

RECEIVED  
23 MAR 2017

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation GODALMING UNITED CHURCH
2. Contact Name, Address and Telephone Number MRS NICOLA GIDLOW  
6. FOX DENE, BARGATE WOOD, GODALMING GU7 1YE  
01483 423048
3. Details of Organisation; is it
  - a)  A Charity?
  - b)  A Trust?
  - c)  A Private Limited Company?
  - d)  Affiliated to any National Body?
  - e)  Any other official registration?
4. What are the aims and objectives of the Organisation? OUR MISSION  
STATEMENT IS 'TO WORSHIP, WITNESS AND SERVE AND  
TO GROW IN FAITH'
5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.  
NO TRADING ACTIVITY, BUT INCOME GENERATED  
FROM THE LETTING OF CHURCH BUILDINGS
6. Please state size of membership and annual subscription levels of Organisation. \_\_\_\_\_  
148 MEMBERS ON CHURCH ROLL
7. Please enclose the following information as applicable to your Organisation:-
  - a) Constitution or aims
  - b) Copy of accounts (these will not be required for a new organisation)
  - c) Copy of budget for current financial year
  - d) Copy of last annual report to members (this will not be required for a new organisation)
8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.  
2017 IS OUR ANNIVERSARY YEAR, MARKING THE DATE  
WHEN THE UNITED CHURCH WAS FORMED. WE ARE PLANNING  
EVENTS FOR THIS AND HOPE THAT THE REFURBISHMENT  
AND EXTENSION TO PREMISES WILL BE FINISHED BY SEPTEMBER

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

UPDATING OF KITCHEN, EXTENSION OF RIVER ROOM & REPOSITIONING OF DOOR TO PROVIDE DISABLED EGRESS ON TO NEW PATIO AREA

b) Specify

- Total Estimated Cost	£75000
- Amount already available	£21000
- Amount expected to be available at commencement	£57000
- Dates scheduled to commence and finish	AUGUST 2017

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
URC		15000
METHODIST CHURCH		18500
EXTERNAL GRANTS		11200

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £5000

b) Whether you have received a previous grant from the Town Council

- Amount £5000
- Date 2010
- Project VISION 1: DISABLED LIFT / TOILETS

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

THE PREMISES ARE USED BY OVER 1000 PEOPLE EVERY WEEK AND ALL WILL BENEFIT FROM THE REFURBISHMENT, ESPECIALLY THE KITCHEN WHERE WE HOPE TO EXPAND OUR PRIORITY LUNCHEES

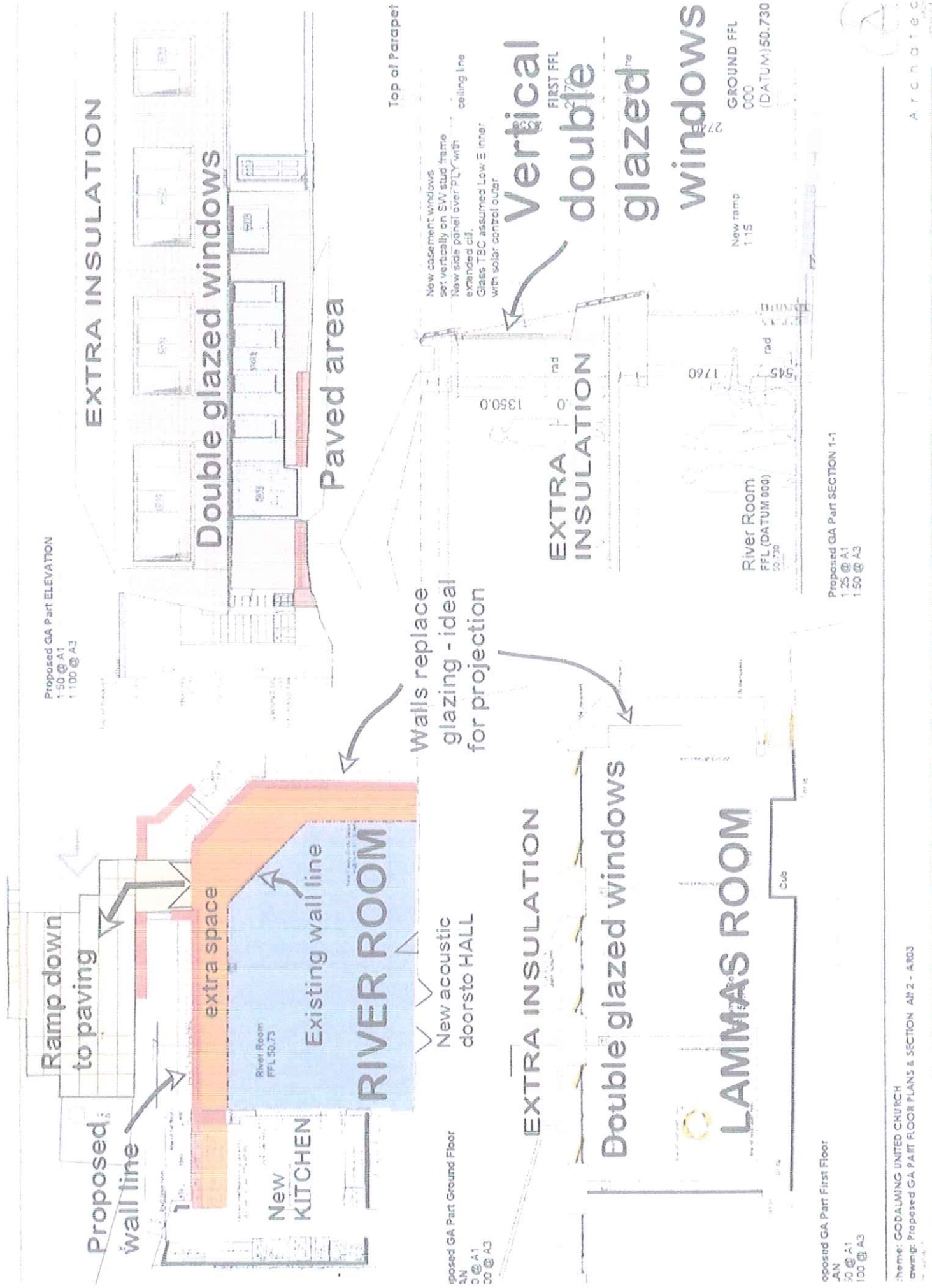
I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed [Signature] Date 22.3.2017

Capacity in which signed TRUSTEE & FUNDRAISING COORDINATOR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.



Proposed GA Part ELEVATION  
1:50 @ A1  
1:100 @ A3

Top of Parapet

New casement windows set vertically on SW stud frame. New side panel over PLY with extended sill. Glass TBC assumed Low E inner with solar control outer.

Vertical double glazed windows  
FIRST FFL 50.73

GROUND FFL 000 (DATUM) 50.730

New ramp 1:15

EXTRA INSULATION

River Room FFL (DATUM 000) 50.730

Proposed GA Part SECTION 1-1  
1:25 @ A1  
1:50 @ A3

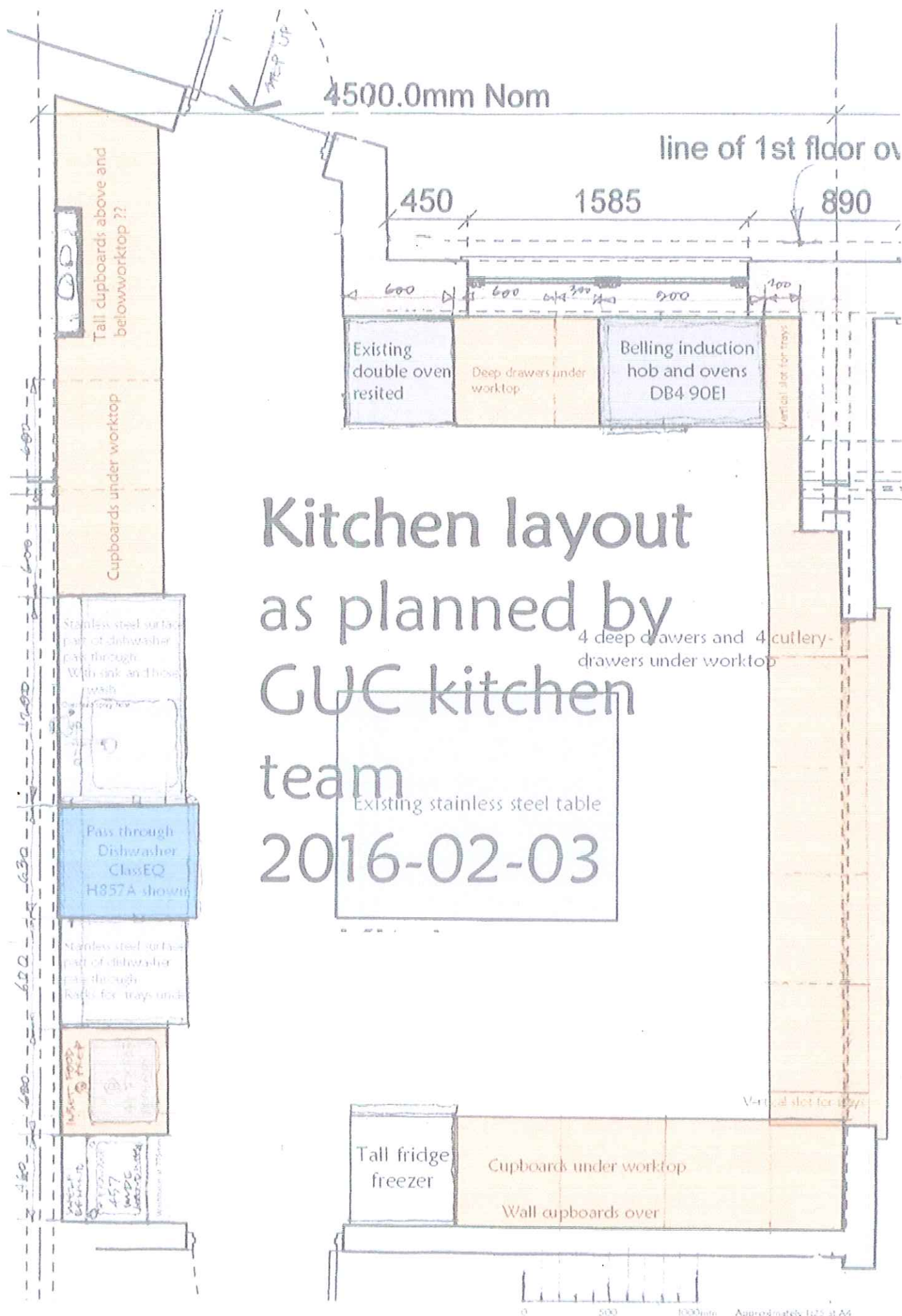
Walls replace glazing - ideal for projection

