



**TRUSTEES' ANNUAL REPORT FOR THE
PERIOD: 1 JANUARY 2023 TO 31
DECEMBER 2023**

REFERENCE AND ADMINISTRATION DETAILS

Charity name: THE UNITED CHURCH OF ST MARK

Other names charity known as: ST MARK'S CHURCH

Registered charity number: 1176784

Charity's Principal address: Great Tattenhams
Epsom Downs
Surrey KT18 5RB

Names of Trustees

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	COLIN BATTY	CHAIRMAN AND CHURCHWARDEN		
2	DES WILLIAMSON	MINISTER		
3	MARTIN TRENAMAN	TREASURER		
4	JOHN MILLER	STEWARD		
5	JANET WILLOCK	STEWARD		
6	MARK ROBINSON	CHURCHWARDEN		
7	MEL BRACEY	SAFEGUARDING OFFICER		
8	LIZ TOWNSEND	CHILDREN'S AND FAMILIES' WORKER		
9	KEITH NELSON			
10	SHEILA BATTY			
11	DAVID WILLOCK			

12	ROSALYN BIRCH			
13	EMMA SEARS			
14	ELIZABETH LORD		21/05/23 – 31/12/23	
15	SUSAN HIGGINS		21/05/23 – 31/12/23	
16	DAWN CALLAWAY		21/05/23 – 31/12/23	

All trustees served for the year the report covers

STRUCTURE GOVERNANCE AND MANAGEMENT

Type of governing document: Constitution 30 April 2017

How the charity is constituted: Association

Trustee selection method: Elected by membership

OBJECTIVES AND ACTIVITIES

Objects of charity: To advance the Christian Faith in the local community, by

- Celebration of public worship
- Teaching of Christian faith
- Mission and evangelism
- Pastoral work, including visiting the sick and bereaved
- Provision of facilities with a Christian ethos for the local community, including, but not restricted to the elderly, the young, and other groups with need
- The support of other charities in the UK and abroad

The Church would not exist without the contribution made by members who volunteer their time. Volunteers provide time in all areas of the church's activities, including governance.

Policy on Safeguarding

The Church has a Safeguarding Policy that is agreed by the Trustee's every year. In accordance with the Church of England Safeguarding Policy and the Methodist Church Policy, the church is committed to the safeguarding, care, and nurture of everyone within our community.

All Trustees, and volunteers that work with children and vulnerable adults are required to be trained in safeguarding best practice through the Church of England or Methodist Church.

ACHIEVEMENTS AND PERFORMANCE IN 2023

Messy Church

Monthly worship for children and their families during term time including activities, worship and a meal.

Messy Munchkins

A weekly meeting place for children under 5 and their carers, for activity, fun and support, in a Christian environment.

Messy Bundles

A weekly meeting place for parents and carers and babies for support and friendship.

Worship

A varied pattern of worship is provided which requires a great deal of preparation by Rev Des Williamson and the Worship team. Many people are involved in our worship including preachers and worship leaders, musicians, singers and projector and sound operators.

Pastoral

The church pastoral team cares for those in need, they meet together to share concerns to make sure the right support is provided to those who need it. The team visits elderly, housebound, the sick and bereaved and anyone who would value a listening ear.

Community Cinema

Films are shown mostly on Sunday evenings in the winter months, in 2023 11 screenings took place.

Tattenhams Market

In 2023 the Market was held on 6 occasions providing a variety of different stalls from stallholders who rent a table for the market. The church provides refreshments, it is a good way to connect with the community.

Charitable donations

In 2023 over £2,000 was raised for local, national and overseas charities. More details are included in the financial report.

St Mark's Food Club

The Food Club was launched in 2021 to provide an opportunity for local residents who need to save on their household spending due to low income or financial difficulties.

Community Lunches

A team provide lunch on a Saturday once a month to people in the community who would otherwise be eating alone, or who may find it difficult to provide a lunch for themselves. The church provides

an opportunity for people to come together over a meal to socialise, to chat, and to have an enjoyable time with others from the community. Contributions are made by those that are able to, which results in a donation being made to the church at the end of the year.

Community Garden

The garden was established in 2023 from initial grant funding from Banstead Primary Care Trust. A space has been created within the church grounds for the local community to be involved in gardening, and developing the garden. It has also provided a space for local people to come together for gardening, but also provide a peaceful space for relaxation.

