

# **Ecclesiastical Parish of Badshot Lea and Hale**

Registered with the Charity Commission, England; No. 1128239

## **Report and Accounts for the Parochial Church Council of The Ecclesiastical Parish of Badshot Lea and Hale**

for the

Year Ended 31 December 2023



## **AIMS AND PURPOSES**

The predominant objective of the Badshot Lea and Hale Parochial Church Council (PCC) is to co-operate with the Rector (but see below) to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The main objectives also encompass the whole mission of the Church, collectively pastoral, evangelistic, social and ecumenical, within the ecclesiastical Parish. During the Vacancy which began on 5th February 2024, the PCC is working with senior clerics in the Diocese of Guildford in place of the Rector.

The PCC is solely responsible for the preparation of the financial statements, keeping proper accounting records, for safeguarding church assets and for the detection of fraud.

The PCC is committed to enabling as many people as possible to worship at, and to participate in the full life of our Parish community at Badshot Lea and Hale. The PCC also maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within the Parish bounds. All of our services and worship aim to put faith into practice through prayer, scripture, music and sacrament.

The PCC is responsible for the maintenance of St. John's, St. George's and St. Mark's churches, the Church Centre complexes associated with St. Mark's and St. George's churches, and for the Parish property located at 195 Eton Place, Farnham.

## **OBJECTIVES AND ACTIVITIES**

### **Mission Statement.**

- We are one Parish of welcoming and inclusive churches.  
Our vision is for the growth of God's Kingdom so we aim to:
- Grow in Spiritual Maturity
  - Grow in Numbers
  - Grow Younger
  - Grow in Community Engagement

### **Activities**

When planning our activities during the year, the clergy and the PCC have considered The Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

The parish tries especially to enable ordinary people to live out their faith as part of our Parish community through:

- Worship, prayer and teaching through regular services and meetings; learning about the Gospel; developing our knowledge and trust in Jesus Christ.
- Provision of pastoral care for all people living in the parish, e.g. visiting the sick, the bereaved and those with special needs; conducting preparation for baptism, confirmation and marriage services.
- Missionary and Outreach work; including offering an imaginative programme of teaching to children and youths, in parallel with other relevant events and activities; and Mother & Toddler facilities.
- Promoting and supporting mission partnerships with churches, organisations and people who have broadly similar aims and objectives both at home and abroad.
- To facilitate this work it is important that the Parish maintain the fabric of our three Churches and the two Church Annexes.

## **VACANCY**

The Revd. S Alan and Lesley Crawley retired on 4<sup>th</sup> February 2024 after 12 years of service to the Parish and took with them our heartfelt thanks and good wishes.

The Parish is now in Vacancy and hopes to find a new Rector within 6 months.

David Walter has been appointed Lay Vice-Chair of the PCC.

During the Vacancy, Revd. Stella Wiseman is responsible for spiritual/religious/pastoral matters, and David Walter is responsible for operational matters.

## **ACHIEVEMENTS & PERFORMANCE**

### **2023**

Services were fully back to normal in 2023, and online services continued as they are useful to people who find it physically difficult to get to church, as well as permitting people around the world to watch – we know there are some in the U.S., for example.

Many activities and events took place which are detailed in the separate booklet of Annual Parish Reports.

Although finances remain tight, the Parish was able to pay its Parish Share in full for the second year running. Small surpluses were reported: £1,233 on Unrestricted Funds and £2,875 on Restricted Funds.

Unrestricted income of £143,196 was some £6,500 higher than in 2022. Room hire was up by £5,000, Statutory Fees (i.e. Weddings, Funerals etc) by £3,500 and smaller areas by net £2,800. These increases were offset by falls in Giving to the Parish including Gift Aid of £800, and in Activities for generating funds of £4,000. See Note 7a.

Unrestricted expenditure of £141,963 was some £10,000 higher than in 2022. A full analysis is at Note 7b.

The bill for past usage of gas at one of the churches which was mentioned in last year's Report and Accounts has not yet materialised but may still do so.

