



ANNUAL CHURCH MEETING

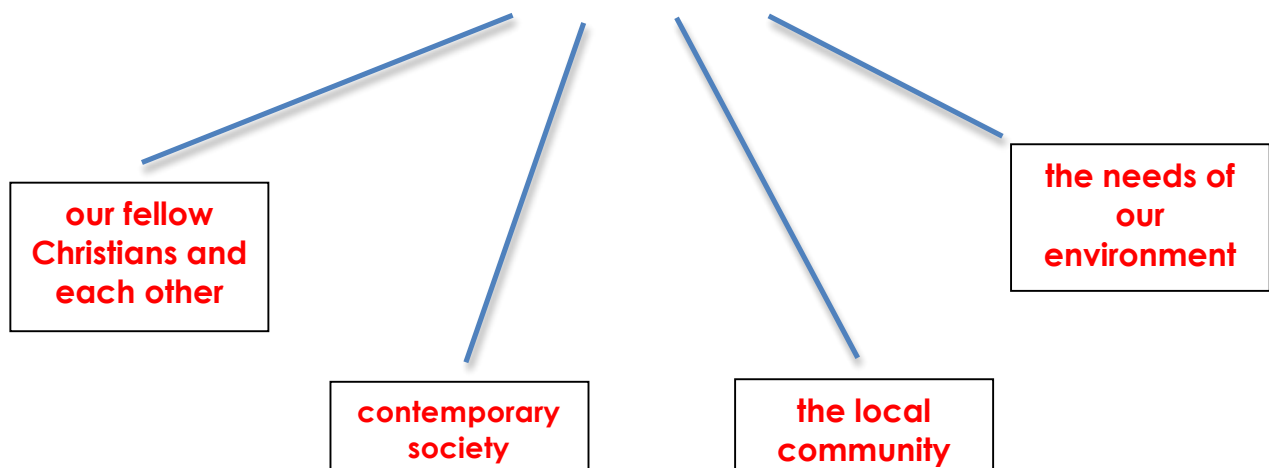
APCM 2019

7th April after the 10am Sung Eucharist



Our Vision

Connecting with God through Christ our vision is to be prayerful, centred in the Eucharist, and connecting with



Rector's report

You could say that the best thing that has happened over the last twelve months is the completion of the building work that leaves us now with a beautifully restored Loseley chapel and hugely improved Community Centre. We are so grateful for the untiring commitment of the two project managers, Marian Coom and Peter Oldroyd – and the many others who have been actively involved. It sure was “worth waiting for”!

But actually I want to say that the best thing over the last twelve months has been all the work that has enabled the building up of our church life. So there is all that Tim has achieved as Director of Music. We now have a children's choir often well into double figures. Of course, children's church choirs aren't going to operate like they did when I was eleven, and Tim will be explaining what he is trying to do with them at the Family Service on Sunday May 19th. No less important is all that Liam is developing as our Children & Families Worker jointly with the URC. The monthly MESSY CHURCH continues to flourish, as does the weekly Café Play. One of our challenges is to field more St Nicolas' church volunteers to help with MESSY CHURCH. I guess we all have to accept that if *together* we are to do anything, that might require us to take on things which, personally, we would prefer not to? Children's Church on a Sunday is really important too, but you will have noticed that now and again it just does not happen – because we don't have that many helpers. So ... could *you*, just sometimes?

The APCM always begins with an expression of appreciation for all that each one of you does – and each little thing is part of our church life building works. So, this is addressed to you: **THANK YOU!** Our church *is* team work. Reality is what we do as a team, together. The reality of our church is what we would be doing if we did not have Tim, or Liam, and – next year – me. One part of the reality is that we must not let any individual take on too much and run themselves (sometime others too) ragged. Another part of that reality is to discern what really matters and choose the constructive things we *can* do, individually, and thereby corporately. I feel that in our church life at St Nicolas' we typically defer to particular key people. This must be a legacy from the “Father knows best days”. There's our challenge. It's the same with worship. So we like the idea that we have virtually a daily celebration of the Eucharist, but are happy to leave it to others to attend. This sort of performative approach to worship is then further weakened by being vicarious.

Looking to the future I'd say that the key challenge for St Nicolas' church is to be consistently 'liberal catholic'.
That means to be open-minded and holistic:
welcoming diversity in society,
valuing the beauty of worship,
and trusting that only the whole Church has the whole faith.

More personally I do want to thank you for continuing to support me in my counselling training. With Mondays at college, then placement work, supervision and so on, this takes up quite a lot of time. I do feel a bit guilty about the minimal amount of parish visiting this allows. But it feels more and more the right way to move into the next phase of my life. So these are building works too – of something new, but on existing foundations!

Our good friend and colleague Phillip Jones will be retiring as Minister of Guildford United Reformed Church this summer. His last Sunday will be September 1st and I have invited him to preach at St Nicolas' on July 14th. The partnership of our two churches has grown so much during his time and it's difficult to imagine life without him. But we look forward to working equally well with his successor – again, building on this good work.

I don't know about Phillip, but I get asked “are you looking forward to retirement?” let's be honest, after 40 years since ordination and over a quarter of a century at St Nicolas' you-and-me-both need a break! But my last Sunday won't be until July 26th 2020, and that's a long way off. So let's look forward to a good year ahead, getting on together in building up our church life. I am particularly looking forward to the PCC Away Day on Saturday 11th May. We'll be exploring what life is like for younger families, and how as a church we can relate to ‘where we are at’ as a society. And then further bright spots ahead will be our pilgrimage to Walsingham in June, and at the end of that month an invitation that you might join me in Canterbury Cathedral for a Mass celebrating my ruby anniversary of ordination to the priesthood there. This will be at 2pm on Friday 28th June in the Jesus chapel. Actually I'm finding it good to look back – valuing all that has been – so to be encouraged to keep moving ahead. Like Fr Nick Edwards said in his excellent sermon on the TryPraying theme: “putting everything behind us, but not out of the picture.” I like that!

Andrew Norman

Agendas

Annual Parochial Church Meeting

PART 1 :

1. Apologies for absence
2. Thanks and challenges.

PART 2 : THE ELECTION OF CHURCHWARDENS

All who live in the parish or who are on the Church Electoral Roll are eligible to vote for Churchwardens. Ballot papers for the election of Churchwardens will be distributed before the meeting as required.

3. To confirm Minutes of the meeting held on 18th March 2018
4. To elect two churchwardens.

PART 3 : ANNUAL PAROCHIAL CHURCH MEETING

All who are on the Church Electoral Roll are eligible to vote for the PCC and Deanery Synod. Ballot papers will again be distributed as required. In their report the Churchwardens will refer to the fabric of the church and any matters they wish to bring to your attention as they are formally required to do. The Open Forum at the end is a most important part of our gathering today, so do feel free to voice any thoughts. Before you come to the meeting please read the reports below about different facets of our church life.

5. To confirm Minutes of the meeting held on 18th March 2018
6. Elections to the PCC (conducted by the Churchwardens)
7. To receive the names of Sides-people (names to be read out by a Churchwarden)
8. Finance
 - i To thank Iain Ferguson and the PCC Finance Advisory Committee for their overview and advice
 - ii. To receive the Treasurer's presentation of the examined annual accounts.
 - iii To formally adopt the accounts
 - iv To appoint an Independent Examiner
9. To receive the Electoral Roll report.
10. To receive the Churchwardens report.
11. To receive a report on our compliance with Safeguarding requirements.
12. To receive an update on our compliance with the Data Protection Act 2018
14. To receive a report on the review of Volunteer Agreements
15. Matters arising from last year's meeting
16. Open Forum.
17.
 - a) The date proposed for next year's Annual Meeting is 29th March 2020.
 - b) PCC Members to note the Away-Day on Saturday 11th May at Christ Church, Shamley Green– at which we shall agree the dates for our meetings through the year ahead (and of the PCC Standing Committee).

Parochial Church Council

Members of the PCC are elected for a three-year term of office. The two churchwardens are elected at the APCM annually. Deanery Synod members are elected every three years and are ex-officio members of the PCC. All PCC officers are elected at the first PCC meeting after the APCM.

