

Table of Contents

Agenda	2
Agenda Item 3 - Last meeting minutes	3
Agenda Item 5 - Electoral Roll	7
Agenda Item 6 - PCC report	9
Agenda Item 7 - Financial statement	16
Agenda Item 8 - Stewardship	30
Agenda Item 9 - Churchwardens	31
Agenda Item 10 - Deanery Synod	32
Agenda Item 11 - Churches Together in the Dittons	34
Agenda Item 12 - Safeguarding	35
Agenda Item 13 - Music	36
Agenda Item 14 - Sunday Club	37
Agenda Item 15 - Community Engagement Activities	38



The Parish of St Mary's Long Ditton

The Annual Parochial Church Meeting

18th October 2020

Registered Charity
Number 1128898

Annual Parochial Church Meeting

Sunday 18th October 2020

AGENDA

1. Opening Prayers
2. Apologies for absence
3. Minutes of last year's Annual Meeting of Parishioners held on 7th April 2019
4. Matters arising from the Minutes
5. Report on changes in Electoral Roll since last year's Annual Meeting of Parishioners and a report on the numbers entered on that Roll
6. Annual Report on the proceedings of the Parochial Church Council and the activities of the Parish generally
7. The presentation to the Parochial Church Council of the Financial Statements for the year ended 31st December 2019, which have been independently examined
8. Report on Stewardship
9. Report on the Fabric, Goods and Ornaments of the Church
10. Report on the proceedings of the Deanery Synod
11. Report on the proceedings of Churches Together in the Dittons
12. Report on Safeguarding
13. Report regarding Music
14. Report regarding Sunday Club
15. Report regarding Community Engagement
16. Appointment of Tellers
17. Election of Parochial Church Council Members
18. Election of Emly Deanery Synod representatives
19. Appointment of an independent examiner
20. Rector's Remarks
21. Any Other Business
22. Closing Prayers

AGENDA ITEM 3
ST MARY'S CHURCH, LONG DITTON
Annual Parochial Church Meeting
7th April 2019

MINUTES

30 adults present

1. Opening Prayers
The Chairman opened the meeting with prayers.
2. Apologies for Absence
There were no apologies for absence.
3. Minutes of the last meeting
The minutes of the meeting held on 29th April 2018 were accepted as a true record of the meeting and unanimously approved by those present.
4. Matters Arising
Minute 19 The Rector advised that there had been a number of initiatives over the past year to provide outreach into the parish: the START course had begun; Tea & Worship continued on a termly basis. The church also had participated in parish events such as the recent 'Yarn Bombing'. He commented that the mission of God was 'out there' not just within the church.
5. Electoral Roll
The Electoral Roll report presented by Jill Rogers, the Electoral Roll Officer, was accepted. Jill explained that the Electoral Roll had been renewed, as was required every six years. All previous names therefore had been removed, and any members of the congregation who wished to be on the Roll had reapplied. As a consequence, 144 names had been removed and 101 added of whom 44 were resident and 57 were non-resident.

The Rector reported that Jill would be stepping down as Electoral Roll Officer after 15 years' service in that role. The APCM warmly thanked Jill for her work and care in administering the Roll. It was noted that Janet Critchley had volunteered to take over from Jill.
6. Annual Report of the PCC
The report on the proceedings of the PCC over the past year, presented by the Hon PCC Secretary, Penny Fussell, was noted.
7. Financial Statements
The Hon Treasurer, Kim Taylor, presented the financial statement for the church for the year ending 31st December 2018.

The Hon Treasurer reported that the total receipts for the year in the General Fund were in 2018, £129,000. The stewardship campaign had brought forth a substantial increase in planned giving. However, there had been no significant legacies or one-off donations. As a consequence, income in the General Fund was no higher overall than in the previous year.

Expenditure in the General Fund was slightly lower than in the previous year (£136,000 compared to £140,000 in 2017), due to the availability of monies in restricted funds to meet one-off church and graveyard maintenance requirements. The PCC also benefitted from a grant of £1,000 from the Village Hall Committee towards the printing costs of the parish magazine.

The stability of income, combined with the reduction in expenditure, caused the deficit on the General Fund for the year to fall to £8,000 (£12,000 in 2017). This being the third year in a row that a deficit had been sustained, had led to the balance in the General Fund at 31st December 2018 standing at £1,813.

The Hon Treasurer reminded the meeting that it was the policy of the PCC to have available in unrestricted funds, at any one time, sufficient cash to be able to meet its working capital requirements. Historical experience suggested that this was £5,000. As a result, the PCC had taken the decision to limit the Parish Share contribution to the Diocese to £70,000 in 2019, as against the request from the Diocese of £82,000. Brian Rogers asked if the Diocese would

AGENDA ITEM 3

impose a penalty if the full amount was not paid. The Hon Treasurer responded that no penalties would be levied but in time it might be that the Diocese would consider the viability of sustaining a full-time Rector at St Mary's. Chris Howard asked if the monies not paid would be written off. The Hon Treasurer advised that the Diocese would expect any monies all monies to be paid in due course.

The Financial Statements as published in the Annual Report 2018 were accepted.

The budget for 2019 was noted and approved.

The Rector thanked the Hon Treasurer, Katharine Lankey and Brian Rogers for the vital work they undertake in the financial administration of the parish. He also thanked Jo Williams for her independent examination of the accounts.

8. Stewardship
The Stewardship Report presented by Katharine Lankey, Hon Stewardship Treasurer, was noted. Whilst the stewardship campaign had increased donations, these only just balanced the loss of givers. All those who financially contributed to St Mary's were thanked, as was Katherine for her administration of the stewardship income.
9. Fabric, Goods and Ornaments of the Church
The report by the Churchwardens was accepted. Julie Burnett expressed her gratitude to the Churchwardens on the good condition of the church.
10. Deanery Synod
The report presented by Cat Smith, one of the appointed Deanery Synod representatives, on the proceedings of the Emly Deanery Synod was noted
11. Churches Together in the Dittons
The reported by Cathy Doyle, CTD representative, on the proceedings of the CTD was noted.
12. Parish Child Protection
A report presented by Diana Jemmett, the Child Protection Coordinator, was noted. Diana advised the meeting that information on courses offered by the Diocese of Guildford now were readily available online. She commended all those who worked with adults and children in the various areas of church life and in the wider community, and requested that people remained vigilant to ensure safeguarding remained a priority for the church. Diana reported that she would be stepping down as Safeguarding Officer and that Joanna Howard had volunteered to take over in her place. The APCM thanked Diana for all her work over the years in fulfilling this sometimes onerous role.
13. Stewards
A report presented by Diana Jemmett, the Stewards Coordinator, was noted. She highlighted the readiness of Stewards to be flexible as to when they served to ensure there always was cover at services, and for the positive and welcoming manner in which they greeted and engaged with visitors and members of the congregation. The Stewards for the year were appointed.
14. Music
A report, presented by Caroline Yalden, Acting Director of Music, was noted. Kate Poulton commented that the music page on the church's website was out-of-date, which undermined the church's efforts to attract people through the vibrant music of St Mary's. The Rector agreed to remedy this.
15. Sunday Club
A report, presented by Christine Satkunanayagam, was noted in particular the endeavours to continue leading and teaching children in church despite the low numbers of volunteers to act as leaders and helpers.
16. Community Engagement Activities
A report outlining community engagement activities through the ongoing publication of the Lychgate magazine, the running of activities for parishioners at church and in the Community Hall, and the church's participation in parish events.
17. Appointment of Tellers
No tellers were appointed.

AGENDA ITEM 3

18. Election of Parochial Church Council members
The Chairman advised that three nominations had been received for election to the PCC:

Janet Critchley on the proposal of Joanne Hall, seconded by Peter Topp;
Lucky Thobela on the proposal of Clare Pedder, seconded by Carys Galer;
Chris Howard on the proposal of Robert Bailey, seconded by Kate Poulton.

