



**BURPHAMCHURCH**  
SHARING THE GOOD NEWS OF JESUS

**ANNUAL APCM REPORT  
and  
FINANCIAL STATEMENTS**

**of the Parochial Church Council  
of the Parish of Burpham St Luke's  
with the Church of the Holy Spirit  
For the year ended**

**31 December 2024**

**PCC of Burpham Church Registered  
charity number: 1128817**

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## **Aim and Purposes**

The worshipping community of Burpham Church exists to promote the mission of Jesus to this parish. As is quoted in Matthew 28:20-22, we are all called to “therefore, go, and make disciples of all nations”, so our mission to this community is to be disciples, and support bringing more disciples into his Kingdom. The Incumbent has a responsibility to shepherd and lead this mission, alongside the elected Parochial Church Council (PCC) in partnership. This mission encompasses worship, outreach, evangelism, discipleship, pastoral care, fellowship, building church-community partnerships, and being a voice for the voiceless across the parish.

Alongside the worshipping community, and mission to the parish of Burpham, we have two main worshipping centres. Burpham Church comprises two church buildings: St Luke’s Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre, the responsibility for maintenance of the fabric of these buildings falls specifically to the Parochial Church Council (PCC) of this ecclesiastical parish of Burpham.

## **Summary of Main Events**

2024 was a year of two halves; the first almost six months saw the recruitment process for a new Incumbent, tail end of the long vacancy under the authority of the two Church Wardens, Jane Agg and Lewis Williams, and the latter half of the year began (upon Installation) the ministry for the new Incumbent, Rev James Hanson. The report is structured with the Church Warden’s feedback on the first half of 2024, and then the Vicar’s report to pick up the baton from June 2024 before the Annual accounts.

## **Objectives and Activities**

Burpham Church currently runs two Sunday services at CHS weekly: a 9.15am more traditional Common Worship communion service, followed, usually, by a 10.45am contemporary service with provision for children, either in the service or in the hall (Sunday Club). Alongside the weekly services, there is a monthly all-age service (Lego Brick Church) on Sunday afternoons, and also a monthly short spoken Holy Communion service in Church on a Thursday morning. Through the year, there have been a number of informal services either at CHS (December services for Memorial, Community Carols, Christingles) and at St Luke’s (Remembrance, Pet service, Candlelit Carols, School Carols). There are also numerous activities that have been ongoing through 2024, reported about below.

Burpham Church endeavours to:

- Enable all people to go deeper in their faith journey, to become more like Jesus.
- Reach all people in the parish through invitation to events, ultimately to explore and find faith in Jesus.
- Be God’s hands and feet in the parish, supporting pastoral and community needs for those living in the parish.

## **PCC Membership during 2024 (with periods of office)**

### **Ex officio members:**

Rev James Hanson	Vicar (from June)
Rev Darlene McCarley	Associate Minister

### **Churchwarden:**

Jane Agg	(from APCM 2023)
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### **Diocesan Synod Lay Representative**

Joan Gibbons	(Aug 2024-2027)
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### **Deanery Synod Lay Representatives**

Rex Thorpe	PCC Secretary (2020-2023) (2023-2026)
Alistair Barry	(2023-July 2024)

### **Elected Members: Elected terms (from/to date of APCM or resignation)**

Grace Luke	(2021-2024) (2024-2026)
Robert Gibbons	(2022-2025)
Mike Pocock	(2020-2023)(2023-2026)
Samantha Aarvold	(2023-Dec 2024)
Ella Nash	(2024)
Nick Tooze	(2024-2027)
Sarah Stothard	(2024-2027)
Iain Robertson	(2024-2027)
Ruth Boughton	(2024-2026)
Graham Rutherford	(2024-2025)

### **Co-opted Members**

Ann Wigmore	Parish Safeguarding Officer
Revd Jo Lamberth	PCC Treasurer from mid2023

### **Invited to Attend all meetings**

Lisa Scott	Church Manager
Revd Mark Woodward	Interim Minister (until Easter 2024)

## Review of the Year's Activities

### **Churchwarden's Report for the calendar year 2024**

At the start of 2024 we handed out card with our verse for the year. *See I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the wasteland. Isaiah 43:19*

Looking back over the year I can already see the new things that God is doing here in Burpham.

For the first six months of the year, we were in vacancy. I am very grateful to the many people who gave sacrificially of their time and energy to keep our services and small groups running.

We were supported from January to May by Rev Mark Woodward from St John's Stoke, who gave us a day a week of his time to be our Interim Minister. While many of you will have only seen Mark on occasional Sundays, he was a great help and support to Lewis and me as wardens, guiding us through some of the complexities of running the parish during the vacancy period. He created a complicated jigsaw of leaders and preachers drawing on members of Burpham Church, St John's and Stephen from St Peter's to ensure that we have continued to enjoy high quality teaching during the vacancy period.

The recruitment of James in February was a key moment in the year. Once he had been appointed there was much to be done to get the vicarage ready and prepare for his licensing service in June. I am grateful to the many people who gave practical help during this phase of the recruitment process; your willingness to prepare for our new start was so encouraging.

Following James' arrival in the parish the second half of the year has felt like the start of the stream mentioned in our Bible verse. Small trickles of water which will come together to form a stream in God's time. We have seen people return to the church and some new activities begin. A particular encouragement has been the strengthening the partnership with our preschool, both the church and preschool having new leaders at the same time, while stressful, has been an opportunity to do things differently.

Many people in our church work, having caring responsibilities or have their own health problems so we continue to be reliant on a small group of people who have the capacity to do practical tasks. Burpham has always been a church that is built on faithful prayer. Throughout the last few years, the Tuesday morning prayer meeting has been well attended, and I know that many who are unable to be there on Tuesdays faithfully pray for the church.

As in any family the year has seen faithful members of the church go to glory, and some become too frail to manage in their own homes and move into care homes. We have also welcomed a new baby and been delighted to read the banns for the marriages of young people I remember attending holiday clubs and Messy Church in the past.

Lewis stood down as churchwarden at the APCM in April 2024. Most people will be unaware of the huge amount of time, energy and wisdom he devoted to Burpham church during his years as warden. We would not be in the place we are today without him. I have been grateful

to the many people who have helped me with some of the duties that should fall to the churchwarden while I have been the sole warden.

As we move into 2025, I have looked to the next verse of Isaiah 43 and think that this reflects where we are now. *"I provide water in the wilderness and streams in the wasteland, to give drink to my people, my chosen, the people I formed for myself that they may proclaim my praise."* Now is a time for us to be refreshed by God and to praise Him for what He has done for us. As we proclaim what God has done in Burpham church we pray that we will take this new life out of our buildings into the Burpham Community.

Jane Agg

### **Parish statistics 2024**

The average weekly Sunday attendance, counted during October 2024, was

**32** adults and **1** under 16 for the 9.15am Communion service

**44** adults and **7** Under 16s at the 10.45am Contemporary service.

The clergy team officiated at **3** funerals **0** of which were held at CHS (2 at Guildford Crem, 1 at Woking Crem), and **4** interments at St Luke's.

(J Lamberth **0**)

(D McCarley **2** funerals, **2** interments)

(J Hanson **2** interments)

(C Matthews **1** funeral)

There were **0** child baptisms at CHS and **0** Thanksgivings at St Luke's.

There were **0** church members confirmed at St Luke's or CHS in 2024.

## **Recruitment of our new vicar**

The Parish Profile was completed in autumn 2023 so that advertising for our new vicar could start immediately after Christmas. We were delighted that we received seven applications from which we shortlisted four candidates for interview. Many people were involved in the 'meet the parish' afternoon which was part of the interview process, we are grateful for their time and commitment. Following a robust interview the panel unanimously agreed to offer the post to the Rev James Hanson and we were delighted that he accepted. James was previously curate at Alfold and Loxwood. He showed us a strong calling to Burpham as a community and his vision for the church being at the heart of the community resonated with that of the PCC.

