

# **The Parish of St Mary's Long Ditton**

## **The Annual Parochial Church Meeting**

**7<sup>th</sup> April 2019**



# Annual Parochial Church Meeting

Sunday 7<sup>th</sup> April 2019

## AGENDA

1. Opening Prayers
2. Apologies for absence
3. Minutes of last year's Annual Meeting of Parishioners held on 29<sup>th</sup> April 2018 *p5*
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 *p9*
6. Annual Report on the proceedings of the Parochial Church Council and the activities of the Parish generally *p10*
7. The presentation to the Parochial Church Council of the Financial Statements for the year ended 31<sup>st</sup> December 2018, which have been independently examined, and the presentation to the PCC of the Budget for 2019 *p17*
8. Report on Stewardship *p35*
9. Report on the Fabric, Goods and Ornaments of the Church *p36*
10. Report on the proceedings of the Deanery Synod *p37*
11. Report on the proceedings of Churches Together in the Dittons *p38*
12. Report on Safeguarding *p39*
13. Report regarding and appointment of Stewards *p40*
14. Report regarding Music *p41*
15. Report regarding Sunday Club *P42*
16. Report regarding Community Engagement *P43*
17. Appointment of Tellers
18. Election of Parochial Church Council Members
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 29<sup>th</sup> April 2018

#### MINUTES

36 adults present

**1. Opening Prayers**

The Chairman opened the meeting with prayers.

**2. Apologies for Absence**

Apologies for absence were received from Penny Fussell.

**3. Minutes of the last meeting**

The minutes of the meeting held on 2<sup>nd</sup> April 2017 were accepted as a true record of the Meeting and unanimously **approved** by those present.

**4. Matters Arising**

There were no matters arising.

**5. Electoral Roll**

The Electoral Roll report presented by Jill Rogers, the Electoral Roll Officer, was accepted. Jill outlined changes in the Electoral Roll since the 2017 Annual Parochial Church Meeting and confirmed there were currently 144 members on the Roll of whom 68 were resident and 76 were non-resident.

**6. Annual Report of the PCC**

The report on the proceeding 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 31<sup>st</sup> December 2017.

There was a continuing deficit despite the stewardship programme. The Hon Treasurer commented that he was not optimistic about the church's prospects of breaking even in 2018. By the end of 2018 the general fund would not have anything in it and he predicted a deficit. In response to a question from Sue Scott as to how much giving needed to increase, the Hon Treasurer advised that for the previous two years there had been expenses of £140,000 pa. However, there had been a steady decline in income. In 2016 there had been £16,000 in the General Fund which had fallen to £12,000 in 2017. Legacies did give a boost to funds but stewardship was not enough. An extra £500 pcm was needed. Although costs had remained the same over a period of four to five years, income was steadily decreasing with people either moving away or passing away.

The Financial Statements as published in the Annual Report 2017 were accepted.

The budget for 2018 was noted and approved.

The Hon Treasurer thanked 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. The Rector, on behalf of the APCM, thanked Kim for his careful management of the church's finances.

**8. Stewardship**

The Stewardship Report presented by Katharine Lankey, Hon Stewardship Treasurer, was noted.

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**9. Fabric, Goods and Ornaments of the Church**

The report by the Churchwardens was accepted.

**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. There was two errors in the report where it should read '17, not '16.

**12. Parish Child Protection**

A report presented by Diana Jemmett, the Child Protection Coordinator, was noted.

**13. Stewards**

The Stewards for the year were appointed.

**14. Church groups and organisations**

A number of reports from several groups and organizations within the church were noted.

**15. Appointment of Tellers**

No tellers were appointed.

**16. Election of Parochial Church Council members**

The Chairman advised that three nominations had been received for election to the PCC:

Ann Leeson on the proposal of Cathy Doyle, seconded by Brian Rogers;  
Penny Fussell on the proposal of Brian Rogers, seconded by Peter Davies;  
Kim Taylor on the proposal of Peter Topp, seconded by Joanne Hall

The three nominees were duly unanimously elected.

Ann Leeson asked how many other vacancies there were. The Rector answered that there were four vacancies and one casual vacancy following the resignation of Yvonne Jackman.

**17. Appointment of an independent examiner**

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

**18. Rector's Remarks**

18.1 The Rector began by extending a number of thank yous:

(i) 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. 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 see, hear and appreciate the fruits of the choir's efforts but have no idea about the hours of work that go into achieving this. The Rector also commented that whilst Paul Taylor had retired at the end of October last year, much to his frustration he had remained in Long Ditton since then. Hopefully, he and Ros would be moving soon to be closer to their son and family.

(ii) Similarly, there were other spheres of church activities which might not be so visible but were still valued and took hours of hard work. A huge thank you was extended to

- Tessa and the cleaning team;
- the social and the Friday afternoon teams for all their giving of time and talents;
- the stewards and servers;
- the flower arrangers;
- Janet, Peter and Edward for the Lychgate magazine; Cat for publicity and Jo for distribution;
- Chris and Mark for the website;
- to the Pastoral Assistants;
- to Faye, the Sunday Club leaders and helpers, for the important work they did in guiding and teaching our young people;
- Ann and all those who ran the crèche;
- Cathy, Pauline and the Babes 'n' Tots team;

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- to Penny for all that she did as PCC secretary, not least of all the hard work in putting the annual report together;
- Kim, Jo, Brian and Katherine for their tireless efforts: hours of work that often go unseen. Thank you.
- Diana as Safeguarding Officer. Taking the lead on safeguarding in a parish was an onerous task and the Rector expressed his continued indebtedness to Diana for carrying the burden of responsibility.

It was all too easy to take for granted all the hard work that people did, especially when they had been doing it for many years.

- (iii) Two people the Rector stated he certainly did not take for granted were his churchwardens. Peter and Joanne had been so supportive and encouraging. For their wisdom and wise counsel, thank you.
- (iv) And finally to rejoice in having a colleague in ministry – it was wonderful to have Dawn finally licensed and exercising her ministry in this place. Thank you Dawn.

18.2 Looking back on the mission priorities and activities the PCC and the church community focused on in the previous year, the Rector commented that there was much to celebrate in what had been achieved.