The three nominees were duly unanimously elected.

19. Appointment of an independent examiner
It was unanimously agreed that Jo Williams be re-appointed as the independent examiner.

20. **Rector's Remarks**

The Rector began his remarks by suggesting that 2018 had been a bit of an annus horribilis for St Mary's: Faye's resignation and continuing to be without an organist in post had been unsettling as had the church's financial position (mainly as a result of a few significant individuals leaving the regular giving scheme due to moving away or death). It was as if St Mary's had been in a storm. Whilst storms clear the air, they can be scary and provoke anxiety, testing wills, strength and endurance, especially for those who like to know exactly where we are going and what the plan is. However, he suggested that St Mary's had weathered the storm, maybe battered and bruised but 'the air' was clearing: children's activities had continued and the church now had an organist and director of music in place. The financial position continued to be depressing but it should be remembered that many churches are in positions far worse than that of St Mary's. However, more people were needed to give regularly.

The Rector talked of the need for growth and renewal explaining that church growth was a sign of God's kingdom. He suggested that growth could be seen in a number of ways:

- i. through growth in numbers attending church events;
- ii. through spiritual growth of individuals in the church both newcomers and long-established members; and
- iii. through growth in the service of others – how we collectively serve God, one another and our communities.

He reminded the APCM of the PCC's current mission priorities:

- Helping those around us discover faith in Jesus Christ
- Developing and strengthening our links in the community
- Engaging a new generation with the good news of the Gospel
- Deepening our discipleship and spirituality.

The Rector argued that Church growth happened as a result of the church's mission and evangelism. However, he recognised that evangelism for many was a bit of a taboo subject; somehow a bit vulgar and untoward accompanied by the reality that to share one's faith with other takes a step of courage to potentially face rejection or refusal by people we know. To counter this though he argued that we grow in our own faith, the more we grow in our confidence and desire in sharing it. The key sign of depth in discipleship is the capacity to evangelise.

The key to church growth was the congregation not the Rector. It is only through relationships and links that the congregation had with individuals and families that the church was going to reach people.

The Rector turned to express his thanks to:

- i. Dawn, who continues to be a supportive colleague in ministry
- ii. Caroline, Cat, Kate and all the choir members for their tremendous hard work in keeping things going without a permanent organist or director of music in post. He commented that it had been a joy to see new members of the choir young and old recruited. Caroline and Cat must take credit for this. We saw, heard and appreciated the fruits of the choir's efforts but we have no idea the hours of work that goes into achieving this.

AGENDA ITEM 3

- iii. Tessa and the cleaning team,
- iv. the social team and the Friday afternoon teams for all they do giving of their time and talents
- v. the stewards and servers
- vi. the flower arrangers
- vii. Janet, Peter, Ann and Edward for the Lychgate magazine,
- viii. Cat for publicity
- ix. Chris for the website.
- x. the Pastoral Assistants,
- xi. his wife Christine for co-ordinating Sunday Club and the leaders Julie and Tashi and helpers for the important work they do in guiding and teaching our young people
- xii. Ann and all those who run the crèche,
- xiii. Cathy, Pauline and the Babes and Tots team,
- xiv. Penny for all that she does as PCC secretary, not least of all the hard work in putting the annual report together and spending time on archives and the work of her beloved father, Peter.
- xv. Kim, Jo, Brian and Katherine for their tireless efforts – hours of work that often go unseen. Thank you.

The Rector commented that it was all too easy to take for granted all the hard work that people do, especially when they have been doing it for many years. However, two people he certainly did not take for granted were his churchwardens. Peter and Joanne have been so supportive and encouraging and he thanked them for their wisdom and wise counsel.

In conclusion, the Rector stated that the occasion of the APCM was an opportunity to look back and look ahead. St Mary's looked ahead to new challenges to share its faith of following Christ and serving others. For all that had been and all that would be, thanks be to God.

20. Any Other Business

Judith Topp asked whether another Home Group could be established preferably to be held in the day time. A volunteer to host would need to be found.

Brian Rogers asked that Steve Welch should be thanked by the meeting for his work as Parish Secretary.

Ann Leeson advised that an Open Day would be held on 7 September. This would be a whole parish event at which, amongst other activities, users of the Community Hall, along with other parish groups, would exhibit their activities.

Julie Burnett commented that the Village Fair would be a good opportunity for St Mary's to be engaged with the parish.

21. Closing Prayers

The Rector closed the meeting with prayers at 12.35pm

Chairman

Date

AGENDA ITEM 5

ELECTORAL ROLL REPORT

2020

Under the Church Representation Rules, a new Electoral Roll has to be prepared every six years. This took place in 2019 and we reported last year that the new roll contained 101 names. This year, we have only had to revise the roll, which means that we have reviewed all additions to the roll made since March 2019 and have also removed those who can no longer be on it. I can, therefore, report that as at 21 September 2020, the numbers on the roll are now 103, which is an increase of 2. We have welcomed 4 new applicants, but sadly 1 member has passed away and another has moved to a new parish.

Being on the Electoral Roll gives you the opportunity to take a greater part in church life and to vote at the Annual Parochial Church Meeting. If you would like to be on the roll, please contact Janet Critchley, Electoral Roll Officer, for more information.

Janet Critchley
Electoral Roll Officer



**THE PAROCHIAL CHURCH COUNCIL OF LONG DITTON SURREY
(ST. MARY'S CHURCH LONG DITTON)**

**ACCOUNTS FOR THE YEAR ENDED
31ST DECEMBER 2019**

**REGISTERED WITH THE CHARITY COMMISSION
NUMBER: 1128898**

AGENDA ITEMS 6

REPORT OF THE PAROCHIAL CHURCH COUNCIL

Vision : *Following Christ, Serving You*

The Vision of St Mary's Church means that we prioritise:

- (i) Helping those around us discover faith in Jesus Christ;
- (ii) Developing and strengthening our links in the community;
- (iii) Engaging a new generation with the good news of the Gospel; and
- (iv) Deepening our discipleship and spirituality.

A ADMINISTRATIVE INFORMATION

The general functions of the Parochial Church Council (PCC) of the Parish of St Mary's are set out in the Parochial Church Council Measure and The Church Representation Rules. It is the duty of the Rector and the PCC to consult together on matters of general concern and importance to the parish. The PCC works in co-operation with the incumbent in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. Additionally, the PCC is required to consider and discuss matters concerning the Church of England or any other matter of religious or public interest, but not the declaration of the doctrine of the Church. The Charities Act also enjoins all charities to demonstrate that their aims are for the public benefit. Accordingly, the PCC has had regard, where relevant, to the public benefit guidance issued by the Charity Commission in carrying out its activities, as described below.

The PCC is responsible for the maintenance and repair of St Mary's Church building (which is Grade 2 listed) and situated in a conservation area at the junction of Church Road, Rectory Lane and Woodstock Lane North (OS grid reference TQ173659). The PCC is registered with the Charity Commission Number 1128898. The correspondence address for St Mary's Church is: The Rectory, 5 Church Meadow, Long Ditton, Surrey KT6 5EP or The Parish Office, St Mary's Community Hall, Church Road, Long Ditton Surrey KT6 5HH.

