

Church of England, Diocese of Guildford

**Parish of Shalford**

St Mary the Virgin, Shalford  
and St Michael's, Peasmarsh

# Annual Reports & Accounts 2019

of the Parochial Church Council

Charity no: 1128468

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## **Agenda**

### **APCM with Parishioners' Meeting Parish of Shalford Sunday 25<sup>th</sup> October 2020**

#### **Annual Meeting of Parishioners**

1. Opening Prayer
2. Election of Churchwardens 2020-21

#### **Annual Parochial Church Meeting**

1. Apologies for Absence
2. Minutes of the APCM held on 28<sup>th</sup> April 2018
3. Thank you!
4. Vicar's Report - forward look:  
Eco Church  
Hybrid Church  
Pastoral, Young, & Discipleship  
St Mary's Church Development Plan
5. Churchwarden's Report 2019 including Fabric
6. Report of Proceedings of PCC in 2019
7. Electoral Roll Report 2019
8. Treasurer's Report with PGS summary & 2020 update
9. Deanery Synod Report 2019
10. Election of Deanery Synod Reps 2020-3
11. Election of PCC Members
12. Appointment of Independent Auditor of Accounts
13. Reports from Groups

#### **First Meeting of the new Parochial Church Council**

1. Election of Officers – PCC 2020/21

# **Minutes of the Annual Meeting of Parishioners Held in St Mary the Virgin, Shalford On Sunday, 28<sup>TH</sup> April 2019 at 11.30am**

**Present:** Rev Sarah Lloyd (Chair), Naomi Fraser (Secretary), Nigel Tyler (Treasurer) and 29 other parishioners.

**Apologies for absence:** Sally Schupke, John Simpson, Jan Barklem, Anneli Lowe, Norman Pilkington, Ann Hyde

Rev Sarah Lloyd welcomed everyone and explained that the purpose of the Parishioners' Meeting is to elect Churchwardens for the forthcoming year.

There is still a vacancy for a second warden and Rev Sarah emphasised that the responsibilities of Churchwarden do not just relate to the fabric of the church building but are also concerned with the ministry and mission of the church. A Churchwarden is elected for one year and anyone can come forward to volunteer to become our second warden at any time during the year. Rev Sarah expressed sincere appreciation of all that our current Churchwarden, Sally Schupke, has done throughout the past year, particularly during the Vacancy after the departure of Rev John Cruse.

In answer to a question about whether there is a job description for the post, Sarah said that there is and suggested that anyone who was interested should speak to her.

## **1. Minutes of Annual Meeting of Parishioners held on 15<sup>th</sup> April 2018**

No amendments. Mary Bowman proposed the minutes be accepted. Jane Wetherall seconded. All were in favour.

## **2. Notification of Nominations and Election of Churchwardens for 2019/20**

| <u>Nominee</u>       | <u>Proposer</u> | <u>Seconder</u> |
|----------------------|-----------------|-----------------|
| <b>Sally Schupke</b> | Bill Ward       | Ann Thomas      |

All voted in favour and **Sally Schupke** was duly elected Churchwarden for the period 2019-2020.

The meeting concluded at 11.40 a.m.

Approved

Chairman

Date



# **Minutes of the Annual Parochial Church Meeting Held at St Mary the Virgin, Shalford On Sunday, 28<sup>TH</sup> April 2019 at 11.40am**

**Present:** Rev Sarah Lloyd (Chair), Naomi Fraser (Secretary),  
Nigel Tyler (Treasurer) and 29 other parishioners.

The vicar opened the meeting with prayer.

## **1. Apologies for absence**

Sally Schupke, John Simpson, Jan Barklem, Anneli Lowe, Norman Pilkington, Ann Hyde.

## **2. Minutes of the APCM held on 15<sup>th</sup> April 2018**

The minutes of the APCM held on 15<sup>th</sup> April 2018 had already been distributed. There were no amendments and no matters arising. Sharyn Nash proposed that they be accepted as a true record. Nigel Tyler seconded. All were in favour.

## **3. Vicar's Forward Look**

Rev Sarah thanked everyone who has contributed to the life of St Mary's and St Michael's over the past year and particularly our Churchwarden, Sally Schupke, and Parish Administrator, Ellen Hallam for all their hard work and presented both with flowers from the parish in thanks. She also expressed appreciation for the warm welcome she has received since the start of her ministry in this parish.

She began the meeting by outlining a potential vision together as we go forward, starting a journey with everyone in Shalford and Peasmarch, sharing a life together as a community and shaping that life through Prayer, Discipleship, Hospitality, Loving Service and Joy. This journey connects with our vision as the diocese of Transforming Church, Transforming Lives with its 12 goals. A few areas already beginning..

- **Prayer.** Daily prayer now takes place at 8.30 a.m. each weekday. Small prayer groups can be introduced and potentially seasons of fellowship groups.
- **Discipleship.** Growing together and lifting each other's gifts. Welcome to Mary Bowman who is about to be licenced to the benefice for another two years as a LLM PTO. Katrina Jenkins has been accepted by the National Bishops Advisory Panel and will start her training as an ordinand with us and at St Augustine's College soon. Congratulations to her.
- **Hospitality.** Our Maundy Thursday supper was a lovely example. Vision includes continuing to open the church wider and deeper to the whole

community: welcoming the school and children from across the parish, simple hospitality in coffee mornings and meals together, unlocking the church to be open all day to everybody..

- **Loving Service.** Pastoral care at our heart. Expanding our pastoral care group and those able to give Home Communions and be chalice assistants.
- **Joy.** Growing our ministry with children and young people and families through Worship4All and Messy Church and possibly through a youth group.

In the autumn we can come together in a vision day to discuss our journey and vision as pilgrim disciples, expressing the love of Christ with the whole community. All encouraged to offer ideas, suggestions and feedback in coming days, weeks and months.

#### **4. Churchwarden's Report including Fabric**

Ellen referred the meeting to Sally's written report which gave details of the main events of the year.

- The Quinquennial Inspection, which is our in-depth, 5-yearly, inspection of the church fabric, took place in May. Repairs resulting from that inspection are currently on-going.
- Our main capital project of the year – our long-awaited car park – was completed in December and is now being regularly used.
- Removal of the organ pipes was another major project completed in 2018, freeing the balcony for other uses, once some repairs and alterations have been done.
- Other repairs and improvements, of both the church and the vicarage, were carried out throughout the year.
- The Vacancy in the second half of the year was Sally's second as Churchwarden and Ellen paid tribute to how much work on behalf of the church Sally undertook during that time.

#### **5. Report of Proceedings of PCC in 2018**

Naomi reported that the PCC met five times during 2018. Regular reports were received from our Deanery Synod representatives, the Global Connect Group, our Children and Families Organiser, our Churchwardens for both St Mary's and St Michael's and of course both written and oral reports from our Treasurer.

We discussed and approved changes to the frequency of Sung Eucharist and Parish Communion and also, towards the end of the year, temporary suspension of Evening Prayer during the Vacancy.

We finally said goodbye to the pipe organ and all the remaining pipes in the west gallery. We agreed to apply for permission to carry out some repairs and modifications to the gallery. These have now been approved by the Diocese and will be completed in 2019.



Following the Quinquennial Inspection in May, our Churchwarden Sally Schupke kept us informed of the repairs needed and approval for the necessary expenditure was given. Approval was sought, and given, for the construction of our car park which was completed in December. Plans were drawn up by our church architect for the construction of a parish office within the church, but no further developments have taken place on this. (Ellen, formerly called our Parish Secretary, but now called our Parish Administrator, has moved out of the vicarage and into the vestry in church as a temporary measure).

