



**St Mary's Ewell**

[www.stmarysewell.com](http://www.stmarysewell.com)

# **The Parochial Church Council of the Ecclesiastical Parish of Ewell**

## **Annual Report and Statement of Financial Activities for the year ended 31 December 2018**

Approved by the PCC at their meeting 8 April 2019

**Registered Charity No 1128409**

### **Administrative Information**

St Mary the Virgin is the parish church of Ewell. It is part of the Diocese of Guildford within the Church of England. The postal address is St Mary's Ewell Parish Church, London Road, Ewell, Epsom, Surrey KT17 2AY.

Members of the Parochial Church Council (PCC) are trustees of the charity for the term of their appointment. Members serving on the PCC at the date of this report are:

Incumbent: The Reverend Russell Dewhurst – Chairman

Assistant Priest: The Reverend Sue Ayling

Reader: Mrs Wendy Varney

Wardens: Mrs Valerie Wood - Vice Chairman  
Mr Nicholas Allsopp

Deputy Warden: Mrs Kathleen Burgess

Representatives on Deanery Synod: Mr Humphrey Reynolds  
Mr Andrew Sykes  
Mrs Wendy Paxman

Members:

Mrs Gill Bird  
Mrs Angela Kelly-Burns (joint Treasurer)  
Mr Noel Burns (joint Treasurer)  
Mrs Helen Crossley  
Prof David Dance  
Mr Mark Fitzgibbon  
Mr Charles Johnson  
Mrs Miriam Massey  
Mrs Valerie Smither  
Mrs Linda Staff  
Mr Anthony Tucker

Members until April 2018:

Ian Burgess  
Godfrey Morrell  
Emma Saville

Ms Elizabeth Divall was PCC secretary.

In 2018 St Mary's banked with Barclays Bank plc, Epsom and Santander UK plc. The appointed examiners were L&F Accounting Ltd.

Day-to-day management is delegated to the incumbent and churchwardens.

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC is registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of Ewell (alternative title The Parochial Church Council of St Mary the Virgin Ewell), registered Charity Number 1128409.

The appointment of PCC members is governed by and set out in the Church Representation Rules. All those who attend St Mary's and who qualify according to those Rules are encouraged to register on the Electoral Roll and to stand for election to the PCC. The PCC operates through a number of committees, which meet between full meetings. The committees are constituted to make full use of the professional expertise available within St Mary's and members are encouraged to attend Diocesan training as appropriate. Each Committee has at least one representative from the PCC and the Vicar and churchwardens are ex officio members of all church committees. All major or contentious decisions are referred back to the full PCC.

***Standing Committee:*** This statutory committee has a general power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

***Finance Committee:*** Oversees all expenditure and monitors income and investments.

***Estates Committee:*** Attends to matters relating to the stewardship of plant, such as the church buildings and fabric, the churchyard, the church hall and the vicarage.

***Children's Support Group:*** Co-ordinates activities involving children in the church and in the wider community.

***Publicity Committee:*** Oversees the parish magazine (Ewell Parish News), the church website, and publicity and communications generally in the church.

***Pro Musica:*** A combination of a think-tank and a decision-making body, acting as a half-way house between the PCC and a music department staff meeting.

***Social Committee:*** Devises and manages social events for the parish.

***Ministry Team:*** The Ministry Team meets monthly, mainly to discuss pastoral matters, and go on an annual Quiet Day.

***Major Risks:*** The major risks to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems or procedures have been established to manage these risks. The assessment of the risks is documented and there is a process of regular review. Risk assessments have been produced for both the church and the church hall and a general risk-assessment document has been produced to cover staff-related risks. Risk assessments are produced for major parish events that may involve risk, e.g. children's fun days. A review was carried out in 2015 of the comprehensive document which sets out the financial management, banking and record keeping procedures used by the church and includes an assessment of the financial risks to which the PCC is exposed and the systems designed to mitigate those risks. All companies carrying out memorial masonry work at St Mary's have been contacted to ensure that headstones fitted in the churchyards

from late 2008 onwards are properly installed to the appropriate industry standard. St Mary's Child Protection Policy Statement follows the Diocese of Guildford's guidelines on child protection including the use of DBS/ISA checks as appropriate, and we ensure our policies and practices are kept up-to-date.

### ***Objectives and Activities***

The PCC (Powers) Measure 1956 states that the PCC is to co-operate with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC has maintenance responsibilities for the church and church hall, for the large churchyard extensions in Church Street, and for some internal decoration of the Vicarage. St Mary's vision is 'Sharing the love of Christ the Light of the World with the people of Ewell'.

In order to achieve these objectives St Mary's offers, among other things, regular services of worship, occasional offices, pastoral care, study courses, social activities, concerts and recitals, children's activities, charitable fundraising events, a monthly magazine 'Ewell Parish News', a website, and occasional quiet days and retreats. Our services rely on the participation of many church members who act as sidesmen, read lessons, serve at the altar, lead intercessions, and prepare for services behind the scenes. It has been good to welcome new members to these teams in 2018. The Vicar and the PCC are most grateful for the support of a gifted ministry team: the Revd Sue Ayling (Assistant Priest), the Revd Dr Patrick Miller (Hon. Assistant Priest), Wendy Varney (Reader), the Revd John Baxter, and Wendy Paxman (Pastoral Assistant). In addition, two new pastoral assistants for our parish begin training in 2019. Our Director of Music Jonathan Holmes keeps up the highest standard of musical excellence in our worship, recitals and other activities. Our executive administrator Lynne Yuille provides invaluable administrative support and a first point of contact for those who get in touch with St Mary's. Our Publicity and Social Media Officer Kalli Pasqualucci ensures the activities of the church are promoted widely and especially on Social Media. The treasurers work assiduously every week dealing with donations, payments, and accounting connected with the many activities listed in these pages. In 2019 the PCC intends to consider succession planning for all the roles in church, so that we can anticipate and prepare for vacancies among our volunteers and office holders. The PCC will also review what additional policies may be needed, e.g. a formal Conflict of Interests policy.

We are enriched by the Guide and Brownie units associated with St Mary's. Our Tower Band, captained by Jeff Cousins, oversees the church bells: it is wonderful that our bells are rung regularly for services and weddings. Every week, our team of flower arrangers ensure the church is always beautifully decorated. Our church hall provides a venue for many church activities, and is a valued community resource; it also provides an important income for the church, thanks to the work of those who administer bookings and maintain the hall. A substantial redecoration of the hall was carried out in 2018, which has been well-received by users.

The annual Ewell Village Fair provides an excellent day out for all, raises essential funds for St Mary's and raises our profile in the community, thanks to the work of a dedicated committee. In 2019 the Fair will take place on Saturday 13th July, in the grounds of Glyn House, which is again being made available by the generosity of Ewell Castle School. September's "Day for all" is a chance for the whole community to come into church and see what we offer. In December, we support the "Ewell Yule" Christmas event organised by the village traders. In 2018 we continued our

monthly Bereavement Café, open to all, which is a service to the whole community for those who would like to talk about their experiences around bereavement.

