



**St Mary's Ewell**

[www.stmarysewell.com](http://www.stmarysewell.com)

# **The Parochial Church Council of the Ecclesiastical Parish of Ewell**

## **Annual Report and Statement of Financial Activities for the year ended 31 December 2019**

Approved by the PCC at their meeting 30 March 2020  
Draft version – awaiting independent examination of accounts

**Registered Charity No 1128409**

## A letter from the Vicar of Ewell

Dear friends,

A church's Annual Report is a report notionally written as though on New Year's Eve, and its purpose is twofold. Firstly, we look back on the past year. Secondly, we look forward to the year ahead. St Mary's is a registered charity and the Charity Commission asks us to report on the 'achievements and performance' for the past year, and the 'aims and objectives' for the year ahead.



Many of the pages in this annual report give a glimpse of what St Mary's has been doing in the past year. It can only be a glimpse, because we hope that through our ministry, teaching, and prayer we enable people better to live out their Christian lives. Many things, therefore are 'achieved' which are not directly visible to us, but felt by others and known to God. But of those things we have been able to mention in these reports, we should remember that they are only possible because so many people are willing to give their time, energy, skills, or money to St Mary's to make all these things possible. If you have, in any way, contributed to St Mary's in the past year, then as you read, please think to yourself "I helped make this possible!" St Mary's has not just 'kept going' in the past year: as you will see, we have made significant steps forward, for example in the new role of a children and families worker and in the provision of new church loos, which are provide us with a stronger foundation for growth in the future.

We are very blessed with the level of support we receive from volunteers, with expertise provided in the areas of safeguarding, finance, data protection, music along with many others. If you would like to learn more about our work or provide support to the church, in a large or small way, please let us know.

Other parts of the report focus on our aims and objectives for the year ahead. Much of what St Mary's does works on a weekly or annual cycle: the services, children's groups, social events and activities, occasional offices, musical programme and more. Each year we do try to focus on making particular steps forward in the year ahead. The PCC and the church's many volunteers, work tirelessly to advance the church and ensure the views of the congregation are heard and understood. In January 2020 the PCC and the members of the congregation who attended "A New Year for St Mary's" put together a Church Development Plan. Our main areas of focus for this year were

- Making Disciples
- Growing youth and children's ministry
- Cultivating community partnerships
- Improving church buildings

Several detailed, achievable proposals were agreed for the coming year under each of these headings. In each case they are projects which we feel are necessary to move forward the work of the church.

As the annual report makes clear, we continue to run a significant financial deficit each year. We are reliant on the regular, generous giving of those who support St Mary's, as well as the reserves which we are fortunate to have at present because of recent legacies. The long-term financial stability of St Mary's relies on us continuing to grow, and so our aims and objectives are directed to that end.

## A letter from the Vicar of Ewell

Of course, the most important reason we want to grow is because that's what churches do. Those of us who make up St Mary's know that our church is a vibrant, life-giving, spiritual home, that helps us grow closer to God, deepen our sense of belonging to our local community, and have some fun together at the same time. We want to share our Christian faith and the joy of being part of our community as widely as possible. As I look through the pages of this annual report, I am renewed in my excitement for all we are and all we do by God's grace, and some oft-quoted words come to mind:

For all that has been, thanks!

For all that is to come, Yes!

Thank you for reading this report, and for your interest in our wonderful church community in Ewell.



### **CORONAVIRUS UPDATE - EASTER DAY 2020**

Although, as I say above, the annual report notionally looks back to 2019 and forward to 2020 from the perspective of the start of the year, we can't go to press without referring to the pandemic which is causing a national and international emergency.

Since late March, churches have been closed for public worship, as the whole country has adopted social distancing. Baptisms and weddings are suspended for the time being, as is all use of the church hall, and all social and other face-to-face activities. We have continued with livestream services online, and organized telephone ministry to keep in touch with people through this time of isolation. Although we are not meeting in church, we continue to pray in our homes for all affected by the pandemic. Children's hour is already meeting regularly online, and meetings, including the PCC and finance committee, have been successfully conducted via Zoom. We continue to explore new ways of carrying out church life during this period. There has been much positive feedback. We will of course report on this in more detail in next year's annual report.

It is important to record at this stage that these measures are having a significant effect on our income. There is no income from hall hire at present, and there can be no cash collections. We are grateful to those whose regular giving continues during this period. As I write on Easter Day we are holding an online collection, and people are responding with generosity. The PCC will continue to look into controlling expenditure during this period, and doing what we can to lessen the impact on our income. At the time of writing, we do not know how long measures to fight COVID-19 will last. It is likely that there will continue to be some restrictions on our common life for most of the year. I think we are doing a good job of holding together and serving our church community. I am very positive that we should be able to bounce back, and that in some ways we will have grown and strengthened as a community.