- (i) There had been a very successful Parish Funding Programme.
- (ii) An evening Bereavement Cafe had started which had been a success. Numbers had been low in some months but it had been valued by those who had attended and it had been pleasing to see folk who have attended the Bereavement Café progress to join in the Friday activities.
- (iii) Making Good sense of the Bible together was an opportunity to look to do some Biblical interpretation and was valued by those who attended.
- (iv) Interest in Table Talk had been less this year, though this may be a seasonal affect or maybe the current location. Something to rethink for the future.
- (v) Some activities which had continued and flourished were our Holiday at Home and Long Ditton Lights Up – the Village Christmas Tree lighting evening – both generously supported by grants from the Long Ditton Village Hall trustees.
- (vi) Also Open the Book continued at Long Ditton St Mary's Junior School and for many children this was their favourite assembly. This was a wonderful initiative by the Bible Society and great fun! People were encouraged to speak to the Rector, Faye or Dawn if they were interested in joining the team.

18.3 Looking ahead for this year, the Rector advised that the church would be keeping the same 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 reported that the PCC had agreed to focus on some new things:

- (i) Improving our communications. This was deliberately vague and covered all the ways we communicated with those around us in various forms. The Rector commented that the church was blessed to have Tashi Lassalle, the Director of Communication for the national church, as a parishioner and we hoped to tap into her expertise.
- (ii) We were also looking at developing an informal contemporary service. We had a very successful pilot 'Tea and Worship' in March and it was hoped to try this on a termly and then half-termly basis.

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- (iii) A community wall hanging project – this really tapped into the talent and expertise of Tessa Vallings and Yvonne Jackman, and it was hoped would allow the church to engage with its local community in a different and creative way. Ideas were still in embryonic form but watch this space.
- (iv) Messy Church. The Rector commented that for him this was a no brainer with two schools in the village. Messy Church had a proven track record of engaging people who may not come to a traditional Sunday morning service. Two sessions already had been held for which thanks were extended to Faye and her team of volunteers, most of whom were recruited outside the St Mary's congregation. The next Messy Church would be held on the forthcoming Tuesday – the several ways people could support the venture were outlined in the newsletter. The Rector observed that Messy Church may be outside the comfort zone for many but that it would help the church to engage with its local community in a positive way.
- (v) Faith Pictures – this was a course which started during Lent and would continue in the home groups. It was a Church Army initiative which tried to give people confidence in sharing their faith through using pictures and images.
- (vi) there was the hope that Dawn and Janet would start up a day time home group – they were on the search for venues, and so those attending the meeting were asked to consider hosting this in their home.
- (vii) The Bereavement Café, Holiday at Home, Long Ditton Lights Up and Open the Book would be continued. As these were now pretty well established though they were not the church's mission priorities. However, no one can underestimate the time and energy required to keep these activities going.

18.3 Tashi Lassalle came and spoke to the PCC and asked a very interesting question – did St Mary's want to grow? Did it want to grow as a church? She asked the PCC to go beyond the knee jerk answer of 'of course, what a silly question to ask.' As she said, it was in many ways a philosophical question with no correct answer.

The Rector suggested that there were some compelling reasons why a church may want to stay the same and maintain the status quo. He commented that at St Mary's great effort had gone into maintaining the status quo, especially for Caroline, Cat, the choir and the wonderful churchwardens in finding locum organists. However, he warned that keeping the status quo would have costs. Financial costs: if the wish was to keep worshipping the way St Mary's did, then parishioners would need to give more year-on-year on top of the generous increases many made during the Parish Funding Programme. The Rector upheld his belief that St Mary's offered some excellent quality worship. However, he tempered this with the view that St Mary's needed to face the reality that the number of people fed, or attracted, by traditional Anglican choral worship in Long Ditton was diminishing. Or more accurately people who were fed or attracted by it were going to centres of excellence such as cathedrals and churches where they had a paid choir- so at a level beyond us. Sadly, for us you do not have to travel far to find such choirs in Surbiton or Kingston. The Rector suggested that St Mary's needed to move to a mixed economy where we could offer a variety of worship styles. The Rector advised that he therefore aimed to develop an informal contemporary service aimed at families. He suggested that having this in the community hall would give an opportunity for more freedom and creativity than the All Age services afforded at present which would therefore be put on hold for the time being. When there were more children it may be revisited but our young people would get a lot more from Sunday Club sessions than they do from an All Age service. The plan was to keep the first Sunday as more experiential with prayer activities and a slightly more informal feel but with the children in Sunday Club.

So back to the question of growth: the Rector contended that St Mary's needed to face the fact that it may not see growth in its Sunday congregations in their current format.

Looking at other areas of growth and outreach, the Rector reasoned that Messy Church was definitely a mission opportunity and potential area for growth, but growth that you may not be aware of when you came on a Sunday morning. Similarly, if informal contemporary worship was not your thing, you may not see the growth potential in that service.

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You may also not see the energy and work that Faye Milne had been putting in building links with children and families in the community. Since January, Faye's limited hours had doubled to 10 hours per week and she did more than that in the preparation for Messy Church, Open the Book and co-ordinating Sunday Club. She had also started monthly Bible and Pizza sessions which were going very well. And we need to continue to invest in our older children. Faye's focus had been outreach and engaging people who may not come on a Sunday morning. The Rector commented that St Mary's had to face the fact that the number of families who value traditional ways of worship was diminishing. A sad truth was that there was no family regularly attending from St Mary's Junior School.

Something had to change! The Rector argued that St Mary's may not be ready to change the way we worship but not to do so would come at a cost. In a very real way: a financial cost as the number of people giving decreased. As with being a member of a club, with a large membership, the subs could remain quite low and manageable but with a small membership the subscriptions would have to increase as the outgoings remained the same. But if St Mary's opted for growth, there would inevitably be change. And that brings pain of its own: pain of changing something held very dear and precious. Jesus likened the kingdom to a priceless pearl for which a merchant sold all he has to acquire. This was a simple image but one that conveyed the utter preciousness of life in Christ and so the indescribable value of what was entrusted to us as the Church.

Faith was a pearl of great price. So valuable and precious. It was also something that must be shared. Something that must be passed to those that followed us. We have the words of eternal life. We have access to the new life of the Kingdom. What kind of person, when possessing something wonderful, would not share it? We want to grow quite simply because Jesus tells us to. We do it because in Scripture, Jesus made it clear again and again that this was what he wanted for his body, the Church.