There is an ongoing relationship with the local North East Surrey College of Technology (NESCOT), in particular another successful year of students from NESCOT running 'Café NESCOT' in our church hall. We also value our links with local schools taking the form of school visits to church, school assemblies taken by clergy most weeks (see the Children's Support Group report for more details), and our Director of Music's involvement with Ewell Castle's chapel choir which rehearses each week in church. We hope to build on our links with Ewell Castle and NESCOT especially in the year ahead, with new projects planned. In 2018, we hosted Christmas Carol services for Ewell Grove (2 services), Glyn School, Ewell Castle (2 services), and Blenheim High School.

In 2018 we ran two Pilgrim Courses, and will be looking at new courses to run in 2019. This will include an Operation Noah course on caring for God's creation, part of our environmental theme for Lent 2019.

The pages of this report contain only a tiny fraction of all that went on in 2018. All our activities rely on the generosity of a very large number of people, who together *are* 'St Mary's Ewell.' Regular financial giving is absolutely necessary for St Mary's: we encourage all who would like to support the work described in these pages to consider whether they can make a regular gift to the church. Our accounts show a healthy balance which we are able to use for important projects, but we still aim to meet our regular outgoings with regular income. Innumerable hours of volunteer time are given to the work of St Mary's every week, and without them our church life could not take place. Some names are mentioned in this report, but many more are not. The PCC would like to take this opportunity to record its heartfelt thanks for the gifts, time, and talents contributed by everyone who has been part of St Mary's in 2018.

### ***Achievements and Performance***

Usual Sunday attendance during 2018 was 112 adults and 21 children, with additional numbers attending at festivals. At Christmas, over 1100 people attended our range of services, in addition to over 2200 attending the school services we hosted. There were 183 parishioners on the Church Electoral Roll at the time of its presentation to the APCM. There were three or four services most Sundays,

*Regular Services:* Every Sunday we offer a said Holy Communion at 8am and a Sung Eucharist at 9:30am. Additional services on a monthly pattern include Choral Mattins, Choral Evensong, and a range of all-age and children's services detailed below in the children's support group report. In addition, there is Holy Communion on Tuesdays and many festivals.

*Pastoral offices:* In 2018, St Mary's celebrated 27 baptisms, 10 first communions, 3 confirmations, and 9 weddings, with the attendant preparation meetings and courses. 12 funerals took place in church, clergy and readers officiated at many more funerals at local crematoria and burials in the churchyard and at local cemeteries.

*Pastoral care:* We have responded to requests for home and hospital visits, sacramental confession and more informal pastoral counsel, and Holy Communion at home for the sick and housebound. Holy Communion services are taken each

month at Priory Court, The Elders, and at The Old House. Individual prayer for healing or another need is offered once a month at the 9.30 service.

### **CHILDREN'S SUPPORT GROUP** Chair: Linda Staff

#### *Regular Services and Activities for Children 2018-2019*

- Monthly **Praise@11** service on the first Sunday in the month.
- Monthly '**All-In**' evening service followed by **Club Sandwich** youth group on the second Sunday in the month.
- Monthly **Toddle Up!** service on the third Sunday in the month.
- **Baptism services** are held on the fourth Sunday in the month and are supported by our Baptism Visitors and the St Mary's Singers. *(Have you spotted the washing line of socks on the notice board at the back of church? Go and have a look as each small sock represents a child who has been baptized here during the past couple of years).*
- Weekly **Children's Hour** during the 9.30 service.
- Weekly **Toddler groups** on Mondays, and Thursdays.
- Weekly '**Fun Day Wednesday**' after school craft and games group for primary aged children.

#### *Links with Local Schools 2018-2019*

- Continued weekly taking part in "**Open the Book**" – dramatized (yes, we adults get to dress up!) assemblies of Bible stories at Ewell Grove, together with members of Christ Church, Ewell.
- Weekly **chapel choir** from Ewell Castle run by Jonathan Holmes
- Monthly **assemblies** at Wallace Fields
- **Assemblies** at Ewell Castle

#### *Baptism Services:*

#### **11:15am on the 4th Sunday of the month**

Between one and four families come along, with their friends, and are supported from church by the St Mary's Singers and a small regular congregation. Families are encouraged to come along to Toddle Up, especially the week before the Baptism when we sort out the practicalities (e.g. where to sit).

#### *Toddler group report:*

We continue to run two toddler groups, Monday afternoon and Thursday morning. Both are well attended and parents/carers are appreciative of our efforts. We have not been able to reinstate the Friday morning group as there is no one available to run it, although we do still get requests for a group at this time. We are very grateful to those who run the two groups, preparing and clearing up afterwards as well as serving refreshments and acting as a link with the church.

Preparing for Toddlers is not just a term-time activity, toys and all equipment is checked and cleaned every term, risk assessments prepared every year in line with our insurance requirements, and our consumables planned and restocked.

Safeguarding and first aid training courses are now mandatory for leaders. Although we love working with the adults and children we are in urgent need of help, even if it is only to serve the refreshments. If you feel you could give a bit of time occasionally we would love to have you.

Toddler Groups form a good way into the church community post Baptism, a ready pool of members for Toddle Up services, and clients for hall bookings.

#### *Children's hour:*

Children's Hour is a happy friendly family group with nineteen children on roll, excluding adults. At present the children's ages range from 15 months to 11 years.

We start with a welcome and catch up on the children's news. Circle Time is a reminder that God's love has no beginning and no end. Then we all say "Good Morning God - You're Great". Staying in our circle we have two songs, one of which is chosen by a child. After our action songs we then re-join the circle to say our prayers, praising, thanking and asking God for forgiveness.

One of the children will take the collection over to the church to join in the Offertory Procession. The children and adults then have story time recapping on what they have learnt previously. This then is followed by a craft activity.

Then we all join the congregation in the church for Communion or a Blessing. After the prayers of communion the children gather together with the priest to do a show and tell.

#### *Toddle up! Praise@11, All-in & Club Sandwich and Fun Day Wednesday:*

Toddle up remains popular and we have a new group of regulars who have built over the last couple of years. We continue to help these very young children (and their families) begin exploring their relationship with God in a very relaxed atmosphere. They do this through familiar games, songs and stories as well as prayer, hymns and Bible stories. It would be great to make sure that more families from our toddler groups felt they could come along and give this service a go. We hope to rebuild some of these links over the coming year with the new children and families' worker.

Praise@11 is a short informal monthly service for all ages but tends to attract families with children mostly in the Primary School age range. The service uses the retractable screen and Powerpoint so that it is virtually paperless (although a few service sheets are printed for those who have difficulty reading the words for the hymns/songs and prayers from the screen). Although there is a simple format, we take a very broad approach to content and activities. Occasionally, there has been a more child friendly Communion service to try to encourage those who have attended our First Communion group. We have also used the time to 'beat the bounds of the parish' or take a walk on the wild side, going outdoors and engaging with creation all around us. There are Praise@11 services for Mothering Sunday and Good Friday, and Praise@11 on Easter Day ends with a now traditional Easter Egg Hunt around the grounds of the church.

