

**SEALE, PUTTENHAM & WANBOROUGH PAROCHIAL CHURCH COUNCIL**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 DECEMBER 2021**



"I appeal to you, brothers and sisters, in the name of our Lord Jesus Christ, that all of you agree with one another in what you say and that there be no divisions among you, but that you be perfectly united in mind and thought." 1 Cor 1:10

St. Laurence Church, Seale, GU10 1HZ  
The Good Shepherd Church, The Sands, GU10 1LJ St.  
John the Baptist Church, Puttenham, GU3 1AR St.  
St. Bartholomew's Church, Wanborough GU3 2JR

**You are invited to**  
**the Annual Meeting of Parishioners (for the election of Wardens and**  
**for the election of Deanery Synod and PCC members)**  
**and the Annual Parochial Church Meeting to review the**  
**work of the PCC for the year ended 31<sup>st</sup> December 2021**

**To be held on Friday 20th May 2022 at 7pm**  
**This meeting will be conducted online using Zoom**  
**APCM LINK passcode 2022**

**All documents required for the meeting can be found within this pack.**

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A.

## AGENDA

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For the APCM meeting to be held on 20 May 2022



**A.**

**Parish of Seale, Puttenham and Wanborough**

**Annual Meeting of Parishioners and  
Parochial Church Meeting  
Via ZOOM**

**Friday 20<sup>th</sup> May 2022 at 7.00 pm**

**AGENDA**

- 1.** Opening Prayers
- 2.** Apologies for absence

**Annual Meeting of Parishioners** *(All residents of Seale, Puttenham and Wanborough Ecclesiastical Parish whose names are entered on the Civil Electoral Roll, together with all members of the SPW Church Electoral Roll, are entitled to speak and vote at this meeting)*

- 3. Minutes of the Annual Meeting of Parishioners 2021** (May 20, 2021) & Matters Arising
- 4. Election of 6 Churchwardens for 2022 two for Seale and Sands, two for Puttenham, two for Wanborough** *(written nominations must be submitted to the Rector by May 19<sup>th</sup> for two nominations at JTB Church Puttenham)*

**Annual Parochial Church Meeting** *(Only members of the SPW Church Electoral Roll may speak and vote at this meeting)*

- 5. Minutes** of the Annual Parochial Church Meeting 2021 & Matters Arising (not covered by the reports)

**6. Reports**

- (a) Rector's Report *(page 12 of Annual Report)*
- (b) Electoral Roll (Changes in membership) *(page 13 of Annual Report)*
- (c) Annual Report, PCC and Parish activities *(pages 13-18 of Annual Report)*
- (d) Financial Report *(pages 19 to the end)*
- (e) Fabric Report *(pages 15-16 of Annual Report)*
- (f) Deanery Synod Report *(page 18 of Annual Report)*

- 7. Elections** *(written nominations must be submitted to the rectory by 19<sup>th</sup> May prior to the meeting)*

- (a) Election of 3 Representatives to Deanery Synod (every 3 years) Complete
- (b) Election of PCC members (1 vacancy)

**8. Appointments**

- (a) Sidespeople (defer to PCC)
- (b) Independent Examiner for 2022 (defer to PCC)

**9. Any Other Relevant Business in the reporting year**

**10. Closing Prayers**



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B.

## MINUTES

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Of the APCM meeting held on 20 May 2021



## **B.**

PARISH OF SEALE, PUTTENHAM & WANBOROUGH

**Parish of Seale, Puttenham and Wanborough  
Minutes of the Annual Meeting of Parishioners and  
Parochial Church Meeting  
Via Zoom  
Thursday 20th May 2021 at 7 p.m.**

### **1) Opening Prayers**

The Revd. Stephen Thatcher opened the Meetings with a prayer and welcomed all Zoom attendees.

### **2) Apologies for Absence**

Dee Bramley

The Rector informed the meeting that minutes would be recorded to assist Mary-Claire Cook who is acting Minute Secretary

The Rector apologised to the APCM for confusion over the Agenda sent out last year, which some received and others did not.

**Name Abbreviations:** JH John Hewitson, MT Mike Thorpe, SW Sue Weir, CT Chris Tuckwell, BB Bill Biddell, AC Anne Concanen, ACH Alan Chandler MC Mike Cloughley, AP Ann Payne, WP Will Parrot, MR Mike Randall, PY Patrick Yarnold, JM Jeremy McIlroy, JR Jane Randall, SWeb Sarah Webster, CW Caroline Warburton, PT Philippa Tuckwell GBC Guildford Borough Council

### **3) Minutes of the Annual Parochial Church Meeting 2020 and Matters Arising**

JH asked which minutes as matters arising are open to questions, the Rector confirmed the APCM minutes. JH then proceed to pay tribute to MT for the excellent way in which he kept parishioners informed on developments with Glebe Cottage. His role as Chair of the focus group was also acknowledged and again, he was commended for providing parishioners with detailed progress reports in the Village news. As chair of the Puttenham and Wanborough Housing Association he wished to commend SW in her pastoral care of parishioners in particular her assistance to the Director of Music in his move out of Glebe cottage to new accommodation in Wanborough. Her help made his settling in much easier. The Rector agreed and gave his own vote of thanks for the outstanding work of MT and SW.

JR enquired why there was no appointment of sides-persons and Independent Examiner revealed in the minutes. The rector pointed out that new rules allowed for these appointments to be made at the first PCC following the APCM. JR also asked if the minutes of the PCC meeting following the APCM could be made available. The Rector said they were available by request to the secretary of the PCC however if there were confidential issues in them then they would be kept private.

The rector moved to the acceptance of the minutes. Proposed by CT and seconded by BB.

### **4) Election of six Churchwardens for 2021 two for Seale and Sands, two for Puttenham, two for Wanborough.**

The Rector commented that the PCC was full, the first time in years this was a good sign going forward. There was one vacancy carried over for a Deanery Rep which will be resolved later in the meeting. The only vacant slot for a Churchwarden was at Wanborough.

