

# THE MOTHERS' UNION DIOCESE OF GUILDFORD

ANNUAL REPORT AND ACCOUNTS

FOR YEAR ENDING

31ST DECEMBER 2020



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The Mothers' Union – Guildford Diocese

All Saints' Church Hall Office, 564 Woodham Lane, Woking, Surrey, GU21 5SH

Registered Charity No – 249931

Patron – H. M. The Queen

Annual Report and Accounts year ended 31<sup>st</sup> December 2020

Diocesan President	Mrs Antonia Wilson,	64, Claygate Lane, Esher, KT10 0BJ
Vice Presidents	Mr Edwin Catt,	9 Cricket Lea, Lindford, Bordon GU35 0PY
	Mrs Dorothea Nattrass,	22a Scotland Lane, Haslemere GU27 3AL
Administrator	Mrs Lesley Templeman,	Cornerways, Horsell Park Woking GU21 4LY
Treasurer	Mr Stephen Moore	10, Badger Close, Guildford GU2 9PJ
Chaplain	Vacant	
Banker	Lloyds Bank Plc	147, High Street, Guildford GU1 3AD
Independent Examiner	Mr Gavin Loveday	3 Fellow Green, West End GU24 9LL

Trustees

Diocesan President	Mrs Antonia Wilson
Vice Presidents	Mr Edwin Catt and Mrs Dorothea Nattrass
Unit Co-ordinators	Mrs Shirley Martin and Mrs Sylvia Taylor
General Trustees	Mrs Carol Bingham      Mrs Dawn May
	Mrs Jane Summerfield      Mrs Sheila Sutherland
	Mrs Diana Wood

## Aims and Objectives

The Aim of the Mothers' Union is the advancement of Christian Religion in the sphere of marriage and family life, and in furtherance of the said aim (but not otherwise) to carry out all or any of the following objects.

1. To uphold Christ's teaching on the nature of marriage and to promote its wider understanding.
2. To encourage parents to bring up their children in the faith and life of the church.
3. To maintain a world-wide fellowship of Christians united in prayer, worship and service.
4. To promote conditions in society favourable to stable family life and the protection of children; and
5. to help those whose family life has met with adversity.

## Organisation



Lesley Templeman Administrator and Antonia Wilson President.

Management of the Charity is by the Board of Trustees which is made up of elected members and four non-voting members, the Administrator, the Treasurer, the Diocesan Chaplain and the Editor of the Diocesan Newsletter. The organisation is represented in all twelve Deaneries and there are 35 branches across the Diocese, as well as about 90 deanery and diocesan members.

There are normally two Members' Meetings per year, but in 2020 the May meeting was not held due to the Covid-19 lockdown and the

November meeting was held virtually via Zoom. The Annual Lady Day Service in Guildford Cathedral had to be cancelled due to the pandemic. The trustees meet a minimum of four times per year as required by the constitution; most of the meetings in 2020 took place virtually via

Zoom. Despite the pandemic two copies of the diocesan magazine, The Angel, were produced and the regular e-newsletter continued to go out to members, at least once or twice a month.

## **Financial Statement**

There were no unexpected problems financially this year. The trustees continued to review of the amount that was held in reserve. This year the reserves were reduced with money sent to the central charity in support due to their loss of income due to the Covid Pandemic. Gift Aid was claimed again this year. The account opened to allow payments to be made by transfer is being well used with over half the membership using it and is also acting as an Agency Account. The account is separate from the main general account.

## **Funds and Activities**

Much of the work of the charity is based on face-to-face activity and was severely curtailed by the Covid pandemic. We continued to offer as much help as we could remotely. Please see the reports below.

1. **Parenting Programme:** providing Parenting Training courses for members and Clergy, including post training support.
2. **Away From It All:** a scheme to provide holidays for needy families.
3. **Women's Refuges:** support and practical help for women in refuges and who are trying to rebuild their lives, through the Surrey and North East Hampshire Women's Refuges.
4. **Hospital Emergency Admissions:** supplying comprehensive toiletry bags for emergency hospital admissions. Direct liaison for speedy provision.
5. **Prisons:** in three prisons across the Diocese. Support for families with one partner in prison. Providing play workers and toys to engage with children visiting, encouraging a family environment and giving parents/adults space and time to talk. We also supply facilitators for a parenting course in one prison.

