



# **St. Mary's Church Oxted**

## **Annual Report and Accounts 2020**

Knowing Christ

Growing Community, Renewing Heritage

## **Introduction to Annual Report**

As I write this report, we are being buffeted by boisterous winds, yet the sunshine is doing its best to gently percolate through the clouds. This might be an excellent picture of our experiences of 2020; as a church, and as a community. It has been dominated by the Coronavirus pandemic, and its effect on our lives. Yet we have seen numerous signs of life and hope throughout the challenges it has brought.

The writer of Hebrews says : “Because Jesus himself was tested by what he suffered, he is able to help those who are being tested” . We have all felt as though our ‘normal’ ways of worship, fellowship and gathering have been tested in 2020. We have learnt a lot about how to stay connected to God in creative ways. We have learnt a lot about how to love our neighbour more completely. We have learnt a lot about what binds us and keeps us as followers of Christ. We have remained thankful for all that God has done for us, for his identity with us and for his kindness and steadfast faithfulness towards us.

We have also been tested in other ways – we have known sadness, frustration, and anger during the pandemic. Especially those of us who have been prevented from seeing loved ones. We have also known and faced loss in 2020, and we continue to pray that God will meet us, rebuild us and refresh us.

We look forward to the rest of 2021 with hope and joy in our hearts. May we find God’s way to grow our community, to continue to renew our heritage, and to know Christ in our hearts. I am blessed with a fantastic team of clergy and readers, and we are all blessed by all the tireless volunteers who put faith into action in our churches. Thank you to all of you, and you will read from, and about, many of them in this report.

May we be ready to go where God leads us this year!

James Ashton

Team Vicar

## **PCC Members**

### **Ex Officio members**

|                    |                                        |
|--------------------|----------------------------------------|
| Rev. James Ashton  | Vicar (Chairman) – from 7 January 2020 |
| Rev. Mark Anderson | Assistant Curate                       |
| Catherine Hough    | Churchwarden                           |
| Austin Copp        | Churchwarden – from 27 September 2020  |
| Stuart Murden      | Churchwarden – until 27 September 2020 |

### **Synod representatives**

|                   |                                                                   |
|-------------------|-------------------------------------------------------------------|
| Sue Mallinson *   | Diocesan and Deanery Synod                                        |
| Catharina Hickson | Diocesan Synod                                                    |
| Valerie Adamson   | Deanery Synod (2020 – 2023)                                       |
| Jasmine Copp      | Deanery Synod (2020 – 2023)                                       |
| Natasha Copp      | Deanery Synod (2020 – 2023)                                       |
| Katharine Nockles | Deanery Synod (2020 – 2023)<br>(Also Parish Safeguarding Officer) |

\*Sue Mallinson represents St. Peter's Tandridge on Deanery Synod and is on the electoral roll of St. Mary's , also representing Tandridge Deanery on Diocesan Synod.

### **Licensed Readers**

Frances Withers

### **Co-opted members**

Rev. David Weightman  
Rev. Ken Robinson

### **Elected Members**

|                                 |                                                 |
|---------------------------------|-------------------------------------------------|
| Iona Cowland (2018 – 2021)      | Treasurer                                       |
| Jon Stone (2018 – 2021)         |                                                 |
| Tim Francis (2018-2021)         | Vice Chairman until resigned, 27 September 2020 |
| Vic Stone (2019 -2022)          |                                                 |
| Marian Dalton (2019 – 2022)     | PCC Secretary                                   |
| Andrew Heathfield (2020 – 2023) |                                                 |
| Richard Adamson (2020 – 2023)   |                                                 |
| Colin Rutt (2020 – 2023)        |                                                 |
| Martin Fisher (2020 – 2023)     | Vice Chairman from 18 November 2020             |
| Katy Aspinwall (2020 -2023)     |                                                 |
| Hazel Showler (2020 – 2023)     |                                                 |

### **Standing Committee**

Rev. James Ashton, Catherine Hough, Austin Copp, Martin Fisher, Iona Cowland,  
Rev. David Weightman, Stuart Murden\*  
(\*until 2020 APCM)

Members of the Standing Committee are agreed at the PCC meeting after the APCM. It conducts the business on behalf of the PCC (as directed by the PCC) in between PCC meetings and also sets the agenda for meetings.

**Electoral Roll Officer** - Paul Shillito

**Assistant Treasurer** - Martin Fisher

**Churches Together in Oxted and District** - David Cook

### **Mission Group**

David Cook, Valerie Adamson, Ruth D'Alessandro, Rev Mark Anderson

The Mission Group (joint with St. Peter's) coordinates the links the churches have with the mission organisations the PCC decides to support. This includes donating money from PCC funds; raising awareness of their work; ensuring there is prayer for the work of the charities within services and other church events and encouraging people to pray at other times, inviting people from the charities to speak at services.

### **Ministry Team**

|                      |                  |
|----------------------|------------------|
| Rev. James Ashton    | Vicar            |
| Rev. Mark Anderson   | Assistant Curate |
| Sue Mallinson        | Reader           |
| Frances Withers      | Reader           |
| Rev. David Weightman | Assistant Priest |
| Rev. Ken Robinson    | Assistant Priest |
| Mary Cook            | Pastoral Visitor |

## **Churchwardens' report**

2020 began with the induction of Reverend James Ashton as the new Team Vicar for St Mary's Oxted and St Peter's Tandridge. The service in St Mary's Church was followed by a celebration in the Oxted Community Hall. Thus ended a year in Vacancy.

