



Trustees Annual Report and Financial Statements of the PCC

Year Ended 31st December 2024

CONTENTS

	Pages
Administrative Information	3 - 7
Review of the year	7 - 16
Financial Review	16 - 17
Financial Statements	
Balance sheet	18
Notes to the Financial Statements	19 - 25
Independent Examiner's report	26 - 27

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 2024 until the date of this report unless otherwise indicated. All PCC members serve as a Trustee of the registered charity:

Chair (Rector): The Reverend Canon Roy Woodhams

Curate: The Reverend Erik Heemskerk

Churchwardens: Mrs Susan Clarke
Mr Alan Walton

Hon. Secretary: Mr Paul Jenkins

Hon. Treasurer: Mr Rogan Dixon until APCM 2024

Parish Administrator: Mrs Nicola Craven-Smith without voting rights

Deanery Synod: Mr Maurice Bowles

Mrs Joan Connolly

Mr Bryn Jones

Miss Margie Nursey

Mrs Sandra Keeping

Elected Members: Mrs Jane Etherington until APCM 2024

Mr Richard Tuck from APCM 2024

Mr Bill Rothwell

Mrs Susan Knight

Mr Nigel Lynn

Mrs Steff Shepherd

Mr John Watson

Mrs Alison Hendy from APCM 2024

Dr Susan Tresman from APCM 2024

Mrs Katherine Tuck until APCM 2024

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 and many other volunteers.

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 (members of the PCC) 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 the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 2024 there were 6 PCC meetings and the APCM held on 17th April 2024. All meetings were in person.

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 coordinate support for young people and families.

- **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 financial affairs, the maintenance and the appropriate insurance of the Church, Churchyard, Church Rooms, and curate's house. It also must agree to 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, since 2022, using planned giving income as a base, Mission Giving was increased, although grants are still below the 10% target.

REVIEW OF THE YEAR 2024

Church attendance

2024 Electoral Roll: There were 304 parishioners, representing a decrease of 7 on 2023.

In-person attendance at church services:

The average weekly attendance at services on a Sunday is stable at 132, with between 10 and 20 attending live via livestream, and rather more (50-60) watching on catchup.

Easter attendance (395 this year compared with 198 last) received a boost this year from our Baptism/Confirmation service on Easter Eve.

Christmas services were popular, with a total of 999 attending services on Christmas Eve and Christmas Day, compared to 867 last year. Around 100 viewers watched the Carol Service online (live or within 7 days).

Services

The Sunday pattern of services continued for 2024:

8 am Every Sunday - Communion service

10 am 1st and 3rd Sundays - All-Age Worship 1st Sun and All-Age Communion 3rd Sun

10 am 2nd, 4th and 5th Sundays, Parish Communion followed by

11.30 am 'Discovery' service – worship, teaching and prayer with families in a contemporary style.

6 pm 1st and 3rd Sundays - Evening service fortnightly alternating between Choral Communion and Evensong

The 10am service continues to be live streamed via our YouTube channel 'St Nicolas Church Cranleigh' each week.

Other events this year

Barbara Pearson and helpers hosted another popular Betty's Tea Room.

The Social Team laid on a board games afternoon, a Desert Island Discs evening and a sumptuous Harvest Lunch.

The Rectory Fete was much enjoyed by all, with better weather this year.

The '1170' team helped arrange the successful 'Queen's Six' concert in church, and laid on another interesting and well-attended Heritage Day in the church, with an exhibition of church records and registers, organ demonstration and tours of the bell tower.

The Rector entertained with an afternoon concert of piano and organ music in October.

The return of the Nativity Festival was welcomed and enjoyed by hundreds of visitors.

All these events were a good way of promoting community spirit and also provided a welcome boost to church funds.

- **Fellowship groups**

A number of home groups operate in the parish, and there was another Lent series, this year following a diocesan focus on 'Jesus and calling'.

- **Eco church**

We were delighted to achieve Silver in our Eco church quest and are now travelling the road towards a Gold award.

- **Card reader**

We acquired a free new card reader from the diocese which was installed in March at the back of church. This works well although still occasionally suffers from a dropped WiFi connection.

