

# St Paul's Church, Dorking

## Annual Report and Financial Statement of the Parochial Church Council for the year ended 31<sup>st</sup> December 2015

Including the APCM Agenda for 24<sup>th</sup> April 2016  
and Minutes of last year's APCM.

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

**Sunday 24<sup>th</sup> April 2016, 11.30am  
at St Paul's Church**

***APCM Agenda***

- 1 Opening Prayer
- 2 Election of Churchwardens
- 3 Apologies for Absence
- 4 Minutes of the 2015 Meeting and Matters Arising
- 5 Elections
  - a. Elected members of the PCC
  - b. Sidespeople
  - c. Independent Auditors for the accounts
- 6 Church Reports
  - a. Annual report and financial statement of the PCC (see written report)
  - b. Numbers on the electoral roll
- 7 Your Questions
- 8 Closing Prayer and Blessing

NB. Parochial Church Council membership consists of:  
Clergy,  
Licensed Lay Ministers,  
2 Churchwardens,  
Deanery Synod members (up to 3),  
Other elected members (up to 15),  
Co-opted members, as agreed by the PCC

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

**Annual Report and Financial Statement  
of the Parochial Church Council  
for the year ended 31<sup>st</sup> December 2015**

**Staff Ministry Team**

Incumbent Vicar:	Rev Ruth Bushyager MSci, MA
Associate Vicar:	Rev Jeff Yelland CEng, DipHE, STETS
Assistant Minister:	Rev Jenny Firth B Mus, PGCE, DipHE, DipMin
Children's and Youth Minister:	Steve Henwood BA(Ed)

**Bank**

(1) HSBC Bank plc 67 West Street, Dorking RH4 1BW	(2) Lloyds Bank 120 High Street, Dorking RH4 1BB	(3) CAF Bank Kings Hill, West Malling ME19 4TA
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**Independent Auditor**

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

**Architect**

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

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## ***Structure, Governance and Management***

### **Constitution of the Parochial Church Council (PCC)**

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

### **Day-to-day management**

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

### **Membership of the PCC**

Members of the PCC are ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. During the year (from 1<sup>st</sup> January to 31<sup>st</sup> December 2015) the following served as members of the PCC:-

Incumbent Vicar	Rev Ruth Bushyager
Associate Minister	Rev Jeff Yelland
Assistant Minister	Rev Jenny Firth
Licensed Lay Minister	Dr Pat Goode
Wardens	Phil Mockler (until April 2015), Jon Ruddock (from April 2015), Sue Swain-Fossey (since 2013)
Representatives on the Deanery Synod	Graham Everness, Diana Pledge, Sylvia Yelland
Elected Members (up to APCM 2015)	Lorraine Boardman, Nigel Catterall, Alison Everness, Jonathan Papworth
Elected Members (throughout 2015) [Term in brackets]	Jessica Bailey [2017], Lawrence Comber [2017], Chris Ellis [2016], Maggie Hill [2017], Megan Hill [2016], Jayne Mockler [2016], Ros Mulholland [2017], Laura Parker [2016]
Elected Members (from APCM 2015)	Alex Birch [2018], Brad Bryant [2018], Oliver Fricker [2018], Steve Goddard [2016], Peter Harris [2017], Juliette Lister [2018], Amanda Tucker [2018].
Co-opted	Steve Henwood

### **Officers of the PCC**

<i>Chairman:</i>	Rev Ruth Bushyager
<i>Vice-chairman:</i>	Sue Swain-Fossey (until April), Jon Ruddock (from May)
<i>Secretary:</i>	Chris Ellis
<i>Treasurer:</i>	Lawrence Comber (until November), Chris Ellis (from December)
<i>Electoral Roll Officer:</i>	Judith Ellis

## **Recruitment, induction and training**

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

## **Organisation and use of Committees**

### **PCC Executive Team ('PCC Exec')**

The PCC Exec incorporates the function of a Standing Committee, which is required by Church law. This executive group, comprising the vicar, wardens and up to three further members, is empowered to execute on all matters that are required for the effective implementation of the PCC's mandate.

The PCC Exec meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision making and leadership of all the vision, ministry and activity of the church. Throughout 2015 the PCC Exec continued to pursue the goal of prayerfully providing connectivity, support, resourcing and prophetic insight to the PCC and the wider leadership group.

It is intended that by using a rolling agenda, PCC Exec will review, encourage and provide direction to all those serving in leadership of our different teams and ministries to ensure the wide and varied tasks of vision implementation are being carried out in line with our Mission Action Plan.

### **PCC Exec Members:**

Ruth Bushyager, Lawrence Comber (until November 2015), Chris Ellis, Phil Mockler (until April 2015), Jon Ruddock (from May 2015), Sue Swain-Fossey, Jeff Yelland

### **Other Committees/Teams and Activities reporting to the PCC during 2015**

- **Fabric Team** – providing support, guidance and recommendations to the PCC on the appropriate maintenance and management of premises for which the PCC is responsible.  
*Team leader: Jon Ruddock*
- **Finance Strategy Group** – a PCC subgroup to prepare short and medium term plans for a visionary budget, engage with the church family and liaise with the Diocese about the loan.  
*Team leader: Laura Parker*
- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.  
*Team leader: Nigel Catterall*
- **Nursery Management Committee** – managing the St Paul's Nursery School.  
*Team leader: Maggie Hill*
- **Remuneration Policy Review Group** – a PCC subgroup to review and propose criteria for which roles should receive remuneration or payments and which are voluntary.  
*Team leader: Ruth Bushyager*
- **World Church Team (WCT)** – responsible for promoting the church's involvement with God's work beyond the parish and making recommendations for the PCC's outward giving.  
*Team leader: Jonathan Papworth*

## **Objectives and Activities**

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions. The PCC shares the privileges and responsibilities of making certain decisions with the Incumbent and it co-operates with the Incumbent (or the churchwardens during a vacancy) in the Church's whole mission.

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

## ***Objectives for 2015 (taken from the previous annual report)***

The following statement of objectives for 2015 is taken from last year's Annual Report. It formed the basis of our Mission Action Plan which was reviewed regularly by the PCC during the year.

### **Worship**

Continue to develop our worship services aiming for a range of visitor-friendly worship for all ages and stages of life and faith. We aim to see growing numbers at both morning congregations and in children's groups.

- being increasingly welcoming – incl. new welcome leaflet and publicity, growing our hospitality ministries and vision (from March)
- developing a new evening service pattern including evening communion and extended worship time (from May)
- grow stronger in providing prayer ministry on Sundays and at other opportunities (from April)
- develop variety and creativity in our worship, encouraging lay members of all ages to grow in gifts such as leading worship/teaching with feedback and training (from March). New Preachers Forum to be set up (from October)
- develop more opportunities for corporate prayer (from March)

### **Discipleship & Fellowship**

Working to ensure that newcomers and those peripheral to church are helped to become followers of Christ and members of the church community

- implementing a vision for every church member to be committed to grow in their faith, find a meaningful place of service, and give to the church financially (from April)
- new pattern of Welcome Teas (from March) and possibly Baptism Teas (Autumn)
- new membership literature and publicity (from April)
- encouraging Scripture memorization and more people engaging more deeply with the Bible (from March, and new in-depth bible teaching from Sept)
- increasingly becoming an inter-generational church family through broader small-groups, worship and social events (e.g. March Maundy Thursday supper, June Father's Day BBQ, July picnics, & combined congregation worship e.g. at APCM & during August)
- provide new courses to care for church members and wider community in fields of pastoral care (e.g. depression course from April, bereavement course from October)

### **Mission & Service**

Be increasingly outward looking in mission and compassionate towards those in need in Dorking and further afield.

