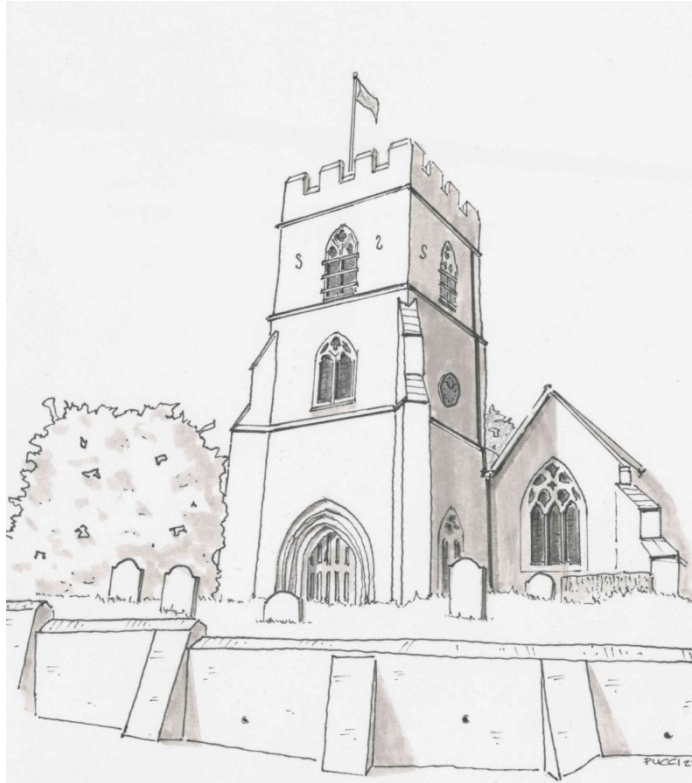


St Mary the Virgin Horsell



The Annual Parishioners Meeting
And the Annual Parochial Church Meeting
on 27th April 2025, at 11:30am
St Mary's Church, Horsell

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**Agendas for the Annual Meeting of Parishioners and the
Annual Parochial Church Meeting of St Mary the Virgin, Horsell
11.30am on Sunday 27th April 2025 in St Mary's Church**

Annual Meeting of Parishioners

You are entitled to vote in the election of Churchwardens if you are either on the Church Electoral Roll or on a register of Local Government Electors because you live in the ecclesiastical parish.

- 1 Prayers
- 2 Apologies
- 3 Minutes of the 2024 Annual Meeting of Parishioners
- 4 Election of Churchwardens for 2025 – 2026

Annual Parochial Church Meeting

You are entitled to vote at the Annual Parochial Church Meeting (APCM) if you are on the Church Electoral Roll.

- 1 Minutes of 2024 Annual Parochial Church Meeting
- 2 Annual Report for 2024
 - a) Electoral Roll
 - b) Report on the fabric, goods, and ornament
 - c) PCC Review of the Year - Sarah Lockhart
 - d) Financial Statements – David Leach
- 3 Appointment of the Independent Examiner
- 4 Elections
 - a) Deanery Synod
 - b) Parochial Church Council
- 5 Annual Reports from Church Organisations (Book 2)
- 6 Vicar's report for 2024
- 7 Vision for the children and families' work – Rebecca Connolly
- 8 Update on St. Andrew's Room extension – Brian Sheriff
- 9 Safeguarding – Sandra Bayliss-Hare
- 10 Consultation Phase 3 : Announcement of changes – Mark McMurtrie
- 11 Any Other Business (prior agreed)

Minutes of the Annual Meeting of Parishioners and the Annual Parochial Church Meeting held at 11:30 am on Sunday 28 April 2024 in St Mary's Church, Horsell

Minutes of the Annual Meeting of Parishioners

1. Prayer – Revd Dmitry Lutsenko opened the meeting and said a prayer.
2. Apologies – John Lock, Sarah Bugler, Colin Bugler, Alan Nicholls. 43 Parishioners were present.
3. Minutes of the 2023 Annual Meeting of Parishioners – Proposer – Hilary Mitchell, Seconder – Marion Wernham, 3 abstentions, approved by a majority.
4. Election of Churchwardens for 2024 – 2025 – The Vicar thanked Brian Sheriff and Mark McMurtrie for their support and for doing a good job as churchwardens and both wish to stay on. They will each be in their 4th and 2nd years respectively. The parishioners showed their appreciation with applause. Brian Sheriff and Mark McMurtrie were re-elected by a majority with no abstentions or oppositions. Many thanks to them both.

Minutes of the Annual Parochial Church Meeting

1. Minutes of the 2023 Annual Parochial Church Meeting – approved by a majority, 3 abstentions.
2. Annual Report for 2023
 - a) Electoral Roll – 156 parishioners are listed on the Electoral Roll (153 at the end of 2022). The roll will be redone in 2025.
 - b) Report on the fabric, goods, and ornaments – The Church Wardens report that everything is in good order.
 - c) PCC Review of the Year – Mark McMurtrie gave a summary (attached to these minutes).
 - d) Financial Statements – David Leach gave a presentation of the financial statements with slides.

Planned giving comprises 60% of our income, with gift aid, making nearly 75%. Our income has dropped since 2017 and has not kept up with inflation.

Horsell giving does not match the affluence of the parish. Average giving in UK is £16.24 pw. Horsell is 5% more affluent than Guildford average (£22.84 pw) and Horsell is in the top 5% by affluence nationally yet giving is below national average at £13.39 pw. Consequently, we are relying on high interest rates and rental income (6 Walden Park Road) to cover lower giving (interest rates are out of our control, but rental income is within it (no assistant minister or curate)). In 2024 we expect to spend less on utilities and more on ministry.

David explained what we get for our Parish share and shared costs.

Future proofing led to a large spend on the much-improved lighting and employing Rebecca as our Children and Families' worker. The Church clock repair was funded by community; and the wall repair funded by a legacy.

David thanked everyone for their planned giving and also for the time they give (which saves money). David noted that much voluntary work is falling on a reducing number of people.

Particular thanks were given to Tim Jordan for saving us tens of thousands in the reconstruction of the wall and Hilary Mitchell for doing our banking for numerous years (a task becoming more difficult as High St banks close).

Planned giving is by far the preferred method and David is looking to set up a banking (via the village PO) rota.

Questions: which legacy paid for the churchyard wall? Tindall Family (in common with Serum College in Salisbury).

Why has the upkeep of services increased from £50 in 2022 to £1000 in 2023? It covers not just bread, wine and candles but meals and refreshments for Messy Church and other costs e.g. from AAW, plus restocking of supplies (in 2022 we made use of old supplies).

