



**Trustees Annual Report
and Financial Statements of the PCC**

Year Ended 31st December 2022

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Administrative Information

This document is prepared by the Parochial Church Council (PCC) of the Ecclesiastical Parish of Cranley otherwise Cranleigh.

Rector and Advisers:

Rector: Reverend Canon Roy Woodhams

Registered Charity No: 1131701

Bankers: Lloyds Bank Plc
PO Box 1000
BX1 1LT

Independent Examiner: Oakwood Business Consultants
The Dairy
Tilehouse Farm offices
East Shalford Lane
Shalford
Guildford
GU4 8AE

St Nicolas Church Cranleigh is situated in the High Street, Cranleigh, Surrey. It is part of the Diocese of Guildford within the Church of England. The registered name is 'The Parochial Church Council of the Ecclesiastical Parish of Cranley otherwise Cranleigh' and referred to as 'PCC St Nicolas Church Cranleigh.'

The following have served on the PCC during the period from 1st January 2022 until the date of this report unless otherwise indicated. All PCC members serve as a Trustee of the registered charity:

Chairman (Rector):	The Reverend Canon Roy Woodhams	
Curate:	The Reverend Tim Clifford Hill	
Assistant Curate:	The Reverend Rutton Viccajee	
Young People's Minister:	Miss Emily Clark	to December 2022
Licensed Lay Minister:	Mrs Judith Wedderspoon	to December 2022
Churchwardens:	Mrs Susan Clarke Mr Michael Roberts	
Hon. Secretary:	Mr Paul Jenkins	
Hon. Treasurer:	Mr Rogan Dixon	
Parish Administrator:	Mrs Nicola Craven-Smith	without voting rights
Deanery Synod:	Mrs Sandra Keeping Mrs Joan Connolly Miss Margie Nursey Mr Maurice Bowles	
Elected Members:	Mrs Mandy Crook Mr Bill Rothwell Mr Frank Sole Mrs Susan Knight Mr Nigel Lynn Miss Georgina Francis Mrs Jane Etherington Mr Alan Walton Mr Bryn Jones Mrs Katherine Tuck	from APCM 2022 to July 2022 from APCM 2022 from APCM 2022 co-opted from July 2022

Vision Statement

St Nicolas Cranleigh – Caring, Sharing & Daring

A Community Growing in Faith, Hope and Love, Reaching into the heart of the local community, Leading all to the liberating truth of Christ.

To achieve this, we seek:

- to be an inclusive church, welcoming all in the love of Christ
- to be a light shining in the community
- to uphold Christian values
- to make a stand for truth and justice on issues local, national and international
- to respond to the changing culture of the 21st Century
- to deepen our faith and understanding of what it means to be Christian
- to encourage 'All Member Ministry' – we all have a part to play in church life and promoting Christian values
- to be a church representing the whole age and social profile of the community
- to encourage the building of Community Spirit within the Village
- to grow our current membership

At the heart of everything we do are our 3 F's: Faith, Family and Friendship. You will find us Welcoming, Caring, Listening, Supportive, Passionate and Engaging.

Safeguarding

The PCC is committed to Safeguarding all Children, Young People, Victims of Domestic Abuse and Vulnerable Adults.

Public Benefit

As the Parish Church for Cranleigh, St Nicolas is open to all denominations for Christian worship. The Church is at the heart of our community and open every day. It is an active Church with a wide age range, aiming to show the love of Christ through all we say and do. There are a rich variety of services to suit different ways of worshiping God ranging from Common Worship Holy Communion to informal Family Services, traditional 1662 Holy Communion and Evensong. Furthermore, St Nicolas appeals to young people and families with an increasing breadth of Christian fellowship, activities and events.

Structure, Governance and Management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956 and is registered with the Charity Commission.

The day-to-day management of the PCC is vested in the Rector (the PCC Chairman) with support from the two Churchwardens.

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law, FRS 102 (Financial Reporting Standards) and SORP 2015 (Statement of Recommended Practice).

The law applicable to charities in England & Wales 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 incoming resources and application of resources of the charity for that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods and principles in the current Charities Statement of Recommended Practice (SORP).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements on an accruals basis.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the Financial Statements comply with the Charities Act, Charity Reporting and Accounting Guidance, and the provisions of the trust deed. 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.

Standing Committee

This is the only committee required by law and must have not less than five members; the Rector, two Churchwardens and two others appointed by members of the PCC. The Standing Committee has the power to transact the business of the PCC between PCC meetings, subject to any direction given by the PCC.

PCC Meetings

In 2022 there were 7 PCC meetings and the APCM held on 27th April 2022. The January meeting was a virtual meeting on Zoom, all other meetings were held in person including the APCM which was also live-streamed.

Team Structure

It is intended that all PCC members serve on at least one of the teams, thus providing the means for the PCC to enquire upon any points raised within team meeting minutes presented to the PCC. Some teams meet on a regular basis whilst others are brought together to plan and organise specific events or activities. The teams include:

- **Finance Team**

The Finance Team includes a Chair, the Treasurer, the accounts bookkeeper, a Churchwarden and the Stewardship Officer. The team oversees the financial governance and day to day finances of the Church. It monitors all income and expenditure, sets the annual Budget and prepares the Annual Report and Financial Statements. It is responsible for establishing an overall system of financial controls, including establishing financial policies, and for bringing to the PCC items which the PCC are required to approve. The Stewardship Officer is responsible for monitoring and maintaining confidential records of all planned giving including the claiming of gift aid.

