

**SAINT MARK'S PARISH CHURCH  
ALMA ROAD, REIGATE, SURREY**

**(Registered Charity No. 1134121)**

**[www.stmarksreigate.co.uk](http://www.stmarksreigate.co.uk)**



**DIOCESE OF SOUTHWARK  
CROYDON EPISCOPAL AREA  
ARCHDEACONRY OF REIGATE**



**REPORT AND ACCOUNTS FOR 2019**

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## THE VICAR'S LETTER

Dear Friends,

It was St John Henry Newman (canonised in 2019) who once said: "To live is to change, and to be perfect is to have changed often." Looking back at the year 2019, by this definition St Mark's Reigate must be approaching perfection!

I am delighted to introduce the Parish Annual Report for 2019, a report which includes our financial statement for the year and also reports from the many groups and activities at St Mark's. I am also happy to report an overall increase in average attendance at Sunday services over the year, but especially in the autumn which is encouraging for future years. However, this increase has come at the expense of running more services and an overall decline at the 10.00am Eucharist on Sundays. Having more congregations means that members of St Mark's do not necessarily know others in the Church community. The Parochial Church Council (PCC) is committed to running more social events throughout the year at which the various congregations can come together.

The first main change in 2019 was the introduction of the monthly Family Service on the First Sunday at 4.00pm. At the first service in February, about 50 adults and children attended and attendance at subsequent services has been between 40 and 70. This is a very encouraging start to a new service and gives us a good foundation to build upon. Many of those who come to Messy Church attend the Family Service and these two services support each other.

In January, Helen Starmer took over as Editor of the Parish Magazine. She has brought a new look to the magazine using a greater number of locally produced articles and the use of more colour and pictures. The magazine is now free, with donations encouraged, and is now also available as a digital download from the parish website. Contributions from all members of St Mark's are welcomed; please send any letters or articles to Helen via the Parish Office.

In March we said farewell to the Reverend Anna Moore as our Assistant Curate. She has given much to the life of St Mark's in the last 3 years and I was sad to see her leave but also delighted about her appointment as Rector of Betchworth and Buckland, one of our neighbouring parishes. As she is still in the same Deanery we meet together regularly.

In April, Shona Prosser, our Parish Administrator and PA to the Vicar, resigned pending a move to Scotland. Unfortunately, housing chains broke down and so far she and Tony are still in Reigate and continuing to worship at St Mark's. Shona started work in the Office in 2011, working 9 hours each week. In 2013 this was increased to 12 hours and in 2018 to 20 hours each week. She has seen many changes in the way this parish, and the wider diocese and the Church of England is administered and organised and her hours increased in order to match the need. My thanks to her for her hard work over the years, often going above and beyond her official duties and hours. Alexia Hartman joined us in May as the new Parish Administrator and PA to the Vicar. She has quickly settled in and has brought her particular skills and personality to the role. The Parish Administrator is often a first point of contact people have with the church in person, on the phone or via email. Both Shona and Alexia give a very positive welcome to all and exemplify the welcome we wish to give to all.

At the Annual Parochial Church Meeting in April, our Churchwardens Paul Selvadurai and Ken Packer stood down after serving in office for 4 years and 3 years respectively. My thanks to them for all their hard work over the years, not least during my Sabbatical in 2018. Louise Wallis and Ben Read were elected as Churchwardens and my thanks to them for taking on this office and for their support and hard work during the year.

In July, Angela Daniels stood down as Co-ordinator for the Community Lunch. This is a demanding and time-consuming task which is vital to the smooth running of this valuable part of our mission and I would like to thank her for all her hard work over the last few years. Paul Selvadurai has taken on this role, firstly working with Angela and from July heading up the team. So many volunteers are involved in the Community Lunch, too many to mention by name in this letter, and my thanks go to them all.

Also in July we welcomed the Reverend Reginald Grant as our new Assistant Curate. Unlike the Reverend Anna, the Reverend Reg works full-time in the Health Service as well as carrying out duties in the Parish. He and his family, his wife Lauriette and sons Cahleb and Lukas, have already brought much to the parish and we look forward to celebrating the Reverend Reg's ordination as Priest in July 2020.

In October we changed the format of our Harvest Celebrations. After the October Family Service we had a Harvest Supper with entertainment organised by Susannah Dyde. About 100 people attended, compared to declining numbers at the last few Harvest Lunches (in 2018 only 40 attended). This was also the first in a series of social events to encourage the different congregations to come together on a social basis. The Sidesmen were invited to a Tea and Prosecco event at the Vicarage in September, again a Social event to bring people from different congregations together. In 2020 and beyond, other groups within St Mark's will be invited to similar events.

There are so many people who do so many jobs, often quietly in the background, and I would like to thank all of them for their giving of their time, talents and energy, and by naming some, I am bound to forget others. In particular I want to thank the Ministry Team consisting of our Assistant Curates, the Reverend Anna Moore (until March 2019) and the Reverend Reg Grant (from July 2019), and our readers Ian Archer, Sarah Cousins and Susannah Dyde who have all continued to preach regularly and offer pastoral support within the church and around the parish. We meet together on a regular basis so that we co-ordinate as effectively as we can the worship and pastoral work of the church. Sarah Cousins supports many spiritual aspects of the life of St Mark's and continues to lead SMART; Louise Wallis stepped back from SMART in the summer of 2019 as she has taken on more responsibilities as Churchwarden. Ian Archer continues his valuable care of the sick and housebound, visiting local care homes, hospitals and individual parishioners in their homes. Susannah, along with Keith, has continued to lead T-Time Tales continuing this very important ministry to the young children and their carers. The Reverend Anna and the Reverend Reg have both shared with me the whole work of the parish, spiritual and practical, as they complete their training amongst us.

Music continues to be important at St Mark's. My thanks in particular go to Terrence Hancock as Organist and Choirmaster and Toby Garrod as director of the St Mark's Singers. Another change in the year came in September when the St Mark's Singers now lead our worship on the Second Sunday of the month instead of the First Sunday.

I commend this Report to you all. Everyone at St Mark's has an invaluable role, some are more public than others, and I want to thank each and everyone of you for the part you play at St Mark's. Looking to the future there will be many challenges, not least how our buildings can be more efficient as we look seriously at our impact on the world. Our social action is increasing, especially with the Winter Night Shelter and Foodbank, but there is more that can be done. At the APCM in April 2020 we plan to present our new Mission Action Plan (MAP) which will shape our vision and action in the next 5 years.

Change can be a positive force to be more effective as a church and to grow. St John Henry Newman was right to see change as an aspiration to be embraced and not a challenge to be feared. May we perfect Christ's image in us as we change and grow into his likeness.

With my best wishes



## **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK REIGATE - ANNUAL REPORT**

Those who served as Trustees since 1 January 2019 were:

Chairman:	The Reverend Martin Colton
Assistant Curate:	The Reverend Anna Moore (until April 2019) The Reverend Reginald Grant (from July 2019)
Vice Chairman:	Mr Kenneth Packer (until April 2019), Mrs Louise Wallis (from April 2019)
Readers:	Mr Ian Archer, Mrs Sarah Cousins, Mrs Susannah Dyde
Churchwardens:	Mr Kenneth Packer, Mr Paul Selvadurai (until April 2019) Mr Benjamin Read, Mrs Louise Wallis (from April 2019)
Deputy Wardens:	Mrs Jane Artis, Mrs Christine Ingram
Deanery Synod	
Representatives:	Mrs Anne Cotterell, Mrs Sarah Cousins, Mrs Patricia Bird
Elected Members:	Mrs Anne Cotterell, Mr Terrence Hancock (from April 2019), Mr Brian Rowbotham, Mr Paul Selvadurai (from April 2019), Mrs Ruth Simmons, Mr Malcolm Toye
Co-opted Member:	Mr Terrence Hancock (until April 2019)

The Trustees of the church present their Annual Report and Financial Statements for the year ended 31 December 2019. The accounts are prepared in accordance with the Accounting Regulations set out under the Charities Act 2011, and with the Charities Statement of Recommended Practice applicable to charities preparing accounts in accordance with FRS102 effective 1 January 2015.

### **STRUCTURE GOVERNANCE AND MANAGEMENT**

The Parochial Church Council of Saint Mark, Reigate, known as St Mark's, is a registered charity - number 1134121. The method of appointment of Parochial Church Council members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll, to take part and assist in the activities and to stand for election to the Council.

The following six committees report to the Parochial Church Council:

Standing; Finance and Buildings; Worship, Music and Spirituality; Children and Young People; Inclusivity and Accessibility; Practical Outreach.

### **PARISH SAFEGUARDING**

The council has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

### **PUBLIC BENEFIT**

The Parochial Church Council has embraced the Charity Commission's guidance on Public Benefit. It aims to promote religion within the parish. The church is open during daylight hours for all to enter and is used by local schools for their services. The hall is available to church groups, local associations and others.

