

St Paul's Church, Dorking

Annual Report and Financial Statement of the Parochial Church Council for the year ended 31st December 2019

Including the APCM Agenda for Thursday 15th October 2020
and Minutes of last year's APCM.

Table of Contents

APCM agenda	2
Structure, Governance and Management	4
The PCC and other committees and teams	
Objectives and Activities	6
Objectives	
Church Activities	
Policy for Outward Giving	
Review of 2019	8
Church Membership and Attendance	
Annual Report of the PCC	
Report on Goods, Fabric and Ornaments	
Dorking Deanery Synod Report	
Social Justice Report	
Report from St Paul's Nursery	
World Church Report	
Report on St Paul's Action on Climate and the Environment	
Report on Safeguarding of Children and Vulnerable Adults	
Financial Review	
Review of 2019 Objectives	
Objectives for 2020	
Financial Statements	22
Independent Examiners Report	34
Minutes of the APCM, April 2019	35

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

**Thursday 15th October 2020 8pm
at St Paul's Church**

APCM Agenda

- 1 Opening Prayer
- 2 Election of Churchwardens
- 3 Apologies for Absence
- 4 Minutes of the 2019 Meeting and Matters Arising
- 5 Elections
 - a. Elected members of the PCC
 - b. Election of Deanery Synod reps
 - c. Independent Examiners for the accounts
- 6 Church Reports
 - a. Annual report and financial statement of the PCC (see written report)
 - b. Numbers on the electoral roll
- 7 Churchwardens' Message
- 8 Your Questions
- 9 Prayer
An opportunity to pray for the mission of the church
- 10 Closing prayer of blessing

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

Charity number:
1133798

**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 2019**

Staff Ministry Team

Incumbent Vicar:	Rev Ruth Bushyager MSci, MA
Curate:	Rev Peter Nevins BRE, MA, MA (until July 2019)
Associate Vicar:	Alex Cacouris BA BSc (from September 2019)
Assistant 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)
Worship Pastor and Ordinand	Tom Hill BA (until June 2019)
Worship Pastor	Emily Lissaman BA (from July 2019)
Youth Pastor	Andy Thompson MMus LRSM (from September 2019)
Ordinand	Oli Fricker MA

Bank

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

Independent Examiner

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

Architect

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

All Communications should be addressed to:

Church Office,
St Paul's Church,
St Paul's Road West,
Dorking.
RH4 2HT

Telephone: 01306 743378
Email: reception@stpaulsdorking.org.uk

Church website www.stpaulsdorking.org.uk

Structure, Governance and Management

Constitution of the Parochial Church Council (PCC)

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

Aim and Purpose

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

Day-to-day management

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

Officers of the PCC

Chairman: Rev Ruth Bushyager
Vice-chairman: Ian Poole, (Jon Ruddock until April 2019)
Secretary: Caroline Rose (from May 2019) Alison Everness (until May 2019)
Treasurer: Oli Fricker
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. During the year (from 1st January to 31st December 2019) the following served as members of the PCC:-

Incumbent Vicar	Rev Ruth Bushyager
Curate	Rev Peter Nevins (until July 2019)
Associate Vicar	Alex Cacouris (from September 2019)
Assistant Minister	Rev Jenny Firth
Wardens	Jon Ruddock (2015 to April 2019), Ian Poole (since 2017) Paul Studley since April 2019
Representatives on the Deanery Synod	Graham Everness, Maggie Hill, John Arnold
Elected Members (up to APCM 2019)	Steve Goddard, Ros Mulholland, Laura Parker, Jonathan Papworth
Elected Members (throughout 2019)	Malcolm Boother,(2020) Alison Everness (2020), Simon Fereday (2020), Dawn Lucas (2020), Katie Mackay (2020) Lawrence Comber [2021], Karen Wheatley [2021], Jackie Gardner [2021], Oli Fricker [2021] Alison Studley [2021] (from Sep 18)
[Term end in brackets]	
Elected Members (from APCM 2019)	Catherine Barker (2022), Annabel Blanch (2022), Catherine Carter Shaw (2022), Caroline Rose (2022), Nick White (2022)
Co-opted	Steve Henwood, Tom Hill (until June 2019)

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

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, ministry and activity of the church.

PCC Standing Committee Members:

Ruth Bushyager, Oli Fricker, Jon Ruddock (until April 2019) Paul Studley,(from April 2019) Peter Nevins, (until July 2019) Ian Poole, Alex Cacouris (from September 2019) and Alison Everness (until May 2019) Caroline Rose (from May 2019)

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

- **Fabric Team** – providing support, guidance and recommendations to the PCC on the appropriate maintenance and management of premises for which the PCC is responsible.
Team leader: Jon Ruddock (until April 2019) Paul Studley(from April 2019)
- **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: Oli Fricker
- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.
Team leader: Ian Poole
- **Nursery Management Committee** – managing the St Paul's Church Nursery School.
Team leader: 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
- **World Church Team (WCT)** – responsible for promoting the church's involvement with God's work beyond the parish and making recommendations for the PCC's outward giving.
Team leader: Karen Wheatley

Setting remuneration

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

Objectives and Activities

Objectives

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

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance on all matters (with the elected members intended to represent the breadth and variety of the congregation). Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of the St. Paul's vision. Steered by the 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.

The Church's current vision statement is 'to be a growing community of grace'. Implementing this vision was the main purpose of the Mission Action Plan developed in 2017; details of the specific objectives set for 2019 are contained in the section 'Review of 2019' below.

Church Activities

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

St Paul's Children and Youth is the ministry for children and young people. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events and a holiday club. The Children's and Youth Ministry is coordinated by Steve Henwood assisted by Andy Thompson appointed as Youth Pastor from September 2019

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

A team of 9 qualified **Lay Pastoral Assistants** works with the staff ministry team to provide confidential pastoral support both within and outside the worshipping community. The team was coordinated by Ruth Cornish until August 2019 when she was replaced by Dawn Lucas.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups. Penny Barker managed the Church Operations until April 2019 when she retired after 17 years in post. Sue Swain Fossey took over the role in an interim capacity until the role was reassessed and preparations for interviews for a Permanent position in early 2020. Nicola Glass was the Communications Co-ordinator and Rowena Birch the Parish Administrator. Tiantain Hu and Ash Stevens served as part time Caretaker and Facilities Manager respectively. Ash stepped down from his position in July 2019 to pursue a new career and Tiantain resigned in September 2019. Steve Moggs has served as Health and Safety Officer. A team of receptionists, organised by Caroline Rose, was on hand each weekday morning in term-time from 8:45am to 1pm to welcome visitors.

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

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith
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
- **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 (replacing Michelle Robinson in October)
- **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: Tanya King
- **Parenting Teenagers** - A group for parents/carers to explore the challenges and delights of raising teenagers from a Christian perspective
Leader: Catherine Carter Shaw
- **Prayer** – Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training. *Leader: Lawrence Comber*
- **Sound & Visual Support** – Providing technical support for worship, services and events
Leader: Emily Lissaman
- **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
- **Wednesday Youth** - Midweek discipleship group for 14-18 year-olds
Leader: Peter Nevins (until July), Andy Thompson (from September)
- **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: Tom Hill (until June), Emily Lissaman (from July)
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, Street Pastors and the Dorking Area Foodbank. Anne Draper is St Paul's lay representative for Churches Together in Dorking.

