

# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## Section A

## Reference and administration details

Charity name

The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Bletchingley

Other names charity is known by

Bletchingley PCC

Registered charity number (if any)

1189453

Charity's principal address

Church House, Church Walk

Bletchingley

Redhill

Postcode

RH1 4PD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Phaedra Pamphilon-Green	Incumbent	1/1/2022 to 31/7/2022	
2	Richard Fowler	Churchwarden		
3	Jeff Marks	Churchwarden		
4	William Alexander	Treasurer		
5	Trevor Dawson			
6	Rosa Diacon			
7	Charles Gillespie			
8	Christine Markham			
9	Sandra Hooper			
10	Jennifer Hyde			
11	April Alexander			
12	Cyril Mighall			
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Anthony Cock	The Manse, Stychens Lane, Bletchingley RH1 4LL

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Parochial Church Council Powers Measure (1956) as amended and church representation rules that came into force on 02 Jan 1957 (as amended 2022)
How the charity is constituted	Charity
Trustee selection methods	Election by members of the church electoral roll at the Annual Parochial Church Meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Promoting in the ecclesiastical parish the whole mission of the church

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Main activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

#### **Public benefit**

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion.

In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

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

To facilitate this work, it is important that we maintain the fabric of the church of St Mary the Virgin.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

#### Policy on grant making

The PCC makes a pledge annually to the Diocese of its financial contribution to the work of the wider church in the diocese, which includes the support of our own incumbent, as well as assisting parishes with lower resources.

In addition, when finances permit, the PCC makes donations to specific local, national and international charities whose aims we support.

#### Contribution made by volunteers

The parish would be unable to function without the work of the many volunteers from within our church and local community.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**

Last year saw life almost return to normal after the challenges of the Covid pandemic.

Sadly following much stress and a spell in hospital, our Rector, the Rev'd Phe decided to move to another parish and we wish her, and Tony well, and hope they have found a less stressful parish to live and work in.

During the year we discussed a wide range of topics:

- Inclusive Church,
- Creating a Coffee Station at the back of church
- How to replace and improve the church heating
- How to increase church giving to help balance the books
- The interregnum
- The needs of the parish and how best to find priest to replace the Rev'd Phe.
- Becoming an eco church
- Anti Slavery Pledge which we duly signed up to.

Temporary Faculties have been granted for the display boards in the Clayton Chapel, the wording having been approved by the Archdeacon. A temporary faculty was also granted for the tapestry in the Holy Spirit Chapel.

We set up a small group to help those in the village who were interested in hosting Ukrainian Refugees.

Together with the Hungry Hermit Team we have supported the Food Bank run from Caterham.

We celebrated the Queen's Platinum Jubilee with a Tea Party in the churchyard, and floral tributes, bellringing and historical displays in church. About 300 people came to this event. Money donated at this event went to supporting Ukrainian refugees living in Bletchingley and the surrounding area.

Later in the summer we held a farewell lunch for Phe and Tony in the churchyard on a glorious hot summers day.

Our final social event of the year was the Harvest Lunch, held in the Village Hall. A good time was had by all who attended.

We have again been very fortunate to have such a strong leadership team, particularly during the latter months of the year when we were without a priest. We all need to say a huge thank you to Penny Sherrington, Kerry Tucker and John Buck who have worked so hard to offer us inspirational leadership. We also have 2 amazing churchwardens who do so much behind the scenes to care for our church and our congregation. I think Cyril Mighall, our vergar, also deserves a big thank you, he also works very hard.

**Brief statement of the charity's policy on reserves**

It is a long term objective of the PCC to maintain unrestricted reserves sufficient to cover 3 months of running costs which is approximately £25,000 ("Target Reserve").

**Details of any funds materially in deficit**

Compared with the three previous years which showed a surplus, 2022 showed a considerable deficit of £8,770, although this was less than had been budgeted. The reduction in deficit was largely due to certain parishioners making generous one off donations towards the end of the year. This deficit brings our reserves down to £20,400 which is less than the three month's revenue prescribed in the Finance Policy. The draft budget for 2023 shows a deficit of just over £4,000 but this depends on some assumptions that may prove optimistic and will need to be reviewed in May.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Stewardship is down due to some donors leaving the parish and others reducing their donations or just terminating their subscriptions. There have been some new subscribers but not sufficient to compensate.

The most noticeable difference is the absence of the £9,600 grant from the Thomas Chapman charity which leaves a gaping hole in the accounts.

Income from collections and fees (weddings and funerals) have both risen considerably as church activity has increased post Covid, which is very welcome.

