

# St Mary's, Shalford and St Michael's, Peasmarsh Parish of Shalford

## Trustees Annual Report & Financial Statements of Shalford PCC (accounts independently examined)



### Year Ended 31st December 2024

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## Administrative Information

This document is prepared by the Parochial Church Council of the Ecclesiastical Parish of Shalford (known as ‘Shalford PCC’) in the Diocese of Guildford within the Church of England. The Parish of Shalford includes the churches of St Mary the Virgin, Shalford (known as ‘St Mary’s Shalford’) and St Michael’s, Peasmarsh.

Vicar and Incumbent: The Reverend Sarah Lloyd

Registered Charity Number: 1128468

Bankers: Lloyds Bank, 147 High Street, Guildford GU13AG

Royal Bank of Scotland, 1 Hardman Boulevard, Manchester M3 3AQ

Independent Examiner of Accounts: A J Bennewith & Co, 18 Farnham Road, Guildford GU1 4XA

St Mary’s Church is situated in the village of Shalford, in Church Close, The Street, Shalford GU4 8BP, and its daughter church, St Michael’s Church, is in the neighbouring village of Peasmarsh. 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 known, and hereafter referred to as, ‘Shalford PCC’

The following have served on the Parochial Church Council (PCC) from 1 January 2024 until the date this report was approved, unless otherwise indicated:

### ***Ex-officio Members:***

PCC Chair and Incumbent: The Reverend Sarah Lloyd (Vicar)

Church Wardens: Ann Hyde and Harriet Morris (both elected May 2024)

Deanery Synod Reps Susan Odell (Elected DSR 2024 and see below as Deputy Churchwarden too)

### ***Elected Members:***

Parish Safeguarding Officer: John Simpson Re-elected 2024 (up for re-elect 2027)

Treasurer: Chris Hughes Re-elected 2024 (up for re-elect 2026)

Gift Aid & Donations Officer: Ann Thomas Re-elected 2023 (up for re-elect 2025)

Deputy Churchwarden: Ian Farr Re-elected 2024 (up for re-elect 2027)

(Deputy Churchwarden: Susan Odell Re-elected 2023 (up for re-elect 2026))

Deputy Churchwarden: Carolynne Spooner Elected 2023 (up for re-elect 2026)

Sacristan Sheila Pickering Re-elected 2023 (up for re-elect 2025)

PCC Secretary Gina Cox Elected 2024 (up for re-elect 2027)

Jacqui Davies Elected 2023 (up for re-elect 2026)

Jan Barklem Elected 2024 (up for re-elect 2027)

## Aims & Vision

The Parochial Church Council (“PCC”) is a body corporate established by the Church of England. The PCC has the responsibility of cooperating with the incumbent, the Reverend Sarah Lloyd, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is committed to enabling people to find spaces for relationship with God and with others - in prayer and discipleship, in worship, and through hospitality, sanctuary, community and support. The Parish of Shalford’s working vision statement: *Praying to always be a welcoming, inclusive, worshipping, caring, generous church for all ages, serving locally, globally and environmentally at the heart of community.* All framed around the Five Marks of Mission of the Anglican Communion, & the three Guildford Diocesan Goals in *Transforming Church, Transforming Lives.*

## Structure, Governance & Management

### ***Statement of Trustees' Responsibilities:***

The trustees are responsible for preparing the Trustees' Report and Financial Statements in accordance with the applicable laws and the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019), and Statement of Recommended Practice (SORP 2015)

The law applicable to charities in England & Wales requires 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 of the charity for that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods & principles in current Charities Statement of Recommended Practice (SORP)
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the Financial Statements comply with the Charities Act, Charity Reporting and Accounting Guidance, 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.

### ***The PCC:***

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the incumbent (the vicar), churchwardens, those co-opted by the PCC until the next APCM, and PCC members elected by those members of the congregation who are on the electoral roll of the church. All members of the congregation and others are encouraged to register on the Electoral Roll and stand for election to the PCC.

The full PCC met 6 times during the year, with Church team meetings (see below) meeting in the months between. The PCC conducts much business via emails too, and at PCC meetings received reports in areas including Safeguarding, Worship, Children's Ministry, Pastoral Care, Deanery Synod, Fabric, Finance, Social Justice, Eco Church, and Discipleship. Minutes of PCC meetings are kept printed in the vestry file, as well as on the Vicar and PCC Secretary's computers.

### ***Church Teams:***

The PCC has a number of 'Church Teams' each dealing with a particular aspect of parish life. Although there is no formal delegation of authority setup, these teams are all responsible to the PCC and report back to it regularly with some members also being members of the PCC. St Mary's Church Teams are currently:

- Mission, Worship & Discipleship Team
- Fabric & Finance Team
- Safeguarding Team
- Pastoral Care & Hospitality Team
- Young St Mary's / Children & Families Team (evolving)
- Eco Champions Team (dormant)

### ***Deanery Synod:***

The Parish of Shalford is currently part of The Deanery of Guildford, in the Diocese of Guildford. See page 8 for deanery synod report

### ***Employees:***

The PCC are further responsible for employing staff to undertake key roles in the Church, mindful of the Parochial Church Councils (Powers) Measure 1956, statutory employment legislation and other current Church of England Guidelines. St Mary's Church continued to employ the following in 2024: A Parish Administrator – Part-time; A Director of Music/Organist – Part-time.