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

Policy for Outward Giving

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

Review of 2019

Church Membership and Attendance

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2019 was 295 (compared with 254 in April 2018). In 2019 the Electoral Roll went to zero and was compiled afresh (this happens once every six years) so it is encouraging to see our growth in membership reflected in a larger ER.

During 2019, excluding unusually large services (such as festivals and Forever Reign), the usual Sunday attendance (usa) was 281 people (compared with 307 in 2018, 310 in 2017, 280 in 2016, 271 in 2015 and 256 in 2014). The main reason for this decline after years of steady growth, is the loss of 30 members of St Pauls who left to join St John's in 2019 as part of the new partnership to revitalise St John's. We are also affected by the overall national trend of church members attending less and less regularly.

22% of our usual Sunday attendance is made up of people who are under 16. This is an increase of 4% on last year. It is a tremendous blessing and a highly unusual figure across the national scene of the Church of England. Please pray that this proportion would keep increasing.

The total recorded attendance for all services on Easter Sunday was 478 (compared with 461 in 2018, 456 in 2017, 352 in 2016, 456 in 2015 and 402 in 2014). The total recorded attendance for all services on Christmas Eve and Christmas Day was 825 (compared with 918 in 2018, 1037 in 2017, 845 in 2016, 862 in 2015 and 808 in 2014). Christmas figures are often affected by the day of the week that Christmas Day happens to fall on. Both festivals were truly wonderful celebrations and we give all praise to God for his presence in all our worship – on the biggest services of the year and at the smallest meetings where there are two or three gathering in the name of Jesus.

After many years of seeing the continued growth in the number of people who are members of our worshipping community – (from 454 in 2015 to 513 in 2016 and then to 533 in 2017 and to 550 in 2018) - in 2019 we saw this number reduce to 524. 38 adults and 24 children and young people left the church in 2019, approx 30 of them to move to St John's church North Holmwood.

In 2018, 8 people were baptised at St Paul's. In 2019 we saw a strong increase on this number, with a total of 22 baptisms/ thanksgivings, for people of all ages.

Ruth Bushyager (Vicar)

Annual Report of the Parochial Church Council (PCC)

The PCC held bi-monthly meetings during 2019 with its agenda focused on business Matters while also including time for prayer. At the meetings during 2019, the PCC received regular reports from the World Church Team, the Fabric Team, the Deanery Synod representatives, the Treasurer, the Safeguarding Advisory Committee, Health & Safety, the Nursery and the Standing Committee.

Major items for information and discussion at meetings included

- **Visiting the Nursery:** PCC started their meeting in the Nursery and discussed the ongoing operation of the Nursery in particular the development of their Forest School provision.
- **Nursery:** Ali Studley (Nursery Chair) and Jeremy Hall (Nursery Treasurer) have kept the PCC updated regarding the staffing and financial aspects of nursery management.
- **Safeguarding Annual Update:** Steve Henwood presented an overview of our safeguarding systems in operation which are regarded by the Diocese as robust and are used as a model for other parishes. Progress was discussed including the appointment of an adult safeguarding rep. Safeguarding is covered in more detail in a dedicated section later in this document.
- **Group Ministry:** The new Dorking Group Ministry was established in 2019 and St Paul's PCC joined those of St John's North Holmwood, St Martin's and St Barnabas in November for the Annual Group Meeting. This was held at St John's.
- **CYM report:** A report from the Children's and Youth Minister highlighted the extent and challenges of the work in this area by Steve Henwood and his team both on a Sunday Morning, midweek and beyond the Church, notably at the Priory School, St Paul's School but also at The Ashcombe and with Powell Corderoy. A reflection on the work of CYM over the last ten years demonstrated its growth and success fully endorsing the appointment of Andy Thompson as Youth Pastor.
- **Health and Safety:** The Health and Safety officer, Steve Moggs, presented updated Health and Safety policies including the change in arrangements for emergency evacuation in line with Fire department requirements and Lone Working for PCC scrutiny and approval.
- **Staffing:** Consideration was given to the staffing needs of the church in the light of the departure of Peter Nevins, Tom Hill, Penny Barker and Ash Stephens and Ruth's appointment as Area Dean and as the Church continues to grow committing to being a resource church. The appointments of Alex Cacouris, Andy Thompson and Emily Lissaman as members of the staff team were overseen and Sue Swain Fossey became Interim Operations Manager. The plans for the appointment of a new office manager and reconfiguration of a property management team were agreed.
- **Mission Action Plan:** The PCC was involved in the development of strategic priorities for and drawing up of the MAP launched in September 2019 which it was agreed would focus on Prayer, Discipleship and Resource Church.
- **Social Justice Ministries:** John Arnold gave a presentation about the progress of the work of the social justice ministries that are supported by the church.
- **Eco Church:** Annabelle South gave a presentation detailing the successes of St Paul's in achieving their Silver Award and outlining the actions needed to meet the criteria for the Gold Award as detailed in our MAP. Further initiatives were debated and the work of

the Eco team in resourcing others towards environmental stewardship and our leading example in the Diocesan applauded.

- **Finance and Budget:** 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 2020.

During the year, the PCC also celebrated the successful completion of lay pastoral training of Margaret Ridley and Caroline Nash and selection for ordination of Dawn Lucas. It also gave its approval of those serving as Foundation Governors at St Paul's School. Additional people serving as communion assistants were also approved.

Caroline Rose (PCC Secretary)

Report on Goods, Fabric and Ornaments

Following on from last year we have taken forward the aims and objectives set out for 2018/19 by reviewing the budget, staffing and expertise structures in place in order to better plan and manage whatever arises with our buildings in the coming few years.

In July Ashwani Stevens left to pursue a new career and in order to save money, we have dispensed with the role of Facilities Manager, successful as it was, and replaced it with a series of service and maintenance contracts which cover the major and more complex – and therefore more expensive! – installations on the church estate. This includes boilers, lighting, foul pumps etc. Total costs of these are in the region of £3k pa plus any costs for defective parts.

The Fabric Committee, successfully established by Jon Ruddock has recently been resurrected and includes six members of the church family who have expressed their willingness to give their time to addressing some of the practical maintenance work needed to keep the church going, including the church grounds, painting and decorating and other relatively simple jobs.

The 2014 Quinquennial Report has now been superseded by the 2019 report which has identified a few - but not many! – urgent issues which need immediate attention. This includes the gutter repairs, some blistered lead flashings and the general repair and maintenance of rainwater goods. An annual sum has been agreed by the PCC to allow for issues arising from the QI and our key aim for 2020/21 therefore is to manage and/or mitigate these issues.

Wider church estate:

- Ahead of the Cacouris' occupation and in conjunction with the Diocese 79 Ashcombe Road benefitted from some redecoration and refurbishment, including a deep clean, new carpets and a new shower room downstairs. There is still some outstanding work including the erection of a gate (paid by Diocese!)
- As the year drew to close plans were in place to furnish the School House Flat with a new kitchen in early 2020 and after many months and years of patience by the Henwood family, work was begun on the bathroom refurbishment, fencing and paths at 6 Falkland Road. Similarly, a long overdue programme of regular hedge trimming for the Vicarage is in place.