There was a lot of work to be done to get the vicarage ready for James, Jenny and their family. We are grateful to David Agg and William Lowries who spent many hours working on the house, also to the diocese for the work that they undertook to get the house ready. James was installed as Vicar of Burpham on June 13<sup>th</sup> in a truly joyful service. The church was packed with church members, the local community, and friends from Alfold and Loxwood. James has quickly become known in Burpham helped by his preference for walking from place to place and his involvement in community groups and businesses.

Jane Agg

## **Vicar's report 2024**

June 13<sup>th</sup> was a remarkable day for all the pomp and ceremony that the Church of England brings to bear as installations of its new Incumbents, but it was the beginning of a new ministry here in Burpham. The journey to Burpham and this part of Guildford actually began many years ago. Firstly, Jenny was planted at the Astolat Building in Spring 2020, working for Guildford HomeStart, and secondly, I have been called to serve the marginalised and needy on the streets of Guildford since 2018 as a Street Angel, part of the Guildford Town Centre Chaplaincy.

As recently as June 2023, at the Guildford Diocese Clergy Triennial conference, I heard from 4 people in the 3 days who all said something like: "Have you thought about Burpham?" Such was the God-incidence of this call, I began prayer walking round the parish learning to listen more to God's voice and his call here. It soon became really clear that the call was undeniable, and so many of the words and pictures I saw going round pointed to: Jesus making a way, seeing streams in the wasteland and new things happening – and then I looked on the website to see Isaiah 43: 19, which just confirmed the church was hearing all I was hearing.

The first 6 months of serving ‘in post’ have passed by in the blink of an eye, and rather than me tell the tales of the second half of the year, you will see in this report pack, a real mixture of reports from so many faithful servants and partners of this church, as I long for us all to see how God has been at work through His people all year in really rich ways. Our sermon series through the Summer and Autumn focused on Building up His church, Stewardship and Welcome.

Throughout these reports, you will see the word “**BE**”, highlighted many times. That may be a complete coincidence, but I know it to be a God-incidence – because that is the word that he longs for us to not only celebrate, but to prioritise. So long does a church so often feel burdened and run ragged by “doing”, that we must often be reminded by a call to stop doing, and start **BE**-ing.

December 2024 ended with a word I preached from Luke 10: 38-42, when Jesus was at the home of Mary and Martha. I felt truly challenged by **BE**-ing called to stop, pause, and just be in the presence of Jesus, like Mary. Finding time to just **BE** with Jesus is one of the hardest things we can seek in our time, age and location. Life, the world, business and everything else so often gets in our way.

Even the nature of serving Jesus, or doing roles or jobs in and for church can get in the way of our ability to **BE** with him. In the gospel, Luke reminded us that what is best is “**BE**-ing with Jesus” over “doing for Jesus”. So, for 2025, the challenge has been to take a time to reset that relationship; to intentionally find a time each day (start with 5 mins) to cut off all distractions and shut out the world to plug in deeply to him.

What else does 2025 hold for us? The Lord has left me in no doubts that there are some really key strategic priorities for us as a church, but this comes from a vision of what we are called to do and more importantly **BE** here in Burpham. I continue to love prayer walking the parish everyday I will end up in conversation with someone, somewhere, which really excites me, because it reminds me not just of my call to be incarnational (in person or in presence) in ministry, but all of our calls to **BE** on our frontlines for him.

There are three key dreams I have for this church in this new season:

- Being with Jesus – our real heart to fill up from his well and grow more like him.
- Becoming intentionally intergenerational in our worship and growth together.
- Loving this community – where we are planted, and our frontlines in evangelism.

You could sum this up in 7 words:

**Being with Jesus. Worshipping Intergenerationally. Loving community.**

What this will look like is also what excites me. A small team of like-minded individuals has worked hard over the Autumn term to bring to life the passion within the parish profile was to recruit a new member of the team to help us grow our community, discipleship and



diversity (especially to grow younger) and develop deep connections with all our groups and mission to the community.

After much prayer and discernment through the Summer, the PCC approved the creation of a job pack for a new Intergenerational Minister, and subsequent launch for this advert. I am deeply grateful for the team who built the role description and advertising campaign for a job to be launched at the very end of 2024.

The new IG minister will have a huge part to play in helping us reimagine what ministry across and between generations looks like, reaching out into the community with children, families and households in mind and helping lead us through what building a sticky faith may look-like as we all seek to nurture and raise children in the faith.

Loving community will take on all manner of new ventures – many of us have a heart for St Luke's, and many have coalesced on a vision for St Luke's as "a house of prayer", so we long to discern what that might look like going forwards – whether it is more open during the week as a safe space for pilgrims and visitors, a regular prayer and worship happening in there, prayer trails round the grounds and upgraded facilities to support accessible welcome.

But, the real community action will come by us recognising our call as the church, to be "sent out" into this community; working out where God is planting us on our frontlines, being equipped to serve others, share our lives and intentionally reach out to those around us.

We will be bridge-builders, ready to build the platforms that will lead others to Jesus, but also **BE** willing to walk across the bridge to where others are (as Jesus did), inviting them to walk back over the bridge towards Him. My vision for what this looks like is simple:

**Invitation. Welcome. Belonging.**

James Hanson

## **Review of the Year's PCC meetings**

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC (essentially donations from the congregation + Gift Aid) are to be spent. New members receive initial training into the workings of the PCC. The PCC met nine times during 2024. The average attendance was 13 members (11 in 2023). The Standing Committee did not meet. Urgent matter needing PCC approval were subject to a vote by e-mail.

In January the PCC considered and approved a budget proposed by the treasurer. This predicted a deficit of £50,000 for 2024 but the PCC took into account that it had more than adequate reserves, could not see any cuts in expenditure that would harm the mission of the church, understood that there were items of exceptional expenditure to do with preparing the vicarage for the next incumbent and that the budget, as is usual, had been prepared on a slightly pessimistic basis. In less prosaic terms, the PCC had faith that the Lord would provide. The PCC also agreed to allow the hall to be let to Urban Saints on Friday evenings for a group for girls (Urban Saints in Guildford had until this decision been for boys only)

In February the PCC was informed by our churchwardens that four candidates for vicar of Burpham would be coming for a familiarisation visit with interview at the end of the month and that PCC members would be invited to host various parts of the visit and then join the candidates for a meal in the evening in the hall. After this the archdeacon who is on the appointments panel would be welcoming feedback on the candidates. PCC members took up this invitation with enthusiasm. The treasurer began what turned out to be a tortuous process of updating the signatories on all of the PCC's bank accounts.

In March the churchwardens were excited to inform the PCC that the Revd James Hanson had been offered the post of vicar of Burpham and that he had accepted. This meant that work on the vicarage needed to accelerate and that the Diocese had pressed the accelerator pedal in respect of the works for which it was responsible. The treasurer presented the case that some of the PCC's assets should be invested rather than deposited in a bank to gain interest. The PCC heard advice that investments should be made with not less than five-year time horizon. The PCC therefore carefully considered the size of its reserves, the size of the annual deficit and commitments made in the Parish profile to fund a youth minister and decided that it would be prudent to invest no more than £70,000 in the AAA rated COIF Charities Investment Fund. Also in March, the Treasurer reported to the PCC that the accounts for 2023 had been approved by the independent examiner. The PCC approved them, along with the agenda for the AVM and the APCM, the PCC's annual report and other reports needed for the APCM. Lewis Williams informed the PCC that he would be standing down as church warden at the AVM.

In May the new PCC met and welcomed five new members (some returning after a gap). The officers of the PCC were elected for the year and the Parish Safeguarding Policy was approved. A report was given about a leak in the Preschool store, which had been fixed.

There was some optimism that a good candidate for Preschool manager had applied to take over from Grace Luke.

In June the PCC was chaired for the first time by the new incumbent, Revd James Hanson. Much of the meeting was devoted to James' vision for the mission of Burpham Church and this included a plan for the PCC to meet no more than bi-monthly and for the revival of Action Teams to take up some of the PCC's responsibilities under its supervision.

