

2023 Report and Accounts for the Parochial Church Council of Bisley & West End

This report complies with the requirements of the Charities Act, 2011

Aim and purposes

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole

mission of the Church: pastoral, evangelistic, social and ecumenical.

Objectives and activities

The PCC Vision for our church is to 'Grow and nurture what God has planted to build a flourishing church and community in Bisley and West End'. To this end, we have produced a CDP (Church Development Plan) during the year with the 3 main stated objectives being to

1. Making the most of our buildings

2. Grow the Congregation

3. Grow leadership and involvement

In each of these areas we are working through several actions and remain focused and intentional to working within these areas to make progress. In all these elements we seek to be Christ centered and guided through prayer.

When planning our activities for the year, we have also considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the

advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their biblical knowledge and trust in Jesus.*
- Provision of pastoral care and support for people living in the parish.*
- Missionary and outreach work.*

To facilitate this work, it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

Achievements and performance

Worship and prayer

The PCC is keen to offer a variety of worship services each month and over the course of the year, which help those across our community connect and receive spiritual nourishment. These range from the BCP Communion service to All Age informal services and Messy Church which takes place in Bisley Village Hall.

Electoral Roll

All are welcome to attend our regular services. At present there are 92 (2022: 89) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this last fell due in 2019. In order to comply with our legal requirements relating to the holding of personal information,

and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances, we need to seek specific consent from parishioners to hold or to use their personal information.

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The average weekly attendance, counted during October, was 98, 73 adults/25 children (2022: 76, 67adults/9 children). This number included a special outreach Messy Church with a much larger than

normal attendance of 109 children/ 80 adults).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. In 2023, 12 baptisms (2022: 17), 7 weddings (2022: 6), and 10 (2022: 15) funerals were held in our churches.

Deanery Synod

Two members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The Church Fabric

Regular maintenance to enhance the fabric of both churches and churchyards has taken place

over the year. Of particular note are the

I. electrical surveys and upgrades of sockets and installation of USB charge points.

II. Landscaping to expand useable space in Bisley Churchyard for burials and division of field area by new hedge planting

III. Installation of a large central screen and projector at Holy Trinity Church, with smaller monitors in the chancel area for the choir.

Pastoral care

We currently have four trained Pastoral Assistants who work in this aspect of ministry. They work as a team with the Rector to cover pastoral needs in the parish. This involves visiting and supporting the sick in their homes, care homes or hospital and keeping them connected with the life of the parish. They also run monthly and festival services in the 3 care homes, and follow up contact and support to those who have been bereaved.

Mission, Evangelism & Outreach

Helping those in need is a demonstration of our faith. Over the year we have been active in supporting mission activities both abroad and in our own community. The church supported a variety of charities over the year, 3 International and 4 national ones, giving a total of over £3K to these causes. Our World Affairs Group (WAGS) has continued to support its links with Uganda and held successful events to raise money for their work raising over £1.5K. Our Teas on the Rec initiative, which has become a major form of outreach & support to the local community continued its work again this summer. It raised in excess of £13K for a variety of local, national and international charities.

Outreach to our 2 local primary schools is a key part of the ministry here. During 2023, weekly assemblies were continued by the team, along with the Rector's monthly whole school

worship and Godly play sessions once a month. A new afterschool Christian Club, a collaboration between the parish church and the Christian charity 'Engage' started up in the Autumn term at Bisley School.

The Local foodbank continues to receive considerable help through the church. Church members have been involved providing a premises, trustees, volunteers & other support.

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Our parish news is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus, and frequent invitations to 'come and see', either through special services or evangelism courses.

Financial review

Total receipts on unrestricted funds were £120,817 (2022: £126,897) of which £61,805 (2022:

£57,099) was unrestricted planned voluntary donations, and a further £13,734 (2022: £21,833)

was from Gift Aid. Restricted grants and donations of £6,130 were received during the year (2022: £15,508).

During the year, and following discussions with the Diocese and the Charity Commission, a field, which had been bequeathed to the parish in the 16th Century and known as Broachmead,

was sold for a net consideration, after fees and expenses, of £169,476. The field had not previously been recorded in the financial accounts of the parish.

£121,636 (2022: £109,924) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

Net movement in unrestricted funds for the year was an increase of £159,493 (2022: increase

of £4,020). During the year, the total fund balances increased from £67,494 to £222,854 of which £3,669 is restricted.

Reserves policy

It is PCC policy to seek to maintain a balance on free reserves (net current assets) of around £20,000 to smooth out fluctuations in cash flow and to meet emergencies. The balance of the

free reserves at the year-end was £219,186.