Running craft sessions and 'Friday Club' enabling inmates to make cards and write letters to their families. Providing gifts at Christmas and support for families in need.

6. **Advocacy, Lobbying and Consultation** on Women's issues and Family matters both in the UK and Internationally. Many campaigns have been spearheaded by the MU and taken up by the government of the day, resulting in changes to the law in favour of women, children and families.

## **Additionally:**

7. Information and Communication via the Diocesan Website; The Angel – bi-annual magazine newsletter; weekly e-newsletter which has been revamped to meet the requirements of the organisation...
8. A sales and literature service for Information and Fundraising. Includes Marriage Packs suitable for clergy and lay persons.

## **Faith Based Activities**

Due to the nature of these activities most were curtailed under the restrictions for Covid 19. Please see the reports

- A. Annual Lady Day Service on Feast of the Annunciation.
- B. Monthly Pilgrimage of Prayer at Guildford Cathedral, led by deaneries by rotation
- C. Intercessory Prayer: Emails are sent out when a particular emergency prayer is required. In some cases, small groups convene to concentrate prayer for these requests. When possible an update on the situation is reported to members and appreciation acknowledged.
- D. Silent Retreats are held twice this year at the House of Prayer at East Molsey
- E. Support for The Mothers' Union central projects through branch fundraising and supporting national and international appeals.
- F. Maintaining links with and support of Mothers' Union members around the world, especially through our Wave of Prayer



### **President's Report**

The work of the Diocesan President during the main part of 2020 has been, by the nature of the worldwide Coronavirus pandemic, conducted remotely. The Board of Trustees have all embraced the remote board meetings and have worked hard to ensure that all members were kept briefed on events.

The Board has continued to ensure that governance and financial matters are kept up to date, supporting the central charity where appropriate especially where the loss of fund raising, and external support has impacted their work considerably.

Administratively we have ensured that data of membership has been kept safe whilst ensuring that contact between the office and members, and amongst members, has been possible

securely. This has been a vital element in the continuance of Mothers' Union Guildford's work supporting those most in need during this period.

1. The website has been kept up to date as a vital tool of communication.
2. Visits have been curtailed by circumstance but as Diocesan President I have kept in telephone and email contact with many branches and individual members, especially where members were having local difficulties in continuing certain aspects of their support for the community and the housebound.
3. Due to the inability to conduct the monthly Pilgrimage of Prayer Services in Guildford Cathedral we embraced the live-stream and zoom methods of leading these times of prayer. As a result, there was greater uptake and attendance by members from around the diocese than may have attended in person. A real advance in sharing our prayers and fellowship and a way of conducting services that will continue as well as in person attendance. Housebound members have been able to attend for the first time and personal feedback on this has been incredibly positive.
4. Our Treasurer co-ordinated the support from Guildford Diocese for the specific Financial Appeal from Mary Sumner House (Central Office of The Mothers' Union). This was a one-off mass fund raising call to all worldwide members to ensure that, where funds had already been promised for projects both nationally and internationally, responsibilities and liabilities could be met. Guildford Members were particularly generous in their response.
5. The Administrator worked particularly hard to ensure that all members were kept up to date with the weekly/fortnightly e-newsletter, as well as circulating the bi-annual magazine either by email or post as appropriate.
6. I have represented the trustees and diocesan members at a number of meetings including many additional ones which were necessary during this critical financial hiatus.

All Remote/Virtual meetings:

Provincial Meeting,

Annual Gathering presentations,

Senior Leadership with Diocesan Presidents Meetings,

South-East Cluster of Diocesan Meetings,

Fund Raising Discussions,

Webinar and Training sessions – particularly on the new use of online resources and technology.