- focus on building relationships with pre-schoolers & their parents by developing the mission and ministries of our nursery, SPOT, Early Bird Café, baptisms and crèche (from Sept)
- play our part in the establishing of a Food Bank in Dorking (from May)
- renewed focus on culture of invitation (from October) and evangelism training (Autumn) so that we see new disciples of Christ
- train Pastoral Assistants to take communion to the housebound of the parish, strengthening our ministry to nursing homes, the hospital, and the elderly (from June)
- develop increased culture of identifying and using spiritual gifts in serving God (from April)
- explore ways that our small-groups can be increasingly mission-focused (Autumn)

### **Church Activities**

**Services** are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal "Café Church" format. On Sunday evenings during 2015 we offered a variety of services and events, and a new mid-week service, "Worship on

Wednesdays", was started on Wednesday at 1:30pm. In addition a spoken service of Morning Prayer is held on Monday morning to which all are welcome. Services are also led in local residential homes for the elderly.

**Saltmine** is the ministry for children up to the age of 14. The Saltmine groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood

During the week a network of **Small Groups** meets, mostly in homes, some during the day and others in the evening. These groups followed the same termly teaching programme used in the morning services. At the end of 2015 there were 17 groups meeting regularly involving about 200 people. The Small Groups are coordinated by Sylvia Yelland.

A team of 12 qualified **Lay Pastoral Assistants** works with the staff ministry team to provide confidential pastoral support. For the past 5 years the team has been led by Jackie Goel who is being succeeded at the start of 2016 by Ruth Cornish.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups. Penny Barker manages the Church Operations; Nicola Glass is the Church Office Assistant. Nigel Catterall serves as Verger and Paul Studley serves as our Properties Manager. A team of receptionists is on hand each weekday morning from 8:45am to 1pm to welcome visitors. This team of volunteers is organised by Ali Studley.

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

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith  
*Leaders: Brad & Maree Bryant*
- **Early Bird Café** – A meeting point for parents and pre-school children  
*Coordinator: Rowena Birch*
- **Finance** – Managing budgets, Gift Aid, Planned Giving, income and expenditure  
*Leader: Lawrence Comber (to November 2015); Chris Ellis (from December 2015)*
- **Floral Decorations** – Preparing floral arrangements to decorate the church and centre  
*Coordinator: Ruth Paine*
- **Kitchen & Catering** – Managing use and operation of the kitchen, ensuring compliance with environmental health standards and coordinating catering for major church activities  
*Catering Manager: Jayne Mockler (also Kitchen Manager to August 2015);  
Kitchen Manager: Michelle Robinson (from January 2016)*
- **Little Notes** – Live music for babies, toddlers and carers  
*Leader: Lou Bradbury*
- **Marriage Preparation** – For couples preparing for marriage to explore together some topics to help build a strong foundation for a lasting relationship  
*Leaders: Jeff and Sylvia Yelland*
- **New Wine (Summer)** – Connecting around the New Wine summer national gatherings for worship, teaching and ministry as a group from St Paul's as part of the wider UK church  
*Coordinators: Brad Bryant & Steve Lister*
- **Nursery School** – Weekday 'early years' provision  
*Head teacher: Tanya King*
- **Sound & Visual Support** – Providing technical support for worship, services and events  
*Leader: Tom Hill*
- **SPOT** – A group for carers and under three year-olds on Wednesdays  
*Leader: Joan Darling*
- **Uniformed Organisations** – Guides, Brownies, Rainbows  
*Leader: Alison Cotterill*
- **Welcome** – Ensuring that everyone is welcomed, has access to information and opportunities for connecting with others, with a special focus on those new to St Paul's  
*Leader: Ian Poole*

- **Work Out** – Midweek monthly meeting and network connecting faith with the world of work including those who work from home, or are in between work  
*Leader: Simon Gardner*
- **Worship Team and Choir** – Groups leading and supporting sung worship in a variety of styles. Preparing and seeking God's heart to grow His worship ministry at St Paul's  
*Leaders: Tom Hill (worship team) and Helena Twentyman (choir)*
- **XL** – A mid-week discipleship group for 8-14 year olds  
*Leader: Steve Henwood*
- **Young at Heart (formerly Contact the Elderly)** – A caring social meeting, held monthly on Sunday afternoons  
*Leader: Maggie Hill*

In addition we have designated link individuals for our active participation in Dorking Beatitudes (Rachel Studholme), Besom (Duncan Cumming), Street Pastors (Maggie White) and Churches Together in Dorking (Anne Draper).

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

### ***Policy on Outward Giving***

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



## ***Review of 2015***

### **Church Membership and Attendance**

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2015 was 260 (compared with 266 at April 2014).

During 2015, excluding Easter and Christmas Day, the average total recorded attendance at all services on a given Sunday was 271 (compared with 256 in 2014, 284 in 2013).

The total recorded attendance for all services on Easter Sunday was 456 (compared with 402 in 2014 and 385 in 2013). The total recorded attendance for all services on Christmas Eve and Christmas Day was 862 (compared with 808 in 2014, 857 in 2013).

### **Annual Report of the Parochial Church Council (PCC)**

The PCC held bi-monthly meetings during 2015 with its agenda focused on business matters. Additional meetings were held in October to consider admitting children to Holy Communion and in November to consider the budget for 2016. The annual PCC Quiet Day which was postponed from autumn 2014 was held over a weekend in February following the arrival of Ruth as our new vicar.

At the business meetings during 2015, the PCC received regular reports from the World Church Team, the Fabric Team, the Deanery and Diocesan Synod representatives, the Treasurer and the PCC Exec.

In addition, at various times during the year separate reports were received covering the following:

- the conclusion of the Vision Building project for the new Church Centre;
- safeguarding of children and vulnerable adults;
- progress with implementing the Mission Action Plan;
- moving to the Google Apps Suite for non-profit organisations;
- updates from the Electoral Roll officer;
- admission of baptised children to Holy Communion before confirmation;
- Holy Communion assistants;
- review of PCC policy on remuneration and payments;
- reports from the Health & Safety Group.

These reports helped to ensure that PCC members remain informed about what is happening within the various ministries, initiatives and operations of St Paul's Church, and therefore are able to provide better support for those serving in these areas.

As well as the material raised in these reports, during the year the PCC considered a variety of other matters including the church grounds, revising bank signatories, support for candidates for Licensed Lay Minister and Lay Pastoral Assistant training, participating in the Guildford Ministry Experience Scheme, the "Count Me In" programme, budget planning, seeking to identify a new Treasurer and PCC Secretary, and the ongoing review of the Mission Action Plan.