Full nomination forms had been submitted of those wishing to be elected to stand, as follows:

<u>Parish</u>	<u>Nominee</u>	<u>Proposer/Seconder</u>
Seale and Sands	Ann Payne	P – Mike Thorpe S – Diana Standing
Seale and Sands	Elaine Whittle	P – Bob Payne S – Brian Tout
Puttenham	Andrew Baxter	P – Chris Tuckwell S – Patrick Yarnold
Puttenham	Mary Claire Cook	P – Helen Roche S – Juliana Baxter
Wanborough	Anne Concanen	P – Jean Levers S – Chris Tuckwell
Wanborough	( vacancy)	

The Rector asked the meeting if they were happy to accept those nominated above – Proposed by MC Seconded by SW. The meeting approved the nominations en bloc.

On behalf of the PCC, the Rector thanked SW, who was stepping down as Churchwarden for her extensive work in the parish with people and particularly in the upkeep of the churchyard. She was also thanked for overseeing the vital and challenging role of Safeguarding Officer for SPW.

CW was appointed as deanery Rep to join SWeb and AC, proposed by AP seconded AC

Concluding, the Rector reminded the meeting that Churchwardens were not officially active until they had been accepted by the Bishop and sworn into office by the Archdeacon. He called on all church members to support them in their many and varied duties.

## **5) Minutes of the annual Parochial Church Meeting 2020 and matters arising not covered by the reports**

### **6) Reports**

#### **a) Rector's Report**

The Rector thanked A C for marshalling together the reporting booklet with helpful page references. He also added that his report was not mandatory but helped provide a summary overview of the previous year. Sadly, several faithful and loyal church members had died, their names are recorded in the report. Funerals were brief in accordance with government rules however memorial services would follow when permitted. Fortunately, there were few local covid deaths, but the rector officiated at services of others not known to us. The rector commended the excellent work of ACH and his team of helpers on works completed on Glebe Cottage which has made it a very marketable rental asset. The current occupant has settled in well. The Rector supported the comments of JH that the Focus Group had played a significant part in organising and refurbishing Glebe Cottage and the PCC was grateful for help received from the community. WP was delighted that things were well with Glebe Cottage but was concerned about any future review, wishing to keep the Glebe Cottage as a church asset. He said there were plans to further improve the cottage and increase its value, he wished to be kept informed of future developments and was happy to fund raise to improve the cottage, The Rector reassured him those options for the future of Glebe Cottage remained open and the PCC was aware of plans to improve it and would include the community on any future decisions made. For the time being it was important that the new tenant settle in and the church benefit from the rental income.

## **b) Electoral Roll**

No comments

## **c) Annual Report**

No comments

## **d) Financial Report**

MC raised questions about the voluntary income ref 2A, gift days and substantial income on funds, why are they on Restricted funds? do they include donations made by the Friends? MT responded some funds include donations by the friends to the Puttenham Organ Restoration. PY manages a separate bank account and includes donations for the organ fund which are then transferred to the general account. In the case of Seale generous donations received are included in the unrestricted left column, some donations are for specific purposes. The accounts also have included for the first time the Sands Extension fund monies which though a separate account the independent examiner advised they be included in the general accounts. MC suggested identifying contributions made by the Friends to individual projects on the main accounts. MT agreed, the Rector also thought this a good idea and went on to explain that many projects supported by the Friends made interesting reading and the community could easily identify how the good work of the Friends is exercised if included in future reports.

MR raised a question about entries on the account and wanted to know what the liabilities were. MT explained it was the amount still owed of unpaid quota which was deferred to this year. The Puttenham amount of £2500 was a late payment from the Puttenham account for utilities. MR asked who were the debtors? MT pointed to money owing by Investec to the accounts. MR said he was still getting correspondence from Investec, MT apologised for the inconvenience.

## **e) Fabric report**

No Comments

## **f) Deanery Report**

AC explained there had been no meetings due to Covid, but several meetings were planned by the Area Dean. The Rector thanked AC for her services to the Deanery

## **7) Elections**

Vacancy for Deanery Rep now complete

## **8) Appointments**

Sides-persons to be ratified by the first meeting of the newly formed PCC

Independent Examiner

MT recorded thanks for the assistance he received from JM and hoped he would continue as examiner to the accounts. PM proposed the meeting re-appoint JM seconded by MC majority agreement.

## **9) AOB in the reporting year**

MC commented that giving, donations and regular giving was declining 5% down on 2019, S/O and white envelopes down 10%. He acknowledged that fewer church services have made an impact and felt it important to appeal more to the wider community for income. He mentioned several ideas including restoring the patronal festivals to Sunday observations. The rector thanked MC for his comments and pointed out that our churches have come off relatively lightly compared to many who have really struggled. The Mission and Ministry plan had many great ideas for services and fund raising with lots of activities to involve the wider community but none of them could be engaged until the Covid restrictions are lifted. The Rector also pointed to the year on year out decline nationally in attendances across the Church of England and consequently there would be a knock-on effect on giving. He also pointed out that a small rural community of churches cannot be compared to a large urban or suburban church with many thousands in the population make up. He agreed with MC that good publicity of special services etc will help market our resources more efficiently.

SWeb referred to the importance of facilitating digital giving in the churches. The Rector referred to a recent PCC meeting where the matter was discussed and would be followed through.

JH requested that APCM minutes be made available sooner and that 48 hours before the APCM was not acceptable given that the reports have much content. The Rector replied that sending out the APCM minutes



sooner was easily done but that some people preferred the minutes later and others sooner. JH also paid tribute to AC for the Annual Report document.