### **OBJECTS AND ACTIVITIES**

The Council has the responsibility of co-operating with the Incumbent to promote within the parish the whole mission of the church - pastoral, evangelistic, ecumenical and social. It also has responsibility for the maintenance of both the church and hall and to provide the physical and financial resources to achieve the mission of the church in general and the parish in particular.

### **ACHIEVEMENTS AND PERFORMANCE**

The Parochial Church Council strives to offer a range of services that attract all age groups from our community who find attendance both beneficial and spiritually fulfilling.

Families are attracted to our church by the Crèche, Junior Church, Roots, T-Time Tales, Easter Club, the monthly Family and Messy Church services, and the weekly Parent and Toddler group.

During the autumn of 2019 the average weekly attendance was 120 (2018 - 118) and the annual attendance showed an increase over the previous year.

The Electoral Roll was completely re-written in April 2019 when there were 141 names recorded compared with 196 at the end of 2018. During the remainder of 2019 nine names were added and one name removed so that as at the end of the year the total number on the Roll was 149. Of this figure, 95 are resident within the parish and 54 are outside the parish boundary.

Holy Communion is taken to those at home or in hospital either by the clergy or by Mr Ian Archer who, as a Reader, has permission to officiate.

St Mark's Afternoon Retirement Team (SMART) meets monthly with guest speakers and visits to local attractions. The Community Lunch is served monthly in the church hall to those who live independently in the parish.

A Winter Night Shelter is provided in the church hall weekly during December and January to the homeless and Voluntary Action Reigate & Banstead used the church hall for a festive luncheon for people alone on Christmas Day.

## MEETINGS

During the past year the Council has met on nine occasions and the average attendance rate was 63%. Various committees manage and develop the various activities and their reports are discussed by the Council and authority given where necessary. The Standing Committee, which comprises the Chairman, Churchwardens, Secretary and Treasurer, meets when necessary to deal with any urgent matters which may arise between ordinary meetings of the Council. The composition and responsibilities of committees are kept under review in order to create better control and an improved reporting system. Matters requiring immediate attention were dealt with during 2019.

## RISK MANAGEMENT

The Council is aware of its responsibilities for assessing and managing this church's risks and continues to implement plans to deal with these.

The principal risks financially and to continuity are the buildings. The church is over 150 years old and built of Reigate stone and the hall is over 50 years old. The quinquennial inspection of the church (but not the hall) was carried out during 2016 by a diocesan approved Architect.

Terrorism was considered by the Council to be of minimum risk and has not been insured.

Succession and temporary cover of officers is discussed.

## CLERGY AND READERS

The Vicar (The Reverend Martin Colton) is supported by an Assistant Curate (The Reverend Reginald Grant). The licensed Readers are Mrs Sarah Cousins and Mrs Susannah Dyde. Mr Ian Archer is also a Reader with Permission to Officiate.

## FINANCIAL REVIEW

The main Financial Statement and notes are set out on pages 7 to 12 followed by the income and expenditure accounts of the church and hall on pages 13 and 14 which comprise the General Fund in a more detailed and reader-friendly format.

The Statement of Financial Activities on page 7 shows a surplus for the year on the Unrestricted General Fund of £10,158 (2018 – deficit of £80,877).

The Unrestricted General Fund movement comprises:

2018		2019
£		£
(121,259)	Church operating deficit	(28,509)
163	Hall operating (deficit) / surplus	(2,253)
<u>(121,096)</u>		<u>(30,762)</u>
39,850	Property rent	40,600
369	Interest receivable	320
<u>(80,877)</u>	Surplus / (Deficit) for the year	<u>10,158</u>

Three significant events affected items in the accounts:

#### 1. Building Maintenance

In 2018 £75,703 was expended on the Tower repairs and £10,898 on 22 Birkheads Road.

In 2019 the total cost was £9,862, of which the major items were the church lighting system £4,922, the car park line painting £986 and the warm air heater £1,477.

#### 2. Clergy Expenses

These were reduced to £5,333 from £21,699 (2018) following the departure of the Assistant Curate who was provided with rented accommodation.

#### 3. Kitchen Project

The new kitchen was completed in September 2018 with the exception of replacing the folding doors into the committee room which were installed in September 2019 at a cost of £12,936. This left a balance of £2 in the Kitchen Fund which was transferred to the Hall Fund – a very satisfactory conclusion to achieving the project as self-financing.

### GENERAL FUND – CHURCH – PAGE 13

Income –

- Planned Giving - £77,908 - decreased by 2%
- Collections - £19,518 – increased by 18%
- Gift Day - £23,310 – similar to last year
- Donations - £3501 – last year included £3,628 for the Tower Fund
- Special Appeals - £2,234 - are collections dedicated to specific charity causes - see under Grants following
- Other Activities – £8,244 a further annual increase involving more members of the Church and the community

	£
Social Dance	3,661
Parent and Toddler	1,986
Social Committee	818
T Time Tales	225
Easter Club	220
Concert	548
St Mark's History book	142
easyfundraising	339
Sundry	305
	<u>8,244</u>

Expenditure –

Grants (i.e. outside giving) total £6,109, of which £3,688 was from special appeals and £2,421 from church funds. A full list of grants made is:-

From special appeals and activities -	£	£
Combat Stress (Remembrance Sunday)	520	
Renewed Hope Trust (Carol Service)	540	
Reigate Samaritans (Midnight Mass)	306	
Children's Society (Crib & Christingle Service)	868	
St Bede's School	<u>187</u>	2,421
From church funds -		
St Bede's School	488	
David Livingstone International	200	
Welcare	600	
Reigate & Banstead Borough Council	<u>2,400</u>	<u>3,688</u>
		<u>6,109</u>

- Parish Support Fund - +1%

- Building maintenance as detailed in the opening paragraphs of this review

Operating deficit - £28,509 (2018 - £121,259)

#### GENERAL FUND – HALL – PAGE 14

Letting Fees - £27,066 – increased by 18% due to the attraction of the new kitchen and many more children's Saturday parties

Repairs and Maintenance - £7,200 includes the cost of tables (covered by donations) - £924, floor repairs and polishing - £4,185 and gas boiler maintenance £1,236

Operating deficit = £2,253 (2018 – surplus - £163)

#### PROPERTY RENT – PAGE 16 - £39,850 - (2016 - £39,400)

	2018	2019
	£	£
Car Park	24,250	25,000
22 Birkheads Road	<u>15,600</u>	<u>15,600</u>
	<u>39,850</u>	<u>40,600</u>

#### CURRENT YEAR

No exceptional expenditure is yet known. The organ is being inspected and the ageing buildings usually require some immediate repairs.

Thus, without providing for such contingencies a near break-even is the probable result in 2020.

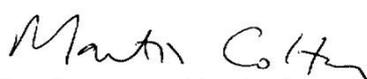
#### RESERVES POLICY

It is Council policy to maintain the unrestricted funds by breaking even over a five-year period, thus spreading any exceptional operating income and expenditure. Unrestricted funds at 31 December 2019 were £410,507 (2018 – £400,349) of which £350,000 is represented by the value of 22 Birkheads Road. Thus, liquid reserves are only £60,507.

The Tower lower levels were not fully renovated last year so in a few years' time further stonework will be needed. The organ is currently being inspected to report on work required.

The primary current concern is the future extent of the covid-19 pandemic. The church and hall are closed so there is no income from collections and hall hire. The level of other donations is likely to reduce.

Approved by the Parochial Church Council on 3 April 2020 and signed on its behalf by:

  
The Reverend Martin Colton  
Chairman

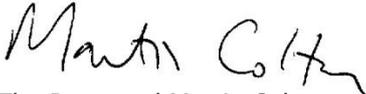
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 December 2019**

	Note	Unrestricted Funds £	Restricted Funds £	2019 £	2018 £
<b>INCOME FROM:</b>					
Donations	2(a)	131,151	6,382	137,533	229,769
Charitable activities	2(b)	54,215	- - -	54,215	49,711
Investments	2(c)	15,920	24	15,944	15,984
<b>Total</b>		<u>201,286</u>	<u>6,406</u>	<u>207,692</u>	<u>295,464</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	3	<u>191,128</u>	<u>17,559</u>	<u>208,687</u>	<u>377,058</u>
<b>Total</b>		<u>191,128</u>	<u>17,559</u>	<u>208,687</u>	<u>377,058</u>
<b>Net Operating Income / (Expenditure)</b>		10,158	(11,153)	(995)	(81,594)
<b>Total funds brought forward at 1 January 2019 (2018)</b>		<u>400,349</u>	<u>14,251</u>	<u>414,600</u>	<u>496,194</u>
<b>Total funds carried forward at 31 December 2019 (2018)</b>		<u><u>410,507</u></u>	<u><u>3,098</u></u>	<u><u>413,605</u></u>	<u><u>414,600</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE  
BALANCE SHEET AS AT 31 DECEMBER 2019**

