

**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.

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**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
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**Independent Examiner**

Philip Longstaff FCA  
Ellis Atkins, Chartered Accountants  
1 Paper Mews, 330 High Street, Dorking, RH4 2TU

**Architect**

Michael Staff RIBA AABC  
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# **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)	Cecele 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**

	<b>Note</b>	<b>2020</b>	<b>2019</b>
		£	£
<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>
	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<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:

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<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>138,848</b>	<b>130,600</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>14</b>	<b>14</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	2,206,518	156,969	148,500	2,511,988
		-	-	-	-
<b>Depreciation</b>	At 1 Jan 2020	120,160	149,896	-	270,056
	Charge for year	42,193	2,782	-	44,975
	At 31 Dec 2020	162,353	152,678	-	315,031
<b>Net book value</b>	At 1 Jan 2020	2,086,355	5,887	148,500	2,240,742
	<b>At 31 Dec 2020</b>	<b>2,044,165</b>	<b>4,292</b>	<b>148,500</b>	<b>2,196,957</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
	<b>14,210</b>	<b>23,078</b>

**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
	<b>22,446</b>	<b>21,938</b>
<b>11b) Amounts falling due after more than one year</b>		
Church Commissioners	148,500	148,500
Other loans	10,000	10,000
	<b>158,500</b>	<b>158,500</b>

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	169,592	2,052,430	2,222,022	2,310,457

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	228,667	344,722	(3,054)	(400,742)	169,592

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	2,081,791	73,171	3,054	(105,585)	2,052,431

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
	2020: £378
Income received	(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 Bruinvels 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 from 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 Rutty 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.