WP asked when funds for the Sands Extension would be matched and available to start the project. The Rector replied that Covid had delayed many grants, and some had changed their priorities in terms of match funding. So, fund raising continues and the target is harder to reach. WP mentioned the availability of local help with the project and recommended ACH who could do much to get the project started. MR also mentioned ACH as a possible helper. The Rector pointed out that ACH had already been invited to examine the project, but all works had to be carried out exactly to the plans authorised by GBC and supported by the granting agencies. There had to be fairness in awarding the contracts and all criteria stipulated by the local authority met. That said there may only be enough funds to build the shell and then all other works on the interior etc, could be put out to the community for help including inviting ACH.

The Rector thanked all attendees for their interest in the APCM and commended the spirit of goodwill that prevailed.

#### **10) Closing Prayer**

The Rector concluded the meeting with prayers in which he was mindful of all those still battling with Covid infections.



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## C. THE ANNUAL REPORT AND FINANCIAL STATEMENTS

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For the year ended 31 December 2021



**SEALE, PUTTENHAM & WANBOROUGH PAROCHIAL CHURCH COUNCIL**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 DECEMBER 2021**

## **INTRODUCTION**

In compliance with the Church Accounting Regulations 2006, the Parochial Church Council (PCC) of Seale, Puttenham & Wanborough have prepared this report and the attached financial statements.

The report summarises the activities and plans of the PCC, who now submit it for review by parishioners at the Annual Parochial Church Meeting (APCM) to be held on Friday 20th May at 7pm online with Zoom.

## **ADMINISTRATIVE INFORMATION**

### **Parochial Church Council**

The Parochial Church Council is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956). The PCC is now a registered Charity (Charity No: 1129466). During 2020, the following were members:

Rector: The Revd. Stephen Thatcher

Curate: The Revd. Philip Roche

#### **Churchwardens:**

- |                       |   |
|-----------------------|---|
| - Seale and The Sands | Ann Payne<br>Elaine Whittle   |
| - Puttenham           | Andrew Baxter   |
| -                     | Mary-Claire Cook  |
| - Wanborough          | Anne Concanen (Vice Chair/ Deanery Synod Representative (elected October 2020)) |

#### **Elected Members:**

- |                       |  |
|-----------------------|--|
| - Seale and The Sands | Bill Biddell (elected October 2020)<br>Mike Thorpe (elected 2019)          |
| - Puttenham           | Rhona Conn (elected October 2020)<br>David Melville (elected October 2020) |
| - Wanborough          | Dee Bramley (elected October 2020)<br>David Wilson (elected October 2020)  |

#### *Additional ex-officio members:*

The Rev. Philip Roche  
 Chris Tuckwell  
 Sarah Webster (Deanery Synod Representative - elected October 2020)  
 Caroline Warburton (Deanery Synod Representative – elected May 2021)

PCC Secretary: Dee Bramley

The appointment of members of the PCC is governed by and set out in the Church Representation Rules.

## RECTOR'S REPORT

The true scale of the impact of Lockdown is now being calculated in the Diocese and across the Church of England. All churches have seen a decline in those attending for worship as much as 50% recorded in some cases, all churches have financially struggled with a huge decline in income and consequently some are now facing "Quota poverty". Two years of dormancy has physically impacted on buildings with damage to bells and clocks and other equipment failure, all of which cost to be repaired. The fabric reports include areas in which our buildings have been physically impacted by lockdown.

SPW has been affected along with others. However thanks to wise PCC leadership in meeting the challenges of lockdown without compromising regular worship, astute financial management when income is restricted, fund-raising initiatives and increased giving we are slowly getting back to a more healthy and viable position within the network of churches that make up the Diocese. This is good news and sets us on a secure footing to implement our exciting mission and ministry plans for the future.

Pastorally, we have conducted several memorial services and the burial of cremated remains, all of which were not possible during lockdown. Weddings have been on hold as well as baptisms but 2021 saw these occasional offices resume. Our collections for FOOD AID resulted in half a ton of vital food being collected in the Parish and sent to the persecuted church in the world. Our two nursing homes continue to isolate and it is hoped services there will soon be possible. A plan to visit every household in the United Parish, street by street, lane by lane, will get underway when it is safe to do so. A welcome card will be made available for every home who wishes to receive one.

Our church website is improving with each passing month and Anne Concanen is doing a great job putting in the content we want and making it visually more eye catching. We have made some progress on getting quotes for digitisation in all four churches to allow for streaming of services etc. but realise there is no cheap way of doing this and unless funds are forthcoming it will take time before we can equip one church with internet and all that follows from that.

I want to thank our Churchwardens, PCC members and focus group members for guiding us through some challenging times and for their support in dealing with so many difficult decisions. The financial team have also been exceptionally busy with outstanding work by Mike Thorpe including Mike Cloughley who keeps our giving scheme buoyant. The Ministry Team have been very flexible in adapting to the changing patterns of worship and I am ever appreciative of all they give in time and ministry.

I commend all the reports in this year-end account with immense gratitude for works completed as a labour of love by so many people in our parish, often unseen, who keep the ecclesiastical wheels turning and our gathered church fellowship possible.

In closing I thank Anne Concanen for her Safeguarding role which has become a major focus in parish life and to which she gives meticulous attention, I wish to congratulate her also for another well organised APCM report along with stunning pictures of the stained-glass Marys in our Parish.

Every Blessing,  
Rector

## MEETINGS

There were 4 full meetings of the PCC, an additional 6 meetings involving focus groups and three electronic PCC resolutions that required to be passed during 2021, all via Zoom.

The PCC meetings covered many different areas of business but monitoring the development of Covid was vital to protect our church congregations. The PCC therefore regretfully decided to temporarily close the churches at the beginning of February but were pleased to discuss the gradual reopening of churches in the second half of the year.

