specific members of the church who are closely associated with the area of ministry that the budget is intended to support. Further information about budget management and spending money on behalf of the church is given below and is available on the website. As with all matters of church finance, further information or confidential discussion is available from our Treasurer.

## **Further Details for Other Funds**

### **Quinquennial Repairs Fund**

This fund covers expenditure on the church buildings and grounds in response to the Quinquennial Inspection report. The balance of the quinquennial fund has increased slightly to £24.6k from £23.8k. £5k was transferred from the General Fund in 2020 and £4.2k was spent on urgent tree surgery and a new loft ladder for the church centre. Further expenditure on work identified in the 2019 inspection is expected in 2021.

### **Youth Fund**

This has been used to fund the employment of Andy our Youth Pastor. This fund is likely to be exhausted in 2021 and thereafter the Youth Pastor position will be funded from the General Fund.

### **Equipment Fund**

This funds major investments in/renewal of technical equipment. In 2020 just over £3k was spent on equipment to make possible livestreaming our services during the lockdowns. A further £5k was transferred to this fund from the General Fund in 2020. The balance of the fund now stands at £13k of which £4.3k is fixed assets and £8.7k cash in the bank.

### **Provisions Fund**

This was a temporary fund created for £9k of 2019 budgeted expenditure that had been pushed into Q1 2020. All this expenditure was undertaken and the fund reduced to zero. We have transferred a further £2,204 to this fund, though, to carry forward World Church grant funds that were unspent in 2020.

### **World Church Fund**

This fund is for overseas mission trips and related costs. There was no expenditure from this fund in 2020.

### **Legacy Projects Fund**

This fund contains £569 remaining from a previous legacy, designated for the purchasing of new Holy Communion items. This expenditure is yet to be undertaken.

### **Restricted Funds:**

#### **Building Fund**

The Building Fund now represents the remaining net book value of the completed church centre and the kitchen equipment contained within, plus the liability for the one outstanding loan for £10k, which

is due for repayment by 2024. This necessitated a £3k transfer from the general fund. All other movements on this fund are due to depreciation of the church centre and kitchen equipment.

### **Nursery Fund**

The nursery's reserves increased by £11.8k in 2020 despite a year with numerous challenges. We are grateful to the Nursery Chair, Treasurer and finance team for their work to return the nursery finances to a sustainable and robust position.

*Oli Fricker (PCC Treasurer)*

### ***Managing our Finances at St Paul's Church***

At St Paul's Church we have an annual budget of around £365,000 to support the various areas of ministry with which we are engaged here in Dorking and further afield. The budget is set each year by the PCC to help us fulfil our God given calling in this season. The Treasurer and Finance Team manage the overall finances of the church on behalf of the PCC.

#### **- The budget setting process**

To help manage our finances and to empower those leading the different ministries and activities of the church, the PCC delegates its authority to spend money to several individuals. A benefit of devolved budget responsibility is that the budget holders should be best placed to know the link between what we are spending and their particular areas of ministry. During the autumn, in consultation with their teams, these budget holders consider the resources they need to realise and develop their ministries in conjunction with our Mission Action Plan. After individual budget requests are combined, the PCC reviews the whole picture and prayerfully sets priorities for the year ahead.

#### **- Day to day budget management**

Once the budget has been set by the PCC, budget holders are authorised to spend up to a given amount for specific purposes. We are grateful to the team of budget holders because the work they do approving and monitoring expenditure has a direct impact on our ability to use our resources wisely and effectively.

#### **- Who can spend the Church's money?**

The PCC is accountable to The Charity Commission for how the church's money is used. Nobody may spend the church's money without first being authorised by the PCC, a responsibility which may be delegated to the PCC Exec team or in turn to the Treasurer. In accordance with good practice, all payments by cheque or via the BACS system require two authorised signatories to approve them.

#### **- What do I do if I need to buy something for the Church?**

If you need to spend money on behalf of the church please obtain approval beforehand. To help with knowing who can give this approval a list of budget holders is available on the website, from the Church Office or from the Finance Team. Please contact the relevant budget holder in advance.

To reclaim money that has been spent on behalf of the church, please complete the expense claim form and return to the Finance Team at the address on the form accompanied with relevant receipts and the appropriate approval from the budget holder. Payments can be made via BACS direct to a bank account if bank details are provided.

### ***Reserves policy***

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold large reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £25,000. If the General Fund reserve exceeds £50,000, the PCC will consider how it will use the excess. If the General Fund reserve is below £25,000, the PCC will consider how to manage

this shortfall.

### ***Risk policy***

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a regular focus on financial giving to the church as part of the stewardship of its members in conjunction with ongoing publicity about operational costs, budgets and funding opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever possible, thus limiting the number and associated cost of employed staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

In addition, in 2017 the Finance Team, on behalf of the PCC, undertook an assessment of internal financial controls against the best practice guidance advised by the Charity Commission (CC8). The recommendations from this have been considered by the PCC and actions taken where necessary to tighten processes in line with the guidance.