Paul Studley (Churchwarden)

Dorking Deanery Synod

The Dorking Deanery Synod met three times during 2019:

- The February meeting was led by the Bishop of Dorking. The emphasis was on thanksgiving and prayer for the mission and ministry of the Deanery churches, including a commissioning of the new Group Ministry covering Dorking and North Holmwood.
- The June meeting focused on the subject of Eco Church and the 'Climate Emergency', and was attended by several Councillors and other interested local parties. Eco Church leaders from St Paul's Dorking and Holy Trinity Westcott gave presentations covering the biblical imperative for creation care and the *A Rocha* Eco Church Awards scheme, and then three Councillors talked about actions they were taking or wanted to take to address climate change issues.
- The October meeting was led by Danny Wignall (the Parish Development and Evangelism Team Leader for the Diocese of Guildford), on the theme of 'making and growing disciples'. Group discussions covered 1) particular challenges and celebrations and 2) what specific missional opportunities we could identify in our parishes.

In September, the Deanery thanked Alan Jonas for his time as Area Dean and installed Ruth Bushyager into the role. In November, we welcomed David Grundy to the Leith Hill Benefice with specific responsibility for Holmbury and Wotton.

Meetings scheduled for the first half of 2020 are a focus on children's and youth work at the Priory School (February) and a follow-up on the subject of Eco-Church (May). The membership of the Synod will be newly-elected at this year's APCMs, and then later in the year the Deanery churches will work together on their individual Church Development Plans as part of the new 'Parish Needs Process' stemming from the recent review of how the Diocese supports and encourages the local churches. (NB these plans made pre COVID have been altered where necessary to comply with COVID restrictions)

Graham Everness (Deanery Lay Chairman)

Social Justice @ St. Pauls

'Inspired by faith to build a more equal, peaceful & sustainable world'

The Social Justice Network (SJN) was established in May 2016 and we currently have five ministries (ministry leaders included in brackets) within the Network:

- BEATITUDES - sells affordable second hand and hardly used children's clothes and toys. They also give practical support to families and have a child friendly play area and sanctuary for parents onsite. (Rachel Studholme)
- BESOM - provides practical support to those in need in the local community, principally by offering a wide range of essential household items to those with very little in their homes. (Joan Darling)
- CHRISTIAN AID - is a charity that believes in equality, justice and basic human rights. Exposing the scandal of poverty, it helps in practical ways to root it out. It also works to challenge and change systems favouring the rich and powerful over the poor and marginalised around the world. (Steve Moggs)
- CHRISTIANS AGAINST POVERTY (CAP) - advises those in financial difficulty in our community. CAP believe in sharing God's Gospel grace alongside helping those in need, helping to grow the Kingdom of God in our community. (Rob Wheatley)
- DORKING AREA FOOD BANK (DAF) - provides emergency food and support to local people in crisis. It is a community project, run in partnership with local churches and facilitated by Churches Together in Dorking. (Ali Studley)

The 'highlights' for 2019 are included in the table overleaf. The budget for the Social Justice ministries is £7,200 made up of Beatitudes (£1,200), BESOM (£2,600), CAP (£2,400) and DAF (£1,000).

Our thanks and prayers 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 PCC for its ongoing prayerful and generous support.

John Arnold

St Paul's Church Nursery School

Another busy year in the nursery.

January saw the opening of Forest School, offered to all of our children within their morning sessions. Forest School is an inspirational outdoor experience where children learn to care for the natural environment, explore, experiment, problem solve, work together – and blossom! Check out the church gardens to see what we get up to. By the end of the year, we had achieved our full accreditation and can now call ourselves a Forest School.

About the same time, we approached the neighbours to transform 5 mornings and 2 afternoons of opening to 3 mornings and 2 long days. We were delighted to get the green light and are pleased to be able to offer 2 extended days to our rising 5s as they prepare for school.

Much of 2019 was spent fund raising to supplement our income. These are financially challenging times in education and more and more we need to rely on these efforts to see us through the year. To assist in the ordering of our finances, we now have a financial team to steer us through these tricky waters.

December saw the resignation of our Head teacher of the last 6 years. She has left the classroom team strong, the nursery full and in excellent shape as we approach 2020.

Alison Studley : Chair of the Nursery Management Committee

World Church

The World Church Team aims to build strong partnerships between our church membership and the mission field worldwide. The team manages this aspect of the outward financial giving of St Paul's church. During 2019 approximately £28,000 was given to our mission partners abroad to further their work for the Kingdom of God.

We currently support partners in India, Kenya, Syria, France, UK (with an international reach) and Peru.

Two major mission trips have taken place over the last 12 months. A group of 15 travelled to our partners in New Hope Orphanage, Kenya to run a summer holiday club. More recently a group of 6 have visited Mumbai to spend time learning first-hand about the effects of trafficking.

We have valued visits from Penny and Juan Carlos who shared with us about their church-based work in Peru; Stuart and Jenny Oliphant, who work internationally in engaging prayer for unreached peoples and in emotional support of missionaries; and the Cacouris family reporting back having completed their period in Rio.

Two partnerships are helping refugees – one with Open Doors in Syria, resourcing the local church to meet its own and its community needs; the other the Centre de la Réconciliation in Lille, France, working with underage young migrants alone in the city, helping them with basic lodgings, education and official paperwork to establish them in fruitful citizenship and for some, faith.

Karen Wheatley World Church team leader

St Paul's Action on Climate and the Environment

Highlights in 2019

- Developed a plan for incorporating caring for creation into the CYM curriculum.
- Installed a cycle rack
- Piloted the Creation Care household awards scheme with 12 households, and launched it to the wider church
- Co-led the Deanery Synod meeting on the Climate Emergency, which was attended by councillors
- Put a food waste bin in the kitchen
- Received advice on renewable energy generation from Dorking Solar group
- Participated in the newly formed Mole Valley Environment Forum
- Advised other churches in the diocese and other denominations thinking about joining the Eco Church scheme

Recommendations for 2020

We are close to being ready to apply for a Gold Award, thanks to the hard work of many in the church family. Currently only eight churches in the country have a Gold award. To reach Gold level we need to take further action in the Land, Buildings and Community and Global Engagement areas of the survey, as well as continue the measures we are already taking in other areas.

Annabelle South

Annual Report on Safeguarding of Children & Vulnerable Adults

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

DBS (Disclosure and Barring Service) Report:

1. Marie Goddard, Jac Gardner and Jo Cassidy are the lead DBS Co-ordinators. They have updated all DBS records and revised documentation which is now more user-friendly and quick to complete. An online service and reference questionnaire is in operation.
2. There are currently 60 volunteers within St Paul's Church who are DBS cleared to work with children and/or vulnerable adults.
3. There have been no issues of concern raised on any person by the DBS checks undertaken in 2019.