- **Buildings**

Orchard Gardens continues to be let through Hestia Lettings and Management of Cranleigh. This provides income to cover the rent on the curate's house in Charts Close (owned by the Diocese of Guildford) with the balance contributing to costs of readying Orchard Gardens for letting.

The church has had a repair to a 14th Century pillar (close to the organ console) and arch which neighbours the Lady Chapel and Chancel. The damage was caused by rain water ingress from the external walls. Repairs included re-plastering of the pillar and coating of the external walls with a breathable waterproof membrane. Extensive repairs to the rain gutter fascia boarding, rain gutters and downpipe pipe were also required. Whilst undertaking the roof repairs the builder identified and repaired cracked tiles to the lady chapel roof (this roof will require retiling in the next 5 years +). It is likely that this external water ingress is the cause of damage to the Lady Chapel window art work.

Smart Meters for electricity and gas were fitted to the church and church rooms.

Two Hive thermostats were fitted in the church rooms for the two boilers.

External drainage work was undertaken in the Spring to prevent further blockages in the ladies toilets of the church rooms.

Two new electric, oil fired heaters were installed in the church office and Hazelwood room, as well as a new fire door between the office and St Andrews.

Annual safety checks were completed in our buildings for gas, electric (inc. PAT of all portable electrical equipment and RCD fuse box testing). In addition the checks also included the church lightning conductor check and pest control.

Ash Die Back - Ten trees behind the church offices and rooms were reduced with approval from the Tree Officer, Waverley Borough Council.

The annual cleaning of rain gutters and downpipes was completed for the church and church offices and church rooms.

- **Church Rooms**

We were sadly unsuccessful in our application for a grant from Biffa for refurbishing the St Nicolas kitchen, so the Church Rooms Management Committee is now considering the next step.

- **Car Park**

Since December 2023, our car park is managed by Euro Car Parks and we are very pleased with calmer usage. Church members on church business can have their registration number added to an exemption list so that they can park without a fee. Other users are asked to pay a charge starting at £1 for two hours.

The car park is raising an average of £650 per month towards church funds.

Our hirers have reported that their members now find it easier to get a space when attending their activity in the halls, and misuse of the car park has drastically improved.

With permission from Waverley Borough Council, we had the overhanging trees cut back to allow for pleasanter parking conditions.

- **Prayer**

We thank God for the many members of our church who across the year have spent hours praying for the Lord's work here in Cranleigh, and we ask you all to continue to pray for the Lord's blessing and guidance over all we do at St Nicolas Church.

- **Elmbridge Village**

Tuesday services in Elmbridge Village have continued to prosper. We average 25/30 residents attending our services. For special services we get more, such as our Carol Service in December when we got close on 90 residents attending. Our Remembrance Sunday Service, saw similar numbers attending. We were joined by the Godalming Brass Band and their bugler played a very moving "Last Post" for us. The retiring collection made a significant donation to The Royal British Legion. We tucked into mulled wine and mince pies afterwards!

In October we enjoyed a visit from the choirs of Viborg Diocese churches. This combined youth choir from Houkaer and Ikast churches entertained us to some wonderful, traditional songs in both Danish and in English. It was a lovely mix of religious and secular songs.

Our Bible Studies Group meet fortnightly, on Friday afternoon, they number 15/20.

We are also fortunate to have Revd Allan Taylor as our Chaplain. He visits us on Tuesdays and Fridays most weeks.

His visits are very welcome to many of our residents, especially following the effects of Covid and in bringing comfort and company to the bereaved or those living alone.

Our Faith Group meets every few months to plan our services. This year our services continued to embrace as broad an ecumenical plan as possible. In addition to our Anglican services, led by Rev Roy and Rev Erik, we have had services led by Fr Alistair, Rev Paul Glass, Rev Allan Taylor and several of our in-house leaders as well. This year we are planning to provide more extensive services over Easter week.

Sadly, we have lost several of our Christian community at Elmbridge this year, but we have also had a number of new members moving into the Village. Our Christian Community at Elmbridge Village continues to prosper, and we look forward to a peaceful year ahead.

- **Choir and Music**

Michael Clarke continued to lead the choir and music group/band in providing musical support for services in St Nicolas.

