

Also including linked Charity Registration Number 1127825-1

**THE PARISH OF THE BOURNE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31ST DECEMBER 2018**

INDEX TO THE ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2018

<b>ADMINISTRATIVE INFORMATION</b>	Page 3 to 5
<b>AIMS AND PURPOSES OF THE PCC</b>	Page 5
<b>AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST</b>	Page 5
<b>STRUCTURE, GOVERNANCE AND MANAGEMENT</b>	Pages 5-6
<b>OBJECTIVES AND ACTIVITIES</b>	Pages 6-8
<b>ACHIEVEMENTS AND PERFORMANCE IN 2018</b>	Pages 8-10
<b>FINANCIAL REVIEW 2018</b>	Pages 10-12
<b>COUNCIL MEMBERS' RESPONSIBILITIES</b>	Page 12
<b>REPORT OF THE INDEPENDENT EXAMINER</b>	To be provided separately
<b>STATEMENT OF FINANCIAL ACTIVITIES</b>	To be provided separately
<b>BALANCE SHEET</b>	To be provided separately
<b>NOTES TO THE FINANCIAL STATEMENTS</b>	To be provided separately

## 1. ADMINISTRATIVE INFORMATION

### Legal Status

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

### Principal Address

The Parish of The Bourne  
Parish Office  
St Thomas's Church  
Frensham Road  
Farnham  
Surrey  
GU9 8HA

### Parochial Church Council Members

Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll at 5<sup>th</sup> April 2019 was 201 (307 in March 2018). PCC members are replaced as they retire.

Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers.

The PCC may co-opt up to 2 members.

During the year the following served as members of the PCC: -

#### Ex - officio members:

Clergy	The Revd John Morris, vicar & PCC chair (appointed during the year) The Revd Elaine Collins, curate The Revd Liz Lane, curate (on sabbatical during part of the year)
Licensed Lay Minister	Geraldine Molony
Deanery Synod Representatives	Yvonne Bryant Gail Kyle Rachel Neukom (elected during the year) Eliza Craig (elected during the year)

Churchwardens

Dr Keith Newman

Michèle England

**Elected PCC Representatives:**

PCC Representatives:

Alice Askew

Michael Cock (treasurer elected during the year)

Stewart Davidson (deputy churchwarden)

Max Scott Healey (resigned during the year)

Geoff Hooker (elected during the year)

Vanessa Horne (deputy churchwarden elected during year)

Rob Horton (resigned during the year)

Ruth Moore

Martin Quicke (elected during the year)

Sarah Oates

Pamela Wagerfield

Brian White (resigned during the year)

Ann Williams

**Co-opted**

David Brown

Jacqui Sellers

**PCC Secretary:**

Nigel Lewis

**Bankers:**

CCLA Investment Management Limited

The CBF Church of England Funds

80 Cheapside

London

EC2V 6DZ

Lloyds TSB Bank PLC

75 Castle Street

Farnham

Surrey

GU9 7LT

**Legal Advisers:**

Charles Russell LLP

Buryfields House

Bury Fields

Guildford

GU2 4AZ

**Independent Examiners:** Wise & Co.  
Chartered Accountants & Statutory Auditors  
Wey Court West  
Union Road  
Farnham  
Surrey  
GU9 7PT

## **2. AIMS AND PURPOSES OF THE PCC**

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

## **3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST**

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to Bourne Parish Youthwork to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

## **4. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for decision-making between meetings; its members are Revd John Morris (chair) Keith Newman, Michèle England, Michael Cock, Nigel Lewis, Revd Elaine Collins and Revd Liz Lane.

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance, Appeals and Giving, Pastoral & Social Outreach and Worship and Spiritual Growth. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

## Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- Clergy must be satisfied that a person from another parish is of good standing before they are allowed to perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The parish's safeguarding policy is available on the parish website and complies with new Church of England arrangements introduced or modified in 2017 and 2018.

## 5. OBJECTIVES AND ACTIVITIES

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- **Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals**
- **Supporting the spiritual development of our parishioners, by various approaches, including:-**
  - Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
  - Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.
  - Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially-formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.

In 2018 this also included:-

- The use of prayer stations for the 9 days of prayer between Ascension Day and Pentecost
- 6 Lent groups following the Pilgrim course
- 2 regular Bible study groups

- **Providing space and services for community activities serving many age groups. In 2018 this included the following activities: -**
  - Hosting a weekly 'Babes and Tots' group for young children and their parents.
  - Providing youth clubs in the community for young people.
  - Continuing a "Messy Church" initiative with the local Methodist church and providing similar weekly sessions for families during the summer holidays
  - Organising regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community.
  - Hosting a local slimming group
  - Providing a venue for local and national election polling stations
  - Hosting monthly lunches for older members of the community (at Brambleton Hall).
  - Providing accommodation for a nursery and other social and community groups, notably a Boxing Club, at Brambleton Hall.
  - Maintaining ongoing outreach to our local schools
  - Holding an outdoor service on The Bourne Green in July
  
- **Providing facilities for local musical and cultural groups to perform to the public. In 2018 this included:-**
  - A series of lunchtime concerts at St Thomas's during Lent.
  - Concerts by our own choir and other local choral and orchestral groups.
  
- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship, and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**

In 2018:-

- The PCC funded employment of a part-time director of music and organist.
  - The parish also has an organ scholar
  - The choirs performed regularly at St Thomas's, and also at other venues
  - The choirs organised a tour to Venice and a fund-raising concert at St Thomas's
- 
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2018 this included:-**
    - Several fund-raising activities on behalf of the parish.
    - Hosting various events and other activities in support of Christian Aid; hosting a Christmas Fair in support of the local Phyllis Tuckwell hospice to enable this charity to raise funds; donating the proceeds of the annual Remembrance Day service to the British Legion

- **Communicating with all who wish to know more about the parish and its activities**
  - Producing and distributing a high-quality church and community magazine. The intention for 2019 is to move from a subscription service to delivering the magazine free to all residents of The Bourne parish three times a year.
  - Initiating a regular electronic newsletter to all who wish to receive more frequent updates on parish activities.
  - Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.
  - Holding an initiative for Christmas 2018 called 'Find our Christmas Angels'.

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

## **6. ACHIEVEMENTS AND PERFORMANCE IN 2018**

In 2018, specific objectives of the parish are listed below:

- a) To encourage wider and deeper engagement with the parish vision.
- b) To ensure a range of worship styles and opportunities is offered across the parish.
- c) To maintain planned giving in order to achieve at least a cash breakeven position for unrestricted income.
- d) To raise further funds for the continued renovation of Brambleton Hall and obtain permission from Waverley Borough Council to use the land on the ex-landfill site behind the hall for a new nursery play area.
- e) To plan for future major items of expenditure in the next 5 years.
- f) To design and fund a new Garden of Remembrance at St Thomas's

Most objectives were met in 2018. The parish did achieve a cash surplus position despite an unanticipated need for significant repair to the gable wall and roof at St Thomas's.

The PCC was particularly pleased with the following outcomes:

- Growing the new Sunday afternoon congregation at gather@4 – which is now scheduled twice a month and has moved to Brambleton Hall and is led by clergy and local parishioners
- A growth in attendance levels at parish services in St Thomas's and maintaining levels of attendance at St Martin's and Brambleton throughout the year– with over 1,700 people attending services over the Christmas period and a record attendance on Remembrance Sunday
- Maintaining a consistently high standard of choral music and through this fostering connections with many local families
- An event at Brambleton Hall to celebrate 60 years of operation for the hall
- The high level of support from volunteers to enable us to continue a wide range of activities for church and community. In 2018 the PCC was particularly grateful for the efforts of church officers and parishioners in the successful completion of the repairs to the west wall at St Thomas' , the planned extension of the Garden of Remembrance and the redecoration and progression of projects at Brambleton Hall.



## **The major decisions made by the PCC during 2018 are listed below:**

### **Ministry update**

- The PCC agreed to take on a training curate beginning June 2019.
- Recruiting a Youth Minister to be employed full time with effect from Easter 2019
- Approval for Revd Elaine Collins to go on sabbatical in early 2019

### **Safeguarding**

- The Parish Safeguarding Arrangements were adopted by the PCC and a large number of PCC members and other parishioners attended a safeguarding training session in September.

### **Buildings and Grounds**

- The repairs to the west wall and roof of St Thomas's
- The repair of the flat roof above the centenary rooms at St Thomas's
- Refurbishment of Brambleton Hall with new toilets, new vestry and redecoration of the main hall.
- Work was agreed with Waverley Borough Council to jointly fund a soil survey on the ex-landfill site land adjacent to Brambleton Hall with a view to extending the current playgroup play area.
- The continued use of the Community Rehabilitation teams to undertake a wide variety of jobs across the parish at no cost to the parish.
- A proposal to extend the car parking area at St Thomas's
- Work was agreed on preparing the upper rooms at St Thomas's for conversion to accommodation, and the seeking of the necessary planning permission
- A plan to extend the Garden of Remembrance at St Thomas's was approved by the PCC and the diocese and will be completed during 2019.