In July, the secretary reported that Joan Gibbons had been elected to the Diocesan Synod and will therefore become a member of the PCC *ex officio* and that Alastair Barry had resigned as he is moving to Cambridge to train for ministry. The PCC also adopted a Serious Incident Reporting Policy. James introduced the following initiatives; Love St Luke's, Brick/Lego church, a pet service and others which the PCC was pleased to support and which turned out to be very successful. The PCC also agreed to pay for the renewal of the door to the Vestry at St Luke's church but with the work to be done by well qualified volunteers.

In September James announced that there would be an intergeneration service at 10.45 one Sunday in October and shared with the PCC his plan for an employed Intergenerational Worker. The PCC approved the idea in principle and set up a small working group to produce a firm proposal. The PCC also formally approved that certain out of proportion trees at St Luke's be removed and other pruned; this should make the church properly visible again. Some replacement trees will be planted. Water ingress to the vestry at CHS was reported and a small working group set up to investigate.

In October the PCC received a report that it had agreed by e-mail to spend £1800 on repairs to the flat roofs near the vestry at CHS. James reported on the success of the mission related activities over the past months. The treasurer reported that the PCC's income from giving was showing a £50,000 positive variance from the budget which meant that the PCC might come close to balancing income and expenditure for 2024. The PCC considered and approved the creation of five new Action Teams. The PCC reappointed its nominee Trustees to the Preschool.

In November the PCC gave general approval for the detailed document describing an employed Intergenerational Minister. Minor tweaks were needed which the PCC were happy to approve by e-mail. The PCC gave approval to explore ways in which Burpham Preschool could operate 5 days a week (this being thought the only realistic response to recent changes in government funding). The PCC received a report from Ann Wigmore and Nick Tooze of a safety inspection of the premises using our insurers checklist. A volunteer, David Agg, had already addresses many of them and outstanding matters had been referred to Mike Pocock (Assistant Churchwarden) and Rex Thorpe (Health and Safety Adviser). The PCC appointed five of its members to chair each of the five new Action Teams.

Rex Thorpe, PCC Secretary

## **Burpham Church Buildings and Premises Report 2024**

*"The annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018"*

Most activity in 2024 was at Church of the Holy Spirit (CHS), but while there was still limited use of St. Luke's in the early part of the year this stepped up somewhat during the second half after our new vicar came on board. We continue to have relatively few significant problems arise in our buildings, although we still have the serious long term issues, reconfirmed in the Quinquennial Inspection in May 2022, arising principally from their age. We did have significant leaks in the roof over the vestry at CHS, but otherwise relatively minor issues there. We did rather more work at St. Luke's, although fairly minor, mainly linked to the churchyard. Now that we have had James in place for some time, it is becoming clear that he is developing a serious vision for the future of our church and its place in our local community. Ideas are beginning to come forward for both CHS and St. Luke's, but at a very early stage. We expect to consider this further in 2025, hopefully leading to one or more projects which not only address the serious defects in our buildings, but also enhances them to meet our future needs in terms of our ministry and mission in Burpham.

A new team has been set up to oversee matters relating to our buildings, the areas around the buildings, and the environmental aspects that relate to them, known as the Premises Action Team. The members of the team are our Churchwarden, Jane Agg, Nick Tooze, Lewis Williams, David Agg and Mike Pocock chairing the team.

### **Church of the Holy Spirit**

Relatively little work has been done at CHS in the last year and mostly the fabric has held up well in spite of various issues from the Quinquennial report as previously reported (although the issues of most immediate concern were dealt with in 2023). As mentioned above there were leaks in the roof above the vestry and a roofing contractor was brought in to repair them last autumn. It is difficult with such roofing to be sure of the cause(s) of such leaks, but so far the repair seems to have been successful. Various other less significant issues have been dealt with as they arose by volunteers.



One significant improvement, mainly for the benefit of the Preschool, was the creation of a much better covered storage area for their equipment to the east of the hall. After the necessary faculty approval, this was carried out by volunteers in December, greatly enhancing both the looks and the practicality of the area.

A Risk Assessment of our premises was carried out by Nick Tooze and Ann Wigmore in the autumn and this raised a significant number of issues although fortunately most of them were not of great urgency or too serious. Many of the higher priority items were quickly addressed by a volunteer, but the list was considered by the newly established Premises Action team in December. They felt the majority (but not all) the matters could be dealt with by volunteers, and some should wait till the future of that part of the building had been better established. One of the matters that was considered needed attention soon was the lighting in the hall and the foyer/lobby and quotations for this are currently being obtained.

### **St. Luke's**

Various works were undertaken at St Luke's, mostly on the outside although nothing major, bearing in mind the need to replace the roof soon, as reported several times previously. One significant action taken to slow the deterioration of the roof was to prevent pigeons entering the space under the roof tiles through the eaves, which had become a serious problem recently. Mesh was installed by volunteers in the autumn, at a time pigeons are not nesting. The door to the vestry, which had deteriorated seriously in recent years, was given a major refurbishment, also by a volunteer. One significant internal improvement has been sorting the multitude of items stored in the vestry, storage having been one of the issues raised in the risk assessment.

Perhaps the most significant work in 2024 was addressing trees which had got out of hand in the churchyard and amongst other things very much spoiling the view of the church building. After obtaining the necessary consents, the largest ones, conifers to the north and east of the building, were removed professionally. The very large holly tree by the entrance was actually removed early in 2025, by volunteers, but the photographs below show how much the view of St Luke's has improved. The process of getting permission to remove the conifers and some of the larger bushes involved consultation with the local community, our councillors, Surrey Wildlife Trust and the diocese. Their interest and enthusiasm for enhancing St Luke's churchyard has been encouraging. The church can now be seen properly from Clay Lane and Sutherland Park this has been well received by the Burpham community. The perception is that St Luke's is open again.



*Before*



*After*

Further improvements to the churchyard, including improving the path leading to the entrance, are currently at the planning stage but although it has withstood the test of time remarkably well, substantial work is needed to St Luke's in the longer term, and consideration of this will be an important issue in 2025.

Much of the work necessary to our buildings has been carried out by members of the church family on a voluntary basis and we are very grateful to all who have been involved.

Mike Pocock

Jane Agg adds:

During 2024 it has been exciting to see a vision for future ministry at St Luke's start to take shape.

A day of prayer as part of the Thy Kingdom Come initiative felt like the start of a new phase for St Luke's. This was followed by 'Love St Luke's' week held in September. The church was open for a week with a gazebo in the churchyard hosting a pop up café, this was especially popular with children and parents on their way to and from school. Throughout the week there were opportunities to chat to local people visiting the churchyard.

Following this week there is sense that St Luke's should be open to the community more often and used as a place of prayer. Plans were put in place for a weekly opening and communion service to begin in January 2025. It feels as if St Luke's has moved from being a problem to be solved, to an opportunity to be embraced.

## Report on Diocesan Synod Meetings in 2024

In April the Synod met and

- (1) Received a report on the decisions made at the General Synod from two members on different sides of the discussion on LLF.
- (2) Received an informative presentation on the Youth Catalyst scheme. This scheme seeks to train Christian Youth workers of the future by partnering with churches to take on trainees whilst providing suitable training and a qualification.

