



# **Annual Parochial Church Meeting Sunday 19<sup>th</sup> April 2026**



**Agenda and Minutes from 2025 APCM**

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**Trustees Annual Report**

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**Audited Financial Statements for the year  
ended 31<sup>st</sup> December 2025**

**Parish of St. John the Baptist, West Byfleet**

**Annual Parochial Church Meeting**

**To be held in church at 11:15am Sunday April 19<sup>th</sup> 2026**

**Agenda**

1. Opening Prayer
2. Approve the minutes of the Annual Meeting held May 11<sup>th</sup> 2025
3. Election of two churchwardens
4. Receive the Trustees Annual Report
5. Receive the Treasurers Report and the Financial Statements for 2025
6. Receive the Electoral Roll
7. Receive the Safeguarding Report
8. Election of Representatives to Deanery Synod
9. Election of Representatives to Parochial Church Council
10. Appointment of Independent Examiner
11. Vicar's Remarks and Q&A
12. Matters of Parochial Interest to be considered by PCC

**St. John the Baptist, West Byfleet**  
**Minutes of the Annual Parochial Church Meeting held in Church on May 11<sup>th</sup> 2025, 11.30am**  
***DRAFT UNTIL APPROVED AT NEXT APCM***

Copies of the agenda for this meeting, the Trustees Annual Report with accounts and the renewed Electoral Roll had been published in Church prior to this meeting. Revd Keith Elford sent his apologies; 36 parishioners attended.

- 1. Opening Prayer**  
Jen Blamey opened the meeting in prayer.
- 2. Minutes of the Annual Meeting held on Sunday 29<sup>th</sup> April 2024**  
The minutes were approved with one comment regarding names in the minutes. Amanda will look into what is acceptable with regard to GDPR.
- 3. Election of 2 Churchwardens**  
Jen Blamey and Neil Hatton had been nominated; as there were no other nominations, they were duly elected.
- 4. Receive the Trustees Annual Report**  
The annual report had been circulated by email, with hard copies available in church for those without this facility. No comments were made and as such, the report was received and accepted with thanks to all who had put it together.
- 5. Receive the Treasurers Report and Financial Statement for 2023**  
Jen read the following comments from our independent examiner – “The records are extremely comprehensive and have been kept immaculately. They are a real credit to John Dedman for the work, time and care that he has put into the post as treasurer.” Jen expressed further thanks and we all showed our appreciation for the work John does as treasurer. There were no questions, thus the report was accepted. Jen reminded us that there has been significant expenditure this year – drains, major electrical work – and this has been overseen by Terry and Hazel Craig; they do an exceptional job devoting so much time to the church.
- 6. Receive the Electoral Roll**  
Jen read the following from Angie Dedman- As you all aware, this year has been the year for all churches in the Church of England to complete a new electoral roll. Everyone wishing to be included needed to fill in a new form whether they had been members for years or recently joined the church. The old roll is now obsolete, and the new roll has been prepared and published at the back of the church for the last 2 weeks. Thank you to those who have checked and, where needed, amended their entries.  
As a result, I am not going to list all the additions and deletions as is usually done when a roll is merely updated because this is a different situation to usual.  
Our new electoral roll includes 79 people. This is a lower figure than we had in the old roll. Some of the reasons for this are:  
Some members have sadly died and will be very much missed  
Some members have moved away and others, knowing that a move is likely, have not joined the roll.  
Some previous members, including those who have not attended for some time, have not filled in a new form.  
However, other people have joined the roll who were not on it previously.  
If anyone wishes to be added to the electoral roll, they are very welcome to do so and can be formally included at the next PCC meeting.  
Many thanks to all of you who did fill in the forms.

Jen thanked Angie for her hard work which often goes unseen but is much appreciated.

**7. Safeguarding**

The report can be found on page 6 of the annual report. There were no comments or questions.

**8. Election of Representatives to Deanery Synod**

Ros Cyphus is now on Diocesan Synod, thus creating a vacancy on Deanery. She described how it works and encouraged people to join. It is particularly important that we have representation of our churchmanship at the meetings. Jo Pritchard volunteered and was duly elected. Thank you to Jo.

**9. Election of Representatives to PCC**

As per our cycle, we have three vacancies for a three year term on PCC; in addition, we have a one year casual vacancy, which Sue Hatton was elected for. Richard Cartledge and Chris Adamson are prepared to be re-elected; as there were no other nominations they will stand on PCC till 2028. The PCC can elect members during the year.

**10. Appointment of Sidespeople**

No longer required at APCM; will be done at PCC in May.

**11. Appointment of the Independent Examiner.**

Steve Brentnall had been previously appointed as the Independent Examiner by the PCC and this was accepted by the meeting.