*Chris Ellis (PCC Secretary)*

### **Report on Goods, Fabric and Ornaments**

#### **Introduction**

In early 2015 it was discussed at PCC that a planned programme of decorating and maintenance works is needed for the various buildings for which St. Pauls PCC has responsibility. In addition to the 'reactive' works required as issues arise, there were a number of recommendations arising

from the Quinquennial report of June 2014, to undertake necessary works to the main church building itself. In June 2015, the Fabric Team was set up to provide support, guidance and recommendations to the PCC on the appropriate maintenance and management of the church premises for which the PCC are responsible. These included:

- The church and church centre
- Church grounds
- Vicarage – in conjunction with Diocese Property Dept.
- 6 Falkland Road – Children and Youth Minister's (CYM) house
- The St. Paul's 'School House Flat'
- Any other future property rented or owned by St Paul's Church

The members of this group are Paul Studley as Property Manager, surveyors Nigel Pittam and Mark Brookman, and Jon Ruddock as chair and churchwarden. The group has met monthly since June 2015, covering the following topics:

- Roles of those involved in maintenance, formally and informally
- Basis of ownership or rental of the various properties...
- ...and hence which agency (St. Paul's Church, Diocese, school, other) has responsibility for which type of works
- Clarification of any legal responsibilities and the current arrangements in place
- Budget available for any works, and the allocation of such
- Legal and best-practice requirements in respect of property maintenance
- The Quinquennial Inspection recommendations, and their prioritising for action

### **Progress to date**

The Fabric Team scoped the Quinquennial work, using surveyors and building contractors. It has made initial recommendations to the Executive Group on this work, and will report to PCC in March 2016. All works are now costed, risk-assessed and an order of recommended priority determined. A diocesan approved architect has been approached to oversee this work, as per diocesan guidance. The lead roof over the CYM office within the church building has been repaired.

The group has ascertained the legal basis of arrangements for the various buildings listed above, including buildings insurance responsibility. The group is awaiting a proposed maintenance programme for the School House Flat, following discussions with St. Paul's School. Gas and electrical safety has been assured. Initial works have been completed in Falkland Road, ensuring gas and electrical safety, with some further work still to be completed. Andrew Rutty has organised the clearing of the church grounds on two occasions.

It is anticipated that the Team will continue to meet every month, or as need requires, during 2016.

*Jon Ruddock (Churchwarden)*

### **Dorking Deanery Synod Report**

St Paul's is one of 16 churches in the Dorking Deanery. It has three lay representatives on the Synod (Diana Pledge, Sylvia Yelland and Graham Everness) whose current three-year term of office ends in 2017.

In April, Diana Pledge retired after ten years of sterling service as Secretary and was replaced by Simon Barnes. At the same time, Graham Everness took over from Nick Hands-Clarke as Treasurer.

In September the Deanery had to elect three lay representatives for the Diocesan Synod, one fewer than previously. Graham Everness chose not to stand again and so the other three existing

representatives (Nick Hands-Clarke and Peter Bruinvels, both of St Martin's, and Mary Huggins, of Capel) were re-elected unopposed.

The Deanery Synod met three times during the calendar year:

- 23 February: The main focus was on the Leading your Church into Growth conference that seven clergy from the Deanery had attended in November 2014. Churches have to look beyond 'maintenance' to 'mission', with three areas of 'growth' being considered – more people coming to church, more people becoming like Jesus and more capacity to serve God in the world and local community.
- 24 June. Stuart Ryland gave an encouraging annual report on his Chaplaincy at the Priory School, and this was followed by a focus on a variety of projects addressing social issues in our parishes. There were five different speakers, covering the Dorking Area Foodbank, Capel Community Chest, Christians against Poverty, Debt Counselling and Besom.
- 12 October. The Diocesan Youth Adviser, David Welch, came to lead a session on 'Developing Children's and Youth Work in every parish'. In a lively interactive session David pointed out the differences between youth today and a generation ago, and encouraged everyone to support this work in prayer (if not able to do so by physical participation!).

*Graham Everness (for the Dorking Deanery Synod representatives)*

## **Report on Safeguarding of Children & Vulnerable Adults**

There are currently 81 volunteers within St Paul's Church who are DBS cleared to work with children and/or vulnerable adults, although approximately 16 of these no longer play an active role.

There have been no issues of concern raised on any individual by the DBS checks done during 2015, and no changes are required to be made to the processes of running the checks.

Steve Henwood and Fiona Ruddock are now meeting bi-annually to review all safeguarding issues and establish an action plan for any matters arising. During the past year, the following issues have been addressed:

1. Review of current policies and procedures in the light of the new church building. This has included undertaking risk assessments for all children's groups.
2. Update leaders' pack in light of both the new building, and new staff members. The pack is now being reviewed by the Diocese.
3. All who work with children to complete diocesan safeguarding training. This is partly complete, and currently on hold whilst the Diocese restructure their own safeguarding system.
4. Fire evacuation procedures in place for Sunday mornings and other groups.
5. Written guidance is in place for receptionists.
6. Framework is in place for the annual safeguarding review.

Matters in progress include:

1. Details of all DBS checks to be recorded on church database.
2. An 'Intimate Care Policy' is being developed for Crèche and Scramblers/Climbers groups.
3. Ensure good communication with St Paul's Nursery in relation to child protection. Regular meetings to be set up.
4. Guidelines for providing under-18s with lifts home, following Worship Academy meetings.

*Fiona Ruddock (Safeguarding Officer for Children & Vulnerable Adults)*

## **Financial review**

### ***PCC Treasurer's Report***

#### **Summary**

Total income for the year was £411k (2014: £629k). This was split between the General Fund £297k (2014: £258k) and restricted funds £114k (2014: £371k).

Unrestricted funds, of which the General Fund is the major part, recorded a surplus of £42k against a planned surplus of £1k. The balance in the General Fund is now £35k, a marked improvement from the balance of -£12k at the end of 2014, and restores the reserves needed to comply with our reserves policy detailed below.

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

In 2015 we continued to receive legacy gifts as we do from time to time, and we are grateful to those who have made provision in their will in this way. As with all matter of church finance, further information or confidential discussion is available from our Treasurer.

#### **General Fund**

##### **- Income**

General Fund income for the year was £43k better than budget. This reflects the improved position following the "Count Me In" initiative and prepares for the additional costs of funding a new Curate in 2016, the repayment of the Diocesan and church family loans for the new church centre and addressing urgent expenditure on our church building and failing equipment in the coming months.

##### **- Expenditure**

**Grants.** During the year we made grants of ~£28k. This includes a budgeted amount from the General Fund, which corresponds to around 9% of our general income for the previous year (2014), plus donations relating to a number of specific appeals during the year.

**Support for Worship & Services** was increased at the end of the year to apply additional funds to the purchase of replacement equipment for the sound and visual support of our services and events. In particular a new multi-media PC and lapel radio microphones were installed in December at a cost of ~£1.9k.

**Other Operational Costs** were overspent by £2.6k, due to routine maintenance costs. These included £3.6k spent on fire safety and security systems, £700 on the continuing rental of the container, and £1k on pest control. A review of routine maintenance contracts is being undertaken in 2016 with the aim of reducing these costs where possible.

#### **Building Fund**

Income for the Building Fund has continued to rely on the generous giving from members of the church family throughout 2015 in order to repay the outstanding loans from the Diocese and church family members.