FINANCIAL REVIEW

1. In 2023 a deficit was recorded of £1,977 on the general fund, and a deficit of £10,132 overall. The deficit of the Children's and Families' Worker Fund was £11,003, the fund was used up in full in 2023, and there was an additional cost of £1,270 on the General Fund.

The overall deficit has been reduced due to funding received in the year for the Community Garden. The amount the in the Community Garden Fund at the end of 2023 was £6,091.

We need around £361 each day to cover the ongoing costs of St Mark's.

2. **Parish Share and Circuit Assessment**

The parish share payable in 2023 was £70,419, an increase of £2,547 (3.75%) on 2022.

Circuit assessment payable in 2023 was £1,850, an increase of £300 (19%) on 2022.

3. **Planned giving**

The overall planned giving increased slightly in 2023, by £2,659 (8.3%).

The church does not receive any funding from the government or other statutory body. The church running costs are just over £2,500 per week, and this needs to be financed by giving, donations and the church's income generating activities (eg hall hire, Market and Community Cinema).

We need more people to join one of the church's planned giving schemes. Regular giving is the core of the church's income, and means we can plan and do things with confidence.

We are grateful to the generosity of all church members who are in one of our planned giving schemes and give regularly for the work of the church.

I would urge you to join other members of the church who give in one of our planned giving schemes, if you do not already do so.

Parish Giving Scheme

The Parish Giving Scheme at St Marks continues to be the most efficient way to give, both for the giver and church administration. There are 23 givers who give this way, including regular giving to the CFW fund. Givers agree for their giving to St Marks to be collected by direct debit which is passed to the church a few days later with gift aid added. Givers also have the opportunity for their giving to increase with inflation once a year, and the majority of PGS givers opt for this which enables the church's income to grow each year. All members of the church are encouraged to give through the scheme.

Details of the Parish Giving Scheme can be found by following the link from the giving page on the Church website.

4. Tax recovered

The amount the church is able to recover in 2023 was 25p for every £1 of gift aided income.

A total of £10,242 was recovered for the General Fund from planned giving as well as some donations, including card donations made in church and online. This includes £1,659 recovered through the Small Donations Scheme. A further £2,613 was recovered for the CFW Fund from CFW giving and donations.

Total tax recovered in 2023: £13,068.

5. Donations

The church receives donations from groups who use the church building.

Total donations to the General Fund in 2023 was £10,162, including:

Sing	£1,400
Include Choir	£400
Food Club	£1,000
Guides and Rainbows	£400
Christmas Together	£250
Community Lunches	£200
Art Exhibition	£204
Food Club	£825 (for church providing Warm Hub)
Relax Kidz	£210
Pitstop	£420
Energy Support from Diocese	£1,000

The remaining donations were from individuals including 2 donations of £1,000 or more.

6. Charitable Donations

The following donations were made to charitable organisations, either through fundraising events, collections at services, or from church funds:

Circuit Connexional Funds	£165
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An amount of £240 is also donated to the Bible Reading Fellowship, the umbrella organisation behind Messy Church, from Messy Church contributions.

A sum of £2,453 was raised for Christian Aid from the Quiz which was held at St Mark's in May 2023.

7. Tattenhams Market

The Market has been running since October 2012, a monthly market with external stallholders paying a fee to have a table (increased to £12 per market from 2023). The Church provides refreshments.

The market took place on 6 occasions in 2023. The total proceeds was £3,608 (£2,591 in 2022), of this £1,836 was taken from refreshments, and the remainder from stallholder fees.

8. St Mark's Community Cinema

A total of 11 screenings took place in 2023 (13 in 2022), a total of £1,459 (£1,372 in 2022) was received from donations and refreshments (less expenses). A further £379 was received on gift aid claimed on Cinema donations through the Gift Aid Small Donations Scheme.

9. Messy Church and Messy Munchkins

Messy Church (monthly) has been running at St Marks since 2009, and Messy Munchkins (weekly) was added in 2017.

The combined net income from these groups was £2,406 (£1,853 in 2022).

10. Income from Investments

The Church receives interest at differing rates for funds invested.

Invested with	Value of investment £ 31/12/23	Interest rate in 2023
Cambridge and Counties Bank	85,318	2.60% - 4.50%
Skipton BS	11,000	2.15% -3.45%

Total interest income in 2023, £3,894 (£1,667 in 2022).

Interest was also received from CAF Bank balances (1.15% - 2.50%)

All institutions that hold church funds are protected by the Financial Services Compensation Scheme, which offers protection of up to £85,000 in case of occurrences that prevent the institution honouring requests to withdraw funds.