7. Trustees have continued to represent the diocese at meetings and in action for the AFIA (Away From It All) holiday scheme – much diminished in 2020; MUe (Mothers' Union Enterprises) – ensuring that all sales of MUe products are available by post or delivered personally around the diocese.

During 2020 physical activities were restricted to very local support often of vulnerable members and other in the community. MU members who were unable to get out during lockdown got involved make items for local families and more centralised projects and many were a telephone support for lonely people – even when they might feel lonely themselves. Members themselves have been supported locally by other in their communities thus the true nature of MU membership has shone through with mutual support for those in need.

Whilst commitment to MU by subscriptions is now done mainly with online payments and cheques sent to our administrative office, those who are not able to do this have been helped locally, even without branch or group meetings. All local branch officers have made a greater than usual effort to ensure no member is without support.

The annual Lady Day Eucharist planned for March 2020 had to be cancelled at short notice and unfortunately it was too soon to have streaming in place. However, the Cathedral and clergy involved have agreed to be part of the 2021 service, in whatever form that takes.

The 2020 theme of Building Hope and Confidence was a real challenge, but in many ways the new uses of technology and the new ways members have used to remain in contact and to support each other and their local communities in particular, have been an unexpectedly strong outcome for that theme.

The Members' Meeting in May was also cancelled at short notice. This meeting would have included the AGM. The Charity Commission gave permission to miss out the AGM subject to the Annual Report being circulated, the members being informed and any comments or objections acted upon. There were no objections or adverse comments.





The Members' Meeting in November was conducted very successfully remotely. Contributors from across the diocese were able to present their part, and many members who would not have been able to travel signed in and welcomed the information as well as prayerfulness and fellowship offered.

The Surrey Refuges for those fleeing domestic violence asked for financial rather than physical donations of goods. A fourth Refuge opened due the pressure of lockdown and the added requirement. MU members were extremely generous in their donations supporting all four refuges.

Equally well supported have been the toiletry bags for emergency admissions at St. Peter's Hospital in Chertsey and other local hospitals.

The first on-line parenting course was run, very successfully with the parents involved being grateful for the support. This gave both parents the opportunity to attend without the need for babysitting to be sorted.

MUe (Mothers' Union Enterprises) has done quite well considering there have been very few in-person events. Members have ordered their requirements online and these have been posted or delivered personally to them.

Members of Guildford Mothers' Union have continued throughout the year to give their time and expertise where applicable and in different ways, never letting the pandemic diminish their desire to help. Only noticeable is a frustration at the inability to be able to help more!

**MU Services, Training Days and Conferences attended by members of the Trustee Board and other Members.**

**Bi-monthly Trustee Board meetings** –Trustees, Administrator & Treasurer  
**Monthly** Pilgrimage of Prayer services were held on line via Zoom.

## **Reports from Co-ordinators**

### **AFIA**

Edwin Catt, Vice President, writes:

Before the lockdown one holiday had been arranged but this had to be postponed until the next year

## **Action and Outreach**

Shirley Martin, Action and Outreach Coordinator, writes:

This year has been difficult to get involved in any outreach events like the Summer party or the annual celebrations at the refuge.

The refuges have been inundated with donations from people who have been having big sort outs during lock down and so have been unable to accept offers from our members.

No volunteers have been allowed into any of the prisons that we usually go into regularly to look after visitors' children or to run craft activities for the women.

Also, all parenting courses in and out of prisons have been stopped.

The only thing that we have been able to do is to provide individual packs of craft materials so that the women can make cards in their cells. We have provided 30 packs every 2 weeks since the end of March.

## **PARENTING**

Diana Wood the Trustee in charge of Parenting writes that:

Parenting sessions in H.M.P. Send sadly haven't been possible during this COVID year.

