



The Parish of Nork with Burgh Heath

Trustees' Report and

Financial Statements for the year

1st January to 31st December 2024

Trustees' Report and Financial Statements Index

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Trustees' Report for the year ended 31st December 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Full Name of PCC: The Parochial Church Council of the Ecclesiastical Parish of Nork with Burgh Heath
(Working name: *The Parish of Nork with Burgh Heath*)

Registered Charity number 1180563

Governing document

The charity is controlled by its governing document, a constitution, and constitutes a charitable incorporated organisation, a charity registered as a body corporate under part 11 of the Charities Act 2011.

Principal address

St Paul's Church
Warren Road
Banstead
Surrey
SM7 1LG

Trustees

Alex Stevens (Vicar) (Chair)
George Drewitt (Church Warden) (ex officio)
Sue Wharton (Church Warden) (ex officio)
Tomos Davies (ex officio from April 2024) (Treasurer)
Neill Oakley (ex officio)
Morna Moore (ex officio) (from April 2024)
Andrew Shaw (ex officio) (until April 2024)
Theresa Allen (from April 2024)
Christopher Moore
David Packham (Curate)
Judy Parnall (until April 2024)
Michael Stevens (from April 2024)

Bankers: Barclays Bank plc of 82 /84 High Street, Epsom, KT19 8BH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered with the charity commission on 5 November 2018, under charity number 1180563.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

The PCC is made up of elected members. Elected members are elected by the Annual Parochial Church Meeting, and serve for a term of 3 years. Elected members are eligible for re-election, but may only serve for a maximum of 2 terms in succession. Other church members may be co-opted to the PCC primarily to cover particular areas of expertise that are deemed

necessary for the functioning of the PCC e.g. Finance, Premises.

PCC members are provided with guidance on the role of trustees. In addition, PCC Members receive a document detailing their responsibilities as members of the PCC and receive ongoing guidance as necessary. The frequency of PCC meetings is currently 9 times a year where the PCC oversees the strategic direction of the Parish and approves policy and budgets. The Standing Committee meets at intervals as required between PCC meetings to deal with administrative matters as they arise. The Wardens and the Vicar meet monthly.

Names of all the members of the PCC who have served in the period from 1 January 2024 to the date of this report are as follows:

Clergy: Alex Stevens (Vicar)
 David Packham

Churchwardens: George Drewitt
 Sue Wharton

Diocesan Synod Member: Alex Stevens (Vicar) (until May 2024)

Deanery Synod Members: Alex Stevens (Vicar)
 David Packham
 Neill Oakley
 Andrew Shaw (until April 2024)
 Morna Moore (from April 2024)
 Tomos Davies (from April 2024)
 Theresa Allen (until April 2024)

PCC Members: Alex Stevens (Vicar) (Chair)
 George Drewitt (Church Warden) (ex officio)
 Sue Wharton (Church Warden) (ex officio)
 Tomos Davies (ex officio from April 2024) (Treasurer)
 Neill Oakley (ex officio)
 Morna Moore (ex officio) (from April 2024)
 Andrew Shaw (ex officio) (until April 2024)
 Theresa Allen (from April 2024)
 Christopher Moore
 David Packham (Curate)
 Judy Parnall (until April 2024)
 Michael Stevens (from April 2024)

Risk management

The PCC reports that it has given consideration to the risks faced by the churches. The major risks that the churches are exposed to relate to people, including safeguarding of children and vulnerable adults. The PCC has formal controls in place, working with the Diocese of Guildford, to manage these risks. Other main risks relate to financial matters, compliance with legal and statutory requirements and the activities of the parish. The PCC has policies and procedures in place to manage all these risks.

FINANCIAL REVIEW

Financial position

The parish was formed on 1 July 2018 from the Parish of St Paul's Nork and part of the Parish of St Paul's Howell Hill with St Mary's Burgh Heath. As a result, the new parish has been blessed with reserves inherited from each of its two constituent churches. The totality and make up of those reserves can be found in the detail of the accounts outlined in this report. The PCC's accounts comprise a number of funds - the General Fund and other specific funds relating to particular activities.

Funds

The General Fund produced an overall deficit for the year of £41,849.06 (2023, £49,979). During the year £4862 (2023 £4651.98) has been given to our 6 parish mission partners. The PCC agreed at the start of 2022 that for the 3 years of having David Packham as our Curate, the 10% of missional giving in the parish would be split between the mission partners (5%) and local mission in the parish (5%).