The expenses are fairly similar to the previous year, In particular our largest item, our pledge to the Diocese, was unchanged at £67,440 despite an appeal from the Diocese to increase it if we possibly could.

There has been an increase in donations from the church most of which are balanced with appeals, but early in the year the PCC voted to donate a total £1500 to three charities, Welcare, Christian Aid and A Rocha from church funds. No such commitment has been made for 2023 due to our financial weakness.

The cost of the administrator has risen due to the absence of furlough grants.

The effect of the rising energy costs only affects the last two months and is therefore modest. This cost does include a provision of £300 to allow for the fact that our supplier has not deducted any direct debits for the last two months. In addition, there was a grant from the diocese of £1400 to cover excess energy costs, but this has largely been deferred to 2023. These two factors together result in £1350 appearing as 'creditors' in the balance sheet.

The balance sheet shows that we hold most of our spare cash in a deposit account with the Central Board of Finance which can be easily moved to our current account if needed.

Just over £20,000 is allocated to the fabric fund, most of which we expect to use in 2023 to overhaul our heating system to electric heating for the pews which should be cheaper, more comfortable and greener. We plan to stop using the current gas fired hot air system.

For other restricted funds, the training bell fund shows a small increase, the WiFi fund has been spent and is now extinguished, and a new fund has been set up to pay for flowers with a balance of £1005.

The following section of the accounts document shows the detail of the sums collected in appeals and the resulting donations we have made to various charities as far as possible on corresponding lines in the table. The sums donated out are generally larger than those collected because we may be able to claim gift aid and add this in.

The Hungry Hermit got back into serious business and was able to donate a total of £1500 to Crisis and the Caterham Food Bank.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	V. J. Muller	RB Fowler
Full name(s)	VALERIE JANE MULLER	RICHARD BARRY FOWLER
Position (eg Secretary, Chair, etc)	Secretary	CHURCHWARDEN / TRUSTEE
Date	18th October 2023	

Parish of St. Mary the Virgin  
Bletchingley

FINANCIAL STATEMENTS

for the year ended

31st December, 2022

# Income and Expenditure Account for the year ended 31st December, 2022

Income	Notes	2022	2021
Stewardship		61,708	63,273
Gift Aid (Tax rebate from HMRC)		16,637	16,377
Stewardship (non gift aid)		4,571	4,964
Collections		2,945	903
Fees (Weddings and funerals)		3,851	2,792
Donation		1,251	
Book of Remembrance		175	210
Appeals see below		2,016	2,406
Miscellaneous Income		233	245
Thomas Chapman Charity (Clerks House)			9,600
Interest Received		463	34
Choir organist fee		200	620
<b>Total</b>		<u>94,051</u>	<u>101,424</u>
<b>Expenditure</b>			
Donations from St Mary's	see below	4,105	2,680
Diocesan Pledge		67,440	67,440
Altar Requisites		497	261
Book of Remembrance		147	101
Clergy Expenses		502	1,042
Organist		7,033	7,216
Computing & Electronics		477	322
Choir Organ and Music		783	669
Insurance		5,047	4,651
Light,Heat & Water		2,086	1,545
Parish Administrator		6,250	4,737
Parish Room Rent		3,600	3,600
Printing & Office Supplies		1,462	864
Repairs and Maintenance		2,572	1,547
Miscellaneous Expenditure		757	523
		<u>102,757</u>	<u>97,198</u>
<b>Surplus/(Deficit) for the year</b>		(8,706)	4,226
<b>Accumulated Fund at year beginning</b>		<u>29,135</u>	<u>24,909</u>
<b>Balance carried to Balance Sheet</b>		<u>20,429</u>	<u>29,135</u>



# **Balance Sheet as at 31st December, 2022**

	Notes	<u>2022</u>	<u>2021</u>
<b>Current Assets</b>			
Central Board of Finance	3	35,673	35,210
Balance at Bank		8,627	17,316
Hungry Hermit Petty Cash		84	64
Debtors			886
		<u>44,383</u>	<u>53,475</u>
Less: Creditors	4	<u>(1,350)</u>	<u>(830)</u>
		<u>43,033</u>	<u>52,645</u>
<b>Represented by:</b>			
Unrestricted Reserves		20,429	29,135
Fabric Fund		20,389	20,389
Hungry Hermit*		7	548
Training Bell Fund		1,203	978
WiFi collection		0	1,595
Flower Fund		1,005	
		<u>43,033</u>	<u>52,645</u>