## Objectives, Activities, and Public Benefit

We seek to be a parish church of *Sanctuary, Hospitality, and Service/solidarity*, with prayer, worship and thanksgiving at our heart. *Simpler, Humbler, Bolder* as the parish church serving in the heart of our community, the villages of Shalford and Peasmarsch. The parish church of Shalford is open and inclusive for all, and St Mary's church is open to all to visit and simply be, every day.

St Mary's is an active prayerful church with a wide range of church-led community activities and engagement, hoping to show the love of Christ through all we say and do. When planning our activities for the year, we connect with the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We hope to give space and encouragement for people to connect with God, live out their faith in their lives, and feel welcomed as part of their parish community, through:

- Worship, prayer, loving service, hospitality and growing in discipleship
- Encourage learning through scripture, and deepening relationship with Jesus Christ
- Provision of pastoral care, enabling support and care, and belonging, and building community and relationships for all people living in the parish
- Life events –funerals, baptisms, and weddings for all
- Growing community – working with our schools, care homes, hospice, local groups, councils and businesses.
- Mission and outreach work

The PCC is also specifically responsible for the maintenance of the church buildings of St Mary's Church Shalford, and St Michael's Church and Hall, Peasmarsch. It has responsibility for the financial affairs, the maintenance and the appropriate insurance of the church buildings, churchyards, and goods and ornaments thereof. The PCC meets regularly and is assisted by a considerable number of other people in the church and village community, all of whom are essential in the smooth running and safe spaces of St Mary's and St Michael's.

There is a rich variety of worship offering a variety of forms and ways of worship ranging from: Common Worship Holy Communion, Sung Eucharist, and occasional Choral Evensong, to informal 2<sup>nd</sup> Sunday All Age Contemporary Café Church, Contemplative worship, and Lay Led Worship. St Mary's and the church's ministry and service in the community, connect with a wide range of people of all ages in both villages, and enable many community groups and events to come together in the church.

The Parish Safeguarding Officer (PSO), clergy and churchwardens and full PCC and church community take safeguarding very seriously, and we continue to work hard on making everybody in the church aware that everybody is responsible for safeguarding. Our PSO and PCC focus on ensuring people in all roles are up to date with their necessary safeguarding training and attentive to reporting, and we have improved our visible notices and attention on good safeguarding practices around the church to try to ensure the church is a safe space for all.

## Review of the Year

At our PCC meetings throughout 2024, the PCC discussed and pondered and prayed through current areas in our Church Development Plan, and continued to adapt our CDP as the church's mission and ministry evolves. Shalford's parish ministry and mission focus deepened through 2024 as church life and mission continued to shape as church of *Sanctuary, Hospitality, and Service/solidarity*, with prayer and thanksgiving at our heart. The PCC, congregations, and wider church community have continued to worship, serve, live and pray as a *Simpler, Humbler, Bolder* parish church for all, in the heart of our community of Shalford and Peasmarsch. Simply, humbly, boldly, faithful in discipleship in this place. Seeking to follow where God leads us, and bring people together into relationship with others, and in relationship with God.

Visibly helped by re-newed outdoor church signs and noticeboards (through generous donation from Thames Water and WHTreatment), St Mary's continued to open the church doors wide to all for worship, fellowship, groups and events, and individuals in distress or need and in celebration. In 2024 many individuals have found sanctuary and spiritual support in the peace of St Mary's at points of major crisis in their lives.

St Mary's and the Parish is blessed with many dedicated, faithful souls. Hugely generous with their time and talents, our dedicated 2 new churchwardens and 3 deputy churchwardens in 2024, and our tirelessly dedicated treasurer and finance/giving officer, plus other dedicated volunteers and our wonderful parish administrator, have kept the essential structures and fabric of the church in excellent shape, transparently yet in the background. Our administration, policies

and safeguarding and financial systems, have all continued to improve and we now have stronger, transparent and up-to-date systems and records in place, including excellent *Expenseplus* church book-keeping/finance software system.

Challenges continue with being a small parish church, with stretched resources in terms of people, finances, and time. Yet the church has continued to focus on being a generous church and spiritual sanctuary for many, and keeping faith that God leads and resources us for all our needs. We continue to hope to connect and partner more closely with neighbouring churches (of which there are many, very nearby and wonderfully varied).

Many in our village/parish have connected with St Mary's through 2024, supporting different occasions, connecting in need, joining community celebrations, seeking sanctuary, visiting the church building, seeking the church to be alongside them in a time of grief or pain, joy in weddings and baptisms and other life events, occasional rough sleepers, pastoral and prayer support with clergy, and cafe fellowship and mutual care amongst St Mary's regular worshipping community. It is a great encouragement and joy to be part of a church of good relationships, living outwardly in faith. The Vicar states '*it is a joy and a blessing and huge privilege to serve here as your parish priest, in a parish and church of such positive and supportive relationships, serving others and God, and reaching out to all. I'm extremely grateful too, to so many in the church and parish, for their generous time, support, skills, dedication and prayers*'.

