

The Friends of St Margaret's Church, Ockley

Registered with the Charity Commission no. 1137268

Report of the Trustees for the period ended 31st March, 2021

The Trustees present their report along with the independently examined financial statement for the year ended 31st March, 2021.

Address

Elmers Farmhouse
Stane Street
Ockley
Dorking
Surrey RH5 5TQ

Trustees

Mr. G.E. Lee-Steere - Chairman
Mrs. H.M. Burt - Treasurer
Mrs. S. Calvert (retired 9th October 2020)
Mrs S. Dean-Webster
Mr. R.M. Gibbs (from 9th October 2020)
Mr. T.A. Pryke
Mrs. E.I. Warner
Mr. J.R.H. Thomas - Secretary

Ex-officio:

Minister	-	Revd. L. Richardson
Churchwarden	-	Mr. N. Ede (from 9 th October 2020)

Co-opted:

- Mrs. D. Buckley Sunda (fundraising)
- Mrs. S. Calvert (from 9th October 2020)
- The Hon. Mrs. G. Christie
- Mrs. S. Pickard

Bankers

National Westminster Bank plc
14 High Street
Dorking
Surrey, RH4 1AX

Independent Examiner

Mrs. D. von Bergen ACA
Capel Lodge
Horsham Road
Capel
RH5 4PQ

Structure, Governance and Management

1. The Friends of St. Margaret's Church, Ockley ('The Friends' or 'The Trust') was formed on 17th April, 2009 when a Trust Deed was signed by the original Trustees. The Trust was set up to appeal to a wide audience attracted to the idea of providing funds to help secure the long-term future of St Margaret's Church ('St Margaret's' or 'the Church'). The Church is an early 14th century Grade II* listed building which should be preserved in an appropriate condition to provide facilities for the ministry and other activities for the wider community.
2. During the first 12 years a total of over £ 266,000 has been raised and spent on the maintenance and repair of the fabric of the Church (see paragraph 9 below).
3. The income generated by the Trust is used exclusively for the restoration, preservation, repair, maintenance, improvement, and beautification of the Church and its curtilage by making grants to the Capel and Ockley Parochial Church Council which is ultimately responsible for the Church. St. Margaret's Church, Ockley is in the parish of Capel and Ockley. The parish is in the diocese of Guildford.
4. The Trustees are volunteers who have concerns for the future of St Margaret's and who wish to help raise funds to secure its long-term future.
5. Whilst the immediate beneficiaries of The Friends will be those who attend the Church as regular worshippers, St Margaret's is open to all to come and enjoy the services offered, which include baptisms, weddings, funerals or other activities, such as concerts. Others from further afield also enjoy visiting this ancient church. The Friends will therefore benefit a wide population, albeit mainly from a relatively small geographical area.
6. Neither the Church nor The Friends charge fees for membership. Members of the public are therefore not restricted from enjoying either the religious or secular facilities offered because they cannot or do not wish to make any monetary contribution. Voluntary donations to the Church or to The Friends are, of course, very welcome.
7. Whilst the Church itself may be said to offer benefits to certain types of people, the benefits provided by The Friends to ensure that the Church can continue to offer any such 'private' benefits are incidental to the object of

maintaining the building for the future, the benefit of which will accrue to a much wider community.

8. The Trustees do not believe there is any detriment or harm associated with the benefits provided by the Trust.

Objectives

9. In summary, St Margaret's Church requires funds to:-

- a) Maintain the building.

The Quinquennial Review carried out in 2016 identified various matters that will require attention in the foreseeable future. Repairs to the Chancel ceiling were undertaken during the latter part of 2020. A further Quinquennial Review is due to be completed in 2022.

- b) Carry out certain improvements to make the building more suitable for the 21st century.

These improvements are to be carried out in stages. The first of these was the construction of an emergency door, completed in early 2020. This was followed by the installation of a new heating system, which was completed later in 2020. Further stages, for completion over the next few years as funds permit, are: the installation of toilet facilities; repairs to the roof; re-wiring the church; and installing a new lighting and sound system. Various grants will be sought to help with the cost of these further projects.

Achievement and performance

10. In reaching out to Ockley village as a whole, the Trustees hope that, even if people do not go to church, they are nevertheless keen to have St Margaret's in their village for baptisms, weddings and funerals. The cost of keeping St Margaret's open is high and there is a serious risk that, unless more money is found, it will not be possible to keep it open indefinitely.
11. Against this background, the response from the village has been mixed. Although we have been greatly encouraged by the generosity of the responses, the number of villagers who responded was rather disappointing.

Financial Review

12. The gross income for the year to 31st March, 2021 was £ 52,743. In addition to on-going and one-off donations, a number of grants were received from various organisations. Grants to the value of £23,800 specifically for the new boiler and central heating system were received from 6 organisations. The Friends wish to record their grateful thanks to: All Churches Trust; Wates Foundation; Marshall's Charity; Surrey Churches Preservation Trust; Gatwick

Airport Community Support and The Community Foundation for Surrey for their generous support. All of these grants were applied to the project for which they were donated during the year. In addition, 'grants' for the sum of £18,566 were received during the year from the Department for Culture Media and Sport in respect of the VAT suffered on expenditure relating to both the fire exit in the previous year and central heating system this year. Again, the Friends wish to register their thanks.

