



ANNUAL CHURCH MEETING

APCM 2021

SUNDAY 21st MARCH 2021

11:45 am

ST NICOLAS GUILDFORD

St Nicolas is an Anglo-Catholic Church, consecrated in 1876, which sits at the foot of the historic High Street in Guildford. The Bishop of Guildford (as Patron) and PCC seek to appoint a

Rector of St Nicolas Guildford

- To build on our Anglo-Catholic liturgical tradition & music
- To enhance our spiritual & sacramental life through teaching
- To engage with the local community in an inclusive manner
- To develop and grow our youth and children's work
- Who respects diversity in our church and is a caring pastor

We look forward to offering our new Rector:

- A welcoming and supportive community, open to new ideas
- A vibrant community of staff and volunteers
- A well maintained 2nd church with stunning community centre
- A substantial 5 bed Rectory, 5 minutes walk from the church
- A commitment to the Guildford Clergy Wellbeing Covenant

Further details and Parish Profile available from:
www.cofeguildford.org.uk/about/vacancies/clergyvacancies
Closing date 3 March 2021 | Interviews 24/25 March 2021

Application forms available on the website.
Completed applications to be returned to the Archdeacon of Surrey by noon on 3.3.21 via julia.wenley@cofeguildford.org.uk

Diocese of Guildford
TRANSFORMING CHURCH
TRANSFORMING LIVES

St Nicolas' is now a church-without-walls

[Click here for more info](#)



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SLICE OF MESSY CHURCH ON A SMALLER SCALE

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START 4 PM 40 MINS

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19th December

EPIPHANY
Wise men visit
9th January

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Agendas

Annual Parochial Church Meeting

We welcome our Area Dean, Revd Nick Williams, to Chair the meeting

PART 1 :

1. Apologies for absence.
2. Thanks.

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 18th October 2020
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. The Open Forum at the end is a most important part of our gathering today, so do feel free to voice any thoughts. It would be useful if you could email your questions beforehand to parishoffice@saintnics.com. 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 18th October 2020
6. Elections to the PCC (conducted by the Churchwardens)
7. To receive the names of Sides-people (names to be read out by a Churchwarden)
8. Finance
 - i To thank Iain Ferguson and the PCC Finance Advisory Committee for their overview and advice
 - ii. To receive the Treasurer's presentation of the examined annual accounts.
 - iii To formally adopt the accounts
 - iv To appoint an Independent Examiner
9. To receive the Electoral Roll report.
10. To receive the Churchwardens report.
11. To receive a report on our compliance with safeguarding requirements.
12. To receive an update on our compliance with the Data Protection Act 2018
13. To receive an update on the Vacancy.
14. Matters arising from last year's meeting
15. Open Forum.
16.
 - a) The date proposed for next year's Annual Meeting is 3rd April 2022.
 - b) Dates for future PCC meetings (and of the PCC Standing Committee) will be agreed by email.

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.

A 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 Administrators also play 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 which meets to help prepare the agenda and consider matters referred to it by the PCC. It provides the PCC with full notes of each of its meetings. The Standing Committee consists of the Rector, Treasurer, Stewardship Promoter, both Churchwardens and two members of the PCC who are appointed on an annual basis. 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 2020 to March 2021

During the past year, the PCC has met on 7 occasions, one meeting being followed by a Section 11 meeting in relation to the Vacancy. The following topics comprised the main business of the PCC meetings:

- Operation of the Church and Community Centre during the COVID-19 pandemic, including services, staff furlough, risk assessments, visiting choirs, installation of new AV equipment, software to facilitate meetings etc
- Vacancy following the retirement of Fr Andrew, including the parish profile, advertising, Rectory refurbishment
- Finances
- Sacristy refurbishment
- Works resulting from the Quinquennial inspection
- 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.

Churchwardens' report

In these strange times everything is a little different, adapted, slightly “off centre”. To me, this sums up our pattern of church life over the past year.

When the first lockdown was announced on March 23rd 2020 we had no idea of what was to come. As a PCC we had plans and expectations that were irrevocably changed. To summarise all of these would make a very long report so I will focus instead on the key aspects of what has happened and been achieved over the last year.

The advent of Covid meant that we had to rapidly develop the ability to complete risk assessments, make provision for the safe use of the church, acquire hand sanitiser, paper towels, signage etc to make the church “covid secure”. But as you can see from the fabric report we have still been able to achieve a number of improvements to the church and community centre.

At the beginning of 2020 the community centre bookings were rapidly filling the calendar and we had determined after the busy Christmas of 2019 that we would need to increase the level of cleaning to ensure we maintained a high standard in our “new” facilities. We were less than a month into a new contract with a local contractor when we had to suspend it and scale back as one by one all the bookings were cancelled. As time passed and we were able to evaluate what could and could not be done it made sense to be able to progress with the masonry repairs identified in the quinquennial inspection completed in 2019. John Carballo our stonemason who worked on the Loseley Chapel was able to complete most of the work on his own.



This also coincided with the beautiful gates for the Loseley Chapel being completed and installed. A local blacksmith, Rebecca Knott, who has built an international reputation as one of the county's leading artistic blacksmiths, has forged the gates. The gates provide a beautiful entry point to the restored chapel and are a wonderful legacy for future generations at St Nicolas'.

The church received another award in recognition of the sensitive and practical design of the centre from the Guildford Society in the Autumn of last year and we are pleased to display the plaque of recognition on the outside of the Centre.



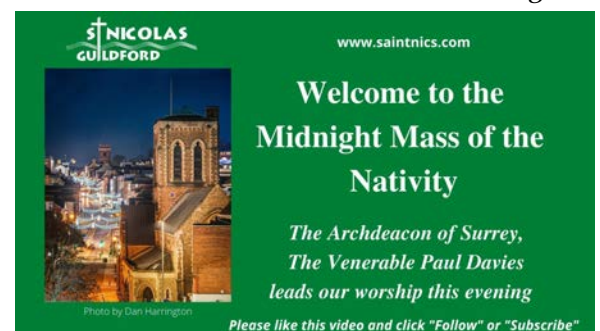
We also decided as a PCC to progress with a long talked about refurbishment of the Sacristy. We are grateful to Marian Coom, who came up with the new layout and then took on the project management to deliver a wonderful new resource for the church and our new incumbent. We are so saddened that such a vibrant and energetic lady who has contributed such a huge amount to St. Nicolas' over many years has been incapacitated in such a devastating way. We hold both her and David in our hearts as we pray for her recovery.



The shock of being locked out of the church pushed all church communities into rapidly finding new ways of carrying on and very quickly priests around the country learned how to livestream their services from their studies. Father Andrew achieved this simply by using a phone at first but as time progressed we started to explore other ways options and were able to have a joint service using Webex (an alternative to Zoom) with the URC for our Christian Aid services. This became our

pattern which at least enabled a sense of shared worship.

