



ANNUAL CHURCH MEETING

APCM 2024

SUNDAY 17th MARCH



Agenda

Annual Parochial Church Meeting

PART I

1. Apologies for absence.
2. Rector

PART 2 : THE ELECTION OF CHURCHWARDENS

All who live in the parish or who are on the Church Electoral Roll are eligible to vote for Churchwardens.

3. To confirm Minutes of the meeting held on 26th March 2023
4. To elect two churchwardens.

PART 3 : ANNUAL PAROCHIAL CHURCH MEETING

All who are on the Church Electoral Roll are eligible to vote for the PCC. In their report the Churchwardens have referred to the fabric of the church and any matters they wish to bring to your attention as they are formally required to do. Before you come to the meeting please read the reports below about different facets of our church life.

5. To confirm Minutes of the meeting held on 26th March 2023
6. Matters arising from last year's meeting
7. To receive the reports
8. Finance
 - i To thank the PCC Finance Advisory Committee for their overview and advice
 - ii To receive the Treasurer's presentation of the examined accounts
 - iii To formally adopt the accounts
 - iv To appoint an Independent Examiner
9. Elections to the PCC (conducted by the Churchwardens)
10. Election to Deanery Synod (conducted by the Churchwardens)
10. To receive the names of Sides-people (names to be read out by a Churchwarden)
11. Any other business
12. a) The date proposed for next year's Annual Meeting is 6th April 2025.
b) Dates for future PCC meetings will be circulated to members.

Parochial Church Council

Members of the PCC are elected for a three-year term of office. The two churchwardens are elected at the APCM annually. Deanery Synod members are elected every three years and are ex-officio members of the PCC. All PCC officers are elected at the first PCC meeting after the APCM.

The Rector is chair of the PCC. A deputy chair is elected at the first meeting after the APCM and is usually one of the Churchwardens. The Parish Administrator also plays a large part in the management of our church life, carrying out many of the requests and decisions of the PCC.

CREW undertake any work between PCC meetings, as directed by them and to maintain the diary, consider the work of the Pastoral Support Group and the operational activities of the church. CREW consists of the Rector, the Curate, Occasional Preacher, Administrator, Wardens and Deputy Warden.

Events April 2023 to March 2024

During the past year, the PCC has met on 5 occasions. The following topics comprised the main business of the PCC meetings:

- Mission Action Plan / Parish Needs process
- Children's work
- Projects including reordering of the chancel, lighting the tower and a welcome desk
- Finances
- School including governors for St Nicolas' & Queen Eleanor's Schools
- Racial Justice Covenant & contested heritage
- Organ
- Support for an NSM
- Safeguarding, particularly training
- Data Protection Act / GDPR.
- Review of PCC policies and regular update of Electoral Roll.
- Regular updates from Deanery Synod.
- Support of projects and good causes.

Rector's report

I begin, as I did last year, with my thanks. First a thank you to my Wardens, Hilary and Darrol and to Phil, as Deputy Warden and to Peter as Warden Emeritus. Their experience, common sense and advice are matched only by their immeasurable support and time given to me and to this place. We all owe Cath, our Parish Administrator, Leader of Junior Church, secretary, sorter of diaries, solver of problems more than our thanks, but also our admiration, for she appears to be able to create, I estimate, a further six hours in each day to achieve all that she does. After another year, another thank you to Rick, our Director of Music, too. Our Foundation Singers are now very much part of the family and joined, on average, by five or so volunteers as well as welcoming our junior choristers to their ranks.

Continuing with music - which offers such a vital and determining ministry in this place, the organ, it is estimated will cost, as predicted, in excess of £200,000 to rebuild the instrument. We have established a working party, The Living Organ group and have begun work to establish priorities for how to raise the money to complete the works over the next five years. As I said last year, if that single issue were to be my focus it would remove my energy and time from the office and work of a priest as outlined in the Ordinal and the basis of the Induction and Collation in which I swore my oaths here and so my thanks to Phil and the group for beginning the work. It is moving, slowly, very slowly, but we shall get there! In the period of time between the sad demise of the Fr Willis and its hopeful resurrection, I shall be asking PCC and the DGT to look at providing the building with a high quality electronic organ. Together with our Director of Music and Deputy Warden, I have made some progress in regard to seeing

some options in action. We can then sell back the organ to the supplier for something like 65% of the original price - such is the demand for such equipment. We shall investigate pre-owned, renting and other options, too and I look forward to seeing how we might provide the quality, style and volume of organ music which our Foundation and gathered congregation are able to offer Almighty God in a market in which it is rare!

Our building has seen a significant change in the move of our marble Quire altar to the Western wall of the north aisle. Under the shadow of St Helena and the True Cross, this looks, I believe, made to measure. It means, with more space in the chancel, that orchestras and choirs can use the space and with the arrival of a portable nave altar we can use during Ordinary Time, the focus will be, as it was meant to be, the High Altar. With thanks to Darrol most especially, together with Hilary and Cath for all the necessary paperwork, we now look to the flooring. My thanks, too, to Peter for his management of the lighting with a renewed emphasis upon the reredos at the east end of the church.

Thanks too, to our AV team in maintaining our online presence each week - the numbers of those who join us continues to be impressive and in the service we shared online for the death of Her late Majesty, we were watched by over 2,800 beyond the church walls! We would welcome new volunteers in this area, so please be in touch with me or Andy if you are tech minded! The other aspect of our AV team is the sound system and you will have noticed that this is not always straightforward. We shall need to spend some more money on this and so again, if you are interested in making a contribution, I would be grateful to hear from you.

Our serving team has grown this year and it has been good to welcome newer faces to give weight to the import of the chancel party. Especial thanks to Catherine for years as Head Server. Catherine has now stepped down to spend more time on her grandparental duties but remaining on the serving team, thank goodness! Thanks too, to the rest of my servers for their dedication to worship and their delight in all things beautiful as befits the House of God not least including welcoming our Father in God, Bishop Andrew, for Deanery Confirmation.

After a few months of helping in the sacristy, Paul stepped away as Sacristan to focus on his weekday work. It is a role which demands time and energy and so I am delighted to have appointed a member of the 830 congregation as Sacristan. I am indebted to them for their work - fitting it into a demanding life and polishing silver and ensuring the place is in good order; another new member of the family who has stepped in and helped. God is indeed 'adding to our number those whom He is calling' as the Baptism Rite reminds us.

It has been a delight to continue to welcome our Romanian Orthodox families and their priest, Fr Adrian. Our brothers and sisters in Christ bring their love of God and we offer them hospitality and so demonstrate the reality of the world wide church here in Guildford. As their numbers grow so does their need for space and storage. As we work together we shall ensure that both worshipping communities under the Parish church's roof are able to flourish in God's good graces.

I am grateful too, to Jo and Maureen before she was taken into glory, for their indispensable work in the area of Safeguarding. This is the central responsibility of us all but needs the focus and attention of our PCC officers not only to maintain our focus but also to take the lead in ensuring our compliance.

Over the past year we have seen growth and embedded the things we established two years ago: Cafe play and Friday morning coffee have continued to grow and those at the Eucharist on Fridays have established themselves as a community of Sunday and Friday only worshipping families. Our not-so-new groups: the Walsingham cell, Curry and Questions and Beer and Banter groups have established a routine and I know that we would like to encourage newer members to join the rotas - most especially the catering rotas - to ensure that we do not rely upon the same faithful few who fight bravely - could that be you?

We have been blessed by the ministry and work of Nicky, our Mission Enabler. Together with her work at the URC, we have grown Messy Church which is now hosted here as well as at our neighbours, we have grown Cafe Play and launched Toasty Tuesdays for our Juniors. Working in our school and at HT and QE where our children go after our won Infants school, Nicky brings a wealth of experience and a passion for the Gospel. She never fails to have ideas and the children clearly trust and love her. I am delighted that she has now - at last (!) - moved into her

home here in Guildford and we look forward to all that God is already planting through her witness. Please encourage Nicky and support her ministry - it is vital.

Jana has begun her FiM course - Foundations in Ministry. This Diocesan accredited course seeks to support lay ministry in our churches and following a year of bible study and spirituality and theology, Jana will focus on Pastoral Care studies. She will then be affirmed as a LAM - a Lay Authorised Minister - and this affirms Jana's ministry already undertaken in the Pastoral Support Group. We are also looking to establish a new ministry to the bereaved. A small group of volunteers have begun to emerge who may take this further before long.

Linda has begun her first year of Ordination formation and training here at the Guildford theological college. In two short years she will be made Deacon and then licensed to the Deanery with her focus at St Nicolas. Do encourage Linda as she continues to work, pray and study.