For the choir this meant morning Parish Communion on 2nd, 4th and 5th Sundays, an evening Choral Communion on 1st Sundays, and Evensong on 3rd Sundays. It has proved difficult to resource a full Choral Evensong every month, so in 2024 Choral Evensongs took place in February, March (on Easter Day), May, June, September and November, and simpler Evensongs (Ferial Responses and chanted canticles, which also allow for greater congregational participation) on other 3rd Sunday evenings.

Our biannual partnership with the choir of St James's Shere continued. Since we had had three joint events in 2023 there was one this year, a service of words and music in St James's for the evening of Palm Sunday, which was again a great success.

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, at the Confirmation Service in March, and at the Christmas Carol Service, joined again for the latter by singers from other Cranleigh churches and 'extras' from our own congregation. Finally on the social side the choir had a delayed Summer Dinner in September and their usual Advent Supper after the Advent Carol Service.

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. It was great to have the band and the choir involved together in the (2nd Sunday) All Age Communion on Mothering Sunday, the Family Communion on Easter Day, and Erik's first communion service.

- **Bell Ringing**

2024 was not without incident, when in April, Bell 4 broke unexpectedly whilst ringing. With the other bells down, a visit to the belfry revealed not just the expected broken stay but also the pit-end brace of the bell (an inch-thick, cast iron cross piece) still in place, but now broken into three pieces.

Fortunately two bell hangers were able to visit us quickly and give us the go-ahead to start ringing again, having missed just one Sunday, one evening practice and, unfortunately, one funeral.

Our Tower Captain worked hard getting quotes for the repair of our bell frame, the paperwork for the grant, and permissions from the Diocesan Advisory Committee. We were fortunate to receive a grant from the Guildford Diocesan Guild of Church Bell Ringers Restoration Fund and no faculty was required. We are pleased to say the repair was completed in September by Whites of Appleton and all is good.

The band enjoyed a tower outing to five other churches in Spring and had a wonderful time together, albeit with various success at ringing other bells.

We had a stall at the rectory fete this year which was well received. We had a fun time, many people came and spoke to us and even though we made no profit we will be back again next year.

Finally we have to mention two of our young ringers, Theo de Vos van Steenwijk and Jenna McDermott who represented St Nicolas in the Guildford team at the annual Ringing World National Youth Contest in London, and led the band by calling the changes. The team competed in the 6-bell call changes category at St James, Garlickhythe. The award ceremony was held at a private event in St Paul's Cathedral and we are very proud to say Guildford finished a very respectable joint 5th place out of 14, in the 6-bell call changes category, with a score of 7.5 out of 10!

- **Child and Adult Safeguarding**

PCC Actions

In July 24, 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. Safeguarding is a standing PCC agenda item.

Bryn Jones was appointed the PCC safeguarding rep. He has started to work closely with the PSO.

The Parish Dashboard is a Diocese tool which measures the level of safeguarding measures within a parish. The challenge for 2025 is to ensure the Parish reaches level 3 on the dashboard. .

There have been no reported safeguarding incidents during the year.

Recruitment, Training

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

There are currently 29 individuals with DBS checks. This is broken down as follows:

13 PCC members (including 2 Church Wardens)
8 Children & young persons
3 Pastoral Assistants
3 Open the Book
1 Music lead
1 Bell ringer lead

At the time of writing there are a number of checks pending.

2 Children and young person workers.
1 Open the Book

Conclusion

The safeguarding of adults and children must remain a priority for all members of St Nicolas. 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 included the following as part of our ministry to the young people of Cranleigh.

Service pattern

In all our services children of all ages are welcome, and as a church we think it is important that children can be children in church. The younger ones often play in the Baynards Chapel during the service where toys and colouring material are provided and parents can watch them whilst also engaging actively in worship. On the 1st and 3rd Sunday of the month, the 10am services are aimed at all ages, so worship and fellowship can be enjoyed together. The first Sunday is a more informal service of the word. The third Sunday is an All-Age Communion, during which our Trackers group for children up to year 6 has been running as well. From September we have also been providing Trackers Groups at the more formal Parish Communion Services on the 2nd, 4th and 5th Sundays of the month.

Discovery Service

In 2024 our Discovery service continued on second and fourth Sundays in the month. It is an informal contemporary service with no fixed structure and is often lay led. The aim is to provide worship for all ages, and to help congregants discover more about faith and themselves. Services have included small group discussions, prayer stations, interactive teaching, and more contemporary worship.