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

There is a Standing Committee which meets to help prepare the agenda and consider matters referred to it by the PCC. It provides the PCC with full notes of each of its meetings. The Standing Committee consists of the Rector, Treasurer, Stewardship Promoter, both Churchwardens and two members of the PCC who are appointed on an annual basis. In addition to this there is a Finance Advisory Committee consisting of the PCC Treasurer, the DGT Treasurer, one of the Churchwardens (as decided by themselves for each meeting), another appointed by the PCC for a period of 1 year and the Rector, as an ex-officio member.

Events April 2018 to March 2019

During the past year, the PCC has met on 6 occasions. The following topics comprised the main business of the PCC meetings:

- Community Centre Refurbishment.
- Roof repairs.
- Growth – including review of the All Age Service.
- What we feel the grain of our church life is.
- Safeguarding, especially training.
- Music.
- Stewardship promotion.
- Magazine.
- Regular updating of the Church Development Plan.
- Data Protection Act / GDPR.
- Review of PCC policies and regular update of Electoral Roll.
- Regular updates from Deanery Synod.
- Support of projects and good causes.

Churchwardens' report

Please see the complete list at the end of this report of servicing, repairs and improvements completed between January & December 2018.

2018 was a year dominated, from a maintenance and physical development perspective, by the Community Centre development. This commenced in April and was originally scheduled to complete by the end of August, beginning of September. A number of significant issues with the foundations were identified early on, it was found that there was far more concrete in the original foundations than first thought, plus the building inspector then required more extensive new foundations. As a result the new atrium is now built on a very sound footing!

With the development of the centre came the challenge of what to do with all the groups that use the centre on a regular basis. Many of these we were able to accommodate by allocating time and space in the Church. As you will recall, a temporary kitchen was created at the back of the St Georges chapel and the chapel itself used as a flexible space for various groups etc to meet.

The resilience and resourcefulness of all who made it work so well is to be commended and congratulated.

The inaccessibility of the office in the centre meant that we also had to temporarily relocate the office into the church. Again this was a successful alternative and served to provide a little extra security in the church whilst meetings etc were being conducted.

Inevitably the work took longer to complete than originally expected and the builders finally handed over control in December, just in time for the post Carol service refreshments.

Whilst we lost a few regular users of the centre during this period, many of our regular users continued throughout this period by using the church and we are grateful for their patience and commitment to St Nicolas. Now that the centre is back in full use we are beginning to pick up and agree a wider use with new groups and people contacting us every week.

Whilst it was very disruptive we have come to realise that now, not only do we have a modern and flexible community centre that is growing in popularity but we can also be more flexible about the use of the church, when not required for services. In the autumn the church will be used as a regular rehearsal space

for one of the large choral societies in Guildford and we also hope to be hosting a production by the Guildford Shakespeare Company.

The other resource that is now in regular use is the Loseley Chapel. In the Autumn a group of us were invited to receive a Guildford Society architectural award for the work that has been completed. Particular congratulations for this award go to Mike Staff RIBA AABC(our architect), Marian Coom and Peter Oldroyd (our project managers) and Dr Catherine Ferguson who produced a huge amount of research on the chapel and enlightened us all on its significance.

The churchwardens would like, on behalf of the PCC and congregation, to thank everyone for their resilience and determination to carry on with our church life as much as possible throughout this period of disruption. Particular thanks go once again to Marian Coom and Peter Oldroyd who devoted so much of their time and energy throughout the year to making the development the success it is. There were times when it became very hectic and stressful, but they both persevered and achieved a great result that will be used for many years to come. We would also like to acknowledge the support to them of David Coom and Pauline Oldroyd who also had to make many sacrifices during the year as Marian and Peter oversaw the development.

We would also like to acknowledge the professional help and services of our architect Mike Staff RIBA AABC and all the team at Pryers who completed the building work on the centre. To all of you; thank you for a job well done.

Outside of the development there were the routine matters of maintenance that carried on throughout the year. Looking forward to this year, the replacement of the St Georges Chapel roof is now well under way and will be completed around Easter.

In June our architect will carry out the quinquennial inspection. We are optimistic that there will not be any major issues identified in that report that need addressing.

We have reinstated our capital development plan to enable the PCC to prioritise the next pieces of work that require investment now that we have completed the three major projects that have taken our focus over the last three years; the Loseley Chapel, the Community Centre and the St Georges Roof.

With the retirement of father Andrew in July of 2020, the PCC will this year start the planning and process of looking for a replacement incumbent. There are significant resources available from the Diocese and the Archdeacon and at the Away Day in May we will start this process by meeting with the Archdeacon who will explain what is involved.

Finally, we would like to thank those of you who have already given of your time to help update the inventory. This work is ongoing and we hope to reinvigorate the process this year. We will again be asking for volunteers to help with this essential job. Please speak to one of the churchwardens if you could help.

The churchwardens have carried out an inspection of the church fabric and all articles appertaining to the church. They would like to report that the contents of the Church Terrier (as described in the NADFAS Report), the Inventory and the Log Book have been updated and are accurate.

Signed..... Churchwardens

Dated.....

JANUARY	John Carballo continued the replacement of crumbling bricks in the tower. William Grigg attended to overflowing urinal.
FEBRUARY	Engineering Insurance inspection of font and rood mechanisms.
MARCH	Orion repairs to lightning conductor. AK Roofing cleared gutters. Andrew Cooper tuned the organ. Ampella surveyed hall heating.
APRIL	Pryer Construction commenced refurbishment of the Community Centre, completed in December. Watkins & Watson serviced the organ humidifier. Andrew Cooper attended the organ.

JUNE	Windows cleaned in church.
	Pianos in hall and church tuned.
JULY	AK Roofing carried out repairs to Centre sloping roof.
AUGUST	DBL Plumbing repaired cold water tap in Sacristy.
SEPTEMBER	John Carballo repointed the Loseley Chapel end wall.
NOVEMBER	Ampella serviced church heating.
	Piano in church tuned.
DECEMBER	Andrew Cooper tuned organ.

Stewardship

Stewardship is defined as the job of supervising or taking care of something, such as an organisation or property. It is the careful and responsible management of something entrusted to one's care.

As a member of St Nicolas' Electoral Roll, it is our responsibility to look after and nurture the wellbeing of St Nicolas' Church and there is a cost in funding this.

You come to St Nicolas' for many reasons only fully known to yourselves. You find here a place of worship, a place to develop friendships, a place of peace and somewhere there is a community spirit. All of this you find within our Church and Community Centre.

Recently you will have seen the huge improvements to our Community Centre, the reordering of the quite stunning Loseley Chapel and the renovations to parts of our roof, and although we are fortunate in being able to use legacies to fund a large part of the work, the church had to fund a portion to complete these projects.

There are further necessary maintenance projects to consider in the future such as the reordering of the Sacristy, redecorating the church and maintaining the organ. All of these will require to be funded.

You will see from the presentation of the Church accounts that a £19,000 surplus in 2017 has turned into a £20,000 deficit in 2018. Costs continue to rise and our Parish Share of £67,000 is not even covered by our congregational giving. There is a 12% shortfall in 2018, and this will only get worse as the Parish Share will soon cost in excess of £75,000. In 2018 Planned Giving income was only £55,000 which was down from £60,000 in 2017.

Currently only 45% of those on the Electoral Roll contribute financially! On 10th February 2019, St Nicolas' had a Stewardship Sunday to encourage members to join the Planned Giving Scheme or to consider increasing what they currently give. It is too early to report back on this, but I fully hope that there will be an increase in giving. Finally as an Electoral Roll member, I would encourage you to join the Planned Giving Scheme even if you can only afford to give a little. Please contact me via the Church Office. Many thanks.

David Coom

Children and Families Worker's report : Liam Rowlings

Children's Church

Children's Church has continued to meet each Sunday throughout the year. Children's Church weekly attendance has continued to fluctuate, but we've a regular core group of children that attend throughout the year. I would like to take this opportunity to say thank you to Cath Anderson and Marian Coom who help lead and run Children's Church. Many thanks to those who have volunteered to help work alongside the Children Church team on Sunday morning as well.

