

St Paul's Church, Dorking

Annual Report and Financial Statement of the Parochial Church Council for the year ended 31st December 2021

Including the APCM Agenda for Thursday 28th April 2022
and Minutes of last year's APCM.

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

**Thursday 28th April 2022 8pm
at St Paul's Church**

APCM Agenda

- 1 Opening Prayer
- 2 Election of Churchwardens
- 3 Apologies for Absence
- 4 Minutes of the 2021 Meeting and Matters Arising
- 5 Elections
 - a. Elected members of the PCC
 - b. Independent Examiners for the accounts
- 6 Church Reports
 - a. Annual report and financial statement of the PCC (see written report)
 - b. Numbers on the electoral roll
- 7 Vicar's Message
- 8 Your Questions
- 9 Prayer
- 10 Closing prayer of blessing

NB. Parochial Church Council membership consists of:

Clergy, Licensed Lay Ministers, 2 Churchwardens, Deanery Synod Reps

Other elected members (up to 15), Co-opted members (up to 3), as agreed by the PCC

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

**Annual Report and Financial Statement
of the Parochial Church Council
for the year ended 31st December 2021**

Staff Ministry Team

Incumbent Vicar:	Vacancy to May 2021; Rev Alex Cacouris BA, Bsc (from May 2021)
Curate:	Rev Rebecca Heath-Taylor BA MA PGCE
Associate Vicar	Rev Alex Cacouris BA, Bsc (until May 2021)
Associate Minister (retired):	Rev Jeff Yelland CEng, DipHE, STETS
Assistant Minister:	Rev Jenny Firth BMus, PGCE, DipHE, DipMin
Children's and Youth Minister:	Steve Henwood BA(Ed).
Licensed Lay Minister	Graham Everness BA, FIA, DipHE(TMM)
Licensed Lay Minister	Heather Goddard BA, DipHE(TMM), DipM (from June 2021)
Worship Pastor	Emily Lissaman BA, PGCE
Youth Pastor	Andy Thompson MMus LRSM
Ordinand	Dawn Lucas BA
Intern	Imogen Glass (from September 2021)

Bankers

HSBC Bank plc
18, North Street, Leatherhead KT 22 7AR

CAF Bank
Kings Hill, West Malling ME19 4TA

Independent Examiner

Philip Longstaff FCA
Ellis Atkins, Chartered Accountants
The Atrium Business Centre, Curtis Road, Dorking RH4 1XA

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. The members of the PCC are the charity’s trustees. Copies of the Annual Report and Financial Statement are held by the Secretary of the Diocesan Board of Finance and are also available upon written request to the PCC Secretary.

Aim and Purpose

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

Day-to-day management

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

Officers of the PCC

Chairman: Rev Alex Cacouris (Paul Studley until May 2021)

Vice-chairman: Paul Studley

Secretary: Caroline Rose

Treasurer: Graham Everness (Oli Fricker until May 2021)

Electoral Roll Officer: Joanna Cassidy

Membership of the PCC

Members of the PCC are ex-officio, elected by the Annual Parochial Church Meeting (APCM), or elected or co-opted by the PCC in accordance with the Church Representation Rules. PCC members who served at any time from 1st January 2021 until the date this report was approved are:

Incumbent Vicar	Rev Alex Cacouris from May 2021 (Vacancy January- May 2021)
Curate	Rev Rebecca Heath Taylor
Assistant Minister	Rev Jenny Firth
Diocesan Synod Representative	Graham Everness
Wardens	Paul Studley and Sarah Beasley
Representatives on the Deanery Synod	Maggie Hill, Caroline Rose, Karen Wheatley, Jackie Gardner
Elected Members (up to APCM 2021)	Lawrence Comber, Jackie Gardner, Oli Fricker, Alison Studley
Elected Members (throughout 2021)	Catherine Barker, Annabel Blanch, Catherine Carter Shaw, Nick White, Emily Lissaman, Sue Swain Fossey, Andy Thompson
Elected members (from APCM 2021)	Ruth Dunning, Sarah Lloyd, Phil Mockler, Jeremy Herbert, Julianne Williams, Katie Mackay, James Cox, Steve Goddard
Co-opted	Steve Henwood, Alison Studley, Heather Goddard (LLM)

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. A term of office may be less than three years if a vacancy occurs due to a resignation of a lay member during their term of office.

The PCC supports any new member or officer who wants to attend training run by the Diocese, CPAS and other organisations.

Organisation and use of Committees

The PCC Standing Committee 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, governance, ministry and activity of the church.

PCC Standing Committee Members:

Alex Cacouris, Oli Fricker (until May 2021), Graham Everness (from May 2021) Paul Studley, Sarah Beasley, Rebecca Taylor.

Other Committees/Teams and Activities reporting to the PCC during 2021

The Fabric, Finance, Health and Safety, Safeguarding, World Church Teams have reported to the PCC at each of the PCC meetings. During 2021 Children and Youth Team, St Paul's Nursery and the Social Justice Ministry have presented reports.

- **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: Paul Studley
- **Finance Team** – responsible for the day to day management of income, expenditure and payroll as well as ensuring compliance with financial regulatory procedures.
Team leader: Graham Everness (Oli Fricker until April 2021)
- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.
Team leader: Steve Moggs, Health and Safety Officer.
- **Nursery Management Committee** – managing the St Paul's Church Nursery School.
Team leader: Alison Studley
- **Safeguarding Advisory Group** – managing the safeguarding of children and vulnerable adults.
Team leader: Anna Mercer
- **Social Justice Ministries (SJM) Team** – encouraging, promoting and coordinating participation in the network of social justice ministries in our local area.
Team leader: John Arnold
- **SPACE (St Paul's Action on Climate and Environment)** – encouraging, promoting and coordinating concern for the environment and participation in the national Eco-Church awards scheme.
Team leader: Annabelle South

- **St Paul's Children and Youth** - teaching and activities for children and young people: Sunday morning and midweek groups; holiday clubs and special events and residential visits; local school outreach.
Team leader: Steve Henwood, Youth Minister.
- **World Church Team (WCT)** – responsible for promoting the church's involvement with God's work beyond the parish and making recommendations for the PCC's outward giving.
Team leader: Karen Wheatley

Setting remuneration

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

Objectives and Activities

Objectives

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

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

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

At the beginning of 2021 during our period of Vacancy, we followed an Interim Plan established in 2020 in response to immediate needs in the Church and the community arising with the Covid pandemic. Retaining our long term vision statement established in 2017 to be a 'Growing Community of Grace', our new Mission Action Plan 2021-23 was agreed by the PCC – titled with our vision of 'Gather, Grow, Go', the details of which are contained in the Review of 2021 and Objectives for 2022.

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

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

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

A team of 7 qualified **Lay Pastoral Assistants and 3 pastoral visitors** work with the staff ministry team to provide confidential pastoral support both within and outside the worshipping community. The team is coordinated by Dawn Lucas.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups:

Operations Manager: Sue Swain Fossey (retired Jan 2022), *Communications Coordinator:* Nicola Glass; *Parish Administrator:* Rowena Birch (retired July 2021). They are supported by Steve Moggs - *Health and Safety Officer*, Mick Taylor – *Caretaker*, and Lisa Dickson - *Cleaner*.

A team of receptionists is on hand each weekday morning in term time to welcome visitors. During 2021 at times when lockdown prevented the church buildings from being open, Reception and the Church office were managed remotely and Support@stpauls, established in March 2020, increased our capacity to support the church family and the community.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are some examples. 2021 has seen the return of activity for many of these groups after lockdown restrictions but not all.