Safeguarding Advisory Group: This group meets approximately twice a year and consists of:

- Parish Safeguarding Representative (Children/Youth): Anna Mercer
- Parish Safeguarding Representative (Vulnerable Adults): Penelope Arnold
- Children's & Youth Minister: Steve Henwood
- DBS Co-ordinators (not always required for the meetings): Marie Goddard, Jac Gardner, Jo Cassidy
- Vicar: Ruth Bushyager

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

PCC Safeguarding Statement has been updated for 2020 and was approved by the PCC.

We now have a representative for Vulnerable Adults so all aspects of safeguarding in the church are comprehensively covered.

Safeguarding Representative:

New national guidelines require a higher level of training for many of our volunteer leadership team which now include mandatory training for: House Group Leaders, PCC, Key ministry leaders. 21 people attended a training session for Domestic Abuse and C2 Leadership on 29th February 2020; a register of attendees and awarded certificates are held on file by the Advisory Group. This group will ensure that regular re-training is undertaken when necessary and inform relevant people when these training sessions are needed.

Ruth has carried out a focus on safeguarding in our two Sunday morning services at the end of September 2019 in order to make everyone aware of their safeguarding responsibilities and how to raise concerns should they have any. This is now a half-yearly feature across the two morning services, to inform the congregation and demonstrate the use of the website links and/or phone contacts. September and April are allocated as the months to raise awareness.

As part of the Diocesan Safeguarding Audit, the list of children's activities, groups and events as well as activities, groups and events involving others who may be vulnerable, has been reviewed and updated and will need to be approved by the PCC at the March meeting.

During February 2020 Ruth participated in the Diocesan Past Cases Review, contacting a large range of present and former church officers (clergy and lay) to recall any time in living memory when a church officer had an allegation made against them or an investigation on safeguarding grounds. There were no such cases.

2019-2020 Concerns Raised: Two concern forms have been raised since the last APCM relating to CYM and two concern forms have been raised with regard to VA; they have been logged and addressed and are being monitored by relevant parties.

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.

Anna Mercer (Parish Safeguarding Officer)

Financial review

PCC Treasurer's Report

Summary

Total income for the year was £403k (2018: £369k). The increase versus 2018 is explained largely by the following:

- A legacy of £10k was received in 2019. No legacies were received in 2018.
- An increase in sundry donations, driven primarily by our Harvest Gift Day
- And a very encouraging £11k rise in tax efficient donations (regular giving), which continues to be our primary income source.

Total expenditure for the year was £393k (2018: £407k). Unrestricted expenditure, which excludes building depreciation, was £370k (2018: 385k). The decrease versus 2018 is explained largely by the following:

- In 2018 there was one-off expenditure of £17k on mission trip bursaries to partially utilise the large legacy received in 2017, versus just £1k in 2019
- A reduction in expenditure on facilities management

The balance of our unrestricted funds now stands at £229k (2018: £191k). Within that the balance of the general fund stands at £152k (2018: £110k).

The church finances therefore remain in a strong position and the balance of our General Fund continues to exceed our reserves policy (see below for details). The PCC expects the balance of the General Fund to fall towards our recommended reserves level as we continue to invest in strategic staffing and equipment over the next few years. In 2020 we have budgeted to utilise £45k of our reserves, as our expenditure rises due to the staff additions in 2019. The aim continues to be to utilise our reserves to cover this expenditure rise while our income catches up. So, despite our substantial reserves, our plans continue to depend on ongoing sacrificial giving from our members and continuing to grow the number of households committed in this way to St Paul's.

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

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

Further Details by Fund

General Fund

- Income

General Fund income was higher than budgeted, due to the unexpected legacy and higher sundry donation income noted above. Wherever possible we recover the Gift Aid on donations. In conjunction with the tax efficiency of donations made via Charity Accounts this adds around £50k per year.

- Expenditure

General Fund expenditure was lower than budgeted due largely to less being expended on facilities management and routine maintenance. Savings were also made in other areas and all expenditure is monitored very closely. We also continued to allocate £5k a year to the Quinquennial repairs fund.

Grants. During the year we made planned grants of just over £34k and total grants of over £42k (this includes donations following fundraising events). The total figure corresponds to approximately 11% of our unrestricted income for the previous year (£380k).

Quinquennial Repairs Fund

This fund covers expenditure on the church buildings in response to the Quinquennial Inspection report. A new report was commissioned in 2019 and all expenditure from this fund in 2019 is related to this report. Work is ongoing to prioritise the work recommended by this report. We are confident this fund contains sufficient resources to cover all necessary works recommended by the report. The balance of the fund stands at just under £24k.

Legacy Projects Fund

The Legacy Projects fund was this year divided into three funds, on the basis set out in last year's annual report:

1. The World Church fund to cover mission trip bursaries. Following the trips in 2019 and 2020 the fund has just over £9k remaining.
2. The Youth Ministry fund, which is being used primarily to cover the costs of employing our Youth Pastor. £21k remains in this fund.
3. £569 remains in the Legacy Projects fund, which is to be used this year to purchase new linen and chalices for communion

Other Unrestricted Funds

Equipment Fund

In 2019 we invested just under £6k in new side-aisle projectors and screens. From 2020 we will be adding £5k per year to this fund to build up sufficient funds to cover renewal of our sound system and other IT equipment that is expected to become necessary in the next 5 years.

Provisions Fund

This is a temporary fund created for 2019 budgeted expenditure that has been pushed into Q1 2020. This primarily relates to necessary maintenance work on the School House Flat and 6 Falkland Road and also £3k of World Church grants that were not distributed last year.

The **Worship Pastor Fund** is now closed following Tom Hill's ordination.

Restricted Funds

Building Fund

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

Nursery Fund

The nursery's reserves decreased by £7.5k in 2019. The PCC has been looking closely at the nursery finances recently and we are confident that due to the outstanding work of the Nursery Chair and Nursery Treasurer that the nursery finances are in a healthy state.

Oli Fricker (PCC Treasurer)

Reserves policy

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

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

Risk policy

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

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

Review of 2019 objectives

In line with our MAP cycle, we renewed our Mission Action Plan in the summer of 2019 with every member of the church encouraged to pray and contribute towards the shaping of our priorities for the next two years. We launched the new areas of focus in a set of vision Sundays in the early autumn of 2019.

The focus areas fall under three headings: discipleship, prayer and resource church.

DISCIPLESHIP

- To give a renewed focus to discipling parents of young children and helping them to parent with faith.

To this end we will begin a new fortnightly ministry at 3pm on Sundays: 'The Young Families Network' (Stepping Stones) Led by Oli and Natacha Fricker. (This began in October 2019)

We will refresh our baptism preparation and bring a new focus on teaching parents to pray for and with their children. (This was due to start in March 2020 but delayed due to coronavirus).

- To do all we can to help those who are new to the church to become members in every sense.

To this end we will develop a new welcome brochure and welcome desk, improve communication between welcome team and clergy, pray for newcomers, and increase home visits to newcomers. (This was due to start in January 2020 but has yet to be achieved)

- For our Home Groups to be safe enough to be risky.

We will better resource our Small Group leaders with termly meetings for briefing, training and prayer. We will provide consistent high quality resources that challenge all to apply scripture to their lives in the pursuit of spiritual growth. (New Home Group Leaders' meetings began in September 2019)

- To help every member discover the freedom of sacrificial giving.