Moving into the church created new technology challenges but by cobbling together various components and a bit of experimentation we were at least able to start to share the services from church. Following our appeal for funds to implement the new streaming technology and cameras etc, I am pleased to say that the donations received covered approximately 80% of the cost. This investment has significantly improved the online experience for our congregation and judging by the viewing numbers is reaching far beyond the parish boundaries. The viewing figures for our services are regularly in the hundreds and our Midnight Mass service with the archdeacon was viewed by over 1300 people.



We managed to accommodate 100 people for Father Andrew's final Mass on July 26th and are grateful to everyone for their co-operation and understanding at that service. The service was not what had originally been planned of course, but nevertheless enabled us to bid farewell to the priest who had cared for this parish and us as individuals for the previous 27 years. We all miss his presence in the parish and the calm caring way in which he went about his work, but we wish him and Jacky well in their new home in Devon.

Linda and I very quickly realised just how much Father Andrew did on a day to day basis as we took over the responsibilities of running the church. Undoubtedly the pandemic has made life more difficult and we have inevitably had to scale back significantly the services we are able to provide. We are fortunate in St. Nicolas' that we have a dedicated team of people who have all stepped forward to do their bit in making sure the services that we do hold are faithful to our tradition and meaningful in their reverence. There is a core team of people that have to be thanked here, firstly Cath Anderson, our parish administrator and PCC secretary, she has worked tirelessly booking the priests and producing the weekly service leaflets

along with a detailed version for the priest, on top of the routine administrative tasks required. She has been assisted by Jana Philips who has also played an important role in keeping other aspects of the routines running.

Julia Andrew as sacristan prepares the church for the priests so that everything is ready for them on their arrival, clearing up and putting everything away afterwards. In a church like ours this is pivotal to the majesty and reverence of our services and has been an invaluable ministry and support to our visiting priests.

Catherine Ferguson as head server, likewise has gone out of her way to ensure that every priest that has led our services is guided through the rituals before each service and has been there during the services to support and assist.

Julia and Catherine have especially put in a huge amount of work planning the services for Palm Sunday, Holy Week and Easter. As a result I am pleased to say that, after last year when we were locked out of the church, this year, whilst adjustments have been made, it will feel very similar to our usual pattern of worship.

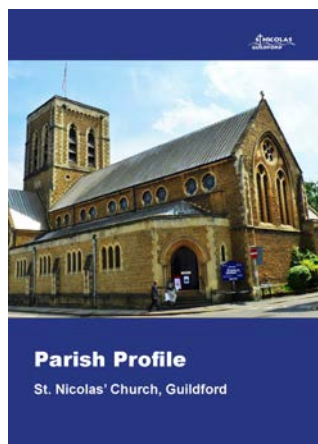
Tim Woodford, our musical director has had to become inventive and creative in supporting us with music. His singing and playing has helped to sustain us and add a richness to our services that we so appreciate. We are fortunate to have such a talented musician leading the music in St Nicolas'.

David Greenwood as our Pastoral Assistant has been quietly providing support and contact to so many around the parish supported lately by Liam Rawlings, our children and families worker. Together they have tried to ensure that people are kept in touch with and supported by the church community. Liam has kept contact with the children and provides regular activity packs and with the URC has now restarted online Messy Church services.

In addition of course there are others that make things tick, our treasurer and finance committee, our flower arrangers, our church cleaner, the volunteers that keep the church open during the weekday mornings etc.

We said thank you and farewell to Jean Hutley as our vergers for 16 years. Sadly Jean had a fall at the beginning of March last year, breaking her ankle. She is still recovering and felt in November it was time to retire. Jean played an important role every weekday morning in keeping the church open and clean, but most importantly welcoming visitors. Over the years she provided quiet friendly, invaluable support to hundreds of people who came into the church.

We have been blessed by the priests that have agreed to come and take our services and regardless of their liturgical preferences have all embraced our traditions and worked hard to provide uplifting and meaningful services during this period.



Now, as we look forward to appointing our new rector, I would like to thank the team that helped to put together our Parish Profile, in particular Catherine Ferguson for much of the text and Chris Ross for his editing and presentation, using his contacts to help us to produce a first class document representing all that we do and stand for in St Nicolas. Eighteen months ago this was a daunting task but it has been delivered to such a high standard.

We were very encouraged to have received 19 high quality applications from priests all around the country. This has been narrowed down to six applicants who have been called for interviews. Please hold them and us in your prayers as we complete this crucial stage in the selection process.

Finally, it just remains for me to say thank you to everyone in the church community for your ongoing support and friendship. Being churchwarden at this time has been an honour and more so for being able to serve alongside Linda as my fellow churchwarden. Having such a grounded and wise lady to work with through this period has made it an easier journey for me.

Linda and I now look forward to announcing the appointment of our new rector and the advent of a new era for St. Nicolas Guildford.

Signed..... Churchwardens

Dated.....

Fabric report

FEBRUARY	Refurbishment of toilets in the Community Centre commences. Hall fire exit doors eased and oiled.
MARCH	Refurbishment of disabled toilets in the Community Centre. Sloping area of kitchen ceiling repaired and redecorated in the Community Centre following water ingress.
JUNE	Paper towel holders fitted in toilets and kitchen in the Community Centre.
JULY	Ampella service church and Community Centre boilers. Watkins & Watson service organ humidifier.
SEPTEMBER	Ampella fit new boilers in the Community Centre. John Carballo carries out Quinquennial stonework/brickwork repairs to the tower, ringing chamber, large gable, memorial near bridge and boiler room. Cleared gutters and hoppers.
OCTOBER	Gates fitted to the Loseley Chape by Rebecca Knott. Refurbishment and redecoration of the Sacristy commenced.
DECEMBER	AV system fitted in church together with new sockets. Richard Thorpe serviced all fire extinguishers etc.

Stewardship

2020 was a difficult year with St Nicolas' being closed for a long period of time due to the Covid-19 outbreak, so Stewardship collections were almost 15% down when compared with 2019.

The biggest shortfall was in the Offertory collections which were more than 30% down. The monies collected through the Planned Giving Scheme and the older Standing Order Scheme generally held up except for the loss of one major donor. What this says to me is that those people who still make their contributions through the Offertory would help St Nicolas' enormously by joining the Planned Giving Scheme and making a regular monthly donation which can be immediately supplemented by a Gift Aid tax reclaim, assuming that you are a tax payer.

There also continues to be a large number of Electoral Roll members who do not make a regular contribution to St Nicolas' and you can see that the current financial situation of St Nicolas' is far from positive and is only being funded by past legacies. We continue to eat into these reserves which is unsustainable in the long term.

Please find it in our heart to consider contributing to St Nicolas', and you can get information on how to do this from the Parish Office.

David Coom

Children and Families Worker's report

The first national lockdown in March 2020 has changed the way we engage with children, families and the local community for the foreseeable future.

The church building was the hub of many children and families activities in recent years with Messy Church, Café Play, Children's Church, holidays clubs to name a few.

The new hub for children and families is connecting via video streaming software like Zoom at home. We've used this format to connect with families and children in 2020 and continue to do so.