#### **Funds**

Total unrestricted funds increased by £42.9k, driven by the General Fund which increased by £47.8k. Total unrestricted funds stand at £74.6k.

The Building Fund increased by £83.8k (2014: £362k) although this is now largely represented by a building rather than cash.

*Lawrence Comber & Chris Ellis (PCC Treasurer)*

## ***Managing our Finances at St Paul's Church***

At St Paul's Church we have an annual budget of around £300,000 to support the various areas of ministry with which we are engaged here in Dorking and further afield. The budget is set each year by the PCC to help us fulfil our God given calling in this season. The Treasurer and Finance Team manage the overall finances of the church on behalf of the PCC.

### **- The budget setting process**

To help manage our finances and to empower those leading the different ministries and activities of the church, the PCC delegates its authority to spend money to several individuals. A benefit of devolved budget responsibility is that the budget holders should be best placed to know the link between what we're spending and their particular areas of ministry. During the autumn, in consultation with their teams, these budget holders consider the resources they need to realise and develop their ministries in conjunction with our Mission Action Plan.

After the individual budget requests have been combined, the PCC reviews the whole picture and prayerfully sets priorities for the year ahead.

### **- Day to day budget management**

Once the budget has been set by the PCC, budget holders are authorised to spend up to a given amount for specific purposes. We are grateful to the team of budget holders because the work they do approving and monitoring expenditure has a direct impact on our ability to use our resources wisely and effectively.

### **- Who can spend the Church's money?**

The PCC is accountable to The Charity Commission for how the church's money is used. Nobody may spend the church's money without first being authorised by the PCC, a responsibility which may be delegated to the PCC Exec team or in turn to the Treasurer. In accordance with good practice, all payments by cheque or via the BACS system require two authorised signatories to approve them.

### **- What do I do if I need to buy something for the Church?**

If you need to spend money on behalf of the church please obtain approval beforehand. To help with knowing who can give this approval a list of budget holders is available on the website or from the Church Office (sorted by cost code and sorted by account description). Please contact the relevant budget holder in advance.

To reclaim money that has been spent on behalf of the church, please complete the expense claim form (available in pdf or Excel) and return to the Finance Team at the address on the form accompanied with relevant receipts and the appropriate approval from the budget holder. Payments can be made via BACS direct to a bank account if bank details are provided.

## ***Reserves policy***

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

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

For the past few years and into 2015 the PCC recognised that we have been operating below the lower threshold of this policy. We are pleased to report that during 2015 we were able to reinstate a reserve in line with our policy.

## **Review of 2015 objectives**

Last year's Annual Report highlighted 3 areas of the church's life and ministry which were to be given particular focus during 2015. These were:

- Worship
- Discipleship & Fellowship
- Mission & Service

More detailed information is available in the Mission Action Plan, but a summary of progress is given here:

### **Worship**

Aim: Continue to develop our worship services aiming for a range of visitor-friendly worship for all ages and stages of life and faith. We aim to see growing numbers at both morning congregations and in children's groups.

- being increasingly welcoming, including a new welcome leaflet and publicity, growing our hospitality ministries and vision
  - Hospitality team vision night held
  - New welcome leaflet, and website updated with improved focus on seekers
  - New 'liturgy' of welcome on Sundays begun at all services
  - Welcome lunches held and many new members integrated through "Count Me In"
  - Focus on inviting new members into homegroups
- developing a new evening service pattern including evening communion and extended worship time
  - New pattern was trialled in the autumn – 1 x Worship and Prayer evening, followed by 3 x services with discipleship teaching and discussion in groups
- grow stronger in providing prayer ministry on Sundays and at other opportunities
  - Prayer Ministry training held and very well attended, and new coordinator appointed
  - Change to service structure to allow soft service endings and more prayer ministry
- develop variety and creativity in our worship, encouraging lay members of all ages to grow in gifts such as leading worship/teaching with feedback and training. New Preachers Forum to be set up
  - New monthly music pattern at 9am began in May
  - New service leaders and preachers on Sundays
  - Younger musicians mentored to lead worship
  - Training and detailed feedback being given especially for all preachers
  - New Training / guidelines given for intercessors and communion servers
  - New services including "Worship on Wednesday" and "Is God at work?"
  - New liturgy for 9am Communion service, for ordinary time and seasons
- develop more opportunities for corporate prayer
  - Monday Morning Prayer service now open to all and advertised
  - A variety of prayer events including a pre-Easter gathering and PCC led prayer walk
  - Vestry prayers for whole Sunday team held regularly
  - Summer services provided opportunities for weekly all age intercession
  - Contemplative prayer series on Sunday evenings

### **Discipleship & Fellowship**

Aim: Working to ensure that newcomers and those peripheral to church are helped to become followers of Christ and members of the church community

- implementing a vision for every church member to be committed to grow in their faith, find a meaningful place of service, and give to the church financially
  - "Count Me In" programme – connect, serve, give – leaflets, website, preaching series, many responses received and processed, with significant fruit especially in the areas of 'serve' and 'give' including new planned giving commitments
  - Autumn meetings held to embed Count Me In into our welcome and integration of all new comers and baptism families

- new pattern of Welcome Teas and possibly Baptism Teas
  - Welcome tea held in March and lunch in June
  - Vicarage garden picnics held in July
  - Further baptism and welcome lunches are booked for 2016
- new membership literature and publicity
  - New “How to be involved” leaflets produced in addition to “Count Me In”
  - Website updated
- encouraging Scripture memorization and more people engaging more deeply with the Bible
  - Café church memory verse and fridge magnets every month
  - Verse of the week on welcome screen every Sunday
  - Notes for small groups based on sermon added to website each week
- increasingly becoming an inter-generational church family through broader small-groups, worship and social events
  - Maundy Thursday supper (180 attendees of all ages)
  - APCM and Pentecost special services for all ages
  - Father’s Day BBQ attended by over 100 people
  - Picnics held every Sunday in July
  - During August all-together joint communion services at 10am each Sunday
  - Autumn consultation on admission of children to communion – approved by PCC
  - Harvest Great Traidcraft Bake Off Sunday for whole church family
  - New Light Party held in October with all ages engaged (180 attendees)
- provide new courses to care for church members and the wider community in fields of pastoral care
  - new Parenting course “hugs and hurricanes” launched November, with 30 attendees
  - The Secret Doubt Society has begun (yes, you probably don’t know about it)

## **Mission & Service**

Aim: Be increasingly outward looking in mission and compassionate towards those in need in Dorking and further afield.