In February Paul Sharrock of Thomas Ford and Partners completed his Quinquennial Inspection of our church building, making recommendations for urgent works and commending us for what we had achieved since his last report.

Rumours of a global pandemic became concrete in March as the country went into lockdown and church services in buildings were suspended. Our clergy learnt to hold services and meetings using Zoom and the Oxted Team Ministry jointly created YouTube services. We give special thanks to all those who have taken part and assisted in the creation of these as we have all had to grapple with new technology. We applaud all those who have supported and encouraged despite the difficulties, we realise it is far from the ideal of meeting together but keeping one another safe and loving our neighbour is paramount.

Demonstrating our care for the community, Natasha Copp and Stephen Helm developed the Love Your Neighbour buddy system to support lonely, vulnerable or isolating members of the community who need a helping hand or just a friendly chat. Katharine Nockles completed DBS checks on all those involved and the group are recognised by the local council as a means of support and assistance. We applaud all the work of the co-ordinators and helpers to support others at this difficult time.

In June Historic England announced their Covid Emergency Heritage Grants Scheme to help keep skilled craftspeople in work by offering grants to historic listed buildings. We put in an Expression of Interest in July and were asked to submit a full application by the end of November. In January of 2021 we were awarded the maximum of £25,000 towards a total project cost of £30,000. This is to replace the louvres and bird grilles and repair the clock which had been damaged in 2017 when broken louvres fell into the mechanism. We are in the process of organising works to the porch (including the glass door), tower and east wall and hope to see these completed in the very near future in order to safeguard our historic building.

We are blessed to have a large churchyard, but it does take some care. Encouragement from the Church of England to Care for God's Acre coupled with lockdown restrictions and reduced income has led to discussions about how best to care for our green space. With this in mind we allowed areas of grass to grow longer to the north and west of the church building. Thanks go to all who assisted in the maintenance of our churchyard during 2020- painting railings, weeding tombs, waxing woodwork, the list goes on. Please speak to the churchwardens if you would like to get involved in care and maintenance teams.

Due to the pandemic, the 2019 APCM was delayed until September. At this point Stuart Murden stepped down after three years and was thanked for his dedication during his tenure. Having begun to take the reins in the summer doing numerous practical tasks, Austin Copp was sworn in as churchwarden alongside Catherine Hough at a service in St Mary's on 27<sup>th</sup> September 2020.

## **St Mary's CE Primary School**

Another year of wonderful pupils, fabulous parents and carers, and excellent staff at every level and area of expertise. Our school, like all areas of the community, have had to develop skills and new strategies fast as the COVID pandemic unveiled its power. We were blessed that we already had developed very good relationships within and across groups when it became clear that working from home was to be the new normal for many families and staff. Our community sprang into action to fundraise for computer tablets so that every-one was able to access online teaching and learning. Internet access has also been supported where needed – everyone matters! School stayed open for essential then critical worker's children plus some vulnerable pupils and staff came into school in rotas everyone wearing lots of layers to allow lots of ventilation. Parents and carers have been brilliant at adapting to new drop off and pickup places and times and wear their masks and keep distance as they wait for their little ones. We have had very, very few bubble closures – We are so grateful to the great community for making this possible! Our commitment to mindfulness education and practice over the recent years has helped our adults and children. The learning from home has been tricky for families and children, especially the younger ones, but they have been fantastic demonstrating their resilience in adversity. The school lead a number of cheering initiatives in the community – show a star, make a rainbow, Christmas shows recorded safely class by class so that parents and families could still join in with their children's school celebrations from home and online tours for prospective families. This vibrant community of learning and developing is all made possible by the wonderful leadership of Sarah Lewis (Headteacher), Anna Woodward (Deputy Head), Sahrah Chaudhri (Assistant Head) and Kate Wiley (SENDCo) and every-one of faith's love and prayers and the love and good will of those of no faith. Every-one has been amazing and continue to be so, Thank you!

Catharina Hickson  
Foundation Governor

## **Parochial Church Council**

St. Mary's PCC met socially in January 2020 to welcome James Ashton as the new vicar, little knowing that would be the last time we would all meet together in person that year. However meetings did continue via Zoom and as much as possible it was business as usual with the PCC meeting every two months and also jointly with St. Peter's Tandridge for half of the meeting time. During the course of the year discussions included the new Mission Action Plan, how to plan for church services and openings during the pandemic, and essential repair works needed to the church building. The PCC pledged £63,000 to the Parish Support Fund and £9,500 to Missions and Charities. The PCC also discussed cash free ways of helping and encouraging people give to the church which was especially important when no church services were able to take place. 23 people are eligible to attend PCC meetings and the meetings are always well attended.