### **Administrative Information**

St Mary the Virgin is the parish church of Ewell. It is part of the Diocese of Guildford within the Church of England. The postal address is St Mary's Ewell Parish Church, London Road, Ewell, Epsom, Surrey KT17 2AY.

Members of the Parochial Church Council (PCC) are trustees of the charity for the term of their appointment. Members serving on the PCC at the date of this report are:

Incumbent: The Reverend Russell Dewhurst – Chairman

Assistant Priest: The Reverend Sue Ayling

Wardens: Mrs Valerie Wood - Vice Chairman  
Mr Nicholas Allsopp

Deputy Warden: Mrs Kathleen Burgess

Representatives on Deanery Synod: Mr Humphrey Reynolds  
Mr Andrew Sykes (until April 2019)  
Mrs Wendy Paxman

#### Other Members:

Mrs Gill Bird

Mr John Baker (Joint treasurer from 1/1/20)

Mrs Angela Kelly-Burns (joint Treasurer until 31/12/19)

Mr Noel Burns (joint Treasurer until 31/12/19)

Mr David Boosey (Joint treasurer from 1/1/20)

Mrs Donna Boosey (Joint treasurer from 1/1/20)

Mr Ian Burgess

Mrs Helen Crossley

Prof David Dance

Mr Mark Fitzgibbon (until December 2019)

Mr Charles Johnson

Mrs Miriam Massey

Mrs Valerie Smither

#### Members until April 2019:

Mr Andrew Sykes

Mr Anthony Tucker

Mrs Linda Staff

Ms Elizabeth Divall was PCC secretary.

In 2019 St Mary's banked with Barclays Bank plc, Epsom and Santander UK plc. The appointed examiners were L&F Accounting Ltd.

Day-to-day management is delegated to the incumbent and churchwardens.

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The PCC is registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of Ewell (alternative title The Parochial Church Council of St Mary the Virgin Ewell), registered Charity Number 1128409.

The appointment of PCC members is governed by and set out in the Church Representation Rules. All those who attend St Mary's and who qualify according to those Rules are encouraged to register on the Electoral Roll and to stand for election to the PCC. The PCC operates through a number of committees, which meet between full meetings. The committees are constituted to make full use of the professional expertise available within St Mary's and members are encouraged to attend Diocesan training as appropriate. The Vicar and churchwardens are ex officio members of all church committees. All major or contentious decisions are referred back to the full PCC.

**Standing Committee:** This statutory committee has a general power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

**Finance Committee:** Oversees all expenditure and monitors income and investments.

**Estates Committee:** Attends to matters relating to the stewardship of plant, such as the church buildings and fabric, the churchyard, the church hall and the vicarage.

**Children's Support Group:** Co-ordinates activities involving children in the church and in the wider community.

**Pro Musica:** Co-ordinates the musical activities of the church, including the Parish Choir, St Mary's Singers, recitals, and the maintenance of the organ.

**Social Committee:** Devises and manages social events for the parish.

**Ministry Team:** The Ministry Team meets for 2 or 3 away mornings per year, and a pastoral meeting takes place monthly.

**Major Risks:** The major risks to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems or procedures have been established to manage these risks. The assessment of the risks is documented and there is a process of regular review. Risk assessments have been produced for both the church and the church hall and a general risk-assessment document has been produced to cover staff-related risks. Risk assessments are produced for major parish events that may involve risk, e.g. children's fun days. A review was carried out in 2015 of the comprehensive document which sets out the financial management, banking and record keeping procedures used by the church and includes an assessment of the financial risks to which the PCC is exposed and the systems designed to mitigate those risks. St Mary's Safeguarding Policy Statement follows the Diocese of Guildford's guidelines on child protection including the use of DBS checks as appropriate, and we ensure our policies and practices are kept up-to-date.

## **Objectives and Activities**

The PCC (Powers) Measure 1956 states that the PCC is to co-operate with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC has maintenance responsibilities for the church and church hall, for the large churchyard extensions in Church Street, and for some internal decoration of the Vicarage. St Mary's vision is 'Sharing the love of Christ the Light of the World with the people of Ewell'.

In order to achieve these objectives St Mary's offers, among other things, regular services of worship, occasional offices, pastoral care, study courses, social activities, concerts and recitals, children's activities, charitable fundraising events, a monthly magazine 'Ewell Parish News', a website, and occasional quiet days and retreats. Many of these activities are described below in the reports of the committees.