**12. Vicar's Remarks**

See attached

**13. Matters of Parochial Interest to be considered by PCC**

Di Manthorpe asked if the Benefice CDP had been published – Amanda and Jen will follow up with Keith. She also asked about the person we may employ (see Vicar's remarks) -Jen expanded on this indicating it is just in the early stages but the concept is to have someone with a specific skill to work with 4-7 year olds. One possibility is to run a food tech club with a Christian theme, maybe using food from the Community Fridge.

Di also asked about a curate. Jen explained that we would share a curate with New Haw and that timing is key as Keith will be required to give 3 years of training. We have already applied to indicate our interest but the topic needs further discussion at PCC. We would hope to rent the vicarage from the Diocese but again, timings need to be discussed. We need to strengthen out Ministry as we are currently relying on a dedicated but small and aging team. Di remarked that it is a brilliant idea but would take a lot of Keith's time.

Anthony commented that money continues to be a constant concern and asked the PCC to consider a Stewardship campaign

The Director of Music advert has not gone out yet – there will be an update at PCC meeting tomorrow. The holiday club will run 11-15<sup>th</sup> August.

Anthony wanted a further mention of the work that Terry and Hazel do – they quietly get on with so many tasks and we owe them an enormous amount of gratitude.

The meeting finished at 1214 and we closed with the Grace.

A Hodson (PCC Secretary)

Signed .....(Chairman)

Date.....

**THE ECCLESIASTICAL PARISH OF ST. JOHN THE BAPTIST  
WEST BYFLEET**

**REPORT AND ACCOUNTS  
FOR THE YEAR  
1st JANUARY 2025 TO 31st DECEMBER 2025**

**Registered Charity number 1149648**

# **Trustees Annual Report**

## **2025 Report and Accounts for the Parochial Church Council of St. John the Baptist Church, West Byfleet**

### **Aim and Purpose**

St. John's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Keith Elford, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC also has responsibilities for the Church and Cornerstone Centre and acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the PCC has achieved this are provided in this report. The PCC confirms that it has paid due regard to the Charity Commission guidance on public benefit before deciding what activities it should undertake.

### **Objectives and activities**

Our purpose is to 'Walk the Way of Life in Christ': living in God's abundance, centred on Christ and living that life in and for the world. We understand the world to be the arena of God's creative and redeeming activity.

As a moderately catholic, broad church, Church of England parish:

We value order, ritual, choral singing and, especially, the Eucharist, in our worship and the Word of God; that is, learning and preaching. We understand ourselves to be on a journey with the Holy Spirit through history in which truth is continually being revealed.

We are critical as well as faithful and we aim to be open to the world and its concerns and wisdom, and generous and compassionate in our outlook.

We aim to:

**Welcome** all-comers, help people find their way in.

**Serve** our parish, that is, its individuals and families and the common good.

**Celebrate** all that God gives us as a church and wider community.

**Grow** as a community of faith and love.

**Engage** with the world and its issues.

**Share** our faith in Christ

To facilitate all of this it is of course important that we maintain the fabric of the Church of St. John's and the Cornerstone Centre.

### **Achievements and Performance**

A perspective from the Vicar.

Early in 2025 we agreed a Church Development Plan (CDP) for 2025-26 for St John's and a Benefice Development Plan for our two parishes acting together. The CDP for St John's was approved by the PCC in March 2025 and is an extension of the strategy adopted by the PCC in 2022.

The CDP covers a number of specific objectives but its principal concern is to 'strengthen the core'. The idea is that by increasing the number of those offering spiritual leadership and service we are better equipped to reach those on the edge of, or altogether outside our church life.

In particular then, we set out to:

- Identify and work with those seeking vocations/potential leaders
- Set up regular learning/ small group activity for congregation members

In September we launched a programme entitled 'What is God calling you to?' This gathered people with a desire to deepen their discipleship or to consider what vocation God might have for them. An initial meeting was followed by a mentoring programme for individuals. This is a programme which will reveal its benefits over time but already a number of individuals have begun to take on new responsibilities.

The Benefice Development Plan focused on the development of a coordinated strategy for families and children. We also committed to maximise our coordination and use to our mutual benefit the resources available in both churches.

One of the joint projects has been the establishment of a shared 'Open the Book' team which takes assemblies (telling Bible stories dramatically) in three of the four primary schools in the two parishes. Launched in the summer term of 2025 we have since developed a pattern of doing two assemblies twice a term in each school. These assemblies have proved very popular.

We continue to hold at least one benefice service per term and these have been well-attended in both churches.

We have also continued to work closely with our partners in Churches Together on Lent Groups, Holy Week and Easter services and on Advent Groups.

In June Revd Jean Robinson moved away from the area and later in the year Revd Clive Kirk announced his intention of relinquishing his permission to officiate in January 2026. This means that we have only one priest in the parish. We made an application as a benefice for a curate (to join us in 2026) but we were not successful. As a result we resolved (with the support of the Bishop) to appoint an associate priest on a house for duty basis, using the West Byfleet vicarage. Unfortunately the initial round of advertising did not result in an application.

