

St Paul's Church, Dorking

Annual Report and Financial Statement of the Parochial Church Council for the year ended 31st December 2018

Including the APCM Agenda for Thursday 25th April 2019
and Minutes of last year's APCM.

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**St Paul Dorking
Annual Meeting of Parishioners
and
Annual Parochial Church Meeting (APCM)**

**Thursday 25th April 2019, 8pm
at St Paul's Church**

APCM Agenda

- 1 Opening Prayer
- 2 Election of Churchwardens
- 3 Apologies for Absence
- 4 Minutes of the 2018 Meeting and Matters Arising
- 5 Elections
 - a. Elected members of the PCC
 - b. Sidespeople
 - c. Independent Examiners for the accounts
- 6 Church Reports
 - a. Annual report and financial statement of the PCC (see written report)
 - b. Numbers on the electoral roll
- 7 Vicar's Message
- 8 Your Questions
- 9 Prayer
An opportunity to pray for the mission of the church
- 10 Closing prayer of blessing

NB. Parochial Church Council membership consists of:

Clergy,
Licensed Lay Ministers,
2 Churchwardens,
Deanery Synod members (up to 3),
Other elected members (up to 15),
Co-opted members (up to 2), as agreed by the PCC

**St Paul's Church
St Paul's Road West
Dorking RH4 2HT**

**Annual Report and Financial Statement
of the Parochial Church Council
for the year ended 31st December 2018**

Staff Ministry Team

Incumbent Vicar:	Rev Ruth Bushyager MSci, MA
Curate:	Rev Peter Nevins BRE, MA, MA
Assistant Minister (retired)	Rev Jeff Yelland CEng, DipHE, STETS
Assistant Minister:	Rev Jenny Firth B Mus, PGCE, DipHE, DipMin
Children's and Youth Minister:	Steve Henwood BA(Ed)
Licensed Lay Minister	Graham Everness BA, FIA, DipHE(TMM))
Worship Pastor and Ordinand	Tom Hill BA
Ordinand	Oli Fricker MA

Bank

(1) HSBC Bank plc 67 West Street, Dorking RH4 1BW	(2) CAF Bank Kings Hill, West Malling ME19 4TA
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Independent Examiner

Philip Longstaff FCA
Ellis Atkins, Chartered Accountants
1 Paper Mews, 330 High Street, Dorking, RH4 2TU

Architect

Michael Staff RIBA AABC
Nye Saunders Ltd, 3 Church Street, Godalming, Surrey. GU7 1EQ

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Structure, Governance and Management

Constitution of the Parochial Church Council (PCC)

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as “The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking” in January 2010. Copies of the Annual Report and Financial Statement are held by the Secretary of the Diocesan Board of Finance and are also available upon written request to the PCC Secretary.

Aim and Purpose

St Paul's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting, in the ecclesiastical parish and also (in support of the neighbouring churches) within the wider Mission Action Zone of Dorking, the whole mission of the Church (pastoral, evangelistic, social and ecumenical), for the public benefit.

Day-to-day management

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team, the Church Operations Manager and the Wardens.

Officers of the PCC

<i>Chairman:</i>	Rev Ruth Bushyager
<i>Vice-chairman:</i>	Jon Ruddock
<i>Secretary:</i>	Alison Everness
<i>Treasurer:</i>	Christopher Ellis to Sep 2018, Oli Fricker from Sep 2018
<i>Electoral Roll Officer:</i>	Judith Ellis to May 2018, Joanna Cassidy from May 2018

Membership of the PCC

Members of the PCC are ex-officio, elected by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. During the year (from 1st January to 31st December 2018) the following served as members of the PCC:-

Incumbent Vicar	Rev Ruth Bushyager
Curate	Rev Peter Nevins
Assistant Minister	Rev Jenny Firth
Wardens	Jon Ruddock (since 2015), Ian Poole (since 2017)
Representatives on the Deanery Synod	Graham Everness, Maggie Hill, John Arnold
Elected Members (up to APCM 2018)	Alex Birch, Oli Fricker, Juliette Lister
Elected Members (throughout 2018) [Term end in brackets]	Chris Ellis [2019] (resigned Sep 18), Steve Goddard [2019], Ros Mulholland [2019], Laura Parker [2019], Jonathan Papworth [2019] Malcolm Boother [2020], Alison Everness [2020], Simon Feraday [2020], Dawn Lucas [2020], Katie Mackay [2020]
Elected Members (from APCM 2018)	Lawrence Comber [2021], Karen Wheatley [2021], Jackie Gardner [2021], Oli Fricker [2021] (from Sep 18) Alison Studley [2021] (from Sep 18)
Co-opted	Steve Henwood, Tom Hill

Recruitment, induction and training

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. The PCC supports any new member or officer who wants to attend training run by the Diocese.

Organisation and use of Committees

PCC Executive Team ('PCC Exec')

The PCC Exec incorporates the function of a Standing Committee, which is required by Church law, but may contain one or more members who are not part of the Standing Committee. This executive group, comprising the vicar, wardens and up to three further members, is empowered to execute on all matters that are required for the effective implementation of the PCC's mandate.

The PCC Exec meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision-making and leadership of all the vision, ministry and activity of the church.

PCC Exec Members:

Ruth Bushyager, Chris Ellis (until Sep 18), Oli Fricker (from Sep 18), Peter Nevins, Jon Ruddock, Ian Poole, Alison Everness

Other Committees/Teams and Activities reporting to the PCC during 2018

- **Fabric Team** – providing support, guidance and recommendations to the PCC on the appropriate maintenance and management of premises for which the PCC is responsible.
Team leader: Jon Ruddock
- **Finance Team** – responsible for the day to day management of income, expenditure and payroll as well as ensuring compliance with financial regulatory procedures.
Team leader: Chris Ellis until Sep 18, Oli Fricker from Sep 18
- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.
Team leader: Ian Poole
- **Nursery Management Committee** – managing the St Paul's Church Nursery School.
Team leader: Laura Parker until Nov 18, Alison Studley from Nov 18
- **Safeguarding Advisory Group** – managing the safeguarding of children and vulnerable adults.
Team leader: Anna Mercer
- **Social Justice Ministries (SJM) Team** – encouraging, promoting and coordinating participation in the network of social justice ministries in our local area.
Team leader: John Arnold
- **SPACE (St Paul's Action on Climate and Environment)** – encouraging, promoting and coordinating concern for the environment and participation in the national Eco-Church awards scheme..
Team leader: Annabelle South
- **World Church Team (WCT)** – responsible for promoting the church's involvement with God's work beyond the parish and making recommendations for the PCC's outward giving.
Team leader: Karen Wheatley

Setting remuneration

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation and the levels of pay increase granted by the Diocese.

Objectives and Activities

Objectives

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions.

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance on all matters (with the elected members intended to represent the breadth and variety of the congregation). Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of the St. Paul's vision. Steered by the PCC Exec, the PCC will receive regular reports and updates on the progress of all key aspects of our vision, ministry and activity to provide care, counsel, insight, direction and formal decision making.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

The Church's current vision statement is "to be a growing community of grace", and the particular focus during 2018 was on "being increasingly courageous for Christ". Implementing this vision was the main purpose of a Mission Action Plan developed in 2017; details of specific objectives set for 2018 are contained in the section 'Review of 2018' below.