Our services rely on the participation of many church members who act as sidesmen, read lessons, serve at the altar, lead intercessions, and prepare for services behind the scenes. The PCC is most grateful for work of the ministry team, those members of our church, along with the Vicar, who exercise a ministry authorised by the Bishop: the Revd Sue Ayling (Assistant Priest), the Revd Dr Patrick Miller (Assistant Priest), Canon Margaret Marsh (Assistant Priest, who joined us in 2019), Wendy Varney (Reader), Wendy Paxman (Pastoral Assistant), Barbara Gibson Sykes (Pastoral Assistant, authorised in 2019), and Andrew Sykes (Pastoral Assistant authorised in 2019). Our Director of Music Jonathan Holmes keeps up the highest standard of musical excellence in our worship, recitals and other activities. Our executive administrator Lynne Yuille provides invaluable administrative support and a first point of contact for those who get in touch with St Mary's. Our Publicity and Social Media Officer Kalli Pasqualucci ensures the activities of the church are promoted widely and especially on Social Media. We were joined in September by Leanne Newman, our children and families worker. Many thanks are due to Noel and Angela Burns who stepped down as treasurers after five years in the role at the end of 2019, for working every week dealing with donations, payments, and accounting connected with the many activities listed in these pages.

We are enriched by the Guide and Brownie units associated with St Mary's. Our Tower Band, captained by Jeff Cousins, oversees the church bells: it is wonderful that our bells are rung regularly for services and weddings. Our church hall provides a venue for many church activities, and is a valued community resource; it also provides an important income for the church, thanks to the work of those who administer bookings and maintain the hall, and the new chairs and tables that arrived at the end of 2019 have been welcomed. In church, the major addition made in 2019 was the long-awaited new loos, which were blessed by the Bishop of Guildford at our patronal festival in September. All of these much-needed improvements to the church were only possible because of generous legacies left to the Church in recent years. In 2019 the PCC introduced a conflict of interests policy in line with Charity Commission guidance.

Sadly the church office suffered a burglary soon after Easter in 2019. The consequent repairs were followed by a thorough review and improvement of our security, and we

are grateful to those involved in this work, especially time-consuming following the break-in. Our AV systems also continue to be improved as time and funds allow.

The annual Ewell Village Fair provides an excellent day out for all, raises essential funds for St Mary's and raises our profile in the community, thanks to the work of a dedicated committee. In 2020 the Fair was planned to take place on Saturday 18<sup>th</sup> July, but at the time of writing, this was under review because of the Coronavirus pandemic. The Fair committee is determined to create an exciting event for the whole community, even if it is not possible to hold the Fair on that date.

September's "Day for All" is a chance for the whole community to come into church and see what we offer. In 2019 we continued our monthly Bereavement Café, open to all, which is a service to the whole community for those who would like to talk about their experiences around bereavement. There is also a monthly Julian Group for prayer and meditation. In 2019 a Lent group looked at caring for the environment from a Christian perspective, and an eco-group was formed to carry these matters further in our church life.

There is an ongoing relationship with the local North East Surrey College of Technology (NESCOT): students from NESCOT run 'Café NESCOT' in our church hall, and another group works in our churchyard. The St Mary's Ewell Morris Men have been linked to St Mary's since their foundation some decades ago, and frequently raise money for the church, for which we are most grateful. We also value our links with local schools taking the form of school visits to church, school assemblies taken by clergy and others most weeks. We host a weekly school assembly for Ewell Castle School, and other school events through the year, including five school Christmas carol services.

Every PCC in the Diocese of Guildford creates a church development plan to outline its priorities for the year ahead. Each year, we consult the whole congregation using surveys and/or whole-church meetings. In 2020, we plan to develop our children's activities, to add to our musical programme especially with lunch-time Bach recitals, to explore what it means to be an Eco-church, to seek ways to improve the parking situation around the church and hall, to form a Working Party to examine how we can make best use of the church hall, to introduce more regular bible study, to host a Faith and Film Lent group, and to make more use of Facebook videos for outreach. All this, of course, in addition to our regular activities and plans described below.

The pages of this report contain only a tiny fraction of all that went on in 2019. All our activities rely on the generosity of a very large number of people, who together are 'St Mary's Ewell.' Regular financial giving and legacies are absolutely necessary for St Mary's: we encourage all who would like to support the work described in these pages to consider whether they can make a regular gift to the church.

Innumerable hours of volunteer time are given to the work of St Mary's every week, and without them our church life could not take place. Some names are mentioned in

this report, but many more are not. The PCC would like to take this opportunity to record its heartfelt thanks for the gifts, time, and talents contributed by everyone who has been part of St Mary's in 2019 and we look forward to your continued support as we work together in 2020.

### ***Achievements and Performance***

Usual Sunday attendance during 2019 was 112 adults and 21 children, with additional numbers attending at festivals. At Christmas, over 1200 people attended our range of services, in addition to over 1800 attending the school services we hosted. There were 130 parishioners on the Church Electoral Roll at the time of its presentation to the APCM. There were three or four services most Sundays.

*Regular Services:* Every Sunday we offer a said Holy Communion at 8am and a Sung Eucharist at 9:30am. Additional services on a monthly pattern include Choral Mattins, Choral Evensong, and a range of all-age and children's services detailed below in the children's support group report. In addition, there is Holy Communion on Tuesdays and many festivals.

