



# ANNUAL CHURCH MEETING APCM 2023

**SUNDAY 26<sup>th</sup> MARCH**  
**11:45 am**



# Agenda

## Annual Parochial Church Meeting

### PART I

1. Apologies for absence.
2. Rector

### PART 2 : THE ELECTION OF CHURCHWARDENS

All who live in the parish or who are on the Church Electoral Roll are eligible to vote for Churchwardens.

3. To confirm Minutes of the meeting held on 3<sup>rd</sup> April 2022
4. To elect two churchwardens.

### PART 3 : ANNUAL PAROCHIAL CHURCH MEETING

All who are on the Church Electoral Roll are eligible to vote for the PCC. In their report the Churchwardens have referred to the fabric of the church and any matters they wish to bring to your attention as they are formally required to do. Before you come to the meeting please read the reports below about different facets of our church life.

5. To confirm Minutes of the meeting held on 3<sup>rd</sup> April 2022
6. Matters arising from last year's meeting
7. To receive the reports
8. Finance
  - i To thank the PCC Finance Advisory Committee for their overview and advice
  - ii To receive the Treasurer's presentation of the examined accounts
  - iii To formally adopt the accounts
  - iv To appoint an Independent Examiner
9. Elections to the PCC (conducted by the Churchwardens)
10. Elections to Deanery Synod (conducted by the Churchwardens)
10. To receive the names of Sides-people (names to be read out by a Churchwarden)
11. Any other business
12. a) The date proposed for next year's Annual Meeting is 17<sup>th</sup> March 2024.  
b) Dates for future PCC meetings (and of the PCC Standing Committee) will be circulated to members.

## **Parochial Church Council**

Members of the PCC are elected for a three-year term of office. The two churchwardens are elected at the APCM annually. Deanery Synod members are elected every three years and are ex-officio members of the PCC. All PCC officers are elected at the first PCC meeting after the APCM.

The Rector is chair of the PCC. A deputy chair is elected at the first meeting after the APCM and is usually one of the Churchwardens. The Parish Administrator also plays a large part in the management of our church life, carrying out many of the requests and decisions of the PCC.

There is a Standing Committee that meets to deal with specific matters delegated by the PCC. It provides the PCC with full notes of each of its meetings. The Standing Committee consists of the Rector, Churchwardens, Treasurer, Stewardship Promoter and two nominated PCC members. In addition to this there is a Finance Advisory Committee consisting of the PCC Treasurer, the DGT Treasurer, one of the Churchwardens (as decided by themselves for each meeting), another appointed by the PCC for a period of 1 year and the Rector, as an ex-officio member.

### Events April 2022 to March 2023

During the past year, the PCC has met on 7 occasions. The following topics comprised the main business of the PCC meetings:

- Children's Worker and the future of Children's Ministry including Families Resources in church
- Projects including the replacement of church chairs and the piano in church, reordering of the chancel and a welcome desk
- Finances
- School including governors and First Communion
- Our commitment to the environment
- The possibility of welcoming a Curate
- Review of the Foundation Singers
- The Romanian Orthodox Church
- Safeguarding, particularly training
- Data Protection Act / GDPR.
- Review of PCC policies and regular update of Electoral Roll.
- Regular updates from Deanery Synod.
- Support of projects and good causes.

## **Rector's report**

I begin, as I did last year, with my thanks.

First a thank you to Darrol as my Churchwarden after having tragically lost his fellow Warden, Linda, this last year. His time, friendship and support have been immeasurable and his love of this place and for my family are without doubt my most compelling reason for believing in the goodness of humanity. Jo, to you, too, a word of thanks - not least as a Warden widow - as I am certain it should be so-called, since Darrol has spent so much time either here or in meetings with me - a huge thank you. But of course, a thank you should go to you too, in your own right - as my Safeguarding officer, as one who has given freely of your time in making curries for our new faith and exploring group, Curry and Questions, and for Friday coffees and Lent lunches and Wednesday's Café Play and countless occasions - a huge thank you.

To Cath, our Parish Administrator, Leader of Junior Church, secretary, sorter of diaries, solver of problems. Another immeasurable debt of thanks. Without your constant positivity, presence and proactive engagement, much of what I imagine might be possible, could not be done. Your friendship, love and support are a pearl beyond price and I thank God every day for you and for Andy's patience in allowing us to borrow you. Bless you.

To Rick, our Director of Music, too, an enormous and heartfelt thanks. Choral traditions are like ice-sculptures. They are beautiful, crafted, chiseled and created with care - they take enormous amounts of time and can easily be destroyed without the correct environment. Rick has not only created the correct atmosphere to attract quality singers, but also now, as was our plan, begun to welcome our volunteer singers too, to the fold. On average, there are now five volunteers alongside our four foundation singers. This is the beginning of this wonderful expansion of

the musical tradition, which helps to define our catholic heritage of which we are guardians. With our new piano, gifted by the generosity of loans and contributions, we have the opportunity to demonstrate the beauty of this place to new groups who will wish to make use of our space.

I should also like to thank Jana for producing such an informative and attractive newsletter each month and for her huge efforts in promoting Traidcraft.

The organ, a fine three manual Fr Willis, is faring less well and estimates of in excess of £200,000 to rebuild the instrument are being examined carefully. I have established a working party to this end and this Living Organ group will diagnose, raise money for and lead this project over the next five years. What is clear is that if that were to be my focus it would remove my energy and time from the office and work of a priest as outlined in the Ordinal and the basis of the Induction and Collation in which I swore my oaths here, just over a year ago; in short, it cannot be my focus and it cannot be the money of the church which will fund this project. I am grateful, therefore, to those I have invited to form this group - our former DoM, John, Phil as PCC member, Catherine and to Rick, a churchwarden and Gillian our fellow Organist at the URC. This group has been tasked, as I say, to outline the extent of the work required, to determine the nature of funding and to raise the money to complete the task.

The people, the music, have been a real blessing this past year. It has been my privilege and pleasure to direct, walk alongside and pray our way together. It is the music and the people of God here that make this such a special family to be a part of.

Of course, we also need somewhere to meet and this House of God where prayer has been valid since 1308 or thereabouts, is also a special place. The building of buildings, their maintenance and how we employ this building all reflect our theology - our words and understanding about God. In this place, in our souls, there is, firmly rooted, the Catholic deposit of faith and our worship reflects this.

My thanks, too, to my serving team which relish the challenge of this catholic ritual which fills this space. With the arrival of a new Rector with new ideas, the early days can feel unsettled - and what was thought of as 'received wisdom and practice' are often revised. I am grateful to Catherine for her management of the team and an especial welcome to newer servers - the team is growing - including Donald, Steve, Benedict and Linda in what I hope will be in the months to come, a refreshed and clearer space in the sanctuary.

I am delighted too, that we have been able to appoint a new Sacristan, Paul. New to the church family, he has become a familiar figure here and about - either serving coffee, on the Traidcraft stall, on the AV desk and now as Sacristan. I am grateful to Andrew who has done this in the past year, but midweek work commitments made this complex and so Paul is willing and able to pick up the baton and press forward - candles, vestments and silver will be his remit and he has already started in earnest.

I established a pastoral support group - a PSG - on my arrival. Aply led by David Greenwood who visits our residential care regularly for Home Communion services, and in conjunction with our Prayer for Healing group, we pray for and visit those who seek pastoral care. In parallel with visits from me, this is important ministry and I am grateful to members of the prayer group and to David and Hilary as Licensed Lay Ministers charged under my care for this ministry.

Over the next few months we shall make progress on enacting the will of the PCC as approved by them, and subject to the planning permissions of the church - the faculty process - for the revisions to the sanctuary. It is a matter of public record, as outlined at last year's APCM, that this is all part of the five year plan for the building including the organ, a welcome desk, the flooring of the sanctuary and the re-appointment of the stone altar to the north corner under the mosaic of George and Helena.

We shall continue to look at ways to physically open up the internal space of the building including making the sanctuary easier to use in worship, for public benefit and de-cluttering the space. Again, I am grateful to Darrol for progressing this work with Cath and Catherine.

Of course, stage one is complete with the arrival of new chairs - I know that you will all be sitting comfortably, for once. Their flexibility and ease of movement have already been well received. Now, we move to the next stages.