But as he had said before, the Rector urged parishioners to remember that it was them, *not him*, who are the key to growing this church.

- 18.4 The Rector summarised by saying that today we looked back and looked ahead. We celebrated what we had achieved and looked ahead to new challenges to share our faith of following Christ and serving others. For all that had been and all that would be, thanks be to God.

#### 19. Any Other Business

Jo Williams stated that she was concerned about how we can share our faith. She pointed out that St Mary's ran Lent courses for people who were already Christians but what about people making a commitment to run courses such as Alpha? She also suggested the church needed to promote the activities it ran more effectively.

Julie Burnett commented that more needed to be done to involve families from Long Ditton and spoke of a fear of not understanding about what needed to be done. People possibly felt alienated and not part of the church. She spoke of the importance of giving confidence to people in our church to do things.

Sue Scott commented on people coming to church and not knowing what to do. So the other side of this was that members of the congregation didn't know how to remedy this by stepping outside their comfort zone. She thought contemporary services were a good idea, ideally a mix of different types of worship.

#### 20. Closing Prayers

The Rector closed the meeting with prayers at 12.52pm

.....  
Chairman

.....  
Date

**AGENDA ITEM 5**

**ELECTORAL ROLL REPORT  
APRIL 2019**

Every six years the Church Electoral Roll has to be renewed. This means that all previous names are deleted and any members of the congregation who wish to be on the roll have to reapply. This can lead to a reduction in numbers. On the new roll 44 are Resident and 57 non-resident

Being on the Roll means that you can vote at the Annual Parochial Church Meeting and also helps to show your commitment to St Mary’s Church.

Jill Rogers is retiring as Electoral Roll Officer this year so if you wish to be on the Roll contact Janet Critchley, for more information.

NAMES ADDED		R	NR	NAMES REMOVED		R	NR
101				144			

		Origin				Sex		R	R	NR	NR
		R	NR	Total	M	F	M	F	M	F	
April	No.	44	57	101	34	67	13	31	21	36	
2019	%	43.5	56.5	100	33.6	66.4	12.9	30.7	20.8	35.6	

April	No	68	76	144	49	95	24	44	25	51
2018	%	47.2	52.8	100	34	66	16.6	30.5	17.5	35.4

*Jill Rogers  
The Electoral Roll Officer*

## AGENDA ITEM 6

### ANNUAL 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 2018/19:

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

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<b>Elected Members of the Council</b>	Don Anderson	Retires 2020
	Alan Bond	Resigned 2018
	Peter Brown	Retires 2019
	Florence Caley	Retires 2020
	Sue Michalczyk	Retires 2020
	Faye Milne	Resigned 2018
	Tessa Vallings	Retires 2020
	Kim Taylor	Retires 2021
	Penny Fussell	Retires 2021
	Ann Leeson	Retires 2021
	<i>3 Vacancies</i>	
<b>Co-opted</b>	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	Ms Jo Williams FCA

### **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 main proper budgetary control whilst ensuring external funding requirements are met and health and safety matters comply with current legislation. Appropriate licensing laws and insurance covers 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 & safety***

The Rector & 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 & Churchwardens are also responsible for oversight of the maintenance and development of the buildings and churchyard structures (old mortuary, Garden of Rest walls, stone tablets etc.), as well as any relevant legislation relating to the building, staff, visitors' and volunteers' health and safety. They are supported in these responsibilities by a number of volunteers from the church community.

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### *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.

Being responsible for the buildings of the church and the activities held therein, the PCC is committed to ensuring that all necessary policies and assessments are reviewed and kept up-to-date and published, and that appropriate training is provided. This includes safeguarding, fire risk, health & hygiene, and health & safety. This year, and for the first time, all members of the PCC have completed Core 1 safeguarding training.

It was with much sadness that the PCC accepted the resignation of Faye Milne as the Children and Families Worker, and as a member of the PCC. The immediate consequence of this was the decision to put on hold plans to hold further sessions of Messy Church. The PCC has been grateful to the Creche and Sunday Club volunteers for coming together to ensure that facilities continue on a Sunday morning for the youngest members of the church's family. The PCC too is grateful to Chris Howard for agreeing to take-on the running of Bible & Pizza for the young people of the church community. The PCC remains committed to developing services for children and young people though limited finances and volunteers greatly hinders progress. An open meeting with the congregation was held to air some of the issues, to seek feedback and to encourage members to volunteer.

Finances, in particular falling income, remain a matter of concern for the PCC. Ways to encourage giving have been adopted including the more traditional use of notices and the more up-to-date adoption of facilities to enable the receipt of electronic direct debit donations. The PCC is often faced with difficult decisions over how to prioritize the extremely limited resources available. Cost-cutting measures are being considered as are ways to increase income.

On a more positive note, it was with much pleasure, and some relief, that a new Director of Music was appointed. The search had been somewhat protracted, but the appointment of Douglas Tang will provide a welcome opportunity to build on the strengths and talents of the choir.

The church and PCC play a role in the wider community. For example, the PCC has the right to nominate persons to serve as Foundation Governor of Long Ditton St Mary's School. During the last year, Sue Michalczyk was appointed in this capacity.

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The PCC also was delighted to welcome Sarah Atkins, an Ordinand in Southwark Diocese, for her placement during October and November. Similarly, the PCC was pleased to support the church's lead in Long Ditton Lights Up and it has decided to hold an Open Day on 7 September 2019 at which both the church as well as users of the Community Hall will put on displays of their activities. It promises to be both a fun and informative day for all the parish. The PCC too supports the Rector in mission and outreach programmes, most recently the START course.

The PCC recognises the challenges that it faces in maintaining and developing St Mary's as a place of worship, fellowship and community serving the parish of Long Ditton and continues to strive to seek opportunities and initiatives to improve the church's financial position and to develop its ministry encouraging and increasing the size of the congregation, meeting the needs of the parish.