Our Parish Safeguarding Officer, Jane Wetherall, was co-opted onto the PCC in May and has continued to organise appropriate safeguarding training for committee members.

Andy Jenkins, who resigned as Churchwarden at our last APCM, remained in post until the end of July in order to try and find a replacement to work alongside Sally, but sadly no one came forward. We are grateful to Andy for his extra commitment.

Changes in the General Data Protection Regulations brought a huge amount of work for our Parish Administrator and the PCC was kept up to date at all times. A great debt of gratitude is owed to Ellen for all her hard work on this.

We sadly said goodbye to John and Janice Cruse in July 2018 after 18 years in the parish, when he moved to a new ministry in Diss, Norfolk. We also said goodbye to Geoff Comley who resigned as our Peasmarsh Representative and Deputy Churchwarden in September, and we thank him for his continued commitment to St Michael's.

Much time was taken up after John's departure with writing our Parish Profile and Statement of Needs, ready for advertising the vacancy and Sally Schupke has steered the committee expertly through the vacancy since that time. Naomi paid tribute to the enormous amount of work Sally has done, with huge help from Ellen. And now we are delighted to welcome Rev Sarah to lead us and we are looking forward to our future PCC meetings with her as our Chair.

The meeting gave a vote of thanks to Naomi for her work as PCC Secretary.

## **6. Electoral Roll Report**

Ann Thomas, our Electoral Roll Officer, reported that the Roll has been completely revised this year, in accordance with regulations. The current number on the Roll is **101**. Applications forms are still on the table in church and people can apply at any time, or speak to Ann if necessary. Her details are in the Parish Magazine. Thanks to Ann for the huge amount of work she has done on the revision of our Electoral Roll.

## **7. Treasurer's Report**

Nigel Tyler thanked Ann Thomas for her work as Gift-Aid Co-Ordinator. Gift Aid revenue adds £10 - £12,000 to our income each year, and so is vital. Nigel also thanked Ian Pilkington who previously undertook both of these roles.

Nigel acknowledged everybody who donates to our church and once again had to stress that our income does not keep pace with our regular expenditure. We now have a shortfall of approx.. £31,000 p.a. and this is likely to increase as utility and other costs rise. Our Parish Share contribution is also increasing each year. We have received generous legacies totaling £500,000 over the last two years and so our finances look healthy, but this money should be used on capital projects and major repairs, which can occur at any time, not on paying our bills.

Once again the meeting was reminded that 80% of our regular income comes from the congregation alone and it was the Treasurer's duty to encourage each person to consider increasing their level of weekly donation. Nigel confirmed that he is looking at the possibility of obtaining a digital card-reader for contactless payments in church.

Nigel Tyler proposed that the Report of the Trustees and Financial Accounts for the year ended 31<sup>st</sup> December 2018 be accepted. David Davies seconded. All voted in favour.

## **8. Deanery Synod Report**

Our Deanery Synod representative, Bill Ward, emphasised the importance of the Deanery Synod and felt it was vital that both the incumbent and representatives should attend meetings, or order to maximise feedback. The views and comments of individual parishes can be made known to General Synod through the channels of Deanery and Diocesan Synod.

In the past, far more people were familiar with what church stands for than they are now and so the Church of England has started a nation-wide initiative – "Try Praying" – and much of Deanery Synod time has been spent on this. "Try Praying" is aimed at people who would not normally attend church, using an advertising and marketing approach to introduce people to the idea of prayer.

## **9. Election of Deanery Synod Reps**

Since the departure of Janice Cruse last year there has been a vacancy for a Deanery Synod rep. The following nomination has been received to join Bill Ward.

**Joanna Houstoun:** Proposed by Naomi Fraser    Seconded by Sarah Thomas

All voted in favour of the nomination and **Joanna Houstoun** was duly elected to serve as Deanery Synod Representative for the period 2019-22.



## 10. Election of PCC Members

One PCC member is retiring this year, Anneli Lowe, and we thank her for her service. Five members need to be elected or re-elected. The following five nominations have been received.

|                         |                               |                              |
|-------------------------|-------------------------------|------------------------------|
| <b>Naomi Fraser</b>     | Nominated by Sharyn Nash      | Seconded by Bill Ward        |
| <b>Ellen Hallam</b>     | Nominated by Val Helliwell    | Seconded by Roger Batchelor  |
| <b>Samantha Perkins</b> | Nominated by Jenny Davies     | Seconded by Robert Helliwell |
| <b>Robert Lowe</b>      | Nominated by Naomi Fraser     | Seconded by Mary Bowman      |
| <b>Jane Wetherall</b>   | Nominated by Sheila Pickering | Seconded by David Davies     |

All voted in favour of the nominations and **Naomi Fraser, Ellen Hallam, Samantha Perkins, Robert Lowe** and **Jane Wetherall** were duly elected to service as members of the PCC for the period 2019-22.

## 11. Election of Sidespeople (Welcomers)

Rev Sarah thanked the Welcomers for the wonderful job that they do, She proposed that all the current volunteers who undertake this role should be re-elected for the year ahead *en bloc*. Mary Bowman seconded. All voted in favour.

## 12. Appointment of Independent Auditor of Accounts

Nigel Tyler proposed that Brayne, Williams and Barnard be re-appointed as examiners of our financial accounts. Jenny Davies seconded. All voted in favour.

## 13. Reports from the Groups

Rev Sarah thanked the leaders of all the groups for their reports and also thanked all those who volunteer to take part in them. Anyone who has not had sight of the Annual Report, and all the information it contains, can access it on St Mary's website.

## 14. AOB

There were no questions or any other business. Sharyn Nash thanked everyone for their fellowship during her years in Shalford, prior to her move next month.

The meeting closed with prayer at 12.30 p.m.

Approved

Chairman

Date



# Vicar' Report

Our focus on mission and ministry this year has included initiatives to open the church (both the building and the church as a living faith community) to all across the whole parish community and beyond. We've continued to try to live as church alive out in the community, particularly seeking to support those isolated, excluded, sick or struggling. It was such an encouragement to see the church offer hospitality, care and prayer with David, rough sleeping in the church porch for many weeks before finding support and accommodation, and this spoke clearly of St Mary's heart of hospitality and sanctuary.

St Mary's Church is now open all day every day (since summer 2019); the office of Morning Prayer is said every weekday in St Mary's open to all (regularly 3-6 attend daily); a second Sunday Worship for All Ages service with communion has been introduced; Shalford Parent & Toddler group has formally found its home under the safeguarding and care and responsibility of St Mary's, and it continues to grow and flourish with wonderful leaders, and the St Mary's coffee team offering a much valued support each week. Relations with Shalford Infant & Nursery School developed more closely in 2019, with the Vicar joining as a School Governor, with the signing of the school land lease to enable Academy status for the school, with new assemblies and reading assistant visits into school as well as ongoing school visits to St Mary's Church for the Christmas, Easter & Harvest celebrations. Our Global Connect initiatives continue to help us support Guildford Foodbank, Hospital Christmas boxes, Guildford Uganda and Freiburg links, and more; Christian Aid week produced record house collections; we supported the work of Guildford Action; popular events included MacMillan Coffee morning hosted with the Friends of Shalford. St Mary's began to expand as a concert venue, with the Halow Project, Shalford Choral, harpist Amy Turk recording, and others, and new art exhibitions are emerging including Sally Schupke and Thierry's pottery. St Mary's choir has continued to lead us beautifully in Sunday worship and meet weekly on Thursdays, under Liz's expert guidance, and with Liz's musicianship on the organ adding so much to our worship.