I was about to start a different type of parenting course at Church on the Heath, Fleet. I was excited to have found a Parenting for Faith course. This seemed to me to be absolutely what Mothers' Union should be encouraging, but lockdown came upon us. I thought I was going to have to wait until we regained our freedom to meet up before starting the course. However then like so many others I discovered Zoom. With a little fear and considerable trepidation, I challenged myself to presenting the course virtually. It was very experimental for me. However, nine parents joined me on Zoom every Tuesday evening for two months. It was a journey of discovery. The course explores how parents can come alongside their children helping them to connect with God. Parents are so much better placed for this role than church or Sunday school leaders in that they live with the children and don't only see them on a Sunday. We explored how our children can chat with God, anytime, anywhere and about anything, we explored how to help them to 'catch' from God, following the example of Eli to Samuel. We explored how our children experience many waves of interest and not to worry if we miss opportunities, another wave always comes. We explored how we minister to our children and finally how our children connect with church. All of the parents stayed the course, all of them said not only their children are benefiting from what we've learned, but that they are too, so am I.

Zoom proved to be a surprisingly good medium for a parenting course. The advantages of the online course were that parents didn't have to leave the comfort of their own sofas and had no need for babysitters, they felt safe and were willing to share at a deep level. The course was happening during an unprecedentedly stressful time, home-schooling, home working, lockdown, fear and uncertainty about everything in the pandemic. The parents had the opportunity to realize they weren't the only ones sometimes struggling, there was as much positive power in the online group as there would have been had we been together face to face in the flesh.

I have facilitated a second group during lockdown 2. It certainly helped me pass the time productively.

## **Faith and Policy**

Sylvia Taylor, Faith & Policy coordinator writes:

During the pandemic the retreats which we had held twice a year have had to be cancelled. But I am pleased to say the confidential prayer chain has been used; it is and working well and greatly appreciated.

This year the Mothers' Union and United Nations Commission on the Status of women UNCSW was held on Zoom instead of person in New York. This gave more people the chance to see what happens.

Nationally the Mothers' Union has taken part in many campaigns in 2019 and 2020. Guildford members were able to contribute to submissions about the Domestic Violence bill which became law in 2021.

For the 16 Days of Activism, we held a candle-lit vigil by zoom on the 25<sup>th</sup> November, supported by the Bishops of Guildford and Dorking. An online coffee morning on the 5<sup>th</sup> December, hosted by the Diocesan President Antonia Wilson, was held to mark the Global Day of Action, and members attended a Zoom Conference on the 10<sup>th</sup> December, led by Bekah Legg, Director of Restored, an international Christian alliance working to transform relationships and end violence against women.



## **From our Branches**

### **Banstead**

After a year where a solitary existence happened for many, including Branch members. We initially wrapped over 2 dozen gifts for Reigate and Banstead Borough's initiative to reach out to those spending Christmas alone

this year. They consisted of men's and ladies' toiletries, boxes of chocolates, men's wallets, socks, scarves, gloves and Christmas cake, each with a message of love from the Mothers Union.

## Lightwater



It's been a difficult year, but with some very positive events. We've been in touch with 45 members each month by newsletter sent by email or hard copy, or through phone calls and occasional doorstep visits. We have held 8 socially-distanced coffee mornings or tea afternoons in members' gardens during the summer and raised £236.50 for MU as a result (about 42 people attended – one or two non-members among them). In October we held a Mothers' Union service of uplifting music, readings and prayers – all suggested by

members. It lasted 1 hour, was strictly in accordance with our church Covid policy with social-distancing policy etc. This was attended by 23 members, including several who had not ventured to a church service since the first lockdown. It was a great success. So many people said they were feeling a bit negative and needed the 'lift' and it was gratifying to see those who had not ventured out before. For Christmas we held another service, this time of Advent and Christmas music and readings, attended by 25 members and guests – again much appreciated. We have also held a grand raffle to raise money for the women's refuges. The first prize was a wonderful Nativity Christmas cake (made by one of our members) and proceeds amounted to £196.

## Lyne

On Sunday 6th December we had a toy service in church. In the past many Mother's Union groups have donated toys to this event. The toys will be taken to the Stanwell Event where needy families can ensure that their children receive some gifts at Christmas.

For many families it has been a very hard time, and this will help both adults and children.