## **Review of 2020 and Objectives for 2021**

### **Pre-Covid Months**

2020 began as normal with a continued focus on our three core MAP (Mission Action Plan) priorities of Discipleship, Prayer and Resourcing alongside all that it is to be a worshipping church of Christ in the Dorking area.

Some early encouragements in these early months were the start of a new Alpha course led by Brad and Maree Bryant with the support by a number of others (Jan 2020), a World Church team trip to India (Feb 2020) with Tearfund to see some of the work being carried out by Tearfund partners in Mumbai. The team were Carlton & Sarah Beasley, Annabel Blanch, Julia Sciacaluga and Sue Swain-Fossey. Also, the half term holiday club (Feb 2020) led by Steve and the team helping 'a full house' of children investigate Jesus and how they could follow him for themselves.

### **COVID response**

After a staggered closure of activities and services in March including the Young Theologians conference, the church formally closed on the 16th March. While the building was shut, including the nursery for the early part of lockdown, the body (the church family) remained active with three primary focuses. The first to start services online, and the second to support those in the church and wider community, and the third was to seek God in prayer.

### **Online Services (Teaching)**

Through 2020 we have developed our online presence as a church through a number of avenues. We have been able to continue with three services; the 9am and 10.30am have been predominantly pre-recorded services and the 6.30pm a Zoom service. We have explored ways of keeping connected through these services through initiatives; the 3 minute interview, coffee zoom between services, evolving ways to have sung worship, a more conversational style with 2 leaders at the 10.30am, Zoom prayer ministry, and where possible a full rota of different people from the congregation leading prayers and reading bible passages as part of the service. When we were out of lockdown the 9am service regathered, with social distancing precautions in place and we were able to livestream that service to those who could not gather. An enormous thanks to the St Paul's team for making it happen, particularly Philip Ellis, Samuel Latham and Emily Lissaman on the technical side of things.

## **Fellowship / Support**

The programme of support developed too through the duration of 2020. Initially we communicated with the Parish through a leaflet offering pastoral and practical help; reached out to mission partners and local charities (e.g. Foodbank, Besom, CAP) to explore what they needed and encouraged small groups to gather and support those with pastoral needs. We have received and met over 200 requests for help from within and beyond the church family and have seen an increasing number of members of the church get involved in supporting others through local neighbour connections or church programmes. We saw 4 new people sign up for befriender training through the Diocese and have 25 people with some level of training to provide pastoral support. As a result, a 'keep in touch' programme was initiated in October to reach all those in the church family on the electoral roll but not in a small group to provide pastoral support. Since its launch, it has connected with 72 people on a monthly basis with plans to extend that support to those more on the fringe of church life.

## **Small groups**

Small groups have provided a critical role in supporting the church family this year, behaving like micro-churches in some ways. New leader training was provided through three sessions in Oct / Nov and we have increased Leadtime (small group leaders training) to twice a term to keep connected. A huge thanks to Laura Parker for planning and leading this training and to all our small group leaders for their faithfulness and perseverance through this time. We have also needed to think more creatively about how we gather when we could. Stepping Stones (the young families' ministry) met twice through the summer months in the church, socially distanced, to allow a place where young families could reconnect. Thanks to Oli and Natacha Fricker for their hard work here.

## **Prayer**

There has been a real growth in our desire to pray over the last 12 months. As well as having two centrally run prayer courses (The Prayer course and Contemplative course) we have also seen two new prayer groups set up and were able to host a ½ night of prayer in the summer. Individually as well there has been a growth in prayer with many people downloading the prayer app (Lectio 365) and exploring new styles of prayer.

## **Community (Christmas)**

In addition to the support provided through our team of volunteers throughout most of the year, we were able to connect with the Parish more overtly through Christmas. Carol singing at the care homes and in the streets of our Parish was a great opportunity to meet and encourage. We also planned a Dorking churches carol service at Meadowbank football stadium developing some strong links with relevant council and Surrey FA contacts through the process. Unfortunately lockdown 2 stopped the event happening there, but we were able to livestream it from church and had over 1,000 views. Finally we hosted a 'walk about' nativity around the grounds of the church with over 65 families taking part on Christmas Eve.

## **Communications**

With the lack of 'gathered church', how and what we communicate has been more important. We set up a dedicated support email address at St Paul's to pick up requests more easily, and adapted the Friday email to include more pastoral input (reflection); refreshed the website to make online services and links to church events easier to navigate; increased our social media presence through Facebook and Instagram, launched a new church database (Churchsuite) allowing us to connect more easily with the church family as well as host an easy to use 'sign up' system for services and launched a new St Pauls logo (Dec 2020) to help connect with our Parish more clearly.

## Staffing

Despite challenging times we were delighted to welcome Becky Taylor in June as our new curate. Becky's curacy time is shared with us as curate and with St Peter's Chertsey as a hospital chaplain. She has settled in well despite the challenges of Pandemic restrictions and is and will continue to be a real blessing to us as a church. Dawn Lucas, who was accepted for ordination training in 2019, began her studies at St Mellitus Theological College in September 2020 alongside her invaluable role as head of pastoral care. In September Jacqui Molder took up the position of Headteacher of St Paul's Nursery replacing Tanya King who left in April and Katie Davies was promoted to be Deputy head. Finally, we welcomed Samuel Latham onto the team who will be with us for a year as an intern with the New Wine intern training programme; again, his technical skills have been an incredible blessing to us as a church. In addition to her role as Worship Pastor, we also extended Emily's role, a day a week, to help develop our social media and database systems for us, we are very grateful for all she has already done in establishing the church regularly on Facebook and Instagram alongside launching a new church database system - Churchsuite.