- **Buildings Team**

The team is chaired by a Churchwarden and focuses on the maintenance of the Church, Churchyard, Church car park, Church Rooms and the curate's house. The Buildings Team has authority to carry out minor works, and to make recommendations to the PCC via the Finance Team, where appropriate, for major repairs or alterations including any matter involving a faculty or Archdeacon's certificate.

- **Young People's Team**

The Young People's team was formed to act as a support for the Young People's Minister.

- **Magazine Team**

The team oversees all matters concerning the Parish Magazine relating to editorial, advertising and financial management.

- **Outreach and Missions Team**

Establishes and maintains practical contact with the missions and charities supported by St Nicolas, reviews local outreach opportunities and identifies local, national and international missions /charities to whom St Nicolas Church's annual mission funding can be made. The team's recommendations are reviewed and agreed by the PCC prior to grants being made.

- **Social Team**

Advises, initiates, promotes and assists in providing a range of social activities to appeal not only to the Church congregation but also to the wider community.

Risk Management

The PCC addresses the key areas of risk management regarding safeguarding and health and safety. Insurance prevails on major risks and a Fire Risk Assessment and Health and Safety Report are formally documented and regularly reviewed. Risk assessments are carried out on all activities and events which are the responsibility of the PCC.

St Nicolas, Cranleigh has adopted the Church of England 'Promoting a Safer Church' Policy Statement, the House of Bishop's Practice Guidance and supporting Diocesan Safeguarding Protocols.

The PCC maintains a Finance Committee with relevant or related professional experience. The committee regularly reviews financial governance, updating its terms of reference and its policies as required.

Objectives and Activities

The PCC of St Nicolas Church has the responsibility of co-operating with the Rector, the Reverend Roy Woodhams, in promoting the whole mission of the Church; pastoral, evangelistic, social and ecumenical. It has responsibility for the financial affairs, the maintenance and the appropriate insurance of the Church, Churchyard, Church Rooms, and curate's house. It also has to agree any changes to existing forms of worship in the Parish. In setting objectives and planning activities, the PCC gives careful consideration to the Charity Commission's general guidance on public benefit.

Parishioner and Church Member Involvement

The PCC is continuously indebted to all parishioners who give their time and talent to care for all aspects of Church life. Through the various teams, Church groups and individual volunteers, all aspects of worship, social activities, administration, teaching and maintenance are approached in a caring and meticulous fashion. It is an accepted fact that without this large number of faithful helpers, upkeep of the services provided and the Church property, would not be viable.

Mission Giving

The policy of the PCC is to make Mission Giving grants each year equivalent to 10% of agreed income streams. In 2020 and 2021 concerns over income levels meant that Mission Giving in these years was restricted.

However, for 2022, using 2021 planned giving income as a base, Mission Giving was increased, although grants are still below the 10% target.

REVIEW OF THE YEAR

- **Church attendance**

There were 312 parishioners on the Electoral Roll for 2022, 6 of whom live outside the GU6 post code. This figure represented a decrease of 4 on 2021.

In-person attendance has stabilised as people started coming back to 'live' services but has not 'bounced back' to pre-Covid levels, especially as regards younger families.

The average weekly attendance in October was 133 (similar to 2021), with between 10 and 20 watching the live stream, and rather more (50-60) watching on catchup.

Christmas services showed a distinct recovery, with 699 attending services on Christmas Eve and Christmas Day, compared to 369 in 2021.

- **Services**

Whilst it is still only a provisional arrangement, people are adapting to the new pattern of Sunday services as agreed by the PCC since April 2022. The **8 am** Communion service remains unaltered, but evening services are now fortnightly and start at **6 pm**, alternating between a Choral Communion and Evensong – the latter a slot that has also been used to invite other choirs to visit St Nicolas – notably the Guildford Cathedral choir and the choir of Shere and Peaslake.

At **10 am** there is an All-Age service on 1st and 3rd Sundays and, on 2nd and 4th Sundays, a Parish Communion followed at **11.30** by a new 'Discovery' service – worship, teaching and prayer with families in a contemporary style. The 10am service continues to be live streamed each week via our YouTube channel 'St Nicolas Church Cranleigh'.

- **The Queen**

The death of Her Majesty Queen Elizabeth II in September was marked with a memorial table in front of the altar and with a commemorative service of reflection held on Sunday 11th September.

- **The war in Ukraine**

We continued to pray for peace and to support the Ukrainian community in Cranleigh. There has been a short service at the village War Memorial every month since the invasion on February 24th 2022.

- **Other events this year**

70 people attended our Picnic in the Park on a balmy July evening, with the Graham Hix Quintet providing music for a summer's evening.

The Rectory Fête took place on a beautiful day and was much enjoyed by all and raised a welcome amount of money for church funds.

As we resumed more 'normal' indoor activities, in September the Social Team held a parish breakfast between the 8 am and 10 am services, a chance for both congregations to meet up over bacon butties and croissants.

The '1170' team (a charity that raises funds for the upkeep of the church) laid on a very interesting Heritage Day in the church in September, with an exhibition of church records and registers and organ demonstrations.

Harvest lunch was served on the first Sunday in October with a challenging quiz to add to the entertainment.

A first this year was a 'Nativity Festival' weekend in church, featuring crib scenes contributed by villagers and parishioners – and including a striking new cut-out nativity scene in the churchyard created by our artistic church administrator.

As Christmas approached, we once again had a beautiful tree donated by Santa Fir and installed by our dedicated team.

As most of our resident First Aiders had expiring certification, a fresh course was held in December with 12 attendees, and another course is lined up for March 2023.

- **People**

We said farewell and heartfelt thankyou's to Judy Wedderspoon, after many years' service as a Licensed Lay Minister, who moved to Edinburgh to be closer to her family.

