

St. Mark



ANNUAL CHURCH MEETINGS

Sunday, 16th May 2021

ANNUAL MEETING of PARISHIONERS for the ELECTION of CHURCHWARDENS

in the Church at 11.45

ANNUAL PAROCHIAL CHURCH MEETING

in the Church at 12.00

Meeting Documents

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The Parish of St Mark South Farnborough

Annual Meeting of Parishioners for the Election of Churchwardens

Sunday 16th May 2021 at 11.45 in the Church

Agenda

1. Opening Prayer
2. Apologies for absence
3. Minutes of the meeting, Sunday 25th October 2020
4. Election of Churchwardens

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Minutes of the 2020 Annual Meeting of Parishioners for the Election of Churchwardens

Sunday the 25th October 2020 after the 10.30 Eucharist in Church

Present: The Venerable Archdeacon of Surrey Paul Davis (Chairman) and 26 Parishioners.

The Chairman opened the meeting at 11.40 am, following the 10.30 am Eucharist.

Apologies for absence were recorded from James Podger, Anne Ient, Rosemary Lloyd, Barbara Jones, Paul Collins, Margaret Lee, Diane Bedford.

Minutes of the previous meeting

Minutes of the APCM held on Sunday the 28th of April 2019 were approved as a true record.
Proposed by Deglan Rowe and seconded by Felicity Milne. All present in favour.

Election of Two Churchwardens: There was one nomination for the position of Churchwarden:

Deglan Rowe, proposed by Felicity Milne and seconded by Daryl Bates

There being no other nominations from the floor, Deglan Rowe was duly elected as Churchwarden, to serve for a period of one year.

Colin Lagor offered to serve as an assistant to Mr Rowe until April 2021. He was supported in this by Judith Gibbons, all present were in favour.

The meeting closed at 11.45am.

The Parish of St Mark South Farnborough

Annual Parochial Church Meeting

**Sunday 16^h May 2021 in the Church following immediately
after the meeting to elect Churchwardens**

Agenda

1. Apologies for absence
2. Minutes of the meeting, Sunday 25th October 2020
3. The Electoral Roll: a) Acceptance of the new 2020 Roll
 b) Appointment of the Electoral Roll Officer
4. Chairman's Review
5. Report on the proceedings of the Parochial Church Council, 2020
6. Financial Report from the Treasurer
7. Independent Examiner: a) Note of Thanks
 b) Appointment of the Independent Examiner
8. Report on the Fabric, Goods and Ornaments of the Church
9. Reports from Church Groups
10. Aldershot Deanery Synod: a) Report on 2020 proceedings
 b) Election of two Deanery Synod
 Representatives (who are ex-officio members of the
 PCC and serve for 3 years)
11. Election of Parochial Church Council Members
12. Election of Hon. PCC Treasurer
13. Election of Hon. PCC Secretary
14. Safeguarding
15. Any Other Business, *to be notified in writing to the Chairman not less
 than seven days before the Meeting*
16. Closing Prayer

Note: Following a change to the Church Representation Rules in January 2020, sidespersons are no longer appointed by the APCM. Instead, they are appointed by the PCC.

oOo

Minutes of the Annual Parochial Church Meeting The Parish of St Mark, South Farnborough

Sunday the 25th October 2020

Directly following the meeting to elect Churchwardens

Apologies for absence: as for the above meeting.

Minutes of the previous meeting

Minutes of the APCM held on Sunday the 28th of April 2019 were approved as a true record.

Proposed by Daryl Bates, seconded by Felicity Milne. All present in favour.

The Electoral Roll

a) The revised roll is of 50: two additions.

b) **Appointment of the Electoral Roll Officer:** As Mrs Maria Smith is retiring as Electoral Roll Officer, nominations were taken from the floor.

Mrs Judith Gibbons was proposed from the Chair and was duly elected to the Office, all present in favour.

The Chairman thanked Mrs Maria Smith for the many years she had served in keeping the roll up to date.

The Chairman's Review: Because of the retirement of Fr Ian Hedges, there was no report.

The Archdeacon took this time to personally thank Fr Ian for his 31 years of dedicated service to the Parish of St Mark, and he added the thanks of the Diocese and Bishop.

Report on the proceedings of the Parochial Church Council (PCC): the report is included in the PCC Annual Report for 2020.

Finance Report:

Comments: - The Finance Report will not make good reading this year, which is due to the Corona Virus Pandemic.

Thanks to more people's generosity in paying by Standing Order, we have a guaranteed income, even though we were not able to open the Church Building, or hire out the Church hall.

We will not be able to pay the Share in full, but the Diocese are aware of our situation. We need to be mindful of the need for working capital when sending money to the Diocese.

As usual, the Church Hall has been keeping us afloat, but the situation has changed as we are not able to hire it out during the pandemic and Lock down.

Independent Examiner.

a) **Note of Thanks:** a note of thanks was sent to the Independent Examiner of the Church Accounts, Mr Patrick Brown.

b) **Appointment of an Independent Examiner:** it was indicated that Mr Patrick Brown was happy to continue as the Independent Examiner for our Accounts.

Fabric, Goods, and Ornament: the report is included in the PCC Annual Report for 2020.

Fr Ian said, before his retirement, that the state of the roof still needed to be addressed. It has been a major part of the Quinquennial report for a number of years, and it is still outstanding. The new Incumbent will have to address the Quinquennial Report and prioritise work to be done with help from the Architect. The dry rot seems to be going.

Reports from Church Groups: the reports are included in the PCC Annual Report for 2020

The Chairman added his thanks to the authors of the various reports.