The Restricted Funds produced an overall deficit for the year of nil (2023 £nil). Income in the period, including tax refunds, amounted to £168,002.26 (2023 £154,676). The PCC allocates yearly a fund of £1000 to be spent as the Vicar's Discretionary fund, though this has been reduced to £600 for 2025.

The balance on the General Fund at the end of 2024 amounted to £108,928.40 (2023: £149,703).

Grants and Donations

Grants of nil (2023 £nil) were made to partners and other agencies.

Strategic Development

At the start of every year the PCC agrees a budget for the year ahead, deciding strategically how best to use the parish income. This is monitored in every PCC meeting.

Policy for key management personnel remuneration

The three paid staff members of the parish are the Vicar, Revd Alex Stevens, the Curate, Revd David Packham and the Operations Manager, Michelle Cahill. There are also two cleaners who are paid by the parish monthly.

Revd Alex Stevens took up her post on 10 April 2019. She is licensed by the Bishop of Guildford, remunerated in accordance with the stipend rates in place for Church of England clergy and is paid directly by the Church Commissioners, administered by the Diocese of Guildford. The vicar's stipend is covered by the parish share paid to the Diocese of Guildford.

Revd David Packham took up his post on 3rd July 2022. He is licensed by the Bishop of Guildford, remunerated in accordance with the stipend rates in place for Church of England clergy and is paid directly by the Church Commissioners, administered by the Diocese of Guildford. As this is a training role the curate's stipend is covered by the Diocese of Guildford.

Michelle Cahill took up her post on 6th April 2021. She is paid by the parish, including NI and pension contributions.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Parish Ministries

Mission Partners

During 2024, 5% of giving to the parish was shared out between 5 of our 6 mission partners, who are also supported by regular prayer and relationship with the church family.

1. The Baxter's African Children's School Educational Charitable Trust (an international mission partner)
2. Bridges Nepal, the projects which Yagya and Sally Singh work on (an international mission partner)
3. Open Doors, who support persecuted Christians across the world (an international mission partner)
4. Christians Against Poverty (a national mission partner - supporting those struggling with finances across the UK)
5. Street Pastors and in particular Sutton Street Pastors (a national and local mission partner)

Following a PCC review at the end of 2023, London City Mission continued as a mission partner for 2024, but for prayer only and the Baxter's African Children's School Educational Charitable Trust was given 2/6 of the mission giving from the parish for this year. With Bridges Nepal, Open Doors, Christians Against Poverty and Street pastors each receiving 1/6. This decision was due to particular needs for BACSECT at the time.

Our Parish Mission Policy states that mission partner & giving be reviewed every two years by PCC (hence the review at the end of 2023) and every four years by the whole church family. This means that our mission partners will be up for review at the end of 2025. However this may be postponed until the arrival of a new Vicar if the parish is still in vacancy at this time.

The remaining 5% (to make up 10% of giving received to the parish being spent on mission) was put towards local mission in the parish, due to the privilege of having a curate for 3 years.

Messy Church: has been running at St. Mary's since 2014, now in its ninth year of being part of the Sunday morning service.

Community Alive: the contemporary family service, runs once a month (on the 2nd Sunday) at St. Paul's, at 9 am

Forest Church: a fresh expression, runs once a month, except in the winter (on the fourth Sunday) in the St. Paul's 'Backlands' (behind the church hall), at 3pm.

Whole Parish Services: occur each month, on the fourth Sunday of the month, at 10 am, with some additional whole parish services for special occasions or seasons. Both churches pause their usual services for this week and enjoy being as one family all together.

Refresh@10: is a monthly Saturday coffee morning open to all. It seeks to support the local community and is well attended by them.

Little Roots: Our Parish Toddler Group, 'Little Roots' runs on Tuesday and Wednesday mornings every week in term time, from 9-11 am.

Craft Mornings: Are run approximately half-termly for children & families in the local area, where they can come and work on crafts and receive refreshments.

Prayer Meetings: We hold prayer meetings and prayer events regularly in both churches. There is a St. Mary's prayer group who meet on Monday mornings for pastoral prayer support of members of the church family.

Connect groups: Several connect groups meet in the parish, either weekly or fortnightly.

Courses: During 2024 we ran Christianity Explored and a Lent course in the parish.

Nursing Homes: Monthly services were run at Fir Tree House, Montclair and Banstead Manor Nursing homes and Alex and others visited for pastoral and other meetings at additional times. Bible studies series have also been run twice at Banstead Manor during 2024.