And we also said farewell to Emily Clark, our Youth Minister, after over a year in post, with gratitude for all her work at St Nicolas. We are also very grateful to those who have volunteered to help with the young people's work going forward. Little Nic's Toddlers, which Emily had promoted and developed so successfully, continues to run on Fridays in term-time, and there is also a popular Toddler Praise service every Wednesday in the Methodist church.

As Tim Clifford Hill nears the end of his time with us, we are pleased to report that a new curate, Erik Heemskerk, has been appointed to succeed him and we look forward to welcoming him and his family into our midst.

- **Caring, Sharing, Daring**

The PCC adopted a new Church Development Plan in May, and the Caring and Sharing Teams were invited to make recommendations for moving forward.

Our **Caring** Team has focused particularly on reviving our welcome to Baptism families, and this initiative is now under way.

The **Sharing** Team has been working on ways to grow the church in numbers and in faith, and one outcome has been the Lent course proposed for February 2023.

As regards **Daring**, maybe the most significant development here has been the appointment of a new architect Adam Heike of Nye Saunders, Godalming, and we hope soon to move forward with plans for improvements to the church building.

- **Buildings**

As ever with a building of the age of St Nicolas, there are always maintenance works to carry out. During the year two leaks through the choir vestry roof had to be located and then repaired. The grills covering over the nave floor adjacent to the pews needed fresh support to stop them from collapsing. The flooring in the north transept close to the exit from the Choir Vestry had dropped a little and needs resecuring permanently. A significant piece of stone masonry work at the west end of the north aisle was carried out with a financial donation of £5K from the 1170 charity towards the net cost of £10K.

Two matters for the future are the dropped flooring part way along the north aisle and the ingress of damp in the lady chapel widow and behind the Rector's stall.

During a storm the fascia boarding across the front of the church rooms had to be replaced.

The rare Mulberry tree in the churchyard had to be seriously made safe as a result of storm damage to the upper limbs.

- **Choir and Music**

Michael Clarke continued to lead the choir and music group/band in providing musical support for services in St Nicolas, and for the first time for three years we were delighted to have a full year free of any Covid-19 restrictions.

The new year brought a new monthly pattern of Sunday services. For the choir this meant morning Parish Communion on 2nd, 4th and 5th Sundays, an evening Choral Communion on 1st Sundays, and Choral Evensong on 3rd Sundays. The last is a particular challenge, but the choir rose very well to this and sang full settings of the Preces and Responses, Magnificat and Nunc Dimittis as well as an anthem in seven Choral Evensongs during the year. The remaining five 3rd Sunday evenings comprised:

- in May we welcomed Rosemary Field of the Royal School of Church Music to lead a singing workshop in St Nicolas for choirs from churches in the local area, which finished with a combined choirs service
- in June the Choir of Guildford Cathedral visited us to sing Choral Evensong
- in August the choir were officially 'on holiday'
- in October we hosted a Confirmation Service for churches in the Deanery
- in December the evening service was the Christmas Carol Service

The choir also sang at a number of weddings and funerals during the year, at midweek services for Ash Wednesday, Maundy Thursday and Ascension Day, and at the usual Carol Services for Advent and Christmas, joined for the latter by singers from other Cranleigh churches and a number of welcome 'extras' from our own congregation. Finally on the social side the choir had their usual Advent Supper after the Advent Carol Service, and in July were able to enjoy their first Choir Summer Dinner for 3 years.

The band was responsible for supporting the music for All Age Worship and Communion services on 1st and 3rd Sunday mornings respectively, as well as for the Christingle Service and two Crib Services in December. This year it was great to have a couple of our young people singing with the band from time to time.

- **Bell Ringing**

2022 saw a return to weekly bell ringing practice and ringing for the Sunday morning service and the 1st and 3rd Sunday evening services. A few quarter peals were rung towards the end of the year, including one in remembrance for the Queen. Bells were also rung for a number of weddings during the year. As a result of a number of members having to give up for health reasons there are now only 12 ringers, although not all can attend regularly. However, there are 2 new junior members who started mid-year and should be able to start ringing for services shortly.

- **Child and Adult Safeguarding**

PCC Actions

In May 2022, the PCC agreed to continue to adopt the Diocese Safeguarding Policy and ensure that the PCC will comply with the duty to have due regard to the House of Bishop's Practice Guidance.

Brian Boxall the Parish Safeguarding Officer (PSO) attended a PCC meeting early in the new church year, to introduce himself to new members, and to remind all members of their safeguarding duties and the responsibilities of the PCC.

During the year, the PSO continued to work with the PCC. He attended the PCC in October 2022, where he presented the Parish Safeguarding Dashboard. This is a Diocese tool which measures the implication of safeguarding measures within a parish. The PCC approved the resultant action plan. The challenge for 2023 is to ensure the Parish reaches level 3 on the dashboard.

The PSO continued working with the Young People's Minister and Katherine Tuck the PCC safeguarding lead member. He has also worked with Tricia Hislop in respect of the Pastoral Assistants.

Recruitment

In the absence of Young People's Minister, the PSO is working with the Church Wardens to ensure that the youth group leads have the relevant DBS checks and training.

Training

Individuals in the parish have continued to undertake online training at various levels. This is still an area where more work needs to be done, including ensuring that all PCC members have completed foundation level safeguarding training, and the domestic abuse online training which has for the past couple of years been on hold.