New Small Fellowship Groups have started to develop, growing together in discipleship in studies around the Beatitudes, the Lord's Prayer, and the book of Ruth. St Mary's bell-ringing team expanded wonderfully thanks to the great efforts of Sally and Sue. A Parish Vision Day was well attended at St Columbas House and parish questionnaire sent out to many across whole parish ready for developing our mission and vision in our Church Development Plan in 2020. New vocations have been encouraged enabling one parish based ordinand, Katrina Jenkins, to begin her training and an LLM in training, Philippa Baker, to join us on final placement; our successful 3Cs café continues to grow and offer mutual support thanks to the energies of Sheila, Val and Jenny; St Mary's two pastoral assistants have been joined by a newly developing St Mary's Pastoral Visitors Team which can continue to develop in 2020. St Mary's has signed up to Eco Church and will begin working towards bronze status, with Shalford Guides and Infant School helping to develop a wild area in St Mary's churchyard.



As the Churchwarden's report notes, work was completed on repairing the buttresses at the back of St Mary's, and making the balcony safe for use, and great thanks to Churchwarden Sally for leading on those and other fabric projects. St Mary's churchyard wall repair project (a 'closed churchyard' so under the management of Shalford Parish Council) moved forward in its plans and work is due to start and complete in 2020, led by and largely funded by Shalford Parish Council. This year has also seen dedicated work by Jane Weatherall and the PCC in bringing all our safeguarding and other policies up-to-date.

There were 12 baptisms, 6 weddings and 9 funerals (church and crematorium) throughout the year, with large attendance at many baptisms within monthly *Worship for All* services, as well as later on a Sunday if families unable to find a 10am Sunday possible. Thanks as always to Ellen in our parish office for being such a warm, friendly and efficient first face of St Mary's to many.

One gap in our mission and ministry is with children and families in regular worship and discipleship and fellowship together, though the above with Shalford Infants school, the Shalford Guides and Scouting groups, and Shalford Parent & Toddler group, are all wonderful vital parts of St Mary's growing relationships with and for children and families. As is Messy Church, building on the strong foundations built by Sam Perkins and team over the past decade or more. Our two Messy Church gatherings during the year showed a great attendance, with over 80 attending the second in the year, and families generously offering their time to host craft tables as the Messy Church team grows. We have a very small number or none of under 16s at regular Sunday worship, though monthly *Worship for All* services often include baptisms. Mothering Sunday, Easter Day, the Nativity Play and other Christmas services had larger numbers of children and adults attending as has been the case for many years. Monthly Communion and Songs & Praise services at the parish care homes of Ashley House and Sunrise continued, with increased pastoral visiting in between and strong relations and new initiatives developing with Sunrise staff and management. Pastoral visiting and Home Communion for the housebound across the parish continue, though are few still and hopefully new people will be keen to be licensed in this very special ministry from 2020.

It has been quite a year of wonderful new shoots thanks to the wonderful support, dedication, generosity of time and gifts, and enthusiasm of long-standing and new members of St Mary's congregation and wider church and parish community. Thank you all so very much.

Rev'd Sarah Lloyd

Vicar

# CHURCHWARDEN'S REPORT

The major work taking place during 2019 and early 2020 has been the repair to the balcony flooring and installing a safety rail in accordance with Building Regulations. This work required a Faculty and the rail was designed by Thomas Ford & Co, the church architects. The suppliers, D & P Slegg Ltd of Reigate are DAC approved. At the same time the broken floorboards in the Vicar's vestry were repaired.

Other items to mention in this report are:

1. One of the lightening conductors failed the test and a repair was required to be carried out before re-testing.
2. A leaning tree in the car park has been raised to reduce weight and height. Permission was granted by Guildford Borough Council for the work.

The usual yearly service inspections have all been carried out.

*Sally Schupke*

Churchwarden

# DEANERY SYNOD

Our Guildford Deanery Synod met three times in 2019, with our deanery reps (Bill Ward and Joanna Houstoun) and Rev'd Sarah attending. Meetings focused on community engagement, mental health, and a large prayer meeting for all in the deanery, hosted by Christ Church and led by Bishop Jo and Archdeacon Paul.

*Rev'd Sarah Lloyd*

Vicar



## **ST MICHAEL'S, PEASMARSH**

We held services as usual at Harvest and Christmas. We welcomed people from Shalford as well as Peasmarsh for our Harvest evening service and shared a 'supper' of our Harvest wheatsheaf loaf, cheese and other savoury and sweet items with cups of tea.

Our Christmas Carol service was also well attended with friends from St Mary's as the parish's first church carol service of the season. Thanks to Liz van Eykenhof for providing the accompanying music.

Thanks to Geoff Comley and our caretaker Keith Crawford for looking after the hall.

*Ellen Hallam*

Peasmarsh resident

## **PASTORAL ASSISTANTS**

We have been for many years now two Pastoral Assistants in the parish, whose job it is to help the vicar with visiting, home communions and non-Eucharistic services. We have a very friendly parish and people do look out for their neighbours, but there will always be those who perhaps need a friendly face and don't know where to turn. We are now, with Vicar Sarah's guidance, forming an expanded team of parish visitors (St Mary's Pastoral Visitors Team), meeting together to arrange visits where needed. This has been mentioned in the parish magazine and we hope to be able to provide a valuable resource for our villages of Shalford and Peasmarsh. All pastoral visitors will have attended C1 training and obtained the necessary safeguarding certificates, and the diocesan formation and training for pastoral visitors has also changed and been updated recently, with new shorter training now available which it's hoped many will be keen to attend too.

*Sheila Pickering and Val Helliwell*

Current Pastorals Assistants

## CHOIR

2019 has been another good year for the choir.

Our new vicar is now well-established, bringing some new hymn material, some changes to our monthly routines and a great feeling of stability and calm.

We have not found it easy to increase our numbers, and we have suffered some reduction in headcount due to ill health, but our members are keen and reliable, and produce good, strong harmony.

We all enjoyed the new anthem - "Softly" by Will Todd, which we sang for the Carol Concert and which was well-received by the congregation.

*Liz van Eykenhof*

Director of Music

## BELL RINGERS

Over a year ago the future of St Mary's bellringing was a bit iffy. We had five regular and loyal members of the band which was only just enough to keep the bells ringing every Sunday.

In late summer we started a serious recruitment campaign by putting up posters and a huge banner outside the church "Learn the Ropes" it announced to the world (or at least those travelling along the A281). It did the trick. We now have 11 keen and active ringers and morale has been restored. It has been great to welcome the new ringers and enjoy ringing with them each week. We have lots of teaching to do and lots of practice. Our ringing room is now feeling a bit too small for us all to fit in and welcoming visitors is a bit of challenge – but we'll cope. We have started to expand into using the balcony space for theory sessions and we have a model bell loaned to us to show new ringers how a bell works.

Our more senior ringers continue to expand their repertoire each week, those who have been ringing a year are now starting to learn methods and our latest recruits are ringing call changes every Sunday. It may not sound perfect, but we think having such a large band is wonderful.

*Sally Schupke*



# GLOBAL CONNECT

**Group members are:- Rev Sarah, Mary Bowman, Joanna Houstoun, Naomi Fraser, Sue Wilbraham**

**Link with Mukono,** Uganda started in 2003, this link has achieved much for Guildford and our church, which has sought to develop a secondary school – Lutengo United, Head teacher, Edward Kaweesi – through sales of fairly traded goods, giving us a small income we have chosen to invest in the school rather than reinvest in Fairtrade projects.