Aldershot Deanery Synod: the report is included in the PCC Annual Report for 2020

This year both representatives have finished their three years in office, so there were two vacancies. There had been two nominations for these posts:

Judith Gibbons and James Podger

There being no further nominations from the floor, both were duly elected to serve for three years.

Election of six PCC members:

There were only three nominations from the floor for the six vacancies, they were: -

Miss Angharad Nicholas-Podger

Mrs Vino Pereira

Mr Jim Ennis

There being no further nominations, all three were duly elected to serve for a period of three years.

Deglan Rowe said that as we were unable to fill the remaining three vacancies then it was all the more important for Council members to attend as many meetings as possible, all of which would most likely be done via Zoom.

Election of Honorary Treasurer:

There were no nominations on the form which had been posted on the Church Noticeboard, so the Chairman asked if there were any nominations from the floor.

Mike Smith was nominated from the floor, proposed by Eileen Confrey and seconded by Maria Smith.

There being no further nominations, Mike Smith was duly elected as Honorary Treasurer to serve for a period of one year.

Election of Honorary PCC Secretary:

There was one nomination for the position of Honorary PCC Secretary.

Colin Lagor, proposed by Carole Lagor and seconded by Daryl Bates.

There being no other nominations, he was duly elected as Honorary PCC Secretary to serve for a period of one year.

Safeguarding: Owing to the death of Mrs Philippa Nicholas, we were left without a Safeguarding Officer. Mrs Daryl Bates offered to take on the responsibility, as she has to deal with safeguarding issues on hiring out the Church Hall. The Chairman thanked her and said that it was especially important to pass on information.

Sidesmen:

There being a shortage of personnel able to carry out the duties of sidesmen, no list was available to publish. A note of thanks was offered to Mrs Anne Rowe, Mrs Daryl Bates, and Mrs Carole Lagor for ensuring that contact details are recorded for all who enter the Church for Sunday Worship, to adhere to Covid regulations.

Any other business:

Items for inclusion in this section should have been submitted in writing seven days prior to the meeting. No items had been received at the time of the meeting, and the Chairman asked if there were any questions from the floor.

Felicity Milne thanked all who provide lifts to Church to those not otherwise able to attend.

Deglan Rowe hoped that the new Incumbent would carry on the tradition of close links with the Church Aided School. The Archdeacon said that the Church and the school should be at the heart of a Parish.

The Archdeacon addressed the congregation as to what happens next after the retirement of Fr Ian. The most frequent question was “when are we going to get our new Vicar”?

He said that the Diocese would like to move quickly on new appointments, although it would not happen overnight. We would need to think strategically, replacing Fr Ian with a like for like would only speed up the decline in numbers at St Mark’s. The congregation needs to grow, and the new person would have to have the right approach to bring in the “missing generations”.

The Diocese is committed to keeping the Parish of St Mark open and would like to see it grow in faith and numbers. He concluded by thanking all present for all that has been over the past year, and for all that is to come in the future.

There being no further business, meeting closed with The Grace at 12.16 pm.

St. Mark



Annual Report of the Parochial Church Council for 2020



Annual Report of the Parochial Church Council for 2020

1 Administrative Information

St. Mark's Parish Church is situated on the corner of Reading and Alexandra Roads, Farnborough, Hampshire. It is part of the Diocese of Guildford, within the Church of England. The parish has no administrative support or office facility. The correspondence address is, therefore: c/o The Vicarage, 1 St. Marks Close, Farnborough, Hampshire, GU14 6PP.

The Parish is no longer a charity exempted from registration with the Charity Commission and became a fully registered charity on 3rd April 2020.

2 Structure, Governance and Management

The method of appointment of PCC members is as set out in the Church Representation Rules. The PCC operates two official committees: Finance, and Hall Management, both chaired by a Churchwarden, and each made up of four other members, with the ability to co-opt others as necessary. There is also an Executive chaired by the Vicar, and attended by the Churchwardens, Treasurer and Secretary, which meets occasionally. These three groups make recommendation to the main Council, where debate is encouraged, and decisions made.

3 Objectives and Activities

The PCC has the responsibility of co-operating with the Vicar to promote within the Parish the whole mission of the Church. It also has maintenance responsibilities for the Church and the Hall. It has a responsibility to promote and maintain pastoral links with St Mark's Church of England (Aided) Primary School, Queens Road, Farnborough. In the absence of the Vicar the PCC should work with the Churchwarden(s) to carry out these objectives.

Our capital is limited, and we have no vicar after over 30 years in situ. The challenge for the next period is to work with St Peter's Church and appoint a new Associate Minister who will bring a group of people to join us at St Mark. That person will eventually become our new vicar and live in the vicarage. They will need to respect the wishes of the existing Parishioners at St Mark. This will be an interesting journey for all concerned. We must also welcome everyone into our church – one family, one God. There is a huge potential for the future which the PCC and parish should embrace.

Deglan Rowe, Churchwarden

4 Electoral Roll

The number recorded in October 2020 was 50, this being an increase of two from the previous roll. The revised Electoral Roll, as of 31st December 2020, consisted of 49 persons, four persons having been removed and three added. It is interesting to note that almost half of our Roll members live outside the Parish boundaries.