Conclusion

The safeguarding of adults and children must remain a priority for all members of St Nicolas. Whilst the focus on COVID may have been reduced, the long-term impact on physical and mental health is still to be fully understood. The significant increase in the cost of living will be having an impact on the lives of residents, as evidenced by the significant increase in the use of the local foodbank. This may impact on the safeguarding of both adults and children including those in our church community. Whilst we have the policies in place and individuals trained, we need to remember that it is the responsibility of us all to look out for the children, young people and vulnerable adults in our parish and take positive action if we have concerns.

- **Children, Youth and Family Work**

The year saw both a change and continuation in our ministry to the young people of Cranleigh.

New activities

Discovery Service

In 2022 a new service was initiated, which is currently going through a trial period. The Discovery service occurs on occasional Sundays in the month. It is a contemporary service with no fixed structure. The aim is to help congregants discover more about our faith and ourselves. Services have included prayer stations, small group discussions and personal testimonies. It has been relatively well attended. In 2023 we hope to focus on the future of this service and how to invite other members of the Cranleigh community to it, particularly anyone who is new to church and faith.

Service pattern

Our service pattern changed in 2022. On the 1st and 3rd Sunday of the month, the 10am services are now aimed at all ages, so worship and fellowship can be enjoyed together. The first Sunday is a non-eucharistic service. The third Sunday is an All Age Communion. This year our guest preachers have included the Archdeacon of Surrey, The Ven. Paul Davies.

Continuing activities

Little Nic's Toddlers

The toddler group was re-established in 2022 and has been running every Friday morning during term time in the Church Rooms. Each week we enjoy free playtime, a chat, snack and end the morning with a simple Bible story, singing and our Goodbye song. This has become a very popular activity with sometimes nearly thirty children present.

Toddler Praise

This group has been running on a Wednesday morning in the Methodist Church and co-ordinated by Anne Beresford. The group is a place where parents and toddlers can worship together and hear short Bible stories.

Open the Book

Along with the other Churches in Cranleigh, St. Nicolas Church has been taking part in 'Open the Book' at St. Cuthbert Mayne school. We hope that in 2023 this ecumenical project will extend to our church school, as part of their collective worship.

Looking to the future

Farewell and Thanks

In December 2022 we bade farewell to our Young People's Minister Emily Clarke. Emily has moved to work at our church school. We thank her for all that she has achieved in her time with us.

At this point we are pausing our full time Young People's Minister role. This pause will enable us to take stock of our ministry and outreach to all people of all ages and will help us to find the best route forward for our church and community. We are indebted to Steff Shepherd, Claire Oxborough and Claire Jones who are voluntarily taking on parts of our youth ministry so that we can continue to teach the children of our parish.

- **Cranleigh Mothers' Union**

The year started with the Winter Warmer in January being cancelled due to Covid. From February to December 2022 all meetings were held with an attendance of approximately 40 members per meeting. The our annual Garden Party was held as a lunch in the church rooms which went down well. A Deanery Service at Chilworth in October was followed by tea and cake and in December there was a Communion service in Church followed by coffee and mince pies. Activities restarted at Knowle Park and Cedar Court care homes and a prayer group has been running each month from various member's homes.

Contact is maintained with all members through a monthly email and by post. Members supply various items for the food bank once a month.

A coffee morning was offered in October, for anyone that wanted to come, in the church rooms which attracted a few local visitors and others visiting the area, it is hoped to repeat this again in 2023.

The sewing/knitting group has been meeting on most Monday mornings and has undertaken a range of making/mending items for various people, which has meant that the group now has an iron, ironing board and a sewing machine which was donated.

One new member was enrolled in the year making a total of 79 active members with the hope of enrolling a few more members in 2023 who have shown interest.

- **Nativity Festival**

Our first Nativity festival was held over the first weekend in December. It was well received with 31 entries of various shapes and sizes. There was a positive feedback from those that visited and £1,300 was raised for church funds including from the marketplace on the Saturday with craft re-gifting and Fairtrade stalls. Katherine Tuck, Sandra Keeping and Nicola Craven-Smith all helped in making the festival a success and looking ahead it is hoped to develop it further in future years.

- **Social Events**

During 2022 the Social team organised three very successful events. The first one being the annual Picnic in the Park in the Rectory garden. This was on 16th August at 5pm and approximately 70 people enjoyed their picnics and danced to the music of the Graham Hix quintet. On 18th September a parish breakfast was held when about 60 people enjoyed breakfast cooked by the Social Team. In October the annual Harvest lunch was held and approximately 70 people enjoyed a delicious lunch cooked by members of the team. In all, these events raised £1,900 for church funds.

- **The Rectory Fête**

The Rectory Fête started at the later time of 11.30am which perhaps impacted on the number of people attending. It was however a beautiful day and many people enjoyed the food, drink and the activities in the arena. A new game this year was the popular Human Fruit Machine. The stall holders all worked very hard to make their stalls look inviting and thanks to the generosity of all those attending over £8,000 was raised for church funds which was the best result for many years.

- **Fairtrade**

In the past year St Nicolas has continued to support the work of Fairtrade by purchasing Fairtrade goods for events that are catered. There were successful Fairtrade stalls at the Rectory Fête in the summer and The Nativity festival at Christmas and there was good support for the Garage stalls held in March and November.

With the support of the Church in helping to run events and from loyal customers, profits from sales are sent via the Guildford Mukono Link to schools projects in Uganda. This year £800 was sent to support Harriet gaining a motor bike to help with transport to her land where she grows food to help feed the children attending her school.

- **Outreach and Annual Mission Giving**

In 2022 grants were made to Rowleys Centre for the Community (£300), Jigsaw Plus (£2,500), A Rocha UK (£2,500), Cranleigh Community Fund (£300), Happy Child International (£2,500) and Cranleigh Food Bank (£2,500). Other donations were made in the year to the Children's Society, following the Christingle Service, and donations to various charities were also made following retiring collections at funerals in accordance with the wishes of the families involved.

