

2025 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 updated our 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, Midweek Songs of Praise and Messy Church which takes place in Bisley Village Hall.

Electoral Roll

All are welcome to attend our regular services. At present there 98 (2024: 92) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this last fell due in 2025. 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 60, 53 adults/7 children (2024: 68, 58 adults/10 children).

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 2025, 7 baptisms (2024: 12), 1 wedding (2024: 4), and 5 (2024: 19) 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

- Re-ordering and a new insulated floor in the area at the back of Holy Trinity Church to create space for a families, hospitality and running midweek groups & courses.
- Installation of Infared heaters at the back of Holy Trinity and 4 storage heaters to provide some background heating to preserve the fabric of the building during cold weather.
- Upgrading of the sound system at Holy Trinity Church

Pastoral care

We currently have three trained Pastoral Assistants who work in this aspect of ministry. They work as a team with the Rector and Assistant Priest Reverend Cara Kear (who joined the team as a self supporting minister in May 2025) 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

This year the PCC agreed the Church's stated aim to be 'Spreading God's Love' This is being done in a whole range of ways.

Employment of a Childrens and Families Ministry leader to head up more Christian outreach in our schools and encourage further engagement of families within the life of the church. This is a 3 year appointment started in August which has already made a difference to what

the church can offer and has enhanced the work of existing volunteer teams working in schools and with younger children and carers in 'The Hive' Toddler group.

Outreach to our 2 Parish primary schools is a key part of the ministry here. We have led worship in each school weekly, delivering this in a variety of interactive and engaging ways. We have an after school Christian group for 8-11 year olds running weekly in both schools providing a 'safe' space for children wanting to grow their understanding and engagement in the Christian faith. A new special needs school opened in the Parish in September and 'Godly play' sessions have been welcomed by the head teacher.

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 international, national and local charities over the year; giving a total of over £3.2K 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 £1.86K. Our *Teas on the Rec* initiative, has become a major form of outreach & support to the local community. It raised in excess of £14K for a variety of local, national and international charities.

The Hear Here Clinic which started in 2024 has continued to take place in the local community cafe at the village hall. The service is much appreciated and creates opportunities for pastoral conversations and formation of new links with people in the community.

Through running a number of groups and courses over the year some new people have come to explore faith for themselves alongside church members wanting to explore their faith further with others. Through the ministry in one care home a resident was also prepared for Baptism.

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 magazine 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 £146,695 (2024: £130,071) of which £67,278 (2024: £64,012) was unrestricted planned voluntary donations, and a further £17,190 (2024: £14,347) was from Gift Aid. Restricted grants and donations of £25,846 were received during the year (2024: £7,215).

£133,677 (2024: £124,906) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share of £87,127 (2024: £82,200), which provides stipends and housing for diocesan clergy as well as supporting the work of the wider diocese.

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 £13,568 (2024: decrease of £9,577). During the year, the total fund balances decreased from £213,514 to £200,278 of which £4,238 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 £196,040.

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 with an average level of attendance of 83.5%. 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 10,331. 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 2025 until the date this report was approved are:

Ex Officio members:

Incumbent: The Reverend Fiona Simon (Chairman)

Churchwardens: Alison Clay
Paul Hounsham – until APCM 2025
Alison Wainwright
Jane Moore
Charles Whiffin – appointed April 2025

Elected members:

Jackie Jenkins (Parish Safeguarding Officer)
Tim Clay #
Lynne O'Regan
Kathryn Iyer – until APCM 2025
Stacey Hyde – resigned November 2025
Sarah Bolton
Wendy Hobson
Mike Reeve
Helen Hallett
Jane Valner – appointed April 2025
Debbie Chowns – appointed April 2025
Kees Jan Steenhoek – appointed April 2025

#Deanery/Diocesan Synods Representative

The PCC would like to record its particular thanks to the Rector Fiona, Assistant Minister Cara and Childrens and families ministry leader Jo for their leadership and all they do for us in supporting the Parish and community more widely.