		<b>TOTAL FUNDS</b>	
		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	Note		
<b>FIXED ASSETS</b>			
Tangible fixed assets	5	<u>350,000</u>	<u>350,000</u>
<b>CURRENT ASSETS</b>			
Debtors	7	9,667	10,215
Short Term Deposits		48,370	48,028
Cash at Bank		<u>16,202</u>	<u>23,474</u>
		74,239	81,717
<b>CREDITORS</b>			
Amounts falling due within one year	8	<u>10,634</u>	<u>17,117</u>
<b>NET CURRENT ASSETS</b>		<u>63,605</u>	<u>64,600</u>
<b>NET ASSETS</b>	6	<u>413,605</u>	<u>414,600</u>
<b>FUNDS</b>			
Unrestricted	10	410,507	400,349
Restricted	10	<u>3,098</u>	<u>14,251</u>
		<u>413,605</u>	<u>414,600</u>

Approved by the Parochial Church Council on 3 April 2020 and signed by:

  
The Reverend Martin Colton  
Chairman

  
Terrence F Hancock  
Secretary

The notes on pages 9 to 12 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 December 2019**

**1. ACCOUNTING POLICIES**

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards, the Charities Act 2011 and the Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2015) Charities SORP (FRS 102).

The Financial Statements have been prepared to give 'a true and fair view' and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to give a 'true and fair view'. This departure has involved following Accounting and Recording by Charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

The Financial Statements have been prepared under the historic cost convention, as modified by (the re-valuation of land and buildings) investments being measured at fair value through income and expenditure within the Statement of Financial Activities.

The Financial Statements are prepared in Sterling, which is the financial currency of the charity. Monetary amounts in these Financial statements are rounded to whole pounds.

The charity meets the definition of a public benefit entity under FRS 102.

The Trustees do not consider there to be any material uncertainties about the charity's ability to continue as a going concern.

**Funds**

The accounts include all transactions, assets and liabilities for which the Parochial Church Council has overall responsibility. They do not include the accounts of other church groups that owe their main affiliation to another body.

**Unrestricted Funds**

These are those which are not subject to any legal restriction regarding their use. Funds designated for a particular purpose by the Parochial Church Council are unrestricted. The fund which is unrestricted is the General Fund which comprises the Church and Hall accounts.

**Restricted Funds**

These are those which arise when money is given for a specific purpose. The restricted funds in these accounts are: The Beryl Kent Fund - for the beautification of the Sanctuary, The Tower Fund - to repair the stonework thereof and The Kitchen Project Fund - to re-furbish the hall kitchen. The movements on these funds are shown in note 10 to the accounts.

**Incoming Resources**

These are accounted for on a receivable basis. Voluntary services are not included. Legacies are treated as income at the time of receipt unless restricted to the purchase of a stated item which has yet to be obtained. When making wills, donors are requested to leave the application of a legacy to the needs of the church, applying the donor's name as appropriate.

**Resources expended**

These are recognised in the period in which they are incurred and are accounted for gross of irrecoverable VAT. All costs are allocated between expenditure categories on a basis designed to reflect the use of the resources. Costs related to a particular activity are allocated directly. Support costs are apportioned on an appropriate basis. These are costs which assist the work of the church but do not directly represent charitable activities and include office costs and governance costs.

**Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with S.10(2)(a) and (c) of the Charities Act 2011. No value is placed on the moveable church furnishings held by Churchwardens on special trust for the Parochial Church Council and which require a faculty for disposal since the Parochial Church Council considers this to be an inalienable property. All expenditure incurred during the year on consecrated and beneficial buildings and movable church furnishings, whether maintenance or improvement is written off. Investment properties are initially recognised at cost and subsequently re-measured at fair value at the reporting date.

**Tax Status**

As a charity the Parochial Church Council is exempt from paying Corporation Tax but does have to pay Value Added Tax.

**Financial Investments**

- (i) Cash and cash equivalents: Cash and cash equivalents include cash at banks and in hand and in short term deposits with a maturity date of three months or less.
- (ii) Debtors and Creditors: Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

**Cash Flow Statement**

The charity has taken the exemption available in paragraph 7.18 of FRS 102 and has not prepared a cash flow statement.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 December 2019**

2. INCOMING RESOURCES	2019			2018		
	Unrestricted Funds	Restricted Funds	TOTAL	Unrestricted Funds	Restricted Funds	TOTAL
	£	£	£	£	£	£
<b>2(a) Donations</b>						
Planned giving	63,778	---	63,778	64,956	---	64,956
- income tax recoverable	14,130	---	14,130	14,507	---	14,507
Collections at services (including tax recoverable)	19,518	---	19,518	16,434	---	16,434
Gift Day (including tax recoverable)	23,310	---	23,310	23,674	---	23,674
Donations (including tax recoverable)	2,171	3,961	6,132	494	17,873	18,367
Grants	---	187	187	---	79,655	79,655
Collections from appeals (including tax recoverable)	---	2,234	2,234	---	2,946	2,946
Other Activities	8,244	---	8,244	6,785	1,445	8,230
Legacy	---	---	---	1,000	---	1,000
	<u>131,151</u>	<u>6,382</u>	<u>137,533</u>	<u>127,850</u>	<u>101,919</u>	<u>229,769</u>
<b>2(b) Charitable Activities</b>						
Magazine	481	---	481	351	---	351
Hall lettings	27,066	---	27,066	22,980	---	22,980
Car park rent	25,000	---	25,000	24,250	---	24,250
Fees	1,668	---	1,668	2,130	---	2,130
	<u>54,215</u>	<u>---</u>	<u>54,215</u>	<u>49,711</u>	<u>---</u>	<u>49,711</u>
<b>2(c) investments</b>						
Interest receivable	320	24	344	369	15	384
Property rent - see note 2(d)	15,600	---	15,600	15,600	---	15,600
	<u>15,920</u>	<u>24</u>	<u>15,944</u>	<u>15,969</u>	<u>15</u>	<u>15,984</u>
<b>TOTAL INCOME</b>	<u>201,286</u>	<u>6,406</u>	<u>207,692</u>	<u>193,530</u>	<u>101,934</u>	<u>295,464</u>
<b>2(d) PROPERTY RENT</b>						
22 Birkheads Road						
Rent Received	13,200	---	13,200	13,200	---	13,200
Grant	2,400	---	2,400	2,400	---	2,400
	<u>15,600</u>	<u>---</u>	<u>15,600</u>	<u>15,600</u>	<u>---</u>	<u>15,600</u>

Per note 5 following, this property has been let to a tenant guaranteed by Reigate and Banstead Borough Council as Community Support at a rent of £1,100 per month. The market rent has been advised as £1,300 per month. Therefore £2,400 was donated to Community Support and has been charged to Grants

3. RESOURCES USED	2019			2018		
	Unrestricted Funds	Restricted Funds	TOTAL	Unrestricted Funds	Restricted Funds	TOTAL
	£	£	£	£	£	£
<b>Charitable Activities, Grants, Missionary and Charitable Giving</b>						
<b>Direct Costs</b>						
Church overseas						
Missionary Societies, Relief and Development agencies	200	---	200	200	---	200
Home missions						
Church societies	1,088	727	1,815	767	1,306	2,073
Other charities etc	2,400	1,694	4,094	2,400	1,640	4,040
<b>Total Direct Costs</b>	<u>3,688</u>	<u>2,421</u>	<u>6,109</u>	<u>3,367</u>	<u>2,946</u>	<u>6,313</u>
<b>Support Costs</b>						
Church						
- Parish Support Fund	106,812	---	106,812	105,756	---	105,756
- Clergy expenses	5,333	---	5,333	21,699	---	21,699
- Building maintenance	9,147	715	9,862	83,103	4,588	87,691
- Junior Church	---	---	---	---	78	78
- Organist and Organ	3,491	---	3,491	3,792	---	3,792
- Church running expenses	15,149	500	15,649	15,551	913	16,464
- Office administration and stationery	16,884	63	16,947	17,158	---	17,158
- Equipment	---	---	---	154	395	549
	<u>156,816</u>	<u>1,278</u>	<u>158,094</u>	<u>247,213</u>	<u>5,974</u>	<u>253,187</u>
Hall						
- Running costs	29,454	924	30,378	22,817	797	23,614
Governance						
- Independent Examination	1,170	---	1,170	1,010	---	1,010
Kitchen Project						
- Building Renovation and Equipment	---	12,936	12,936	---	92,934	92,934
<b>Total Support Costs</b>	<u>187,440</u>	<u>15,138</u>	<u>202,578</u>	<u>271,040</u>	<u>99,705</u>	<u>370,745</u>
<b>TOTAL EXPENDITURE</b>	<u>191,128</u>	<u>17,559</u>	<u>208,687</u>	<u>274,407</u>	<u>102,651</u>	<u>377,058</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 December 2019**

<b>4. STAFF COSTS</b>	<b>2019</b>	<b>2018</b>
<b>Wages and Salaries</b>	<b>£</b>	<b>£</b>
	<u>13,524</u>	<u>12,838</u>

Three staff (2018 - two) were employed during the year - a Parish Administrator who changed during the year and a Hall Cleaner who is related to the Vicar. Pension contributions were £171. In addition fees of £2,000 (2018 - £2,000) were paid to the Organist Mr T F Hancock who is a member of the Parochial Church Council. The Chairman (who is the Vicar) and the Assistant Curate are ex-officio members and are re-imbursed expenses. Also the rent, water rates and Council Tax of the Assistant Curate's house were paid for by the Parochial Church Council and these costs were charged to Clergy Expenses. No other member received any remuneration or expenses other than re-imburement for the purchase of goods on behalf of Church activities. Key management personnel include members of the Parochial Church Council, Junior Church leaders and volunteers who garden, cook and serve coffee. No employee received remuneration exceeding £60,000 (2018 - none).