Messy Church

The first Messy Church via Zoom was held in September 2020 and continues to run every 3 weeks on Saturday at 4pm for 40 minutes. We join together to share a story, make a craft, play games and sing a song.

One parent said 'we love Messy Church; it's our way of coming back to church'

The local community values Messy Church and enjoys being church together as we explore some amazing truths in the Bible.

Thank you to Cath Anderson and Wayne Hawkins, Minister for Guildford URC, for working alongside to make Messy Church happen on Zoom.

Summer Holiday Club

This year's holiday club happened on Zoom.

Superhero Academy, Heroes of Faith ran for two weeks with 2 x 1 hour sessions per week.

We explored the amazing superheroes in the Bible and how we might be superheroes for God too.

The children and families really enjoyed this event and were grateful to the church for continuing to run a summer holiday club.

Open the Book

Open the Book is a national programme to bring the story of the Bible to life for schools.

The stories are retold in a creative way with drama, costumes and amazing props.

It's been great to get involved with Open the Book and pre-record assemblies for St Nicolas' School.

The teachers are so grateful and tell us regularly that the children really look forward to seeing the next Open the Book story.

School assemblies

School assemblies are now recorded and shown in school. I'm so pleased that we can continue to support the school and be a link to children and families.

Christingle

This year's Christingle Service was pre-recorded with the help of the churchwardens and Wayne Hawkins. I was so pleased that we had the AV system in place to share this service with our community.

Weekly Children & Families Activities Packs

During the first lockdown for around 3 months, a weekly Children & Families Activities Pack was sent out to parents via e-mail.

The packs linked with the Bible reading for that week and helped children and families to engage with God at home.

Each pack was designed and put together with a Bible story, games, crafts and some ways to explore the Bible story.

Liam Rowlings

Data Protection

The PCC has invested in a fully GDPR compliant church management software system to store members' data and communicate most effectively and securely. It has really come into its own during the coronavirus restrictions, allowing us to communicate quickly and efficiently. We are hoping to extend communications capability to members and will be using its room booking function as the Community Centre comes into more use.

Cath Anderson

Safeguarding

All members of the PCC have now completed their Core 1 Safeguarding training. The national training guidance makes the Core 1 training mandatory for PCC members, so any new members on the PCC will need to complete the training within the first month if doing it online and as soon as possible if attending a course.

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

Jo Radley

Deanery Synod

Owing to the pandemic Guildford Deanery Synod only met once this year and that meeting took place last month by Zoom. As this was a newly elected synod with many new members much of this meeting was taken up with introductions and the explanation of Deanery Synod's functions and its place in the governing structure of the Church. We also discussed in small groups how our parishes had coped with the restrictions caused by the COVID-19 pandemic, how this had affected our methods of worship, potential changes this has caused that may become permanent, and how we saw things going forwards as restrictions are lifted.

General Synod elections will take place this year having been postponed because of the pandemic. In addition there will be elections for Diocesan Synod. The members of the Deanery Synod form the electorate for representatives to both bodies.

Philip Hooper & Andrew Rustell

St Nicolas' Infant School

"Living life in all its fullness" John 10:10

Well what a year it has been for us all? Who could have predicted what the world has experienced over the past 12 months. Certainly the signs of spring arriving alongside the road plan to lift restrictions has helped towards lifting spirits in our community.

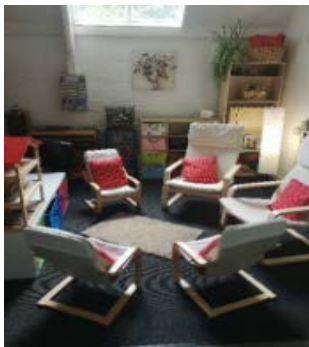
As we are all only too aware, we said a sad farewell to Father Andrew at the end of the summer term. We were disappointed not to be able to give him the 'send off' we would have liked, but we did manage a socially distanced picnic with our governors to present Father Andrew with tokens of our appreciation.



After 25 years as governor at St Nics', many as chair, we all miss him, and I know the children miss seeing him cycle up our drive for weekly assemblies. In his honour, we used the kind annual donation from the church to purchase a bike and scooter shelter for the school, which I'm sure he would approve of!



With the school only being able to open for a small number of children in the summer term, we used the time wisely to review the use of our rooms and spaces to ensure they were all being used to their best ability. If you know our school you will know how unique a site it is, with different levels and extensions added over time. So in the summer term we were thrilled to be able to relocate our office space to a far more practical position downstairs so visitors and parents can access it with ease. We were also able to transform a storage room at the top of the school into a wonderful well-being hub aptly named The Treehouse. This is a space of peace and tranquillity for individual or small groups of children to share their thoughts and feelings whilst enjoying art, craft and cooking activities with our trained ELSA (Emotional Literacy Support Assistant).



In September we welcomed an amazing Reception teacher, Mrs Roberts, to our team, who seamlessly welcomed our youngest learners into school life. Considering these 4 and 5 year olds had not been able to visit us in the summer term, they did an amazing job at settling into Beech class with Mrs Roberts and her nurturing team.

Miss Staniforth and Miss Pandis were thrilled to have their new children return to Years 1 and 2, but it was a return like no other. Bubbles continued, sanitising stations throughout the school, staggered drop offs and pick ups, lunchtimes in classrooms, assemblies on Zoom, reading books quarantined, the list goes on. But, our children adapted with ease and we were thrilled with the resilience, flexibility and understanding the children showed. By half term we had another new arrival, this time with floppy ears and a bushy tail. Our eco-bunny Lenny arrived, initially with his buddy Patch. However, it soon materialised that Patch was not a 'values led' rabbit and did not demonstrate our value of unity! So then we had one!

This term has not been what we expected, reopening on day one and closing on day two, but we managed somehow to 'move mountains in minutes' and quickly set up home learning and live lessons for the majority of the school. We were able to accommodate our most vulnerable learners and children of key workers on

site, no easy feat in a small school with reduced staffing. Thanks to the commitment and creativity of the most amazing team, we have managed to jump through many hoops as directives keep coming, and accommodate as best we can the needs of our families.



But we are certainly looking forward to the 8th March, and having all of our community back. Coincidentally our value for this half term is hope, and our biblical quote "Be joyful because you have hope" Romans 12:12, has never been more appropriate. The teachers have run 'Reconnection Sessions' with the children working at home to prepare for their return. We have wonderful events planned for the next few weeks including World Book Week, Comic Relief Day and Anti-Racism day where we will be celebrating the work and lives of people from different backgrounds, cultures and experiences. We will also be welcoming chicks into the

world, fingers crossed, as Incredible Eggs return with their incubator of eggs for us to study over 10 days. Not sure who is more excited; staff or children!

With the arrival of Lent we have taken the opportunity to focus on 'Loving yourself this Lent' rather than self-deprivation. This has been a challenging time for us all and self-care is much needed. The mental health of our whole community has been affected during these unprecedented times and we need to be gentle on ourselves as we transition back into some sort of normality. But we certainly have hope that this time will pass and we will be together again soon.