It is important to me, however, that we don't go blindly about this work, but are sensitive to our history; I would go further and suggest we should be aiming to restore the natural beauty of this place as I hope our plans will attend to. To this end, after many years on PCC and sometime Warden, I have invited Catherine Ferguson to be Custos. This is an ancient title pertaining to the maintenance of the building - the rememberer, as it were. I am delighted that Catherine has accepted this charge and has already been invaluable in sourcing the deeds of the church school and will be of equal import in the Living Organ project and the re-ordering of the sanctuary.

New titles, new servers, singers and new members of the worshipping community - this has been a year of growth and we have begun the work together, of building a growing family of faith. This is not my work, nor is it to my credit, but it is something which rejoices the heart because we are beginning to use our hands not only to hold

together in prayer, but to open them in welcoming others and busying them in building this community. If the devil makes work for idle hands, then he hasn't a hope here! Our average attendance has risen from 42 to 70 and there is more to do.

We have welcomed our Romanian Orthodox families and their priest, Fr Adrian. The income generated from this has ensured that we have been able to advertise for a new children's worker in partnership with the URC. Seeing the church full of those who would not usually be with us, is a real moment of Christian hospitality and we should be mindful of the grace of that gift from God.

We have also seen the ongoing work of Tuesday Group, Café Play and Friday morning coffee. Those attending Mass on Fridays grows steadily and there is a wonderful feeling of positive spiritual growth in our Walsingham cell, Curry and Questions and Beer and Banter groups. This year, I hope, will build on these as we grow in confidence and love for one another.

This Petertide we look forward to the making of deacon of Fr Alistair. We welcome him to his training parish for the next three years and I know that you will welcome him as I have the privilege of forming him as a new priest come 2024. He, Carrie, Belle and Didi are in our prayers.

School remains our focus both as PCC and for me, as Rector. I continue to work in demanding times, with our school staff and children and there is a growing understanding of the church as another aspect of their real estate and provision. We are now, truly, seeing one another as the other side of the same coin. That will continue to take my time and I will continue to invest in that space as our mission to the unchurched and churched alike.

Our financial position remains somewhat complex.

St Nicolas, it appears to me from the last 12 months or so of being here, has a reputation of being well heeled. It is thought and indeed I have heard it said, both from without and from within the worshipping community, that there is ample money and that as a consequence there is little need for the congregation to be generous in their regular giving. That said, a few do give a lot – and there have been several generous one-off donations during the past year – but most give not enough I am afraid to say. We ran with an operational deficit of around £44,000 in 2022 - we covered this, by taking from our Dorothy Grover Trust endowment, but it does mean we are depleting that reserve by the deficit amount each year. We are fortunate to have this support at the moment, but this is not sustainable in the long term.

What this means is that we need to set the target of being able to meet our diocesan quota for the year - something we fail to do at the moment. What do I mean by 'diocesan quota'? Each year, each parish must pay a contribution to the CofE in this place - the diocese. They it is who will pay the clergy, support their housing, train them; ensure that legal obligations are met and safeguarding, schools and other such august bodies are funded. At the moment, we fall short of this contribution by around £25,000 per year.

We should aim, therefore, in the next season to attend to this and this should be our focus, our target and our ambition. Without 'paying our way' in that sense, we would not be open, because we would not have, well, me! And from Petertide on this year, we will be gaining a second clergyman. It really is, I rather hope you will agree, very good value for money! So, let us be clear: without paying our diocesan contribution, our parish share, we should not remain open and we are not, yet, meeting that requirement. We must work on that now as a priority to ensure that I have a successor, come the time and that those who are not yet worshipping members of the congregation, have a church open for business.

I am pleased to say that David Sharpin has agreed to take on the role of planning giving officer and taking over from David Coom who has been a tower of strength and faithful steward. For good reason he is now stepping down and we thank him for his service, not least during the interregnum, to ensure - together with Iain and Patrick and Darrol who make up the Finance Advisory Committee and who give freely of their expertise and time - not only that we are financially stable but are savvy with money which sits in the common purse.

We have a gospel to proclaim as the hymn reminds us and that means: sound money, good people, growth focussed, positive prayerful thinking and sacrificial giving. All of these things are happening and I believe that God is in it all. But there is now more to do - I hope that there is much here to be cheered and encouraged by and that there is much to hope for in God's future. We have so much more to do to open up this building and return it to its original charge - to be the parish church for this place. We are not a niche congregation and I am not your chaplain - I am the Rector of my parish and share the cure of souls with my Lord Bishop and so my eyes are always on the door - who is next, who is coming, and who feels that they cannot or would not. They are the ones to whom I am sent and that is only possible because you share that vision - that mission, God's mission - to be there for the sake of the world. Thank you for your partnership in the Gospel which enables your Rector and St Nicolas to be known at the Board of Education, in the Diocesan Synod, in the selection of the new Bishop of Dorking, in teaching clergy at the diocesan clergy training college, at the local authorities as Borough Dean. These are an opportunity to demonstrate the catholic witness of the CofE and there is much to do - the harvest is rich but the

labourers are few and in the time to come there will be much more to celebrate because God is good, all of the time and that time is now. Members of the PCC will be going to a Parish Needs Day of training soon and on the back of that we shall be writing our Mission Action Plan. Pray earnestly for the Holy Spirit to enable us to hear clearly what God's call. And as I said last year,

The next five years are crucial for the stability of Saint Nicolas Parish Church. We have a significant deficit and inherited a shrinking congregation Sunday by Sunday and in addition to which in a post-Covid environment some things will never be the same again, not least the attendance pattern of people who can make a spiritual communion online, the competition offered to families by alternative attractions on a Sunday and the growing need to demonstrate the very relevance of religion in the public square. We cannot nor should not shrink from these unattractive realities in the challenges that lie ahead.

We are, therefore, being called to seek God's grace and not to act in our own power, as the Collect for Trinity XIX reminds us:

*O God, forasmuch as without you  
we are not able to please you;  
mercifully grant that your Holy Spirit  
may in all things direct and rule our hearts ...*

Fr Neil

## **Churchwardens' report**

You will see from the Fabric Report that most of the activities undertaken were of routine maintenance rather than major development and expenditure. However, this is not the complete picture! As this was Fr Neil's first full year it was very much one of planning and taking first steps.

Fr Neil, Linda and myself have put together a list of major projects that we believe will benefit the church and achieve our objective of opening up the church and welcoming more people to our facilities, not only as worshippers but in many different activities that will draw people into our beautiful church.

As Fr Neil has strengthened our connection with St Nicolas School, they have been returning for special services in the church. A benefit of our streaming facilities is that we are now able to stream the services at the end of term or harvest etc in a secure way so that parents and grandparents can be sent a private link and watch the children on YouTube if they are unable to attend in person.

Streaming of services continues to play an important part of our mission and I am grateful in particular to Andy Anderson for his dedication and skill in providing this service for our online community. I am pleased to thank and welcome Paul Gabriel who has also learnt the techniques of the system and is playing an active role in relieving Andy at various services. We also have Chris May who will be helping out from time to time so most of the events that need streaming can be streamed. One of our projects this year will be to relocate the streaming desk as part of the Chancel re-ordering to make space for the altar. We will also be investing in new additional microphones and settings to enhance the quality of the broadcast sound.

Linda would have been overjoyed to see the arrival of the new chairs and the impact and flexibility that they bring to the church. This will make so many more activities possible and enable us to make a very flexible space available for the community.

We successfully managed to sell all the old wooden chairs, mainly to a retired dealer who saw our advert on eBay and made us a decent offer. We are also grateful to a number of members of the congregation who bought chairs.

We have 130 of the new chairs and sold 230 so on the face of it we are 100 chairs down on what we used to have. However, on the small number of occasions when we need all 230 chairs, we have 100 chairs in the hall which can be used. Our total seated capacity including pews and other chairs will therefore remain at around 260.

Through the generosity of members of the congregation donating or loaning funds, we have been able to buy a new piano for the church. This has already been very much appreciated during the Christmas period for various concerts and is an important step in encouraging more choirs to use our facilities.

Last Autumn we welcomed the Guildford Shakespeare Company again with their brilliant one man show Dr Jekyll and Mr Hyde. We also saw more concerts from choirs now they are able to perform without restriction. Over the course of one week in December we had concerts and activities on six out of a seven-day period.

The removal of restrictions also enabled us to run two Christingle services. This is the first time that we have done this, previously we had been running just one service and the capacity was reaching around 400 people. This was not safe in many ways, so this year we invited people to prebook their seats and choose between two services. On Christmas Eve afternoon we welcomed well over 400 people safely and seated across two special

services! It remains a popular all family event with one particular group bringing together 15 members of one family to celebrate the start of their Christmas.