### **Reserves Policy**

Unrestricted reserves at 31<sup>st</sup> December 2023 were £9,938 including £1,000 in Designated Reserves. This represents less than 1 month of the Unrestricted expenditure reported for 2023. The Parish aims to increase this level of reserves.

Restricted reserves at that date were £28,324.

The main threat to the Parish's ongoing financial security is the lack of reserves to pay for unexpected building costs.

## **Risk Management**

The PCC is aware of, and fulfils, our statutory requirements with respect to managing risk.

An ongoing programme and practices concerning repairs, maintenance and servicing of equipment were continued throughout the year. All mandatory inspections with respect to building, fire, electrical, gas, safety and operation; including portable appliance testing, were completed during the year.

Financial management and recording procedures aim to prevent, or minimise, fraud in this area.

The promotion of the safety, health and protection of children, youths and vulnerable adults is extremely important to the PCC. Parish policy in this area embodies a formal child protection and vulnerable adult policy following Diocesan guidelines. This policy is emphatically enforced, as well as reviewed regularly.

## **VOLUNTEERS**

The PCC & Trustees would like to take this opportunity to extend their grateful appreciation to all the volunteers who work so hard to make our churches the welcoming, vibrant and forward-looking community that it is. In particular, the PCC would wish to mention the Lay Vice-Chair, the Churchwardens and Treasurer and Secretary who have worked so tirelessly on our behalf, and also all those who lead worship or serve on other committees within the parish, for their valuable contribution to our ministry and for keeping the churches operational.

The PCC & Trustees would also like to thank Community Payback, a part of the Probation Service, who have contributed their labour and some materials towards maintaining our grounds and redecorating our churches as a free service.

## STRUCTURE, GOVERNANCE & MANAGEMENT

Our Church community is registered with the Charity Commission in England as the Parochial Church Council (PCC) of the Ecclesiastical Parish of Badshot Lea and Hale: Registration Number 1128239.

The structure, governance and management of the Parish, as well as the appointment of Members of the PCC are in accordance with the processes set out in the Church Representation Rules 2006. Governance in 2023 was provided by the Rector, Associate Priest, Churchwardens and the PCC. Day-to-day management is the responsibility of the Standing Committee. During the Vacancy – see separate section above.

The PCC comprises the following members: the Rector (Incumbent), other licensed clergy, Churchwardens, Deputy Wardens, Deanery Synod Representatives, and representatives from each Church. The latter being elected by those who are listed on the Parish Electoral Roll. All eligible persons who attend services at St. John's, St. George's or St. Mark's churches are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Members of the PCC have an overarching responsibility for all decisions relating to the aims and objectives of the Parish and for all matters of general concern and importance. The PCC is solely responsible for all decisions relating to the management of the parish finances.

The PCC aims to meet at least four times per year, including the Annual Parochial Church Meeting (APCM). Given its wide range of responsibilities, the PCC has a number of committees, each of which deals with a particular aspect of parish life. A Standing Committee meets regularly to consider appropriate urgent business and to arrange the PCC Agenda.

Other committees present a regular summary report of their deliberations to the full PCC for discussion and ratification as appropriate.

### **Ex Officio members:**

Rector: The Reverend Lesley Crawley (to 4/2/24)  
Associate Priest: The Reverend Alan Crawley (Chair) (to 4/2/24)  
Assistant Curate: The Reverend Stella Wiseman  
Assistant Curate: The Reverend David Camp (from 20/7/23)

### Wardens:

Simon Alexander (to 21/5/23)  
Kris Lawrence  
Sarah Kay (from 30/10/23)  
Pamela Marsham (from 30/10/23)

### Deputy Wardens:

Maxine Everitt (to 21/5/23)  
Richard Myers (to 1/1/23)  
Sarah Kay (from 21/5 to 30/10/23)  
Pamela Marsham (from 21/5 to 30/10/23)  
Bob Shatwell (from 30/10/23)  
David Walter (from 21/5/23)