Marian Dalton  
PCC Secretary

## Tandridge Deanery Synod

**13th February, St John's Church, Hurst Green.** Gabby Parikh, Head of Parish Giving for Southwark Diocese spoke on **ENCOURAGING GENEROSITY AND GIVING**, about resourcing mission and ministry in our parishes. Yes, we acknowledge God's generosity, but Gabby asked, and we answered. When do you discuss your generosity, your giving? - infrequently. How is it measured? - financial, but also time and support of church community and activities. Do you acknowledge that generosity? - not really, but sending thank you cards does make people feel recognised valued. Discussion revealed competing, challenging priorities - time, money and families. The Church of England says give what you can afford and encourages tithing: giving 10% of taxable income, 5% to church and 5% to charities. (5% is £1 a week for every £1000 of income). Southwark gives just over 3%, no diocese gives 5% In 2017/2018 a weekly donation in Tandridge was £12.40; national average was £13.01 and Southwark average was £17.50. Gabby encouraged us all to reconsider. Tandridge is mostly a wealthier area in Southwark. We need to build the culture of a generous church. Gabby described the **Parish Giving Scheme**, to be introduced later in 2020. A direct debit scheme which provides an effective donation management system for parishes, with monthly gift aid claims which help parish cash flow. Now that credit cards have overtaken in giving today parishes need to use new technology, such as **card readers**. Gabby showed us a '**giving plate**' and said there will be a fund to help parishes finance the equipment

**On 21 May 2020** Revd Michelle Edmonds, Team Rector of Warlingham, Chelsham and Farleigh Team Ministry, was commissioned as Area Dean and Revd James Ashton, Team Vicar of the Oxted Team Ministry, was commissioned as Assistant Area Dean. Some churches had re-opened with socially distanced services. Many began to live stream or to record services for people to access on-line. As the covid pandemic rules did not allow meetings, there was no Synod Meeting in the Summer - likewise no Diocesan Synod. Some parishes could not hold their APCMs and the 'deanery year' was extended to 31 May 2021. In the same way the deanery elections of officers and Diocesan Synod representatives will wait until Summer 2021, leaving two years for the new membership of Tandridge Deanery Synod.

**8th December, First Zoom Meeting, with break-out group discussions.** Area Dean Michelle Edmonds welcome Bishop Jonathan Clark, Bishop of Croydon to speak on **The Pandemic and our Parishes!** What are we learning? Where are we going? Reflections on our current times and hopes for the future. Bishop Jonathan told of an exhausting and demanding year, that included death and unemployment, but with news of vaccines we can have hope that this was not so much the end, but the end of the beginning. Christian hope in Christ does not change. The challenge is for us to reassert it. What have we learned? Online services/ meetings are possible, have been valued and may continue. We miss a place to meet, particularly to share Communion, and to sing together. Many have turned to their local church online, when they have not been regular worshippers. In Southwark Diocese parish giving has held up as well as anywhere else. One challenge is that the income of many parishes has been seriously hit. There are also opportunities. It will be a communal effort to determine what is God's future and to proclaim the good news. There has been great initiative and ideas to be developed, including pastoral care for those uneasy with digital media or returning to worship in full church buildings, or who are in care homes

Sue Mallinson

## **Safeguarding**

The role of the Parish Safeguarding Officer (PSO) is to work with the clergy, churchwardens, PCC and members of the church community to make sure we create a safe environment for the activities that we undertake with children and vulnerable adults. We follow the guidance provided for us by the Diocesan Safeguarding Officer in 'A Safe Church'. A summary of the safeguarding principles adopted by your PCC can be found on the church porch noticeboard and the noticeboard inside church. These principles were readopted by the PCC in July 2020. I have worked for a number of years with Fay Prater, the PSO from St Peter's, so that together we can consider and support each other with safeguarding planning and any issues. During 2020 the usual activities ceased but we turned safeguarding attention to the Love Your Neighbour scheme and carried out a number of DBS checks for volunteers. As church activities resume once the relevant stage out of lockdown is reached Fay and I will be connecting with activity leaders to review safeguarding provisions.

Katharine Nockles  
Parish Safeguarding Officer

## **Churches Together in Oxted and District 2020**

The week of Prayer for Christian Unity took place in January and culminated in a gathering at the York Rooms at St John's. The theme was "Stations of the Lord's Prayer"

Several St Mary's members joined other local Christians in our second "home grown" Lent Course which was based on Music and Praising God in Worship devised by Wendy Hewitt (St John's Hurst Green). Sadly, due to Covid restrictions, this was curtailed although there were some Zoom groups who met together.

The Good Friday walk of Witness had to be cancelled.

The CTOD Charity was for the second year *Their Voice* a charity which started in Warlingham which supports people who have escaped from abuse, trafficking and slavery. Over 500 families have been helped by welcome hampers, toiletries and baby products.

In the autumn Rev Mark Anderson, curate of the Oxted Team of Churches, handed over the Chair to Wendy Hewitt who has led us in our Zoom meetings and AGM as well as devising our Zoom based Lent course for 2021 "Care for God's Creation"

We were blessed to receive a bequest from the late Barbara Bristow of Oxted URC of £500.

Both TICTOC and the Men's prayer breakfast have continued throughout the year on Zoom.

We learnt with sadness that the Methodist Church in Hurst Green is to close. Our prayers are for their Church members. However we have been bolstered by two of their former members Bob and Carole Evans who have joined our "team" as minute takers.

David Cook  
CTOD Treasurer



## **Love Your Neighbour**

Demonstrating our care for the community, Natasha Copp and Stephen Helm developed the Love Your Neighbour buddy system to support lonely, vulnerable or isolating members of the community who need a helping hand or just a friendly chat. Katharine Nockles completed DBS checks on all those involved and the group are recognised by the local council as a means of support and assistance. We applaud all the work of the co-ordinators and helpers to support others at this difficult time.