It is our policy to invest the majority of our reserves between the CCLA Church of England Investment Fund and the CCLA Church of England Deposit Fund.

Volunteers

We would like to thank all the many volunteers who have continued to work so hard throughout this year to make our church the lively and vibrant community it is.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules.

At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

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The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met six times during the year, either in person or online, with an average level of attendance of 76%. Given its wide responsibilities the PCC has a number of subcommittees,

each deal with a particular aspect of parish life. These committees are all

responsible to the PCC and report back to it regularly.

Administrative information

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley.

Registered charity number 1133838.

PCC members who have served at any time from 1 January 2023 until the date this report was approved are:

Ex Officio members:

Incumbent: The Reverend Fiona Simon (Chairman)

Churchwardens: Alison Clay

Paul Hounsham

Chris Tew

Alison Wainwright

Elected members:

Jackie Jenkins (Parish Safeguarding Officer)

Tim Clay #

Chris Perry

Pauleene Hammett

Peter Fry

Jane Moore

Lynne O'Regan

Charles Whiffin

Katy Tanton

Kathryn Iyer

Stacey Hyde #

Sarah Bolton – appointed 23rd April 2023

Wendy Hobson – appointed 23rd April 2023

Mike Reeve – appointed 23rd April 2023

Deanery Synod Representative

The PCC would like to record its particular thanks to the Rector Fiona for her leadership and all she does for us and her support of the Parish and community more widely.

Approved by the PCC on 25.04.2024

Bisley and West End PCC

Statement of Financial Activities

For the year ending 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
INCOME					
Voluntary income	2(a)	87,722	6,130	93,852	109,700
Activities for generating funds	2(b)	21,331	12,952	34,283	35,378
Income from investments	2(c)	2,906	0	2,906	1,418
PCC Fees	2(d)	8,858	0	8,858	9,693
TOTAL INCOME		<u>120,817</u>	<u>19,082</u>	<u>139,899</u>	<u>156,190</u>
PARISH EXPENSES					
Church Activities	3(a)	121,636	22,590	144,226	137,302
Fund raising Costs	3(b)	9,562	624	10,186	10,765
TOTAL PARISH EXPENSES		<u>131,197</u>	<u>23,214</u>	<u>154,411</u>	<u>148,067</u>
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		<u>(10,380)</u>	<u>(4,132)</u>	<u>(14,512)</u>	<u>8,123</u>
Depreciation	6	(2,161)	0	(2,161)	0
Extraordinary Item					
Profit on sale of land	11	169,476	0	169,476	0
Gain/(Loss) on investment assets upon revaluation		2,557	0	2,557	(3,507)
NET MOVEMENT IN FUNDS		<u>159,493</u>	<u>(4,132)</u>	<u>155,360</u>	<u>4,616</u>
BALANCE B/FWD 1 JANUARY		59,693	7,801	67,494	62,878
BALANCES C/FWD 31 DECEMBER		<u>219,186</u>	<u>3,669</u>	<u>222,854</u>	<u>67,494</u>

The notes on pages 3 to 6 form part of this account

Bisley and West End PCC
Balance Sheet
at 31 December 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
CBF Shares	5	30,162	26,795
Office Equipment, at net book value	6	15,124	0
Total		<u>45,286</u>	<u>26,795</u>
CURRENT ASSETS			
Cash	7	167,665	22,848
Other debtors		0	0
Accrued Income	8	16,013	26,007
Total		<u>183,677</u>	<u>48,855</u>
CURRENT LIABILITIES			
Creditors - amounts falling within one year	9	6,109	8,155
		<u>6,109</u>	<u>8,155</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		222,854	67,494.46
TOTAL NET FUNDS		<u>£ 222,854</u>	<u>£ 67,494</u>
PARISH FUNDS			
Accumulated General Fund		67,494	62,878
Profit and Loss Account		155,360	4,616
	10	<u>£ 222,854</u>	<u>£ 67,494</u>

