

2024 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. Improving facilities and our Churches visibility
2. Growing younger and more diverse
3. Growing faith 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 centred 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. The range includes the traditional 8am BCP Communion, Common Worship Communion services with choir, all age informal services with worship led by a band 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 (2023: 92) 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.

The average weekly attendance, counted during October, was 68, 58 adults/10 children (2023: 98, 73 adults/25 children - but included an outreach service of 109 children and 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 2024, 12 baptisms (2023: 13), 4 weddings (2023: 7), and 19 (2023: 12) 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

- Installation of under pew electric heating at Holy Trinity Church to replace the old Victorian heating pipes.
- Addition of pew cushions at Holy Trinity for comfort and warmth.
- Significant improvements to the hedges and general churchyard maintenance at Holy Trinity courtesy of a new volunteer.

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.
- Monthly and festival services in the 3 care homes
- Monthly songs of Praise Service,
- Follow up contact and support to those who have been bereaved.
- Providing refreshments and support for those who come to the weekly Toddler group.

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, 2 International, 3 national and one local; giving a total of over £2.8K 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 £1.6K. Our *Teas on the Rec* initiative, has become a major form of outreach & support to the local

community. It raised in excess of £15K for a variety of local, national and international charities.

In September this year the parish started up a monthly Hear Here Clinic which takes place in the local community cafe at the village hall. The service has been much appreciated and creates opportunities for pastoral conversations and formation of new links with people in the community.

The church had a number of people attend our Alpha group in the summer and as a result a new homegroup was formed and has thrived.

Outreach to our 2 local primary schools is a key part of the ministry here. During 2024, 'Open the Book' assemblies were continued by the team, along with the Rector's monthly whole school worship and Godly play sessions once a month. The afterschool 'Kingdom Explorers Club', a collaboration between the parish church and the charity 'Engage' continued to be run and well received at Bisley school. The Bisley school choir supported the church summer concert at Bisley church singing with the church choir and the West End school and church came together over a joint 'Holy Trinity' art project in the autumn term creating a visual image to clearly connect us together.

The PCC employed the services of a consultant childrens and families advisor in October to work with us for 6 months in order to recommend how we can improve our work with children and families and take this to the next level of growth and engagement.

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

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 £130,071 (2023: £120,817) of which £64,012 (2023: £61,805) was unrestricted planned voluntary donations, and a further £14,347 (2023: £13,734) was from Gift Aid. Restricted grants and donations of £7,215 were received during the year (2023: £6,130).

£124,906 (2023: £121,636) 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 a decrease of £9,577 (2023: increase of £159,493). During the year, the total fund balances decreased from £222,854 to £213,514 of which £3,906 is restricted.

Reserves policy

It is PCC policy to seek to maintain a balance on free reserves (net current assets) to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £209,608.

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.

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 86%. Given its wide responsibilities the PCC has a number of sub-committees, 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 population is 10331. It 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 2024 until the date this report was approved are:

Ex Officio members:

Incumbent: The Reverend Fiona Simon (Chairman)

Churchwardens: Alison Clay
Paul Hounsham
Chris Tew (Until April APCM)
Alison Wainwright
Jane Moore – appointed April APCM 2024

Elected members:

Jackie Jenkins (Parish Safeguarding Officer)
Tim Clay #
Jane Moore - until APCM 2024
Lynne O'Regan - re-appointed 2024
Charles Whiffin
Kathryn Iyer
Stacey Hyde #
Sarah Bolton
Wendy Hobson
Mike Reeve
Helen Hallett – appointed April 2024

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 16th April 2025

Bisley and West End PCC

Statement of Financial Activities

For the year ending 31 December 2024

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
INCOME					
Voluntary income	2(a)	93,867	7,215	101,082	93,852
Activities for generating funds	2(b)	19,578	15,039	34,617	34,283
Income from investments	2(c)	7,785	0	7,785	2,906
PCC Fees	2(d)	8,841	0	8,841	8,858
TOTAL INCOME		<u>130,070</u>	<u>22,254</u>	<u>152,324</u>	<u>139,899</u>
PARISH EXPENSES					
Church Activities	3(a)	124,906	20,390	145,296	144,226
Fund raising Costs	3(b)	8,632	1,627	10,259	10,186
TOTAL PARISH EXPENSES		<u>133,538</u>	<u>22,017</u>	<u>155,555</u>	<u>154,411</u>
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		<u>(3,467)</u>	<u>237</u>	<u>(3,231)</u>	<u>(14,512)</u>
Depreciation	6	(6,798)	0	(6,798)	(2,161)
Extraordinary Item					
Profit on sale of land	11	0	0	0	169,476
Gain/(Loss) on investment assets upon revaluation		688	0	688	2,557
NET MOVEMENT IN FUNDS		<u>(9,577)</u>	<u>237</u>	<u>(9,340)</u>	<u>155,360</u>
BALANCE B/FWD 1 JANUARY		<u>219,185</u>	<u>3,669</u>	<u>222,854</u>	<u>67,494</u>
BALANCES C/FWD 31 DECEMBER		<u>209,608</u>	<u>3,906</u>	<u>213,514</u>	<u>222,854</u>

The notes on pages 3 to 6 form part of these accounts.

Bisley and West End PCC
Balance Sheet
at 31 December 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
CBF Shares	5	31,695	30,162
Tangible Fixed Assets, at net book value	6	29,665	15,124
Total		<u>61,360</u>	<u>45,286</u>
CURRENT ASSETS			
Cash	7	163,821	167,665
Other debtors		137	0
Accrued Income	8	5,000	16,013
Total		<u>168,958</u>	<u>183,677</u>
CURRENT LIABILITIES			
Creditors - amounts falling within one year	9	16,804	6,109
		<u>16,804</u>	<u>6,109</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		213,514	222,854
TOTAL NET FUNDS		<u>£ 213,514</u>	<u>£ 222,854</u>
PARISH FUNDS			
Accumulated General Fund		222,854	67,494
Profit and Loss Account		(9,340)	155,360
	10	<u>£ 213,514</u>	<u>£ 222,854</u>

Notes to the financial statements

For the Year ending 31 December 2024

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

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.