As a great deal of time in 2020 was spent debating finances and the disposition of Glebe Cottage, members of the PCC were delighted to hear and discuss plans for making this property ready for the rent market. Our thanks go out to our Treasurer and all those involved in this project. Our Treasurer indicated that he was optimistic that the 2021 accounts would present a more favourable position than 2020 largely due to the arrangements over Glebe Cottage. However, we still needed to do some serious fundraising and a standing committee was set up to develop ideas.

Other issues discussed and dealt with ranged from safeguarding, health and safety and church repairs to the Parish Giving Scheme, QR codes and the recall of registers due to changes in wedding regulation. All decisions were made after very careful consideration and with the very best interests of all our parishioners in mind so an application for filming at Wanborough Church was finally rejected because of the questionable content of the production.

Thanks to all members of the PCC for their time, hard work and expertise.

## SAFEGUARDING *Anne Concanen*

As a PCC we are committed to the support, nurture and protection of everyone in our church community and, under the "Promoting a Safer Church" policy, creating a safe and caring place for all. We are committed to ensure that the safeguarding guidelines are followed in all parish activities and to ensure that any outside organisations hiring church premises comply with the parish safeguarding policy for children, young people and vulnerable adults. To date there have been no concerns raised.

Currently every member of the PCC has completed the online Core Basic Awareness Training. This lasts three years. Recent Diocesan changes in safeguarding training will mean that PCC members will also be able to increase their safeguarding knowledge on their next review. People involved in leadership roles are also regularly DBS cleared as are those working with children for Open the Book.

As Safeguarding Officer, I am here to respond to any concerns about children or adults in this parish, to make sure that proper advice is sought and to see that correct referrals are made. Historic or current matters relating to concerns and allegations of abuse by or against church officers are to be reported to me and, in liaison with the incumbent, these will be referred to the Diocesan Safeguarding Advisor.

At the end of the year the "Parish Safeguarding Dashboard" was introduced to help parishes coordinate their safeguarding care and we will be developing this in 2022.

## THE ELECTORAL ROLL

The Electoral Roll numbers up until December 2021

	Dec 2020	Dec 2021
Total on ER	122	124
Seale total	75	80
Puttenham total	34	29
Wanborough total	16	15

**The electoral roll reflects the death of several staunch church members and few movements out of the United Parish.**

## **CHURCH ATTENDANCE IN 2021**

The year was very much one of stop and start in respect of Covid and resuming church services. The PCC agreed a pattern of weekly services at Seale and Puttenham with alternate weeks at Sands and Wanborough. It was also agreed to keep the Sunday evening Zoom services so that people could have the choice to remain at home or physically attend church. Attendances increased slowly as people found greater confidence in the vaccine and booster programmes.

Most of the festival services in the first part of 2021 were celebrated on Zoom and later in the year in person with good attendances including an open churches week for parishioners to grieve the death of HRH The Duke of Edinburgh.

## **YOUNG FAMILIES**

Confidence amongst young families to attend church services was diminished as the Omicron virus began to affect children in schools and colleges. The lockdown has created a situation in which many young families have found alternatives to attending church services and this has become a national challenge. It will take time to win back this generation of young worshippers and the trend predicts a pattern of worship that is less frequent but appealing to all-ages.

The local school at Puttenham continued to operate in bubbles with no visits to the Parish and limited assemblies involving the Rector and Open the Book.

## **PARISH BIBLE STUDY** *Marion Thorpe*

Due to the Covid restrictions, the monthly Parish Bible Study group meetings in 2021 were conducted via ZOOM. The lifting of the restrictions has allowed us to resume the regular meetings in the Church of The Good Shepherd, on the 4<sup>th</sup> Wednesday of every month, between 2.30-3.30.

Whether by ZOOM or in person, each meeting provides the opportunity to discuss the previous month's readings from the Bible Reading fellowship publication New Daylight, and to share which passages and contributors have particularly spoken to us; the aim is to open up the discussions by inviting questions and comments about concepts which each of us may find challenging or less easy to understand.

For those who are interested in the possibility of joining the group, members follow the readings and commentaries on a themed collection of passages in New Daylight, one of the Bible Reading Fellowship publications.

If you have any queries, and/or would like to join the group, please contact Marion Thorpe on 01252 783102. New members are most welcome.

## **"OPEN THE BOOK"** *Anne Concanen*

Under the auspices of the PCC, our Parish "Open the Book" volunteers have very successfully been taking "Open the Book" assemblies in Puttenham School since January 2017. Unfortunately Covid regulations halted most of our normal activities in 2021. We continued to send our animated stories into school with voice overs done by the volunteers and the children could see them on a screen in their classrooms. The children especially loved the winking donkey for the Palm Sunday story. During the Autumn term we tried some simple assemblies in school with 2 story tellers narrating our animated videos but the proposed shadow puppet Nativity had to be abandoned because of the rise in Covid numbers. We are now really looking forward to going back into school again in 2022.

If you would like to join our story teller team please contact - Anne Concanen on 01483 811017.

## **MUSIC IN THE PARISH** *Geoff Graham*

2021 saw the lifting of restrictions on singing and a tentative return to the choir stalls. However, choir numbers are much reduced. We have reinstated weekly choir practices at St John the Baptist only, to which singers from both Puttenham and Seale are invited, since we usually have the same hymns at both churches. For logistical reasons, choir practices at Seale are currently unviable. By popular request, our practices alternate between 2.30 pm and 7.00 pm, each dealing with at least two Sundays in advance.

Our grateful thanks are due to Juliana Baxter and David Melville, who devote much of their time to rehearsing for those services which I am unable to cover. There has, and will continue to be the occasional service when it is necessary to use pre-recorded organ accompaniments. I try to keep these to an absolute minimum and share them evenly between Seale and Puttenham. Please bear with us when this is unavoidable.

Finally, as noted above, we are increasingly short of choir members. I would urge anyone who enjoys singing to consider joining one or other of our choirs. Feel free to call me on 07870 146635 to discuss.