Notable successes in Uganda have been funding school building schemes and the further education of bright students; to this end we now see former students Bridget and Harriet in charge of their own schools and making, in Harriet's case, a big contribution to her locality by providing education for as many young children as she can.

There is now a new website for this link [www.guildford-mukono.co.uk](http://www.guildford-mukono.co.uk) where you will find reference to a new scholarship project The Wendy Sheppard Appeal and a very recent tree-planting scheme to help both countries to plant more trees; the benefit of which is constantly in the news. Surrey University's Business School is keen to help manage the UK/Uganda planting schemes. Crowd-funding is to be applied to finance this project (an article giving more details, will be included in a Shalford Magazine soon). Linked schools, it is hoped, will share What's App videos on their schools' planting successes.

More recently, we have developed an exciting new St Mary's Global Partnership with a northern Ugandan village – Putuke – which Alison Hall and her friend Alex talked about in St Mary's in late February. Rev Sarah is fully supportive and excited by this new partnership, and with the Global Connect team and PCC have approved the partnership. We hope this link will develop with our whole Shalford village and school too in time, and Guildford's G/M link will provide useful data based on a wealth of experience. Alison is known too for her initiative *Seeds for Development* and she was awarded the MBE for her work with displaced families in Northern Uganda.

**Traidcraft the Fairtrade company** has suffered a poor year, in which the company has had to reduce staffing levels, building ownership and cut many supply lines to former contacts around the world. Set up in 1979 to give poor farmers a fair deal in world markets, the onset of online shopping, trade tariffs and a reduced number of outlets have combined to cause a restructuring of the business in its 40<sup>th</sup> year of existence. With much help from Fairtraders around the UK and the willingness of six of the board to take on more of the overall workload Traidcraft is flourishing again, but still needing your support. If you order through myself or Sue Knight, KWFairtraders can recoup small amounts of extra profit to further our own causes, so go to [traidcraftshop.co.uk](http://traidcraftshop.co.uk) to see the latest catalogue and send on your orders with payment to Sue or Sue (cheques or payment by BACS can be arranged).

Global also includes **Freiburg, Germany** whether we are in or out of the EU! Rev Stanley Hemming-Clark chairs a committee comprising members of six Guildford Churches which endeavours to promote worship in both centres through biannual visits to each other's countries. We are hosting our Freiburg friends next year - 2021. An exciting programme is being hatched and we would love more help, especially if you are a German speaker.

Global of course, includes Guildford, we regularly take food offerings from our congregation to the Foodbank at St Clare's Park Barn, from where it supplies the three north Guildford outlets in Bushy, Park Barn and Stoughton. Knitters and other crafty folk have been making goods at the weekly 3C coffee mornings to sell at the Charity Christmas Fair or send on directly to the Charities Advisory Trust – Knit for Peace scheme. We warmly thank all those who have produced such wonderful goods in the past year or two. **KEEEP KNITTTING!**

Our next meeting is on Weds 13<sup>th</sup> May in Church. Please come along if you would like to join us or have other ideas on whom we should support.

*Sue Wilbraham*

01484 565059 sue.rwilbraham@btinternet.com

## **TODDLER GROUP**

Our fun and lively Shalford parent and toddler group has run every Monday, term-time, between 9:30am and 11am to provide a welcoming and creative space for families to gather. We provide refreshments, including home bakes, for both the adults and children, with an average of 30 families attending per session. There are plenty of activities for the children including a craft table, play doh, ride on's, toy kitchen, baby area, reading corner and song time.

Some key highlights from the year have been a ceramic painting session, an Easter party, the day Santa showed up with gifts to playgroup, a nativity show, hosting a paediatric first aid course and just seeing many local families come together to offer support and friendship to each other.

*Cerí Alexander*

One of the Toddler Group leaders



# **SAFEGUARDING WITHIN OUR CHURCH**

We have been extremely fortunate this year in as much as we have had no detrimental safeguarding issues. We have focused very hard on ensuring that our policies are up to date and compliant with the House of Bishops statement on Safeguarding, and the PCC members have completed basic training and gained certificates. Training is ongoing, and those with specific roles have made a wonderful effort to ensure that they gain all the appropriate certification that is required. This is not done lightly or without effort and we thank all those who have done this on behalf of our church. There is sometimes a misconception that any certification or DBS check is for the benefit of the individual doing it, but that is not the case. It does not protect any individual, it protects our church and church family, and that is what we need to remember.

I will be standing down as Safeguarding Officer at this APCM, but it has been a privilege to hold this post for so many years and I thank you all for your help and support.

*Jane Wetherall*

Safeguarding Officer

# **CHURCH CLEANING**

Last autumn we engaged a cleaning company as the regular cleaning of our church became ever more pressing. As we now let the church out for more and more activities, it is imperative that cleanliness is high on the priority list. We do have a responsibility when letting to ensure each group or person paying to hire the space receives a clean space fit for their activity.

Our wonderful team of volunteers, (I gave them the title 'St Mary's No. 1 Cleaning Agency'), did a fantastic job of washing floors (no mean feat when you consider not just the size of the church, but all the chair moving too), cleaning the kitchen and toilets, ensuring the porch was kept clean, dusting, cobweb/ladybird removal, to name but a few of the tasks they did. Some of these volunteers did this for decades, not just a few years and they continue, when in the mood, to come in and give an extra bit of love and care to our church as part of their continuing service to God.

So, a huge thank you to all those who were in the team, the service you gave should never be underestimated.

*Jane Wetherall*

**ANALYSIS OF RECEIPTS AND PAYMENTS****1 JANUARY TO 31 DECEMBER 2019**

|  | Unrestricted<br>Recurring<br>income & expense | Unrestricted<br>Reserves | Restricted<br>Peasmarsh | Total   |
|--|---|--------------------------|-------------------------|---------|
|  | £   | £                        | £                       | £       |
| <b>Receipts</b>                                    |   |                          |                         |         |
| Envelope and loose plate collections               | 19,325  |                          | 890                     | 20,215  |
| Standing orders                                    | 27,934  |                          |                         | 27,934  |
| Other donations                                    | 6,042   |                          |                         | 6,042   |
| Tax recovered on gift aid                          | 12,710  |                          | 223                     | 12,933  |
| Legacies   |   | 15,085                   |                         | 15,085  |
| Concerts & Events                                  | 1,150   |                          |                         | 1,150   |
| Lettings   | 3,826   |                          | 1,610                   | 5,436   |
| Weddings, funerals & baptisms net of diocese share | 2,110   |                          |                         | 2,110   |
| Magazine sales and adverts                         | 7,739   |                          |                         | 7,739   |
| Parent & toddler group                             | 377   |                          |                         | 377     |
| Rent from Surrey CC for Shalford Infant School     | 200   |                          |                         | 200     |
| Proceeds - Christmas Fair                          | 6,410   |                          |                         | 6,410   |
| Recovery of VAT paid on maintenance costs          |   | 2,061                    |                         | 2,061   |
| Bank interest                                      | 1,475   |                          |                         | 1,475   |
| Total income 1 January to 31 December 2019         | 89,298  | 17,146                   | 2,723                   | 109,167 |