### **Other decisions**

- The PCC agreed to purchase a debit/credit card reader to encourage casual giving after services by this method and also process payments to the parish.
- The PCC reviewed and agreed a data privacy notice which was made available on the parish website
- The parish held a Gift Day on 6<sup>th</sup> October to raise money to contribute towards the cost of the west wall repairs at St Thomas's and other projects.
- The PCC approved a revised communications approach including a revamped parish weekly broadsheet; launching a monthly e-newsletter; and reducing the number of copies of the parish magazine to 3 issues per year, but ensuring that every household in the parish received a copy

## **2019**

Decisions taken after the end of the financial year:-

- The PCC adopted a Parish Environmental Policy and approved an application to sign up for the Eco-Church initiative.
- The PCC approved new electricity supply contracts for St Martin's church and Brambleton Hall.

## **Objectives for 2019**

The PCC has identified the following priorities in 2019

1. Safeguarding. A safeguarding audit is to be carried out by the Vicar and Churchwardens
2. Induction of the new curate and new Youth Minister
3. Agreement with Waverley Borough Council to allow parish use of the land behind Brambleton Hall for a new play area
4. Parish Vision Day and church development plan renewal
5. To renew the electoral roll and complete the compliance process for church members to consent to receiving communications from the parish, in line with data protection regulations (GDPR).
6. New process for annual financial stewardship including a Gift Day
7. Enhancement of the communications within the parish, both internally and externally
8. A wholesale review of administration and office operation followed by the implementation of processes, tools and training to support and maintain the growth of the parish.
9. The consolidation of the extension to the Garden of Remembrance

## **7. FINANCIAL REVIEW 2019**

### **Incoming resources 2019**

Total incoming resources for the year increased significantly by £110,146 (41%) compared with 2017 to a total of £377,036 in 2018. Parishioners responded to the PCC's plea for increased giving after the previous year's large deficit.

- Although donations via the Parish Giving Scheme only increased by 2%, tax efficient planned giving more than doubled to £107,965. This was partly due to the Parish's first dedicated Gift Day in October, which raised over £15k. Tax refunds through Gift Aid also rose by £14k to £41,893.
- Fund raising for the Choir's Scholar Fund generated £27k from grants & donations.
- Over £10k was raised to allow the Garden of Remembrance at St Thomas's to be enlarged.
- Donations received by Bourne Parish Youthwork were £12,000 higher than in 2017.
- Investment Income increased by 10% to £9,520 reflecting interest and dividend receipts from the Bourne Youth Trust investments.
- Donations and fees received for the use of Church buildings rose by 21% in 2018 to £41,733, whilst magazine income and PCC fees remained broadly in line with last year.

### **Resources Expended in 2018**

Total resources expended increased by £45,796 to £367,111 in 2018, an increase of over 14% vs 2017. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £25,013 in 2018.

Major changes which contributed towards the increase in expenditure vs 2017 were as follows: -

- Church and Hall repair costs exceeded £57,000 in 2018; an increase of £44k. The main items were repairs to St Thomas's church roof and planned refurbishment work at Brambleton Hall.
- The “day to day” cost of maintaining the parish’s buildings, grounds & churchyards fell by over £5,000 compared to 2017 however.
- Parish employment costs decreased by around £4,000 due to the loss of the parish’s youth co-ordinator in July.
- The Bourne’s Parish Share of Diocese funding rose by £4,000 to just under £106,000.

### **Net incoming resources and cash flow 2018**

Both income and costs increased significantly in 2018, resulting in net incoming resources of £6,578 in 2018 vs a deficit of (£40,001) in 2017. Excluding depreciation - mainly for buildings - the surplus was £31,591 in 2018 compared to a deficit of (£14,988) in 2017.

### **The Bourne Youth Trust (BYT) 2018**

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. BYT income from interest and dividends amounted to £9,168 in 2018.

Taking into account income, transfers, costs and unrealised capital losses on investments, the value of the BYT funds at year end were £252,236 – a decrease of 1% over the year.

In January 2018, funds previously placed in a 2-year bank deposit were re-invested in additional shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 3.4% in 2018.

The remaining funds continue to be invested in the CBF Church of England Property Fund. In 2018, the fund’s yield was 5.2%.

### **Changes to fixed assets**

There were no changes to fixed assets during the year.

### **Reserves**

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels conform to this policy. In December 2018, reserves were equal to just over 4 ½ month’s cashflow.

### **Investments**

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford.

### **General**

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

## Thanks

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (accounts administrator), Tim Devis and Liz Witham (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (office systems & utilities) & Hugh Batchelor and Brian and Yvonne Williams (banking). Finally, thank you to Vanessa Horne and Janet Windeatt for all their fundraising work for the parish in 2018.

## 8. COUNCIL MEMBERS' RESPONSIBILITIES

The council members are required to prepare for each financial year, financial statements which give a true and fair view of the state of the PCC and of the results for the period. In preparing the financial statement the council members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether the accounts have been prepared in accordance with that statement and applicable accounting standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The council members are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the PCC. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed

Signed

Revd John Morris

Michael Cock ACMA

Vicar

Treasurer

Dated: April 2019

Dated: April 2019