## **PUTTENHAM AND SEALE BELL TOWERS** *Andrew Baxter, Kevin Green*

Very little ringing took place in 2021 because of the various lockdowns and requirement for distancing. There was occasional chiming for a Sunday service.

A single bell was tolled at Puttenham on three occasions during the year:

- on 23 March for the National Day of Reflection;
- half-muffled on 10 April following the death of Prince Philip Duke of Edinburgh;
- half-muffled on Remembrance Sunday.

Seale Tower had fewer opportunities to ring because birds had built a number of nests in the ringing chamber and these could not be cleared out until later in the year.

## **HEALTH & SAFETY**

All risk assessments have been carried out in the 4 churches including churchyards and curtilage.

PAT testing is up to date on all electrical equipment and fire extinguisher and alarms are in good working order.

## **FABRIC MAINTENANCE**

**Church Architect:** Our new Inspecting Architect for 2021 was **John Bailey** BA, BArch, RIBA, AABC.

## **Seale and The Sands** *Ann Payne*

### **The Church of St Laurence**

Regular worship has taken place with the implementation of all covid rules in place.

Works carried out included boiler service, replacement of faulty flood light and faulty photocell. Also the cleaning and removal of jackdaw nests from the bell tower.

The Church Clock at Seale was investigated by the Cumbria Clock company and a winding mechanism was in need of replacement. Works on this item are on-going.

The bulging wall on the East end of the churchyard is under consideration for repair

Inspection of Glebe Cottage in August 2021 found everything to be in good condition.

### **The Church of the Good Shepherd**

Twice monthly services commenced in August 2021 with implementation of all Covid safety rules in place.

The waterproof shell of the Sands extension commenced in December 2021, with the Shepherd's Rest Cafe still being closed.

### **Both Churches**

Both churches have obtained satisfactory electrical reports – PAT testing and fire extinguisher tests.

Voluntary churchyard and garden maintenance has been carried out regularly throughout the year and we remain grateful to all those who have contributed to this essential work.

## **Puttenham** *Andrew Baxter*

### **The Church of St John the Baptist**

All regular maintenance and servicing took place. A significant repair to replace the gas valve in the heating boiler was required in October.

Some remaining electrical work on the organ was completed, to finish the restoration started in early 2020.

Most of the roof lights in the church were converted to LED some years ago; most other light fittings were converted this year.

Quotes have been invited for the pointing works needed for the Church Tower and the tracery repairs required for the north nave window.

## **Wanborough** *Anne Concanen*

### **The Church of St Bartholomew**

We were very pleased to open Wanborough for services once again. From August 2021, a twice monthly service was held with all Covid safety rules in place.

This year the building was open for the Heritage weekend and over 370 visitors came to find out more about Wanborough Church and St Bartholomew.

During 2021 general maintenance work was done including PAT testing and servicing the fire extinguishers. The water leak that had appeared in the churchyard near the west end of the church was located and repaired and a rook's nest, that had silenced the bell, was cleared from the bell cote.

The Church had its Quinquennial inspection in March. John Bailey reported that "there are no fundamental or significant repair issues" but that there were some areas that needed attention largely associated with repointing. A programme of work was being considered.





**Headteacher: Anna De Filippis**

## **News from Puttenham CofE Infant School**

### **Academic Year 2021-2022**

It has been wonderful to return to school with many of the Covid-19 restrictions removed allowing us to welcome parents and visitors back for school events.

### **Admissions and transition**

We currently have 94 children on roll. We welcomed 30 children into the Reception class in September with their families and three children into Year 1. We have now reduced our published admission number to 30 children.

### **Links with Community**

We have continued our collaboration with other local schools in the Farnham Confederation. We focus on writing, reading, maths teaching and enrichment activities such as sporting events and workshops.

We have been well-supported by Puttenham Church with the fortnightly collective worship assemblies led by the Rector and weekly Open the Book assemblies. We thank the members of the Open the Book team for continuing to provide the school with recorded assemblies for the children during lockdown. The Church services that have taken place include Harvest, Christmas, Ash Wednesday, St John the Baptist, Easter and our Leavers' Service.

The school won the Gold Award for the annual Guildford Schools in Bloom competition last year.

### **Events in School**

Annual and seasonal events have taken place in school including enrichment learning weeks such as creative and book weeks. The Parish Council kindly provide the site which enables each class to learn in the outdoor area through our Forest School programme.. We had visits from Susie Darnton, a local author on World Book Day. This year the classes are carrying out trips to Wisley, Watt's gallery, Painshill Park, Portsmouth Sea life, Bocketts farm park and Barfield activity camp.

We will also be part of the Puttenham and Seale and Sands shows this year. The Year 2 children will be performing maypole dances at both events.

### **Building Programmes**

We are currently undergoing extensive roof replacement on our flat roof.

## **PUTTENHAM SCHOOL HOUSE** *John Hewitson*

The Management Committee was established in 1987 by the PCC to look after School House and supervise the letting of this listed building when not required for the use of the Head Teacher of Puttenham Church of England School. It reported a cash balance of £34,468 at the end of 2021. There was a change of tenancy at the turn of the year and this enabled significant repair and maintenance work to be carried out while the property was unoccupied. Total expenditure this year is expected to exceed £10,000.

*( NB. Funds mentioned here are not reported as part of the Annual Accounts.)*

## **GODALMING DEANERY SYNOD 2021** *Anne Concanen*

Deanery Synod met 3 times on Zoom during 2021. As it had not met in 2020, the January meeting opened with new members and a change of personnel. A new Lay Chair was still to be found. The meeting considered new standing orders, future uses of Deanery funds and the new Godalming Deanery Strategy. In order to support this strategy, Synod members were asked to discuss with PCCs the question "Where can we offer support or expertise for one off needs?"