5 PCC Membership

PCC Membership was as follows for 2020:

	To October 2020	From October 2020
Vicar	The Revd. Ian C. Hedges	Vacancy
Churchwardens	Mr. Deglan Rowe Ms. Philippa Nicholas	Mr. Deglan Rowe Vacancy
Aldershot Deanery Synod	Mr. James Podger Mrs. Judith Gibbons	Mr. James Podger Mrs. Judith Gibbons
Treasurer	Mr. Michael Smith	Mr. Michael Smith
Secretary	Mr. Colin Lagor	Mr. Colin Lagor
Elected Members (Full Council = 9)	Mrs. Felicity Lewis Mr. Michael Palmer Mrs. Daryl Bates Mrs. Maria Smith (with 5 vacancies)	Miss Angharad Nicholas-Podger Mrs. Felicity Lewis Mr. Michael Palmer Mrs. Daryl Bates Mr Jim Ennis Mrs Vino Perera (with 3 vacancies) <i>During 2021, Mrs Angela Gilbert was co-opted onto the Council, to serve until the next APCM.</i>

6 Review of the Year January – December 2020

The start of the year commenced with the funeral of Churchwarden Philippa Nicholas, who had supported St Mark's throughout her life and had worked hard to assist Father Ian Hedges, the PCC, congregation, and fellow Churchwarden, Deglan Rowe. Little did we realise that the year would be so very different from any other year.

In January, the COVID Pandemic was not upon us and we were all conducting business as normal. Services continued with Father Ian in place and the Church Hall well supported by many local groups and societies. In terms of the future, we knew that there was a plan to work with St Peter's Church, but joint services seemed to not be on the agenda. Father Ian's future as Vicar of our Church appeared to be on the same footing as last year, with no immediate plans for retirement.

Then in March, we were faced with full Lockdown and the closure of the Church, and services suspended, with private prayer in lieu. The Church Hall activities had come to a halt and our main source of income disappeared. We were, however, able to benefit from Gift Aid payments due from previous years, and some grant money via the diocese. These payments helped reduce the burden.

The Church ventured into new activities with Father Ian as Zoom services were available to those in our e-mail community. Technologically, we were not as sophisticated as some churches, but communication could continue, and we were able to keep the Church open with screening off and social distancing. It was certainly very different, and we could no longer sing hymns, but the church did remain open throughout Lockdown. We saw Matthew Swires-Hennessy, from St Peter's Church, move away, and the dream of a better link between the two closest Anglican Churches became less certain. However, plans were afoot.

Father Ian felt that the loss of his home church for the elderly due to COVID restrictions, and his desire to care for all his flock against the benefit of a change of direction (for the church) by the appointment of a replacement, swung him towards taking retirement in October 2020. With his retirement, the Venerable Paul Davies, Archdeacon of Surrey, attended church for our delayed APCM in October, and plans with St Peter's Church for a joint appointment of a replacement were put forward to the PCC and to the congregation. These were met with enthusiasm and gratitude that the Church would definitely not be closing.

In terms of services, once we were out of restricted private prayer regime the Eucharistic services resumed with the help of members of the St Peter's clergy, Father Martin James and our old friend, Father Haydon Wilcox. We had a routine with the 8.00 am and 10.30 am services still combined and the numbers attending were reasonable. We also saw the socially distanced celebration outside Gwen Millar's flat for her 100th Birthday. We were able to hold a Remembrance Day service in November and sing the National Anthem (at an appropriate distance) by the War Memorial. We held a Carol Service outside the church, with mulled wine and mince pies. We also held a successful outside Christmas Fair.

Unfortunately, the attendance of families declined as we were unable to offer any activities in church for the children. The school children from St Mark's School could not come to the church, indeed for a number of months the school itself was closed and the children were largely working remotely. To our credit, unlike many other churches, we did not shut our doors and only rely on the internet. We did, however, still have the support of a core. They attended regularly and we can look forward to better times in 2021.

Deglan Rowe, Churchwarden

7 Report of the Proceedings of the Parochial Church Council

The Parochial Church Council consists of six Ex Officio members who serve for one year only, two Churchwardens, the Treasurer, the Secretary, and two Deanery Synod members, plus the Vicar who is the Chairman.

The main body of the Council consists of nine elected members who serve for three years. One member retired from the Council after serving their 3-year term, which meant that we had 6 vacancies to fill.-Three new members were added at the APCM, leaving three vacancies.-Mrs Angela Gilbert was co-opted in 2021 to serve until the APCM 2021

During the past six months, the PCC has met for three Zoom meetings, and the Churchwarden and Colin Lagor (assisting the Churchwarden) for three special Zoom meetings with the Archdeacon of Surrey, Paul Davis. Subjects discussed included:

- The retirement of Fr Ian Hedges as Incumbent of this Parish
- Clergy cover for Sundays when "Covid 19" regulations allowed the opening of the building
- Approving the accounts before sending for examination
- Formation of the new sub committees
- The appointment of Daryl Bates as Safeguarding Officer
- Approving the Review Report and APCM packs before publication
- Application for Charitable Status
- Payment of the 2020/2021 Parish Share
- The appointment of School Governors
- Giving the Treasurer access to Internet Banking
- Meetings with the Archdeacon of Surrey regarding forming a link with St Peter's Church Farnborough, in advertising for an Assistant Rector/Minister for St Peter's Church who will become Vicar Designate to St Mark's Church in 2022
- The PCC's response to the "Covid 19" Pandemic and its effect on the opening of the Church building and the Church Hall, including social distancing in both buildings
- Services for Holy Week and Easter
- Co-opting Mrs Angela Gilbert to serve on the PCC until the 2021 APCM.

In addition to the above subjects, the PCC discussed the day-to-day maintenance and running of the Church and Church Hall.