Trackers

Trackers has been running during Discovery and during the All-Age Communion, and since September at Parish Communion. Trackers, at Discovery, focuses on quality rather than quantity, and this is possible because the teaching within Trackers, is a part of the larger service as a whole. Adults and children alike, will all be focusing on the same topic.

On the on the 2nd, 3rd, 4th and 5th Sundays of the month we also have our 'Trackers' Group meeting during the 10am services, for children up to year 6. Trackers, during these services aims to mirror the topic of the whole service (generally lectionary based). This follows the liturgy and whatever the service leader and preacher have in mind.

Ignite

Ignite is our teenager group which was set up to provide for our youth ages 11-16 happening twice a month. We've been doing youth club style events at the Church Rooms including table tennis, pool, games, etc., occasional Movie Nights, and including 10-15 minutes of talk about a Bible passage and prayer. From the Summer we have moved to alternating between 'Ignite Thinks' and 'Ignite Plays'. In Ignite Thinks we are thinking about some bigger topic or doing a longer Bible study (followed by various games), and Ignite Thinks are social events that include a 10-15 minute talk about God. This new pattern seems to work well, and we consistently have between 5 and 10 teenagers at these events.

Little Nic's Baby and Toddlers

The toddler group has continued to run 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 and has been a core activity to reach out to parents and toddlers in Cranleigh, and connecting them to the life of the church.

Toddler Praise

This group has been running on a Wednesday morning, and has this year moved from Cranleigh Methodist Church into our own Church Rooms (and occasionally in Church). This is led by Anne Beresford. The group is a place where parents and toddlers sing children's songs together, play some instruments themselves, and hear short Bible stories.

Schools and Open the Book

In term time there are weekly assemblies in the Church of England school. We are also from time to time invited to local schools to assist in RE lessons. Acorn Nursery, Longacre, Duke of Kent, and Park Mead Schools also used the church for carol services at Christmas. St. Nicolas Church has been taking part in 'Open the Book' since May 2023 at St. Cuthbert Mayne School (weekly) and Park Mead (fortnightly). This has extended also to the Church of England School (once a half term). We have a team of 12 volunteers from three different churches in Cranleigh. We have recently finished telling stories about Joseph at the schools, and are now looking at Saul and David. The children in all three schools thoroughly engage and enjoy the assemblies and members of the OtB team are regularly recognised when out and about in the village!

We have continued to build good links with Cranleigh C of E primary and regularly take part in their school events that are put on by the PTA. We run a stall at their summer fayre and we provided a craft activity at their Christmas Café, which we then displayed in church during the Nativity Festival. We were delighted that many of the children came with their families to visit the festival and see their crafts displayed.

Occasional Events

At a number of big events in the church year children were very much involved. We did, with success, a Messy Church for Easter and Pentecost. Key cases of this were Family Communion for Mothering Sunday, Palm Sunday and Easter, Pentecost, the Christingle Service, and our crib services.

We have gently encouraged some young people to join the worship band on occasion to sing, while this has not yet become a regular membership, worship band continues to be open to any children or youth who would like to play their instruments or sing. Similarly one child has, together with her mother, joined our choir in the past year, and there is a desire from choir members for more children and young people to come and join them in the mastery of church music.

A group went to Spring Harvest, and a place was part funded for a young person who would not normally be able to attend due to costs. This helped them to explore their faith with like-minded people and had additional benefits to their mental health.

Looking to the future

We are indebted to our volunteers, a committed team, encouraged by Steff Shepherd, Claire Oxborough and Claire Jones who have been an important part of our ministry to children, families and young people. Having been unable to recruit a full time Young People's Minister, we have recently appointed Claire Jones for 1.5 days per week to coordinate this work and support the volunteers, so that we can help them to grow in faith and love for God and for each other, and so that our church gives children and young people their proper place in the heart of the life of our church.

- **Cranleigh Mothers' Union**

We have a membership of 74 in the Cranleigh branch. Meetings are held on the 2nd Wednesday of each month in the church rooms. We have an average attendance of 40 members at each meeting.

Our MU communion service takes place on the 4th Friday of the month at 10am in Church.