God bless and stay safe.

Emma Smart
Headteacher

St Nicolas' New School Prayer

Dear Father God,

Please help our school community to live life in all its fullness.

Thank you for the grown-ups who help us have a love learning.

Thank you that we can all work together with a sense of unity.

Holy Spirit, please help us to understand right and wrong.

Please be with us as we learn to persevere through life's challenges.

Jesus, thank you for showing us how to behave with dignity and respect for ourselves and others.

Thank you for giving us hope for the future and all that it brings by coming to Earth to bring us life in all its fullness.

Amen.

Tuesday Group

Although Tuesday Group meetings came to an abrupt end with the announcement of the first Lockdown in March last year, the Group has continued to exist - and, indeed flourish - in the form of an emailed weekly newsletter to each participating member, distributed through the Parish Office, and published on Tuesdays. The result has been the discovery of some unsuspected writing talents within the Group, the strengthening of our friendships, and the support of those isolated by the restrictions of Lockdown.

The Newsletter comprises articles on a topic suggested the week before, occasional home-crafted puzzles or quizzes, and photos, greetings "cards", news from the church, and updates on health, well-being, and domestic news. In this way, members of the Group have come to know each other better than formerly, and have been able to keep up to date with each other's news, which in turn has helped the members support each other through private phone calls and emails. So, although the Group would be very happy to return to meeting as before, the Lockdown hasn't stopped members from looking forward to and preparing for Tuesdays as a special, sociable occasion.

During the life of the Newsletter, Cath Anderson has been a tower of strength; she has facilitated, supported and improved it, and has by her constant friendly interaction with the Group become a valued link with St Nicolas's Church. Thank you, Cath, for all your hard work on Tuesday Group's behalf.

Tuesday Group

Registered Charity number 1133971

Parish Church of St Nicolas Guildford

Report and Accounts

31 December 2020

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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 on 21 March 2021.

Linda Barnes
Darrol Radley

Church Wardens

Philip Hooper
Andrew Rustell

Diocesan Synod
Members

Julia Andrew
Elizabeth Hooper
Philip Hooper

Jo Radley
Andrew Rustell

Deanery Synod
Members

David Coom

Stewardship Promoter

Elected Members:

Catherine Anderson
David Coom
Marian Coom

Catherine Ferguson
David Greenwood
Stuart Murdoch

Jana Phillips
Liam Rowlings
John Vines

Co-Opted Members: None

Treasurer to the PCC: Patrick Andrew

Bankers

NatWest Bank plc
151 High Street
Guildford
GU1 3AH

CCLA Investment Management Limited
The CBF Church of England Funds
Senator House
85 Queen Victoria Street
London EC4V 4ET

Independent Examiner

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

Parish Church of St Nicolas Guildford
The report of the Trustees (The PCC)

The PCC present their annual report and accounts for the period ended 31 December 2020

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 9 elected and 7 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

Audio Visual equipment has been installed so as to facilitate the broadcast of services via Facebook and YouTube. The installation of the wrought iron gates in the Loseley Chapel has been completed. The sacristy has been refurbished.

The electoral roll and church attendance

At the start of the Annual Parochial Church Meeting on 21 March 2021 there were 124 names on the roll; of these, 58 are resident within the parish and 66 are resident outside the parish.

The number of regular communicants averaged 38 per week.

Transactions and Financial position

The financial accounts are set out on pages 7 to 16. 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 £193,297, and net realised incoming resources of a capital nature of £Nil, making overall a net surplus of incoming resources of £193,297. The total reserves at the year-end stand at £1,882,122 of which £71,032 are restricted funds and £1,811,090 are unrestricted.

Specific changes in tangible assets

There has been no change in our tangible assets, comprising three let 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 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 £10,454, 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 safeguarding representative and a named vulnerable 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 2020 were:-

Rev'd. Canon Andrew Norman	(ret'd 31 Aug 2020)	Philip Hooper	
Catherine Anderson		Stuart Murdoch	
Julia Andrew		Jana Phillips	
Linda Barnes		Darrol Radley	
David Coom		Jo Radley	
Marian Coom		Chris Ross	(ret'd 19 March 2020)
Catherine Ferguson		Liam Rowlings	
David Greenwood		Andrew Rustell	
Elizabeth Hooper		John Vines	

Statement of Trustees' Responsibilities

Charity Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church as at the end of the financial year and of the surplus or deficit of the church. In preparing those financial statements the Trustees are required to :-

- select suitable accounting policies and then apply them;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue its work; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and which are sufficient to show and explain the church's transactions and enable them to ensure that the financial statements comply with generally accepted accounting practice. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board of Trustees on 18th Feb 2021

Cath Anderson
PCC Secretary

18th Feb 2021

Treasurer's Report

Our basic financial performance in 2020 is summarised in the following table; this shows - as last year - our 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.

	2020	2019
	£	£
Free (i.e. unrestricted) income	127,549	156,237
including...Dorothy Grover Trust donation	42,000	42,000
	169,549	198,237
less Total running costs *	(189,408)	(185,516)
leaving	(19,859)	12,721
less Donations made	(7,523)	(7,300)
Surplus / (Deficit) for the year	(27,382)	5,421

(Church + Parish + Community Centre + Parish Share)

The year has been heavily impacted by the restrictions imposed on church activity, as measures required by the government, in order to contain the spread of the covid-19 infections; these resulted in the church being completely closed for several months, followed by more months of curtailed activity. Income obtained from letting out the community centre and the church itself was cut to half of the level expected at the start of the year, and weekly plate receipts were also adversely impacted. Fortunately our three properties were occupied for most of the year, and - of course - we continued to benefit from the support provided by the Dorothy Grover Trust. And, in the circumstances, the Planned Giving receipts held up remarkably well.

Expenditure has also been affected, helped by government assistance with furlough receipts. Despite the restrictions some maintenance work was carried out - the three toilets in the community centre were all redecorated, and some brickwork was repointed as required in the recent quinquennial report. In response to the closure of the church, an audio-visual system has been installed in order to facilitate the broadcast of services; the cost of this was largely funded by contributions from church members (these donations being routed through planned giving, and thus not identified separately in these accounts).

During the year, the decision was made by the trustees of the Hope Baillie fund to close the fund as a separate legal entity and to transfer the assets to the PCC. This receipt is shown in the 'Designated' column in the accounts. Also shown in this column is the final expenditure on the re-ordering of the community centre and of the Loseley Chapel, amounting to £21,000.

Towards the end of the year the sacristy was also re-ordered and redecorated; the cost of this was borne by the Dorothy Grover Trust, as was the cost of installing two new boilers in the community centre.

Please see the following pages for further detail.

Parish Church of St Nicolas Guildford

Independent Examiner's Report

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

I report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 7 to 17.

Respective responsibilities of the PCC and examiner

As members of the PCC (who are also the trustees of the charity) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Charities Act').

Having satisfied myself that the accounts of the PCC are not required to be audited under section 144 of the Charities Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Charities Act.