- **Church Rooms**

The hiring out of the Church Rooms returned to pre Covid levels resulting in an increase in letting fees and rent of £7,869 to £26,595. Lloyds Bank continued to take space in the church car park on alternate Thursday mornings to operate their mobile banking facility. In addition to hiring out the church rooms they are well used by the Parish for a variety of Church and Community activities including the Toddler group, Mothers' Union, Community Lunch, PCC meetings, refreshments after services, social committee events and other social gatherings.

- **Parish Magazine**

During 2022, we continued to produce and distribute a full colour magazine each month, thanks to the efforts of everyone on the committee - despite the continuing impact of the Covid virus.

We are always seeking interesting new articles and photographs from members of the church and the parish. This year, largely due to the initiative of Michael Wild, we included a series of profiles of key members of our church community.

The editorial team comprised five people who kindly gave of their time to put the magazine together – Margie Nursey, Josephine Scurry, Peter Bond, Fiona Cantelo and Nicola Craven-Smith.

The print run for each month is 400 copies, most of which are distributed by 33 volunteers to homes and public buildings in the village. All of these volunteers agreed to continue delivering during the pandemic, for which we are truly grateful.

After the Covid restrictions were eased, we began, once more, to leave copies of the magazine in the church for individual purchase. In addition, 20 copies were mailed each month to interested organisations and people who have moved away.

Subscription payments for the magazine were traditionally collected on the doorstep by the distributors but, as a result of the pandemic, subscribers were advised to make payments either by internet banking or by cheque, posted to the magazine treasurer, Jackie Vale.

The income from advertising and subscriptions still comfortably exceeded the outgoings. Once again, Nicola Craven-Smith did a splendid job of chasing up advertisers, so that all slots were once again filled.

Due to the prevailing commercial pressures on businesses, we kept the same advertising rates for 2022. The cover price of each magazine also remained the same as it was in 2021.

At the end of the year, financial considerations meant that we switched to a new local printer, C&A Tickner Ltd. They replaced Alastair May, who for many years provided invaluable advice and assistance with the printing and timely production of the magazine each month. We are most grateful to Alastair for his support over such a long period of time.

The members of the magazine committee are Fiona Cantelo, Margie Nursey, Josephine Scurry, Jackie Vale, Nicola Craven-Smith, Michael Wild (who provides many photos for the magazine) and Peter Bond. We also welcomed Annie Cotterill, who took over the time-consuming task of supervising magazine distribution.

- **Stewardship Recorder's Report**

Regular Giving from donors of £115,228, before gift aid, was £9,564 (7.7%) lower than in 2021 reflecting an equivalent reduction in the total number of donors.

The number of regular donors at the end of the year were 15 lower than at the end of 2021 with numbers reducing for a variety of reasons. Although there were some new donors in the year there is an underlying decline in the level of regular giving due to the age profile of current givers.

This will need to be addressed in the short term to protect the reserves of the Church and its ability to fully fulfil its mission.

FINANCIAL REVIEW

Summary

Total income for the year was £240,900 (2021: £264,862) of which £216,352 was in the General Fund (2021: £234,989).

Total expenditure in the year was £252,696 a reduction from £317,747 in 2021 reflecting lower expenditure in restricted funds in the year. £221,706 of the expenditure (2021: £207,649) was in the General Fund in respect of the running costs of the Parish.

Total reserves at the end of 2022 (excluding those relating to fixed assets) were £146,420 (2020: £160,043). The reduction reflects the deficit in the General Fund of £(6,128) and planned expenditure in restricted funds.

Unrestricted Funds

In 2022 the General Fund recorded a deficit of £(6,128) compared to a surplus of £21,825 in 2021.

Total General Fund income reduced to £216,352 from £234,989 in 2021 mainly the result of £17,633 of Covid related grants received in 2021 not being replicated in 2022. However, voluntary income reduced by £13,568 from the previous year reflecting a trend seen in recent years of regular giving and other donations decreasing. Income from other sources increased to partly offset this reduction as church activities returned to pre Covid levels. In particular letting income increased by £7,869 and fundraising income increased by £3,236 following a successful Rectory fête and Nativity Festival.

Expenditure in the General Fund of £221,706 was an increase of £14,057 on 2021. This included an increase to Mission Giving from £5,549 to £11,200 reflecting a policy decision of the PCC to move towards making grants equivalent to 10% of agreed income. Other expenditure has increased as church activities returned to pre Covid

levels and as higher energy costs impacted from October.

In addition to the General Fund, Unrestricted Funds include a Designated Building Fund to provide funds for repairs and maintenance to PCC Buildings. In 2022 the balance of the Fund reduced from £89,189 to £86,125 as expenditure was incurred.

Restricted Funds

The balance of Restricted Funds reduced by £4,431 from £1,295,306 at the end of 2021 to £1,290,875 at the end of 2022. Of the balance £1,280,000 relates to Land and Building fixed assets which were unchanged in the year. The balance of other Funds reduced from £15,306 to £10,875 in line with expectations.

Income in the year totaled £23,814 comprising £14,340 towards the employment costs of the Young People's Minister, a £5,000 grant from the 1170 Charity which raises funds for the upkeep of St Nicolas Church and £2,392 from the Listed Places of Worship grant scheme in respect of VAT recovery on repair expenditure incurred in the year. An amount of £1,850 was also brought into the accounts in the year following donations received to cover the costs of providing a Christmas Day lunch for members of the community.