EXTRA INSULATION

Double glazed windows

LAMMAS ROOM

Proposed GA Part First Floor  
AN  
30 @ A1  
100 @ A3



Kitchen layout  
 as planned by  
 GUC kitchen  
 team  
 2016-02-03

4 deep drawers and 4 cutlery-drawers under worktop

<b>Godalming United Church</b>					
<b>Revenue Budget 2015-16</b>					
<b>Draft Accounts 2015 -2016</b>					
<b>Budget 2016 -2017</b>		<b>Budget</b>	<b>Draft Accounts</b>		<b>Budget</b>
		<b>2015-16</b>	<b>2015 -2016</b>		<b>2016-17</b>
<b>Income</b>		<b>£</b>	<b>£</b>	<b>£</b>	
<b>Freewill offerings</b>		60,000	60,818	60,000	
<b>Gift Aid Tax recovered</b>		16,250	14,913	15,000	
<b>Lettings</b>		28,000	32,870	31,000	
<b>Interest</b>		300	240	200	
<b>Miscellaneous</b>		2,500	2,288	2,000	
<b>Donations</b>		3,500	3,513	3,000	
<b>Total Income</b>		<b>110,550</b>	<b>114,642</b>	<b>111,200</b>	
<b>Expenditure</b>					
<b>Circuit Assessment</b>		66,500	66,500	69,000	
<b>Stationery/Photocopying</b>		800	948	1,000	
<b>Utilities</b>		8,250	6,383	7,000	
<b>Cleaning</b>		7,900	8,346	8,500	
<b>Maintenance</b>		5,500	4,088	5,000	
<b>Organ &amp; Music</b>		1,000	1,356	1,500	
<b>Miscellaneous</b>		5,000	4,345	5,000	
<b>Insurance</b>		3,700	3,586	3,100	
<b>TTT</b>		9,000	10,500	10,500	
<b>CTIG&amp;D</b>		960	960	1000	
<b>Other donations</b>		4,300	985	1,000	
<b>Total Expenditure</b>		<b>112,910</b>	<b>107,997</b>	<b>112,600</b>	
<b>Income/Expenditure</b>		<b>-2,360</b>	<b>6,645</b>	<b>-1,400</b>	
		<b>Deficit</b>	<b>Surplus</b>	<b>Deficit</b>	
<b>Vision 2 Accounts</b>					
<b>Grants Received</b>			57,315		
<b>Improvements Expenditure</b>			51,100		
<b>Surplus to Carry Forward to 2016 2017</b>			6,215		

**GODALMING UNITED  
CHURCH  
ANNUAL REPORT & FINANCIAL  
STATEMENTS  
31st August 2016**

# **GODALMING UNITED CHURCH**

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# Trustees Annual Report 2016

## Reference & Administrative Details

Registered Name: Godalming United Church (Methodist & United Reformed)  
Other Name: GUC  
Registered Number: 1128613  
Principal Office Address: Godalming United Church  
Bridge Road  
GODALMING  
Surrey  
GU7 3DU

Correspondence should be directed to the Church Secretary at the above address.

## Charity Trustees:

The charity trustees are elected members of the Church Council and are the managing trustees of the organisation.

Revd P Hulme – Minister	N Gidlow
S Kelley – Church Secretary	M Ireland
J Rowling – Treasurer - resigned May 2016	E MacDonald
R Gidlow – Treasurer - appointed May 2016	K Nye
R August	A Steele
Revd N Edsall	J West

## Structure, Governance and Management

### Governing Document:

Godalming United Church was formed of the Methodist and United Reformed congregations of Godalming in a covenant to become one congregation which was signed on 2 January 1977 and in a Sharing Agreement signed on 24 September 1978 by which the Methodist premises were to be used for the purposes of the united church.

Godalming United Church operates as a Local Ecumenical Partnership sponsored by Churches Together in Surrey under a Constitution dated 8 June 2011. This Constitution meets the requirements of Churches Together in England for Single Congregation Local Ecumenical Partnerships (SCLEPs).



It is a local church of the Methodist Church in Great Britain and of the United Reformed Church in the United Kingdom. It is incorporated in the Wey Valley Circuit 36/06 of the Methodist South East District. In the United Reformed Church it is incorporated in the Wessex Synod, 9D12.

In December 2006 Godalming United Church entered into a further local ecumenical partnership by signing the Farncombe and Godalming Group Ministry covenant. This brought together Godalming United Church with three Church of England churches in the Parishes of Godalming and Farncombe: St John the Baptist, Farncombe: St Mark, Godalming and Ss Peter & Paul, Godalming.

#### Recruitment and Appointment of new Trustees:

The Trustees are elected annually at the Annual Congregational Meeting in the Autumn of each year. Trustees are drawn from the membership of Godalming United Church. The election is for an initial term of three years.

#### Induction and Training of Trustees:

Trustees are registered members of Godalming United Church and have usually served or are serving on one or more of the Committees. Induction and training is principally through familiarisation with the Minutes of the Committees and attendance at the monthly Church Council meetings. On first appointment and each serving year thereafter each Trustee signs a Declaration of Eligibility form CSD-1382, a Trustee Registration Form and the Officeholder Declaration Safeguarding Form C issued by The Methodist Church.

#### Organisational Structure:

Within the structure of the Constitution, the church is governed by its Congregational Meetings and Church Council with the assistance of the Stewards and the following other committees: Pastoral Visitors, Property, Mission & Outreach, Finance, Events and Youth Forum. The Church Council and Congregational Meeting have oversight of these committees and the Church Council is the managing trustee body.

#### Risks to the Charity:

The principal risks to the continuing operation of the charity are understood to be in maintaining the buildings in a sound state, meeting changing legislative requirements for health and safety, safeguarding and the need for a lettings income in addition to the offertory collections from members. These risks have been mitigated by the initiation of an annual programme of minor works for volunteer work parties; adoption of a current H&SE recommended Health and Safety Policy; regular updating of our register of DBS Disclosures and training requirements for safeguarding. Lettings income is administered by a Lettings Secretary and the offertory collections are administered by the Gift Aid and Envelopes Secretary both of whom are members of the Finance Committee.

## Objectives and Activities

The Aims of Godalming United Church are to:

- proclaim Jesus Christ as the head of the church and seek in all things to serve and follow His teachings and example.
- express the visible unity of Christ's Church
- respond to the needs of the world family by reaching out to our neighbourhoods and the wider world with the material and spiritual resources of the gospel.
- serve the local community through the use of our premises and the involvement of our members in the life of the district.

Objectives for the year were to:

- progress Pastoral Visitor training
- identify additional uses and users for the facilities and flexibility provided by our buildings.
- encourage the prayer life of the Church
- develop additional services/events to encourage attendance by non-members of our Church
- further progress the challenge to develop Discipleship in the Church
- progress training and education initiatives to meet the changing needs of safeguarding children and vulnerable adults
- ongoing support for the Minister, the Revd Paul Hulme

Strategies for Objectives:

- Adoption of the pastoral training courses provided by the Godalming Baptist Church, the North East Pastoral Committee of the United Reformed Church and the Methodist Church.
- Maintain and support the members responsible for the administration and operation of the lettings income stream.
- Continue a periodic programme of Face-to-Face interviews with high profile public figures
- Through the Discipleship Group to encourage faith sharing.
- Expand and support the facilities for Bible Study

- Continued adoption of the safeguarding training programme by the Methodist Church – Creating Safer Space Foundation and Refresher Modules and, where appropriate to the role, the Leadership Module

### **Significant Activities:**

Each Sunday, worship is open to everyone and continues to offer a variety of service formats throughout the year to ensure all ages can feel welcome and receive teaching and learning in the Christian faith.

This year the Final Interview in a programme of Face-to-Face interviews (Conversations between our Minister and prominent guests) was held and was attended by a wide range of visitors from within our membership, Godalming town and beyond.

The 'Monday Group' explores various themes to assist in growing their Christian journey. The group has learnt much from the York course entitled The Psalms and also the Bible Study Guide to St Marks Gospel by Tom Wright, getting a real sense of the life of Jesus. Numbers attending have remained constant through the year and there have been lively discussions around the topics.

The Friday Prayer Fellowship continues to run and is supplemented by the prayer chain.

The Wednesday evening bible study group sessions have included a reflection on a series "Talking Christianity" with CS Lewis and other writers and a Life Builder discussion series on "Parables, the greatest stories ever told". The Lent Studies looked at God's promises and how these can be seen to affect thoughts and actions has continued.

The monthly lunchtime fellowship commenced during the year. This has been well supported and has proved to be an opportunity for fellowship, mutual support and faith sharing.

Pastoral Visitors continue to be offered opportunities for training with Godalming Baptist Church. In addition, our workers with young people and Church Stewards have completed safeguarding training through attendance on the Methodist Church – Creating Safer Space Foundation and Refresher Modules.

The church continues to be committed to operating the Fairtrade philosophy in its social functions and trading activities where possible.