Independent examiner's statement

Since the PCC's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Charities Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

In connection with my examination, no material matter has come to my attention which gives me cause to believe that, in any material respect:

- 1 the accounting records were not kept in accordance with section 130 of the Charities Act; or
- 2 the accounts did not accord with the accounting records; or
- 3 the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

21st March 2021

Statement of Financial Activities for the year to 31st December 2020

	Note	2020 Unrestricted Funds		2020 Restricted Funds	2020 Total	2019 Total
		General	Designated			
		£	£	£	£	£
<i>Incoming Resources</i>						
Given by the Congregation	2,7	51,225		2,931	54,156	67,864
Donations and Bequests	3	44,473	243,680	14,519	302,672	104,165
Investments etc. Income		61,759		287	62,046	61,701
Other Income		12,092	0	402	12,494	28,226
Total Incoming Resources	2	169,549	243,680	18,139	431,368	261,956
<i>Resources Expended</i>						
Church Expenses	4	58,500	0	10,671	69,171	108,548
Parish Expenses	5	44,581	0	0	44,581	48,768
Community Centre Expenses	6	11,519	21,371	6,167	39,057	103,675
Parish Share		74,808			74,808	70,653
Donations Made	7	7,523		2,931	10,454	14,282
Total Resources Expended		196,931	21,371	19,769	238,071	345,926
Net Incoming Resources for the Year		(27,382)	222,309	(1,630)	193,297	(83,970)
Gains/(losses) on Investments	8,9		16,926		16,926	
Revaluation gains/(losses) on Properties						
Funds as at 1 January 2020		114,357	1,485,000	72,542	1,671,899	1,755,869
Transfers between Funds		(21,491)	21,371	120	0	
Funds as at 31 December 2020		65,484	1,745,606	71,032	1,882,122	1,671,899
<i>Allocation to Funds of Net Incoming Resources</i>						
General	8	(27,382)			(27,382)	
Hope Baillie Fund			243,680		243,680	
Comm Centre & Loseley Chapel Redvpmt			(21,371)		(21,371)	
Flowers				(27)	(27)	
Hazelden Trust				(1,382)	(1,382)	
Tuesday Group				37	37	
Fr Andrew's Bicycle Fund				(152)	(152)	
Bellringers' Fund				14	14	
Defibrillator				(120)	(120)	
		(27,382)	222,309	(1,630)	193,297	
<i>Transfers Between Funds</i>						
General	8	(21,491)			(21,491)	
Comm Centre & Loseley Chapel Redvpmt			21,371		21,371	
Defibrillator				120	120	
		(21,491)	21,371	120	0	

Balance Sheet at 31 December 2020

	Note	2020 £	2019 £
Tangible Assets - investment properties			
St Catherine's House	1	825,000	825,000
17 Chaucer Court	1	325,000	325,000
209 Stoughton Road	1	335,000	335,000
		<u>1,485,000</u>	<u>1,485,000</u>
Unlisted Investments			
Securities etc	9	0	0
CCLA Investment Fund		<u>260,606</u>	<u>0</u>
		<u>260,606</u>	<u>-</u>
		<u>1,745,606</u>	<u>1,485,000</u>
Current Assets			
Debtors and Prepayments	10	5,511	12,993
Traidcraft Closing Stock		79	70
Central Board of Finance Deposits		125,334	162,342
Cash at Bank and on Hand		<u>9,139</u>	<u>19,627</u>
		<u>140,063</u>	<u>195,032</u>
Less Current Liabilities			
Sundry Creditors and Accrued Expenses	11	(3,547)	(8,133)
Net Current Assets		<u>136,516</u>	<u>186,899</u>
TOTAL ASSETS Less Current Liabilities		<u>1,882,122</u>	<u>1,671,899</u>
Reserves	8	£	£
<i>Unrestricted Funds</i>			
General Fund		<u>65,484</u>	<u>114,357</u>
<i>Designated Funds</i>			
Hope Baillie Fund		260,606	-
St Catherine's House Fund		825,000	825,000
17 Chaucer Court Fund		325,000	325,000
209 Stoughton Road Fund		335,000	335,000
Community Centre and Loseley Chapel Redevelopment Fund		<u>0</u>	<u>0</u>
		<u>1,745,606</u>	<u>1,485,000</u>
<i>Restricted Funds</i>			
Flowers Fund		170	197
Hazelden Fund		66,127	67,509
Tuesday Group		351	314
Café Play		433	433
Fr Andrew's Bicycle Fund		-	152
Bellringers Fund		<u>3,951</u>	<u>3,937</u>
		<u>71,032</u>	<u>72,542</u>
TOTAL RESERVES		<u>1,882,122</u>	<u>1,671,899</u>

The notes on pages 9 - 16 form part of these financial statements.

Approved on 21st March 2021 and signed on behalf of the PCC by:

Revd Nicholas Williams

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2020

1 Accounting Policies

Accounting Convention

These accounts have been prepared under the historical cost convention.

Income

In general, income from all sources is treated on a cash basis. Some items of income received in the current year, however, may be deemed more properly to belong to future years, and are therefore held over as deferred income to be reported in the appropriate year's accounts. The main instance of this is sales receipts and advertising revenue received during the year in respect of the following year's magazine. Some sponsorship income has similarly been received early and held over as at the year-end; these amounts are specified in Sundry Creditors.

The anticipated tax refund in respect of planned giving and other donations received has been accrued.

Expenditure

Ordinary running costs are brought to account in the year to which they relate. Minor items of capital expenditure are written off to repairs in the year in which they are incurred.

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.

Restricted Funds

Also shown as 'restricted fund income' are contributions received from the Dorothy Grover Trust that have been given for a specific purpose, usually in connection with substantial outlay on maintenance to the fabric of the church and of the community centre.

Donations received specifically for the purchase of flowers for the church are reported as restricted funds income.

Designated Funds

The PCC may designate certain bequests received during the year, or other funds received, to be applied to particular purposes, as shown in the accounts.

Tangible Assets

Investments

The tangible assets owned by the church consist of three freehold houses 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 2017 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.

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2020

1 Accounting Policies (continued)

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.