*Pastoral offices:* In 2019, St Mary's celebrated 19 baptisms, 4 confirmations, and 5 weddings, with the attendant preparation meetings and courses. 11 funerals took place in church, clergy and readers officiated at many more funerals at local crematoria and burials in the churchyard and at local cemeteries.

*Pastoral care:* We have responded to requests for home and hospital visits, sacramental confession and more informal pastoral counsel, and Holy Communion at home for the sick and housebound. Holy Communion services are taken each month at Priory Court, The Elders, and at The Old House. Individual prayer for healing or another need is offered once a month at the 9.30 service.

### **CHILDREN'S SUPPORT GROUP (CSG)**

#### **Chair: Linda Staff**

The CSG brings together all those who work with our children and their families, as detailed below. With everyone being so busy, we tend to meet as and when necessary. Our focus during the past year has been the planning for and recruitment of a Children and Families Worker (CFW), a new venture for St Mary's.

#### **Regular Services and Activities for Children 2019 -20**

- Monthly Praise@11 service on the first Sunday in the month.
- Monthly 'All-In' evening service followed by Club Sandwich youth group on the second Sunday in the month.
- Monthly Toddler Up! service on the third Sunday in the month.
- Baptism services are held on the fourth Sunday in the month and are supported by our Baptism Visitors and the St Mary's Singers. (Have you spotted the washing line of socks on the notice board at the back of church? Go and have a look as each small sock represents a child who has been Baptised here during the past couple of years).



- Weekly Children's Hour during the 9.30 service.
- Weekly Toddler groups on Mondays, and Thursdays.
- Weekly during term time 'Fun Day Wednesday' after school craft and games group for primary aged children.
- Occasional Fun Days.

### **Links with Local Schools 2019-2020**

- Continued weekly taking part in "Open the Book" – dramatized (yes, we adults get to dress up!) assemblies of Bible stories at Ewell Grove, together with members of Christ Church, Ewell.
- Weekly chapel choir from Ewell Castle run by Jonathan Holmes.
- Monthly assemblies at Wallace Fields.
- Assemblies at Ewell Castle.
- Local schools now hold regular assemblies and occasional events in church.
- In October last year 1<sup>st</sup> Ruxley Cubs came to St Mary's for a visit as part of their preparations for their Faith Badge. Subsequently, after many years absence, they came to our Remembrance Service.

There is already plenty currently on offer for families with children each month and thanks must most certainly go to a relatively small group of leaders and helpers for ensuring that all these activities take place week by week and month by month. However, during the past year, we have lost two key people who have given an enormous amount of time to the various activities on offer to our children and their families – Gilda Everson who ran the Monday Toddler Group and was also a past chair of the Children's Support Group; and Fran Sidle who did so much in helping to create Toddle Up!, All in and Club Sandwich, Funday Wednesday and periodic one-off Fundays. We are indebted to both for all that they have done. Many thanks to both of you.

With recruitment of new volunteers being a problem and in the knowledge that we would be losing key people, the PCC took the decision to advertise for and recruit an employed Children and Families' Worker. The result was that Leanne Newman joined the team here at St Mary's in September 2019. Since that time, she has been getting to know existing groups. She has assisted Russell with the preparation of Toddle Up! All In and Club Sandwich. She has taken on the Fun Day Wednesday group and has organized and delivered two additional Fun Days, one during the October half term and one just before Christmas. At the beginning of 2020, she introduced a new initiative, Friday Family Flix to encourage local families into church. It was certainly very much appreciated by those who came.

Leanne has now decided to move on from her work with us, with her employment scheduled to conclude at the end of March 2020. We hope to appoint a successor as soon as possible. We are grateful to her for the work that she has undertaken during the short time that she has been with us. Moving forward, we will continue to need someone in this essential role. However, we will always continue to rely on our existing volunteers and need to be proactive in looking out for more.

## **SOCIAL COMMITTEE**

**Chair: Rosemarie Henson**

The purpose of the Social Committee is to arrange social gatherings that the congregation and friends can attend and enjoy, bringing people in the church together and getting to know one another better.

Our aim is not to make a profit but to keep the costs low. However, we surprisingly do make a profit and have bought a new dishwasher for the hall in the past. At the moment we hold £1,573.55 in our Social Account which will provide funds for new kitchen equipment.

*Over the last year the committee has catered for and held the following events:-*

11<sup>th</sup> May 2019 – Nuts in May

Dinner with Quiz by Jenny & David and Monologue by Gilda.

29<sup>th</sup> June 2019 – Vicarage Garden Party

Cream Tea served and Raffle.

23<sup>rd</sup> November 2019 – Countdown to Christmas

Dinner interspersed with a variety of entertainment from Committee and church members.

25<sup>th</sup> January 2020 – Board Games Afternoon with tea and cake

The attendance has increased as it's proving to be very popular.

9<sup>th</sup> February 2020 - Celebration of Marriage Valentine's Reception.