The Ladies Fellowship has a membership of 35 and an average attendance of 25. The group provides fellowship and opportunities to learn about other countries and their societies and has had a wide range of speakers during the last year on a number of topics, including travelling in Myanmar and Canada, the history of post boxes, the journey into priesthood by Anglican vicars and the work of the Kent, Surrey & Sussex Air Ambulance.

## Achievements and Performance

The Trustees have continued to ensure that the Church meets the requirements of public benefit given in the guidance issued by the Charity Commission.

At 31 August 2016 the membership stood at 151 members, a net decrease of 4 since the same time in 2015.

The Minor Chord harmony singing group has continued to rehearse although losing several of its members to University. It has sung at Church Services, the Pantomime and at the Musical Allsorts concert.

The Music Kids (from 5 yrs old) continue to thrive and are now 30 in number. The group have sung four times at Eastlake Nursing Home, several times in church services, and at church events, including the Church Anniversary Barbeque and also at the Harvest lunch. They have also performed at the Blessing of the Crib Service, the Musical Allsorts Concert organised by Woolsack Rotary, one of the summer Bandstand concerts, Birtley House Sculpture Exhibition and at Cherry Trees, a respite home for children with learning difficulties.

The annual pantomime this year was 'Goldilocks and the Three Bears' and, once again, involved 4 performances. A large cast of children, teenagers and adults was involved, as well as many other people working in some way or another to make sure the pantomime happens. The audiences included many non-members, parents and friends of the children and young people. The money raised, after costs, was distributed between the Church, Rainbows, Brownies and Music Kids. The raffle proceeds of £450 were donated to the Jigsaw School at Dunsfold Park.

Mission and Outreach activities have provided financial support for the central mission funds of both the Methodist and United Reformed Churches. The 'Friday lunches' are open to all and have raised: £650 for The Cellar, £200 for Milford & Villages Day Centre (Clockhouse), £200 for Farncombe Day Centre, £200 for Guildford Number 5, £150 for Homestart, £200 for Waverley Citizens Advice, £300 for the 4Churches 4U Away Day, £200 for Loseley Fields School Recycling Project, £200 for the Denningberg Day Centre, £200 for the Wharf Nursery School and £150 for Guildford Action.

The Lenten Appeal raised £3,000 which was sent to All We Can (Methodist Relief and Development Fund).

One further container of redundant school equipment from the UK has been shipped to the Gambia for distribution among state schools in the poorest region.

Support for Cataract operations by the Ophthalmic Services in The Gambia has continued.

A collection of men's clothing and non-perishable breakfast foods was again sent to support the work of the Whitechapel Mission for the homeless and rootless of London.

Local groups are supported through donations of food made at the Harvest Festival (to a local food bank) and toys at the Weysiders' Christmas service (to the Cellar).

The Trinity Trust Team (established in 2000 through an initiative of Churches Together in Godalming and District) has been supported with £10,500 towards their work as Christian youth workers in the local schools and community and their church based youth ministry.

The Cellar (Ecumenical) Christian Cafe in the centre of Godalming continues to be supported financially by GUC and by church volunteers. It is open to everyone in the area and provides a friendly meeting place where vulnerable people (those with mental health issues, learning disabilities, stress and emotional trauma and loneliness problems) can meet and discuss their situations amongst themselves and with the staff and volunteer helpers.

Our premises continue to be used extensively by members and non-members alike. The local community groups using our premises include: Al-Anon (family support group), Baby Sensory Classes (birth to 18 months) child development classes, Conquest Art Club (disabled artists), Diddi pre-school dance and movement, Fleur de Lys Morris Dancers, Godalming Blind Club, Godalming School of Dance (3 years to adult) – on Wednesday, Thursday, Friday and Saturday, Hobbies Group, Kiko Soccer School (babies to 4 years) Ladies Fellowship Group, Ladies Over 50 Keep-Fit, Mothers and Toddlers Group, Mammias and Beans (ante-natal group), Muslim Friday Prayer Group, Pilates (exercise group), Self Defence Group (Monday and Thursday), Sight for Surrey (now called Gambit), Tiny Talk (18 months to 3 years) for children with hearing loss and their siblings, Weight Watchers, Zebedees Music club (babies music group), U3A Yoga Groups (adults over 50) – Monday & Tuesday, Music Kids (4 to teenagers) - 4th Godalming Brownies, 1st Godalming Rainbows, 4th Godalming Scouts and Yoga groups. Holiday users regular ad hoc users include: Theatre Bugs – every holiday for 2 to 10 days (children aged 3 to 7 years old), C.A.B. – Surrey training days, Virgin Care – community nursing training days, Godalming Town Council – meetings that need to be away from the office environment, Godalming Theatre Group (GTG) – rehearsals, Major Minors Nursery School – Christmas sing-along and summer graduation, Godalming Junior School – Christmas Carol Service, Public meetings (approximately 3-4 a year), Children and Adult Birthday Parties and celebrations. Concerts in the church include: Godalming Town Band (twice a year), Godalming Youth Orchestra (termly), Lions Club OAP's entertainment and tea (once a year), Musical All-sorts for OAP's and younger people (once a year), Godalming Choral Society – rehearsals and concerts, Charity Concerts (e.g. Godalming 6<sup>th</sup> Form College Annual Charity Concert).

# Financial Review & Examined Accounts to 31 August 2016

The accounts of the Church and Mission & Outreach have been examined and have been prepared in accordance with the Charities Act 2011 and applicable Accounting Standards in the United Kingdom including the Financial Reporting for Smaller Entities (FRSSE) (effective 1 January 2015), under the historic cost convention and the Statement of Recommended Practice 'Accounting and Reporting by Charities (Revised 2015).

Income to the General Funds for the year amounted to £111,444, a decrease of 6.5% compared to the previous year. Last year included miscellaneous income from the sale of pews. Expenditure from the General Funds was £15,285 lower compared to 2014/15. The primary source of income is donations, offerings and letting of church premises.

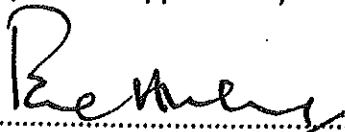
Income into the designated fund in 2015/16 was income for Vision 2. Vision 2 represents a further phase of improvement and maintenance work, the proposals for which are currently being developed. In the year under review we reserved some £57,315 and expended £55,000. The balance has been transferred to unrestricted funds.

Income into the restricted fund in 2015/2016 was income to Mission and Outreach. Funds of £11,307 were distributed during the year and a further £12,006 by grants and donations from Church funds.

The managing trustees consider that a balance on unrestricted funds equivalent of up to six months of unrestricted payments (circa £52,000) to be adequate to cover fluctuations in income and expenditure, particularly unexpected shortfalls on lettings income. Unrestricted reserves of £49,202 at 31st August 2016 are close to this level and considered to be appropriate based on current and planned activities.

A balance of £21,000 has been maintained in the Fabric Reserve. Due to the age of the buildings, it is felt to be prudent to have a fabric reserve to cover unforeseen situations requiring urgent attention beyond the Church's ability to raise funds to that extent in a particular year. The balance of restricted funds of £2,202 in Mission and Outreach will be distributed in the current year. Fund balances are held with the Central Finance Board of the Methodist Church.

The report was approved by the Trustees on 24<sup>th</sup> January 2017 and signed on its behalf by:



Revd Paul Hulme, Trustee

# Independent Examiner's Report to the Trustees of Godalming United Church

I report on the accounts of the Church for the year ended 31<sup>st</sup> August 2016, which are set out on pages 11 to 16.

This report is made solely to the Charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the Charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for my work, for this report or for the opinions I have formed.

## Respective responsibilities of trustees and examiner

As The Charity's trustees you are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

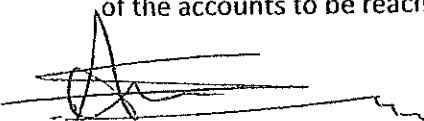
## Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 our 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 section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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 Skilton ACA  
Brewers Chartered Accountants

24 Jan. 2017

Bourne House  
Queen Street, Gomshall, Surrey, GU5 9LY

**Godalming United Church**

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 August 2016

	Notes	General Funds	Designated Funds	Restricted Funds	Total 2016	Total 2015
<b>INCOMING RESOURCES AND ENDOWMENTS FROM:</b>						
Donations, Offerings and Legacies		57,957	-	11,662	69,619	92,972
Income tax recoverable on donations		14,245	-	-	14,245	15,363
		72,202	-	11,662	83,864	108,335
Investments		241	-	3	244	276
Charitable activities - Lettings		31,920	-	-	31,920	30,727
Other income		7,081	-	7,081		5,738
<b>TOTAL INCOMING RESOURCES</b>		<b>111,444</b>	<b>-</b>	<b>11,665</b>	<b>123,109</b>	<b>145,076</b>
<b>EXPENDITURE ON:</b>						
Charitable Activities	2	12,006	-	11,307	23,313	33,259
<b>Other Costs;</b>						
Circuit assessment		66,500	-	-	66,500	65,000
Vision project		(2,315)	-	-	(2,315)	17,549
Church premises	3	22,443	-	-	22,443	28,877
Office costs	4	4,482	-	-	4,482	11,994
Depreciation	5	-	26,551	-	26,551	26,551
Independent Examiners' fees		1,140	-	-	1,140	1,500
<b>TOTAL EXPENDITURE</b>		<b>104,256</b>	<b>26,551</b>	<b>11,307</b>	<b>142,114</b>	<b>184,730</b>
<b>NET INCOME/EXPENDITURE</b>		<b>7,188</b>	<b>(26,551)</b>	<b>358</b>	<b>(19,005)</b>	<b>(39,654)</b>
<b>TRANSFERS BETWEEN FUNDS</b>		<b>360</b>	<b>-</b>	<b>(360)</b>	<b>0</b>	<b>0</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>7,548</b>	<b>(26,551)</b>	<b>(2)</b>	<b>(19,005)</b>	<b>(39,654)</b>
<b>RECONCILIATION OF FUNDS:</b>						
<b>TOTAL FUNDS BROUGHT FORWARD AT 01/09/2015</b>		<b>41,944</b>	<b>2,463,683</b>	<b>2,214</b>	<b>2,507,841</b>	<b>2,547,495</b>
<b>TOTAL FUNDS CARRIED FORWARD AT 31/08/2016</b>		<b>49,492</b>	<b>2,437,132</b>	<b>2,212</b>	<b>2,488,836</b>	<b>2,507,841</b>