How is the average giving calculated? By the number of people who give on a planned basis and the figures are submitted to the CoE, who make the national comparisons.

How would you summarise our overall financial position? Ok in the short term but we need to consider our medium-term position.

Thanks with applause were given to the PCC treasurer.

3. Appointment of the Independent Examiner – David Weller would like to continue as the Independent Examiner. Proposer – June Locke, Seconder– Brian Sheriff, appointed by majority.

4. Elections

a) Deanery Synod – The vicar thanked David Leach and Gill Squibb, who were appointed representatives in 2023. The parishioners showed their appreciation with applause. Gill Squibb is stepping down for personal reasons and thereby comes off the PCC leaving 2 Deanery Synod vacancies.

b) Parochial Church Council – The vicar thanked everyone who served on the PCC during the year. Sarah Bugler is not seeking re-election after 6 years' service and Elaine Davies wishes to be re-elected as her term has ended.

There are 2 other nominees for election, namely Nick Duncan-Brown and Carmen Duncan-Brown. All 3 were elected by a majority with no abstentions or oppositions.

5. Annual Reports from Church Organisations (Book 2) – The vicar thanked all contributors to Book 2. If you have a question, please ask the author of the report.

6. Vicar's Report for 2023

Based on the theme of our annual meeting, '*celebrating the achievements of 2023*', my vicar's report outlines the reasons for us to be grateful for:

- **Employment of Rebecca Connolly as our Children and Families' worker.** Rebecca has done remarkably well in her first 6 months with us. She settled in well, and although our church is not of her tradition, she and her husband, James learned very quickly how we do things here. If you still have not had a chance to say hello to them, please do so. They are lovely young people with lots of fresh ideas, wanting to grow our children and families' ministry. Rebecca understands the importance of building relationships with the families and has been doing so from the beginning of her ministry at St Mary's and in the wider parish.

Rebecca's 6-month review suggested that going forward she needs to focus on the following areas:

A. To start formulating the overarching strategy of our Children and Families' work; how all the groups and activities fit together; what is the purpose of doing them and how they fulfil the church vision:

'Making Jesus known, Getting to know Jesus better and Sharing Jesus' love in the community and world'.

B. To consolidate on the success of Christmas and Easter parties, where we saw over 100 people joining us, and to think how to build relationships with these families and to enable their transition between various children's groups.

C. To deepen her involvement with the local schools, as a start, to get to know RE leads and to offer her help with contributing to the RE curriculum.

- **Horsell Matters.** Under the leadership of Vanessa McMurtrie with the support of Olya Lutsenko the magazine has continued to thrive and be a valuable resource for the community. HM proves to be an effective evangelistic tool as well as a media for promoting various church and community events and initiatives. Many thanks to all who contribute, sort and deliver the magazine to the local residents.
- **Preaching ministry.** Many thanks to Michael Templeman, John Mitchell and Roy Wernham for sharing the pulpit ministry with me. In 2023, in addition to regular preaching on the Lectionary readings, we offered two teaching series: *'Importance of the Bible'* and *'Jesus' "I am" sayings'*.
- **Pop In Coffee** has seen a steady flow of people attending on Friday morning with some folk coming from different local churches to share a cuppa +cake and fellowship with us. Some of these people joined us for our monthly care home visits and some came to the Bible course.
- In 2023 we ran **two courses**: an evangelistic course *'Talking Jesus'* and *first part of 'The Bible course'*. Both were well attended, attracting people from other churches. My hope is that these two courses equipped the attendees to be more confident in sharing their faith and to know and be able to apply The Word of God in their lives.
- **Safeguarding.** Under the leadership of our safeguarding officer, Sandra Hare Bayliss, we have achieved Level 3 on the Parish safeguarding dashboard. This means that we take safeguarding seriously in our church and do everything we can to inform, educate, prevent and protect all members of the congregation from potential safeguarding issues. Sandra ran several safeguarding training courses in St Andrew's room and in people's homes for the members of our congregation. Many thanks to Sandra for her commitment to safeguarding in our church, we all wish and praying for her speedy recovery.
- **Church development Plan.** Our CDP was reviewed by the Diocese and well received. In 2023 the great deal of discussion was given to offering a new style of worship service, reviewing the current AAW service and the way we do music at St Mary's. As the result of these discussions the new style of First

Sunday of the month service has been introduced and the new music group was formed (overseen by James Connolly) to aid worship during this service.

- **Technology.** A new lighting system was installed around the church. Now we can all enjoy the benefits of more efficient and reliable lighting. Many thanks to Barry and David for overseeing this project for us.
- **Visits to Kettlewell and Horsell Lodge.** Monthly visits to Kettlewell nursing home and termly to Horsell Lodge continued in 2023. Many thanks to Mike Couper, Cecil Hull and Grahame Wood for playing music, and the choir for offering their voices as a gift to the residents.
- **Community events.** We continued our involvement with the community either by organising or taking part in annual community events. To name a few: Heritage weekend, Church spring clean, Village Show, 9 Lessons and Carols and McMillan coffee morning. Many thanks to all who organised, volunteered and attended these events.
- **Pastoral care team** continued to provide pastoral care under the leadership of Janet Johnson for the first part of the year. During the second part of the year, Margaret Johnson stepped in to become an interim leader during Janet Johnson's recovery from illness. Lately, the team grew as we welcomed some new members. Many thanks to the team for their invaluable service to the members of our church and wider community.
- **Prayer Ministry.** Many thanks to Margaret Johnson and Elaine Davies for leading our prayer ministry; for after church prayer, public and private prayer lists, Meditation service and Peaceful prayer and praise services.
- **Eco-church.** In 2022 St Mary's were awarded a bronze Eco-church award. In 2023 we were consolidating on this achievement and are on track of achieving the Silver one. Many thanks to the eco-church subcommittee offering us a direction of travel in this area.

The rebuilding of the church wall is almost complete, and the plan is to transfer the churchyard to the WBC. Hopefully this will happen in 2024. Many thanks to Tim Jordan for overseeing this project for us. I want to finish my report by offering my sincere thanks to the churchwardens, staff team and the PCC, as well as to all who work behind the scenes - cleaners, flower arrangers, bell ringers, money counters, tea and coffee makers, servers, welcomers, AV operators, chalice assistants and many more. Without you St Mary's would not be what it is - a thriving church community at the heart of Horsell.

7. Update on the St Andrew's room extension – Brian Sheriff reported that after much toing and froing, as of 10 April 2024, we have full and final Woking Borough Council (WBC) planning permission of the St Andrew's room extension project. The quantity surveyor has been asked to update the costs. Those who have long served on the sub-committee (for which grateful thanks were given) invite new members to join, replace and realise the plans to take it forward.