We will teach, encourage, and pray for a greater proportion of our church members to be giving of their time and money to the church in a regular and sacrificial way. (This began in Sept 2019 with teaching on giving and greater publicity, as well as the introduction of new contactless and card giving technology, and a new donations point at the entrance to church.)

PRAYER

- For all of us to go up a gear in prayer

We will aim for every member of the church able to say each year that 'compared with last year my prayer life has grown'. We will better promote and resource the prayer teams and meetings that we run, for stronger and more regular individual and corporate prayer lives. We will particularly encourage prayer for our non Christian friends and family, and for encouraging testimonies to be shared. (This began with the launch of new Tuesday morning and evening intercessory prayer meetings, and renewed Sunday teaching on prayer, as well as the Prayer Course running in summer 2020, led by Alex).

RESOURCE CHURCH

- To play our part in the health of the church beyond our parish

We will send out members of St Paul's to join Peter Nevins at St John's. (We sent out approx 30 members of St Paul's to join the congregation at St John's in Sept 2019. Peter was installed as the new Vicar, and led a season of discernment as to a new pattern of worship for the church, which incorporates both traditional and contemporary worship, with fresh expressions.)

We will serve to grow the 4pm family St Martins team with a vision to meet fortnightly. Led by Alex Cacouris. Fortnightly start date Spring 2020. (After consultation with the team, new plans were made for the 4pm congregation to have a greater focus on the festivals of the Christian year. Plans for the re-launch of the 4pm have been interrupted by the coronavirus pandemic).

We will apply for Eco Church Gold Award in 2020 and help resource others towards improved environmental stewardship. Application date: by June 2020 (Progress has been made, but interrupted by the coronavirus pandemic).

We will run a Leadership Development course for 16-30 yr olds to equip them for spiritual leadership now and in the future. (Ruth and Alex led a weekend away in January 2020 to Yeovil in Somerset).

2019 was a year of very significant staff team changes - as we found ourselves saying big thank-yous and farewells to Penny Barker, Tom Hill and Peter Nevins, and recruiting to fill their roles, and others. In September 2019 we were delighted and hugely blessed to begin the academic year with a full staff, with Sue Swain Fossey taking the role of Operations Manager, Andy Thompson joining us as Youth Pastor, Emily Lissaman joining as Worship Pastor and Alex Cacouris as Associate Vicar. In a volunteer capacity, Dawn Lucas began her work with us as Head of the Pastoral Assistants Team. The new team gelled together immediately, wonderfully bonded by the unity that is such a precious gift of the Spirit.

In 2019 we continued to further the work of our Social Justice ministries, our nursery, governors, nursing home and world church support - all of which you can read about in more detail below, and all of which affect a significant Public Benefit for our parish, for Dorking, and beyond. 2019 saw the launch and strengthening of new ministries such as Just Women, Connexions, and Stepping Stones, reaching different ages and stages of life and faith with a warm welcome into our church family, hospitality, and teaching that helps to grow disciples of Jesus.

Our partnership with Deanery churches continued throughout 2019 (do read the Synod report from Graham above), and ecumenical partnership was strengthened by Lent groups on a range of themes, seeing Christians of different denominations meeting to study the bible and pray together.

In 2019 we took a group of St Paul's members to an evangelism and apologetics training conference with Amy OrrEwing and the Zacharias Trust, and we had a fruitful and stimulating PCC and Leaders Away Day with Paul Harcourt, who is the National Director of New Wine. As usual, a large group attended the New Wine summer festival, where for the first time, Ruth Bushyager was the early morning bible teacher for the week. Our young people benefitted hugely from a week away at the last Soul Survivor. Many church members were also challenged by being out of their 'comfort zone' by joining overseas mission trips in 2019 - with a group of 18 running a Holiday Club at New Hope Orphanage in Kenya, and a group of 7 travelling to India with Tearfund to visit mission partners working against the spread of human trafficking.

Objectives for 2020

2020 will see us make further progress on our MAP that was launched in 2019, with Laura Parker working closely with the church leadership to oversee its implementation. In 2020 we will also continue our vocations work, encouraging confident witnesses for Jesus on all our frontlines - in the home, at work and study, with friends and family. Heather Goddard will continue her training to become a Licensed Lay Minister, and in the summer of 2020 we will welcome a new curate, Becky Taylor, to serve her title post at St Paul's. Dawn Lucas, who was accepted for ordination training in 2019, and who began her placement on the staff in Sept 2019, will begin her studies at St Mellitus Theological College in September 2020. In 2020 we will say farewell to Tanya King as she steps down from being our Nursery Head Teacher, and we welcome Jacquie Moulder as Acting Head from Easter 2020 onwards.

NOTE: Writing as I am in June 2020, no-one could have foreseen how this year would develop - and it has been utterly extraordinary. In January news came of a novel coronavirus, Covid-19, which was spreading rapidly in China and causing the lockdown of the whole of Wuhan province. Gradually this became a global health pandemic, such that by the middle of March, the UK was also in lockdown, with all those over 70 and with health vulnerabilities shielding through isolation, and businesses, schools, shops, restaurants and much of the transport network shut down. We closed the church building, suspending all ministries that met on-site, including the closure of our nursery.

The church building may have been shut, but the church was absolutely not closed - and very, very rapidly, the whole team (lay and ordained, staff and volunteers) made huge creative and technological adjustments and innovations to ensure as much ministry and mission could continue as possible. We launched St Paul's online services, we organised teams of volunteers to visit the housebound and needy, we continued significant pastoral care and support of vulnerable adults through telephone and practical ministry, we supported our Foodbank with volunteer work, donations of food and money, we increased our support to mission partners in Lima running a food programme, and we began new online fellowship group meetings for all ages to continue to pray and study the bible together. Prayer meetings and prayer ministry were also transferred online, and the clergy and staff who were able to - continued to conduct funerals under very different circumstances. All weddings and baptisms were cancelled, but a range of discipleship conferences were transferred online at which our team either spoke, facilitated, or joined in with others (eg Spring Harvest, Multiply, New Wine, IME6 etc).

We found in this time that of course God was mightily at work to draw people to himself, as we saw His Spirit leading us towards repentance, and into deep intercession for our community and world and those living without trust in Christ. We saw significantly increased numbers of people join us online for worship, and for a range of discipleship courses that we ran online e.g. Alpha, parenting for faith, the marriage course, and the prayer course. Our great desire is that those who have discovered church - and Jesus - during the time of lockdown - would make themselves known to us personally in the weeks and months ahead so that we can make full and fruitful connections and build relationships, to see each one become a fully devoted follower of Christ. Please join us in praying for that end.

In February of 2020, before the pandemic, Ruth the Vicar, was interviewed for, and accepted the role of Bishop of Horsham. The timing therefore of the announcement that she was leaving was unfortunately in April during the period of lockdown when we were unable to meet together physically as a church. It was a very difficult experience for many, not least the Bushyagers themselves. In May, Ruth had her farewell service on Pentecost Sunday online, and she will be licensed as Bishop Designate on 1st July - unable to have a consecration until the autumn of 2020.