<b>5. FIXED ASSETS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Value of investment property	<u>350,000</u>	<u>350,000</u>

The property 22 Birkheads Road was occupied by the Caretaker until 8 June 2016. The property was then let to a tenant guaranteed by Reigate and Banstead Borough Council and was transferred to Investment Property at the market value at the date of transfer. This resulted in a re-valuation gain of £345,419 which was recognised through Income and Expenditure within the Statement of Financial Activities in 2016. The property has been valued by the Trustees by reference to market evidence of transaction prices for similar properties. The historical cost of the property is £4,581.

**6. ANALYSIS OF NET ASSETS BY FUND**

	<b>2019</b>			<b>2018</b>		
	<b>Unrestricted</b>	<b>Restricted</b>	<b>TOTAL</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>TOTAL</b>
	<b>Funds</b>	<b>Funds</b>	<b>£</b>	<b>Funds</b>	<b>Funds</b>	<b>£</b>
Fixed assets	350,000	---	350,000	350,000	---	350,000
Current Assets	71,141	3,098	74,239	67,466	14,251	81,717
Less current liabilities	<u>(10,634)</u>	---	<u>(10,634)</u>	<u>(17,117)</u>	---	<u>(17,117)</u>
Fund Balance	<u>410,507</u>	<u>3,098</u>	<u>413,605</u>	<u>400,349</u>	<u>14,251</u>	<u>414,600</u>

<b>7. DEBTORS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Income tax recoverable	5,428	5,384
Sundry	<u>4,239</u>	<u>4,831</u>
	<u>9,667</u>	<u>10,215</u>

Sundry debtors are financial instruments and are measured at present value.

**8. LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>£</b>	<b>£</b>
Creditors and accruals	<u>10,634</u>	<u>17,117</u>

All creditors are financial instruments and are measured at present value.

**9. DEFERRED INCOME**

Deferred Income comprises:	<b>£</b>	<b>£</b>
Balance at 1 January 2019 (2018)	904	904
Amount released to income	(904)	(904)
Amount deferred in the year	<u>904</u>	<u>904</u>
Balance at 31 December 2019 (2018)	<u>904</u>	<u>904</u>

Deferred income relates to rent received in relation to the next year.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 December 2019**

**10. FUND DETAILS**

Details of fund movements during the year for the individual funds are as follows:

	<b>2019</b>	<b>2018</b>
<b>Unrestricted Fund</b>	<b>£</b>	<b>£</b>
Fund at 1 January 2019 (2018)	400,349	481,226
Surplus / (Deficit) for the year	<u>10,158</u>	<u>(80,877)</u>
Fund at 31 December 2019 (2018)	<u><u>410,507</u></u>	<u><u>400,349</u></u>
<b>Restricted Funds</b>		
<b>Beryl Kent Fund</b>	<b>£</b>	<b>£</b>
Fund at 1 January 2019 (2018)	3,074	3,059
Surplus for the year	<u>24</u>	<u>15</u>
Fund at 31 December 2019 (2018)	<u><u>3,098</u></u>	<u><u>3,074</u></u>
<b>Kitchen Project Fund</b>	<b>£</b>	<b>£</b>
Fund at 1 January 2019 (2018)	11,177	8,369
Deficit / Surplus for the year	<u>(11,177)</u>	<u>2,808</u>
Fund at 31 December 2019	<u><u>NIL</u></u>	<u><u>11,177</u></u>
<b>Total Restricted Funds</b>	<b>£</b>	<b>£</b>
	<u><u>3,098</u></u>	<u><u>14,251</u></u>

**11. MAINTENANCE OF CHURCH BUILDINGS**

The Parochial Church Council is responsible for the maintenance of the Church and Hall and a Finance & Buildings Committee exists to ensure that the necessary work is under constant review. A quinquennial inspection was effected by a Diocesan approved architect during 2016 highlighting necessary repairs which were effected in 2018 but other faults remain to be repaired. The organ is under inspection by three specialists.

The age and nature of both buildings give rise to a continuing demand for major maintenance work.

**12. ACCUMULATION OF RESERVES**

The accumulation of surpluses in the various unrestricted funds exists only to the extent that resources are needed for the ongoing work of the church and for the maintenance and improvements referred to in note 11.

**13. DETAILED INCOME AND EXPENDITURE ACCOUNTS**

Detailed Income and Expenditure Accounts are provided on the following pages.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE  
CHURCH - GENERAL FUND - INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 December 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming Resources from Donors</b>		
Planned giving (including tax recoverable)	77,908	79,463
Collections (including tax recoverable)	19,518	16,434
Gift Day (including tax recoverable)	23,310	23,674
Donations (including tax recoverable)	3,501	6,967
Legacy	---	1,000
	<u>124,237</u>	<u>127,538</u>
<b>Other voluntary incoming resources</b>		
Special appeals	2,234	2,446
Other Activities	8244	6785
	<u>10,478</u>	<u>9,231</u>
<b>Income from charitable and ancillary trading</b>		
Magazine	481	351
Fees	1,668	2,130
	<u>2,149</u>	<u>2,481</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>136,864</u>	<u>139,250</u>
<b>RESOURCES USED</b>		
<b>Missionary and charitable giving</b>	<u>6,109</u>	<u>6,313</u>
<b>Church running costs</b>		
Parish Support Fund	106,812	105,756
Clergy expenses	5,333	21,699
Sanctuary costs	1,166	917
Junior Church	---	78
Organist and organ	3,491	3,792
Insurance	3,682	3,691
Gas and electricity	6,342	6,786
Repairs and servicing	465	1,143
Building maintenance	9,862	87,691
Equipment	---	549
Miscellaneous	3,994	3,926
	<u>141,147</u>	<u>236,028</u>
<b>Management and administration</b>		
Parish Office administration and stationery	16,947	17,158
Independent Examination	1,170	1,010
	<u>18,117</u>	<u>18,168</u>
<b>TOTAL RESOURCES USED</b>	<u>165,373</u>	<u>260,509</u>
<b>OPERATING (DEFICIT) FOR THE YEAR - CHURCH</b>	(28,509)	(121,259)
<b>OPERATING (DEFICIT) / SURPLUS FOR THE YEAR - HALL</b>	(2,253)	163
<b>PROPERTY RENT</b>	40,600	39,850
<b>TOTAL OPERATING SURPLUS / (DEFICIT)</b>	9,838	(81,246)
<b>INTEREST RECEIVABLE</b>	320	369
<b>TOTAL SURPLUS / (DEFICIT) FOR THE YEAR</b>	<u>10,158</u>	<u>(80,877)</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARK, REIGATE  
HALL - GENERAL FUND - INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 December 2019**

