



ANNUAL CHURCH MEETING APCM 2022

SUNDAY 3rd APRIL
11:45 am



Agenda

Annual Parochial Church Meeting

PART I

1. Apologies for absence.
2. Rector

PART 2 : THE ELECTION OF CHURCHWARDENS

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

3. To confirm Minutes of the meeting held on 21st March 2021
4. To elect two churchwardens.

PART 3 : ANNUAL PAROCHIAL CHURCH MEETING

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

5. To confirm Minutes of the meeting held on 21st March 2021
6. Matters arising from last year's meeting
7. To receive the reports
8. Finance
 - i To thank the PCC Finance Advisory Committee for their overview and advice
 - ii To receive the Treasurer's presentation of the examined accounts
 - iii To formally adopt the accounts
 - iv To appoint an Independent Examiner
9. Elections to the PCC (conducted by the Churchwardens)
10. To receive the names of Sides-people (names to be read out by a Churchwarden)
11. Any other business
12.
 - a) The date proposed for next year's Annual Meeting is 26th March 2023.
 - 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.

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

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

Events April 2021 to March 2022

During the past year, the PCC has met on 9 occasions. The following topics comprised the main business of the PCC meetings:

- The operation of the church / parish centre during Covid including increased restrictions over Christmas
- Preparations for welcoming Fr Neil as our new Rector, including collation service and Rectory refurbishment
- Engagement with the school, children and families
- Projects including the replacement of church chairs and the piano in church
- Finances
- The appointment of a new Director of Music and the employment of Foundation Singers
- 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.

Rector's report

I must begin with my thanks. I am grateful to the Bishop, Wardens and selection committee for sitting with God for so long to determine what He was drawing the people of God into, here, in this place. I am immeasurably in debt to Helen and the boys for jumping with me and for beginning to make this feel like home - it is a long process. The parish profile and the 19 applicants who were interested in discovering if it was God's will for them to come and be your next Rector is testament to the dedication, time and care which was dedicated to discovering God's will. Thank you, Darrol, Linda. The support of Wardens is central and I am immeasurably blessed with mine and to Peter who has offered to step in whilst Darrol is away in Australia. Peter is, as you know, one of those unflappable problem solvers who sees the best in every opportunity. God is good!

And so we arrived - the Rectory has been redecorated and carpeted (with thanks to the PCC) and the diocese have been constantly present in ensuring that the aged bathrooms are looked after and the kitchen replaced. It's still the coldest house in the world (!) and that is saying something after living in Derbyshire!! I am only sorry that thus far, Covid has prevented us from entertaining as would have wanted to - I am an old fashioned Rector in this respect and believe in the Benedictine virtue of hospitality. In God's time, this will be more evident, we pray!

I am delighted to have been able to appoint a new Director of Music who is known and respected locally and who has truly international credentials. Again, an early decision to ensure that the worship of the people of God was served well in good quality musical offerings meant a decision to invest in the Catholic choral tradition. And so the Foundation Singers were born. Four, paid, semi and professional singers on whom one could rely to form the skeleton of the choir and onto which volunteers, both long standing and newer arrivals, could work with. I want to place on record how utterly profound the beauty of music of good quality ensures that one is transported into the very halls of heaven (for we also know how distracting poor music is in worship). During the pandemic it was a Herculean effort to attract, appoint and retain singers of quality and again, I am grateful to Rick for his direction

and dedication to establishing a Catholic choral tradition. Its value is beyond price and its return is beyond anything measurable; I have said on a few occasions, it is about valuing the immeasurable and we can be very aware of the difference between when the Foundation are singing and when they are not.

From 'moment one' my hope was to create worship which was rich, traditional and unapologetically catholic in its heritage. This position will echo in the vicinity and has the potential, over time, to gain wider participation; indeed, early indications beyond the anecdotal suggest that this is beginning to take root.

Integral to this desire to recover the beauty and continue the heritage of Catholic worship is in the provision of good choral music. Poor music can detract and indeed be corrosive to the current congregation and can put off new potential members. So one of the purposes of such our music is to enhance worship. Gone are the days of large parish church choirs in every parish church - there remain pockets, of course, but the assumption that each church can replicate what another is doing, in 'common prayer' if you will, is no longer the case; rather, each church must establish a USP, and ours, I believe is our catholic and choral tradition. The provision at Holy Trinity, for example, is therefore 'taken' on the board, as it were - a mixed choir with a large children's choir. Likewise, the cathedral offers the glories of the cathedral music tradition which we should neither wish nor attempt to replicate.

The worship of the church is first and foremost the responsibility of the priest and is my chiefest joy. I am immeasurably grateful therefore, to the deposit of service which Julia and Catherine have given to the church over the years and we are richer because of their willing service and vocation as Sacristan and Head Server, respectively. Losing Julia to glory was an enormous blow and she was a joy and truly a memorable colleague and parishioner. I will forever remember the opportunity to spend a day in the sacristy eating the Hotel Chocolat she had bought for us to share whilst we giggled our way around. I remember her saying that she was so pleased that her new priest knew where everything should be (and that I enjoyed the ironing of vestments!) - and we laughed! With Julia's passing into glory we are blessed to have Andrew as our new Sacristan who is learning on the job and doing wonderfully. I am grateful and proud in equal measure that he has risen to the challenge and he is truly in his element, let me tell you!

Catherine our Head Server has been accommodating, supportive and a blessing in so many ways. Her kindness on our arrival with toys for the boys and such wonderful yummy things to eat made a real impression and her kindness will never be forgotten. At the altar, a new priest is always a challenge and exploring established and new forms of worship requires patience in abundance. We have tried new things and some have worked and some have not - it will take a liturgical year to determine what works in the new order and in all respects Catherine has never flinched. I am immeasurably grateful. I promised never to say those words, 'in my first or second parish' or 'at Repton' because St Nicolas is a unique place and I am blessed to stand at the altar and serve with Catherine and the team of dedicated servers. There is always room for more - and so we have welcomed into the guild of servers, Linda, this last term and we extend a warm welcome.

Another Ferguson should also be thanked, Iain. You and the whole Finance Team, most especially David and Patrick, ensure that the lights stay on and so I am truly blessed to have the pennies well looked after. I do love a spreadsheet, as they know and I am grateful for their patience in all the new boy questions I have posed. To Patrick, especially, a thank you for your daily banking, checking and sorting - you are invaluable. To David, a huge thank you in a complex and demanding year for you personally, you have kept us abreast of Giving and I am so grateful for your eye and skill - not to mention all of their time!

I am so grateful to Jo and Maureen who continue to ensure that we are a Safer Church and we follow the diocesan and national guidelines for the wellbeing and safety of us all. The paperwork and training are essential and the PCC and those who invest in the leadership and the provision of the church are all indebted to their work and timeless dedication.