Fixed assets

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

2 Incoming Resources

	2020		2020	2020	2019
	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
<i>Planned Giving:</i> Donations	39,078			39,078	45,370
Income Tax Accrual	650			650	900
Income Tax Refunds	9,111			9,111	10,981
	<u>48,839</u>			<u>48,839</u>	<u>57,251</u>
Open Collections	2,386			2,386	3,631
Special Collections, including Fayre			2,931	2,931	6,982
	<u>51,225</u>		<u>2,931</u>	<u>54,156</u>	<u>67,864</u>
Given by the Congregation					
Dorothy Grover Trust	42,000		13,319	55,319	88,000
Hope Baillie Trust				0	7,100
Donations and Bequests	2,473	243,680	1,200	247,353	9,065
	<u>44,473</u>	<u>243,680</u>	<u>14,519</u>	<u>302,672</u>	<u>104,165</u>
Donations and Bequests					
17 Chaucer Court Rent	16,977			16,977	20,400
209 Stoughton Road Rent	14,820			14,820	14,820
St Catherine's House	22,259			22,259	25,200
Interest Received	357		287	644	1,281
Investment Income	7,346			7,346	
	<u>61,759</u>	<u>0</u>	<u>287</u>	<u>62,046</u>	<u>61,701</u>
Investments etc. Income					
Given for use of Community Centre	7,385			7,385	13,229
Given for use of Church	1,890			1,890	6,467
Magazine	162			162	572
Focus on Spirituality				0	1,233
Parochial Fees	1,248			1,248	1,553
Votive Candles	140			140	223
Coffee Fund	442			442	1,709
Flowers Fund			165	165	354
Traidcraft	747			747	612
Sundry Income	78		237	315	2,274
	<u>12,092</u>	<u>0</u>	<u>402</u>	<u>12,494</u>	<u>28,226</u>
Other Income					
Total Incoming Resources	<u>169,549</u>	<u>243,680</u>	<u>18,139</u>	<u>431,368</u>	<u>261,956</u>

3 Donations and Bequests

	£	£
Cards for Good Causes	960	
SCC re AV equipment	1,000	
Dorothy Grover Trust	42,000	
other donations received	<u>513</u>	44,473
<i>Restricted and Designated Donations:</i>		
Hope Baillie Trust	243,680	
DGT re new boilers	4,847	
DGT re sacristy	8,472	
SCC re defibrillator	<u>1,200</u>	258,199
		<u>302,672</u>

4 Church Expenses

	2020		2020	2020	2019
	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds		
£	£	£	£	£	£
Heating and Lighting		4,244		4,244	4,957
Insurance		5,610		5,610	5,498
Sanctuary Supplies		1,166		1,166	1,517
Music		17,942		17,942	20,024
Verge		9,004		9,004	9,511
Repairs and Maintenance		16,408	10,174	26,582	62,824
Items of Equipment (see Note 13)		800		800	312
Deputisation Payments		322		322	-
Flowers			192	192	555
Traidcraft		739		739	561
Sundry			305	305	281
Miscellaneous	815				
Independent Examiner Fee	700				
Bank etc charges	470				
Gifts	280				
		2,265		2,265	2,508
	58,500	0	10,671	69,171	108,548

5 Parish Expenses

	2020		2020	2020	2019
	£	£	£	£	£
Office Administration		3,704		3,704	5,609
Parish Administrators		10,636		10,636	12,664
Clergy Expenses		496		496	1,198
Rectory		1,504		1,504	1,271
Children and Families' Worker		12,500		12,500	12,952
Young People		263		263	388
Magazine				0	764
Focus on Spirituality				0	1,829
Social Events				0	121
Summer Fayre Costs				0	121
Investment Management Fees				0	2
17 Chaucer Court					
Maintenance & Council Tax	1,524				
Service Charge, Ground Rent etc	2,241				
Agent Fees etc	2,037	5,802		5,802	5,179
St Catherine's House					
Maintenance	3,808				
Insurance	530				
Agent Fees etc	2,671	7,009		7,009	4,392
209 Stoughton Rd					
Maintenance	613				
Insurance	276				
Agent Fees etc	1,778	2,667		2,667	2,278
	44,581	0	0	44,581	48,768

6 Community Centre Expenses

	2020		2020	2020	2019
	£	£	£	£	£
Heat, Light, Water		3,278		3,278	2,981
Insurance		1,415		1,415	1,384
Repairs and Maintenance		2,941	21,371	30,479	95,293
Cleaning etc.		3,781		3,781	3,804
Purchases, Coffee, Sherry, etc.		104		104	213
	11,519	21,371	6,167	39,057	103,675

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2020

7 Special Collections and Donations Made

<i>Monthly Good Cause</i>		<i>Collected</i>	<i>Paid</i>
		£	£
January	Practical Action	164.16	164.16
February	National Autistic Society	190.75	190.75
March	USPG	74.45	74.45
April			
May			
June			
July	Mission to Seafarers	123.50	123.50
August	White Lodge	162.00	162.00
September	Church Army	110.00	110.00
October	Real Change	116.00	116.00
November	Lend With Care	45.00	50.00
December	Guildford Besom	50.00	50.00
<i>Sub-Total</i>		<u>1,035.86</u>	<u>1,040.86</u>
<i>Others:</i>			
Lent Boxes	The Bishop of Gfd's Lent Call...		
Lent Lunches	USPG	357.55	
Sales of Produce	USPG	269.50	949.55
Friday Lunches	USPG	322.50	
Summer Fayre	USPG		
Christingle	The Childrens' Society	208.00	558.00
	St. Nicolas School		1,000.00
	St. Nicolas School, bibles	88.00	156.87
	YMCA		2000
	Street Angels / Town Centre Chaplaincy		4,000.00
	Luncheon Vouchers / Guildford Action	156.00	156.00
	MacMillans	350.20	350.20
	Salvation Army	90.00	90.00
	USPG	53.24	53.24
	Guildford Bellringers		50.00
	Assoc for Promoting Retreats		50.00
<i>Sub-Total</i>		<u>1,894.99</u>	<u>9,413.86</u>
Total:		2,930.85	10,454.72

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2020

	Note	£	£
8 Movements in Reserves			
UNRESTRICTED FUNDS:			
<i>General Fund</i>			
Balance as at 1st January 2020			114,357
Less Surplus (Deficit) for the year		(27,382)	
Less Transfer to Defibrillator Fund		(120)	
Less Transfer to Redevelopment Fund		(21,371)	
			<u>(48,873)</u>
			65,484
<i>Designated Funds:</i>			
<i>Hope Baillie Fund</i>			
Funds Received		243,680	
Gain on Revaluation		16,926	
			<u>260,606</u>
<i>St Catherine's House Fund</i>			
Balance as at 1st January 2020			825,000
Add Gain (Loss) on Revaluation			
			<u>825,000</u>
<i>17 Chaucer Court Fund</i>			
Balance as at 1st January 2020			325,000
Add Gain (Loss) on Revaluation			
			<u>325,000</u>
<i>209 Stoughton Road Fund</i>			
Balance as at 1st January 2020			335,000
Add Gain (Loss) on Revaluation			
			<u>335,000</u>
<i>Community Centre and Loseley Chapel Redevelopment Fund</i>			
Balance as at 1st January 2020			0
Less Building etc works		(20,245)	
Less Architects etc fees		(1,126)	
Add Transfer from General Fund		21,371	
			<u>0</u>
			0
RESTRICTED FUNDS:			
<i>Flowers Fund</i>			
Balance as at 1st January 2020			197
Add Contributions Received		165	
Less Purchases		(192)	
			<u>(27)</u>
			170
<i>Hazelden Fund</i>			
Balance as at 1st January 2020			67,509
Add Interest earned		287	
Less Maintenance		(1,669)	
			<u>(1,382)</u>
			66,127
<i>Tuesday Group</i>			
Balance as at 1st January 2020			314
Receipt			37
			<u>351</u>
<i>Café Play</i>			
Balance			<u>433</u>
<i>Fr. Andrew's Bicycle Fund</i>			
Balance as at 1st January 2020			152
Less Repair costs		(33)	
Less Gifted to Fr A		(119)	
			<u>(152)</u>
			0
<i>Bellringers Fund</i>			
Balance as at 1st January 2020			3,937
Add Contributions received		200	
Less Maintenance Costs		(186)	
			<u>14</u>
			3,951
<i>Defibrillator</i>			
Receipt		1,200	
Less expense		(1,320)	
Add transfer from General Fund		120	
			<u>0</u>