Colin Lagor, PCC Secretary

8 Fabric Report

Due to the pandemic, it was not possible to take any action relating to the Quinquennial Report (2019). We did maintain the heating on at least its minimum setting to prevent any further deterioration in the building. It was noticeable that there was little sign of the dry rot. With only one Churchwarden, it has been difficult to keep up with the terrier, or to update Health and Safety. The Churchwardens should consider such matters in 2021.

Deglan Rowe, Churchwarden

9 Churchwardens Report for 2020

Elsewhere, comments will be made on the finances. COVID presented a huge challenge to St Mark's, but due to careful stewardship by our Treasurer, Mick Smith, we managed to pay a large part of our Parish dues for 2020, bar £20,000. It seems likely that 2021 will present a bigger challenge and the Diocese has been warned already. We must keep some reserves for any emergencies. Notwithstanding the loss of the Vicar, the outstanding Parish share for 2020 is still payable over the following 12 months. This is a consideration for 2021.

We were only able to offer basic services and to attend to the needs of parishioners as best we could. We managed to secure clergy for our combined service held at 10.30 to continue the weekly Eucharist. This was possible with the support of Colin Lagor helping the visiting clergy to understand our routines and providing the music. With the Vicar leaving, we assumed some responsibility for the Vicarage itself and had to liaise with the Diocese on maintenance issues.

Deglan Rowe, Churchwarden

10 Safeguarding Children and Vulnerable Adults

Training for this role is about to happen. As the Church has not been fully open there is nothing else to report.

Daryl Bates

11 Deanery Synod report 2020

Only one meeting of the Synod was held during the year, and it was done electronically via the ubiquitous ZOOM system. Considering the number of parishes in the Deanery, and therefore the number of representatives (Laity and Clergy) that there could be, the attendance was fairly small, with about 16 or so if memory serves correctly. BOTH of St. Mark's lay representatives were present, though Father Ian had, by then, retired, so was obviously not present. The meeting focussed mainly on how parishes had survived during the Pandemic; what methods had been used to stay in contact and look after the spiritual health of the congregations. Considering how 'non-technical' we are at St. Mark compared to other parishes, I was extremely proud to be able to report that we HAD met for worship on Zoom. It was also good to be able to report that we were one of the first churches to open up again for private prayer, quickly followed by being able to have a Eucharist. It seemed that parishes with smaller buildings had difficulty working out one-way systems, and larger congregations needed to have place allocation systems organised. We were very lucky. At the time of writing this report, minutes of the 2020 meeting have not yet been circulated, and I believe that there are some Deanery events/happenings which need to be considered for 2021. HOWEVER, not everyone has a loud voice, and some of the information forwarded about these was not fully understood, so I need to wait to find out what lies ahead as well as learning when 2021 meetings will take place.

Judith Gibbons and James Podger

12 Annex – Reports from Church Groups for 2020

A1 Church Cleaning

After 35 years of my cleaning, this came to an abrupt end with the arrival of the pandemic and the closing of churches. Since then, I have been grateful to those people who have done the occasional sweeping or other cleaning jobs. Particularly the working parties who have done this job before big occasions such as Christmas and Easter. This has ensured that it gets done from time to time and never allowed to get too bad. My thanks to you all.

Felicity Milne

Church Cleaning Episode 2

Following on from Felicity's report, it just needs saying that everything is being done to ensure that the possibility of "disease transmission" is kept to the minimum.

The fact that the church is only open to the public one day a week ensures that any 'Covid' is cleared from the building during the week's gap. When we were allowed to open after the first lockdown, we followed Church of England guidelines for church cleaning, removing various objects which it was thought could transmit the virus. (Some of this has more recently reckoned not to have been so necessary!) Fresh air plays a big part in 'cleaning' so we try to keep doors open as often as possible, but antibacterial sprays and wipes are also very useful. Steam cleaners, long handled dusters, and a well-known brand of floor mop with anti-bac pads have also proved invaluable. We have discovered, whilst cleaning the pews, that a number of them require some TLC, too many fingers gathered splinters during the process. Another 'major clean' was undertaken during the preparations for Christmas. Sprays and wipes are available at all times when the church is open.

Although it doesn't happen every week, at the moment, we also ensure that the brass is polished when it is needed.

There are members of the team who also sneak in periodically and do little bits to keep things tickety boo! This obviously needs a team of willing volunteers, and we have been very lucky. No point in naming names, we would miss somebody, but suffice it to say a big 'Thank you' is necessary to quite a few.

The team

A2 Church Hall Committee

For obvious reason this has been a very quiet year. I have attempted to deal with the ongoing changes following Government Guidelines sent at different times depending on the current Covid regulations. To that end a full Covid risk assessment was carried out, hand sanitisers installed and clear signage on wall and floors put in place.

It goes without saying that the hall income has been drastically reduced during this year.

Daryl Bates

A3 Communication (Magazine)

Production of any sort of magazine during 2020 was of course impossible. However, it seems that more and more of our congregation is able to access electronic information and therefore we advertised/published what we needed to via our website or email. HOWEVER, we were fully aware of those who do not link electronically and ensured that a paper copy of everything was always available, and where possible delivered to those who needed this form of communication.

During 2020 I believe that we managed to 'blunder' on very few occasions.

Judith Gibbons

A4 Music Report

Since 2012 and until just before the start of Lockdown in March 2020, Paul Collins' organ simulator was used at the 10.30 am Sung Eucharist for accompanying hymns, playing Jennette Wickes' music setting of the Eucharist and playing appropriate music before and after each service. On many occasions it was also used for playing at weddings and funerals including the Requiem's for Philippa Nicholas and Father Brian Bessant. During Lockdown, Colin Lagor provided music from a laptop computer playing through the church audio system. Once Lockdown is over, I will gladly continue to play for services in St. Mark's if the PCC so wishes.