**Chairman**

**AGENDA ITEM 7**



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

**ACCOUNTS FOR THE YEAR ENDED  
31ST DECEMBER 2018**

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

## FINANCIAL REVIEW 2018

### Financial review:

Total receipts for the year in the General Fund were in 2018 £129,000 (2017: also £129,000). The stewardship campaign bore fruit in a substantial increase in planned giving. However the one-off donations spurred by the stewardship campaign were notable by their absence in 2018. This outcome, combined with the receipt of only £1,000 in legacies (2017: £11,000), ensured that income on the General Fund was no higher overall than the previous year. It is not anticipated that this position will change in any material manner in 2019.

Expenditure in the General Fund was £136,000 for the year (2017: £140,000). This slight reduction can be ascribed to the availability of monies in Restricted funds to meet one-off church and graveyard maintenance requirements. The PCC also benefited from a grant of £1,000 from the Village Hall Committee towards the printing costs of the parish magazine. The Parish Share to the Diocese furthermore remained unchanged at the same level that has been seen since 2015.

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 (2017: a deficit of £12,000). This is the third year in a row that a deficit on the General Fund has been sustained and the reserves in the General Fund were just sufficient to bear the deficit for the year. However the balance in the General Fund as at 31<sup>st</sup> December 2018 now stands at only £1,831.

### 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 £1,831, which is below the level which is realistically needed in day to day working capital.

As a consequence of these factors the PCC in its budget for 2019 has had to seek cost reductions with the object of achieving at a minimum a break even outturn on the General Fund for the year. The PCC has for the same reasons had to take the decision to limit the Parish Share contribution to the Diocese to £70,000 in 2019, as against a request from the Diocese of £82,000.



**Chairman**

**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> £	Total <u>2017</u> £
<b><u>Income and Endowments</u></b>						
Voluntary income	2(a)	97,587	4,388	-	101,975	107,983
Activities for generating funds	2(b)	10,043	612	-	10,655	10,305
Income from investments	2(c)	-	356	-	356	422
Church activities	2(d)	21,093	-	-	21,093	18,525
<b><u>Total Income</u></b>		<b>128,723</b>	<b>5,356</b>	<b>-</b>	<b>134,079</b>	<b>137,235</b>
<b><u>Expenditure</u></b>						
Church activities	3	(135,757)	(11,218)	(8,000)	(154,975)	(156,065)
Raising funds		(735)	-	-	(735)	(1,667)
<b><u>Total Expenditure</u></b>		<b>(136,492)</b>	<b>(11,218)</b>	<b>(8,000)</b>	<b>(155,710)</b>	<b>(157,732)</b>
<b><u>Net Expenditure before Investment Gains</u></b>						
		<b>(7,769)</b>	<b>(5,862)</b>	<b>(8,000)</b>	<b>(21,631)</b>	<b>(20,497)</b>
Net gains on investments		-	-	27	27	1,077
<b><u>Net Expenditure</u></b>		<b>(7,769)</b>	<b>(5,862)</b>	<b>(7,973)</b>	<b>(21,604)</b>	<b>(19,420)</b>
Transfer between funds		-	6,012	(6,012)	-	-
<b><u>Net Movement in Funds</u></b>		<b>(7,769)</b>	<b>150</b>	<b>(13,985)</b>	<b>(21,604)</b>	<b>(19,420)</b>
Total Funds brought forward at 1 January		9,600	14,187	332,895	356,682	376,102
<b>Total Funds carried forward at 31 December</b>		<b>1,831</b>	<b>14,337</b>	<b>318,910</b>	<b>335,078</b>	<b>356,682</b>

The notes on pages 12 to 23 form part of these Financial Statements.  
The comparative figures for 2017 are analysed in columnar form in the Statement of Financial Activities for that year included in Note 11 to these Financial Statements.

**Balance sheet at 31 December 2018**

	Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £	Total <u>2017</u> £
<b>Fixed Assets</b>						
Tangible assets	6(a)	-	-	311,885	311,885	319,885
Investments	6(b)	-	-	7,025	7,025	13,010
		-	-	318,910	318,910	332,895
<b>Current Assets</b>						
Debtors and prepayments	7	6,529	-	-	6,529	4,826
Cash at bank and in hand		7,339	14,372	-	21,711	25,431
		13,868	14,372	-	28,240	30,257
<b>Liabilities</b>						
Creditors: amounts falling due within one year	8	(12,037)	(35)	-	(12,072)	(6,470)
<b>Net current assets</b>		1,831	14,337	-	16,168	23,787
<b>Total assets less current liabilities</b>		1,831	14,337	318,910	335,078	356,682
<b>Total Net Assets</b>		<b>1,831</b>	<b>14,337</b>	<b>318,910</b>	<b>335,078</b>	<b>356,682</b>
<b>Parish Funds:</b>						
<b>Unrestricted</b>	10	1,831	-	-	1,831	9,600
<b>Restricted</b>	10	-	14,337	-	14,337	14,187
<b>Endowment</b>	10	-	-	318,910	318,910	332,895
		<b>1,831</b>	<b>14,337</b>	<b>318,910</b>	<b>335,078</b>	<b>356,682</b>

Approved by the Parochial Church Council on 18 March 2019 and signed on its behalf by:

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

## Notes to the Financial Statements for the year ended 31 December 2018

### **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 PCCs, 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)).

These financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at their market values at the end of the year.

#### **(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 2018 (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.

**Notes to the Financial Statements for the year  
ended 31 December 2018 (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 2018 (continued)**