*Forthcoming events:*

2<sup>nd</sup> May 2020 – “Put Out The Flags” - 75<sup>th</sup> V.E. Day Celebration Dinner

6<sup>th</sup> June 2020 – Vicarage Garden Party

5<sup>th</sup> December 2020 – Winter Dinner

Many thanks to the Committee and helpers for their continued support and enthusiasm.

## **ESTATES COMMITTEE**

**Chair: George Jarrett**

**Churchwardens: Valerie Wood and Nicholas Allsopp**

Attends to matters relating to the stewardship of plant, such as the church buildings and fabric, the churchyard, the church hall and the vicarage.

*Works undertaken by the Estates Committee during 2019:*

The following items are in addition to our commitments of the routine, but very essential maintenance, including weekly changing of heating settings in the Church and Church Hall, replacing light bulbs internally and externally, supervising the cleaning, clearing blockages in gulleys, cleaning of all brasses, etc., prior to last Christmas; dealing with the D.A.C. and insurance matters where appropriate, checking and clearing contractor's invoices, and the preparation of annual cost budgets for the various sectors.

The annual Health & Safety and Fire Risk Assessments of the Church, Church Hall, and Churchyard No. 4 (opposite the church on Church Street) are currently being finalised.

Churchyards Nos. 1, 2 & 3 (the churchyards contiguous with the church building) are maintained by the Borough Council.

**Church:**

- Discussions and placing instructions with architect to proceed with the quoted works for the new toilets.
- Inspecting, and taking dimensions and preparing sketch for architect, to illustrate problems encountered beneath the floor area of the toilets, reporting on consequences of same, and discussion and agreement on remedial measures.
- Attending site for inspections and site meetings, and phone calls and emails to and from architect, with discussions on additions and revisions on various matters, up to and including final site meeting, and checking of 'snagging items' when completed.
- Engaging contractor to carry out necessary repairs to the bell-frames (nobly assisted by the ringers) and contacting various Bell Charities for funds for these works.
- Engaging contractor to clear and repair blocked valley gutter over church following rain penetration, and also to re-felt roof to church kitchen following dampness in the Parish Room toilet.
- Clearing internal gutters over West porch entrance, and other accessible gutters, glass cleaning, etc., as referred to in Quinquennial Report.
- Appointing electrical contractor to carry out various works in the church and, in particular, the Chancel.
- Assisting with temporary repairs following 'break-in', and obtaining quotes for window repairs and supervision of same, and with various new fittings in parish office.
- Assisting with major clearance of unwanted items from church gallery.
- Taking necessary dimensions and preparation of drawing of shelving for fixing adjacent to the organ, and engaging contractor for fabrication using timber from removed pew seats, and installation.
- Meeting insurer's surveyor for inspection of church and hall premises, communication with insurers in connection with their requirements, making adjustments as required, and receiving approval.
- Re-fixing Fire plaque, and preparing details for new Prayer Board, engaging contractor for fabrication of same, and installing board adjacent to Side Chapel.
- Meeting boiler inspection contractor for annual servicing, and engaging contractor for lightning conductor check.

**Church Hall:**

- Engaging plumber to repair and re-fix cistern in Ladies toilet, etc.
- Clearing gutters of leaves.
- Appointing electrical contractor for replacement of light fitting.
- Meeting insurer's surveyor, as described above for church, and taking dimensions for preparation of details for new storage cupboard to enable clearance of Boiler Room as required by our insurers; engaging and supervising contractor for construction of same, and receiving insurers approval on completion of clearance.

- Carrying out detailed survey of the Hall forecourt and fencing, and preparing drawing for submission to the PCC showing proposed new boundary brick wall/fencing, and two new parking areas, and obtaining quotation for the works.
- Removal of superfluous tables and chairs from the Hall to churchyard shed in Church Street, having previously engaged a contractor to remove all unwanted items from the two sheds.

### **Churchyards:**

- Completion of 'topple-testing' in churchyard, and carrying out final on-site checking of the recommendations to establish the total number required for either laying-down or other remedial measures.
- Investigating methods and costs to obviate the laying down of memorials, and, with PCC approval, submitting these to the D.A.C. for approval (still awaited).
- Installing chain-link barrier at top end of churchyard to guide school tractor away from grave areas, and organising a general tidy-up of the grounds.
- Meeting with the Nescot team and discussing their work proposals, and similarly with the local authority representative and contractor in connection with repairs to the churchyard wall repairs.
- Digging trial holes in Churchyard No. 2 to establish ground conditions for car-park proposals, and preparing drawings showing proposed car parking spaces and construction details for submission to the D.A.C. for approval (still awaited).
- General supervision of grass cutting and tree lopping contracts, and of Ewell Castle School site staff in laying plastic mesh to form a path for the children across the grave areas, between the main path and the school playing field; tending lavender plantings in Garden of Remembrance, and laying paving slabs in front of the church notice boards along London Road.
- Arranging for and meeting contractor to re-surface the parking area in front of Churchyard No. 2, subsequently marking out locations on site for white-lining, and arranging for contractor to carry out this work.
- Meeting contractor on site for fixing in place the new Notice Boards in Churchyard No. 4, and on the north corner of Churchyard No. 2.