Schools: Links with the Warren Mead schools and Aberdour School have continued, Aberdour school children also attending St. Mary's for an Easter Experience morning. Alex continues to be one of the Governing Body members for both Warren Mead Infant and Junior schools.

Charities: Monthly food bank collections have been an important part of 2024, supporting the Epsom & Ewell food bank and the parish collected 102 boxes for Operation Christmas Child in November.

Banstead Five: The Parish of Nork with Burgh Heath is a member of the Banstead Five, a group of local churches seeking to serve the area of Banstead together. Since September 2023, Alex has been Chair of this group.

FUTURE PLANS

The PCC and the Standing Committee regularly review the activities and programmes in place throughout the parish to seek to ensure the stated aims and objectives are met.

Responsibilities of the PCC

The PCC is responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The law applicable to charities in England & Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the church and of the incoming resources and application of resources of the church for that period. In preparing these financial statements, the PCC is required to:

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

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the church and enable them to ensure that the financial statements comply with the Charities Act 2011, the Church Accounting Regulations 2006 and the Accounting by Charities Statement of Recommended Practice. The PCC is also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examination of the Accounts

A resolution to appoint an Independent Examiner will be put to the forthcoming Annual Parochial Church Meeting.

Approved by order of the board of trustees on Alex Stevens and signed on its behalf by:

Rev A L Stevens - Chair of the Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PCC OF ST PAUL'S NORK WITH ST MARY'S BURGH HEATH

I report to the charity trustees on my examination of the accounts of The Parish of Nork with Burgh Heath (the Trust) for the year ended 31 December 2024.

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

Respective responsibilities

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with 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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

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 and a comparison of the accounts with those records and seeking explanations from you as 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Hristiyana Damyanova

15 Chapelfield Way

Maldstone

ME16 9FU

H Damyanova

The Parish of Nork with Burgh Heath

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	TOTAL FUNDS 2024 £
	Note			
Income and endowments				
<i>Donations</i>	2a	126,832.89		147,294.89
<i>Other trading Activities</i>	2b	30,606.52		10,144.52
<i>Investments</i>	2c	5,700.85		5,700.85
		163,140.26		163,140.26
<i>Charitable activities</i>		4,862.00		4,862.00
Total operating income		168,002.26		168,002.26
Expenditure				
<i>Charitable activities</i>		208,799.40	1,051.92	209,851.32
Total operating expenditure		208,799.40		209,851.32
Net Operating Profit/(Loss)		(40,797.14)	(1,051.92)	(41,849.06)
Funds brought forward at 1 January 2024		149,725.54	410,668.08	560,393.62
Funds carried forward at 31 December 2024		108,928.40	410,668.08	519,596.48

The Parish of Nork with Burgh Heath

2	INCOME FROM	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £
2a	Donations			
	<i>Income tax recoverable</i>	27,290.71	0	27,290.71
	<i>Giving and donations</i>	104,404.18	0	104,404.18
	<i>Property donations</i>	0.00	0	0.00
	<i>Less Transferred to Charitable Activities *</i>	(4,862.00)	0	(4,862.00)
		126,832.89	0	126,832.89
2b	Other trading activities			
	<i>Hall and Property Rentals</i>	27,442.00		27,442.00
	<i>Other trading income**</i>	2,484.52	0	2,484.52
	<i>Fundraising</i>	680.00		680.00
		30,606.52		30,606.52
2c	Investments			
	<i>Bank Interest and other income</i>	5,700.85		5,700.85
2d	Charitable activities			
	<i>Add Transferred from Donations *</i>	4,862.00		4,862.00
		4,862.00		4,862.00
	TOTAL INCOME	168,002.26		168,002.26