We help at Cedar Court Nursing Home and Knowle Park Care Home once a month with a short service at which our members support the clergy.

During the year we have had various speakers on the Wednesday morning meetings. January meeting was soup and pudding lunch, June was our summer lunch, and October was open coffee morning instead of the normal Wednesday meetings. We have a craft afternoon in October. In December we have just a 10am Communion service followed by coffee and mince pies.

- **Sewing/Knitting Group**

We meet most Mondays between 10-12.30pm in St Andrews Room.

We started with about 8 ladies but this has grown and we are often up to 20. Not all who come are church goers or Mothers' Union members.

We do our own projects, church mending, bunting for the flagpole for all occasions, outfits for Open the Book. We also do mending for anyone that asks.

- **Nativity Festival**

Our second Nativity Festival was held over the first weekend of December, with over 30 entries being submitted. We welcomed visitors into the festival to admire the displays, enter the hamper raffles, and enjoy refreshments.

Children were able to search for the knitted church mice which they all enjoyed. On the Monday evening we closed the festival with some carols and by presenting the winner, Guildford Beekeepers, with their prize and certificate. At the time of writing, final amounts are to be confirmed, but we believe in the region of £1800 was raised for church funds.

- **Social Events**

The Social Team organised and hosted three events during 2024 starting with a brand-new event in March. The Church rooms were transformed into a brightly coloured, interesting and exciting multi games room. There were games to suit all ages and abilities and the afternoon was a great experience and success which we will repeat. The event raised £ 111.50.

Desert island Discs followed in May. It was a huge success attended by 50 people. We are so lucky to have such interesting people living locally who are prepared to share their knowledge and experiences with use. Nicola Craven-Smith, Steff Shepherd, Bill Bruford, Peter Bond, Erik Heemskerk and Michael Wild were the stars of the evening. Their music choices were varied, sometimes surprising and very enjoyable. The event raised £ 479.50.

The final event was the ever-popular Harvest Lunch in October enjoyed by 66 people. The event raised £ 728.85. In addition, the proceeds from the raffle, amounting to £86, were donated to the Cranleigh Food Bank.

Total raised in 2024 for Church Funds £1,319.85 plus £86 donation to Cranleigh Food Bank.

- **The Rectory Fête**

Our annual Rectory fete in 2024 had something for everyone, including a 1922 steam traction engine and an under 10's driving challenge. In addition to our many regular stalls we were pleased this year to welcome our Bell Ringers stall and the return of face painting for children.

Entertainment was provided by a Rock choir, a Brass Band and The Street Party trio.

We were blessed with perfect weather for the day which encouraged people to stay, spend money and enjoy the entertainment. Thanks to the hard work of our many volunteers and the generosity of our village community we raised a fabulous grand total of £8,082.

- **1170 Charity**



1170 is a separate Charity from the church, with the Trustees being from the wider community. This independent charity continues as before. No grants for repairs were requested this year.

- **Outreach and Annual Mission Giving**

St Nicolas' church family are very mindful of the need to focus both locally and in the world at large.

The re-assessment carried out by the Outreach & Mission Team has included charities and organisations with whom we have an existing relationship and a couple that are new to us. The financial support is indicated.

In 2024 grants were made to Rowleys Centre for the Cranleigh Community (£1000), Jigsaw Plus (£2,000) based in Dunsfold Park with its commitment to supporting young adults with Autism. A Rocha UK (£2,000), a Christian charity focussed on protecting and restoring the environment – for God, nature and all people. Ride4AWoman (£1000) aimed at helping women socially and economically in the local community of Bwindi, Uganda.

Hope into Action (£1000), to mobilise, unite and unleash Christian prayer, investments, donations and relationships to fight the injustice of homelessness. Christian Aid (£1500) to fight injustice, respond to humanitarian emergencies, campaign for change.

United Society for Partnership in the Gospel (£1000), partners with churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice.

Tear Fund (£1000), working directly, and/or alongside local partners and churches, in underserved communities in more than 50 countries to tackle complex poverty.

Other donations were made in the year to the Children's Society, following the Christingle Service, and donations to various charities were made following retiring collections.