All-in is our creative and inclusive service. We continue to have a good regular congregation as well as some new people, mainly families. Everyone who comes is incredibly positive about the service, and the congregation is becoming a real community, taking over running more aspects of the service as a team. We hope that next year the new children and families' will help co-ordinate this, and will also help us all think of ways to expand this congregation, both from within the church and from our local community.

Club Sandwich, our young youth group for 7-11s, meets after the All-In service each month. The children absolutely love coming and discussing any topic under the sun

(starting from the theme of the service...) over their sandwiches and milkshakes. We really need an older group now as several of the children are reaching the top age range, and are hoping the new children and families' worker will help us with this.

Fun Day Wednesday continues to be a great outreach into the community. The children who come are regular, and the adults and children are a great community and support for each other. It continues to also serve as a stepping stone for some of these families to come to our church services. Fran who runs the group is going to need to step down soon, but the hope is that it can continue running with the new children and families' worker.

We had another popular children's fun day last year. This was, as always, very popular and well loved, with a great team coming together to put it on. The fun day draws together children and adults from all the different activities and services at church, as well as pulling in new families. It would be lovely to run more of these types of activities during the year, and we hope that the new children and families' worker will be able to do this.

#### *Children's support group round up:*

As you can see from the above reports, there is plenty currently on offer for families with children each month. Thanks must most certainly go to a relatively small group of leaders and helpers for ensuring that all these activities take place week by week and month by month. But we have certainly not been complacent! At our most recent CSG meeting, we met with Emma Coy, our new Diocesan Children and Families Ministry Adviser to discuss how we could maintain and move forwards with our children's activities with increasingly fewer volunteers. After lengthy discussion and very careful consideration, the Children's Support Group was unanimous in its view that the time was right to take a leap of faith and that we should firm up a proposal to the PCC with a job description and costing for employing a full time Children and Families Worker. It was proposed that as with any employment, there should be the offer of a three year contract, following a six month probationary period, and with a full review at the end of the three year term.

This proposal was taken to the PCC before Christmas and we were given approval to proceed with drawing up a job description and advertising for a full time Children and Families Worker. At the time of preparing this report, the advertisement is out and we are praying that the right person will apply. There will be a full update at the APCM in April, if not before.

#### **PUBLICITY COMMITTEE** Chair: The Revd Russell Dewhurst

Many thanks must be recorded to Ian Burgess, who chaired the Publicity Committee from its inception in 2010 until mid 2018 and has led St Mary's through a great advance in its range and quality of publicity. Ian continues to oversee the AV and security systems.

Many thanks must also go to Lloyd and Promilla Mullen who edited the parish magazine, Ewell Parish News, for over twenty years. There is now an editorial committee producing EPN each month.

We must also record our debt to Norman Hale, a member of the Publicity Committee since its inception who worked on the advertising for EPN and of course so many other aspects of parish life, who sadly died in 2018.



The committee continues to work on ensuring news of St Mary's, its activities, and its events, is promulgated widely in our community.

The most significant addition to the publicity team in 2018 was our newly appointed Publicity and Social Media Officer, Kalli Pasqualucci. Kalli packs a huge amount into her part-time hours, having taken over responsibility for posters, social media, video, and much more besides. In our fast-paced hi-tech world we need to invest significant resources into getting our message out and letting people know who we are and what we do, and a very important way of doing this is via social media. In the first year, some of our videos have been watched by nearly 1000 people, and regular emails keep hundreds more up to date with our events, especially family and musical activities.

Our plans for 2019 included a detailed and attractive Welcome Pack to let people (especially newcomers) find out all about what goes on at St Mary's— at the time of writing, this has now been produced under Kalli's leadership and is available in church. We plan to revamp the website in 2019, especially making it more efficient to access using smartphones. We will continue improving the noticeboards, and improving our social media presence. On the audio-visual side, we plan to complete the provision of screen visibility by adding a screen to the south aisle. We also plan to improve Wi-Fi and AV facility in the church hall, now much requested by hirers.

#### **SOCIAL COMMITTEE** Chair: Rosemarie Henson

*Over the last year the committee has catered for and held the following events:-*

21<sup>st</sup> April 2018— Spring Dinner with a Special Quiz.

16<sup>th</sup> June 2018 – The Vicarage Garden Party – St Mary's Singers sang and the sun shone.

1<sup>st</sup> December 2018 – Black & White Dinner – with "A Murder At The Vicarage" as part of the entertainment.

Saturday January 2019 – Board Games Afternoon with tea and cake – attendance was up.

Sunday 10<sup>th</sup> February 2019 – Celebration of Marriage Reception in church after 9.30 service.

#### *Forthcoming events:*

Saturday 11<sup>th</sup> May 2019 – "Nuts In May" Spring Dinner

Saturday 29<sup>th</sup> June 2019 – Vicarage Garden Party

Saturday 23<sup>rd</sup> November 2019 – Winter Dinner

I would like to thank all those who have given their time and talents in making these Socials successful, especially the dinners, when we call upon people who are not on the Committee to help out. I would also like to thank all the Social Committee for continuing with their enthusiasm and hard work, making these occasions so enjoyable.

#### **ESTATES COMMITTEE** Chair George Jarrett:

*Works undertaken by the Estates Committee during 2018:*

The following items are in addition to our commitments of routine maintenance, including weekly changing of heating settings in Church and Church Hall, changing light bulbs internally/externally, clearing blockages in gulleys; dealing with the D.A.C. and insurance matters where appropriate, and preparation of annual cost budgets for various sectors.

**Church:**

Meetings with architect in connection with matters concerning proposed toilets, checking inspection chamber invert level. Preparing details for carpenter to construct new stands for office furniture, and new holder for grave marker boards. Instructing contractor regarding repairs to South porch ramp following accidental damage. Fixing external lighting to East wall of church. Meeting with fire appliance checking contractor. Completion of the minor quinquennial outstanding items in and around the church, prior to meeting with architect for the Quinquennial inspection in September. Engaging contractor to carry out lightning conductor testing. Commenting on the proposals for removal and replacement of the organ bellows. Applying Danish oil to South porch doors and linseed oil to all other external doors. Arranging for electrician to carry out Quinquennial inspection on wiring, switchboards, etc., and instructing him on further works required, and as found necessary. Arranging for and overseeing replacement of pew seating covering. Cleaning church from time to time during cleaner's absence. Instructing contractor in connection with proposed bell-frame repairs, and meeting him to inspect in bell-chamber. Meeting boiler inspection contractor and discussion on safety matters.

**Church Hall:**

Instructing roofing contractor for repairs to kitchen roof and clearing gutter above same and inspecting work. Engaging plumber for repair to cistern in Ladies toilet and tap repair. Preparation of specification for complete redecoration of Hall, requests to all hall users to clear loft of all stored items; checking names of suitable contractors for the works and contacting and meeting same on site, and sending out enquiries to them. Similarly to contractors for new radiators, kitchen flooring, window cleaning, glaziers, and ventilation specialist, and placing instructions with same. Supervising the works and authorising payment of invoices. Cleaning and re-waxing the hall floor using volunteer labour. Instructing electrician to carry out quinquennial inspection and remedial works found necessary.