We have for some time wished to ensure the future of the junior choir by adding to the paid staff in the music department: Director of Music Ian Church formed and led the junior choir on a voluntary basis. After discussion we decided to seek a new DoM with Ian concentrating on organ playing and directing the junior choir. We have had two rounds of advertising but on both occasions the preferred candidate did not accept the job offered.

The life of St John's is sustained by its wardens, PCC, ministers, officers, vergers, teams and many volunteers. We are grateful for their dedicated work. At the end of the year our treasurer, John Dedman, announced his intention to retire from the role. We are most grateful to him for many years of exemplary and vital service.

### **Worship and Prayer**

The Parochial Church Council (PCC), in partnership with the Vicar and Ministry Team, endeavours to offer services of worship which are open to all, and which enable everyone attending to enter into, and express, worship as fully as possible.

Over the year we have had congregations of between 60 and 70 or more at the Sunday 10.00am Eucharist, around 7-10 at most Sunday 8.00am Eucharists (an increase on the year before), and between 4-5 at the Wednesday Eucharist (a decrease on recent years). The Sunday 8.00am service shows signs of being an interesting area of growth!

Our pattern continues to centre on eucharistic worship, with all Sunday 10.00am services eucharistic, with the exception of Remembrance and Mothering Sunday which are designated 'Community' services. Sunday mornings on the third Sunday of the month are designated 'Family Eucharists' with a standard eucharistic structure combined with content more suitable for families and children. The junior choir helps to lead the liturgy

as well as the singing at these services. Family eucharists are frequently also baptisms. Increasingly we are finding that baptism families continue to come to services at St John's after the baptisms have taken place.

We offer regular, termly services for families and children on Sunday afternoons at 4.00pm, combined with tea. There is now a well-established pattern one of these services per 'term'. These are well supported by Guides, Brownies and Rainbows.

We continue to offer evensong or services of music and readings once a month. 'Talk, Think, Pray' continues to provide an opportunity for those of an enquiring disposition on third Sundays evenings of the month.

Morning prayer takes place on Mondays at 9.30 am and is shared with Our Lady RC Church every second Monday of the month.

We continue to be grateful to our ministers, to our skilled and dedicated musicians and singers and to our servers, readers and intercessors, for sustaining and greatly enriching our worshipping life.

### **Pastoral Care**

The Pastoral Team continues to serve the parish by being available to the congregation and others in the community and is made up of three trained Pastoral Assistants, one trained Pastoral Visitor, an LLM and a couple of extremely hard-working members of the congregation who we rely on for support. We also offer support to one trained Pastoral Assistant from our sister church at New Haw.

We continue to offer a monthly Communion Service to three Care Homes in the Parish - West Hall, Charrington Manor and Oakcroft- and to those of our congregation who are unable to get to church.

One of our Pastoral Assistants continues to look after the Baptism preparation and this has led to an increase in the number of young families attending church on a more regular basis.

A member of the team is available in the Prayer Corner after each Sunday morning service to offer prayer or just to listen and this is used regularly by members of the congregation who appreciate this private space.

The Team is getting older! It would be lovely to find others who felt able to join us in this very rewarding ministry. We could do so much more.

We try to meet regularly to support each other and to review our work together.

All Pastoral Assistants and those assisting them are fully up to date with all necessary Safeguarding Training.

### **Mission and Evangelism**

We aim to be clear and intentional in reaching out to the parish with the Good News of Jesus Christ.

Besides our regular worship, extra people came to St John's for such occasions as baptisms and funerals. Attendance at Remembrance and Christmas services was excellent and up on 2024. The Summer and Christmas Fairs and the Christmas Tree Festival attracted large numbers of visitors. Regular activities such as Baby and Toddler Group, Pain Support Group and New Horizons (a social group for the over 55s) continue to meet and enjoy good attendances. Communication with the wider community continues to be critical. This is enacted through on-site signage, our website and Facebook page and the delivery of a Christmas leaflet to every home in the parish.

We are pleased that we continue to see more families and children and even single young men at our Sunday 10.00am service. It seems there may well be something in the claim made by the Bible Society that we are seeing a 'quiet revival' among the young.

We are exploring where we can add more explicitly spiritual content to our regular activities in the hope of building the basis of mini congregations – the Community Fridge is an obvious candidate.

#### **Voluntary Work at St. John's**

This year has been another challenging one and the church would not have been able to continue in its ministry without the dedication of members of the congregation giving their time freely and with love. The PCC would like to thank all the volunteers who work so hard to make our church lively and vibrant, and to name people individually would be impossible. However, the volunteers cover all aspects of church life from the Spiritual to the practical – recording services, welcoming, cleaning, flowers, Junior Choir Assistants, catering, buildings maintenance and social teams to name a few. In addition to the benefit to the church, everyone who takes part in these activities has a sense of belonging and achievement.

'Volunteers' is an accepted term. However, it is helpful to note that in Christian churches, unpaid work is frequently an act of loving service and, at St John's, supports our desire to welcome, worship and serve.