Church Activities

Services are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal "Café Church" format. On Sunday evenings "The Six Thirty", is a time of prayer, worship and an opportunity to go deeper with God. We hold a spoken service of Morning Prayer on Monday morning. Services are also led in local residential homes for the elderly.

St Paul's Children and Youth is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood

During the week a network of **Small Groups** meets, mostly in homes, some during the day and others in the evening. These groups generally follow the same termly teaching programme used in the morning services. The Small Groups are coordinated by Sylvia Yelland.

A team of 9 qualified **Lay Pastoral Assistants** works with the staff ministry team to provide confidential pastoral support both within and outside the worshipping community. The team is coordinated by Ruth Cornish.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups. Throughout 2018 Penny Barker managed the Church Operations, Nicola Glass was the Communications Co-ordinator and Rowena Birch the Parish Administrator. Tiantian Hu took on the role of Caretaker in January 2018 and in March 2018 Ashwani Stevens was appointed as Facilities Manager with Steve Moggs as Health and Safety Officer. A team of receptionists, organised by Ali Studley and then Caroline Rose, was on hand each weekday morning in term-time from 8:45am to 1pm to welcome visitors.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are just some examples:

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith
Leader: Sam Baldwin:
- **Dementia Care support group** - providing a forum for sharing and support for those concerned about a friend or relative.
Leader: Maggie White
- **Early Bird Café** – A meeting point for parents, guardians, pre-school children and others
Coordinator: Rowena Birch
- **Floral Decorations** – Preparing floral arrangements to decorate the church and centre
Coordinator: Ruth Paine
- **Kitchen & Catering** – Managing use and operation of the kitchen, ensuring compliance with environmental health standards and coordinating catering for major church activities
Catering Manager: Jayne Mockler;
Kitchen Manager: Michelle Robinson
- **Marriage Preparation** – For couples preparing for marriage to explore together some topics to help build a strong foundation for a lasting relationship
Leaders: Jeff and Sylvia Yelland
- **Momentum** - events for men
Leader: Paul Studley
- **Nursery School** – Weekday early years provision
Head teacher: Tanya King
- **Parenting Teenagers** - A group for parents/carers to explore the challenges and delights of raising teenagers from a Christian perspective
Leader: Catherine Barker
- **Prayer** – Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training.
Leader: Lawrence Comber
- **Sound & Visual Support** – Providing technical support for worship, services and events
Leader: Tom Hill
- **SPOT** – A group for carers and under three year-olds on Wednesdays
Leader: Joan Darling
- **Wednesday Youth** - Midweek discipleship group for 14-18 year olds
Leader: Peter Nevins
- **Welcome** – Ensuring that everyone is welcomed, has access to information and opportunities for connecting with others, with a special focus on those new to St Paul's
Leader: Sue Swain Fossey
- **Work Out** – Midweek monthly meeting and network connecting faith with the world of work including those who work from home, or are in between work
Leader: Simon Gardner
- **Worship Team and Choir** – Groups leading and supporting sung worship in a variety of styles. Preparing and seeking God's heart to grow His worship ministry at St Paul's
Leaders: Tom Hill (worship team) and Helena Twentymen (choir)
- **XL** – A mid-week group for 8-14 year olds
Leader: Steve Henwood
- **Young at Heart** – A caring social meeting, held monthly on Sunday afternoons
Leader: Maggie Hill

In addition, individual church members participate in local community initiatives including Dorking Beatitudes, Besom, Street Pastors and the Dorking Area Foodbank. Anne Draper is St Paul's representative for Churches Together in Dorking.

Although some of the people who lead and help with the above activities are paid, the majority are not. Therefore the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

Policy for Outward Giving

The PCC has a policy for Outward Giving from the Church's resources which was last reviewed in 2011. 'Outward Giving' is defined as giving beyond St. Paul's Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St. Paul's Church such as the Priory School Chaplaincy as well as activity overseas. A budget for Outward Giving will be set by the PCC each year, based on income during the previous year. The World Church Team is responsible for making recommendations to the PCC on the use of this money. The Social Justice Ministries Team also participate in the process of making recommendations to the PCC.

Review of 2018

Church Membership and Attendance

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2018 was 254 (compared with 255 at April 2017). In 2019 the Electoral Roll will go to zero and be compiled anew – this is a good opportunity to embed the membership of many people who have joined the church in the last few years.

During 2018, excluding unusually large services (such as festivals and Forever Reign), the usual Sunday attendance (usa) was 307 people (compared with 310 in 2017, 280 in 2016, 271 in 2015 and 256 in 2014). Average weekly attendance (awa) was 427 for 2018. There are some reasons why usa has plateaued after a few years of growth – it was a very cold winter and a heatwave Spring and Summer, both reduced attendance noticeably. It was also a year in which we began a new congregation in another church. We are also affected by the overall national trend of church members attending less and less regularly.

18% of our usual Sunday attendance is made up of people who are under 16. This is a tremendous blessing and a highly unusual figure across the national scene of the Church of England. Please pray that this proportion would increase.

The total recorded attendance for all services on Easter Sunday was 461 (compared with 456 in 2017, 352 in 2016, 456 in 2015 and 402 in 2014). The total recorded attendance for all services on Christmas Eve and Christmas Day was 918 (compared with 1037 in 2017, 845 in 2016, 862 in 2015 and 808 in 2014). Christmas figures are often affected by the day of the week that Christmas Day happens to fall on. Both festivals were truly wonderful celebrations and we give all praise to God for his presence in all our worship – on the biggest services of the year and at the smallest meetings where there are two or three gathering in the name of Jesus.

We saw the continued growth in the number of people who are members of our worshipping community – from 454 in 2015 to 513 in 2016 and then to 533 in 2017 and to 550 in 2018.

During 2018, 40 adults & children joined the worshipping community, while 23 adults & children left the church, an overall growth of 17 people. We count people because people count. They count most of all to God – to whom we give all the thanks for bringing new people to St Paul's. In an era of overall decline in Church of England attendance, we are very aware of the privilege and responsibilities of leading a growing church.

In 2018, 8 people were baptised at St Paul's compared with 23 in 2017. This is a significant reduction mainly due to the fact that we have a bi-annual large youth baptism and confirmation service. This service will happen again in 2019 - please pray for many to be called by God to be baptised this coming year, including whole households.

Ruth Bushyager (Vicar)

Annual Report of the Parochial Church Council (PCC)

The PCC held bi-monthly meetings during 2018 with its agenda focused on business Matters while also including time for prayer. At the business meetings during 2018, the PCC received regular reports from the World Church Team, the Fabric Team, the Deanery Synod representatives, the Treasurer, the Safeguarding Advisory Committee, Health & Safety, the Nursery and the PCC Exec.