Last year, at Petertide, we welcomed Fr Alistair. It is a privilege to be asked to form him as a new priest come 2024. He, Carrie, Bell and Didi are in our prayers as this year we look to move him into the Curate's house and, if the bishop confirms it, to his priesting in June.

Our Church School remains a focus for me, as Rector. In my first two years I deliberately over-invested in giving much more time to school than would become the pattern in year three and beyond. That was always the plan. This was to enable relationships with parents, staff and the children to be established in the early days. On more than one occasion I found myself being told that I spent too much time at the school and later the same day another noting that I had not been at school enough in meetings! You can't please all the people - it simply is not possible! But over the past year I have dialled down the time I was spending in school, not for the sake of wanting to do so, but to address the balance required to be elsewhere now that the church and the school were indeed two sides of the same coin! Sadly, we lost our excellent Head Teacher, Emma. Teachers move on, of course, and finding successors is demanding - so much for wanting to redress a balanced approach! We shall look carefully, as Foundation Governors, at ensuring that our Christian ethos is maintained as we appoint Emma's successor.

In my Annual Report for 2023 I stated that our financial position remains somewhat complex. That remains the case. I laid the ground for focussing our attention on giving and began conversations about particular contributions. A soft take-off, if you will. This year we shall begin an intentional Planned Giving Campaign. I asked Linda Sharpin, our Ordinand, to share with PCC her Mission and Ministry Project which I teach Year one Ordinands in the diocese. This, as part of her studies at Theological College, has demonstrated the missional imperative of financial stewardship. It has demonstrated what is, and what could be in terms of the population and what missional opportunities there might be for growth. This Mission Action Plan group will report to PCC and once their work is begun and report submitted, we shall focus upon the Planned Giving Campaign. Again, a small group will work on this and report to the PCC, but the headline is that we are giving less per head by some margin, than other churches across our town and that if we do not address that some unpalatable choices will need to be made.

I am grateful to David for his work on Planned Giving this year. He passes the baton to Phil, Deputy Warden as he and I work together on the Planned Giving Campaign. I am as ever indebted to Ian, David Coom, Patrick and Darrol who make up the Finance Committee together with Peter our Warden Emeritus on the DGT who all give freely of their expertise and time in not only ensuring we are financially stable but are savvy with money which sits in the common purse. There is much to be excited by in terms of our numerical growth and the depth of commitment which makes St Nicolas a special place, a jewel of great price. May I end, as I did last year, in commending the words of the Collect for Trinity XIX - for without God's grace we are a clanging gong or cymbal! May we pray earnestly for the Holy Spirit and know always His will for us and the people of God in this place to which we are called:

O God, forasmuch as without you
we are not able to please you;
mercifully grant that your Holy Spirit
may in all things direct and rule our hearts. Amen.

Fr Neil

Churchwardens' report

In March last year we finally received the new chairs having managed to sell off all the old wooden chairs. This has given us so much more flexibility in the use of the church and makes it so quick and easy to adjust. In the past year this flexibility has resulted in a number of innovative uses for our Church. The space has been used for Salsa evenings, a folk music and dance concert. The school has used it for a disco and preparing the church for the school services now takes about 15 minutes and is very quickly restored to normal. Nicky has been able to use it for Messy Church creating a very atmospheric ambience that attracted well over 50 children plus parents. On heritage day it was used for an art exhibition and sale. These are just a few examples of how we are now able to attract more people to use and appreciate the church.

At Christmas all the chairs came into use and during the Christmas concert season mid December we were able to deploy all the new chairs as well as most of the chairs from the hall. We now know that our safe seated capacity is 284 seats. There were three concerts last Christmas that came close to this capacity and feedback from all the organisers was very positive.

In the summer we took the next step and applied for a faculty to reorder the chancel. The Diocesan Advisory Committee was supportive of our plans to move the altar and remove the railings but did not all agree on the proposal to change the floor in the way we proposed. So to ensure that we did not get further delays we decided to withdraw the floor change and move ahead with the move of the altar and removal of the railings. As most of you will now have seen this has now been completed. We do still wish to update the chancel floor and this will progress this year with the assistance of our consulting architect.

As you can see from the fabric report most of the activities were of a routine nature.

From October to December Andy Anderson, Patrick Andrew and I ran the Cards for Good Causes shop in the atrium. In spite of difficult trading conditions we managed to achieve sales just £400 behind 2022 and generated valuable income for the church. The card shop, however, is another opportunity to attract people to the church and the events we host. It is an important service for those that send Christmas cards and our customers come from all over Surrey not just the Guildford area.

As part of the planning for the moving of the Altar we relocated the AV desk and installed new ambient microphones which enable improved sound of our excellent choir in particular.

There is still investment to be made to improve the microphones that the priests wear. We have been making do with some cheap replacements after the original microphones wore out. We now need to spend around £2000 upgrading to quality microphones that do not crackle or feedback and enable clear audibility in church as well as online. I am indebted to Andy and Chris for their willingness to man the desk on a regular basis. As Fr N has pointed out we do on occasions get very large viewing numbers, We know from feedback that people watch from all over the country and it is invaluable to those who cannot make it to church through infirmity or absence abroad. Jo and I take great comfort from being able to watch the services when we are spending time with our daughter and her family in Australia.

We also receive feedback that a number of care homes around the Guildford area regularly tune in on a Sunday morning to screen the service for residents. These figures only show as one viewing of course but the benefit is felt by many. If you are willing and able to contribute to the cost of these new microphones please let me, Hilary, Patrick or Fr Neil know. It would be very much appreciated.

This year we have a quinquennial inspection and we will continue to develop a design for the chancel floor that is fitting for the church and heritage of the building. We continue to encourage choirs and event organisers to use the church and Parish Centre. Due to the careful stewardship of Cath in the office, the Parish Centre is occupied about 70-75% of the week so we have made good progress in recovering the usage of the centre post covid.

I would like to say a big thank you to Hilary Fletcher, my fellow churchwarden who initially reluctantly stepped into the position last May but has rapidly grown into the role with great confidence. Hilary is such a thoughtful and caring person, she is a joy to work alongside.

My thanks also go to Phil Thomas and Peter Oldroyd for their support while Jo and I have been away.

Finally on behalf of Hilary and myself our thanks as always go to all those who step forward to help in all sorts of ways to make things happen in our church. We cannot function without your help.

Darrol Radley

Fabric report

JANUARY	Hall piano tuned (Gary Payne) Bells serviced (John Taylor & Co)
FEBRUARY	Church piano tuned (Gary Payne) Gutters cleared on church and Centre (A K Roofing) Parish Centre windows cleaned (The Window Cleaning Company)
MARCH	New chairs installed in church after disposal of existing chapel chairs (Alpha Furniture) Electricity smart meter fitted Plastic protector fitted to wall of hall behind bins (Carol Marulescu Services) PAT Testing carried out (UK Safety Management)
APRIL	Organ tuned (Michael Farley Organ Builder) Drain valve to water heater replaced Organ humidifier serviced (Watkins & Watson)
JUNE	AV desk relocated from rear of north aisle to rear of south aisle (DSAV)
AUGUST	Parish Centre windows cleaned (The Window Cleaning Company)
SEPTEMBER	Hall piano tuned (Gary Payne) Church and Centre boilers serviced (Ampella)
OCTOBER	Gutters cleared on church and Centre (A K Roofing)
NOVEMBER	Church piano tuned (Gary Payne)
DECEMBER	Fire extinguishers & blankets serviced (Richard Thorpe)

Children

I joined St Nicolas and GURC in May last year and have really enjoyed my first few months getting to know everyone. One of my first big events was Holiday Club where we travelled back in time through the bible with 60 children. The last day was a wonderful celebration and the majority of families stayed after the end for the inflatable fun run and hot dogs. I had lots of nice comments from parents who were so impressed by our wonderful team who worked so hard to make it such a fantastic experience for their children.

Junior Church varies a lot from week to week depending on people's availability, we tend to have anywhere up to around 15 children each time, although we have 30 children on our records. This is run by Cath and myself on alternating weeks, supported by parent helpers. The children engage well with the crafts, story and games on offer and we have built lovely relationships with these families.

Cafe Play, our Wednesday baby and toddler group has gradually increased in attendance over the past year. We recently had 25 children and their parents/carers at one session. The children enjoy a good selection of toys, healthy snacks during story time and singing to finish, whilst parents are able to relax and enjoy the refreshments.