## Objectives for 2021

After the initial period of response we have since used Acts 2:42 as a verse to establish a temporary strategic plan while we await a new vicar to take their place. The focus of these next six months is on four key areas:

**Prayer:** We see prayer as the centre of all we do as a church family. We will continue to develop creative and new ways to *deepen our personal and corporate faith* and trust in God. We will engage with prayer to *listen to God's voice to engage in His mission*, not our best ideas. We will actively walk in prayer to *pray God's kingdom come in the wider community* and see the fruit of God's Spirit at work in the lives of those outside the church.

**Fellowship:** We will continue to explore how we can encourage the church family *to return safely to church and build and grow our depth of relationship with one another*. We will explore new ways to *encourage people to join in with the small group life of the church* whether they are new to St Pauls or have not been able to connect fully in the past. We will continue to *provide training and resources to small groups to equip them to disciple and encourage* those who gather week by week. We will provide opportunities for people *to serve in the life of this community* and connect with their neighbours to welcome them in too.

**Services:** The reestablishment of services will take time and evolve as we emerge from lockdown. We will develop ways to gather back together as well as welcoming in those who have joined us during this period of lockdown / disrupted service. We will explore potential new opportunities to *grow a place for 'missing generations'* into church life (i.e. youth services, 20-30's, families) We will also develop a longer term plan for our *digital church presence*, continuing to look outward to connect those outside the church to Jesus and his family here at St Pauls.

**Community:** We are called to make disciples and for us at St Paul's, our primary mission field is here in Dorking. We seek to *expand our relationship with our Parish through door to door visiting* (when that is safely possible), *the provision of practical, pastoral and spiritual support through the gifts and talents of our congregation*. We will *turn the ministries in our church to explore outward mission as well as inward provision* over the next six months. We will seek to *build stronger bridges within our community to listen and respond better*. We will *train and equip the congregation to share their faith more confidently and provide ways in which they can serve or pray more effectively* in the wider community.

## Vacancy – formerly known as interregnum.

With the promotion of our vicar Ruth Bushyager to become Bishop of Horsham the church formally moved into vacancy on 1 July. The two wardens took on the role of sequestrators and therefore the responsibility which normally lies with the incumbent passed to them in conjunction with the Area Dean.

Fortunately for St Paul's we have had a strong and healthy staff team in place for many years comprising both authorised Ministers and others who are paid for their work on behalf of the church. This made the time of vacancy much less burdensome than for a parish without this valuable resource and in most respects the provision of services and other ministries within the church carried on as before. It also balanced the extra workload brought about by the COVID-19 pandemic which has affected us all.

On the announcement of Ruth's departure we consulted with the Church Pastoral Aid Society (CPAS) as Patron of the vacancy process and also with the Archdeacon of Dorking. They attended a pre-vacancy meeting with our PCC on 19 May which was dedicated to setting in motion the wheels of the recruitment process.

A small team was then established to prepare and publish a Parish Profile which accurately reflects the life of the church, the parish and the surrounding community and this was formally approved and adopted by the PCC (known as a Section 11 meeting) on 30 November. At the same meeting the two wardens were nominated and elected as the parish representatives for the process.

An advertisement inviting applications for the position of incumbent was provided to the Church Times in December and we await the next stage in the process which is to select and interview appropriate candidates sometime in early 2021. We anticipate that the new vicar will be in post by the summer of that year.

Paul Studley and Sarah Beasley (*Churchwardens*) Alex Cacouris (*Associate Vicar*)

Approved by the Parochial Church Council on 15<sup>th</sup> March 2021 and signed on its behalf by:



Paul Studley (Chair)



Oliver Fricker (Hon. Treasurer)

## Financial Statements

### Statement of Financial Activities for the year ended 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
<b>Income and Endowments</b>					
Donations and legacies	2a	325,033	281	325,314	366,430
Investment income	2b	10,694	-	10,694	10,799
Church activities	2c	6,712	-	6,712	20,995
Other trading activities	2d	2,283	-	2,283	12,042
Nursery School	3	-	72,889	72,889	67,623
<b>Total</b>		<b>344,722</b>	<b>73,170</b>	<b>417,892</b>	<b>477,889</b>
<b>Expenditure</b>					
Charitable giving	4	41,439	-	41,439	42,682
Church activities	5	285,154	2,295	287,449	253,286
Church management and administration	6	58,708	-	58,708	59,007
Expenditure on the church	7	15,441	42,193	57,634	37,935
Nursery School	3	-	61,097	61,097	75,153
<b>Total</b>		<b>400,742</b>	<b>105,585</b>	<b>506,327</b>	<b>468,063</b>
<b>Net income/(expenditure)</b>		<b>(56,020)</b>	<b>(32,415)</b>	<b>(88,435)</b>	<b>9,826</b>
Transfers between funds	2e	(3,054)	3,054	-	-
<b>Net movement in funds</b>		<b>(59,075)</b>	<b>(29,360)</b>	<b>(88,435)</b>	<b>9,826</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		228,666	2,081,791	2,310,457	2,300,631
Total funds carried forward		169,592	2,052,431	2,222,022	2,310,457