Major items for information and discussion at meetings included

- **Visiting the Nursery:** PCC started their meeting in the Nursery and discussed the ongoing operation of the Nursery and in particular the new outside play area
- **Legacy:** PCC had a long discussion about the best way to use the significant legacy left to the Church by a former member, especially looking at how it could be used to further the mission of the church, especially amongst young people
- **Safeguarding Annual Update:** An overview of the progress of safeguarding was given by Anna Mercer. Safeguarding is covered in more detail in a dedicated section later in this document.
- **Group Ministry:** The PCC addressed the issues surrounding the establishment of a Group Ministry in the Dorking area, having a presentation from the Archdeacon as well as spending time discussing it at PCC. There was also a separate joint meeting for all the affected PCCs.
- **Vicar's Study Leave:** The Vicar gave an outline of her study leave explaining what she had learned and how this will affect the teaching and other aspects of her ministry.
- **CYM report:** A report from the Children's and Youth Minister on the highlights and challenges of his ministry
- **Health and Safety** The Health and Safety officer, Steve Moggs, presented updated Health and Safety policies covering areas such as Lone Working and Working at Heights for PCC scrutiny and approval.
- **GDPR:** The PCC received updates on the progress of work undertaken to ensure we met the requirements for the GDPR legislation. This work was ultimately undertaken by a small working group headed up by Graham Everness.
- **Staffing:** Consideration of the staffing needs of the church, particularly the appointment of an Associate Vicar. The PCC looked at the longer term issues and how there was a need to have sufficient staff to meet the needs of the church if it was to continue to grow and become a resource church.
- **Mission Action Plan:** The MAP, looking at the area of "Believing", considering the question "What is needed at St Paul's for you to see more people you have contact with coming to Christ?"
- **Social Justice Ministries:** John Arnold gave a presentation about the progress of the work of the social justice ministries that are supported by the church.
- **Budget:** Approval of the budget for 2019

During the year, the PCC also gave its approval to supporting several church members training as Pastoral Assistants, Licensed Lay Minister and for ordained ministry, as well as

those serving as Foundation Governors at St Paul's School. Additional people serving as communion assistants were also approved.

Alison Everness (PCC Secretary)

Report on Goods, Fabric and Ornaments

Our primary aim for 2018 was to ensure that we had the budget, staffing and expertise structures in place to plan and manage whatever arises with our buildings in the coming few years. A Facilities Manager was appointed and appropriate levels of finance for likely repairs was set aside by the PCC. This part-time Facilities Manager role has been successful, ensuring that repairs, maintenance and more significant works are completed more promptly and in a planned way; money has been saved as well, through having increased capacity to negotiate on prices for contractors and materials.

Almost all works to the Church recommended by the 2014 Quinquennial Report are now completed, including replacement of the lead roof above the office next to the vestry. Gutter repair will be completed this spring. The next quinquennial inspection takes place in May 2019, and an annual sum is now being budgeted by the PCC to allow for issues arising from this.

Work has been completed to ensure the safety of the 1st floor bathroom extension in Falkland Road (the Children and Youth Minister's house). The gas fire has also been replaced. Minor plumbing works have been undertaken in the School House Flat.

Volunteers continue to put in many hours to ensure the maintenance of the church grounds. A proposal has been drawn up to extend the area which the nursery can use for the benefit of the children. A new cycle rack has been installed.

Our key aims for 2019 are to manage issues arising from the Quinquennial inspection, set and act upon a decorating schedule for the Church Centre and undertake kitchen replacement in the School House Flat.

Jon Ruddock (Churchwarden)

Dorking Deanery Synod

The Dorking Deanery Synod met just twice during 2018, because the meetings scheduled for February (on the subject of 'well-being') and September (an opportunity for any church members to participate in Safeguarding training) were both cancelled, the former as a result of the speaker's illness and the latter because of insufficient take-up.

The April meeting was led by Paul Bryer (Archdeacon of Dorking). It focused on the challenges and celebrations of 'being Church' in this place, at this time, looking at this issue first from the perspective of the Church of England as a whole, then for the Dorking Deanery, and finally for each individual parish.

The June meeting was led by Jens Mankel (the Diocese's adviser for Church Planting and Fresh Expressions), on the question 'how do we increase new believers?' Jens felt that the diversity of present-day culture was now so great that the Church cannot continue to try to relate to people as if they are all the same – he particularly highlighted that in general people no longer identify with the problem of sin.

Meetings scheduled for the first part of 2019 are a prayer evening led by the Bishop of Dorking (February), a focus on Eco-Church (June), and a half-day on the subject of Christian healing (July). During the year, elections to Diocesan Synod (for 2018-2021) took place. The resulting Dorking representatives include three members from St Paul's (Peter Bruinvels, Ruth Bushyager and Graham Everness), all of whom were also subsequently elected by the Synod to sit on the Bishop's Council (which operates essentially as a Standing Committee of the Synod).

Graham Everness (Deanery Lay Chairman)

Report on Safeguarding of Children & Vulnerable Adults

The Guildford Diocese has updated their National Safeguarding policies and practices which we have fully adopted and implemented.

DBS (Disclosure and Barring Service) Checks

Marie Goddard and Jac Gardner are the lead DBS Co-ordinators. They are updating all DBS records and revising documentation in order that it is more user-friendly and quicker to complete. An online service and reference questionnaire is now in operation.

There are currently 60 volunteers within St Paul's Church who are DBS cleared to work with children and/or vulnerable adults.

There have been no issues of concern raised on any person by the DBS checks undertaken in 2018.

Safeguarding Advisory Group:

This group meets approximately twice a year and consists of:

- Parish Safeguarding Representative (Children/Youth): Anna Mercer
- Children's & Youth Minister: Steve Henwood
- DBS Co-ordinators: Marie Goddard and Jac Gardner
- Vicar: Ruth Bushyager

During the past year, the following issues have been addressed:

- PCC Safeguarding Statement has been updated for 2019 and approved by the PCC.
- The website has safeguarding links to a 'raising a concern' form for people to fill in if they have a 'niggle' and need some advice; Steve has again updated the process and has updated all 'enrolment' documents for new CYM recruits with quick links to relevant sections.
- We still don't have a representative for Vulnerable Adults but it is presently being collectively covered by the Safeguarding team. Ruth is currently in discussion with a member of the congregation who has expressed an interest in taking this role.

Safeguarding Training:

In conjunction with the 2017 Learning and Development Guidance from Guildford Diocese, Core2 Safeguarding Training was given in January 2019, to 23 members of the CYM and those working with vulnerable adults.

A register of attendees and awarded certificates are held on file by the Advisory Group. Anna Mercer and Steve Henwood will ensure regular re-training is undertaken when necessary and inform relevant people when these training sessions are needed.

Safeguarding Concerns:

It is important to advise the various congregations that everyone is obliged to be aware of their safeguarding responsibilities and how to raise concerns should they have any. There should be a half-yearly feature within the services to inform the congregation and demonstrate the use of the website links and/or phone contacts. Ruth will set aside some time for the advisory group to inform the congregation on how to raise a concern form and with whom they should speak for advice.

Four concern forms have been raised since the April 2018 APCM; they have been logged and addressed in conjunction with advice from Ian Berry. One concern is not closed but currently being monitored with all appropriate 'parties' in regular discussion.

Annual Policies for adoption by PCC

The PCC Safeguarding Statement, Parish Safeguarding Responsibilities document and the Policy Statement for the Safeguarding of Children and Vulnerable Adults are approved by the PCC and these documents are reviewed annually.

*Anna Mercer
(Parish Safeguarding Officer)*

Financial review

PCC Treasurer's Report

Summary

Total income for the year was £369k (2017: £461k). The decrease versus 2017 is explained largely by the following:

- A legacy of £56k was received in 2017. No legacies were received in 2018.
- The reserves held by our associated Nursery decreased by £12k as a result of planned investment. This is recorded as negative income in the main church accounts. Excluding the Nursery and building fund, total income was £380k (2017: £448k)
- A £17k reduction in sundry (one-off) donations, which also resulted in a small decrease in the amount of Gift-Aid claimed

Income from tax efficient donations, our primary income source, decreased marginally to £249k (2017: £251k).