At the June meeting Jackie Tickner, the new Lay Chair, was introduced to Synod. The Synod discussed ideas on "support and expertise" that PCCs had offered and considered the "Living in Love and Faith" course. Members of Synod were reminded of the visit of the Archbishop of Canterbury to the Deanery in September and Parishes were encouraged to invite people to attend his talk.

At the November meeting Synod decided it needed to make firm plans on what to do with its funds based on the new Standing Orders. Also under discussion was the health of the parishes and the pilot scheme to explore how to share skills between parishes. Members of Synod were also introduced to the new Parish Safeguarding Dashboard.

## **VILLAGE NEWS** *Jane Randell (Lead Editor)*

The Village News continues to be produced monthly under the editorship of Mary Adkins, Dee Bramley, Simon Prichard and Jane Randell. There has continued to be a reduction in the number of articles due to the restrictions imposed by the pandemic and the result is that usually the size of the magazine has had to be reduced by 4 pages. The number of copies printed has not changed from the 590 of recent years and the indication is that the numbers being delivered is now increasing.

The financial situation in December 2021 enabled the editors to agree to donate £1,000 to SPW PCC, £200 to Phyllis Tuckwell and £100 each to Seale Village Hall, the Marwick Hall, Wanborough Village Hall and The Sands Room. It was also agreed that there was no reason to increase the cost of the adverts or the magazine. At December 2021 the accounts showed that there would be a surplus of about £150 assuming no advertising income had been received.

## **FUNDRAISING EVENTS DURING 2021**

During the second part of 2021 ideas were put forward to be considered in a fund raising plan to be developed over the coming years. In 2021 money was raised through the Puttenham 100 Club, the Christmas Fair, Concerts, the Village News and a Bric-a-Brac sale. The total raised was £7,154. Our grateful thanks to all the organisers and to all those who contributed. More events are planned for 2022.

**FINANCE COMMENTARY FOR YEAR ENDED 31/12/2021**

Expenditure exceeded income in 2021 but we were able to meet the commitments that fell due during the year without selling investments. Our activities were adversely affected by the pandemic quite materially. We still owe a significant part of the 2020 parish share that we were not able to pay during that year. We have explained to the diocese that our first goal has been to meet our commitments in 2021 and that it seems reasonable to believe that we should be able to repay the debt over four or five years.

Several income streams in 2021 were reduced but Glebe Cottage was refurbished and let in February 2021. This was achieved at no cost to the church due to the generosity and leadership of Alan Chandler with invaluable contributions of time and talents from members of the community whom we thank warmly.

Early in the year Investec, our then financial advisor, informed us that the value of our investments managed by them had fallen below the value at which they could offer us a discretionary service. This meant that they could no longer assure the PCC that our investments would meet our requirements for ethical investments. Following several meetings a PCC subcommittee decided to sell the holdings managed by Investec. The proceeds were reinvested in funds managed by Schroders and Churches, Charities and Local Authorities (CCLA) Investment Management which have a very similar risk profile to the previous holdings and meet the Council's requirements for ethical investments.

The pandemic restricted fundraising activities but we were fortunate to be able to hold two very successful concerts, the Christmas Fair and a number of sales.

**RESERVES POLICY**

In accordance with Charity Commission rules we are required to state our policy for the management of our reserves:

**Investment policy:** The PCC has selected managed funds into which it invests the money from historic legacies. These funds match the risk profile that is felt appropriate and meet the PCC's requirement for ethical investments. The PCC reviews these investments regularly.

**General Reserves Policy:** The PCC aims to hold general unrestricted funds sufficient to meet six months running costs. It looks to fundraising and donations to meet the majority of normal running costs, however due to ever increasing running costs our general income is insufficient for the day to day expense, so we need a reserve to fall back on. We were forced to close our general reserve fund due to the sum remaining being too small to be economically managed and due to falling income we have been unable to rebuild this reserve

**Restricted Reserves Policy:** These funds are from historical legacies which are restricted to the upkeep of Puttenham and Seale churches and are held in secure investments with the aim of achieving some income and growth; these funds are used for the general maintenance of these churches and churchyards. The investments are held such that should there be a cash requirement it can be readily realised.

**The Annual Accounts for 2021 follow in section D**



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## D. THE AUDITED ACCOUNTS

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For the year ended 31 December 2021



**SEALE, PUTTENHAM and WANBOROUGH  
PAROCHIAL CHURCH COUNCIL**

**FINANCIAL STATEMENTS for the year ended  
31st DECEMBER 2021**

**Bank**

Lloyds Bank plc  
Castle Street, Farnham

**Independent Examiner**

Mr Jeremy McIlroy  
The Street, Puttenham

**Acting Treasurer**

Mr Michael Thorpe  
Delamere House, Runfold

**Independent Examiner's report to the PCC of Seale, Puttenham & Wanborough**

I report on the accounts for the year ended 31st December 2021 which are set out on pages 2 to 6

**Respective responsibilities of the PCC and the Independent Examiner**

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the

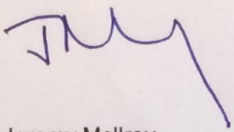
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date: February 8, 2022.