<b>INCOMING RESOURCES</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Letting fees	27,066	22,980
Donations	<u>1,059</u>	<u>797</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>28,125</b></u>	<u><b>23,777</b></u>
 <b>RESOURCES USED</b>		
Insurance	1,018	1,209
Gas, electricity and water	6,020	6,172
Cleaning	15,009	13,567
Repairs and maintenance	7,200	1,661
Refuse collection	<u>1,071</u>	<u>954</u>
	<b>30,318</b>	<b>23,563</b>
 <b>Management and administration</b>		
Letting Secretary	<u>60</u>	<u>51</u>
<b>TOTAL RESOURCES USED</b>	<u><b>30,378</b></u>	<u><b>23,614</b></u>
 <b>OPERATING (DEFICIT) / SURPLUS OF THE HALL FOR THE YEAR</b>	<u><b>(2,253)</b></u>	<u><b>163</b></u>
 <b>RESTRICTED FUNDS</b>		
<b>BERYL KENT FUND</b>		
<b>Balance brought forward 1 January 2019 (2018)</b>	3,074	3,059
<b>Interest receivable</b>	<u>24</u>	<u>15</u>
<b>Balance carried forward 31 December 2019 (2018)</b>	<u><b>3,098</b></u>	<u><b>3,074</b></u>
 <b>TOWER FUND</b>		
<b>Balance brought forward 1 January 2019 (2018)</b>	---	3,540
Donations (including tax recoverable)	<u>---</u>	<u>88</u>
	---	3,628
Transfer to Restricted Donations - General Fund	<u>---</u>	<u>3,628</u>
<b>Balance carried forward 31 December 2019 (2018)</b>	<u><b>NIL</b></u>	<u><b>NIL</b></u>
 <b>KITCHEN PROJECT FUND</b>		
<b>Balance brought forward 1 January 2019 (2018)</b>	11,177	8,369
 <b>INCOMING RESOURCES</b>		
Activities	---	1,445
Donations (including tax recoverable)	1,759	14,642
Grants	---	79,655
<b>TOTAL INCOMING RESOURCES</b>	<u><b>1,759</b></u>	<u><b>95,742</b></u>
 <b>RESOURCES USED</b>		
Building renovation	12,936	43,602
Equipment	<u>---</u>	<u>49,332</u>
<b>TOTAL RESOURCES USED</b>	<u><b>12,936</b></u>	<u><b>92,934</b></u>
 <b>Balance carried forward 31 December 2019 (2018)</b>	<u><b>NIL</b></u>	<u><b>11,177</b></u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF SAINT MARK, REIGATE**

I report on the accounts of The Parochial Church Council of the Ecclesiastical Parish of Saint Mark, Reigate for the year ended 31 December 2019.

**Respective Responsibilities of Trustees and Examiner**

As the charity trustees of the Trust 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**

Your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do 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.



7 April 2020

Betchworth House  
57 – 65 Station Road  
Redhill  
Surrey RH1 1DL

Ian Matthews  
Moore Kingston Smith LLP  
Chartered Accountants  
01737 779000

## **THE READERS**

The three Readers in St Mark's work alongside the incumbent, Fr Martin, and assist him in all aspects of the running of the church as our individual skills allow. We sign up to a voluntary work agreement which details how much time we are prepared to give and what we are able to contribute. We are also expected to attend courses, workshops and seminars, put on by the diocese, as continued professional development.

Ian Archer preaches and leads evening services on a regular basis and his particular calling is in pastoral work: visiting the sick or lonely and taking Home Communions and running services in Residential Homes.

Sarah Cousins preaches on a regular basis and also has a particular care for the elderly, running the retirement group, SMART. She also co-leads the Knitting Group and is part of the team of Servers.

Susannah Dyde preaches regularly and runs a home group, which is a Bible study group. Her particular field of interest is with young people and families. She helps with Junior Church and Easter Club, leads T-Time Tales and leads and preaches at Family Services and Messy Church.

As a team we meet regularly with Fr Martin and we rejoice that we are able to serve God in the community of St Mark's in our diverse ways.

*Ian Archer, Sarah Cousins and Susannah Dyde*

## **THE SERVERS**

I would like to thank all the serving team over the last year, in particular those who help out at the 8.00am service. We have had some ups and downs this year but are ending with a very welcome increase in numbers. With Marion Wall now a regular, and Tony Bird starting early in 2020, we are now able to field a fuller team each week

We are always looking for new members, and you will hopefully find us very welcoming. If you would like to join us, do let us know, and come along for some in the job training!

*James Tanser*

## **ELECTORAL ROLL**

At the beginning of January this year the Roll stood at 196. In April we were obliged to completely re-write the Roll which meant that everyone had to complete a registration form. This resulted in a completely new Electoral Roll with 141 names on it. Between April and December two people sadly died, but a further nine names were added to bring the total at the end of 2019 to 148.

People whose names are on the Electoral Roll can vote at the Annual Parish Church Meeting and in this way feel much more part of St Mark's Church. Once you reach your sixteenth birthday you are eligible to make an application and the only stipulation is that you have been baptised, and not necessarily confirmed. You need to live in the parish to go on the Roll immediately, (please ask me if you have any doubts about where the parish boundaries lie) or have habitually worshipped at St Mark's for six months if you live outside the parish. You can apply by filling in the simple, self-explanatory form from the box at the back of the church and handing it to me or to the Vicar.

The Roll is always on display in the church and therefore contains just names and addresses and also shows whether or not the person is resident in the parish. No details of telephone numbers or email addresses are shown.

*Terrence Hancock  
on behalf of Alison Stagg (Electoral Roll Officer)*

## **MUSIC AT SAINT MARK'S**

The Godfrey Searle Choir have sung Choral Evensong on several occasions during the year and given us the opportunity to hear some of the finest choral music usually only heard in our cathedrals.

We have also hosted concerts by Cantamus, the Buckland and Betchworth Choral Society as well as the Dunottar School Choral Society.

Various instrumentalists have made use of our facilities to enhance their ability to perform in public, some indeed for the first time.

I would also like to thank David Lear who plays regularly for the monthly Taizé service and also to Hilary Hobbs who helps occasionally.

### ***St Mark's Choir***

Our five regular members continue to provide a lead for the 10.00am Sunday services (except for the Sundays when St Mark's Singers are on duty) and also for the occasional weekday evening services. It would be good to have a few more regular choir members, especially soprano voices, but in the meantime my grateful thanks to the five regular members. It was good to have a number of St Mark's Singers to help us with the Carol Service in December.

*Terrence Hancock*

### ***St Mark's Singers***

St Mark's Singers is a less formal singing group than the main church choir and has now been established for over four years.

We welcome anyone who enjoys singing and we have a range of abilities from former cathedral choristers to those who have never been in a choir before. We now have around 30 regular attenders and sing once monthly at Sunday Eucharist. We sing a range of music from traditional pieces to spirituals and gospel, and this year we have again sung some secular music for non-service performances.

In March we sang at Reverend Anna Moore's final service and in April we were invited to sing at her induction as Rector of the united parishes of Betchworth and Buckland.

We entered the Reigate and Redhill Music Festival for the second time this year and were highly commended for our performances of 'Yesterday' and 'The Lord Bless you and Keep You'

In November we performed our second concert which included a range of music showcasing our full repertoire including 'Nobody Does it Better', 'O Holy Night' and 'Standing in the need of Prayer'. Over £500 was raised for church funds.

Next year we hope to expand further and we will again be entering the Music Festival and establishing our Autumn concert as an annual event.

We would love to hear from anyone, young or old, who would like to join us. Please contact me at [tobygarrood@aol.com](mailto:tobygarrood@aol.com).

*Toby Garrood*

## **ST MARK'S PARISH MAGAZINE**

During 2019 the Parish Magazine has seen a number of changes, the bulk of which were made in July following a questionnaire which was sent out to the congregation in June, to gather feedback on what they wanted from and enjoyed reading, in their Parish Magazine.

The magazine was redesigned from the July edition and now has a new layout and front cover design. It includes a new contents section, new approach to headings and imagery. Thanks to Bill Moses for his guidance and recommendations on this.

Responding to the feedback of the congregation and supporting the objectives of the Mission Action Plan, the magazine now has a consistent and new range of content themes. Each magazine includes an environmental article, one or two feature articles, fundraising news, readers' recipes, a book review and news from the Church of England. In addition, Candle mouse has returned to the magazine with a brand-new prayer to accompany each story, many thanks to Sarah Cousins for providing this each month. Depending on space, the magazine also has a local business spotlight, church events/ news and local news. Thank you to all those who have made regular contributions particularly Harry Ingram, Barbara Perkins and Mel Crighton.

We were sad to see the end of Marley the Cat at Easter, when Shona Prosser stepped down as Parish Administrator. Thank you for the wonderful stories she gave us and thank you to Roger Lloyd for his beautiful illustrations of both Marley and Candle mouse.

The Parish Magazine has enjoyed much support in 2019, thank you to Terrence Hancock, Fr Martin Colton and Malcolm Toye for proof reading the magazine each month, Alexia Hartman for formatting and printing the magazine and Nigel Perkins and Ben Read for putting a digital copy of the magazine on the website.

In 2019, the magazine gained one new advertiser, as well as keeping its three incumbent advertisers. Thanks to Jane Artis for managing the advertising. We are always looking for new advertisers to help fund the production of the magazine which is 24 pages and colour throughout. This is particularly important as the magazine moved to free model with a suggested donation of 50p at the beginning of the year.

Contributions to the magazine are always welcome and should please be sent to me at [magazine@stmarksreigate.co.uk](mailto:magazine@stmarksreigate.co.uk).

*Helen Starmer*

## **THE CHILDREN'S SOCIETY**

### ***Annual Box Opening and Fundraising Morning***

The annual Box Opening and Fundraising Morning took place in the church hall on Saturday 29 June. Combining the proceeds from the collection boxes, stalls and generous donations we were able to send £1,344.71 to The Children's Society.