You will have noticed the flowers in church - most especially at the Induction. What a wonder. I want to place on record my thanks for the dedication, joy, humour and positivity and energy which is brought by Caroline and her team. Thank you so much.

David, our Pastoral Assistant has had a difficult few years and has returned to his duties following Fran's death. I am so grateful for his time and his pastoral heart and for convening the newly formed Pastoral Support Group (PSG) and Prayer Group.

Liam our joint Youth and Families worker has been with us for five years and I am delighted to report that he has risen to every challenge that his teacher Rector has thrown at him. We have been exploring in the most recent period how the joint appointment works and doing some SMART analysis to determine its current role and its future place in the work and mission of St Nicolas Parish Church. Liam has been positive - indeed he initiated the review - and at every opportunity has been engaged, and willing to explore new things, not least the Rector's relaunch of Junior Church. There is still much to explore and at the time of writing we continue to look forward with ambition and hope for building the ministry of children.

Our work with our CofE Infant school is central. Not only do we appoint Governors, not only is the Rector the Ex officio Governor, but it is vital in our outreach to the community we serve. I spend a lot of time in school and it is always a blessing. We shall be seeking another Foundation Governor in September- could that be you?

There are so many others besides, but my final thanks here must go to our PCC Secretary, Cath. It is Cath who is always able to answer a question, pose a solution or three, 'know someone who ...' and generally may be described as the glue of the place. Our third son refers to St Nic's as 'Cath's church' and that says it all. Whether we are shooting the breeze to determine new ideas, identifying 'troops to tasks' as I often put it, or visioning where we might be, Cath is there - baking, reading, leading, teaching. Without Cath I would find it hard to function at the pace we have to date. Andy's patience to share his beloved is not unnoticed - as is his growing presence in church! To the Andersons we owe a HUGE debt.

So, 8 months in and it has been a joy. The decisions the Wardens and I have made thus far, and what colours the map for what is next have been determined by two things: developing and not simply safeguarding Catholic heritage in the beauty of holiness and intentional growth, or to give it its theological frame, mission.

This bi-focus was the centre of the Away Day, early on, and together we passed a resolution as the former PCC, to give all our attention to this missional action plan, albeit in embryonic form. And so this will be the basis of the next five years - for let us not be unaware, the

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

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

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

God's power to build His kingdom and not our own intentions to build our own empires based on our own preferences will mean prayer, discernment, patience and some discomfort as things grow and change.

But.....

We are not left comfortless! There is much about which we can thank God. The intentionally Inclusive Church policy and welcome together with the rich liturgical tradition of St Nicolas has formed a pearl of great price. I remain anchored in my assessment that we are a beacon and a resource church for the diocese in which there are few Parish Churches in the Catholic tradition. We have, therefore, much to offer the diocese for much rests in our keeping. These offerings are what I often think of 'internal affairs' - what we already are to those who already consider faith an important aspect of their daily lives.

But perhaps in sharper focus, and certainly for your Rector as a mission priest, are the 'external affairs' - how the church is seen by those beyond her walls - our Mission - those whom Old Reptonian and sometime Archbishop of Canterbury considered as he penned those prophetic words, 'the Church of England exists for the benefit of its none members'. I concur and I take seriously the vows I took at my Induction and Collation as Rector in sharing the cure of souls which are the Bishop's and mine. And so, we must consider our mission - God's mission - to be attractive and intentionally missional with a growth-mindset. As fellow stewards of this inheritance we should be keen not just to maintain but to safeguard and grow the worshipping and witnessing community of God in this place, fed by Word and Sacrament. In the most recent period, that is to say in the past five years, it seems from even a cursory glance at the Register of Services, that the regular worshipping community has shrunk and the attendance of children and families had all but vanished. The language and intention of wishing to make church a welcoming and inclusive space is clear, but it would appear that the objectives have not met the aims and the most recent provision has not been sufficiently attractive nor has it been known for being as such. This is a great pity and has, I know, wounded many hearts within the congregation. The establishment and growth of Junior church, then, is certainly a joy to behold. Cath, Jo and Liam have worked so hard, together with others, to explore the Gospel with the children and to always have something to eat!

And so to the future.

I have shared some 'internal' (or "Churchianity") things for us to consider, and some missional priorities for us to ponder. In the next two years, alongside my work with our school in building the congregation, we must ensure

that our space is ready to receive people and the new PCC will be charged with some significant 'growth mindset' challenges - seating, flooring and our musical agenda as well as our Mission Action plan, our financial management of our relationship with our ecumenical partners, our environmental policy and our communication and engagement in the digital world.

He who calls is faithful as scripture reminds us. Together with Darrol and Linda and Peter as Deputy Warden, to whom I am indebted in so many ways, let us look to a new dawn and a new day, expectantly.

Fr Neil

Churchwardens' report

In our last report we had to reflect on a year of reaction and adjustment whilst acknowledging the tremendous effort many had made to keep the church going.

This past year has been less reactive as we move back to a form of normality, but certainly we are still adjusting as Fr Neil settles in and makes his presence felt. We are so fortunate that Fr Neil felt the call to St Nicolas and that we have been able to appoint such an energetic and enthusiastic rector.

Acknowledgement of everyone's effort is no less important and it is wonderful to see how sidespeople are back, Friday coffees are back, Lent lunches are happening etc. this is all due to people volunteering and being willing to make these things happen. Thank you to everyone who has helped this to happen.

In terms of projects undertaken last year, as Churchwardens our major project was the selection of Fr Neil as our new Rector, followed by all the preparation that was required to install him. Our other focus was to enable his family to be comfortably installed in the Rectory. The PCC had not been asked to spend any money on the Rectory for some years and a complete redecoration and re-carpet was required. In addition, the Diocese, who are responsible for the fabric of the building spent tens of thousands repairing and improving many aspects from leaks in the roof to replacing collapsed drains.

We were pleased to see the boys glee and excitement on arrival in July as they discovered the garden and all its potential for "secret dens" and hiding places, whilst Helen seemed genuinely pleased and relieved at the improvements that we and the diocese had made to the inside of the rectory.

At the end of July we said goodbye to Tim Woodford as he took up his post in Vancouver, Canada. Tim had been with us for five years and in that time we enjoyed some wonderful music as he developed the choir, the choral scholars and the children's choir. Throughout the lockdowns he provided inspirational music played and sung on his own, that we were able to use as recordings in our services. Tim is happy in his new role and as things open up in Canada he is now rebuilding the music in his new church.

At the end of August Jana Philips retired from her post as administrator. Jana had been with us for nine years and shared the role of administrator with Cath. She helped to ensure the smooth running of the church on a daily basis, but she is remembered for her cheerful greeting and willingness to help anyone that called or dropped by. We are so fortunate that she volunteered to continue producing the newsletter that she started at the beginning of last year; she offered to "produce a newsletter of a couple of sides of A4". At the last count there were 16 pages in the March newsletter! This is a great addition to the life of the church and it is so encouraging to see so many contributions from all around the community. In addition Jana is still running the Traidcraft and building that up, another valuable component of parish life. Thank you Jana.