This is therefore my final APCM report as vicar, and as always the above (and what others have written above) form just a snapshot of our church life in all its glorious diversity. The last 5 years have been a season of significant change and growth for us as a church, and it has been a tremendous privilege to lead the church during this time.

If I were to give just two parting challenges to the church as I go, I would love to encourage you all to keep as outward-focussed as you can be - to keep desiring passionately for more and more people to respond to the good news of Jesus - people of all ages, ethnicities, backgrounds and beliefs. Keep up your commitment to pray for your own evangelism and witness; keep up your total dependence on the Spirit to empower you and lead you into fruitfulness in His name and for His glory. Increase your focus on ensuring that newcomers to church are truly deeply welcomed and discipled. This can only be achieved through prayerful, glad, sacrificial investment of our time, energy and love into one-by-one relationships. Please do not tire in this, for the Kingdom of God is built one life at a time. Keep looking also beyond the boundaries of St Paul's to be open to how the Holy Spirit may be leading you to sacrificially support gospel ministry in the wider area.

I would also like to challenge you all to be radically supportive of our ministry and mission among the children, young people, and young parents of Dorking. We must never be complacent about this aspect of our ministry; what we have at St Paul's is a very rare and extremely precious team of extraordinary ministers with extraordinary ministries. Do not hesitate to invest as boldly and sacrificially as you possibly can, as a whole church, with all the resources God has trusted you with, to see our CYM ministries be as deep in discipleship and as wide in outreach as they can possibly be. Spend yourselves on this, for the sake of the glory of God in this generation and those that will come after us all.

Thank you for these wonderful years together. Thank you for your generosity of love shown towards myself and my family. Thank you for all the practical support, prayer and kindness that we have been shown. It has been the greatest privilege to be your vicar, and I look forward to seeing how God leads you into the next season of this wonderful adventure of knowing Christ and making Him known.

With love and gratitude,

Ruth Bushyager (Vicar)

Financial Statements

Statement of Financial Activities for the year ended 31 December 2019

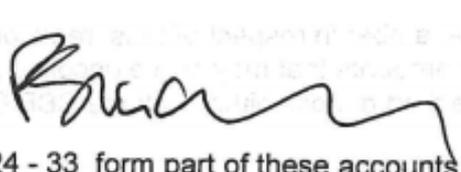
	Note	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Income					
Voluntary income	2a	364,130	2,300	366,430	339,681
Investment income	2b	10,799	-	10,799	10,549
Income from charitable activities	2c	20,995	-	20,995	17,540
Income from lettings	2d	12,042	-	12,042	12,273
Nursery School income	3	-	(7,530)	(7,530)	(11,524)
Total income		407,966	(5,230)	402,736	368,520
Expenditure on					
Charitable activities					
Grants	4	42,682	-	42,682	38,315
Activities directly related to church work	5	253,286	-	253,286	257,751
Church management and administration	6	56,637	-	56,637	65,136
Expenditure on the church	7	15,405	22,530	37,935	43,741
Governance costs		2,370	-	2,370	2,370
Total expenditure		370,380	22,530	392,910	407,313
Net income/(expenditure) before transfers		37,586	(27,760)	9,826	(38,793)
Transfers between funds	2e	-	-	-	-
Net income/(expenditure)		37,586	(27,760)	9,826	(38,793)
Reconciliation of funds					
Total funds brought forward		191,080	2,109,551	2,300,631	2,339,424
Net incoming resources		37,586	(27,760)	9,826	(38,793)
Agency		-	-	-	-
Total funds carried forward		228,667	2,081,791	2,310,457	2,300,631

Balance Sheet for the year ended 31 December 2019

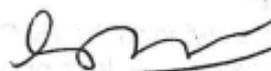
	Note	2019 £	2018 £
Fixed assets	9		
Church equipment		5,887	3,822
Church centre		2,086,355	2,108,885
Property		148,500	148,500
Total fixed assets		2,240,742	2,261,207
Current assets			
Debtors and prepayments	10	23,078	13,404
Cash at bank and in hand		227,075	194,185
Total current assets		250,153	207,590
Creditors: Amounts falling due within one year	11a		
Other current liabilities		21,938	9,666
Total current liabilities		21,938	9,666
Net current assets		228,215	197,924
Total assets less current liabilities		2,468,957	2,459,131
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
Net Assets	12	2,310,457	2,300,631
Funds	12		
Unrestricted funds:			
General fund		152,323	109,952
Designated funds:			
Quinquennial fund		23,794	20,496
Worship Pastor		-	8,042
Provisions		9,886	-
Equipment Renewal		11,661	14,349
Legacy Projects		569	38,242
World Church		9,091	-
Youth Ministry		21,343	-
Restricted funds			
Buildings		2,073,301	2,095,831
Nursery		5,960	13,490
Eco		2,300	-
Agency		230	230
Total funds		2,310,457	2,300,631

Approved by the Parochial Church Council on 31st July 2020, and signed on its behalf by:

Paul Studley (Chair)



Oliver Fricker (Hon. Treasurer)



The notes on pages 24 - 33 form part of these accounts.

Notes to the financial statements for the year ended 31 December 2019

1. Accounting policies

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations, 'true and fair view' provisions, together with FRS 102 (effective from 1st January 2015) as the applicable accounting standards and the 2017 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP [FRS 102]). The financial statements have been prepared under the historical cost convention.

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

Funds

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

Incoming resources

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

Resources used

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

Fixed assets

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

Current assets

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

2. Incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
2a) Voluntary income				
Tax efficient donations (including Give As You Earn, CAF and donations under Gift Aid)	260,579	-	260,579	249,429
Tax recovery	58,610	-	58,610	57,324
Church collections and sundry donations	34,941	2,300	37,241	29,564
Envelopes under Gift Aid	-	-	0	3,182
Envelopes not under Gift Aid	-	-	0	182
Legacies	10,000	-	10,000	0
	364,130	2,300	366,430	339,681
2b) Investment income				
Rent	9,900	-	9,900	9,800
Dividends	630	-	630	612
Interest received	270	-	270	137
	10,799	0	10,799	10,549
2c) Income resources from charitable activities				
Fees	634	-	634	1,767
Events	12,448	-	12,448	7,025
Early Bird café	1,555	-	1,555	2,188
Children & Youth Ministry income	6,358	-	6,358	6,561
	20,995	-	20,995	17,540
2d) Other Income Resources				
Lettings	12,042	-	12,042	12,273
	12,042	-	12,042	12,273
2e) Transfers between funds				
From General Fund to Building Fund for the repayment of loans	-	-	-	-
	-	-	-	-