**Payments**

|  |         |        |       |         |
|--|---------|--------|-------|---------|
| Full Parish Share - Monthly payments of £6,488       | 77,856  |        |       | 77,856  |
| Mission and ministry                                 | 2,018   |        |       | 2,018   |
| Church supplies                                      | 1,762   |        |       | 1,762   |
| Salary of parish administrator                       | 5,904   |        |       | 5,904   |
| Organist salary                                      | 4,416   |        |       | 4,416   |
| Church insurance                                     | 3,594   |        | 993   | 4,587   |
| Church utilities                                     | 4,888   |        | 1,975 | 6,863   |
| Church cleaning costs                                | 528     |        | 1,002 | 1,530   |
| Church other running costs                           | 3,073   |        |       | 3,073   |
| Magazine expenses                                    | 3,864   |        |       | 3,864   |
| Parish office expenses                               | 2,624   |        |       | 2,624   |
| Vicarage expenses                                    | 742     |        |       | 742     |
| Clergy expenses                                      | 169     |        |       | 169     |
| Donations - Christmas Fair                           | 5,769   |        |       | 5,769   |
| Maintenance  | 504     | 24,819 |       | 25,323  |
| Decorating costs at the vicarage                     |         | 9,159  |       | 9,159   |
| Architect's fees for plans for offices in the Church |         | 4,211  |       | 4,211   |
| Governance costs                                     | 600     |        |       | 600     |
| Total payments 1 January to 31 December 2019         | 118,311 | 38,189 | 3,970 | 160,470 |

**(Loss) 1 January to 31 December 2019****(29,013) (21,043) (1,247) (51,303)****FUND BALANCES**

|   | Unrestricted<br>Recurring<br>income & expense | Unrestricted<br>Reserves | Restricted<br>Peasmarsh | Total    |
|---|---|--------------------------|-------------------------|----------|
|   | £   | £                        | £                       | £        |
| Balance as at 31 December 2018                  |   | 517,475                  | 5,160                   | 522,635  |
| (Loss) 1 January to 31 December 2019 (as above) | (29,013)                                      | (21,043)                 | (1,247)                 | (51,303) |
| Transfer to reserves                            | 29,013  | (29,013)                 |                         | 0        |
| Balance as at 31 December 2019                  | 0   | 467,419                  | 3,913                   | 471,332  |

**Notes**

- Maintenance costs of £24,819 are principally for work required following the quinquennial inspection carried out at St Mary's Church in 2018.
- The cost of decorating the vicarage is after deducting £3,008 recovered from the diocese.  
The cost of new carpets at the vicarage has all been paid for by Sarah Lloyd and the diocese.
- Included in the unrestricted reserves balance at 31 December 2019 of £467,419 is £916 in the Choir fund and £377 in the Parent and Toddler fund.

REGISTERED CHARITY NUMBER: 1128468

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 December 2019  
for**

**St Mary the Virgin, Shalford PCC**

Registered as The Parochial Church Council  
of the Ecclesiastical Parish of Shalford  
in the Diocese of Guildford



**ST MARY THE VIRGIN, SHALFORD PCC**

**Contents of the Financial Statements**

**For the Year Ended 31 December 2019**

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## ST MARY THE VIRGIN, SHALFORD PCC

### Report of the Trustees For the Year Ended 31 December 2019

The trustees present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

#### REFERENCE AND ADMINISTRATIVE DETAILS

St Mary the Virgin's Church is situated in The Street, Shalford and its daughter church, St Michael's, is in the neighbouring village of Peasmarsh. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Vicarage, East Shalford Lane, Shalford, Guildford GU4 8AE.

The PCC is registered with the Charity Commission (Charity number 1128468) under the name, The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford, but is also known as Shalford PCC.

PCC members who have served from 1 January 2019 until the date of this report are:

|  |  |   |
|--|--|---|
| <i>Incumbent:</i>                            | Reverend Sarah Lloyd*  | Chairman (Appointed March 2019)   |
| <i>Warden:</i>                               | Sally Schupke*   | Vice Chairman   |
| <i>Ex Officio:</i>                           | Val Helliwell<br>Sheila Pickering  | Pastoral Assistant<br>Pastoral Assistant  |
| <i>Co-opted:</i>                             | Nigel Tyler*   | Treasurer   |
| <i>Representatives on the Deanery Synod:</i> | Bill Ward<br>Joanna Houstoun   | Elected April 2019  |
| <i>Elected Members:</i>                      | Mary Bowman<br>Helen Cleall<br>Val Clarke<br>Naomi Fraser*<br>Ellen Hallam<br>Anneli Lowe<br>Robert Lowe<br>Samantha Perkins<br>John Simpson<br>Jane Wetherall | PCC Secretary (Elected April 2019)<br>Elected April 2019<br>Retired April 2019<br>Elected April 2019<br>Elected April 2019<br>Safeguarding Officer (Elected April 2019) |

\* Members of Standing Committee

#### Independent Examiner

Paul Williams  
Brayne, Williams & Barnard Limited  
Rosemount House, Rosemount Avenue,  
West Byfleet, Surrey, KT14 6LB

## **ST MARY THE VIRGIN, SHALFORD PCC**

### **Report of the Trustees For the Year Ended 31 December 2019**

#### **OBJECTIVES OF THE PAROCHIAL CHURCH COUNCIL**

The Parochial Church Council ("PCC") is a body corporate charged to "co-operate with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical". It must meet at least four times a year and has certain duties assigned to it, including setting and approving a budget and assisting the churchwardens in their stewardship of the church buildings and their contents by ensuring the Quinquennial Inspection is made and a report received (last report received in 2018), insuring the Church and its contents, and acting as a channel of communication between the parish, the deanery and the diocese.

It is committed to enabling people to grow in discipleship, worship freely, find hospitality, sanctuary and support in the Church's of St Mary's and St Michael's, and grow in community within the whole parish community of Shalford. The PCC maintains an overview of worship and seeks to include all ages and people, in all their diversity, in the worship patterns offered.

When planning our activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit and the specific guidance on charities for the advancement of religion. In particular, we try to enable people to live out their faith as part of our parish community through:

- Worship, prayer, loving service, and growing in discipleship and deepening relationship in Jesus Christ.
- Provision of pastoral care for all people living in the parish.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The method of appointment of members of the PCC is set out in the Church Representation Rules. All those who regularly attend are invited to register on the Electoral Roll and stand for election to the PCC.

The PCC met six times during 2019, receiving minutes of the intervening six meetings of the Standing Committee. Reports were received at PCC meetings, including Safeguarding, Children's Ministry, Deanery Synod, Fabric, Finance and Global & Social Justice (Global Connect). Minutes of PCC meetings are posted in the church porch for parishioners to read.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

#### **OVERVIEW OF THE YEAR**

Our focus on mission and ministry this year has included many new initiatives to open the Church to all in the community, and be the church out in the community, particularly seeking to support those excluded or struggling:

St Mary's Church is now open all day every day (since summer 2019); the office of Morning Prayer is now said every weekday and is open for all to attend (regularly 3-6 attend daily); a second Sunday Worship for All Ages service with communion has been introduced; Shalford Parent & Toddler group has been brought under the care and responsibility of St Mary's. Relations with Shalford Infant & Nursery School were developed more closely in 2019, with the Vicar joining as a School Governor, with the signing of the school land lease to enable Academy status for the school, with new assemblies and reading assistant visits into school by the church, as well as ongoing school visits to church for the Christmas, Easter & Harvest celebrations. Our Global Connect initiatives supported Guildford Foodbank, Hospital Christmas boxes, Guildford Uganda and Freiburg links, and more. Christian Aid week produced record house collections. We supported a rough sleeper for a few months and support the work of Guildford Action. Popular events included MacMillan Coffee morning hosted with Friends of Shalford and St Mary's began to expand as a concert venue, with the Halow Project, Shalford Choral and others.