Expenditure of £28,133 included £14,340 in respect of the employment costs of the Young People's Minister (see above) and £12,749 of Church Building costs almost all related to repairs to the tracery window at the West end of the North aisle. £1,044 was also spent on enhancements to the audio visual system.

Investment policy

It is not the policy of the PCC to speculate when investing reserve balances but it is the policy to maximise financial returns whilst taking a low approach to risk. During the year the PCC acquired £20,000 of income shares in The CBF Church of England Investment Fund as a means of improving financial returns on its reserves in the medium term. Other reserves, not required for short term working capital requirements, are held on deposit with the Central Board of Finance of the Church of England.

Reserves

Total reserves at the end of 2022 were £1,426,420 a reduction in the year of £13,623 reflecting the deficit in the General Fund and planned expenditure in Restricted Funds.

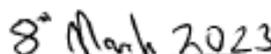
Tangible Fixed Assets account for £1,280,000 of reserves leaving a balance £146,420 for future expenditure and working capital requirements of the Parish. Of this £135,545 is in unrestricted funds and £10,875 in restricted funds to be spent in accordance with the purpose of each fund.

It is the policy of the PCC that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least three month's expenditure of the General Fund. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the PCC's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Approved by the Parochial Church Council on 8th March 2023 and signed on its behalf by:



Reverend Canon Roy Woodhams (PCC Chairman)



Date

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

For the year ending 31 December 2022

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	2022	2021
				£	£
INCOMING RESOURCES					
Voluntary Income	2(a)	151,652	16,335	167,987	182,327
Other voluntary incoming resources	2(b)	250	-	250	3,000
Incoming resources from charitable activities	2(c)	61,784	-	61,784	47,812
Income from investments	2(d)	1,329	87	1,416	167
Other incoming resources	2(e)	2,071	7,392	9,463	31,556
TOTAL INCOMING RESOURCES		217,086	23,814	240,900	264,862
RESOURCES EXPENDED					
Cost of generating voluntary income	3(a)	92	-	92	116
Charitable activities	3(b)	11,200	-	11,200	5,549
Church activities	3(c)	172,155	28,133	200,288	262,889
Activities related to generating funds	3(d)	18,196	-	18,196	21,903
Church management and administration	3(e)	22,920	-	22,920	27,290
TOTAL RESOURCES EXPENDED		224,563	28,133	252,696	317,747
Net gains/(losses) on investments	6	(1,715)	(112)	(1,827)	-
NET INCOMING / (OUTGOING) RESOURCES		(9,192)	(4,431)	(13,623)	(52,885)
BALANCES BROUGHT FORWARD AT 1st JANUARY		144,737	1,295,306	1,440,043	1,492,928
BALANCES CARRIED FORWARD AT 31st DECEMBER		135,545	1,290,875	1,426,420	1,440,043

BALANCE SHEET

AS AT 31 DECEMBER 2022

			2022		2021	
		Note	£	£	£	£
FIXED ASSETS						
	Tangible	5		1,280,000		1,280,000
	Investments	6		<u>18,173</u>		<u>-</u>
				1,298,173		1,280,000
CURRENT ASSETS						
	Debtors	7	14,544		21,276	
	Short term deposits		109,236		127,860	
	Cash at bank and in hand		<u>20,794</u>		<u>25,645</u>	
			144,574		174,781	
CURRENT LIABILITIES		8	<u>(16,327)</u>		<u>(14,738)</u>	
NET CURRENT ASSETS/ (LIABILITIES)				128,247		160,043
TOTAL ASSETS LESS LIABILITIES				<u>1,426,420</u>		<u>1,440,043</u>
PARISH FUNDS		9 & 10				
	Unrestricted			135,545		144,737
	Restricted			1,290,875		1,295,306
				<u>1,426,420</u>		<u>1,440,043</u>

Approved by the Parochial Church Council on March 8th 2023 and signed on its behalf by:



Reverend Canon Roy Woodhams
Chairman



Rogan G Dixon FCMA
Hon. Treasurer

The notes on pages 17 to 23 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the relevant requirements of FRS102 (Financial Reporting Standards); the recommendations of the SORP 2015 (Statement of Recommended Practice) and the selection of appropriate accounting policies that comply with FRS102 and the SORP (2015).

The financial statements have been prepared under the historical cost convention. Valuation of investment assets and freehold buildings are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Funds

Unrestricted Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. Other funds, designated for a specified purpose by the donor, are held as Restricted Funds.

Incoming resources

Voluntary income

Donations received are recognised as income in the year in which they are received and are accounted for through Funds, as set out in note 10, in accordance with the terms under which the donation is given. Collections are recognised when received by or on behalf of the PCC. Regular giving under Gift Aid is recognised when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Other income

Rental income from the letting of church premises is recognised when the rental is due. Income raised through parish activities and similar events is accounted for gross.

Income from investments

Interest and dividend income, which is received gross, is accounted for when it is received.

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2022

Resources expended

Expenditure is generally recognised when it is incurred and is accounted for gross.

Grants

Grants are made under Mission Giving each year. The target of the PCC is to make grants equivalent to 10% of agreed income streams although in recent years total grants made have been reduced to take account of the underlying financial position of the parish. Individual grants made in 2022 ranged in value between £300 and £2,500.

Activities directly relating to the work of the Church

The Diocesan Parish Share is paid to the Guildford Diocesan Board of Finance in accordance with the amount advised annually. The Parish Share covers an allocated share of total Diocesan ministry, education, development, management and administration costs. The amount payable for the year ended 31st December 2022 has been paid in full.