Our 1873 clock has undergone various repairs by Gillett and Johnson (G & J) and the clock has worked for short periods but then stopped again. Several Bushes, which connect the cogs to the Spindles, have been replaced, as has the Pendulum. The community has raised funds of £5,400 of which £2,500 has been spent under careful management. On 8/4/24 the clock was taken away to the G & J workshop for a final attempt at repairing the old mechanism. Sufficient funds are preserved to purchase an electric clock as a last resort.

8. Children and Families Worker – Rebecca Connolly has been in post since August 2023 and gave her report. Attendance at JAM and Messy Church has increased steadily, and the weekday groups on Tuesday and Thursday have been maintained. There was exceptionally high attendance at the Christmas

(105) and Easter (130) parties, both children and adults. Rebecca has engaged with both schools, conducting RE lessons to year 3, and leading the Easter service at the Village school.

Thanks were given to Mike Couper (Twinkle Tots) and Angela Murphy (Baby/toddler grp), Ros Haines (Open the Book), Lesley Templeman (LT) (All Age Worship).

Safeguarding – LT first line of report on temporary basis.

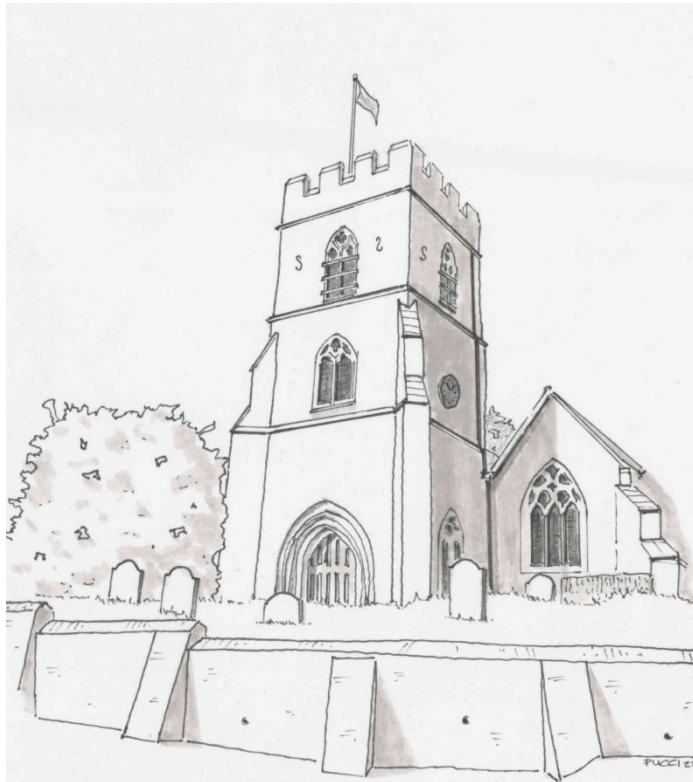
Thanks were given to RC and all the volunteers by the vicar and all present, with applause.

9. Any Other Business (prior agreed with the PCC secretary) – No other items of business for this meeting.

The meeting was closed with the Grace.

Revd Lutsenko thanked everyone for attending the meeting.

Church of St Mary the Virgin
Horsell



PCC Annual Report for 2024

Directory

www.stmarys-horsell.org.uk

Incumbent: Reverend Dmitry Lutsenko
Tel: 07365 356228
The Vicarage, Wilson Way, Horsell, Woking, Surrey
Email: vicar@stmarys-horsell.org.uk

Children & Families' Worker: Rebecca Connolly
Tel: 07388 931904
Email: childrenandfamiliesstmarys@gmail.com

Parish Administrator: Helen Gravette
01483 772134
Email: stmaryshorsell@btinternet.com
Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey (Tues 9am-4pm, Wed, Fri 9am-1 pm)

Wardens: Brian Sheriff,
Barcroft House, Littlewick Road,
Horsell, Woking, Surrey
Tel: 01483 474975

Mark McMurtrie,
6 Bedford Close, Horsell, Woking, Surrey
Tel: 07815 635609

Secretary: Sarah Lockhart

Treasurer: David Leach

Bank: CAF Bank
25 Kings Hill Avenue,
West Malling, ME19 4TA

Independent Examiner: David Weller

Charity registration number: 1128175

Annual Report for the year ended 31st December 2024

The Parochial Church Council (PCC) is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish of Horsell the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibility for the Church of St. Mary the Virgin, Horsell and its grounds.

PCC Membership

The incumbent, churchwardens and synod representatives are automatically members of the PCC. Other members are elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules or are co-opted by the PCC.

During the year, the following served as members of the PCC:

Incumbent: Reverend Dmitry Lutsenko

Wardens: Mark McMurtrie
Brian Sheriff

Representatives on the Deanery Synod:

David Leach

Elected members:

Sarah Bugler (until APCM 2024)
Elaine Davies
Helen Teresa Edwards
Vanessa McMurtrie
Lesley Templeman
Michael Templeman
Tim Jordan
Adrian Harvey
Nick Duncan-Jones (from APCM 2024)
Carmen Duncan-Jones (from APCM 2024)

Co-Opted members:

Sarah Lockhart (from May 2024)

1 Electoral Roll

At the end of the year there were 156 on the Church Electoral Roll (the same at the end of 2023).

2 Church Attendance

The usual Sunday attendance, counted during October, was 71 (56 in October 2023) Easter Sunday attendance was 186 (145), Christmas Eve was 93 (96), and on Christmas Day 120 (106).

3 Fabric, Goods and Ornaments

The Churchwardens have undertaken the annual inventory of the goods and fabric of the Church and report that all are on good order.

4 PCC Review of the Year 2024

There were 14 members of the PCC, who met 6 times in 2024, and the average attendance was 80%.

Safeguarding was discussed at each PCC meeting and there were no concerns raised requiring further action throughout the year.

At the PCC meeting in **January**, the All Age Worship (AAW) Team recommended using the first Sunday of each month for a new style of service and a number of suggestions were discussed. The PCC also agreed to approve the budget paper that was prepared by the PCC Treasurer. Discussion also took place as to whether it would be possible to employ a Curate at some point, but it was agreed that this would require additional funding.

In **March**, we discussed the Church Development Plan, focussing on the topics of Music and the structure of Sunday services. This month saw the first service lead by the Music Band and there had been positive comments in terms of how this had been received.

The Racial Justice Covenant was approved unanimously by the PCC with an agreement to review after two years.