September saw the appointment of our new director of Music Rick Erickson and the development of the Foundation Singers, Rick is an accomplished and very experienced musician and it has greatly enhanced our worship to have strong musical leadership from him and the Foundation Singers. The singers are intended to be the foundation of the choir as a whole as we emerge from the last two years. The pandemic, coupled with various individual factors meant that our choir had all but disintegrated by the time that we started to open up again, hence the decision to underpin the music with professional musicians. This was particularly appreciated at Christmas when we had to make the difficult decision to hold some of our most popular services behind closed doors for safety's sake. The musicians produced some beautiful music, and enabled us to share this via YouTube. The choir is now beginning to enlarge again with the arrival of Alice and Phil and we hope that other volunteers will join us in the coming months. Do speak to Rick if this is something that appeals to you.

The installation and collation of Fr Neil was a joyous occasion and a welcome lessening of stress for Linda and me! Together with Fr Neil we have started to put together a list of projects and plans to develop the church and the congregation and children's worship. Details of these projects will emerge over the coming weeks and months but we are so happy to have been able to welcome Fr Neil Helen and the boys and offer him our full support in his ministry here at St. Nicolas. We look forward to working with him in the coming years.

Linda Barnes & Darrol Radley

Fabric report

JANUARY	Pianos tuned
FEBRUARY	Ampella attend Centre boilers
MARCH	Ampella attend pipework in Centre Watkins & Watson service organ humidifier British Engineering Services inspect font cover and rood cross winch
JUNE	Windows cleaned in church and Centre.
JULY	AK Roofing check for leak over Lady Chapel CES carry out 5-yearly fixed electrical inspection
AUGUST	St George's Chapel altar carpet cleaned
SEPTEMBER	Windows cleaned in church and Centre CES carry out electrical works in church as advised after inspection.
NOVEMBER	AK Roofing clear gutters DBL Plumbing replace tap in ladies' toilets
DECEMBER	Richard Thorpe serviced all fire extinguishers etc. Ampella service Centre boilers

Children and Families Worker's report

Summary

The year began with another lockdown and meant that lots of our work with children and families was moved on-line. We finally came out of lockdown and moved towards welcoming families and children back into our building.

Messy Church

Messy Church celebrated its 8th birthday in March. We have seen growth within this ministry. We are blessed with our amazing Fr Neil and Minster Wayne Hawkins who regularly visit our St Nicolas' Church of England school. I am sure that the direct interaction with our school has had a positive impact on the attendance growing.

It was nice to join in person during the year and celebrate Christmas together as a community and church in one space rather than in front of a computer in 2021.

Summer Holiday Club

This year's holiday club, Nature Explorers, encouraged us all to take care of God's wonderful creation. We had a visit from snakes, spiders, and all things creepy crawly and a chap came to chat to us about looking after bees.

The holiday club run in August for 5 days with the last day being a family fun day including bouncy castle and bacon butties.

It was an outstanding success with many children and families continuing to this day saying how much they loved it!

Open the Book

Open the Book was placed on pause during this year. We are keen to bring this amazing ministry back to St Nicolas' School in 2022.

Christingle

The Christingle service was moved on-line as Covid cases started to rise in Guildford. The service was led by Fr Neil, Wayne and Liam and was well received on-line with more than 160 views via YouTube. The families were able to collect their 'make a Christingle packs' from church before this service.

Junior Church

Junior Church was paused throughout this year, but finally returned at the start of Advent. This ministry has been given some much needed attention. The attendance has continued to grow week on week, we are excited for the future of this ministry at St Nicolas Church.

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 allows us to communicate quickly and efficiently.

Cath Anderson

Safeguarding

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

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

Deanery Synod has met twice over the last year. The November meeting held at Holy Trinity Church was the first in-person since the lockdowns. "Eco journeys: how can the church help" was the subject of the meeting and Alison Moulden from the Diocesan Environmental Task Force, gave a presentation on the assistance that her team can give parishes in endeavouring to reach the zero carbon emission target by 2030 set for the Church of England by General Synod.

In February the meeting was set aside for prayer with each parish being asked to set out subjects they would like for prayer on the themes of:

Something they would like to give thanks for

Something they wanted to be prayed for

Something they would aspire to.

Lists of the requests from each parish were set up around the meeting hall so that delegates could go around and pray as requested.

Philip Hooper

St Nicolas' Infant School

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

My report last year began with "what a year it has been for us all!" and it feels like this phrase is still relevant! Certainly the trials and tribulations as a result of the COVID pandemic continued to hit us all over this past year and the impact has been far reaching. For us, the biggest impact over the previous few months has been staff shortages. Whenever a member of staff is absent, the ripples in a small school go far and wide. But when multiple staff members are absent for extended periods of time, and supply agencies have no staff available, we hit a huge stumbling block. Desperately wanting to remain open to all our children whilst ensuring the safety of all was the challenge. However, we are so proud to say that to date we have not been in a position of having to close classes, although some days it got close! I am truly blessed to work in a community where team spirit, support, encouragement and positivity is part of the fabric. Never more have we needed this to see us through difficult times. With the help of a team of parent volunteers last term we were able to provide for every child and continue to offer our learners a safe and happy place to be, every day. We have kept smiling, kept going, and hope and pray we are through the worse.

In the summer term I had the privilege of being involved in the recruitment of a new Rector for St Nicolas' church. It was an honour to be asked and a fascinating opportunity to hear from a range of people with differing experiences. It felt imperative to find a rector that not only would be an asset to our school governing body in shaping its strategic direction, but also to appoint someone who was passionate in developing and establishing the close relationship between school and church. And we hit the jackpot in Father Neil! From the start of September, Father Neil has quickly become part of our team. He visits weekly to deliver Collective Worship to the children, meets with me regularly to support me both professionally and personally, has worked alongside us in re-launching the church events we desperately missed over the pandemic period as well as being an active member of the governing body. I knew this was a partnership made in heaven when we started finishing each other's sentences at



our Open Mornings in the autumn term! In stereo we can be heard using the phrase “two sides of the same coin” in relation to school and church! Seeing the use of the narthex at the church develop over the term with children’s work has been a joy for staff, children, and parents, and has truly provided a sense of belonging when we visit. Harvest, Christmas last term and Easter this, have all been celebrated at the church and it has been wonderful to see so many families, some for the first time, joining us and embracing being back together. The generous purchase of 3 Posada kits was just one example of school and church connecting as one and we look forward to many more such events.

Father Neil was not our only new ‘teamie’ in September. We welcomed 2 new admin assistants, Sarah and Angelique, who are doing a sterling front of house job and we now cannot live without! Vikki joined our Senior Leadership team as School Business Manager and her experience is already paying huge dividends. We have a wonderful new caretaker, Lucy, who previously worked in the school kitchen and who has embraced her new role.