- focus on building relationships with pre-schoolers & their parents by developing the mission and ministries of our Nursery, SPOT, Early Bird Café, baptisms and crèche
  - Team and vision meetings held for re-launch of EBC
  - Baptism team consultation, with follow up in November
  - Review of CYM including crèche undertaken during second quarter 2015
  - New crèche area launched in October to increase crèche capacity
  - New toddler furniture purchased – tables and high chairs
  - Parenting course run in the autumn
  - Planning for daytime Alpha in January
  - New Baptism Preparation course introduced and baptism communications updated
  - New strategic plans for CYM being implemented autumn onwards.
  - New bible story and singing time at SPOT introduced weekly from September
- play our part in the establishing of a Food Bank in Dorking
  - Significant involvement in the Dorking Area Foodbank team in preparation for its successful opening in June and its subsequent week to week operation
  - Wider engagement of the church family with ongoing food collections
- renewed focus on culture of invitation and evangelism training so that we see new disciples of Christ
  - Importance raised and the positive effect of invitation was emphasised regularly and at key times during the year, especially for issuing invitations to Christmas events and Alpha courses, along with the distribution of Christmas postcards
  - Autumn planning for Alpha courses to start in January 2016
  - All our events which were aimed at inviting and welcoming fringe contacts were very successful, e.g. Fathers Day, Light Party, etc.
  - Several new Christians in 2015 from a range of our activities and ministries
- train Pastoral Assistants to take communion to the housebound of the parish, strengthening our ministry to nursing homes, the hospital, and the elderly
  - Lay Pastoral Assistants (LPAs) attended a Diocesan training course in June

- 4 LPAs commissioned in July and taking out communion to the housebound and nursing homes
- Communion Assistants training held in September 2015 followed by commissioning
- Diocesan Hearing Loss advisor accompanied St Pauls team to nursing home
- develop increased culture of identifying and using spiritual gifts in serving God
  - Highlighted through preaching and in homegroups, supported with an online survey
  - Follow up with individuals from “Count Me In” regarding their roles of service
  - Informal network established of those with spiritual gifts of words of knowledge, and being drawn on for baptisms and commissioning of new team members
  - Internship programme began in September
  - Clergy meeting with individuals to have vocational conversations
  - Agreed provision in 2016 budget for investment in lay training
- explore ways that our small groups can be increasingly mission-focused
  - Discussion and evaluation exercise undertaken with homegroup leaders
  - New homegroup leaders course
  - Emphasis at Lead Time on organic culture of growth

## **Objectives for 2016**

In 2016 we will focus on the following three areas as we seek to fulfil our vision to be:

### **a growing community of grace.**

- 1. GROWING in numbers and core membership**
  - Being better at integrating new people into the body of our church
- 2. Building our COMMUNITY** through stronger small groups
  - Transforming how we resource leaders and launch new groups
- 3. Pressing deeper into the gospel of GRACE**
  - Inspiring everyone to more intentional living for Jesus

Our Mission Action Plan includes more detail about how we aim to achieve these objectives.

As in 2015, we continue to see value in the “Seven Marks of a Healthy Church” highlighted in Robert Warren’s book, and to be encouraged and challenged by these:

## ***The Seven Marks of a Healthy Church***

Robert Warren, *The Healthy Churches’ Handbook* (CHP, 2004).

- 1. Energized by faith** rather than just keeping things going or trying to survive
  - *worship and sacramental life*: moves people to experience God’s love
  - *motivation*: energy comes from a desire to serve God and one another
  - *engaging with Scripture*: in creative ways connect with life
  - *nurtures faith in Christ*: helping people to grow in, and share their faith
- 2. Outward-looking focus** with a 'whole life' rather than a 'church life' concern
  - deeply rooted in the *local community*, working in partnership with other denominations, faiths, secular groups and networks
  - passionate and prophetic about *justice and peace*, locally and globally
  - makes connections between *faith and daily living*
  - responds to human need by *loving service*



3. **Seeks to find out what God wants** discerning the Spirit's leading rather than trying to please everyone
  - *vocation*: seeks to explore what God wants it to be and do
  - *vision*: develops and communicates a shared sense of where it is going
  - *mission priorities*: consciously sets both immediate and long-term goals
  - able to call for, and make, *sacrifices*, personal and corporate, in bringing about the above and living out the faith
4. **Faces the cost of change and growth** rather than resisting change and avoiding failure
  - while embracing the past, it dares to take on *new ways* of doing things
  - *takes risks*: and admits when things are not working, and learns from experience
  - *crises*: responds creatively to challenges that face the church and community
  - *positive experiences of change*: however small, are affirmed and built on
5. **Operates as a community** rather than functioning as a club or religious organisation
  - *Relationships*: are nurtured, often in small groups, so people feel accepted and are helped to grow in faith and service
  - *leadership*: lay and ordained work as a team to develop locally appropriate expressions of all seven marks of a healthy church
  - *lay ministry*: the different gifts, experiences and faith journeys of all are valued and given expression in and beyond the life of the church
6. **Makes room for all** being inclusive rather than exclusive
  - *welcome*: works to include newcomers into the life of the church
  - *children and young people*: are helped to belong, contribute and be nurtured in their faith
  - *enquirers* are encouraged to explore and experience faith in Christ
  - *diversities*: different social and ethnic backgrounds, mental and physical abilities, and ages, are seen as a strength
7. **Does a few things and does them well** focused rather than frenetic
  - *does the basics well*: especially public worship, pastoral care, stewardship and administration
  - *occasional offices*: make sense of life and communicate faith
  - *being good news* as a church in its attitudes and ways of working
  - *enjoys what it does* and is relaxed about what is not being done

## ***Statement of PCC members' responsibilities***

Law applicable to charities in England and Wales requires the PCC members, who are trustees of the charity for the purposes of charity law, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church and of its financial activities for that period. In preparing those financial statements, the PCC members are required to:

- select suitable accounting policies and then apply them consistently;
- 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 in operation.

The members of the PCC are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the church and which enable them to ensure that the financial statements comply with applicable law. The members of the PCC 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.

## Financial Statements

### Statement of Financial Activities for the year ended 31 December 2015

	Note	Unrestricted Funds £	Restricted Funds £	2015 Total £	2014 Total £
<b>Incoming resources</b>					
<b>Incoming resources generated from funds</b>					
Voluntary income	2a	274,182	104,868	379,050	528,556
Investment income	2b	11,009	174	11,183	10,799
Incoming resources from charitable activities	2c	12,312	1,699	14,011	7,481
Grants	2d	-	-	-	80,000
Other incoming resources: nursery school	3	-	7,327	7,327	2,314
<b>Total incoming resources</b>		<b>297,503</b>	<b>114,068</b>	<b>411,571</b>	<b>629,151</b>
<b>Resources expended</b>					
<b>Charitable activities</b>					
Grants	4	27,983	-	27,983	25,810
Activities directly related to church work	5	161,800	2,130	163,930	175,077
Church management and administration	6	51,720	-	51,720	52,762
Expenditure on the church	7	9,730	22,940	32,670	18,847
Governance costs		3,400	-	3,400	3,320
<b>Total resources expended</b>		<b>254,633</b>	<b>25,070</b>	<b>279,703</b>	<b>275,816</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>42,870</b>	<b>88,998</b>	<b>131,868</b>	<b>353,335</b>
<b>Reconciliation of funds</b>					
Balances brought forward		31,709	2,023,964	2,055,673	1,702,110
Net incoming/(outgoing) resources before transfers		42,870	88,998	131,868	353,335
Agency collections		-	-	-	229
Balances carried forward		74,579	2,112,962	2,187,541	2,055,674