The low point of the year for us was the sad death of Linda Barnes, my fellow Churchwarden and dear friend to Jo and me. Linda played such a crucial role over the last few years, particularly during the interregnum and we worked well as a team. Her strengths were in many ways my weaknesses and vice versa and her voice, wisdom and infectious laugh is missed so much from our church meetings and social occasions.

RIP, dear Linda.

In the coming year there will be no let up to developing our plans for the use of the church and Parish Centre and we have been greatly encouraged by the growth in lettings of both the church and centre.

Our next step is to apply for a faculty to re-order the Chancel as mentioned. We plan to re-locate the altar, put down a new floor in the chancel and remove the rails. We have already received a donation for a new mobile altar and credence table and these significant steps will open up the chancel and flexibility of the church significantly.

The work of the Living Organ group to raise money for the restoration of our special organ will also start in earnest, beginning with a thorough investigation and recommended plan of action before updating a significant fund raising programme.

Finally I would like to thank all those of you that volunteer, however much or little you do. It is what helps this church to work and I have always been so grateful for the people that step forward to do things. We always need more volunteers for little or large things and we are always rewarded, but if you would like to help do let us know. A special thanks goes to Cath Anderson who does so much as a volunteer but is also such an excellent and unflappable administrator who just makes things happen!

My final thanks, however, must go to my lovely wife Jo, who has to put up with me being at the church far more than she should but her support is wonderful and appreciated.

*Darrol Radley*

## **Fabric report**

JANUARY	Ampella attend Parish Centre boilers and arrange Worcester Bosch to repair a pump (under guarantee)
FEBRUARY	New tap fitted in gents' loo
MARCH	Parish Centre floors deep cleaned & ovens cleaned Portable Appliance Testing carried out
APRIL	Watkins & Watson service organ humidifier British Engineering Services inspect font cover and rood cross winch
JUNE	Pianos tuned Carpets and curtains in church cleaned
AUGUST	Windows cleaned in Parish Centre.
NOVEMBER	Stonemason adds Rector's name to memorial in church
DECEMBER	Ampella service Church and Parish Centre boilers Richard Thorpe serviced all fire extinguishers etc.

## **Children**

The major change during the year has been that we lost Liam when he moved to pastures new in August. We miss his enthusiasm and friendly, positive outlook but are pleased for him and Holly that they were able to move to live nearer family.

This year's holiday club, The Greatest Show, used the film of the same name as the basis for looking at different characters from the Bible, whilst enjoying a visit from circus skills and drumming workshops, as well as the usual crafts, songs and cake! The holiday club ran for 5 days with the last day being a family fun day including bouncy castle and bacon butties. It was a great success and was testament to all the hard work Liam put in to organising it.

Messy Church continues to meet on the first Saturday of the month. Wayne Hawkins from the URC plans and leads this since Liam left with support from members of both churches.

Our major focus is on our activities with children on Sunday morning. Since Liam left, I have had the privilege of leading Junior Church, guided and supported by Fr Neil. Numbers are good and I am supported by an amazing team of helpers. If the children enjoy it half as much as I do, we will be doing a good job! It never ceases to amaze me how perceptive they are and how they get to the heart of the matter so directly. It is an exciting time to be part of Junior Church.

Our Christingle services were extremely popular again this year. We asked people to reserve tickets for the services so that we could control numbers and we 'sold out' both. It was so lovely to have so many families, old and new, back in church, many dressed as angels, kings, shepherds etc.

We are now in the process of recruiting a successor for Liam, but for fewer hours, and look forward to our ministry with children growing and developing.

*Cath Anderson*

## **Stewardship**

This year will be my last APCM report for Stewardship as I am having to give up the Stewardship Promoter role due to personal reasons. Over the years I have tried to encourage members of our Electoral Roll to join the Planned Giving Scheme and there are a number of loyal members, but too few of them to financially support the ongoing financial requirements of St Nicolas. The 127 Electoral Roll members, as at February 2023, equates to 96 individuals/families and of these only 36 are members of the Planned Giving Scheme, a disappointing 38% of the Electoral Roll. Of these 36 regular givers, the top 10 of these give 42% of the total income received and this is not a healthy situation.

Some congregational members do give at the Offertory via the envelopes or just with cash directly into the collection bag, but I would encourage you to join the Planned Giving Scheme to make this a more regular and identifiable contribution. We also need more of the younger church members to make their contribution via the Planned Giving Scheme. Also would those member who have not increased their giving for year, please consider doing so?

I hope that you will support the new Stewardship Promoter and I would encourage those Electoral Roll members who are not in the Planned Giving Scheme to join and ensure the future of St Nicolas Church. It is in your hands!

Goodbye and thanks!

*David Coom*

## **Data Protection**

The PCC uses a fully GDPR compliant church management software system to store members' data and communicate most effectively and securely. Confidential paperwork in hard copy is kept in locked filing cabinets with limited access and safeguarding paperwork is kept in a safe, with access limited to the Rector and Safeguarding Officers.

*Cath Anderson*

## **Safeguarding**

Training requirements for PCC members has broadened and the frequency of retraining has increased. I will be working with our PCC Secretary to ensure, to the best of my ability, that everyone's training is up to date. Also that new members to the PCC complete their training within the first couple of months.

The Parish Dashboard, which we are required to complete by the Diocese, is a very helpful checklist of everything that we have to think about and comply with. So far we have completed 95% of the actions required but it still needs everyone who should be trained to get up to date so that we can be seen to be 100%.

We routinely complete risk assessments for special services and events and we are committed to following the Diocesan guidelines in all regards to child and vulnerable adult protection.

*Jo Radley*

## **Deanery Synod**

Deanery Synod met three times in 2022. In February the evening focussed on sharing and learning about each other's parishes and the areas of common ground, through praying individually and collectively for each church. Parishes were asked to share with the meeting one thing to give thanks for, one thing to pray for and one thing to aspire to.

In June the meeting heard from Archdeacon Paul Davies on the topic of "what deaneries are for".

In November Synod heard from two speakers who showed the difference that the church is making to the lives of the poorest in our society. Christians Against Poverty (CAP) told how the national charity works and the story of the local work that is being done in Guildford. North Guildford Foodbank then explained how people are referred, how the logistics are handled and how all of us can help.

## **St Nicolas' Infant School**

Reflecting on the school year so far, there are challenges that spring to mind, with our small team feeling the impact of both long and short term staff absences. I'm sure many of you will be aware that we have been without our Headteacher since the autumn term, and without one of our teachers last half term. It hasn't been easy, but in



spite of this there are many more examples that come to mind of how our wonderful school community has and continues to live out our vision, living life in all its fullness (John 10:10). Our staff, governors and parents have come together with a sense of unity, and with our children at the heart of everything we do. Everyday I am reminded in many different ways of how blessed I am to be part of such an incredible school community!

Our staff family has been joined by several brilliant newcomers, each of them bringing so much to our team. We've welcomed Vivian as our new School Business Manager. Lucie has joined us as our Year 1 teacher, working as part of a job share. Amy has also joined the Year 1 team as a Teaching Assistant, and Jan has taken on the role of School Led Tutor. Jas has joined us as a Teaching Assistant in KSI for two afternoons a week and we also have a new caretaker, Chloe. Each of our new staff has very quickly become a valued member of our tight knit team, and this half term we have been delighted to welcome back to the team the staff who we have missed during their absence.

Our partnership with St Nicolas' Church has continued to grow, and a recent survey we completed, for the National Church Growing Faith Partnership, has demonstrated that children and staff find this relationship to be so fruitful that we have been invited to contribute to a focus group next month, to share more on how we have achieved this. The children's responses to the survey questions were so lovely that it's been hard to choose which to share with you, but here are just a few:

"When I try my best I feel close to God, because God loves the best I can do."

"Fr Neil talks about God and we learn about God a lot and it's like you're right next to God."

"Whenever I get called to lead the prayer, I feel nervous, but God whispers in my ear to tell me what to say and I feel happy."

Fr Neil has invited parents to join some of the Collective Worship he leads in school, and the response to this has been very positive. We've also come together as a community in our church more this year, with services each half term. In February we celebrated our first Candlemas at church. The children so enjoy coming to church and love seeing their work displayed in pride of place in the narthex. They were also delighted to see Fr Neil wearing the special birthday present they had made for him at the service!