Total expenditure for the year was £407k (2017: £376k). Unrestricted expenditure, which excludes building depreciation, was £385k (2017: £354k). The increase versus 2017 is explained largely by the following:

- One-off expenditure of £17k on mission trip bursaries to partially utilise the legacy received in 2017 (see below for details)
- An increase of £8k in our external grants in response to higher income in 2017
- Planned one-off expenditure of £5k on the St Martin's @4pm service

It is important to note that our unrestricted funds, of which the General Fund is the major part, recorded a deficit of just £5k. The balance of the General Fund itself increased by £28k from £82k to £110k.

The church finances therefore remain in a strong position and the balance of our General Fund continues to exceed our reserves policy (see below for details). The PCC expects the balance of the General Fund to fall towards our recommended reserves level as we invest in strategic staffing and equipment over the next few years.

To manage our financial resources to best effect the PCC operates an annual budget. The day-to-day management of parts of the budget are delegated to specific members of the church who are closely associated with the area of ministry that the budget is intended to support. Further information about budget management and spending money on behalf of the church is available on the website.

As with all matters of church finance, further information or confidential discussion is available from our Treasurer.

Further Details by Fund

General Fund

- Income

General Fund income was marginally higher than budgeted. Wherever possible we recover the Gift Aid on donations. In conjunction with the tax efficiency of donations made via Charity Accounts this adds around £50k per year.

- Expenditure

General Fund expenditure was significantly lower than budgeted due largely to less being expended on an Associate Youth Minister. Savings were also made in other areas and all expenditure is monitored very closely. This year we were able to employ the services of a facilities manager and a caretaker for the first time to aid the efficient management of our busy church and church centre. We also continued to allocate £5k a year to the Quinquennial repairs fund and completed urgent repairs on our 6 Falkland Road property.

Grants. During the year we made grants of just over £38k. This budgeted figure from the General Fund corresponds to around 9% of our unrestricted income for the previous year (2017). In addition, a number of specific appeals were made during the year to which the church family donated.

Quinquennial Repairs Fund

This fund covers expenditure on the church buildings in response to the 2014 Quinquennial Inspection report. In 2018 urgent work was completed on the vestry roof. Approximately £8k of work remains outstanding from the 2014 inspection, which is scheduled for completion in 2019. The next inspection is due in 2019. The balance of the fund stands at £20k, which puts us in a healthy position ahead of the inspection.

Congregation Plant Fund

In 2017 a £4k fund was set up for the launch of the St Martin's at 4pm service. In total just over £5k was expended with the shortfall being transferred from the General Fund. This fund is now closed.

Legacy Projects Fund

In 2018 the PCC decided to allocate the generous legacy of £56k received to the following, which are in line with the passions of the donor:

- £27.5k to fund mission trip bursaries with the expectation there would be significant use of this to fund trips planned for 2019
- £27.5k to fund children's and youth work initiatives at St Paul's
- £1k for expenditure on specific items of equipment

In 2018 a bursary scheme was established for the mission trips planned in 2019-20 to our mission partners in Kenya and India. £17k was expended on mission trip bursaries in 2018 following successful applications to this scheme. Money was also spent on a new marquee for use by the church at summer festivals (e.g. Soul Survivor)

Other Unrestricted Funds

Equipment Fund

In 2018 we invested in additional tables for the church and centre, new laptops for CYM and bike racks to support our eco-church initiative. Further expenditure is planned for 2019.

Worship Pastor Fund

There remain sufficient funds in this fund, established to enable the church to employ Tom Hill as Worship Pastor, to fund Tom's employment until he moves on to ordination and curacy in June.

Restricted Funds

Building Fund

There continues to be a single loan of £10k outstanding, which is due for repayment by 2024. All other movements in the building fund are due to depreciation.

Nursery Fund

The Nursery's reserves decreased by £12k in 2018 due to planned investment in staffing and equipment.

Oli Fricker (PCC Treasurer)

Reserves policy

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold large reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £25,000. If the General Fund reserve exceeds £50,000, the PCC will consider how it will use the excess. If the General Fund reserve is below £25,000, the PCC will consider how to manage this shortfall.

Risk policy

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a regular focus on financial giving to the church as part of the stewardship of its members in conjunction with ongoing publicity about operational costs, budgets and funding opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever possible, thus limiting the number and associated cost of employed staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

In addition, in 2017 the Finance Team, on behalf of the PCC, undertook an assessment of internal financial controls against the best practice guidance advised by the Charity Commission (CC8). The recommendations from this have been considered by the PCC and actions taken where necessary to tighten processes in line with the guidance.

Review of 2018 objectives

In Sept 2017 we launched a new Mission Action Plan which envisioned every member of the church as being 'increasingly courageous for Christ'. Part of this vision was for greater courage in our discipleship as individuals, but also there was a corporate focus. One of our main aspirations was to partner with St Martin's church in Dorking to launch a new monthly congregation there to aim to reach young families and others in the town centre who are not currently members of any church. In January 2018 we commissioned a team of 20 adults and young people, led by our curate Peter Nevins, to begin the new "4pm Family" service. The service has met monthly since then, attracting between 60-100 people each time, many of whom have little or no church affiliation, many of whom are not Christians. Teaching has followed the St Martin's school values, and sung worship has been led by a band from St Paul's including some of our young people. The format has been Café-church style, with crafts followed by an act of worship.

Another major focus that required spiritual courage has been the challenge to be part of one of the five overseas mission trips coordinated by the World Church Team. In 2018, two of these took place (to Calais and Paris), with a further three in 2019 (two to Kenya and one to India). Over 30 church members have taken this step of courage.

Our MAP priorities came under the headings of Believing, Becoming, Children's and Youth Ministry and Resourcing. Our 2018 Lent season and teaching had a strong discipleship focus for us to become more like Christ in our day-to-day lives and in our character and spiritual practices. This year also saw the start of our new monthly 9am service 'Dialogue and Devotion' aimed at greater engagement with our teaching topics to help spiritual growth and depth of worship.

From the Autumn of 2018 our focus turned more towards 'believing' – seeing more people come to faith in Christ, and focussing on our mission and evangelism ministries. This focus was launched by

a whole church teaching and training day with Michael Harvey on growing a culture of invitation at St Paul's, which started the 'season of invitation' through Harvest, Remembrance, Advent and Christmas. Many church members were prayerful and active in invitation and we saw record numbers in attendance at a host of events and services. Some of them are now on the three Alpha courses that we are running in January-April 2019, and we pray for all to come to know Jesus as their Lord and Saviour.

There were two major staffing elements to our MAP for 2018 – to employ a part-time youth pastor and to recruit a full-time Associate Vicar. In Jan 2018 a youth pastor joined the staff, but due to personal reasons they were unable to continue and left after Easter. In the Autumn of 2018 we ran the recruitment process for an Associate Vicar and are delighted to have appointed Rev Alex Cacouris to the role. In 2018 we also celebrated the licensing of Graham Everness as LLM after three years of training with the diocese, and the addition of Oli Fricker to the staff team as an ordinand.