**2. INCOME AND ENDOWMENTS**

	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £	Total <u>2017</u> £
<b>(a) Voluntary Income</b>					
Planned giving:					
Gift aid donations	69,761	-	-	69,761	61,177
Tax recoverable	18,165	-	-	18,165	16,845
Other	442	-	-	442	175
	<u>88,368</u>	<u>-</u>	<u>-</u>	<u>88,368</u>	<u>78,197</u>
Collections	8,157	-	-	8,157	6,994
Legacies	1,000	-	-	1,000	11,000
Donations	62	2,297	-	2,359	10,911
Grants	-	2,091	-	2,091	881
	<u>9,219</u>	<u>4,388</u>	<u>-</u>	<u>13,607</u>	<u>29,786</u>
	<u>97,587</u>	<u>4,388</u>	<u>-</u>	<u>101,975</u>	<u>107,983</u>
<b>(b) Activities for generating funds</b>					
Parish magazine advertising	7,170	-	-	7,170	5,655
Other funds raised	905	275	-	1,180	949
Fairs and Bazaars	539	337	-	876	2,131
Quiz, Concerts and Lunches	1,429	-	-	1,429	1,570
	<u>10,043</u>	<u>612</u>	<u>-</u>	<u>10,655</u>	<u>10,305</u>
<b>(c) Income from investments</b>					
Dividends from CCLA Investment Funds					
	-	356	-	356	422
	<u>-</u>	<u>356</u>	<u>-</u>	<u>356</u>	<u>422</u>
<b>(d) Income from Church activities</b>					
Wedding fees	1,248	-	-	1,248	1,496
Funeral fees	2,022	-	-	2,022	1,956
Garden of Rest memorials	2,649	-	-	2,649	1,752
Income from church hall lettings	15,174	-	-	15,174	13,321
	<u>21,093</u>	<u>-</u>	<u>-</u>	<u>21,093</u>	<u>18,525</u>
<b>TOTAL INCOME</b>	<b><u>128,723</u></b>	<b><u>5,356</u></b>	<b><u>-</u></b>	<b><u>134,079</u></b>	<b><u>137,235</u></b>

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**3. EXPENDITURE**

	Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £	Total <u>2017</u> £
<b>Diocesan parish share</b>						
Diocesan parish share		82,262	-	-	82,262	82,262
<b>Grants</b>						
Parish schools		-	115	-	115	240
Other giving		-	963	-	963	1,917
		-	1,078	-	1,078	2,157
<b>Church Activities</b>						
Printing the Parish Magazine		6,560	1,000	-	7,560	7,755
Memorial Tablet costs		443	-	-	443	558
Parish Training and Mission		1,337	846	-	2,183	3,561
Organists, choir and music		8,373	976	-	9,349	7,363
		16,713	2,822	-	19,535	19,237
<b>Maintenance of Church and Churchyard</b>						
General Maintenance		2,220	3,518	-	5,738	3,800
Graveyard Maintenance		-	1,418	-	1,418	898
		2,220	4,936	-	7,156	4,698
<b>Community Hall</b>						
Hall maintenance		1,063	462	-	1,525	2,867
Hall running costs		4,518	-	-	4,518	4,391
Depreciation		-	-	8,000	8,000	8,000
		5,581	462	8,000	14,043	15,258
<b>Running costs and overheads</b>						
Rector's expenses		1,651	-	-	1,651	1,997
Locums		938	-	-	938	501
Parish telephones	5	863	-	-	863	872
Salaries	4	10,974	1,920	-	12,894	13,056
Stationery, postage and printing		675	-	-	675	1,411
Photocopier		988	-	-	988	2,093
Gas, water and electricity	5	8,151	-	-	8,151	7,680
Insurance		4,112	-	-	4,112	3,961
Sacristy expense		629	-	-	629	882
		28,981	1,920	-	30,901	32,453
<b>TOTAL EXPENDITURE</b>		<b>135,757</b>	<b>11,218</b>	<b>8,000</b>	<b>154,975</b>	<b>156,065</b>

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**4. STAFF COSTS**

	<b><u>2018</u></b>	<b><u>2017</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Salaries	12,894	13,056
Social Security costs	-	-
Other pension costs	-	-
	<u>12,894</u>	<u>13,056</u>
Average number of employees in the year	<u>2</u>	<u>2</u>

**5. RELATED PARTIES**

As the parish youth and children's worker, appointed by the PCC, Ms Faye Milne, who was also a member of the PCC up until the date of her resignation, was paid £2,960 (2017: £3,120) during the year in respect of these duties.

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:

	<b><u>2018</u></b>	<b><u>2017</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Rectory water expense	560	608
Rectory telephone expense	470	477
	<u>1,030</u>	<u>1,085</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 2018 (continued)**

**6. FIXED ASSETS**

**(a) Tangible - Freehold Land and Buildings**

	<b>Endowment Funds</b>
	<b>£</b>
<b>Cost</b>	
At 1 January 2018	399,885
Additions	-
At 31 December 2018	399,885
<b>Depreciation</b>	
At 1 January 2018	80,000
Charge for the year	8,000
At 31 December 2018	88,000
<b>Net Book Value</b>	
<b>At 31 December 2018</b>	<b>311,885</b>
<b>At 31 December 2017</b>	<b>319,885</b>

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

**(b) Investments**

	<b>Endowment Funds 2018</b>
	<b>£</b>
Market value at 1 January 2018	13,010
Net gains	27
Disposals	(6,012)
Market value at 31 December 2018	<b>7,025</b>

All the investments of the PCC are held in the CCLA Church of England Investment Fund. During the year 358.58 units in the Fund were disposed of for cash and 435 units retained at the end of the year.

**Notes to the Financial Statements for the year  
ended 31 December 2018 (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	9,798	(52)	(2,721)	7,025
Higgs Fund	3,212	79	(3,291)	-
	13,010	27	(6,012)	7,025

**7. DEBTORS AND PREPAYMENTS**

	<b>Unrestricted Funds 2018</b>	<b>Unrestricted Funds 2017</b>
	<u>£</u>	<u>£</u>
Income tax recoverable	5,994	2,960
Magazine advertising due	371	476
Prepayments	164	1,390
	6,529	4,826

**8. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Unrestricted Funds 2018</b>	<b>Unrestricted Funds 2017</b>
	<u>£</u>	<u>£</u>
Accruals for utilities	1,590	1,443
Accruals for maintenance	548	506
Parish Share	6,855	-
Other creditors and accruals	1,890	3,201
Agency collections awaiting remittance	1,189	1,320
	12,072	6,470

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**9. PURPOSES OF RESTRICTED AND ENDOWMENT FUNDS**

<b><u>Name of Fund</u></b>	<b><u>Purpose</u></b>
<i>(a) Restricted Funds</i>	
Cassocks Fund	Provision of robes for choir
Youth and Families Fund	Support of youth and families worker
Ouseley Music Trust Fund	Provision of choral and organ scholarships
Capital Works Fund	Repair and enhancement of church
Music Fund	Purchase of music related items
Lychgate Fund	Support for costs of the parish magazine
Garden of Rest Fund	Maintenance and enhancement of the Garden of Rest
Organ Fund	Maintenance and repair of organ
Graveyard and Fabric Maintenance Funds	Maintenance of fabric, graves and churchyard
<i>(b) Endowment Funds</i>	
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 2018 (continued)**