## **Discipleship, Worship, Life Events**

### ***Discipleship – highlights 2024:***

St Mary's *Small Groups* have been one of the new and exciting areas of growing and deepening discipleship and fellowship in 2024. Four new small home groups have evolved, through those who responded to an all-parish invitation. Two of the small groups are led by all members of the group, with another led by our 2 PTO retired clergy, and another in the vicarage facilitated by the vicar. All groups began with a focus on discipleship resources around Luke's gospel, and each group has wonderfully evolved in its own way to match the needs and faith journeys of those in the group. We hope to encourage more small groups to begin in 2025 and beyond, as part of the heart of flourishing church life and faith, and deepening discipleship at St Mary's.

### ***Vocations & Lay Ministry – highlights 2024:***

2024 has seen our lay ministry continue to evolve with our 2 diocese trained locally authorised Occasional Preachers, preaching on a few Sundays during the year, and our 2 newly diocese trained locally authorised Pastoral Visitors helping to setup our new Pastoral Visiting team and procedures, and begin visiting in the parish. In 2025 we hope one or two new locally authorised Lay Worship Leaders will undertake the short diocese training course, and more new vocations will find space to grow, by God's grace.

### ***Retired Clergy Ministry:***

We have been blessed this year with the retired priests in the parish with PTO (permission to officiate in this diocese) finding more time to help lead worship on occasion in 2024, when not leading worship elsewhere in the diocese. St Mary's is very grateful for Rev'd Stanley, Canon Angela, and Rev'd Michael's great support and ministry.

### ***Worship – highlights 2024:***

A small new worshipping community has grown in 2024 in St Michael's Peasmarsh, with the Vicar and a family with friends from Guildford coming to support prayer and praise at St Michael's, as we continue to pray to find a way to save the church building from serious decay and rekindle church life in St Michael's.

Our regular Sunday & weekly worship at St Mary's has settled into the pattern of: 8.30am morning prayer Mondays, Tuesdays & Wednesdays, 12 noon Wednesday midweek Holy Communion often with Guildford House and Mill Court care home friends and with Sally Schupke as organist; Sunday worship 1<sup>st</sup> Sunday Parish Eucharist high altar & choir, 2<sup>nd</sup> Sunday 9 O'clock Holy Communion, and 10am all age Café Church, 3<sup>rd</sup> Sundays Parish Communion often nave altar, 4<sup>th</sup> Sundays 9 O'clock Holy Communion, and 10am Contemplative or Creative Worship in the round, and 5<sup>th</sup> Sundays St Mary's Lay Worship Teams (x3) leading. Attendance has remained steady and encouraging in Sunday services, and has grown in midweek, despite sadly much loss from our older congregation this year and the many funerals have been a great sadness in the church this year. Regular worship out in the care homes has continued to grow with 20-30 attending sometimes. All Age Worship at St Mary's continued to evolve with 2<sup>nd</sup> Sundays Café Church Contemporary worship settling into a popular format, led by our wonderfully gifted singer-guitarist Emily Jo, composing and playing worship songs for our new informal, participatory, inter-generational worship together. We hope our 2<sup>nd</sup> Sunday worship will continue to grow in 2025, and still hope people for a Bubble Church team might emerge from the parish for training.

***Life Events in St Mary's in 2024:*** continued as important, pastoral and constant ministry throughout the year, including 6 baptisms, 5 weddings, and 18 funerals or burials.

## **Eco Church**

We continue on our Gold Eco Church journey with our focus and action in our care for creation. 2024 saw a quieter year in terms of eco action for the church building, whilst we await quotes for the kitchen block subsidence work which will hopefully enable the church to install a heat-pump and remove our gas boiler. We continue to hope to install solar panels where we can, and preaching & communicating on environmental issues and action, and collaborating with Shalford Climate Action Group and other climate justice charities, continued in 2024.

## **Children & Young People**

Our weekly Shalford Parent & Toddler Group in St Mary's has seen slightly lower numbers in 2024 but continues to be hugely valued and enjoyed by many pre-school children and parents, often a much needed meeting and support space for Mums in particular. 2<sup>nd</sup> Sunday All Age Café Church, as well as Baptisms, have continued to flourish, and although not a Church of England school, our close relationship with Shalford Infant & Nursery School continues, with Rev Sarah on the school governing body, and visiting the school at least weekly for reading support with church PAT dog, assemblies and other school support. Our connections with Gosden House school has grown in 2024. Shalford Brownies and Shalford Guides both meet in St Mary's on Tuesday evenings, and have formed close connections with the church. It's hoped we can grow our ministry with young families in 2025, link with neighbouring parished too, and enable a Children & Family Worker to be employed to support the current over-stretched vicar and lay ministry team.