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith
Leaders: Brad and Maree Bryant
- **Connexions** – Lunch, activities and support for seniors and friends meeting once a month, usually the last Wednesday of the month.
Leaders: Jeff and Sylvia Yelland
- **Early Bird Café** – A meeting point for parents, guardians, pre-school children and others
Coordinator: Rowena Birch/ Rev Becky Taylor
- **Floral Decorations** – Preparing floral arrangements to decorate the church and centre
Coordinator: Ruth Paine
- **Just Women** – Events for Women
Leader: Ali Studley
- **Kitchen & Catering** – Managing use and operation of the kitchen, ensuring compliance with environmental health standards, and coordinating catering for major church activities
Catering Manager: Jayne Mockler; Kitchen Manager: Jayne Mockler
- **Marriage Preparation** – For couples preparing for marriage to explore together some topics to help build a strong foundation for a lasting relationship
Leaders: Jeff and Sylvia Yelland
- **Momentum** - events for men
Leader: Paul Studley
- **Nursery School** – Weekday nursery and pre-school provision
Head teacher: Jacqui Moulder
- **Parenting Teenagers** - A group for parents/carers to explore the challenges and delights of raising teenagers from a Christian perspective
- **Prayer** – Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training.
Leaders: Nick and Maggie White
- **Sound & Visual Support** – Providing technical support for worship, services and events
Leader: Emily Lissaman (Philip Ellis and Jamie Trezise from August -December 2021)
- **SPOT** – A group for carers and under three year-olds on Wednesday mornings
Leader: Joan Darling
- **Stepping Stones: Young Families Network** – a relaxed space for young families to together explore faith and nurturing our children's faith through craft, play, discussion and worship.
Leaders: Oli and Natacha Fricker (until June 2021)
- **Wednesday Youth** - Midweek discipleship group for 14-18 year-olds
Leader: Andy Thompson
- **Welcome** – Ensuring that everyone is welcomed, has access to information and opportunities for connecting with others, with a special focus on those new to St Paul's
Leader: Sue Swain-Fossey

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

In addition, individual church members participate in local community initiatives including Dorking Beatitudes, Besom, and the Dorking Area Foodbank.

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

Policy for Outward Giving

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

Review of 2021

Church Membership and Attendance

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2021 was 298 compared with 299 in October 2020.

2021 as 2020 was an extraordinary year due to the COVID 19 emergency. In line with the regulations of the Church of England the church was closed for services during January and February. From March, we opened for our 9.00am service only and then from April, for both our morning services. The average attendance in church for our Sunday services in between March and December 2021 was 96. Throughout the year we continued to offer online service provision with livestream of both morning services.

During January and February we had on average 110 unique views at the actual time our morning services were first broadcast (60 at 9.00am service and 50 at 10.30 service). From March onwards, there were on average 57 unique views (32 at 9.00am and 25 at 10.30). Overall online 'attendances' however were significantly higher than this; the available statistics show that the number of viewings for each service within 24 hours of first broadcast was typically two to three times these numbers and many more if you include viewing on subsequent days and take into account that single viewings could constitute a family or couple. The 6.30 service continued via zoom from January to September, with an attendance of between 10-20. Since September when this service returned to church the average attendance has risen to 30.

In 2021 we had no Thanksgiving Services, 3 Baptisms, 2 weddings and 6 funerals.

Caroline Rose *PCC Secretary*

Annual Report of the Parochial Church Council (PCC)

The PCC held bi-monthly meetings during 2021 with some of these held on Zoom. Our agendas have included matters concerning strategy, governance and sharing of news from a variety of Ministries and a time of prayer. Regular reports were received from the World Church Team, the Fabric Team, the Deanery Synod representatives, the Treasurer, the Safeguarding Advisory Group, Health & Safety, and the Standing Committee.

In January, our Health and Safety Policies were approved after a full presentation by Steve Moggs. Changes to Safeguarding legislation and new Church of England Safeguarding procedures have resulted in necessary changes to our processes and training needs. The Safeguarding Policy was approved by the PCC in September. In addition, Steve Goddard has advised the PCC on GDPR regulations and agreed changes have been implemented to ensure compliance. A full financial report was presented and considered at each business meeting and any changes to the budget made after discussion and agreement. Approval of the budget for 2022 was given at our November meeting.

The beginning of 2021 was in some ways a dark time with the PCC, after consideration of advice and guidance from both the Government and the Church of England, agreeing to the closure of St Paul's for services for a few weeks, with online provision only. In addition, the decision was taken to furlough staff paid by St Paul's for 20% of their week.

On a brighter note, preparations for the advertisement for a new incumbent were concluded for which interviews were held in March. Our wardens Paul and Sarah were selected by the PCC to represent the church on the interview team. The appointment of Alex as our new incumbent, and the induction of new members to the PCC following the APCM coincided with a reduction in COVID infections and thus brought an optimistic feel to our future planning.

Major items for information and discussion at meetings included:

Mission Action Plan: Our PCC awayday in June provided the opportunity to discuss together a MAP for 2021-23. The plan 'Gather, Grow and Go' which was formally adopted by the PCC in September was further discussed at subsequent meetings.

The Role of the PCC: In November PCC members attended a CPAS online interactive course on the 'Role of the PCC' which formed a starting point in analysing 'the purpose of the PCC'; what we do well and what we do not well; how we induct new PCC members, how we conduct our meetings, how we could be more productive and where the PCC fits in the leadership of the church. We are still working on this and responding to the feedback from PCC members to improve the fulfilment of our role.

Staffing: In October an extraordinary PCC meeting focused on administrative staffing plans as Sue Swain Fossey and Rowena Birch retire. The growing administrative requirements from government, the Church of England and our own church community and the fulfilment of our vision for the future were considered. Job descriptions and salaries were discussed. The appointment of a Senior Operations Manager and Operations Administrator whose roles would be enhanced in terms of the scope of their responsibilities compared to the present staffing were agreed and posts advertised with a view to fill the posts in January 2022.

Nursery: Alison Studley made two presentations to the PCC in 2021. She has kept the PCC updated throughout the year regarding the staffing and financial aspects of nursery management. The professionalism of the staff in coping in continued difficult times and the careful management of monies including fundraising has impressed the PCC. Alison expressed the desire to see closer relationships with the church; a nursery that unity of purpose and shared vision between the Church and the Nursery. The development of a closer relationship and spiritual governance are issues which the PCC are now exploring.

CYM: In September Steve Henwood and Andy Thompson shared with the PCC a summary of the work done by the CYM team during lockdown and the continuing work in schools including Andy's role as part time Chaplain at The Priory. Steve reminded PCC that 'the church is always only one generation away from extinction'. Investing in CYM makes sure that this is not the case at St Paul's. Supported by a video the PCC was able to see the outstanding work by Andy and his team engaging with our youth during lockdown – truly inspiring!

Social Justice: John Arnold submitted to the PCC his annual report for 2021 which is covered in a dedicated section later in this document.

World Church: Karen Wheatley has on behalf of the WCT kept the PCC up to date with comprehensive reports throughout the year. Her reflective 2021 report and link to her film is included further on in this Annual Report.

Caroline Rose (*PCC Secretary*)

Report on Goods, Fabric and Estate

For the most part, and within the constraints of the COVID pandemic, we were able to continue with the service and maintenance contracts which cover the major and more complex installations on the church estate - boilers, lighting, foul pumps etc.

The Fabric Committee met on a couple of occasions and remain a group of willing and knowledgeable volunteers who give their time and advice to address some of the practical maintenance issues which arose, most notably the work undertaken on the church bell which is now back in operation and likely to only need minimal attention for several decades.

Most of the work outlined in the 2019 Quinquennial Inspection (QI) has been attended to. Of the Priority 1, 2 and 3 items identified the one main outstanding issue, to which reference has been made previously, is that consideration is given to carrying out stone repairs/replacements to damaged copings around the Church as identified in the report. Although not urgent the report recommended that this work should be undertaken within five years, namely before 2024.

Wider church estate:

- Vicarage – In conjunction with the Diocese much work was undertaken to bring the vicarage up to a standard which was appropriate for the Cacouris family to move in during the summer of 2021.
- School House Flat - a new shower room is planned for 2022.
- 6 Falkland Road – a much needed new boiler was fitted at the beginning of 2021.
- 79 Ashcombe Road – handed back to the Diocese.

