

CATERHAM TEAM MINISTRY
THE CHURCHES OF ST. PAUL & ST. AGATHA, WOLDINGHAM

**Annual Report and
Financial Statements of the
Church Council**

for the year ended 31 December 2015

Annual Report 2015

Administrative information

Woldingham is part of the Caterham Team Ministry, itself part of the Diocese of Southwark within the Church of England. The Church Council is a charity excepted from registration with the Charity Commission.

The following served as members of the Church Council during the period covered by this report, together with their unexpired terms of office where applicable:

Incumbent	Rev Dr C Dowland-Pillinger
Wardens	Mrs M Westmarland – until ACM 2017 Mrs J Chapman Fortune – until ACM 2018
Deputy Warden	Mrs P Nelson – until ACM 2017
Deanery Synod representatives	Mrs R K Briscoe – until ACM 2017 Mr C W Roberts – until ACM 2017 Mrs M Westmarland – until ACM 2017
Other trustees	Mrs S Chappell – until ACM 2018 Mrs V Francis Bates – until ACM 2017 Mr P J Johnson – until ACM 2017 Mrs J Knight – until ACM 2016 Mr Martin Levie – until ACM 2017 Mrs S Musk – until ACM 2017 Mr E Pillinger – co-opted until ACM 2016 Mrs S Simpson – until ACM 2017 Mrs M Stevenson – until ACM 2018 Mrs D Todd – until ACM 2018 Mrs J Tyler – until ACM 2016
Treasurer	Mr T J Salmon – until ACM 2016
Secretary	Mrs M Westmarland
Minutes Secretary	Mrs J Levie (co-opted)

Those retiring at the Annual Meeting are Mr Salmon, Mrs Knight and Mrs Tyler. Mr Pillinger ceases to hold office having been co-opted for one year at the meeting following the 2015 ACM.

Objectives and activities

Woldingham Church Council has responsibility for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has maintenance responsibilities for the churches and grounds of St. Paul's and St. Agatha's.

Structure, governance and management

Members of the Church Council are either ex-officio or elected by the Annual Church Meeting (ACM) in accordance with the Church Representation Rules. Members normally serve on the Church Council for three years, or the remainder of the term of those whom they succeed.

The Church Council operates through a number of committees, which meet between full meetings of the Church Council. The committees presently established are set out below. Members of the Committees who are also continuing members of the Church Council are shown; the chair is shown as the first name in each list. The Incumbent is entitled to attend and chair any of the Committees if she so wishes. Other members are co-opted onto these committees from time to time.

Annual Report 2015 (continued)

Standing Committee

This is the only committee required by law. It has the power to conduct the business of the Church Council between its meetings, subject to any direction given by the Church Council.

Members: Mrs Westmarland, Mrs Fortune, Mr Salmon, Mrs Nelson

Buildings and Fabric Committee

This group is responsible for the stewardship of the church buildings, fabric and churchyards.

Members: Mr Johnson, Mr Haines (co-opted), Mr Salmon and Mr Simpson (co-opted)

Social Committee

This committee is responsible for social activities.

Members: Mrs Tyler, Mrs Briscoe, Mrs Chapman Fortune, Mrs Knight, Mrs Musk, Mrs Simpson, Mrs Stevenson and Mrs Westmarland

Worship Committee

This committee is responsible for considering worship in conjunction with outreach, evangelism and mission.

Members: Rev Dr Dowland-Pillinger, Mrs Briscoe, Mrs Chapman Fortune, Mrs Chappell, Mrs Francis Bates, Mr Johnson, Mr Levie, Mrs Musk, Mr Ridout (co-opted), Mr Roberts, Mrs Tyler and Mrs Westmarland

Communication, Publicity and Welcome Committee

This committee is responsible for communication and publicity.

Members: Rev Dr Dowland-Pillinger, Mrs Blanchard (co-opted), Mrs Briscoe, Mrs Chapman Fortune, Mrs Francis Bates, Mr Levie, Mr Pillinger, Mrs Stevenson, Mr Todd (co-opted) and Mrs Westmarland

Church attendance

There are currently 110 people (2014 - 104) on the Roll, including some not resident in the parish. The average weekly attendance at the main service was 49 (2014 - 45), although that average was lifted by a number of baptisms carried out during services and by the inclusion of Sunday School children on one Sunday each month; without the children, the average attendance was 43 (2014 - 42).

Review of the year

The full Church Council met seven times during the year and has met twice to date in 2016. Committees met between these meetings and reports of those meetings were received by the full Church Council and discussed where necessary.

Our financial statements show that we recorded a small surplus on the general fund in 2015 of just over £750 (page 17), following deficits for several years.