In **May**, we welcomed two new members to the PCC and said farewell to one other. At this PCC meeting the appointment of PCC officers and members of the various subcommittees were approved.

Additionally, the PCC approved the following resolution: The PCC of the parish of St Mary the Virgin Horsell in the Diocese of Guildford, in the county of Surrey, as one of the appointing bodies for governors gives its approval for the Horsell Church of England (Aided) Junior School, Woking, Surrey to become an academy with Newark (Learning Partners Church Academy) Trust.

At the **July** meeting it was agreed the children's group, Twinkle Tots would cease, and that Tiny Treasures would remain as the only pre-school children's group, however there would need to be some Christian input into the sessions.

It was also unanimously agreed by the PCC that The Diocese of Guildford Statement of Safeguarding Policy be adopted.

In **September** a number of the PCC attended a Diocesan Parish Development Planning meeting, and discussions were started on possible options for changing the structure and timings of services. We also started planning for the Christmas period.

At the meeting in **November**, we continued to discuss the possible options for changing the service structure and timings. The ownership of many of the areas detailed in the Church Development Plan was also assigned.

5 Review of the Deanery Synod Year

Deanery Synod is made up of churches across Woking. We meet up, usually three times a year to discuss issues across Woking's churches and the wider church. Deanery Synod members have the responsibility of electing representatives to Diocesan and General Synods.

Dmitry is an automatic member of Deanery Synod and St Mary's may elect up to three additional members. Currently David Leach is the only elected representative of St Mary's.

During 2024, a new deanery leadership team was formed of Shani Orchard (chair), Caroline Harvey (secretary), Barbara Humphries (treasurer), Camilla Nicholls-Wilson and Andy Smith.

Deanery Synod only met twice in 2024. The February meeting clashed with Woking Council's main budget meeting, so Deanery Synod members spent the time praying for our councillors instead.

At the **June 2024** meeting, the main item on the agenda was a panel discussion one intergenerational church with representatives of differing age groups.

The older generations generally grew up with experience of church but sometimes these experiences were negative. Younger generations typically have less experience of church, but this creates opportunity of a blank slate to define what church is.

The panellists did not think they were changing much on the inside, more growing older on the outside.

The discussion concluded by considering the typical needs for each group:

- **Boomers – Truth.** Modern science and technology are wonderful but are not enough to provide a complete understanding.
- **Gen X – Relevance.** How is faith relevant to me and what impact will church have on my week ahead?
- **Gen Y – Authenticity.** Will making time in my busy life for church activities improve my wellbeing?
- **Gen Z – Belonging.** I've left my family home and school/university friends. I'm now making my own way in the world and seeking a community in which I can belong.

At the **October 2024** meeting, we worshipped together in a service of evening prayer.

Diocesan synod elections were held in 2024 for a new three year term. Woking's representatives on Diocesan synod are: Lucy Bush, Gillaine Holland, Mark Wallace, Nigel Cundy, Rosalind Cyphus, David Leach, Gordon McFarland, Steven Morris and Steve Roberts.

6 Safeguarding and Disclosure and Barring Service Checks

Sandra Bayliss-Hare continued as Parish Safeguarding Officer, but had to take leave of absence for personal reasons. Lesley Templeman stood in for her as PSO, supported by Helen Gravette. Brian Sherriff continued as DBS validator.

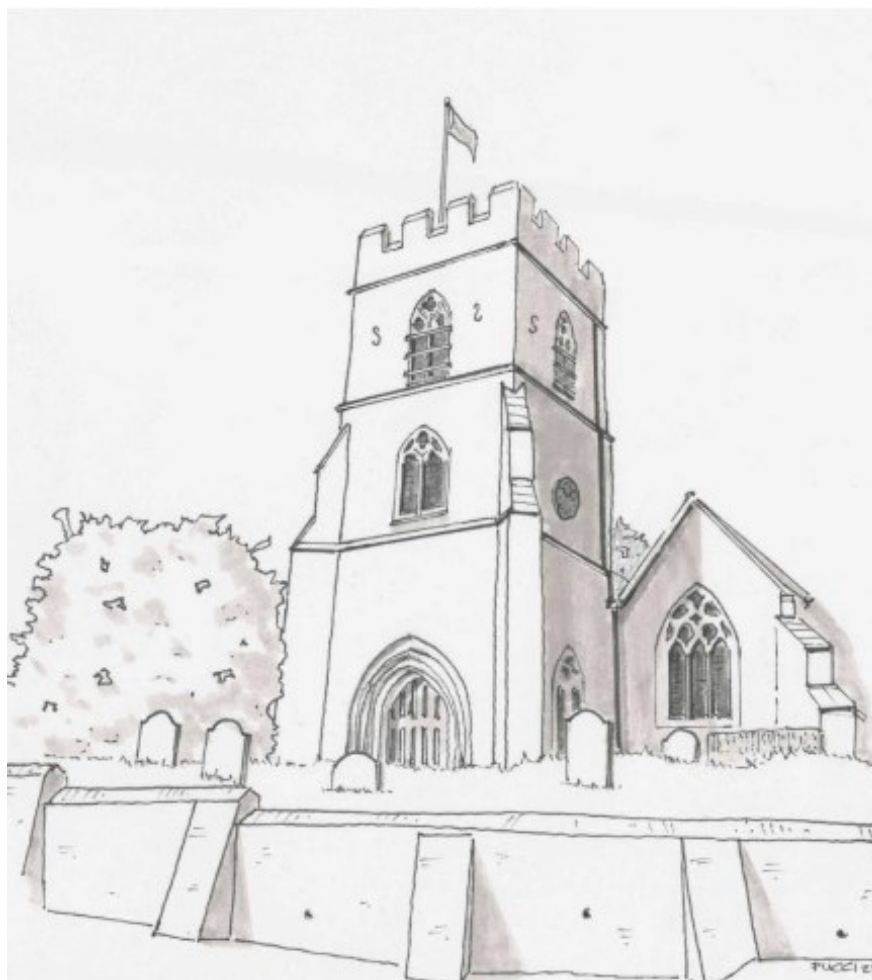
The PCC has continued to give due regard during the year to the House of Bishops' Safeguarding Policy, which adopts the C of E's 'Promoting a Safer Church' policy statement, the House of Bishops' practice guidance and the supporting diocesan safeguarding protocols. The PCC agreed to the policy statement at the PCC meeting held on Monday 15th July 2024.

DBS checks have continued throughout the year. The parish dashboard continued at level 3.

No safeguarding concerns requiring investigation or action were reported during the year.

**Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024**

Annual Parochial Church Meeting



**Financial Statements
of Horsell Parochial Church Council**

For the year ending 31st December 2024

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

OUTWARD GIVING 2024

Outward Giving 2024				
	From church funds	Special collections	Direct giving	Totals
Locally				
York Road Project	1,500	15		
York Road Project (Sunday Coffee)			100	1,615
Engage Woking Schools	1,189			1,189
Woking Hospice (Pop In Coffee)			150	150
Horsell Church of England Junior School	3,150			3,150
Young Carers - Junior School (Pop In Coffee)			280	280
Young Carers - Woking High (Pop In Coffee)			360	360
Nationally				
Children's Society (Nativity Collection)	500			
Children's Society (Pop In Coffee)			100	600
The Bible Reading Fellowship	2,000			2,000
A Rocha	1,000			1,000
MacMillan (Pop In Coffee)			100	
MacMillan (Sunday Coffee)			100	200
Globally				
Bible Society	1,250			1,250
Five Talents	1,250			1,250
Christian Aid	500			
Christian Aid (Harvest Collection)		80		
Christian Aid (Christian Aid week Collection)		2,828		
Christian Aid (Sunday Coffee)			200	3,608
	12,339	2,923	1,390	16,652

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Financial Review

Income and Expenditure

Planned and voluntary giving with associated gift aid is our primary source of income. Planned giving and cash collections in 2024 were in line with 2023. We extend our grateful thanks to all who donate and review their giving regularly.

Investment income totalled £78,897 in 2024 and included upfront rent of £22,341 for 6 Waldens Park Road. Excluding the upfront rent, investment income totalled £56,556 which is in line with 2023. The PCC continues to benefit from higher bank interest returns on our reserves.

In 2023, maintenance work was undertaken to replace the church lighting and repair the church clock for which we received £16,760 in grants and donations.

In 2024, income totalled £182,229. Income was £4k higher than 2023 due to the upfront rent received in 2024 being mostly offset by maintenance work donations in 2023. Income in 2024 was otherwise in line with 2023.

We continue to donate 10% of our unrestricted income to key mission partners as we believe it is a joy to give from what God has so generously given to us and share Jesus' love in our world.

The Parish Share is our most significant outgoing at £98,053, a rise of £3k on 2023.

Utility costs reduced £3,500 due to falling wholesale costs and installing low energy lighting at the end of 2023. Insurance was £4,776. Costs of running the parish office were £12,145.

The PCC welcomed Rebecca Connolly as our children and families worker in August 2023. Expenditure on children's work was lower in 2023 as we did not have an employed children and families worker for the first seven months of the year.

£6,834 was spent in 2024 on further architectural drawings and costings as we seek the best way forward to renovate the St Andrew's Room and facilities.

Expenditure in 2023 included £10,493 on rebuilding the churchyard wall.

Overall, expenditure and income are broadly in line due to receiving upfront rental income. Excluding the upfront rent and St Andrew's room redevelopment works, 2024 recorded an adjusted ordinary operating deficit of £12,107.

Investments

The PCC holds a mix of cash deposits and investment funds.

Investment values increased £11,018 for the year to 31 December 2024. The PCC have elected to invest ethically through CCLA's Church of England funds.

A £10,634 depreciation charge was taken against the church lighting.

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Risk Management

In line with best practice the PCC is aware of the risks to which it is exposed in the following categories:-

- Financial risks
- Reputational risk
- Statutory and legal requirements
- Operational risk
- Safeguarding

There is a robust structure of various sub-committees reporting to the PCC and independent financial management. The PCC reviews its risk register at least annually and, having given consideration to the major risks to which the PCC is exposed, are satisfied that systems and procedures are established in order to manage those risks.

Reserves Policy

It is the long term policy of the PCC for annual income to cover annual budgeted expenditure. The PCC have accrued reserves from investment gains and are utilising these funds to support growth of our church over the short to medium term.

Legacies are excluded from the annual budgeted income.

The PCC's policy on reserves is to have sufficient in order to fund known future expenditure with an appropriate contingency.

The unrestricted reserves at 31 December 2024 were £155,025.

Related Charities

Parish Institute - The Trustees of the Parish Institute are the Incumbent of St Mary's and the Bishop of Winchester. The PCC assists the Incumbent in carrying out their role. There were no financial transactions between the Parish Institute and the PCC during 2024.

Structure of the Financial Statements

The PCC accounts consist of the following including comparative figures for the previous year:

- Statement of financial activities showing all resources available and all expenditure incurred and reconciling all changes in funds.
- Balance sheet setting out the assets, liabilities and funds of the PCC
- Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the accounting statements

The financial statements have been prepared in accordance with statutory requirements, the Statement of Recommended Practice *Accounting and Reporting by Charities 2015 (SORP)* and the Church Accounting Regulations.

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Responsibilities of the PCC

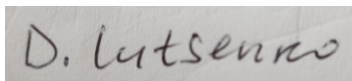
Under charity law, the PCC is required to prepare financial statements for this financial year which show a true and fair view of the state of affairs of the charity and of the net movement in funds. In preparing the financial statements, generally accepted practice requires the PCC to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the PCC will continue in business.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the PCC and enable them to ensure that the financial statements have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (SORP 2015), issued in July 2014, UK Accounting Standards and the Charities Act 2011. The PCC has general responsibility for taking such steps as are reasonably available to safeguard its assets and to prevent and detect fraud and other irregularities. The PCC confirms that its assets are available and adequate to fulfil its obligations.

Adoption of report and financial statements

Adopted and signed on behalf of the PCC.



Dmitry Lutsenko

Chairman

Date 17 March 2025

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Report of the Independent Examiner to Horsell Parochial Church Council

This report is on the financial statements of the PCC for the year ended 31st December 2024 which are set out on pages 7 to 16 and is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006 ('the Regulations').

Respective responsibilities of trustees and examiner

The Church Trustees are responsible for the preparation of the accounts. The Church Trustees consider that an audit is not required as set out in Section 144(2) of the Act and Regulations and that an independent examination is needed.

It is my responsibility to:

- examine the accounts and ensure that they are kept in accordance with section 145 of the Act
- to report if the accounts do not accord with the accounting records or do not comply with the General Directions given by the Commissioners section 145(5)(b) of the Act (other than in respect of the requirements for a true and fair view) and
- state whether particular matters have come to my attention

Basis of independent examiner's report

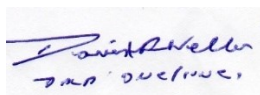
My examination was carried out in accordance with the general directions given by the Charity Commission and as contained in the Church guidance. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 I do not express an audit opinion on the view given by the financial statements.