Messy Church continues to be a joint event between St Nics and GURC. The numbers of attendees have increased greatly since I first joined the churches. We brought Messy Church to St Nics in November for a light party and 68 children and their parents/carers attended. The church looked amazing lit up at night and the event was a big success. Following this success we have now agreed to alternate location of Messy Church between the 2 churches

and as a result, the volunteer team from St Nics has grown and we now have a good pool of volunteers from both churches, whereas previously the majority of volunteers was from GURC. We are very grateful to those who have joined the Messy Church team and the joy and enthusiasm they have brought to it.

At Christmas our Christmas Eve Christingle services were sold out and we enjoyed a joint service at St Nics with GURC and lots of children dressed up to help tell the story of the nativity.

I see all the children's activities at GURC and St Nics as being open to all and going forward we now have a range of activities to cater for young people from 0-18 between the 2 churches. Within the activities for younger children we have a lovely community of families who attend groups 2, 3 or even 4 times a week sometimes across the 2 churches and it is my hope that the children will feed into the older groups when they grow up. We are particularly excited about our new Toastie Tuesdays group for 2024, aimed at school years 3-6.

Nicky Geraghty

Music

Music is a medium that links heaven and earth: transporting people closer to God and giving a glimpse of the transcendent. This happens in the worship at St Nic's through the congregational singing, instrumental offerings, and the ministry of the choir singing on behalf of all. In the last twelve months this mission has continued to strengthen.

Some of the highlights were the Easter Triduum, the Mass for the Coronation of HM King Charles III, the Induction of Fr Neil as Guildford Dean, the welcome Mass for Fr Alistair, the Battle of Britain Sunday, All Saints Sunday and All Souls, the Advent carol service, the Festival of Nine Lessons and Carols at Christmas and the recent visitation of the Bishop for the confirmation service. For a number of these services a 4 or 5-part ensemble of professional brass musicians added extra richness.

Darrol Radley, Philip Thomas, Alice Bungard, and Tilly Sharpin, all from the congregation have sung, with the choir as their personal schedule have permitted: Alison Underhay Ward, Ruth Vanni, Sarah Marsh, Kate Lowe, Paula Juden, Anna Thomas, Stephen Petch, Daniel Mahoney, Nick MacMahon, Chris Pearce, and Laurence Cummins have all been professional voices in the Foundation Singers giving a strong and polished nucleus, though not all at the same service. Since autumn up to 5 young choristers have sung in the choir for some services. We are most grateful to all these musicians for their loyalty and dedication, hard work, and enrichment of our worship.

The new Kwai grand piano in the church is a very useful asset. If music is to flourish at St Nic's the critical challenge for the immediate future is our beloved 148-year-old Fr Willis organ and its desperately needed complete rebuilding.

Rick Erickson

Stewardship

This is my first Stewardship report for the APCM. Whilst new into the role it has provided me with a very clear insight into the nature of giving at St Nicolas which, I have to admit, is not an entirely positive one and fills me with concern for the future of our Church. Some statistics that have been shared with PCC help to show what I mean:

- We currently give about £40 per month per person whereas the average for the diocese is £98
- In real terms (adjusted for inflation) this is £21 less per month per person than we gave in 2013
- Yet we are in the top 12% of parishes in the whole country for wealth and surrounded by 15 other parishes of similar wealth

In the last 12 months we have made almost no progress towards our stated aim to at least cover our Parish Share from congregational giving in 2023. We must do better!

We also do not all give in the most effective way possible and here I have to mirror some of David Coom's comments in last year's report. He referenced that we had 36 members of the Parish Giving Scheme ('PGS') – the most effective and least administratively burdensome method of giving. As of February this year this had increased

to 37 and remains a disappointingly low number. Of those, only about 60% have opted for their donations to be index linked.

One encouraging development in recent months has been the use of PGS for one-off, as well as regular, giving.

Givers who do not use PGS should be aware of the not insignificant burden involved in recording their donations, processing the necessary tax reclaims and the on-going maintenance of the required records for legal and regulatory purposes. Please use PGS if you can!

I would like to thank all those who have given and continue to give but I would also encourage everyone to take a few minutes to review how much you give and the manner in which you give it (preferably PGS). I am sure this would help us make progress in closing the gap on the aim to cover our Parish Share from congregational giving.

I mentioned earlier that this is my first Stewardship report for APCM. However, it is also sadly my last as I have agreed to hand over these responsibilities to Phil Thomas. Please provide him and St Nicolas with every support possible.

Thank you for your support.

David Sharpin

Data Protection

The PCC uses a fully GDPR compliant church management software system to store members' data and communicate most effectively and securely. Confidential paperwork in hard copy is kept in locked filing cabinets with limited access and safeguarding paperwork is kept in a safe, with access limited to the Rector and Safeguarding Officer.

Cath Anderson

Safeguarding

Training requirements for PCC members has broadened and the frequency of retraining has increased. I will be working with our PCC Secretary to ensure, to the best of my ability, that everyone's training is up to date. Also that new members to the PCC complete their training within the first couple of months.

The Parish Dashboard, which we are required to complete by the Diocese, is a very helpful checklist of everything that we have to think about and comply with. So far we have completed 95% of the actions required but it still needs everyone who should be trained to get up to date so that we can be seen to be 100%.

We routinely complete risk assessments for special services and events and we are committed to following the Diocesan guidelines in all regards to child and vulnerable adult protection.

Jo Radley

Deanery Synod

In April a very productive evening meeting and supper was held by Archdeacon Paul for the Lay Chairs of all Deaneries from the Diocese at which we were able to discuss our experiences of setting up a Deanery Leadership Team and it was interesting to hear how other Deaneries have made this work.

Guildford Deanery Synod did not meet many times last year due to significant changes to both the lay and ordained membership and to allow for the appointment and installation of a new Area Dean. However, in January St Nicolas' played host both to a successful Guildford Deanery Action Plan meeting with Bishop Andrew and a Deanery Social Synod to allow the revised synod membership to meet for the first time.

Future meetings are planned for 24th April and 31st July, when we will be discussing relevant topics that have recently been considered at General Synod.

St Nicolas' Infant School

As I reflect on another year, it seems appropriate that our value this half term is hope. This academic year has seen more change, and we have said goodbye to some wonderful colleagues who we all miss, but we have also

welcomed some brilliant new members to our staff team and our governing body. Each of them is driven to do the best for the children in our care, and each brings so much to our school community. Our school continues to be a special place to work and learn, and together we continue to live out our vision of 'living life in all its fullness'.

There has been lots to celebrate in the last year. We have achieved a UNICEF Rights Respecting School Bronze Award, which recognises that children's rights are at the heart of our ethos and culture, and that this improves their well-being and develops every child's talents and abilities to their full potential.

We are also taking part in the World Forum for Early Years' project, linked to the UNICEF Rights of the Child, embedding FingerTips in our school. This has been developed by our own Mrs McClure outside of school, recognised by the World Forum, and we are using it in school to support our children to become reflective learners. This approach gives children the tools to talk about learning and the tools to learn through talking. We are excited to be part of this project and to see how this, alongside our Rights Respecting School work and our vision and values, enable our children to truly flourish.

We have continued to develop our link with the school in Uganda we have been supporting, which is part of the Forgotten People's Project, and the children were delighted to see photos of the uniform and furniture we donated being put to good use in their classrooms. They have demonstrated their love of learning and their sense of unity, wanting to know more about what life is like for the children in Uganda and coming up with lots of suggestions for how we can continue to help.

The partnership between the church and school has continued to strengthen over the last year too. We have continued to welcome parents to Fr Neil's collective worships, strengthening the sense of community, and this term Fr Alistair and Nicky have also begun leading collective worships during the school week, which the children very much enjoy.

We are extremely grateful for the generous donations from the church. This has enabled us to purchase the books we need for our new phonics programme, as well as contributing towards the cost of new lighting in our classrooms. These make a huge difference to the environment and the learning that takes place, and are very much appreciated by governors, staff, children and parents.

School is a busy place, but taking the time to pause and reflect, there are constant reminders of how blessed we are to be part of such a wonderful community. There is so much to celebrate, from those moments when we witness children living our vision in their learning and their relationships, to the moments we see the difference we can make to children half way across the world.

Dina Pandis, Senior Teacher

Tuesday Group

Tuesday Group has met in the Parish Hall on a weekly basis (excluding school holidays) over the past year, engaging in a varied programme of activities and events, and enjoying good company, conversation and mutual support.

The past year's programme has included craftwork, discussions on a variety of topics, games, puzzles and quizzes, as well as talks from occasional guest speakers. The Group took charge of the Plant Stall at St Nicolas's most recent Summer Fayre, provided and displayed the Christmas decorations in the Parish Hall, and crafted the ornaments for the tree that St Nicolas's contributed to the latest Christmas Tree Festival at the URC, co-ordinating the personal input from the congregation and others.