## Balance Sheet for the year ended 31 December 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>	9		
Church equipment		4,292	5,887
Church centre		2,044,162	2,086,355
Property		148,500	148,500
		<b>2,196,954</b>	<b>2,240,742</b>
<b>Current assets</b>			
Debtors and prepayments	10	14,210	23,078
Cash at bank and in hand		191,804	227,075
		<b>206,014</b>	<b>250,153</b>
<b>Creditors: Amounts falling due within one year</b>	11a		
Other current liabilities		22,446	21,938
		<b>22,446</b>	<b>21,938</b>
<b>Net current assets</b>		<b>183,568</b>	<b>228,215</b>
<b>Total assets less current liabilities</b>		<b>2,380,522</b>	<b>2,468,957</b>
<b>Creditors: Amounts falling due after more than one year</b>	11b		
Loans		10,000	10,000
Church Commissioners		148,500	148,500
		158,500	158,500
<b>Total Net Assets</b>	12	<b>2,222,022</b>	<b>2,310,457</b>
<b>Represented by Funds</b>	12		
<b>Unrestricted funds:</b>			
General fund		110,814	152,323
<b>Designated funds:</b>			
Quinquennial fund		24,558	23,794
Provisions		2,204	9,886
Equipment Renewal		13,092	11,661
Legacy Projects		569	569
World Church		9,091	9,091
Youth Ministry		9,264	21,343
<b>Restricted funds</b>			
Buildings		2,034,162	2,073,301
Nursery		17,752	5,960
Eco		286	2,300
Agency		230	230
<b>Total funds</b>		<b>2,222,022</b>	<b>2,310,457</b>

Approved by the Parochial Church Council on 15<sup>th</sup> March 2021 and signed on its behalf by:



Paul Studley (Chair)



Oliver Fricker (Hon. Treasurer)

The notes on pages 25 - 36 form part of these accounts.

## **Notes to the financial statements for the year ended 31 December 2020**

### **1. Accounting policies**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, the Charities SORP (FRS 102) Accounting and Reporting by Charities (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The accounts 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 or those that are informal gatherings of church members.

#### ***Funds***

- **General funds** represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.
- Funds **designated** for a particular purpose by the PCC are also unrestricted.
- **Restricted** funds are those that were given for a specific purpose, and cannot be used for any other purpose without specific permission from the donor.

#### ***Incoming resources***

- All income is recognised in the Statement of Financial Activities once the PCC has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### ***Resources used***

- Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.
- The diocesan parish share is accounted for when paid.
- Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category.

#### ***Fixed assets***

- Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011.
- Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. There is insufficient cost information available to show their value in these accounts.
- All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.
- Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.
- The church centre is depreciated on a straight line basis over 50 years (note: from 2020, previously depreciated over 100 years). Kitchen equipment is depreciated on a straight line basis over 10 years.

#### ***Current assets***

- Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.
- Short term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

## 2. Income and Endowments

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>2a) Donations and legacies</b>				
Donations	259,821	-	259,821	260,579
Gift Aid	53,570	56	53,627	58,610
Church collections and sundry donations	11,642	225	11,867	37,241
Legacies	-	-	-	10,000
	<b>325,033</b>	<b>281</b>	<b>325,314</b>	<b>366,430</b>
<b>2b) Investment income</b>				
Rent	9,900	-	9,900	9,900
Dividends	647	-	647	630
Interest received	147	-	147	270
	<b>10,694</b>	<b>-</b>	<b>10,694</b>	<b>10,799</b>
<b>2c) Income from church activities</b>				
Fees	2,155	-	2,155	634
Events	2,082	-	2,082	12,448
Early Bird café	400	-	400	1,555
Children & Youth Ministry income	2,075	-	2,075	6,358
	<b>6,712</b>	<b>-</b>	<b>6,712</b>	<b>20,995</b>
<b>2d) Other trading activities</b>				
Lettings	2,283	-	2,283	12,042
	<b>2,283</b>	<b>-</b>	<b>2,283</b>	<b>12,042</b>
<b>2e) Transfers between funds</b>				
From General Fund to Building Fund	(3,054)	3,054	-	-
	<b>(3,054)</b>	<b>3,054</b>	<b>-</b>	<b>-</b>

### 3. St Paul's Church Nursery School

The financial results of St Paul's Church Nursery School are consolidated into the statement of financial activities for the church, and are shown separately below.