Investments are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
2(a) Voluntary income				
Planned giving				
Gift aid giving	64,012	0	64,012	61,805
Non-Gift Aid giving	100	0	100	100
Gift Aid Tax recovered	14,347	0	14,347	13,734
Collections and donations	9,988	2,986	12,974	13,968
Grants	5,420	4,129	9,549	3,165
Fabric Donations	0	100	100	1,080
Legacies	0	0	0	0
	<u>93,867</u>	<u>7,215</u>	<u>101,082</u>	<u>93,852</u>
2(b) Activities for generating funds				
Parish Magazine	14,329	0	14,329	14,780
Fund Raising Events	1,275	0	1,275	1,165
Teas on the Rec	3,974	15,039	19,013	15,812
Christmas Tree Festival	0	0	0	2,526
	<u>19,578</u>	<u>15,039</u>	<u>34,617</u>	<u>34,283</u>
2(c) Income from investments				
Dividend and interest, including tax recoverable	7,785	0	7,785	2,493
Rental income	0.00	0	0	413
	<u>7,785</u>	<u>0</u>	<u>7,785</u>	<u>2,906</u>
2(d) PCC Fees, net				
	<u>8,841</u>	<u>0</u>	<u>8,841</u>	<u>8,858</u>
	<u>8,841</u>	<u>0</u>	<u>8,841</u>	<u>8,858</u>
TOTAL PARISH INCOME	<u>130,070</u>	<u>22,254</u>	<u>152,324</u>	<u>139,899</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
3(a) Ministry				
Diocesan Parish share	82,200	0	82,200	78,217
Rector	1,361	0	1,361	910
Associate Minister	0	0	0	0
Heat & Light	3,486	0	3,486	7,153
Minor Repairs	1,546	862	2,408	2,915
Upkeep of Services	3,582	0	3,582	2,450
Churchyards	833	0	833	5,913
Lay staff salaries	18,281	0	18,281	16,916
Messy Church & Youth Work	281	3,129	3,409	1,850
Local Mission	454	0	454	1,391
Parish Office	9,227	0	9,227	7,781
Professional Fees	0	0	0	0
Buildings Insurance	3,656	0	3,656	3,517
Major repairs to churches	0	0	0	0
Total Ministry Expenses	124,906	3,991	128,897	129,013
Payments to Charities				
Home Missions	0	360	360	320
Overseas Missions	0	2,271	2,271	2,748
Secular Charities	0	13,768	13,768	12,145
From collections	0	0	0	0
Total Payments to Charities	0	16,399	16,399	15,213
Total Church Activities Expenses	124,906	20,390	145,296	144,226
3(b) Fund raising costs				
Magazine	8,632	0	8,632	9,028
Garden Party	0	0	0	68
Teas on the Rec	0	1,627	1,627	624
Other	0	0	0	466
	8,632	1,627	10,259	10,186
Total Parish Expenses	133,538	22,017	155,555	154,411

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 2024 £	TOTAL 2023 £
5 CBF Shares		
Market Value at 1 January	30,162	26,795
Acquisitions at cost	845	810
Sold during year	0	0
Increase/(Decrease) in value in the year	688	2,557
Market Value at 31 December	<u>31,695</u>	<u>30,162</u>
6 Fixed Assets		
Cost		
Technology equipment		
Opening balance	17,285	0
Additions	<u>910</u>	<u>17,285</u>
Closing balance	<u>18,195</u>	<u>17,285</u>
Fixtures & Fittings		
Opening balance	0	0
Additions	<u>20,430</u>	<u>0</u>
Closing balance	<u>20,430</u>	<u>0</u>
Depreciation		
Technology equipment		
Opening balance	2,161	0
Charge for the year	<u>4,435</u>	<u>2161</u>
Closing balance	<u>6,596</u>	<u>2,161</u>
Fixtures & Fittings		
Opening balance	0	0
Charge for the year	<u>2,364</u>	<u>0</u>
Closing balance	<u>2,364</u>	<u>0</u>
Net Book Value	<u>29,665</u>	<u>15,124</u>
7 Cash		
Current account	12,815	18,450
Parish Magazine account	3,329	3,268
Bisley Old School Education Fund	15,313	404
Fabric Fund account	3,906	3,669
CBF Cash Deposit Savings Fund	127,162	140,223
Petty Cash - Rectory	47	47
Teas on the Rec	1,178	1,565
Petty Cash - TOTR	<u>69</u>	<u>39</u>
	<u>163,822</u>	<u>167,665</u>
8 Accrued Income		
Tax refund due on Gift aided donations up to 31 December	5,000	16,013
9 Liabilities		
Amounts falling due in one year.	16,804	6,109
10 Parish Funds		
Accumulated General Fund		
As at 31 December 2023	222,854	67,494
Profit & Loss Account	<u>(9,340)</u>	<u>155,360</u>
Balance at 31 December 2024	<u>213,514</u>	<u>222,854</u>
The Accumulated General Fund comprises:		
Restricted Funds	3,906	3,669
Unrestricted Funds	<u>209,608</u>	<u>219,185</u>
TOTAL Accumulated General Fund	<u>213,514</u>	<u>222,854</u>
11 Prior Year Extraordinary Item		
In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. In 2023, following consultations with the Guildford Diocesan Board of Finance, the field was sold 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 2024.

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

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Julian Roberts FCA
External examiner