Approved by the PCC on 17 April 2026

Bisley and West End PCC

Statement of Financial Activities

For the year ending 31 December 2025

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
INCOME					
Voluntary income	2(a)	110,427	25,846	136,273	101,082
Activities for generating funds	2(b)	22,269	14,500	36,769	34,617
Income from investments	2(c)	6,192	0	6,192	7,786
PCC Fees	2(d)	7,807	0	7,807	8,841
TOTAL INCOME		<u>146,695</u>	<u>40,346</u>	<u>187,041</u>	<u>152,325</u>
PARISH EXPENSES					
Church Activities	3(a)	134,677	38,676	173,353	145,296
Fund raising Costs	3(b)	9,512	1,338	10,850	10,259
TOTAL PARISH EXPENSES		<u>144,189</u>	<u>40,014</u>	<u>184,203</u>	<u>155,554</u>
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		<u>2,506</u>	<u>332</u>	<u>2,838</u>	<u>(3,230)</u>
Depreciation	5	(14,786)	0	(14,786)	(6,799)
Gain/(Loss) on investment assets upon revaluation		(1,288)	0	(1,288)	688
NET MOVEMENT IN FUNDS		<u>(13,568)</u>	<u>332</u>	<u>(13,236)</u>	<u>(9,340)</u>
BALANCE B/FWD 1 JANUARY		209,608	3,906	213,514	222,854
BALANCES C/FWD 31 DECEMBER		<u>£ 196,040</u>	<u>£ 4,238</u>	<u>£200,278</u>	<u>£ 213,514</u>

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

Bisley and West End PCC
Balance Sheet
at 31 December 2025

	Notes	2025 £	2024 £
FIXED ASSETS			
CBF Shares	4	31,297	31,695
Tangible Fixed Assets, at net book value	5	55,916	29,665
Total		<u>87,213</u>	<u>61,361</u>
CURRENT ASSETS			
Cash	6	114,890	163,822
Other debtors		137	137
Accrued Income	7	5,959	5,000
Total		<u>120,986</u>	<u>168,959</u>
CURRENT LIABILITIES			
Creditors - amounts falling within one year	8	7,920	16,805
		<u>7,920</u>	<u>16,805</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		200,278	213,514
TOTAL NET FUNDS		<u>£ 200,278</u>	<u>£ 213,514</u>
PARISH FUNDS			
Accumulated General Fund		213,514	222,854
Profit and Loss Account		(13,236)	(9,340)
	9	<u>£ 200,278</u>	<u>£ 213,514</u>

Notes to the financial statements

For the Year ending 31 December 2025

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 churchwardens 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.

	TOTAL 2025 £	TOTAL 2024 £
4 CBF SHARES		
Market Value at 1 January	31,695	30,162
Acquisitions at cost	890	845
Sold during year	0	0
(Decrease)/Increase in value in the year	(1,288)	688
Market Value at 31 December	<u>31,297</u>	<u>31,695</u>
5 FIXED ASSETS		
Cost		
Technology equipment		
Opening balance	18,195	17,285
Additions	<u>12,495</u>	<u>910</u>
Closing balance	<u>30,690</u>	<u>18,195</u>
Fixtures & Fittings		
Opening balance	20,430	0
Additions	<u>28,541</u>	<u>20,430</u>
Closing balance	<u>48,971</u>	<u>20,430</u>
Depreciation		
Technology equipment		
Opening balance	6,596	2,161
Charge for the year	<u>6,111</u>	<u>4,435</u>
Closing balance	<u>12,706</u>	<u>6,596</u>
Fixtures & Fittings		
Opening balance	2,364	0
Charge for the year	<u>8,675</u>	<u>2,364</u>
Closing balance	<u>11,039</u>	<u>2,364</u>
Net Book Value	<u>55,916</u>	<u>29,665</u>
6 CASH		
Current account	7,367	12,815
Parish Magazine account	3,757	3,329
Bisley Old School Education Fund	3,808	15,313
Fabric Fund account	4,239	3,906
CBF Cash Deposit Savings Fund	94,464	127,162
Petty Cash - Rectory	47	47
Teas on the Rec	1,195	1,178
Petty Cash - TOTR	<u>13</u>	<u>69</u>
	<u>114,890</u>	<u>163,822</u>
7 ACCRUED INCOME		
Tax refund due on Gift aided donations up to 31 December	5,959	5,000
8 LIABILITIES		
Amounts falling due in one year.	7,920	16,804
9 PARISH FUNDS		
Accumulated General Fund		
As at 31 December 2024	213,514	222,854
Profit & Loss Account	(13,236)	(9,340)
Balance at 31 December 2025	<u>200,278</u>	<u>213,514</u>
The Accumulated General Fund comprises:		
Restricted Funds	4,238	3,906
Unrestricted Funds	<u>196,040</u>	<u>209,608</u>
TOTAL Accumulated General Fund	<u>200,278</u>	<u>213,514</u>