PCC Membership:

Members of the PCC are appointed in accordance with the Church Representation Rules, or co-opted by the PCC during the year. The following served as members of the PCC in 2019/20:

Incumbent	The Revd Dr Kuhan Satkunanayagam	Ex officio
Licensed Lay Minister	Dawn Winslow (until November 2019)	Ex officio
Churchwardens	Peter Topp	Ex officio
	Joanne Hall	Ex officio
Honorary Officers	Kim Taylor – Honorary Treasurer	Elected Member of PCC
	Penny Fussell – Honorary Secretary	Elected Member of PCC
Deanery Synod Representatives	Cat Smith	Ex officio
	Diana Jemmett	Ex officio

AGENDA ITEM 6

Elected Members of the Council	Don Anderson	Retires 2020
	Sue Michalczyk	Resigned January 2020
	Tessa Vallings	Retires 2020
	Kim Taylor	Retires 2021
	Penny Fussell	Retires 2021
	Ann Leeson	Retires 2021
	Lucky Thobela	Retires 2022
	Janet Critchley	Retires 2022
	Chris Howard	Retires 2022

3 vacancies

Co-opted Tashi Lasalle

PCC Advisers

Bankers Barclays Bank plc, Barclays Business Centre, 6 Clarence Street, Kingston-upon-Thames, Surrey KT1 1NY

Buildings The PCC currently employs John Bailey as its architect

Independent Examiner Mr Martin Perrin MA, FCA, Chartered FCSI

Sub-Committees

The PCC operates through a number of sub-committees which meet at agreed times during the year and then report to the PCC:

- (i) ***Standing Committee.*** This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee elected by the PCC for the year comprises the Rector, the Churchwardens, the Honorary Treasurer, the Honorary Secretary and Diana Jemmett (an elected Deanery Synod Representative and therefore ex officio member of the PCC).
- (ii) ***Community Hall.*** This committee is responsible for the maintenance and management of St Mary's Community Hall for use by the parish and local community. The committee works to maintain proper budgetary control whilst ensuring external funding requirements are met and health and safety matters comply with current legislation. Appropriate licensing laws and insurance cover is maintained.
- (iii) ***Social Team.*** This team aims to co-ordinate a regular programme of social events and to provide support for any special or fund-raising events.

Churchyard, buildings, health and safety

The Rector and Churchwardens continue to liaise with Elmbridge Borough Council to ensure the grounds are kept safe and presentable. Crystal Landscapes are employed to undertake 'gardening' tasks particularly in the Garden of Rest. The Rector and Churchwardens are also responsible for oversight of the maintenance and development of the buildings and churchyard structures (old mortuary, Garden of

AGENDA ITEM 6

Rest walls, stone tablets etc.), as well as any relevant legislation relating to the building, staff, and visitors' and volunteers' health and safety. They are supported in these responsibilities by a number of volunteers from the church community.

Safeguarding

The PCC considers that it has, to the best of its knowledge, taken all reasonable steps to comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to House of Bishop's guidance on safeguarding children and vulnerable adults.

General Data Protection Regulation

The PCC, to the best of its knowledge, considers that all reasonable steps have, and continue to be taken to comply with the GDPR that came into effect in May 2018. A data audit was conducted, and a Privacy Notice published.

B REVIEW OF PCC PROCEEDINGS OVER THE PAST YEAR

The following report is provided by the Hon Secretary

The PCC met six times over the past year.

There have been four key areas of concern for past year:

(i) The lack of volunteers to enable the various children's activities to be run and more importantly developed. This particularly was the case for Sunday Club for which there were only two leaders. As a consequence, flexible ways to run Sunday Club alongside the Creche have been created. The search for volunteers continues. On a more positive note, Babes 'n' Tots flourished and both ecumenically and administratively has been brought within the umbrella of the church. Bible & Pizza nights too continued for the older children of the church community. The PCC was very grateful to all those who volunteered their time and efforts to further St Mary's ministry with the young.

(ii) The continued fall in income. The poor prospects for the improvement of the church's financial position remained a continued concern. The PCC has found it necessary to decide not to pay the full Parish Share sought by the Diocese in 2019. However, the PCC, with the sincere aim of improving income began the process of conducting a Stewardship Campaign in 2020. At the end of the year, the PCC welcomed Juliet Evans, the Interim Diocesan Stewardship Advisor, to provide advice and encouragement to the PCC in this endeavour.

(iii) Safeguarding. An important responsibility for the PCC has long been, and remains, safeguarding of the young and vulnerable. In the past year, Joanne Howard, the church's Safeguarding Officer, conducted an audit of the church's activities and groups within the church or who used the church's premises. The resulting report was submitted to the Diocese, a newly introduced requirement. New measures too have been introduced covering training for PCC members as well as all those with safeguarding responsibilities or who have contact in their role with children or adults at risk of harm or abuse. Advice too was sought from the Diocese and the PCC was very pleased to welcome Jane Huttly, Diocesan Safeguarding

AGENDA ITEM 6

Advisor, to a meeting to advise on its responsibilities regarding devising policy and auditing its implementation, setting the 'tone' for safeguarding across all church activities and activities on church premises including the Community Hall.

(iv) Community outreach. The PCC ever seeks to connect with, support and work with the local community of Long Ditton. Ongoing initiatives have included the several Friday clubs, the running of stalls at the Village Fair and the organization of Long Ditton Lights Up. This year the PCC was particularly pleased to host a new event, perhaps to be repeated in the future, Long Ditton Alive! This fantastic event, so brilliantly organized by Ann Leeson, was held in St Mary's Church on 7 September 2019 to celebrate the myriad of groups, organisations and clubs in Long Ditton. With sponsorship to help finance the day, visitors enjoyed the 30 exhibitions, musical entertainment, food and beverages. The PCC agreed to sign the Princess Alice Hospice Community Charter thereby committing to making St Mary's church a compassionate organisation in partnership with Princess Alice Hospice with whom the church worked to establish and run the Bereavement Café. Despite the financial situation the PCC was keen to provide financial support to Long Ditton St Mary's Junior CofE School and Long Ditton Infant School. Therefore, £500 was donated to each school. Fundraising initiatives during the year included the giving of money to the Princess Alice Hospice and the Rangers and the gift of toys at Christmas to Shooting Stars and of commodities to the Joel Community Project.

Flexibility, the ability to adapt to changing circumstances, to try new endeavours, also has been a theme for the year. Mention has already been made of changes made to enable Creche and Sunday Club to remain open. Two trials also were run. The first was making the 10.15am service on the first Sunday of the month have the involvement of older children and youth (not in Sunday Club) by participating in readings, intercessions and in the choice of hymns. The second was the move of Choral Evensong to 3.30pm once a month with the hope of attracting families. Whilst it had not been decided to continue with either, the concept of an All Age service once a month (with all children in church and no Sunday Club provision) would be reconsidered as and when the number of children increased. Meanwhile, every opportunity would continue to be taken to involve young people in services especially the key festivals.

More routine business included the annual review and approval of the Health & Safety Policy and of the Fire Risk Assessment. The PCC too was pleased to fulfil its responsibility to appoint Foundation Governors to Long Ditton St Mary's CofE School. During the past year, three were appointed governors and one renewed. Through the efforts of Peter Brown, the PCC sought to collect the outstanding debts of advertisers in the Lychgate magazine.

Another new initiative has been the development of a welcome pack for new members of the congregation. The overall concept of the pack was agreed and the text drafted, being collated and edited by Cat Smith. The packs will be printed early in the next year.

AGENDA ITEM 6

Mission too remained a priority led by the Rector through initiatives such as Leading Your Church Into Growth (LYCIG), the Start Course and Taketime Together – guided meditation sessions based on the stories of Jesus. Application also was made to join the deanery application for diocesan funding to establish year-long PAIS mission apprentices in the Emly deanery. This exciting initiative, if successful, would see the placement of a full-time apprentice for youth ministry, schools work and local church outreach. If successful in gaining the funding the appointment of such an apprentice could be transformational in the ability of St Mary's to engage with children and young people.

As ever, the PCC was most appreciative of the excellence and dedication of the choir and of the Douglas Tang (Director of Music and Organist), both at the weekly, regular services and at the seasonal festival services and when singing at Chichester Cathedral.