In July the Synod met and

- (1) Filled some casual vacancies on Diocesan Synod. The Area Dean, Andrew Flemming and Andrew Tyrrell, were duly elected.
- (2) Was informed of the need to resume the small charge to each parish for costs incurred by the Synod. This is to pay for the services of a secretary to the Synod. [The charge was subsequently delayed by the resignation of the new secretary due to ill health]
- (3) Heard from Rev Matt Grove, Diocesan *Foundations in Ministry* Programme Manager. The programme's remit has expanded beyond the training and formation of OLM and LLM to now include LAM's: Lay Assistant Ministers. He described the journey of Parish discernment, being called and training together. He described the content of the course, and the specialisms within it. Rex Thorpe (Burpham) asked when the Diocesan Foundations in Ministry Programme study meetings took place and Richard Grove said that the course was studied during weekday evenings, plus Saturdays.
- (4) Discussed and gave outline approval for motions to Diocesan Synod.
  - a) Fr Barnaby Perkins raised GDPR, and how the Diocese is being 'heavy handed' with its application of GPDR having an adverse effect on Deanery Synod. The fear of a data breach is preventing legal and legitimate sharing of information.
  - b) In a paper presented to Synod, Revd Graham Shaw (St Saviours) raised concerns about safeguarding reporting. He noted that one urgent safeguarding alert was missed because of a breakdown in chain reporting. Rev James Hanson (Burpham) suggested a drop-box system to make the flow of information simpler, because relying on emails carries the risk of being ignored. Matters of password protection, and limiting circulation were discussed.

Approval to send the two motions, in the form resulting from consultations following the July meeting, to Diocesan Synod was granted at the meeting in January 2025.

The Synod has an Executive Committee which makes any detailed or complex decisions. Minutes of this committee are published to the whole Synod and any member may query any such decision made on their behalf.

Rex Thorpe

## **Ministry and mission in / around the Church**

### **Drop In**

Now in its 44<sup>th</sup> year Drop In remains a popular Thursday morning social gathering.

Between 30-40 people meet for coffee, a good chat and visit from Hetty our P.A. T dog. Many members are from the Church family, but a large number come from the wider community.

The monthly Hearing Aid clinic run by Jean Davy, assisted by Bob Hughes, is much appreciated by many in the Guildford area.

Additional events held during the year included –

- A Hunger Lunch during Lent which raised £300 for Christian Aid.
- A garden coffee morning in August when the weather was none too summery!
- A mini-Christmas fair in November.
- On 19<sup>th</sup> December we joined for part of the morning by pupils from Burpham School who entertained us with carols and Christmas songs. This was followed by a visit from Father Christmas and his elf with a present for everyone.

Drop In would not be possible without the helpers who give their time and energy in so many ways. We thank them all for their support and encouragement.

Janet Robins and team

N.B: It was a true delight that Janet was to receive the mayor's lifetime award for community service.

### **Intergenerational Church**

In our parish profile we wrote that we hoped to have 'intergenerational worship that is more than a traditional family service'. James was keen to make this a reality and we held our first intergenerational service for Harvest Festival in October. These intergenerational services have continued monthly since then. The services are set up café style with people sitting around tables so that all ages can join in with the activities together. Discussion, team work and praying as a group are important elements of these services; although no-one is forced to join in if they would rather sit and watch. Importantly these are not children's activities, although they are easy for the children and our friends from Mallow Crescent to join in with.



Feedback from the congregation has been positive. People have enjoyed getting to know one another better as they have discussed a Bible passage, and reflected on prayer needs as well as enjoying some challenges and games. The Burpham Church family can be very competitive at times! Adults say how much they have appreciated getting to know the children while the children and tell us they enjoy the fun story telling and the challenges. Our Mallow Crescent friends tell us that this is their favourite service.

We are continuing to research into how to do intergenerational church well, through meeting regularly with other churches who are running a similar style of service.

Jane Agg

### **Lego (Brick) Church**

One of our new initiatives for the Autumn was to include a monthly all-age service, perhaps a little like “Messy” church, only without the mess, and instead having Lego. We began in the middle of September, with an intrepid group of pioneer builders for what was our first Lego Church.

Running for an hour and a half on a Sunday afternoon, this answered the call from many families who shared with our research team who built the parish profile, that they longed for another activity for children on Sunday afternoons. It also fulfilled our wish to launch a new service to gather up families, and incorporate them into the church, perhaps with a more gentle outreach service.

We have seen anywhere from 30-50 each Sunday afternoon, come and build. Each service, we have a pause to watch a key bible story (Christmas, Noah, Jesus healing the paralytic), and then I host a Q & A on the story, to which I am always bowled over by the understanding of both children and adults of the rich details in the story shown, and also what Scripture has written about here. Then they get the chance to rebuild an aspect of the story to add to a large A1 size story-board, hopefully cementing the story in hearts, and captured by memories.

James Hanson

### **Love St Luke’s Week**

As has been mentioned early, the vision for a week of outreach came during many prayer walks in January and February of 2024. Not only did I want to be visible for the community, but I longed for the church building to be open for all, and seen as a really important ‘House of Prayer’ for the community local and far and wide. I also have a huge heart to reach our community as a church – to demonstrate that we are the ‘ecclesia (Greek)’ – the sent out ones, to **BE** church in this community.

My heart has been for us to bring ourselves as an offering to the community; to be present and invitational for all to come in. So, we set up a gazebo, tea and coffee stations and a pop-up café outside for the first full week of school term in September. Why then and why there? Well, everyday in term time, hundreds of families walk past there or through there to go to and from school or nursery, and so we are a way point (to quote Margaret Silf from her excellent books). September is usually a great month, so why not start the new term that way.

The strapline: “Chat, cuppa, share, pray”, was a simple invitation for some or all of the list. We loved hosting people for all manner of conversations, a number came each day and we were so richly blessed sharing our lives, our faith and even giving our gospel tracts to those who wanted to reach more. It worked – and was very much our heart to **BE** His church in this community – by being where people are.

James Hanson

### **Safeguarding**

The PCC has adopted the House of Bishops’ Promoting a Safer Church safeguarding policy statement, and the House of Bishop’s Safeguarding Policies and Practice Guidance.

The PCC is responsible for all safeguarding within Burpham Church. Ann Wigmore continues as Parish Safeguarding Officer (PSO) for 2024, she remains a co-opted member of the PCC. The PCC is responsible for the safer recruitment and supervision of lay volunteers and employees and ensuring all activities involving under 18s or potentially vulnerable adults are safe. The Bishop’s Office has responsibility for all clergy and LLMs. Safeguarding continues to be a standing item at every PCC meeting with verbal and written reports presented.

The electronic national Parish Safeguarding Dashboard helps ensure all policies and processes are up to date. The PSO uses the Safeguarding Hub to manage the recruitment and training of all volunteers and lay staff.

We are grateful for the excellent and swift support provided by the Diocese Safeguarding team without whom the PCC and PSO’s task of keeping Burpham Church safe would be impossible.

Ann Wigmore

PSO

### **Pastoral Care**

Pastoral Care has been something of a struggle at times and at present we are down to two active and mobile regular pastoral visitors (not counting James). Having said that, a number of individuals within the congregation have been very active in keeping in touch with those who are housebound or unwell and reporting back to the leadership. Janet (Drop In) and growth groups have been a particular help and blessing to their members.

Between the post covid decrease of volunteers and the interregnum there is a long list of issues James is addressing, as you can imagine. But James has already made a remarkable number of visits to introduce himself to the housebound, as well as those who are ill, and is working on getting things on a more organised basis.

It is our hope to have something more substantial in place soon, but meanwhile can I encourage everyone to keep an eye on those you know and, with the permission of the person concerned, let the leadership know of any visiting needs.

Darlene McCarley

### **Sunday club**

During the last year Nigel Cooper and Carol Lowries have run Sunday Club initially on alternate weeks, but since September 2024 this has increased to 3 sessions a month. We have been supported by DBS' checked parents, Jane Agg and youth helpers. Numbers of children vary each week from 2 to 8 and age ranges are from 3yrs to 12yrs.

Throughout the year we have used Energize online material, which is produced by Urban Saints and provides comprehensive and flexible materials which can be easily adapted for our numbers and age range, which can be a challenge! Since September 2024 we have tried to consider similar themes to the church plan. We have looked at our shared vision – being part of God's family, living & sharing the Good News, plus stewardship, key themes from 1Thessalonians and Holy Communion.

It has been a privilege to build deeper relationships with the children and their families during the last year, but we do need more leaders. Please remember Sunday Club in your prayers. Pray for deepening faith for the children and young people and that God will bring us new families.