Jeremy McIlroy

**SEALE, PUTTENHAM AND WANBOROUGH PAROCHIAL CHURCH COUNCIL**

**Statement of Financial Activities for the year ending 31st December 2021**

Description	Note	Unrestricted Funds	Puttenham Restricted Funds	Seale Restricted Funds	The Sands Restricted Funds	2021	TOTAL	2020
INCOMING RESOURCES								
Voluntary Income	2a	£66,515	£581	£110	£15,116	£82,322		£102,435
Activities for generating funds	2b	£5,039	£3,200	-	£1,577	£9,816		£66
Income from Investments	2c	£21,386	£1,638	£1,117	-	£24,142		£2,989
Church Activities	2d	£1,934	-	£0	-	£1,934		£1,921
TOTAL INCOMING RESOURCES		£94,875	£5,419	£1,227	£16,692	£118,213		£107,411
RESOURCES EXPENDED								
Church Activities	3a	£112,255	£7,687	£1,793	£10,439	£132,174		£121,036
Fund-raising costs	3c	£529	-	-	-	£529		-£16
Other outgoing resources		-	-	-	-	-		-
TOTAL RESOURCES EXPENDED		£112,784	£7,687	£1,793	£10,439	£132,703		£121,020
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		(£17,909)	(£2,268)	(£566)	£6,253	(£14,490)		-£13,608
GAINS AND LOSSES ON INVESTMENTS								
on disposal		-	£1,727	£1,351		£3,078		£3
on revaluation	6c	-	£7,240	£6,036		£13,276		£2,145
NET MOVEMENT IN FUNDS		(£17,909)	£6,699	£6,822	£6,253	£1,865		-£11,460
BALANCES BROUGHT FORWARD AT 1st JAN		£1,347	£71,825	£65,755	£34,798	£173,725		£185,200
BALANCES CARRIED FORWARD AT 31st DEC		(£16,562)	£78,523	£72,577	£41,052	£175,590		£173,725
Balance Sheet as at 31st December								
FIXED ASSETS								
Tangible fixed assets		-	-	-	-	-		-
Investment assets	6c	£0	£78,182	£61,036	£0	£139,218		£121,495
CURRENT ASSETS								
Debtors		£0	£0	£271	£0	£271		£3,179
Short term deposits								
CBF deposit		£530		£11,253		£11,783		£11,907
Investec Deposit			£0	£0		£0		£1,709
Cash at banks		£4,041	£342	£37	£41,052	£45,471		£53,628
Cash in hand		£19				£19		£19
LIABILITIES								
Amounts falling due within one year	5	(£21,152)	£0	(£19)	£0	(£21,171)		-£18,212
NET CURRENT ASSETS		(£16,562)	£342	£11,541	£41,052	£36,372		£52,230
NET ASSETS		(£16,562)	£78,523	£72,577	£41,052	£175,590		£173,725
FUNDS								
Unrestricted		(£16,562)	-	-		(£16,562)		£1,347
Puttenham Restricted Funds		-	£78,523	-		£78,523		£71,825
Seale Restricted Funds		-	-	£72,577		£72,577		£65,755
The Sands Restricted Funds					£41,052	£41,052		£34,798
		(£16,562)	£78,523	£72,577	£41,052	£175,590		£173,725

1 **ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value. Glebe Cottage is shown at nil cost having been gifted to the PCC as disclosed at note 6 (b). The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

**Funds**

Restricted funds represent (a) income from trusts or endowments which may be expended only on those objects specified in the terms of the trust or bequest and (b) donations or grants received for specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund.

The PCC accounts disclose restricted funds for St Laurence Church, Seale; St John the Baptist Church, Puttenham; The Church of the Good Shepherd, The Sands and St John the Baptist Church, Puttenham

The restricted funds comprise

<b><u>Seale</u></b>		
Seale Flower Fund		Seale was left a legacy in 2003 to ensure there are always flowers in the church, this fund is included in the Seale PCC account
Fomer Seale Grave Trusts		A number of small trusts, set up to look after specific graves, were wound up in 2008 and the capital transferred to Seale PCC this is included in the investments with CCLA.
Ann Mitchell Fund		Seale PCC was left a legacy in 2004 by Ann Mitchell for the upkeep of Seale Church and its churchyard. This money is invested by CCLA and Schroders and is used for the upkeep and maintenance of Seale church and churchyard.
Sands Church Extension Appeal fund		This appeal was started by Ann Payne to raise funds to pay for the planned extension to the Church of the Good Shepherd in The Sands
Sands Fabric Fund		The PCC was given a donation from the family of Alison Ball for the upkeep and maintenance of the Church of the Good Shepherd in the Sands.
Seale Education Fund		Part of the capital from the sale of Seale School was put into a charity for educational purposes for Seale Parish; in 2015 due to administration problems the charity was closed and the funds of £13,700 were transferred to a Seale PCC deposit account where it is used to cover PCC educational expenses.
<b><u>Puttenham</u></b>		
Hugh Morgan Fund		In 1994 Puttenham PCC received a bequest from Hugh Morgan of one half of his residual estate to be applied for such of the purposes of Section 5 of the PCC (Powers) measure 1956 as are charitable, with a wish (not binding) that it be used for the benefit of choir, organist and promotion of music in Puttenham church. This money is invested by CCLA and Schroders and is used for the upkeep and maintenance of Puttenham church.

Unrestricted funds are available for all ordinary purposes of the PCC.

**Incoming Resources**

All incoming resources are accounted for when they are received.

**Resources expended.**

All expenditure is accounted for when it is incurred and is accounted for gross

**Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with S.96(2)(a) of the Charities Act 1993

**Moveable church furnishings**

Movable 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 which can be inspected at any reasonable time. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not value in the financial statement. Subsequently no individual item has cost more than £1,000 so all expenditure has been written off when incurred.