Paul Studley (*Churchwarden*)

Dorking Deanery Synod

The Deanery Synod continued to meet via Zoom in 2021 under the leadership of Peter Nevins, Area Dean, and Graham Everness, Lay Chair. It has been a year of change in so many ways. The focus on how our Churches are responding to 'opening up' after COVID closure, and the problems they are facing or anticipate has been the focus for discussion. Going forward with Care Creativity and Collaboration as we Regather, Reorganise and Rebuild was the guidance given by our Area Dean. It provoked productive and interesting discussion as we shared experiences and considered inevitable changes.

The retirement of Tony Berry- Coldharbour and Abinger, Alan Jonas- Westcott, Barbara Steadman-Allen - South Holmwood and Mike Stewart at St Barnabas will put considerable pressure on the deanery and we have been supporting those parishes in prayer as they seek new incumbents.

2021 has been a year of elections. Graham Everness, Nick Hands Clarke and Peter Bruinvels were elected to the Diocesan Synod. Deanery members were strongly encouraged to exercise their right to vote for lay candidates standing in the General Synod elections in September. Peter Bruinvels was among the successful candidates from our Diocese.

Education: The extension of the Deanery churches' financial support for the Priory School Chaplaincy for a further 3 years from 1st January 2021 was confirmed following ratification by individual deanery Churches. We have been kept updated on the valuable work of the Chaplaincy at the Priory School from Lou Mason and were pleased to hear that Andy Thompson has joined the team at the school. On a less positive note the Deanery synod members expressed concern about the proposed Closure of Abinger site of the Surrey Hills All Saints Primary School.

The promotion of the visit of the Archbishop of Canterbury to the Diocese in September and in particular the practical arrangements for his presentation at the Dorking Halls was discussed., as well as preparing the ground for churches to launch 'process evangelism' courses and opportunities to build on his visit; St Paul's timed the beginning of their Alpha course to coincide with the visit.

Caroline Rose (*Deanery Synod representative*)

St Paul's Church Nursery School

2021 – another year of risk assessments, outbreak plans, government guidelines, masks and hand gel. The year opened for the pre-school sector with the news that we were to open when the rest of the country was in lockdown – so we did - and we felt vulnerable, a bit let down, but determined to give our children the best education that we could. And remarkably, we remained open all year despite a few 'near misses' and covid circling in the community that we serve.

If you have been praying for us – Thank you.

We were full for Spring and Summer terms – a miracle in itself when birth rates for the years we take are low across the country and nurseries have been closing around us. The Autumn term is always a trickier term for numbers and 2021 was no exception, but we closed the year with good numbers and the promise of a full nursery by March 22. We are so grateful to all those who have chosen to entrust their children's early years' education to us

If you have been praying for them – Thank you.

We continue to have an outstanding teaching staff team, who couldn't be more committed to the children and determined to stay open and excellent in all that they do. Jacquie heads up the team with Katie as her deputy and Juliette, Nicola and Charlotte in support. Naomi, Tara and Lisa carry the admin and cleaning briefs!

If you have been praying for them – Thank you.

Financially things remain tight, but with careful planning and plenty of wisdom, we are holding our own.

Health, our children and their families, the staff team and wise governance – please keep praying.

Ali Studley (*Management Committee Chair*)

World Church

The World Church Team aims to build strong partnerships between our church membership and the mission field worldwide. The team of seven manages this aspect of the outward financial giving of St Paul's church. During 2021 £30720 was given to our mission partners to further their work for the Kingdom of God.

In 2021 St Paul's supported a diverse portfolio of partners:

Oasis, anti-trafficking, India; New Hope Children's Centre, Kenya; Open Doors, persecuted church, Syria; Centre de la Réconciliation, under-age lone refugees, France; Stuart and Jenny, International prayer and pastoral support; A Rocha, Creation care project, Southall and International Director of Theology, Rev Dave Bookless; and Penny and Juan Carlos, Diocesan and parish work, Peru.

One-off donations were also made to Bin Twinning and Tearfund Afghanistan appeal.

Fundamental to all our partners' work is the place of prayer. The WCT has sought to develop prayerful links between individual small groups and one or two particular partners. We have set up resources pages for this and are encouraging all homegroups to tap into this opportunity to engage with the worldwide church in a more in-depth way. St Paul's prayer meetings on a Tuesday evening have regularly featured the latest news from our partners, and on occasion we were joined live on Zoom by our partners who shared and prayed together with us.

For the whole church family, a series of video interviews have been shown on Sundays throughout the year, focusing on each of our partners in turn. These are also a valuable resource for our homegroups.

Mission trips abroad did not take place due to the pandemic, but a visit was made in the Autumn to our A Rocha mission partners' site at Wolf Fields in Southall where a small group learned first-hand about this creation care ministry to multicultural London.

Our autumn fundraiser event, once again in support of Projeto Hub, Rio, was a great success in terms of high quality entertainment, drawing our church and wider community together, and building links both locally and internationally.

The Team's monthly newsletters seek to resource us all in our prayer and appreciation of God's work in the wider world, keeping our perspectives fresh and relevant to the range of contemporary contexts our partners work in. A short video of our work in 2021 is available at <https://drive.google.com/file/d/1cm7TFvdeZdp5k2ZtutR9jvvLuAjOfawc/view?usp=sharing>

Karen Wheatley (*World Church Team leader*)

St Paul's Action on Climate and the Environment

The main highlight from SPACE over the past year was being awarded over £2000 from the Church of England to further develop the Creation Care scheme. These developments include improvements to the functionality of the website for individual users (ability to create 'to do' lists, visual displays of how close they are to the different award levels) and for churches (dashboards showing the award levels achieved by households linked to their church). Work is progressing well on this, and further promotion of the scheme will take place once the changes are launched.

Annabelle South has also been filmed for a short video by Tearfund

<https://www.tearfund.org/stories/2022/03/change-makers-annabelles-story> talking about the scheme.

Annabelle South (*Team Leader*)

Social Justice

St. Pauls Social Justice Ministries - 2021 Highlights

MINISTRY	Highlights - 2021
Beatitudes	<ul style="list-style-type: none">• St. Pauls has supported Beatitudes for nearly 10 years. 10th anniversary party to be held in the Christian Centre in March 2022.• Spring closure due to COVID lockdowns.• Continued emotional, prayerful & financial support being given to individuals & families through the shop and drop-in.• Working with BESOM (essential equipment), with Waitrose (maternity packs) and the Dorking Area Food Bank (vouchers) and holiday boost bags supported families.• 10 week 'Peaced Together' craft-based course provided spiritual and mental health support.
BESOM	<ul style="list-style-type: none">• 137 households helped in 2021, a new record (increase from 96 in 2020).• Stronger financial position established with replenished reserves.• Relationships strengthened with Besom in Ashted & Furnistore in Merstham.• Requests - new volunteers & trustees, church home groups to take on projects, increase regular giving.
Christians Against Poverty (CAP)	<ul style="list-style-type: none">• Staff returned from furlough in Oct 2021. Enquiries now nearly at capacity of four/month.• 8 clients became debt free in 2021. 1 client now attending Crossways church, another given life to Christ.• Praying through the court cases with clients has brought great testimony to God's mercy.• 3 befrienders active from St. Pauls community, trained at Bookham Baptist church.• Prayer meetings @ St. Pauls every 2 months.• Reduction from 7 to 5 partner churches in Mole Valley - pressure on finances - deficit budget for 2022.
Christian Aid (CA)	<ul style="list-style-type: none">• Key 2021 focus was COP26 climate summit. No real breakthrough - CA will be pushing climate justice agenda even harder.• Afghanistan refugees & Haiti earthquake require continued involvement & support.• COVID meant that no door-to-door collection in 2021.• A 'ZOOM' quiz with 20 households, held in lieu of collection, raised over £700.• Steve Moggs now stepping down after 4 years service - many thanks to Steve.
Dorking Area Foodbank (DAF)	<ul style="list-style-type: none">• DAF opened in June 2015 & has remained open during COVID crisis.• Significant increase in demand for services.• 1,363 emergency 3 day food parcels issued (35% increase on 2020) which fed 2,969 adults and children.• Worked with partner organisations to address 'holiday hunger', delivered 4 tonnes of food to 170 families.• Extended services to offer fresh food, free sim cards & fuel payment support.• Currently working with 60 referral agencies.