**Churchyards:**

A decision was taken to carry out topple-testing of the Churchyard No. 4 memorials. Five teams were set up and given areas to check, with plans of the areas and instructions on procedures, to report back on memorials considered suspect for possible instability, for a later decision after a follow-up inspection. This work was 80% complete at the year's end.

Preparation of drawing for faculty application for path across Churchyard No. 4 to playing field, for use by children. Similarly for up-grading the parking area in front of Churchyard No. 4, and for installation of new Notice Boards.

Tidying as necessary, and general supervision of maintenance, grass-cutting, tree lopping, etc., and of removal of saplings at top end of churchyard to permit easier tractor access to school playing field. Installing five timber crosses to denote unmarked graves to prevent access over them. Replacing cork lining to large notice board in Churchyard No. 2.

Meetings and discussions with War Graves Commission, and approval from same in connection with war graves in the proposed parking area in Churchyard No. 2.

Continuing discussions with our architect and arboriculturist regarding the proposed car parking area in churchyard No. 2, and commenting on the Council's objections to our proposals. Meeting and discussion with developer concerning his request to lease land from the church for parking spaces at rear of playing field.

Meeting/discussion with Ewell Castle bursar to inspect routes for access into the playing field across churchyard.

***Works intended during 2019:***

There are a number of items referred to in the quinquennial report requiring our attention, and we shall endeavour to complete these, as always, depending on the weather and unexpected events.

There are a number of major projects that will require our involvement, some of these being referred to above, namely:-

- 1) The examination of tenders and the construction of the new toilets, and fire lining of the under-stairs cupboard.
- 2) The supervision of the construction of the paths to the playing field.
- 3) Up-grading Churchyard No. 4 parking area, and Notice Board installation (including also in Churchyard No. 2).
- 4) The completion of the topple-testing, and our recommendations concerning unstable memorial stones.
- 5) Pursuing our proposals with the Council for the Main Car-park in Churchyard No. 2, and the P.C.C. continues to explore possible alternative parking areas.
- 6) Dealing with bell-frame repair contract.

Finally, I would like to express my thanks to all members of the Estates Committee for their much appreciated and generous support over the past year. New members will be most welcome.

**PRO MUSICA COMMITTEE:**

Director of Music: Jonathan Holmes

Choir Administrator: David Crick

Chair of Pro Musica: Linda Staff

It is nothing short of miraculous that, with so few people, we manage to produce, Sunday by Sunday, the standard of music we do. We deliberately choose some challenging fare in the Music List in order to stretch the ability of the resources we have and our choristers certainly rise to the occasion each week. The diocese as a whole has very few choirs that can reach the levels of ours and we are very lucky to be able continue the musical tradition of the parish. All that said, it would be good to have a few more people (sopranos especially). For those who do not have a feel for how hard the choir actually works, they each spent over 220 hours in church in 2018 (totalling nearly 4,000 hours!!) either practicing or singing the services.

The Parish Choir undertook two cathedral trips in the year: Portsmouth (14 April) to sing Choral Evensong and Chichester (2 September) to sing all three choral services. These were very successful and we were invited back to both. Three cathedral trips are scheduled for 2019: Wells, Portsmouth again, and Liverpool.

This is the fourth year that we have managed without an Organ Scholar or any Choral Scholars, bringing additional pressure for the department's staff. Whilst this saves the church money, it is not in the best interests of the music overall, and we continue to seek to identify suitable people to fill the roles. That said, our occasional singers and organists are a godsend and deserve our thanks.

The St Mary's Singers has continued to grow in expertise and they provide a very useful role both to the church (in singing the monthly baptism and occasional Parish Eucharist services). Additionally, they provide welcome social engagement for its

members but could do with some further recruits from the congregation, especially those who can sing tenor or bass.

We try to ensure our termly Music List includes a variety of styles as we know our supportive congregation appreciate this.

A professional report on the full state of repair of the organ was commissioned in 2018, which was useful 'for the record' as well as highlighting certain issues. Re-leathering of the bellows was found necessary and that work will take place in early 2019.

The recital and concert season was successful yet again, and provided high-quality entertainment, as well as contributing to the funds at the department's disposal. The generosity of those attending has resulted in the department (for many years) not having to use our entire budget granted by the PCC; this benefiting the church as a whole.

"Pro Musica" meets termly and continues to be a useful forum to discuss issues for the betterment of the department and its major function to enhance the worship of the parish church.

In leading the Department Jonathan Holmes continues to encourage the highest possible standards of performance with David Crick administering the Parish Choir as well as planning the Music Lists - so a big 'Thank you' to them, and to everyone involved in providing the music.

#### **THE ORGAN:** Jonathan Holmes

The organ has undergone a significant amount of work this year. Last summer the Great under-action had to be re-leathered at short notice when it began to fail and notes began to go off because the leatherwork was brittle and perished. This winter saw the removal of the bellows, for re-leathering (possibly the first time since 1889) a major job. The leatherwork again was well past its sell-by date. It was cracked, brittle and leaking. This was exacerbated by last summer's hot weather and by the use of paint at some stage in the organ's history to hide the cracks!

Work remains to be done. We had hoped that the loud intrusive Ophicleide could have been moved to the back of the instrument in the latest restoration work, but it awaits Faculty approval.

At some stage, the console and stop action will need to be refurbished and the rest of the instrument cleaned and reed pipes repaired. The need to fund-raise remains, so that the future of this precious instrument is secured for future generations.

#### **SAFEGUARDING REPORT 2018-19:**

Safeguarding Officer for Children, Young People and Vulnerable Adults: Dorothy Baxter

The role of Safeguarding within St Mary's continues to change in line with the Church of England's revised safeguarding protocols.

The PCC adopted the House of Bishops Safeguarding Policy Statement together with the supporting safeguarding policies and practices guidance at the first meeting after the APCM.

*Training:* During the year, thirty people have received a certificate for completing various e-learning or Face to Face training courses. Courses undertaken include Core 1 Foundation, Core 2 Lay Leadership and Core 3 Clergy and Lay Ministry, Special training S1 Safer Recruitment and S3 Responding to Domestic Abuse. (All

are required training). St Mary's hosted a training evening for Core 1 Foundation which was attended by twenty two people. A *Training Grid* is now available either from the Diocesan Safeguarding website or in church for anyone to see what training is required for their role within the church.

*Safeguarding Parish Handbook:* The replacement for Diocesan handbook *In Safe Hands* which was withdrawn from use April 2017 has now been released on line by the national safeguarding team. It gives practical guidance that parishes need to know about day to day implementation of the national safeguarding policies. Each church is expected to receive a hard copy soon.

*Disclosure and Barring Service* (formally CRB) has now been rolled out online throughout the Diocese. It has reduced the time taken to obtain a DBS certificate from approximately five weeks to a possible seven days. Due to this process being contracted out of the Diocese to Access Personal Checking Services Ltd, parishes are now charged £4.79, including VAT, for the processing of each application.