Notes to the financial statements

For the Year ending 31 December 2023

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members

Funds

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Income

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

Parish Expenses

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

Investments are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
2(a) Voluntary income				
Planned giving				
Gift aid giving	61,805	0	61,805	65,106
Non-Gift Aid giving	100	0	100	0
Gift Aid Tax recovered	13,734	0	13,734	21,883
Collections and donations	11,083	2,885	13,968	16,924
Grants	1,000	2,165	3,165	4,000
Fabric Donations	0	1,080	1,080	1,787
Legacies	0	0	0	0
	<u>87,722</u>	<u>6,130</u>	<u>93,852</u>	<u>109,700</u>
2(b) Activities for generating funds				
Parish Magazine	14,780	0	14,780	17,768
Fund Raising Events	1,165	0	1,165	989
Teas on the Rec	2,860	12,952	15,812	16,622
Christmas Tree Festival	2,526	0	2,526	0
	<u>21,331</u>	<u>12,952</u>	<u>34,283</u>	<u>35,378</u>
2(c) Income from investments				
Dividend and interest, including tax recoverable	2,493.24	0	2,493	798
Rental income	413.16	0	413	620
	<u>2,906</u>	<u>0</u>	<u>2,906</u>	<u>1,418</u>
2(d) PCC Fees	<u>8,858</u>	<u>0</u>	<u>8,858</u>	<u>9,693</u>
	<u>8,858</u>		<u>8,858</u>	<u>9,693</u>
TOTAL PARISH INCOME	<u>120,817</u>	<u>19,082</u>	<u>139,899</u>	<u>156,190</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
3(a) Ministry				
Diocesan Parish share	78,217	0	78,217	76,767
Rector	910	0	910	541
Associate Minister	0	0	0	0
Heat & Light	7,153	0	7,153	3,299
Minor Repairs	1,465	1,450	2,915	662
Upkeep of Services	2,450	0	2,450	1,547
Churchyards	738	5,175	5,913	1,191
Lay staff salaries	16,916	0	16,916	17,985
Messy Church & Youth Work	1,098	752	1,850	1,214
Local Mission	1,391	0	1,391	984
Parish Office	7,781	0	7,781	7,595
Professional Fees	0	0	0	6,007
Buildings Insurance	3,517	0	3,517	3,331
Major repairs to churches	0	0	0	0
Total Ministry Expenses	121,636	7,377	129,013	121,122
Payments to Charities				
Home Missions	0	320	320	560
Overseas Missions	0	2,748	2,748	4,472
Secular Charities	0	12,145	12,145	11,148
From collections	0	0	0	0
Total Payments to Charities	0	15,213	15,213	16,180
Total Church Activities Expenses	121,636	22,590	144,226	137,302
3(b) Fund raising costs				
Magazine	9,028	0	9,028	9,446
Garden Party	68	0	68	0
Teas on the Rec	0	624	624	1,318
Other	466	0	466	0
	9,562	624	10,186	10,765
Total Parish Expenses	131,197	23,214	154,411	148,067

4 (a) Staff

During the year the PCC employed a few organists and a part time parish office administrator. Together these employees equated to less than two full time employees.

(b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church.
None of these have been material.

	TOTAL 2023 £	TOTAL 2022 £
5 CBF Shares		
Market Value at 1 January	26,795	29,519
Acquisitions at cost	810	783
Sold during year	0	0
Increase/(Decrease) in value in the year	2,557	(3,507)
Market Value at 31 December	<u>30,162</u>	<u>26,795</u>
6 Fixed Assets		
Cost		
Technology equipment		
Opening balance	0	0
Additions	<u>17,285</u>	<u>0</u>
Closing balance	<u>17,285</u>	<u>0</u>
Depreciation		
Technology equipment		
Opening balance	0	0
Charge for the year	<u>2,161</u>	<u>0</u>
Closing balance	<u>2,161</u>	<u>0</u>
Net Book Value	<u>15,124</u>	<u>0</u>
7 Cash		
Current account	18,450	9,259
Parish Magazine account	3,268	2,826
Garden Party account	404	404
Fabric Fund account	3,669	7,801
CBF Cash Deposit Savings Fund	140,223	1,194
Petty Cash - Rectory	47	47
Teas on the Rec	1,565	1,277
Petty Cash - TOTR	<u>39</u>	<u>39</u>
	<u>167,665</u>	<u>22,848</u>
8 Accrued Income		
Tax refund due on Gift aided donations up to 31 December	16,013	26,007
9 Liabilities		
Amounts falling due in one year.	6,109	8,155
10 Parish Funds		
Accumulated General Fund		
As at 31 December 2021	67,494	62,878
Profit & Loss Account	<u>155,360</u>	<u>4,616</u>
Balance at 31 December 2022	<u>222,854</u>	<u>67,494</u>
The Accumulated General Fund comprises:		
Restricted Funds	3,669	7,801
Unrestricted Funds	<u>219,186</u>	<u>59,693</u>
TOTAL Accumulated General Fund	<u>222,854</u>	<u>67,494</u>
11 Extraordinary Item		

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. During the year, following consultations with the Guildford Diocesan Board of Finance, the field was for £180,250 which, after professional fees associated with the sale, yielded a net gain of £169,476. The field had not previously been recorded in the financial statements of the parish.

**Independent Examiner's Report
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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

Julian Roberts FCA
External examiner