**10. SUMMARY OF FUND MOVEMENTS**

The movements in funds during the year were as follows:

	Balance at 1 January 2018	Income	Expenditure	Transfers between Funds	Investment Gains	Balance at 31 December 2018
	£	£	£	£	£	£
<b>Restricted Funds</b>						
Cassocks Fund	1,053	-	-	-	-	1,053
Youth and Families Fund	2,215	1,453	(3,668)	-	-	-
Ouseley Music Trust Fund	3,370	-	-	-	-	3,370
Music Fund	-	225	(175)	-	-	50
Lychgate Fund	-	1,000	(1,000)	-	-	-
Capital Works Fund	3,013	750	(1,995)	-	-	1,768
Garden of Rest Fund	1,078	1,572	(140)	-	-	2,510
Organ Fund	3,458	-	(976)	-	-	2,482
Graveyard and Fabric Maintenance Fund	-	356	(3,264)	6,012	-	3,104
	<b>14,187</b>	<b>5,356</b>	<b>(11,218)</b>	<b>6,012</b>		<b>14,337</b>
<b>Endowment Funds</b>						
Graveyard Investment Funds	9,798	-	-	(2,721)	(52)	7,025
Higgs Fund	3,212	-	-	(3,291)	79	-
Jubilee Project Fund/D&K Memorial Fund	319,885	-	(8,000)	-	-	311,885
	<b>332,895</b>	<b>-</b>	<b>(8,000)</b>	<b>(6,012)</b>	<b>27</b>	<b>318,910</b>
General Fund	9,600	128,723	(136,492)	-	-	1,831
<b>TOTAL</b>	<b>356,682</b>	<b>134,079</b>	<b>(155,710)</b>	<b>-</b>	<b>27</b>	<b>335,078</b>

During the year, in accordance with a resolution of the PCC, the capital of the Higgs Fund was re-designated so that it could be spent on maintaining the fabric of the church; similarly, in accordance with a resolution of the PCC, the capital of the smaller graveyard trusts was re-designated so that it could be spent on the maintenance of the graveyard and its graves;

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**11. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017**

	Unrestricted Funds <u>2017</u> £	Restricted Funds <u>2017</u> £	Endowment Funds <u>2017</u> £	Total <u>2017</u> £
<b><u>Income and Endowments</u></b>				
Voluntary income	100,495	7,488	-	107,983
Activities for generating funds	10,305	-	-	10,305
Income from investments	-	422	-	422
Church activities	18,525	-	-	18,525
<b><u>Total Income</u></b>	<b>129,325</b>	<b>7,910</b>	<b>-</b>	<b>137,235</b>
<b><u>Expenditure</u></b>				
Church activities	(140,034)	(8,031)	(8,000)	(156,065)
Raising funds	(1,667)	-	-	(1,667)
<b><u>Total Expenditure</u></b>	<b>(141,701)</b>	<b>(8,031)</b>	<b>(8,000)</b>	<b>(157,732)</b>
<b><u>Net Expenditure before Investment Gains</u></b>	<b>(12,376)</b>	<b>(121)</b>	<b>(8,000)</b>	<b>(20,497)</b>
Net gains on investments	-	-	1,077	1,077
<b><u>Net Expenditure</u></b>	<b>(12,376)</b>	<b>(121)</b>	<b>(6,923)</b>	<b>(19,420)</b>
Transfer between funds	(226)	226	-	-
<b><u>Net Movement in Funds</u></b>	<b>(12,602)</b>	<b>105</b>	<b>(6,923)</b>	<b>(19,420)</b>
Total Funds brought forward at 1 January	<b>22,202</b>	<b>14,082</b>	<b>339,818</b>	<b>376,102</b>
<b>Total Funds carried forward at 31 December</b>	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**12. BALANCE SHEET AS AT 31 DECEMBER 2017**

	Unrestricted Funds <u>2017</u> £	Restricted Funds <u>2017</u> £	Endowment Funds <u>2017</u> £	Total <u>2017</u> £
<b>Fixed Assets</b>				
Tangible assets	-	-	319,885	319,885
Investments	-	-	13,010	13,010
	-	-	332,895	332,895
<b>Current Assets</b>				
Debtors and prepayments	4,826	-	-	4,826
Cash at bank and in hand	11,244	14,187	-	25,431
	16,070	14,187	-	30,257
<b>Liabilities</b>				
Creditors: amounts falling due within one year	(6,470)	-	-	(6,470)
<b>Net current assets</b>	<b>9,600</b>	<b>14,187</b>	<b>-</b>	<b>23,787</b>
<b>Total assets less current liabilities</b>	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>
<b>Total Net Assets</b>	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>
<b>Parish Funds:</b>				
<b>Unrestricted</b>	9,600	-	-	9,600
<b>Restricted</b>	-	14,187	-	14,187
<b>Endowment</b>	-	-	332,895	332,895
	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>

### **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, 2018, which are set out on pages 10 to 23.

### **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 ) **Jo Williams, FCA**  
**38, Rushett Close,**  
**Thames Ditton,**  
**Surrey.**  
**xx March, 2019**

## Budget for the year ending 31<sup>st</sup> December 2019

### 1. Budgeted income for 2019 compared to Actual income for 2018

<u>INCOMING RESOURCES</u>	ACTUAL GENERAL FUND <u>2018</u> £	BUDGET GENERAL FUND <u>2019</u> £	<u>VARIANCE</u>  £
<b>(a) Voluntary Income</b>			
Planned giving:			
Gift aid donations	69,761	70,000	239
Tax recoverable	18,165	17,500	-665
Other	442	500	58
	88,368	88,000	-368
Collections	8,157	8,000	-157
Legacies	1,000	0	-1,000
Donations	62	1,500	1,438
	9,219	9,500	281
	97,587	97,500	-87
<b>(b) Activities for generating funds</b>			
Parish magazine advertising	7,170	7,000	-170
Fairs, Bazaars, Quiz, Lunches	2,874	3,000	126
	10,044	10,000	-44
<b>(c) Income from investments</b>			
Bank and CBF Deposit Fund interest	1	0	1
	1	0	1
<b>(d) Income from Church activities</b>			
Wedding fees	1,248	1,250	2
Funeral fees	2,022	2,000	-22
Garden of Rest tablets	2,649	2,500	-149
Income from church hall lettings	15,174	15,000	-174
	21,093	20,750	-343
<b><u>TOTAL INCOMING RESOURCES</u></b>	128,724	128,250	-473