## **Balance Sheet for the year ended 31 December 2015**

	<b>Note</b>	<b>2015</b>	<b>2014</b>
		£	£
<b>Fixed assets</b>	9		
Church equipment		749	2,249
Church centre		2,174,720	2,069,110
Property		148,500	148,500
<b>Total fixed assets</b>		<b>2,323,969</b>	<b>2,219,859</b>
<b>Current assets</b>			
Cash at bank and in hand		217,794	132,982
Debtors and prepayments	10	14,824	21,082
<b>Total current assets</b>		<b>232,618</b>	<b>154,064</b>
<b>Creditors: Amounts falling due within one year</b>	11a		
Other current liabilities		67,546	16,750
<b>Total current liabilities</b>		<b>67,546</b>	<b>16,750</b>
<b>Net current assets</b>		<b>165,072</b>	<b>137,314</b>
<b>Total assets less current liabilities</b>		<b>2,489,041</b>	<b>2,357,173</b>
<b>Creditors: Amounts falling due after more than one year</b>	11b		
Loans		153,000	153,000
Church Commissioners		148,500	148,500
		301,500	301,500
<b>Net Assets</b>	12	<b>2,187,541</b>	<b>2,055,673</b>
<b>Represented by Funds</b>	12		
<b>Unrestricted funds:</b>			
General fund		35,670	(12,125)
<b>Designated funds:</b>			
Quinquennial fund		38,909	39,470
World Church		-	4,364
<b>Restricted funds</b>			
Buildings		2,086,678	2,002,877
Music		-	180
Nursery		21,802	14,475
Student Bursary		3,424	3,424
Vocational training		829	2,779
Agency collections		229	229
<b>Total funds</b>		<b>2,187,541</b>	<b>2,055,673</b>

Approved by the Parochial Church Council on 14<sup>th</sup> March 2016, and signed on its behalf by:

Ruth Bushyager (Chair)

Chris Ellis (Hon. Treasurer)

The notes on pages 20 to 29 form part of these accounts.

## **Notes to the financial statements for the year ended 31 December 2015**

### **1. Accounting policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice (revised 2005). The accounts comply with the requirements of the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

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

#### ***Funds***

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

#### ***Incoming resources***

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

#### ***Resources used***

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

#### ***Fixed assets***

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

#### ***Current assets***

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

## 2. Incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>2a) Voluntary income</b>				
Tax efficient donations (including Give As You Earn, CAF and donations under Gift Aid)	206,397	23,150	229,547	219,727
Tax recovery	45,342	17,418	62,760	89,592
Church collections and sundry donations	18,980	64,300	83,280	211,201
Envelopes under Gift Aid	3,284	-	3,284	7,744
Envelopes not under Gift Aid	179	-	179	292
	<b>274,182</b>	<b>104,868</b>	<b>379,050</b>	<b>528,556</b>

## 2b) Investment income

Rent	10,650	-	10,650	9,141
Dividends	340	-	340	334
Interest received	19	174	193	1,324
Income from associated charities	0	-	-	0
	<b>11,009</b>	<b>174</b>	<b>11,183</b>	<b>10,799</b>

## 2c) Income resources from charitable activities

Fees	1,835	-	1,835	1,359
Events	98	1,699	1,797	2,461
Lettings	4,803	-	4,803	1,575
Early Bird café	1,878	-	1,878	1,666
Children & Youth Ministry income	3,698	-	3,698	421
	<b>12,312</b>	<b>1,699</b>	<b>14,011</b>	<b>7,482</b>

## 2d) Grants

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Surrey County Council	-	-	-	50,000
Garfield Weston Foundation	-	-	-	15,000
AllChurches Trust	-	-	-	15,000
	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000</b>

### 3. St Paul's Church Nursery School

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

<b>Statement of Financial Activities</b>	<b>2015 £</b>	<b>2014 £</b>
<b>Income</b>		
Fees	15,269	8,505
Subsidised Fees	903	635
Early Years Funding Entitlement	49,573	48,590
Deposits Reclaimed	10	330
Fundraising Profits	750	1,319
Workforce Development Fund Grant	-	150
Government Funding for Teacher Training	4,900	2,100
Self Evaluation Fund	400	-
Donations	95	400
Bank Interest	5	5
	<b>71,905</b>	<b>62,034</b>
<b>Expenditure</b>		
Staff Costs	56,149	45,447
Training & Recruitment	773	480
General Maintenance Costs	135	110
Contribution towards use of Church room	3,314	2,697
Classroom resources	2,006	2,678
Stationery & Administration	1,557	716
Cost of moving to/from Portacabin	-	6,957
Subsidised Places Provision	2,078	880
	<b>66,012</b>	<b>59,965</b>
<b>Net income/(resources used) for Nursery stand-alone accounts</b>	<b>5,893</b>	<b>2,069</b>
Transfer from General Fund to Subsidised Places Fund	2,078	880
Subsidised Places Fund used	-903	-635
<b>Net income/(resources used) for consolidated accounts</b>	<b>7,068</b>	<b>2,314</b>
<b>Balance Sheet</b>	<b>2015 £</b>	<b>2014 £</b>
<b>Assets</b>		
Bank current accounts and cash	25,755	16,063
Fee debtors	264	472
Other debtors	156	169
<b>Total assets</b>	<b>26,175</b>	<b>16,704</b>
<b>Liabilities</b>		
Fee deposit creditors	1,500	800
SCC creditor	1,358	-
HMRC creditor	918	990
Other creditors	597	439
<b>Total liabilities</b>	<b>4,373</b>	<b>2,229</b>
<b>Net Assets</b>	<b>21,802</b>	<b>14,475</b>
<b>Represented by funds:</b>		
General fund	19,743	13,850
Subsidised Places fund	1,800	625
Early Years Pupil Premium fund	259	-
<b>Total funds</b>	<b>21,802</b>	<b>14,475</b>

#### 4. Grants

Amounts were given as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Outreach support</b>				
Potters	3,000	-	3,000	3,000
Juan Carlos & Penny Marces	3,000	-	3,000	3,000
Latin Link	3,000	-	3,000	3,000
WEC	3,000	-	3,000	3,000
Hand in Hand	3,000	-	3,000	3,000
ACK Diocese of Maseno South Umoja Programme	3,000	-	3,000	3,000
Maseno South hostel	2,361		2,361	-
Kenya Soul Survivor	2,163		2,163	-
Beatitudes	1,000	-	1,000	1,000
Besom	1,000	-	1,000	1,000
Tearfund	1,000		1,000	-
Toilet Twinning	939	-	939	3,000
Patricia Wick / CMS	750	-	750	3,000
Ecumenical Council for Corporate Responsibility	500		500	-
Priory School Chaplaincy	210	-	210	330
Jolly John's	-	-	-	500
Guildford Cathedral Appeal	-	-	-	280
Bank charges incurred in transferring cash	60	-	60	20
<b>Total grants</b>	<b>27,983</b>	<b>-</b>	<b>27,983</b>	<b>25,810</b>