Paul Collins

A5 St Mark's Fellowship

Our year started with our usual meetings in February and March. Unfortunately, the pandemic then arrived and we have been unable to meet since. I am hopeful that we may be able to start again once restrictions are lifted.

Felicity Milne

A6 St Mark's Floral Team



Barbara Jones' flowers

A very short report this year. After Philippa Nicholas' funeral we had Father Brian's funeral and Lent. We missed out on Easter and Judith's wonderful Lent creations. Then we had lockdown 1, only we did not know it was to be the first of three, so we had a closed church into the summer. We did have a few flowers when we opened up again until the November lockdown and then Advent. We all enjoyed doing the flowers for Christmas. 4th of January Lockdown 3 started and Barbara Jones' funeral was on the 7th January and then we were into Lent again.

As always, I want to thank the people who not only arrange their flowers, but also pay for them as a gift to the church. I also want to thank those who so faithfully donate to the flower fund at festivals and for special occasions. Barbara was one of those.

Marie Collins

A7 St Mark's Website Update

Father Ian looked after the website right up to the moment he left. He wrote up details about our Zoom Services and how we managed to keep open. After he left, Father Ian provided invaluable support to the Churchwarden. We moved over from 'BT' to the 'Outlook' account and the Churchwarden took time to contact those on the mailing list.

We decided towards the end of 2020, to make changes to the website and updates are still ongoing. The Churchwarden looked at reviews and has made sure it was clear that the church is open. Next year major changes will be made to revamp the website so it is more relevant, including developments on the new appointment which hopefully will take place next year.

Deglan Rowe, Churchwarden

A8 Social Committee

Attempts to continue our busy round of social events have been seriously curtailed but we have done our best to make sure that we have shown the presence of St Mark's to the general public whenever possible. We held a cake and coffee Morning for the MacMillan Cancer Appeal in September and followed this by a very successful "Frost Fair" in December. We have learned the importance of using the church garden at the west end for these events as it is such a visible presence to the community in North Camp.

Daryl Bates
07/05/2021

A9 St Mark's C of E Primary School



St Mark's Primary school continues to be a highly sought after school with an excellent reputation in the local town of North Camp. The last year has been a turbulent one due to the COVID-19 pandemic, and the team have worked tirelessly, not only ensure that the children had access to high quality learning, but also to ensure that the children remained engaged. The last year has taken its toll on staff and I have never been more proud to work alongside a team of highly skilled, dedicated staff who support, live and breathe the strong ethos that the school resonates through its Christian Values.

We have been particularly proud of the daily collective worship 'podcasts' which we recorded for the children at home or at school during both lockdowns. We know from statistics on our website and feedback from parents, that these were extremely well received. In addition, we set challenges for the children to broaden the spirituality aspect of some of the worships and share what they had done on the school BLOG. These challenges enabled children to share spiritual reflections.

Despite not being able to visit the church, due to COVID-19, and the last whole school event in church taking place in December 2019, the school have worked hard to ensure that key events that would normally have taken place in church, have continued to take a high profile in school. The team have considered innovative ways to engage the pupils in worship and reflection.

In October 2020, we said a sad goodbye to Father Ian. This was a huge loss to the school as, coupled with the pandemic, we 'lost' our key link to the church. We have worked closely with Helen Smith at St Peter's church since Father Ian's retirement who has supported the school with a range of recorded collective worships, thematic to the events in school, and taking the lead in our virtual Easter service this year.

In October, we held a virtual Harvest Festival and in November we created a stunning outdoor remembrance tree linked to the names on the wall in the chapel at St Mark's church. In December, the infant department recorded a traditional Nativity, with the Junior children narrating. We also held our annual 'Pause Day' on the last day of the Spring Term and ended the term with our internal, virtual Easter Service.

During our latest Virtual Hampshire partnership review this year the inspector reported:

"Senior leaders have a clear view of the school's strengths and are aware of potential vulnerabilities, with clear plans of action in place to address any identified priorities. Strategic planning is a particular strength. Leaders have built on the strong relationships that exist within the school community and have ensured that good communication is prioritised. Decision making related to the pandemic has taken account of the school's context and has been responsive to circumstances throughout. Careful planning and forethought have meant that the school can deal with ever changing demands...Parents are extremely positive about the strong leadership and clear communication at the school throughout the pandemic."

We are very excited about the prospect of a new Vicar at St Mark's and the new and fresh ideas that he will bring and look forward to working closely with him.

We are really looking forward to the time when we can all step back into the church together!

Annabel Stocchetti, Headteacher





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Diocese of Guildford
Parochial Church Council of the Ecclesiastical Parish
of St Mark South Farnborough (0108)

Financial Statement and Treasurer's Report
Year Ending
31st December 2020

Presented to the
Parochial Church Council of the Ecclesiastical Parish
of St Mark South Farnborough (0108)

17 April 2021

1 Report of the Independent Examiner for the Year Ended 31st December 2020

ST MARK'S PAROCHIAL CHURCH COUNCIL

Independent Examiner's Report to the PCC of St Mark's, Farnborough

I report on the accounts for the year ended 31st December 2020.

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(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 in 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 an audit, and consequently 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 matters have come to my attention:

- (1) which gives me cause to believe that in any material respect:
 - the accounting records were not kept in accordance with section 130 of the 2011 Act; or
 - the accounts did not accord with the accounting records; or
 - the accounts did 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 part of an independent examination
- (2) I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to obtain a proper understanding of the accounts to be reached



Mr Patrick Brown
18 Foxhurst Road
Ash Vale
GU12 5DY

21st April 2021

2 - Financial Statement for the Year Ending 31 December 2020

This year has seen some challenges for the Treasurer - more so than 2019.