After a significant time of discussion and discernment with the PCCs of other Dorking churches, the PCC of St Paul's voted to enter a Group Ministry with St Martin's, St Mary's Pixham, St Barnabas' Ranmore and St John's North Holmwood. This Group Ministry means that the clergy are committed to meeting together to pray and to plan, with a greater sense of shared mission over the whole Dorking area.

There are many and various ministries of the church that effect a significant Public Benefit for our parish, for Dorking, and beyond. Our Social Justice Ministries, led by trained volunteers, work to house, clothe, and feed those in hardship and experiencing poverty; our Nursery is Ofsted Outstanding, and educates local children with a diverse range of needs, including those with special needs; our Pastoral Care team visit the housebound and work with statutory authorities to protect vulnerable adults and children including those who are not members of the church; our Vicar, staff, and Foundation Governors invest considerable time and expertise into supporting St Paul's Primary, and many other Dorking schools. Our outward giving finances poverty relief and anti-trafficking nationally and internationally.

Ruth Bushyager (Vicar)

Objectives for 2019

In 2019 we will be renewing our Mission Action Plan once more, in the May-June months, with every member of the church encouraged to pray and contribute towards the shaping of our priorities for the next two years. The new MAP will be launched in the early Autumn of 2019.

Meanwhile there are many initiatives that are being embedded: such as the 4pm Family service, and the Weds pm Youth gathering, as well as new ministries that are launching in 2019 - including Just Women, and Connexions – the new monthly lunch and fellowship outreach for seniors in our parish. The year 2019 we will hold a church day away to a conference with Amy Orr-Ewing aimed at strengthening our confidence in our faith, and a Leadership Day in the Autumn.

In 2019 we face major changes to our staff team with the departure of Peter Nevins, our curate, and the departure of Tom Hill our ordinand, and their wives and children, who have all been hugely valued members of St Paul's and hugely fruitful ministers in our fellowship. It will be a sadness to say farewell, but also part of our task as a training church is to release to other parishes those we have helped to train at St Paul's. In 2019 our vocations work will continue to grow, with many placement students, as well as Heather Goddard's ongoing training as LLM, two new PAs in training, and Oli Fricker as an ordinand. Others are at various stages of the discernment process - please pray for them to have patience and courageous trust.

We look forward to welcoming Alex Cacouris and his family as Alex joins us in September as Associate Vicar. The early Spring of 2019 will need to be a time of recruitment as we seek a Worship Pastor to replace Tom, and also seek the right person to become Youth Pastor. Wise financial decisions will be needed, and as ever we will be reliant on God to call the right people or person in His timing and under His provision - please pray for all involved.

A growing part of our vision is to develop as a Resource Church in the diocese. It has been the case for many years, especially in terms of our children's and youth ministry, that we have had the privilege of resourcing ministry well beyond our parish eg extensive ministries in many schools. With the start of the 4pm Family service at St Martin's, our partnerships have grown, and the vision is for this to continue. We have been supporting St John's North Holmwood in vacancy, and this support will continue in 2019. The Vicar, Ruth, will become Area Dean in mid-2019, which will bring a stronger Deanery perspective to the outlook of St Paul's. Ruth is now also serving on Bishop's Council and Deanery Synod, with our LLM Graham. Our Associate Vicar Alex will take over the 4pm Family and he will bring many gifts including experience in working with less privileged communities and a passion for social transformation. Our desire is to play our part in helping all Dorking's churches to flourish, recognising that we have been entrusted with considerable resources of all kinds.

Our partnership perspective will continue to have an ecumenical dimension too of course. As well as the established CTD activities, Lent 2019 will bring ecumenical bible study groups across the town that we will be part of.

For 2019 one of our greatest areas of focus as a church family needs to be welcoming and integrating new people into St Paul's. We will invest in a new welcome desk, banner and literature, and more importantly we will be addressing a greater culture of hospitality towards people new and visiting the church. We long to see not just more people attend, and not just more people join as members, but more people come to a living faith in the living Lord Jesus. This will happen not through a glossy welcome brochure, but through intentional and genuine friendships growing: "Because we loved you so much, we were delighted to share with you not only the gospel of God but our lives as well." (1 Thess 2:8)

Leading St Paul's continues to be the greatest privilege – thank you to all of you who partner with me in the Gospel. Thank you for all the ways that you serve the church – most of which is unseen and sacrificial. You are a remarkable community of faith, persevering through the battles and blessings of life as we share in this wonderful calling to be the body of Christ together. I am full of hope for the year ahead – primarily "because He who promised is faithful" (Heb 10:23). Love, Ruth

Ruth Bushyager (Vicar)

Financial Statements

Statement of Financial Activities for the year ended 31 December 2018

	Note	Unrestricted Funds	Restricted Funds	2018 Total	2017 Total
		£	£	£	£
Incoming resources					
Incoming resources generated from funds					
Voluntary income	2a	339,681	-	339,681	422,205
Investment income	2b	10,549	-	10,549	14,452
Incoming resources from charitable activities	2c	17,540	-	17,540	14,532
Other incoming resources - lettings	2d	12,273	-	12,273	9,398
Other incoming resources - Nursery School	3	-	(11,524)	(11,524)	233
Total incoming resources		380,044	(11,524)	368,520	460,820
Resources expended					
Charitable activities					
Grants	4	38,315	-	38,315	30,225
Activities directly related to church work	5	257,751	-	257,751	229,086
Church management and administration	6	65,136	-	65,136	57,929
Expenditure on the church	7	21,210	22,531	43,741	56,120
Governance costs		2,370	-	2,370	2,870
Total resources expended		384,782	22,531	407,313	376,230
Net incoming/(outgoing) resources before transfers		(4,738)	(34,055)	(38,793)	84,589
Transfers between funds	2e	-	-	-	-
Net movement in funds		(4,738)	(34,055)	(38,793)	84,589
Reconciliation of funds					
Balances brought forward		195,818	2,143,605	2,339,424	2,254,834
Net incoming resources		(4,738)	(34,054)	(38,793)	84,589
Agency		-	-	-	-
Balances carried forward		191,080	2,109,551	2,300,631	2,339,423

Balance Sheet for the year ended 31 December 2018

	Note	2018	2017
		£	£
Fixed assets	9		
Church equipment		3,822	6,438
Church centre		2,108,885	2,131,416
Property		148,500	148,500
Total fixed assets		2,261,207	2,286,354
Current assets			
Debtors and prepayments	10	13,404	15,675
Cash at bank and in hand		194,185	211,542
Total current assets		207,590	227,217
Creditors: Amounts falling due within one year	11a		
Other current liabilities		9,666	15,647
Total current liabilities		9,666	15,647
Net current assets		197,924	211,570
Total assets less current liabilities		2,459,131	2,497,924
Creditors: Amounts falling due after more than one year	11b		
Loans		10,000	10,000
Church Commissioners		148,500	148,500
		158,500	158,500
Total Net Assets	12	2,300,631	2,339,424
Represented by Funds	12		
Unrestricted funds:			
General fund		109,952	82,111
Designated funds:			
Quinquennial fund		20,496	20,000
Worship Pastor		8,042	17,005
Congregation Plant		-	4,000
Equipment Renewal		14,349	16,250
Legacy Projects		38,242	56,452
Restricted funds			
Buildings		2,095,831	2,118,362
Nursery		13,490	25,014
Agency		230	229
Total funds		2,300,631	2,339,424

Approved by the Parochial Church Council on 18th March 2019, and signed on its behalf by:

Ruth Bushyager (Chair)

Oli Fricker (Hon. Treasurer)

The notes on pages 20 to 28 form part of these accounts.