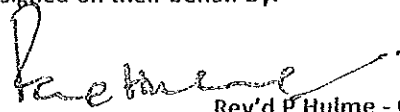
Godalming United Church

BALANCE SHEET

At 31 August 2016

	Notes	2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	5		2,416,132		2,442,683
CURRENT ASSETS					
Debtors	6	22,880		25,994	
Cash at bank and in hand		<u>57,223</u>		<u>42,827</u>	
		80,103		68,821	
CREDITORS : amount falling due within one year	7		<u>7,699</u>		<u>3,663</u>
NET CURRENT ASSETS			72,404		65,158
NET ASSETS			<u>2,488,536</u>		<u>2,507,841</u>
RESERVES					
Unrestricted Funds			49,202		41,944
Designated- Fabric reserve	8	21,000		21,000	
Designated- Property		<u>2,416,132</u>		<u>2,442,683</u>	
			2,437,132		2,463,683
Restricted	9		2,202		2,214
			<u>2,488,536</u>		<u>2,507,841</u>

Approved by the Council on 24<sup>th</sup> January 2017 and signed on their behalf by:



.....Rev'd P Hulme - Council Member

Charity number: 1128613

**GODALMING UNITED CHURCH**  
**Notes to the Financial Statements**  
**Year to 31<sup>st</sup> August 2016**

**1. Accounting Policies**

The financial statements are prepared in accordance with applicable accounting standards and in particular the Statement of Recommended Practice Accounting and Reporting by Charities (effective January 2015) and the Charities Act 2011. The particular accounting policies adopted by the trustees are described below.

**Accounting convention**

The financial statements have been prepared under the historic cost convention.

**Tangible fixed assets**

Depreciation is provided on cost over the estimated useful lives of the assets. The rates of depreciation are as follows:-

Land and Buildings	1% straight line basis
Fixtures, fittings and equipment	25% reducing balance basis

The freehold land and buildings have been included in the balance sheet with effect from 1<sup>st</sup> September 2006 at values used for insurance purposes. Other assets are deemed to be fully depreciated and no value has been included for these assets.

Assets costing less than £1,000 are not included as fixed assets, but are written off in the year.

**Organisations**

The accounts include the results of the church and its mission funds. Some smaller groups' income and expenditure, and balances have not been consolidated into the results as the amounts are small and the Council consider that the value obtained by the inclusion is outweighed by the amount of work required.

**Funds**

Donations received by the church which are specific as to the use of the funds are included as restricted funds. Other funds are unrestricted except for those designated by the Trustees. These include funds set aside for specific purposes by the Trustees.

**Godalming United Church**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31st August 2016**

<b>2. CHARITABLE ACTIVITIES</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>GRANTS:</b>		
Trinity Trust	10,500	10,500
Sundry other donations	980	1,225
Churches Together in Godalming	960	960
Gambia appeals	1,586	5,733
Denominational Funds	411	516
World Mission	-	1,800
Sundry mission donations	8,876	12,525
	<b>23,313</b>	<b>33,259</b>
<b>3. Church Premises</b>		
		£
Lighting and Heating	6,132	6,890
Cleaning	8,256	7,396
Insurances	3,586	3,522
Repairs and maintenance	4,469	11,069
	<b>22,443</b>	<b>28,877</b>
<b>4. Office Costs</b>		
		£
Stationery and Photocopying	1,164	799
Music and Licences	1,356	924
Miscellaneous costs	1,962	10,271
	<b>4,482</b>	<b>11,994</b>

**Godalming United Church**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31st August 2016**

<b>5. Tangible Fixed Assets</b>				
	<b>Freehold land &amp; Buildings £</b>	<b>Other Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>				
At 1st September 2015	2,655,091	-	-	2,655,091
Additions	-	-	-	-
At 31st August 2016	2,655,091	-	-	2,655,091
<b>Depreciation</b>				
At 1st September 2015	212,408	-	-	212,408
Charge for the year	26,551	-	-	26,551
At 31st August 2016	238,959	-	-	238,959
<b>Net Book Value</b>				
At 31st August 2016	2,416,132	-	-	2,416,132
At 31st August 2015	2,442,683	-	-	2,442,683
<b>6. Debtors</b>				
			<b>2016</b>	<b>2015</b>
			<b>£</b>	<b>£</b>
Income tax recoverable			5,344	6,268
Prepayments			17,536	19,725
			22,880	25,993
<b>7. Creditors</b>				
			<b>2016</b>	<b>2015</b>
			<b>£</b>	<b>£</b>
Accruals			7,699	3,663
<b>8. Designated funds</b>				
	<b>Balance 01/09/2015</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance 31/08/2016</b>
Balances at 1st September 2015				
Fabric Reserve	21,000	-	-	21,000
Property	2,442,683	-	26,551	2,416,132
Balances at 31st August 2016	2,463,683	-	26,551	2,437,132

**Godalming United Church**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31st August 2016**

<b>9. Restricted funds</b>	<b>Balance 01/09/2015</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance 31/08/2016</b>
Balances at 1st September 2015					
Vision Fund	360	-	-	360	-
Mission Fund	1,854	11,665	11,307	-	2,212
<b>Balances at 31st August 2016</b>	<b>2,214</b>	<b>11,665</b>	<b>11,307</b>	<b>360</b>	<b>2,212</b>

The Vision fund existed to provide funding for the improvement of the interior of the church, to increase the versatility of use by a scheme to replace some of the pews with chairs, install a lift to the first floor, improve the toilets and provide facilities for the disabled people and mothers and babies. The improvement to the facilities also included the provision of an audio and visual installation in all areas.

The Mission fund raises funds to pass onto charities operating outside the church.

**10. Transactions with Trustees**

No council members received remuneration or expenses.

**11. Analysis of funds**

	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total £</b>
Fixed Assets	-	2,416,132	-	2,416,132
Net Current Assets	49,492	21,000	2,212	72,704
<b>Total</b>	<b>49,492</b>	<b>2,437,132</b>	<b>2,212</b>	<b>2,488,836</b>

# CONSTITUTION

of

## **GODALMING UNITED CHURCH (METHODIST AND UNITED REFORMED)**

### 1 CONTEXT

- 1.1 The separate congregations of the then Godalming Methodist and United Reformed Churches in response to the challenge of the time and the call of Christ covenanted on the 2nd day of January 1977 to work, worship and witness together in partnership as one fellowship and by various representative parties entered into a Sharing Agreement dated the 24th day of September 1978 by which the premises of the then Godalming Methodist Church were to be used (as they are now) for the purposes of Godalming United Church.
- 1.2 The fellowship which resulted is strong and if it had been legally possible at the time this revised constitution was adopted there would have been no provision within it for any separate membership rolls nor a separate Methodist Church Council or United Reformed Church Eldership. Since September 2000 one joint roll of members has been maintained. Statistical returns to parent denominations are made at 50% each.
- 1.3 The constitution originally adopted for Godalming United Church has been previously revised and it is acknowledged both that further revision from time to time is likely to be needed and that the constitutional systems of the Methodist Church and the United Reformed Church in the United Kingdom are not compatible.
- 1.4 The members for the time being of the Church believe this constitution to be appropriate in the light of its experience as a united fellowship the requirements of its two parent denominations and its Christian mission.

### 2 NAME AND PLACE IN DENOMINATIONAL STRUCTURES

- 2.1 The name of the Church shall be GODALMING UNITED CHURCH (METHODIST AND UNITED, REFORMED) the short title of which shall be GODALMING UNITED CHURCH.
- 2.2 Godalming United Church shall be part of the United Reformed Church in the United Kingdom and of the Methodist Church and shall try to reflect faithfully and equally the doctrines traditions and practices of both its parent denominations.

### 3 WORSHIP

- 3.1 Worship shall be ordered to give expression to the doctrines traditions and practices of both the parent denominations and shall not exclude opportunities for new forms and initiatives.

- 3.2 The Church accepts the faith and practice of both of the parent denominations regarding the administration of Holy Communion.

#### 4 MEMBERSHIP, BAPTISM, CONFIRMATION AND CARE

- 4.1 There shall be kept accurately

- (i) A Common Roll of all members of the Church, who shall be members of both the United Reformed Church and the Methodist Church.
- (ii) [(A roll of those members of the Church who are members of the Methodist Church; and
- (iii) A roll of those members of the Church who are members of the United Reformed Church.) This practice is now discontinued ]

- 4.2 [Members of the Church who are received into membership on profession of faith and not by transfer from another Methodist or United Reformed Church shall have their names placed on all three rolls, and those who are received by transfer from a church of one of the parent denominations shall have their names added both to the Common Roll and to the denominational roll of members of that Church [Since September 2000 they are to be added to the one joint roll and to be members of both denominations]

- 4.3 The joint church shall be responsible for paying, through the normal denominational channels, an assessment and expenses towards the costs of ministry as determined by the Guildford Methodist Circuit and the Guildford URC District Council. The joint church shall be responsible for contributions, which are normal in Methodist and United Reformed Churches towards denominational funds for work at home and overseas.

- 4.4 Membership of the Church shall be attained only if Church Meeting votes to accept a candidate into membership (which will normally be on the recommendation of Church Council) and either:

- (i) by transfer of membership from another Church of either of the parent denominations; or
- (ii) on profession of faith;

and in either case (save in emergency or for other wholly exceptional reason acceptable to Church Meeting) at a public service of congregational worship. An incoming member being received into membership on profession of faith shall be so received by the Minister or another minister of either parent denomination.