- **Letting and Rental Income**

The hiring out of the Church Rooms brought in a reduced income this year, of £23,363.10. 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, PCC meetings, refreshments after services, social committee events and other social gatherings. Lloyds Bank continued to take space in the church car park until the end of 2024 when their mobile banking services ceased to operate.

The curate's house in Orchard Gardens has been let out for 2024 whilst a property owned by the Diocese is being rented for the current curate.

- **Parish Magazine**

During 2024, we continued to produce and distribute a full colour, glossy magazine each month, thanks to the efforts of everyone on the magazine committee. The members of the committee were Fiona Cantelo, Margie Nursey, Josephine Scurry, Jackie Vale, Nicola Craven-Smith, Michael Wild (who acts as our in-house photographer) and Peter Bond. Annie Cotterill also made a valuable contribution by overseeing magazine distribution.

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

We are very grateful to the various parishioners who send in articles each month, but please bear in mind that we are always seeking interesting new articles and photographs from other contributors. This year, largely due to the initiative of Michael Wild, we included once again a series of profiles of members of our church community.

The print run for each month was 400 copies, most of which were distributed by 32 volunteers to homes and public buildings in the village. We are most grateful for their assistance. We also continued to leave copies of the magazine in the church for individual purchase. In addition, some 20 copies were posted each month to interested organisations and people who have moved away.

Subscribers now make payments either by internet banking or by cheque/cash given to the magazine treasurer, Jackie Vale, who then provides an invaluable service by logging and paying in the subs.

We are pleased to report that the income from advertising and subscriptions exceeded the expenditure by over £1,600. Once again, Nicola Craven-Smith did a splendid job of chasing up and liaising with advertisers, and all slots were filled. Due to the prevailing commercial pressures on businesses, we decided to keep the same advertising rates as for 2023. The cover price of each magazine also remained the same.

Many thanks to our printer, C&A Tickner Ltd., who has been most helpful and supportive, producing a high quality product for our readers.

- **Stewardship Recorder's Report**

The table below provides some details of regular Church income and shows a continuing fall in overall amounts.

Gift Aid relief cannot be claimed for contactless giving unless a declaration accompanies the donation which is rarely the case.

As previously mentioned, there is a need to address the level of giving to ensure the Church has sufficient funds protect its reserves and enable St Nicolas Church to fulfil its mission.

Donation Scheme	2022	2023	2024
Parish Giving Scheme PGS Gross	£54,633	£58,192	£55,175
PGS Number of Givers	48	49	47

Standing Order, Blue & White Envelopes Gross	£71,332	£61,212	£56,672
Standing Order, Blue & White Envelopes Gift Aid Claimed	£17,833	£15,303	£14,166
Gift Aid Small Donation Scheme Gift Aid Claimed (Financial Year)	£119	£455	£2000

FINANCIAL REVIEW

Summary

Total income for the year was £261,130 (2023: £240,938) of which £249,870 was in the General Fund (2023: £224,736).

Total expenditure in the year was £243,379, a small increase from £239,447 in 2023 almost entirely from increased maintenance on church buildings and churchyard in the year.

Total reserves at the end of 2023 (excluding those relating to fixed assets) were £167,386 (2022: £149,635). The increase in reserves reflects a surplus in the General Fund of £19,942, and £11,760 of funding for a potential future Outreach Leader. Inversely there was a reduction in the building fund of £13,951

Unrestricted Funds

In 2024 the General Fund recorded a small surplus of £5,991.

Total General Fund income increased to £243,379 from £239,447 in 2023. A significant part of the increase came from a legacy received early in the year with the remainder from car park charges. However, voluntary income reduced again this year by a further £7,149 from the previous year reflecting a trend seen in recent years. Income in most other areas increased including Church Room lettings and rents received (£7,176),, Fundraising Events (£464)

Expenditure in the General Fund of £229,428 was a reduction of £8,169 on 2023 with expenditure on employment costs down by £5,798 and church rooms down by £6,501 whilst churchyard running costs rose by £4,360

Restricted Funds

Restricted Funds decreased by £2,191 from £1,301,663 at the end of 2023 to £1,299,472 at the end of 2024. This is a net movement of the aforementioned funding for a youth leader and a decrease in the building fund. Of the total £1,280,000 relates to Land and Building fixed assets which were unchanged in the year.