After having organised the two events each year since July 2016 we thought it time for younger hands to take over. We were, therefore, very pleased that Debbie and Dino Pelekani agreed to run the Christmas Eve Service.

We would like to thank everyone who has helped us during our tenure. The people of St Mark's have generously supported The Children's Society over many years, and long may it continue.

*Tony and Patricia Bird*

### ***Crib and Christingle Service***

We had a full church again at the Crib and Christingle service on Christmas Eve resulting in a pleasing £868.54 donated in the candle boxes and gift aid envelopes.

Morrisons kindly donated the oranges again this year, and we had a great team of volunteers who helped to make the Christingles, and who helped during the service. Thank you to everyone, as we couldn't have done it without you.

*Debbie and Dino Pelekani*

## **KNITTING & SPIRITUALITY GROUP**

The group continued to meet on the third Thursday of each month throughout 2019. We begin each meeting with a prayer, and end with the Grace.

Each evening is a time for relaxation when we can practise our craft. We also enjoy a tea or coffee break, and we thank Adam Baldry for his delicious baking.

Towards the end of the year we were sorry to hear of the death of one of our members, Anne Waterman. We will miss her very much.

The group is always open to new members, not only knitters. If your craft is something you can carry in a bag, and practise in your lap, we would love to have you join us. We meet in members' homes, but you're still welcome if you're not able to host, and lifts can be arranged for non-drivers. If you're interested, please speak to Sarah or Cherith.

*Cherith Baldry and Sarah Cousins*

## **YOUTH WORK AT SAINT MARK'S**

### ***T-Time Tales***

T-Time Tales is a short after-school service for young children and their parents or carers. The children come into church on their way home from school on Wednesday afternoons for a drink and a biscuit and half an hour of singing, teaching and fun. I am assisted by Keith Dyde, and Fr Martin supports the singing with his excellent piano playing. In the space of a year the children hear all the main Bible stories and hopefully learn to associate church with friendship, learning and enjoyment.

*Susannah Dyde*

### ***Junior Church***

Over the course of 2019 we have managed to arrange a storytelling session for any children attending the 10am service. I am very grateful to Claire Bowers for arranging the rota of volunteers, and of course a big thank you goes to the volunteers to set aside time to prepare an activity for the children.

Easter Club at St Mark's is still a highly valued event for the children who attend as well as the young leaders who do such a wonderful job looking after the children. It is wonderful to see the enthusiasm with which our young people evolve into the leadership role and they all do St Mark's proud. There are many St Mark's adults who also get involved to 'make it all happen', but it is Mel Crighton who organises us all and makes the event run so smoothly - we are very grateful for that.

This year we didn't have enough children to put on a nativity production, so instead our Junior Church children narrated the Christmas story which was interspersed with carols. We are blessed with some fantastic singers in our Junior Church and it was a treat to see and hear the confidence and quality of their solos, as well as the quality of the narration.

Thank you to all the parents who help with all the Junior Church activities, your commitment over many years is very much appreciated.

*Leonora Corden*

## **MESSY CHURCH**

Messy Church has now been running for over 4 years and 2019 saw 20% growth in our attendee numbers; much of this increase we think is due to the additional Family Service which is creating more opportunities for new families to engage with St Mark's.

Each Messy Church session begins with crafts and some activities in St Mark's church hall; this is then followed by a child friendly 30-minute worship in the church. It concludes with a shared meal.

Messy Church is co-ordinated and run by various teams of volunteers. In 2019 we have attracted more volunteers to assist with both activities and catering, which has greatly helped the existing team. The volunteer groups include a welcoming team who sign everyone in and organise the badges and collection, the craft/games team who ensure there are three different craft activities and two games each session, the worship team who organise and deliver the worship, and finally the catering team who prepare and serve a delicious meal to everyone who attends, which always goes down well on a Sunday evening.

Messy Church primarily attracts families with primary school age children and has attracted some new families to the church. It takes place on the third Sunday of the month between 4.00pm and 6.00pm and on average 70 attended each month in 2019, split almost evenly between adults and children. The numbers fluctuate each month with September being the busiest month in 2019 with 99 attendees. This was different from 2018 (the busiest month was April).

It feels like an exciting time for Messy Church with a growing and more varied group of attendees and increasing involvement from more people on the volunteering side as well.

*Nuala Read*

## **THE SOCIAL COMMITTEE**

The Social Committee has been established for many years and is a small group of volunteers who come together to prepare food and refreshments for the various events at St Mark's. This year two long serving members Stephanie Lear and Joanna Lloyd stood down and I want to take this opportunity to thank them for their years of hard work and hope they can now enjoy many more years of social events from the other side of the kitchen serving hatch.

Throughout 2019 we have been pleased to coordinate refreshments for annual events including hot cross buns after the Good Friday family service, the bring and share lunch at the APCM, afternoon tea on Rogation Sunday, coffee and biscuits after the All Souls service and mulled wine and mince pies after the Christmas Carol service. We were also pleased to provide some sparkling refreshment after Reverend Anna Moore's last service with us.

We also have another group of volunteers who have prepared monthly meals for Messy church over the last four years. This involves cooking a hot meal for around 70 to 80 people each month. Always very well received by the children and parents alike.

As we approached Harvest this year it was agreed by the Parochial Church Council to move the Harvest lunch to the early evening after the monthly family service. This resulted in a big increase in numbers with almost 100 people signed up to the newly named Harvest Supper. A combination of the social committee and Messy Church teams together with other volunteers started preparations at around 9.00am, setting up the halls and preparing the food for everyone to enjoy. As many people commented we wouldn't have been able to cater for so many without the new kitchen facility or clear away so quickly. This event was attended by members of the congregation of all ages giving everyone the chance to socialise with each other whilst enjoying cottage pie followed by chocolate fudge cake or lemon meringue pie. There was also entertainment afterwards.

In the run up to Christmas we also served tea and coffee to the parents of Holmesdale School children before the nativity performances and they were very grateful to be able to come in from the cold and enjoy a warm drink.

The social committee also ensures the cupboard is kept well stocked for refreshments after Sunday morning services, family services, T-Time Tales, Pilgrim courses and other church meetings. Special thanks go to Nigel Perkins for co-ordinating the coffee rota and to all the many helpers who volunteer each week giving everyone the opportunity to catch up with friends after the weekly service.

All in all, a busy year providing food and refreshment alongside many church events. Thank you to all regular volunteers for their hard work this year and to all others who continue to support us on an ad-hoc basis at the various events. All of these events are a great team effort. If you would like to join us we are always looking for additional volunteers so please get in touch.

*Mel Crighton*

## **SAINT MARK'S OVERSEAS AID TRUST**

In 2019, our newest Committee member, Beth Prosser, was offered an exciting new job and she moved out of Reigate. It is sad news for us but for Beth it is a dream job, working for Water and Sanitation for the Urban Poor. It is a marvellous opportunity for her to continue her work in the developing world and we wish her all the very best.

During 2019 we gave away £19,848 to ten charities in seven different countries. This amount includes £7,500 given to the Christmas Appeal 2018.

Our first event of the year was a family Beetle Drive in February. As usual, it was a well-attended and very jolly afternoon and we raised a respectable £410. We rounded this amount up and gave £1,000 to Bees for Development. The project was to train ten youths in Ethiopia with beekeeping skills. Those young people are then each responsible for training two more people, and so on. This project is clearly sustainable and provides many people with the skills to start their own small businesses.

The second event of the year was our Jazz Evening in March, which was a fabulous success, raising £1,961. Again, we topped this amount up from regular giving and gave £2,000 to an organisation called Freedom from Fistula, a new organisation to us. Freedom from Fistula fully and independently operates a maternity hospital in Sierra Leone, where they treat over 20,000 women and children each year. Fistula is a debilitating and undignified condition which happens as a result of difficult childbirth. The money raised will go towards helping young women affected by the condition, enabling them to fit back into society, get jobs and look after their families.

The third event was our ever-popular SMOATathon, where lots of people came along and played a huge variety of instruments or sang to us. This year we held the event in church, where the acoustics and the grand piano added to our enjoyment. The event raised a magnificent £1,797 and we sent £2,948 to Afrinspire, another organisation new to us, to support the building of two classrooms in North Uganda for South Sudanese refugees.

Our final event of the year was our Helier Dreux Quiz. Once again, we had a room full of keen quizzers and we raised £993. After rounding up from regular giving, we sent £1,500 to Faith in Action. On the outskirts of Blantyre in Malawi, whole families, including babies and children, live scavenging on a rubbish dump. The money we sent to Faith in Action will enable two families to set up businesses, enabling them to escape the rubbish dump for good.