## **St Mary's Music – Choir**

We remain a small group with just enough people to make a good sound. We also remain keen to sing, and are delighted to welcome a very competent alto, putting our sound up to a glorious 3-part harmony. We continue to enjoy meeting to rehearse. With such a small number we are dependent on most people being available if we are to perform. We remain hopeful for a bass voice to complete our 4 parts. We are currently singing our way through the old repertoire in search of suitable material.

*Liz Van Eykenhof*

## **St Mary's Bell-ringing team**

The band continues to develop its competency thanks to the patience and guidance of the long-established members given to those with less experience and to the teaching and encouragement of Tower Captain Sally Schupke. Evening practices are on a Monday at St Mary's and on a Wednesday at St Nicolas's. The first half hour or so on a Monday is for beginners to develop bell handling skill. Rev Sarah popped in a couple of years ago, got hooked as tends to happen, turned up whenever she managed to find the time, persevered and reached the standard to become a member of the band, much to everyone's delight.

As each set of church bells has its own unique feel, visits to other churches help to build bell handling confidence. During the year visits were made to Slinfold, Itchingfield, Shipley, Wisborough Green and Haslemere. However the highlight was the visit to Guildford Cathedral with its 12 bells -Shalford has 8- in its voluminous ringing chamber with spectacular views over the surrounding area.

In addition to the usual ringing for services at St Mary's on a Sunday morning, the band rang at the Hymns and Pimms Evensong, the Choral Evensong with the Cathedral Choir and the various Christmas services.

The 8 bell 4 ringers handbell team performed at the Christmas Day service. Featuring in that service were knitted replicas for the Twelve Days of Christmas, made by members of the band, as was The Bellringers' Campanile tree for the Christmas Tree Festival.

And finally, when you hear the bells at unusual times, it may be a wedding or a visiting band having come to enjoy the experience of ringing at Shalford. But whatever the occasion, whoever is ringing, no matter the time of day, hopefully their sound will lift your spirit, even if it's only just for a moment.

*Ian Farr*

## **Pastoral Care & Fellowship**

2024 saw the opening of a large new care home in the parish, Mill Court, where we have already built good relations and now visit individuals and lead a monthly communion service in the home, and welcome residents to St Mary's on Wednesdays. In the same way we continue to serve the residents of Guildford House care home. Pastoral care remains at the heart of St Mary's life and ministry, with constant home and care home visiting by our Pastoral Visitors, Vicar, PAT dog, and many other good neighbours, to those struggling, isolated, sick or bereaved, or in hospital or care homes. St Mary's Pastoral Care & Hospitality Team met throughout the year, and.... a constant weekly highlight in mutual pastoral care continues through:

*The 3Cs coffee morning* – Coffee, Cake and Conversation – continued to meet in St Mary’s on each Wednesday morning in term time from 10.00 – 11.30. We welcomed many friends, old and new, throughout the year with regular visits from some of the residents of the Peasmarsh Care Home, Guildford House, and even, very occasionally, a passing rambling group! All come to enjoy home-made cakes and biscuits, with coffee or tea, in a convivial and relaxed atmosphere. Rev Sarah then holds a short Holy Communion service at midday for anyone who wishes to stay. Mary, Sheila and Naomi are grateful for all the help and contributions from many people who attend regularly. All ages are welcome, from the village or further afield.

*Naomi Fraser*

## **Community Engagement, Support, and Building Community**

**Community-Church Events:** Our church-led community events in St Mary’s in 2024 were very well supported and enjoyed by the villages. In 2024 the larger of these included: a powerful dramatic performance of Mark’s gospel ‘I Am Mark’; St Mary’s Summer Festival with Music, Market & Fete; Special Afternoon Cream Teas; Hymns & Pimms Summer Evening; Macmillan Coffee Morning; Bee & Moth Eco Night; Evensong with Cathedral Choristers; Shalford Big Barn Dance; Guildford Shakespeare Company’s Macbeth; a first Shalford History Week; and ending with a St Mary’s Christmas Tree Festival with mini opening Market day. Hosting all age community gatherings and opening up spaces for support and for relationships to grow for all in the parish, as well as supporting local & global charities, continues to be a major aim for our larger Community Events which continued in 2024.

### ***Shalford Village Cinema, and Men’s Breakfast:***

An organising team of ‘movie maestros’ from St Mary’s is now smoothly running our successful and popular Village Cinema with a film shown on the big screen once a month for the whole community. Similarly, an organising team of ‘chefs’ from St Mary’s, is now running our successful popular Saturday morning men’s breakfasts once a month in St Mary’s, with 20-25 men attending & the Sunday congregation enjoying lingering fry-up fragrances the next morn. We hope both these will continue to flourish & reach out particularly to those who feel isolated in the villages

### ***Church building for Community:***

St Mary’s church building continues to be a much cared for sacred space and much-loved by the village. Our regular groups using St Mary’s as their home in 2024 included: Shalford Guides and Brownies, Shalford Pilates, Women’s Fellowship Group, U3A Latin, Acorn History Group. Sadly we lost our Wednesday evening pilates group booking, and are looking to fill the Wednesday gap, and still looking to find a resident choral society to replace Shalford Choral Society after their lock-down closure. Concert and other one-off performance and charity bookings have been down in 2024 and we hope 2025 will see an increase.