Numbers attending recently have remained generally steady, and the Group was delighted to welcome two new members from the congregation attending on a regular basis this year, although anyone able to attend only on a drop-in basis is welcome. Tuesday Group publicises its programme of events on the church notice boards outside the Narthex and within the Foyer; there is another notice displayed at the Infant School; the Parish Website hosts a TG Webpage which gives details of the current programme and shows photos related to past events; and the Parish Newsletter also carries information from the Group - but word of mouth recommendations and invitations remain an important part of publicising it, and church members can help with this.

Registered Charity number 1133971

Parish Church of St Nicolas Guildford

Report and Accounts

31 December 2023

Contents:

	Page
Church information	1
Trustees' report	2
Treasurer's report	5
Independent Examiner's report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the financial statements	9

Parish Church of St Nicolas Guildford
Church Information

Church address

Parish Church of St Nicolas Guildford
The Parish Office
Bury Street
Guildford
GU2 4AW

The church is a charity registered with the Charity Commission. The full registered name is:
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST NICOLAS GUILDFORD

The registration number is: 1133971

Parochial Church Council

PCC Secretary Catherine Anderson

The following were members of the PCC as at the start of the Annual Parochial Church Meeting held on 17th March 2024 (as anticipated as at the date of the PCC's report).

Revd Neil Roberts	Incumbent
Revd Alistair Milne	Curate

Darrol Radley	Church Wardens
Hilary Fletcher	

Philip Hooper	Diocesan Synod
Andrew Rustell	Members

Philip Hooper	Linda Sharpin	Deanery Synod
Andrew Rustell	Donald Thompson	Members

<i>Elected Members:</i>		
Catherine Anderson	Wendy Gabriel	Jonathan Neil-Smith
Jane Birch	David Greenwood	Jo Radley
Jenna Clare	John Hutchinson	Steve Reeds
Caroline Coleman	Stuart Murdoch	Philip Thomas

<i>Co-Opted Member:</i>	Patrick Andrew
-------------------------	----------------

<i>PCC Treasurer :</i>	Patrick Andrew
------------------------	----------------

Bankers

NatWest Bank plc	CCLA Investment Management Limited
151 High Street	The CBF Church of England Funds
Guildford	One Angel Lane
GU1 3AH	London EC4R 3AB

Independent Examiner

Julian Ansell FCCA
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

The PCC present their annual report and accounts for the period ended 31 December 2023

Name, address and constitution

The full name and address of the church is The Parish Church of St Nicolas Guildford, The Parish Office, Bury Street, Guildford GU2 4AW. The Parochial Church Council (PCC) is a body elected by those eligible to vote at the Annual Parochial Church Meeting. The PCC is registered with the Charity Commission. The PCC members are trustees of the charity and are therefore bound by the laws relating to the Charities Act 1993.

The PCC works with the Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical.

Organisation

The PCC currently comprises 12 elected, 1 co-opted, and 8 ex officio members. As required by law, the PCC has delegated to nominated members the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. CREW meets to undertake any work between PCC meetings as directed by them and to maintain the diary, consider the work of the Pastoral Support Group and the operational activities of the church. CREW consists of Rector, Curate, Occasional Preacher, Mission Enabler, Administrator, Wardens and Deputy Warden.

Review of the Year

For an account of the aims and objectives of the church, for details of maintenance carried out on the fabric of the church, and for a record of the meetings held by the PCC during the year, please refer to the appropriate reports within this document,

Significant changes and developments and plans for the future

The PCC has purchased 130 new chairs for the church.
The re-ordering of the chancel, including the re-positioning of the altar, is in progress.

The electoral roll and church attendance

At the start of the Annual Parochial Church Meeting on 17th March 2024 there were 142 names on the roll; of these, 57 are resident within the parish and 85 are resident outside the parish.

The number of regular communicants averaged 74 per week.

Transactions and Financial position

The financial accounts are set out on pages 7 to 18. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and in conjunction with the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales in March 2005. The trustees consider that the financial performance by the charity during the year has been largely as expected.

The Statement of Financial Activities shows a shortfall of net incoming resources for the year of a revenue nature of £4,108, and net realised incoming resources of a capital nature of £Nil, making overall a net deficit of incoming resources of £4,108. The total reserves at the year-end stand at £1,971,733 of which £91,111 are restricted funds and £1,880,622 are unrestricted.

Specific changes in tangible assets

The PCC continues to own three residential properties.

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the church's assets are available and adequate to fulfil its obligations.

Policies on reserves, investment policies and investment performance

Surplus cash reserves are placed in interest earning accounts operated by the church's bankers. The PCC adopts a low risk policy in the management of its investments and seeks to maximise the income derived from them.

Effectiveness of fundraising policies

The church relies for its income substantially on regular planned giving by members of the congregation. Steps are taken regularly to remind members of the benefits to the church of making such giving in a tax efficient manner. Income is also derived from property rentals and from other activities as detailed in the notes to the accounts.

The Church's grant making policies

Special collections are held throughout the year and these, together with other amounts from the church's reserves, are gifted in furtherance of the church's charitable objectives. Details of these donations, totalling £7,477, are shown in note 7 to the accounts.

The major risks to which the church is exposed and reviews and systems to mitigate risks

The PCC seeks to identify the major risks to which the church is exposed each financial year when preparing and updating its strategic plan, in particular those related to the operations and finances of the church. The PCC then reviews any major risks which have been identified, and establishes procedures to mitigate those risks. The PCC is satisfied with the procedures that are in place to mitigate such risks.

The church is open to the usual financial risks of any organisation, and the PCC has introduced controls to minimise these risks, such as two signatures being required for all payments from bank accounts. In addition, the accounts are regularly presented to members of the PCC and are open for members' inspection at any time.

The PCC has an established safeguarding policy and has a named children's and adults' safeguarding representative.

Legal Status

The church is an unincorporated association that is recognised under the Charities Act 2011. As with many other PCCs within the Church of England, the PCC registered with the Charity Commission during 2010 and is now required to file accounts with the Commission. Copies of the accounts must also be made available to members of the public on request.

The members of the Board of Trustees of the Church, the PCC, during the year ended 31 December 2023 were:-

Revd Neil Roberts		Revd Alistair Milne
Catherine Anderson		Philip Hooper
Patrick Andrew		John Hutchinson
Jane Birch		Stuart Murdoch
Jenna Clare		Jonathan Neil-Smith
Caroline Coleman		Darrol Radley
David Coom	retd 26 March 2023	Jo Radley
Catherine Ferguson	retd 26 March 2023	Steve Reeds
Hilary Fletcher		Andrew Rustell
Wendy Gabriel		Linda Sharpin
David Greenwood		Philip Thomas
Elizabeth Hooper	retd 26 March 2023	Donald Thompson

Responsibilities of the Trustees for the Accounts

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and regulations.

The Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity, of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
 - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the provisions of the Charity's constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Insofar as each of the trustees of the charity at the date of approval of this report is aware, there is no relevant information needed by the charity's independent examiner in connection with preparing the report of which the charity's examiner is unaware. Each trustee has taken all of the steps that he/she should have taken as a trustee in order to make himself/herself aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

This Annual Report of the Trustees, prepared under the Charities Act 2011, was approved by the Board of Trustees on 27th Feb 2024

Catherine Anderson
PCC Secretary

27th Feb 2024

(Note that Electoral Roll numbers have been updated subsequent to the date of this report and show the position as at the current year's closing date for registration on the Roll, 3rd March 2024.)

Treasurer's Report

Our basic financial performance in 2023 is summarised in the following table; this shows our continuing heavy reliance on the contribution received from the Dorothy Grover Trust. These figures summarise the first column in the main report, i.e. these exclude the restricted and the designated funds, and therefore reflect our core performance.

	2023	2022
	£	£
Free (i.e. unrestricted) income	178,035	156,550
including...Dorothy Grover Trust donation	42,000	42,000
	<u>220,035</u>	<u>198,550</u>
less Total running costs *	(224,955)	(195,008)
leaving	<u>(4,920)</u>	<u>3,542</u>
less Donations made	(3,025)	(5,190)
Surplus / (Deficit) for the year	<u>(7,945)</u>	<u>(1,648)</u>

* (Church + Parish + Parish Centre + Parish Share)

Our final shortfall of £7,945 is a much better result than that originally expected for the year, with our income performing better than first anticipated. Planned Giving held up well and shows improvement on last year; there is, however, plenty of scope for further improvement - in particular in persuading donors to adopt the PGS scheme, preferably choosing to upgrade automatically for inflation. Use of this scheme not only enables us to better predict our likely income but also makes life much simpler for our Stewardship Promoter. The increase in the accrual reflects a change in the timing of the tax reclaim submission to the Inland Revenue.