Carol Lowries & Nigel Cooper

### **Schools and pre-schools**

Alongside the report from Pre-School below, there have been some really encouraging relationships with schools and pre-schools being built through the year. Hosting pre-school families for Fathers' Day, Harvest and Christmas gatherings in CHS have all been so cherishing and encouraging for our growth in partnership. Through the early months, Jane Agg was able to visit the Primary School to help them with RE lessons, visits to St Luke's church and resources to inspire wonder in faith.

As I arrived, I have been excited to build relationships with Christopher Robin Daycare and Nursery, to visit and read stories with each room group, and to invite over to the Church both at Harvest time for short services, and also to use St Luke's Church for their Christmas carol

and nativity service. At the latter, it was so good to see St Luke's used all week for rehearsals and a full church of over 120 people came to see the children in action.

In October, I was invited in to do an assembly for Year 2 on who God is, as part of their RE curriculum, and how to ask the big questions. Later on, alongside Rev Jo Lamberth, we went in to Burpham Primary school to do an RE lesson on Christingles in December, before inviting the Y4s over to CHS for their Christingle service that was also full of families and children. The following week, we invited the Y5s to St Luke's for their carol service, which was again a delight to see the children perform and answer brilliant questions about the Advent story, accompanied by some opening of carefully wrapped Lego models of the Nativity.

George Abbot school has invited me to help them with practice Oxbridge interviews in early December, in a new initiative, with hope that this will lead to more doors opening to support them in any way through 2025.

James Hanson

## **Prayer**

The main regular focus for prayer is every Tuesday, meeting at 10am in the church. Numbers vary between 3 or 4, up to 12 or so occasionally. We pray for each other, for the church, the community and issues in the wider world. Not all of those every week, but as God leads! We also try to leave room for the spirit to speak.

We only meet for half an hour each week, but it feels like a powerhouse of prayer; a group of people for whom prayer is a way of life. We expect God to meet with us, and to answer our prayers. And He does.

During the last year we held a couple of special one off sessions, praying in particular for the selection process for the appointment of our new vicar, and we were joined by friends from St Johns Stoke. God answered those prayers too!

I know prayer is embedded across other activities of the church as well: growth groups, ministry meetings, services at St Luke's as well as our regular Sunday services at CHS.

The challenge is how we can encourage one another in prayer, so we become more of a praying church, where prayer underpins everything we do. So that prayer is the default setting for us all.

We hope to have a 24/7 style prayer room during holy week. I would love to hear from anyone with ideas how we can mobilise prayer in a more 'intergenerational' way across the church.

William Lowries

## **Growth group reports – from two of our four groups**

The study group began in 2016 and has grown in numbers, friendship and clearer understanding and experience of the Lord. We meet fortnightly to read, study and discuss the bible having had homework for preparation of the short study time. We begin our sessions with coffee and catch-up from 9:30am – 10am when we begin the study, finishing at 11:15. We then have a short reflection and prayer time before leaving at 11:30. We are fairly strict about the timings because a number need to go off to work.

We began in September 2023 studying Luke's gospel and we have continued to stay in the book of Luke through to the present time - 2025. Our intention was to go *very* slowly to discover as much as possible, not rushing but digging deeper into the familiar account of Luke, to allow the Lord to speak to us through his word linking us to the Bible as a whole which all points to the Lord Jesus. Sometimes we have a bit of teaching but the wealth of knowledge and understanding from the group helps to build us all up.

The group is vibrant in the discussion time, accompanied by much laughter (and sometimes tears), thoughtfulness and questions, all for the purpose of seeking to know how we can come closer to the Lord and can practically apply all that we learn. Encouragement is given to individuals in their giftings and roles within the church and workplace. Members are increasingly helping to prepare and lead the regular studies.

We are sensitive to the movement of the Holy Spirit during our times together, so we will not hesitate during the session to stop as appropriate, to listen and pray for any who feel deeply impacted by the study matter. We are committed to supporting each other in whatever way we can particularly through prayer, and we have seen how graciously the Lord has answered so many of these.

Val Tooze and Jane Agg

We have had fun as well as some more serious times during the year, meeting weekly during term time hosting in each other's homes. We enjoy catching up with each other and sometimes we find there is a specific need to support a member in prayer. Often we do a fun activity/discussion to start with and then have a short time of worship listening to a worship song chosen by a member, or reading and discussing a Psalm for example. Our main studies have been varied. We have looked at some of the parables of Jesus linking them to Old Testament passages, studied 1 Peter, followed a series about "Our God is a God Who ....." Relates, Reveals, Refreshes and 5 other R's. We discussed and learned from the phrases in the Bible which remind us of how to "**Be** imitators of Christ" (*Eph 5 vs 1 and 2*), such as "**Be** still," "**Be** alert," "**Be** faithful", "**Be** humble" and others. We always pray for each other and it is a privilege to be with others who want to read and study God's word and with His help apply it to daily Christian living.

Rob and Joan Gibbons

## **Mens' ministries**

Our women are amazing at being leaders and drivers for growth groups in the church, and have for so long been fervent in their own prayer and worship through the groups. A handful of men have joined them in groups, but I soon recognised the need for something much more intentional for men to gather together to support, nurture and encourage each other to grow deeper in their discipleship.

Nigel Cooper has been a key driver for mens' ministries in recent years – through walks and social gatherings, so I have been building on his enthusiasm and networking. Since September, we have had a pattern of alternating monthly breakfast meetings at the Anchor and Horseshoes pub, and a weekday evening curry at the Rajdoot. Both establishments have been excellent hosts and great fun to get to know staff much better too.

The Curry nights are friendly, informal and invitational for friends to bring friends to, and we end the evening with one member sharing either a short testimony or a story of God at work in their lives. Our breakfasts have a longer talk on a theme – so far all been in house (Lewis W sharing on taking God with him for his LeJOG bike ride, David A speaking on AI and faith, and plans for 2025 to have Science and Faith amongst other topics. The aim to spur thinking, and get us talking on tables about key life issues as they interface with faith. Our hope is to build into a more regular fellowship group to go alongside this.

James Hanson

## **Musical Worship Team**

Our faithful group of musicians and singers and AV Team continue to lead and support musical worship in our services. We bade farewell to Elodie Barry on account of their move to Cambridge: we miss her ukulele and enthusiasm for introducing new worship songs. .

We have welcomed Jenny Hanson to the team, and she has thrown herself into supporting us. Our 9.15 am service worship is traditional hymns, with modern choruses and songs in the 10.45 am service. Children with appropriate actions are being included in musical worship at the monthly intergenerational service, and we hope to grow this ministry. Carol services choirs were a collaboration with the Chantry Singers, beautifully directed by Claire Pocock. In January 2025 we met to discuss hopes and aspirations for worship of our Lord. Thank you to Lisa Scott for her administrative support and creation of our new Spotify Worship account for personal worship. In March 2025, our first evening worship session commences.

Thank you to all our pianists and singers for sharing their gifts. We work closely with the AV Team, and want to thank them for their faithfulness in service and support.

Debbie Smith/ Susan Denton

## **Audio Visual**

We have a small team on the AV and Sound desk. Recently Sophia left for university and this put extra demand on Ruth. Renny joined us and has trained up to run AV and sound desk – which is great. Martin Luke is also able to help out on sound so we have grown the team. We could do with some more support especially on AV.

The method of creating the presentations for Sunday via the office during the week and running them on Sunday highlights a few issues of compatibility especially with powerpoint. We are though much better at supporting the ministry team, because we need less input. (This project was started the year before with St Johns, Stoke)

There is some legacy equipment we clearly don't use/need and a task for the near future is to clear this out. Also, the sound desk we could do with fixing the power output slider, which doesn't work. We need to setup an IP address mask for the Laptop to TV broadcast studio as it is currently disabled as it interferes with the laptop during AV sessions.