### ***Shalford Parish Magazine:***

We continue to work hard to keep the printed parish magazine going every month for the benefit of all in the parish and particularly those who find the magazine an essential way to connect with their village. Subscribers receive monthly, and 3 issues a year are delivered free to every house in the parish by our wonderful volunteer distributors. Much thanks to James our amazing magazine editor, for all his ongoing work to produce the magazine, and Heather (and Tom) for wonderful support and time for many years in coordinating distributors and delivering widely too.

## **Safeguarding Report**

As the Safeguarding Officer for Shalford Parish, it is my pleasure to present my report for 2024. I am pleased to report that there were no new issues year ending 2024. Since my last report, a lot of progress has been made updating the Parish Dashboard. The dashboard provides an overview of our safeguarding commitments and policies. I am also pleased to report that all PCC members are fully certified at Basic Awareness and Foundation training. This has been met with great enthusiasm from new members and all concerned. The various roles within the Church have been identified by the Diocesan Safeguarding team who have issued guidance on the training and certification required for these roles. The roles and training required is constantly under review. This is to ensure that the appropriate roles within the church have the correct level of safeguarding training. The safeguarding team have been very active with safeguarding courses throughout the year. I have attended all of these, much to my advantage. The commitment and enthusiasm shown by them is inspiring. I am committed to my mission to ensure that parishioners and the wider Shalford community are aware that our Church is a safe place, where they will be listened to and helped under what could be very upsetting circumstances for them. To then direct them to professionals within the church and Social Services who can help going forward.

*John Simpson, Parish Safeguarding Officer*

## **Churchwardens' Report - Fabric**

The usual maintenance checks on the boiler, lightning conductor, fire extinguisher and the electrics were carried out and relevant certificates obtained.

*Fabric at St Mary's Church, Shalford:*

### **January**

- Quinquennial Report (2023) had identified water penetration into the church spire and Sally Strachey Historic Conservation Ltd (SSHC) re-visited to try to pinpoint the cause of the leaks.
- SSHC repaired open joint in Tower Stair Turret wall to stop water penetration. Also cleared gutters and downpipes and discovered dangerous brickwork/stones on the North Wall so the area was cordoned off.
- Cooper and Withycombe Ltd, structural engineers, visited to discuss next step for determining the cause of cracks and likely subsidence in the kitchen block which had been identified during the 2023 Quinquennial Inspection.
- Quiet area set up in the church with second-hand sofa and a chair and a mindfulness rug.

### **February**

- Interim spire repairs by SSHC.

### **May**

- Handbell replaced
- Further spire repairs by SSHC using cherry pickers, including patching holes in the copper covering to prevent further water penetration. Identified a problem with some of the fixings for the covering panels which had rotted causing the panels to come loose in places.
- Replaced lights in the belfry that had failed during spire repairs.

### **July**

- New Lisbon Bicycle Stands installed for cycle parking, in churchyard behind kitchen block.

### **October**

- Cooper and Withycombe, structural engineers, arranged preliminary investigations into the cause of the kitchen block subsidence. Freeman & Welsh dug three trial holes to investigate.
- SSHC removed dangerously balanced crumbling stone crosses atop nave and chancel roof line and re-mortared cross atop the porch.

### **November**

- The Church Notice Board Company designed and replaced St Mary's outside signs and notice boards. Work funded by Thames Water's contractor MWH Treatment. One new outside sign for St Michael's Church.

*Fabric at St Michael's Peasmarsh, Church and Hall*

### **January**

- Bradley Environmental Consultants reported St Michael's Hall roof tile was asbestos cement.

### **March**

- KBO Fire & Security Ltd replaced fire extinguisher.

### **October**

- Southern Asbestos Services Ltd and Paul Bonner Roofing Ltd repaired leaking Hall roof which involved removal of asbestos cemented tiles and replacement slates.

*Ann Hyde, and Harriet Morris, Churchwardens*

## **Electoral Roll Report**

At our APCM in 2024 there were 97 members on the Electoral Roll.

*Ann Thomas, Electoral Roll Officer*

## **Deanery Synod Report:**

As members of the Guildford Deanery, Deanery Synod Rep, Sue Odell, attended deanery synods including at St Mary's Shalford when we were delighted to host deanery synod. Rev Sarah attended deanery chapter meetings throughout the year and deanery synod meetings where possible. We have a vacancy for second deanery synod rep.

## Financial Review

### Summary

Overall the financial position in 2024 showed some improvement over recent years. Donations received through the Parish Giving Scheme (PGS) were essentially the same as last year, but legacies were substantially less. Income from Fund raising events was significantly higher than the previous year.