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2020

9 Investments	None held
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10 Sundry Debtors and Prepayments

10 Sundry Debtors and Prepayments	£	£
<i>Prepayments</i>		
Insurance	2,820	
Others	<u>186</u>	3,006
<i>Sundry Debtors</i>		
DGT re sacristy	497	
Rent withheld by agent	1,358	
Planned Giving Tax Accrual	<u>650</u>	<u>2,505</u>
		5,511

11 Sundry Creditors and Accrued Expenses

11 Sundry Creditors and Accrued Expenses	£	£
<i>Accrued Expenses</i>		
Electricity	350	
Gas	1,410	
Professional Charges	<u>700</u>	2,460
<i>Deferred Income</i>		1,087
		<u>3,547</u>

12 Related Trusts

Hope Baillie Fund

The Hope Baillie fund falls under “The Incumbents and Churchwardens (Trust) measure 1964” with the CBF as custodian trustee. The incumbent and churchwardens act as administrative trustees. During 2020 this fund was wound up and the assets were transferred to St Nicolas PCC.

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.

13 Purchases of Equipment

	£
Yamaha keyboard	684
Sanitiser stand	85
No Parking sign	31
	<hr/> 800

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2020

14 Employees and staff costs

The average number of employees during the year was 5 (2019 : 5).
The total cost of employing these (part-time) staff was:

	2020	2019
	£	£
Salaries (shown here gross of furlough receipts of £3,369)	40,187	41,122
Pension contribution	311	102
	<u>40,498</u>	<u>41,224</u>

15 Magazine

	2020	2020	2019	2019
	£	£	£	£
Income and costs consisted as follows:				
Sales				
Advertising		162		572
less: Printing costs			(658)	
Distribution etc		0	(106)	(764)
		<u>162</u>		<u>(192)</u>

16 Traidcraft

	2020	2020	2019	2019
	£	£	£	£
Activity in Traidcraft goods during 2020 was as follows:				
Income from Sales		747		612
less: Purchases	(763)		(513)	
add Opening Stock	(70)		(105)	
less Closing Stock as at 31 Dec 2019	79		70	
less movement in cash on hand	15	(739)	(13)	(561)
net surplus/(deficit) for the year		<u>8</u>		<u>51</u>

17 Governance Costs

	2020	2019
	£	£
Independent Examiner's Remuneration	<u>700</u>	<u>600</u>

18 Coffee etc Account

	2020	2020	2019	2019
	£	£		£
Opening balance		14		5
Receipts	442		1,709	
Purchases	(29)		(213)	
Transfers to main PCC a/c (net)	<u>(375)</u>	<u>38</u>	<u>(1,487)</u>	<u>9</u>
		<u>52</u>		<u>14</u>

19 Music

	2020	2019
	£	£
Expenditure on music breaks down as follows:		
Director of Music, salary	7,425	7,311
Pension contributions	311	102
D of M Housing allowance	6,000	6,000
D of M Childrens' Choir Allowance	3,000	3,000
Deputisation	50	400
Purchase / hire of music		125
RSCM membership fee	107	105
Organ maintenance, piano tuning	399	460
Choral scholars and Children	550	2,496
Sundry	<u>100</u>	<u>25</u>
	<u>17,942</u>	<u>20,024</u>

20 Related Party Transactions

Two members of the PCC are employed as part time administrative assistants of the Church at a total annual salary cost of £12,979. No other members of the PCC nor any parties connected with them received any remuneration during the year.

Expenses amounting to £496 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.

No members of the PCC nor any related parties connected with them entered into any related party transactions with the church during the year.



DRAFT MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING OF ST NICOLAS' CHURCH HELD IN THE CHURCH AND ONLINE ON SUNDAY 18TH OCTOBER 2020 AFTER 10AM MASS

Present: Revd Nick Williams, Area Dean (chair), members of the Electoral Roll who signed the register, church members who joined online, plus the Churchwardens Linda Barnes and Darrol Radley.

The Chair opened the meeting with prayer.

Part 1

1	Apologies were received from Ken Baker, Glenys Craig, John Craig, Cathy Goodwin, Christopher Goodwin, David Greenwood, John Macmillan, Helena Nicholson, Pauline Oldroyd and John Varney.
2	The Chair thanked Darrol and Linda and all those working so hard during the Vacancy and the Covid-19 pandemic. He continues to pray with us for God's calling to the right person, but urged that patience would be called for. With uncertainty in the current situation, he urged us not to overcommit, to plan ahead but to be prepared for changes.

Part 2 Election of Churchwardens

3	Elizabeth Hooper proposed that the minutes of the meeting held on 7 th April 2019 be approved as a correct record. This was seconded by Iain Ferguson and approved unanimously. The minutes were signed by the Chair.
4	Election of Churchwardens: Linda Barnes was proposed by Marian Coom and seconded by David Coom. Darrol Radley was proposed by Angela Goodwin and seconded by David Coom. Both nominees confirmed their willingness to continue in the role and were duly appointed for the year ahead. The Chair thanked them hugely for all they are doing.

Part 3 Annual Parochial Church Meeting

5	Maureen Hibberd proposed that the minutes of the meeting held on 7 th April 2019 be approved as a correct record. This was seconded by Julia Andrew and approved unanimously. The minutes were signed by the Chair.
6	Elections to Deanery Synod: There were three vacancies for a term of three years each. Julia Andrew was proposed by Cath Anderson and seconded by Catherine Ferguson. Elizabeth Hooper was proposed by Jenny Austin and seconded by Andrew Rustell. Jo Radley was proposed by Linda Barnes and seconded by Marian Coom. Andrew Rustell was proposed by Cath Anderson and seconded by Patrick Andrew. After discussion, the Chair confirmed that as Andrew Rustell is currently a member of Diocesan Synod and therefore sits on Deanery Synod in an ex-officio capacity, there was no need for an election and Julia Andrew, Elizabeth Hooper and Jo Radley were duly elected.