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 Act; and
 - to prepare accounts which accord with the accounting records and comply with the regulations, as also contained in the Church Accounting Regulations 2008 have not been met: or
2. To which in my opinion attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed :



David Weller
DMA, ONC/HNC

David Weller DMA, ONC/HNC 26 February 2025

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Statement of Financial Activities

For the period from 01 January 2023 to 31 December 2024

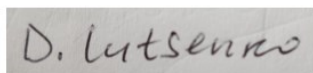
	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Receipts					
Planned giving	70,136	60	—	70,196	70,373
Collections and other giving	11,469	299	—	11,768	12,546
Other voluntary receipts	1,337	—	—	1,337	17,899
Gift Aid recovered	13,917	—	1,239	15,156	15,071
Other receipts	—	—	—	—	578
Activities for generating funds	126	100	—	226	694
Investment income	31,247	46,473	1,175	78,897	55,786
Receipts from church activities	4,646	—	—	4,646	5,205
Total income	132,881	46,933	2,414	182,229	178,153
Payments					
Cost of generating funds	353	—	—	353	825
Missionary and Charitable Giving	13,089	—	—	13,089	12,571
Parish Share	98,053	—	—	98,053	94,932
Clergy and Staffing costs	1,910	555	26,630	29,096	12,042
Church Running Expenses	27,155	794	850	28,800	52,185
Church Repairs & Maintenance	2,602	—	—	2,602	6,404
New Building work	—	6,834	—	6,834	3,984
Total expenditure	143,164	8,184	27,480	178,829	182,944
Gains / losses on investment assets	5,891	(10,634)	5,127	384	58,729
Transfers					
Gross transfers between funds - in	1,175	—	25,296	26,472	62,167
Gross transfers between funds - out	(4,956)	(20,340)	(1,175)	(26,472)	(62,167)
Net movement in funds	(8,171)	7,773	4,182	3,784	53,938
Total funds brought forward	163,196	1,267,519	213,243	1,643,960	1,590,022
Total funds carried forward	155,025	1,275,292	217,426	1,647,745	1,643,960
Represented by					
Unrestricted					
General fund	155,025	—	—	155,025	163,196
Designated					
Bell Tower Fund	—	2,864	—	2,864	2,864
Buildings, Fixtures and Fittings	—	731,902	—	731,902	742,537
Church Growth Fund	—	109,077	—	109,077	83,500
Flower Fund	—	37	—	37	111
Organ fund	—	2,357	—	2,357	2,618
St Andrew's Room extension	—	429,052	—	429,052	435,887
Restricted					
Family Worker	—	—	940	940	1,034
Restricted Endowment Fund	—	—	216,486	216,486	212,209

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

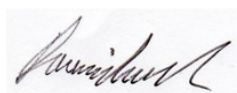
Balance Sheet as at 31st December 2024

	Total funds	Prior year funds
Fixed assets		
Tangible assets	731,902	742,537
Investments	653,533	642,515
	1,385,436	1,385,052
Current assets		
Debtors	15,156	15,040
Cash at bank and in hand	247,450	244,172
	262,607	259,212
Liabilities		
Creditors: Amounts falling due in one year	298	304
	298	304
Net current assets less current liabilities	262,308	258,908
Total assets less current liabilities	1,647,745	1,643,960
Total net assets less liabilities	1,647,745	1,643,960
Represented by		
Unrestricted		
General fund	155,025	163,196
Designated		
Bell Tower Fund	2,864	2,864
Buildings, Fixtures and Fittings	731,902	742,537
Church Growth Fund	109,077	83,500
Flower Fund	37	111
Organ fund	2,357	2,618
St Andrew's Room extension	429,052	435,887
Restricted		
Family Worker	940	1,034
Restricted Endowment Fund	216,486	212,209
Funds of the church	1,647,745	1,643,960

Approved by the Parochial Church Council on 17 March 2025 and signed on its behalf by:



Dmitry Lutsenko (Chairman)



David Leach (Treasurer)

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Notes to the Financial Statements for the year ended 31st December 2024

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total This year</u>	<u>Last year</u>
INCOME					
Planned giving					
0101 - Planned Giving - Bank	58,246	—	—	58,246	59,178
0110 - Planned Giving - Envelopes	6,724	—	—	6,724	7,799
0201 - Planned Giving - Card	2,499	—	—	2,499	—
0551 - Donations - General	2,666	60	—	2,726	3,395
Total	70,136	60	—	70,196	70,373
Collections and other giving					
0301 - Cash Collections - Gift Aid	5,686	50	—	5,736	5,369
0310 - Cash Collections	5,782	69	—	5,851	7,177
0401 - Cash Collections - Charitable	—	180	—	180	—
Total	11,469	299	—	11,768	12,546
Other voluntary receipts					
0550 - Donations - Lighting	—	—	—	—	11,350
0701 - Donations - Clock Tower	—	—	—	—	5,410
0701 - Legacies	—	—	—	—	—
0801 - Other Organisations	1,337	—	—	1,337	1,138
Total	1,337	—	—	1,337	17,899
Gift Aid recovered					
0601 - Tax recoverable on Gift Aid	13,917	—	1,239	15,156	15,071
Total	13,917	—	1,239	15,156	15,071
Other receipts					
1310 - Insurance claim	—	—	—	—	578
Total	—	—	—	—	578
Activities for generating funds					
0901 - Other funds generated	50	—	—	50	—
1410 - Bellringers & Flowers	76	100	—	176	694
Total	126	100	—	226	694
Investment Income					
1001 - Dividends	19,567	—	1,175	20,743	19,704
1020 - Bank Interest	11,680	—	—	11,680	7,563
1040 - Rent from lands or buildings	—	46,473	—	46,473	28,518
Total	31,247	46,473	1,175	78,897	55,786
Receipts from church activities					
1101 - Church Fees	793	—	—	793	2,557
1110 - Churchyard Fees	2,493	—	—	2,493	1,946
1241 - General Fund raising - social events	1,360	—	—	1,360	702
Total	4,646	—	—	4,646	5,205
INCOME TOTAL	132,881	46,933	2,414	182,229	178,153
EXPENDITURE					
Cost of generating funds					
1720 - Costs of stewardship campaign	90	—	—	90	—
1740 - Investment management costs	232	—	—	232	388
1750 - Church Growth	—	—	—	—	340
2511 - General Fund raising - social events	31	—	—	31	97
Total	353	—	—	353	825

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Missionary and Charitable Giving					
1801 - Giving - Missionary Societies	1,250	—	—	1,250	4,250
1830 - Giving - Relief and Development Agencies	1,750	—	—	1,750	2,250
1850 - Giving - Home Mission	7,589	—	—	7,589	4,421
1870 - Giving - Secular Charities	1,500	—	—	1,500	1,600
1880 - Giving – Other organisations	1,000	—	—	1,000	50
Total	13,089	—	—	13,089	12,571