Income derived from hiring out the parish centre increased substantially, as did that from letting out the church, this latter helped considerably by our Romanian friends. Provision of the new grand piano in the church has been much appreciated by visiting choirs, and the replacement of the old chairs has made for a much more flexible environment for visiting groups.

Expenditure overall, while increased over last year, was closer to the originally budgeted total. A new constituent of the expenditure is the housing that we are providing for our new curate and his family, and we expect that they will move into St Catherine's House in the current year. This year will also include the quinquennial inspection of the church by the diocese.

Elsewhere, in the notes to the accounts, and in particular from the Funds page, it will be seen that we have a new fund opened for the organ, currently standing at just over £5,000; the organ requires substantial work if it is to have a functioning future and the outcome is still being worked out. And on the same page the Piano fund shows a donation of £500 - this is one of the original loans, kindly converted to be a donation. Initial repayments of the piano loans will be made in the current year - In the balance sheet £3,025 has been moved between the two creditors figures in anticipation of these repayments.

Please see the following pages for the full report.

Parish Church of St Nicolas Guildford

Independent Examiner's Report For the period ended 31 December 2023

Independent Examiner's Report to the PCC of St Nicolas Guildford

Respective responsibilities of the trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Julian Ansell FCCA
Chartered Certified Accountant
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

17 March 2024

Parish Church of St Nicolas Guildford

Statement of Financial Activities for the year to 31st December 2023

	Note	2023 Unrestricted Funds		2023 Restricted Funds	2023 Total	2022 Total
		General	Designated			
		£	£	£	£	£
<i>Incoming Resources</i>						
Given by the Congregation	2,7	60,575		4,452	65,027	60,743
Donations and Bequests	3	47,432		17,969	65,401	63,576
Investments etc. Income		64,520		3,038	67,558	63,822
Other Income		47,508		2,211	49,719	37,126
Total Incoming Resources	2	220,035	-	27,670	247,705	225,267
<i>Resources Expended</i>						
Church Expenses	4	78,280		19,381	97,661	54,710
Parish Expenses	5	51,983			51,983	52,624
Community Centre Expenses	6	15,283			15,283	12,416
Parish Share		79,409			79,409	77,883
Donations Made	7	3,025		4,452	7,477	11,431
Total Resources Expended		227,980	-	23,833	251,813	209,064
Net Incoming Resources for the Year		(7,945)	-	3,837	(4,108)	16,203
Gains/(losses) on Investments	8,9		24,727		24,727	(35,067)
Revaluation gains/(losses) on Properties						
Funds as at 1 January 2023		26,020	1,837,820	87,274	1,951,114	1,969,978
Transfers between Funds						
Funds as at 31 December 2023		18,075	1,862,547	91,111	1,971,733	1,951,114
<i>Allocation to Funds of Net Incoming Resources</i>						
General	8	(7,945)			(7,945)	
Organ				5,074	5,074	
Chairs				(3,831)	(3,831)	
Piano				(1,006)	(1,006)	
Flowers Fund				481	481	
Hazelden Fund				2,483	2,483	
Café Play				1	1	
Bellringers' Fund				635	635	
		(7,945)	-	3,837	(4,108)	
<i>Transfers Between Funds</i>						
	8	-	-	-	-	

Balance Sheet at 31 December 2023

	Note	2023 £	2022 £
Tangible Assets - investment properties			
St Catherine's House	1	900,000	900,000
17 Chaucer Court	1	300,000	300,000
209 Stoughton Road	1	375,000	375,000
		<u>1,575,000</u>	<u>1,575,000</u>
Tangible Assets - unlisted investments			
CCLA Investment Fund	9	287,547	262,820
		<u>287,547</u>	<u>262,820</u>
Tangible Assets - equipment			
Piano at cost	1	11,995	11,995
Less depreciation		(4,495)	(1,995)
		<u>7,500</u>	<u>10,000</u>
Total fixed assets		<u>1,870,047</u>	<u>1,847,820</u>
Current Assets			
Debtors and Prepayments	10	12,132	8,089
Traidcraft Closing Stock		0	95
Central Board of Finance Deposits		88,473	81,814
Cash at Bank and on Hand		12,338	27,899
		<u>112,943</u>	<u>117,897</u>
Creditors: amounts falling due within one year			
Sundry Creditors and Accrued Expenses	11	(9,407)	(9,228)
Current assets less current liabilities		<u>103,536</u>	<u>108,669</u>
Creditors: amounts falling due after more than one year			
Loans received re piano purchase	1	(1,850)	(5,375)
Current assets less liabilities		<u>101,686</u>	<u>103,294</u>
Net assets		<u>1,971,733</u>	<u>1,951,114</u>
Reserves			
	8	£	£
<i>Unrestricted Funds</i>			
General Fund		<u>18,075</u>	<u>26,020</u>
<i>Designated Funds</i>			
Hope Baillie Fund		287,547	262,820
St Catherine's House Fund		900,000	900,000
17 Chaucer Court Fund		300,000	300,000
209 Stoughton Road Fund		375,000	375,000
		<u>1,862,547</u>	<u>1,837,820</u>
<i>Restricted Funds</i>			
Chancel Re-ordering		7,250	7,250
Organ		5,074	
Chairs		0	3,831
Piano		4,518	5,524
Flowers Fund		836	355
Hazelden Fund		68,395	65,912
Tuesday Group		311	311
Café Play		136	135
Bellringers Fund		4,591	3,956
		<u>91,111</u>	<u>87,274</u>
TOTAL RESERVES		<u>1,971,733</u>	<u>1,951,114</u>

The notes on pages 9 - 18 form part of these financial statements.

Approved on 17th March 2024 and signed on behalf of the PCC by:

Revd Neil Roberts

1 ACCOUNTING POLICIES

a) Basis of preparation

The financial statements have been prepared in accordance with the Charities SORP FRS 102 applicable to charities preparing their accounts in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland, the Companies Act 2006 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations 'true and fair' view' provisions.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

After making enquires, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

INCOME

Recognition of income

These are included in the Statement of Financial Activities (SOFA) when:

- The charity becomes entitled to the resource;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Donations

These are generally included when received by the charity, since it is virtually impossible to be certain of the income before this point. Gift aid recoverable on donations received is included once this can be quantified with reasonable certainty.

Legacies

These are included once the charity's legal right to the legacy has become clear and once the legacy can be quantified with reasonable accuracy.

EXPENDED RESOURCES

Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Expended resources are, as far as is possible, included in the period to which they relate. All expenditure is accounted for on an accruals basis and the majority is directly attributable to specific activities. Other indirect costs are apportioned to activities in accordance with staff activity and an assessment of where the resources have been applied.

All expenditure is classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities in accordance with staff activity or an assessment of where the resources have been applied.

1 ACCOUNTING POLICIES (Continued)

Special Collections and Donations

These include receipts from all collections held for a specific purpose: home boxes and other specific donations including the 'monthly good causes' and the luncheon voucher scheme. All such income is reported as 'restricted fund income'. Details are shown in note 7. Distributions to the beneficiaries of the 'monthly good causes' may be enhanced by an allocation from the PCC's own funds, also shown in note 7, any such additional amount being assessed by the Council during the year.

FUNDS

The Funds held by the charity are:-

- **Unrestricted funds**
These are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.
- **Designated funds**
These are funds earmarked by the trustees for a particular purpose.
- **Restricted funds**
These are income funds that must be spent on restricted purposes, as specified by the donor, and details of the funds held and restrictions provided are included in the notes to the accounts.

Tangible Assets

Investment properties

The investment properties owned by the church consist of one leasehold and two freehold properties which are let at market rates. These were acquired as follows:

72 Wodeland Avenue, St Catherine's House, was acquired during 1994 at a cost of £160,000;
17 Chaucer Court was part of a bequest received in 2003;
209 Stoughton Road was purchased during 2010 at a cost of £237,500.

Independent valuations of the above properties were carried out by Romans Estate Valuers in 2022 and these values are shown in the balance sheet on page 8. Valuations of the properties are carried out every three years.

The buildings are maintained in a good state of repair and are therefore not depreciated in the accounts.

1 ACCOUNTING POLICIES (continued)

Tangible Assets (continued)

Equipment

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's Inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2002 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 are capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially five years) on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items of £2,000 or less, or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over five years (previously four years).

Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

Piano

A new grand piano has been purchased at a cost of £11,995; this purchase has been funded by a mix of donations received from members of the congregation (augmented by a grant from Surrey County Council) and loans received, also from members of the congregation. The donations are reported as contributions to a restricted fund as shown in note 8. The loans are interest free. Repayment terms are as follows:

The Borrower will repay the loan in annual installments related to the income from the use of the piano following certification by an independent examiner, appointed by the Borrower, of the amount available for distribution. Such annual repayments shall be calculated by reference to the annual income from events in which the piano is used less direct costs relating to those events and the cost of maintenance of the piano. A minimum of 50% of this net figure shall be applied as repayments pro-rata across all the loans provided by lenders for the same purpose then outstanding. The first such repayment calculation shall be made with reference to the accounting year ended 31st December 2023 and repayments made following the approval of financial statements for that year for St Nicolas, Guildford.

At any time while not in default under this Agreement, the Borrower may make lump sum payments or pay the outstanding balance then owing under this Agreement to the Lender without penalty. Should the Lender experience a change in circumstances, the Lender or their legal representative may apply to the Borrower for repayment of the Loan.

Cashflow statement

The PCC has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cashflow statement on the grounds that it is a small charity.

2 Incoming Resources

	2023		2023	2023	2022
	Unrestricted Funds	Designated	Restricted Funds	Total	Total
	General				
	£	£	£	£	£
<i>Planned Giving:</i> Donations	41,172			41,172	38,440
Income Tax Accrual	5,000			5,000	600
Income Tax Refunds	7,019			7,019	10,088
	53,191	-	-	53,191	49,128
Open Collections	7,384			7,384	5,374
Special Collections			4,452	4,452	6,241
Given by the Congregation	60,575	-	4,452	65,027	60,743
Dorothy Grover Trust	42,000			42,000	45,831
Donations and Bequests	5,432		17,969	23,401	17,745
Donations and Bequests	47,432	-	17,969	65,401	63,576
17 Chaucer Court Rent	18,000			18,000	18,000
209 Stoughton Road Rent	15,380			15,380	15,060
St Catherine's House	22,350			22,350	21,900
Interest Received	930		3,038	3,968	1,045
Investment Income	7,860			7,860	7,817
Investments etc. Income	64,520	-	3,038	67,558	63,822
Given for use of Parish Centre	24,039			24,039	18,645
Given for use of Church	12,697			12,697	7,065
Sales of Church Chairs	1,720			1,720	2,183
Publications	200			200	82
Parochial Fees	1,397			1,397	1,637
Votive Candles	185			185	149
Coffee etc	2,674			2,674	2,463
Flowers			1,575	1,575	1,596
Traidcraft	1,180			1,180	613
Sundry Income	3,416		636	4,052	2,693
Other Income	47,508	-	2,211	49,719	37,126
Total Incoming Resources	220,035	-	27,670	247,705	225,267

3 Donations and Bequests

	2023	2023	2022	2022
	£	£	£	£
Cards for Good Causes	1,949		2,210	
Dorothy Grover Trust	42,000		42,000	
other donations received	3,483	47,432	1,660	45,870
<i>Restricted Donations:</i>				
Dorothy Grover Trust, re new chairs	11,494		3,831	
New Organ Fund, donations and U3A concert	5,975		5,625	
Donation re the new piano	500			
Surrey County Council re new piano			1,000	
Members of the congregation, re re-ordering of the chancel			6,250	
Guildford Diocese		17,969	1,000	17,706
		65,401		63,576

4 Church Expenses

	2023		2023	2023	2022
	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds		
£	£	£	£	£	£
Heating and Lighting	5,558			5,558	4,613
Insurance	6,139			6,139	5,918
Sanctuary Supplies	4,115			4,115	3,183
Music	28,277			28,277	27,553
Cleaning	5,012			5,012	4,863
Repairs and Maintenance	6,531		556	7,087	1,753
Items of Equipment (see Note 13)	1,864		15,325	17,189	735
Curate housing rental	13,825			13,825	
Deputisation					43
Flowers			1,094	1,094	1,371
Traidcraft	1,015			1,015	603
Depreciation	994		1,506	2,500	1,995
Sundry			900	900	153
Miscellaneous	1,954			1,954	811
Independent Examiner Fee	700			700	450
Coffee expenses	508			508	
Bank etc charges	538			538	516
Course fee	1,250			1,250	150
	<u>78,280</u>	<u>-</u>	<u>19,381</u>	<u>97,661</u>	<u>54,710</u>

5 Parish Expenses

	2023		2023	2023	2022
£	£	£	£	£	£
Office Administration	5,309			5,309	5,636
Parish Administrator	15,314			15,314	14,415
Clergy Expenses	4,867			4,867	3,334
Rectory	4,239			4,239	3,561
Children and Families' Worker	5,550			5,550	9,240
Young People	1,033			1,033	1,942
Magazine					
Social Events	398			398	592
17 Chaucer Court					
Maintenance	316				
Service Charge, Ground Rent etc	2,457				
Agent Fees etc	<u>2,160</u>	4,933		4,933	5,469
St Catherine's House					
Maintenance	4,104				
Insurance	694				
Agent Fees etc	<u>2,682</u>	7,480		7,480	3,798
209 Stoughton Rd					
Maintenance	655				
Insurance	360				
Agent Fees etc	<u>1,845</u>	<u>2,860</u>	<u>-</u>	<u>2,860</u>	<u>4,637</u>
	<u>51,983</u>	<u>-</u>	<u>-</u>	<u>51,983</u>	<u>52,624</u>

6 Community Centre Expenses

	2023		2023	2023	2022
£	£	£	£	£	£
Heat, Light, Water	3,913			3,913	3,200
Insurance	1,622			1,622	1,489
Repairs and Maintenance	2,789			2,789	952
Cleaning etc.	6,959			6,959	6,365
Purchases, Coffee, Sherry, etc.				0	410
	<u>15,283</u>	<u>-</u>	<u>-</u>	<u>15,283</u>	<u>12,416</u>

Parish Church of St Nicolas Guildford
Notes forming part of the accounts to 31 December 2023

7 Special Collections and Donations Made

<i>Monthly Good Cause</i>		<i>Collected</i> £	<i>Paid</i> £
January	The Children's Society	63.02	63.02
February	Phyllis Tuckwell Hospice	22.00	22.00
March	The Bishop of Gfd's Foundation		
April	The Bishop of Gfd's Foundation	373.00	373.00
May	Oakleaf	60.00	60.00
June	Real Change Gfd	70.05	70.05
July	USPG	41.00	41.00
August			
September	WaterAid	95.20	95.20
October	SoBS	238.50	238.50
November	SERV Surrey	92.00	92.00
December	The Children's Society	711.00	711.00
<i>Sub-Total</i>		<i>1,765.77</i>	<i>1,765.77</i>
<i>Others:</i>			
Lent Lunches	The Bishop of Gfd's Foundation	791.60	791.60
Sales of Produce	USPG		
Friday Lunches	USPG	440.00	440.00
Summer Fayre			
	St. Nicolas School		3,000.00
	St. Nicolas School, key rings	180.00	180.00
	YMCA		
	Town Centre Chaplaincy		
	The Matrix Trust		
	Luncheon Vouchers / Guildford Action	442.80	442.80
U3A concert	DEC - Ukraine	374.87	400.00
bring and buy	Macmillan Cancer Support	281.00	281.00
i.m.o...	Sylvia Jenner / Phyllis Tuckwell Hospice	176.00	176.00
	Guildford Bellringers		
<i>Sub-Total</i>		<i>2,686.27</i>	<i>5,711.40</i>
Total:		4,452.04	7,477.17
Total:			

