

2019 Report and Accounts for the Parochial Church Council of Bisley & West End

This report complies with the requirements of the Charities Act, 2006

Aim and purposes

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Andy Armitt, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Objectives and activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community in Bisley & West End. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

Achievements and performance

Worship and prayer

The PCC is keen to offer a wide range of services during the week and over the course of the year, which our community find both beneficial and spiritually fulfilling. For example, we offer weekly services from the Book of Common Prayer, whilst opportunities are also provided for people to engage in more outgoing worship such as our Messy Worship services.

Electoral Roll

All are welcome to attend our regular services. Following the renewal of the Roll, at present there are 69 (2018: 89) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this fell due in 2019. In order to comply with our legal requirements relating to the holding of personal information, and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances we need to seek specific consent from parishioners to hold or to use their personal information.

The average weekly attendance, counted during October, was 78 (2018: 78), but this number increased significantly at the major festivals, particularly Christmas.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 19 (2018: 23) baptisms and 8 (2018: 10) weddings and held 36 (2018: 24) funerals in our churches this year.

Deanery Synod

Two members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The Church Fabric

No major fabric repairs were undertaken this year.

Pastoral care

We currently have four trained Pastoral Assistants who work in this aspect of ministry.

Some members of our parish are unable to attend church due to sickness or age. Members of the Ministry Team have visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital.

Mission and evangelism

Helping those in need is a demonstration of our faith. Our World Affairs Group (WAGS) has continued to support its links with Uganda and has held a number of successful events to raise money for their work. Our *Teas on the Rec* initiative continues to go from strength to strength under the inspirational leadership of Chris Bixley and her team of volunteers. This has become a major form of outreach into the local community and raised thousands of pounds for a variety of local and national charities.

Our parish magazine is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus.

Financial review

Total receipts on unrestricted funds were £95,869 (2018: £102,070) of which £37,405 (2018: £37,281) was unrestricted planned voluntary donations, and a further £14,412 (2018: £15,261) was from Gift Aid. Restricted grants and donations of £6,061 were received during the year (2018: £12,700).

£102,706 (2017: £100,621) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

Net movement in unrestricted funds was a decrease of £9,514 (2018: £9,306). During the year, the total fund balances decreased from £36,589 to £32,045 of which £19,046 is restricted.

Reserves policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) of around £20,000 to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £12,998.

It is our policy to invest our reserves in the CCLA Church of England Investment Fund.

Volunteers

We would like to thank all the many volunteers who work so hard to make our church the lively and vibrant community it is. Sadly they are too numerous to mention here but they know who they are!

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), our Associate Ministers, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average level of attendance of over 80%. Given its wide responsibilities the PCC has a number of sub-committees, each deal with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly.

Administrative information

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley. Registered charity number 1133838.

PCC members who have served at any time from 1 January 2019 until the date this report was approved are:

Ex Officio members:

Incumbent:	The Reverend Andy Armitt (Chairman) <i>Resigned 16 January 2020</i>
Ministers:	The Reverend Richard Abbott
Pastoral Assistants:	Jackie Jenkins (Parish Safeguarding Officer) Chris Perry (PCC Secretary)

Pauleene Hammett
Alison Clay
Rosemary Moss
Churchwardens: Tom Moss
Andrew Hall – *resigned 7 April 2019*
Margaret Greenhill – *resigned 7 April 2019*
Chris Tew
Deanery Synod Christine Fulcher
Jackie Jenkins

Elected members:

Tim Clay
Peter Fry
Mark Jones
David Pearce
Chris Tew (Churchwarden from 7th April 2019)

The PCC wishes to record its particular thanks to our ordained ministers, Andy and Richard, who do so much for so many people within our parish.

Approved by the PCC via email on 5th October 2020

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Approved by the PCC via email on 5th October 2020

**Independent Examiner's Report
to the PCC of Bisley and West End**

This report on the accounts of the PCC for the year ended 31 December 2019, which are set out on the attached pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 and Section 43 of the Charities Act 1993.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and Section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 43(7)(b) of the Act and to be found in the Church Guidance, SORP 2005 edition, issued by the Finance Division of the Archbishops Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

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

1. gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the regulations, have not been met; nor
2. in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Julian Roberts FCA
External examiner

30 March 2020