## 2. Budgeted expense for 2019 compared to Actual expense for 2018

<b><u>RESOURCES EXPENDED</u></b>	<b>ACTUAL GENERAL FUND 2018 £</b>	<b>BUDGET GENERAL FUND 2019 £</b>	<b><u>VARIANCE</u> £</b>
Cost of generating funds	735	750	-15
Diocesan Parish Share	82,262	70,000	12,262
	<b>82,997</b>	<b>70,750</b>	<b>12,247</b>
<b><i>Grants</i></b>			
Parish schools and other	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>Church Activities</i></b>			
Printing the Parish Magazine	6,560	7,500	-940
Memorial tablet costs	443	400	43
Youth worker expense	1,157	0	1,157
Parish Training and Mission	1,219	1,500	-281
Organists, choir and music	8,473	9,000	-527
	<b>17,852</b>	<b>18,400</b>	<b>-548</b>
<b><i>Maintenance of Church and Churchyard</i></b>			
Church Maintenance	2,220	3,500	-1,280
	<b>2,220</b>	<b>3,500</b>	<b>-1,280</b>
<b><i>Community Hall</i></b>			
Hall maintenance	1,063	2,000	-937
Hall running costs	4,431	4,500	-69
	<b>5,494</b>	<b>6,500</b>	<b>-1,006</b>
<b><i>Running costs and overheads</i></b>			
Rector's expenses/locums	2,878	3,000	-123
Parish telephones	863	800	63
Parish secretary	9,936	9,936	0
Photocopier and printing	1,721	1,500	221
Gas, water and electricity	8,151	8,500	-349
Insurance	4,112	4,500	-388
Sacristy expense	629	750	-121
	<b>28,289</b>	<b>28,986</b>	<b>-697</b>
<b><u>TOTAL RESOURCES EXPENDED</u></b>	<b>136,853</b>	<b>128,136</b>	<b>8,717</b>
<b><u>Budgeted Deficit on General Fund</u></b>	<b>-8,129</b>	<b>114</b>	<b>8,244</b>

## AGENDA ITEM 8

### STEWARDSHIP REPORT 2018

	<b>Forecast 2017</b>	<b>2017</b>	<b>Forecast 2018</b>	<b>2018</b>	<b>Forecast 2019</b>
<b>Donor Numbers</b>					
Regular Non Gift Aided	6	6	5	7	5
Regular Gift Aided	87	90	89	88	84
CAF/PAYE	5	3		3	3
<b>Income</b>					
Regular Non Gift Aided	1228.00	1400.00	1350.00	2141.00	821.00
CAF/GAYE	4000.00	3020.46	3020.00	3258.60	3258.60
Regular Gift Aided	53000.00	50600.80	60000.00	58348.21	54568.00
Occasional Gift Aided	2500.00	7089.05	8000.00	7778.49	8000.00
Tax Repayments	13875.00	16347.86	17000.00	16374.66	16500.00
GASD Repayments	2000.00	1616.50	2000.00	2000.00	2000.00
<b>Total Stewardship Income</b>	<b>76603.00</b>	<b>80074.67</b>	<b>91370.00</b>	<b>89900.96</b>	<b>85147.60</b>

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

A quinquennial inspection of the church was carried out by the church architect in April 2018. His conclusion noted that regular maintenance was carried out and the PCC “are to be congratulated on the general condition of the building”. A number of recommendations were made. One of these required prompt attention and has now been dealt with – this concerned the water butt. There is a list of other items requiring attention either within two or five years. Several of these relate to repointing the stonework and it is planned to attend to these in the summer of 2019.

During the year the repair of one of the chancel windows, referred to in last year's report, was completed. Minor repairs during the year have included:

- the emergency lighting in the hall;
- the boundary fence;
- a replacement microphone for the lectern following a generous donation.

The lease agreement on the church photocopier expired and a replacement has been obtained at a significantly lower cost. A grant has been obtained from the Walton Charity to cover the cost of installing a hearing loop in the hall and this is planned to be installed in March 2019.

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.

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.

Elmbridge Council are responsible for the safety of the trees in the churchyard and they decided it was necessary to fell the two large pine trees at the East end of the church as they judged them unsafe. This work has now been undertaken by Elmbridge's contractor. Unfortunately, in the course of the work some damage was caused to a memorial, a man-hole cover, the path surface and a rose bed. The memorial, path and man-hole have been repaired at the contractor's expense and they have agreed to pay for replacement rose bushes.

Following the departure of our longstanding organist the wardens arranged cover for our services throughout 2018.

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 and two professionally repaired. The inventory has been checked. During the year two kneelers were found to be badly damaged by moths and were disposed of. Subsequently all kneelers and seat covers were inspected and any showing slight moth damage sprayed with insecticide.

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

*Peter Topp and Joanne Hall*  
*Churchwardens*

## AGENDA ITEM 10

### DEANERY SYNOD REPORT

Cat Smith and Diana Jemmett continue as Deanery Synod representatives.

In June 2018, Andrew Cowie, Vicar of St Nicholas' Thames Ditton was commissioned as Area Dean.

Deanery Synod continues to look at how our mission priorities as a deanery relate to the diocesan mission strategy of Transforming Church Transforming Lives.

At the October meeting, Matthew Frost, former chief executive of TearFund and now chair of the Renewal and Reform task group looking at the role of lay leadership in the Church of England, gave a talk on increasing lay leadership in churches.

The focus of Deanery Synod is on it becoming a forum for sharing ideas and building networks for mutual support.

*Diana Jemmett*  
*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;  
United Reformed 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. I would like to thank Katharine Lankey for attending the meetings in my place.