Parish Church of St Nicolas Guildford

Notes forming part of the accounts to 31 December 2023

	Note	£	£
8 Movements in Reserves			
UNRESTRICTED FUNDS:			
<i>General Fund</i>			
Balance as at 1st January 2023			26,020
Surplus (Deficit) for the year			(7,945)
			18,075
<i>Designated Funds:</i>			
<i>Hope Baillie Fund</i>			
Balance as at 1st January 2023			262,820
Gain/(Loss) on Revaluation			24,727
			287,547
<i>St Catherine's House Fund</i>			
Balance as at 1st January 2023			900,000
<i>17 Chaucer Court Fund</i>			
Balance as at 1st January 2023			300,000
<i>209 Stoughton Road Fund</i>			
Balance as at 1st January 2023			375,000
RESTRICTED FUNDS:			
<i>Chancel Re-Ordering</i>			
Balance as at 1st January 2023			7,250
<i>Organ</i>			
Donations Received		5,974	
Expenditure		(900)	5,074
<i>Chairs</i>			
Balance as at 1st January 2023			3,831
Donation received		11,494	
Purchase of Chairs		(15,325)	(3,831)
			0
<i>Piano</i>			
Balance as at 1st January 2023			5,524
Donation Received		500	
Depreciation		(1,506)	(1,006)
			4,518
<i>Flowers Fund</i>			
Balance as at 1st January 2023			355
Add Contributions Received		1,575	
Less Purchases		(1,094)	481
			836
<i>Hazelden Fund</i>			
Balance as at 1st January 2023			65,912
Add Interest earned		3,038	
Less Maintenance		(555)	2,483
			68,395
<i>Tuesday Group</i>			
Balance as at 1st January 2023			311
<i>Café Play</i>			
Balance as at 1st January 2023			135
Receipts			1
			136
<i>Bellringers Fund</i>			
Balance as at 1st January 2023			3,956
Add Contributions received			635
			4,591

Notes forming part of the accounts to 31 December 2023

9 Investments

Funds originating from the Hope Baillie Trust are invested in the CCLA Investment Fund (CCLA : Churches, Charities, and Local Authorities). This Fund, which is authorised and regulated by the Financial Conduct Authority, aims 'to provide their C of E clients with investment strategies designed to align with their purpose and values'.

10 Sundry Debtors and Prepayments	2023 £	2023 £	2022 £	2022 £
<i>Prepayments</i>				
Insurance	3,347		3,020	
New church chairs			3,831	
Others	338	3,685	38	6,889
<i>Sundry Debtors</i>				
Deposit paid on Curate's house	2,278			
Rent withheld by agent			600	
Planned Giving Tax Accrual	5,000		600	1,200
CBF interest accrual	1,169	8,447		
		12,132		8,089
 11 Sundry Creditors and Accrued Expenses	 2023 £	 2023 £	 2022 £	 2022 £
<i>Accrued Expenses</i>				
Donations	3,000		5,969	
Electricity	536		296	
Gas	901		930	
Sundry Creditors	110		220	
Repayments re piano loans	3,025			
Professional Charges	700	8,272	700	8,115
<i>Deferred Income</i>				
Rent received early		1,135		1,113
		9,407		9,228

12 Related Trusts

Dorothy Grover Trust

This Trust, which is a separately registered charity, no. 276803, is established for the welfare of St Nicolas Church; the trustees are: Peter Oldroyd, David Coom, Iain Ferguson. and Revd Neil Roberts..

13 Purchases of Equipment	2023 £	2022 £
Screen room divider	601	
2 x TV stands	99	
3 x Banners	270	
Display board	289	
Storage box	466	
Vacuum cleaner	139	
130 chairs	15,325	
Cross and nails		88
Giving station		450
Pavement sign holder		50
Water butt		52
Sundry tools		95
	17,189	735

Notes forming part of the accounts to 31 December 2023

14 Employees and staff costs

The average number of employees during the year was 3 (2022 : 3).
The total cost of employing these (part-time) staff was:

	2023	2022
	£	£
Salaries	<u>35,146</u>	<u>33,074</u>

The charity employees work on a combination of charitable activities and administrative matters.

15 Traidcraft

	2023	2023	2022	2022
	£	£	£	£
Activity in Traidcraft goods during 2023 was as follows:				
Income from Sales		1,180		613
less: Purchases	(1,015)		(603)	
Opening Stock	(96)		(84)	
Closing Stock as at 31 Dec 2023	0		95	
movement in cash on hand	<u>(33)</u>	<u>(1,144)</u>	<u>22</u>	<u>(570)</u>
net surplus/(deficit) for the year		<u>36</u>		<u>43</u>

16 Governance Costs

	2023	2022
	£	£
Independent Examiner's Remuneration	<u>450</u>	<u>450</u>

17 Coffee etc Account

	2023	2023	2022	2022
	£	£		£
Opening balance		16		25
Receipts	-		3	
Paid to PCC general account	<u>(16)</u>	<u>(16)</u>	<u>(12)</u>	<u>(9)</u>
		<u>0</u>		<u>16</u>

18 Music

	2023	2022
	£	£
Director of Music, salary	13,010	12,270
Purchase / hire of music	464	609
RSCM membership fee	127	110
Organ maintenance, piano tuning	1,291	1,291
Foundation Choristers	11,325	11,320
Musicians	1,950	1,690
Sundry	<u>109</u>	<u>263</u>
	<u>28,276</u>	<u>27,553</u>

19 Related Party Transactions

One member of the PCC was employed as a part time administrative assistant of the Church at a total annual salary cost of £15,610. No other members of the PCC nor any parties connected with them received any remuneration during the year.

Expenses amounting to £4,867 incurred by the Rector and the Curate in carrying out their pastoral duties were re-imbursed to them during the year. No other members of the PCC, nor any parties connected with them, were paid expenses during the year, other than reimbursement of payments made on behalf of the church.

The purchase of the new piano was part funded by loans received from members of the congregation; these included three current members of the PCC.

20 Previous Year Statement of Financial Activities

Statement of Financial Activities for the year to 31st December 2022

	Note	2022 Unrestricted Funds		2022 Restricted Funds	2022 Total
		General	Designated		
		£	£	£	£
<i>Incoming Resources</i>					
Given by the Congregation	2,7	54,502		6,241	60,743
Donations and Bequests	3	45,870		17,706	63,576
Investments etc. Income		62,963		859	63,822
Other Income		35,215		1,911	37,126
Total Incoming Resources	2	198,550	-	26,717	225,267
<i>Resources Expended</i>					
Church Expenses	4	52,085		2,625	54,710
Parish Expenses	5	52,624			52,624
Community Centre Expenses	6	12,416			12,416
Parish Share		77,883			77,883
Donations Made	7	5,190		6,241	11,431
Total Resources Expended		200,198	-	8,866	209,064
Net Incoming Resources for the Year		(1,648)	0	17,851	16,203
Gains/(losses) on Investment:	8,9		(35,067)		(35,067)
Revaluation gains/(losses) on Properties					
Funds as at 1 January 2022		27,668	1,872,887	69,423	1,969,978
Transfers between Funds					
Funds as at 31 December 2022		26,020	1,837,820	87,274	1,951,114
<i>Allocation to Funds of Net Incoming Resources</i>					
General	8	(1,648)			(1,648)
Chancel Re-ordering				7,250	7,250
Chairs				3,831	3,831
Piano				5,524	5,524
Flowers Fund				225	225
Hazelden Fund				737	737
Bellringers' Fund				284	284
		(1,648)	0	17,851	16,203
<i>Transfers Between Funds</i>					
General	8	(600)			(600)
Comm Centre & Loseley Chapel Redvpmt			600		600
		(600)	600	-	-



**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING OF ST NICOLAS' CHURCH HELD ON
SUNDAY 26th MARCH 2023 AT 11:45AM**

In the absence of Fr Neil, Darrol Radley chaired the meeting. Members of the Electoral Roll attended in person and online.

The Chair asked Fr Nick Edwards to open the meeting with prayer.

Part 1

1	Apologies were received from Fr Neil Roberts, Patrick Andrew, Celia Chapman, David Coom, Marian Coom, Sally Lowe, Pauline May, Pauline Oldroyd, David Sharpin, Linda Sharpin, Julia Wake
2	<p>Rector</p> <p>In Fr Neil's absence due to illness, Darrol wished to express his thanks to Fr Neil for the leadership, inspiration and challenges he has brought to us over the last year. He has really settled in and is getting to grips with the challenges and opportunities and thanked him for his energy and enthusiasm. He also wanted to record our thanks to Helen and the boys who have a lot to put up with as a Rector's family as they support him in his work.</p>

Part 2 Election of Churchwardens

3	The minutes of the meeting held on 3 rd April 2022 were approved unanimously as a correct record. The minutes were signed by the Chair.
4	<p>Cath, as PCC Secretary, explained that Darrol had already served six years as Churchwarden and would not normally be permitted to stand for a further year. She proposed that the meeting bypass Section 2(1) of the Churchwardens' Measures 2001 to enable Darrol to stand. This was seconded by Catherine Ferguson and approved unanimously.</p> <p>Election of Churchwardens:</p> <p>Hilary Fletcher was proposed by Jana Phillips and seconded by Cath Anderson.</p> <p>Darrol Radley was proposed by Jonathan Neil-Smith and seconded by John Hutchinson.</p> <p>Both nominees had confirmed their willingness to stand. The meeting voted unanimously that they be appointed for the year ahead.</p> <p>Darrol wished to reflect on our loss during the year of Linda Barnes, his fellow churchwarden. He recalled how they worked so well together and how he could not have got through the interregnum without her. He thanked Linda for her contribution and wished that she Rest in Peace which was echoed by the meeting.</p>

Part 3 Annual Parochial Church Meeting

5	The minutes of the meeting held on 3 rd April 2022 were approved unanimously as a correct record. The minutes were signed by the Chair.
6	There were no matters arising.
7	The reports in the booklet were formally received.