- 4.5 The Church accepts the faith and practice of both the Methodist Church and the United Reformed Church in the United Kingdom regarding Baptism and Confirmation, which shall be administered according to the rites and/or practice of either of the parent denominations as may be agreed between the candidate and the Minister. Confirmation and reception into membership shall take place in the same act of worship.

- 4.6 People presenting a child for infant baptism and all other candidates for baptism confirmation and/or reception into membership on profession of faith shall receive or

shall have received a course of preparation in the Christian faith and its proper practice as understood in the parent denominations.

4.7 Every member shall be in the care of a pastoral leader of the Church.

## 5 ORDAINED MINISTRY

5.1 There shall be not less than one minister of the Church who shall be (unless otherwise agreed by Church Meeting the Circuit and the District Council) a minister of the Methodist Church or the United Reformed Church in the United Kingdom and shall become a minister of the Circuit on being inducted as Minister of the Church.

5.2 The number of ministers and the size and scope of his or their pastoral responsibility shall be as agreed from time to time between Church Meeting, the Circuit and the District Council; and every Minister shall exercise his ministry within the practices and oversight of the Circuit and the District Council.

5.3 Ministry shall be in approximately equal balance between the two parent denominations and appointments shall be made pursuant to the provisions specified in the Appendix hereto.

5.4 The duration of a minister's term of service at the Church shall always be open to review, termination, reduction or extension by agreement of Church Meeting, the Circuit and the District Council; but shall usually be a seven year term with the possibility (after review by and with the agreement of Church Meeting, the Circuit and the District Council) of extensions to a maximum term of eleven years.

5.5 Every minister of the Church shall give undertakings:

- (i) to use his best endeavours to foster good relationships with both parent denominations at every level;
- (ii) to nurture equally within the Church and the communities it serves interest in and the interests of both parent denominations; and
- (iii) to foster the unity of the Church.

5.6 A Methodist minister of the Church shall additionally:

- (i) agree to abide by the doctrines and practice of the United Reformed Church; and
- (ii) seek full membership of the District Council and the Provincial Synod and faithfully attend and participate in their meetings taking as full a part in the life and work of both as is practicable.

5.7 A United Reformed Church minister shall additionally:

- (i) seek to be recognised and regarded as a Methodist minister;
- (ii) make a declaration pursuant to Standing Order 765(2) of the Standing Orders of the Methodist Church or in such other form (unless forbidden by the United Reformed Church) as the Methodist Church may from time to time require of



- a United Reformed Church minister seeking to be recognised and regarded as a Methodist minister; and
- (iii) faithfully attend and participate in meetings of the Circuit and the District Synod taking as full a part in the life and work of both as is practicable

## 6 CHURCH GOVERNMENT

- 6.1 The Church shall be governed by its Church Meeting and Church Council with the assistance of such committees of the Church as shall be constituted from time to time pursuant either to this Constitution, or to resolutions of Church Meeting or Church Council.
- 6.2 Additionally (or such a period only as is legally required) there shall be a Joint Council as required by the Sharing Agreement. The Church Council now fulfils this role [Sept.2002]

## 7 CHURCH MEETING

- 7.1 Church Meeting is a meeting of, or for, all members of the Church and shall be held at least once a quarter and, additionally, whenever:
- (i) required by Church Council; or
  - (ii) required by at least 20 of the members who give notice to that effect stating business to be discussed to the Church Secretary; or
  - (iii) called by the Minister (or any of them if more than one); or
  - (iv) called by the Church Secretary and/or the Senior Steward.

In any of which events the Church Secretary shall make the necessary arrangements for the meeting, but in the case of a meeting required under Clause 7(1) (ii) such meeting shall be held not later than 14 days after the Church Secretary receives the requisition, and not less than seven days notice of such a meeting shall be given to members.

- 7.2 All members shall be eligible to attend, speak and vote at every Church Meeting.
- 7.3 Non-members may be invited to attend and speak at Church Meeting but shall not vote.
- 7.4 Subject to Clause 7.1 no Church Meeting shall be called without reasonable notice of the meeting being given to all Church members, but in emergency a Church Meeting can be held after any Sunday service at which more than 75 members are present for worship.
- 7.5 Notice shall in any event be sufficient if given in the weekly Service Sheet, or in other written material available to all members attending any Sunday service before the meeting in question.

- 7.6 The Minister (or any of them if more than one) shall normally chair Church Meeting but if unavailable then the Pastoral Assistant (if any) or the Senior Steward shall chair the meeting, or the latter shall arrange for a suitable minister of either parent denomination to do so. When there is a ministerial vacancy and the business of the Meeting is to include consideration of the issue of a call to a minister, the URC Interim Moderator (if one has been appointed) and failing him any URC Minister acceptable to Church Meeting or the Circuit Superintendent Minister (or failing him any other Methodist Minister acceptable to Church Meeting) should normally chair the meeting, whichever is of the denomination agreed to be providing the next minister.
- 7.7 In Church Meeting the members shall have opportunity through discussion, prayer responsible decision-making, and care for one another, to strengthen each other's faith and to foster the life work and mission of the Church.
- 7.8 No major decision affecting the Church shall be taken (or if taken, put into effect) other than by, or with the concurrence of, Church Meeting; having first been published and included in an Agenda for such meeting.
- 7.9 Generally the functions of Church Meeting shall be:
- (i) To sustain the life of the Church and its members and adherents by worship prayer and discussion;
  - (ii) To foster among all members and adherents a concern for the spiritual life and fellowship within the Church;
  - (iii) To further the Church's mission and its compassionate ministry at home and abroad;
  - (iv) To develop local ecumenical relationships and to encourage the unity of the Christian church both nationally and internationally;
  - (v) To consider matters of concern to Christians or the wider public in relation to the Christian faith and its practice and/or standpoint on moral issues;
  - (vi) To bring to the notice of Church Council, Church Officers, Church Committees and the wider church councils any matter for their consideration;
  - (vii) To consider ministers whose names are presented to Church Meeting as possible ministers for the Church;
  - (viii) To call or concur in the appointment of a minister, as appropriate according to the provisions of this constitution, and having received the views of Church Council, the Circuit Stewards and (if offered) District Council;
  - (ix) To approve candidates for membership, transfer members and remove names from the Membership Rolls (or transfer to the Community Roll) on the advice of the Pastoral Committee and/or Church Council subject to the requirements (if any) of the parent denominations;
  - (x) To appoint examiners of the annual accounts and adopt accounts annually;
  - (xi) To consider and take any action considered appropriate by Church Meeting in relation to reports from Church Council, the Officers and Committees of the Church, and reports from the wider councils of the parent denominations;

- (xii) To make provision for the proper security, maintenance and repair (with the consent of the parent denominations as appropriate and including future security, maintenance and repair) by the Church for its buildings and other property; to consider what buildings and other property are appropriate to its needs and take such steps (including sale, purchase, mortgage lease, licence, alteration, construction, demolition, possession and/or occupation) as are from time to time needed or considered desirable to provide such buildings or other property;
- (xiii) To make arrangements for the general oversight of all the financial responsibilities of the Church;
- (xiv) Annually, for each financial year of the Church, to agree or set income and expenditure budgets (which, for the avoidance of doubt, can include nil budgets) for all committees and other bodies of the Church;
- (xv) To ensure that the Church works as a constituent part of the Circuit and the District Council;
- (xvi) To appoint by election at Annual General Meeting and as necessary to deal with vacancies arising during the year:
  - the members of Church Council,
  - the Officers of the Church,
  - the Officers of the committees of the Church;
- (xvii) To appoint by election:
  - members of the Committees of the Church,
  - (annually) representatives of the Church to the Circuit the District Council the Methodist Synod and the Provincial Synod,
  - to any other office or responsibility within the Church as shall from time to time be considered by Church Meeting to be appropriate;
- (xviii) To approve any nomination by the Circuit of a member to be a Circuit Steward; and
- (xix) To suspend and/or replace any church officer, and to appoint any other church member to act in his place temporarily or permanently; and to consider, confirm, vary the terms of, or revoke any such suspension, replacement and/or appointment by Church Council.

## 8 CHURCH COUNCIL

8.1 Church Council shall consist of:

### Ex Officio

- (i) The Minister;
- (ii) Any formally appointed Pastoral Assistant of the Church;
- (iii) The Senior Steward;
- (iv) The Church Secretary; and
- (v) The Church Treasurer.

### By individual election (and not by co-option at any time) by the Church at its Annual General Meeting:

- (vi) Six other church members appointed by Church Meeting prepared to share in the leadership of the church and who shall each normally:
  - (a) be elected for a three year term; and
  - (b) be eligible for re-election for only two consecutive further three years.

In the event of a vacancy occurring between two Annual General Meetings an election of a new Church Council member shall take place at the next Church Meeting.

A member who has served as a member of Church Council for three consecutive terms of three years shall not normally be eligible for election to Church Council before one year has elapsed.

8.2 The composition of Church Council as defined in 8.1 may be varied by a resolution of Church Meeting with a majority of not less than 75% of those present and voting.

8.3 On first adoption of this Constitution Church Meeting shall elect six of its members to serve on Church Council two of whom shall be elected for a term of two years; two for three years; and two for four years.

8.4 Church Council shall share with the Minister the pastoral oversight and leadership of the Church seeking to provide strategic direction, inspiration and vision, the promotion and oversight of specific initiatives, general focus for committees and a forum to resolve any difficulties or disputes.