## 5. Activities directly related to church work

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Ministry costs</b>				
Parish share	102,440	-	102,440	102,401
Vicar's expenses	1,874	-	1,874	388
Vacancy costs	-	-	-	3,603
Vicarage running costs	1,115	-	1,115	1,580
Curate expenses	-	-	-	206
6 Falkland Road house costs	956	-	956	945
6 Falkland Road mortgage interest	9,900	-	9,900	9,744
Children & Youth Minister salary+expenses	24,951	-	24,951	24,598
Rent and expenses of 3 South Terrace	-	-	-	11,968
Children & Youth Minister council tax	1,951	-	1,951	1,913
OLM expenses	-	-	-	172
NSM expenses	2,688	-	2,688	3,474
	<b>145,874</b>	<b>-</b>	<b>145,874</b>	<b>160,992</b>
<b>Worship and Services</b>				
Visiting speaker expenses	50	-	50	-
Regular service resources	713	-	713	534
Café church	718	-	718	1,719
Other special service resources	918	-	918	939
Early Bird Café	124	-	124	949
Community outreach resources	255	-	255	370
Technical resources	1,947	-	1,947	-
Music, including musicians' pay	5,057	180	5,237	5,322
	<b>9,782</b>	<b>180</b>	<b>9,962</b>	<b>9,833</b>
<b>Training and discipleship</b>				
Subscriptions	704	-	704	663
Books	221	-	221	315
Children's & Youth Ministry	4,243	-	4,243	1,669
Alpha	238	-	238	138
Gifts	208	-	208	368
Soul Survivor	78	-	78	490
Training and development	452	1,950	2,402	402
Worship Team Nights	-	-	-	207
	<b>6,145</b>	<b>1,950</b>	<b>8,094</b>	<b>4,252</b>
<b>Total activities related to church work</b>	<b>161,800</b>	<b>2,130</b>	<b>163,930</b>	<b>175,077</b>



## 6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>6a) Central services</b>				
Church cleaning	4,822	-	4,822	2,624
Church utilities	14,436	-	14,436	16,405
Photocopier costs	1,455	-	1,455	5,729
IT support including website	1,694	-	1,694	1,505
Office staff pay and expenses	17,101	-	17,101	16,863
Verger	1,348	-	1,348	1,348
Telephone	1,619	-	1,619	1,424
Postage	162	-	162	28
Stationery	794	-	794	708
Costs of School House flat	358	-	358	527
Supplies	2,695	-	2,695	2,694
	<b>46,484</b>	<b>-</b>	<b>46,484</b>	<b>49,852</b>
<b>6b) Other operational costs</b>				
Church insurance	5,129	-	5,129	2,691
Bank interest and charges paid	107	-	107	218
	<b>5,236</b>	<b>-</b>	<b>5,236</b>	<b>2,909</b>
<b>Total management and administration</b>	<b>51,720</b>	<b>-</b>	<b>51,720</b>	<b>52,762</b>

During the year, the PCC employed Steve Henwood (a member of the PCC) as Children's and Youth Minister, Penny Barker as Church Operations Manager (part-time), and Nicola Glass as Assistant Office Manager (also part-time).

In addition, the PCC made payments to Nigel Catterall (who was a member of the PCC until April 2015) for his services as a verger, and for the services of a music coordinator, some other musicians and cleaners.

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

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

## 7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Repairs and routine maintenance	7,542	-	7,542	10,170
Equipment	688	-	688	102
Depreciation	1,500	22,940	24,440	8,575
	<b>9,730</b>	<b>22,940</b>	<b>32,670</b>	<b>18,847</b>

## 8. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Audit / Independent examination fee	3,400	-	3,400	3,320

## 9. Fixed Assets

		Church Centre £	Equipment £	Property £	Total £
<b>Cost</b>	At 1 Jan 2015	2,076,186	139,408	148,500	2,364,094
	Additions	128,550	-	-	128,550
	As 31 Dec 2015	2,204,736	139,408	148,500	2,492,644
<b>Depreciation</b>	At 1 Jan 2015	7,076	137,159	-	144,235
	Additions	22,940	1,500	-	24,440
	As 31 Dec 2015	30,016	138,659	-	168,675
<b>Net book value</b>	At 1 Jan 2015	2,069,110	2,249	148,500	2,219,859
	As 31 Dec 2015	2,174,720	749	148,500	2,323,969

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

Equipment includes a photocopier, enhancements to the PA system and projection systems. The photocopier and PA enhancements purchased in 2008 are now fully depreciated.

## 10. Debtors & Prepayments

	2015 £	2014 £
Sundry debtors	38	295
Gift Aid recoverable	14,366	19,946
Nursery debtors	420	641
Prepayments	-	200
	<b>14,824</b>	<b>21,082</b>

## 11. Liabilities

	2015 £	2014 £
<b>11a) Amounts falling due within one year</b>		
Pension contributions	4,082	3,377
Audit / Independent Examination fee	3,400	3,400
Nursery creditors	4,373	2,229
Deferred income	-	2,500
Agency collections	3,232	1,679
Accruals	8,009	3,565
Church Centre retention	44,450	-
	<b>67,546</b>	<b>16,750</b>
<b>11b) Amounts falling due after more than one year</b>		
Church Commissioners	148,500	148,500
Other loans	153,000	153,000
	<b>301,500</b>	<b>301,500</b>

The long term loan from the Church Commissioners is the mortgage on 6 Falkland Road, which is secured on the property. The other loans are unsecured and repayable after more than one year.

## 12. Analysis of Net Assets by Fund

The fund balances are as follows:

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2015</b>	<b>Total 2014</b>
	£	£	£	£
Fixed assets	149,249	2,174,720	2,323,969	2,219,859
Current assets	89,410	143,209	232,619	154,064
Liabilities	(164,080)	(204,967)	(369,047)	(318,250)
<b>Fund balance</b>	<b>74,579</b>	<b>2,112,962</b>	<b>2,187,541</b>	<b>2,055,673</b>

The movements and balances on the unrestricted fund, including the designated Quinquennial fund, are as follows:

	<b>1 Jan 2015</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31 Dec 2015</b>
	£	£	£	£
General	(12,125)	297,503	(249,708)	<b>35,670</b>
Quinquennial	39,470	-	(561)	<b>38,909</b>
World Church	4,364	-	(4,364)	-
<b>Total unrestricted</b>	<b>31,709</b>	<b>297,503</b>	<b>(254,633)</b>	<b>74,579</b>

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

	<b>1 Jan 2015</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31 Dec 2015</b>
	£	£	£	£
Nursery	14,475	71,002	(63,675)	<b>21,802</b>
Music	180	-	(180)	<b>0</b>
Student bursary	3,424	-	-	<b>3,424</b>
Vocational training	2,779	-	(1,950)	<b>829</b>
Buildings	2,002,877	106,741	(22,940)	<b>2,086,678</b>
Agency collections	229	-	-	<b>229</b>
<b>Total restricted</b>	<b>2,023,964</b>	<b>177,743</b>	<b>(88,745)</b>	<b>2,112,962</b>

## **13 Associated Charities**

### **13a) Field Legacy**

John William Field, who died in 1914, bequeathed to the church a sum of money which today is invested in 463 CBF (Central Board of Finance) Investment Fund shares valued on 31/12/2015 at £6,267 (2014: £6,182, an increase during the year of £85). The dividends from these shares are held in a CBF Church of England deposit account and may be applied at the discretion of the Churchwardens to any of the following:

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

Name of Charity	St Paul's Churchwardens Field Legacy Account
Trustees	The Churchwardens
Bank	Central Board of Finance
Income received	2015: £241 (2014: £235).