Messy Church

Messy Church was moved to Guildford United Reformed Church in April 2018 until building work was complete for the new Community Centre at St Nicolas'. Messy Church returned to St Nicolas' Church in February 2019 with many commenting on the amazing new space and felt welcomed within the community centre.

Messy Church continues to attract a regular attendance of 70. Messy Church is effective and makes a massive difference to people living in our community. It's a time for the whole community to be joined together to chat, eat together and discover more about Jesus.

Thank you for all the volunteers who continue to support Messy Church and making sure that everyone who attends feels valued and part of the St Nicolas' Church community.

Café Play

Café Play was moved to Guildford United Reformed Church in April 2018 and returned back to St Nicolas' in the New Year. It's been great for Café Play to come back to St Nicolas' with many commenting on the amazing transformation of the Community Centre.

Café Play continues to attract a regular core group of adults and toddlers. We regularly welcome new people to the group on a weekly basis, especially during school holidays. The atmosphere at Café Play is a relaxed and inclusive environment that helps adults to chat to others with a cup of tea/coffee and a yummy biscuit or two.

Many thanks to Marian Coom and Jo Radley for supporting Café Play by serving teas and coffees, singing the songs and being a listening ear for all the adults.

Holiday Club – Seaside Rock

Seaside Rock was amazing! Seaside Rock was my first holiday club in post. The whole week was such fun and I really enjoyed working with such a fantastic team. The week was full of crafts, games and singing with children listening to the Good News of the Bible and getting to know Jesus more. The holiday club had a daily attendance of 60 to 70 each day.

St. Nicolas' Infant School

I've continued to work with Open the Book throughout the last year. My involvement with St Nicolas' Infant School has increased and I now lead assemblies on a termly basis. I've asked to visit the school each week to read a book to the pupils and recently visited on World Book Day where I dressed up to read The Very Hungry Caterpillar

So looking ahead, I would like to continue to support the school and be a link for St Nicolas' Church.

Liam Rowlings

Data Protection

With the introduction of the General Data Protection Regulations (GDPR) this year, the PCC carried out a data audit, reviewing what data was held, how it was held and that the necessary consents etc were in place.

As a result of this, a number of actions have been taken. Electoral Roll forms are locked away and the electronic document is password protected. DBS clearances are recorded and the forms destroyed and consent forms for children's activities have been reviewed and are also stored securely. Care is taken to hide email addresses when emailing groups of people.

The PCC is also investigating GDPR compliant church management software to store data and communicate most effectively and securely.

Cath Anderson

Safeguarding

The majority of the PCC have now completed their Core 1 Safeguarding training. The new national training guidance, which is anticipated in May 2019, will make the Core 1 training mandatory for PCC members, so any new members on the PCC will need to complete the training within the first month if doing it online and as soon as possible if attending a course.

We routinely complete risk assessments for special services and events. We are committed to following the Diocesan guidelines in all regards to child and vulnerable adult protection.

Jo Radley

Deanery Synod

The Synod met several times this year. In November we had a presentation by Trypraying, a Scottish based group campaigning for more use of prayer. There have been several major campaigns in Scottish cities including buses completely painted with the slogan. We were given details of several significant responses which had resulted from these. The deanery decided to make a discounted block purchase of their supporting booklets which was taken up by most of its parishes.

The main business of the February Synod was a talk by the leader of the Diocesan Community Engagement Team. She then invited the representatives to list both all the work their parishes did for the community and what more they should be doing. It was most interesting to learn the different projects that parishes were involved in.

Philip Hooper

St Nicolas' Infant School

Has it really been a year since Cath asked me to write my annual report?! How time flies? And what a year it has been!

In September we welcomed several new members of staff including a new Reception teacher and Learning Support Assistant. Both continue to be such an asset to the team and the children and families are reaping the rewards! Recently we also welcomed Aimee, our new Office Administrator, who has been busy getting to know our parents, children and staff.

The beginning of the academic year also saw the introduction of 'wrap around care' at St Nics'. We opened our doors to Energy Kidz who provide breakfast sessions for our children from 7.30am every day and after school sessions until 6.00pm. This has been a great help to our working parents and the children have so much fun engaging in the creative activities Aly and her team provide.

One of our priorities has included improving our grounds and buildings over the last year. Fences and railings have been painted red to match our uniform and has made a very positive impact to our site. We have had new steps and railings installed on the path from the Portsmouth Road to the school which has made the hike up the hill far safer! Inside the classrooms and hall have been redecorated alongside communal areas and we look forward to new carpets being laid over the Easter holiday. We have also improved the facilities for staff and the newly decorated staff room alongside a large table and chairs makes lunchtimes for the team a far more social experience. Staff and pupil well-being remains high on our agenda, and ensuring emotional as well as practical needs are met is an area we hold dear. The introduction of an ELSA (Emotional Literacy Support Assistant) in September has enabled us to work closely with individual children needing a bit of extra help at challenging times (such as the arrival of a new baby, friendships, moving house, anything that can have a negative impact on a child's learning).

The children continue to benefit from the enthusiasm Liam, our Children and Families worker, brings to the school. His involvement continues to increase term on term, and he played an invaluable role at our recent Children in Need fund raiser! He is an active participant in our termly Pause Days and has recently begun reading stories to the children on a weekly basis. Father Andrew is also a regular and much welcomed visitor at St Nics', running his fortnightly assemblies, helping in the classrooms on Pause days, alongside his invaluable role as school governor. He, alongside many of us, enjoy the eggs our school chickens provide us with (Meghan and Harriet), and even welcomed the chickens to the family service last Sunday! And speaking of which, we look forward to the arrival of duckling eggs on Monday which always brings more 'awe and wonder' to our school! Witnessing the hatching of 6 beautiful chicks this time last year was an experience that many of us will treasure, children, staff and parents, which is why we are repeating it this year. We are all looking forward to seeing our new arrivals hatch from within their incubator and take their first tentative steps into water! The wonder of nature experienced first-hand. Can't wait!



*Emma Smart
Headteacher*

St Nicolas' 9th Guildford Scout Group

The scout group continues to go from strength to strength and is one of the largest in the Guildford West District. All four sections are active with both the Scouts and Explorers continuing their programme of outdoor meetings, a model of scouting which the County Commissioner has asked Josh Goodwin, our Group Scout Leader, to speak about at conferences on more than one occasion. Both the Scouts and the Explorers hike, cycle, kayak and camp in all seasons and in all weathers, travelling to the Yorkshire Dales, the Brecon Beacons and, in the Summer, to Switzerland.

Recently the Explorer Unit achieved its first Gold Duke of Edinburgh and a Queen's Scout award. And in March the Beavers and Scouts were asked to represent those sections of the Scout Association at the Commonwealth Service at Westminster Abbey in the presence of HM The Queen and other members of the royal family.

Beavers and Cubs remain active with their weekly programmes, getting out and about as much as possible. The group is indebted to both St Nicolas' Church for its support of the Group and to Guildford United Reformed Church who make the Cubs and Beavers so welcome in hosting our weekly meetings. A pattern of Parade Services is now established at both churches.

None of these achievements would be possible without the support of our parents and of the uniformed leaders. Quentin Vaughan, our Scout Leader, has recently been appointed District Deputy Commissioner and we fully expect him to be appointed District Commissioner when the current DC retires in 2020. Margaret Brown, Akela at Cubs, and myself, as Beaver Leader, are the only warranted uniformed leaders in our sections, so we are looking to recruit more leaders.

We are holding a Scouting Information Evening in our Community Centre at 8pm on Friday 17th May and you would be welcome to join us. Don't worry, we're not expecting you to volunteer (although you're welcome to!). Our aim is to widen the circle of contacts for the search process, using your networks to spread the word.

We look forward to our 103rd Good Friday Breakfast with a sleepover and camp at Bentley Copse, before breakfast and a walk to the top of Pitch Hill for a closing ceremony complete with cake and Crème Eggs!