Notes to the financial statements for the year ended 31 December 2018

1. Accounting policies

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations, 'true and fair view' provisions, together with FRS 102 (2017) as the applicable accounting standards and the 2017 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP [FRS 102]). The financial statements have been prepared under the historical cost convention.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Funds

- **General funds** represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.
- Funds **designated** for a particular purpose by the PCC are also unrestricted.
- **Restricted** funds are those that were given for a specific purpose, and cannot be used for any other purpose without specific permission from the donor.

Incoming resources

- Collections are recognised when received by the PCC.
- Planned giving receivable under Gift Aid is recognised only when received.
- Income tax recoverable is recognised in the year in which the related income is received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.
- Dividends are accounted for when due and payable.
- Investment entitlements are accounted for as they accrue.
- Rental income from letting of church premises is recognised when the rental is due.

Resources used

- Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.
- The diocesan parish share is accounted for when paid.

Fixed assets

- Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011.
- Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. There is insufficient cost information available to show their value in these accounts.
- All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.
- Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.
- The church centre is depreciated on a straight line basis over 100 years. Kitchen equipment is depreciated on a straight line basis over 10 years.

Current assets

- Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.
- Short term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

2. Incoming resources

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
2a) Voluntary income				
Tax efficient donations (including Give As You Earn, CAF and donations under Gift Aid)	249,429	-	249,429	250,782
Tax recovery	57,324	-	57,324	61,324
Church collections and sundry donations	29,564	-	29,564	48,992
Envelopes under Gift Aid	3,182	-	3,182	4,635
Envelopes not under Gift Aid	182	-	182	20
Legacies	-	-	0	56,452
	339,681	0	339,681	422,205

2b) Investment income

Rent	9,800	-	9,800	13,796
Dividends	612	-	612	598
Interest received	137	-	137	58
	10,549	0	10,549	14,452

2c) Income resources from charitable activities

Fees	1,767	-	1,767	1,500
Events	7,025	-	7,025	5,072
Early Bird café	2,188	-	2,188	2,492
Children & Youth Ministry income	6,561	-	6,561	5,467
	17,540	-	17,540	14,532

2d) Other Income Resources

Lettings	12,273	-	12,273	9,398
	12,273	-	12,273	9,398

2e) Transfers between funds

From General Fund to Building Fund
for the repayment of loans

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
	-	-	-	-
	-	-	-	-

3. St Paul's Church Nursery School

The financial results of St Paul's Church Nursery School are consolidated into the statement of financial activities for the church, and are shown separately below.

Statement of Financial Activities	2018 £	2017 £
Income		
Fees	13,930	14,098
Subsidised Fees	1,400	-
Early Years Funding Entitlement	57,405	61,198
Deposits Reclaimed	-	100
Deposit Creditors	(1,650)	-
Fundraising Profits	1,032	881
SCC Inclusion Grant	-	429
Donations	20	65
Other	247	120
Bank Interest	6	9
	72,390	76,900
Expenditure		
Staff Costs	64,031	55,963
Pensions	-	-
Training & Recruitment	1,617	793
General Maintenance Costs	383	-
Contribution towards use of Church room	4,934	4,196
Classroom resources	3,208	2,497
Stationery & Administration	1,567	1,186
Costs to develop outside garden	3,270	11,287
Insurance	515	509
Charges	200	-
Fund Raising	353	-
Gifts	179	-
2017 Creditor - cheque not cashed	(120)	-
Christmas Events	671	-
Projector	458	-
Photos and Leavers Books	337	-
Other	287	473
	81,889	76,904
Net income/(resources used) for Nursery stand-alone accounts	(9,499)	(4)
Transfer from General Fund to Subsidised Places Fund	-	-
Subsidised Places Fund used	(1,400)	-
Income from Early Years Pupil Premium	(625)	237
Net income/(resources used) for consolidated accounts	-11,524	233
Balance Sheet	2018 £	2017 £
Assets		
Bank current accounts and cash	15,140	24,904
Fee debtors	-	566
Other debtors	-	320
Total assets	15,140	25,790
Liabilities		
Fee deposit creditors	1,650	400
SCC creditor	-	-
HMRC creditor	-	-
Other creditors	-	377
Total liabilities	1,650	777
Net Assets	13,490	25,013

Represented by funds:

General fund	12,199	21,698
Subsidised Places fund	1,291	2,691
Early Years Pupil Premium fund	-	625
Total funds	13,490	25,014

4. Grants

Amounts were given as follows:

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Outreach support				
Potter's Youth Ministry (Kenya)	3,995	-	3,995	3,480
Juan Carlos & Penny Marces (Peru)	4,000	-	4,000	3,500
Stuart & Jenny O	3,000	-	3,000	3,500
Jeremy & Kate Ellis (WEC)	3,000	-	3,000	0
Hand in Hand (New Hope Orphanage, Kenya)	4,000	-	4,000	3,500
Beatitudes (Dorking)	1,200	-	1,200	1,000
Besom (Dorking)	2,400	-	2,400	2,000
Tearfund	4,000	-	4,000	3,500
France Mission Trust	4,000	-	4,000	3,500
CAP (Mole Valley)	2,400	-	2,400	2,000
Alex & Jane Cacouris (CMS)	4,000	-	4,000	4,000
Priory School Chaplaincy	520	-	520	225
Rachel Tolhurst (Latin Link)	1,800	-	1,800	-
Bank charges incurred for transfers	-	-	-	20
Total grants	38,315	-	38,315	30,225

5. Activities directly related to church work

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Ministry costs				
Parish share	115,231	-	115,231	110,799
Vicar's expenses	995	-	995	1,681
Vicarage running costs	1,526	-	1,526	3,364
Curate expenses	225	-	225	261
Curate Housing	16,439	-	16,439	16,162
Children & Youth Minister	25,340	-		24,859
salary+expenses			25,340	
Children & Youth Minister pension costs	748	-	748	734
6 Falkland Road house costs	5,211	-	5,211	17,289
6 Falkland Road mortgage interest	10,690	-	10,690	10,269
Children & Youth Minister council tax	2,196	-	2,196	2,084
Worship Pastor salary+expenses	17,029	-	17,029	14,484
Worship Pastor pension costs	185	-	185	262
Associate Youth Minister salary+expenses	5,973	-	5,973	-
Associate Youth Minister pension costs	44	-	44	-
Non-Stipendiary Minister expenses	-	-	-	575
Ordained Local Minister expenses	-	-	-	150
	201,832	-	201,832	202,973
Worship and Services				
Visiting speaker expenses	200	-	200	125
Regular service resources	531	-	531	474
Café church	717	-	717	639
Other special service resources	1,344	-	1,344	1,153
Community outreach resources	461	-	461	628
St Martin's @ 4 service	5,178	-	5,178	-
Music, including musicians' pay	5,767	-	5,767	6,975
	14,197	-	14,197	9,994
Training and discipleship				
Subscriptions	612	-	612	996
Books	43	-	43	47
Children's & Youth Ministry	6,813	-	6,813	5,804
Alpha	492	-	492	370
Gifts	343	-	343	302
Soul Survivor	4,378	-	4,378	2,009
Training and development	5,956	-	5,956	1,761
Mission Bursaries (from Legacy Fund)	17,328	-	17,328	-
Other Events	5,418	-	5,418	4,724
Worship Team	340	-	340	107
	41,722	-	41,722	16,120
Total activities related to church work	257,751	-	257,751	229,086