*Safeguarding information posters* are now being displayed on the toilet doors in church and in the church hall.

### **DATA PROTECTION REPORT 2018 - 2019:**

Data protection compliance officer: David Dance

The PCC is committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by endeavouring to comply with the law governing the control and use of personal data as set out in the General Data Protection Regulation (GDPR, EU 2016/679), the Data Protection Act 2018 and other relevant legislation and by adopting good practice.

The PCC is thus committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security, being shared carelessly or being inaccurate.

Before the Data Protection Act 2018 came into force we carried out an audit of our activities related to the gathering, use and storage of personal data, to enable us to become compliant with the act. The following are now in place:

- data protection policies and procedures
- data protection training for key church members
- register of activities which gather, store and use personal data
- general data privacy notices and data privacy notices for rôle holders (those with one or more specific roles within our church). These are available on our website and from the Parish Office.

The PCC has appointed a data protection compliance officer, who meets regularly with the incumbent to discuss data protection issues, to ensure that our documentation is up-to-date and to review all forms used to collect personal data before they are put into use. A data protection report is presented at each meeting of the PCC.

### **HEALTH AND SAFETY:** Health & Safety Officer: Charles Johnson

The Vicar and I feel routine actions in the interests of safety and health can be arranged without the need for committee meetings. Relevant people are regulars at Sunday morning services and we can contact each other easily by e-mail or phone if necessary.

In the last year, there have been no accidents reported in the church, hall or churchyards.

There have been no significant changes to buildings or activities over the last year, so policy and risk assessments remain valid.

Following recommendations from the local authority, online Food Safety (Level 2) training is being arranged with Green Cross Training for anyone with responsibility for food preparation in the hall. It is hoped that everyone without equivalent or better level of training will take part. The package being purchased will allow 21 people to do online training over 12 months and several other courses, e.g. ladder safety, can be done in addition to food safety.

Having found the church hall dishwasher has not been taking in detergent or rinse aid for some time due to blocked pipes, repairs are being arranged with the manufacturers. The machine suppliers have advised the likely cause is pipes being put in the wrong bottles, so it may be desirable to change the lock on the chemical cupboard to prevent unauthorised access.

### **FINANCIAL REVIEW 2018**

Treasurers: Angela Kelly-Burns and Noel Burns

Stewardship Recorder: Miriam Massey

Chair of Finance Committee: The Reverend Russell Dewhurst

#### **Incoming Resources**

Total income for 2018 was £258,804 (2017 £545,486), being unrestricted income £245,899 (2017 £534,424), restricted income £12,579 (2017 £10,817) and income from endowments £326 (2017 £245).

Items of particular note relating to unrestricted income

- St Mary's was gifted legacies totaling £116,839. As previously agreed by the PCC 75% was allocated to designated funds for much needed repairs and improvements to the church's land and building and for pastoral projects. St Mary's is truly grateful for these generous gifts;
- Donations including planned giving and loose plate collections have decreased by 4% (£3,487);
- Fees received from weddings and funerals have increased by 28% (£1,983);
- The 2018 Ewell Village Fair raised £10,404 after the deduction of expenses. This was higher than the 2017 total of £9,703. This was an excellent result and continues to be an important source of income;
- Income from investments, which includes interest, dividends and rental income was £5,696 higher than 2017 due to holding higher funds and receiving a full year's income from the rental of the playing field to Ewell Castle School.

### **Resources Expended**

Total expenditure in 2018 was £221,348 (2017 £197,189), being unrestricted expenditure of £200,733 (2017 £182,220) restricted £20,469 (2017 £14,826) and endowment £146 (2017 £143).

Items of particular note relating to unrestricted expenditure

- The largest item of expenditure was again the Diocesan Parish Share of £80,088 which was an increase of £3,072 (4%) over 2017;
- £47,761 was spent on projects from the designated funds compared to £35,289 in 2017. Details of the projects are listed in Expenditure Note 3a to the accounts;
- Upkeep of Services increased by £1,716. This was mainly due to the essential replacement of the bell ropes.

Items of particular note relating to restricted expenditure

- Organ and piano costs were £12,210. These were payments to Organ Design Ltd for major organ repairs and the deposit for repairs to the bellows. We have recovered the VAT on these works of £2,035. The cost of these repairs has been funded by the Arthur Mathews Organ & Piano Fund.

### **Net movement of funds**

The overall increase in funds was £37,363. The components of this are:

- An increase in unrestricted funds of £45,139 (general £3,201 and designated £41,938);
- A decrease in restricted funds of £7,890 due to monies received in previous years being expended in 2018;
- An increase in the endowment funds of £114.

The final balance sheet at 31 December 2018 showed £643,453 in unrestricted funds (general £179,510 and designated £463,943), £27,354 in restricted funds and £40,783 in endowment funds totaling £711,590 to be carried forward into 2019 compared with £674,227 carried forward into 2018.

St Mary's have again been very fortunate in receiving exceptional one-off gifts of £116,839 during 2018. 75% of this amount (£87,630) has been allocated to designated funds. The remaining 25% (£29,209) has been allocated to general funds to cover anticipated future deficits.

If we look at our normal unrestricted regular income and expenditure, that is, excluding our exceptional legacies and related project expenditure, the deficit would have been £26,008 (2017 £24,713). We must therefore continue to seek to cover the regular costs of St Mary's through regular income to minimize our deficits and use our gifts for improvements to the church's land and building and pastoral projects.

### **Reserves Policy**

The Parish reserves are that part of our funds which are freely available for our general purposes. At 31 December 2018 they include both general funds (£179,510) and designated funds (£463,943).

It is the policy of the PCC to maintain a general account balance equating to three months operating costs to enable St Mary's to meet its obligations

The designated funds are held for repairs and improvements to the church's land and building and for pastoral projects.

### **Investment Policy**

Funds which are surplus to immediate requirements are held on deposit with The Central Board of Finance, Church of England, Virgin Money Bank, Cambridge & Counties Bank, Shawbrook Bank and Teachers Building Society and as shares in Lloyds Banking Group plc. The PCC look to obtain the best deposit rates whilst maintaining the security of the deposits.

**ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL**

The Reverend R J E Dewhurst (Chairman)  
8 April 2019

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
EWELL**



## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and the Charities SORP, disclosing and explaining any material departures in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL**

The Reverend R J E Dewhurst (Chairman)  
8 April 2019

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
EWELL**

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDING 31 DECEMBER 2018

Notes	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2018	Total 2017
<b>INCOME AND ENDOWMENTS</b>					
2a Donations and legacies	200,585	6,739	-	207,324	502,437
2b Income from Church activities	12,424	5,723	-	18,147	16,248
2c Other trading activities	25,097	-	-	25,097	24,391
2d Income from investments	7,793	117	326	8,236	2,410
<b>TOTAL INCOME</b>	<b>£245,899</b>	<b>£12,579</b>	<b>£326</b>	<b>£258,804</b>	<b>£545,486</b>
<b>EXPENDITURE</b>					
3a Expenditure on Church activities	196,372	20,469	146	216,987	192,680
3b Raising funds	4,361	-	-	4,361	4,509
<b>TOTAL EXPENDITURE</b>	<b>£200,733</b>	<b>£20,469</b>	<b>£146</b>	<b>£221,348</b>	<b>£197,189</b>
<b>NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS</b>	<b>£45,166</b>	<b>(£7,890)</b>	<b>£180</b>	<b>£37,456</b>	<b>£348,297</b>
<b>NET (LOSSES)/GAINS ON INVESTMENTS</b>	<b>(27)</b>	<b>-</b>	<b>(66)</b>	<b>(93)</b>	<b>374</b>
<b>NET INCOME/(EXPENDITURE) AFTER INVESTMENT (LOSSES)/ GAINS</b>	<b>£45,139</b>	<b>(£7,890)</b>	<b>£114</b>	<b>£37,363</b>	<b>£348,671</b>
TRANSFER BETWEEN FUNDS	-	-	-	-	-
<b>NET MOVEMENT OF FUNDS</b>	<b>£45,139</b>	<b>(£7,890)</b>	<b>£114</b>	<b>£37,363</b>	<b>£348,671</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>£598,314</b>	<b>£35,244</b>	<b>£40,669</b>	<b>£674,227</b>	<b>£325,556</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>£643,453</b>	<b>£27,354</b>	<b>£40,783</b>	<b>£711,590</b>	<b>£674,227</b>

The notes on pages 21 to 29 form part of these financial statements

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

BALANCE SHEET AS AT 31 DECEMBER 2018

Notes		2018	2017
	<b>Fixed Assets</b>		
5	Tangible Assets	1,659	3,239
6	Investment assets	4,416	4,509
		<b>6,075</b>	<b>7,748</b>
	<b>Current Assets</b>		
7	Debtors	115,608	14,346
8	Cash at Bank and in hand	597,784	658,476
		<b>713,392</b>	<b>672,822</b>
	<b>Liabilities</b>		
9	Creditors: Amounts falling due within one year	7,877	6,343
	<b>NET CURRENT ASSETS</b>	<b>705,515</b>	<b>666,479</b>
	<b>NET ASSETS</b>	<b>£711,590</b>	<b>£674,227</b>
11	<b>FUNDS</b>		
	Unrestricted		
	General	179,510	176,309
	Designated	463,943	422,005
	Restricted	27,354	35,244
	Endowments	40,783	40,669
		<b>£711,590</b>	<b>£674,227</b>

The notes on pages 21 to 29 form part of these financial statements

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**

**CASH FLOW STATEMENT AT 31 DECEMBER 2018**

	2018	2018	2017	2017
<b>Cash flows from operating activities</b>				
Net cash (used in)/provided by operating activities		(68,928)		346,166
<b>Cash flows from investing activities</b>				
Dividends, interest and rental income	8,236		2,410	
Proceeds of tangible fixed asset investments	<u>-</u>		<u>-</u>	
<b>Net cash provided by investing activities</b>		<u>8,236</u>		<u>2,410</u>
Changes in cash and cash equivalents in the reporting period		(60,692)		348,576
Cash and cash equivalents at 1 January		658,476		309,900
<b>Cash and cash equivalents at 31 December</b>		<u><b>£597,784</b></u>		<u><b>£658,476</b></u>
<b>Reconciliation of net income before investment gains</b>				
Net income before investments gains on 31 December		37,456		348,297
Adjustments for:				
Depreciation charges		1,580		1,580
Dividends, interest and rental income		(8,236)		(2,410)
(Increase)/decrease in debtors		(101,262)		2,325
Increase/(decrease) in creditors		1,534		(3,626)
Net cash (used in)/provided by operating activities		<u><b>(68,928)</b></u>		<u><b>£346,166</b></u>

## PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 DECEMBER 2018

#### Notes

#### 1 Accounting policies

The PCC is a public benefit entity within the meaning of FRS102. 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 FRS102(2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

#### **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 funds that must be spent on restricted purposes and details of the funds held are provided in note 11.

Endowment funds are funds where the capital must be retained, and details of the funds held are in note 11

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

#### **Incoming resources**

##### *Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised only when received.

Tax recoverable on Gift Aid donations is recognised when the donation is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due can be measured with sufficient reliability and its ultimate receipt by the PCC is probable.

##### *Income from investments*

Dividends are accounted for when due and payable, and interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

##### *Gains and losses on investments*

Realised gains or losses are recognised when investments are sold.

Unrealised gains or losses are accounted for on revaluation of investments as at each 31 December.

#### **Resources used**

##### *Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

##### *Activities directly relating to the work of the Church*

The diocesan parish share is accounted for when due. Any parish share unpaid at 31 December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018**

**Notes**

**1 cont. Fixed assets**

*Consecrated property and movable church furnishings*

Consecrated and beneficed property of any kind is excluded from the financial statements in accordance with s.10(2) (a) and (c) of 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 regarded as inalienable property unless consecrated and are not valued in the financial statements.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 and the repair of movable church furnishings is written off. No items costing in excess of £1,000 were purchased during the year.

*Other extras, fittings and office equipment*

Individual items of equipment with a purchase price of £7,500 or less are written off when the asset is acquired.

*Investments*

Investments are valued at market value as at each 31 December.

*Current assets*

Amounts owing to the PCC at the end of the year in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Cash at bank includes bank current accounts and cash held on short- term deposit (less than three months notice) with the CBF Church of England Funds, banks and building societies.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018

Notes	Income and Endowments	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2018	TOTAL 2017
2a	<b>Donations and legacies</b>					
	Planned giving - gift aided	46,032	-	-	46,032	48,046
	Planned giving - not gift-aided	318	-	-	318	-
	Loose plate collections - gift aided	7,592	-	-	7,592	8,549
	Loose plate collections - not gift aided	9,909	-	-	9,909	10,762
	Appeals & special collections	-	2,039	-	2,039	1,781
	Donations	2,184	3,070	-	5,254	4,385
	Grants	708	1,335	-	2,043	2,040
	Grants received on projects	2,069	-	-	2,069	2,212
	Legacies	116,839	-	-	116,839	410,004
	Gift Aid recovered	14,934	295	-	15,229	14,658
		<b>£200,585</b>	<b>£6,739</b>	<b>-</b>	<b>£207,324</b>	<b>£502,437</b>
2b	<b>Income from Church activities</b>					
	Ewell Parish News - sale of magazines	972	-	-	972	1,148
	Fees	9,023	-	-	9,023	7,040
	Children's activities	-	1,617	-	1,617	2,061
	Social events	-	1,427	-	1,427	1,167
	Coffees & refreshments	1,076	-	-	1,076	1,398
	Recitals and concerts	-	2,016	-	2,016	2,080
	Sundries	1,353	663	-	2,016	1,354
		<b>£12,424</b>	<b>£5,723</b>	<b>-</b>	<b>£18,147</b>	<b>£16,248</b>
2c	<b>Other trading activities</b>					
	Church hall lettings	8,207	-	-	8,207	8,442
	Ewell Parish News - adverts	1,101	-	-	1,101	1,164
	Summer fair	14,659	-	-	14,659	14,027
	Sundries	1,130	-	-	1,130	758
		<b>£25,097</b>	<b>-</b>	<b>-</b>	<b>£25,097</b>	<b>£24,391</b>
2d	<b>Income from investments</b>					
	Interest and dividends	4,793	117	326	5,236	1,569
	Rental Income	3,000	-	-	3,000	841
		<b>£7,793</b>	<b>£117</b>	<b>£326</b>	<b>£8,236</b>	<b>£2,410</b>
	<b>Total Income</b>	<b>£245,899</b>	<b>£12,579</b>	<b>£326</b>	<b>£258,804</b>	<b>£545,486</b>