We've had our SIAMS Review this half term, and this was a hugely encouraging experience, which reinforced what Fr Neil is always telling us about the strength of the Christian distinctiveness and ethos of our school. Over this term we have had two visitors from the Diocese comment on how our vision and values are truly lived and shine through from the moment you enter our little school.

Our value this half term is hope, and our children certainly embody this. One example of this is our Green Team. They are working towards the Eco Schools Green Flag award, and it's been inspiring to see their passion and determination as they have put their minds to ensuring our school community is more eco-friendly. The children have even written to our MP to share their thoughts on this matter!

So on the days when the challenges we have faced have tested us, taking a moment to 'look for the light' and seeing how our children are flourishing gives me hope. I can't think of a better way to put it than the way one of our Year 2 children did in Collective Worship this week - "Jesus always brings peace and everything will be okay because he looks after us."

*Dina Pandis, Acting Headteacher*

## **Tuesday Group**

Tuesday Group has continued to meet in the Parish Hall on a weekly basis (excluding school holidays) to share in a rich programme of activities and events, and for good company, lively conversation and mutual support.

The past year's programme has included craftwork, discussions on a variety of topics, games, puzzles and quizzes, as well as occasional guest speakers from outside the Group. The Group was pleased to support St Nicolas's Church's contribution to last year's URC Christmas Tree Festival, by producing a number of the decorations for the tree.

Numbers attending have recently built up somewhat from a post-Covid reduction, and the Group continues to welcome those who attend on a drop-in basis as well as those who attend regularly. Posters and the webpage on the St Nicolas's website publicise the current programme - but word-of-mouth is the strongest recommendation, so it would be very helpful if members of the church were to remember to publicise Tuesday Group's existence, when appropriate, to friends and relatives - and indeed, consider whether they themselves could come to the meetings.

*Cathy Goodwin*

Registered Charity number 1133971

**Parish Church of St Nicolas Guildford**

**Report and Accounts**

**31 December 2022**

**Contents:**

	<b>Page</b>
Church information	1
Trustees' report	2
Treasurer's report	5
Independent Examiner's report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the financial statements	9

*Parish Church of St Nicolas Guildford*  
**Church Information**

**Church address**

Parish Church of St Nicolas Guildford  
The Parish Office  
Bury Street  
Guildford  
GU2 4AW

The church is a charity registered with the Charity Commission. The full registered name is:  
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST NICOLAS GUILDFORD

The registration number is: 1133971

**Parochial Church Council**

PCC Secretary Catherine Anderson

The following were members of the PCC as at the start of the Annual Parochial Church Meeting held on 26th March 2023

Revd Neil Roberts		Incumbent
Darrol Radley		Church Warden
Philip Hooper Andrew Rustell		Diocesan Synod Members
Elizabeth Hooper Philip Hooper	Jo Radley Andrew Rustell	Deanery Synod Members
David Coom		Stewardship Promoter
<i>Elected Members:</i>		
Catherine Anderson Jane Birch Jenna Clare	Caroline Coleman David Coom	Catherine Ferguson Hilary Fletcher David Greenwood
<i>Co-Opted Members:</i>	Linda Sharpin, Philip Thomas	
<i>Treasurer to the PCC:</i>	Patrick Andrew	

**Bankers**

NatWest Bank plc 151 High Street Guildford GU1 3AH	CCLA Investment Management Limited The CBF Church of England Funds One Angel Lane London EC4R 3AB
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**Independent Examiner**

Julian Ansell FCCA  
19 Brooklyn Drive  
Emmer Green  
Reading  
RG4 8SR

The PCC present their annual report and accounts for the period ended 31 December 2022

**Name, address and constitution**

The full name and address of the church is The Parish Church of St Nicolas Guildford, The Parish Office, Bury Street, Guildford GU2 4AW. The Parochial Church Council (PCC) is a body elected by those eligible to vote at the Annual Parochial Church Meeting. The PCC is registered with the Charity Commission. The PCC members are trustees of the charity and are therefore bound by the laws relating to the Charities Act 1993.

The PCC works with the Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical.

**Organisation**

The PCC currently comprises 8 elected, 2 co-opted, and 6 ex officio members. As required by law, the PCC has delegated to nominated members the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The PCC also has a standing committee which meets in order to prepare and review the agenda for the meetings of the full PCC.

**Review of the Year**

For an account of the aims and objectives of the church, for details of maintenance carried out on the fabric of the church, and for a record of the meetings held by the PCC during the year, please refer to the appropriate reports within this document,

**Significant changes and developments and plans for the future**

The PCC has purchased a new grand piano and has also contracted to buy 130 new chairs for the church. The re-ordering of the chancel flooring is also being considered.

**The electoral roll and church attendance**

At the start of the Annual Parochial Church Meeting on 26 March 2023 there were 132 names on the roll; of these, 56 are resident within the parish and 76 are resident outside the parish.

The number of regular communicants averaged 70 per week.

**Transactions and Financial position**

The financial accounts are set out on pages 7 to 18. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and in conjunction with the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales in March 2005. The trustees consider that the financial performance by the charity during the year has been largely as expected.

The Statement of Financial Activities shows a surplus of net incoming resources for the year of a revenue nature of £16,203, and net realised incoming resources of a capital nature of £Nil, making overall a net surplus of incoming resources of £16,203. The total reserves at the year-end stand at £1,951,114 of which £87,274 are restricted funds and £1,863,840 are unrestricted.

### **Specific changes in tangible assets**

A grand piano has been purchased, replacing the previous one. The PCC continues to own three residential properties.

### **Availability and adequacy of assets of each of the funds**

The Board of Trustees is satisfied that the church's assets are available and adequate to fulfil its obligations.

### **Policies on reserves, investment policies and investment performance**

Surplus cash reserves are placed in interest earning accounts operated by the church's bankers. The PCC adopts a low risk policy in the management of its investments and seeks to maximise the income derived from them.

### **Effectiveness of fundraising policies**

The church relies for its income substantially on regular planned giving by members of the congregation. Steps are taken regularly to remind members of the benefits to the church of making such giving in a tax efficient manner. Income is also derived from property rentals and from other activities as detailed in the notes to the accounts.

### **The Church's grant making policies**

Special collections are held throughout the year and these, together with other amounts from the church's reserves, are gifted in furtherance of the church's charitable objectives. Details of these donations, totalling £11,431, are shown in note 7 to the accounts.

### **The major risks to which the church is exposed and reviews and systems to mitigate risks**

The PCC seeks to identify the major risks to which the church is exposed each financial year when preparing and updating its strategic plan, in particular those related to the operations and finances of the church. The PCC then reviews any major risks which have been identified, and establishes procedures to mitigate those risks. The PCC is satisfied with the procedures that are in place to mitigate such risks.

The church is open to the usual financial risks of any organisation, and the PCC has introduced controls to minimise these risks, such as two signatures being required for all payments from bank accounts. In addition, the accounts are regularly presented to members of the PCC and are open for members' inspection at any time.

The PCC has an established safeguarding policy and has a named children's and adults' safeguarding representative.

### **Legal Status**

The church is an unincorporated association that is recognised under the Charities Act 2011. As with many other PCCs within the Church of England, the PCC registered with the Charity Commission during 2010 and is now required to file accounts with the Commission. Copies of the accounts must also be made available to members of the public on request.

**The members of the Board of Trustees of the Church, the PCC, during the year ended 31 December 2022 were:-**

Revd Neil Roberts			David Greenwood		
Catherine Anderson			Elizabeth Hooper		
Julia Andrew	decd	05-Jan-22	Philip Hooper		
Linda Barnes	decd	30-Sep-22	Stuart Murdoch	retd	03-Apr-22
Jane Birch			Jana Phillips	retd	03-Apr-22
Jenna Clare			Darrol Radley		
Caroline Coleman			Jo Radley		
David Coom			Liam Rowlings	retd	03-Apr-22
Catherine Ferguson			Andrew Rustell		
Hilary Fletcher			John Vines	retd	03-Apr-22

**Responsibilities of the Trustees for the Accounts**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and regulations.

The Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity, of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to material departures disclosed and explained in the financial statements; and
- 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 adequate accounting records that are sufficient to show and explain the charity's transactions, 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 provisions of the Charity's constitution. 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.