<b>Statement of Financial Activities</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Income</b>		
Fees	11,808	14,196
Subsidised Fees	-	-
Early Years Funding Entitlement	56,457	46,771
Discretionary Funding	2,718	2,756
Deposits Reclaimed	200	500
Fundraising	1,378	2,769
Donations	329	631
	<u>72,889</u>	<u>67,623</u>
<b>Expenditure</b>		
Staff Costs	55,953	62,811
Pensions	896	1,307
Training & Recruitment	112	1,133
Contribution towards use of Church room	846	5,044
Classroom resources	1,000	1,933
Stationery & Administration	1,092	1,001
Insurance	605	523
Charges	-	14
Fund Raising	-	658
Projects	199	-
Other	394	729
	<u>61,097</u>	<u>75,153</u>
<b>Net income/(expenditure)</b>	<u>11,793</u>	<u>(7,530)</u>
<b>Balance Sheet</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Assets</b>		
Bank current accounts and cash	19,120	4,739
Fee debtors	486	2,306
<b>Total assets</b>	<u>19,605</u>	<u>7,045</u>
<b>Liabilities</b>		
Fee deposit creditors	1,400	800
Other creditors	453	285
<b>Total liabilities</b>	<u>1,853</u>	<u>1,085</u>
<b>Net Assets</b>	<u>17,753</u>	<u>5,960</u>
<b>Represented by funds:</b>		
General Fund	16,462	4,669
Project Fund	-	-
Subsidised Places Fund (restricted)	1,291	1,291
<b>Total funds</b>	<u>17,753</u>	<u>5,960</u>

#### 4. Grants

Amounts were given as follows:

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2020</b>	<b>Total 2019</b>
	£	£	£	£
<b>Outreach support</b>				
Potter's Youth Ministry (Kenya)	-	-	-	1,055
Juan Carlos & Penny Marces (Peru)	5,400	-	5,400	4,200
Stuart & Jenny O	3,300	-	3,300	3,100
Hand in Hand (New Hope Orphanage, Kenya)	4,400	-	4,400	4,200
France Mission Trust	4,945	-	4,945	4,200
Tearfund (India)	6,000	-	6,000	4,200
Open Doors	4,400	-	4,400	4,200
Alex & Jane Cacouris (CMS)	-	-	-	2,800
Dave Bookless A Rocha UK (CMS)	1,098	-	1,098	-
Khongsais A Rocha UK (CMS)	1,098	-	1,098	-
Toilet Twinning	1,020	-	1,020	-
Beatitudes (Dorking)	1,200	-	1,200	1,200
Besom (Dorking)	2,600	-	2,600	2,600
CAP (Mole Valley)	2,400	-	2,400	2,400
Dorking Foodbank	1,000	-	1,000	250
Priory School Chaplaincy	265	-	265	400
New Wine	1,000	-	1,000	-
Other Donations	1,313	-	1,313	7,877
<b>Total grants</b>	<b>41,439</b>	<b>-</b>	<b>41,439</b>	<b>42,682</b>

## 5. Church Activities

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Ministry costs</b>				
Parish share	120,046	-	120,046	117,881
Vicar's expenses	388	-	388	2,287
Vicarage running costs	1,235	-	1,235	1,416
Associate Vicar diocesan recharge+expenses	40,080	-	40,080	12,818
Associate Vicar housing	19,749	-	19,749	12,061
Curate expenses	-	-	-	90
Curate Housing	-	-	-	8,084
Children & Youth Minister salary+expenses	26,852	-	26,852	25,599
Children & Youth Minister pension costs	952	-	952	952
6 Falkland Road house costs	8,001	-	8,001	1,274
6 Falkland Road mortgage interest	11,220	-	11,220	10,979
6 Falkland Road council tax	2,381	-	2,381	2,292
Worship Pastor salary+expenses	17,787	-	17,787	15,975
Worship Pastor pension costs	445	-	445	445
Youth Pastor salary+expenses	12,045	-	12,045	4,775
Youth Pastor pension costs	191	-	191	191
Ordinand expenses	-	-	-	88
Non-Stipendiary Minister expenses	50	-	50	50
Ordained Local Minister expenses	-	-	-	28
	<b>261,421</b>	<b>-</b>	<b>261,421</b>	<b>217,284</b>
<b>Worship and Services</b>				
Visiting speaker expenses	-	-	-	67
Regular service resources	514	-	514	473
Café church	313	-	313	657
Other special service resources	1,172	-	1,172	1,819
Community outreach resources	388	-	388	398
Technical resources for worship	1,993	-	1,993	900
Music, including musicians' pay	6,038	-	6,038	6,321
	<b>10,418</b>	<b>-</b>	<b>10,418</b>	<b>10,635</b>
<b>Training and discipleship</b>				
Subscriptions	648	-	648	624
Books	-	-	-	192
Children's & Youth Ministry	3,856	-	3,856	9,154
Alpha	254	-	254	446
Gifts	2,898	-	2,898	336
Soul Survivor	5	-	5	3,655
Training and development	4,947	-	4,947	5,652
Mission Bursaries	-	-	-	1,083
Eco Church	-	2,295	2,295	-
Other Events	706	-	706	4,039
Worship Team	-	-	-	188
	<b>13,315</b>	<b>2,295</b>	<b>15,610</b>	<b>25,367</b>
<b>Total activities related to church work</b>	<b>285,154</b>	<b>2,295</b>	<b>287,449</b>	<b>253,286</b>