## Cranleigh

We at Cranleigh have been busy since the first lockdown in March. Various members have been phoning members, and neighbours keeping in touch, doing shopping collecting prescription's etc,

Most of our members are over 70 years so it has been limited to what they can do, also their families were



very insistence that they stayed at home. We have walked with various members when allowed during the year and have helped with scrubs and made over 200 scrub bags for the Royal Surrey Hospital, we have made face masks for staff and visiting patients and made over 500 masks face masks for staff and visiting patients and we also made Christmas masks. Some of our members have been involved with starting Cranleigh Shines, which is encouraging people to put stars in their windows and shops for the season of Advent and have made star bunting which we have put up around St Nicolas Church for the season

## Statement of Financial Activities

	Notes	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
<b>Incoming Resources</b>					
Membership and Legacies	1	23,602		23,602	24,180
Gift Aid Received		2,528		2,528	2,141
Income from Charitable activities		5,882		5,882	13,797
Other trading activities		819		819	4,971
Investment income		1,753		1,753	1,817
Other income			4,112	4,112	1,850
<b>Total Income</b>		<b>34,584</b>	<b>4,112</b>	<b>38,696</b>	48,756
<b>Expenditure</b>					
Subscriptions to M S H	2	0	14,331	14,331	11,331
Families First		0	0	0	559
Direct Charitable Expenses		1,096	0	1,096	8,756
Retreats and conferences		0	0	0	24,238
Support for Central Charity	3	0	33,144	33,144	0
Management and Administration		13,177	0	13,177	16,647
Loss/Gain on Investments		(3,403)	0	(3,403)	(8,731)
<b>Total Expenditure</b>		<b>10,870</b>	<b>47,475</b>	<b>58,345</b>	<b>52,818</b>

<b>Net income over expenditure before transfer</b>				<b>(19,649)</b>	<b>(4,062)</b>
<b>Balance Sheet</b>					
Funds Held in Bank 31/12/20	4	3,144	0	3,144	4,372
Funds Invested (office) 31/12/20	5		50,285	50,285	49,293
Funds held by branches 31/12/20	6	5,144	0	5,144	10,226
Restricted Funds to MSH	7	0	0	0	0
Designated Funds for Diocesan projects	8	0	20,269	20,269	23,587
Value of MUE Stock	9	1,115	0	1,115	1,115
Debtors	10	0	0	0	0
Fixed Assets (Office Equipment)	11	0	0	0	0
<b>Reconciliation of funds</b>		<b>9,423</b>	<b>70,554</b>	<b>79,957</b>	<b>88,863</b>

### Designated Funds for Diocesan Projects

Fund	B/Fwd.	Income	Expenditure	Balance in the year	C/Fwd
Away from it all	7,397	1,025	326	699	8,096
Women's Refuge	0	397	397	0	0
Work in Prisons	3,822	220	608	(388)	3,434
Parenting	529	390	0	390	919
Literacy	5,304	1,213	153	1060	6,364
Mothers' Union Enterprises	1,456	588	588	0	1,456
<b>Total</b>	<b>18508</b>	<b>3,833</b>	<b>2,072</b>	<b>1761</b>	<b>20.269</b>

### Expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
<b>Outgoing Resources</b>					
Office Rent		4,200		4,200	4,200
Salaries		7,375		7,375	8,971
Telephone and Broadband		883		883	736
Postage		0		0	8
Insurance		0		0	495
Trustees' Expenses		0		0	1,205
Travel Conference and Training		0		0	0
Web Site and Software		190		190	386
Miscellaneous (Bank Charges, Stationery, Printing and Photocopying)		529		529	827
<b>Total</b>		<b>13,177</b>		<b>13,177</b>	<b>16,647</b>

## Notes

### 1) Membership and Legacies

We have not received any legacies this year. The Income comes from membership and donations to various funds. The portion that is sent to Mary Sumner House for their use and the various appeals where monies have been raised has been passed on.