8.5 Its members shall:

- (i) be commissioned or set apart by prayer at a service of public worship conducted by the Minister on a Sunday as soon as possible following the Church's Annual General Meeting (and any new member elected between Annual General Meetings shall be commissioned or similarly set apart by prayer as soon as possible after election);

- (ii) be regarded as the Methodist Church Council for Methodist Church purposes; and
  - (iii) be regarded during their term of office as Elders for U.R.C. purposes.
- 8.6 Church Council shall usually meet monthly and in any event not less than every two months.
- 8.7 Church Council meetings shall normally be chaired by the Minister (or any of them if more than one) but in his absence then by the Pastoral Assistant (if any), or the Senior Steward; unless the business of the meeting includes consideration of a recommendation to Church Meeting concerning the call of a Minister, then the URC Interim Moderator (if one has been appointed) and failing him any URC Minister acceptable to Church Meeting or the Circuit Superintendent Minister (or failing him any other Methodist Minister acceptable to Church Meeting) shall normally chair the meeting (whichever is of the denomination agreed to be providing the next minister).
- 8.8 Subject to Church Meeting, Church Council shall manage the affairs of the Church but shall delegate as much of that management as is practical to committees of the Church, established by Church Meeting or Church Council, and shall have the responsibility of liaising effectively with those committees.
- 8.9 Subject to sub-clause 8.7 Church Council shall:
- (i) Provide pastoral support and care for the Minister;
  - (ii) share with the Minister and any Church Pastoral Committee the pastoral oversight of the Church;
  - (iii) see that arrangements are made so that public worship is regularly and suitably offered and the Sacraments duly administered;
  - (iv) regularly pray together be responsible for the oversight of the Church's work and the initiation of projects;
  - (v) foster in the congregation a love of the devotional life and concern for witness and service at home and abroad;
  - (vi) oversee and make recommendations to Church Meeting about all matters relating to membership and discipline;
  - (vii) oversee and make recommendations to Church Meeting about all matters relating to the identity and membership of Committees of the Church and their respective chairmen;
  - (viii) ensure there are proper arrangements for the general oversight of all the financial affairs (including, where foreseeable, future financial needs) of the Church, annually recommending (after consultation with any relevant Church Committee) to Church Meeting, income and expenditure budgets (which for the avoidance of doubt can include nil budgets) for all committees and other bodies of the Church;
  - (ix) act, when constituted under the Methodist Church's Standing Order 614, as managing trustees for the buildings and to ensure at all times that there are proper arrangements for the care and maintenance of the Church's buildings and other property;

- (x) bring to Church Meeting all major issues for consideration and decision of members;
  - (xi) to act as employer to any person employed by the Church;
  - (xii) to take, pursue and defend any legal claims by or against the Church; and
  - (xiii) do such things as may be necessary in pursuance of its responsibilities to Church Meeting for the common life of the Church.
- 8.10 Church Council shall not co-opt additional members but may invite other persons to be present at and participate in (but not vote at) its meetings, where the Minister or the Church Secretary and Senior Steward acting together, or a majority of Church Council consider such persons to have specific knowledge or expertise which would assist Church Council in carrying out any particular functions effectively.
- 8.11 A quorum shall be 5 members of Church Council of whom at least 2 shall be ex officio members, and the Chairman of any meeting of Church Council shall have an additional vote in the event of a tied vote on any matter.
- 8.12 Any member of Church Council (including the Minister) having a pecuniary or other close personal interest in, or possible benefit from, any matter to be discussed by the Council shall declare that interest, may not vote on any matter concerning it and shall (unless requested by a majority of Church Council) not attend or shall withdraw (as appropriate) from any meeting whilst such matter is to be discussed.
- 8.13 Church Council shall not do more than make recommendations to Church Meeting and do such as is necessary to inform and support Church Meeting on:
- (i) matters affecting major policy issues and the witness of the Church;
  - (ii) the appointment or call of a minister;
  - (iii) nominations to and voting for any office within the Church; and
  - (iv) any arrangements for the sale, purchase, mortgage, lease, licence, alteration construction, demolition, possession and/or occupation of any premises, land or other asset in respect of which no prior authorization has been provided by Church Meeting or, which are, or would be, outside any previously agreed budget.
- 8.14 In emergency to suspend and/or remove any church officer, and to appoint any other church member to act in his place temporarily or permanently; PROVIDED that, within 14 days thereafter, Church Council procures that a valid Church Meeting is held to consider, confirm, vary the terms of, or revoke such suspension, removal and/or appointment.

CHURCH OFFICERS

- 9.1 The Church shall appoint such additional officers and categories of officers as Church Meeting decides, but the Church should have the following:
- (i) A Church Secretary;
  - (ii) A body of stewards;
  - (iii) From among the body of stewards a Senior Steward and a deputy Senior Steward;
  - (iv) A body of communion stewards;
  - (v) Pastoral Leaders;
  - (vi) A Church Treasurer;
  - (vii) A Junior Church Superintendent;
  - (viii) One or more Organists and Choirmasters; and
  - (ix) An examiner of the Church's accounts.
- 9.2 In addition the Church may appoint (whether to be paid or otherwise and after consultation as appropriate with the Circuit and District):
- (i) one or more Pastoral Assistants;
  - (ii) one or more Youth Workers; and
  - (iii) such other specialist officers as Church Meeting resolves.
- 9.3 All such officers shall be appointed by Church Meeting for one year (renewable), but in emergency Church Council may appoint a person to act in any of the officer roles temporarily until the Church Meeting
- 9.4 The Church Secretary shall be responsible for:
- (a) the day to day (general) running and general administration of the church
  - (b) the church's formal communications and liaison with its parish benefices and
  - (c) maintaining and recording minutes of Church Meetings and meetings of Church Council.
- 9.5 The Church Treasurer shall:
- (i) have responsibility to Church Meeting for all the Church's money received or receivable by the Church, other than monies required to be banked by a committee of the Church;
  - (ii) be ex officio a member of that committee of the Church which is charged with care of the Church's financial affairs;

- (iii) be responsible, with the like committee, for discharging the financial obligations of the Church in accordance with the provisions of this constitution and the requirements of the parent denominations; and
  - (iv) present examined accounts to each Annual General Meeting of the Church, or as soon thereafter as practicable, and present income and expenditure budgets annually to a general meeting of the Church.
- 9.6 The Senior Steward shall be responsible to Church Council and Church Meeting for orderly arrangements for services, meetings and other engagements being made and carried out satisfactorily by the Church Stewards.
- 9.7 The Stewards shall have responsibility for orderly arrangements for services, meetings and other engagements being made and carried out satisfactorily.
- 9.8 The Communion Stewards shall have collective responsibility for orderly arrangements for services of Holy Communion being made and carried out satisfactorily.
- 9.9 The Pastoral Leaders shall assist in pastoral care of members and adherents.
- 9.10 Whilst all officers are to be elected annually at Annual General Meeting they (with the exception of the Senior Steward and his deputy - who shall normally serve in such capacities for one year only - the Pastoral Leaders, Communion Stewards, Organists and Choir masters) shall be expected normally to serve for an initial term of three years, and shall not normally serve for more than nine years consecutively.

## 10 CHURCH COMMITTEES

- 10.1 There shall be committees with such membership, budgets, executive and other powers, duties and responsibilities as Church Meeting gives each of them respectively to deal with all property, mission and outreach, youth/junior and church finance matters and such other matters as from time to time Church Meeting may consider appropriate.
- 10.2 Each committee shall be provided with terms of reference by Church Meeting and shall have one member of Church Council nominated by Church Council as its regular liaison with Church Council.
- 10.3 Each Committee or its representatives shall:
- (i) meet with Church Council annually and additionally as often as Church Council agrees or requires;
  - (ii) produce written reports to Church Council and/or Church Meeting whenever Church Council or Church Meeting requires, and in any event annually;
  - (iii) spend money and enter into commitments only within any budget allotted to it or some specific additional authority given to it by Church Meeting;
  - (iv) produce minutes to the Church Secretary as soon as possible after each meeting; and
  - (v) bank promptly monies received by it, and annually produce to the Treasurer an audited account of all moneys received and expended by it in time for such



account to be included by the Treasurer within the church accounts to be presented to the next Annual General Meeting.

- 10.4 The Minister shall be entitled to attend all Committees and working parties of the Church as a member. The Pastoral Assistant and Church Secretary shall be entitled to attend all such Committees and working parties as observers.

## 11 CHANGES TO CONSTITUTION

- 11.1 Any amendment to this Constitution shall require three month's notice to be given to Church Meeting and to Church Council. A like notice shall be given to the Superintendent Minister/Chairman of the District of the Methodist Church and to the Moderator of the Province of the United Reformed Church. No such amendment shall be valid until it has been approved by not less than 75% of those present and voting at a Church Meeting and by a majority of those present and voting at a meeting of the Church Council and has received the concurrence of the said Chairman and Moderator.

## 12 CHURCHES TOGETHER IN SURREY

- 12.1 The Church acknowledges Churches Together in Surrey and undertakes to work in partnership with that body.

## APPENDICES

### 1 DEFINITIONS

- 1.1 In this constitution the masculine shall include the feminine and, unless the context otherwise expressly requires, the plural shall include the singular and vice versa.
- 1.2 "Adherents" means adherents of the Church.
- 1.3 The "Church" means Godalming United Church.
- 1.4 The "Circuit" means the Guildford Circuit of the Methodist Church and shall include any successor to such body and The "Methodist Synod" means the Methodist South West London District Synod and shall include any successor to such body.
- 1.5 The "District Council" means the Guildford District Council of the United Reformed Church in the United Kingdom and shall include any successor to such body and The "Provincial Synod" means the Wessex Provincial Synod of the United Reformed Church in the United Kingdom and shall include any successor to such body.
- 1.6 Reference to "Church Council" "Church Meeting" "Council Members" "members" "membership" "Minister" "Pastoral Assistants" and "Pastoral Leaders" are references to such bodies and people of Godalming United Church.
- 1.7 References to "Clauses" and "sub-clauses" are references to Clauses and sub-clauses of this constitution.
- 1.8 "parent denominations" means respectively the Methodist Church and the United Reformed Church in the United Kingdom.
- 1.9 "Sharing Agreement" means the Sharing Agreement referred to in Clause 1.1 of this Constitution.
- 1.10 "United Reformed Church" means the United Reformed Church in the United Kingdom unless the context otherwise expressly requires.