During this year we continued to join together in fellowship:

- **Week of Prayer for Christian Unity** and a **joint service** held at All Saints Weston Green
- Lent – Providing a selection of **Lent courses** across the churches for anyone to attend followed by the popular annual **post Lent Social Supper** - held at Speer Road URC
- **Stations of the Cross** –the second year of an initiative where each church made a display of 3 different prayer stations. Every church was open during Holy Week and on the Tuesday of Holy Week refreshments were provided in each church.
- **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
- **Ecumenical Healing Service** at Our Lady of Lourdes
- **Pilgrimage to Arundel**

CTD 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  
CTD representative*

## AGENDA ITEM 12

### **ANNUAL REPORT ON SAFEGUARDING FROM THE PARISH CHILD PROTECTION COORDINATOR**

DBS clearances have been obtained for a few who are new volunteer helpers and renewals are underway for those first cleared in 2014. Since late 2018 this process can now be completed online.

Information on courses being offered by the Diocese of Guildford can now be obtained on the diocesan website. There are now many modules available online which may be completed after guidance as to which are necessary for the DBS applicant.

There are now e-Learning modules available such as Basic Awareness in Safeguarding Children and Young People. However, there is still face-to-face training available at Diocesan House.

Thank you again to all involved working with adults and children of all ages and in a variety of areas in church life and in the wider community.

As I am sure you are aware the safeguarding of our children, young people and vulnerable adults is the responsibility of us all.

At the APCM I will be standing down as Safeguarding Officer and I am delighted to report that Joanna Howard has kindly agreed to take on the role.

Should anyone have questions or concerns regarding any safeguarding matters, please speak in confidence to either the Rector or Jo.

*Diana Jemmett*  
*Child Protection Co-ordinator*

## AGENDA ITEM 13

### STEWARDS

I believe that our congregation has continued to enjoy the warm welcome they receive from each of you as they come through the south door into St Mary's Church.

Many people have entered the church and been reassured by one of you especially when they have never been to one of our services before. How wonderful to feel welcome in God's house!! We must continue to remain aware of those needing assistance of any sort, especially the location of the Toy/book corner, pram parking and the Hall with its cloakrooms and children's groups.

As ever, we continue to look for new Stewards, especially from the younger members of the congregation, to strengthen our numbers for morning **AND** evening services. I would love to hear from you if you are interested and would like to ask me more. At present you would only be asked to do one duty a month or less.

**Thank you all for your willing service and all you do to make people feel comfortable and welcome in God's house. I do so hope you will each be willing to stand again.**

FLORENCE CALEY  
ANN COLLINS  
SUE MICHALCZYK  
BARBARA WHITE  
BARRY WHITE  
JOANNE HALL  
JUDITH TOPP  
JOHN HOWE  
KENNETH MOULD  
DIANA JEMMETT

YVONNE JACKMAN  
PAULINE LAW  
JILL ROGERS  
BRIAN ROGERS  
SUE SCOTT  
JANET CRITCHLEY  
SUE LE ROUX  
JANET TURNER  
JULIA WATTS  
VAL TANNER

Thank you too, to all those who have helped the Team members out in emergencies, your support is always most appreciated!!

*Diana Jemmett*  
*Stewards Co-ordinator*

## AGENDA ITEM 14

### MUSIC 2018

It has been another busy year for the Choir and Organist. I continued to serve as acting Director of Music and when I have been unavailable to take practices, or play for services, we have been lucky enough to secure a number of other organists who have been able to help out. Most of the choir administration falls to Cat Smith who continues to do a fantastic job and to whom enormous thanks are due.

Our junior choir is flourishing with Khala and Molly progressing to full choir membership and Serena and Sebastian receiving their Royal School of Church Music light blue ribbon award. Lexie moved to the back row and Khanyi has taken over as head chorister. We welcomed a number of new juniors and all have made an excellent start. During the course of the year we said farewell to Chris Smith and Rod and June Pearson, all of whom decided to hang up their robes as regular members, although they have all continued to join us on an occasional basis. Alice reached the end of her schooldays and we wished her well as she began her medical studies at University. Sebastian was awarded a place at the Chapel Royal, Hampton Court where he started as a probationer in September. He is currently still able to be part of the St Mary's choir as well. Alice, Lexie and Sebastian all achieved fantastic results in singing exams under the expert guidance of Kate.

Musically, we continue to widen our repertoire by learning some new anthems and settings and made good use of our new anthem books. We returned to old haunts at Chichester Cathedral to sing all three services on Sunday 4 November. We fielded a strong choir with an age range of almost 7 decades! Once again, the clergy in the Cathedral were delighted with our singing and have invited us back for a whole weekend in November 2019.

We were honoured to have a Christmas carol composed for us in December and to give the first performance of Adam Lay Y Bounden by Tim Hamilton during our Nine Lessons and Carols.

Socially, there was a choir trip to Littlehampton, a bowling trip and choir parties held in the summer and post-Christmas. The juniors had a trip to Macdonalds after carol singing and the adults can often be seen in a local hostelry after choir practice on a Friday evening!

We were once again raising funds for Shooting Star Chase hospice, by singing at Surbiton Station, The Angel and The George Evelyn. Our thanks to all who sang, to those who helped with buckets and to those who made generous donations.

During the Autumn Douglas Tang was appointed as the new Organist and Director of Music and started in January 2019. I have been delighted to hand over a very healthy and flourishing choir to Doug.

Any enquires to join the choir are welcome, from Minor to Junior to Adult!

*Caroline Yalden*

## **AGENDA ITEM 15**

### **SUNDAY CLUB**

It has been a year full of changes. Our Children and Families worker unfortunately was unable to continue the responsibility she took up and resigned in May 2018. 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 three 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 6-8 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.

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.

We welcome support in any form with ideas to expand or deliver lessons in an interesting manner, volunteering to help in Sunday club 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 16

### COMMUNITY ENGAGEMENT ACTIVITIES

St Mary's organises a range of activities to support and engage with the community of Long Ditton. We publish the "**Lychgate**" magazine every other month and deliver it to all the households in the Parish. This 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 monthly. 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 those who wash up.
- **Film Friday** is held once a 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.
- **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.
- **More Tea Vicar!** meetings are held in the community hall on second Friday afternoons each month (apart from August). 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.

- 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 other than family members, do tell them about the Bereavement Cafe. More details are in The Lychgate magazine.
- In 2018, for the third year running, we organised both the **Holiday at Home** and **Long Ditton Lights Up!** events. 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! 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. Organising both events involve much work but are appreciated by the attendees. We are very grateful to the trustees of Long Ditton Village Hall for their donations which make putting on these events possible.



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