#### **Church Centre Complex**

##### **Churchwarden's report on the Church Building and Fabric**

The exterior and interior of the Church have continued to be maintained in very good order during 2025. This has been due, in no small part, to the continued commitment and skill of volunteers, such as Terry and Hazel Craig, David Roberts and the Cleaning Team. Our sincere thanks go to these individuals who continue to give freely of their time, energy and expertise. Their dedication and expertise significantly reduce our reliance on external contractors and also ensures any work is carried out to a very high standard, with the appropriate governance.

Beautiful floral arrangements have filled the Church each week, and we remain indebted to the team for their creative skills and time during the last year under the leadership of Angie Dedman.

We are also very grateful for the renewed commitment and additional volunteers from our Sides people team and Coffee team, who ensure that the Church is a welcoming place for visitors and regular members of the congregation.

The church grounds have continued to be regularly maintained to a good standard. County Garden Services, now managed by Andrew and Steven, have continued to keep the lawns in good order free of charge. Plus, the Eco Team have been very active, with wildflower planting and bee hotels. Our Church grounds offer a sanctuary of outdoor space for any in the community, which would not be possible without these contributions.

In late 2024 we had our Quinquennial inspection, carried out by our new architect, Daniel Burton. Reassuringly, there were no critical items, and we are pleased to share that most non-critical items were actioned in 2025, leaving us in a good place for future years.

The management support team continued to meet in 2025 to discuss and action the day-to-day operational items for the Church and Cornerstone building, reporting back to PCC. The team for 2025 consisted of Terry and Hazel Craig, Dave Roberts, Jo Pritchard and the Churchwardens. There is usually a long list of items which are covered in these meetings, ranging from boiler repairs and leaking roofs to policy and preparing for larger

services. The group work together well and it is undoubtedly a success story in improving how we manage the maintenance of our buildings. Thank you to the team for your ongoing support.

### **Cornerstone Centre**

The Cornerstone Centre income increased versus prior year and was circa £2,000 above budget which was welcome news.

The Langsmead room has been let in late 2025, after a long period of being empty. The tenant is Emerge, a local charity who support young people following a crisis in their lives. It is wonderful to not only let the Langsmead room for the income it brings to St Johns but also support a local charity doing good work in our community.

There are planned works for the Cornerstone Centre in 2026, as we look to improve the kitchen and bring it up to modern standards. This includes a new dishwasher and oven, funded through a legacy donation and a grant. Amanda and Jo are leading on this work, with timing to be determined so as not to interrupt our hall hirers, bookings and income.

### **Deanery Synod**

St John's is entitled to 2 lay representatives on Woking Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

### **Safeguarding**

Safeguarding vulnerable adults and children

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

### **Culture**

We have taken several steps this year to improve the awareness of safeguarding risks and that safeguarding is everyone's business.

- Revd Dr Keith Elford has preached about safeguarding on a couple of occasions: the 10 am joint benefice service on Nov 23<sup>rd</sup> had a Safeguarding focus.
- The PCC held a meeting solely on safeguarding on 25<sup>th</sup> November. Discussions included the risk of complacency - from "not an issue for us at St John's" to "we have ticked all the boxes on the Safeguarding Dashboard". The PCC was asked to consider specific actions that will better promote a safe, compassionate and healthy culture within the church.
- Regular meetings are to be held between the vicar, Health and Safety lead, PSO and DBS lead.
- All church groups to have an annual review looking at risk assessments, job descriptions, training, DBS requirements.
- Information on notice boards and via leaflets.

### **Training on Safeguarding**

During the summer we discovered a gap in our training records. This gap was in part due to a failure in our internal processes to identify, notify and record training as well as a failure from the company that oversees the Dashboard to notify us of lapses in refreshing previously taken courses. An audit identified 34 people with a total of 63 overdue safeguarding courses

There was a big drive to complete all outstanding training which was achieved by January.

We are now 100% compliant with the training required for different roles. My thanks to all those involved.

### Communication

A report on our Safeguarding activities is provided to all PCC meetings. The PCC has reviewed and adopted the House of Bishops' Safeguarding Policy together with the supporting safeguarding practice guidance and signed the Statement of Safeguarding Policy: this is displayed in the church and on our website. Our website and our notice boards include policies, contact details and information on keeping adults and children safe.

### DBS breach

Our then DBS lead, Angie Dedman, was notified of a data breach by the company that was used for DBS validation checks, APCS. She was informed that approximately 20 people at St John's data had been breached. Angie notified all who might be affected and notified the Information Commissioner's Office. She provided each person with links and individual access codes to Experian, a credit and web monitoring service. The Experian Identity Plus account helps detect possible misuse of personal data and provides people with identity monitoring support, focused on the identification and resolution of identity theft. Angie's support was much appreciated at what is a worrying time for individuals.