My thanks, as always, to the leaders of each ministry for their contribution and support for the Network and also for the commitment and time that they, and their teams, are giving to this important area of work. Thank you also to the St. Pauls community for its ongoing prayerful and generous support.

John Arnold (*Team Leader*)

Annual Report on Safeguarding of Children & Vulnerable Adults March 2022

Anna Mercer stepped down from her role as PSO (Parish Safeguarding Officer) Children in December 2021. I would like to thank her for all the hard work that she put into this role in the last few years. Whilst we are seeking to appoint her replacement, Steve Henwood has temporarily taken over this role. Since Alex was appointed as our new incumbent, he now has the overview of Safeguarding in the Parish.

Safeguarding Advisory Group: This group has met 4 times this year.

- Parish Safeguarding Officer (Children/Youth): Anna Mercer
- Parish Safeguarding Officer (Vulnerable Adults): Penelope Arnold
- Churchwarden: Sarah Beasley
- Children's & Youth Minister: Steve Henwood
- Vicar: Alex Cacouris

Steve Goddard has also temporarily joined this group in an advisory capacity, as he has a great deal of experience with safeguarding compliance in his work with Tearfund.

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

Identifying the training required for staff and volunteers, and putting processes into place to ensure that training is done, completing level 1 of the new Safeguarding dashboard, updating the safeguarding database, discussion on finding a suitable PSO children replacement, and reviewing actions done in response to concerns raised.

2021-2022 Concerns Raised: Since the last report, 4 concerns have been raised. Two were regarding adults and two were regarding children. Two concerns remain ongoing.

Annual Policies for adoption by PCC: The PCC Safeguarding Statement, Parish Safeguarding Responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable Adults, and PCC Endorsed Church Activities are approved by the PCC and reviewed annually.

Sarah Beasley (*Churchwarden*)

GDPR Report 2021-22

In June 2021, Steve Goddard accepted the role of GDPR representative for St Paul's.

When the GDPR regulations came into effect in May 2018, Graham Everness led a small team to ensure that the church complied with the new requirements, and implemented a number of new processes, to ensure that people's personal data was protected, in line with the diocese guidelines. During the last year, the following actions have been taken:

- the diocese guidelines on GDPR have been reviewed.
- the new church processes have been reviewed.
- the Data Privacy Notice has been updated.
- a filming policy has been agreed.
- a list of third party suppliers who we share personal data with, has been identified.
- the parish data audit consisting of all documents, spreadsheets, and IT systems containing personal data, has been updated.

Steve Goddard (14/3/22)

Financial review

PCC Treasurer's Report

Introduction

Like 2020, the year 2021 was not a 'typical' year. The continuing Covid pandemic significantly curtailed a number of the Church's activities, and the Church's staffing level was allowed to reduce (at least temporarily), with our Associate Vicar becoming our new Vicar, one member of staff retiring and another member of staff going on maternity leave (with none of the three vacated roles being filled during 2021).

Although (because of the effect of the pandemic) it was again not practicable to run a 'Stewardship' initiative, the Church's income held up very well; and so, with our expenditure reducing (as indicated above), we avoided the c.£45k shortfall that had been budgeted at the beginning of the year. In fact, with a modest increase in income as well as the material fall in expenditure, the General Fund ended up almost exactly in balance for the year, although total 'Unrestricted Funds' did show a deficit of £11k for the year (2021: deficit of £56k) and overall funds (which also includes 'Restricted Funds') a deficit of £44k (2021: deficit of £88k) – please see below for further details concerning each of these other Funds.

Consequently, we enter 2022 with approximately the same (substantial) level of reserves as we began 2021 with (which is well above the amount provided for in our 'reserves policy'). However, the filling of staff posts that fell vacant in 2021, together with a large expected increase in utility costs, means that the budget agreed by the PCC for 2022 again projects a £45k deficit. Therefore, as was the case a year ago, we still need to plan to reduce and then eliminate this deficit over the next two years, and so anticipate running the (delayed) Stewardship initiative in May or June 2022.

If you would like further information on this report, or to discuss anything else relating to church finance or giving to the church, please contact the Treasurer.

Overview

Total income for the year was £431k (2020: £418k). Unrestricted income, which in particular excludes the Nursery, was £357k (2020: £345k). The increase compared with 2020 is almost entirely attributable to increased voluntary giving (with regular giving, including Gift Aid recovery, going up from £313.4k in 2020 to £328.2k in 2021, offset to some extent by a reduction in one-off donations).

Total expenditure for the year was £475k (2020: £506k). Unrestricted expenditure, which excludes building depreciation as well as expenditure by the Nursery, was £368k (2020: £401k). The most significant changes in 2021 compared with 2020 were:

- No longer having to pay separately for an Associate Vicar after Alex became our Vicar – in conjunction with also having two employee posts vacant for a while, this reduced expenditure over the year by more than £40k;
- On the other hand, 2021 saw new expenditure of £11k relating to the Vacancy between incumbents (the vast majority of this being the cost of internal redecoration and re-carpeting at the Vicarage).

The balance of our unrestricted funds now stands at £156k (2020: £170k). Within that the balance of the General Fund (the one used for our regular ongoing income and expenditure) stands at £111k (2020: £111k).

Further Details for Other Funds:

Quinquennial Repairs Fund

This fund covers expenditure on the church buildings and grounds in response to the Quinquennial Inspection report. The balance of the Quinquennial Fund has reduced slightly to £22.7k from £24.6k. £5k was transferred from the General Fund in 2021 and a total of £6.9k was spent, with the most substantial costs relating to electrical certification and work on the church bell. Some further expenditure on work identified in the 2019 inspection has been carried forward to 2022.

Youth Fund

This has been used to fund the employment of Andy our Youth Pastor. This fund was exhausted during 2021 and the Youth Pastor position is now funded from the General Fund.

Equipment Fund

This funds major investments in/renewal of technical equipment. During 2021, no money was transferred to this fund (although see below concerning kitchen equipment under the Buildings Fund); one purchase was made (a laptop for the Vicar) and the existing 'fixed assets' in the fund were depreciated by £1776. At the end of 2021, the fund comprised £8.3k of cash in the bank and £2.5k of fixed assets (net of depreciation).

Provisions Fund

This fund temporarily holds money which has been budgeted to be spent in one year but the expenditure has been carried forward to the following year. The £2204 carried forward at the beginning of 2021 was duly spent as budgeted on World Church grants. At the end of 2021, £1000 has been carried forward for Charitable Giving and £217 for Training & Development.

World Church Fund

This fund is for overseas mission trips and related costs. There was no expenditure from this fund in 2021.

Legacy Projects Fund

This fund contains £569 remaining from a previous legacy, designated for the purchasing of new Holy Communion items. This expenditure is yet to be undertaken.

Restricted Funds

Building Fund

There continues to be a single loan of £10k outstanding, which is due for repayment by 2024. In 2021, £2603 was transferred into this fund from the General Fund to finance the purchase of a new dishwasher. All other movements in the Building Fund represent depreciation.

Nursery Fund

The Nursery's reserves increased by £9.9k in 2021 and have now almost returned to the level at which it is considered appropriate to keep them. The Nursery's financial performance has been very strong over the last two years, assisted by the Church waiving any contribution towards Church Centre running costs.

Graham Everness (*PCC Treasurer*)

Managing our Finances at St Paul's Church

At St Paul's Church the PCC sets a budget each year to support the various areas of ministry with which we believe God has called us to be engaged, here in Dorking and further afield. The total (General Fund) budget agreed for 2022 is £395,000. 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 are spending and their particular areas of ministry. During the autumn, in consultation with their teams, these budget holders consider the resources they need in order to realise and develop their ministries in line with our Mission Action Plan. After individual budget requests have been gathered together, 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.

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's Standing Committee 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.