## 2 APPOINTMENT OF MINISTERS

- 2.1 Where there is only one minister and he serves the full term available to him he shall normally be followed by a minister from the other of the parent denominations.
- 2.2 Where a minister does not (for whatever reason) serve more than half of the minimum term available to him, he shall normally be followed by a minister of the same denomination for another full term.
- 2.3 Where two successive ministers are from the same denomination the minister following them shall be of the other parent denomination, unless the Circuit, the District Council and a majority of at least 75% of those present and voting at a Church Meeting agree otherwise.
- 2.4 Where there are two ministers serving simultaneously at the Church and wherever reasonably practicable (having regard in particular to the different procedures of the parent denomination) one shall be from each of the parent denominations.
- 2.5 Ministers of the Methodist Church or the United Reformed Church shall be called or appointed to the Church in accordance with the practice of their denomination in full consultation with the Church and the other parent denomination. A minister who is not a member of either parent denomination shall be called in accordance with such practice and following such consultation as is agreed between the Church Meeting the Circuit and the District Council. In any event no minister of any denomination shall be called or appointed to the Church unless expressly invited (or the call or appointment is expressly concurred in) by a majority of at least 75% of those present and voting at a Church Meeting which majority may be attained by a second vote at the same meeting.
- 2.6 As soon as Church Council understand that a minister may or will leave the Church (and otherwise not later than one year before a minister must do so) it shall appoint (subject to the approval of Church Meeting) a group of not more than seven members as a Vacancy Committee who shall be required:
- (i) To draw up recommendations to Church Council and Church Meeting as to the denomination from which any new minister is to be drawn and the type of ministry required;
  - (ii) To liaise with both parent denominations as to the denomination of the minister to be sought, as to procedures for calling such minister and generally as necessary until a new minister is inducted;
  - (iii) To draw up for approval by Church Council and Church Meeting any documentation required in the search for a new minister (such as material descriptive of the Church, profiles of the post and of the churchmanship, experience, age-range, family circumstances, skills and interests of the minister to be sought);
  - (iv) Where practicable to hear (and to arrange for other members and adherents to hear) preaching, at least in his own Church, any minister being considered for appointment to the Church;

- (v) To conduct any preliminary meeting with any such minister and to invite to such meetings representatives of the Circuit and District Council; and
- (vi) To arrange for any such minister to meet Church Council and (separately) other members and adherents, on as wide a basis as is practicable in the circumstances.

### 3 COMMITTEES - Composition and Responsibility

Subject to Clause 10.1 there shall be the following standing Committees, which shall conduct their business in accordance with the policies and procedures specified by Church Meeting and Church Council.

#### 3.1 FINANCE COMMITTEE

- (a) The Finance Committee shall consist of Church Treasurer, Covenant Secretary, Lettings Secretary and other members appointed by Church Meeting.
- (b) The Finance Committee shall specifically:
  - (i) in consultation with the Treasurer, manage the financial affairs of the Church, approving budgets and accounts prepared by the Treasurer and make recommendations to Church Council and Church Meeting;
  - (ii) consider and make recommendations on all matters of major expenditure;
  - (iii) determine hire rates for letting of Church premises;
  - (iv) ensure proper insurance is maintained;
  - (v) report regularly to Church Council and Church Meeting on the state of the Church finances; and
  - (vi) promote initiatives for raising funds for Church purposes and overseeing activities of any committees appointed for such purpose.

#### 3.2 MISSION AND OUTREACH COMMITTEE

- (a) The Mission and Outreach Committee shall consist of members appointed by Church Meeting.
- (b) The Committee shall have responsibility for matters of:
  - (i) overseas missions;
  - (ii) home missions;
  - (iii) social responsibility;
  - (iv) initiatives of evangelism and social outreach; and shall in all things act in the name of the Church.
- (c) The committee shall specifically:
  - (i) promote education and consideration within the Church;
  - (ii) make recommendations to Church Council and Church Meeting;
  - (iii) manage mission finances and promote fund raising for the purpose of giving in the name of the Church; and
  - (iv) report regularly to Church Council and Church Meeting.

### 3.3 PASTORAL COMMITTEE

- (a) The Pastoral Committee shall consist of the Pastoral Assistant, Membership Secretary and all pastoral leaders.
- (b) the Committee shall be concerned with:
  - (i) the pastoral oversight with the Minister of members, and adherents of the Church; and
  - (ii) matters relating to membership of the Church.
- (c) the Committee shall specifically:
  - (i) review annually the membership and community rolls of the Church, and make recommendations to Church Council and Church Meeting;
  - (ii) consider matters of discipline (In such instances as may be required by the practices of the participating denominations the denominational representatives on the committee may meet separately); and
  - (iii) report at least annually to Church Council and Church Meeting.

### 3.4 PROPERTY COMMITTEE

- (a) The Property Committee shall consist of the Church Treasurer, Lettings Secretary and other members appointed by Church Meeting. The Committee shall have power to co-opt additional members who need not be members of the Church but whose expertise is relevant. Co-opted members who are not members of the Church shall not be entitled to vote.
- (b) The Property Committee shall specifically:
  - (i) be responsible for the maintenance of the Church property and provision of equipment;
  - (ii) ensure that the premises and equipment are kept clean, safe and useable and conform with all environmental health and other legislative requirements; and
  - (iii) manage improvement works to the premises as may be required by Church Meeting.

### 3.5 CHURCH STEWARDS

- (a) The Stewards Committee shall consist of all Church Stewards and the Senior Communion Steward.
- (b) The Stewards Committee shall specifically:
  - (i) ensure that proper arrangements are made for all regular services of worship;
  - (ii) make arrangements for special services as may be appropriate for each occasion;
  - (iii) support the Minister on all matters relating to Church life and worship; and
  - (iv) report regularly to Church Council and Church Meeting.

### 3.6 YOUTH COMMITTEE

- (a) The Youth Committee shall consist of the Junior Church Superintendent and the leaders of all organizations for children and young people within the Church. The Committee shall have power to co-opt additional members who need not be members of the Church but whose expertise is relevant. Co-opted members who are not members of the Church shall not be entitled to vote.
- (b) The Youth Committee shall specifically:
  - (i) consider and oversee all aspects of youth work in the Church;
  - (ii) ensure that Christian education is provided for children and young people;
  - (iii) make recommendations to Church Council and Church Meeting on all matters concerning youth groups and their leadership;
  - (iv) promote evangelism among young people in the community; and
  - (v) report regularly to Church Council and Church Meeting.

**GODALMING TOWN COUNCIL**

RECEIVED

17 MAR 2017

**Application for Grant Aid**

1. **Name of Voluntary Organisation** St Marks Community Centre
2. **Contact Name, Address and Telephone Number** Karen Milton, St Marks CC, Franklyn Road
- 
- 

3. **Details of Organisation; is it**

- a) **A Charity?** Yes part of St Peter and St Paul church, number 1132327
- b) **A Trust?**
- c) **A Private Limited Company?**
- d) **Affiliated to any National Body?**
- e) **Any other official registration?**

4. **What are the aims and objectives of the Organisation?**

- **To develop the local community as a place where people of all ages are empowered to participate and where they are valued and know they belong.**
- **To reduce social exclusion and isolation.**
- **To increase links between the church and the community and enable the church to serve the local community more effectively.**
- **To increase opportunities for people of all ages to fulfil and develop their potential, especially those who are not currently part of the formal learning community.**
- **To work in partnership with St Mark's CE Primary School wherever possible.**
- **To see more people taking responsibility and developing confidence, and supporting others.**
- **To enable people to re-skill, respond to job opportunities and get back to work, to encourage self-confidence and reduced dependence on state benefits.**
- **To promote an improved living environment with reduced crime.**

5. **Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.**

Yes, provide breakfasts once a fortnight to local residents, hire of halls



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6. Please state size of membership and annual subscription levels of Organisation. \_\_\_\_\_

About 200 plus people use the hall, the subscription is zero, but users hire the halls.

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims - attached
- b) Copy of accounts (these will not be required for a new organisation) - attached
- c) Copy of budget for current financial year - attached
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

\_\_\_\_\_ Included in the report \_\_\_\_\_

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9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

External notice board to be shared with Town Council  
<https://www.broxap.com/somerby-recycled-plastic-noticeboard.html>

- b) Specify
- |   |  |                 |
|---|--|-----------------|
| - | Total Estimated Cost                                 | £ 1493 plus VAT |
| - | Amount already available                             | £ 299           |
| - | Amount expected to be available at commencement      | £ 0             |
| - | Dates scheduled to commence and finish – summer 2017 |                 |

10. Are you applying for or have you already received other financial assistance for this project?  
 No

Please provide details:-

Body	Amount Applied For	Amount Received
Town Council	299	VAT accounted for

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1493

b) Whether you have received a previous grant from the Town Council No

- Amount £
- Date
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

The ability for communication and engagement between the Aarons Hill, Ockford Ridge estates and also the local community

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed K. Atkin Date 14-3-17

Capacity in which signed COMMUNITY CO-ORDINATOR

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

**St Mark's Community Centre**  
**Budgetted Income and Expenditure**  
Year to - 31 December 2017

	2017
<b>Income</b>	
Hall	12,000
Studio	7,000
Equipment hire	200
Fund raising	400
Grants	4,000
Food bank	1,000
Other	500
Bank interest	100
Sundries	250
<b>Total</b>	<u>25,450</u>
<b>Expenditure</b>	
Salaries	12,500
PAYE	1,250
Heat & Light	3,000
Water	400
Office	1,500
Repairs & Maintenance	4,000
Capital Equipment inc furniture	0
Building	500
Fund raising expenses	0
Discounts	1,000
Sundries	750
<b>Total</b>	<u>24,900</u>
<b>Surplus/-Deficit</b>	<u>550</u>

Notes

1 We have credited hall income with an amount offset by discounts,  
this represents income forgone from deserving community groups.