3. St Paul's Church Nursery School

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

Statement of Financial Activities	2019 £	2018 £
Income		
Fees	14,196	13,930
Subsidised Fees	-	1,400
Early Years Funding Entitlement	46,771	57,405
Discretionary Funding	2,756	-
Deposits Reclaimed	500	-
Deposit Creditors	-	(1,650)
Fundraising	2,769	1,032
Donations	631	20
Other	-	247
Bank Interest	-	6
	<u>67,623</u>	<u>72,390</u>
Expenditure		
Staff Costs	62,811	64,031
Pensions	1,307	-
Training & Recruitment	1,133	1,617
General Maintenance Costs	-	383
Contribution towards use of Church room	5,044	4,934
Classroom resources	1,933	3,208
Stationery & Administration	1,001	1,567
Costs to develop outside garden	-	3,270
Insurance	523	515
Charges	14	200
Fund Raising	658	353
Gifts	-	179
2017 Creditor - cheque not cashed	-	(120)
Christmas Events	-	671
Projector	-	458
Photos and Leavers Books	-	337
Other	729	287
	<u>75,153</u>	<u>81,889</u>
Net income/(resources used) for Nursery stand-alone accounts	<u>(7,530)</u>	<u>(9,499)</u>
Transfer at Year End from General Fund to Project Fund (in)	2,742	-
Transfer at Year End from General Fund to Project Fund (out)	(2,742)	
Subsidised Places Fund used	-	(1,400)
Income from Early Years Pupil Premium	-	(625)
Net income/(resources used) for consolidated accounts	<u>(7,530)</u>	<u>(11,524)</u>
Balance Sheet	2019 £	2018 £
Assets		
Bank current accounts and cash	4,739	15,140
Fee debtors	2,306	-
Total assets	<u>7,045</u>	<u>15,140</u>
Liabilities		
Fee deposit creditors	800	1,650
Other creditors	285	-
Total liabilities	<u>1,085</u>	<u>1,650</u>
Net Assets	<u>5,960</u>	<u>13,490</u>

Represented by funds:

General fund	4,669	12,199
Subsidised Places fund	1,291	1,291
Early Years Pupil Premium fund	-	-
Total funds	5,960	13,490

4. Grants

Amounts were given as follows:

	Unrestricte d Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Outreach support				
Potter's Youth Ministry (Kenya)	1,055	-	1,055	3,995
Juan Carlos & Penny Marces (Peru)	4,200	-	4,200	4,000
Stuart & Jenny O	3,100	-	3,100	3,000
Hand in Hand (New Hope Orphanage, Kenya)	4,200	-	4200	4000
France Mission Trust	4,200	-	4,200	4,000
Tearfund	4,200	-	4,200	4,000
Open Doors	4,200	-	4,200	-
Alex & Jane Cacouris (CMS)	2,800	-	2,800	4,000
Jeremy & Kate Ellis (WEC)	-	-	-	3,000
Beatitudes (Dorking)	1,200	-	1,200	1,200
Besom (Dorking)	2,600	-	2,600	2,400
CAP (Mole Valley)	2,400	-	2,400	2,400
Dorking Foodbank	250	-	250	-
Priory School Chaplaincy	400	-	400	520
Other Donations	7,877	-	7,877	-
Rachel Tolhurst (Latin Link)	-	-	-	1,800
Total grants	42,682	-	42,682	38,315

5. Activities directly related to church work

	Unrestricted Funds £	Restrict ed Funds £	Total 2019 £	Total 2018 £
Ministry costs				
Parish share	117,881	-	117,881	115,231
Vicar's expenses	2,287	-	2,287	995
Vicarage running costs	1,416	-	1,416	1,526
Associate Vicar diocesan recharge + expenses	12,818	-	12,818	-
Associate Vicar housing	12,061	-	12,061	-
Curate expenses	90	-	90	225
Curate Housing	8,084	-	8,084	16,439
Children & Youth Minister salary + expenses	25,599	-	25,599	25,340
Children & Youth Minister pension costs	952	-	952	748
6 Falkland Road house costs	1,274	-	1,274	5,211
6 Falkland Road mortgage interest	10,979	-	10,979	10,690
6 Falkland Road council tax	2,292	-	2,292	2,196
Worship Pastor salary + expenses	15,975	-	15,975	17,029
Worship Pastor pension costs	445	-	445	185
Youth Pastor salary + expenses	4,775	-	4,775	5,973
Youth Pastor pension costs	191	-	191	44
Ordinand expenses	88	-	88	-
Non-Stipendiary Minister expenses	50	-	50	-
Ordained Local Minister expenses	28	-	28	-
	217,284	-	217,284	201,832
Worship and Services				
Visiting speaker expenses	67	-	67	200
Regular service resources	473	-	473	531
Café church	657	-	657	717
Other special service resources	1,819	-	1,819	1,344
Community outreach resources	398	-	398	461
St Martin's @ 4 service	-	-	-	5,178
Technical resources for worship	900	-	900	-
Music, including musicians' pay	6,321	-	6,321	5,767
	10,635	-	10,635	14,197
Training and discipleship				
Subscriptions	624	-	624	612
Books	192	-	192	43
Children's & Youth Ministry	9,154	-	9,154	6,813
Alpha	446	-	446	492
Gifts	336	-	336	343
Soul Survivor	3,655	-	3,655	4,378
Training and development	5,652	-	5,652	5,956
Mission Bursaries	1,083	-	1,083	17,328
Other Events	4,039	-	4,039	5,418
Worship Team	188	-	188	340
	25,367	-	25,367	41,722
Total activities related to church work	253,286	-	253,286	257,751

6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
6a) Central services				
Office staff pay and expenses	22,953	-	22,953	22,533
Office staff pension costs	131	-	131	393
Church utilities	12,716	-	12,716	17,023
Church & Centre cleaning	3,897	-	3,897	4,206
Verger	60	-	60	60
Facilities Manager	1,674	-	1,674	6,038
Caretaker	1,124	-	1,124	1,553
Photocopier costs	2,300	-	2,300	2,302
IT support including website	1,125	-	1,125	1,748
Telephone	822	-	822	838
Stationery & Office materials	363	-	363	371
Postage	16	-	16	-
Tea & Coffee	2,100	-	2,100	2,328
Early Bird café expenditure	28	-	28	39
Cleaning Materials	1,074	-	1,074	1,295
Costs of School House flat	2,076	-	2,076	443
	52,457	-	52,457	61,170
6b) Other operational costs				
Church insurance	4,044	-	4,044	3,846
Bank interest and charges paid	135	-	135	120
	4,180	-	4,180	3,966
Total management and administration	56,637	-	56,637	65,136

During the year, the PCC employed Steve Henwood (a co-opted member of the PCC) as Children's & Youth Minister, Penny Barker as Church Operations Manager (part time) until April and Sue Swain-Fossey as Church Operations Manager (part-time) from May, Nicola Glass as Communications Coordinator (part time), Rowena Birch as Parish Administrator (part time), Tom Hill as Worship Pastor (part time) until June and Emily Lisamann as Worship Pastor (part time) from July, and Andy Thompson as Youth Pastor (part time) from August.