Insofar as each of the trustees of the charity at the date of approval of this report is aware, there is no relevant information needed by the charity's independent examiner in connection with preparing the report of which the charity's examiner is unaware. Each trustee has taken all of the steps that he/she should have taken as a trustee in order to make himself/herself aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

This Annual Report of the Trustees, prepared under the Charities Act 2011, was approved by the Board of Trustees on 7th March 2023

Catherine Anderson  
PCC Secretary

7th March 2023

### Treasurer's Report

Our basic financial performance in 2022 is summarised in the following table; this shows our continuing heavy reliance on the contribution received from the Dorothy Grover Trust. These figures summarise the first column in the main report, i.e. these exclude the restricted and the designated funds, and therefore reflect our core performance.

	<u>2022</u>	<u>2021</u>
	£	£
Free (i.e. unrestricted) income	156,550	134,543
including...Dorothy Grover Trust donation	<u>42,000</u>	<u>42,000</u>
	198,550	176,543
less Total running costs *	<u>(195,008)</u>	<u>(206,259)</u>
leaving	<b>3,542</b>	<b>(29,716)</b>
less Donations made	<u>(5,190)</u>	<u>(7,500)</u>
Surplus / (Deficit) for the year	<u><b>(1,648)</b></u>	<u><b>(37,216)</b></u>

\* (Church + Parish + Parish Centre + Parish Share)

This summary shows a marked improvement over the previous year's performance; this is pleasing in some respects, notably the increased income derived from planned giving, but we have to remember that in 2021 it was only in the second half of the year that we were able to let out the parish centre and the church to choirs and other groups. We also spent some £20,000 on refurbishing the rectory in 2021.

Our three investment properties were let throughout the year; the investment derived from the Hope Baillie fund has produced a steady income, and it has not been necessary to draw down any cash from that fund. The chairs in the church are being replaced and we are selling as many as we can of the old ones. And sales of coffee are booming!

Expenditure has been largely contained within budget; we have fixed price contracts for gas and electricity that extend out to 2026 and thus we expect to be protected against the worst of the energy price rises; the increase in music costs reflects our commitment to the foundation choir that has performed throughout the year.

A new grand piano has been purchased and is shown in the balance sheet. This purchase was funded by a mix of donations and loans received from members of the congregation (plus a grant of £1,000 from Surrey County Council). The loans are also shown in the balance sheet; these will be repaid by reference to the income derived from letting the church to visiting choirs, and by additional amounts calculated at the PCC's discretion. As already mentioned, the chairs in the church are being replaced; the cost of this is being borne by the Dorothy Grover Trust. And plans are being progressed for re-ordering the chancel area; a contribution towards the cost of this has been received from members of the congregation, and a distribution received from Guildford Diocese has also been earmarked for this purpose. Each of these activities is itemised in the Funds page of this report (Note number 8).

Please see the following pages for the full report.

## **Parish Church of St Nicolas Guildford**

### **Independent Examiner's Report For the period ended 31 December 2022**

#### **Independent Examiner's Report to the PCC of St Nicolas Guildford**

##### **Respective responsibilities of the trustees and independent examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

##### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

##### **Independent Examiner's Statement**

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Julian Ansell FCCA  
Chartered Certified Accountant  
19 Brooklyn Drive  
Emmer Green  
Reading  
RG4 8SR

26 March 2023



Parish Church of St Nicolas Guildford

**Statement of Financial Activities for the year to 31st December 2022**

	Note	2022		2022	2022	2021
		Unrestricted Funds		Restricted	Total	Total
		General	Designated	Funds		
		£	£	£	£	£
<i>Incoming Resources</i>						
Given by the Congregation	2,7	54,502		6,241	60,743	54,498
Donations and Bequests	3	45,870		17,706	63,576	43,361
Investments etc. Income		62,963		859	63,822	63,563
Other Income		35,215		1,911	37,126	20,858
<b>Total Incoming Resources</b>	<b>2</b>	<b>198,550</b>	<b>-</b>	<b>26,717</b>	<b>225,267</b>	<b>182,280</b>
<i>Resources Expended</i>						
Church Expenses	4	52,085		2,625	54,710	48,807
Parish Expenses	5	52,624			52,624	74,964
Community Centre Expenses	6	12,416			12,416	10,572
Parish Share		77,883			77,883	74,808
Donations Made	7	5,190		6,241	11,431	12,554
<b>Total Resources Expended</b>		<b>200,198</b>	<b>-</b>	<b>8,866</b>	<b>209,064</b>	<b>221,705</b>
<b>Net Incoming Resources for the Year</b>		<b>(1,648)</b>	<b>-</b>	<b>17,851</b>	<b>16,203</b>	<b>(39,425)</b>
Gains/(losses) on Investments	8,9		(35,067)		(35,067)	37,281
Revaluation gains/(losses) on Properties						90,000
Funds as at 1 January 2022		27,668	1,872,887	69,423	1,969,978	1,882,122
Transfers between Funds						
<b>Funds as at 31 December 2022</b>		<b>26,020</b>	<b>1,837,820</b>	<b>87,274</b>	<b>1,951,114</b>	<b>1,969,978</b>
<i>Allocation to Funds of Net Incoming Resources</i>						
General	8	(1,648)			(1,648)	
Chancel Re-ordering				7,250	7,250	
Chairs				3,831	3,831	
Piano				5,524	5,524	
Flowers Fund				225	225	
Hazelden Fund				737	737	
Bellringers' Fund				284	284	
		<b>(1,648)</b>	<b>-</b>	<b>17,851</b>	<b>16,203</b>	
<i>Transfers Between Funds</i>	8	-	-	-	-	

**Balance Sheet at 31 December 2022**

	Note	2022 £	2021 £
<b>Tangible Assets - investment properties</b>			
St Catherine's House	1	900,000	900,000
17 Chaucer Court	1	300,000	300,000
209 Stoughton Road	1	375,000	375,000
		<u>1,575,000</u>	<u>1,575,000</u>
<b>Tangible Assets - unlisted investments</b>			
CCLA Investment Fund	9	262,820	297,887
		<u>262,820</u>	<u>297,887</u>
<b>Tangible Assets - equipment</b>			
Piano at cost	1	11,995	-
Less depreciation		(1,995)	-
		<u>10,000</u>	<u>-</u>
<b>Total fixed assets</b>		<u>1,847,820</u>	<u>1,872,887</u>
<b>Current Assets</b>			
Debtors and Prepayments	10	8,089	3,838
Traidcraft Closing Stock		95	84
Central Board of Finance Deposits		81,814	82,953
Cash at Bank and on Hand		27,899	13,374
		<u>117,897</u>	<u>100,249</u>
<b>Creditors: amounts falling due within one year</b>			
Sundry Creditors and Accrued Expenses	11	(9,228)	(3,158)
<b>Current assets less current liabilities</b>		<u>108,669</u>	<u>97,091</u>
<b>Creditors: amounts falling due after more than one year</b>			
Loans received re piano purchase	1	(5,375)	-
<b>Current assets less liabilities</b>		<u>103,294</u>	<u>97,091</u>
<b>Net assets</b>		<u>1,951,114</u>	<u>1,969,978</u>
<b>Reserves</b>			
	8	£	£
<i>Unrestricted Funds</i>			
General Fund		<u>26,020</u>	<u>27,668</u>
<i>Designated Funds</i>			
Hope Baillie Fund		262,820	297,887
St Catherine's House Fund		900,000	900,000
17 Chaucer Court Fund		300,000	300,000
209 Stoughton Road Fund		375,000	375,000
		<u>1,837,820</u>	<u>1,872,887</u>
<i>Restricted Funds</i>			
Chancel Re-ordering		7,250	-
Chairs		3,831	-
Piano		5,524	-
Flowers Fund		355	130
Hazelden Fund		65,912	65,175
Tuesday Group		311	311
Café Play		135	135
Bellringers Fund		3,956	3,672
		<u>87,274</u>	<u>69,423</u>
<b>TOTAL RESERVES</b>		<u>1,951,114</u>	<u>1,969,978</u>

The notes on pages 9 - 18 form part of these financial statements.

Approved on 26th March 2023 and signed on behalf of the PCC by:

Revd Neil Roberts

**Notes forming part of the accounts for the period ended 31 December 2022**

**1 ACCOUNTING POLICIES**

a) Basis of preparation

The financial statements have been prepared in accordance with the Charities SORP FRS 102 applicable to charities preparing their accounts in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland, the Companies Act 2006 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations 'true and fair' view' provisions.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

After making enquires, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

**INCOME**

**Recognition of income**

These are included in the Statement of Financial Activities (SOFA) when:

- The charity becomes entitled to the resource;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

*Donations*

These are generally included when received by the charity, since it is virtually impossible to be certain of the income before this point. Gift aid recoverable on donations received is included once this can be quantified with reasonable certainty.