## 6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>6a) Central services</b>				
Office staff pay and expenses	23,987	-	23,987	22,953
Office staff pension costs	131	-	131	131
Church utilities	9,567	-	9,567	12,716
Church & Centre cleaning	3,672	-	3,672	3,897
Verger	-	-	-	60
Facilities Manager	-	-	-	1,674
Caretaker	3,831	-	3,831	1,124
Photocopier costs	1,711	-	1,711	2,300
IT support including website	1,376	-	1,376	1,125
Telephone	673	-	673	822
Stationery & Office materials	263	-	263	363
Postage	-	-	-	16
Tea & Coffee	261	-	261	2,100
Early Bird café expenditure	-	-	-	28
Cleaning Materials	923	-	923	1,074
Costs of School House flat	5,897	-	5,897	2,076
	<b>52,292</b>	<b>-</b>	<b>52,292</b>	<b>52,457</b>
<b>6b) Other operational costs</b>				
Church insurance	4,366	-	4,366	4,044
Bank interest and charges paid	120	-	120	135
Independent Examiner's Fee	1,930	-	1,930	2,370
	<b>6,416</b>	<b>-</b>	<b>6,416</b>	<b>6,550</b>
<b>Total management and administration</b>	<b>58,708</b>	<b>-</b>	<b>58,708</b>	<b>59,007</b>

## 7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Repairs and routine maintenance	9,408	-	9,408	8,527
Quinquennial Repairs	2,226	-	2,226	1,510
Equipment	1,024	-	1,024	1,522
Depreciation	2,782	42,193	44,975	26,376
	<b>15,441</b>	<b>42,193</b>	<b>57,634</b>	<b>37,935</b>

## 8. Staff Costs

	<b>Total 2020</b>	<b>Total 2019</b>
	£	£
Wages and salaries	134,785	127,522
Social security costs	971	52
Other pension costs	3,092	3,026
	<b><u>138,848</u></b>	<b><u>130,600</u></b>

The average monthly number of employees during the year was as follows:

	<b>2020</b>	<b>2019</b>
Staff - church activities	6	5
Staff - nursery school	8	9
	<b><u>14</u></b>	<b><u>14</u></b>

The staff costs above include both church and church nursery staff.

There were no employees whose emoluments amounted to over £60,000 in the year.

The trustees consider the aggregate employment benefits of the key management personnel to be nil (2019: Nil)

## 9. Tangible Fixed Assets

		<b>Church Centre</b>	<b>Equipment</b>	<b>Property</b>	<b>Property</b>
		£	£	£	£
<b>Cost</b>	At 1 Jan 2020	2,206,518	155,782	148,500	2,510,800
	Additions	-	1,187	-	1,187
	At 31 Dec 2020	<u>2,206,518</u>	<u>156,969</u>	<u>148,500</u>	<u>2,511,988</u>
<b>Depreciation</b>	At 1 Jan 2020	-	-	-	-
	Charge for year	120,160	149,896	-	270,056
	At 31 Dec 2020	<u>42,193</u>	<u>2,782</u>	<u>-</u>	<u>44,975</u>
	At 31 Dec 2020	<u>162,353</u>	<u>152,678</u>	<u>-</u>	<u>315,031</u>
<b>Net book value</b>	At 1 Jan 2020	<u>2,086,355</u>	<u>5,887</u>	<u>148,500</u>	<u>2,240,742</u>
	<b>At 31 Dec 2020</b>	<b><u>2,044,165</u></b>	<b><u>4,292</u></b>	<b><u>148,500</u></b>	<b><u>2,196,957</u></b>

'Property' is the house at 6 Falkland Road (from May 2010 occupied by the Children's & Youth Minister). This was purchased on 16 August 1989 with a value linked loan from the Church Commissioners, shown under "Creditors: amounts falling due after more than one year". All income and expenditure is accounted for in the Statement of Financial Activities.

Equipment: in 2019 new side-aisle projectors and screens were purchased to be depreciated over 4 years. In 2020 an HD video camera was purchased for livestreaming services to be depreciated over 4 years.

## 10. Debtors & Prepayments

	<b>2020</b>	<b>2019</b>
	£	£
Sundry debtors	606	389
Gift Aid recoverable	13,118	19,101
Nursery debtors	486	2,306
Prepayments	-	1,282
	<u><b>14,210</b></u>	<u><b>23,078</b></u>

## 11. Liabilities

	<b>2020</b>	<b>2019</b>
	£	£
<b>11a) Amounts falling due within one year</b>		
Other taxes and social security	3,244	-
Independent Examiner's fee	2,500	3,000
Nursery creditors	1,853	1,085
Deferred income	-	235
Agency collections	140	225
Accruals	14,708	17,392
	<u><b>22,446</b></u>	<u><b>21,938</b></u>
<b>11b) Amounts falling due after more than one year</b>		
Church Commissioners	148,500	148,500
Other loans	10,000	10,000
	<u><b>158,500</b></u>	<u><b>158,500</b></u>

The long-term loan from the Church Commissioners is the mortgage on 6 Falkland Road, which is secured on the property.