Cath Anderson, Beaver Scout Leader

Tuesday Group

For much of 2018, Tuesday Group met in the church's St George's Chapel, while works took place in the Parish and Community Centre. Despite the slight restrictions and changes this entailed, the Group made the most of their beautiful temporary venue. Items on the programme continued to include quizzes, craft, birthday celebrations, discussions with contributions from all present, and speakers from within the Group.

In September we bade a fond farewell to Curate Anne, who had in her time at St Nicolas's become a valued supporter of the Group. She was presented with a collage commemorating her time as a TG member, created "before her very eyes" at the last meeting she attended. Tuesday Group continues friendly occasional contact with her.

Meetings have resumed in the Hall and details of dates, times and the programme can be found on the church website, on the Tuesday Group page, under "Community". All are welcome.

Cathy Goodwin



Thursday 20 th June	Corpus Christi Procession & Mass followed by cheese & wine
Friday 28 th June	Mass in the Jesus Chapel at Canterbury Cathedral to celebrate Fr Andrew's 40 th Anniversary of Ordination
Saturday 6 th July	Summer Fayre & Messy Church in the Church & Community Centre
12 th – 16 th August	Children's Holiday Club at the URC
Saturday 14 th September	Heritage Open Day
Friday 27 th September	Macmillan Coffee Morning and Bring & Buy
Sunday 6 th October	Dedication Festival & Lunch
Friday 6 th December, 8 pm	St Nicolas' Day Celebration <i>Sung Eucharist followed by cheese & wine</i>

Registered Charity number 1133971

Parish Church of St Nicolas Guildford

Report and Accounts

31 December 2018

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Parish Church of St Nicolas Guildford
Church Information

Church address

Parish Church of St Nicolas Guildford
The Parish Office
Bury Street
Guildford
GU2 4AW

The church is a charity registered with the Charity Commission. The full registered name is:
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST NICOLAS GUILDFORD

The registration number is: 1133971

Parochial Church Council

PCC Secretary Catherine Anderson

The following were members of the PCC as at the commencement of the
Annual Parochial Church Meeting held on 7th April 2019

Rev'd. Canon Andrew Norman Rector

Linda Barnes
Darrol Radley Church Wardens

Philip Hooper
Andrew Rustell Diocesan Synod
Members

Elizabeth Hooper
Philip Hooper
Andrew Rustell Deanery Synod
Members

David Coom Stewardship Promoter

Elected Members:
Catherine Anderson Catherine Ferguson Jana Phillips
Julia Andrew Suzette Jones Jo Radley
Marian Coom Chris Ross

Co-Opted Members: David Coom Liam Rowlings

Treasurer to the PCC: Patrick Andrew

Bankers

NatWest Bank plc
151 High Street
Guildford
GU1 3AH

CCLA Investment Management Limited
The CBF Church of England Funds
Senator House
85 Queen Victoria Street
London EC4V 4ET

Investment Managers

Rathbone Investment Management Ltd
8 Finsbury Circus
London EC2M 7AZ

Independent Examiner

Julian Ansell FCCA
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

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

The PCC present their annual report and accounts for the period ended 31 December 2018

Name, address and constitution

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

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

Organisation

The PCC currently comprises 9 elected, 2 co-opted, and 6 ex officio members. As required by law, the PCC has delegated to nominated members the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The PCC also has a standing committee which meets in order to prepare and review the agenda for the meetings of the full PCC.

Review of the Year

For an account of the aims and objectives of the church, for details of maintenance carried out on the fabric of the church, and for a record of the meetings held by the PCC during the year, please refer to the appropriate reports within this document,

Significant changes and developments and plans for the future

The redevelopment of the Community Centre is almost complete and the centre was formally re-opened in January. The conservation works in the Loseley Chapel are complete and the chapel just awaits the erection of safety railings before it too is fully re-opened.

The electoral roll and church attendance

At the start of the Annual Parochial Church Meeting on 7th April 2019 there were 129 names on the roll; of these, 62 are resident within the parish and 67 are resident outside the parish.

The number of regular communicants averages 55 per week.

Transactions and Financial position

The financial accounts are set out on pages 7 to 17. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and in conjunction with the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales in March 2005. The trustees consider that the financial performance by the charity during the year has been largely as expected.

The Statement of Financial Activities shows a deficit of net incoming resources for the year of a revenue nature of £453,941, and net realised incoming resources of a capital nature of £Nil, making overall a net deficit of incoming resources of £453,941. The total reserves at the year-end stand at £1,755,869 of which £71,424 are restricted funds and £1,684,445 are unrestricted.

Specific changes in fixed assets

There has been no change in our fixed assets, other than in their valuation.

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the church's assets are available and adequate to fulfil its obligations.

Policies on reserves, investment policies and investment performance

Surplus cash reserves are placed in interest earning accounts operated by the church's bankers. Securities held are managed by FSA authorised investment managers; a list of investments is detailed in note 9 in the accounts. The PCC has reviewed its investments to ensure that they are acceptable on ethical grounds. The PCC adopts a low risk policy in the management of its investments and seeks to maximise the income derived from them.

Effectiveness of fundraising policies

The church relies for its income substantially on regular planned giving by members of the congregation. Steps are taken regularly to remind members of the benefits to the church of making such giving in a tax efficient manner. Income is also derived from investments and from property rentals and from other activities as detailed in the notes to the accounts.

The Church's grant making policies

Special collections are held throughout the year and these, together with other amounts from the church's reserves, are gifted in furtherance of the church's charitable objectives. Details of these donations, totalling £13,560, are shown in note 7 to the accounts.

The major risks to which the church is exposed and reviews and systems to mitigate risks

The PCC seeks to identify the major risks to which the church is exposed each financial year when preparing and updating its strategic plan, in particular those related to the operations and finances of the church. The PCC then reviews any major risks which have been identified, and establishes procedures to mitigate those risks. The PCC is satisfied with the procedures that are in place to mitigate such risks.

The church is open to the usual financial risks of any organisation, and the PCC has introduced controls to minimise these risks, such as two signatures being required for all payments from bank accounts. In addition, the accounts are regularly presented to members of the PCC and are open for members' inspection at any time.

The PCC has an established safeguarding policy and has a named children's safeguarding representative and a named vulnerable adults' safeguarding representative.

Legal Status

The church is an unincorporated association that is recognised under the Charities Act 2011. As with many other PCCs within the Church of England, the PCC registered with the Charity Commission during 2010 and is now required to file accounts with the Commission. Copies of the accounts must also be made available to members of the public on request.

The members of the Board of Trustees of the Church, the PCC, during the year ended 31 December 2018 were:-

Rev'd. Canon Andrew Norman
Rev'd. Anne Cooper
Catherine Anderson
Julia Andrew
Patrick Andrew
Linda Barnes
David Coom
Marian Coom
Catherine Ferguson
David Greenwood

Marion Harris
Elizabeth Hooper
Philip Hooper
Suzette Jones
Jana Phillips
Darrol Radley
Jo Radley
Chris Ross
Liam Rowlings
Andrew Rustell

Statement of Trustees' Responsibilities

Charity Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church as at the end of the financial year and of the surplus or deficit of the church. In preparing those financial statements the Trustees are required to :-

- select suitable accounting policies and then apply them;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue its work; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and which are sufficient to show and explain the church's transactions and enable them to ensure that the financial statements comply with generally accepted accounting practice. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board of Trustees on 14th March 2019

Cath Anderson
PCC Secretary

14th March 2019

Treasurer's Report

Our basic financial performance in 2018 is summarised in the following table; this shows - as last year - our heavy reliance on the contribution received from the Dorothy Grover Trust. These figures summarise the first column in the main report, i.e. these exclude the restricted and the designated funds, and therefore reflect our core performance.