We also gave £1,000 to Village Water in Zambia for percussion drilling kits, £1,000 to Itimbera Trust for rainwater harvesting tanks, £1,500 to Village Water in Mozambique for drilling equipment and £1,400 to Chase Africa (another new organisation to us) for medical equipment.

Overall in 2019, we raised £5,161 at our events and we claimed £2,599 Gift Aid. However, we were able to give gifts of £19,848. I know I have said this before, but this simply would not be possible without our regular givers. Once again, I would like to thank them particularly for their continued and much appreciated support.

In 2020 we are celebrating our 40<sup>th</sup> Anniversary. I think this is an amazing feat for such a small charity. We would not be able to do it without our loyal supporters and I would like to thank you sincerely on behalf of the SMOAT Committee. Together we are making a difference to so many lives.

*Barbara Perkins*

## **SAINT MARK'S COMMUNITY LUNCH**

Once again 2019 has been a very successful year for the Community Lunch, culminating in over 90 people sitting down at Christmas to enjoy a meal of roast turkey with all the trimmings!

On average we have sixty guests with ten helpers. The guests are at the heart of what we do, some transported by our very willing band of drivers, to whom thanks should be given; others drive themselves or walk. Guests are welcomed with a drink of their choice. Fr Martin and his wife usually attend and after any announcements, he says Grace before the meal is served. Reverend Reginald Grant (our Assistant Curate) and his family have been a fantastic addition to the group, where they get actively involved in helping and attending. There is always a roast meal, something that the people attending might not always be able to provide at home, followed by a dessert we have bought and a choice of fresh fruit salad and sugar-free ice-cream for those who are either not able, or do not wish, to eat the dessert provided. The meal finishes with a cup of tea or coffee and a chocolate or other sweet.

Robert Cramp has continued to organise the drivers, every month with no cover. This cannot continue. It is likely in certain months when he is not available, the lunch will be cancelled, as the organisation of drivers caters for the majority of attendees. This issue has been raised on a number of occasions but with very little positive response.

With the additional number of guests, we have increased the weights of carrots and potatoes required. Without volunteers to peel potatoes or carrots, supply desserts, deliver and collect our guests, cook the food or be with us on the day serving, carving the meat, washing up and making up tables, this lunch would not happen. We are very grateful to everyone who do so much. We are lucky in having a very happy and competent team who turn up on the second Sunday of every month and make each guest feel as if they are special from the moment they are picked up by the wonderful drivers, organised by Robert Cramp, to the minute they are dropped back home. We do have new guest requests and have managed to accommodate them all through the year.

We continue working with Duke of Edinburgh Award volunteers who have been invaluable in setting up, serving and cleaning up, as well as piano playing to entertain our guests.

The rota of guests and their names and addresses is being monitored by Stephanie Lawrence and Alison Stagg.

The organising and provision of the Community Lunch is very hard work, but very good fun! Please continue to support us by providing a vegetable once a month or offering to drive our guests.

*Paul Selvadurai*

## **SAINT MARK'S PARENT AND TODDLER GROUP**

St Mark's Parent and Toddler group meets every Monday morning between 9.30am and 11.30am, following the term times of Holmesdale Community Infants School.

The group is supported by a Facebook page and by St Mark's website. Parents pay £2.50 per meeting and free tea, coffee and biscuits are provided for all. Bourbon biscuits and Custard Creams are popular with the toddlers, while their parents would prefer them to have rice cakes or bread sticks!

There is a wide range of toys available to play with, including a slide and a trampoline and a kitchen area, as well as a quieter area to read and do puzzles. Very young babies have a mat play space where they and their parents can socialise. For those with creative tendencies there is a craft table equipped with pens, paper, Prit sticks and other bits to make a picture or a card for Mummy, or the like.

At 11.00am, we start clearing up ready for a story and singing, with actions, led by Nicky Day. We regularly have between twenty to thirty toddlers, or more, with accompanying adults. It is not quiet! The corridor to the hall is full with pushchairs and prams, scooters and other accoutrements. Fr Martin is there most weeks, welcoming everyone and I make sure we have enough refreshments and liaises with the tireless helpers from amongst the mums and childminders.

At Christmas we have a party and Father Christmas finds the time to come and meet the toddlers and distribute presents.

This year we introduced electronic card pay which has proved very popular with those parents who never have cash!

The Parent and Toddler Group is a regular event in the Reigate calendar as indeed it has been for decades!

*Louise Wallis*

## **LENT LUNCHESES**

Once again in 2019 we held our customary Lent Lunches. Six were held in various homes and the final one in church following the Thursday Iona service.

Lunches vary in size depending on how many guests people can accommodate. But I am most grateful to these people who raise money for very worthwhile causes chosen by the Bishop of Southwark.

The final total sent to the diocese was £620.

Thank you to the hosts and those who attended.

*Stephanie Lawrence*

## **THE PARISH OFFICE**

When I started in May, I was lucky enough to receive an exceptional handover from Shona Prosser. This, along with Fr Martin's guidance and all the friendly, helpful new faces at St Mark's certainly made the transition into my new role a lot easier. Then, in a flash I find myself in the role as Parish Administrator for almost a year. What an eventful 'year' it has been!

There was a slight delay in the publication of the Parish Directory, however, this ensured that all data recorded was done so accurately and with signed consent. This was of paramount importance as the legal requirements set out in the General Data Protection Regulation act had to be adhered to. As this law also applies to the 'processing of all personal data' this is an on-going task.

The arrival of the new photocopier in July not only brought new life to the quality of our printing but most importantly it is more cost effective to run. Every effort is also made to ensure that paper usage in the office is kept to a minimum and whenever possible, re-used as scrap paper and then recycled. I continue with cost saving by researching/negotiating best value for money on purchases for the office and church including church hall areas, which to date, has resulted in savings.

We have had another successful year on the party booking front. Monday mornings are usually spent replying to several party query emails which often result in confirmed bookings. I am happy to report that several Saturdays are now fully booked with two and even sometimes three party/event bookings on the same day. We often receive positive feedback on what great facilities we have.

I continue to support Fr Martin daily, assist the Ministry team, church groups and individuals with any ad hoc tasks they may have, making no two days in the office the same. If you have any queries, please do drop by, call or send an email, as I will always be happy to help where I can.

*Alexia Hartman*

## **ST MARK'S BUFFERS**

Over the past year on the third Tuesday of every month except August, between 10.00am and 12noon if you had called into the church you would have found a group of people busy cleaning the various sacred vessels and church furnishings and embellishments. Apart from the joy of seeing an object being returned to a gleaming state the buffers took enjoyment from sharing cleaning tips, each other's company and most importantly making the church look pristine for parishioners and visitors alike.

The team of buffers has included Christina Read, Evelyn Olney, Carole-Anne Fisher, Sonia Pearson, Susan Hill-Smith, Suzanne Collyer and Caryl Baughen under my direction as the main co-ordinator.

A variety of polishes have been used whether it be copper for the collection plates, silver for the communion cup and paten or brass for the altar liturgical bells; incense boat and spoon; communion rail; high altar candlesticks, high altar cross; processional cross; candle snuffers; missal stand; church wardens wands and last but by no means least the lectern and wall plaques.

The programme of cleaning items is maintained by me and special attention was paid to church vessels and ornaments used during the main festivals in the church calendar.

Alexia Hartman, our Parish Administrator, has provided the team with cups of coffee, which made the job of buffing that much easier and more of a social occasion than a task. So, if you can spare a few hours once a month the team will be pleased to see you and welcome you with outstretched hands one holding a cloth and the other a can of polish.

*Janet Burns*

## **PARISH SAFEGUARDING**

The most notable safeguarding event over the past year concerns publication of the long-awaited, revised "A Safe Church" manual. This document contains all the policies, procedures and guidelines followed by St Mark's Church with regard to safeguarding children and vulnerable adults and can be found on the Diocese of Southwark website, [www.southwarkanglican.org](http://www.southwarkanglican.org). When received, a hard copy of "A Safe Church" will be kept on display at the back of the church.

As regards the Parish Safeguarding Officers and after thanking Kate Lovegrove for her invaluable contribution towards parish safeguarding before she stepped down from the role in April 2019, I must regretfully advise that I will be stepping down from the role of Parish Safeguarding Officer in April 2020.

Since 1997, when I wrote the first safeguarding policy for our parish, through being invited to consider the first draft of "A Safe Church" manual in November 2008, to today, it has been a privilege to witness the evolution of parish safeguarding over the last 23 years.

Finally, if anyone has any concerns about the welfare or safety of a child or a vulnerable adult, they should immediately contact the Vicar, a Parish Safeguarding Officer (when appointed) or the Diocesan Safeguarding Adviser; all contact information is displayed on the notice boards in the hall foyer and all referrals are strictly confidential.