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

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

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

7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Repairs and routine maintenance	8,527	-	8,527	10,988
Quinquennial Repairs	1,510	-	1,510	4,504
Equipment	1,522	-	1,522	3,102
Depreciation	3,846	22,530	26,376	25,147
	15,405	22,530	37,935	43,741

8. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Independent examination fee	2,370	-	2,370	2,370

9. Fixed Assets

		Church Centre £	Equipmen t £	Property £	Total £
Cost	At 1 Jan 2019	2,206,518	149,872	148,500	2,504,889
	Additions	-	5,911	-	5,911
	As 31 Dec 2019	2,206,518	155,782	148,500	2,510,801
Depreciation	At 1 Jan 2019	97,631	146,050	-	243,680
	Additions	22,530	3,846	-	26,376
	As 31 Dec 2019	120,160	149,896	-	270,056
Net book value	At 1 Jan 2019	2,108,887	3,822	148,500	2,261,209
	As 31 Dec 2019	2,086,357	5,887	148,500	2,240,745

'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 sound and projection systems which are fully depreciated. In 2016 new sound equipment and office computers were purchased to be depreciated over 4 years. In 2019 new side-aisle projectors and screens were purchased to be depreciated over 4 years.

10. Debtors & Prepayments

	2019 £	2018 £
Sundry debtors	389	80
Gift Aid recoverable	19,101	12,908
Nursery debtors	2,306	-
Prepayments	1,282	416
	23,078	13,404

11. Liabilities

	2019 £	2018 £
11a) Amounts falling due within one year		
Pension contributions	-	177
Audit fee	3,000	3,000
Nursery creditors	1,085	1,650
Deferred income	235	-
Agency collections	225	520
Accruals	17,392	4,319
	<u>21,938</u>	<u>9,666</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 2019 £	Total 2018 £
Fixed assets	154,387	2,086,355	2,240,742	2,261,207
Current assets	243,496	6,657	250,153	207,590
Liabilities	(169,216)	(11,222)	(180,438)	(168,166)
Fund balance	<u>228,667</u>	<u>2,081,791</u>	<u>2,310,457</u>	<u>2,300,631</u>

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

	1 Jan 2019 £	Incoming £	Outgoing £	31 Dec 2019 £
General Fund	109,952	392,535	(350,164)	152,323
Quinquennial	20,496	5,000	(1,702)	23,794
Provisions	-	9,886	-	9,886
Worship Pastor	8,042	545	(8,587)	-
Congregation Plant	-	-	-	-
Equipment Renewal	14,349	-	(2,687)	11,661
Legacy Projects	38,242	(39,023)	1,350	569
Youth Ministry	-	27,500	(6,157)	21,343
World Church	-	11,523	(2,433)	9,091
Total unrestricted	<u>191,080</u>	<u>407,966</u>	<u>(370,380)</u>	<u>228,667</u>

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

	1 Jan 2019 £	Incoming £	Outgoing £	31 Dec 2019 £
Nursery	13,490	(7,530)	-	5,960
Building Fund	2,095,831	-	(22,530)	2,073,301
Eco	-	2,300	-	2,300
Agency	230	-	-	230
Total restricted	<u>2,109,551</u>	<u>(5,230)</u>	<u>(22,530)</u>	<u>2,081,791</u>

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 31/12/2019 at £8,875 (2018: £7,476, an increase during the year of £1,399). 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	2019: £258 (2018: £252)

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 31/12/2019 at £12,613 (31/12/2018: £10,625, an increase during the year of £1,988) 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	2019: £367 (2018: £358)

Independent Examiner's report

ELLIS ATKINS
Chartered Accountants

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

I report to the members on the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Paul's Dorking for the year ended 31st December 2019.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

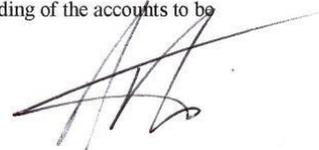
Independent examiner's report

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

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

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

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



P D LONGSTAFF FCA
PARTNER

Date ... 31st July ... 2020

Appendix - Minutes of the APCM, April 2019

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

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

Draft Minutes

1. Opening Prayer

The vicar, Ruth Bushyager, welcomed all those attending the meeting and opened the meeting in prayer.

1. Election of Churchwardens

Ruth thanked Jon Ruddock for 4 years service as churchwarden. Ian Poole and Paul Studley were nominated to serve as Churchwardens for the coming year and were duly elected.

1. Apologies for Absence

There were 75 attendees in total including 4 clergy and 1 observer
Apologies for absence were received from 19 people.

1. Minutes of the 2018 Meeting and Matters Arising

It was proposed by Diana Pledge and seconded by Pam Poole that the minutes of the Annual Parochial Church Meeting held on April 26th 2018 were a correct record. This was carried without objection. There were no matters arising from these minutes.

1. Elections

a. Elected members of the PCC

Five nominations were received for the five vacancies. These were for Catherine Barker, Annabel Blanch, Catherine Carter-Shaw, Caroline Rose and Nick White. Accordingly they were duly elected, each for a term of three years.

b. Sidespeople

The following were proposed to serve as sidespeople by Ian Poole, seconded by Katie Mackay.

Sue Higham, Peter Bamber, Heather Goddard, Steve Goddard, Lawrence Will, Jo Rogers, Janet Greenhorn, Christine Riley, Tim McEntire, Sylvia Melchonne, John Firth, Sue Beckett, Colleen Risness, Felicity Charles, David Charles, Jane Hall, Chris Elsey, Jonathan Bilson, David Cape, David Holman, Anne Holman, Guy Blair

They were elected without objection.

c. Independent Examiners for the accounts

Graham Everness proposed and Peter Bruinvels seconded the proposal that Ellis Atkins continue as independent examiners and auditors of the church accounts. This was approved without objection.

Proposed: Graham Everness Seconded: Peter Bruinvels Carried unanimously

1. Church Reports

Finance

Oli Fricker, the Treasurer, reported that the church continues to be in a strong financial position with stable income, expenditure under good control and healthy reserves. This is something to give thanks to God for and should lead to an increased focus on our mission as from those to whom much has been given, much will be expected.

He spoke to the detail given in the Annual Report, thanking those who had responded to the small Stewardship Campaign and encouraging all to review their giving regularly, Looking forward to 2019, the strong reserves had enabled new staff appointments: an Associate Vicar, part-time worship pastor and part time youth pastor. This means planning for a deficit budget on the general fund in 2019, 2020 and 2021, with the aim that in a few years regular income will rise to match the higher expenditure levels, necessitating an increase of approximately 10% on current income levels.

Oli thanked his predecessor as treasurer, Chris Ellis, for all his help and also all the work done by Judith Ellis.

There were no questions to the Treasurer.

Electoral Roll

Numbers on the electoral roll: Following the complete revision of the Electoral Roll, there are now 292 people on the roll, compared with 260 on the roll previously.

1. **Vicar's Message**

In her message, Ruth focussed on giving thanks, looking back and looking ahead, much of the detail of which is contained in the "Church Membership and Attendance", "Review of 2018 Objectives" and "Objectives for 2019" sections of the Annual Report. She thanked all those who belong to the community of St Paul's, investing themselves in the ministry, mission and community. Ruth also announced the new appointments of Emily Lissaman as Worship Pastor and Andy Thompson as Youth Pastor.

1. **Your Questions**

Ruth was asked to clarify the definition of "Worshipping Community" (see page 8 of the Annual Report). Ruth replied that arriving at this figure requires a degree of discernment and it is based on those who are included on our church database and/or who attend a small group but may not attend Sunday services.

1. **Prayer**

Graham Everness then led those present in a time of prayer in small groups giving thanks and praying for the coming year.

1. The meeting ended with a closing prayer of blessing.