- 2) This cost is for the production of the Angel, the running of the office and trustees' expenses incurred carrying out their duties. No trustee was paid anything other than expenses in this year.
- 3) It was agreed by the trustees that funds should be transferred during this financial year to support the discrepancy it fund raising at Central Charity.
- 4) Funds are held in the General and Trading Bank Accounts.
- 5) Funds invested are in Shares administrated by the Guildford Diocese Board of Finance. We hold 2,577 shares in the fund; after rising in early 2018, the value decreased towards the end of the year.
- 6) These funds are held by the Deanery and Branch organisations at year end and do not contain membership for the next year. Some of these funds are allocated for certain projects after the year end.
- 7) These funds are destined for Mothers' Union from appeals during the year. The majority of these funds were transferred before the end of the year. The outstanding amount is a late input for the summer appeal.
- 8) These funds are for the use of their designated use for work within the Diocese or as the Trustees decided.
- 9) This is the current value of the stock held for sale. Stock is held by the MUe rep. and the office.
- 10) We had no debtors at the end of the year.
- 11) We have only a desktop and laptop computers and printers as fixed assets. Theses are now of zero value.

## Accounting Policies

These accounts have been prepared in accordance under the historical cost convention and in accordance with applicable accounting standards and the Charities Statement of Recommended Accounting of Charities (SORP).

## Investments

Funds are invested by Mothers' Union Guildford Diocese with the Central Board of Finance of the Church of England in their investment fund as income shares. We have 2,577.30 Shares as of 31<sup>st</sup> December 2019. The remaining Investments are invested with the Guildford Diocesan Board of Finance and consist of 311.39 units in Guildford Board of Finance Investment Fund

## Administrator and Treasurer

The number of persons remunerated for working for the charity during the year was three.

## Trustees' Remuneration and Expenses

No remuneration directly or indirectly has been paid out of funds of the Charity for the year to any trustee.

Management and administration costs including expenses reimbursements to trustees in connection with activities of the charity.

## Risk Assessment

Procedures have been put into place to manage any risk, financial or otherwise, which in any way would damage the reputation of the charity or prevent the charity continuing.

## Reporting of Serious Incidents

The Trustees confirm that they are aware of their requirement to report any serious incidents which could cause harm to the charity. For the financial year 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020, we can report that no serious incidents have occurred which have resulted in a significant loss of funds or risk to the work, beneficiaries or reputation of the charity during this period.

## Reserve Policy.

The trustees have invested funds to protect the future of Mothers' Union Guildford Diocese, investments are detailed above, and in addition the Diocesan Fund provides reserves to allow funding of the future and existing projects within the Diocese. A review of this policy has decided that over the next couple of years these funds will be reduced and the amounts that are held at branch level will be reviewed.



## Independent Examiners Report.

This report on the financial statements for the Guildford Diocese Mothers' Union for the Year ended 31<sup>st</sup> December 2020, are set out above, in respect of an examination carried out in accordance with Church Accounting Regulations 2006 ("the regulations") and s.4 of the charities act 1993 ("the act") and in accordance of the new Charities Commission guidance.

### Respective responsibilities of the Trustees and the examiner.

The charity trustees are responsible for the preparation of the accounts. The charity considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 ("the 1993 act") as amended by section 28 of the Charities Act 2006) and that an independent examination is required.

It is my responsibility to: -

- Examine the accounts (Under section s43(3)(a) of the 1993 Act, as amended).
- To follow procedures laid down by General Directions given by the Charity Commission (Under section 43(7) of the 1993 Act, as amended); and
- To state whether particular matters have come to my attention.

### Basis of the report

My examination was carried out in accordance with the General Directions given by the Charities Commission under s. 43(7)(b) of the Act. The examination includes a review of accounting records kept by the Trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion on the view of the accounts.

### Independent Examiners statement

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

1. which gives me reasonable cause to believe that the material respects the requirements,
  - To keep accounting records in accordance with Section 41 of the Act; and
  - To prepare financial Statements, which accord with accounting records and comply with the requirements of the Act and regulations 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 G. Loveday  
Gavin Loveday, Examiner

Acceptance of the Report and Accounts.

Signed

President Antonia Wilson  
Antonia Wilson

Treasurer Stephen J Moore  
Stephen Moore