*Legacies*

These are included once the charity's legal right to the legacy has become clear and once the legacy can be quantified with reasonable accuracy.

**EXPENDED RESOURCES**

*Liabilities*

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Expended resources are, as far as is possible, included in the period to which they relate. All expenditure is accounted for on an accruals basis and the majority is directly attributable to specific activities. Other indirect costs are apportioned to activities in accordance with staff activity and an assessment of where the resources have been applied.

All expenditure is classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities in accordance with staff activity or an assessment of where the resources have been applied.

## **1 ACCOUNTING POLICIES (Continued)**

### *Special Collections and Donations*

These include receipts from all collections held for a specific purpose: home boxes and other specific donations including the 'monthly good causes' and the luncheon voucher scheme. All such income is reported as 'restricted fund income'. Details are shown in note 7. Distributions to the beneficiaries of the 'monthly good causes' may be enhanced by an allocation from the PCC's own funds, also shown in note 7, any such additional amount being assessed by the Council during the year.

## **FUNDS**

### **The Funds held by the charity are:-**

- **Unrestricted funds**  
These are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.
- **Designated funds**  
These are funds earmarked by the trustees for a particular purpose.
- **Restricted funds**  
These are income funds that must be spent on restricted purposes, as specified by the donor, and details of the funds held and restrictions provided are included in the notes to the accounts.

## **Tangible Assets**

### *Investment properties*

The investment properties owned by the church consist of one leasehold and two freehold properties which are let at market rates. These were acquired as follows:

72 Wodeland Avenue, St Catherine's House, was acquired during 1994 at a cost of £160,000;  
17 Chaucer Court was part of a bequest received in 2003;  
209 Stoughton Road was purchased during 2010 at a cost of £237,500.

Independent valuations of the above properties were carried out by Romans Estate Valuers in 2022 and these values are shown in the balance sheet on page 8. Valuations of the properties are carried out every three years.

The buildings are maintained in a good state of repair and are therefore not depreciated in the accounts.

## 1 ACCOUNTING POLICIES (continued)

### Tangible Assets (continued)

#### Equipment

##### **Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's Inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2002 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 are capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially five years) on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items of £2,000 or less, or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

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

Equipment used within the church premises is depreciated on a straight line basis over five years (previously four years).

Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

##### **Piano**

A new grand piano has been purchased at a cost of £11,995; this purchase has been funded by a mix of donations received from members of the congregation (augmented by a grant from Surrey County Council) and loans received, also from members of the congregation. The donations are reported as contributions to a restricted fund as shown in note 8. The loans are interest free. Repayment terms are as follows:

The Borrower will repay the loan in annual installments related to the income from the use of the piano following certification by an independent examiner, appointed by the Borrower, of the amount available for distribution. Such annual repayments shall be calculated by reference to the annual income from events in which the piano is used less direct costs relating to those events and the cost of maintenance of the piano. A minimum of 50% of this net figure shall be applied as repayments pro-rata across all the loans provided by lenders for the same purpose then outstanding. The first such repayment calculation shall be made with reference to the accounting year ended 31st December 2023 and repayments made following the approval of financial statements for that year for St Nicolas, Guildford.

At any time while not in default under this Agreement, the Borrower may make lump sum payments or pay the outstanding balance then owing under this Agreement to the Lender without penalty. Should the Lender experience a change in circumstances, the Lender or their legal representative may apply to the Borrower for repayment of the Loan.

#### Cashflow statement

The PCC has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cashflow statement on the grounds that it is a small charity.

**2 Incoming Resources**

	2022		2022	2022	2021
	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
<i>Planned Giving:</i> Donations	38,440			38,440	36,289
Income Tax Accrual	600			600	715
Income Tax Refunds	10,088			10,088	9,059
	<u>49,128</u>	<u>-</u>	<u>-</u>	<u>49,128</u>	<u>46,063</u>
Open Collections	5,374			5,374	3,382
Special Collections, including Fayre			6,241	6,241	5,053
<b>Given by the Congregation</b>	<u>54,502</u>	<u>-</u>	<u>6,241</u>	<u>60,743</u>	<u>54,498</u>
Dorothy Grover Trust	42,000		3,831	45,831	42,000
Donations and Bequests	3,870		13,875	17,745	1,361
<b>Donations and Bequests</b>	<u>45,870</u>	<u>-</u>	<u>17,706</u>	<u>63,576</u>	<u>43,361</u>
17 Chaucer Court Rent	18,000			18,000	18,000
209 Stoughton Road Rent	15,060			15,060	14,820
St Catherine's House	21,900			21,900	23,125
Interest Received	186		859	1,045	58
Investment Income	7,817			7,817	7,560
<b>Investments etc. Income</b>	<u>62,963</u>	<u>-</u>	<u>859</u>	<u>63,822</u>	<u>63,563</u>
Given for use of Parish Centre	18,645			18,645	9,531
Given for use of Church	7,065			7,065	5,776
Sales of Church Chairs	2,183			2,183	
Magazine	82			82	15
Parochial Fees	1,637			1,637	1,072
Votive Candles	149			149	131
Coffee Fund	2,463			2,463	1,172
Flowers Fund			1,596	1,596	629
Traidcraft	613			613	686
Sundry Income	2,378		315	2,693	1,846
<b>Other Income</b>	<u>35,215</u>	<u>-</u>	<u>1,911</u>	<u>37,126</u>	<u>20,858</u>
<b>Total Incoming Resources</b>	<u><b>198,550</b></u>	<u><b>-</b></u>	<u><b>26,717</b></u>	<u><b>225,267</b></u>	<u><b>182,280</b></u>

**3 Donations and Bequests**

	2022	2022	2021	2021
	£	£	£	£
Cards for Good Causes	2,210		-	
Dorothy Grover Trust	42,000		42,000	
other donations received	<u>1,660</u>	45,870	<u>1,361</u>	43,361
<i>Restricted Donations:</i>				
Dorothy Grover Trust, re new chairs	3,831			
Members of the congregation, re new piano	5,625			
Surrey County Council re new piano	1,000			
Members of the congregation, re re-ordering of the chancel	6,250			
Guildford Diocese	<u>1,000</u>	17,706		
			<u>63,576</u>	<u>43,361</u>

## Notes forming part of the accounts to 31 December 2022

## 4 Church Expenses

	2022		2022	2022	2021
	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
£	£	£	£	£	£
Heating and Lighting	4,613			4,613	4,933
Insurance	5,918			5,918	5,688
Sanctuary Supplies	3,183			3,183	1,782
Music	27,553			27,553	20,610
Cleaning	4,863			4,863	4,252
Repairs and Maintenance	1,753			1,753	6,964
Items of Equipment (see Note 13)	735			735	148
Deputisation Payments	43			43	93
Flowers			1,371	1,371	668
Traidcraft	603			603	616
Depreciation	894		1,101	1,995	
Sundry			153	153	338
Miscellaneous	811			811	1,710
Independent Examiner Fee	450			450	450
Bank etc charges	516			516	396
Course fee (2021: gifts)	150			150	159
	<b>52,085</b>	<b>-</b>	<b>2,625</b>	<b>54,710</b>	<b>48,807</b>

## 5 Parish Expenses

	2022		2022	2022	2021
	£	£	£	£	£
Office Administration		5,636		5,636	4,433
Parish Administrators		14,415		14,415	13,831
Clergy Expenses		3,334		3,334	2,814
Rectory		3,561		3,561	21,715
Children and Families' Worker		9,240		9,240	12,950
Young People		1,942		1,942	555
Magazine					
Social Events		592		592	
17 Chaucer Court					
Maintenance	1,072				
Service Charge, Ground Rent etc	2,237				
Agent Fees etc	2,160	5,469		5,469	5,507
St Catherine's House					
Maintenance	517				
Insurance	653				
Agent Fees etc	2,628	3,798		3,798	7,620
209 Stoughton Rd					
Maintenance	2,502				
Insurance	328				
Agent Fees etc	1,807	4,637		4,637	5,539
		<b>52,624</b>	<b>-</b>	<b>52,624</b>	<b>74,964</b>