3. PARISH EXPENSES

	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
3 (a) Ministry				
Diocesan Parish share	87,127	0	87,127	82,200
Rector	1,593	0	1,593	1,361
Associate Minister	729	0	729	0
Heat & Light	4,940	0	4,940	3,486
Minor Repairs	1,568	5,133	6,701	2,408
Upkeep of Services	3,466	0	3,466	3,582
Churchyards	5,741	2,340	8,081	833
Lay staff salaries	18,547	8,258	26,805	18,281
Messy Church & Youth Work	0	3,517	3,517	3,409
Local Mission	1,705	0	1,705	454
Parish Office	8,262	0	8,262	9,227
Buildings Insurance	-1	3,924	3,924	3,656
Total Ministry Expenses	133,677	23,172	156,850	128,896
Payments to Charities				
Home Missions	0	501	501	360
Overseas Missions	0	2,350	2,350	2,271
Secular Charities	1000	12,652	13,652	13,768
From collections	0	0	0	0
Total Payments to Charities	1,000	15,503	16,503	16,399
Total Church Activities Expenses	134,677	38,676	173,353	145,296
	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
3 (b) Fund raising costs				
Parish News	8,706	0	8,706	8,632
Fund raising events	0	0	0	0
Teas on the Rec (TOTR)	40	1,338	1,378	1,627
Christmas Tree Festival	766	0	766	0
	9,512	1,338	10,850	10,259
Total Parish Expenses	144,189	40,013	184,203	155,555

3 (c) Payments to charities

Charities supported during the year included: Royal British Legion, Ripple Effect, Bisley & West End Foodbank, The Bishop of Guildford's Foundation, Woking and Sam Beare Hospice, The Children's Society, Assistance Dogs UK and Christian Aid. This list excludes charities supported directly via TOTR.

3 (d) Staff

During the year the PCC employed a part time Children and Families Ministry Leader and a part time parish office administrator, together with self employed organists.
Together these employees equated to less than two full time employees.

3 (e) 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.

2. PARISH INCOME

	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
2(a) Voluntary income				
Planned giving				
Gift aid giving	67,278	0	67,278	64,012
Non-Gift Aid giving	165	0	165	100
Gift Aid Tax recovered	17,190	0	17,190	14,347
Collections and donations	12,116	2,340	14,456	12,974
Grants	11,600	13,506	25,106	9,549
Fabric Donations	0	10,000	10,000	100
Legacies	2,078	0	2,078	0
	<u>110,427</u>	<u>25,846</u>	<u>136,273</u>	<u>101,082</u>
 2(b) Activities for generating funds				
Parish News	14,996	0	14,996	14,329
Fund Raising Events	3,910	0	3,910	1,275
Teas on the Rec (TOTR)	0	14,500	14,501	19,013
Christmas Tree Festival	3,363	0	3,363	0
	<u>22,269</u>	<u>14,500</u>	<u>36,769</u>	<u>34,617</u>
 2(c) Income from investments				
Dividend and interest	6,192	0	6,192	7,786
	<u>6,192</u>	<u>0</u>	<u>6,192</u>	<u>7,786</u>
 2(d) PCC Fees, net				
	7,807	0	7,807	8,841
	<u>7,807</u>	<u>0</u>	<u>7,807</u>	<u>8,841</u>
 TOTAL PARISH INCOME	<u>146,695</u>	<u>40,346</u>	<u>187,041</u>	<u>152,325</u>

**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 2025.

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

26 April 2026