Catherine Hough

## **Meeting Place**

9:30-11:30 am Every Friday throughout the year

Meeting Place exists to provide an opportunity to meet others for coffee, cake and conversation. It is held in the meeting room of the Oxted Community Hall every Friday morning throughout the year. Until the Corona virus Lockdown in March it was normal to have between 10 and 20 guests. Volunteers provide freshly baked cakes and members of the church and local community serve on a rota basis. All are DBS checked.

We very much hope that we will be able to restart when the pandemic is over providing a lifeline to those who spend a lot of time on their own.

Catherine Hough

## **Missions and Charities**

St Mary's are continuing to support five Charities:

**Their Voice** – a local charity supporting victims of human trafficking and modern slavery

**Crosslight Advice** - an independent community focussed charity working to alleviate poverty caused by problem debt – with a vision to restore dignity and hope through financial advice.

**Spark Ministries** – an Albanian based charity to bring the love of God to the nation's children through kids' summer camps and a puppet theatre based in a travelling van.

**The Leprosy Mission** – an international Christian charity bringing relief to leprosy victims in around 30 countries with 141 years of experience.

**Mission Africa** which brings Christianity to remote parts of Uganda.

Terry Charlton of **Mission Africa** spoke to us In March 2020 and has sent us a glowing report on how helpful this has been.

In 2020 we donated £1,900 to each charity . We also support them in prayer and through visual publicity to help our congregation see "Mission" as part of our discipleship in how we follow Jesus and his command to love others as we love ourselves.

David Cook

## **Love St Mary's**

Love St Mary's developed as a way of raising funds for the Heritage Trust by making and creating beautiful saleable crafts which could be sold at the various local school and church fairs throughout the year. Due to the pandemic the opportunities to sell our crafts have not been available. However a sideline in handmade face masks has developed to support St Mary's general fund.

2020 forced us to be creative in developing ways of being church outside of our building. It has also been a time of great sorrow, hardship and anxiety for many. We thank and bless all who have supported our mission and ministry through this most difficult of years.

Catherine Hough

## **Junior Church**

Children are very much part of St Mary's and one way we seek to serve them is Junior Church. We meet during the Sunday morning service and seek to teach our children about Jesus and how to follow him. Some examples of themes are: the wonders of God; God is good; God helps; God is near; prayer. Sessions always include a time for the children to share something that they have experienced during the week, a Bible story, a craft activity linked to the theme of the session and a prayer to end with. We often play games and listen to worship songs too. 2020 has seen a few changes to junior church as we have renewed risk assessments and adapted our practices. One positive change due to the pandemic has been going outside for part of Junior Church. We have used the outdoor area to enhance what the children are learning. During the lockdowns we provided 'Junior Church at home' session guides which parents could use at home. Thank you to our leaders and helpers for all they do, especially all the extra work necessary to keep our children safe and the room and equipment clean.

Mark Anderson

## **Youth Work in the Team Ministry**

Our work amongst young people was done in partnership with all the 4 churches of the Oxted Team. During 2020, our youthwork had two main elements: (i) a home group for 15-18 year olds and (ii) a youth club for ages 11-18. The home group met weekly on a week day evening and we ate snacks and chatted about how to be young and Christian. Topics often included the environment, racial justice and what we actually believed in as those who believe in God. As the pandemic spread, we reverted to Zoom to keep in contact, with quizzes being popular. However as people went to university and people tired of Zoom, we stopped meeting. We managed to have 2 Sunday night youth club events on 2020, in February and March. The themes were 'connecting and belonging' and 'starting again'. Due to the covid-19 restrictions, we have not met since March 2020.

Mark Anderson

## **Fellowship/Social**

Unfortunately due to the Covid 19 pandemic this was largely a year of cancelled or very modified events and planning for anything became very difficult.

The big fund-raising events such as the April Trivia Quiz, The May Fayre and the Christmas Market were all cancelled due to Covid19 restrictions as were social events such as the Barn Dance, Harvest Lunch and things like coffee in the Hall, even when services were possible for a limited time.

It was possible to celebrate Harvest Festival however in the first weekend of October. The flower ladies got busy on Friday October 2<sup>nd</sup> and the church was open on the Saturday and Sunday for people to come in and look round at the Harvest Flower Festival. It is good to report that there was a steady stream of visitors on both days.

As usual the pupils of St. Mary's School donated a huge amount of produce at Harvest time although unfortunately they could not hold their usual Harvest services in church instead they were held in school.

The produce was brought into church and on Saturday 9<sup>th</sup> October a large group of volunteers sorted, packed and delivered the produce. About 50 parcels were distributed to local people, and food was sent to Pastens, Welcare, Caterham Food Bank and the Renewed Hope Trust at Redhill -- organisations that help children with special needs, the homeless and families in some sort of need and for the first time some was also sent to a centre catering for women suffering from domestic violence.

The annual Memorial Service for the departed took a different form this year. People were invited to come into church for private prayer on both Saturday October 31<sup>st</sup> and Sunday November 1<sup>st</sup> and on each day a short service (which was available on YouTube), was held at 3.00pm at which all the names that people had asked to be remembered were read out. Despite the fact that it was not possible to offer the usual tea there were a good number of attendees, several of whom had travelled some distance to attend.