Fixed Assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £10,000, or on the repair of movable church furnishings is written off.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time.

Freehold Land and Buildings

Freehold Land and Buildings are included in the accounts at their open market values. The last valuation was carried out for the 2019 accounts

Other fixtures, fittings and office equipment

Individual items with a cost of less than £10,000 are written off on acquisition.

Investments

Investments are included in the accounts at their market value on the 31st December.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short term deposits represent cash held on deposit with the Central Board of Finance of the Church of England.

NOTES TO THE FINANCIAL STATEMENTS (continued)
the year ended 31 December 2022

INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2022 £	2021 £
Voluntary income				
Regular giving from donors	103,498	11,730	115,228	124,792
Collections	7,136		7,136	4,971
Sundry donations	10,858	1,870	12,728	19,316
Income tax recoverable on Gift Aid	30,160	2,735	32,895	33,248
Total 2022	151,652	16,335	167,987	-
<i>Total 2021</i>	<i>165,220</i>	<i>17,107</i>		<i>182,327</i>
Other voluntary incoming resources				
Legacies	250		250	3,000
Total 2022	250	-	250	
<i>Total 2021</i>	<i>3,000</i>			<i>3,000</i>
Incoming resources from charitable activities				
Church rooms letting and rent	26,595		26,595	18,726
Magazine income	6,605		6,605	6,909
Miscellaneous sales	3,490		3,490	1,254
Fees paid to the PCC	10,665		10,665	9,730
Church events and fundraising	14,429		14,429	11,193
Total 2022	61,784	-	61,784	
<i>Total 2021</i>	<i>47,687</i>	<i>125</i>		<i>47,812</i>
Income from investments				
Dividends	129	8	137	
Interest	1,200	79	1,279	167
Total 2022	1,329	87	1,416	
<i>Total 2021</i>	<i>167</i>			<i>167</i>
Other incoming resources				
Grants	2,071	7,392	9,463	31,556
Total 2022	2,071	7,392	9,463	
<i>Total 2021</i>	<i>18,915</i>	<i>12,641</i>		<i>31,556</i>
TOTAL INCOMING RESOURCES	217,086	23,814	240,900	
<i>Total 2021</i>	<i>234,989</i>	<i>29,873</i>		<i>264,862</i>

NOTES TO THE FINANCIAL STATEMENTS (continued)
the year ended 31 December 2022

RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2022 £	2021 £
Cost of generating voluntary income				
Stewardship costs	92		92	116
Total 2022	92	-	92	
<i>Total 2021</i>	<i>116</i>	-		<i>116</i>
Charitable activities				
Mission giving	11,200		11,200	5,549
Total 2022	11,200	-	11,200	
<i>Total 2021</i>	<i>5,549</i>	-		<i>5,549</i>
Church activities				
Ministry: Diocesan parish share	122,079		122,079	124,601
Rector's housing	953		953	1,421
Rector's working expenses	2,858		2,858	2,926
Curate's housing	1,597		1,597	4,389
Curate's working expenses	1,542		1,542	1,029
Church running expenses	11,010		11,010	9,009
Church maintenance	5,928	13,793	19,721	83,721
Upkeep of services	4,531		4,531	2,446
Employment costs	18,091	14,340	32,431	29,937
Young People's Minister activities	2,368		2,368	1,775
Upkeep of churchyard	1,198		1,198	1,635
Total 2022	172,155	28,133	200,288	
<i>Total 2021</i>	<i>170,942</i>	<i>91,947</i>		<i>262,889</i>
Activities related to generating funds				
Magazine expenses	5,773		5,773	5,734
Church Rooms expenditure	10,867		10,867	15,812
Other expenditure	1,556		1,556	357
Total 2022	18,196	-	18,196	
<i>Total 2021</i>	<i>21,903</i>	-		<i>21,903</i>
Church management and administration				
Audit fees	2,592		2,592	2,592
Administration	6,863		6,863	4,425
Employment costs	13,465		13,465	11,913
Depreciation and property costs			-	8,360
Total 2022	22,920	-	22,920	
<i>Total 2021</i>	<i>27,290</i>	-		<i>27,290</i>
TOTAL RESOURCES EXPENDED	224,563	28,133	252,696	
<i>Total 2021</i>	<i>225,800</i>	<i>91,947</i>		<i>317,747</i>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2022

4 STAFF COSTS

	2022	2021
	£	£
Wages and salaries	45,896	41,832
	<u>45,896</u>	<u>41,832</u>

During the year the PCC employed a Young People's Minister (full time), a Church administrator and a Verger both of whom are part time. The Young People's Minister is a member of the PCC and the Church administrator is a non voting member of the PCC. Following a review of the role of a Young People's Minister the post was terminated at the end of the year and a termination payment was made to the post holder.

5 FIXED ASSETS

Tangible fixed assets

Consecrated and benefice property are not included in the accounts. Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory.

The Church Rooms, adjoining office and Hazelwood Room (valued together) and 22 Orchard Gardens are included at open market including land values as revalued by Oxborough Chartered Surveyors for the 2019 accounts.

Office and Church Rooms equipment with an individual value greater than £1,000 had previously been capitalised and depreciated. In 2021 the Fixed Asset policy was changed to only capitalise individual assets with a value greater than £10,000 of which there have been none in recent years. The remaining book value of the equipment assets was fully depreciated in 2021, therefore there was no depreciation in 2022.