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 retained its holding 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 benefitting in the year from higher interest rates.

Reserves

Total reserves at the end of 2024 were £1,447,386 an increase in the year of £17,751 reflecting the surplus in the General Fund, donations to the Outreach Leader's Fund and limited expenditure in Restricted Funds.

Tangible Fixed Assets account for £1,280,000 of reserves leaving a balance £167,386 for future expenditure and

working capital requirements of the Parish..

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 months' 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 6th April 2025 and signed on its behalf by:



Rev Canon Roy Woodhams



Date

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Note	2024	2023
		£	£
FIXED ASSETS			
Tangible	5	1,280,000	1,280,000
Investment	6	<u>19,897</u>	<u>19,897</u>
		1,299,897	1,299,897
CURRENT ASSETS			
Debtors	7	13,397	10,819
Short term deposits		114,700	108,380
Cash at bank and in		<u>42,148</u>	<u>24,065</u>
		170,245	143,264
CURRENT LIABILITIES	8	<u>(22,756)</u>	<u>(13,526)</u>
NET CURRENT ASSETS/ (LIABILITIES)		147,489	129,738
TOTAL ASSETS LESS LIABILITIES		<u>1,447,386</u>	<u>1,429,635</u>
PARISH FUNDS	9 & 10		
Unrestricted		147,914	127,972
Restricted		1,299,472	1,301,663
		<u>1,447,386</u>	<u>1,429,635</u>

Approved by the Parochial Church Council on April 6th 2025 and signed on its behalf by:



Reverend Canon Roy Woodhams
Chairman



Alistair Smith ACMA
Hon. Treasurer

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2024

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 funds are received into the PCC bank.

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.

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS (continued) **For the year ended 31 December 2024**

Resources expended

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

Grants

Grants are made under Mission Giving each year up to the maximum the PCC considers reasonable and affordable.

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 2024 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.10 of the Charities Act 2011.

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.

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2024 £	2023 £
2(a) Voluntary income				
Regular giving from donors	98,088	9,000	107,088	108,005
Collections	14,286		14,286	9,658
Sundry donations	9,165	960	10,125	13,146
Income tax recoverable on Gift Aid	25,631	-	25,631	30,745
Total 2024	147,170	9,960	157,130	-
Total 2023	151,652	16,335		161,554
2(b) Other voluntary incoming resources				
Legacies	5,000		5,000	5,000
Total 2024	5,000	-	5,000	
Total 2023	250			1,000
2(c) Incoming resources from charitable activities				
Church rooms letting and rents	24,000		24,000	33,771
Magazine income	6,976		6,976	7,321
rents			33,819	
Miscellaneous sales	1,616		1,616	3,106
Fees paid to the PCC	12,549		12,549	11,084
Church events and fundraising	14,167		14,167	15,695
Total 2024	59,308	-	93,127	
Total 2023	61,784			70,977
2(d) Income from investments				
Dividends	543	-	417	543
Interest	5,066	-	4,315	5,066
Total 2024	5,609	-	4,732	
Total 2023	1,329	87		5,609
2(e) Other incoming resources				
Grants	1,141		1,141	1,141
Total 2024	1,141	-	1,141	
Total 2023	2,071	7,392		1,141
TOTAL INCOMING RESOURCES	218,228	9,960	261,130	
Total 2023	217,086	23,814		240,281

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

3 RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2024 £	2023 £
3(a) Cost of generating voluntary income				
Stewardship costs	97		97	89
Total 2024	97	-	97	
Total 2023	92	-		89
3(b) Charitable activities				
Mission giving	10,000	-	10,000	11,850
Total 2024	10,000	-	10,000	
Total 2023	11,200	-		11,850
3(c) Church activities				
Ministry: Diocesan parish share	116,005		116,005	118,575
Rector's housing	947		947	653
Rector's working expenses	2,987		2,987	2,828
Curate's housing	22,310		22,310	24,529
Curate's working expenses	1,124		1,124	1,554
Church running expenses	14,496		14,496	15,364
Church maintenance	4,128	13,951	18,079	5,478
Upkeep of services	2,547		2,547	2,662
Employment costs	6,100		6,100	4,852
Young People's Minister activities	574		574	90
Upkeep of churchyard	6,143		6,143	2,541
Total 2024	177,361	13,951	191,312	
Total 2023	172,155	28,133		179,126
3(d) Activities related to generating funds				
Magazine expenses	4,752		4,752	5,236
Church Rooms expenditure	9,137		9,137	17,368
Other expenditure	966		966	198
Total 2024	14,855	-	14,855	
Total 2023	18,196	-		22,802
3(e) Church management and administration				
Audit fees	3,000		3,000	2,748
Administration	7,333		7,333	7,772
Employment costs	16,782		16,782	15,060
Total 2024	27,115	-	27,115	
Total 2023	22,920	-		25,580
TOTAL RESOURCES EXPENDED	229,428	13,951	243,379	
Total 2023	224,563	28,133		239,447