	2018	2017
	£	£
Free (i.e. unrestricted) income	137,850	155,331
including...Dorothy Grover Trust donation	36,000	36,000
	173,850	191,331
less Total running costs *	(186,503)	(164,853)
leaving	(12,653)	26,478
less Donations made	(7,100)	(7,223)
Surplus / (Deficit) for the year	(19,753)	19,255

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

Financially the year has been dominated by the expense incurred by the extensive refurbishment of the Community Centre, of which more below. This has had a knock-on effect on our core performance, contributing to a large turnaround of nearly £40,000, taking us from substantial surplus in 2017 to deficit last year. As anticipated, despite several regular users being happy to decamp into the church itself, income from hall lettings was considerably down; so too was our dividend investment income, a consequence of liquidating our portfolio in order to provide funds for the building works. Together with other factors, notably a decline in planned giving, all this resulted in a fall of c £17,500 in our 'free' income.

On the expenses front, we have spent a large amount on repairs to one of our properties, Chaucer Court, and - taking advantage of the opportunity provided by the refurbishment project, but not actually part of the project - we have installed new heaters in the main hall of the Community Centre. These have been the chief elements contributing to the increase in expenditure, and both should prove to have been good investments for the future.

As will be seen from the accounts, the cost of the remodelling of the Community Centre, is in excess of £400,000 (with further expenditure to come this year). This, together with the refurbishment in 2017 of the Loseley Chapel, has been made possible by the very substantial bequest received from the estate of Marjorie Spooner, with in addition the bequest from the estate of Peggy Fletcher; these bequests were placed with the Church of England's investment funds, earning over £100,000 in dividend income and capital appreciation. As mentioned above, however, and as anticipated, we have had to deploy a substantial amount of the PCC's core funds - hence the liquidation of our investment portfolio. At the time of writing this report the final bill from the main contractors is still awaited.

Parish Church of St Nicolas Guildford

Independent Examiner's Report

Independent Examiner's Report to the PCC of St Nicolas Guildford

I report on the accounts of the PCC for the year ended 31 December 2018, which are set out on pages 7 to 17.

Respective responsibilities of the PCC and examiner

As members of the PCC (who are also the trustees of the charity) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Charities Act').

Having satisfied myself that the accounts of the PCC are not required to be audited under section 144 of the Charities Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Charities Act.

Independent examiner's statement

Since the PCC's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Charities Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

In connection with my examination, no material matter has come to my attention which gives me cause to believe that, in any material respect:

- 1 the accounting records were not kept in accordance with section 130 of the Charities Act; or
- 2 the accounts did not accord with the accounting records; or
- 3 the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Julian Ansell FCCA
Chartered Certified Accountant
19 Brooklyn Drive
Emmer Green
Reading
RG4 8SR

7th April 2019

Statement of Financial Activities for the year to 31st December 2018

	Note	2018 Unrestricted Funds		2018 Restricted Funds	2018 Total	2017 Total
		General	Designated			
		£	£	£	£	£
<i>Incoming Resources</i>						
Given by the Congregation	2,7	58,722		6,460	65,182	72,055
Donations and Bequests	3	44,583	300	4,630	49,513	101,191
Investments etc. Income		56,137	801	2,201	59,139	71,112
Other Income		14,408	1,057	506	15,971	24,714
Total Incoming Resources	2	173,850	2,158	13,797	189,805	269,072
<i>Resources Expended</i>						
Church Expenses	4	53,243	6,400	13,139	72,782	214,727
Parish Expenses	5	55,111	1,353		56,464	45,290
Community Centre Expenses	6	11,537	422,791		434,328	9,606
Parish Share		66,612			66,612	65,961
Donations Made	7	7,100		6,460	13,560	14,079
Total Resources Expended		193,603	430,544	19,599	643,746	349,663
Net Incoming Resources for the Year		(19,753)	(428,386)	(5,802)	(453,941)	(80,591)
Gains/(losses) on Investments	8,9	(1,499)		1,202	(297)	40,909
Revaluation gains/(losses) on Properties						
Funds as at 1 January 2018		352,724	1,781,384	75,999	2,210,107	2,249,789
Transfers between Funds		(132,823)	132,798	25	0	
Funds as at 31 December 2018		198,649	1,485,796	71,424	1,755,869	2,210,107
<i>Allocation to Funds of Net Incoming Resources</i>						
General	8	(19,753)			(19,753)	
Focus on Spirituality			(296)		(296)	
Comm Centre & Loseley Chapel Redvpmt			(428,090)		(428,090)	
Flowers				25	25	
Hazelden Trust				(7,123)	(7,123)	
SCC grant				(1,200)	(1,200)	
Children's Choir and Choral scholars				(1,525)	(1,525)	
Fr Andrew's Bicycle Fund				202	202	
Bellringers' Fund				3,819	3,819	
		(19,753)	(428,386)	(5,802)	(453,941)	
<i>Transfers Between Funds</i>						
General	8	(132,823)			(132,823)	
Comm Centre & Loseley Chapel Redvpmt			132,798		132,798	
Children's Choir and Choral scholars				25	25	
		(132,823)	132,798	25	0	

Parish Church of St Nicolas Guildford

Balance Sheet at 31 December 2018

	Note	2018 £	2017 £
Fixed Assets			
St Catherine's House	1	825,000	825,000
17 Chaucer Court	1	325,000	325,000
209 Stoughton Road	1	335,000	335,000
		<u>1,485,000</u>	<u>1,485,000</u>
Investment Assets			
Boom Credit Union		15,053	15,053
Securities etc	9	-	212,925
CCLA Investment Fund		-	64,088
		<u>15,053</u>	<u>292,066</u>
		<u>1,500,053</u>	<u>1,777,066</u>
Current Assets			
Debtors and Prepayments	10	11,533	24,450
Traidcraft Closing Stock		105	90
Central Board of Finance Deposits		239,561	397,658
Cash at Bank and on Hand		8,215	15,369
		<u>259,414</u>	<u>437,567</u>
Less Current Liabilities			
Sundry Creditors and Accrued Expenses	11	(3,598)	(4,526)
Net Current Assets		<u>255,816</u>	<u>433,041</u>
TOTAL ASSETS Less Current Liabilities		<u>1,755,869</u>	<u>2,210,107</u>
Reserves	8	£	£
<i>Unrestricted Funds</i>			
General Fund		<u>198,649</u>	<u>352,724</u>
<i>Designated Funds</i>			
St Catherine's House Fund		825,000	825,000
17 Chaucer Court Fund		325,000	325,000
209 Stoughton Road Fund		335,000	335,000
Focus on Spirituality		796	1,092
Community Centre and Loseley Chapel Redevelopment Fund		0	295,292
		<u>1,485,796</u>	<u>1,781,384</u>
<i>Restricted Funds</i>			
Flowers Fund		398	373
Hazelden Fund		67,005	72,926
Fr Andrew's Bicycle Fund		202	
Bellringers Fund		3,819	
SCC grant		0	1,200
Children's Choir and Choral scholars		0	1,500
		<u>71,424</u>	<u>75,999</u>
TOTAL RESERVES		<u>1,755,869</u>	<u>2,210,107</u>

Approved on 7th April 2019 and signed on behalf of the PCC by:

Revd Dr Andrew Norman (Rector)

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2018

1 Accounting Policies

Accounting Convention

These accounts have been prepared under the historical cost convention.

Income

In general, income from all sources is treated on a cash basis. Some items of income received in the current year, however, may be deemed more properly to belong to future years, and are therefore held over as deferred income to be reported in the appropriate year's accounts. The main instance of this is sales receipts and advertising revenue received during the year in respect of the following year's magazine. Some sponsorship income has similarly been received early and held over as at the year-end; these amounts are specified in Sundry Creditors.

The anticipated tax refund in respect of planned giving and other donations received has been accrued.

Expenditure

Ordinary running costs are brought to account in the year to which they relate. Minor items of capital expenditure are written off to repairs in the year in which they are incurred.

Special Collections and Donations

These include receipts from all collections held for a specific purpose: home boxes and other specific donations including the 'monthly good causes' and the luncheon voucher scheme. All such income is reported as 'restricted fund income'. Details are shown in note 7. Distributions to the beneficiaries of the 'monthly good causes' may be enhanced by an allocation from the PCC's own funds, also shown in note 7, any such additional amount being assessed by the Council during the year.

Restricted Funds

Also shown as 'restricted fund income' are contributions received from the Dorothy Grover Trust that have been given for a specific purpose, usually in connection with substantial outlay on maintenance to the fabric of the church and of the community centre.