### **Vicarage Trees.**

- Much correspondence, to and fro, over the course of the year (in excess of 50 emails) with the Diocese and contractors, eventually being resolved inasmuch as ourselves being permitted by the Diocese to obtain quotations for the works, and with the invoice to them.
- Perusal and comparison of the quotes received, and recommendations to the Diocese for acceptance of the most favourable, and receiving same. However, the local authority Tree Preservation officer is not in agreement with all of the arboriculturist proposals, and a final decision is still awaited.

### **Works intended during 2020:**

There remain a number of items referred to in the Quinquennial Report requiring our attention, and we shall endeavour to complete these in accordance with the schedule, as always depending on weather, unexpected events and availability.

There are a number of major projects that will require our involvement, some of which are referred to above, and some in the Quinquennial Report, namely:-

- 1) The pursuance of the tree problems in the vicarage grounds.
- 2) Further works, and obtaining necessary permissions in connection with the Church hall boundary walls and parking spaces.
- 3) Continuance of the proposals for four parking spaces in Graveyard No. 2, in front of the church.
- 4) Preparation of specification and obtaining quotations for cleaning and redecoration of all rainwater gutters, hoppers and pipes around the church and church hall.
- 5) Similarly, for various re-pointing of joints to walls around the church.

Finally, I wish to extend my thanks to all members of the Estates Committee for their much appreciated and generous support over the past year, and also to others who have kindly given their assistance from time to time. New members to the Committee will be most welcome.

### **PRO MUSICA COMMITTEE:**

**Chair: Linda Staff**

**Director of Music: Jonathan Holmes**

**Choir Administrator: David Crick**

2019 was very similar to the previous year in many respects:

- A highly talented parish choir that is short of numbers;
- A termly Music List that challenges them to even greater heights but includes a variety of fare that our supportive congregation will appreciate;
- A reputation that continues to grow;
- A team focused and happy to continue the musical tradition of the parish; and
- We need more sopranos.

The Parish Choir undertook three cathedral trips in the year: Wells (for four services over Epiphany), Portsmouth again for Choral Evensong, and a three-day stay in Liverpool. These were very successful and we were invited back to each. Three cathedral trips are scheduled for 2020: Wells (for Epiphany again), Worcester (for Pentecost), and St Albans (at the end of August). We are 'taking bookings' well into 2021 and beyond now!

Although there may be light in the distance, we continue to struggle to get an Organ Scholar or any Choral Scholars and this is the fifth year we have been without. Whilst this saves the church money, it puts additional strain on the staff. We are well-served by our occasional singers and organists who do a wonderful job and deserve our thanks.

Those in St Mary's Singers have continued to grow in confidence and they are producing a better quality end result than ever. They provide a very useful role both to the church (in singing the monthly baptism and occasional Parish Eucharist services) but they can always do with some further recruits from the congregation, especially those who can sing tenor or bass.

The organ is the subject of a separate report.

Great entertainment was provided in the recital and concert season to much acclaim; this all contributing to the funds at the department's disposal. The generosity of those attending has resulted in the department (for many years) not having to use our entire budget granted by the PCC; this benefiting the church as a whole.

"Pro Musica" meets termly and continues to be a useful forum to discuss issues for the betterment of the department and its major function to enhance the worship of the parish church.

Jonathan Holmes continues to lead the department and encourages the highest possible standards of performance with David Crick administering the Parish Choir as well as planning the Music Lists - so a big 'Thank you' to them, and to everyone involved in providing the music.

### **THE ORGAN:**

#### **Director of Music: Jonathan Holmes**

In the early part of 2019 Edward Dove, our organ builder, and his team from Organ Design removed the 5 main bellows from the Willis organ and re-leathered them, a task long overdue. The work was all paid for from the Arthur Mathews memorial organ fund. The cost was £13,500. At the same time, work was done on the pedal board. After such major expenditure, the organ fund is now at a low ebb, so we are keen to raise more for the work still to be done. Tasks remaining include the refurbishment of the keyboards, the stop solenoids on the console and inside the organ, cleaning of the Great Organ (stops controlled by the middle keyboard) and Swell Organ (stops controlled by the upper keyboard). Some pipes also need repairing.

Immediate expenditure will need to be made to replace the humidifier, which is running roughly, but is essential to protect the wooden parts and leather from cracking. The faculty to have the Ophicleide moved further back in the organ loft has been granted and work is in hand. Once the Ophicleide and humidifier have been fixed the Arthur Mathews memorial organ fund will be quite empty and we will need to start raising money again if this fine, listed, historic instrument is to remain in excellent condition.