Lewis Williams

## Reports from our Mission partners, who we support in prayer and giving

### **Christians Against Poverty Guildford (CAP)**

2024 was another amazing year, seeing God at work through CAP in Guildford. We had c. 28 new clients referred and 13 households went debt free, repaying or writing off £230k of unmanageable debt. Our hardship fund was able to provide one off practical support to many in urgent need. Most of our clients were keen for us to pray with them and some accepted bibles or attended events at various churches involved with CAP.

Looking ahead, 2025 will be busy with a number of complex referrals for the Debt Centre. The new job club has started, and various Money Management and Life Skills courses are being scheduled for the next few months.

Your prayer support is much appreciated as we seek to reach out to those in need in our community. Our vision is that all those who need help can hear about our free service, and that as we walk alongside them to manage their debts, find work, or live on a tight budget, we can point them to the hope of the gospel. Please do get in touch with [helenkershaw@capuk.org](mailto:helenkershaw@capuk.org) if you would like to pray, volunteer, or give to support this ongoing work.

### **Happy Child International Update**

In 2024 Happy Child International was able to provide grants to all its existing partners which is a huge success for us. On the **Mentoring and Skills Training Project** run by **partner 1** 40 trainees graduated and 50 % found employment afterwards.

**Partner 1** also hosted **Project Gathering** supporting **25** young Mum's with babies. This project also did a large Campaign in the local area about the risks of early unplanned pregnancy which reached at least **450** young people through presentations and publicity in local schools.

**Partner 2** continues to deliver community-based education to children and young people from low-income families. This year 35 children attended homework club twice a week. They worked with **7** adults from local families to instruct them in literacy and maths and on Saturday morning delivered English classes to **24** children (12 of whom already attend the homework club). Their weekly bible club is held twice a week in the evening reaching **53** children, young people and families in that community.

**Project 3** recruited 40 young people for IT training. **27** graduated in total and received their certificate in coding. We have been able to commit to all our projects again in **2025** but future funding is a constant challenge and we are looking at options for **2026** and beyond.



## **Friends International**

Friends International Guildford (FIG) is a branch of the national organisation and works in conjunction with them. The leaders of FIG, Lilli Jones and Phil Duncalfe, are part of the University Chaplaincy team. The chairman is Asaph Paz de Lira from Elam Ministries. There is a WhatsApp group for students to join and learn about what is happening. About 500 students have joined it.

Regular meetings include Rendezvous, a gathering for women; Bible and Cake, international Christian Bible study; a walk each month which is usually popular and various outings to places of interest. Twice a year there is a morning for local Christians called Growing Cross Cultural Community in the church. These aim to open discussion about how we can be more welcoming and inclusive of internationals in our churches and deal with subjects such as racism. On Christmas Day FIG and the Chaplaincy handed out some 600 Christmas lunches to students who had nowhere to go. Hosting in our homes is a vital part of FIG. This can, and often does, lead to lasting friendships and students say it is the highlight of their time in the UK.

One student from India summed her experience up. 'It's like having a home away from home. Friends International opened doors I hadn't expected. It didn't just give me a support network, it provided opportunities to grow, reflect, and thrive.'

Jean Davy

## **Foodwise**

Foodwise's charitable aim is to relieve financial hardship through the provision of food coaching to teach people how to budget, purchase, prepare and cook nutritional food at a reasonable cost. The menus are available free of charge on the charity's website [www.foodwisetlc.care](http://www.foodwisetlc.care)

The courses are entirely free and the charity provides not only the location, equipment and Food Coach but also sufficient food for the participant to feed their immediate family that evening. The primary aim is to teach life skills, whilst providing much needed food for the family. Throughout the year courses have continued to be run at various locations across Guildford and Woking. We have had another busy year delivering cookery courses at schools, community centres, church halls etc. We have run 28 courses throughout the year; we have worked alongside 153 families teaching healthy low budget meals with lots of positive feedback from those attending. It is always good to see the way people grow in confidence as they realise, they can cook healthy meals that their families enjoy.

Gracie our Head Food Coach, has increased her hours working with Foodwise, which will allow us to increase activities further in the future. Foodwise has continued supplying free meals to five schools during the year and through the Lighthouse in Woking. Since the start of the Pandemic, we have now supplied more than 85,000 meals free of charge to the public (during the Pandemic) and through schools and to the Lighthouse in Woking.

We have had another successful year at Shopwise, based in Sheerwater and still have customers who started shopping with us on opening in March 2022! Although we have an average of 27 customers per week, over a month we are probably supporting 50+ families. A good steady team of 5 volunteers enables the smooth operation of the shop each week.

In June 2024 the new Community Garden opened at Sheerwater Nursery, designed and built by RHS Wisley. Thank You Burpham Church your support and prayers which are truly appreciated.

Martin Vodden

### **GTCC (Guildford Town Centre Chaplaincy)**

GTCC's three projects; Street Angels, Community Angels and Volunteer chaplains have a common thread beyond its prayerful foundation. That is to reach out and come alongside others, giving time, listening, being non-judgemental and caring. These simple things can have a positive impact on people's lives. Please look at our website [www.gtcc.org.uk](http://www.gtcc.org.uk) for further details.

We have been amazed at the doors that have been open to us across the three projects and beyond; in businesses, the council, university, hostels, NHS services, private homes and on the streets. As a Christian charity representing the Christian community there is confidence in our inclusiveness, long term commitment to Guildford and professionalism.

One of our biggest challenges is that the openings are there, but we need more people to come forward as volunteers. Street Angels give one night a month to help people keep safe on Friday and Saturday nights, Community Angels come alongside someone who is isolated or lonely for six months on a weekly basis (a couple of hours) and volunteer chaplains give about two to three hours a week in a specific location to be a safe listening ear. We train and support all our volunteers and they are very much a part of the GTCC community.

Thank you Burpham church for your amazing support over the years in, time, finance and prayer.

Rev Noelle Coe

## **Regular partners and hire-partners – who generate a significant portion of our income**

### **Preschool**

It's been a busy year at Burpham Preschool, with changes to the staffing and provision. Following the departure of preschool manager Grace Luke at the end of Spring term 24, Carol Lowries, Chair of preschool Trustees, stepped in to cover this role for the Summer term whilst the recruitment process for a new permanent manager could take place. In September 24 Roger Inveen joined the preschool team as manager, and he has now settled well into the role of leading the preschool team to continue to provide children with a high standard of early years care and education.

To promote a wider range of teaching and learning opportunities, the preschool's indoor environment has now been enhanced to make more effective use of the space and to allow all children 2-4 years to be playing, socialising and being together as one group. This change has also meant that children who join us at 2 years old will have the same Key Person for their entire time at our preschool. We have extended our opening times to 9am - 3pm across the four days the preschool is open, which has led to an increase in numbers, and have applied for some Capital Grant funding to make improvements to our outdoor space.

Over the year so far the preschool has worked in partnership with the church to celebrate harvest time with a story, songs and activities for the children led by James (our Vicar), and for having our Christmas singalong and picnic, which was very well attended and enjoyed by parents and members of children's extended families. We are also planning Mother's Day, Easter and Father's Day celebrations, as well as a couple of outings for the children over the remainder of the preschool year.

Roger Inveen

### **1<sup>st</sup> Burpham Guides**

1<sup>st</sup> Burpham Guides have been meeting at CHS for many many years with their currently leader celebrating their 20<sup>th</sup> year this year as Leader of 1st Burpham Guides.

During this last year we have been lucky to enjoy many camping trips and activities together with our weekly meetings where we have been undertaking activities to gain our badges and life skills. Over the coming year Burpham Guides hope to welcome many new guides and continue with learning new skills and partaking in new experiences.

Our biggest project this year will be to recruit new leaders for not only our unit but all Girlguiding units in Guildford and planning our next international adventure.

Yvonne Peach

## **Chantry Singers**

The Chantry Singers rehearses in the Church of the Holy Spirit on Tuesday evenings and puts on three concerts a year.