Over the course of the year, the PCC said their farewells to a number of people who had either moved away or had finished their term of service. This included Don Anderson, Julie Burnett, Edward Howard, Sue Michalczyk, Tessa Vallings, Jo Williams and Dawn Wins

FINANCIAL REVIEW 2019

Financial review:

In 2019 total receipts in the General Fund were £132,000 (2018: £129,000). The increase was mainly as a result of one-off donations of nearly £7,000 (2018: £62). Planned Giving actually fell to £82,429 (2018: £88,368). Realisations from overdue debtors for advertising in the Parish Magazine were higher than anticipated, but income from other fund-raising activities, parochial fees and church hall lettings were otherwise similar to the previous year.

Expenditure in the General Fund was £129,000 for the year (2018: £136,000). The major reason for this reduction was that the PCC could only afford to pay to the Diocese £74,000 in Parish Share this year (2018: £82,262). The Diocese had requested a Parish Share of £82,299. The PCC does not have the capacity to pay the shortfall of £8,299 in the foreseeable future. Therefore the shortfall has not been recognised as a creditor. Aside from the Parish Share the remaining expenditure of the PCC for the year was in total similar to that expended in 2018.

By limiting the amount of the Parish Share paid the PCC was able to achieve a small surplus for the year of £3,485 and restore the balance on the General Fund as at 31st December 2019 to £5,316. This is the level of balance which is required for sensible day to day management of the financial affairs of the PCC.

Since the principal factors governing the financial situation of the PCC do not look likely to change materially in 2020, the PCC has had to take the decision to limit the Parish Share contribution to the Diocese to £74,000 in 2020, as against a request from the Diocese of £85,855.

AGENDA ITEM 6

Reserves policy:

It is the policy of the PCC to have available in unrestricted funds at any one time sufficient cash to be able to meet its working capital requirements. Historical experience suggests that this requires a balance of about £5,000. As set out above, the General Fund now stands at £5,316, which is adequate.

A handwritten signature in black ink, appearing to read 'K. Sathyanarayanan', with a horizontal line underneath the name.

Chairman

Statement of Financial Activities for the year ended
31 December 2019

	Notes	Unrestricted Funds <u>2019</u> £	Restricted Funds <u>2019</u> £	Endowment Funds <u>2019</u> £	Total <u>2019</u> £	Total <u>2018</u> £
<u>Income and Endowments</u>						
Voluntary income	2(a)	98,427	5,730	-	104,157	101,975
Activities for generating funds	2(b)	12,469	1,103	-	13,572	10,655
Income from investments	2(c)	-	242	-	242	356
Church activities	2(d)	21,377	-	-	21,377	21,093
<u>Total Income</u>		132,273	7,075	-	139,348	134,079
<u>Expenditure</u>						
Church activities	3	(128,541)	(6,781)	(8,000)	(143,322)	(154,975)
Raising funds		(247)	(2,129)	-	(2,376)	(735)
<u>Total Expenditure</u>		(128,788)	(8,910)	(8,000)	(145,698)	(155,710)
<u>Net Expenditure before Investment Gains</u>						
		3,485	(1,835)	(8,000)	(6,350)	(21,631)
Net gains on investments		-	-	1,314	1,314	27
<u>Net Expenditure</u>		3,485	(1,835)	(6,686)	(5,036)	(21,604)
<u>Net Movement in Funds</u>		3,485	(1,835)	(6,686)	(5,036)	(21,604)
Total Funds brought forward at 1 January		1,831	14,337	318,910	335,078	356,682
Total Funds carried forward at 31 December		5,316	12,502	312,224	330,042	335,078

The notes on pages 10 to 21 form part of these Financial Statements.

The comparative figures for 2018 are analysed in columnar form in the Statement of Financial Activities for that year included in Note 11 to these Financial Statements.

Parochial Church Council of St. Mary's, Long Ditton
Balance sheet at 31 December 2019

AGENDA ITEM 7

	Notes	Unrestricted Funds <u>2019</u> £	Restricted Funds <u>2019</u> £	Endowment Funds <u>2019</u> £	Total <u>2019</u> £	Total <u>2018</u> £
Fixed Assets						
Tangible assets	6(a)	-	-	303,885	303,885	311,885
Investments	6(b)	-	-	8,339	8,339	7,025
		-	-	312,224	312,224	318,910
Current Assets						
Debtors and prepayments	7	1,893	-	-	1,893	6,529
Cash at bank and in hand		11,053	12,502	-	23,555	21,711
		12,946	12,502	-	25,448	28,240
Liabilities						
Creditors: amounts falling due within one year	8	(7,630)	-	-	(7,630)	(12,072)
Net current assets		5,316	12,502	-	17,818	16,168
Total assets less current liabilities		5,316	12,502	312,224	330,042	335,078
Total Net Assets		5,316	12,502	312,224	330,042	335,078
Parish Funds:						
Unrestricted	10	5,316	-	-	5,316	1,831
Restricted	10	-	12,502	-	12,502	14,337
Endowment	10	-	-	312,224	312,224	318,910
		5,316	12,502	312,224	330,042	335,078

Approved by the Parochial Church Council on 16 March 2020 and signed on its behalf by:





Dr Kuhan Satkunanayagam (Rector) and Kim Taylor (Treasurer)

The notes on pages 10 to 21 form part of these Financial Statements.
The comparative figures for 2018 are analysed in columnar form in the Balance Sheet for that year included in Note 12 to these Financial Statements

Notes to the Financial Statements for the year ended 31 December 2019

1. ACCOUNTING POLICIES

(1) Basis of preparation

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 PCC's, and with the Regulations' "true and fair view" provisions; they are also prepared under FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)).

The PCC has formed a judgement, at the time of approving these financial statements, that there is a reasonable expectation that the PCC has adequate resources to continue in operational existence for the foreseeable future. For this reason the PCC continues to adopt the going concern basis in preparing its financial statements. However, this judgement must be seen against the background of the Coronavirus crisis, the development and ultimate resolution of which, at the time of approving these financial statements, are unknown. Unknown, and unknowable, future developments in this crisis might therefore have financial impacts on the PCC which cannot be anticipated at this time.

(2) Incoming Resources

Recognition of income and endowments

These are included in the Statement of Financial Activities (SOFA) when:

- The PCC becomes legally entitled to the use of the resources;
- The inflow of the economic benefit becomes probable; and
- The monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

Gift Aid and other tax claims

Gift aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**Notes to the Financial Statements for the year
ended 31 December 2019 (continued)**

(3) Expenditure and Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Grants payable without performance conditions

These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

All other expenditure is recognised when it is incurred. All expenditure is accounted for gross.

(4) Assets

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011, such assets are not capitalised in the financial statements.

Moveable church furnishings

In principle these would be capitalised at cost and depreciated over their useful economic life if there were any such items, which currently there are not. If insufficient cost information were available the item would not be capitalised, but all such items are in any event included in the inventory of the Church.

Tangible fixed assets for use by the Church

These are capitalised at cost if they have an economic life of more than one year and cost at least £1,000. Depreciation is calculated so as to write off the capitalised cost of fixed assets less their currently anticipated residual value over their estimated useful lives, as follows:

- Land: not depreciated;
- Buildings: 50 years;
- Fixtures and fittings: 20 years;
- Plant and machinery: 3 years.

Investments

Investments quoted on a recognised stock exchange, or whose value derives from them, are valued at market value at the year end.

Short term deposits

These include cash held on deposit either with the CCLA Church of England Funds or at bank.

Parochial Church Council of St. Mary's, Long Ditton

**Notes to the Financial Statements for the year
ended 31 December 2019 (continued)**

(5) Funds

Unrestricted Funds

These funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC. These funds could include amounts designated by the PCC for fixed assets for its own use or for spending on a future project, though there are at this time no funds of this type. Any such funds would not be included in the calculation of the PCC's "free reserves" given in the Trustees' Report.

Restricted Funds

These funds are income funds that must be expended on restricted purposes; details of the funds held and the restricted purposes for which they were given are shown in the notes to these financial statements.

Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend the capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Details of the respective restrictions are shown in the notes to these financial statements.