As you may have noticed, we have updated our school logo to be far more representative of our school values and Christian distinctiveness, and this term we have started to see the new logo appearing on our uniform too.



Old logo



New logo



So, as I write this report with the sun streaming through my window, I reflect on the challenges of the last year but with Hope for the future (aptly our value for this half term). “Be joyful because you have hope”, such wise words. As we enter a new season, finish a term, the staff and children continue to flourish and grow along with the daffodils and bulbs in our school gardens! We have much to look forward to whilst remaining and appreciating being in the moment through our Mindfulness approaches
God bless and stay safe.

Emma Smart
Headteacher



Tuesday Group

Until the second Covid vaccines became generally available, Tuesday Group decided not to meet in the Parish Hall but to continue to produce the weekly emailed Newsletter for members which had kept us in touch through lockdowns and beyond. This proved invaluable in maintaining support for each other.

At the start of the Autumn Term 2021, it was agreed to begin meeting in person again, with a short form of Newsletter being emailed after each meeting to keep everyone in touch, and this replaced the "full" TG Newsletter on 21 September. Gradually and with due caution, the Group re-established a good (though not full) programme of events, and attendance numbers have almost regained their pre-Covid levels. It's planned to resume the TG webpage on the parish website from the start of this Summer Term, where a programme of forthcoming meetings will be published. Tuesday Group thanks Cath Anderson for her unstinting work in facilitating the online contact the Group has enjoyed.

The programme over the past two terms has included individual contributions on chosen topics, speakers from St Nicolas's Church, quizzes, creative activities, the serving of pancakes on Shrove Tuesday - and, at the start of the Autumn Term, catching up on birthday cake missed during the online period. Tuesday Group looks forward with renewed confidence to the year ahead, certain that Group members will continue in their support for each other, and have an interesting, pleasant time in so doing.

Tuesday Group

Registered Charity number 1133971

Parish Church of St Nicolas Guildford

Report and Accounts

31 December 2021

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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 3 April 2022.

Revd Neil Roberts	Incumbent
Linda Barnes Darrol Radley	Church Wardens
Philip Hooper Andrew Rustell	Diocesan Synod Members
Elizabeth Hooper Philip Hooper	Jo Radley Andrew Rustell Deanery Synod Members
David Coom	Stewardship Promoter

<i>Elected Members:</i> Jane Birch David Coom Catherine Ferguson	David Greenwood Stuart Murdoch Jana Phillips Liam Rowlings John Vines
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Co-Opted Member: Catherine Anderson

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

The PCC present their annual report and accounts for the period ended 31 December 2021

Name, address and constitution

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

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

Organisation

The PCC currently comprises 8 elected, 1 co-opted, 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

On 7th September 2021 the church welcomed Fr. Neil Roberts as our new incumbent minister

The PCC is considering the replacement of the church's grand piano and also of the congregation's chairs. The re-ordering of the chancel flooring is also being considered.

The electoral roll and church attendance

At the start of the Annual Parochial Church Meeting on 3 April 2022 there were 128 names on the roll; of these, 58 are resident within the parish and 70 are resident outside the parish.

The number of regular communicants averaged 43 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 deficit of net incoming resources for the year of a revenue nature of £39,425, and net realised incoming resources of a capital nature of £Nil, making overall a net deficit of incoming resources of £39,425. The total reserves at the year-end stand at £1,969,978 of which £69,423 are restricted funds and £1,900,555 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 also derived from property rentals and from other activities as detailed in the notes to the accounts.

The Church's grant making policies

Special collections are held throughout the year and these, together with other amounts from the church's reserves, are gifted in furtherance of the church's charitable objectives. Details of these donations, totalling £12,554, 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.

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

The members of the Board of Trustees of the Church, the PCC, during the year ended 31 December 2021 were:-

Catherine Anderson			Philip Hooper
Julia Andrew	dec'd	05-Jan-22	Stuart Murdoch
Linda Barnes			Jana Phillips
Jane Birch			Darrol Radley
David Coom			Jo Radley
Marian Coom	ret'd	21-Mar-21	Liam Rowlings
Catherine Ferguson			Andrew Rustell
David Greenwood			John Vines
Elizabeth Hooper			

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 13th March 2022

Catherine Anderson
PCC Secretary

13th March 2022

Treasurer's Report

Our basic financial performance in 2021 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.

	2021	2020
	£	£
Free (i.e. unrestricted) income	134,543	127,549
including...Dorothy Grover Trust donation	42,000	42,000
	<u>176,543</u>	<u>169,549</u>
less Total running costs *	(206,259)	(189,408)
leaving	<u>(29,716)</u>	<u>(19,859)</u>
less Donations made	(7,500)	(7,523)
Surplus / (Deficit) for the year	<u>(37,216)</u>	<u>(27,382)</u>

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

The year 2021 started with continuing restrictions imposed by the government as part of the effort to contain the spread of the covid-19 virus; these included restrictions on meetings and for several months we were again unable to let the community centre out for hire. The second half of the year brought an impressive recovery in this source of income, as it did too for letting out the church. Another impact of the virus restrictions was the lack of a donation from Cards for Good Causes, usually just short of £1,000, as we had been unable to operate the card shop in the previous year. Congregational giving held up well in the circumstances, but has not yet recovered to pre-pandemic levels.

The church's three properties are shown in the accounts at the recent valuation provided by local estate agents; all three were let throughout the year. As noted above, we continued to benefit from the resources provided by the Dorothy Grover Trust. It has not yet been necessary to withdraw from the investment fund provided last year by the Hope Baillie trustees; this investment is shown in the accounts at its year-end valuation.

Expenditure was generally managed within expectations. The rectory has been substantially refurbished with the PCC contributing £20,000 to the costs of redecorating and recarpeting. There were no substantial works carried out at the church itself. The pattern of our music expense has changed with the deployment, in the last four months of the year, of paid professional singers in the choir.