11. Fees from Weddings and Funerals

The Church receives fees for Banns and a proportion of fees from Weddings and Funerals. In 2023 fees were received for 2 Banns (2 in 2022), 8 Funerals (5), and 1 wedding.

Additionally, a sum of £155 was received from the Diocese. Following a change to the way fees from Funerals held at a crematorium are distributed to parishes, it was agreed that a sum should be redistributed to parishes based on the number of funerals conducted.

Total fees received for Church in 2023: £747 (£583 in 2022).

12. Children's and Families' Worker (CFW)

Liz Townsend was appointed in September 2008.

In 2023 the regular giving with gift aid provided £14,310 (£13,423 in 2022).

An additional successful grant application was made to Community Foundation for Surrey at the end of 2022 for £10,000, this was received in 2023.

The total cost of Children's and Families' Work in 2023 was £36,584.

Total income to CFW Fund:

Regular Giving	11,697
Gift Aid	2,613
Grant	10,000
	<hr/>
	24,310

Fund at 31 December 2022	11,003.12
Charged to Fund in 2023	-36,583.73
Income received in 2023	24,310.50
Deficit charged to General Fund	1,270.11
	<hr/>
	0.00

Due to the CFW Fund running out of money in 2023, the deficit of £1,270.11 has been charged to the General Fund. It is important for regular giving to the CFW Fund, in the form of planned giving to continue and increase in order for this ministry to continue at St Marks.

The ECC has committed to fund Children's and Families' Work at St Marks until at least December 2024.

13. Payments received from credit card and debit card

Donations and payments by card can be made in church using a self service giving device. Card giving can also be made from the giving page on the Church website.

A total of £4,873 was received from card payments in 2023 (£5,029 in 2022), including £160 (£1,635 in 2022) from the website. The card processing fee for these payments was £55.51 (average fee 1.1%).

14. Purchase of replacement data projector

In December 2023 the church data projector needed to be replaced. The data projector is in a fixed position in the church and is used to project all images at Sunday services, and other services. The original projector had been used continually since 2007.

The cost to supply and fit the replacement projector was £3,900. This expenditure was agreed by ECC.

It was agreed to ask the congregation for contributions towards the cost. Contributions for a total of £1,150, was received, as well as £212.50 gift aid on these contributions.

	£
Total cost	3,900.00
Less contributions	-1,150.00
Less gift aid on contributions	-212.50
Net requirement from church funds	2,537.50

It was agreed that the net cost of the projector to be provided by the Maintenance Fund.

15. Other Restricted Funds

Christmas Together

The event to serve a Christmas Day lunch took place once again at St Marks in 2023. Expenses of £555 were charged to the Christmas Together Fund. This included a contribution of £250 to the General Fund to cover the cost of energy and other expenses incurred by the Church for the event.

Maintenance Fund

The fund is in place following building work completed in 2011.

The following costs were charged to the fund in 2023:

Boiler repairs	920.00
Painting of outdoor cross	250.00
Replacement data projector (net)	2,537.50
	3,707.50

Fund at 31 December 2022	33,602.12
Charged to Fund in 2023	-3,707.50
Fund at 31 December 2023	29,894.62

Community Garden

The St Mark's Community Garden was established in 2023 to provide a garden for the local community to be involved in. It has created a space for local people to come together, get involved in growing vegetables and flowers, and to relax, and enjoy the garden.

Grant funding of £10,400 was received from the Banstead Primary Care Trust.

Funding from Banstead PCT	10,400.00
Charged to fund in 2023	-4,309.01
Fund at 31 December 2023	6,090.99

16. Reserves Policy

This Reserves Policy deals with the following Funds only:

Unrestricted Fund – General Fund

Restricted Fund – Children’s and Families’ Worker Fund

Restricted Fund - Maintenance Fund

<i>Church’s Reserves at 31 December 2023:</i>	£
Unrestricted Funds - General Fund	61,615
Restricted Fund - CFW Fund	0
Restricted Fund - Maintenance Fund	29,894
	<hr/> 91,509

Policy

General Fund

We aim to hold sufficient reserves in our general fund to cover 6 months expenditure, ie £49,000.

The Church needs to be able to cover its monthly commitments (eg Parish Share of £6,284 per month in 2024), and be in a position to fund future year deficits, if necessary, of the general fund.

The Church also needs to be in a position to fund any unexpected building maintenance to ensure that all areas of the building remain safe and secure for all users of the building.