Donations received specifically for the purchase of flowers for the church are reported as restricted funds income.

Designated Funds

The PCC may designate certain bequests received during the year, or other funds received, to be applied to particular purposes, as shown in the accounts.

Investments

Securities held have been revalued and are shown at their market value as at the year end.

The property at 72 Wodeland Avenue, St Catherine's House, was acquired during 1994 at a cost of £160,000; 17 Chaucer Court was part of a bequest received in 2003; 209 Stoughton Road was purchased during 2010 at a cost of £237,500. The valuations in this report of all three properties were obtained in February 2017.

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2017

1 Accounting Policies (continued)

Cashflow statement

The PCC has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cashflow statement on the grounds that it is a small charity.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's Inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2002 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 are capitalised and depreciated in the accounts over their currently anticipated useful economic life (initially five years) on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items of £2,000 or less, or on the repair of movable church furnishings acquired before 1 January 2002, is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over four years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

2 Incoming Resources

	2018		2018	2018	2017
	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated			
	£	£	£	£	£
<i>Planned Giving:</i> Donations	43,470			43,470	48,960
Income Tax Accrual	975			975	2,700
Income Tax Refunds	10,263			10,263	8,377
	54,708			54,708	60,037
Open Collections	4,014			4,014	4,672
Special Collections, including Fayre			6,460	6,460	7,346
Given by the Congregation	58,722		6,460	65,182	72,055
Dorothy Grover Trust	36,000			36,000	80,767
Hope Baillie Trust	7,000			7,000	6,800
Donations and Bequests	1,583	300	4,630	6,513	13,624
Donations and Bequests	44,583	300	4,630	49,513	101,191
17 Chaucer Court Rent	13,300			13,300	15,600
209 Stoughton Road Rent	14,820			14,820	14,780
St Catherine's House	23,068			23,068	18,950
Interest Received	1,042	801	76	1,919	329
Investment Income	3,907		2,125	6,032	21,453
Investments etc. Income	56,137	801	2,201	59,139	71,112
Given for use of Community Centre	8,044			8,044	15,643
Given for use of Church	2,283			2,283	2,583
Magazine	335			335	760
Focus on Spirituality		1,057		1,057	1,247
Parochial Fees	1,113			1,113	1,578
Votive Candles	299			299	256
Coffee Fund	1,437			1,437	1,603
Flowers Fund			506	506	465
Traidcraft	339			339	350
Sundry Income	558			558	229
Other Income	14,408	1,057	506	15,971	24,714
Total Incoming Resources	173,850	2,158	13,797	189,805	269,072

3 Donations and Bequests

	£	£
Cards for Good Causes	960	
Hope Baillie Trust	7,000	
Dorothy Grover Trust	36,000	
other donations received	923	44,883
<i>Restricted Donations:</i>		
Shenka Christmas re Fr A's bike	500	
Bellringers	3,930	
Childrens' choir sponsors	200	4,630
		49,513

4 Church Expenses

	2018		2018	2018	2017
	General	Unrestricted Funds Designated	Restricted Funds	Total	Total
£	£	£	£	£	£
Heating and Lighting		5,792		5,792	5,422
Insurance		5,278		5,278	4,990
Sanctuary Supplies		1,177		1,177	1,299
Music		18,443	1,725	20,168	19,783
Verger		10,190		10,190	7,241
Repairs and Maintenance		9,253	6,400	26,586	172,547
Items of Equipment (see Note 13)		573		573	394
Deputation Payments		22		22	
Flowers			481	481	522
Traidcraft		339		339	307
Sundry					
Miscellaneous	520				
Independent Examiner Fee	600				
Fees and Subscriptions	265				
Bank charges	542				
Gifts	91				
Books	158				
	<u>2,176</u>	<u>6,400</u>	<u>13,139</u>	<u>2,176</u>	<u>2,222</u>
	53,243	6,400	13,139	72,782	214,727

5 Parish Expenses

	2018		2018	2018	2017
£	£	£	£	£	£
Office Administration		4,682		4,682	4,539
Parish Administrators		12,277		12,277	11,625
Clergy Expenses		1,654		1,654	1,340
Rectory		1,165		1,165	1,151
Children and Families' Worker		12,600		12,600	13,740
Young People		631		631	538
Magazine		1,047		1,047	866
Focus on Spirituality			1,353	1,353	1,148
Social Events		275		275	342
Summer Fayre Costs		96		96	30
Investment Management Fees		943		943	1,985
17 Chaucer Court					
Maintenance	8,785				
Service Charge, Ground Rent etc	2,241				
Agent Fees etc	<u>799</u>	11,825		11,825	2,263
St Catherine's House					
Maintenance	2,491				
Insurance	508				
Agent Fees etc	<u>2,744</u>	5,743		5,743	3,325
209 Stoughton Rd					
Maintenance	142				
Insurance	253				
Agent Fees etc	<u>1,778</u>	<u>2,173</u>	<u>0</u>	<u>2,173</u>	<u>2,398</u>
	55,111	1,353	0	56,464	45,290

6 Community Centre Expenses

	2018		2018	2018	2017
£	£	£	£	£	£
Heat, Light, Water		1,977		1,977	2,607
Insurance		1,330		1,330	1,256
Repairs and Maintenance		6,994	422,791	429,785	1,417
Cleaning etc.		871		871	4,011
Purchases, Coffee, Sherry, etc.		365		365	315
	<u>11,537</u>	<u>422,791</u>	<u>0</u>	<u>434,328</u>	<u>9,606</u>

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2018

7 Special Collections and Donations Made

<i>Monthly Good Cause</i>		<i>Collected</i>	<i>Paid</i>
		£	£
January	Parishes for Peace	136.55	136.55
February	Surrey Drug & Alcohol Care	233.82	233.82
March			
April	Action for Carers	67.20	67.20
May	Toilet Twinning	102.03	102.03
June	College of St Barnabas	57.00	57.00
July	Mission to Seafarers	105.01	105.01
August	Street Child Africa	176.01	176.01
September	Church Army	112.75	112.75
October	Anti Slavery International	78.91	78.91
November	The Fountain Centre	63.35	63.35
December			
<i>Sub-Total</i>		<u>1,132.63</u>	<u>1,132.63</u>
<i>Others:</i>			
Lent Boxes	The Bishop of Gfd's Lent Call...	278.00	278.00
Lent Lunches	The Bishop of Gfd's Lent Call...	682.72	682.72
Friday Lunches	USPG	825.52	1,154.53
Summer Fayre	USPG	329.01	
Advent Carols	Community Angels		
Christmas Carols	No.5	302.32	
Christmas Day	No. 5	399.86	782.70
Wall box	No. 5	80.52	
Christingle	The Childrens' Society	866.46	866.46
	St. Nicolas School		1,000.00
	St. Nicolas School, bibles		
	YMCA, working with young people		2,000.00
	Street Angels / Town Centre Chaplaincy		4,000.00
	Luncheon Vouchers / Guildford Action	219.61	219.61
	Christian Aid	898.92	898.92
	DEC Emergency Appeal	269.72	269.72
i.m.o...			
Michael Gale	RNLI	175.00	175.00
	Guildford Bellringers		50.00
	Assoc for Promoting Retreats		50.00
<i>Sub-Total</i>		<u>5,327.66</u>	<u>12,427.66</u>
Total:		6,460.29	13,560.29