\*Hungry Hermit see overleaf

Submitted to and approved by the Parochial Church Council at a meeting held on

Richard Fowler  
Church Warden

Jeff Marks  
Church Warden

## **Appeals**

Arising from collections Christmas 2021

Christingle	75
Renewed Hope	211
Rest of year	
Bishops Lent	590
Christian Aid	100
Harvest*	180
Remembrance Sunda'	49
Willifer memorial"	472
Christingle	243
Midnight Mass	98
Totals	<u>2018</u>

## **Donations out**

Childrens Society	100
Renewed Hope	360
Bishops Lent	940
Welcare^	500
Christian Aid^	500
Farm Africa	220
A Rocha^	500
St Catherines Hospice	560
Childrens Society	300
Renewed Hope	<u>125</u>
	4105

\*An additional £362 was collected at the harvest lunch and was paid directly to Farm Africa

^The PCC resolved to donate £500 to each these charities from church funds

"This was a collection held in the church on behalf of the family, to comemorate Brian Willifer

## **Ukraine**

Sum raised at various events and from individual donors

2715	Ukraine Charity	1635
	Bletchingley United Charities	290
	Caterham Food Bank	290

Westway Community	500
Total	<u>2715</u>

#### Movements to Restricted Funds in the year ended 31st December 2022

	Opening Balance	Income	Outgoings	Closing Balance
Fabric Fund	20,389	0	0	20,389
Ukraine Appeal	0	2715	2,715	0
Hungry Hermit - see below	548	2434	2,975	7
Training Bell Fund	978	225	0	1,203
WiFi fund*	1,595	199	1,794	0
Flower Fund	0	1440	435	1,005
	<u>23,510</u>	<u>7014</u>	<u>7,919</u>	<u>22,605</u>

\* Money raised to purchase WiFi in the church.

#### Hungry Hermit Income and Outgoings

	<u>2022</u>	<u>2021</u>
<b>Income</b>		
Donations	2434	667
<b>Expenditure</b>		
Food etc	655	69
Adjustment		3
Church House rent	<u>820</u>	<u>180</u>
<b>Surplus before donations</b>	959	415
<b>Donations out</b>		
Crisis	450	0
Caterham food bank - three donations	1050	
Accumulated fund as at 1st January 2022	548	132
Net Surplus for year, after donations out	<u>-541</u>	<u>415</u>
<b>Accumulated fund as at 31st December 2022</b>	<u><u>7</u></u>	<u><u>548</u></u>

#### Statement of Financial Activities for the year ended 31st December, 2022

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
			<u>2022</u>	<u>2021</u>
<b>Incoming Resources</b>				
Incoming Resources from donors	89329	7014	96343	91207
Church Activities	4259	0	4259	3247
Other sources of income	0	0	0	10267
Income from investments	463	0	463	34
<b>Total Incoming Resources</b>	<u>94051</u>	<u>7014</u>	<u>101065</u>	<u>104755</u>
<b>Resources Used</b>				
Donations out	4105	4215	8320	2680
The Work of the Church	96080	2229	98309	93294
Hungry Hermit Café	0	1475	1475	252
Property Management and Administration	2572	0	2572	1547
<b>Total Resources Used</b>	<u>102757</u>	<u>7919</u>	<u>110676</u>	<u>97773</u>

<b>Net Incoming/(Outgoing) Resources</b>	(8,706)	(905)	(9,611)	6983
Balances at 1st January, 2022	29135	23510	52645	45662
<b>Balances at 31st December, 2022</b>	<u>20429</u>	<u>22605</u>	<u>43034</u>	<u>52645</u>

## Notes

- 1 Principal Accounting Policies  
Basis of Accounting  
The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 together with applicable accounting standards and the Charities SORP  
  
The financial statements have been prepared under the historical cost convention on the accruals basis
- 2 Trusts and Charities  
The PCC does not have control over any Charities and have not benefited from any in the past year.
- 3 Deposits. Account with the Central Board of Finance of the Church of England (CCLA).
- 4 Creditors Two items: A grant of £1400 to defray energy costs was received from the Diocese. Of that, £350 was taken in 2022 and the remaining £1050 was deferred to 2023. Our energy supplier has not sent us any invoices for electricity since November so we have included a provision of £300

## Independent Examiner's Report to the Parochial Church Council

This report on the accounts of the PCC for the year ended 31st December, 2019, which are set out on pages 2 to 4, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

## Respective Responsibilities of PCC and the examiner

As the members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144(1) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the Regulations.

## Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act to be found in the Church Guidance, 2011 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts,.

## Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare statements which accord with the accounting records and comply with the requirements of the Act and the Regulations.
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.

Anthony Cock

Date

The Manse  
Stychens Lane  
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FINANCIAL STATEMENTS

for the year ended

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## Independent Examiner's Statement

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- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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