**Notes to the Financial Statements for the
year ended 31 December 2019 (continued)**

2. INCOME AND ENDOWMENTS

	Unrestricted Funds <u>2019</u> £	Restricted Funds <u>2019</u> £	Endowment Funds <u>2019</u> £	Total <u>2019</u> £	Total <u>2018</u> £
(a) Voluntary Income					
Planned giving:					
Gift aid donations	66,389	797	-	67,184	69,761
Tax recoverable	16,040	199	-	16,239	18,165
Other	-	-	-	-	442
	82,429	996	-	83,425	88,368
Collections	9,308	-	-	9,308	8,157
Legacies	-	-	-	-	1,000
Donations	6,690	3,469	-	10,159	2,359
Grants	-	1,265	-	1,265	2,091
	15,998	4,734	-	20,732	13,607
	98,427	5,730	-	104,157	101,975
(b) Activities for generating funds					
Parish magazine advertising	8,322	-	-	8,322	7,170
Other funds raised	1,437	998	-	2,435	1,180
Fairs and Bazaars	569	105	-	674	876
Quiz, Concerts and Lunches	2,141	-	-	2,141	1,429
	12,469	1,103	-	13,572	10,655
(c) Income from investments					
Dividends from CCLA Investment Funds	-	242	-	242	356
	-	242	-	242	356
(d) Income from Church activities					
Wedding fees	775	-	-	775	1,248
Funeral fees	2,068	-	-	2,068	2,022
Garden of Rest memorials	3,523	-	-	3,523	2,649
Income from church hall lettings	15,011	-	-	15,011	15,174
	21,377	-	-	21,377	21,093
<u>TOTAL INCOME</u>	132,273	7,075	-	139,348	134,079

**Notes to the Financial Statements for the
year ended 31 December 2019 (continued)**

3. EXPENDITURE

	Notes	Unrestricted Funds <u>2019</u> £	Restricted Funds <u>2019</u> £	Endowment Funds <u>2019</u> £	Total <u>2019</u> £	Total <u>2018</u> £
Diocesan parish share						
Diocesan parish share		74,000	-	-	74,000	82,262
Grants						
Parish schools		1,000	-	-	1,000	115
Other giving		345	540	-	885	963
		1,345	540	-	1,885	1,078
Church Activities						
Printing the Parish Magazine		7,752	-	-	7,752	7,560
Memorial tablet costs		889	-	-	889	443
Parish Training and Mission		807	1,307	-	2,114	2,183
Organists, choir and music	4	8,863	2,239	-	11,102	9,349
		18,311	3,546	-	21,857	19,535
Maintenance of Church and Churchyard						
General Maintenance		3,257	1,381	-	4,638	5,738
Graveyard Maintenance		-	509	-	509	1,418
		3,257	1,890	-	5,147	7,156
Community Hall						
Hall maintenance		960	745	-	1,705	1,525
Hall running costs		3,985	-	-	3,985	4,518
Depreciation		-	-	8,000	8,000	8,000
		4,945	745	8,000	13,690	14,043
Running costs and overheads						
Rector's expenses		947	-	-	947	1,651
Locums		570	-	-	570	938
Parish telephones	5	857	-	-	857	863
Salaries	4	9,005	-	-	9,005	12,894
Stationery, postage and printing		450	60	-	510	675
Photocopier		859	-	-	859	988
Gas, water and electricity	5	9,063	-	-	9,063	8,151
Insurance		4,231	-	-	4,231	4,112
Sacristy expense		701	-	-	701	629
		26,683	60	-	26,743	30,901
<u>TOTAL EXPENDITURE</u>		128,541	6,781	8,000	143,322	154,975

**Notes to the Financial Statements for the
year ended 31 December 2019 (continued)**

4. STAFF COSTS

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
Salaries	16,005	12,894
Social Security costs	-	-
Other pension costs	-	-
	<u>16,005</u>	<u>12,894</u>
Average number of employees in the year	<u>2</u>	<u>2</u>

5. RELATED PARTIES

The following items of expense were paid by the PCC during the year which may contain an element of private benefit to the Rector and his family:

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
Rectory water expense	1,289	560
Rectory telephone expense	494	470
	<u>1,783</u>	<u>1,030</u>

In addition a small but immaterial proportion of the expenses paid to the Rector during the year may have related to his function as chairman of the PCC.

No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

Notes to the Financial Statements for the
year ended 31 December 2019 (continued)

6. FIXED ASSETS

(a) Tangible - Freehold Land and Buildings

	Endowment Funds
	£
Cost	
At 1 January 2019	399,885
Additions	-
At 31 December 2019	<u>399,885</u>
Depreciation	
At 1 January 2019	88,000
Charge for the year	8,000
At 31 December 2019	<u>96,000</u>
Net Book Value	
At 31 December 2019	<u><u>303,885</u></u>
At 31 December 2018	<u><u>311,885</u></u>

The tangible fixed assets comprise the Community Hall situated alongside the Church.

(b) Investments

	Endowment Funds <u>2019</u> £
Market value at 1 January 2019	7,025
Net gains	1,314
Market value at 31 December 2019	<u><u>8,339</u></u>

All the investments of the PCC are held in the CCLA Church of England Investment Fund.

**Notes to the Financial Statements for the year
ended 31 December 2019 (continued)**

(b) Investments (continued)

The allocation between funds (all of which are Endowment Funds) is as follows:

<u>Name of Fund</u>	<u>Market value at 1 January</u>	<u>Revaluation (loss)/gain</u>	<u>Disposals</u>	<u>Market value at 31 December</u>
	<u>£</u>	<u>£</u>		<u>£</u>
Graveyard Maintenance Funds	7,025	1,314	-	8,339
	<u>7,025</u>	<u>1,314</u>	<u>-</u>	<u>8,339</u>

7. DEBTORS AND PREPAYMENTS

	<u>Unrestricted Funds 2019 £</u>	<u>Unrestricted Funds 2018 £</u>
Income tax recoverable	1,200	5,994
Magazine advertising due	529	371
Prepayments	164	164
	<u>1,893</u>	<u>6,529</u>

**Notes to the Financial Statements for the
year ended 31 December 2019 (continued)**

8. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds <u>2019</u> £	Total Funds <u>2018</u> £
Accruals for utilities	1,622	1,590
Accruals for maintenance	22	548
Parish Share	4,000	6,855
Other creditors and accruals	1,110	1,890
Agency collections awaiting remittance	876	1,189
	<u>7,630</u>	<u>12,072</u>

The Parish Share requested for 2019 was £82,299, but the PCC was able to pay only £74,000 of this, a shortfall of £8,299. Since the PCC does not have the capacity to pay this shortfall in the foreseeable future, the shortfall has not been recognised as a creditor.

9. PURPOSES OF RESTRICTED AND ENDOWMENT FUNDS

Name of Fund

Purpose

(a) Restricted Funds

Cassocks Fund	Provision of robes for choir
Social and Families Fund	Support of parish social activities
Ouseley Music Trust Fund	Provision of choral and organ scholarships
Music and Choir Fund	Support of choir activities
Capital Works Fund	Repair and enhancement of church
Garden of Rest Fund	Maintenance and enhancement of the Garden of Rest
Organ Fund	Maintenance and repair of organ
Babes & Tots Fund	Support of Babes and Tots group
Graveyard and Fabric Maintenance Funds	Maintenance of fabric, graves and churchyard

(b) Endowment Funds

Graveyard Investment Fund	Capital for maintenance of graves
Jubilee Project Fund/D&K Memorial Fund	Building of new church hall

**Notes to the Financial Statements for the
year ended 31 December 2019 (continued)**

10. SUMMARY OF FUND MOVEMENTS

The movements in funds during the year were as follows:

	Balance at 1 January 2019 £	Income £	Expenditure £	Investment Gains £	Balance at 31 December 2019 £
Restricted Funds					
Cassocks Fund	1,053	-	-	-	1,053
Social and Families Fund	-	2,729	(2,729)	-	-
Ouseley Music Trust Fund	3,370	-	-	-	3,370
Music and Choir Fund	50	1,346	(1,050)	-	346
Capital Works Fund	1,768	160	(905)	-	1,023
Garden of Rest Fund	2,510	-	(118)	-	2,392
Organ Fund	2,482	-	(1,189)	-	1,293
Babes & Tots Fund	-	1,716	(1,147)	-	569
Graveyard and Fabric Maintenance Fund	3,104	1,124	(1,772)	-	2,456
	14,337	7,075	(8,910)	-	12,502
Endowment Funds					
Graveyard Investment Funds	7,025	-	-	1,314	8,339
Jubilee Project Fund/D&K Memorial Fund	311,885	-	(8,000)	-	303,885
	318,910	-	(8,000)	1,314	312,224
General Fund	1,831	132,273	(128,788)	-	5,316
TOTAL	335,078	139,348	(145,698)	1,314	330,042

Notes to the Financial Statements for the
year ended 31 December 2019 (continued)

11. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £
<u>Income and Endowments</u>					
Voluntary income		97,587	4,388	-	101,975
Activities for generating funds		10,043	612	-	10,655
Income from investments		-	356	-	356
Church activities		21,093	-	-	21,093
<u>Total Income</u>		128,723	5,356	-	134,079
<u>Expenditure</u>					
Church activities		(135,757)	(11,218)	(8,000)	(154,975)
Raising funds		(735)	-	-	(735)
<u>Total Expenditure</u>		(136,492)	(11,218)	(8,000)	(155,710)
<u>Net Expenditure before Investment Gains</u>		(7,769)	(5,862)	(8,000)	(21,631)
Net gains on investments		-	-	27	27
<u>Net Expenditure</u>		(7,769)	(5,862)	(7,973)	(21,604)
Transfer between funds		-	6,012	(6,012)	-
<u>Net Movement in Funds</u>		(7,769)	150	(13,985)	(21,604)
Total Funds brought forward at 1 January		9,600	14,187	332,895	356,682
Total Funds carried forward at 31 December		1,831	14,337	318,910	335,078

**Notes to the Financial Statements for the
year ended 31 December 2019 (continued)**

12. BALANCE SHEET AS AT 31 DECEMBER 2018

Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £
Fixed Assets				
Tangible assets	-	-	311,885	311,885
Investments	-	-	7,025	7,025
	-	-	318,910	318,910
Current Assets				
Debtors and prepayments	6,529	-	-	6,529
Cash at bank and in hand	7,339	14,372	-	21,711
	13,868	14,372	-	28,240
Liabilities				
Creditors: amounts falling due within one year	(12,037)	(35)	-	(12,072)
Net current assets	1,831	14,337	-	16,168
Total assets less current liabilities	1,831	14,337	318,910	335,078
Total Net Assets	1,831	14,337	318,910	335,078
Parish Funds:				
Unrestricted	1,831	-	-	1,831
Restricted	-	14,337	-	14,337
Endowment	-	-	318,910	318,910
	1,831	14,337	318,910	335,078

Independent Examiner's Report to the Trustees of Long Ditton Parochial Church Council

I report on the accounts of the church for the year ended 31st December, 2019, which are set out on pages 8 to 21.

Respective responsibilities of the Trustees and the Independent Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

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

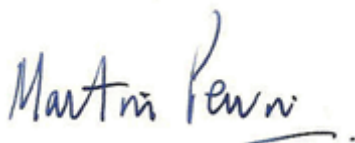
Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

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



(Signed)

**MA,FCA, CHARTERED FCSI
39, STATION ROAD,
THAMES DITTON, KT7 0PA
DATE: 16 MARCH 2020**

AGENDA ITEM 8

STEWARDSHIP REPORT 2020

	2018	Forecast 2019	2019
Donor Numbers			
Regular Non Gift Aided	7	5	5
Regular Gift Aided	88	84	79
CAF/PAYE	3	3	3
Occasional CAF			1
Income			
Regular Non Gift Aided	2141.00	821.00	1186.00
Regular CAF/GAYE	3258.60	3258.60	2659.66
Occasional CAF			4500.00
Regular Gift Aided	58348.21	54568.00	56557.75
Occasional Gift Aided	7778.49	8000.00	6237.89
Payments via SumUp			476.90
Tax Repayments	16374.66	16500.00	15595.69
GASD Repayments	2000.00	2000.00	1768.68
Total Stewardship Income	89900.96	85147.60	88982.57

I have not attempted to forecast figures for next year. I know that there will be a decline in giving due to moving away, withdrawing from the scheme and sadly deaths.

I have included donations using SumUp because these figures can be included in the GASDS repayment scheme.

As always, many thanks to all those who contribute so loyally to St. Mary's

Katharine Lankey
Honorary Stewardship Treasurer

AGENDA ITEM 9

CHURCHWARDENS' FABRIC, GOODS AND ORNAMENTS REPORT

Following the quinquennial inspection of the church carried out by the church architect in April 2018, a number of items requiring attention over the next couple of years was identified. Broken slates have been replaced in the last year and some repointing with lime mortar of the external stonework of the church carried out. This included filling a gap around one of the chancel windows that had become evident in recent months.

A grant was obtained from the Walton Charity to cover the cost of installing a hearing loop in the hall and this was successfully installed in March 2019.

The fire alarm system in the church vestries had been giving problems for some time and it was not economic to repair this old installation. It was replaced during the year by a new system connected to the roof alarm system which means that it is remotely monitored 24 hours a day. It will be serviced annually with the roof alarm.

A number of routine maintenance inspections have been carried out including the roof alarm, boiler, portable electrical appliances and fire extinguishers. The gutters are cleared regularly to avoid water leaking into the church.

Following a successful appeal, the energy inefficient bulbs in the church chandeliers will shortly be replaced by LEDs which will reduce the church's energy bill as well as supporting our eco-church initiative.

Cutting the grass in the churchyard is the responsibility of Elmbridge Council but the PCC is responsible for some items and, in particular, maintenance of the Garden of Rest. A firm of gardeners is employed to carry out this work. We have also organised some Saturday working parties to improve the appearance of the churchyard by tidying the flower beds, trimming low hanging branches and removing fallen wood. The glass fronted notice board was blown over in a storm during the year and was repaired with the rotten wooden posts being replaced. An area of the churchyard near the Garden of Rest has been identified as suitable for an "eco-garden" and work on this will start soon.

A prominent memorial in the churchyard has been straightened and cleaned at the family's expense. Two other prominent memorials will be cleaned in the coming months using special funds that the PCC holds for this purpose.

The checks and inspections specified in the Health and Safety Policy are being carried out. A number of memorials in the churchyard, which were at risk of toppling, have been stabilised. The inventory has been checked. Following the discovery of moth damage in the church last year a further check has been made and suspicious items sprayed with insecticide and moth killer sachets in drawers and wardrobes renewed.

As always new items that will require attention during the next year become evident and a recent inspection has identified that the brickwork of one of the manholes at the end of the driveway is crumbling and will need to be renewed. There is also an intermittent fault with the chancel lights that is currently under investigation.

This report has been presented to and agreed by the PCC prior to the APCM.

Peter Topp & Joanne Hall, Churchwardens
March 2020

AGENDA ITEM 10

DEANERY SYNOD REPORT

Cat Smith continues to represent St Mary's at Emly Synod and also remains on the Deanery Mission and Pastoral Committee. Diana Jemmett also continued to represent us. Elections happen this year, so please do think about standing – it offers a great opportunity to connect with other local, like-minded churches and can provide some practical support as well as information about the wider church.

Andrew Cowie continues as Area Dean.

Nick Stuart will be standing down as Lay Chair so the Synod will be voting for a new Lay Chair later this year.

