

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 2014

Annual Report 2014

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 N Collard – until ACM 2015 Mrs M Westmarland – until ACM 2017
Deputy Warden	Mrs J Chapman Fortune – 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 V Francis Bates – until ACM 2017 Mr W H Haines – until ACM 2015 Mr P J Johnson – until ACM 2017 Mrs J Knight – until ACM 2016 Mr R J Kyle – until ACM 2016 Mr Martin Levie – until ACM 2017 Mrs A Mead – until ACM 2015 Mrs S Musk – until ACM 2017 Mrs E Porter - until ACM 2015 Mrs S Simpson – until ACM 2017 Mrs J Tyler – until ACM 2016
Treasurer	Mr T J Salmon (co-opted)
Secretary	Mrs M Westmarland
Minutes Secretary	Mrs J Levie (co-opted)

Those retiring at the Annual Meeting are Mrs Collard (who completed her term of office as churchwarden a year ago but agreed to stay in office in order to assist with continuity), Mr Haines, Mrs Mead and Mrs Porter. Mr Kyle will be standing down; a casual vacancy for one year will therefore arise.

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 serve on the Church Council for three years, or the remainder of the term of those 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.

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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 Collard, Mrs Westmarland, Mr Salmon (co-opted), Mrs Chapman-Fortune

Buildings and Fabric Committee

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

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

Social Committee

This committee is responsible for social activities.

Members: Mrs Chapman-Fortune, Mrs Mead, Mrs Tyler, Mrs Simpson, Mrs Stevenson (co-opted), Mrs Westmarland, Mrs Porter, Mrs Musk and Mrs Briscoe

Worship Committee

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

Members: Mrs Collard, Mrs Briscoe, Mrs Westmarland, Mrs Chapman-Fortune, Mrs Francis Bates, Mr Johnson, Mr Levie, Mrs Mead, Mr Ridout (co-opted), Mr Roberts, Mrs Tyler and Mrs Musk

Communication and Publicity Committee

This is a newly formed committee and will be responsible for communication and publicity.

Members: Mrs Blanchard, (co-opted), Mrs Briscoe, Mr Pillinger (co-opted), Mr Todd (co-opted), Mrs Westmarland, Mrs Francis Bates, Mr Kyle, Mr Levie, Mrs Collard and Mrs Chapman-Fortune

Church attendance

There are currently 104 people (2013 - 103) on the Roll, including some not resident in the parish. The average weekly attendance at the main service was 45 (2013 - 54), 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 42 (2013 - 48).

Review of the year

The full Church Council met eight times during the year and has met twice to date in 2015. 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 deficit on the general fund in 2014 of just under £3,900 (page 17), following a small deficit last year. We did not receive the one-off donations and legacies that we were fortunate to receive towards the end of last year, nor were we able, practically, to repeat the number and scale of special events. Whilst the overall financial position remains of concern and reflects the challenging times in which we live, a reduction in our contribution to the Diocese in 2015 (which reflects our smaller congregation) should enable us to begin to restore the health of the general fund, notwithstanding increases in costs.

Our investments, held through the Church Board of Finance, benefited from the improving stock market in 2014 and we have not needed to dispose of any more to fund maintenance work.

The costs of providing clergy in the Diocese (including housing and pensions) - which is reflected in our Diocesan contribution - continue to represent a challenge. We completed the latest

Annual Report 2014 (continued)

triennial income survey during the year which has been used to assess our contribution for 2015 at about £7,000 (12%) lower than that for 2014. This is very helpful and reflects properly the size of our congregation. From 2016 onwards a new system will be in place for determining contributions to the Diocese and we will provide more information to the congregation as we receive it.

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 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. We received a substantial donation during 2011 to enable us 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 2014 we made two gifts from the fund.