Reserves policy

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

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

Risk policy

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

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

Churchwardens' and Incumbent's Review of 2021 and Objectives for 2022

January - May 2021

As a nation we entered 2021 faced with an extension to the lockdowns we had all endured during 2020. Despite this seemingly endless era of COVID-induced abnormality St Paul's continued to be guided by God through the power of His word, and with the dedicated support of our staff team and volunteers we continued to adapt to a different approach to church.

Our previous vicar Ruth had moved on in 2020 to become Bishop of Horsham and so we remained in vacancy at the outset of 2021 pending the selection of a new incumbent. The process of selection began in the summer of 2020 and by the beginning of 2021 we were ready to advertise and so began the more personal aspect of selection.

Having been encouraged by the number of applicants we were thrilled to invite Alex Cacouris to become our new vicar, and he, together with Jane and their three children, was formally installed into the church family in May. You will see below how easily they have entered the life of God's church at St Paul's!

As was the case for all churches it was a challenging time establishing an environment which was welcoming whilst also being COVID compliant! This, especially as we had all been looking forward to a relaxation of the guidelines as we approached Christmas. Be that as it may, and benefitting from the amazing skills of our IT team, we maximised the advantage of technology and continued to stream services across the medium of Zoom, thereby enabling the church family to maintain contact and to benefit from virtual corporate prayer and worship.

Thanks to their wonderful leaders our Small Groups continued, we ran a Keeping in Touch initiative to maintain contact and provide pastoral support where necessary – thanks to Dawn Lucas and Steve Goddard – and this was supplemented with a befriending programme. We also established a temporary strategic plan while awaiting the arrival of our new vicar and focussed the time on four key areas: Prayer, Fellowship, Services and Community. Our staff team was magnificent throughout.

Paul Studley and Sarah Beasley (*Churchwardens*)

May - December 2021 and looking forward to 2022

I am so grateful to God that he called us (Jane, me and the children) to St Paul's. You have been the most welcoming and kind church family and we can't thank Him enough for putting us in this family.

My part of the report follows 4 'F's:

Friends

We are so thankful that as a church family we live and serve alongside friends and recognise all those who serve in the church family, loving, encouraging, praying for and serving others inside and outside the church. I was once warned never to single people out because invariably you might forget others so can I start by thanking all of you who serve Jesus at church, at home, on your street and in your workplaces. From a church perspective there has been a movement in the team and I want to recognise a few people

- Thank you to Oli & Natacha Fricker for their wonderful ministry with us over 3 years. We said goodbye to them in June as Oli took up a curacy in Ferndown
- Congratulations to Emily (our worship pastor) who took time out to welcome little Olivia into the world and huge thanks to Jamie & Rachel Trezise and Philip Ellis for their hard work in leading the worship team and audio visuals while Emily was on maternity leave
- We welcomed Imogen Glass as our youth intern in September and have loved having her on the team
- We said goodbye to the faithful and hard-working Rowena in the summer as parish administrator.
- Right at the end of the year we said goodbye to Sue Swain-Fossey, our super star Ops manager and appointed Kirsten Hughes Hallett as our Senior Ops Manager who has brought so much to the team and the church.
- We said goodbye too to Lawrence Comber as our prayer coordinator (many thanks Lawrence) and welcomed the wonderful Nick and Maggie White to lead our prayer as a church family.
- And our wonderful churchwardens (Paul & Sarah) PCC, Staff team, Ministry heads, Nursery team, PCC secretary, and all of you!!!

Family

We are the family of God and after a very challenging couple of years it's been great to come back together physically into the building on Sundays. But of course the church is wherever we gather and so we celebrate....

- The afternoon Zoom teas during lockdown
- The Nursery team carrying on gathering and serving the community through so much of last year
- The prayer teams that have gathered week after week to bring our town, church family and world to God.
- Gathering in homes for small groups & gardens for our summer BBQ.
- WCT jazz and KCO celebrations were superb get-togethers and a reminder of the joy God brings as we are together.
- All those who got stuck into join new teams on Sundays and Midweek, like Early Bird cafe, Refreshments on Sunday, XL team, SPOT, etc.
- The huge encouragement of welcoming many new people to St Paul's last year and actually getting to meet them face to face rather than on Zoom.
- Our Christmas services and gathering together to remember the light that Jesus will always be in darkness

Finding Faith

We want to be a church without walls and so we began exploring new and old ways of sharing Jesus with our community.

- A wonderful Alpha course through the Autumn term
- Our pub and care home carol singing team were just brilliant!
- The 22 who went out door to door knocking through our Parish speaking to people in over 60 homes. Profound and faith building for sure.
- Welcoming Archbishop Justin Welby to Dorking Halls.
- All of you who have been courageous in praying for friends, neighbours, colleagues and family and taken the opportunity to share your faith whether by offering to pray or say something of Jesus

Future

We have a vision to be a church without walls, welcoming in and going out corporately and individually to share God's love and compassion deeply and widely. Our focus (our Mission Action Plan for this year) centres on gathering, growing and going. Specifically:

- **Gather**
 - Explore the pathways to draw younger families into the life of the church and deeper into a life with Jesus
 - Review our Sunday services with a relaunched 6pm and create more space to be still in the presence of God.
 - Relaunch our website to make it more accessible to visitors
- **Grow**
 - Launch a leadership training course for our 20s & 30s to equip another generation to lead in church and in the workplace / community
 - Review our small groups to see how everyone at St Pauls might find community in a smaller group.
 - Resource our 'operations team' to help us as a church family reach wider and deeper in the initiatives outlined above and below.
- **Go**
 - Start a 'community Go group' to understand / listen to the needs of the community and see how we can practically get involved with signposting, partnering with existing groups or pioneer something new as God highlights
 - Equip the congregation to grow in confidence in praying for others and sharing their faith and starting 'small fires' of faith where they are called by God to serve.

Alex Cacouris (Vicar)

Approved by the Parochial Church Council on 25 April 2022 and signed on its behalf by:

Rev'd Alex Cacouris (Chair)

Graham Everness (Hon. Treasurer)

Financial Statements

Statement of Financial Activities for the year ended 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Income and Endowments					
Donations and legacies	2a	336,146	233	336,379	325,314
Investment income	2b	10,580	-	10,580	10,694
Church activities	2c	7,130	-	7,130	6,712
Other trading activities	2d	3,066	-	3,066	2,283
Nursery School	3	-	73,883	73,883	72,889
Total		356,923	74,115	431,038	417,892
Expenditure					
Charitable giving	4	41,695	-	41,695	41,439
Church activities	5	251,477	390	251,867	287,449
Church management and administration	6	54,885	-	54,885	58,708
Expenditure on the church	7	20,106	42,193	62,299	57,634
Nursery School	3	-	64,001	64,001	61,097
Total		368,163	106,584	474,747	506,327
Net income/(expenditure)		(11,240)	(32,469)	(43,709)	(88,435)
Transfers between funds	2e	(2,603)	2,603	-	-
Net movement in funds		(13,843)	(29,866)	(43,709)	(88,435)
Reconciliation of funds					
Total funds brought forward		169,592	2,052,430	2,222,022	2,310,457
Total funds carried forward		155,749	2,022,565	2,178,313	2,222,022

Balance Sheet as at 31 December 2021

	Note	2021	2020
		£	£
Fixed assets	9		
Church equipment		2,516	4,292
Church centre		2,004,572	2,044,162
Nursery equipment		996	-
Property		148,500	148,500
		2,156,584	2,196,954
Current assets			
Debtors and prepayments	10	12,314	14,210
Cash at bank and in hand		183,035	191,804
		195,349	206,014
Creditors: Amounts falling due within one year	11a		
Other current liabilities		15,121	22,446
		15,121	22,446
Net current assets		180,229	183,568
Total assets less current liabilities		2,336,813	2,380,522
Creditors: Amounts falling due after more than one year	11b		
Loans		10,000	10,000
Church Commissioners		148,500	148,500
		158,500	158,500
Total Net Assets	12	2,178,313	2,222,022
Represented by Funds	12		
Unrestricted funds:			
General fund		111,397	110,814
Designated funds:			
Quinquennial fund		22,687	24,558
Provisions		1,217	2,204
Equipment Renewal		10,787	13,092
Legacy Projects		569	569
World Church		9,091	9,091
Youth Ministry		-	9,264
Restricted funds			
Buildings		1,994,572	2,034,162
Nursery		27,634	17,752
Eco		129	286
Agency		230	230
Total funds		2,178,313	2,222,022

Approved by the Parochial Church Council on 25 April 2022 and signed on its behalf by:

Alex Cacouris (Chair)

Graham Everness (Treasurer)

The notes on pages 21 to 30 form part of these accounts.