### **SAFEGUARDING REPORT 2019-20:**

#### **Safeguarding Officer for Children and Vulnerable Adults: Helen Crossley**

The role of Safeguarding within St Mary's continues to move in line with the Church of England's revised safeguarding protocols.

At its first meeting after the APCM, the PCC adopted the House of Bishops' Safeguarding Policy Statement together with the supporting safeguarding policies and practices guidance.

*Training:* We continue to ensure that all volunteers are trained in Safeguarding to the level that is required by the Diocese for their role. A *Training Grid* is available from the Diocesan Safeguarding website or in church for anyone to check the required training for any specific role in church.

*The Safeguarding Parish Handbook* is available on the Diocese website. It gives practical guidance that parishes need to know about day to day implementation of the national safeguarding policies.

*The Disclosure and Barring Service (DBS formally CRB)* has now been rolled out online throughout the Diocese. It has reduced considerably the time taken to obtain a DBS certificate. Due to this process being contracted out of the Diocese, parishes are now charged £4.79, including VAT, for the processing of each volunteer's application.

*Safeguarding information posters* continue to be displayed on the toilet doors in church and in the church hall.

### **DATA PROTECTION REPORT 2019 - 2020:**

#### **Data protection compliance officer: David Dance**

The PCC is committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by endeavouring to comply with the law governing the control and use of personal data as set out in the General Data Protection Regulation (GDPR, EU 2016/679), the Data Protection Act 2018 and other relevant legislation and by adopting good practice.

The PCC is thus committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security, being shared carelessly or being inaccurate.

The following are in place:

- Data protection policies and procedures;
- Data protection training for key church members;
- Register of activities which gather, store and use personal data; and
- General data privacy notices and data privacy notices for role holders (those with one or more specific roles within our church). These are available on our website and from the Parish Office.

The PCC has appointed a data protection compliance officer, who meets regularly with the incumbent to discuss data protection issues, to ensure that our documentation is up-to-date and to review all forms used to collect personal data before they are put into use. A data protection update is presented at each meeting of the PCC.

A potential data breach occurred during 2019 in connection with the theft in the parish office. However, studying official guidance, and seeking advice, we concluded that the level of risk, amount of data, and seriousness of the potential breach were low, and that a formal data breach report to the ICO was not required, though a written report was made to the PCC.

Following the theft in the parish office, we reviewed the security of personal data stored on the office computer. As result a new computer has been purchased which provides automatic encryption of all data.

## **HEALTH AND SAFETY:**

**Health & Safety Officer: Charles Johnson**

After a review of safety, Sunday 8.00am services are being held in the side chapel. The church hall dishwasher fault mentioned in last year's report was repaired and the engineer agreed it should be covered by warranty, so the charge paid was refunded. The machine has produced much better results since with detergent and rinse aid being dispensed as they should be.

21 licences for e-learning courses were bought from Green Cross Training. The main purpose was for people to gain Level 2 Food Hygiene training and four have now completed that. Others are still working on them. Remaining licences have been allocated to allow Church Wardens to do Fire Warden training and the Vicar to do Mental Health for Managers. All those who go out to do visits in the community are doing the Lone Working courses, so nearly all licences have now been allocated.

The large tables in the church hall were a safety concern as the legs did not fold properly and there was risk of injury when placing them in the storage racks. The tables have now been replaced with smaller models to reduce this risk.

To reduce money spent on fire extinguisher servicing, replacements that do not need maintenance for ten years are being investigated.

## **FINANCIAL REVIEW 2019**

**Lead Treasurer: John Baker**

**Co-Treasurers: (Finance Team): David Boosey and Donna Boosey**

**Stewardship Recorder: Miriam Massey**

**Chair of Finance Committee: The Reverend Russell Dewhurst**

### ***Resources Expended:***

During 2019 the PCC committed significant Church funds towards pastoral projects and improving the Church building, including the addition of the new toilets, maintenance of our iconic organ and the introduction of a children and families liaison role. A total of £114,077 was spent on such special projects and the PCC consider that these investments will be beneficial to the future of the Church and its role in the wider community.

These investments were only possible due to the generous legacies left to the Church in recent years and unfortunately general operating costs continue to significantly exceed operating income. We hope these projects and future projects will help us to increase operating income so that the church can become more financially self-sustaining. Currently, without these legacies the Church would not have the financial resources to be able to provide the extensive range of regular services of worship, pastoral care, social events, children's activities and special projects that are used by so many in the congregation and the local community.

Had the PCC not undertaken any special projects during 2019 the overall expenditure would have been £173,813. A full breakdown of the Church's expenditure (including projects) is included in notes 3a and 3b of the accounts on page 27, which shows



overall expenditure increased by 30% to £287,890 in 2019 (2018: £221,348) with the principle reason for the increase being the work on the new toilets.

**Incoming resources:**

The Church generates income from four main sources –

- (1) donations and legacies,
- (2) income from Church activities,
- (3) other trading activities, and
- (4) rental income and investment interest.