PCC Lay Vice-Chair: David Walter (from 2/11/23)  
Treasurer: Richard Myers (from 1/1/23)  
Deanery Synod: Richard Myers (from 11/1/24)

**Elected Representatives:**

Jacque Munroe

Melisa Davies (to 21/5/23)


Michelle Chapman

Carolyn Weston

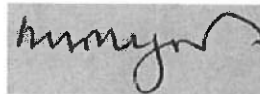
Sarah Kay (from 1/1 to 21/5/23)

Jenny Bull (from 21/5/23)

**Approved by the PCC on 29th February 2024 and signed on their behalf by :**



**David Walter**  
Lay Vice-Chair PCC



**Richard Myers**  
Parish Treasurer

## Independent Examiner's Report

### *Independent Examiner's Report to the PCC of the Parish of Badshot Lea & Hale*

I report to the trustees on my examination of the accounts for the above charity for the year ending 31 December 2023 which are set out on pages 7-11.

#### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 "the Act".

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

#### **Independent Examiner's Statement**

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

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

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

*Tudor John Ltd*

Tudor John Ltd  
Nightingale House  
46-48 East Street  
Epsom  
Surrey  
KT17 1HQ

Date.....*28/3/24*.....

## RECEIPTS AND PAYMENTS ACCOUNT 2023

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Receipts (note 7a)</b>					
Planned giving	51,853	-	957	52,810	51,771
Digital giving	-	-	-	-	909
Collections at services	7,481	-	-	7,481	7,620
Other voluntary receipts	3,404	-	2,476	5,880	6,598
Gift Aid recovered	2,931	-	-	2,931	4,595
Grants	1,525	-	1,000	2,525	2,844
Activities for generating funds	5,542	-	1,608	7,150	11,463
Rent of Eton Place etc	19,728	-	-	19,728	17,974
Investment income	47	-	1,222	1,269	103
Statutory fees retained by the PCC	9,273	-	396	9,669	5,727
Trading activities	41,412	-	250	41,662	34,082
Other receipts	-	-	-	-	9,290
<b>Total receipts</b>	<b>143,196</b>	<b>-</b>	<b>7,909</b>	<b>151,105</b>	<b>152,976</b>
<b>Payments (note 7b)</b>					
Cost of generating funds	(669)	-	(86)	(755)	(2,814)
Cost of renting Eton Place etc	(2,956)	-	-	(2,956)	(4,559)
Parish Share	(77,316)	-	-	(77,316)	(76,170)
Salaries, Wages and honoraria	(980)	-	-	(980)	(610)
Clergy and Staffing costs	(4,412)	-	-	(4,412)	(2,735)
Training	(555)	-	-	(555)	-
Church Running Expenses	(49,377)	-	(45)	(49,422)	(44,827)
Major repairs to church building	-	-	-	-	(15,337)
Church Repairs & Maintenance	(5,698)	-	(4,903)	(10,601)	(10,004)
<b>Total payments</b>	<b>(141,963)</b>	<b>-</b>	<b>(5,034)</b>	<b>(146,997)</b>	<b>(157,056)</b>
<b>Excess of receipts over payments before transfer</b>	<b>1,233</b>	<b>-</b>	<b>2,875</b>	<b>4,108</b>	<b>(4,080)</b>
Transfers	-	-	-	-	-
Gross transfers between funds	-	-	-	-	-
<b>Net movement in funds</b>	<b>1,233</b>	<b>-</b>	<b>2,875</b>	<b>4,108</b>	<b>(4,080)</b>
<b>All assets at start of year</b>	<b>7,705</b>	<b>1,000</b>	<b>25,449</b>	<b>34,154</b>	<b>38,234</b>
<b>All assets at end of year</b>	<b>8,938</b>	<b>1,000</b>	<b>28,324</b>	<b>38,262</b>	<b>34,154</b>