## 6 Community Centre Expenses

	2022		2022	2022	2021
	£	£	£	£	£
Heat, Light, Water		3,200		3,200	4,003
Insurance		1,489		1,489	1,432
Repairs and Maintenance		952		952	1,085
Cleaning etc.		6,365		6,365	3,882
Purchases, Coffee, Sherry, etc.		410		410	170
		<b>12,416</b>	<b>-</b>	<b>12,416</b>	<b>10,572</b>

Parish Church of St Nicolas Guildford

Notes forming part of the accounts to 31 December 2022

7 Special Collections and Donations Made

<i>Monthly Good Cause</i>		<i>Collected</i>	<i>Paid</i>
		£	£
January	The Children's Society	34.00	34.00
February	Surrey Drug and Alcohol Care	92.00	92.00
March	The Bishop of Gfd's Foundation	522.00	776.75
April	The Bishop of Gfd's Foundation	254.75	
May	Open Doors	49.00	49.00
June	Talk Surrey	93.46	93.46
July	USPG		
August	USPG	57.80	57.80
September	Challengers	53.02	53.02
October	Salvation Army foodbank	23.12	23.12
November	Real Change Guildford	52.75	52.75
December	The Children's Society		
<i>Sub-Total</i>		<u>1,231.90</u>	<u>1,231.90</u>
<i>Others:</i>			
Lent Boxes	The Bishop of Gfd's Lent Call...		
Lent Lunches	USPG		
Sales of Produce	USPG		
Friday Lunches	USPG	533.50	533.50
Summer Fayre	The Matrix Trust	572.90	572.90
Christingle	The Childrens' Society	869.87	869.87
	St. Nicolas School		3,500.00
	St. Nicolas School, key rings	355.00	445.01
	YMCA		
	Town Centre Chaplaincy		500.00
	The Matrix Trust		1,000.00
	Luncheon Vouchers / Guildford Action	353.11	353.11
U3A concert	DEC - Ukraine	565.61	
coffee morning	DEC - Ukraine	525.50	1,133.61
	Ukraine	42.50	
bring and buy	Macmillan Cancer Support	420.00	420.00
i.m.o...			
Julia Andrew	Water Aid	15.00	15.00
Linda Barnes	Imperial Cancer Research	756.10	756.10
	Guildford Bellringers		100.00
	Assoc for Promoting Retreats		
<i>Sub-Total</i>		<u>5,009.09</u>	<u>10,199.10</u>
<b>Total:</b>		<u><b>6,240.99</b></u>	<u><b>11,431.00</b></u>



Parish Church of St Nicolas Guildford

Notes forming part of the accounts to 31 December 2022

	Note	£	£
<b>8 Movements in Reserves</b>			
UNRESTRICTED FUNDS:			
<u>General Fund</u>			
Balance as at 1st January 2022			27,668
Surplus (Deficit) for the year			(1,648)
			<u>26,020</u>
<u>Designated Funds:</u>			
<u>Hope Baillie Fund</u>			
Balance as at 1st January 2022			297,887
Gain/(Loss) on Revaluation			(35,067)
			<u>262,820</u>
<u>St Catherine's House Fund</u>			
Balance as at 1st January 2022			900,000
			<u>900,000</u>
<u>17 Chaucer Court Fund</u>			
Balance as at 1st January 2022			300,000
			<u>300,000</u>
<u>209 Stoughton Road Fund</u>			
Balance as at 1st January 2022			375,000
			<u>375,000</u>
RESTRICTED FUNDS:			
<u>Chancel Re-Ordering</u>			
Donations Received			<u>7,250</u>
<u>Chairs</u>			
Donation Received			<u>3,831</u>
<u>Piano</u>			
Donations Received		6,625	
Depreciation		(1,101)	<u>5,524</u>
<u>Flowers Fund</u>			
Balance as at 1st January 2022			130
Add Contributions Received		1,596	
Less Purchases		(1,371)	225
			<u>355</u>
<u>Hazelden Fund</u>			
Balance as at 1st January 2022			65,175
Add Interest earned		859	
Less Maintenance		(122)	737
			<u>65,912</u>
<u>Tuesday Group</u>			
Balance as at 1st January 2022			<u>311</u>
<u>Café Play</u>			
Balance as at 1st January 2022			<u>135</u>
<u>Bellringers Fund</u>			
Balance as at 1st January 2022			3,672
Add Contributions received		315	
Less Maintenance Costs		(31)	284
			<u>3,956</u>

Notes forming part of the accounts to 31 December 2022

9 Investments

Funds originating from the Hope Baillie Trust are invested in the CCLA Investment Fund (CCLA : Churches, Charities, and Local Authorities). This Fund, which is authorised and regulated by the Financial Conduct Authority, aims 'to provide their C of E clients with investment strategies designed to align with their purpose and values'.

<b>10 Sundry Debtors and Prepayments</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>2021</b>
	£	£	£	£
<i>Prepayments</i>				
Insurance	3,020		2,844	
New church chairs	3,831			
Others	38	6,889	173	3,017
<i>Sundry Debtors</i>				
Rent withheld by agent	600			
Traidcraft			106	
Planned Giving Tax Accrual	600	1,200	715	821
		<u>8,089</u>		<u>3,838</u>

<b>11 Sundry Creditors and Accrued Expenses</b>	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>2021</b>
	£	£	£	£
<i>Accrued Expenses</i>				
Donations	5,969		394	
Electricity	296		280	
Gas	930		697	
Sundry Creditor	220			
Professional Charges	700	8,115	700	2,071
<i>Deferred Income</i>				
Rent received early		1,113		1,087
		<u>9,228</u>		<u>3,158</u>

12 Related Trusts

Dorothy Grover Trust

This Trust, which is a separately registered charity, no. 276803, is established for the welfare of St Nicolas Church; the trustees are: Peter Oldroyd, David Coom, and Iain Ferguson.

<b>13 Purchases of Equipment</b>	<b>2022</b>	<b>2021</b>
	£	£
Cross and nails	88	
Giving station	450	
Pavement sign holder	50	
Water butt	52	
Sundry tools	95	
Recycling bins		63
Sanitiser stand		85
	<u>735</u>	<u>148</u>

Notes forming part of the accounts to 31 December 2022

**14 Employees and staff costs**

The average number of employees during the year was 3 (2021 : 3.5).

The total cost of employing these (part-time) staff was:

	2022	2021
	£	£
Salaries	33,074	34,392
Pension contribution		488
	<u>33,074</u>	<u>34,880</u>

The charity employees work on a combination of charitable activities and administrative matters.

**15 Traidcraft**

	2022	2022	2021	2021
Activity in Traidcraft goods during 2022 was as follows:	£	£	£	£
Income from Sales		613		686
less: Purchases	(603)		(616)	
Opening Stock	(84)		(79)	
Closing Stock as at 31 Dec 2022	95		84	
movement in cash on hand	<u>22</u>	<u>(570)</u>	<u>(4)</u>	<u>(615)</u>
net surplus/(deficit) for the year		<u>43</u>		<u>71</u>

**16 Governance Costs**

	2022	2021
	£	£
Independent Examiner's Remuneration	<u>450</u>	<u>450</u>

**17 Coffee etc Account**

	2022	2022	2021	2021
	£	£		£
Opening balance		25		52
Receipts	3		11	
Purchases	<u>(12)</u>	<u>(9)</u>	<u>(38)</u>	<u>(27)</u>
		<u>16</u>		<u>25</u>

**18 Music**

	2022	2021
	£	£
Director of Music, salary	12,270	8,763
Pension contributions		488
D of M Housing allowance		4,000
D of M Childrens' Choir Allowance		2,000
Deputation		60
Purchase / hire of music	609	104
RSCM membership fee	110	110
Organ maintenance, piano tuning	1,291	1,303
Foundation Choristers	11,320	3,320
Musicians	1,690	440
Sundry	263	22
	<u>27,553</u>	<u>20,610</u>

**19 Related Party Transactions**

One member of the PCC was employed as a part time administrative assistant of the Church at a total annual salary cost of £14,647. No other members of the PCC nor any parties connected with them received any remuneration during the year.

Expenses amounting to £3,334 incurred by the Rector in carrying out his pastoral duties were re-imbursed to him during the year. No other members of the PCC nor any parties connected with them were paid expenses during the year, other than reimbursement of payments made on behalf of the church.

The purchase of the new piano was part funded by loans received from members of the congregation; these included three current members of the PCC.