*Rosemary Absalom*

## **SAINT MARK'S AFTERNOON RETIREMENT TEAM (SMART)**

SMART is a social group for older people to meet and enjoy a varied monthly programme in the church hall or on occasional outings. We are open to all aged over 65 in the community, so you do not have to be a member of St Mark's to come. It is run by myself, a Reader at St Mark's, and a part time NHS mental health chaplain. Numbers at meetings range from between ten and thirty-five people.

2019 was a year of change for us all at SMART as we said goodbye to co-facilitator Louise Wallis in May. She very ably took over from Patricia Bird in 2010 and was a joy to work with, bringing experience with the profile of this group and great organizational skills over the nine years she was with us.

My sincere thanks go to all those who in their different ways make Smart happen. We enjoyed a lovely cream tea at the home of Patricia and Tony Bird in August. Bruce Cousins Snr. and Steve Eastwood brought music and fun. Reverends Martin and Christine Colton unfailingly support us in different ways and this summer after difficulties with venues, they enabled a first-class afternoon tea to take place, providing transport and first aid when it was needed.

Ruth Percival and Evelyn Olney came to plant bulbs with us so everyone had a tiny portion of spring to look forward to. Every December for several years Hilary Hobbs has organized entertainment for the Christmas tea in her inimitable style. This is always a joyful highlight and thanks also go to the faithful band of carol singers and jongleurs. Other highlights included

Claire Richards of the Red Cross demonstrating first aid on the prone but willing form of myself to the amusement of everyone. That was a lively meeting! My son Bruce came to hear members of SMART talk in November to mark the 75<sup>th</sup> anniversary of D-Day. As a younger person, he was blown away by their experiences and attitude living through WWII.

SMART could not happen without the help and staunch support of Marion Wall and Alec Parish who give generously of their time and are always there ensuring that all the little but essential jobs get done. My thanks also go to two new helpers. Frances Wood has baked countless superb cakes and helped set up each time and Marilyn Assender has helped regularly with collecting donations and hosting planning meetings.

We had to say goodbye to faithful members Hazel Smith and Anne Waterman. Hazel was an original member from 2000 and delighted in serving teas. Anne, a more recent member, contributed in giving lifts and quiet encouragement for as long as she was able to. May they rest in peace and rise in glory.

We are always welcoming new members. To enable people to get to meetings we are looking for volunteer drivers since the only two drivers cannot meet the demand. If you would like to help with giving lifts up to once a month, or are interested in any aspect of SMART, please come and have a chat!

*Sarah Cousins*

## **HOME GROUP**

Our Home Group has around 15 members who meet regularly to study the bible, discuss their faith, share their experiences and pray together in an informal setting, following a theme that runs for several meetings. At present we normally meet fortnightly during term time on Thursday evenings at Nigel and Barbara Perkins' home. Susannah Dyde organises the group and leads many of our meetings, but other members take turns as well.

We had 16 regular meetings in 2019, with around 8 to 10 members participating on each occasion. Themes considered included "Spiritual Gifts" and "Angels" and we also based some of our discussions on a book called "Crazy Love" by Francis Chan. In addition, we had two "parties" – shortly before Easter and Christmas – when we shared a meal together.

In September, we had an Away Day at St Giles' Dell Centre in Ashted. To start the day, we welcomed the truly inspiring Bryn and Sally Haworth who told us how they take the Gospel into prisons through music and testimony, to reach many of the most vulnerable in society.

We would be delighted to welcome new members to the group. Please contact any one of us for more information.

*Nigel Perkins*

## **NEW KITCHEN PROJECT**

At the start of 2019 the new kitchen had been in operation for around four months and being enjoyed by the many groups it was installed to serve. The only outstanding work was the planned replacement of the partition doors between the two halls that were no longer able to operate following the extension of the kitchen into the committee room. The majority of the funds had been raised in 2019 and the remainder was raised from donations in the first few months of the year.

The work began in February with the removal of the old doors and the installation of the framework around the opening, the doors themselves were installed in April and then the framework and surround painted and completed. Thanks go to Style Partitions and Hystar for their work on this project.

The new doors give better sound proofing and are much easier to operate. The two halls can now be used in a more versatile way for the benefit of all users.

The total funds raised for the whole kitchen project was over £107,000 and we are very grateful to all the grantors and everyone who donated valuable funds.

Our kitchen continues to be used and very much appreciated by those catering for guests at our monthly Community Lunch, the weekly Winter Night Shelter and VARB Festive Feast on Christmas Day as well as the weekly coffee after services and monthly Messy Church.

*Mel Crighton, Nicci Lloyd and Barbara Perkins*

## **TAX EFFECTIVE GIVING**

Saint Mark's is a Registered Charity No.1134121 and hence your giving can be enhanced in several ways by tax recovery and / or tax saving.

### ***Gift Aid***

Whether by regular planned giving using envelopes, or bank standing orders, or by donations during the year, or on Gift Day, tax equal to 25% of your giving is recovered by the Church. Higher rate taxpayers also get relief because the amount donated grossed up by the basic rate of income tax (i.e. donation plus 25%) is added to their basic rate limit.

For example, if you donate £100, the total value of the donation to the church is £125. You can claim tax back of:

£25.00 if you pay tax at 40% (i.e. 20% of £125)

£31.25 if you pay tax at 45% (i.e. 25% of £125)

### ***Shares***

If you have shares which you donate, you can charge the value thereof against your taxable income and not pay capital gains tax on the disposal. You may have accumulated many holdings, e.g. from privatisations - one or more of which you could donate to the Church. Your stockbroker can advise you or you can consult the Treasurer.

### ***Legacy***

An amount left in your will to Saint Mark's is deducted from the value of your estate before calculation of Inheritance Tax of 40% on assets in excess of the threshold. A codicil to an existing will to create a legacy is a simple document. You may consider revising your will to reflect current values.

The Finance Act 2012 reduced the Inheritance Tax rate to 36% where 10% or more of a net estate is left to charity. Thus, you should consider and take advice to ascertain the benefit of increasing your charitable legacies which could include Saint Mark's.

### ***Personal Pensions***

As with a legacy, you can gift the whole or part of your personal pension fund to Saint Mark's and there will be no tax payable in respect of that gift. The Taxation of Pensions Act 2014 allows a personal pension fund to continue for future beneficiaries beyond immediate dependants. Your pension fund administrator will provide you with a nomination form and an explanation of the legislation.

*Brian Rowbotham*

## **OTHER ACTIVITIES**

### ***Winter Night Shelter***

The Winter Night Shelter is operated by the charity Renewed Hope Trust to offer a safe place to sleep for local homeless people during the coldest months of the year, with a cooked evening meal and breakfast. It runs for 15 weeks from mid-December to late March. The Shelter moves between different churches in the Borough of Reigate & Banstead and Tandridge District and is staffed by volunteers, many of whom are based at the churches. St Mark's has been hosting the Shelter since the winter of 2015/16. This report covers our fifth winter of hosting when St Mark's hall was the venue on 8 Friday nights from 13 December 2019 to 31 January 2020.

This winter, the Shelter had around 6 to 8 guests in December, increasing to around 13 guests by the time we finished hosting at the end of January. However, as in past years, numbers were slightly lower at weekends, when some guests may have been invited to stay with friends or relatives.

For each night that the Shelter operated, there were 21 duties that needed to be filled by volunteers, giving a total of 168 duties at St Mark's. Once again, volunteers were forthcoming to take on almost all of the required roles so everything ran smoothly.

As in previous years, we are indebted to our supervisors whose roles carry the most responsibility. Graham Humphries and Ken Packer supervised most of the evening shifts between them, Jane-Ann Paul supervised all but one of the night shifts, and Susannah Dyde supervised all of the morning shifts. On four of the evenings, meals for up to 20 volunteers and guests were prepared by Ben Read, with Joanna Lloyd, Daniel O'Leary, Sue Hill-Smith, and Tim Warren providing them on the other four. Once again, many of the other roles were filled by members of St Mark's, some of whom volunteered on several occasions.

As always, all the volunteers seem to get a lot out of their involvement with the programme and the guests were certainly very grateful for the accommodation and welcome we provided.

The Parochial Church Council has offered the hall again as the venue for Friday nights during next December and January.

*Nigel Perkins*

## ***Foodbank***

Our parishioners and volunteers continue to support the Foodbank at St Matthew's Church (Redhill) as do many other churches, schools, organizations, etc. This has become more urgent since the Foodbank began seven years ago. Last year some 3,000 people were fed and £46,000 worth of foodstuffs and utilities were given out - up from previous years.

St Matthew's Foodbank has been recognized for its fantastic work by a visit in the Autumn from the Mayor of Reigate & Banstead and was awarded the Mayor's Volunteer Team Award. Also, the Foodbank has been awarded the Co-op Community Fund for a year as from October 2019.

During Advent the Foodbank ran a "Twelve Days of Christmas" campaign asking for twelve essential items. This resulted in vast amounts being donated which will help during the Winter months.

*Patricia Bird*