The other loan is unsecured. It is repayable in 2024.

## 12. Analysis of Net Assets by Fund

The fund balances are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Fixed assets	152,792	2,044,162	2,196,954	2,240,742
Current assets	185,870	20,143	206,014	250,153
Liabilities	(169,071)	(11,875)	(180,946)	(180,438)
Fund balance	<u>169,592</u>	<u>2,052,430</u>	<u>2,222,022</u>	<u>2,310,457</u>

The movements and balances on the unrestricted funds, General and Designated, are as follows:

	1 Jan 2020 £	Incoming £	Net Transfers £	Outgoing £	31 Dec 2020 £
General Fund	152,323	344,722	(15,258)	(370,972)	110,814
Quinquennial	23,794	-	5,000	(4,236)	24,558
Provisions	9,886	-	2,204	(9,886)	2,204
Equipment Renewal	11,661	-	5,000	(3,569)	13,092
Legacy Projects	569	-	-	-	569
Youth Ministry	21,343	-	-	(12,079)	9,264
World Church	9,091	-	-	-	9,091
Total unrestricted	<u>228,667</u>	<u>344,722</u>	<u>(3,054)</u>	<u>(400,742)</u>	<u>169,592</u>

The movements and balances on the restricted funds are as follows:

	1 Jan 2020 £	Incoming £	Net Transfers £	Outgoing £	31 Dec 2020 £
Nursery	5,960	72,889	-	(61,097)	17,753
Building Fund	2,073,301	-	3,054	(42,193)	2,034,162
Eco	2,300	281	-	(2,295)	286
Agency	230	-	-	-	230
Total restricted	<u>2,081,791</u>	<u>73,171</u>	<u>3,054</u>	<u>(105,585)</u>	<u>2,052,431</u>

Fund details:

Quinquennial - fund to cover repairs identified in quinquennial inspection (last undertaken in 2019)

Equipment - fund to cover renewal of significant technical equipment

Youth Ministry - fund for spending on activities relating to young people

World Church - fund to support engagement with mission partners

Building - originally created for the management of funds for the construction of the new church centre (opened in 2014). Now represents the net book value of the building and the one outstanding loan.

## 13 Associated Charities

### 13a) Field legacy

John William Field, who died in 1914, bequeathed to the church a sum of money which today is invested in 463 CBF (Central Board of Finance) Investment Fund shares valued on 31/12/2019 at £8,875. The dividends from these shares are held in a CBF Church of England deposit account and may be applied at the discretion of the Churchwardens to any of the following:

- \* the maintenance and repair of the fabric of the church,
- \* the expenses of the Services therein, and
- \* the support and maintenance of the church's Sunday School.

Name of Charity	St Paul's Churchwardens Field Legacy Account
Trustees	The Churchwardens
Bank	Central Board of Finance
Income received	2020: £266 (2019: £258)

### 13b) Hyde bequest

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul". Currently the capital is invested in 658 CBF Investment Fund units valued at 31/12/2020 at £13,481 (31/12/2019: £12,613, an increase during the year of £868) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintain permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovate from time to time and in good time all lettering thereon.

Name of Charity	Hyde Bequest
Income received	2020: £378 (2019: £367)

**Independent Examiner's report to the Members of the Parochial Church Council of the Ecclesiastical Parish of St. Paul's Dorking**

I report to the members on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Paul's Dorking for the year ended 31st December 2020.

**Responsibilities and basis of report**

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

**Independent examiner's report**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

1. accounting records were not kept in accordance with section 130 of the Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



P D Longstaff FCA  
Institute of Chartered Accountants in England and Wales

**Date: 15<sup>th</sup> April 2021**

**Minutes of the APCM October 15th 2020**

**St Paul Dorking  
Annual Meeting of Parishioners  
And  
Annual Parochial Church Meeting ( APCM )**

**15th October 2020 8.00pm  
At St Paul's Church ( and accessed by zoom)**

**Draft Minutes**

**1. Opening Prayer**

Paul Studley welcomed all those attending both in the church and via zoom. Ian Poole opened the meeting in prayer

**2. Election of Churchwardens.**

Alex Cacouris thanked Ian Poole for his three and a half years of service, particularly noting Ian's diligence, attention to detail, and wisdom.

Ian was presented with a gift in thanks for his services. Sarah Beasley and Paul Studley were nominated to serve as Churchwardens for the coming year and were duly elected unopposed.

**3. Apologies for Absence:**

There were 17 attendees in Church of whom 3 were observers, and 62 via zoom: Total 79  
Apologies for Absence from 3 people

**4. Minutes of the April 2019 Meeting and Matters Arising:**

It was proposed by Peter Bruinvelds and seconded by Katie Mackay that the minutes of the Annual Parochial Church Meeting held on 25th April 2019 were a correct record. This was carried without objection. There were no matters arising from these minutes.

**5. Elections**

*a. Election of Deanery Synod Representatives:*

It was noted that based on the Electoral Roll number recorded at the 2019 APCM that St Paul's can have 4 Deanery Synod representatives.