13. Expenditure for the year amounted to £ 92,611: £83,957 related to the installation of the heating system, £5,244 to the costs of installing the emergency door and £3,410 to repairs to the Chancel ceiling.

Plans for Future Periods

14. Future plans revolve around the projects outlined under paragraph 9(b) above. A sub-committee has been set up to consider how best to tackle grant applications and fundraising opportunities so that these projects can be successfully concluded.

Trustees' Responsibilities

15. The Trustees are responsible for maintaining an adequate system of internal control and keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. The Trustees are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
16. The Trustees are also mindful of the Data Protection Act 2018 and UK GDPR. We hold minimal personal data on the donors to The Friends and what we do hold is held securely and only accessible by the Treasurer.

Reserves Policy

17. It is anticipated that, from time to time, the Trust's funds will be allocated to various substantial building maintenance projects at St Margaret's Church (such as the church repairs and re-ordering outlined in paragraph 9 above).
18. Other projects come at irregular intervals and will, by and large, be planned for some years ahead. Although a major project may well generate financial support from the community, the Trustees consider it prudent to plan on-going expenditure after taking account of expected requirements over the next few years.
19. The Trustees will therefore allocate funds held in reserve to future projects.

20. The Trustees recognise that they are under a general legal duty to apply charity funds within a reasonable time of receiving them and that the Reserves Policy will be applied accordingly.

Risk Management

21. The Trustees have considered risks. Broadly these are simply to ensure that the funds are held securely and are used exclusively for the matters set out in the Trust's Objects. Two signatories are required for any funds disbursed and all decisions for the use of funds must be agreed by a majority of the Trustees present at any meeting.
22. The Friends of St Margaret's Church holds no assets other than its cash reserves. The responsibility for the Church building rests with the Churchwarden and the PCC.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

The Friends of St Margaret's Church, Ockley

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1137268

Set out on pages

1-8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Deborah von Bergen

Date:

26 / 1 / 2022

Name:

DEBORAH VON BERGEN

Relevant professional
qualification(s) or body
(if any):

ICAEW, ACA

Address:

CAPEL LODGE, HORSHAM ROAD,
BEARE GREEN, DORKING
RH5 4PQ

The Friends of St Margaret's Church, Ockley

Receipts and Payments for the year ended 31 March 2021

2020		2021			
£	£	£	£	£	£
Income					
		Unrestricted	Restricted	Total	
Donations					
3,990	Gift-aided donations	19,240		19,240	
6,086	Tax recovered	2,251		2,251	
1,560	Not gift-aided donations	760		760	
11,636		22,251		22,251	
Other Income					
5,000	Grants	18,566	23,800	42,366	
130	Donations Box	0		0	
1,343	Fundraising	0		0	
366	Interest	226		226	
6,839		18,792		42,592	
18,475		41,043	23,800	64,843	
Expenditure					
Architect & other fees re building projects					
59,950	Fire Exit	5,244		5,244	
	Boiler/Central Heating System	60,157	23,800	83,957	
	Chancel Ceiling	3,410		3,410	
59,950		68,811	23,800	92,611	
-£41,475	Net Income/Expenditure	-£27,768	£0	-£27,768	

Balance Sheet as at 31 March 2021

£32,453	Reserves	£4,685	£0	£4,685
Represented by:				
16,337	Bank Account	4,344	0	4,344
15,888	Savings Account	114	0	114
227	Petty Cash	227	0	227
£32,453		£4,685	£0	£4,685

Mrs HM Burt

JRH Thomas

Date

Her A
26th January 2022

The Friends of St Margaret's Church, Ockley

Notes to the accounts

1. These accounts have been prepared on a receipts and payments basis.

Income

2. All income is accounted for without deduction of costs.
3. Gift Aid is treated as income when received. An outstanding claim for £3,583 is not included in these figures.
4. Grants and legacies are only recognised when received. A grant from DCMS of £6,029 in respect of expenditure incurred in the year to 31 March 2021 in relation to the fire exit and boiler installation was subsequently received in June 2021 and is not included in these figures.
5. Total annualised income from regular giving including gift-aid, where applicable, is estimated at approximately £5,050.

Expenditure

6. Expenditure is accounted for on a cash basis and gross of VAT

Funds Accounting

7. Donations or grants received for a specific purpose or object are only expended on the specific purpose or object for which they were given.

Cash Flow Statement

8. In accordance with Section 7 of FRS 102 the charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

Cash at bank and in hand

9. The trustees use short term deposits where possible to maximise return on monies held at the bank and to manage cash flow.

Trustee Remuneration

10. All the trustees donate their time spent running the charity on a voluntary basis and do not receive remuneration for their work.