## REPRESENTED BY

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Unrestricted</b>					
General fund	8,938	-	-	8,938	7,705
<b>Designated</b>					
General maintenance	-	-	-	-	-
Rectory Dilapidations	-	1,000	-	1,000	1,000
<b>Restricted</b>					
St George's Fabric	-	-	9,588	9,588	7,995
St George's AV Fund	-	-	1,542	1,542	1,500
St Johns Fabric	-	-	637	637	-
St George's Car Park	-	-	770	770	749
St Marks fabric	-	-	347	347	-
St Johns Churchyard	-	-	3,443	3,443	2,393
St Johns Tower and Youth Hub	-	-	6,026	6,026	5,362
St Marks Organ Fund ("Emily")	-	-	-	-	-
Friends of St Marks	-	-	331	331	2,766
St George's Flower Fund	-	-	21	21	20
St George's churchyard	-	-	-	-	-
Parenting Course	-	-	487	487	474
Newcomb poor fund	-	-	4,668	4,668	4,090
Parish choir	-	-	464	464	100
<b>TOTAL FUNDS</b>	<b>8,938</b>	<b>1,000</b>	<b>28,324</b>	<b>38,262</b>	<b>34,154</b>

## STATEMENT OF ASSETS AND LIABILITIES

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Current assets:</b>					
<b>Cash at bank and in hand</b>					
Lloyds bank account	-	-	2,992	2,992	2,731
Newcombe PF - Lloyds	-	-	1,393	1,393	1,303
CAF bank current account	1,564	-	-	1,564	12,685
CAF bank deposit account	3,723	1,000	5,277	10,000	-
BLAH Investment Account	-	-	14,789	14,789	14,144
Newcomb PF - Investment	-	-	3,276	3,275	2,787
Cash in hand	3,651	-	-	3,651	1,833
<b>Totals</b>	<b>8,938</b>	<b>1,000</b>	<b>27,727</b>	<b>37,664</b>	<b>35,483</b>
<b>Debtors</b>	<b>760</b>	<b>-</b>	<b>597</b>	<b>1,357</b>	<b>-</b>
<b>Liabilities</b>					
Agency collections	(760)	-	-	(760)	(1,329)
<b>Totals</b>	<b>(760)</b>	<b>-</b>	<b>-</b>	<b>(760)</b>	<b>(1,329)</b>
<b>Grand total</b>	<b>8,938</b>	<b>1,000</b>	<b>28,324</b>	<b>38,262</b>	<b>34,154</b>

## Notes to the Accounts

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
- The fixed asset retained for Church use is the freehold house at 195 Eton Place.
- Assets recognised but not valued in the Statement of Assets and Liabilities include:
  - movable church furnishings held by the church-wardens on special trust for the PCC and which require a faculty for disposal; and
  - office and gardening equipment.
- At 31st December 2023, there was an unquantified liability for gas used but not invoiced at one of the churches, and it is prudent to consider that it may be material. This came about due to the meter there being broken. We are in discussions with the gas provider about the liability.
- The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. Stella Wiseman has been paid as a parish administrator. This has been reported to the Charities Commission as required. The daughter of a PCC member is paid for cleaning St Mark's.
- The Parish uses the Parish Giving Scheme to collect regular giving and to claim the Gift Aid, before remitting the total to the PCC. They only contact people who have already signed up to ask whether they wish to increase their giving in proportion to inflation.
- The movements in designated and restricted funds during the year were:

### Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Closing
<b>Unrestricted</b>					
General fund	7,705	143,196	(141,963)	-	8,938
<b>Designated</b>					
General maintenance	-	-	-	-	-
Rectory Dilapidation	1,000	-	-	-	1,000
<b>Restricted</b>					
St Georges Fabric	7,995	2,667	(1,074)	-	9,588
St Georges AV	1,500	42	-	-	1,542
St Johns Fabric	-	637	-	-	637
St Georges Car Park	749	21	-	-	770
St Marks fabric	-	347	-	-	347
St Johns Churchyard	2,393	1,050	-	-	3,443
St John's Tower and Youth Hub	5,362	664	-	-	6,026
St Marks Organ Fund "Emily"	-	-	-	-	-
Friends of St Marks	2,766	1,480	(3,915)	-	331
St Georges Flowers	20	1	-	-	21
St Georges Churchyard	-	-	-	-	-
Parenting Course	474	13	-	-	487
Newcomb Poor Fund	4,090	578	-	-	4,668
Parish choir	100	409	(45)	-	464
<b>Grand total</b>	<b>34,154</b>	<b>151,105</b>	<b>(146,997)</b>	<b>-</b>	<b>38,262</b>

### Transfers

No transfers between funds were made in the year,

### Loans

There are no outstanding loans between funds.

## Notes to the funds

### General Funds:

Represent those resources of the PCC that are not subject to any restriction regarding their use, and are thus available to be applied to the general purposes of the PCC.

### Designated Funds:

Are resources that are 'ring-fenced' by the PCC for particular purposes, but which nevertheless remain unrestricted as the PCC is able to re-designate such funds as it so directs.

The most significant threat to the long term viability of the parish is the lack of reserves to fund repairs to the parish buildings. In order to address this risk the PCC previously designated two funds. A 'general maintenance' fund to hold monies put aside for the upkeep of the church buildings and their churchyards and a 'rectory dilapidations' fund to pay for rectory upkeep.

The general maintenance fund was exhausted at the end of 2022. The surplus on the General Fund reported for 2023 is not large enough to make a useful transfer to the general maintenance fund. Church maintenance is also funded through the use of restricted funds. Although the PCC aims to ensure that restricted funds are reserved for improvement rather than general maintenance costs this is not always possible. Any maintenance that cannot be funded using the designated and restricted funds is paid for from the general fund.

### Restricted Funds:

Are funds collected or donated for a particular purpose which cannot be used by the PCC for any other purpose except by specific agreement with the donor.

No funds were closed during the year.

<b>NOTES TO THE FUNDS</b>	
<b>General maintenance</b>	Money designated to allow for maintenance and upkeep of church buildings and churchyards.
<b>Rectory Dilapidations</b>	Money designated to allow for the redecoration of the Rectory at some future date.
<b>St George's Fabric</b>	Maintenance of the general fabric and grounds of St. George's Church and Church Room, including renewal of the heating system.
<b>St George's AV fund</b>	Money given specifically for the installation of an AV system in St George's church. The donor has agreed that, in the event that not all monies are required for this purpose the remainder can be transferred to the St George's fabric fund.
<b>St John's Fabric</b>	Maintenance of the general fabric and grounds of St. John's Church and Church Room.
<b>St Mark's Fabric</b>	Maintenance of the general fabric and grounds of St. Marks Church
<b>St Georges Car Park</b>	Maintenance of the Car Park enclosure and associated features at St. George's church.
<b>St Johns Churchyard</b>	Money given specifically for the upkeep of St John's Churchyard.
<b>St John's Tower and Youth Hub</b>	Money given specifically for the improvement of St John's Church in order that the Tower can be repaired and a new youth hub set up to support outreach.
<b>St Marks Organ Fund ("Emily")</b>	The fund set up to manage an appeal to refurbish and maintain St Mark's Organ.
<b>Friends of St Marks</b>	A fund to hold the monies raised by the Friends of St Marks to maintain the fabric of St Marks church.
<b>St George's Flowers</b>	The funds that hold donations and appeals specifically in support of the provision of flowers (notably Easter and Christmas) at St. George's churches.
<b>St George's churchyard</b>	Maintenance of the churchyard at St George's church
<b>Parenting Course</b>	The fund that holds donations and appeals specifically in support of the Parenting Course run by the Families Matter Co-ordinator
<b>Newcomb Poor Fund</b>	A fund that holds the Vicar's discretionary fund, monies available for the Vicar to distribute as they see fit
<b>Parish choir</b>	A fund to hold monies for parish choir resources.