The Covid-19 pandemic has, as with so many charities and businesses, seriously affected our Parish worship throughout the year; especially St Mark's traditional Easter and Christmas programmes, coupled with the major effect on Church Hall letting. This has greatly affected income.

March 2020 saw the Church Hall income considerably reduced. This directly affected the available funds to pay the Parish Share. The PCC had already decided at the end of 2019 to reduce the monthly payments to an amount the Parish could afford. As a consequence of the pandemic and to improve the cash flow, the monthly £4,580.00 Parish Share payment was halted altogether to keep some funds in our account.

At the start of 2020 the Finance Committee produced a forecast (which the PCC agreed), to reduce payments towards the Parish Share to £3,400.00 for the twelve payments monthly in 2020. This would help the general fund cash flow. A thirteenth payment would be made to the Diocese of Guildford in December 2020 to cover the outstanding debt of £14,171.04 funds allowing.

In March 2020 the global pandemic dashed what hopes St Marks had of paying the full Parish Share and the PCC found itself in the difficult position of having little or no income to meet the Parish Share as the monthly income barely covered the monthly running costs of the Church and Hall.

The 2020 income against expenditure was about £637.00 short per month. This depleted the surplus of £16K at the start of 2020 to approximately £8K at the end of 2020. 2020 saw a further decrease in income which led to a shortfall in income of about £910.00 per month.

The Gift Aid claim of approximately £14,800.00 for 2019-20 was a welcome addition to the funds, enabling St Marks to decrease the Parish Share debt to £20,000.00.

The continuing efforts to increase the size of the congregation have again met with varying success and produced some superb 'one off' events. However this has done little to improve the financial situation.

St Mark's Church remains reliant on a dedicated core, who continue to work tirelessly to keep the Parish in the black.

The outstanding debit of £3k for the restoration of the Memorial Chapel has been paid to the Benefactor, keeping the promise to clear the outstanding amount in early 2020.

The Parish is now registered with the Charities Commission, registration number 1188893. The registration was required because of the magnificent fund-raising activities in 2019 for the Memorial Chapel restoration which pushed our income over the £100,000.00 limit. It was hoped that the income would once again reach and exceed such figure as there is much work required to the Church building.

Once again as the Treasurer I would like to thank everyone for the support given to the continuation of the Parish and with your continued support, and the grace of God, our continuing success.

3. 2020 - Income

The total income fell from £90,419.73 in 2019 to £65,549.50 at the end of 2020.

This is a decrease in income of £24,870.23 and is directly attributable to the reduced income from Planned Giving and the letting of the Church Hall. The total decrease would have been greater than £40,000.00, but for claiming the outstanding gift aid for 2017-18 and 2018-19 in the sum of £14,802.98 claimed from HMRC in Gift Aid. For the 2020-21 tax year, the claim will only be approximately £3,800.00.

Planned Giving using weekly:-

A) Monthly Standing Orders (SO) have seen an increase from £11,965.00 in 2019 to £16,065.25 for 2020. This is an increase of £4,000.25 - a big thank you to the people who now give by Standing Order as regular giving enables planning as to when the bills can be paid.

B) Gift Aid envelopes:

The Gift Aid envelope scheme has seen a large decrease from £7,705.01 in 2019 to £3,223.20, a decrease of £4,481.81. This is a direct result of Covid-19 as the reduced number and style of Church services has had a direct effect on attendance. Some of the reduction is as a result of switching from the envelope scheme to monthly SO giving. Three more people did this, making a total of thirteen people contributing in this manner.

C) Gift Aid Blue envelopes:

Again this method of donating has been hit hard from the reduced Church opening and services with the figure of £3,253.40 in 2019 dropping to the £2,027.00 figure for 2020, a decrease of £1,226.40.

D) Open Plate Collection:

The open plate has also seen a decrease from £6,191.00 in 2019 to £3,404.50 in 2020, a decrease of £2,786.50. Again this type of donation has been hit hard from the reduced Church opening and services.

This is a worrying trend as the non-SO planned giving, yellow envelope, blue envelope and open plate in total are approximately £8,500.00 down on 2019, providing less to cover the two major monthly outgoings, these being the Parish Share (£4,590.61 per month) and buildings insurance (£483.54 per month). Gas, electric, water etc. are extras that vary month to month; gas bills for the Church are £800.00 to £1,000.00 per month in winter and approximately £35.00 per month in the warmer months.

The Church Hall is the biggest contributor of income to the general fund that under normal circumstances would make up the shortfall in planned giving receipts to pay bills. Even the herculean efforts of Mrs Daryl Bates and her band of selfless people who maintain and normally keep the Church Hall virtually fully booked has been thwarted by Covid-19 rules and regulations, this has had the effect of reducing the Hall receipts from £45,061.09 in 2019 to a greatly reduced figure of £19,082.83 a decrease of £25,978.26. Nevertheless, without the continued commitment from this small group of people, life would be very different at St Marks.

The outstanding HMRC Gift Aid claim for 2018 and 2019 has collected a total of £14,802.98, some of this income was used to make a second payment of the Parish Share.

The Gift Aid claim for the year 2020-2021 is still to be processed but, with the reduced income, it will be around £2,900.00 for the envelope and open plate and £3,900.00 for the standing order income making a total of approximately £7,000.00 in total. This will go some way to covering the shortfall in the 2020 Parish Share debit.