Children’s and Families’ Worker Fund

The fund is used to pay the St Mark’s Children’s and Families’ Worker (through the Circuit Payroll) salary, expenses and other CFW costs. Regular giving from the congregation and gift aid is credited to the fund. Total CFW Fund commitments are approximately £3,000 per month.

Regular income to the fund is not sufficient to meet financial commitments. The Church Council has made a commitment to fund the work to December 2024, using the general fund when necessary.

Maintenance Fund

The fund is in place following the original building work completed in 2011.

ECC agreed that the fund can be used to cover essential maintenance costs. In 2023 a sum of £3,708 was charged to the fund.

Total Reserves Requirement:

6 months General Fund expenditure	49,000
6 months CFW Fund Expenditure	18,500
Provision for unscheduled building maintenance	10,000
	<hr/> 77,500

THE UNITED CHURCH OF ST MARK

SUMMARY STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 DECEMBER 2023

Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £		Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £
			INCOMING RESOURCES			
54,431	15,339	69,770	Voluntary Income	59,503	16,188	75,690
4,140	-	4,140	Activities for generating funds	5,267	-	5,267
1,667	-	1,667	Income from Investments	3,894	-	3,894
19,653	-	19,653	Church Activities	25,888	-	25,888
2,844	1,035	3,879	Other Incoming Resources	-	24,473	24,473
82,734	16,375	99,109	TOTAL INCOMING RESOURCES	94,551	40,661	135,212
			RESOURCES EXPENDED			
84,751	42,240	126,991	Church Activities	96,363	48,816	145,179
150	-	150	Charitable grants and donations	165	-	165
84,901	42,240	127,141	TOTAL RESOURCES EXPENDED	96,528	48,816	145,344
-2,167	-25,865	-28,032	NET INCOMING RESOURCES	-1,977	-8,155	-10,132
0	0	0	NET MOVEMENT IN FUNDS	0	0	0
82,552	53,996	136,548	BALANCES B/FWD 1 JANUARY 2023	63,592	45,946	109,538
63,592	45,946	109,538	BALANCES C/FWD 31 DECEMBER 2023	61,615	37,791	99,406

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 DECEMBER 2023

TOTAL 2022 £		Unrestricted Funds		Restricted Funds		TOTAL 2023 £
		£	£	£	£	
INCOMING RESOURCES						
Voluntary Income						
	Planned giving:					
41,552	Gift Aid donations	32,865		10,452		
12,848	Tax recovered	10,242		2,826		
1,050	Non gift aid donations	1,657		1,245		
2,576	Cash collections	1,886		-		
383	Messy Church	-		481		
2,003	Messy Munchkins	2,441		13		
375	Sunday Coffee	448		-		
8,983	Donations	9,963		1,170		
<u>69,770</u>			59,503		16,188	75,690
Activities for generating Funds						
178	Derby Day Car park	200		-		
2,591	Tattenhams Market	3,608		-		
1,372	Community Cinema	1,459		-		
<u>4,140</u>			5,267		0	5,267
Income from investments						
1,381	Interest on Cambridge and Counties	3,172		-		
263	Interest on Skipton BS	559		-		
23	Interest on CAF Bank Accounts	164		-		
<u>1,667</u>			3,894		0	3,894
Church Activities						
19,070	Hall lettings	25,141		-		
583	Fees from weddings and funerals	747		-		
<u>19,653</u>			25,888		0	25,888
Other incoming resources						
-	Grant funding for CFW Fund	-		10,000		
-	Grant from PCT for Community Garden	-		10,400		
-	Grant from Waitrose for Christmas Together	-		1,000		
-	Grant from Surrey CC for tables and chairs	-		1,073		
-	Grant from VARB for chair refurbishment	-		2,000		
2,844	Support from Diocese	-		-		
290	Fundraising for CFW Fund	-		-		
61	Crowdfunding for CFW Fund	-		-		
424	Funding received for Broadband	-		-		
260	Christmas Together	-		-		
<u>3,879</u>			0		24,473	24,473
99,109	TOTAL INCOMING RESOURCES		94,551		40,661	135,212