The PCC continues to benefit from the 2 generous legacies given in 2018 and continues to use this unrestricted reserve for the whole parish community in line with our mission and ministry to all, and care for the environment and our buildings and land. We continued to follow our strategic financial plan to use some of the legacy fund for any significant capital style project needed, in line with our environmental and ministry and mission aims, and to help sustain St Mary's into the future. However in 2024 there was no significant capital expenditure necessary, the only potential project being the new church signs and notice boards but this cost was covered by a generous grant from WMHTreatment (a Thames Water Ltd contractor). As a result our overall financial statement shows loss of just over £29,000 compared with £37,000 the previous year. However, we have continued to move closer to balancing our regular general income and expenditure which is a core aim for the PCC/church (in 2024 we closed with a deficit of £11,545 on our general day to day expenditure,).

The PCC's annual financial plan is updated annually, and our aim is to break even on our general day to day expenditure as soon as possible. We have continued to pay our Parish Share in full each year. We have continued to work hard this year as a finance team (including our Parish Administrator/bookkeeper) to integrate and make full use of our accounting software, Expenseplus, specifically designed for use by churches and small charities.

The PCC has continued to look at ways of increasing its income and in 2024 has been particularly successful in increasing income through community events including the St Mary's Summer Festival, Barn Dance, I am Mark, Macbeth and The Shalford History Week, and increasing hire of St Mary's church for community and other church-led events and regular community group bookings. We have continued to cut costs where possible.

In 2025 we plan to focus on a 'Giving or Stewardship campaign', with our church congregations and electoral roll, as well as the wider parish which hopefully will provide much needed core planned giving income.

### Notes on expenditure

Total expenditure from the unrestricted funds was £145,414. The greatest part of this was the Parish Share of £79,745 which was 4% higher than the previous year. Other major expenses, included increased utilities bills of £11,199

### Unrestricted Funds

The balance on the Unrestricted funds on 31 December 2024 was £225,467.

### Restricted Funds

The Restricted Funds are as follows:

#### *Building (Organ)*

The Allen Digital Organ purchased in 2015 which has been treated as a fixed asset or capital item. The balance on 31 December 2024 on this Fund in the attached accounts is now zero.

#### *Shalford Infant and Nursery School*

This fund receives rent of £200 per annum from Shalford School via Surrey County Council and is restricted to use for educational purposes for the school in agreement with the school, and any administrative fees incurred by the Trustees (vicar and Church Wardens) as landlords of the school and for its lease to Surrey County Council. The balance on 31 December 2024 on this Fund in the attached accounts is £1,216.

#### *Special Collections*

This fund receives any fundraising or special collections made for specific charities which are then paid on to the appropriate charity.

The balance of Restricted Funds on 31 December 2024 was £1,216

### Charitable and Mission giving

In 2024 the PCC raised funds to support other charities and community and environmental work in line with its mission. Particular collections for and donations to charities during the year included: £65 to the Royal British Legion, and £527 to Macmillan Cancer Relief Support,

## Investments

The PCC continued to hold its investment in the CCLA's Church of England Investment Fund, in line with the PCC's Investment Policy. During the year this has increased from £120,080 on 31 December 2023 to £122,828 on 31 December 2024. The remainder of monies are held mainly in interest-bearing bank accounts.

## Reserves Policy

The PCC has a reserves policy which states the PCC aims to hold twelve months running costs, as a formal reserve in the General Unrestricted Fund. The PCC also agreed that this reserve should be invested in the CCLA's Church of England Investment Fund or as subsequently agreed by the PCC.

Parish of Shalford PCC - St Mary's and St Michael's

### Report of the Independent Examiner

#### **Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford (the Charity) for the year ended 31 December 2024.

#### **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.

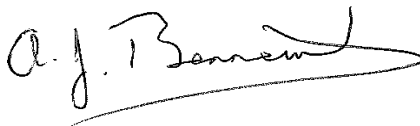
#### **Independent examiner's statement**

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 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.

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA  
Upper Ground Floor  
18 Farnham Road  
Guildford  
Surrey  
GU1 4XA



Date: 8th April 2025

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsh**  
**Year ended 31 December 2024**  
**Statement of Financial Activities**

		31.12.24	31.12.23		
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and Legacies	2	73,419	-	73,419	90,535
Other activities	3	11,496	-	11,496	8,386
Investments	4	5,428	-	5,428	4,754
Charitable Activities	5	26,463	200	26,663	21,812
<b>Total</b>		<b>116,806</b>	<b>200</b>	<b>117,006</b>	<b>125,487</b>
<b>EXPENDITURE ON</b>					
Charitable Activities	6	145,414	1,200	146,614	162,216
<b>Total</b>		<b>(28,608)</b>	<b>(1,000)</b>	<b>(29,608)</b>	<b>(36,729)</b>
Unrealised gain/(loss) on investments		2,748	-	2,748	10,409
<b>NET (EXPENDITURE)</b>		<b>(25,860)</b>	<b>(1,000)</b>	<b>(26,860)</b>	<b>(26,320)</b>
<b>Transfers Between Funds</b>		-	-	-	-
<b>Net Movement in Funds</b>		<b>(25,860)</b>	<b>(1,000)</b>	<b>(26,860)</b>	<b>(26,320)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total Funds Brought Forward		250,111	2,216	252,327	278,647
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>224,251</b>	<b>1,216</b>	<b>225,467</b>	<b>252,327</b>

The notes form part of these financial statements.