2024 was quite an eventful year for us. Sadly, our conductor of 20 years, Roy Rashbrook, felt the time had come to step down. Despite being quite a small choir, not wishing to merge with any another group, we began the process of looking for a new musical director.

The choir also celebrated its 40<sup>th</sup> year in the 2023-24 season with an anniversary concert including one of Roy's compositions, and through his links with the folk duo *Ninebarrow*, we spent a weekend in February making an album with them. In November 24 we had an excellent final concert with Roy, and following successful auditions over the summer, we appointed our new conductor, Peter Hicks, a lay clerk at Guildford cathedral. We have also had a few new members join us, so we are looking forward to an exciting new chapter in 2025.

## **Urban Saint Girls**

In January, USG Girls turned one year old. On launch night we had a small group of girls who wouldn't say 'boo' to a goose, but a year later we've nearly double the numbers and easily ten times the volume! 2024 included a murder mystery evening, sports at the park, bowling, a sleepover, pirate golf, a weekend away in sunny Bournemouth, firework night and Christmas party.

We enjoyed getting to know one another through the 'hot seat' series whereby girls and leaders took it in turns to sit in the hot seat - aka a large, inflatable pink flamingo chair(!) and answer an assortment of questions including...

- Would you rather sneeze marbles or fart confetti?
- What's your proudest moment?
- What's your fav bible verse and why?

This resulted in much hilarity and some very interesting insights both profound and ridiculous! Our girls are sporty, crafty, funny and awesome!

So how can you be praying for us:

Leaders: leaders would emerge who have a heart for Jesus and keen to hang out and share his love with the girls.

Funds: receive enough money to see us through 2025

Discipleship: Young people would come into a personal relationship with Jesus

David Wright

## **Financial Review**

The PCC is very grateful for the continued generosity of the church members through planned and ad hoc giving to support the work of the church. The appointment of James Hanson as the new Vicar of Burpham has had a positive impact on the church and this is evident in the end of year financial position.

The accounts show a surplus of £10.9k at the end of 2024. Total income was £213.4k which is £34.3k favourable to 2023 and included £55k of one-off large gifts. Expenses for the year 2024 were £202.5k which was around £26.7k less than 2023. This is mainly to do with the resurfacing of the car park and quinquennial works at St Lukes completed in 2023 £42k offset by work completed at the Vicarage and higher clergy expenses in 2024 £20k and lower staff salaries £2k.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £19.5k was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

The cash position of the church remains strong due to the exceptional gift received in 2019 and 2020. The PCC realise that further focus on stewardship is needed in order to accomplish our missional objectives including the appointment of an Intergenerational Minister in 2025.

## **Reserves Policy**

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in 2019:

“It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church.”

## **Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit**

I report on the accounts for the year ended 31 December 2024 which are set out in the following pages.

### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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 and comply with the accounting requirements of the 2011 Act 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.

**Andrew Wye, FCA**    4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX

**Burpham Parish Church**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
For the Year Ended 31 December 2024

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	<b>Total 2024 £</b>	Total 2023 £
<b>Incoming Resources</b>						
Voluntary income	2a	190,034	-	4,490	<b>194,524</b>	153,990
Activities for generating funds	2b	12,474	851	-	<b>13,325</b>	16,241
Interest receivable	2c	1,541	-	-	<b>1,541</b>	240
Church activities	2d	4,012	-	-	<b>4,012</b>	8,608
<b>Total Incoming Resources</b>		<b>208,062</b>	<b>851</b>	<b>4,490</b>	<b>213,402</b>	179,079
<b>Resources Expended</b>						
Church Activities	3a	201,440	-	1,068	<b>202,508</b>	228,193
<b>Total Resources Expended</b>		<b>201,440</b>	<b>-</b>	<b>1,068</b>	<b>202,508</b>	228,193
<b>Net Incoming Resources</b>		<b>6,622</b>	<b>851</b>	<b>3,422</b>	<b>10,895</b>	(49,114)
<b>Transfers Between Funds</b>						
<b>Net Movement in Funds</b>		<b>6,622</b>	<b>851</b>	<b>3,422</b>	<b>10,895</b>	49,114
Balances b/f at 1 January 2024		48,237	306,845	-	<b>355,082</b>	404,196
<b>Balances c/f 31 December 2024</b>		<b>54,858</b>	<b>307,696</b>	<b>3,422</b>	<b>365,976</b>	355,082

**Burpham Parish Church**  
**BALANCE SHEET**  
**As at 31 December 2024**

		<b>2024</b>		<b>2023</b>	
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	6		1,061		4,055
<b>CURRENT ASSETS</b>					
Debtors	7	26,752		21,764	
Short term deposits		146,497		75,000	
Cash at bank and in hand		205,725		273,821	
<b>Total current assets</b>		<b>378,973</b>		<b>370,585</b>	
<b>CURRENT LIABILITIES</b>					
Creditors					
Other creditors	8	(14,058)		(19,557)	
Amounts falling due within one year		<b>(14,058)</b>		<b>(19,557)</b>	
<b>NET CURRENT ASSETS</b>			<b>364,915</b>		<b>351,027</b>
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>365,976</b>		<b>355,082</b>
<b>FUNDS AND RESERVES</b>					
<b>UNRESTRICTED RESERVES</b>					
General Reserve			54,858		48,237
<b>DESIGNATED FUNDS</b>					
Mission Fund	9a	-		-	
Drop-in	9a	6,001		5,150	
Major Projects	9a	299,195		299,195	
New Wine	9a	2,500		2,500	
			<b>307,696</b>		<b>306,845</b>
<b>RESTRICTED FUNDS</b>					
Building Fund	9b	3,422		-	
			<b>3,422</b>		
			<b>365,976</b>		<b>355,082</b>

Approved by the members of the Parochial Church Council on March 2024 and

Signed on their behalf by:

Rev James Hanson, Vicar and Chair of PCC

Rev Jo Lamberth, Treasurer



## **Burpham Parish Church**

### **NOTES TO THE ACCOUNTS**

**For the Year Ended 31 December 2024**

#### **1 Accounting policies**

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### **INCOMING RESOURCES**

##### **Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

##### **Other income**

Rental income from the letting of the church centre is recognised when due.

##### **Income from investments**

Interest entitlements are recognised as they accrue.

##### **Gains and losses on investments**

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

#### **RESOURCES USED**

##### **Grants**

Grants and donations are accounted for in the year recognised as the qualifying period.

##### **Activities directly relating to the work of the church**

The diocesan parish share is accounted for when due.

## Burpham Parish Church

### NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2024

#### 1 Accounting policies (continued)

##### FIXED ASSETS

###### Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011. Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

###### Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

##### Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

##### FUNDS

**Unrestricted Funds** represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

**Designated Funds** allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

**Restricted Funds** are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to accounts.

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
**For the Year Ended 31st December 2024**

2 Incoming Resources

			Unrestricted Funds £	Designated Funds £	Restricted Funds £	<b>Total 2024 £</b>	Total 2023 £
<b>2a Voluntary Income</b>							
Planned Giving	Gift Aid Donation	VPA	98,642	-	4,490	<b>103,132</b>	81,452
	Tax Recoverable	TRPG	24,545	-	-	<b>24,545</b>	17,119
	Other	PGO	11,799	-	-	<b>11,799</b>	11,519
Loose Collections		LC	-	-	-	-	-
	Tax recoverable	LCTR	-	-	-	-	-
Donations	Received net	DNN	-	-	-	-	-
	Tax Recoverable	TRD	-	-	-	-	-
	Other	DNG	55,048	-	-	<b>55,048</b>	43,900
Legacies		LG	-	-	-	-	-
			<b>190,034</b>	-	<b>4,490</b>	<b>194,524</b>	<b>153,990</b>
<b>2b Activities for Generating Funds</b>							
Trading Activities		TRA	12,474	-	-	<b>12,474</b>	15,941
Fundraising Activities		FRA	38	-	-	<b>38</b>	191
Grant		GRA	-	-	-	-	-
			<b>12,512</b>	-	-	<b>12,512</b>	<b>16,132</b>
<b>2c Interest Receivable</b>							
On deposit accounts		IRD	1,541	-	-	<b>1,541</b>	240
On loans		IRL	-	-	-	-	-
			<b>1,541</b>	-	-	<b>1,541</b>	<b>240</b>
<b>2d Income from Church Activities</b>							
Fees for weddings and funerals		FEE	1,911	-	-	<b>1,911</b>	3,755
Regular weekly activities		RWA	1,293	-	-	<b>1,293</b>	2,205
Other activities and events		OAE	769	851	-	<b>1,620</b>	2,758
			<b>3,974</b>	<b>851</b>	-	<b>4,825</b>	<b>8,718</b>
			<b>208,062</b>	<b>851</b>	<b>4,490</b>	<b>213,402</b>	<b>179,079</b>