	<p>Cath made a report on the Electoral Roll: at the start of the meeting there were 132 on the roll - 54 in the parish, 73 outside the parish and 5 in category C. There had been 4 deletions from the roll and 8 additions.</p> <p>Darrol commented that this is a small indication of how we are moving forward as a parish.</p> <p>Catherine wished to make a correction to the Rector's report which stated that the church had been there since 1308, commenting that it was much earlier than that – 1160/1170.</p>
8	<p>Finance.</p> <p>In Patrick's absence, Iain Ferguson presented the accounts.</p> <p>He firstly thanked Patrick for his huge contribution as Treasurer over the last 30+ years, praising his skill and commitment to the role. He also thanked David Coom as he stepped down from his role as Planned Giving Officer, wishing him and Marian all our best wishes. Darrol also wished to thank David Sharpin for stepping in to the role.</p> <p>Iain spoke to presentation slides – see Appendix 2. He referred to the Treasurer's Report which showed a deficit of £1,648, following a contribution of £42,000 from the Dorothy Grover Trust. This means that there was an operating deficit of £44,000. It is pleasing to note that this is an improvement on the previous year. Our income from use of the church and parish centre increased, together with a small but welcome increase in planned giving. It was also very good to see a return of the contribution from Cards for Good Causes run by Darrol and Andy Anderson. Our expenditure in 2021 had included our contribution of £20,000 to refurbishing the Rectory prior to Fr Neil's arrival.</p> <p>Iain gave a breakdown of how our income was derived: 33% planned giving and collections; 7% from use of the church and parish centre, and 6% from bequests and other donations. So 46% of 2022 income came from the living community. Just over half is derived from legacies, investment and properties. It is right that we should remember them, people such as Hope Baillie, Brian Elkington, Helen Painting, Bill Cox and many others. 25% of total income is derived from the one bequest of Dorothy Grover, left in 1978.</p> <p>46% of expenditure is for parish share, paid to the diocese and that pays for salaries and pensions, external maintenance of the Rectory etc. The next biggest expenditure is the spending on the parish and church - running the buildings, the office, maintenance, cleaning etc. Music makes up 16% of our spending and does so much to enrich our worship and the life of our church. The Children & Families worker took 7% of expenditure – this was for just half a year as Liam left during the year. 3% of expenditure is donations to charities, the majority going to the school.</p> <p>The operational deficit of £44,000</p> <p>Without the Dorothy Grover Trust we would not be where we are today. The income from her legacy continues to be an important part of our life at St Nicolas'. The trustees are Peter Oldroyd, David Coom and Iain Ferguson. The DGT has a target of giving £60,000 per year to the church, whilst preserving the capital. £42,000 of that supports running costs whilst the balance goes towards funding PCC projects such as new boilers, new roof of St George's Chapel, sacristy upgrade and new chairs. We owe Dorothy Grover a huge debt of gratitude.</p> <p>Just to operate the church and centre, it costs us £950 per week. Our parish share is £1500 per week. £750 is spent on music and the children and families worker and we spend £100 on donations to charity (the monthly collections totalling c£6,000 in 2022 are not included in the figures). In total therefore we spend £3,300 per week and the congregation give about a third of that.</p> <p>Looking ahead we hope for greater income from third-party use of the church and parish centre, extended use of the church (now weekly) by the Romanian Orthodox Church and hopefully an increasing trend in planned giving. We will have increased expenditure as we will have a new Curate and need to house him. We fundamentally believe that having a curate here really adds to the life of our parish. We are also recruiting a new Children & Families Worker jointly with the URC.</p> <p>Our projected deficit of £60,000 will be wholly taken up by donations from the DGT. However, Fr Neil has set us a challenge – to cover our parish share giving. This is the greatest thing that we can do as</p>

	<p>a congregation. If we want to ensure that there are people after us, we need to close the gap. Iain concluded by thanking those generous givers in our congregation and community.</p> <p>The piano was financed by donations and loans and this is a novel way to raise funds which we might use in the future.</p> <p>Iain highlighted to PCC members some slight changes to the accounts as approved at the last meeting, relating to wording of policies, notes etc and a note re financing of the piano. The numbers remain unchanged.</p> <p>Darrol thanked Iain for his presentation given in such a clear manner.</p> <p>David Greenwood asked if it would be helpful to give regular givers an indication of how much they should increase their giving by. Iain replied that as giving is £1100 per week and to cover parish share, £1500 per week is needed, this is an increase of 35%. However, it is for each of us to look at what we can do. Fr Neil and David Sharpin will want conversations more directly with people.</p> <p>Maureen Hibberd thanked Iain for explaining the Dorothy Grover Trust which we have never really understood before.</p> <p>Caroline Coleman proposed that the meeting formally adopt the accounts which was seconded by David Greenwood. This was agreed unanimously.</p> <p>The reappointment of Julian Ansell as our Independent Examiner was proposed by Philip Hooper and seconded by Tilly Sharpin. This was agreed unanimously.</p> <p>Darrol expressed his appreciation to the Finance Advisory Committee and their overview of our finances, ably chaired by Iain Ferguson.</p>
9	<p>Elections to the PCC:</p> <p>There were four vacancies for a term of three years each, one vacancy for a term of two years and three vacancies for a term of 1 year. The following nominations had been received.</p> <p>Wendy Gabriel: proposed by Cath Anderson and seconded by Jo Radley.</p> <p>David Greenwood: proposed by Jonathan Neil-Smith and seconded by John Hutchinson.</p> <p>John Hutchinson: proposed by Jo Radley and seconded by Darrol Radley.</p> <p>Stuart Murdoch: proposed by Catherine Ferguson and seconded by Iain Ferguson.</p> <p>Jonathan Neil-Smith: proposed by Jo Radley and seconded by Darrol Radley.</p> <p>Jo Radley: proposed by Linda Sharpin and seconded by Donald Thompson.</p> <p>Steve Reeds: proposed by David Sharpin and seconded by Darrol Radley.</p> <p>Phil Thomas: proposed by Cath Anderson and seconded by Hilary Fletcher.</p> <p>All were duly elected. It was agreed that they would indicate to Cath their preference in terms of length of service and would be informed of the outcome in due course.</p> <p>Darrol wished to record his thanks to Catherine Ferguson and David Coom for their service on the PCC. Catherine is now our Custos, guardian of the history of the church.</p>
10	<p>Elections to Deanery Synod:</p> <p>There were three vacancies. The following nominations had been received.</p> <p>Linda Sharpin: proposed by Cath Anderson and seconded by Darrol Radley.</p> <p>Donald Thompson: proposed by Linda Sharpin and seconded by Darrol Radley.</p> <p>Darrol confirmed to Andrew Rustell that as he sits on Diocesan Synod, he is therefore a member of Deanery Synod.</p> <p>Linda and Donald were duly elected.</p>
11	<p>Darrol read out the names of sides-people. The names are received at the APCM but he urged to undertake this role to speak to a churchwarden. Appointment can then be made at a future PCC</p>

	meeting.
12	<p>Any Other Business</p> <ul style="list-style-type: none"> • John Varney asked Darrol to speak briefly about the Living Organ Project. Darrol reported that our organ needs some work doing to it. It is an historic instrument and has had work done on it during the years. It needs constant service and maintenance. It is becoming harder to play but is worthy of restoring. Our challenge is that it will cost a lot of money - perhaps in the region of £200,00 - £250,000. It is not something we feel we can justify spending from parish funds so Fr Neil has put together a committee to appoint Paul Hale to report on what is necessary and get quotes. Some organisations will support the restoration of organs and we will look to approach them. The committee's role will be to raise the required funds and is chaired by Phil Thomas. Jenny Austin queried mothballing the machine, but Phil Thomas cautioned against recorded music. • Maureen wished to thank Darrol for all he has done for her and for the church. Iain Ferguson also wished to thank Jo for supporting him.
13	<p>Next year's APCM would be held on 17th April 2024.</p> <p>Fr Nick closed the meeting with a blessing.</p>

Signed Date