Parish Share					
1901 - Diocesan Quota	98,053	—	—	98,053	94,932
Total	98,053	—	—	98,053	94,932

Clergy and Staffing costs					
1910 - Clergy Cover	361	—	—	361	173
2001/5 - Vicar Working Expenses	988	—	—	988	922
2010 - Vicarage Expenses - Water Rates	560	—	—	560	528
2031 - Curate House Expenses - Repairs & Maintenance	—	—	—	—	308
2032 - Curate House Expenses - Insurance	—	555	—	555	548
2040/4 - Children's Worker	—	—	26,630	26,630	9,559
Total	1,910	555	26,630	29,096	12,042

Church Running Expenses					
2101 - Church Running Expenses - Gas	4,080	—	—	4,080	6,088
2102 - Church Running Expenses - Electric	1,739	—	—	1,739	3,509
2103 - Church Running Expenses - Insurance	4,776	—	—	4,776	4,667
2104/7 - Church Running Expenses - Minor Equip	404	—	—	404	375
2201 - Upkeep of Services - Bread/Wine/Candles	756	—	—	756	1,015
2202 - Upkeep of Services - Service Resources	318	—	—	318	685
2203 - Confirmations & Baptisms	339	—	—	339	—
2204 - Flower Arrangers	—	404	—	404	380
2205 - Bell Ringers	408	—	—	408	671
2210 - Music & Subscriptions	270	—	—	270	265
2212 - Organ & Piano	—	390	—	390	1,064
2300 - Churchyard - Labour	—	—	—	—	5,585
2301 - Churchyard - Water Rates	97	—	—	97	85
2302 - Churchyard - Waste	420	—	—	420	708
2303 - Churchyard - Supplies/Repairs/Maintenance	15	—	850	865	4,579
2501 - Training	—	—	—	—	—
2502 - JAM	350	—	—	350	35
2504 - Toddler/After School Services	579	—	—	579	101
2601/10 - Parish Office	12,145	—	—	12,145	11,511
2615 - Other Organisations Admin	450	—	—	450	216
2620/2710 - Depreciation	—	—	—	—	10,634
Total	27,155	794	850	28,800	52,185

Church Repairs & Maintenance					
2105 - Church Repairs & Maintenance	2,602	—	—	2,602	6,404
Total	2,602	—	—	2,602	6,404

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

New Building work					
2703 - St Andrew's room extension	—	6,834	—	6,834	3,984
Total	—	6,834	—	6,834	3,984
EXPENDITURE TOTAL	143,164	8,184	27,480	178,829	182,944
GRAND TOTAL	(10,282)	38,748	(25,065)	3,400	(4,791)

Accounting Policies

The following accounting policies have been applied to items which are considered material to the PCC's financial statements.

a) Basis of Preparation The financial statements have been prepared in accordance with the Church Accounting Regulations, applicable accounting standards, and the Statement of Recommended Practice *Accounting by Charities*. The financial statements have also been prepared under the historical cost accounting rules, modified to include the revaluation of property for the use of the PCC and listed investments, at market value.

b) Funds Unrestricted general funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Unrestricted designated funds are funds that the PCC has set aside for a particular purpose. Restricted funds are funds that have been given for a particular purpose and cannot be used for any other purpose. Endowment Funds are funds where a capital sum has been given which the PCC must invest and use the income for a particular purpose.

c) Transactions included The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include financial information relating to groups within the Church that are affiliated to another body.

d) Incoming Resources

i) Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Income tax recoverable on gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due.

Funds raised by social events are accounted for gross.

Income from investments

Dividends and interest are accounted for when receivable and gross where tax is recoverable.

e) Resources Expended

i) Grants and donations are accounted for when agreed to be paid.

ii) Activities relating to the work of the Church Other costs, including diocesan quota are accounted for when due.

f) Revaluation of investments

Gains or losses on revaluation of investments and property at the 31st December are included in the Statement of Financial Activities as unrealised.

g) Fixed Assets

i) Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.10(2) of the Charities Act 2011.

ii) No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

property. Expenditure on the maintenance of consecrated or benefice buildings and moveable church furnishings is shown in the SOFA as expenditure during the year.

iii) Other land and buildings

Property for the use of the PCC for its own purposes is normally valued at cost less depreciation, and this is the basis of the valuation of the Parish Office which was fully depreciated in 2007. The Clergy house at 6 Waldens Park Road was valued by Waterfall, Barclay and Durrant in April 2014 for £700,000. It will be revalued when the PCC deem appropriate. No depreciation is charged against this property, as the PCC agreed at their meeting on 18th November 1997, that it would be more appropriate to show this property at valuation. Expenditure on maintenance or improvements of the clergy house is written off as incurred.

iv) Reordering building work, other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £10,000 or less are written off in the period in which the asset is acquired.

v) Listed investments

Listed investments are valued annually by the Central Board of Finance of the Church of England (CBF) on 31st December.

*h) **Current Assets***

Debtors are comprised of amounts owing to the PCC at 31st December. Deposits relate to sums held on deposit with the CBF.

*i) **Current Liabilities***

Creditors relate to sums owed by the PCC at 31st December. These include payments in respect of suppliers of goods and services to the 31st December for which accounts had not been received at that date and certain claims for reimbursement of costs up to the year end.

Staff Numbers and Costs

The PCC employed a Children & Families worker in August 2023. The cost is including within children's work under the Financial Statement Notes.

Clergy are employed by the diocese. The PCC paid quota payments of £98,053 (2023 £94,932) to cover all diocesan costs on a formula basis. Others providing services to the PCC on a part-time, self-employed basis are a Parish Administrator.

Considerable voluntary assistance was given to the PCC during the year, in particular by readers, musicians, financial, accountancy and independent examination, PCC sub-committee administration, church and churchyard maintenance for which the PCC is extremely grateful. It is not possible to financially quantify the value of this work. Expenses were reimbursed to the vicar and Children & Families worker for the usual ministry working expenses. Other PCC members were reimbursed for expenses that would otherwise have been incurred direct by the PCC. No employee received employee benefits over £60,000.

Independent Examiner's remuneration and fees for financial services

As mentioned above, the PCC is not charged independent examiner's fees or fees for any financial or accountancy services.