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsch**  
**Year ended 31 December 2024**  
**Balance Sheet**

		31.12.24	31.12.23
	Unrestricted funds	Restricted funds	Total funds
Notes	£	£	£
<b>Current Assets</b>			
Cash	105,681	1,281	106,962
Accounts Receivable	12      3,505	-	3,505
<b>Total current assets</b>	<b>109,186</b>	<b>1,281</b>	<b>110,467</b>
<b>Non-Current Assets</b>			
Fixed Assets	10      -	-	-
Investments	11      122,828	-	122,828
<b>Total non-current assets</b>	<b>122,828</b>	<b>-</b>	<b>122,828</b>
<b>Current Liabilities</b>			
Accounts Payable	13      5,991	-	5,991
Deferred Income	1,772	65	1,837
<b>Total current liabilities</b>	<b>7,763</b>	<b>65</b>	<b>7,828</b>
<b>Total Net Assets (Assets Minus Liabilities)</b>	<b>224,251</b>	<b>1,216</b>	<b>225,467</b>
<b>Represented By</b>			
Unrestricted funds			224,251
Restricted funds			1,216
<b>TOTAL FUNDS</b>			<b>225,467</b>

The notes form part of these financial statements.  
**Approved by the Parochial Church Council on**

8th April 2025

Date

and signed on its behalf by:

  
The Reverend Sarah Lloyd (PCC Chair)

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsh**  
**Year ended 31 December 2024**  
**Notes to the Financial Statements**

## **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 2019)', 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, with the exception of investments which are included at market value.

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. Investment income is earned through holding assets for investment purposes such as shares. It includes dividends and interest. Interest income is recognised using the effective interest method and dividend income is recognised when the charity's right to receive payment is established.

### **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.

### **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.

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsch**  
**Year ended 31 December 2024**  
**Notes to the Financial Statements**

**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 and Hall, Peasmarsch is a dedicated daughter church in the Parish of Shalford held by the Parochial Church Council of the Ecclesiastical Parish of Shalford as Trustee. 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. 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 St Mary's and St Michael's 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.

**Investments**

Investments are valued at their market value at the balance sheet date. Gains and losses on disposal and revaluation of investments are credited or charged to the Statement of Financial Activities.

**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.

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsch**  
**Year ended 31 December 2024**  
**Notes to the Financial Statements**

**2. DONATIONS AND LEGACIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.12.24 £</b>	<b>31.12.23 £</b>
Donations and gifts				
Donations and gifts	60,151	-	<b>60,151</b>	53,060
Tax recovered	12,768	-	<b>12,768</b>	13,224
Legacies	500	-	<b>500</b>	24,250
	<u><b>73,419</b></u>	<u>-</u>	<u><b>73,419</b></u>	<u><b>90,534</b></u>

**3. OTHER ACTIVITIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.12.24 £</b>	<b>31.12.23 £</b>
Community fundraising events	11,496	-	<b>11,496</b>	8,386
	<u><b>11,496</b></u>	<u>-</u>	<u><b>11,496</b></u>	<u><b>8,386</b></u>

**4. INCOME FROM INVESTMENTS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.12.24 £</b>	<b>31.12.23 £</b>
Income from listed investments	3,334	-	<b>3,334</b>	3,282
Interest	2,094	-	<b>2,094</b>	1,472
	<u><b>5,428</b></u>	<u>-</u>	<u><b>5,428</b></u>	<u><b>4,754</b></u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.12.24 £</b>	<b>31.12.23 £</b>
<b>Church activities</b>				
Church/hall lettings	8,940	-	<b>8,940</b>	4,435
Fees	3,674	-	<b>3,674</b>	3,883
Magazine advertising	5,611	-	<b>5,611</b>	5,907
Magazine subscriptions	1,978	-	<b>1,978</b>	1,842
Other income	1,180	200	<b>1,380</b>	2,252
Recovery of VAT	5,080	-	<b>5,080</b>	3,494
	<u><b>26,463</b></u>	<u><b>200</b></u>	<u><b>26,663</b></u>	<u><b>21,813</b></u>

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsch**  
**Year ended 31 December 2024**  
**Notes to the Financial Statements**

**6. CHARITABLE ACTIVITIES**

	<b>Activities undertaken directly £</b>	<b>Grant funding of activities £</b>	<b>Support costs £</b>	<b>31.12.24 £</b>	<b>31.12.23 £</b>
Church activities	141,364		4,290	145,654	158,704
Religious and secular charities		-		-	2,552
Governance costs			960	960	960
	<u><b>141,364</b></u>	<u><b>-</b></u>	<u><b>5,250</b></u>	<u><b>146,614</b></u>	<u><b>162,216</b></u>

**Church activities**

Included within Church activities of £141,364 is £79,745 for the 2024 Diocesan Parish Share.