John Arnold who is standing down was thanked for his contribution to the Deanery Synod. Maggie Hill, Caroline Rose and Karen Wheatley were proposed for the vacancies.

Accordingly they were duly elected, each for a term of three years. (Graham Everness continues as an ex officio member, being an elected member of Diocesan Synod.)

*b. Election of members of the PCC :*

Special thanks was extended to the five members of the PCC ( Malcolm Boother, Alison Everness, Simon Feraday, Dawn Lucas, Katie Mackay) who, due to the postponement of the APCM due to Covid 19, agreed to serve for a further 6 months beyond their 3 year term.

Four nominations were received for the five vacancies . These were for Ceceile Johnston, Emily Lissaman, Sue Swain Fossey and Andy Thompson. Accordingly they were duly elected for a term of three years unopposed.

c. *Independent Examiners for the Accounts:*

**Pam Poole proposed and Katie Mackay seconded** the proposal that Ellis Atkins continue as independent examiners and auditors of the church accounts. This was approved without objection.

## 6. Church reports:

### *Finance*

Oli Fricker's presentation was supported by charts which he shared with those attending and based on the financial report in the Annual Report and Accounts 2019 circulated before the meeting.

He reported that 2019 was a solid financial year. The General Fund increased by £42k from £110K to £152k by the year end as a result of : an unexpected legacy, a successful stewardship campaign , good expenditure control on the majority of budget lines as well as a reduction in budgeted staff expenditure. Spending in our other funds brings our overall increase in Income to £10k, a good headroom for 2020.

In 2020 we budgeted for a £45K budget deficit, planning to use reserves to cover our expenditure, allowing us to take on extra staff. The vision being, that in 2-4 years we will be operating a balanced budget again with reserves at our necessary level. Coronavirus has changed the outlook in the medium term . Although a reduction of income is matched by an almost identical cut in expenditure and so far our regular giving income is holding up well, a further hit in income could see us in troubled waters by 2022. Recognising that some may be struggling financially, Oli encouraged everyone to give generously where they are able to do so in order to equip the Church to take advantage of the opportunities and mission as we come out of lockdown.

*b. Electoral Roll:* The number on the Electoral Roll: following the annual revision of the Electoral Roll , there are now 299 people on the roll, 79 of whom are living within the parish. This compares with 292 on the roll in 2018.

## 7. The Churchwardens' Message

In their message:

Ian Poole reflected on the 2019 objectives : Discipleship, Prayer and Resource Church and summarised the changes in personnel; the departure of Tom Hill to a curacy in Claygate, Peter Nevins to take up the position of vicar at St John's North Holmwood as well as the retirement of Penny Barker as Operations Manager. ; the arrival of Andy Thompson as Youth Pastor and Emily Lissaman as Worship Pastor and in September 2019, Alex Cacouris as Associate Vicar in addition to Sue Swain Fossey's appointment as Operations Manager.

Ian dwelt on the effect of Covid -19 on our provision of worship and spiritual fellowship which has been challenging and forced huge changes. He was joined by those present in unreserved applause form all for the IT team as he congratulated them for their provision of online worship.

The work of our various ministries and their actions to continue their work during lockdown was praised. He concluded with a warm welcome to the staff team Becky Taylor as our Curate, Dawn Lucas as our Ordinand and Samuel Latham as our Intern.

Ian thanked all who have worked with him during his time as Churchwarden, expressing that it was a great blessing to serve alongside the staff team, leadership, deputy wardens

and sidespeople. He closed by thanking Sarah Beasley for taking the baton from him as warden.

Paul Studley summarised the present circumstances for our church regarding the provision of worship both within church and online, the work of our ministries and our community work. He highlighted the work of the Nursery which opened successfully in summer term of 2020 and the sterling work done by Mick Taylor, our caretaker and Andy Ruddy to maintain the standards of our church buildings and grounds. Paul also outlined the process of and timeframe for the appointment of a new incumbent, explaining that the Parish Profile, a statement of what and who we are as a church is being prepared and should be complete by the end of October. It is hoped that the position will be advertised in the New Year.

Alex Cacouris completed the message by looking forward with a vision for the immediate future: encouraging the church family to see the present as an exciting season, to pray for new things and to see the power of unity and diversity in addition to using our skills and gifts. He outlined the 4 elements of an Interim Plan, for the next 6-9 months, that is being considered by working groups on the PCC.

- Services: To listen to God, to be focused on Him and his teachings.
- Small Groups: Explore how we use small groups and fellowship to encourage and support each other.
- Community: To look outwards to the needs of the Community.
- Prayer: Continued development of Prayer.

Paul Studley concluded by thanking Jo Cassidy for her hard work in the preparation of the Electoral Roll.

**8. Your Questions:** There were no questions asked.

**9. Prayer:**

All in attendance in the Church and via zoom divided into break out groups for prayer and were asked their focus to include: our community outreach, small groups and services as well as prayer for our town and country in this time of Coronavirus. All were encouraged to be bold in their prayer.

**10. Closing Prayer:** Oli Fricker closed the meeting with a prayer of blessing.