7	<p>Elections to the PCC:</p> <p>The meeting wished to record its thanks to John Milan who resigned during the year and to Catherine Ferguson, Jana Phillips and Jo Radley for their service to the PCC.</p> <p>There were four vacancies for a term of three years each and one vacancy for a term of one year. Catherine Ferguson was proposed by Marian Coom and seconded by David Coom.</p> <p>David Greenwood was proposed by Linda Barnes and seconded by Philip Hooper.</p> <p>Jana Phillips was proposed by Darrol Radley and seconded by Cath Anderson.</p> <p>All three were duly elected to serve for a term of three years each.</p>
8	<p>Sides–People.</p> <p>The names of those willing to serve as sides-people were read out and thanked for their service, although current Covid restrictions meant that they were unable to fulfill their role as usual.</p>
9	<p>Finance.</p> <p>i. The Chair thanked Patrick Andrew, David Coom and Iain Ferguson for their work as members of the Finance Advisory Committee for their very important role of getting a better perspective on our finances to survive long term.</p> <p>ii. Presentation of the Annual Accounts.</p> <p>Patrick spoke to the examined accounts. The accounts showed a £5.5k surplus, underpinned by substantial contributions from the Dorothy Grover Trust. Hall and church lettings income had recovered dramatically, all three rental properties were fully let and planned giving had held up well. The refurbishment of the Community Centre is nearly complete and falls under designated funds. There is a 5% retention fee due and a little more expenditure on the Loseley Chapel.</p> <p>Focus magazine has now ceased to be published and a £200 surplus has been donated.</p> <p>iii. Iain Ferguson proposed that the meeting adopt the accounts and David Coom seconded the motion. All present voted in favour. Darrol thanked Patrick for his enduring and high attention to detail.</p> <p>iv. Patrick reported that Julian Ansell was willing to continue as Independent Examiner. Cath Anderson proposed that he be appointed, seconded by Marian Coom and carried unanimously.</p> <p>Iain Ferguson was asked to update the meeting on our finances during 2020. He started by thanking Patrick for all his efforts in the role of PCC Treasurer and David Coom for his management of planned giving and his role as Treasurer of the Dorothy Grover Trust.</p> <p>Nearly 10 months into 2020 the pandemic has reduced church and centre income and there has been a fall in donations made through open plate collections, stressing the importance of planned giving holding up.</p> <p>The Vacancy brings its own challenges and he stated that we are incredibly blessed with our churchwardens who are uniquely qualified for this time. The government furlough scheme had been used but a loss of £10-15k in the current year is forecast. In 2021 a breakeven budget has been calculated assuming a gradual return to normal after Easter.</p> <p>Iain stated that we are blessed with income from previous generations of benefactors but that it is hugely important that we all play our part, keeping the church alive for future generations.</p>
10	<p>Electoral Roll</p> <p>Cath Anderson reported that at the start of the meeting, there were 124 [129] on the roll, 58 being resident in the parish and 66 living outside.</p>
11	<p>Churchwardens' Report</p> <p>The Churchwardens reported that the Loseley Chapel gates are now installed, a further enhancement to the beauty of the chapel. Fr Andrew will bless them when he returns for the Dedication Festival next week.</p> <p>They reported with sorrow the resignation of Jean Hutley as Verger after 17 years of service. She has welcomed visitors, showing them hospitality and Christian friendship. Following her fall, her</p>

	mobility has been affected. We will make a presentation to her next week but they wished to record their thanks to Jean for all her service, noting that she has worshipped at the church for 60 years. They thanked the meeting for putting their trust in them for the year ahead, stressing that they cannot do it alone and everyone's contributions make it work.
12	<p>Safeguarding</p> <p>Darrol thanked Jo Radley and Maureen Hibberd for acting as our safeguarding representatives. They ensure that we observe all safeguarding rules and guidance. He confirmed that our Safeguarding Policy is up to date.</p>
13	<p>Data Protection Act compliance</p> <p>Cath reported that the implementation of a new church management software package has been invaluable in communicating effectively with our congregation during the pandemic.</p>
14	<p>Vacancy Update</p> <p>Darrol updated the meeting. The appointment process is well established and they are receiving support and guidance from the Archdeacon. The churchwardens had met with the Bishop and the Archdeacon. There are a lot of Diocesan vacancies and Covid 19 has stalled the process. The Diocese is seeking new steps to manage the process in a safe, secure and effective manner. The churchwardens expect the process to formally get underway in the next few weeks.</p> <p>Darrol wished to thank the team who put together the Parish Profile document, which is now on its penultimate draft. He singled out Catherine Ferguson for her wordsmith skills and Chris Ross for his publishing skills. The PCC will keep the congregation updated as they know more and we should all pray that we find the right person.</p> <p>Marian Coom asked if church members would be able to see the excellent document. Once completed, Cath would share with everyone via the church website.</p> <p>Jenny Austin asked why the appointment process was so delayed. Darrol explained that all existing vacancies ahead of us are on hold and we have only been in vacancy since 31st August. Nick Williams explained that as the Bishop and Archdeacon are both involved, it can be difficult to find dates in both their diaries and it is early days, with some parishes being in vacancy for up to 18 months.</p> <p>Jenny asked if there could be some continuity with our guest priests. Darrol responded that we had expected 2 very willing priests to take the significant burden of the services but Fr Nick Edwards is unwell and Fr David Hobden is shielding. He said that we appreciate such good support from other churches and that Clergy on Call are able to provide cover at very short notice. Nick Williams said that Guildford Diocese is short of retired priests, compared to other Dioceses around the country.</p> <p>Darrol informed the meeting that we had arranged for Bishop Andrew to preside on St Nicolas' Day, Archdeacon Paul Davies at Midnight Mass, Bishop Jo on Christmas morning and that we are already thinking ahead to Holy Week and Easter.</p>
15	There were no matters arising from the Minutes of last year's meeting.
16	<p>Open Forum.</p> <p>i. Daniel Vines asked when the hall might be open again. Darrol responded that we are beginning to open gradually to a small number of bookings who were able to provide a satisfactory risk assessment and whose meetings fall within government regulations. He stressed that there are many limitations, including the rule that there should be no socialising.</p> <p>ii. Jenny Austin asked what had gone wrong with the Church of England in terms of recruitment and pastoral care. Darrol explained that the Diocese had set up a system to help us understand the rules that we have to work within. Pastoral care has to be carried out within our own resources and the guidance is very strict and limits what we can do. We are working in partnership with community groups and that we are doing the best we can. Linda gave the example that we are not even able to hold our usual coffee morning.</p> <p>iii. Daniel Vines commented on the fact that churches are losing money. Darrol responded that the Diocese is supporting churches where they can.</p>

	<p>iv. Liam Rowlings pointed out that St Nicolas' is one of the few churches to open early. It is not easy and he praised the churchwardens for having to contend with the rules that are constantly changing.</p> <p>v. In response to praise for making the services available online, Darrol told the meeting that he is seeking quotes for a more permanent AV solution and the PCC would be asking for donations towards better equipment.</p> <p>vi. Nick Williams thanked Cath for producing the APCM booklet and the churchwardens thanked her for her enthusiasm and joy.</p>
17	<p>Next year's APCM would be held on 21st March 2021.</p> <p>Dates for Standing Committee and PCC meetings would be agreed by email.</p> <p>The meeting ended with prayer and blessing at 12:49.</p>

Signed Date