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

4 STAFF COSTS

	2024 £	2023 £
Wages and salaries	22,882	19,912
	<u>22,882</u>	<u>19,912</u>

these costs reflect all employment costs incurred by the parish

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 has been fully depreciated since 2021.

	Buildings £	Equipment £	Total £
Open Market Value			
Church Rooms	735,000		735,000
22 Orchard Gardens	545,000		545,000
Sub total buildings	<u>1,280,000</u>		<u>1,280,000</u>
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 31/12/23	-	14,259	14,259
for 2024	-	-	-
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>

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2024

6 INVESTMENTS

	2024	2023
	£	£
Income Shares	19,897	19,897
	<u>19,897</u>	<u>19,897</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. Given market instability at the moment it was decided it would be prudent not to revalue these this year although the dividends have been recognised in

7 DEBTORS

	2024	2023
	£	£
tax recoverable	-	5,878
Prepayments and accrued income	13,397	4,941
	<u>13,397</u>	<u>10,819</u>

Income tax recoverable represents amounts due from the Inland Revenue, in respect of gift aided donations made in 2023, which will be received in 2024.

Prepayments and accrued income include amounts due to the PCC at 31st December 2023 but received in 2024, and amounts paid in advance for services received in 2024.

8 CURRENT LIABILITIES

	2024	2023
	£	£
Accruals	22,756	7,089
Deferred income	-	6,437
	<u>22,756</u>	<u>13,526</u>

Accruals mainly include invoices received after 31st December 2024 for goods and services provided in 2024. The largest element of this is for rent that was not charged to us in the second 6 months of the year but is now paid.

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	156,848	26,534	183,382
Debtors	13,397	0	13,397
Current liabilities	(22,756)	-	(22,756)
	<u>147,489</u>	<u>1,306,534</u>	<u>1,454,023</u>

Trustees Annual Report and Financial Statements of the PCC St Nicolas, Cranleigh

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2024

10 FUND DETAILS	Balance 01.01.2023 £	Incoming Resources £	Resources Expended £	Revaluations Gains/(Losses) £	Transfers £	Balance 31.12.2024 £
Unrestricted						
General Fund	49,420	249,871	(239,447)	660	-	60,504
PCC Building Fund	78,552		(819)	980	-	78,713
Total Unrestricted	127,972	249,871	(240,266)	1,640	-	139,217
Restricted						
Outreach Leader's Fund	12,152	11,260				23,412
Church Building Fund	7,656		(4,838)	84		2,902
Audio Visual Fund	1,855					1,855
Christmas Day Lunch Fund	-					-
Land & Buildings	1,280,000					1,280,000
Total Restricted	1,301,663	11,260	(4,838)	84	-	1,308,169
TOTAL FUNDS	1,429,635	261,131	(245,104)	1,724	-	1,447,386

11 CAPITAL COMMITMENTS

At the year end there were no capital commitments contracted for but not provided for within the accounts (nil at end 2023).



**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**

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

**On accounts for the year
ended**

31 December 2024

**Charity no
(if any)**

1131701

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

**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**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Certified Public Accountants Association.

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:

03 April 2025

Name:

Jane Briggs

**Relevant professional
qualification(s) or body**

Certified Public Accountants Association

(if any):	
Address:	Oakwood Business Consultants, Unit 3, The Dairy, Tilehouse Farm Offices,
	East Shalford Lane, Guildford, Surrey, GU4 8AE

Section B	Disclosure
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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.