### Safeguarding Dashboard

The Church of England requires churches to assess their actions to ensure safeguarding with a Safeguarding Dashboard. The Church of England's safeguarding policy statement, 'Promoting a Safer Church', says: "All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly." Our Dashboard is completed by several nominated people at St Johns, including the churchwardens, Vicar, PCC secretary, DBS lead and Safeguarding Officer. It gives a broad picture of all that is in place in the church as well as those areas that require further action and is reviewed at every PCC meeting. We are at Level 3 on the Dashboard. The Safeguarding Hub area, is where St John's can specify the safeguarding training requirements and DBS levels by role, and therefore by individuals undertaking the roles. At the moment our DBS lead, with support from the PCC secretary, is updating the information on requirements by roles. The system will automatically show renewal dates and provide the PCC with an overview as to compliance and areas of risk.

### Financial Review

In 2025 income exceeded expenditure by £18,175. It should be noted that this includes the receipt of a grant of £24,473 towards the cost of a new piano which was not purchased until 2026. Excluding this receipt, expenditure exceeded income by £6,298.

### Incoming and Outgoing resources.

The total income in 2025 was £170,528 compared with £150,201 in 2024. This includes investment income of £4,940 which is re-invested for future requirements. The Financial Report gives a breakdown of these amounts.

Planned giving through envelopes, banker's orders, the Parish Giving Scheme and the related income tax recovery at £63,108 was almost the same as in 2024.

Income from the Cornerstone Centre, events and other fund-raising activities was £49,291 which is 7.6% more than in 2024. Cornerstone in particular had a good year. The Langsmead room was rented out from October. Excluding this, Cornerstone income was 10.4% ahead of 2024.

During the year we received grants from Surrey County Council of £24,473 towards a new piano and £5,587 for a new oven and dishwasher for the Cornerstone kitchen. We also received a legacy of £1,970.

The market value of investments at 31<sup>st</sup> December 2025 was £217,545 including cash held of £5,792. The investments are viewed as long term investments and are liable to short term volatility. Net profits on investments in 2025 amounted to £13,743 which is the main reason for the improvement in the general reserve. During the year £15,000 was withdrawn from our investments with Brewin Dolphin to help fund day to day costs. The total withdrawal to date is £239,500.

### **Expenditure**

The total expenditure in 2025 was £166,096 compared with £151,800 in 2024.

Our largest expenditure is the amount paid to the diocese for our share of all churches' parish ministry costs. This amount covers housing, stipend and pension costs of clergy, and, also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This amounted to £60,092 in 2025 compared with £56,646 in 2024.

### **Staff Costs.**

The PCC employs a Parish Co-Ordinator, who assists with the administration of the parish, and also acts as the Publicity Officer and a cleaner for the Cornerstone Centre. Both roles are part time. Further details are provided in the notes to the accounts.

### **Trustee payments and expenses.**

The PCC meets the associated costs of having a clergy presence in the parish by paying a share of water charges for the All Saints vicarage plus reimbursement of expenses of office (travel, hospitality, telephone, postage and broadband costs) amounting to £1,459 in the year. The St John's vicarage is currently rented. The rental income is received by the diocese.

Payments to PCC members and to persons related to or connected to the trustees are given in note 4b.

### **Reserves Policy**

The reserves policy is regularly reviewed by the Finance Group. Reserves are held to support the current and future activities of St John's. Total reserves amount to £194,817 including £123,528 held in Designated Funds.

The principal reason for maintaining reserves is to provide for:

a) £123,528 in respect of the short and long term maintenance needs of the St John's estate, comprising the church building itself, associated plant including the organ, and the attached Cornerstone Centre. The maintenance needs are assessed by the architect and churchwardens during regular inspections but particularly following the quinquennial cycle.

b) The PCC policy is to maintain approximately six months' worth of unrestricted general fund payments as a contingency against unforeseen situations. This amounts to approximately £73,800. The total of the unrestricted general fund reserve was £71,289 which is 92% of the required amount. The reserves policy has therefore been met. Income versus expenditure will continue to be regularly monitored by the Treasurer, the PCC and Finance Group.

### **Investment policy**

The reserves are held in a nominee account managed by Brewin Dolphin. Reports are sent to the trustees every three months, and an annual meeting is held with Brewin Dolphin to discuss progress of the investments against the agreed benchmark (APCIMS Balanced; a benchmark that is classified as 'diversified risk' with an emphasis on both income and growth)

### **Structure and Governance**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity. The method of appointment of PCC members set out in the Church Representation Rules. All who attend our services and/or are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM). Members elected to the PCC serve for 3 years.

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 are to be spent; it met six times during the year with an average level of over 80% attendance. The PCC operates through a number of committees and action groups, which meet between the full meetings of the Council; reports from these are issued to PCC members and held with the PCC minutes.

#### *Standing, Property and Finance Committee:*

The Standing Committee is required by law. It has power to transact the business of the PCC between meetings, subject to any directions given by the Council. The Committee oversees the general financial dimension of the work of the PCC, monitoring income and expenditure and maintaining the appropriate financial controls. It attends to the maintenance and necessary repair of church properties and plant.