20 Previous Year Statement of Financial Activities

Statement of Financial Activities for the year to 31st December 2021

	Note	2021		2021	2021
		Unrestricted Funds		Restricted	Total
		General	Designated	Funds	
		£	£	£	£
<i>Incoming Resources</i>					
Given by the Congregation	2,7	49,445		5,053	54,498
Donations and Bequests	3	43,361			43,361
Investments etc. Income		63,528		35	63,563
Other Income		20,209		649	20,858
<b>Total Incoming Resource:</b>	<b>2</b>	<b>176,543</b>	<b>-</b>	<b>5,737</b>	<b>182,280</b>
<i>Resources Expended</i>					
Church Expenses	4	45,915	600	2,292	48,807
Parish Expenses	5	74,964			74,964
Community Centre Expense	6	10,572			10,572
Parish Share		74,808			74,808
Donations Made	7	7,500		5,054	12,554
<b>Total Resources Expended</b>		<b>213,759</b>	<b>600</b>	<b>7,346</b>	<b>221,705</b>
<b>Net Incoming Resources for the Year</b>		<b>(37,216)</b>	<b>(600)</b>	<b>(1,609)</b>	<b>(39,425)</b>
Gains/(losses) on Investme	8,9		37,281		37,281
Revaluation gains/(losses) on Properties			90,000		90,000
Funds as at 1 January 2021		65,484	1,745,606	71,032	1,882,122
Transfers between Funds		(600)	600		
<b>Funds as at 31 December 2021</b>		<b>27,668</b>	<b>1,872,887</b>	<b>69,423</b>	<b>1,969,978</b>
<i>Allocation to Funds of</i>					
<i>Net Incoming Resources</i>					
General	8	(37,216)			(37,216)
Hope Baillie Fund					
Comm Centre & Loseley Chapel Redvpmt			(600)		(600)
Flowers				(40)	(40)
Hazelden Trust				(952)	(952)
Tuesday Group				(40)	(40)
Café Play				(298)	(298)
Bellringers' Fund				(279)	(279)
		<b>(37,216)</b>	<b>(600)</b>	<b>(1,609)</b>	<b>(39,425)</b>
<i>Transfers Between Funds</i>					
General	8	(600)			(600)
Comm Centre & Loseley Chapel Redvpmt			600		600
		<b>(600)</b>	<b>600</b>	<b>-</b>	<b>-</b>



**DRAFT MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING OF ST NICOLAS' CHURCH HELD ON SUNDAY 3<sup>rd</sup> APRIL AT 11:45AM**

Present: Fr Neil Roberts, Rector (chair), members of the Electoral Roll in person and online – see Appendix 1.

The Chair opened the meeting with prayer.

**Part 1**

1	Apologies were received from David Coom, Marian Coom, Sally Lowe, Pauline May and Philip Thomas.
2	<p>Rector's Report</p> <p>Since the last APCM, there has been continued interregnum, Covid, an appointments process, interviews, an appointment and Induction. All of this was only possible because of two outstanding churchwardens, an amazing PCC, David Greenwood who has returned to his duties as Pastoral Assistant and the PCC Secretary who ensured that communications were maintained and who supported the churchwardens. He recalled the moment when he first entered the building – feeling its prayer-soaked walls, thanking everyone for their continued witness.</p> <p>Since the Induction we have appointed a new Director of Music and foundation singers. We sadly lost our Sacristan, Julia Andrew, and is grateful that Andrew Rustell felt called to offer to serve as our new Sacristan. He expressed his appreciation of Catherine Ferguson as head server and her serving team who bring such dignity, beauty and humanity to our worship. He also expressed his gratitude to David Greenwood who was now heading up a Pastoral Support Group.</p> <p>The number of communicants has begun to rise and the number of children attending our newly launched Junior Church is gaining traction. The link between church and school is growing ever stronger. But the recent financial imbalance remains a problem. Without depleting reserves and the generosity of the DGT, our deficit would be completely unsustainable. Fr Neil wished to record his personal thanks to Iain and the FAC for their work. He said we must now articulate our objectives in order to fulfil our aims. Our new PCC will now have a great and exciting task to deliver the essence of the Parish Profile that attracted him to the role.</p> <p>The children's ministry and catholic worship stood out – that is the bifocal of our PCC Away Day. Our provision for the former is still not quite right. Following a conversation with Liam Rowlings, we have begun a period of reflection on the current job description and Fr Neil said he was indebted to Liam for his positivity and for how amazingly supportive he has been. Together with the URC, the role needs to be rebalanced. After 5 years in post, Liam has decided to move away from Guildford in the summer. Fr Neil wished him and Holly well, saying how very grateful he was to Liam for his 'can do' attitude. Fr Neil said that he doesn't believe in family services or in dumbing down our worship. Children need to be kept busy in church and Junior Church, showing them the beauty of our liturgy. Our building needs careful looking at to make it more inviting and welcoming. The narthex illustrates what differences can be made.</p> <p>He recalled his first meeting in post as being Safeguarding and thanked Jo Radley and her team for their work to ensure that all legislation is followed.</p> <p>Fr Neil stressed that the building belongs to the parish and is held in trust. Our doors need to be</p>

	<p>open – the building needs to be used and for us to find opportunities to build community. We cannot be a Sunday club. Now is our opportunity to invest in the building to equip it to pay for itself. To safeguard its future it needs to be open, future proof and flexible.</p> <p>Fr Neil concluded by saying that he believes passionately in safeguarding our catholic heritage, but that without investment we won't maintain or grow it. There is so much to look forward to and so much to do. In sharing the cure of souls he can only do that with the help of God, but he does need the congregation too.</p>
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### **Part 2 Election of Churchwardens**

3	The minutes of the meeting held on 21 <sup>st</sup> March 2021 were approved unanimously as a correct record. The minutes were signed by the Chair.
4	<p>Election of Churchwardens: Linda Barnes was proposed by Maureen Hibberd and seconded by Jana Phillips. Darrol Radley was proposed by Cath Anderson and seconded by Jana Phillips.</p> <p>Both nominees confirmed their willingness to continue in the role and were duly appointed for the year ahead.</p>

### **Part 3 Annual Parochial Church Meeting**

5	The minutes of the meeting held on 21 <sup>st</sup> March 2021 were approved unanimously as a correct record. The minutes were signed by the Chair.
6	There were no matters arising.
7	The reports in the booklet were formally received.
8	<p>Finance.</p> <ul style="list-style-type: none"> <li>• Fr Neil proposed that as Patrick was only present online, any questions were emailed to him.</li> <li>• Philip Hooper proposed that the meeting adopt the accounts and Peter Chapman seconded the motion. All present voted in favour.</li> <li>• Patrick confirmed that Julian Ansell was willing to continue as Independent Examiner and had signed the necessary certificate for the accounts.</li> </ul> <p>Darrol wished to record the meeting's thanks to Patrick for his maintaining of the accounts and the quiet and efficient hard work that he carries out throughout the year. Without his careful auditing and control we would not have such insight into our financial position.</p>
9	<p>Elections to the PCC:</p> <p>There were four vacancies for a term of three years each, three vacancies for a term of two years and one vacancy for a term of 1 year. The following nominations had been received.</p> <p>Cath Anderson: proposed by Linda Barnes and seconded by Maureen Hibberd. Jenna Clare: proposed by Jana Phillips and seconded by Maureen Hibberd. Caroline Coleman: proposed by Linda Barnes and seconded by Cath Anderson. David Coom: proposed by Cath Anderson and seconded by Linda Barnes. Hilary Fletcher: proposed by Cath Anderson and seconded by Liam Rowlings. All were duly elected.</p>
10	<p>Sides–People.</p> <p>Linda Barnes read the names of those willing to serve as sides-people. Linda informed the meeting that if anyone else wanted to serve, they should speak to a churchwarden for the PCC to agree.</p>
11	<p>Any Other Business</p> <p>Fr Neil said that we miss Darrol and Jo but are glad that they were with family. In Darrol's absence,</p>

	Peter Oldroyd is serving as Deputy Churchwarden, and Fr Neil wished to thank him for his support and wisdom.
17	<p>Next year's APCM would be held on 26<sup>th</sup> March 2023.</p> <p>Dates for Standing Committee and PCC meetings would be agreed by email.</p> <p>Darrol wished to record our thanks to Fr Neil and more importantly to Helen and the boys for their support of Fr Neil who has brought a breath of fresh air and who upholds and defends our style of worship.</p> <p>The meeting ended with a blessing.</p>

Signed ..... Date .....