New Small Fellowship Groups have developed, growing discipleship in studies together. St Mary's bell-ringing team expanded; a Parish Vision Day was well attended at St Columbas House and a parish



## **ST MARY THE VIRGIN, SHALFORD PCC**

### **Report of the Trustees For the Year Ended 31 December 2019**

questionnaire sent out to many across the whole parish, ready for developing mission and vision in our Church Development Plan in 2020. New vocations have been encouraged enabling one parish based ordinand to begin her training and an LLM in training to join us on final placement. Our successful 3Cs café continues to grow and provide support. St Mary's two pastoral assistants have been joined by a newly developing St Mary's Pastoral Visitors Team which will develop in 2020. St Mary's has signed up to Eco Church and will begin working towards bronze status.

Work was completed on repairing the buttresses at the back of St Mary's, and making the balcony safe for use. St Mary's churchyard (a 'closed churchyard' so under the management of Shalford Parish Council) wall repair project moved forward in its plans. Work, due to start and be completed in 2020, is led and largely funded by Shalford Parish Council. The PCC has agreed that St Mary's Church will make a financial donation for this of £5,000.

Numbers attending worship in both churches in 2019 were slightly higher than in the previous year. The Statistics for Mission figures were resubmitted in line with the Church of England guidelines (where for example larger nativity play service is not included in Christmas statistics, and regular Sunday figures do not include large baptism parties) so year-on-year figures look lower than previously on the returns. As a PCC, we continue to monitor changes in attendance and our patterns of worship to ensure we offer opportunities for worship to as many people across our community as possible.

In 2019 we had approximately 45 regular attenders for our main Sunday service which, with the revised way of reporting figures from recent years, is a little increase on recent years though lower than a decade ago. We have a very small number or none of under 16s on regular Sundays, and they mainly attend the monthly Worship for All service. Our two Messy Church during the year showed a great increase in attendance, with over 80 attending the second in the year. Mothering Sunday, Easter Day, Nativity Play and other Christmas services had larger numbers of children and adults attending as usual. Monthly Communion and Songs & Praise services at the parish care homes of Ashley House and Sunrise continued, with increased pastoral visiting in between and strong relations and new initiatives developing with Sunrise staff and management in particular. Pastoral visiting and Home Communion for the housebound across the parish increases.

There were 12 baptisms, 6 weddings and 9 funerals (church and crematorium) throughout the year. Our Electoral Roll currently stands at 103 members.

### **FINANCIAL REVIEW**

The Church's regular income for 2019, excluding legacies and a grant for the recovery of VAT, was £29,000 less than the annual cost of running the Church. This annual drain on our reserves, together with the cost of maintenance, will make significant inroads into the legacies we have received over the last 3 years. The PCC has agreed that we should look at ways of increasing our annual fundraising income and carry out a review of all running costs. However, it is also imperative that we strive to increase the level of our regular income, most of which is received as donations from our congregation. The PCC would ask you to review, and where possible increase, your planned giving.

#### **Unrestricted Funds**

The Unrestricted Funds, comprising a General Fund and a Maintenance Fund, are principally used to pay the running costs of the Church. These costs include the parish share which is payable to the Diocese. Nearly all of the Diocese of Guildford's income comes from parish shares, with 50% being spent on clergy and ministry costs. The remainder covers other running costs together with contributions to central funds and to support poorer parishes. The 2019 Parish Share of £77,856 has decreased slightly to £77,604 for 2020. We have paid all parish share due to the Diocese at 31 December 2019.

During the year £22,218, net of VAT recovered, was paid for maintenance required to St Mary's Church following the Quinquennial inspection carried out in 2018. £10,435 of this was paid from the Maintenance Fund, with the balance coming from the General Fund. The balance on the General Fund at 31 December 2019 was £467,419 and on the Maintenance Fund was £nil.

## ST MARY THE VIRGIN, SHALFORD PCC

### Report of the Trustees For the Year Ended 31 December 2019

#### Restricted Funds

The Church's Restricted Funds comprise the Funds of St Michael's, Peasmarch and the balance of the New Community Centre Fund, which was set up for the re-ordering work that has been completed at St Mary's.

The Peasmarch Fund decreased during the year and was £3,913 at 31 December 2019.

The cash balance on the New Community Centre Fund was £nil at 31 December 2019. For accounts purposes, the Allen Digital Organ purchased in 2015 has been treated as a fixed asset or capital item. Consequently, the balance at 31 December 2019 on the New Community Centre Fund in the attached accounts is £6,000. This comprises the Allen Digital Organ.

#### Charitable Giving Outside the Parish

In 2019 the PCC paid out donations totalling £5,769 (2018 - £5,783) to secular charities supporting community projects.

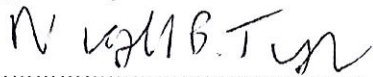
#### Reserves Policy

The PCC has agreed to hold a minimum of twelve months running costs, as a reserve in the Church's General Unrestricted Fund. This reserve is to cover emergencies such as unforeseen repairs to the Church building.

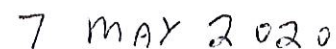
#### Covid-19

The lockdown introduced in March 2020 due to the Covid-19 pandemic has meant that the PCC has had to delay the signing of this report and accounts until May 2020. As with all Church of England parishes, our Annual Parochial Church Meeting is delayed until October 2020 at the earliest.

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



Nigel Tyler - Trustee



Date



**ST MARY THE VIRGIN, SHALFORD PCC**

**Statement of Trustees Responsibilities  
For the Year Ended 31 December 2019**

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Independent Examiner's Report to the Trustees of  
St Mary the Virgin, Shalford PCC**

**Independent examiner's report to the trustees of St Mary the Virgin, Shalford PCC**

I report to the charity trustees on my examination of the accounts of St Mary the Virgin, Shalford PCC (the Charity) for the year ended 31 December 2019.

**Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity'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.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Charity 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 the 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.

*Brayne, Williams & Barnard Limited*

Paul Williams  
Brayne, Williams & Barnard Limited  
Rosemount House  
Rosemount Avenue  
West Byfleet  
Surrey  
KT14 6LB

Date: 20 June 2020



ST MARY THE VIRGIN, SHALFORD PCC

Statement of Financial Activities  
for the year ended 31 December 2019

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.12.19<br>Total<br>funds<br>£ | 31.12.18<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|---------------------------------|---------------------------------|
| <b>INCOME AND ENDOWMENTS:</b>      |       |                            |                          |                                 |                                 |
| Donations and legacies             | 2     | 81,096                     | 1,113                    | 82,209                          | 210,389                         |
| Other activities                   | 3     | 7,560                      | -                        | 7,560                           | 7,030                           |
| Investments                        | 4     | 1,475                      | -                        | 1,475                           | 1,104                           |
| Charitable activities              | 5     | 16,313                     | 1,610                    | 17,923                          | 14,861                          |
| <b>Total</b>                       |       | <b>106,444</b>             | <b>2,723</b>             | <b>109,167</b>                  | <b>233,384</b>                  |
| <b>EXPENDITURE:</b>                |       |                            |                          |                                 |                                 |
| Charitable activities              | 6     | 156,500                    | 5,170                    | 161,670                         | 164,538                         |
| <b>Total</b>                       |       | <b>156,500</b>             | <b>5,170</b>             | <b>161,670</b>                  | <b>164,538</b>                  |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>(50,056)</b>            | <b>(2,447)</b>           | <b>(52,503)</b>                 | <b>68,846</b>                   |
| <b>RECONCILIATION OF FUNDS:</b>    |       |                            |                          |                                 |                                 |
| Total funds brought forward        |       | 517,475                    | 12,360                   | 529,835                         | 460,989                         |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>467,419</b>             | <b>9,913</b>             | <b>477,332</b>                  | <b>529,835</b>                  |