Roman Catholic use of St. Paul's

In the early part of the year we were pleased to make St. Paul's available for the celebration of Roman Catholic mass once a month. Services are now in abeyance following the sad death of Fr. John Oliver and we do not have a date yet 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 2014

We continued to carry out necessary repairs to both churches. In 2015 the next Diocesan quinquennial inspection of the church buildings will be completed which will determine what works (and therefore what calls on our resources) will be needed in the near future. We are already aware of some works that will be required and we will 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. The necessary Faculty has been issued by the Diocesan Chancellor, but there has been a delay in the installation pending decisions by the phone companies about equipment sharing and the provision of the so-called 4G network. We still expect the installation to proceed 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 Village Memorial

I am delighted to report that the new Village Memorial was completed in the autumn, and dedicated in time for the Remembrance Sunday service in November. The memorial commemorates those who have given their lives for the community and replaces the wooden memorial plaque in St. Paul's which has serious decay and is inaccurate. Final works to the memorial will be completed in the spring. The remaining funds – some £12,000 – will be used to complete those works and to maintain the memorial in future years.

On behalf of the Church Council



Rev. Dr. Catherine Dowland-Pillinger

Chair

4th March 2015

Independent Examiner's Report

To the Woldingham Church Council

I report on the accounts for the year ended 31 December 2014 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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6/3/2015
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Statement of Financial Activities

31 December 2014

	Notes	Restricted funds £	Unrestricted funds £	Total funds 2014 £	Total funds 2013 £
INCOMING RESOURCES	1				
Voluntary income		64,460	65,285	129,745	89,799
Income from investments		4,385	120	4,505	4,646
Church activities		1,476	4,136	5,612	6,478
Activities for generating funds	3	-	4,396	4,396	10,639
TOTAL INCOMING RESOURCES		70,321	73,937	144,258	111,562
RESOURCES EXPENDED	2				
Costs of generating voluntary income	3	-	797	797	235
Church activities		5,566	76,054	81,620	98,608
Governance costs		-	155	155	239
Project expenditure		68,648	-	68,648	8,370
Interest costs		-	103	103	43
TOTAL RESOURCES USED		74,214	77,109	151,323	107,495
NET (OUTGOING) INCOMING RESOURCES		(3,893)	(3,172)	(7,065)	4,067
Gains / (losses) on investment assets					
- on disposal		-	-	-	1,622
- on revaluation	11	5,476	-	5,476	9,390
NET MOVEMENT IN FUNDS		1,583	(3,172)	(1,589)	15,079
Fund balances at 1 January		154,029	31,570	185,599	170,520
FUND BALANCES AT 31 DECEMBER		155,612	28,398	184,010	185,599

Balance Sheet

31 December 2014

	Notes	Restricted funds £	Unrestricted funds £	Total 2014 £	Total 2013 £
FIXED ASSETS					
Investments	11	105,737	-	105,737	100,261
CURRENT ASSETS					
Debtors	12	9,372	10,185	19,557	12,992
Short term deposits		42,873	11,251	54,124	69,719
Cash at bank and in hand	13		10,380	10,393	10,006
		52,258	31,816	84,074	92,717
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	14	(2,383)	(3,418)	(5,801)	(7,379)
NET CURRENT ASSETS		49,875	28,398	78,273	85,338
NET ASSETS		155,612	28,398	184,010	185,599
FUNDS					
General Church Fund		-	4,836	4,836	8,383
<i>Designated funds</i>					
Organ Fund		-	8,261	8,261	6,791
Choir Robes Fund		-	-	-	175
Youth Group Fund		-	240	240	240
Clergy Discretionary Fund		-	15,061	15,061	15,981
<i>Restricted funds</i>					
St. Agatha's Churchyard Fund		21,352	-	21,352	20,206
George Lucy Fund		115,676	-	115,676	97,218
Church Room Fund		6,462	-	6,462	6,450
Village Memorial Fund		12,122	-	12,122	30,155
TOTAL FUNDS		155,612	28,398	184,010	185,599

Approved by the Church Council on 4th March 2015 and signed on its behalf by:



N Collard
Churchwarden



M Westmarland
Churchwarden



T J Salmon
Treasurer

Statement of Accounting Policies

31 December 2014

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005). 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 warden.

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 2014

Incoming resources

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.

Resources used

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.