2020 Income

2020 Income	Unrestricted Funds		General Fund 2526	Restricted		Total	Total
	Church £	Hall £		Development Fund General £	Memorial Chapel £	2020	2019
Voluntary Income							
Planned Giving Standing Orders	16,065.25					16,065.25	11,965.00
Planned Giving Yellow Envelopes	3,223.20					3,223.20	7,705.01
Gift Aid Blue Envelopes	2,027.00					2,027.00	3,253.40
Open Plate Unrestricted Cash	3,404.50					3,404.50	6,191.00
Donations Restricted to 6725				525.00	740.00	1,265.00	7,071.34
Donations Restricted to 2625			2,220.00			2,220.00	0.00
Votive Candles	0.00					0.00	119.34
Sundry Book Shelf Hall	0.00					0.00	40.00
HMRC Refunds	13,289.23				1,513.75	14,802.98	2,808.62
	38,009.18		2,220.00	525.00	2,253.75	43,007.93	39,153.71
Income from Investments							
Bank interest & compensation (CCLA)	56.79			2.31		59.10	103.84
	56.79		0.00	2.31	0.00	59.10	103.84
Income from church activities							
Cakes, coffee, crafts	16.79			0.00		16.79	
Charities (Rest collected to be paid out)	0.00					0.00	533.80
Spring Summer Autumn etc. Fayres	1,290.85					1,290.85	990.23
Hire of the Church	0.00					0.00	0.00
Church Hall Lettings	0.00	19,082.83				19,082.83	45,061.09
Magazine	0.00					0.00	83.80
Fundraising						0.00	667.40
St Mark's PCC Fees	1,092.00					1,092.00	3,471.10
Refund on utilities	0.00					0.00	354.76
	2,399.64	19,082.83	0.00	0.00	0.00	21,541.57	51,162.18
TOTAL INCOMING RESOURCES	40,465.61	19,082.83	2,220.00	527.31	2,253.75	64,549.50	90,419.73

4 - Expenditure:

The total expenditure for 2020 was £51,436.42. This is a decrease of £39,076.24 from the 2019 figure of £90,512.66. This figure is smaller than the £17,447.06 figure from last year as no major works or projects could be undertaken due to lack of funds and the repayments of the loan for the Chapel restoration.

The Diocesan Board of Finance gave £9,850.00 in Covid-19 support of the Parish share. With the payments that St Marks has managed to pay, this has left a Parish share underpayment of £20,000.00.

In 2020 the Finance Committee produced a forecast (which the PCC agreed), to reduce the Parish Share to £3,400.00 for the twelve payments in 2020. This would help the general fund cash flow. A thirteenth payment would be made to the Diocese of Guildford in December 2020 to cover the outstanding debit of £14,171.04 funds allowing.

In March 2020 the global pandemic dashed what hopes St Marks had in meeting the Parish Share and the PCC found itself in the difficult position of having little or no income to meet the Parish Share as the monthly income barely covers the monthly running costs of the Church and Hall.

The Parish Share figure for 2021 has been held at the 2020 figure of £54,971.00 per annum which is equal to £4,580.92 per month. Adding the outstanding £20,000.00 to the 2021 figure of £54,971.00 (74,971.00 total) would make the Parish Share repayment figure for 2021 £6,247.60 per month.

Given the situation, all expenditure has been put on hold. Only essential and safety works have been carried out to keep the expenditure as low as possible.

The fact remains that a potential £120,000 to £220,000 sum to deal with the issues of the dry rot and roof repairs, along with the work required by earlier and upcoming Quinquennial inspection, are still real and need addressing. These costs will not go away and will continue to increase.

The utility bills are being monitored to ensure both the Church and the Hall benefit from being on the best contracts available at the time. These are the greatest items of expenditure after the Parish Share and buildings insurance.

The Loan for the restoration of the Memorial Chapel is now complete as the £3,000.00 outstanding to the Benefactor, was paid in May 2020.

A renewed effort is now required for fundraising for the Church building and roof fund. The Quinquennial report lists some work that is needed fairly promptly to maintain the integrity of the building.

2020 Expenditure

2020 Resources Expended	Unrestricted Funds		Restricted Funds		Total	Toal
	Church £	Hall £	Development Fund General £	Memorial Chapel Project £	2020 £	2019
CHURCH ACTIVITIES						
Ministry						
Diocesan Parish Share	25,121.00				25,121.00	50,492.04
Working Expenses	196.90				196.90	483.56
Vicarage Expenses	846.89				846.89	712.59
Visiting Clergy	141.90				141.90	0.00
Upkeep of Services	644.55				644.55	1,641.96
Church						
Insurance	4,243.08	1,916.16			6,159.24	5,730.48
Utilities	4,828.91				4,828.91	5,633.89
Boiler Maintenance	0.00	137.00			137.00	650.40
Repairs, Maintenance Certifications	114.00	1,007.17			1,121.17	1,645.31
Church Music	0.00	990.34			990.34	1,096.48
Verger / Organist	270.00				270.00	1,580.00
Memorial Chapel Project				0.00	0.00	0.00
Hall						
Running Costs		5,483.52			5,483.52	5,299.20
Utilities		4,532.47			4,532.47	5,342.54
Hall Sundries		722.53			722.53	753.30
Hall Major Expenditure Repair Maint		140.00			140.00	6,945.51
Bad Cheques Refunds & Deposit Returns		100.00			100.00	473.00
Other Parish Expenses						
Charity Restricted paid out	0.00				0.00	533.80
Church Management and Administration						
Parish Admin	0.00				0.00	89.10
Magazine	0.00				0.00	279.00
Quinquennial Inspections			0.00		0.00	1,130.50
TOTAL RESOURCES EXPENDED	36,407.23	15,029.19	0.00	0.00	51,436.42	90,512.66