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 to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and basis of the report:

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give 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 no concerns and 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

3rd April 2022

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

	Note	2021 Unrestricted Funds		2021 Restricted Funds	2021 Total	2020 Total
		General	Designated			
		£	£	£	£	£
<i>Incoming Resources</i>						
Given by the Congregation	2,7	49,445		5,053	54,498	54,156
Donations and Bequests	3	43,361		0	43,361	302,672
Investments etc. Income		63,528		35	63,563	62,046
Other Income		20,209		649	20,858	12,494
Total Incoming Resources	2	176,543	-	5,737	182,280	431,368
<i>Resources Expended</i>						
Church Expenses	4	45,915	600	2,292	48,807	69,171
Parish Expenses	5	74,964			74,964	44,581
Community Centre Expenses	6	10,572			10,572	39,057
Parish Share		74,808			74,808	74,808
Donations Made	7	7,500		5,054	12,554	10,454
Total Resources Expended		213,759	600	7,346	221,705	238,071
Net Incoming Resources for the Year		(37,216)	(600)	(1,609)	(39,425)	193,297
Gains/(losses) on Investments	8,9		37,281		37,281	16,926
Revaluation gains/(losses) on Properties			90,000		90,000	
Funds as at 1 January 2021		65,484	1,745,606	71,032	1,882,122	1,671,899
Transfers between Funds		(600)	600		0	
Funds as at 31 December 2021		27,668	1,872,887	69,423	1,969,978	1,882,122
<i>Allocation to Funds of Net Incoming Resources</i>						
General	8	(37,216)			(37,216)	
Hope Baillie Fund					0	
Comm Centre & Loseley Chapel Redvpmt			(600)		(600)	
Flowers				(40)	(40)	
Hazelden Trust				(952)	(952)	
Tuesday Group				(40)	(40)	
Café Play				(298)	(298)	
Bellringers' Fund				(279)	(279)	
		(37,216)	(600)	(1,609)	(39,425)	
<i>Transfers Between Funds</i>						
General	8	(600)			(600)	
Comm Centre & Loseley Chapel Redvpmt			600		600	
		(600)	600	0	0	

Balance Sheet at 31 December 2021

	Note	2021 £	2020 £
Tangible Assets - investment properties			
St Catherine's House	1	900,000	825,000
17 Chaucer Court	1	300,000	325,000
209 Stoughton Road	1	375,000	335,000
		<u>1,575,000</u>	<u>1,485,000</u>
Unlisted Investments			
Securities etc	9	0	0
CCLA Investment Fund		297,887	260,606
		<u>297,887</u>	<u>260,606</u>
		<u>1,872,887</u>	<u>1,745,606</u>
Current Assets			
Debtors and Prepayments	10	3,838	5,511
Traidcraft Closing Stock		84	79
Central Board of Finance Deposits		82,953	125,334
Cash at Bank and on Hand		13,374	9,139
		<u>100,249</u>	<u>140,063</u>
Less Current Liabilities			
Sundry Creditors and Accrued Expenses	11	(3,158)	(3,547)
		<u>97,091</u>	<u>136,516</u>
Net Current Assets			
		<u>97,091</u>	<u>136,516</u>
TOTAL ASSETS Less Current Liabilities		<u>1,969,978</u>	<u>1,882,122</u>
Reserves	8	£	£
<i>Unrestricted Funds</i>			
General Fund		<u>27,668</u>	<u>65,484</u>
<i>Designated Funds</i>			
Hope Baillie Fund		297,887	260,606
St Catherine's House Fund		900,000	825,000
17 Chaucer Court Fund		300,000	325,000
209 Stoughton Road Fund		375,000	335,000
Community Centre and Loseley Chapel Redevelopment Fund		0	0
		<u>1,872,887</u>	<u>1,745,606</u>
<i>Restricted Funds</i>			
Flowers Fund		130	170
Hazelden Fund		65,175	66,127
Tuesday Group		311	351
Café Play		135	433
Bellringers Fund		3,672	3,951
		<u>69,423</u>	<u>71,032</u>
TOTAL RESERVES		<u>1,969,978</u>	<u>1,882,122</u>

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

Approved on 3rd April 2022 and signed on behalf of the PCC by:

Revd Neil Roberts

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2021

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 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 one leasehold and two freehold properties which are let at market rates. These were acquired as follows:

72 Wodeland Avenue, St Catherine's House, was acquired during 1994 at a cost of £160,000;

17 Chaucer Court was part of a bequest received in 2003;

209 Stoughton Road was purchased during 2010 at a cost of £237,500.

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

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

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2021

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

	2021		2021	2021	2020
	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
<i>Planned Giving:</i> Donations	36,289			36,289	39,078
Income Tax Accrual	715			715	650
Income Tax Refunds	9,059			9,059	9,111
	46,063			46,063	48,839
Open Collections	3,382			3,382	2,386
Special Collections, including Fayre			5,053	5,053	2,931
Given by the Congregation	49,445		5,053	54,498	54,156
Dorothy Grover Trust	42,000			42,000	55,319
Donations and Bequests	1,361			1,361	247,353
Donations and Bequests	43,361	0	0	43,361	302,672
17 Chaucer Court Rent	18,000			18,000	16,977
209 Stoughton Road Rent	14,820			14,820	14,820
St Catherine's House	23,125			23,125	22,259
Interest Received	23		35	58	644
Investment Income	7,560			7,560	7,346
Investments etc. Income	63,528	0	35	63,563	62,046
Given for use of Community Centre	9,531			9,531	7,385
Given for use of Church	5,776			5,776	1,890
Magazine	15			15	162
Parochial Fees	1,072			1,072	1,248
Votive Candles	131			131	140
Coffee Fund	1,172			1,172	442
Flowers Fund			629	629	165
Traidcraft	686			686	747
Sundry Income	1,826		20	1,846	315
Other Income	20,209	0	649	20,858	12,494
Total Incoming Resources	176,543	0	5,737	182,280	431,368

3 Donations and Bequests

	£	£
Cards for Good Causes	-	
Dorothy Grover Trust	42,000	
other donations received	1,361	43,361
<i>Restricted and Designated Donations:</i>		
None		43,361

4 Church Expenses

	2021		2021	2021	2020
	General	Unrestricted Funds Designated	Restricted Funds	Total	Total
£	£	£	£	£	£
Heating and Lighting		4,933		4,933	4,244
Insurance		5,688		5,688	5,610
Sanctuary Supplies		1,782		1,782	1,166
Music		20,610		20,610	17,942
Cleaning		4,252		4,252	9,004
Repairs and Maintenance		5,078	600	6,964	26,582
Items of Equipment (see Note 13)		148		148	800
Deputisation Payments		93		93	322
Flowers			668	668	192
Traidcraft		616		616	739
Sundry			338	338	305
Miscellaneous	1,460				
Independent Examiner Fee	700				
Bank etc charges	396				
Gifts	159				
		2,715		2,715	2,265
		<u>45,915</u>	<u>600</u>	<u>48,807</u>	<u>69,171</u>

5 Parish Expenses

	2021		2021	2021	2020
	£	£	£	£	£
Office Administration		4,433		4,433	3,704
Parish Administrators		13,831		13,831	10,636
Clergy Expenses		2,814		2,814	496
Rectory		21,715		21,715	1,504
Children and Families' Worker		12,950		12,950	12,500
Young People		555		555	263
Magazine				0	-
Social Events				0	-
17 Chaucer Court					
Maintenance & Council Tax	1,106				
Service Charge, Ground Rent etc	2,241				
Agent Fees etc	2,160	5,507		5,507	5,802
St Catherine's House					
Maintenance	4,256				
Insurance	589				
Agent Fees etc	2,775	7,620		7,620	7,009
209 Stoughton Rd					
Maintenance	3,456				
Insurance	304				
Agent Fees etc	1,779	5,539		5,539	2,667
		<u>74,964</u>	<u>0</u>	<u>74,964</u>	<u>44,581</u>