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
**For the Year Ended 31st December 2024**

**3 Resources Expended**

			Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>3a Church activities</b>							
Mission Giving	Tithed Giving	<b>MIS</b>	19,452	-	-	<b>19,452</b>	15,723
	Charitable Gifts		-	-	-	-	-
Parish Share		<b>PSH</b>	87,692	-	-	<b>87,692</b>	88,928
Staff Salaries (see note 4)		<b>SAL</b>	16,820	-	-	<b>16,820</b>	18,627
Vicar/Curate/Staff expenses		<b>EXP</b>	6,300	-	-	<b>6,300</b>	2,086
Staff and Volunteer training and development		<b>TRG</b>	0	-	-	<b>0</b>	214
Upkeep of Services		<b>UKS</b>	899	-	-	<b>899</b>	721
Youth & children's work & activities		<b>YAC</b>	18	-	-	<b>18</b>	395
Church Events costs		<b>CEC</b>	1,238	-	-	<b>1,238</b>	1,643
Discipleship and welfare		<b>DIS</b>	160	-	-	<b>160</b>	125
Major Buildings Works		<b>MBR</b>	-	-	-	<b>0</b>	32,856
Utilities		<b>UTI</b>	12,682	-	-	<b>12,682</b>	14,770
Insurance		<b>INS</b>	3,420	-	-	<b>3,420</b>	3,223
Office Costs		<b>OFF</b>	7,258	-	60	<b>7,318</b>	6,625
Cleaning and Refuse collection		<b>CLG</b>	5,911	-	-	<b>5,911</b>	4,319
Maintaining St Lukes Church and Churchyard		<b>SLC</b>	10,741	-	-	<b>10,741</b>	13,126
Other maintenance Costs		<b>OMC</b>	7,049	-	-	<b>7,049</b>	18,498
Depreciation of equipment (note 7)		<b>DEP</b>	2,994	-	-	<b>2,994</b>	3,791
Vicarage maintenance and expenses		<b>VIM</b>	19,284	-	-	<b>19,284</b>	1,062
Independent examination fee		<b>IEF</b>	480	-	-	<b>480</b>	1,460
Quinquennial Survey		<b>QUI</b>	0	-	-	<b>0</b>	0
Other governance costs		<b>OGC</b>	50	-	-	<b>50</b>	0
<b>Total Expenditure</b>			<b>202,448</b>	<b>0</b>	<b>60</b>	<b>202,508</b>	<b>228,193</b>

**4 Staff Costs**

	2024 £	2023 £
Wages and salaries	<b>16,096</b>	<b>17,236</b>
National Insurance	-	-
Pension contributions	<b>724</b>	<b>1,391</b>
	<b>16,820</b>	<b>18,627</b>

The Church employed a Church Centre Manager working on weekdays during term-time based in the Parish Office.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was less than the overall allowance.

No payments or expenses were paid during the year (2023 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
**For the Year Ended 31st December 2024**

**5 Pensions**

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £724 (2022 - £1,321).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2022. The next valuation is due as at 31 December 2025. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £2m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2024

**6 Tangible Fixed Assets**

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	<b>Total £</b>
<b>Cost</b>				
At 1 January 2024	15,039	12,486	38,854	<b>66,379</b>
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2024	15,039	12,486	38,854	<b>66,379</b>
<b>Accumulated Depreciation</b>				
At 1 January 2024	13,357	11,520	37,447	<b>62,324</b>
Charge for the year	1,407	242	1,345	<b>2,994</b>
Disposals	-	-	-	-
At 31 December 2024	14,764	11,762	38,792	<b>65,318</b>
<b>Net Book Value</b>				
At 31 December 2024	275	725	62	<b>1,062</b>
At 31 December 2023	1,682	966	1,407	<b>4,055</b>

All tangible fixed assets are held as unrestricted assets.

**7 Debtors**

Amounts due within one year

	<b>2024</b> £	2023 £
Gift Aid tax recoverable	<b>24,474</b>	20,520
Prepayments and accrued income	<b>2,278</b>	1,244
	<b>26,752</b>	21,764

The tax recoverable from HMRC at the balance sheet date relates to 2023.

**8 Other Creditors**

	<b>2024</b> £	2023 £
Amounts due to mission partners	11,271	8,958
PAYE / NI and pension	1,247	-
Other liabilities	1,540	10,599
	<b>14,058</b>	19,558

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end. The PCC has every intention of passing these funds on to our mission partners

Other liabilities relate to book-keeping and Independent Examiner costs in 2024

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**

For the Year Ended 31 December 2024

**9 Funds**

**9a Designated Funds**

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine £	Major Projects £	Admin Post £	Drop-in Fund £	Mission Fund £	<b>Total 2023 £</b>
At 1 January 2024	2,500	299,195	-	6,001	-	<b>307,696</b>
Incoming resources	-	-	-	-	-	-
Resources expended	-	-	-	-	-	-
Transfer (note 6)	-	-	-	-	-	-
<b>At 31 December 2024</b>	<b>2,500</b>	<b>299,195</b>	<b>-</b>	<b>6,001</b>	<b>-</b>	<b>307,696</b>

**9b Restricted Funds**

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad-hoc donations.

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2024

**10 Analysis of Net Assets by Fund**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £
Tangible fixed assets	1,062	-	-	<b>1,062</b>
Debtors falling due in more than one year	-	-	-	
Debtors falling due in less than one year	26,752	-	-	<b>26,752</b>
Short term deposit and cash at bank	41,103	307,696	3,422	<b>352,221</b>
Creditors falling due within one year	(14,058)	-	-	<b>(14,058)</b>
	<hr/>	<hr/>	<hr/>	<hr/>
	54,859	307,696	3,422	<b>365,977</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**11 Prior Period Comparative SOFA**

Statement of Financial Activities for the year ending 31 December 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
<b>Incoming Resources</b>				
Voluntary income	147,950	3,240	2,800	<b>153,990</b>
Activities for generating funds	16,241	1,355	-	<b>17,596</b>
Interest receivable	240	-	-	<b>240</b>
Church activities	7,254	-	-	<b>7,254</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Incoming Resources</b>	<b>171,685</b>	<b>4,595</b>	<b>2,800</b>	<b>179,079</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources Expended</b>				
Church Activities	184,283	14,892	29,018	<b>228,193</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>	<b>184,283</b>	<b>14,892</b>	<b>29,018</b>	<b>228,193</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Incoming Resources</b>	<b>(12,598)</b>	<b>(10,297)</b>	<b>(26,218)</b>	<b>(49,114)</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Transfers Between Funds</b>				
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Movement in Funds</b>	<b>(12,598)</b>	<b>(10,297)</b>	<b>(26,218)</b>	<b>(49,114)</b>
	<hr/>	<hr/>	<hr/>	<hr/>
Balances b/f at 1 January 2023	60,835	317,143	26,218	<b>404,196</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Balances c/f at 31 December 2023</b>	<b>48,237</b>	<b>306,845</b>	<b>-</b>	<b>355,082</b>
	<hr/>	<hr/>	<hr/>	<hr/>