Various issues have been discussed this year:

Diocesan Growth Fund

Lorraine Fairies, the Diocesan Growth Fund Manager, gave a presentation about the Growth Fund and how it is supporting a wide range of initiatives across the Diocese using over £500,000 from the budget supplied by the Church Commissioners and the Diocese. All this is to help develop 100 new worshipping communities over a 5 year period.

Results are being monitored as both the Church Commissioners and the Diocese need to know how these initiatives are delivering against their objectives. Even small sums of money such as £800 to help the opening of a community café for teenagers is having a positive impact and the model developed by one parish has been rolled out to others.

Lorraine was excited that, as a result of the PAIS Project in West Molesey, the Deanery has put in a bid to extend the project across 7 parishes. The Growth Fund Panel is meeting on 12th March to review the application and, hopefully, approve it. This would be the first Deanery initiative in the Diocese and could be a model for other Deaneries to follow.

Parish Needs Process

David Welch, The Head of the Mission Enabler Team, a new team set up as part of the re-organisation of Church House Guildford to focus on helping parishes identify their needs to deliver their mission as identified by their Parish Development Plan; presented the Parish Needs Process.

He explained how it would work, the stages that it will go through and the various meetings with each parish leadership group, culminating in a Deanery meeting chaired by one of the Bishop's.

David showed a video explaining the process which can be found on the Diocesan website. <https://www.cofeguildford.org.uk/about/transforming-church-transforming-lives/parish-needs-process>

David said that the parishes in Emly Deanery would start their meetings with his team and the Archdeacon this coming October. Details would be sent out to the incumbents in due course. From a Deanery perspective the process will help to identify areas of mission that can be facilitated and or supported between parishes or at a Deanery level.

Deanery Handbook

David briefly talked about the Deanery handbook which has just been published by the Diocese. For the first time it sets out the roles of the Area Dean, the Lay Chair, the Deanery Leadership Team and the members of the Synod. It also gives suggested ways of working based on good practice. The Area Deans and lay Chairs from across the Diocese had had an input into the handbook's development. Copies were issued and the pdf has been circulated to all members.

AGENDA ITEM 10

Clergy Care – The New Covenant

Andrew Cowie reported on the Covenant which was approved by the General Synod in February. This is the first time that the need to care for the wellbeing of the clergy has been formally acknowledged. The Synod did not set specific rules as they would not cover all circumstances because there are big differences between parishes and the issues the clergy face in them. A key change is that every member of the clergy would have direct access to counselling and this has to be set up by each Diocese.

To progress the development of the Covenant each Diocese will hold a 'Big Conversation' which will start with a clergy study day held by the Bishop and then cascade down to the deaneries and parishes.

For all vacancies, a section of the Parish Profile will be required to have a comment on Clergy Wellbeing and it will also be made part of the induction service for the new incumbent. The report to General synod can be found here:

<https://www.churchofengland.org/sites/default/files/2019-06/GS%202133%20A%20Covenant%20for%20Clergy%20Care%20and%20Wellbeing.pdf>

Cat Smith

Deanery Synod Representative

AGENDA ITEM 11

CHURCHES TOGETHER IN THE DITTONS (CTD)

Churches Together in the Dittons consists of clergy and lay representatives from the following churches in the Ditton area:

All Saints' (C of E) - Weston Green;
St Christopher's (C of E) - Hinchley Wood;
St Nicholas (C of E) - Thames Ditton;
Our Lady of Lourdes (Roman Catholic) - Hampton Way;
Speer Road Church (URC) - Thames Ditton
St Marys (C of E) - Long Ditton

The group meets 4/5 times a year to plan the various ecumenical activities and services. During 2019 our Rector was chair of CTiD and I was the secretary.

During this year we continued to join together in fellowship:

- **Week of Prayer for Christian Unity** and a **joint service** held at St Christopher's Church,
- **Lent** – Providing a selection of **Lent courses** across the churches for anyone to attend
- **Stations of the Cross** –each church made a display of 3 different prayer stations. Every church was open during Holy Week and on Tuesday of Holy Week refreshments were provided in each church.
- the popular annual **post Lent Social Supper** - was held at Our Lady of Lourdes
- **Good Friday** - several churches joined together at Giggs Hill Green for an outdoor service of Witness (and hot cross buns!)
- **Plant crèche** at the annual Scout Fair – Giggs Hill Green
- **Pilgrimage to St Alban's Cathedral** – an amazing day out with wonderful fellowship with folk from all the local churches.
- **Healing service for St Luke's tide** held this year at St Nic's with our Rector preaching.

CTiD continues to strive to show to the wider community that we are all committed in embracing our similarities rather than being concerned with the differences. This is done by celebrating and worshipping together and you are very welcome to join us at any service/event.

THE CT PRAYER- Lord God, we thank you for calling us into the company of those who trust in Christ and seek to obey His Will. May Your Spirit guide and strengthen us in mission and service to Your World, for we are strangers no longer but pilgrims together on the way to Your Kingdom. Amen.

Cathy Doyle
CTiD representative

AGENDA ITEM 12

ANNUAL REPORT ON SAFEGUARDING FROM THE PARISH SAFEGUARDING OFFICER

Thank you to everyone involved in activities for adults and children for your hard work and for your commitment to the safeguarding, nurture and care of everyone in our community. DBS renewals are carried out on an ongoing basis. At the time of writing the DBS checks are on hold due to the coronavirus outbreak, but these will recommence as soon as possible. All such checks are now online, but require an identification check before they are submitted. DBS checks are due for renewal every 5 years.

I am currently undertaking a review of the safeguarding training needs of the parish and I will be contacting those people whose roles require online or face-to-face training to be undertaken or updated in due course. All safeguarding training must be refreshed every 3 years by repeating the highest level of training completed.

Of course, safeguarding goes beyond a DBS check or attending training, and it is the responsibility of all of us to ensure that St Mary's is a safe place for all.

The Parish Safeguarding Guidelines contain the following code of conduct for all those working on behalf of the parish with children, young people and adults and it is useful reminder for everyone:

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored
- Administer any First Aid with others around.

More information is available on the safeguarding page of the Guildford Diocese website. (www.cofeguildford.org.uk/about/safeguarding-inclusion)

If anyone has any questions about safeguarding, or is made aware of any specific concerns please contact me or the Rector.

Joanna Howard
Parish Safeguarding Officer

AGENDA ITEM 13

MUSIC REPORT 2020

Despite the challenges that the choir still faces, we have had a good musical year. Half a year in, on the 14th of July 2019, we had our summer concert. With the training given to the choristers and adults, they were encouraged to do solo items alongside choir items. Howells' 'Like as the hart' was a particular highlight alongside Eric Whitacre's 'Lux Aurumque'. Here the choir demonstrated first rate singing, blend, and vocal quality. The concert also showcased some of our musician's other musical talents aside from singing in a choir. Much appreciation is given to their fine and hard work.

A week after a triumphant summer concert, the choir alongside guests presented a full festal evensong. This was another triumphant event which showed how far the choir had come. We were joined by old friends of the choir and friends of mine.

On 20th of October 2019 we had the induction of several new choristers. We inducted Isobel as a probationer and Sebastian, James, Alex, and Daniel as fully-fledged choristers. They were surplined (with some great difficulty!) and sworn in by the Rectory, myself and our then Team Leaders Serena and Molly. Sadly since then we have lost some of our Juniors, Sebastian C has moved on to the Chapel Royal and Molly and Abigail have left too, with Molly H having left earlier in the year.

One of the major highlights of the musical year was the choir's visit to Chichester Cathedral over the weekend of November 2nd/3rd which had ample support and attendance from the congregation. Building upon the last eleven months, the choir showed an impressive awareness and affinity for the newly pointed psalms for the occasion. With the precentor's high praise of being one of the best sounding parish choirs he's heard, the choir has been invited back, when we can find a suitable date.