### **13b) Queen Anne's Bounty**

In 1877 (ref 17/039F) a donation of £500 was made to the Queen Anne's Bounty, the income from which is to be applied to the repair of the church. Currently the capital is invested in 40 CBF Investment Fund shares valued as at 31/12/2015 at £541 (2014: £534, an increase during the year of £7) held by Guildford Diocesan Board of Finance. The accumulated income available at 31 December 2015 was £335 (2014: £312).

### **13c) Hyde Bequest**

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul." Currently the capital is invested in 658 CBF Investment Fund Units valued at 31/12/2015 at £8,906 (2014: £8,786, an increase during the year of £120) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintains permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovates from time to time and in good time all lettering thereon.

Name of Charity	Hyde Bequest
Income received	2015: £340 (2014: £334)

***Independent Examiner's report***

To be added when received from Ellis Atkins

# **St. Paul's Church Dorking Annual Meeting of Parishioners and Annual Parochial Church Meeting (APCM)**

Minutes of the meeting held in St. Paul's Church  
on Sunday 26<sup>th</sup> April 2015 at 11.45am

**Chairman:** Rev. Ruth Bushyager

**Present:** 125 people signed the attendance list (included in the minute book).

**1. Welcome and Prayer**

**2. Election of Churchwardens**

Phil Mockler was thanked for his service as Churchwarden over the past five years. He is now standing down. Jon Ruddock and Sue Swain-Fossey were nominated to serve as Churchwardens for the coming year and were duly elected.

**3. Apologies for absence**

Apologies for absence were received from 7 people (list included in the minute book).

**4. Minutes of the 2014 APCM and Matters Arising**

It was proposed by Diana Pledge (seconded by Lorraine Boardman) that the minutes of the Annual Parochial Church Meeting held on 28<sup>th</sup> April 2014 and included with the papers for this meeting are a correct record. This was carried without objection. There were no matters arising from these minutes.

**5. Elections**

**5.1 Elected members of the PCC**

The PCC Secretary, Chris Ellis, expressed thanks to the large number of people who have prayerfully considered standing for election to serve on the PCC this year. It has been particularly heartening to have talked with so many individuals about serving in this way and equally for those who have graciously stepped aside to allow others to serve.

Each year 5 vacancies arise for a 3-year term of office on the PCC. In addition this year there are two vacancies for the balance of outstanding terms. Seven nominations have been received for the seven vacancies as elected representatives on the PCC. These are for: Alex Birch, Brad Bryant, Oliver Fricker, Steve Goddard, Peter Harris, Juliette Lister and Amanda Tucker. Accordingly they are duly elected. Allocation of individual new members to the particular vacancies will be agreed before the PCC meeting in May.

**5.2 Sidespeople**

The following list of people who are willing to serve as sidespeople was submitted by Phil Mockler.

Sidespeople: Peter Bamber, Sue Beckett, Jonathan Bilson, Jane Blackadder, David Cape, David Charles, Felicity Charles, Chris Elsey, Heather Goddard, Steve Goddard, Janet Greenhorn, Jane Hall, Sue Higham, Tim McEntire, Sylvia Melchonne, Christine Riley, Colleen Risness, Andrew Rutty, Lawrence Will.

Reserves: John Firth, Susan Froy.

This list was proposed by Phil Mockler, seconded by Sheila Taylor, and approved without objection.

**5.3 Independent Auditors for the accounts**

Lawrence Comber told the meeting that we have used Ellis Atkins as independent examiners and auditors of the church's accounts and financial statement for several years. Lawrence proposed that this arrangement continues, seconded by Carlton Beasley, and it was approved without objection.

## 6. Church Reports

### 6.1 PCC Annual Report and Financial Statement

The vicar thanked those who had prepared the 2014 Annual Report and Financial Statement, and she encouraged all church family members if they have not already done so to look at it. In particular this outlines our aspirations for the year and 'Seven Marks of a Healthy Church'.

The Treasurer, Lawrence Comber, provided an oral summary of the financial statement in the annual report. He highlighted that we have moved from being cash rich to asset rich now that the money in the Building Fund has been spent on the new church centre. In order to be able to pay all the bills for the construction of the new building we have received loans of £107,000 from the Diocese and £46,000 from church family members. General expenditure in 2014 was slightly less than budgeted which meant that we used a smaller amount of our reserves than we anticipated last year. The budget set for 2015 is very tight and has resulted in a number of items being cut.

Laura Parker spoke on behalf of the Finance and Vision subgroup of the PCC. She summarised the proportional split in our income and expenditure. In broad terms it costs about £5,000 per week to run St Paul's Church. To maintain our current level of activity we need an additional £500 per week. We will be considering stewardship as part of the 'Count Me In' campaign during May, since we believe our focus now should be on stewardship rather than fundraising.

In response to the finance report, the following comments or questions were raised and answers given:

1. John Firth asked about the apparently disproportionately small level of Gift Aid income. It was noted that we maximise Gift Aid recovery where possible, but not all income is eligible for this.
2. Annabelle South asked whether all church staff members are paid the living wage. In response it was commented that although we have some non-stipendiary staff and many volunteers all our employees are paid more than the minimum wage. [Following the meeting it was confirmed that all our employees are paid above the living wage.]
3. Katie MacKay asked about the length of the diocesan loan for the building. Initially we were granted a loan facility of up to £250,000 for two years. At present we have only needed to draw £107,000 of that. However, to repay that sum over two years would have a very significant impact on our ministry resulting from very dramatic cuts to our general expenditure. So we are currently in discussion with the Diocese about a longer term repayment plan as we await the final account for the building construction.
4. James Froy commented that we must not lose sight of the fact that we have just completed a £2million project towards which a staggering amount of money was given. A residual ongoing loan from the Diocese will be small by comparison.
5. Susan Froy asked about the preferred budget level if we currently have to operate on a much tighter budget. In response it was explained that an additional £500 per week would enable us to address those things which have been cut from the budget and other areas of maintenance which require attention. However, our aspiration for an additional £40,000 to £50,000 a year would enable us to embrace new opportunities, such as the possibility of having a curate.
6. The vicar expressed her thanks to Lawrence and Laura for all their time spent on the finances.

### 6.2 Electoral Roll

The Electoral Roll Officer, Judith Ellis, reported that there are now 260 people on the roll (down from 266 last year).

## 7. Questions

During an opportunity for questions the following matters were raised and responses offered:

- 7.1 *Pam Poole* – Pam expressed thanks to the whole team for well communicated material in the Annual Report and Financial Statement.
- 7.2 *Elizabeth Teesdale* – Are there any more fundraising ideas, like an auction, that could help?  
Vicar – It is hard to do fundraising and stewardship together. There has been a lot of emphasis on fundraising in recent years, so with 'Count Me In' we will be looking more at stewardship.
- 7.3 *Janet Greenhorn* – Janet expressed thanks to Ruth, Jeff, Jenny and Steve for all they do.

Phil Mockler added his thanks to the staff on behalf of the church family, reflecting on the verses from the book of Joshua that he referred to at last year's APCM and everything that God has done over the past 12



months. Since the Annual Report is looking back at 2014, Phil expressed particular thanks to Jeff Yelland who stepped up during the incumbent vacancy, supported by Shona, Jenny and Steve.

8. **Closing Prayer**

The meeting closed with prayer at 12.30pm.