During lockdown in November several church members helped to mind the church on Wednesdays and Fridays so that people could come in for private prayer and at the end of November the church was open for Prayer and Giving.

In December instead of the usual Oxted Adventure the churchyard was turned into a Winter Wonderland with individual Christmas trees decorated by a variety of local organisations or individuals illustrating the different customs of a multitude of countries. In the last few days of this the church was once again manned so that visitors could look round at the beautiful Christmas flower displays.

Valerie Adamson

## **Oxted Churches**

The first casualty of the year for the Oxted Churches was the cancellation of Easter services due to the first lockdown. Unfortunately the usual cards giving details of Holy Week and Easter services for distribution to all the local households had already been printed but could not be delivered so each of the churches paid a contribution to cover their cost.

Before the restrictions came into force some ecumenical Lent groups had taken place and members had joined together to organise the annual World Day of Prayer services. Unfortunately the usual Oxted Churches Trivia quiz due to be held in November had to be cancelled but despite Covid 19 restrictions the members of the local churches have been able to meet together informally via Zoom meetings.

With restrictions continuing it was not feasible to produce or deliver the usual Oxted Churches Christmas card so instead an article detailing the Oxted Churches' Christmas services was published in the Oxted Local magazine.

Valerie Adamson

## **Bellringers**

During 2020 we rang for most Sunday morning services until the Covid lockdown in March. On release of the lockdown, we undertook a risk assessment in accordance with the Bellringing Central Council guidelines and agreed with the Church wardens which determined that limited ringing was possible. This continued until the end of 2020 when all ringing was stopped. We have been supported by adjacent towers to ring for weddings and other special occasions and are most grateful to those who helped.

After 15 years in use the bell ropes were becoming worn and needed replacement. As the wear was only at the tail end, I managed to source a company that is able to splice new rope into the existing ropes, saving £1200 over the cost of a new set of ropes. The work was completed and the ropes returned as good as new.

In 2020 we continued to share alternate practice nights with the ringers at Caterham St. Johns to the advantage of both bands. This enables the learners and more experienced ringers of both bands to get together and ring at 'their level' enabling more time ringing for both groups.

Until the lockdown the Bellringing Simulator was regularly used which provided a useful training facility and provided a small income to Church funds.

During the year I have regularly checked the tower, bells and clock to ensure everything remains in good order.

We look forward to a successful 2021.

Ian Griffiths  
Bellringers Tower Captain

# Annual Report of the Parochial Church Council of St. Mary the Virgin, Oxted

for the year ended 31 December 2020

## St. Mary's Financial Review

|                                              | 2020            | 2019           |
|----------------------------------------------|-----------------|----------------|
| (Decrease)/Increase in reserves              | £(18,732)       | £56,422        |
| <b>(Deficit)/Surplus before Depreciation</b> | <b>£(7,132)</b> | <b>£68,022</b> |

St Mary's PCC reported a deficit in the year of £(7,132) before depreciation is taken into account, compared to a surplus last year of £68,022. The COVID-19 pandemic, and the resulting challenges and difficulties many individuals faced, had a surprisingly low impact on regular giving. However, with the closure of the Church, other collections and donations ordinarily made during services, were impacted and consequently reduced.

During the year, a contactless card reader was introduced to facilitate cashless giving. A consequence of using the card reader has identified the inability to claim gift aid, due to the anonymity of the donation and the absence of a gift aid declaration. The result of which means gift aid recoverable has decreased from the previous year, while giving has increased. This issue is being investigated with the aim to resolve it going forward.

Other impacts of COVID-19 were on fundraising events and PCC Fees for baptisms, funerals and weddings. This resulted in a net £(10,323) decrease from the previous year.

The Oxted Parish Council grant of £400 was used to support churchyard expenditure.

St Peter's PCC contributed 30% of the parish office expenses and the curate accommodation.

The Parish Support Fund paid to Southwark Diocese at £63,000 was up 3% on last year.

Total resources expended were down £(6,867) on the previous year primarily as a result of COVID-19. However, committed expenditure, such as the Parish Support Fund, Charities and Curate accommodation, meant that the reduction in expenses did not cover the reduction of incoming resources.

There was a net cash outflow of £(4,931) in the year with a closing cash balance of £164,857.

Looking ahead, it is possible that the impacts of COVID-19 will continue in the following year. £100,000 is being made available to fund major projects in 2021 and it will be a priority of the PCC to regularly monitor the financials and any impacts of COVID-19 on any future planned projects. Thank you to everyone who has supported St Mary's through this difficult and challenging time.