6 Community Centre Expenses

	2021		2021	2021	2020
	£	£	£	£	£
Heat, Light, Water		4,003		4,003	3,278
Insurance		1,432		1,432	1,415
Repairs and Maintenance		1,085		1,085	30,479
Cleaning etc.		3,882		3,882	3,781
Purchases, Coffee, Sherry, etc.		170		170	104
		<u>10,572</u>	<u>0</u>	<u>10,572</u>	<u>39,057</u>

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2021

7 Special Collections and Donations Made

<i>Monthly Good Cause</i>		<i>Collected</i>	<i>Paid</i>
		£	£
January	Guildford Action	100.05	100.05
February	Surrey Drug & Alcohol Care	70.00	70.00
March	USPG	297.40	297.40
April	Frimley Hospital Stroke Appeal	2,425.00	2,425.00
May	Shooting Star Chase	110.07	110.07
June	Farms for City Children	94.00	94.00
July	Mission to Seafarers	92.70	92.70
August	Marine Conservation Society	26.20	26.20
September	Church Army	22.25	22.25
October	Christian Blind Mission UK	73.00	73.00
November	Al Arab Hospital in Gaza	65.00	65.00
December	The Children's Society	56.60	394.00
<i>Sub-Total</i>		<u>3,432.27</u>	<u>3,769.67</u>
<i>Others:</i>			
Lent Boxes	The Bishop of Gfd's Lent Call...		
Lent Lunches	USPG		
Sales of Produce	USPG		
Friday Lunches	USPG	217.50	217.50
Summer Fayre	USPG		
Collation Service	The Bishop of Gfd's Foundation	438.05	438.05
Christingle	The Childrens' Society		
	St. Nicolas School		1,000.00
	St. Nicolas School, bibles	115.90	178.50
	YMCA		2,000.00
	Street Angels / Town Centre Chaplaincy		4,000.00
	Luncheon Vouchers / Guildford Action	284.25	284.25
concert	Phyllis Tuckwell	170.00	170.00
coffee morning	MacMillan	275.80	275.80
school	Christians against Poverty	37.32	37.32
i.m.o...			
Dr. Roger Gabriel	Phyllis Tuckwell	82.20	82.80
	Guildford Bellringers		50.00
	Assoc for Promoting Retreats		50.00
<i>Sub-Total</i>		<u>1,621.02</u>	<u>8,784.22</u>
Total:		5,053.29	12,553.89

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2021

	Note	£	£
8 Movements in Reserves			
UNRESTRICTED FUNDS:			
<i>General Fund</i>			
Balance as at 1st January 2021			65,484
Less Surplus (Deficit) for the year		(37,216)	
Less Transfer to Redevelopment Fund		<u>(600)</u>	<u>(37,816)</u>
			27,668
<i>Designated Funds:</i>			
<i>Hope Baillie Fund</i>			
Balance as at 1st January 2021			260,606
Gain on Revaluation			<u>37,281</u>
			297,887
<i>St Catherine's House Fund</i>			
Balance as at 1st January 2021			825,000
Add Gain (Loss) on Revaluation			<u>75,000</u>
			900,000
<i>17 Chaucer Court Fund</i>			
Balance as at 1st January 2021			325,000
Less Gain (Loss) on Revaluation			<u>(25,000)</u>
			300,000
<i>209 Stoughton Road Fund</i>			
Balance as at 1st January 2021			335,000
Add Gain (Loss) on Revaluation			<u>40,000</u>
			375,000
<i>Community Centre and Loseley Chapel Redevelopment Fund</i>			
Balance as at 1st January 2021			0
Less Building etc works		(600)	
Add Transfer from General Fund		<u>600</u>	<u>0</u>
			0
RESTRICTED FUNDS:			
<i>Flowers Fund</i>			
Balance as at 1st January 2021			170
Add Contributions Received		628	
Less Purchases		<u>(668)</u>	<u>(40)</u>
			130
<i>Hazelden Fund</i>			
Balance as at 1st January 2021			66,127
Add Interest earned		35	
Less Maintenance		<u>(987)</u>	<u>(952)</u>
			65,175
<i>Tuesday Group</i>			
Balance as at 1st January 2021			351
Donation made			<u>(40)</u>
			311
<i>Café Play</i>			
Balance as at 1st January 2021			433
Expenses			<u>(298)</u>
			135
<i>Bellringers Fund</i>			
Balance as at 1st January 2021			3,951
Add Contributions received		20	
Less Maintenance Costs		<u>(299)</u>	<u>(279)</u>
			3,672

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2021

9 Investments None held

10 Sundry Debtors and Prepayments	£	£
<i>Prepayments</i>		
Insurance	2,844	
Others	173	3,017
<i>Sundry Debtors</i>		
Traidcraft	106	
Rent withheld by agent		
Planned Giving Tax Accrual	715	821
		3,838
11 Sundry Creditors and Accrued Expenses	£	£
<i>Accrued Expenses</i>		
Donation, Childrens' Society	394	
Electricity	280	
Gas	697	
Professional Charges	700	2,071
<i>Deferred Income</i>		
Rent received early		1,087
		3,158

12 Related Trusts

Dorothy Grover Trust

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

13 Purchases of Equipment

	£
Recycling bins	63
Sanitiser stand	85
	148

Notes to the accounts as at 31 December 2021

14 Employees and staff costs

The average number of employees during the year was 3.5 (2020 : 5).
The total cost of employing these (part-time) staff was:

	2021	2020
	£	£
Salaries	34,392	40,187
Pension contribution	488	311
	<u>34,880</u>	<u>40,498</u>

15	2021	2021	2020	2020
	£	£	£	£
Activity in Traidcraft goods during 2021 was as follows:				
Income from Sales		686		747
less: Purchases	(616)		(763)	
add Opening Stock	(79)		(70)	
less Closing Stock as at 31 Dec 2021	84		79	
less movement in cash on hand	(4)	(615)	15	(739)
net surplus/(deficit) for the year		<u>71</u>		<u>8</u>

16 Governance Costs	2021	2020
	£	£
Independent Examiner's Remuneration	<u>700</u>	<u>700</u>

17 Coffee etc Account	2021	2021	2020	2020
	£	£		£
Opening balance		52		14
Receipts	11		442	
Purchases	(38)		(29)	
Transfers to main PCC a/c (net)		(27)	(375)	38
		<u>25</u>		<u>52</u>

18 Music	2021	2020
	£	£
Expenditure on music breaks down as follows:		
Director of Music, salary	8,763	7,425
Pension contributions	488	311
D of M Housing allowance	4,000	6,000
D of M Childrens' Choir Allowance	2,000	3,000
Deputisation	60	50
Purchase / hire of music	104	
RSCM membership fee	110	107
Organ maintenance, piano tuning	1,303	399
Foundation Choristers	3,320	550
String Quartet (Collation)	440	
Sundry	22	100
	<u>20,610</u>	<u>17,942</u>

19 Related Party Transactions

Two members of the PCC were employed as part time administrative assistants of the Church at a total annual salary cost of £13,831. No other members of the PCC nor any parties connected with them received any remuneration during the year.