**7. GOVERNANCE COSTS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.12.24 £</b>	<b>31.12.23 £</b>
Examiner's Fee	960	-	960	960
	<u><b>960</b></u>	<u><b>-</b></u>	<u><b>960</b></u>	<u><b>960</b></u>

**8. TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES**

Remuneration or benefits paid to trustees of the PCC during the year amounted to £nil (2023 - £nil).

Trustees' expenses

During the year the PCC paid visiting ministers £nil (2023 - £nil) and paid trustees of the PCC £nil (2023 - £nil)

**9. STAFF COSTS AND EMPLOYEE BENEFITS**

The average monthly number of employees during the year was 2 (2023 - 2).

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsh**  
**Year ended 31 December 2024**  
**Notes to the Financial Statements**

**10. TANGIBLE FIXED ASSETS**

	Unrestricted funds	Restricted funds	31.12.24	31.12.23
	£	£	£	£
Cost:				
At 1 January 2024	-	12,355	<b>12,355</b>	12,355
Depreciation:				
At 1 January 2024	-	(11,155)	<b>(11,155)</b>	(9,955)
Charge for the year	-	(1,200)	<b>(1,200)</b>	(1,200)
<b>Net book value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,200</b>

Fixed assets comprise the Allen Digital Organ purchased in 2015.

**11. INVESTMENTS**

	31.12.24	31.12.23
	£	£
Cost	<b>120,000</b>	120,000
Unrealised gain/ (loss) at 31 December	<b>2,828</b>	80
	<b>122,828</b>	<b>120,080</b>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.24	31.12.23
	£	£
Gift Aid receivable	<b>3,203</b>	1,167
Accounts receivable	<b>302</b>	709
	<b>3,505</b>	<b>1,876</b>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.24	31.12.23
	£	£
Agency collections	-	1,138
Accounts payable	<b>5,204</b>	3,011
Taxation and social security	<b>787</b>	787
	<b>5,991</b>	<b>4,936</b>

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmars**  
**Year ended 31 December 2024**  
**Notes to the Financial Statements**

**14. THE FUNDS OF THE CHARITY**

	<b>At 1.1.24</b>	<b>Income</b>	<b>Payments</b>	<b>Unrealised gain / (loss)</b>	<b>31.12.24</b>
<b>Unrestricted Funds</b>					
General fund	250,111	116,806	(145,414)	2,748	<b>224,251</b>
<b>Restricted Funds</b>					
Building (Organ)	1,200	-	(1,200)	-	-
Shalford Infant & Nursery School	1,016	200	-	-	<b>1,216</b>
Special collections	-	-	-	-	-
<b>TOTAL FUNDS</b>	<u><u>252,327</u></u>	<u><u>117,006</u></u>	<u><u>(146,614)</u></u>	<u><u>2,748</u></u>	<u><u>225,467</u></u>

**15. RELATED PARTY DISCLOSURES**

There were no related party transactions during the years ended 31 December 2024 or 31 December 2023.

**Shalford PCC**  
**Parish of St Mary's Shalford with St Michael's Peasmarsch**  
**Year ended 31 December 2024**  
**Detailed Statement of Financial Activities**

	<b>31.12.24</b>	<b>31.12.23</b>
	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and gifts</b>		
Donations and gifts	60,151	53,060
Income Tax Recovery	12,768	13,224
Legacies	500	24,250
	<u>73,419</u>	<u>90,534</u>
<b>Other activities</b>		
Community fundraising events	11,496	8,386
<b>Investments</b>		
Income from listed investments	3,334	3,282
Interest	2,094	1,472
	<u>5,428</u>	<u>4,754</u>
<b>Charitable activities</b>		
Church/hall lettings	8,940	4,435
Fees	3,674	3,883
Magazine advertising	5,611	5,907
Magazine subscriptions	1,978	1,842
Other income	1,380	2,252
Recovery of VAT	5,080	3,494
	<u>26,663</u>	<u>21,813</u>
<b>Total income and endowments</b>	<u>117,006</u>	<u>125,487</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
<b>Support costs</b>		
Depreciation	1,200	1,200
Maintenance costs	1,319	4,810
Ministry: Diocesan parish share	79,745	76,974
Ministry: Mission & ministry	684	154
Ministry: Vicarage running costs	153	554
New lighting at St Mary's Church	-	24,671
Other use of legacy receipts	9,584	2,376
Parish magazine costs	4,290	4,434
Parish office expenses	1,198	1,135
Repairs to St. Mary's	8,978	-
Removal of lime tree from St Mary's churchyard	-	5,580
Running costs	25,892	25,488
Salaries	11,328	11,328
Work on Peasmarsch Hall	1,284	-
<b>Grants</b>		
Religious and secular charities	-	2,552
<b>Governance costs</b>		
Examiner's fee	960	960
<b>Total expenditure</b>	<u>146,614</u>	<u>162,216</u>
<b>Net (expenditure)</b>	<u>(29,608)</u>	<u>(36,729)</u>

This page does not form part of the statutory financial statements.