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018

Notes	Expenditure	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL 2018	TOTAL 2017
3a	<b>Expenditure on Church activities</b>					
	Missionary and charitable giving:	-	2,310	-	2,310	1,651
	Ministry -Diocesan parish share	80,088	-	-	80,088	77,016
	Other ministry costs	1,905	-	-	1,905	2,006
	Church running expenses	11,048	-	-	11,048	10,793
	Church maintenance & decoration	5,047	-	-	5,047	6,295
	Audio visual system project	15,756	-	-	15,756	3,205
	Security system project	902	-	-	902	15,527
	Office refurbishment project	458	-	-	458	13,549
	Professional fees on projects	2,946	-	-	2,946	3,008
	Publicity project	4,518	-	-	4,518	-
	Hall redecoration project	15,580	-	-	15,580	-
	Carpet & pews project	7,601	1,415	-	9,016	-
	Organ & piano costs	1,697	12,210	-	13,907	9,751
	Upkeep of services	3,720	350	-	4,070	2,004
	Audio visual running costs	2,014	430	-	2,444	128
	Security running costs	168	-	-	168	-
	Churchyard	3,972	185	146	4,303	4,909
	Salaries - Music Department	7,126	150	-	7,276	7,935
	Organ & choral scholars (Scholarship Fund)	-	-	-	-	70
	St Mary's Singers	-	-	-	-	119
	Ewell Parish News	392	-	-	392	508
	Church hall running expenses	4,380	-	-	4,380	4,304
	Church hall maintenance	1,837	-	-	1,837	1,625
	Children's activities	-	2,160	-	2,160	2,040
	Church socials	-	1,026	-	1,026	3,090
	Publicity	457	-	-	457	342
	Miscellaneous gifts and fees	295	-	-	295	458
	Sundry costs	1,028	233	-	1,261	1,138
	Training costs	144	-	-	144	305
	Administrator	17,712	-	-	17,712	16,560
	Telephone, stationery & postage	948	-	-	948	968
	Copying & printing	1,148	-	-	1,148	819
	IT costs	330	-	-	330	90
	Bank Charges	95	-	-	95	37
	Depreciation of photocopier	1,580	-	-	1,580	1,580
	Accountancy fees	480	-	-	480	480
	Other legal and professional costs	1,000	-	-	1,000	370
		<b>£196,372</b>	<b>£20,469</b>	<b>£146</b>	<b>£216,987</b>	<b>£192,680</b>
3b	<b>Raising funds</b>					
	Summer fair expenses	4,255	-	-	4,255	4,324
	Stewardship costs	106	-	-	106	185
		<b>£4,361</b>	<b>-</b>	<b>-</b>	<b>£4,361</b>	<b>£4,509</b>
	<b>Total Expenditure</b>	<b>£200,733</b>	<b>£20,469</b>	<b>£146</b>	<b>£221,348</b>	<b>£197,189</b>



**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018**

**Notes**

<b>4 (a) Salaries and Wages</b>	<b>2018</b>	<b>2017</b>
Wages and salaries	<b>£24,570</b>	<b>£19,608</b>
Average no of employees during the year	<b>2.9</b>	<b>2.0</b>

There were no social security costs payable and no employee earned more than £60,000

Fees were paid to organists and choristers during the year

**4 (b) Related Parties**

In the year to 31 December 2018 one member of the PCC had expenses reimbursed of £478 and one member had expenses reimbursed of £573. The nature of the costs being travel costs and hospitality costs.

**5 Fixed Assets**

**Tangible Fixed Assets**

	Freehold Land (Church hall)	Equipment	Total
Cost			
At 1st January 2018	80	7,899	7,979
Additions	-	-	-
At 31st December 2018	<u>80</u>	<u>7,899</u>	<u>7,979</u>
Depreciation			
At 1st January 2018	-	4,740	4,740
Charge for year	-	1,580	1,580
At 31st December 2018	<u>-</u>	<u>6,320</u>	<u>6,320</u>
Net Book Value at 31st December 2018	<u><b>£80</b></u>	<u><b>£1,579</b></u>	<u><b>£1,659</b></u>
Net Book Value at 31st December 2017	<u><b>£80</b></u>	<u><b>£3,159</b></u>	<u><b>£3,239</b></u>

The Guildford Diocesan Board of Finance are custodian trustees of the Church Hall and the PCC are managing trustees. Freehold Land has been included at the original cost.

<b>6 Fixed Assets</b>	<b>2018</b>	<b>2017</b>
Investment Fixed Assets		
Carrying value at 1 January	4,509	4,135
(Decrease)/increase in value of investments	(93)	374
Carrying value at 31 December	<b>£4,416</b>	<b>£4,509</b>

<b>7 Debtors</b>	<b>2018</b>	<b>2017</b>
Income tax recoverable	8,375	9,936
Fees	2,656	2,217
Other accrued income and debtors	103,641	1,940
Prepayments	936	253
	<b>£115,608</b>	<b>£14,346</b>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018**

**Notes**

<b>8</b>	<b>Cash at bank and in hand including short term deposits</b>	<b>2018</b>	<b>2017</b>
	Barclays - Main Current Account	15,443	18,057
	Santander - Summer Fair Current Account	274	172
	Santander - Children's Activities Current Account	4,319	4,862
	Santander - Social Events Current Account	1,252	851
	CBF-Choral & Scholar Fund Deposit Account	10,056	10,006
	CBF-William Gray Fund Deposit Account	36,455	36,275
	CBF-Treasurer's Deposit Account	94,000	328,000
	CBF-Arthur Mathews Organ Fund Deposit Account	9,772	14,988
	National Counties - Outings Group Deposit Account	609	609
	Virgin Money Deposit Account	84,038	73,585
	Cambridge & Counties Bank Deposit Account	85,570	85,000
	Shawbrook Bank Deposit Account	85,000	85,000
	Teachers Building Society Deposit Account	85,926	1,001
	United Trust Bank Deposit account	85,000	-
	Cash in hand	70	70
		<b>£597,784</b>	<b>£658,476</b>

<b>9</b>	<b>Creditors: Amounts falling due within one year</b>	<b>2018</b>	<b>2017</b>
	Accrued expenses	4,948	4,787
	Other creditors	400	-
	Deferred income	2,529	1,556
		<b>£7,877</b>	<b>£6,343</b>