TOTAL 2022 £		Unrestricted Funds £ £		Restricted Funds £ £		TOTAL 2023 £
RESOURCES EXPENDED						
Church Activities						
Ministry:						
67,872	Diocesan Parish Share	70,419		-		
1,550	Circuit Assessment	1,850		-		
833	Vicar's expenses	1,116		-		
40	Deanery Synod	-		-		
335	Other Ministry costs	128		-		
36,246	Children's and Families' Work	1,270		35,314		
437	Messy Church	35		481		
96	Messy Munchkins	-		13		
107,409			74,818		35,808	110,626
Charity Giving:						
150	Methodist Connexional Funds	165		-		
150			165		0	165
Property running costs						
2,286	Building Maintenance	928		1,170		
1,526	Equipment and Materials	2,310		3,073		
6,711	Utilities	12,366		-		
1,921	Insurance	2,079		-		
2,657	Hall cleaning	2,732		-		
15,102			20,416		4,243	24,659
Worship:						
372	Resources	366		-		
95	Piano and organ tuning and repair	165		-		
75	Altar requisites	175		-		
542			706		0	706
Resourcing and Training						
-	Posters and leaflets	41		-		
179	Lunches and refreshments	52		-		
158	Baptism cards, books, and resources	-		-		
12	Other	-		-		
349			93		0	93
Sundry expenses						
71	Card fees	56		-		
81	Bank charge	60		-		
71	DBC Admin charge	86		-		
137	Other misc expenses	130		-		
360			331		0	331
Other resources expended						
364	Christmas Together	-		555		
-	Community Garden	-		4,309		
-	Replacement Projector	-		3,900		
2,440	Food Club balance transferred	-		-		
424	Church Broadband	-		-		
3,229					8,764	8,764
127,141	TOTAL RESOURCES EXPENDED		96,528		48,816	145,344

BALANCE SHEET AT 31 DECEMBER 2023

2022			
£		£	£
	CURRENT ASSETS		
85,186	Cambridge and Counties Bank	85,318	
4,820	CAF Bank balances	10,092	
21,000	Skipton Building Society	11,000	
6,761	Debtors and prepayments	2,992	
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117,766		109,402	
	CURRENT LIABILITIES		
<hr/>		<hr/>	
-8,228	Creditors - amounts falling due in one year	-9,996	
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109,538	NET CURRENT ASSETS		99,406
<hr/>			<hr/>
109,538	TOTAL NET ASSETS		99,406
	Represented by		
	Unrestricted Funds		
63,592	General Fund		61,615
	Restricted Funds		
11,003	Children's and Families' Worker Fund	0	
33,602	Maintenance Fund	29,895	
1,340	Christmas Together Fund	1,805	
0	Community Garden	6,091	
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109,538			37,791
			99,406

.....
 Martin Trenaman MAAT
 Treasurer

.....
 Colin Batty
 Chairman, Ecumenical Church Council

.....
 Rev Des Williamson
 Minister

.....
 Anthony Hallett
 Independent Examiner

FINANCIAL STATEMENT 2023

2022 £		2023 £
	Income	
30,814	Planned giving - GA	32,865
10,163	Tax recovered	10,242
1,050	Planned giving - non GA	1,657
2,576	Cash collections	1,886
10,943	Other donations	10,611
-54	Messy Church (net)	-35
1,907	Messy Munchkins (net)	2,441
1,667	Interest	3,894
19,070	Hall lettings	25,141
583	PCC fees from weddings and funerals	747
2,591	Tattenhams Market	3,608
1,372	Cinema	1,459
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82,680	Total Income	94,517
	Expenditure	
67,872	Parish Share	70,419
1,550	Circuit Assessment	1,850
-	CFW cost - General Fund	1,270
833	Vicar expenses	1,116
40	Deanery Synod	0
335	Other Ministry	128
74.69	Altar requisites	175
372	Worship	366
95	Organist/musicians and tuning	165
150	Grants and Giving	165
349	Education Training, mission	93
-	Maintenance	928
1,526	Equip and mats	2,310
6,711	Utilities	12,366
1,921	Insurance	2,079
2,657	Cleaning	2,732
360	Sundry	331
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84,847	Total Expenditure	96,494
 -2,167	 Surplus/(Deficit) for Year	 -1,977

Independent Examiner's Report to the members/trustees of the Ecumenical Church Council (ECC) of The United Church of St Mark, Tattenham Corner.

I report on the accounts for the year ended 31st December 2023.

Respective responsibilities of the ECC and the examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

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 s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have 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.

Signed

Tony Hallett

5 April 2024

DECLARATION

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the Trustees:

Signatures		
Full names	COLIN BATTY	MARTIN TRENAMAN
Position	CHURCHWARDEN	TREASURER
Date	16 SEPTEMBER 2024	