#### *Finance Group*

This group regularly reviews financial matters, including budgets, forecasts and investments, and advises the PCC accordingly.

#### *Action Groups:*

Buildings Action Group and Management Support

### **Administrative Information**

St. John's Church is situated on Camphill Road, West Byfleet. It is part of the Diocese of Guildford within the Church of England. The correspondence address is St. John the Baptist Church, Camphill Road, West Byfleet KT14 6EH. The registered charity number is 1149648.

*Incumbent:* Revd Keith Elford

*Churchwardens:* Mrs Jenny Blamey  
Mr Neil Hatton

*Licenced Clergy* Revd Clive Kirk  
*with permission to officiate*

*Licenced Lay Minister* Mrs Di Manthorpe  
*With permission to officiate*

*Licensed Lay Minister* Ms Rosalind Cyphus

*Representatives on*  
*the Deanery Synod:* Mrs Jenny Blamey  
Mr Richard Cartledge

Elected members since 2023 - Angie Dedman, Geoff Jones (resigned October)

Elected members since 2024 – Grace Gray, Amanda Hodson, Louise Morgan. Dave Roberts took on the 2 year vacancy so will retire in 2026.

Elected members since 2025 – Chris Adamson, Richard Cartledge\*. Sue Hatton took on a 1 year vacancy so will retire in 2026

\*Richard became Deanery Synod Rep after the APCM and is entitled to be on PCC with election.

**PCC Officers and Appointments for year 2025-2026**

Chair of PCC:	Revd Keith Elford
Lay Vice Chair of PCC:	Mrs Jenny Blamey
PCC Secretary	Mrs Amanda Hodson
PCC Treasurer	Mr John Dedman
Safeguarding Officer	Mrs Jo Pritchard
Electoral Roll Officer	Mrs Angie Dedman
Independent Examiner	Mr Steve Brentnall

Signed on behalf of the PCC

*Keith Elford*

22/03/2026

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
St. John the Baptist Church Parochial Church Council [Registered Charity No. 1149648]**

I report on the accounts of St. John the Baptist Church, West Byfleet for the year ended 31st December 2025 which are set out on pages 11 to 18.

**Respective responsibilities of trustees and examiner**

The church's trustees are responsible for the preparation of the accounts. The church'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.

Having satisfied myself that the church is eligible for independent examination, it is my responsibility to :-

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 you as 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**

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act, or
- the accounts do not accord with the accounting records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by :-

*Steve Brentnall*

I Meadow View Cottages

Town Littleworth

LEWES

BN8 4TH



Date: 26th March 2026

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ending 31st December 2025**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
<b>Income and Endowments</b>					
Donations and legacies	2a	86,756	27,610	114,366	96,085
Charitable Activities	2b	1,931	0	1,931	2,806
Other Trading Activities	2c	49,291	0	49,291	46,110
Investments	2d	4,940	0	4,940	5,200
<b>TOTAL</b>		<u>142,918</u>	<u>27,610</u>	<u>170,528</u>	<u>150,201</u>
<b>Expenditure</b>					
Raising funds	3a	3,307	0	3,307	5,543
Charitable Activities	3b	159,869	2,920	162,789	146,257
<b>TOTAL</b>		<u>163,176</u>	<u>2,920</u>	<u>166,096</u>	<u>151,800</u>
Net gains / (losses) on investments	3c	13,743	0	13,743	14,621
<b>Net (expenditure) / income</b>		<u>(6,515)</u>	<u>24,690</u>	<u>18,175</u>	<u>13,022</u>
Transfers between funds	11	0	0	0	0
<b>Net Movements in Funds</b>		<u>(6,515)</u>	<u>24,690</u>	<u>18,175</u>	<u>13,022</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	12	201,332	16,054	217,386	204,364
<b>Total funds carried forward</b>		<u>194,817</u>	<u>40,744</u>	<u>235,561</u>	<u>217,386</u>

**THE PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**

**BALANCE SHEET AS AT 31ST DECEMBER 2025**

	Total Funds 2025 £	Total Funds 2024 £	Further details
<b>Fixed Assets</b>			
Investments	211,753	210,984	5
<b>Total Fixed Assets</b>	<u>211,753</u>	<u>210,984</u>	
<b>Current Assets</b>			
Debtors	2,455	1,755	6
Cash at bank and in hand	36,511	20,495	
<b>Total Current Assets</b>	<u>38,966</u>	<u>22,250</u>	
<b>Current Liabilities</b>			
Creditors : Amounts falling due within one year	(15,158)	(15,848)	7
<b>Net Current Assets or (Liabilities)</b>	<u>23,808</u>	<u>6,402</u>	
<b>Total Assets less Current Liabilities</b>	<u>235,561</u>	<u>217,386</u>	
Net asset or liabilities excluding pension asset or liability	235,561	217,386	
<b>Total net assets</b>	<u>235,561</u>	<u>217,386</u>	
<b>Funds</b>			
Restricted income funds	40,744	16,054	9
Unrestricted funds	194,817	201,332	9
<b>Total charity funds</b>	<u>235,561</u>	<u>217,386</u>	10