Approved by the Parochial Church Council on 17 March 2021 and signed on its behalf by:

James Ashton (Vicar)

Catherine Hough (Churchwarden)

# Parochial Church Council of St. Mary the Virgin, Oxted

## Statement of Financial Activities

For the year ended 31 December 2020

|                                          | Note | Unrestricted Funds<br>£ | Restricted Funds<br>£ | TOTAL FUNDS<br>2020<br>£ | 2019<br>£      |
|------------------------------------------|------|-------------------------|-----------------------|--------------------------|----------------|
| <b>Incoming resources</b>                |      |                         |                       |                          |                |
| Voluntary income                         |      |                         |                       |                          |                |
| Planned giving                           |      | 66,888                  | 5,000                 | 71,888                   | 68,092         |
| Gift aid recoverable                     |      | 14,021                  | -                     | 14,021                   | 15,308         |
| Collections and donations                |      | 4,300                   | 132                   | 4,432                    | 7,910          |
|                                          |      | 85,209                  | 5,132                 | 90,341                   | 91,310         |
| Donations legacies and grants            | 11   | 1,611                   | 12,111                | 13,722                   | 96,072         |
| Special Appeals                          |      | -                       | 322                   | 322                      | -              |
|                                          |      | 86,820                  | 17,565                | 104,385                  | 187,382        |
| Fundraising Events                       |      | 5                       | 38                    | 43                       | 4,949          |
| Investment Income                        |      | 5,475                   | -                     | 5,475                    | 6,072          |
| PCC Fees                                 |      | 2,926                   | -                     | 2,926                    | 8,343          |
| St Peters PCC                            |      | 10,458                  | -                     | 10,458                   | 10,121         |
| Other                                    |      | -                       | -                     | -                        | 306            |
| <b>Total incoming resources</b>          |      | <b>105,684</b>          | <b>17,603</b>         | <b>123,287</b>           | <b>217,173</b> |
| <b>Resources expended</b>                |      |                         |                       |                          |                |
| Church activities:                       |      |                         |                       |                          |                |
| Donations to missions & charities        | 5    | 9,600                   | -                     | 9,600                    | 10,182         |
| Parish Support Fund                      |      | 63,000                  | -                     | 63,000                   | 60,100         |
| Church groups and evangelism projects    |      | -                       | -                     | -                        | 2,201          |
| Provision of services                    |      | 4,445                   | -                     | 4,445                    | 7,796          |
| Clergy & ministry team expenses          |      | 2,051                   | -                     | 2,051                    | 3,013          |
| Curate accommodation                     | 12   | 19,252                  | -                     | 19,252                   | 19,162         |
| Maintenance and minor repairs            |      | 4,453                   | 400                   | 4,853                    | 6,999          |
| Light, Heat & Water                      |      | 2,580                   | -                     | 2,580                    | 4,418          |
| Insurance                                |      | 4,949                   | -                     | 4,949                    | 4,920          |
| Admin, communication and governance      |      | 19,689                  | -                     | 19,689                   | 18,495         |
|                                          |      | 130,019                 | 400                   | 130,419                  | 137,286        |
| Major repairs expenditure                |      |                         |                       |                          |                |
| Church                                   |      | -                       | -                     | -                        | 11,865         |
| Churchyard                               |      | -                       | -                     | -                        | -              |
| Depreciation of Oxted Community Hall     | 6    | -                       | 11,600                | 11,600                   | 11,600         |
| <b>Total Resources expended</b>          |      | <b>130,019</b>          | <b>11,600</b>         | <b>142,019</b>           | <b>160,751</b> |
| <b>Net (Outgoing)/incoming resources</b> |      | <b>(24,335)</b>         | <b>5,603</b>          | <b>(18,732)</b>          | <b>56,422</b>  |
| Transfer between funds                   |      | -                       | -                     | -                        | -              |
| <b>Net movement in Funds</b>             |      | <b>(24,335)</b>         | <b>5,603</b>          | <b>(18,732)</b>          | <b>56,422</b>  |
| Balances brought forward 1 January       |      | 178,528                 | 442,568               | 621,096                  | 564,674        |
| Balances carried forward 31 December     |      | 154,193                 | 448,171               | 602,364                  | 621,096        |

The notes on pages 16 to 20 form part of these accounts

# Parochial Church Council of St. Mary the Virgin, Oxted

## Statement of Financial Activities

For the year ended 31 December 2020

|                                  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | TOTAL FUNDS<br>2020<br>£ | 2019<br>£             |
|----------------------------------|------|----------------------------|--------------------------|--------------------------|-----------------------|
| <b>Tangible fixed assets</b>     | 6    | -                          | 429,200                  | 429,200                  | 440,800               |
| <b>Current assets</b>            |      |                            |                          |                          |                       |
| Debtors                          | 7    | 12,820                     | -                        | 12,820                   | 14,996                |
| Short term deposits              |      | 55,416                     | -                        | 55,416                   | 55,185                |
| Cash at bank                     | 8    | 90,470                     | 18,971                   | 109,441                  | 114,603               |
|                                  |      | <u>158,706</u>             | <u>18,971</u>            | <u>177,677</u>           | <u>184,784</u>        |
| <b>Current liabilities</b>       |      |                            |                          |                          |                       |
| Creditors                        | 9    | (4,513)                    | -                        | (4,513)                  | (4,488)               |
| <b>Net current assets</b>        |      | <u>154,193</u>             | <u>18,971</u>            | <u>173,164</u>           | <u>180,296</u>        |
| <b>Total net assets</b>          |      | <u><b>154,193</b></u>      | <u><b>448,171</b></u>    | <u><b>602,364</b></u>    | <u><b>621,096</b></u> |
| <b>Parish funds</b>              |      |                            |                          |                          |                       |
| Unrestricted                     |      | 154,193                    | -                        | 154,193                  | 178,528               |
| Restricted – Church              | 10   | -                          | 18,971                   | 18,971                   | 1,768                 |
| Restricted –Oxted Community Hall | 10   | -                          | 429,200                  | 429,200                  | 440,800               |
|                                  |      | <u><b>154,193</b></u>      | <u><b>448,171</b></u>    | <u><b>602,364</b></u>    | <u><b>621,096</b></u> |

Approved by the Parochial Church Council on 17 March 2021 and signed on its behalf by:

James Ashton (Vicar)

Iona Cowland (Treasurer)

The notes on pages 16 to 20 form part of these accounts

# **Parochial Church Council of St. Mary the Virgin, Oxted**

## **Notes to the financial statements**

**For the year ended 31 December 2020**

### **1 ACCOUNTING POLICIES**

#### **Basis of preparation of accounts**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the FRS 102 (SORP).

The financial statements have been prepared under the historical cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of St. Mary's Oxted Heritage Trust (the Heritage Trust) as this is a separate registered charity.