Notes to the financial statements for the year ended 31 December 2021

1. Accounting policies

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, the Charities SORP (FRS 102) Accounting and Reporting by Charities (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and 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

- **Unrestricted** 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. Some of these funds are nevertheless designated for a particular purpose by the PCC and held separately from the General Fund.
- **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.

Income

- All income is recognised in the Statement of Financial Activities once the PCC has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.
- Government grants are recognised when the PCC is notified of entitlement, and all conditions have been satisfied.

Expenditure

- 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.
- Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Expenditure includes attributable VAT which cannot be recovered.

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 (except equipment in the Nursery Fund, which is over 2 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 50 years (note: from 2020, previously depreciated over 100 years). Kitchen equipment is depreciated on a straight line basis over 10 years.

Volunteers

- The PCC is very reliant on volunteers to carry out many of its activities. The monetary value of their contribution is not included in the accounts, but the Annual Report provides details of the role of volunteers and the extent of their activities.

2. Income and Endowments

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2a) Donations and legacies				
Donations	273,311	-	273,311	259,821
Gift Aid	54,856	38	54,893	53,627
Church collections and sundry donations	7,979	195	8,174	11,867
Legacies	-	-	0	0
	336,146	233	336,379	325,314

2b) Investment income

Rent	9,900	-	9,900	9,900
Dividends	667	-	667	647
Interest received	14	-	14	147
	10,580	0	10,580	10,694

2c) Income from church activities

Fees	2,196	-	2,196	2,155
Events	4,033	-	4,033	2,082
Early Bird café	324	-	324	400
Children & Youth Ministry income	577	-	577	2,075
	7,130	-	7,130	6,712

2d) Other trading activities

Lettings	3,066	-	3,066	2,283
	3,066	-	3,066	2,283

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2020 £
2e) Transfers between funds				
From General Fund to Building Fund	(2,603)	2,603	-	-
	(2,603)	2,603	-	-

3. St Paul's Church Nursery School

The financial results of St Paul's Church Nursery School are consolidated into the Statement of Financial Activities for the PCC, and the full accounts are shown below.

Statement of Financial Activities	2021 £	2020 £
Income		
Fees	16,973	11,808
Subsidised Fees	228	-
Early Years Funding Entitlement	53,083	56,457
Discretionary Funding	-	2,718
Deposits Reclaimed	110	200
Fundraising	2,389	1,378
Donations	1,100	329
	<u>73,883</u>	<u>72,889</u>
Expenditure		
Staff Costs	57,678	55,953
Pensions	766	896
Training & Recruitment	245	112
Contribution towards use of Church room	-	846
Classroom resources	1,102	1,000
Depreciation	500	-
Stationery & Administration	819	1,092
Insurance	797	605
Charges	-	-
Fund Raising	687	199
Subsidised places	228	-
Other	1,179	394
	<u>64,001</u>	<u>61,097</u>
Net income/(expenditure)	<u>9,882</u>	<u>11,793</u>
 Balance Sheet	 2021 £	 2020 £
Assets		
Bank current accounts and cash	29,329	19,120
Tangible assets	996	-
Fee debtors	-	486
Total assets	<u>30,325</u>	<u>19,605</u>
Liabilities		
Fee deposit creditors	2,420	1,400
Other creditors	270	453
Total liabilities	<u>2,690</u>	<u>1,853</u>
Net Assets	<u>27,634</u>	<u>17,753</u>
 Represented by funds:		
General Fund	9,659	16,462
Project Fund	1,913	-
Salary Cover Reserves	15,000	-
Subsidised Places Fund (restricted)	1,063	1,291
Total funds	<u>27,634</u>	<u>17,753</u>

4. Charitable giving

Amounts were given as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Outreach support				
Oasis India	5,100	-	5,100	-
Juan Carlos & Penny Marces (Peru)	5,000	-	5,000	5,400
Stuart & Jenny O	3,375	-	3,375	3,300
Hand in Hand (New Hope Orphanage, Kenya)	5,125	-	5,125	4,400
France Mission Trust	5,125	-	5,125	4,945
Tearfund (India)		-	-	6,000
Open Doors	4,500	-	4,500	4,400
Bin Twinning	900	-	900	-
Dave Bookless A Rocha UK (CMS)	2,250	-	2,250	1,098
Khongsais A Rocha UK (CMS)	2,250	-	2,250	1,098
Toilet Twinning		-	-	1,020
Beatitudes (Dorking)	1,200	-	1,200	1,200
Besom (Dorking)	2,600	-	2,600	2,600
CAP (Mole Valley)	2,400	-	2,400	2,400
Dorking Foodbank	1,000	-	1,000	1,000
Priory School Chaplaincy	275	-	275	265
New Wine		-	-	1,000
Tear Fun Afghanistan Appeal	595	-	595	1,313
Total grants	41,695	-	41,695	41,439

5. Church Activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Ministry costs				
Parish share	120,046	-	120,046	120,046
Vicar's expenses	1,088	-	1,088	388
Vicarage running costs	10,916	-	10,916	1,235
Associate Vicar diocesan recharge+expenses	14,770	-	14,770	40,080
Associate Vicar housing	10,636	-	10,636	19,749
Curate expenses	45	-	45	-
Vacancy costs	1,377	-	1,377	-
Children & Youth Minister salary+expenses	26,218	-	26,218	26,852
Children & Youth Minister pension costs	1,041	-	1,041	952
6 Falkland Road house costs	5,300	-	5,300	8,001
6 Falkland Road mortgage interest	11,355	-	11,355	11,220
6 Falkland Road council tax	2,455	-	2,455	2,381
Worship Pastor salary+expenses	12,525	-	12,525	17,787
Worship Pastor pension costs	844	-	844	445
Youth Pastor salary+expenses	11,730	-	11,730	12,045
Youth Pastor pension costs	469	-	469	191
Ordinand expenses	-	-	-	-
Non-Stipendiary Minister expenses	45	-	45	50
Ordained Local Minister expenses	45	-	45	-
	230,904	-	230,904	261,421
Worship and Services				
Visiting speaker expenses	-	-	-	-
Regular service resources	421	-	421	514
Café church	268	-	268	313
Other special service resources	699	-	699	1,172
Community outreach resources	562	-	562	388
Technical resources for worship	480	-	480	1,993
Music, including musicians' pay	6,333	-	6,333	6,038
	8,763	-	8,763	10,418
Training and discipleship				
Subscriptions	683	-	683	648
Books	-	-	-	-
Children's & Youth Ministry	4,798	-	4,798	3,856
Alpha	303	-	303	254
Gifts	360	-	360	2,898
Soul Survivor	-	-	-	5
Training and development	1,656	-	1,656	4,947
Mission Bursaries	-	-	-	-
Eco Church	-	390	390	2,295
Other Events	3,832	-	3,832	706
Worship Team	180	-	180	-
	11,810	390	12,200	15,610
Total activities related to church work	251,477	390	251,867	287,449

6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
6a) Central services				
Office staff pay and expenses	21,855	-	21,855	23,987
Office staff pension costs	-	-	-	131
Church utilities	13,448	-	13,448	9,567
Church & Centre cleaning	3,518	-	3,518	3,672
Verger	-	-	-	-
Facilities Manager	-	-	-	-
Caretaker	4,013	-	4,013	3,831
Photocopier costs	1,648	-	1,648	1,711
IT support including website	1,810	-	1,810	1,376
Telephone	466	-	466	673
Stationery & Office materials	182	-	182	263
Postage	-	-	-	-
Tea & Coffee	892	-	892	261
Early Bird café expenditure	-	-	-	-
Cleaning Materials	685	-	685	923
Costs of School House flat	-	-	-	5,897
	48,516	-	48,516	52,292
6b) Other operational costs				
Church insurance	4,407	-	4,407	4,366
Bank interest and charges paid	(468)	-	(468)	120
Independent Examiner's Fee	2,430	-	2,430	1,930
	6,369	-	6,369	6,416
Total management and administration	54,885	-	54,885	58,708

7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Repairs and routine maintenance	10,636	-	10,636	9,408
Quinquennial Repairs	6,870	-	6,870	2,226
Equipment	824	-	824	1,024
Depreciation	1,776	42,193	43,969	44,975
	20,106	42,193	62,299	57,634

8. Staff Costs

	Total 2021	Total 2020
	£	£
Wages and salaries	134,592	134,785
Social security costs	869	971
Other pension costs	3,120	3,092
	138,582	138,848

The average monthly number of employees during the year was as follows:

	2021	2020
Staff - church activities	6	6
Staff - nursery school	7	8
	13	14

The staff costs above include both church and church nursery staff. A grant of £1,265 was received under the government's Job Retention Scheme.