Though not technically a special event, due to attendance we unexpectedly had our first Men-Only evensong on November 17th 2019. The gentlemen were introduced to various plainsong and men only repertoire. They handled it brilliantly. Congregation members remarked on the monastic and peaceful quality that it imparted. Well done chaps!

Socially, the choir has continued to run events both for Juniors and adults. We had a round of Crazy Golf at Horton Park last March, and the annual visit to Littlehampton in the summer of 2019. We also continued to raise funds for Shooting Star Chase, raising over £1400 through carols at Surbiton Station, The George Evelyn and Ditton Drinkers.

In regards to attendance and numbers, recruitment is an issue that we will have to work harder on in the next year. However, before that we do that, we may need to rethink the idea of the choir and music at St Mary's and as to what the parish and members of the choir and congregation want. It is my utmost belief that part of our duty as Christians and as the public is to uphold (at least to the same level which the fans of the Anglican choral tradition on the continent do) this English tradition of singing in church to a high level to ensure that this gem of English heritage is not lost. This will require a love, passion and dedication to this venture with ample support from the parish and the congregation.

Douglas Tang
Director of Music

AGENDA ITEM 14

SUNDAY CLUB

By God's grace we have managed to form a team to continue leading our children who are part of the church family but not big enough to take part in the church service.

We are a team of two leaders at present and the new team started from the Autumn term with only three children initially attending Sunday Club. Over the months it has slowly grown and currently has a regular attendance of 3-7 children each Sunday. We have children attending from the age of 4 up to 10 years old.

The Sunday Club is using the Living Stones resource books which follows the lectionary readings so that children learn from the themes parallel to what the rest of the church is following.

We start together with prayer and worship and then activities are split with in depth discussion conducted for the older children. Continuing support has been given to the children who are a part of the junior choir and also chose to come into the Sunday Club.

At present we only have two named helpers who help when they can. We have been managing with help from the Creche leaders but hope to advertise more actively to seek more helpers as well as leaders so that everyone will get the opportunity to take part in other areas of church life.

As in previous years the Good Friday workshop was run successfully under the guidance of Julie Burnett. We also conducted a small nativity play in the Church just before Christmas which was enjoyed by all.

Sunday Club had a stall at the Village Fair with games and a colouring competition. We used the opportunity to give out leaflets and tell people about the what we offer children and young people at St Mary's.

Currently the older children have been given a challenge of learning memory verses which we hope to continue to encourage older children to read the bible independently and remember God's word by heart.

Our aim is to teach the younger children about the love of God through songs, stories and activities and in addition for the older children to reflect and connect the Bible teachings to their daily life.

Chris Howard and Tashi Lassalle have also been hosting a monthly 'Pizza Night' discussion group is for older children from Year 6 and upwards. It's has been a great opportunity for our older children to meet, make friends and discuss their burning questions about God, faith and Christianity in a fun and informal setting, with added pizza!

We welcome support in any form with ideas to expand or deliver lessons in an interesting manner, volunteering to help in Sunday Club or Pizza Night and also not the least, prayers for wisdom for us to guide this next generation in the rightful path and for more young people to come to church to know God's love.

Christine Satkunanayagam

AGENDA ITEM 15

COMMUNITY ENGAGEMENT ACTIVITIES

St Mary's organises a range of activities to support and engage with the community of Long Ditton. This account reflects the situation before the coronavirus pandemic and unfortunately these activities have had to be suspended from March 2020. We publish the "**Lychgate**" **magazine** every other month and deliver it to all the households in the Parish (during the pandemic this delivery has had to be suspended and the magazine is now published on-line). The Lychgate includes articles about community and church activities and is funded by advertising from local businesses.

On Fridays a range of activities are organised in the community hall:

- In the mornings during term time there is a very well attended **Babes & Tots** session providing a mixture of soft play, dressing up, puzzles, craft, and, of course, the outside area is a great attraction. After juice/water & biscuits for the little ones & tea, 'real' coffee & biscuits for the grown-ups – we clear away & enjoy 25 minutes of singing action songs, & enjoying musical instruments. We use the opportunities to spread the Christian message by giving an Easter gift & Christmas book & inform & invite families to services throughout the year.
- **Friendship Lunches** are held on the first Friday of the month. We welcome diners from all parts of the Parish and have the capacity to welcome more so, if you know of anyone who may care to join us as a diner or helper, please let us know. This is a welcome opportunity for people to meet and share fellowship over a hot lunch. As always, grateful thanks must be extended to our very loyal, ever cheerful and extremely hard working team of meal planners, cooks, shoppers, drivers, helpers and washers up.
- **More Tea Vicar!** meetings are held in the community hall on second Friday afternoons each month. It is an opportunity for the elderly in the community to get together and enjoy a chat over a delicious afternoon tea. There is always a table top quiz to test the brain cells and an activity, e.g. a Bring & Buy Sale or a talk by an outside speaker. Twice a year in summer and at Christmas the choir from LDSM Junior School visit and sing seasonal songs to entertain us. A team of helpers assist with catering, setting up, tidying away and transport.
- **Book Friday** meets on the third Friday of the month. A wide variety of books are chosen by the group which has about a ten members. Over tea and biscuits the "book of the month" is discussed, giving an opportunity to reflect on some of life's issues such as war, racial discrimination, superstition and family problems. During the year we have read a mixture of fiction and non-fiction. We are encouraged that this group attracts members of the local community who, as yet, aren't involved with St Mary's Church in any other way.
- **Film Friday** is held on the fourth Friday of the month for the benefit of the more senior members of the community. People who might otherwise be alone are invited to spend an afternoon meeting old friends and making new ones in a congenial atmosphere. Attendance is not restricted to the St Mary's Church congregation; the aim is to reach out to the wider community. Booking is not required and no charge is made. Active participation such as clearing the tea things and tidying the hall is encouraged. The films are a mixture of new releases and old favourites carefully chosen to appeal to the target audience.

We also run a **Bereavement Café** on the second Wednesday of each month from 7.30pm-9.00pm in the community hall with support from the Chaplain and his team at Princess Alice Hospice. If you know anybody who has been bereaved and who might like to talk to somebody

AGENDA ITEM 15

other than family members, do tell them about the Bereavement Cafe. More details are in The Lychgate magazine.

As well as our regular events in 2019 we organised Holiday at Home, Long Ditton Alive and Long Ditton Lights Up! Organising these events involves much work but they are appreciated by the community. We are very grateful to the trustees of Long Ditton Village Hall for their donations which make putting on these events possible.

Holiday at Home takes place in August and is aimed at those in the community who are not able to go away themselves but find that many activities and meetings do not run in the summer. Around 40 people attend and enjoy a range of fun activities, companionship and lots of delicious food!

In September 2019 St Mary's Church hosted **Long Ditton Alive**. The aim of the day was to promote and celebrate all the activities available to the Long Ditton community within the church and grounds of St Mary's with the aim to realign its position as central to the village community.

The success of the event would not have been possible without our generous sponsors and an enormous amount of volunteer support from members of the church and community. We received sponsorship from The Village Hall Trustee's, Surrey County Council Members' Community Allocation from CC Nick Darby, Humphrey & Brand and Lodge Brothers. Cass Art Kingston provided the generous art prizes presented to Long Ditton St Mary's Junior School and Long Ditton Infants School for the art work which they provided to decorate the church.

Participating community groups enjoyed promoting their existence with many getting new members as a result of being there. The day also forged links between local groups with offers to help each other and joint projects initiated. Over 30 groups took part and many deemed the day a great success. The music within the church and outside added a carnival atmosphere to the whole day - enhancing the celebrations. It was a very happy day for all.

Long Ditton Lights Up! is held on the first Thursday evening in December marking the start of the Christmas season and aims to involve the whole community. Around 350 people attend and enjoy a raffle, tombola, BBQ, hot drinks and carol singing and of course, a countdown to the tree lights being switched on.



Registered Charity
Number 1128898