6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
6a) Central services				
Office staff pay and expenses	22,533	-	22,533	21,239
Office staff pension costs	393	-	393	385
Church utilities	17,023	-	17,023	15,491
Church & Centre cleaning	4,206	-	4,206	4,002
Verger	60	-	60	1,808
Facilities Manager	6,038	-	6,038	-
Caretaker	1,553	-	1,553	-
Photocopier costs	2,302	-	2,302	2,509
IT support including website	1,748	-	1,748	1,712
Telephone	838	-	838	919
Stationery & Office materials	371	-	371	531
Postage	-	-	-	29
Tea & Coffee	2,328	-	2,328	2,280
Early Bird café expenditure	39	-	39	152
Cleaning Materials	1,295	-	1,295	1,086
Costs of School House flat	443	-	443	1,779
	61,170	-	61,170	53,921
6b) Other operational costs				
Church insurance	3,846	-	3,846	3,842
Bank interest and charges paid	120	-	120	166
	3,966	-	3,966	4,008
Total management and administration	65,136	-	65,136	57,929

During the year, the PCC employed Steve Henwood (a co-opted member of the PCC) as Children's & Youth Minister, Rachel Hopper as Associated Youth Minister (part time), Penny Barker as Church Operations Manager (part time), Nicola Glass as Communications Coordinator (part time), Rowena Birch as Parish Administrator (part time) and Tom Hill as Worship Pastor (part time).

In addition, the PCC made payments for the services of a facilities manager, caretaker, verger, a choir director, some other musicians and cleaners.

There were no employees whose emoluments amounted to over £60,000 in the year.

There were no other disclosable transactions in respect of PCC members, persons closely connected with them, or other related parties.

7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Repairs and routine maintenance	10,988	-	10,988	7,937
Quinquennial Repairs	4,504	-	4,504	14,354
Equipment	3,102	-	3,102	8,682
Depreciation	2,616	22,531	25,147	25,146
	21,210	22,531	43,741	56,120

8. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Independent examination fee	2,370	-	2,370	2,870

9. Fixed Assets

		Church Centre £	Equipment £	Property £	Total £
Cost	At 1 Jan 2018	2,206,518	149,872	148,500	2,504,889
	Additions	-	-	-	-
	As 31 Dec 2018	2,206,518	149,872	148,500	2,504,890
Depreciation	At 1 Jan 2018	52,571	140,818	-	193,388
	Additions	22,530	2,616	-	25,146
	As 31 Dec 2018	75,100	143,434	-	218,534
Net book value	At 1 Jan 2018	2,153,947	9,054	148,500	2,311,501
	As 31 Dec 2018	2,131,417	6,438	148,500	2,286,357

'Property' is the house at 6 Falkland Road (from May 2010 occupied by the Children's and Youth Minister). This was purchased on 16 August 1989 with a loan from the Church Commissioners, shown under "Creditors: amounts falling due after more than one year". All income and expenditure is accounted for in the Statement of Financial Activities.

Equipment includes a photocopier and enhancements to the sound and projection systems and projection systems which are fully depreciated. In 2016 new sound equipment and office computers were purchased to be depreciated over 4 years.

10. Debtors & Prepayments

	2018 £	2017 £
Sundry debtors	80	160
Gift Aid recoverable	12,908	14,629
Nursery debtors	-	886
Prepayments	416	-
	13,404	15,675

11. Liabilities

	2018 £	2017 £
11a) Amounts falling due within one year		
Pension contributions	177	114
Audit fee	3,000	3,000
Nursery creditors	1,650	777
Agency collections	520	2,714
Accruals	4,319	9,042
	9,666	15,647
11b) Amounts falling due after more than one year		
Church Commissioners	148,500	148,500
Other loans	10,000	10,000
	158,500	158,500

The long-term loan from the Church Commissioners is the mortgage on 6 Falkland Road, which is secured on the property.

The other loan is unsecured. It is repayable in 2024.

12. Analysis of Net Assets by Fund

The fund balances are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Fixed assets	152,322	2,108,885	2,261,207	2,286,355
Current assets	194,843	12,747	207,590	227,217
Liabilities	(156,084)	(12,081)	(168,166)	(174,147)
Fund balance	191,080	2,109,551	2,300,631	2,339,424

The movements and balances on the unrestricted funds, General and Designated, are as follows:

	1 Jan 2018 £	Incoming £	Outgoing £	31 Dec 2018 £
General Fund	82,111	371,794	(343,954)	109,952
Quinquennial	20,000	5,000	(4,504)	20,496
Worship Pastor	17,005	8,250	(17,213)	8,042
Congregation Plant	4,000	1,178	(5,178)	-
Equipment Renewal	16,250	-	(1,901)	14,349
Legacy Projects	56,452	-	(18,209)	38,242
Total unrestricted	195,818	386,222	(390,961)	191,080

The movements and balances on the restricted funds are as follows:

	1 Jan 2018 £	Incoming £	Outgoing £	31 Dec 2018 £
Nursery	25,014	(11,524)	-	13,490
Building Fund	2,118,362	-	(22,531)	2,095,831
Agency	229	-	-	229
Total restricted	2,143,605	(11,524)	(22,531)	2,109,550

13 Associated Charities

13a) Field legacy

John William Field, who died in 1914, bequeathed to the church a sum of money which today is invested in 463 CBF (Central Board of Finance) Investment Fund shares valued on 31/12/2018 at £7,476 (2017: £7,572, a decrease during the year of £96). The dividends from these shares are held in a CBF Church of England deposit account and may be applied at the discretion of the Churchwardens to any of the following:

- the maintenance and repair of the fabric of the church,
- the expenses of the Services therein, and
- the support and maintenance of the church's Sunday School.

Name of Charity St Paul's Churchwardens Field Legacy Account

Trustees The Churchwardens

Bank Central Board of Finance

Income received 2018: £252 (2017: £246)

13b) Hyde bequest

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul". Currently the capital is invested in 658 CBF Investment Fund units valued at 31/12/2018 at £10,625 (31/12/2017: £10,761, a decrease during the year of £136) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintain permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovate from time to time and in good time all lettering thereon.

Name of Charity Hyde Bequest

Income received 2018: £358 (2017: £350)

Independent Examiner's report

ELLIS ATKINS
Chartered Accountants

Independent Examiner's report to the Members of the Parochial Church Council of the Ecclesiastical Parish of St. Paul's Dorking

I report to the members on the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Paul's Dorking for the year ended 31st December 2018.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity'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 report

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 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.



P D LONGSTAFF FCA
PARTNER

Date 17th April 2019



Appendix - Minutes of the APCM, April 2018

St Paul Dorking Annual Meeting of Parishioners and Annual Parochial Church Meeting (APCM)

**Thursday 26th April 2018, 8pm
at St Paul's Church**

Minutes

1. Opening Worship and Prayer.

2. Election of Churchwardens

Ian Poole and Jon Ruddock were nominated to serve as Churchwardens for the coming year and were duly elected.