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

The trustees consider the aggregate employment benefits of the key management personnel to be nil (2020:Nil)

9. Tangible fixed assets

	Nursery	Church Centre	Equipment	Property	Total
Cost	£	£	£	£	£
At 1 Jan 2021	-	2,206,518	156,969	148,500	2,511,988
Additions	1,496	2,603	-	-	4,099
At 31 Dec 2021	1,496	2,209,120	156,969	148,500	2,516,087
Depreciation					
At 1 Jan 2021	-	162,353	152,678	-	315,031
Additions	500	42,193	1,776	-	44,469
At 31 Dec 2021	500	204,546	154,454	-	359,499
Net book value					
At 1 Jan 2021	-	2,044,165	4,292	148,500	2,196,957
At 31 Dec 2021	996	2,004,575	2,516	148,500	2,156,588

'Property' is the house at 6 Falkland Road (from May 2010 occupied by the Children's & Youth Minister). This was purchased on 16 August 1989 with a value linked 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.

The new equipment purchased in 2021 (and included above) comprises a dishwasher for the Church Centre (to be depreciated over 10 years beginning January 2022) and computing equipment for the Nursery (to be depreciated over 2 years beginning May 2021).

10. Debtors and prepayments

	2021	2020
	£	£
Sundry debtors	923	606
Gift Aid recoverable	11,392	13,118
Nursery debtors	-	486
Prepayments	-	-
	<u>12,314</u>	<u>14,210</u>

11. Liabilities

	2021	2020
	£	£
11a) Amounts falling due within one year		
Other taxes and social security	-	3,244
Independent Examiner's fee	2,500	2,500
Nursery creditors	2,691	1,853
Deferred income	-	-
Agency collections	1,602	140
Accruals	8,328	14,708
	<u>15,121</u>	<u>22,446</u>
11b) Amounts falling due after more than one year		
Church Commissioners	148,500	148,500
Other loans	10,000	10,000
	<u>158,500</u>	<u>158,500</u>

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

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

12. Analysis of Net Assets by Fund

The fund balances are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Fixed assets	151,016	2,005,568	2,156,584	2,196,954
Current assets	164,178	31,171	195,349	206,014
Liabilities	(159,446)	(14,175)	(173,621)	(180,946)
Fund balance	155,748	2,022,565	2,178,313	2,222,022

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

	1 Jan 2021 £	Incoming £	Net Transfers £	Outgoing £	31 Dec 2021 £
General Fund	110,814	354,423	(8,820)	(345,021)	111,397
Quinquennial	24,558	-	5,000	(6,870)	22,687
Provisions	2,204	-	1,217	(2,204)	1,217
Equipment Renewal	13,092	-	-	(2,305)	10,787
Legacy Projects	569	-	-	-	569
Youth Ministry	9,264	1,250	-	(10,514)	-
World Church	9,091	1,250	-	(1,250)	9,091
Total unrestricted	169,592	356,923	(2,603)	(368,163)	155,748

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

	1 Jan 2021 £	Incoming £	Net Transfers £	Outgoing £	31 Dec 2021 £
Nursery	17,752	73,883	-	(64,001)	27,634
Building Fund	2,034,162	-	2,603	(42,193)	1,994,572
Eco	286	233	-	(390)	129
Agency	230	-	-	-	230
Total restricted	2,052,431	74,116	2,603	(106,584)	2,022,565

Fund details:

Quinquennial - fund to cover repairs identified in quinquennial inspection (last undertaken in 2019)

Equipment - fund to cover renewal of significant technical equipment

Youth Ministry - fund for spending on activities relating to young people

World Church - fund to support engagement with mission partners

Building - originally created for the management of funds for the construction of the new church centre (opened in 2014). Now represents the net book value of the building (including kitchen equipment) and the one outstanding loan.

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 31/12/2021 at £10,843. The dividends from these shares are held in a CBF Church of England deposit account or paid into the main church bank 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	2021: £275 (2020: £266)

13b) Hyde bequest

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul". Currently the capital is invested in 658 CBF Investment Fund units valued at 31/12/2021 at £15,409 (31/12/2020: £13,481, an increase during the year of £1,928) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintain permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovate from time to time and in good time all lettering thereon.

Name of Charity	Hyde Bequest
Income received	2021: £391 (2020: £378)

Independent Examiner's report to be inserted here

Minutes of the APCM April 29th 2021

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

**29th April 2021 8.00pm
At St Paul's Church (and accessed by zoom)**

Draft Minutes

1. Opening Prayer

Paul Studley welcomed all those attending both in the church and via zoom.
And opened the meeting in prayer

Paul, as Chair of the PCC during the vacancy, proposed that Alex Cacouris as vicar elect (and future chair of the PCC) chair this APCM. Sarah Beasley seconded this proposal. There were no objections.

Alex welcomed everyone to the meeting with a reminder that only those on the Electoral Roll could participate in any elections. He encouraged all to recognise the importance of the occasion to ensure that we govern ourselves well and that all our administration is in place.

2. Election of Churchwardens.

Thanks was extended to Paul Studley and Sarah Beasley for their service since the last APCM in October 2020. Sarah and Paul were nominated to serve as Churchwardens for a further year until April 2022 and were duly elected unopposed. The meeting gave them a round of applause.

3. Apologies for Absence:

There were 32 attendees in Church of whom 2 were observers, and 58 via zoom: Total :90
Apologies for Absence from 5 people.

4. Minutes of the April 2019 Meeting and Matters Arising:

It was proposed by Pam Poole and seconded by Maggie White that the minutes of the Annual Parochial Church Meeting held on 15th October 2020 were a correct record. This was carried without objection. There were no matters arising from these minutes.

5. Elections

a. Election of Deanery Synod Representatives:

Jackie Gardner was elected unopposed as a representative on the Deanery Synod filling the remaining seat left unfilled in October 2020 when the Deanery Synod elections took place.

b. Election of members of the PCC :

10 nominations were received for the 8 vacancies .It was noted that 3 of the vacancies were due to unfilled vacancies in 2020 and one resignation) Alex thanked all 10 nominees for putting themselves forward to serve , to contribute to the future guidance of the church and for showing commitment to St Paul's. After an election conducted both in church and via zoom, James Cox, Ruth Dunning, Steve Goddard, Jeremy Herbert, Sarah Lloyd, Katie Mackay, Phil Mockler and Julienne Williams were elected to serve on the PCC as lay representatives. (the election took place both in church and online and to give time to gather and process voting slips of those on line, the result was announced post the APCM) .

c. Independent Examiners for the Accounts:

Katie Mackay proposed and Nick White seconded the proposal that Ellis Atkins continue as independent examiners and auditors of the church accounts. This was approved without objection.

6. Church reports:

Finance

Oli Fricker delivered his final presentation as Church Treasurer at St Paul's . He extended gratitude to the Finance Team; Alison Everness, Ian Twentyman, Lawrence Will , Steve Moggs, Penelope Arnold and to the Nursery team, Jeremy Hall, Tara and Al. In addition he thanked Chris and Judith Ellis, whose ongoing support and advice has been so valuable to him since 2018.