The change in methodology adopted for the funding of clergy in the Southwark Diocese for 2016 and beyond, under which each parish pledges what it can afford, will result in a reduction in our contribution. The Council has made a pledge of £42,500 for 2016. We believe that this reflects more fairly both our smaller congregation and the costs attributable to the parish, whilst at the same time being supportive to less well off parishes within the Diocese. We hope that this will enable us to begin to restore the health of the general fund.

The other factor that continues to affect our general fund beneficially is the substantial legacy, which, in accordance with the donor's wishes, is being used to cover the costs of repairs and maintenance, rather than these having to be funded by the general fund. This legacy is enabling

Annual Report 2015 (continued)

us to keep both church buildings in good repair. A further legacy was left to us to maintain and operate the Church Room and as a result we now have funds to do that for the foreseeable future. Please consider putting a gift in your will to help us to build up a fund for future work and ministry.

Thanks in part to a much appreciated contribution from the Woldingham Parish Council, we remain able to maintain the churchyard at St. Agatha's to a high standard. In 2011 we received a substantial donation to set up a fund, to be spent at the discretion of the incumbent (with advice from the churchwardens), to support individuals and families in need. During 2015 we made no gifts from the fund.

Roman Catholic use of St. Paul's

Following the sad death of Fr. John Oliver in 2014 there have been no Roman Catholic services in St. Paul's this year and we still do not have a date for their resumption. This shared use of the church is very much in keeping with the Church of England's (and the Southwark Diocese's) objectives.

Projects in 2015

We continued to carry out necessary repairs to both churches. In 2015 the next Diocesan quinquennial inspection of the church buildings was completed and has identified some works that will be needed in the near future; we are currently reviewing the likely funding requirements for these works. We will also continue to conduct preventative maintenance.

The base station

The Church Council has approved an arrangement under which a mobile phone base station will be installed in the tower of St. Paul's and the necessary Faculty has been issued by the Diocesan Chancellor. There was a delay in the installation pending decisions by the phone companies about equipment sharing and the provision of the so-called 4G network but we now expect the installation to proceed in 2016 and once it has, there will be regular tests of radio frequency energy levels at both the church and at Woodlea School, to ensure that these remain well within accepted national and international guidelines. The necessary paperwork was completed in mid-January 2016 and licence fees are now payable to the Church Council quarterly.

The Village Memorial

The new Village Memorial has now been in use for two Remembrance Sunday services and commemorates those who gave their lives for the community. The wooden memorial plaque, which it replaced, will be returned to its original location in St Agatha's Church. Some of the residual funds, plus a substantial donation, have been used to remake the turning circle in the churchyard that had been damaged during the Memorial's construction. The remaining funds will be used to maintain the memorial in future years.

On behalf of the Church Council



Rev. Dr. Catherine Dowland-Pillinger

Chair

3 March 2016

Independent Examiner's Report

To the Woldingham Church Council

I report on the accounts for the year ended 31 December 2015 which are set out on pages 5 to 18.

Respective responsibilities of the Church Council and Independent Examiner

The Church Council considers 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;
- follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 charity 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.


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R B Lugg FCA
Bracebridge
13 Oast Road
Hurst Green
Oxted RH8 9DX

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6th March 2016

Statement of Financial Activities

31 December 2015

	Notes	Restricted funds £	Unrestricted funds £	Total funds 2015 £	Total funds 2014 £
INCOME & ENDOWMENTS	1				
Voluntary income		3,868	65,003	68,871	129,745
Income from investments		4,363	116	4,479	4,505
Church activities		1,656	5,368	7,024	5,612
Activities for generating funds	3	-	-	-	4,396
TOTAL INCOME & ENDOWMENTS		9,887	70,487	80,374	144,258
EXPENDITURE	2				
Costs of generating voluntary income	3	-	-	-	797
Other support costs		5,057	67,476	72,533	81,775
Project expenditure		2,542	-	2,542	68,648
Interest costs		-	44	44	103
TOTAL EXPENDITURE		7,599	67,520	75,119	151,323
NET INCOMING / (OUTGOING) RESOURCES		2,288	2,967	5,255	(7,065)
Gains / (losses) on investment assets					
- on disposal		-	-	-	-
- on revaluation	9	1,158	-	1,158	5,476
NET MOVEMENT IN FUNDS		3,446	2,967	6,413	(1,589)
Fund balances at 1 January		155,612	28,398	184,010	185,599
FUND BALANCES AT 31 DECEMBER		159,058	31,365	190,423	184,010