3. Apologies for Absence

64 members on the Electoral Roll were in attendance, 3 clergy and 3 observers. Apologies for absence were received from 16 people.

4. Minutes of the 2017 Meeting and Matters Arising

It was proposed by Katie Mackay and seconded by Sue Swain-Fossey that the minutes of the Annual Parochial Church Meeting held on 27th April 2017 were a correct record. This was carried without objection. There were no matters arising from these minutes.

5. Elections

Alison thanked all the outgoing members of the PCC: Alex Birch, Oli Fricker, Juliette Lister and Amanda Tucker.

a. Elected members of the PCC: three nominations were received for the five vacancies. These were for Lawrence Comber, Jacqueline Gardner and Karen Wheatley. Accordingly they were duly elected each for a term of 3 years.

b. Sidespeople: The following list of people willing to serve as Sidespeople was submitted by the wardens and approved without objections: Peter Bamber, Sue Beckett, Jonathan Bilson, Guy Blair, David Cape, David & Felicity Charles, Chris Elsey, John Firth, Steve & Heather Goddard, Janet Greenhorn, Jane Hall, Sue Higham, David & Anne Holman, Sylvia Melchonne, Tim McEntire, Christine Riley, Coleen Risness, Jo Rogers, Lawrence Will.

c. Independent Examiners for the accounts: Chris Ellis informed the meeting that we have used Ellis Atkins as independent examiners and auditors of the church's accounts and financial statement for several years. Chris proposed that this arrangement continues, and this was seconded by Jenny Firth, and approved without objection.

6. Church Reports

a. Annual report and financial statement of the PCC: Chris Ellis referred the meeting to the Annual Report and the Financial Statement. Was 2017 a good year financially? How do we determine that? Looking at the Statement of Financial Activities we see good news; there was a strong level of income, in excess of expenditure. The Balance Sheet shows around £200,000 in cash available at the end of the year. We have been able to effectively repay the loans made for the new building. We have been able to make Designated Provision - putting in place financial foundations for the future. For example putting aside money for future building repairs resulting from the Quinquennial inspection, supporting initiatives such as the 4pm service at St Martin's and renewing some of our equipment. 2017 has been a good year. In the Incoming Resources section Chris drew attention to the legacy of £56,500 received during the year. The PCC is currently considering our stewardship of this. It highlights the financial stewardship of an individual 15 to 20 years ago in leaving legacies to several charities, including St Paul's Church. This challenges our

personal and church family stewardship of the resources God has given us. So what have we done with those resources? Around £30K has been given away in grants to mission work; we have invested in the office team; we have repaid loans; we have been able to carry out essential work on the home of our Youth Minister; we have tackled utility costs investing in LED lighting with its associated environmental and cost benefits; we have carried out a whole host of activities listed in the Annual Report. In the Annual Report, sandwiched between the Treasurer's Report and the Financial Statement, is a section on Objectives and Goals. And this is what the money is about, the things resourced through the giving and stewardship by God's grace. Looking ahead to 2018, we have a budget of around £360,000. Of this 9 - 10% will be given away, and we will spend money on services, training, Children's and Youth ministry, buildings, employment costs, and our Parish Share. This last is the means by which parishes fund into the provision of shared ministry, with larger, wealthier parishes supporting the less affluent to fund clergy, vicarages, church schools and community projects. The level of governance and scrutiny applied to our finances is ever increasing. Thanks are due to Alison Everness, Judith Ellis and Colin Taylor for their roles in the finance team. Chris indicated that he would be stepping down from the role of treasurer later in the year, and Judith and Colin would also be retiring from the Finance Team. The meeting was asked to prayerfully consider those who might lead in this area in the future.

Questions for the Treasurer

- Jane Blackadder queried the amount spent on Cafe Church refreshments during 2017. Chris confirmed that all this expenditure was properly accounted for, and Peter Nevins highlighted our aim of giving generous hospitality, which can be partly expressed through sharing food, especially for those who come on a Sunday morning unfamiliar with church.
- Simon Gardner asked about the fall in "income from charitable activities" in 2017 compared with 2016. Chris explained this was because of a change in the way income from lettings was presented in the accounts. Simon also asked whether the number of households giving regularly to the church was rising. Chris replied that the number of households had remained about the same with new households joining as others moved on. 163 households give regularly. 30 households give 50% of income, with a large proportion being in the 55-65 age group. There are many encouraging, but confidential, stories of those who have started giving or increased their giving and their experience of the faithfulness of God in providing for them.
- Katie Mackay asked how many households are in the church as a whole but this is a measure that is very difficult to establish as there is no clear boundary to being "in" the church.
- Ian Twentyman asked for clarification on the term "restricted funds", which are those given for a particular purpose, such as some of the bequests given to the church in the last century or more recently, the Buildings Fund.

b. Numbers on the electoral roll: The Electoral Roll Officer, Judith Ellis, reported that there are now 260 people on the roll (up from 255 last year).

c. Safeguarding: Jon introduced Anna Mercer, the Safeguarding Officer, highlighting this as an area of strength for our church. The Safeguarding Team consists of Ruth Bushyager, Steve Henwood and Anna. Safeguarding is defined as, "Action taken to promote the safety and well being of children and vulnerable adults". We are fortunate in being supported by a fantastic team at the Diocese of Guildford. Steve Henwood works hard on keeping all our policies and training up to date. Thanks are due to Marie Goddard and Jackie Gardner who process all our DBS checks. It is important that all know what to do if they have any concerns. Either speak directly to a member of the Safeguarding team or fill in a Concern Form, which can be found in the Safeguarding section on the CYM tab of the website. If a Concern Form is filled in, it is automatically emailed to members of the Safeguarding Team who will consider what action to take. If anyone is unsure, ask; it is always better to be safe than sorry. Even a small concern may be part of a bigger safeguarding picture.

7. Mission Action Plan Report:

As Ruth was away on study leave, she had asked Laura Parker to speak about the Mission Action Plan. Laura reminded the meeting of our core vision statement, to be a growing community of grace, and to be increasingly courageous for Christ. Our MAP is linked to the 12 diocesan goals for "Transforming Church, Transforming Lives" and has come out of an extended period of listening and gathering feedback. The main strands are: Believing - inspiring all to discover faith in Christ; Becoming - enabling all towards personal responsibility for growing in Christ; Resourcing - resourcing our youth and children's ministry for growth and being a resource church for Dorking

and beyond. Many initiatives that form part of implementing this have been organised on a timeline to help with pacing and monitoring. A few specific initiatives were highlighted. Within the Becoming strand, we have held the “Grow” Lent course, we are considering ways to make services more interactive and we are encouraged by the growth of young worship leaders. Karen Wheatley, head of the World Church Team, shared her experience of a recent trip with 2 other church members to Lille, France, where they visited a church-run project to support young migrants. Jeff and Sylvia Yelland talked about a visit they had made to another church with a thriving outreach ministry to older people, and Peter Nevins spoke about the new congregation at St Martin’s.

8. Your Questions: Anna Mercer suggested that following what had been said about new ministry to older people, a Lunch Club might be considered.

Nora Hillson raised the issue of access to the church, particularly when required for arranging or caring for flower displays. Jon Ruddock agreed to follow this up.

9. Closing Prayer and Blessing: The meeting closed at 21.30 with a time of prayer, laying on hands and commissioning newly elected leaders, and prayer for our mission.