Parish Church of St Nicolas Guildford

Notes to the accounts as at 31 December 2018

	Note	£	£
8 Movements in Reserves			
UNRESTRICTED FUNDS:			
<u>General Fund</u>			
Balance as at 1st January 2018			352,724
Add Surplus (Deficit) for the year		(19,753)	
Add Gain on Investments Revaluation	9	(1,499)	
Less Transfer to Choral Scholars etc Fund		(25)	
Less Transfer to Redevelopment Fund		(132,798)	(154,075)
			198,649
<u>Designated Funds:</u>			
<u>St Catherine's House Fund</u>			
Balance as at 1st January 2018			825,000
Add Gain (Loss) on Revaluation			
			825,000
<u>17 Chaucer Court Fund</u>			
Balance as at 1st January 2018			325,000
Add Gain (Loss) on Revaluation			
			325,000
<u>209 Stoughton Road Fund</u>			
Balance as at 1st January 2018			335,000
Add Gain (Loss) on Revaluation			
			335,000
<u>Focus on Spirituality</u>			
Balance as at 1st January 2018			1,092
Add Contributions received		1,057	
Less Printing etc costs		(1,353)	(296)
			796
<u>Community Centre and Loseley Chapel Redevelopment Fund</u>			
Balance as at 1st January 2018			295,292
Add Interest and Dividends received		801	
Add Donation received		300	
Less Building etc works		(399,306)	
Less Architects etc fees		(19,060)	
Less Other costs		(10,825)	
Add Transfer from General Fund		132,798	(295,292)
			0
RESTRICTED FUNDS:			
<u>Flowers Fund</u>			
Balance as at 1st January 2018			373
Add Contributions Received		506	
Less Purchases		(481)	25
			398
<u>Hazelden Fund</u>			
Balance as at 1st January 2018			72,926
Add Interest earned		76	
Add Dividends received		2,125	
Add Gain (Loss) on Revaluation		1,202	
Less Maintenance		(9,324)	(5,921)
			67,005
<u>SCC grant</u>			
Balance as at 1st January 2018			1,200
Less New dishwasher purchased			(1,200)
			0
<u>Children's Choir & Choral scholars</u>			
Balance as at 1st January 2018			1,500
Add Donations received		200	
Add Transfer from General Fund		25	
Less Choral scholar payments		(1,725)	(1,500)
			0
<u>Fr. Andrew's Bicycle Fund</u>			
Add Donation Received			500
Less Repair costs			(298)
			202
<u>Bellringers Fund</u>			
Add Initial transfer received			3,525
Add Contributions received			405
Less Maintenance Costs			(111)
			3,819

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2018

9 Investments		31 Dec 2018	Valuation as at	31 Dec 2017
		£	£	£
20,000 World Equity Income I Inc	Aberdeen Unit Trust Managers	0		14,390
400 Gold & General D Acc	Blackrock Asset Managers (UK)	0		3,983
9,326 US\$0.0001 ordy shares	Catco Reinsurance Opps Fund	0		6,998
2,150 OrdY 11.55172p shares	Drax Group plc	0		5,818
400 OrdY 25p shares	GlaxoSmithKline plc	0		5,290
1,416 OrdY US\$0.50c shares	HSBC Holdings plc	0		10,859
17,353 Contl European Y Inc	J O Hambro Capital Mgt	0		29,118
8,000 OrdY 1p Shares	LXI Reit plc	0		8,360
1,875 OrdY 25p shares	Merchants Trust plc	0		9,338
31,664 Fltg OrdY Shares	NB Global Rate Income Fund	0		29,986
600 OrdY 5p shares	North Atlantic Small Co's IT	0		16,350
32 Gateway to India 'C' share	Ocean Dial Investments	0		7,587
10,000 Strategic Bond Fund	Rathbone Unit Trust Mgmt	0		11,806
500 Euro 0.07 B Shares	Royal Dutch Shell	0		12,543
4,209 OrdY 284/7p shares	J Sainsbury plc	0		10,161
700 OrdY 50p shares	Scottish & Southern Energy plc	0		9,240
275 OrdY 31/9p shares	Unilever plc	0		11,345
4,150 OrdY US\$0.2095238 shares	Vodafone Group plc	0		9,753
Market Value of investments held as at 31 December 2018		0	0	212,925
Add: Sale Proceeds:				
20,000 World Equity Income I Inc	Aberdeen Unit Trust Managers	13,255.87		
400 Gold & General D Acc	Blackrock Asset Managers (UK)	3,526.67		
9,326 US\$0.0001 ordy shares	Catco Reinsurance Opps Fund	3,478.97		
2,150 OrdY 11.55172p shares	Drax Group plc	7,560.59		
400 OrdY 25p shares	GlaxoSmithKline plc	5,897.47		
1,416 OrdY US\$0.50c shares	HSBC Holdings plc	10,392.32		
17,353 Contl European Y Inc	J O Hambro Capital Mgt	29,587.38		
8,000 OrdY 1p Shares	LXI Reit plc	8,500.61		
1,875 OrdY 25p shares	Merchants Trust plc	9,908.19		
31,664 Fltg OrdY Shares	NB Global Rate Income Fund	29,115.76		
600 OrdY 5p shares	North Atlantic Small Co's IT	16,521.46		
32 Gateway to India 'C' share	Ocean Dial Investments	6,536.19		
10,000 Strategic Bond Fund	Rathbone Unit Trust Mgmt	11,387.26		
500 Euro 0.07 B Shares	Royal Dutch Shell	14,009.08		
4,209 OrdY 284/7p shares	J Sainsbury plc	12,510.86		
700 OrdY 50p shares	Scottish & Southern Energy plc	9,858.44		
275 OrdY 31/9p shares	Unilever plc	11,342.12		
4,150 OrdY US\$0.2095238 shares	Vodafone Group plc	8,036.34	211,426	
Less: Book Value of investments held as at 31 December 2017			(212,925)	
Gain / (Loss) on Investments			(1,499)	

Parish Church of St Nicolas Guildford
Notes to the accounts as at 31 December 2018

10 Sundry Debtors and Prepayments	£	£
<i>Prepayments</i>		
Insurance	2,697	
Others	200	2,897
<i>Sundry Debtors</i>		
Hope Baillie Trust	7,000	
Other Receivables	661	
Planned Giving Tax Accrual	975	8,636
		11,533

11 Sundry Creditors and Accrued Expenses	£	£
<i>Accrued Expenses</i>		
Gas	1,173	
Professional Charges	600	1,773
<i>Sundry Creditor</i>		
Café Play	179	
Tuesday Group	314	
Other	10	503
<i>Deferred Income</i>		
Magazine	200	
Rent receipt	1,087	
Focus	35	1,322
		3,598

12 Related Trusts

Hope Baillie Fund

The Hope Baillie fund falls under "The Incumbents and Churchwardens (Trust) measure 1964" with the CBF as custodian trustee. The incumbent and churchwardens act as administrative trustees.

Dorothy Grover Trust

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

13 Purchases of Equipment

	£
storage boxes etc	90
screen room divider	421
gazebo	22
2 kettles	40
	573

Parish Church of St Nicolas Guildford

Notes to the accounts as at 31 December 2018

14 Employees and staff costs

The average number of employees during the year was 5 (2017 : 4).
The total cost of employing these staff was:

	2018	2017
	£	£
Salaries	39449	38,905
National Insurance		
	<u>39,449</u>	<u>38,905</u>

15 Magazine

	2018	2018	2017	2017
	£	£	£	£
Income and costs consisted as follows:				
Sales				
Advertising		335		760
less: Printing costs	(955)		(801)	
Distribution etc	(92)	<u>(1,047)</u>	<u>(65)</u>	<u>(866)</u>
		<u>(712)</u>		<u>(106)</u>

16 Traidcraft

	2018	2018	2017	2017
	£	£	£	£
Activity in Traidcraft goods during 2018 was as follows:				
Income from Sales		339		350
less: Purchases	(354)		(298)	
add Opening Stock	(90)		(99)	
less Closing Stock as at 31 Dec 2018	<u>105</u>	<u>(339)</u>	<u>90</u>	<u>(307)</u>
net surplus/(deficit) for the year		<u>0</u>		<u>43</u>

17 Independent Examiner's Remuneration

	2018	2017
	£	£
	<u>600</u>	<u>600</u>

18 Coffee etc Account

	2018	2018	2017	2017
	£	£		£
Opening balance		34		39
Receipts	1,437		1,603	
Purchases	(365)		(315)	
Transfers to main PCC a/c (net)	<u>(1,101)</u>	<u>(29)</u>	<u>(1,293)</u>	<u>(5)</u>
		<u>5</u>		<u>34</u>

19 Music

	2018	2017
	£	£
Expenditure on music breaks down as follows:		
Director of Music, salary	7,156	6,963
D of M Housing allowance	6,000	9,087
D of M Childrens' Choir Allowance	3,000	1,000
Deputisation	710	410
Purchase / hire of music	103	91
RSCM membership fee	103	101
Organ maintenance, piano tuning	1,271	499
Choral scholars and Children	1,825	1,600
Sundry		32
	<u>20,168</u>	<u>19,783</u>



DRAFT MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING OF ST NICOLAS' CHURCH HELD IN THE COMMUNITY CENTRE ON SUNDAY 18TH MARCH 2018 AFTER 10AM SUNG EUCHARIST

Present: Andrew Norman (chair), Kia Pakenham (visitor), 28 members of the Electoral Roll who signed the register, plus the Churchwardens Marian Coom and Darrol Radley.