Balance Sheet

31 December 2015

	Notes	Restricted funds £	Unrestricted funds £	Total 2015 £	Total 2014 £
FIXED ASSETS					
Investments	10	106,894	-	106,894	105,737
CURRENT ASSETS					
Debtors	11	616	12,344	12,960	19,557
Short term deposits		53,291	20,280	73,571	54,124
Cash at bank and in hand		18	5,628	5,646	10,393
		53,925	38,252	92,177	84,074
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	13	(1,761)	(6,887)	(8,648)	(5,801)
NET CURRENT ASSETS		52,164	31,365	83,529	78,273
NET ASSETS		159,058	31,365	190,423	184,010
FUNDS					
General Church Fund		-	5,587	5,587	4,836
<i>Designated funds</i>					
Organ Fund		-	10,385	10,385	8,261
Choir Robes Fund		-	20	20	-
Youth Group Fund		-	240	240	240
Clergy Discretionary Fund		-	15,133	15,133	15,061
<i>Restricted funds</i>					
St. Agatha's Churchyard Fund		22,335	-	22,335	21,352
George Lucy Fund		118,832	-	118,832	115,676
Church Room Fund		6,495	-	6,495	6,462
Village Memorial Fund		11,396	-	11,396	12,122
TOTAL FUNDS		159,058	31,365	190,423	184,010

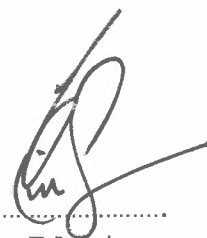
Approved by the Church Council on 3 March 2016 and signed on its behalf by:



M Westmarland
Churchwarden



J Fortune
Churchwarden



T J Salmon
Treasurer

Statement of Accounting Policies

31 December 2015

The financial statements have been prepared in accordance with the Church Accounting Regulations and in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP) 2015 (FRSSE). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The accruals basis has been used.

Funds

General funds represent the funds of the Church Council that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Church Council. Funds designated for a particular purpose by the Church Council are unrestricted. Restricted funds are those that must be expended for specific purposes; details of the funds held and restrictions are provided below. The restricted funds are:

The Churchyard Fund	fees from burials in St. Agatha's churchyard and donations and grants given for the upkeep of the churchyard. Funds are used for the maintenance of the churchyard.
The Church Room Fund	donations towards the Church Room and the proceeds of specific fund raising, as well as subsequent gifts for the operation of the Room.
The George Lucy Fund	established as a result of a bequest given to fund the future maintenance of the two churches, this fund receives investment income and is expended on maintenance.
The Village Memorial Fund	established in 2011 to fund the replacement of the wooden memorial inside St. Paul's with a permanent stone replacement in the grounds of St. Paul's Church.

The unrestricted funds are:

The General Fund	receives regular donation income and is expended in connection with all aspects of the management and operation of the churches.
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Designated Funds

The Organ Fund	established to provide a fund for major maintenance to the St. Paul's church organ, this fund receives contributions arising from usage at events such as weddings and funerals.
The Choir Robes Fund	established in 2006 to fund the purchase of replacement robes for the choir of St. Paul's.
The Youth Group Fund	established in 2008 to fund the commencement of a Youth Group on Sunday evenings.
The Clergy Discretionary Fund	established in 2011 from a donation specifically to fund gifts to those in need at the discretion of the incumbent and church wardens.

The financial statements include all transactions, assets and liabilities for which the Church Council is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Statement of Accounting Policies (continued)

31 December 2015

Income and Endowments

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the Church Council. Planned giving receivable under Gift Aid is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donation is recognised.

Grants and legacies to the Church Council are accounted for as soon as the Church Council is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the Church Council is reasonably certain. Funds raised by events and the sale of items are accounted for gross. Funds raised for Good Causes are accounted for gross.

Income from investments

Interest entitlements are accounted for as they accrue. Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at the end of the financial year.

Parochial fees

Under the arrangements that exist in the Diocese of Southwark between the Diocese and its ministers, statutory fees are collected by the Church Council as agent for the Diocese and paid over to the Diocese; they are netted off in these financial statements with only amounts collected and not paid over shown as outstanding creditors at the balance sheet date.

During a period of interregnum, such fees are retained by the Parish in a "Sequestration Account", from which the Parish is permitted to pay for relief clergy, etc. At the conclusion of the interregnum, the remaining balance on the Sequestration Account is reviewed and divided between the Parish and the Team. Until the conclusion of an interregnum, the balance on the Sequestration Account is deferred and held in the balance sheet as a creditor.

Other income

Travelling and any other expenses received by the Church Council in respect of the minister's attendance at cremation services are paid over to the Team, which reimburses the minister. Deposits in respect of fees payable to the Church Council for weddings which are to take place in future years are treated as deferred income until one month before the wedding takes place at which time no fees are refundable in the event of cancellation.

Expenditure

Committed giving

Collections for good causes and other outreach are shown gross.

Activities directly relating to the work of the Church

The Diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

Fixed asset investments

Investments are valued at mid-market value at 31 December.

Fixed assets

Consecrated and beneficed property of any kind is excluded from the financial statements in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Equipment purchased for use on church premises and which is not incorporated into the buildings is written off on a straight line basis over its useful life, although individual items costing less than £500 are written off when the asset is acquired.