5 - 2020 Statement of Assets and Liabilities

<u>Assets</u>	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
General Fund:				
NatWest Bank 2526	16,573.15	2,220.00	18,793.15	8,517.92
C of E CBF No. 2 Account	12,410.44		12,410.44	12,357.97
C of E CBF No. 3 Account	545.94		545.94	543.63
Development Fund accounts:				
NatWest Bank 7625		5,314.11	5,314.11	5,535.36
C of E CBF Account No.4		1,019.78	1,019.78	1,015.46
Total Assets	29,529.53	8,553.89	38,083.42	27,970.34

6 – Movements in Restricted Funds during the year 2020.

	Bal B/fwd	Receipts	Payments	Transfers In	Loans	Bal C/fwd
Dev Fund NW 7625 Gen	4,101.72	365.00	0.00			4,466.72
Dev Fund NW 7625 Memorial Chapel	1,333.64	740.00		1,513.75	-3,000.00	587.39
Dev Fund NW 7625 Roof works	100.00	160.00	0.00			260.00
CBF No.4 004D Restricted	1,015.46	4.32				1,019.78
TOTAL	6,550.82	3,489.32	0.00	1,513.75	-3,000.00	8,553.89

Liabilities

The difference between the total cost of the Memorial Chapel restoration project and the money raised was met by a single benefactor as an interest free loan to be repaid as soon as practical

Liability to the benefactor	Payments	Bal C/fwd
Total Outstanding		£3,000.00
27/05/2020	-£3,000.00	£0.00
		£0.00
	Total outstanding	£0.00

Liability to Guildford Diocesan Board of Finance of Parish Share.

2020	Required Monthly Payment	Actual amount paid	covid 19 Support from Dioceses	Still owing for 2020 Parish Share of £54,971.00
January	4,580.92	3,400.00		51,571.00
February	4,580.92	3,400.00		48,171.00
March	4,580.92	3,400.00		44,771.00
April	4,580.92		4,850.00	39,921.00
May	4,580.92			39,921.00
June	4,580.92			39,921.00
July	4,580.92	10,200.00	3,000.00	26,721.00
August	4,580.92			26,721.00
September	4,580.92			26,721.00
October	4,580.92			26,721.00
November	4,580.92			26,721.00
December	4,580.92	4,721.00	2,000.00	20,000.00

Development Fund

The NatWest development fund, a restricted account, can only be used for PCC specified projects.

- 1) Nonspecific Fund: (Restricted within the NatWest ----7625 account) restricted fund of £4101.72 and receipts of £365.00 and expenditure of zero giving a balance of £4,466.72

- 2) Memorial Chapel Restoration Fund (Restricted within the NatWest ----7625 account) carry forward of £1,333.64 and receipts of £2,253.75 expenditure of -£3,000.00 balance of £587.39.
- 3) Church Roof Works (Restricted within the NatWest ----7625 account) carry forwards of £100.00 and receipts of £160.00 with Zero expenditure, balance of £260.00
- 4) The restricted NatWest -----7625 account balance at 31 December 2020 is the combination of the £4,466.72, £587.39, £260.00 and for a total of £5,314.11

7 Forward to 2021 and further years

As in last year's 'Forward into 2020', St Marks is now reaching a point of unsustainability and some major action will need to be taken to ensure the future of St Marks'. In its present state this is not proving to be easy.

The events planned for 2020 have not been as successful as was hoped, and in March 2020 Covid-19 reduced the ability to hold services. St Marks is not as technologically savvy as some parishes, so reaching any potential followers through the various multimedia platforms has not been pursued and that has left St Marks in a technological backwater.

As in previous years, St Marks will be facing a potential £120,000 to £220,000 sum to deal with the issues of the dry rot and roof repairs, along with the work required by the 2019 Quinquennial inspection.

2021 has seen the Diocese freeze the Parish Share at the 2020 figure £54,971.00 – unfortunately, it will be impossible for St Mark's to meet this, as it would require a monthly payment of £4,580.92 with an extra payment of £1,666.67 to cover the outstanding £20,000 from 2020 to the Diocese, plus Insurance of £483.54 and utility bills of approximately £1,000 making a total monthly outgoing of £7,731.12 and this before any Quinquennial or maintenance work is paid for.

Some time ago, the Church Wardens met the Archdeacon of Surrey at Church House, Guildford, to warn that the increase in Parish Share was unsustainable without a change in direction of the church. Plans are afoot to work with St Peter's Farnborough, to implement permanent changes to insure a good outcome for the parish.

Bank Account Functions

General funds

NatWest Account ---2625 - this is the account used for the day to day running of the Church and Church Hall.

C of E CBF No.2 account - this is the savings account for general none restricted funds.

C of E CBF No.3 account – this is a designated account that can only be for music at St Marks.

Restricted Accounts

NatWest Account ---7625- this is a restricted account and can only be used for the maintenance and upkeep for the Infrastructure of the Church, and specified projects

C of E CBF No.4 Account - this is a savings account for the development funds, same restrictions as for the NatWest Account

This report was presented to the Parochial Church Council for first review on 26 March 2021.

Compiled by Michael Smith

Treasurer for the PCC of the Ecclesiastic Parish of St Mark South Farnborough

Registered Charity Number 1188893