The meeting commenced at 11:50.

The Chair welcomed attendees to the meeting. He reported that the PCC had just met to agree the final costs for the Community Centre redevelopment project.

Part 1

1	Apologies were received from Audrey Collier, David Greenwood, Sister Grace Gray, Sally Lowe and Gill Stein.
2	<p>The Chair said that he was happy to share with the meeting the good things happening at St Nicolas' – good people and a warm-hearted community. He expressed his appreciation of the Churchwardens, Treasurer, Verger, Parish Clerk, Administrators, PCC Secretary and all those working behind the scenes to sustain the life of the church community.</p> <p>He reminded the meeting of the importance of looking after volunteers with written volunteer agreements for each role which will include a role description, what to expect from the church, safeguarding etc, with some roles requiring a DBS check.</p> <p>He reported that at the first PCC meeting safeguarding policies would be adopted and training discussed.</p> <p>He thanked everyone for all that they do.</p>

Part 2 Election of Churchwardens

3	<p>Election of Churchwardens:</p> <p>The Chair said that we were very blessed with two excellent Churchwardens. He was so very grateful for all that Marian Coom had done in her time in the role. Marian replied that it had been a privilege.</p> <p>Marian was presented with gifts as a token of everyone's appreciation.</p> <p>Two nominations had been received for the post of Churchwarden. Darrol Radley was duly elected to carry out a further year in office and Linda Barnes was also elected as churchwarden.</p> <p>Linda Barnes: Proposed by Cath Anderson, Seconded by Patrick Andrew.</p> <p>Darrol Radley: Proposed by Patrick Andrew, Seconded by Maureen Hibberd.</p>
4	The minutes of the meeting held on 2 nd April 2017 were approved as a correct record by the meeting and signed by the Chair.

Part 3 Annual Parochial Church Meeting

5	The minutes of the meeting held on 2 nd April 2017 were approved as a correct record by the meeting and signed by the Chair.
6	Matters arising: None
	<p>Elections to the PCC: There were four vacancies for a term of three years and two for a term of two years. There were six nominations and they were all duly elected as below:</p> <p>Cath Anderson (to serve for three years): Proposed by Chris Ross Seconded by Linda Barnes</p> <p>Julia Andrew (to serve for three years): Proposed by Cath Anderson Seconded by Linda Barnes</p> <p>Marian Coom (to serve for three years): Proposed by Cath Anderson Seconded by Darrol Radley</p> <p>Catherine Ferguson (to serve for two years): Proposed by Jo Radley Seconded by Linda Barnes</p> <p>Jana Phillips (to serve for two years): Proposed by Linda Barnes Seconded by Marian Coom</p> <p>Chris Ross (to serve for three years): Proposed by Cath Anderson Seconded by Linda Barnes</p>
9	<p>Sides–People.</p> <p>The names of those willing to serve as sides-people were read out. The Churchwardens thanked them for their important role in welcoming people.</p>
10	<p>Finance.</p> <p>i. The Chair thanked Iain Ferguson and the members of the Finance Advisory Committee for their very important role of making the PCC aware of the resources and the options open to them.</p> <p>ii. Presentation of the Annual Accounts.</p> <p>Patrick summarised the year’s outcome which had resulted in a net surplus of £19k, after donations of £7k although he told the meeting that this would not have been achieved without the contribution from the Dorothy Grover Trust.</p> <p>The planned giving income of £60k held up very well against the previous year. Congregational giving was £65k, £46k from the Dorothy Grover Trust, £6.8k from the Hope Baillie Trust and £3.6k in bequests. The investment income includes property. St Catherine’s House was only let for 10 months due to a change of tenants.</p> <p>Turning to the S.O.F.A, this showed income of £191k and expenditure of £172k. Patrick said that the Parish Share will go up as the basis of calculation is changing which will result in an increase of £3.5-£4k per year.</p> <p>Activity in the restricted funds mostly related to activity in the tower, including brickwork repairs. Focussing on the Balance Sheet, Patrick commented that the 3 properties were valued in April 2017. The Chaucer Court flat’s value is down by £50k as it is getting towards the end of its lease. The PCC will need to decide what action to take. Boom Credit Union is an ethical and moral investment, securities are mostly inherited and the CCLA Investment Fund is the source of funding for the Community Centre project. Assets total £2.1m.</p> <p>Philip Hooper commented that the Community Centre works will make a hole in our total assets, Patrick replying that the PCC will need to decide how to fund the rest. Maureen Hibberd suggested that the sale of a property was the last option that should be taken and Linda Barnes reassured the meeting that there was no need to take out a loan. Marian Coom said that there</p>

	<p>were many options and the PCC would take a sensible approach.</p> <p>The Chair thanked Patrick for all his work on the accounts.</p> <p>iii. David Coom proposed that the meeting adopt the accounts and Elizabeth Hooper seconded the motion. All present voted in favour.</p> <p>iv. Patrick proposed that Julian Ansell be appointed as Independent Examiner and Linda Barnes seconded the motion. All present voted in favour.</p>
11	<p>Electoral Roll</p> <p>Cath Anderson and Phillip Hooper reported that there were 139 on the roll, 66 resident in the parish and 73 living outside. Next year the Electoral Roll will be revised. The roll is stored electronically with adequate password protection. GDPR will be considered at the forthcoming PCC Away Day.</p>
12	<p>Churchwardens' Report</p> <p>The Churchwardens referred the meeting to their report in the annual report and accounts and welcomed questions. Darrol thanked those continuing to update the inventory.</p>
13	<p>Open Forum.</p> <p>i. Rory Fenner asked if it was possible to wedge the door open from the north porch to make it more welcoming and it was agreed that this could be done in fine weather.</p> <p>ii Tim Woodford thanked everyone for their support, particularly choristers and those sponsoring members of the children's choir. He thanked the choir and reported that rehearsals will be on Sundays after Easter. He hoped to recruit more adults to the choir. He also reported the difficulty of carrying out the role on his own. Fr Andrew thanked Tim for all he does.</p> <p>iii Liam reported that he hoped to announce a new name for Children's Church on Palm Sunday. He thanked everyone for their welcome. He stressed how he was desperate for volunteers for the children's Holiday Club and that there were lots of ways to help. Fr Andrew wished to celebrate Liam's work.</p> <p>iv. Marian Coom reported that work on the Community Centre should start on 16th April. The St George's area in church would be used for meetings with a temporary kitchen being set up. A portaloo would be installed. She asked for people's forbearance during the works. Anne Cooper asked for volunteers to help with the move into church during the week after Easter. In response to Jenny Austin's question, Marian reported that the plans would be displayed in the narthex. Fr Andrew said that the project should increase our income, but it was the most important way for us to serve the local community.</p>
14	<p>Conclusion</p> <p>The next APCM would be held on 7th April 2019.</p> <p>There would be a PCC Away Day on Saturday 12th May to reflect fix dates of meetings, focus on safeguarding, GDPR and how best to participate in 'Thy Kingdom Come', the Archbishops' initiatives.</p> <p>Marian Coom proposed thanks to Fr Andrew for his dedication, direction, energy and enthusiasm. He expressed his huge appreciation to Anne as she completes her curacy in June, as she gives her time and dedication voluntarily.</p> <p>Darrol finally thanked Marian for the huge effort and time she gives to all aspects of church life.</p> <p>The meeting ended at 12:35</p>