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Fixed Assets for the use of the PCC

	Property	Building	Fixtures Fittings & Equipment	Total
Cost or Valuation	£	£	£	£
Balance at 1 January 2024	700,000	0	110,799	810,799
Revaluation	0	0	0	0
Disposal	0	0	0	0
Acquisition	0	0	0	0
Balance at 31 December 2024	700,000	0	110,799	810,799
Accumulated depreciation				
Balance at 1 January 2024	0	0	68,262	68,262
Disposal	0	0	0	0
Charge for year	0	0	10,634	10,634
Balance at 31 December 2024	0	0	78,896	78,896
Net Book Value at 31 December 2024	700,000	0	31,903	731,903
<i>Net Book Value at 31 December 2023</i>	<i>700,000</i>	<i>0</i>	<i>42,537</i>	<i>742,537</i>

Property relates to the Clergy house at 6 Waldens Park Road, which was re-valued in 2014 with a market value of £700,000 and will be re-valued again when the PCC deem appropriate. St Andrew's Room was fully depreciated in 1987 the year it was constructed. Buildings includes the Parish Office, constructed in 1997 and fully depreciated in 2007. Fixtures Fittings and Equipment relates to the photocopier purchased in 2018, church lighting and the audio/visual equipment.

Other Fixed Asset Investments

Investments consist of the following:

	Unrestricted Funds	Restricted Funds	Total	
	£	£	2024	2023
	£	£	£	£
Market value 1st Jan 2024	433,027	209,488	642,515	583,786
Acquisitions at cost	0	0	0	0
Disposals at cost	0	0	0	0
Net unrealised (loss)/gain	5,891	5,127	11,018	58,729
Market Value 31st Dec 2024	438,918	214,615	653,533	642,515

Debtors Due Within 1 Year

	2024	2023
	£	£
HMRC	15,156	15,040
Total	15,156	15,040

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Creditors Due Within 1 Year

	2024 £	2023 £
Sundry Creditors (Fees and Stipend)	0	0
PAYE & NI	298	304
Total	298	304

Analysis of Net Assets By Fund

	Unrestricted Funds	Designated Funds	Restricted Funds	Total	
				2024	2023
Fixed Assets:	£	£	£	£	£
Property/equipment		731,903	-	731,903	742,537
Investments	109,865	329,053	214,615	653,533	642,515
Total Fixed Assets	109,865	1,060,956	214,615	1,385,436	1,385,052
Current Assets	45,160	214,337	3,110	262,607	259,212
Current Liabilities	0	-	-298	-298	-304
Total Net Assets	155,025	1,275,293	217,427	1,647,745	1,643,960

Analysis of Movement of Funds for the year to 31st December 2024

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Bell Tower - Bell Tower and Clock						
Designated	2,864	—	—	—	—	2,864
Sub-total for Bell Tower	2,864	—	—	—	—	2,864
Buildings - Buildings, Fixtures						
Designated	742,537	—	10,634	—	—	731,903
Sub-total for Buildings	742,537	—	10,634	—	—	731,903
Ch-Growth - Church Growth Fund						
Designated	83,500	46,473	555	(20,340)	—	109,077
Sub-total for Ch-Growth	83,500	46,473	555	(20,340)	—	109,077
Fam-Wkr - Family Worker						
Restricted	1,034	1,239	26,630	25,296	—	940
Sub-total for Fam-Wkr	1,034	1,239	26,630	25,296	—	940
Flower – Flower Fund						
Designated	111	330	404	—	—	37
Sub-total for Flower	111	330	404	—	—	37
Organ - Organ fund						
Designated	2,618	129	390	—	—	2,357
Sub-total for Organ	2,618	129	390	—	—	2,357
Res-Endow - Restricted Endowment						
Restricted	212,209	1,175	850	(1,175)	5,127	216,486
Sub-total for Res-Endow	212,209	1,175	850	(1,175)	5,127	216,486
SAR - St Andrew's Room ext.						
Designated	435,887	—	—	—	—	429,052
Sub-total for SAR	435,887	—	6,834	—	—	429,052
General - General fund						
Unrestricted	163,196	132,881	143,164	(3,780)	5,891	155,025
Sub-total for General	163,196	132,881	143,164	(3,780)	5,891	155,025
Grand total	1,643,960	182,229	178,829	—	384	1,647,745

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

Notes to the funds

Unrestricted general funds

This is the main reserve of the PCC. The general surplus or deficit from the Statement of Financial Activities is transferred to this fund at the end of each year. Part of the general fund is invested in CBF investment accounts and a further part in a deposit account.

Designated Funds

A Designated fund for Church Growth was created in 2014 to receive monies from the net rental of 6 Waldens Park Road. This fund is used to promote Church Growth in the coming years.

A designated fund for the organ was created in 2018 to receive donations from organ concerts and is used to cover maintenance costs of the organ.

A designated fund for repairing the clock and a designated fund for church flowers were created in 2023.

£75,000 was set aside in 2018 as seed money for a potential extension to St Andrew's Room. A further £400,000 was added to the fund in 2021 from Daphne McConnell's legacy. £45,947 has been spent to date for architectural plans, surveys and costings.

Endowment Funds

In accordance with the directions given by Guildford Diocesan Board of Finance all Endowment funds were re-designated as Restricted funds. In order to accommodate this, a Restricted Fund called Restricted-Endowment was created and all Endowment monies transferred to this fund.

Restricted funds

A Restricted fund, Family Worker, was created in 2014 to receive donations for funding the Children and Families Worker.

Churchyard bequests - These are bequests to the PCC of sums of money, with a particular request that the interest be used towards the maintenance of the Churchyard. The churchyard is expected to become full and be closed to new burials in the near future, at which point maintenance will transfer to Woking Borough Council. With future maintenance costs likely to be lower, six small bequests were wound up in 2017 with the capital used for minor repairs.

Two further bequests were closed in 2022 to meet the costs of remedial work required prior to closing the churchyard to new burials and transferring maintenance responsibility to Woking Borough Council. £26,915 has been spent making safe walls and trees. A balance of £1,871 remains.

Horsell Parochial Church Council
Financial Report for the year ended 31st December 2024

One final bequest with a balance of less than £1,000 remains. The PCC are required to pay the fund over to the RSPCA upon winding up the bequest.

St Andrew's Recoupment Fund – In 2008 a new order was made by the Charity Commission creating a permanent endowment, the income from which is allocated to the general funds of the PCC. This fund is now known as St Andrew's Recoupment Fund.

In 1965 a fund known as "the St Andrew's Mission Church Fund" was created from the sale of donated land. After further research, this fund was reclassified as restricted capital fund.

Current assets for charity use - These funds represent the value to the PCC of functional assets held by the PCC. New lighting was installed in 2023 at a total cost of £53,171 and will be depreciated over five years on a straight line basis.