	Buildings	Equipment	Total
	£	£	£
Open Market Value			
Church Rooms	735,000		735,000
22 Orchard Gardens	<u>545,000</u>		<u>545,000</u>
Sub total buildings	1,280,000		1,280,000
Equipment Original Cost		14,259	14,259
Additions in year	-	-	-
Total	<u>1,280,000</u>	<u>14,259</u>	<u>1,294,259</u>
Depreciation			
to 31/12/21	-	14,259	14,259
for 2022	-	-	-
Total Depreciation	<u>-</u>	<u>14,259</u>	<u>14,259</u>
Net Book Value	<u>1,280,000</u>	<u>-</u>	<u>1,280,000</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2022

6 INVESTMENTS

	2022	2021
	£	£
Income Shares	18,173	-
	<u>18,173</u>	<u>-</u>

In August 2022 the PCC acquired 880.20 Income Shares in The CBF Church of England Investment Fund at a cost of £20,000. At 31st December 2022 the market value of the shares had fallen to £18,173 and the unrealised loss of £1,827 has been recognised in the SOFA.

7 DEBTORS

	2022	2021
	£	£
Income tax recoverable	5,635	14,079
Prepayments and accrued income	8,909	7,197
	<u>14,544</u>	<u>21,276</u>

Income tax recoverable represents amounts due from the Inland Revenue in respect of gift aided donations which will be received in 2023.

Prepayments and accrued income include amounts due to the PCC at 31st December 2022 for letting income but received in 2023, and other amounts received in 2022 relating to activities in 2023.

8 CURRENT LIABILITIES

	2022	2021
	£	£
Accruals	9,791	8,588
Deferred income	<u>6,536</u>	<u>6,150</u>
	<u>16,327</u>	<u>14,738</u>

Accruals mainly include invoices received after 31st December 2022 for goods and services provided in 2022. Deferred income includes magazine subscriptions and magazine advertising fees paid in 2022 for the 2023 magazine, and deposits for 2023 weddings and church room lettings.

9 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	-	1,280,000	1,280,000
Investments and bank balances	137,956	10,247	148,203
Current assets	13,916	628	14,544
Current liabilities	(16,327)	-	(16,327)
	<u>135,545</u>	<u>1,290,875</u>	<u>1,426,420</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2022

10 FUND DETAILS	Balance 01.01.2022 £	Incoming Resources £	Resources Expended £	Revaluations Gains/(Losses) £	Balance 31.12.2022 £
Unrestricted					
General Fund	55,548	216,352	(221,706)	(774)	49,420
PCC Building Fund	89,189	734	(2,857)	(941)	86,125
Total Unrestricted	<u>144,737</u>	<u>217,086</u>	<u>(224,563)</u>	<u>(1,715)</u>	<u>135,545</u>
Restricted					
Young People's Minister Fund	-	14,340	(14,340)		-
Church Building Fund	12,407	7,624	(12,749)	(112)	7,170
Audio Visual Fund	2,899		(1,044)		1,855
Christmas Day Lunch Fund	-	1,850			1,850
Land & Buildings	1,280,000				1,280,000
Total Restricted	<u>1,295,306</u>	<u>23,814</u>	<u>(28,133)</u>	<u>(112)</u>	<u>1,290,875</u>
TOTAL FUNDS	<u>1,440,043</u>	<u>240,900</u>	<u>(252,696)</u>	<u>(1,827)</u>	<u>1,426,420</u>

Unrestricted Funds

The General Fund represents the accumulated surplus that has not been designated by the PCC for a specific purpose. In 2022 expenditure in the year exceeded income resulting in a deficit in the year of £6,128.

The PCC Building Fund was established in 2021 and recognises the responsibility of the PCC to retain funds for current and future repair works to church buildings, namely the church, the church rooms and the curate's house. Expenditure in the year relates to maintenance costs to those buildings.

Restricted Funds

The Young People's Minister Fund was established to receive donations in support of the annual employment costs of the Young People's Minister. Income in the year represents the value of donations, including gift aid recovery, received in 2022 against which an equivalent amount of employment costs were recorded in the Fund. The balance of the employment costs were recorded in the General Fund.

Church Building Fund was established to record donations, and associated expenditure, in respect of the Church building. Income in 2022 included a grant of £5,000 from the 1170 Charity towards the cost of repairs to the tracery window at the West end of the North aisle in the church and £2,071 recovery of VAT from the Listed Places of Worship VAT recovery scheme in respect of expenditure on the window. Expenditure on the restoration of the window was £12,428.

Audio Visual Fund was established in 2021 to record income and expenditure for enhancements to the audio visual system acquired in 2020. Expenditure in 2022 reflects equipment purchased in the year.

Christmas Day Lunch Fund was established to record donations received and expenditure incurred to provide a lunch on Christmas Day for people in the community.

Land & Buildings represent the open market value as at 31st December 2019 of church buildings which are periodically revalued.

11 CAPITAL COMMITMENTS

At the year end there were no capital commitments contracted for but not provided for within the accounts (nil at end 2021).



**CHARITY COMMISSION
 FOR ENGLAND AND WALES**

**Independent examiner's report on the
 accounts**

Section A Independent Examiner's Report

**Report to the trustees/
 members of**

Charity Name
 The Parochial Church Council of the Ecclesiastical Parish of Cranley
 otherwise Cranleigh

**On accounts for the year
 ended**

31 December 2022	Charity no (if any)	1131701
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Set out on pages

1-2	<small>(remember to include the page numbers of additional sheets)</small>
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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and
 basis of report**

As the charity's 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 01 March 2023

Name:

Jane Briggs

**Relevant professional
 qualification(s) or body
 (if any):**

FCPA

Address:

Unit 3, The Dairy, Tilehouse Farm Offices, East Shalford Lane, Guildford,
 Surrey, GU4 8AE

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None to disclose.