* This consists of 5% of regular giving to the Parish of Nork with Burgh Heath

** Toddler Income

The Parish of Nork with Burgh Heath

3 EXPENDITURE ON	Unrestricted	Restricted	TOTAL
	Funds	Funds	2024
	£	£	£
Ministry costs			
<i>Parish Share</i>	97,404.00		97,404.00
<i>Ministry/Workshop Costs</i>	1,010.34		1,010.34
<i>Travel and subsistence</i>	1,985.75		1,985.75
<i>Refreshments and events costs</i>	1,627.73		1,627.73
<i>Vicar's Discretionary Fund</i>		1,051.92	
	102,027.82	1,051.92	103,079.74
Church Running Costs			
<i>Rents</i>	0	0	0
<i>Heat, Light and Rates</i>	18,836.19		18,836.19
<i>Insurances</i>	8,329.18		8,329.18
<i>Cleaning and Servicing</i>	3,576.85		3,576.85
<i>Maintenance</i>	20,434.36		20,434.36
<i>Depreciation</i>	8,303.14		8,303.14
	51,176.58		51,176.58
Support Costs			
<i>Staff costs</i>	33,803.40		33,803.40
<i>Training</i>	615.30		615.30
<i>Travel</i>	1,998.25		1,998.25
<i>Other Costs</i>	644.70		644.70
<i>Office costs</i>	7,779.73		7,779.73
<i>Audit and Accountancy</i>	2,378.40		2,378.40
<i>Bank Charges</i>	71.68		71.98
	47,291.46		47,291.86
TOTAL EXPENDITURE	208,799.00		209,851.32

The Parish of Nork with Burgh Heath

Notes to the Financial Statements (continued)

For the year 1 January 2024 to 31 December 2024

4 RELATED PARTY TRANSACTIONS

The Guildford Diocesan Board of Finance Limited acts as custodian trustee in respect of the properties beneficially owned by the PCC (see note 5 for details).

During the year the PCC paid parish share to the Guildford Diocesan Board of Finance Limited amounting to £97,404.00

Balance Sheet

The Parish of Nork with Burgh Heath As at 31 December 2024

	31 DEC 2024	31 DEC 2023
Fixed Assets		
Tangible Assets		
Land & Buildings - Cost	411,720.00	411,720.00
Less Accumulated Depreciation on Office Equipment	(962.40)	(962.40)
Office Equipment	962.40	962.40
PA Sound System	7,495.46	7,625.38
PA Sound system Depreciation	(7,625.38)	(7,625.38)
Total Tangible Assets	411,590.08	411,720.00
Total Fixed Assets	411,590.08	411,720.00
Current Assets		
Cash at bank and in hand		
Main Current Account	21,673.73	3,340.32
Nork Halls Community A/C	765.67	2,457.11
Short Term Deposit	557.59	23,113.69
Total Cash at bank and in hand	22,996.99	28,911.12
Prepayments and accrued income		
Hall Hire Deposits - Refundable	(1,240.00)	(700.00)
Total Prepayments and accrued income	(1,240.00)	(700.00)
Accounts Receivable	1,846.00	627.00
Fixed Term Deposit	(40,000.00)	-
Fixed Term Deposits Made	120,000.00	120,000.00
HMRC Debtor-Gift Aid	15,421.15	5,482.40
Petty Cash	97.13	97.13
Prepayments	3,600.75	3,511.70
Total Current Assets	122,722.02	157,929.35
Creditors: amounts falling due within one year		
Accounts Payable	4,879.04	4,703.24
Accruals	7,267.75	2,635.75
Income in Advance	200.00	200.00
PAYE Payable	453.29	517.84
Pensions Payable	1,953.64	150.28
Rounding	(37.70)	(3.10)
Wages Payable - Payroll	(0.40)	(0.20)
Total Creditors: amounts falling due within one year	14,715.62	8,203.81
Net Current Assets (Liabilities)	108,006.40	149,725.54
Total Assets less Current Liabilities	519,596.48	561,445.54
Net Assets	519,596.48	561,445.54

	31 DEC 2024	31 DEC 2023
Capital and Reserves		
Current Year Earnings	(41,849.06)	(49,977.16)
Restricted Funds	2,686.00	2,686.00
Retained Earnings	558,759.54	608,736.70
Total Capital and Reserves	519,596.48	561,445.54

Statement of Cash Flows

The Parish of Nork with Burgh Heath
For the year ended 31 December 2024

2024

Operating Activities

Receipts from customers	166,721.26
Payments to suppliers and employees	(209,764.57)
Cash receipts from other operating activities	62.00
Net Cash Flows from Operating Activities	(42,981.31)

Investing Activities

Proceeds from sale of property, plant and equipment	2,654.25
Payment for property, plant and equipment	(2,524.33)
Other cash items from investing activities	30,601.25
Net Cash Flows from Investing Activities	30,731.17

Financing Activities

Other cash items from financing activities	6,336.01
Net Cash Flows from Financing Activities	6,336.01

Net Cash Flows	(5,914.13)
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Cash and Cash Equivalents

Cash and cash equivalents at beginning of period	28,911.12
Net change in cash for period	(5,914.13)
Cash and cash equivalents at end of period	22,996.99