#### **Funds**

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

#### **Incoming resources**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest receivable is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources expended**

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### **Fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

The Heritage Trust has partially funded the construction costs of Oxted Community Hall, subject to a proportion of such costs being funded by East Surrey Crossroads Care Attendant Scheme Limited (Crossroads), who also occupy part of the property on a 99 year lease. During 2007, the Heritage Trust transferred the value of the Community Hall to the PCC. The transfer value represents the estimated cost, less contribution from Crossroads. The Community Hall is built on land vested in the Southwark Diocesan Board of Finance and held in trust on behalf of the PCC.

The construction cost of the Community Hall is being depreciated over 50 years at 2% per annum on a straight line basis, apart from the equipment and fittings which are depreciated at 10% per annum on a straight line basis over 10 years.

Movable church furnishings held by the Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected (at any reasonable time). Expenditure to renew, improve or add to them is written off as an expense in the financial year in which it occurs.



# **Parochial Church Council of St. Mary the Virgin, Oxted**

## **Notes to the financial statements**

### **For the year ended 31 December 2020**

Equipment used within the church premises and parish office is depreciated at 20% per annum on a straight line basis, unless the individual items cost £1,000 or less in which case they are expensed when acquired.

#### **2 RESERVES POLICY**

The PCC cash reserves are assessed as low risk and represent 58 weeks of ordinary expenditure.

The PCC is aware of this and the need for continued maintenance of the church building, for which the fundraising has been carried out by St Mary's Oxted Heritage Trust.

It is PCC policy to invest fund balances with the Church Board of Finance Church of England Deposit Fund.

#### **3 RELATED PARTIES**

The PCC has a close relationship with St. Mary's Oxted Heritage Trust (the Heritage Trust), a registered charity, and Oxted Community Hall Management Limited, a "benefit of the community" Industrial and Provident Society and exempt charity. There are PCC appointees to the governing bodies of both charities.

The objects of the Heritage Trust are broadly the repair and restoration of St. Mary's church and its associated grounds and buildings, and construction of any buildings within the curtilage. The Trust funded the costs of Oxted Community Hall and in 2007 transferred the asset to the PCC at an estimated cost value of £580,000.

Oxted Community Hall Management Limited has leased the majority of the Community Hall from the PCC for a period of 25 years from October 2007 for a ground rent of £5,000 per annum. The company collects the rentals and funds the maintenance of the Community Hall.

#### **4 STAFF COSTS AND PAYMENTS TO PCC MEMBERS**

As the parish administrator, Mrs N. Copp, who is a member of the PCC, was paid £6,966 (2019: £7,115) during the year. The administration officer, was paid £4,304 (2019: £4,497). St. Mary's PCC was reimbursed 30% of these costs together with parish office expenses by St. Peter's, Tandridge PCC. The PCC also made ex-gratia payment to the organist and small vergers fees to various church members. The total paid was £2,400 (2019: £3,890).

No payments were made to any member of the PCC (apart from the parish administrator, the office administrator, small vergers fees and expense re-imbursements), persons connected to them or to any other related parties.

# Parochial Church Council of St. Mary the Virgin, Oxted

## Notes to the financial statements

For the year ended 31 December 2020

### 5 DONATIONS TO MISSIONS AND CHARITIES

|                                | 2020        |       |         | 2019        |       |         |
|--------------------------------|-------------|-------|---------|-------------|-------|---------|
|                                | Collections | PCC   | Donated | Collections | PCC   | Donated |
|                                | £           | £     | £       | £           | £     | £       |
| <b>Overseas</b>                |             |       |         |             |       |         |
| Mission Africa Jersey          | -           | 1,900 | 1,900   | -           | 1,900 | 1,900   |
| The Leprosy Mission            | -           | 1,900 | 1,900   | -           | 1,900 | 1,900   |
| Sparks Ministry                | -           | 1,900 | 1,900   | -           | 1,900 | 1,900   |
| Christian Aid                  | -           | -     | -       | 220         | -     | 220     |
|                                | -           | 5,700 | 5,700   | 220         | 5,700 | 5,920   |
| <b>National &amp; Diocesan</b> |             |       |         |             |       |         |
| Their Voice                    | -           | 1,900 | 1,900   | -           | 1,900 | 1,900   |
| Crosslight Advice              | -           | 1,900 | 1,900   | -           | 1,900 | 1,900   |
| Poppy Appeal                   | -           | -     | -       | 462         | -     | 462     |
|                                | -           | 3,800 | 3,800   | 462         | 3,800 | 4,262   |
| <b>Local</b>                   |             |       |         |             |       |         |
| CTOD                           | -           | 100   | 100     | -           | -     | -       |
|                                | -           | 100   | 100     | -           | -     | -       |
|                                | -           | 9,600 | 9,600   | 682         | 9,500 | 10,182  |