**Investments are valued at market value at 31st December.**

2 INCOMING RESOURCES		Unrestricted Funds	Puttenham Restricted Funds	Seale Restricted Funds	The Sands Restricted Funds	TOTAL	
						2021	2020
<b>2(a) Voluntary Income</b>							
Planned giving							
Gift Aid Donations		£40,119				£40,119	£40,362
Tax recovered		£9,790				£9,790	£10,535
Other		£6,370				£6,370	£4,588
Collections at services		£6,768				£6,768	£2,372
Gift Days & Sundry Donations		£3,468	£5	£110	£15,116	£18,699	£37,412
Grants						£0	£7,167
Legacies			£576			£576	£0
Total		£66,515	£581	£110	£15,116	£82,322	£102,436
<b>2(b) Activities for generating funds</b>							
Fund-raising - Jumble sale					£645	£645	
Christmas Fair		£3,460				£3,460	
Book Sales					£932	£932	
Bric a brac sale		£304				£304	
Concerts		£1,250				£1,250	
Other		£25	£0		£0	£25	£66
100 Club			£3,200			£3,200	
Organ Restoration						£0	
Total		£5,039	£3,200	£0	£1,577	£9,816	£66
<b>2(c) Income from Investments</b>							
CBF Deposit		£0	-	£6		£6	£50
Other dividend income			£1,638	£1,111		£2,749	£2,939
Property Rental income		£21,386				£21,386	
Total		£21,386	£1,638	£1,117	£0	£24,142	£2,989
<b>2(d) Income from church activities</b>							
Bookstall		£0				£0	£10
Fees		£1,934				£1,934	£1,911
Total		£1,934	£0	£0	£0	£1,934	£1,921
<b>TOTAL INCOMING RESOURCES</b>		<b>£94,875</b>	<b>£5,419</b>	<b>£1,227</b>	<b>£16,692</b>	<b>£118,213</b>	<b>£107,412</b>



3 RESOURCES EXPENDED		Unrestricted Funds	Puttenham Restricted Funds	Seale Restricted Funds	The Sands Restricted Funds	TOTAL	
						2021	2020
3(a) Church activities							
Missionary and Charitable giving						-	
Overseas: Brazil (see note 3c)						£0	£0
Home: Puttenham C of E School						£0	£0
Others							
Total		£0	£0	£0	£0	£0	£0
Ministry: Parish Share		£86,914				£86,914	£75,638
Other ministry costs		£1,508				£1,508	£1,749
Church: Utilities		£5,847	£450	£410	£457	£7,163	£5,223
other running costs		£2,623	£450	£300		£3,373	£3,912
maintenance costs		£4,424	£2,447	£449	£50	£7,370	£5,276
Upkeep of services		£966	£0	£132		£1,098	£891
Upkeep of Churchyard		£521	£389	£0	£432	£1,342	£2,455
Books etc			£0	£0		£0	£230
Payments for provision of services		£8,384	£450	£400		£9,234	£3,902
Costs related to other church property		£834				£834	£434
Admin, Printing and Stationary		£10				£10	£39
Bank charges & Management Fees		£224	£129	£102		£456	£736
Total		£112,255	£4,315	£1,793	£939	£119,302	£100,485
Major Works							
Puttenham			£3,372			£3,372	£20,551
Wanborough						£0	
Seale						£0	
Sands					£9,500		
Total		£0	£3,372	£0	£9,500	£3,372	£20,551
Fund-raising costs							
3c Expenses at Fundraising events		£529				£529	£0
Other							
Repayments from Seale Ed Fund						£0	£0
		£529	-	£0	£0	£529	£0
TOTAL RESOURCES EXPENDED		£112,784	£7,687	£1,793	£10,439	£123,203	£121,036

**3c Overseas Charities**

When possible, the Parish supports overseas charities during Lent when the collections taken at the Lent lunches are donated to Water Aid

**4 Services Provided**

The PCC employs, on a part time basis, a Director of Church Music. The payment for the Director of Music is shared between the restricted funds of Puttenham and Seale to a maximum of £2076 each with the remainder being sourced from the general fund.

No payments were made to members of the PCC apart from the reimbursement of expenses.

**5 LIABILITIES**

Includes £19,695 Parish Share unpaid from 2020 which was reported erroneously in 2020 accounts as £14,695

	Unrestricted Funds	Puttenham Restricted Funds	Seale Restricted Funds	The Sands Restricted Funds	TOTAL	
					2021	2020
Amounts falling due within one year	£21,152	£0	£19	£0	£21,171	£18,212

**6 FIXED ASSETS FOR USE BY THE PCC****a Tangible fixed Assets****b Property**

Glebe Cottage, which was built in 1936 on Glebe Land purchased from the Rector, was gifted to the Parish for use by the Parish Clerk or Verger of St Laurence Church, Seale. A valuation of £700,000 for the property was obtained in spring 2020. It is held in trust by the diocese. Having taken legal advice, and with the approval of the diocese, the PCC rents out the property under an assured shorthold tenancy agreement.

**c Investment fixed Assets**

	Unrestricted Funds	Puttenham Restricted Funds	Seale Restricted Funds	The Sands Restricted Funds	TOTAL	
					2021	2020
Movements in the year:						
<b>Market value at 1st January</b>		£68,113	£53,382	£0	£121,495	£130,273
Purchases at cost, less disposals at carrying value						
General Fund						
Purchases						
Disposals						
Restricted Fund - Puttenham						
Purchases		£70,942			£70,942	£11,142
Disposals		(£68,113)			(£68,113)	(£19,592)
Seale						
Purchases			£55,000		£55,000	£3,023
Disposals			(£53,382)		(£53,382)	(£5,496)
Annual revaluation						
General Fund Shares						
Puttenham Restricted Shares		£7,240			£7,240	£568
Seale Restricted Shares			£6,036		£6,036	£1,577
<b>Market value at 31st December</b>	£0	£78,182	£61,036	£0	£139,218	£121,495

**Holdings as at 31st December****Puttenham Restricted Funds****Hugh Morgan Legacy Fund**

Shares sold in 2021	-	-	-	£68,113
44386.13 Cazenove charity A income	£26,880	-	£26,880	
5186.75 CBF Church of England global equity	£15,889	-	£15,889	
2111.09 CBF Church of England Investment fund	£35,413	-	£35,413	

**Seale restricted Funds****Ann Mitchell Fund & Seale Fund**

Shares sold in 2021	-	-	-	£53,382
34411.87 Cazenove charity A income	-	£20,840	£20,840	
4071.51 CBF Church of England global equity	-	£12,473	£12,473	
2090.62 CBF Church of England Investment fund	-	£27,724	£27,724	

**d DEBTORS**

Sundry	£0	£0	£271	£0	£271	£3,179
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