Expenses amounting to £2,814 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
ONLINE ON SUNDAY 21ST MARCH 2021 AT 11:45AM**

Present: Revd Nick Williams, Area Dean (chair), members of the Electoral Roll noted as being online – see Appendix 1 – and Mother Kathryn Twining.

The Chair opened the meeting with prayer.

Part 1

1	Apologies were received from David Coom, Marian Coom and David Greenwood.
2	The Chair thanked everyone who continues to work through the Vacancy, especially difficult during the Covid-19 pandemic. He singled out the Churchwardens, Linda Barnes and Darrol Radley, saying that it had been a delight to get to know them.

Part 2 Election of Churchwardens

3	The minutes of the meeting held on 18 th October 2020 were approved unanimously as a correct record. The minutes were signed by the Chair following the meeting.
4	Election of Churchwardens: Linda Barnes was proposed by Cath Anderson and seconded by David Coom. Darrol Radley was proposed by David Coom and seconded by Jana Phillips. 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	The minutes of the meeting held on 18 th October 2020 were approved unanimously as a correct record. The minutes were signed by the Chair following the meeting.
6	Elections to the PCC: There were four vacancies for a term of three years each and one vacancy for a term of 2 years. At the start of the meeting, there were no nominations. The Chair asked if there was any present who wished stand. Jane Birch indicated her willingness to stand. She was nominated by Jo Radley and seconded by Liam Rowlings and was duly elected to serve for a period of 3 years. The meeting wished to record its thanks to Cath Anderson and Marian Coom whose terms of office had come to an end. Cath was not eligible to stand for election but had indicated her willingness to continue to serve as PCC Secretary and Darrol said that she would be co-opted to the PCC at its first meeting following the APCM. Darrol said that Marian was very much in our thoughts and prayers and that we hope that in years to come she will be able to rejoin the PCC. Huge thanks are owed to Marian who right up until Christmas Eve had been a hugely active member of the PCC and he wished his personal thanks to be recorded.

7	<p>Sides–People.</p> <p>Linda Barnes read the names of those willing to serve as sides-people and thanked them for being prepared to serve, although current Covid restrictions meant that they were unable to fulfill their role as usual. She said that she looked forward to operating a rota again.</p>
8	<p>Finance.</p> <p>i. The Chair thanked Iain Ferguson and the Finance Advisory Committee for their overview and advice during the past year.</p> <p>ii. Presentation of the Annual Accounts.</p> <p>SOFA: General Unrestricted Income amounted to £169k, the congregation contributing £51k, mainly through Planned Giving. This represents less than a third, most of the rest derived from legacies and bequests. Expenditure was £196k. We continue to pay all of our Parish Share, which results in a net deficit of £27k. Bearing in mind that £42k of the income comes from DGT, the deficit would have been nearly £70k without it.</p> <p>INCOME: Of the £51k given by the congregation, £39k is from Planned Giving donations, allowing a tax refund of just over £9k. The £2.5k for donations and bequests is mainly from Cards for Good Causes which we won't have this year. Under investments, the three properties held up pretty well, with close to full occupancy. We now have full occupancy, with one tenant due to change in April. The Community Centre and Church brought in £9k which is pretty good in the circumstances, but a reduction of about 50% of what we brought in in 2019. The investment income of £7,300 is what was the Hope Baillie Trust.</p> <p>EXPENDITURE: Repairs and maintenance includes quite a lot of Quinquennial work and the purchase of the AV equipment. Income for the AV was mainly routed through Planned Giving so is not included in the accounts. Parish Expenses – the parish administrator figure is net of £3.5k furlough payments from the Government which worked very efficiently. The main expenditure on the Community Centre was the redecoration of the toilets.</p> <p>SOFA: Designated income of £243k was the value of the Hope Baillie Trust which was closed and amalgamated into the PCC at the end of June 2020. The funds are held in the CCLA Investment Fund are now directly under the control of the PCC, giving the Treasurer access to more readily available cash if necessary. £21k Community Centre expenses relates to the completion of the Loseley Chapel redevelopment and Community Centre refurbishment. The restricted funds relates to the Monthly Good Cause donations and works funded in particular by the Dorothy Grover Trust, the latter including the reordering of the Sacristy and the installation of new boilers in the Community Centre.</p> <p>BALANCE SHEET: The CCLA Investment Fund figure relates to the Hope Baillie Trust. The funds have increased in value over the 6 months and now at £260k. DBF deposits - £70k of £125k is held as restricted, mainly in the Hazelden Fund – to be spent on the tower/bells. Restricted Funds – monies managed for other groups within the church.</p> <p>We remain indebted to the generosity of past benefactors.</p> <p>Liam wished to thank Patrick for all he does. He left the meeting to join the URC annual meeting.</p> <p>iii. Darrol Radley proposed that the meeting adopt the accounts and Catherine Ferguson seconded the motion. All present voted in favour.</p> <p>iv. Patrick reported that Julian Ansell was willing to continue as Independent Examiner and had signed the necessary certificate for the accounts.</p> <p>Iain Ferguson introduced himself as Chair of the Finance Advisory Committee and a Trustee of the Dorothy Grover Trust (DGT). He thanked Patrick for his work as PCC Treasurer and David Coom as Treasurer of the DGT. He explained that the DGT is a charity that is independent to St Nicolas', its purpose is to support St Nicolas' worship and reports separately to the Charities Commission. He spoke to the slides – Appendix 2.</p> <p>Overall Income and Expenditure for the last 3 years: there is a small deficit in 2019 and 2020, taking</p>