This Financial report for the year ended 31st December 2025, including the notes following, was approved by the Parochial Church Council and signed on its behalf by :-

*Keith Egan*

(Chair)

*JAI*

(Treasurer)

Date 22 March 2026

The notes on pages 13 to 18 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST  
WEST BYFLEET  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2025**

**1. ACCOUNTING POLICIES**

**Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2019) Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102)).

The financial statements have been prepared under the historic cost convention as modified by inclusion of investments at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

**Fund Accounting**

Restricted funds comprise revenue donations or grants for a specific PCC activity intended by the donor

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

**Incoming Resources**

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Dividends are reinvested in the investment and accounted for at the year end. All incoming resources are accounted for gross.

**Resources expended**

Grants and donations are accounted for when paid over. The diocesan parish share is paid over monthly and accounted for when paid.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

**Fixed Assets**

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of 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 as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements.

Equipment used within the Church premises would normally be depreciated on a straight line basis over four years. Our policy is to write individual items of equipment off when the asset is acquired

Investments are valued at market value at 31st December.

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**2 INCOME AND ENDOWMENTS**

	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£
<b>2a Donations and Legacies</b>				
Giving	47,780	0	47,780	46,544
Tax Recoverable	15,328	0	15,328	16,901
Cash Collections	5,524	0	5,524	5,015
Donations	10,567	3,137	13,704	26,125
Grants	5,587	24,473	30,060	1,500
Legacies	1,970		1,970	0
	<u>86,756</u>	<u>27,610</u>	<u>114,366</u>	<u>96,085</u>
<b>2b Charitable Activities</b>				
PCC Fees etc.	1,931	0	1,931	2,806
	<u>1,931</u>	<u>0</u>	<u>1,931</u>	<u>2,806</u>
<b>2c Other Trading Activities</b>				
Rent	36,660	0	36,660	31,743
Hire of Church	1,841	0	1,841	1,506
Events	10,102	0	10,102	12,352
Sundry	688	0	688	509
	<u>49,291</u>	<u>0</u>	<u>49,291</u>	<u>46,110</u>
Dividends - Brewin Dolphin	4,940	0	4,940	5,200
	<u>4,940</u>	<u>0</u>	<u>4,940</u>	<u>5,200</u>
<b>Total Incoming Resources</b>	<u><u>142,918</u></u>	<u><u>27,610</u></u>	<u><u>170,528</u></u>	<u><u>150,201</u></u>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**3 EXPENDITURE**

	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£
<b>3a Raising Funds</b>				
Investment Management Costs	1,989	0	1,989	1,966
Events Costs	1,318	0	1,318	3,577
	<u>3,307</u>	<u>0</u>	<u>3,307</u>	<u>5,543</u>
<b>3b Charitable Activities</b>				
Poppy Appeal	460	0	460	173
Overseas aid	200	0	200	519
Home Mission	5,380	0	5,380	3,313
Parish Share	60,092	0	60,092	56,646
Ministry	1,195	0	1,195	1,190
Worship	0	0	0	0
Running Costs	21,573	0	21,573	21,241
Insurance	7,656	0	7,656	7,244
Cornerstone Running Costs	18,631	0	18,631	22,225
Maintenance & Replacements	22,437	0	22,437	6,888
Vicarage	796	0	796	0
Church Grounds	3,191	0	3,191	360
Music, Organists, Choir	12,085	0	12,085	14,593
Organ & Piano	1,719	0	1,719	4,937
Other	1,998	2,920	4,918	4,073
Printing & Stationery	1,486	0	1,486	2,015
Independent Examination	970	0	970	840
	<u>159,869</u>	<u>2,920</u>	<u>162,789</u>	<u>146,257</u>
<b>Total Resources Used</b>				

	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£
<b>3c Net gains / (losses) on investments</b>				
On disposal	735	0	735	1,955
On revaluation	13,008	0	13,008	12,666
	<u>13,743</u>	<u>0</u>	<u>13,743</u>	<u>14,621</u>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**4(a) STAFF COSTS**

	2025	2024
	£	£
Wages and salaries	11,129	10,498
Social security costs	0	0
Defined contribution pension costs	0	0
	<u>11,129</u>	<u>10,498</u>
	Number	Number
The average number of employees during the year was	2	2

During the year the PCC employed a parish co-ordinator and publicity officer and a cleaner for the Cornerstone Centre. Both positions were part time.

**4(b) PAYMENTS TO PCC MEMBERS**

Mr M Cyplus, who is the brother of a PCC member was paid £360 (2024 £305) for playing at services during the year.