All who give financially were thanked and encouraged to view this aspect of discipleship as an opportunity to have a hand in everything we do.

With reference to the accounts circulated before the meeting Oli drew attention to:

- the Statement of Financial position which shows that our expenditure exceeded income by £88k in 2020 but pointing out that a large part of this deficit is due to a change in the depreciation charge on our church centre. We decided on the advice of our examiners to increase the speed with which we are depreciating our church centre, which has increased our depreciation figure by £20k but has not made any difference to the money we have available.
- Our reserves remain at a decent level remaining above the recommended levels in our reserves policy.
- The balance in the General Fund has been reduced by £42k to £111K which is slightly lower than our budgeted figure of £45K. This is part of our medium term strategy to use excess reserves to fund additional staffing and then gradually raise our income to match higher expenditure levels.
- The impact of the pandemic on our finances has been zero with a reduction of income from lettings and collections matched by a reduction in running costs.
- There will be a need for corrective action in 202, as we cannot continue to run a deficit of £45k .Alex's appointment as vicar will mean that from May 2022 his stipend and housing will be covered by our parish share which does change the outlook in the immediate future but it is likely that there will be a need to focus on giving and stewardship.

Oli stressed the importance for church members to focus regularly on financial giving and engage with any stewardship campaign. This will be important in the coming year as the more regular funds we have the more new mission opportunities and community needs we can pursue .

The new **Parish Giving Scheme** set up by the Church of England for parishes to use free of charge was recommended to existing and new givers. The advantages of this scheme are : that all administration, connected to giving, for example gift aid and standing orders is done for us, Gift Aid is paid to us monthly (currently £50K a year) rather than quarterly, thus helping cash flow . In addition givers have the choice of linking their regular giving to inflation which will automatically be increased annually by the rate of inflation .

Oli closed by saying that it had been a privilege to serve as treasurer for the last three years.

b.Electoral Roll: The number on the Electoral Roll: following the updating of the Electoral Roll , there are now 298 people on the roll, 80 of whom are living within the parish. This compares with 299 in October 2020.

7.The Churchwardens' Message

Paul Studley began by noting that two main things dominated the life of St Paul's in 2020: Firstly the departure of Ruth, who left us in June to take up a position as Bishop of Horsham. He asked that we record our grateful thanks to Ruth for her dynamic and visionary leadership and look forward to welcoming her back in May for a 'proper send off'. Secondly , COVID 19 and the various lockdowns during which the wardens stressed that at all times they have tried to serve the needs of the Parish and the community whilst keeping everyone safe and following national and diocesan guidelines. Cancelling Christmas services and events was disappointing but our experience has been that we have learnt to do things in a different way and now see them as possibilities for the future. Coming out of lockdown they will be keeping how we do church services under constant review.

Thanks were extended to :

- Sue Swain Fossey for keeping on top of all regulations and providing us with robust risk assessments
- Mick Taylor whose arrival as caretaker in January 2020 has been a godsend during lockdowns, attending to those small but important jobs; repainting, carpentry and maintenance.
- The Deputy Wardens whose duties have been changed this year due to COVID Including sanitising chairs! Special thanks was extended to Andy Parker who has stepped down as a Deputy Warden.
- The Fabric Team : Chris Mansfield, Nigel Pittam, Mick Taylor and Andrew Ruddy who, despite not being able to meet regularly have remained available to advise on the upkeep of the church estate and participate in socially distanced working parties

Paul highlighted the following points with regard to the church estate :

- The continued maintenance on the grounds and trees
- The heating savings made due to Lockdown
- The completion of QI work: guttering and drains
- The repair to the NE window now completed and the repairs to the bell rope and drive cleaning

- The Vicarage: The work completed by the Diocese on the vicarage and the professional garden maintenance overseen by Andrew Ruddy in preparation for the new Incumbent.
- General maintenance in other properties: fulfilling our share of responsibility for 79 Ashcombe Road during the tenancy of the Cacouris family; a new bathroom, boiler and fencing in 6 Falkland Road and a new bathroom in the School House flat.

Paul thanked Ian Poole for his tireless work as Church warden and for agreeing to extend his time in office by six months to help with the impact of the pandemic and the beginning of the Vacancy. Sarah praised Ian for his great handover in October and thanked him for his ongoing support.

To bring us up to date at the beginning of 2021:

Sarah explained that in January 2021, after much deliberation and following the advice of Oli, the PCC took the decision to furlough the paid staff who were brought back shortly before Easter. The staff were thanked for rising to the challenge of lockdowns, for serving with hard work and creativity in difficult times.

Both wardens agreed that the most significant thing they had done was to appoint our new incumbent. Both Paul and Sarah thanked Alex for the work he has done. He could have chosen to stand back until a new vicar was chosen but he has led the church with vision, passion and good humour. The Wardens closed expressing much excitement about how Alex will lead our church in our next season.

Message from Alex Cacouris, Vicar Elect :

Alex began by extending his thanks to the Wardens, treasurer, secretary and the staff team, reflecting on their talents and gifts, their hard work, grace, loyalty and their demonstration of their love for Jesus.

Alex outlined his vision for the next year under three headings :

Gather: Reflecting on the past year during which there have been many personal losses, financial and personal problems, when we have not been able to meet, we now need to move forward remembering that everything is possible for those who believe in Jesus. We must learn what it is to be a church again; to gather on a Sunday, in small groups and draw in those who would like to come to church or join small groups for the first time. Encouraging each other to take small steps, we need to learn to be comfortable with each other again and extend the loving kindness so evident in the church family as we step out into the community.

Grow:

- In Prayer: Alex thanked Lawrence Comber for his many years of service as prayer coordinator and welcomed Nick and Maggie White thanking them for stepping up to take over this role.
- In Personal Faith through service to others in the church family and the community
- Through Learning: bible study in our small groups and walking with Jesus each day.

Go: We are a church without walls and need to reach out to the community and meet people who have suffered over the last year. Take them the Good News and pray for them. We should welcome those into the church who challenge us and require much discipling as they learn how to follow Jesus.

God is calling us to Gather, Grow and Go and we should remember that everything is possible for him who believes.

8. Your Questions:

8.1 Sue Swain Fossey: The Peter de Jong legacy was not mentioned in the annual accounts. Please could the Treasurer give an update as to how the money from this legacy has been used?

Oli: This legacy of £60,000 given to the church 5 years ago. Most has been divided between: World Church who have used it to cover bursaries for mission trips in 2019 and have £9,000 left and the Youth Fund where it is being used to fund the employment of our Youth Pastor Andy Thompson. A small amount has been reserved to buy new Communion equipment in memory of Peter, which Katie Mackay has agreed to source.

8.2 Steve Lister : How does St Paul's intend to approach the situation where our expenditure exceeds our income? Oli explained that whilst Alex's appointment as vicar has reduced our staffing costs (as we no longer have the costs of an Associate vicar) had brought in previous years we have had plenty of reserves and the decision was taken to invest in staffing and then grow the income to level up with expenditure . Events of 2020 had interrupted any plans for raising more funds we do now need to take corrective action and increase our income

8. 3 Katie Mackay: What is 'in it' for the company that has set up the Parish Giving Scheme? Will we have to pay for this scheme eventually? Oli confirmed that this was run by the Church of England and funded by the dioceses. We will not be charged in the future for using this scheme.

8.4 Helena Twentymen: Will a new Associate Vicar be appointed? : Alex responded that we would always be looking to what God wanted and would fund the right resource to fulfil the vision .

Alex Cacouris extended a special thanks to Philip and Stuart Ellis and Samuel Latham for their time and invaluable technical assistance enabling us to hold this APCM on line as well as in the church. The meeting responded with a round of applause.

9. Prayer:

All in attendance in the Church and via zoom were divided into break out groups for prayer and were asked their focus to include: the three elements of our vision for the next year: Gather Grow and Go.

10. Closing Prayer: Alex closed the meeting with a prayer of blessing.