	<p>DGT and St Nicolas' together. For 2021, a deficit of £13k is being forecast. In 2020 we were able to reduce our expenditure in line with the reduction in income due to the pandemic and the closure of the church and Community Centre. However, there are very limited opportunities to reduce our expenditure. Approximately 80% of expenditure is fixed, costing us £3k per week to maintain the church, to pay Parish Share and to pay staff.</p> <p>Income: The three sources contribute as follows - DGT (46%), Given by the congregation (30%), lettings and investments (24%). Planned Giving has been pleasingly robust for which donors were thanked. Open collections obviously were much reduced.</p> <p>Income movements: For 2021 the DGT and congregational income are forecast to decline. We are fortunate to be able to shoulder this deficit. We all look forward to the appointment of a new Rector, the ending of lockdowns and the opportunity to grow our congregation and, hopefully, our income. About 10 years ago, our congregational giving was c40% of our income, but our share has declined.</p> <p>Thank you to everyone who supports the church. We are blessed by the generosity of previous worshippers but this is not sufficient to keep our church alive. We must play our part – it is our privilege and our commitment to future generations who we hope will worship here in the future.</p>
9	<p>Electoral Roll</p> <p>Cath Anderson reported that at the start of the meeting, there were 124 [124] on the roll, 58 being resident in the parish and 66 living outside.</p>
10	<p>Churchwardens' Report</p> <p>Darrol commented that their Annual Report submission was lengthy as there was no Rector's report. He wanted to record his thanks to Andy Anderson who was now helping with the camera work during the services. As we come out of lockdown, more volunteers for the AV roles were needed and it might be possible to involve Duke of Edinburgh volunteers.</p> <p>He also wished to thank Patrick for looking after our accounts so diligently, Iain Ferguson for his summary and everyone for all that they do.</p> <p>Nick Williams thanks the Churchwardens for steering St Nicolas' through this period of Vacancy.</p>
11	<p>Safeguarding</p> <p>Jo Radley reported that it had been a quiet year, with few issues. She informed Jane Birch that she would need to complete Core 1 training and asked that Cath share the course details with her.</p>
12	<p>Data Protection Act compliance</p> <p>Cath reported that all personal data is stored in compliance with regulations and the implementation of a new church management software package has been invaluable in communicating effectively during the pandemic.</p>
13	<p>Vacancy Update</p> <p>Darrol reported that he and Linda would be interviewing 5 candidates on Thursday with the Bishop, Archdeacon and Nick Williams. 6 had been shortlisted from the 19 who applied, but one had withdrawn for family reasons. They had all been impressed by the standard of applications. He asked that everyone pray for them. An announcement would not be possible until we were given the go-ahead by the Archdeacon. Nick Williams explained that the announcement has to be co-ordinated with the candidate's parish, subject to their acceptance and subsequent safeguarding checks.</p>
14	<p>There were no matters arising from the Minutes of last year's meeting.</p>
15	<p>Open Forum.</p> <p>i. Iain Ferguson echoed Nick Williams' thanks to Linda and Darrol. He said that God had sent us the right churchwardens who work so well together both publicly and in private. He also wished to thank Julia Andrew for her love and care of the church as Sacristan, always making sure that it is seen in a beautiful way. Julia commented that she would not be able to do what she does without Catherine Ferguson.</p>

	<p>ii. Sally Lowe said that she felt that the quality of the Parish Profile and the wording of the advertisement will have greatly contributed to the number of high quality applications and she thanked all those involved.</p> <p>iii. Darrol thanked Nick Williams for his support for them as churchwardens and for chairing the meeting.</p> <p>iv. Peter Chapman wished to thank Catherine Ferguson for serving at the altar each week, praising her commitment.</p> <p>vi. Nick Williams picked up on Andrew Rustell's comment on 'chat' that the Parish Share would not rise this year.</p>
17	<p>Next year's APCM would be held on 3rd April 2022.</p> <p>Dates for Standing Committee and PCC meetings would be agreed by email.</p> <p>The meeting ended with prayer and blessing at 12:58.</p>

Signed Date

Appendix 1 ATTENDEES

Chair: Revd Nick Williams, Area Dean

Cath Anderson

Julia Andrew

Patrick Andrew

Shirley Aston

Jenny Austin

Linda Barnes

Jane Birch

Celia Chapman

Peter Chapman

Catherine Ferguson

Iain Ferguson

Hilary Fletcher

Philip Hooper

Sally Lowe

Peter Oldroyd

Pauline Oldroyd

Jana Phillips

Darrol Radley

Jo Radley

Liam Rowlings

Andrew Rustell

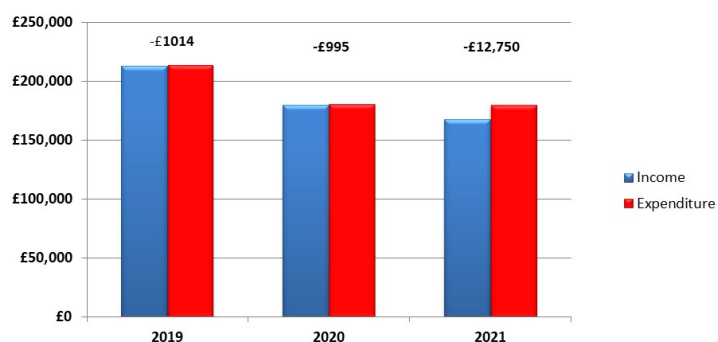
Mother Kathryn Twining

John Varney

Tim Woodford

Jean Woolley

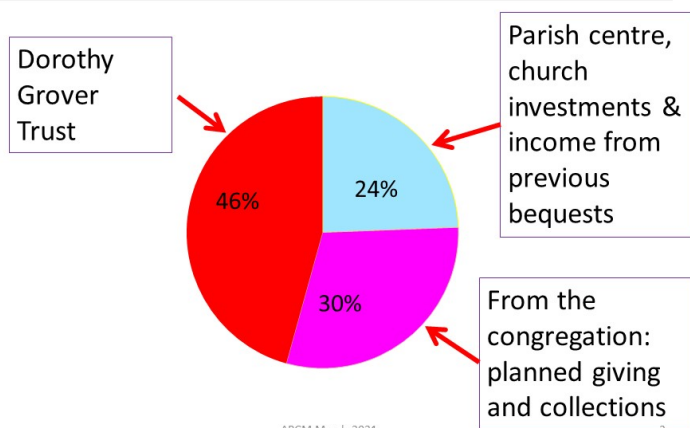
Income and expenditure 2019-2021



APCM March 2021

2

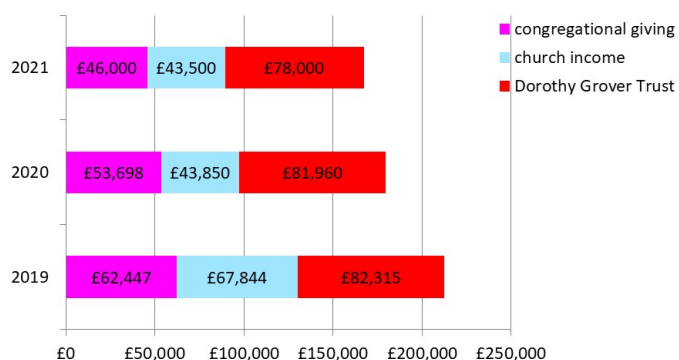
St Nicolas' income 2020 came from THREE sources



APCM March 2021

3

Income from all sources (£) 2019-2021



APCM March 2021

4