No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

**5. FIXED ASSETS**

**Investments**

**Investments with Brewin Dolphin**

	2025	2024
	£	£
Market Value at 1st January 2025	210,984	199,636
Disposals	(40,656)	(49,546)
Purchases at cost	27,682	46,273
Net gains / (losses) on disposal	735	1,955
Net gains on revaluation	13,008	12,666
Market Value at 31st December 2025	<u>211,753</u>	<u>210,984</u>

**6. CURRENT ASSETS**

	2025	2024
	£	£
Debtors	£	£
Other debtors (unrestricted funds)	2,318	1,618
Prepayments	137	137
	<u>2,455</u>	<u>1,755</u>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**7. Current Liabilities**

	2025	2024
	£	£
Amounts falling due in one year (Unrestricted funds)		
Accruals and other costs	11,739	13,949
Other creditors	3,419	1,899
	15,158	15,848

**8. Long Term Liabilities**

There are no long term liabilities.

**9. Funds**

**UNRESTRICTED FUNDS**

	Balance 1st January 2025	Incoming	Gains / (losses) on investments	Outgoing	Transfers	Balance 31st December 2025
	£	£	£	£	£	£
General Fund	67,772	135,361	13,743	(141,787)	(3,800)	71,289
Designated long term maintenance	126,895			(15,497)	3,000	114,398
Designated short term maintenance	865					865
Cornerstone improvements	0	7,557		(5,892)		1,665
Cornerstone redecoration	3,500				500	4,000
Replacement chairs	2,300				300	2,600
<b>Total Unrestricted Funds</b>	<b>201,332</b>	<b>142,918</b>	<b>13,743</b>	<b>(163,176)</b>	<b>0</b>	<b>194,817</b>

**RESTRICTED FUNDS**

	Balance 1st January 2025	Incoming	Gains / (losses) on investments	Outgoing	Transfers	Balance 31st December 2025
	£	£	£	£	£	£
Organ Training Fund	384	0		(125)		259
Organ Fund	6,003	405		0		6,408
Community Fridge	590	50		(83)		557
Youth Fellowship Fund	93	0		0		93
Choir fund	3,298	350		(450)		3,198
Flower Fund	197	1,092		(1,176)		113
Crisis	15	0		0		15
Christmas Lunch	666	0		(150)		516
Choir scholarship fund	249	0		0		249
New piano fund	4,036	24,548		0		28,584
Ukrainian Group	232	0		0		232
Others	291	1,165		(936)	0	521
<b>Total Restricted Funds</b>	<b>16,054</b>	<b>27,610</b>	<b>0</b>	<b>(2,920)</b>	<b>0</b>	<b>40,744</b>
<b>Total Funds</b>	<b>217,386</b>	<b>170,528</b>	<b>13,743</b>	<b>(166,096)</b>	<b>0</b>	<b>235,561</b>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**10. Analysis of Net Assets by Fund**

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Investment Assets	171,009	40,744	211,753	210,984
Current Assets	38,966	0	38,966	22,250
Current Liabilities	<u>(15,158)</u>	0	<u>(15,158)</u>	<u>(15,848)</u>
	<u>194,817</u>	<u>40,744</u>	<u>235,561</u>	<u>217,386</u>

**11. Transfers between funds**

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
General Fund	(3,800)	0	(3,800)	(600)
Designated Long Term Maintenance	3,000	0	3,000	0
Cornerstone redecoration	500	0	500	500
Replacement Chairs	300	0	300	300
<b>Total</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**12. Comparatives for the statement of financial activities.**

	Unrestricted Funds	Restricted Funds	Total 2024
	£	£	£
<b>Income and Endowments</b>			
Donations and legacies	91,634	4,451	96,085
Charitable Activities	2,806	0	2,806
Other Trading Activities	46,110	0	46,110
Investments	5,200	0	5,200
Other	0	0	0
<b>TOTAL</b>	<u>145,750</u>	<u>4,451</u>	<u>150,201</u>
<b>Expenditure</b>			
Raising funds	5,543	0	5,543
Charitable Activities	141,153	5,104	146,257
Other expenditure	0	0	0
<b>TOTAL</b>	<u>146,696</u>	<u>5,104</u>	<u>151,800</u>
Net gains/(losses ) on investments	14,621	0	14,621
<b>Net income/(expenditure)</b>	<u>13,675</u>	<u>(653)</u>	<u>13,022</u>
<b>Transfers between funds</b>	0	0	0
<b>Other recognised gains/(losses):</b>			
Gains/(losses) on revaluation of fixed assets	0	0	0
Other gains/(losses)	0	0	0
<b>Net Movements in Funds</b>	<u>13,675</u>	<u>(653)</u>	<u>13,022</u>
<b>Reconciliation of funds</b>			
Total funds brought forward	187,657	16,707	204,364
<b>Total funds carried forward</b>	<u>201,332</u>	<u>16,054</u>	<u>217,386</u>