Donations and legacies are the largest contributors to income with donations (including gift aid recovered) accounting for 61% (2018: 42%) of total income in 2019 and legacies accounting for 27% (2018: 56%) of total income. The other major individual categories of income are fees from weddings and funerals, Church hall lettings, the summer fair and rental/investment income.

Income from the summer fair remained stable at £14,265 (2018: £14,659) reflecting the fantastic support for the event from the community. We look forward to new offerings and innovations introduced by the fair committee in 2020 to continue to grow the fair event.

Church Hall lettings totalled £7,499 during 2019, which was a 9% reduction on the level from 2018 (£8,207). The Church Hall is a fantastic venue for community events and we regularly receive positive feedback from external parties, who use it for events such as parties and clubs. We must consider how we can maximise bookings from the Church Hall during 2020 and beyond.

During the year the Shawbrook Bank account was closed with the funds being deposited with a notice account with Hampshire Trust Bank, which improved the blended rate of interest across the Church's deposits. We will continue to monitor investment opportunities across the market and change investments, as appropriate, in line with the investment policy.

A full breakdown of the Church's income is included in notes 2a to 2d of the accounts on page 26, which shows overall income decreased by 20% to £206,732 in 2019 (2018: £258,804). Excluding the income from legacies and the insurance claim then income would have been £153,330 in 2019 (2018: £141,965).

**Net movement in funds:**

Total expenditure across all funds (unrestricted, restricted and endowment) was £287,890 in 2019 compared to total income across all funds of £206,732, resulting in expenditure exceeding income by £81,158.

When combined with gains on investments of £828, the net movement in funds was a reduction of £80,330 to total funds being carried forward of £631,258. This is allocated across the respective funds as follows:

- £566,267 being unrestricted (of which £152,549 is general and £413,718 designated);
- £23,125 being restricted; and
- £41,867 being endowments.

***Reserve policy in operation during the year:***

The Parish reserves are that part of our funds which are freely available for our general purposes. At 31 December 2019 unrestricted general funds were £152,549.

Guidance from the Charities Commission for England and Wales notes that designated funds, funds which the PCC has set aside to meet essential future spending such repairs and improvements to the church's land and building and for pastoral project, should be excluded from reserves. The PCC retains the right to amend the classification of funds between general funds and designated funds. At 31 December 2019 unrestricted designated funds were £413,718.

It is the policy of the PCC to maintain a general account balance equating to three months operating costs to enable St Mary's to meet its obligations.

***Investment policy in operation during the year:***

Funds which are surplus to immediate requirements are held on deposit with The Central Board of Finance Church of England, a range of banks, building societies and financial institutions and as shares in Lloyds Banking Group plc. The PCC look to obtain the best deposit rates whilst balancing the security of the deposits and future liquidity requirements.

***Finance Committee***

The Finance Committee oversee all expenditure and monitor income and investments. During the year the Finance Committee were in regular communication regarding finance matters, in addition they met numerous times during the year to discuss the performance of the Church finances.

The current members of the Finance Committee, as at the date of this report, are The Reverend Russell Dewhurst (Chairman), Valerie Wood, Nicholas Allsopp, Miriam Massey, John Baker, David Boosey and Donna Boosey.

***New Treasury Team:***

At the end of 2019 Angela Kelly-Burns and Noel Burns stepped down as Treasurers, with new members John Baker, David Boosey and Donna Boosey joining the treasury team and preparing the 2019 accounts. We would like to thank Angela and Noel for their stewardship of the church's finances over the previous years and for their help in creating a smooth transition to a new treasury team.

The treasury team's principal purpose is the smooth running and careful stewardship of the church's finances. In addition to this we are also aware of the financial position of the Church, which is regularly in deficit from its ordinary activities.

Based on the net cost of general operations in 2019, general (non-designated) funds of £152,549 provides cover for just over 3 years' worth of current trading deficits. There is therefore a key need to utilise the general designated funds available to the church to increase income and minimise expenditure in order to cover our regular costs and minimise the annual deficits. As part of this key need the congregation were asked to complete a short survey in September 2019 and these views are being incorporated into our plans.

We look forward to working with our finance colleagues, the PCC and the congregation to tackle the financial challenges facing our Church, which are not dissimilar to the challenges of many Churches across the country.

**Contacts:**

Treasurer – [treasurer@stmarysewell.com](mailto:treasurer@stmarysewell.com)

Finance Team – [financeteam@stmarysewell.com](mailto:financeteam@stmarysewell.com)

**ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL**

The Reverend R J E Dewhurst (Chairman)

30 March 2020

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**

DRAFT

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and the Charities SORP, disclosing and explaining any material departures in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **ON BEHALF OF THE PAROCHIAL CHURCH COUNCIL**

The Reverend R J E Dewhurst (Chairman)  
30 March 2020

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EWELL**