The notes form part of these financial statements

ST MARY THE VIRGIN, SHALFORD PCC

Balance Sheet  
At 31 December 2019

|  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.12.19<br>Total<br>funds<br>£ | 31.12.18<br>Total<br>funds<br>£ |
|--|-------|----------------------------|--------------------------|---------------------------------|---------------------------------|
| <b>FIXED ASSETS</b>                          |       |                            |                          |                                 |                                 |
| Tangible assets                              | 10    | -                          | 6,000                    | 6,000                           | 7,200                           |
| <b>CURRENT ASSETS</b>                        |       |                            |                          |                                 |                                 |
| Debtors                                      | 11    | 7,912                      | -                        | 7,912                           | 8,951                           |
| Cash at bank and in hand                     |       | 461,842                    | 3,913                    | 465,755                         | 516,318                         |
| <b>Total current assets</b>                  |       | <b>469,754</b>             | <b>3,913</b>             | <b>473,667</b>                  | <b>525,269</b>                  |
| <b>CREDITORS</b>                             |       |                            |                          |                                 |                                 |
| Amounts falling due within one year          | 12    | 2,335                      | -                        | 2,335                           | 2,634                           |
| <b>NET CURRENT ASSETS</b>                    |       | <b>467,419</b>             | <b>3,913</b>             | <b>471,332</b>                  | <b>522,635</b>                  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <b>467,419</b>             | <b>9,913</b>             | <b>477,332</b>                  | <b>529,835</b>                  |
| <b>NET ASSETS</b>                            |       | <b>467,419</b>             | <b>9,913</b>             | <b>477,332</b>                  | <b>529,835</b>                  |
| <b>THE FUNDS OF THE CHARITY:</b>             |       |                            |                          |                                 |                                 |
| Unrestricted funds                           | 13    |                            |                          | 467,419                         | 517,475                         |
| Restricted funds                             |       |                            |                          | 9,913                           | 12,360                          |
| <b>TOTAL CHARITY FUNDS</b>                   |       |                            |                          | <b>477,332</b>                  | <b>529,835</b>                  |

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees on 7 May 2020 and were signed on its behalf by:



Nigel Tyler - Trustee



## ST MARY THE VIRGIN, SHALFORD PCC

### Notes to the Financial Statements for the year ended 31 December 2019

#### 1. ACCOUNTING POLICIES

##### **General information and basis of preparation of the financial statements**

The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford is an unincorporated charity in England.

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the facility or item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

## ST MARY THE VIRGIN, SHALFORD PCC

### Notes to the Financial Statements for the year ended 31 December 2019

#### 1. ACCOUNTING POLICIES – continued

##### **Volunteers and donated services and facilities**

The value of services provided by volunteers is not incorporated into these financial statements.

##### **Going concern**

The trustees have continued to adopt the going concern basis for preparing these financial statements. They have done so on the grounds that the charity has and continues to have sufficient funds to meet its obligations as they fall due.

##### **Tangible fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with s10(2)(a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). All expenditure incurred during the year on consecrated or beneficed buildings and movable Church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

##### **a. Other land and buildings**

St. Michael's Church at Peasmarsh is held on a lease at a peppercorn rent, subject only to the Church being used for regular worship. If the services end, the land and buildings revert to the freeholder. The buildings cannot be sold and are, in that sense, inalienable. All expenditure incurred during the year on these buildings and movable furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

##### **b. Other fixtures, fittings and office equipment**

Equipment used within the Church premises is depreciated on a straight line basis over 10 years. Individual items with a purchase price of £5,000 or less are written off when the asset is acquired.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Restricted funds**

Restricted funds represent:

- Income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and
- Donations or grants received for a specific object or invited by the PCC for a specific object.

The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Where the capital is restricted, but the income generated thereon is not, the capital balance is shown within restricted funds and the income within unrestricted funds.

##### **Unrestricted funds**

Unrestricted funds are general funds which can be used for PCC ordinary purposes. Designated funds are funds set aside out of the unrestricted funds for future work.



**ST MARY THE VIRGIN, SHALFORD PCC**

**Notes to the Financial Statements  
for the year ended 31 December 2019**

**1. ACCOUNTING POLICIES - continued**

**Cash and cash equivalents**

Cash and cash equivalents include cash in hand and cash deposits with financial institutions that are readily convertible to known amounts of cash with insignificant risk of change in value.

**Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

# ST MARY THE VIRGIN, SHALFORD PCC

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 2 DONATIONS AND LEGACIES

|                      | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£  |
|----------------------|---------------------------|-------------------------|---------------|----------------|
| Planned giving:      |                           |                         |               |                |
| Gift Aid             | 50,758                    | 890                     | 51,648        | 51,340         |
| Tax recovered        | 12,709                    | 223                     | 12,932        | 12,525         |
| Other planned giving | 2,544                     | -                       | 2,544         | 3,024          |
| Legacies             | 15,085                    | -                       | 15,085        | 143,500        |
|                      | <u>81,096</u>             | <u>1,113</u>            | <u>82,209</u> | <u>210,389</u> |

#### Legacies

The legacies in 2018 comprise a number of incredibly generous payments from the estates of Peter Gates, Pamela Gates and Joyce Davis.

### 3 OTHER ACTIVITIES

|                     | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£ |
|---------------------|---------------------------|-------------------------|---------------|---------------|
| Concerts and events | 1,150                     | -                       | 1,150         | 350           |
| Charity Fair        | 6,410                     | -                       | 6,410         | 6,680         |
|                     | <u>7,560</u>              | <u>-</u>                | <u>7,560</u>  | <u>7,030</u>  |

### 4 INCOME FROM INVESTMENTS

|          | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£ |
|----------|---------------------------|-------------------------|---------------|---------------|
| Interest | 1,475                     | -                       | 1,475         | 1,104         |
|          | <u>1,475</u>              | <u>-</u>                | <u>1,475</u>  | <u>1,104</u>  |

### 5 INCOME FROM CHARITABLE ACTIVITIES

|                          | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£ |
|--------------------------|---------------------------|-------------------------|---------------|---------------|
| <b>Church activities</b> |                           |                         |               |               |
| Church/hall lettings     | 3,826                     | 1,610                   | 5,436         | 5,350         |
| Magazine subscription    | 1,838                     | -                       | 1,838         | 1,743         |
| Magazine advertising     | 5,901                     | -                       | 5,901         | 5,245         |
| Fees                     | 2,110                     | -                       | 2,110         | 2,523         |
| Recovery of VAT          | 2,061                     | -                       | 2,061         | -             |
| Other income             | 577                       | -                       | 577           | -             |
|                          | <u>16,313</u>             | <u>1,610</u>            | <u>17,923</u> | <u>14,861</u> |



# ST MARY THE VIRGIN, SHALFORD PCC

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 6 CHARITABLE ACTIVITIES

|                                 | Activities<br>undertaken<br>directly<br>£ | Grant funding<br>of activities<br>£ | Support<br>costs<br>£ | 31.12.19<br>£  | 31.12.18<br>£  |
|---------------------------------|---|-------------------------------------|-----------------------|----------------|----------------|
| Church activities               | 151,437                                   | -                                   | 3,864                 | 155,301        | 158,155        |
| Religious and secular charities | -   | 5,769                               | -                     | 5,769          | 5,783          |
| Governance costs                | -   | -                                   | 600                   | 600            | 600            |
|                                 | <u>151,437</u>                            | <u>5,769</u>                        | <u>4,464</u>          | <u>161,670</u> | <u>164,538</u> |

#### Church activities

Included within Church activities of £151,437 is £77,856 for the 2019 Diocesan Parish Share. At 31 December 2019 there was no debt due to the Diocese for Parish Share. Church activities also includes £24,279 for maintenance work required following the quinquennial inspection in 2018 and £9,159 for decorating costs in the vicarage.