### 6 FIXED ASSETS (RESTRICTED FUND)

|                                                     | Freehold Building<br>£ | Equipment & fittings<br>£ | Total<br>£ |
|-----------------------------------------------------|------------------------|---------------------------|------------|
| <b>Oxted Community Hall</b>                         |                        |                           |            |
| At 1 January 2020 – Transfer Value (estimated cost) | 580,000                | 20,000                    | 580,000    |
| Additions                                           | -                      | -                         | -          |
| At 31 December 2020                                 | 580,000                | 20,000                    | 580,000    |
| Depreciation at 1 January 2020                      | 139,200                | 20,000                    | 139,200    |
| Charge for the year                                 | 11,600                 | -                         | 11,600     |
| At 31 December 2020                                 | 150,800                | 20,000                    | 150,800    |
| Net book value at 31 December 2020                  | 429,200                | -                         | 429,200    |
| Net book value at 31 December 2019                  | 440,800                | -                         | 440,800    |

### 7 DEBTORS

|                                                   | 2020<br>£ | 2019<br>£ |
|---------------------------------------------------|-----------|-----------|
| Unrestricted Fund - Tax recoverable               | 7,500     | 3,375     |
| Unrestricted Fund - St. Peter's, Tandridge        | 5,320     | 10,121    |
| Restricted Fund - Church Repair – HMRC VAT refund | -         | 1,500     |
|                                                   | 12,820    | 14,996    |

# Parochial Church Council of St. Mary the Virgin, Oxted

## Notes to the financial statements

For the year ended 31 December 2020

### 8 CASH AT BANK

|                                       | 2020           | 2019           |
|---------------------------------------|----------------|----------------|
|                                       | £              | £              |
| Restricted fund – Youth work          | 1,243          | 1,205          |
| Restricted fund – Church repair - HLF | 596            | (1,311)        |
| Restricted fund – Charity collection  | 402            | 73             |
| Restricted fund – Church Fabric Fund  | 16,730         | -              |
| Unrestricted fund                     | 90,470         | 114,635        |
|                                       | <u>109,441</u> | <u>114,603</u> |

### 9 CREDITORS (UNRESTRICTED FUND)

|                                                 | 2020         | 2019         |
|-------------------------------------------------|--------------|--------------|
|                                                 | £            | £            |
| Oxted Community Hall income received in advance | 1,250        | 1,250        |
| PCC Fees                                        | 3,263        | 3,238        |
|                                                 | <u>4,513</u> | <u>4,488</u> |

### 10 RESTRICTED FUNDS

|                        | Church Repair | Church Fabric Fund | Youth        | Community Hall | Charities  | Total          |
|------------------------|---------------|--------------------|--------------|----------------|------------|----------------|
|                        | £             | £                  | £            | £              | £          | £              |
| Opening Balance        | 489           | -                  | 1,205        | 440,800        | 73         | 442,567        |
| Depreciation           | -             | -                  | -            | (11,600)       | -          | (11,600)       |
| Incoming resources     | 107           | 16,730             | 38           |                | 329        | 17,204         |
| Resources expended     |               |                    |              |                |            |                |
| From unrestricted fund |               |                    |              |                |            |                |
| Closing Balance        | <u>596</u>    | <u>16,730</u>      | <u>1,243</u> | <u>429,200</u> | <u>402</u> | <u>448,171</u> |

### 11 DONATIONS, LEGACIES AND GRANTS

|                        | 2020          | 2019          |
|------------------------|---------------|---------------|
|                        | £             | £             |
| Unrestricted donations | 1,611         | 93,292        |
| PCC Fees               | 12,111        | 2,780         |
|                        | <u>13,722</u> | <u>96,072</u> |

### 12 CURATE ACCOMMODATION

The PCC had entered into a lease to provide accommodation for the Curate who was appointed in June 2016. No special appeal was made for the lease rental and as such is not restricted expenditure. St Peter's share of this cost is 30%.

**Parochial Church Council of St. Mary the Virgin, Oxted**  
**Notes to the financial statements**  
**For the year ended 31 December 2020**

**13 CASH FLOW STATEMENT**

|                                                     | <b>2020</b> | <b>2019</b> |
|-----------------------------------------------------|-------------|-------------|
|                                                     | £           | £           |
| Net incoming/(outgoing) resources                   | (18,732)    | 56,422      |
| Add depreciation                                    | 11,600      | 11,600      |
| Movement in working capital                         | 2,201       | 8,004       |
| Net Cash Flow                                       | (4,931)     | 76,026      |
| Cash and short term deposits as at 1 January 2019   | 169,788     | 93,762      |
| Cash and short term deposits as at 31 December 2020 | 164,857     | 169,788     |

## **Annual Report of the Parochial Church Council of St. Mary the Virgin, Oxted for the year ended 31<sup>st</sup> December 2020**

### **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ST MARY THE VIRGIN, OXTED, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31<sup>st</sup> December 2020 which are set out on pages 14 to 20.

#### **Respective responsibilities of the PCC and Independent Examiner**

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

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

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records have not been met;  
or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Roger Thomas

April 2020