<b>10</b>	<b>Analysis of Net Assets by Fund</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total</b>
	Tangible Fixed Assets	1,659	-	-	1,659
	Investment Fixed Assets				
	Lloyds Shares	88	-	-	88
	Rice Grave Trust	-	-	2,568	2,568
	Marshall Grave Trust	-	-	1,760	1,760
		<b>1,747</b>	<b>-</b>	<b>4,328</b>	<b>6,075</b>
	Current Net Assets	641,706	27,354	36,455	705,515
		<b>£643,453</b>	<b>£27,354</b>	<b>£40,783</b>	<b>£711,590</b>

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018

Notes

11	Funds	At 1st Jan 2018	Income	Expenditure	Transfers	Market Value	At 31st Dec 2018
	<b>Unrestricted Funds:</b>						
	<b>General Funds</b>	<b>£176,309</b>	<b>£156,200</b>	<b>(£152,972)</b>	-	(27)	<b>£179,510</b>
	<b>Designated Funds</b>	<b>£422,005</b>	<b>£89,699</b>	<b>(£47,761)</b>	-	-	<b>£463,943</b>
	<b>Total Unrestricted Funds</b>	<b>£598,314</b>	<b>£245,899</b>	<b>(£200,733)</b>	-	(27)	<b>£643,453</b>
	<b>Restricted Funds :</b>						
	Music Scholarship Fund	10,006	50	-	-	-	10,056
	The Arthur Mathews Organ & Piano Fund	16,388	5,805	(12,210)	-	-	9,983
	St Mary's Singers	31	-	-	-	-	31
	Children's activities	4,862	1,617	(2,160)	-	-	4,319
	Social events	851	1,427	(1,026)	-	-	1,252
	Outings group	609	-	-	-	-	609
	Church fabric repair	1,415	-	(1,415)	-	-	-
	Garden of Remembrance	332	-	(150)	-	-	182
	Jeel al Amal Boys Home & Lazarus home for girls Bethany	750	154	(500)	-	-	404
	New Toilet Facilities	-	389	-	-	-	389
	P S P Association	-	154	(154)	-	-	-
	Princess Alice Hospice	-	421	(421)	-	-	-
	Remembrance Sunday	-	741	(741)	-	-	-
	The Children's Trust	-	644	(644)	-	-	-
	Bible Fellowship	-	233	(233)	-	-	-
	Churchyard	-	35	(35)	-	-	-
	R Saunders Hymn Books	-	400	(350)	-	-	50
	Glyn School Carols Charity	-	79	-	-	-	79
	Audio Visual System	-	430	(430)	-	-	-
	<b>Total Restricted Funds</b>	<b>£35,244</b>	<b>£12,579</b>	<b>(£20,469)</b>	-	-	<b>£27,354</b>
	<b>Endowment Funds:</b>						
	<b>Fixed Assets</b>						
	Rice Grave Trust	2,607	87	(87)	-	(£39)	2,568
	Marshall Grave Trust	1,787	59	(59)	-	(£27)	1,760
		4,394	146	(£146)	-	(£66)	4,328
	<b>Current Assets</b>						
	William Gray Fund	36,275	180	-	-	-	36,455
	<b>Total Endowment Funds</b>	<b>£40,669</b>	<b>£326</b>	<b>(£146)</b>	-	(£66)	<b>£40,783</b>
	<b>Total Funds</b>	<b>£674,227</b>	<b>£258,804</b>	<b>(£221,348)</b>	-	(£93)	<b>£711,590</b>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018**

<b>12</b>	<b>Missionary and charitable giving</b>	<b>2018</b>	<b>2017</b>
	DEBRA	-	33
	Royal British Legion	591	686
	The Bishop's Lent Challenge	-	186
	PSP Association	154	596
	Jessie's Fund	-	150
	The Friends of Lazarus Home for Girls in Bethany	500	-
	Princess Alice Hospice	421	-
	The Children's Trust	644	-
		<b>£2,310</b>	<b>£1,651</b>

**Notes**

<b>13</b>	<b>Legacies</b>	<b>2018</b>	<b>2017</b>
	Betty Joyce Fell	-	5,004
	Albert Ronald Johnson	-	5,000
	Evelyn May Myatt-Price	101,318	400,000
	Edna Attwood	500	-
	Bryan Cyril Head	15,021	-
		<b>£116,839</b>	<b>£410,004</b>

Since the year end the church has received legacies of £25,000 from the estate of Thomas Morris Hornby Scott , £5,000 from the estate of Phyllis Mary Male and £2,000 from the estate of Barbara Jocelyn Cannon. These legacies were either not known, or not certain at the year end and therefore not included.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2018

14 PRIOR PERIOD COMPARITIVE SOFA

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDING 31 DECEMBER 2017

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2017
<b>INCOME AND ENDOWMENTS</b>				
Donations and legacies	497,237	5,200	-	502,437
Income from Church activities	10,699	5,549	-	16,248
Other trading activities	24,391	-	-	24,391
Income from investments	2,097	68	245	2,410
<b>TOTAL INCOME</b>	<b>£534,424</b>	<b>£10,817</b>	<b>£245</b>	<b>£545,486</b>
<b>EXPENDITURE</b>				
Expenditure on Church activities	177,711	14,826	143	192,680
Raising funds	4,509	-	-	4,509
<b>TOTAL EXPENDITURE</b>	<b>£182,220</b>	<b>£14,826</b>	<b>£143</b>	<b>£197,189</b>
<b>NET INCOME(EXPENDITURE) BEFORE INVESTMENT GAINS</b>	<b>£352,204</b>	<b>(£4,009)</b>	<b>£102</b>	<b>£348,297</b>
<b>NET GAINS ON INVESTMENTS</b>	10	-	364	374
<b>NET INCOME/(EXPENDITURE) AFTER INVESTMENT GAINS</b>	<b>£352,214</b>	<b>(£4,009)</b>	<b>£466</b>	<b>£348,671</b>
TRANSFERS BETWEEN FUNDS	-	-	-	-
<b>NET MOVEMENT OF FUNDS</b>	<b>£352,214</b>	<b>(£4,009)</b>	<b>£466</b>	<b>£348,671</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>£246,100</b>	<b>£39,253</b>	<b>£40,203</b>	<b>£325,556</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>£598,314</b>	<b>£35,244</b>	<b>£40,669</b>	<b>£674,227</b>

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE PCC OF THE ECCLESIASTICAL PARISH OF EWELL**

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 (ICAEW).

I report on the accounts for the year ended 31 December 2018 which are set out on Pages 18 to 29.

**Respective responsibilities of the Trustees and the Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

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

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

**18 THE BROADWAY,  
STONELEIGH,  
EWELL, EPSOM,  
SURREY,  
KT17 2HU.**

**KEVIN A. MALLETT FCA  
L&F ACCOUNTING LTD  
CHARTERED ACCOUNTANTS**

**8 APRIL 2019**