### 7 GOVERNANCE COSTS

|                | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£ |
|----------------|---------------------------|-------------------------|---------------|---------------|
| Examiner's Fee | 600                       | -                       | 600           | 600           |
|                | <u>600</u>                | <u>-</u>                | <u>600</u>    | <u>600</u>    |

### 8 TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES

Remuneration or benefits paid to trustees of the PCC during the year amounted to £4,428 (2018 - £1,476).

Ellen Hallam is the parish administrator and was co-opted onto the PCC from October 2018 to January 2019. She was then elected onto the PCC from April 2019. This payment represents the proportion of her salary as parish administrator for period she was on the PCC.

#### Trustees' expenses

During the year the PCC paid visiting ministers £492 (2018 - £711) and paid trustees of the PCC £3,083 (2018 - £1,693) as reimbursement of expenses incurred by them on behalf of the PCC. During the year, 7 of trustees were reimbursed for expenses (2018 - 8).

### 9 STAFF COSTS AND EMPLOYEE BENEFITS

The average monthly number of employees during the year was 2 (2018 - 2).

# ST MARY THE VIRGIN, SHALFORD PCC

## Notes to the Financial Statements for the Year Ended 31 December 2019

### 10 TANGIBLE FIXED ASSETS

|                     | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£ |
|---------------------|---------------------------|-------------------------|---------------|---------------|
| Cost:               |                           |                         |               |               |
| At 1 January 2019   | -                         | 12,355                  | 12,355        | 12,355        |
| Depreciation:       |                           |                         |               |               |
| At 1 January 2019   | -                         | (5,155)                 | (5,155)       | (3,955)       |
| Charge for the year | -                         | (1,200)                 | (1,200)       | (1,200)       |
| Net book value      | <u>-</u>                  | <u>6,000</u>            | <u>6,000</u>  | <u>7,200</u>  |

Fixed assets comprise the Allen Digital Organ purchased in 2015.

### 11 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                     | 31.12.19<br>£ | 31.12.18<br>£ |
|---------------------|---------------|---------------|
| Gift Aid receivable | 7,912         | 8,951         |
|                     | <u>7,912</u>  | <u>8,951</u>  |

### 12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                              | Unrestricted<br>fund<br>£ | Restricted<br>fund<br>£ | 31.12.19<br>£ | 31.12.18<br>£ |
|------------------------------|---------------------------|-------------------------|---------------|---------------|
| Agency collections           | 165                       | -                       | 165           | -             |
| Accounts payable             | 1,750                     | -                       | 1,750         | 2,214         |
| Taxation and social security | 420                       | -                       | 420           | 420           |
|                              | <u>2,335</u>              | <u>-</u>                | <u>2,335</u>  | <u>2,634</u>  |

### 13 THE FUNDS OF THE CHARITY

|                           | At 1.1.19<br>£ | Income<br>£    | Payments<br>£    | 31.12.19<br>£  |
|---------------------------|----------------|----------------|------------------|----------------|
| <b>Unrestricted Funds</b> |                |                |                  |                |
| General fund              | 507,040        | 106,444        | (146,065)        | 467,419        |
| Maintenance               | 10,435         | -              | (10,435)         | -              |
|                           | <u>517,475</u> | <u>106,444</u> | <u>(156,500)</u> | <u>467,419</u> |
| <b>Restricted Funds</b>   |                |                |                  |                |
| New Community Centre      | 7,200          | -              | (1,200)          | 6,000          |
| Peasmarsh                 | 5,160          | 2,723          | (3,970)          | 3,913          |
|                           | <u>12,360</u>  | <u>2,723</u>   | <u>(5,170)</u>   | <u>9,913</u>   |
| <b>TOTAL FUNDS</b>        | <u>529,835</u> | <u>109,167</u> | <u>(161,670)</u> | <u>477,332</u> |

### 14 RELATED PARTY DISCLOSURES

There were no related party transactions during the years ended 31 December 2019 or 31 December 2018.

**ST MARY THE VIRGIN, SHALFORD PCC**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 December 2019**

| <b>INCOME AND ENDOWMENTS</b>             | <b>31.12.19</b> | <b>31.12.18</b> |
|--|-----------------|-----------------|
|  | <b>£</b>        | <b>£</b>        |
| <b>Donations and legacies</b>            |                 |                 |
| Planned giving:                          |                 |                 |
| Gift Aid                                 | 51,648          | 51,340          |
| Tax recovered                            | 12,932          | 12,525          |
| Other planned giving                     | 2,544           | 3,024           |
| Legacies                                 | 15,085          | 143,500         |
|  | <u>82,209</u>   | <u>210,389</u>  |
| <b>Other activities</b>                  |                 |                 |
| Concerts and events                      | 1,150           | 350             |
| Charity Fair                             | 6,410           | 6,680           |
|  | <u>7,560</u>    | <u>7,030</u>    |
| <b>Investments</b>                       |                 |                 |
| Interest                                 | 1,475           | 1,104           |
| <b>Charitable activities</b>             |                 |                 |
| Church/hall lettings                     | 5,436           | 5,350           |
| Magazine subscription                    | 1,838           | 1,743           |
| Magazine advertising                     | 5,901           | 5,245           |
| Fees                                     | 2,110           | 2,523           |
| Recovery of VAT                          | 2,061           | -               |
| Other income                             | 577             | -               |
|  | <u>17,923</u>   | <u>14,861</u>   |
| <b>Total income and endowments</b>       | <u>109,167</u>  | <u>233,384</u>  |
| <b>EXPENDITURE</b>                       |                 |                 |
| <b>Charitable activities</b>             |                 |                 |
| <b>Support costs</b>                     |                 |                 |
| Ministry :                               |                 |                 |
| Diocesan parish share                    | 77,856          | 76,105          |
| Mission & Ministry                       | 2,018           | -               |
| Vicarage running costs                   | 743             | 1,435           |
| Vicarage decorating costs                | 9,159           | -               |
| Church running costs                     | 17,983          | 19,780          |
| Church maintenance costs                 | 25,323          | -               |
| New Community Centre                     | 4,211           | 4,985           |
| Parish magazine costs                    | 3,864           | 3,450           |
| Parish office expenses                   | 2,624           | 3,380           |
| Organist & parish administrator salaries | 10,320          | 10,320          |
| Cost of constructing car park            | -               | 37,500          |
| Depreciation                             | 1,200           | 1,200           |
| <b>Grants</b>                            |                 |                 |
| Religious and secular charities          | 5,769           | 5,783           |
| <b>Governance costs</b>                  |                 |                 |
| Examiner's fees                          | 600             | 600             |
| <b>Total expenditure</b>                 | <u>161,670</u>  | <u>164,538</u>  |
| <b>Net income</b>                        | <u>(52,503)</u> | <u>68,846</u>   |

This page does not form part of the statutory financial statements