**ST MARKS COMMUNITY CENTRE**

**RECEIPTS AND PAYMENTS TO 31ST DECEMBER 2016**

	<u>General</u>	<u>2016</u>	<u>Total</u>	<u>2015</u>
	<u>Funds</u>	<u>Restricted</u>		<u>Total</u>
	£	£	£	£
<b><u>RECEIPTS</u></b>				
<b><u>Lettings</u></b>				
Hall (net of discounts)	10,667		10,667	9,042
Studio	7,335		7,335	5,749
Equipment Hire	40		40	337
<b><u>Total lettings</u></b>	<b>18,042</b>	<b>0</b>	<b>18,042</b>	<b>15,127</b>
<b><u>Other income</u></b>				
Fundraising	472		472	388
Donations		6,855	6,855	26,849
Sundries	32		32	36
Bank interest	38	72	110	161
<b><u>Total Other income</u></b>	<b>542</b>	<b>6,927</b>	<b>7,469</b>	<b>27,433</b>
<b><u>Special projects</u></b>				
Project income			0	0
Donations			0	0
<b><u>Total Special projects</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TOTAL RECEIPTS</u></b>	<b>18,584</b>	<b>6,927</b>	<b>25,511</b>	<b>42,561</b>
<b><u>EXPENDITURE</u></b>				
Remuneration	6,239		6,239	5,981
PAYE and NI	620		620	567
Heat/Light	2,933		2,933	3,457
Water	454		454	363
Office Expenses	1,174		1,174	1,748
Maintenance	2,829	17,671	20,500	3,453
Building works	0	6,840	6,840	0
Fund raising expenses	234	50	285	440
Insurance	0		0	0
Sundry costs	44	0	44	1,648
<b><u>Total Administration</u></b>	<b>14,527</b>	<b>24,561</b>	<b>39,088</b>	<b>17,658</b>
<b><u>Special Projects</u></b>				
Community Development pay		6,239	6,239	5,981
Community Development PAYE/NI		620	620	567
Refurbishment - building			0	0
Smart funding			0	0
<b><u>Total Special Projects</u></b>	<b>0</b>	<b>6,859</b>	<b>6,859</b>	<b>6,549</b>
<b><u>TOTAL EXPENDITURE</u></b>	<b>14,527</b>	<b>31,420</b>	<b>45,947</b>	<b>24,206</b>
<b><u>PROFIT/LOSS</u></b>	<b>4,057</b>	<b>(24,493)</b>	<b>(20,436)</b>	<b>18,354</b>

**ST MARKS COMMUNITY CENTRE**

**BALANCE SHEET AS AT 31ST DECEMBER 2016**

	Note	2016			2015
		General	Restricted	Total	Total
		£	£	£	£
<b><u>Current Assets</u></b>					
Interfund balances		0	0	0	0
Short Term Deposits		10,279	19,532	29,810	29,811
Cash at Bank		4,629	0	4,629	25,175
<b>Total Current Assets</b>		<u>14,908</u>	<u>19,532</u>	<u>34,439</u>	<u>54,986</u>
<b><u>Liabilities</u></b>					
Creditors				0	0
Accruals and prepayments		0	0	0	0
<b><u>Net Current Assets</u></b>		<u>14,908</u>	<u>19,532</u>	<u>34,439</u>	<u>54,986</u>
<b><u>Represented by</u></b>					
Funds Brought forward		8,755	46,230	54,985	36,631
Surplus/(Deficit)		4,057	(24,493)	(20,436)	18,354
		<u>12,812</u>	<u>21,737</u>	<u>34,550</u>	<u>54,985</u>

## ST. MARK'S CENTRE NEWS 2017

The Community centre continues to have a variety of daytime and evening activities throughout the year run by the many groups who hire our rooms.

Private party bookings have increased over the last year as we now offer a Sunday afternoon session, always popular for children's parties.

Although the roof has now been repaired our fundraising is still in place to put money in the pot for a "Church makeover."

We strive to provide all that is needed when using the building and we are always ready to accommodate anything new that will help to facilitate our user's needs.

Despite the cold winter we have managed to maintain a fairly steady temperature, this is difficult at times because of the size of the building.

It is not always easy to keep everyone happy but our users have on the whole been quite comfortable.

Comments on the cleanliness of the building and grounds are always very welcome, the security and general upkeep take a lot of hard work often by volunteers. Thanks to Peter Harrison and Andy Pinnells for their hard work and support.

St Mark's Community day in May was again well attended by local residents. Waverley continues to support the centre and have various stalls at this event to answer questions about their work in our area.

Godalming Food Bank is running very successfully from St.Mark's. Volunteers help with various tasks needed to keep operations running smoothly.

SMART (St.Mark's Active Residents Team) are still a large part of St.Mark's life, holding their community projects from the centre.

The CIG (Community Initiatives Group) meet every few months to discuss community matters and to action any issues that may arise.

Thanks go to the Management committee who support the work and running of the Church and Community centre.

New members are always needed to join any of the above community run groups, if you think this is something you may be interested in (we meet 4 or 5 times a year) please see Karen.

Many thanks to all of those who continue to support St.Mark's; we look forward to seeing you over the next year.

Karen Milton Centre Co-ordinator

## ST.MARK'S ACTIVE RESIDENTS TEAM (SMART)

### ST. MARK'S LIBRARY

THE BOOK LIBRARY IS GOING FROM STRENGTH TO STRENGTH, WITH REGULAR "BORROWERS" ENJOYING THE SERVICE. THE LIBRARY ROOM IS NOW OPEN AT ALL TIMES, ACCESSIBLE THROUGH THE CHURCH HALL AND CAN BE VISITED BY ANYONE WISHING TO BORROW BOOKS. IF A GROUP IS USING THE HALL, ACCESS FROM THE OUTSIDE DOOR CAN BE ARRANGED.

SMART BREAKFAST CLUB IS STILL WELL SUPPORTED BY HUNGRY FOLKS COMING IN FOR A MEAL AND A CHAT.

THIS YEAR WE ARE PUTTING ON EXTRA BREAKFASTS IN THE SCHOOL HOLIDAYS SO CHILDREN CAN ACCOMPANY THEIR PARENTS AND ENJOY A FULL ENGLISH TOO. A SUMMER LUNCH IS ALSO ON THE AGENDA FOR JULY.

THANKS TO SAI PATEL, OUR LOCAL SHOP KEEPER FOR CONTINUING TO PROVIDE THE BREAKFAST CLUB WITH NEWSPAPERS FREE OF CHARGE.  
ALSO TO JOY AND JOHN FOR THEIR UNWAVERING SUPPORT.

### OTHER EVENTS

S.M.A.R.T STALLS AT THE COMMUNITY DAY IN MAY,  
FEATURED TOMBOLA'S FOR ADULTS AND CHILDREN, AND A KIDDIES LUCKY DIP.  
FAMILY FUN DAY AND THE BIG BRUNCH WERE WELL ATTENDED  
BY LOCAL FAMILIES IN AUGUST.  
A SMALL CHRISTMAS FAIR WAS HELD LATE NOVEMBER WITH REFRESHMENTS AND STALLS.

OUR COMMITTEE OF VOLUNTEERS WORK HARD TO ENSURE WE CAN PUT ON ACTIVITIES TO HELP THE LOCAL FAMILIES AND ENHANCE OUR COMMUNITY.  
MORE MEMBERS ALWAYS WELCOME!  
ANY IDEAS FOR FUN, PLEASE PASS ON TO KAREN, TANYA OR JOY.

KAREN MILTON (CHAIRMAN) 01483 418741

St Marks Community Centre  
Franklyn Road  
Godalming  
Surrey GU7 2NN



## **1. Mission Statement**

By offering modern and flexible facilities with a supportive environment, the Centre aims to provide opportunities for all in the local area to play a part in building a sense of new hope, belonging and mutual respect in the community.

### **The Wider Aims of the Centre:**

- To develop the local community as a place where people of all ages are empowered to participate and where they are valued and know they belong.
- To reduce social exclusion and isolation.
- To increase links between the church and the community and enable the church to serve the local community more effectively.
- To increase opportunities for people of all ages to fulfil and develop their potential, especially those who are not currently part of the formal learning community.
- To work in partnership with St Mark's CE Primary School wherever possible. \*
- To see more people taking responsibility and developing confidence, and supporting others.
- To enable people to re-skill, respond to job opportunities and get back to work, to encourage self-confidence and reduced dependence on state benefits.
- To promote an improved living environment with reduced crime.

### **In pursuit of these aims, we will endeavour to:**

- Encourage the development of groups meeting social needs (such as mutual support, childcare, parenting, advice).
- Ensure that the Centre has a Christian ethos, so that whoever uses the Centre will be welcomed, respected and shown consideration;
- Assist people to respond to job opportunities and gain new skills which are useful for work, social and personal life.
- Increase the availability of safe, positive social and educational opportunities for people of all ages.
- Develop a volunteer network and assist people to support one another.
- Increase the range of leisure activities available.
- Work alongside local statutory and voluntary organisations.

- Promote healthy living and eating, and greater awareness of health and fitness issues.
- Provide easy access to the Centre for all, with attention to the needs of the disabled.

## **2. Basis of Operations**

The Community Centre will be available for the widest possible community use and will operate according to the following principles:

- a The ownership of the buildings and land will remain vested in the Incumbent of the Parish of Godalming. The Managing Trustees are the Parochial Church Council (PCC).
- b There will be a separate Management Committee for the Centre.
- c The upkeep and maintenance of the building will be the responsibility of the Managing Trustees.
- d Every opportunity will be taken to increase the range of use wherever possible, giving priority to local use.
- e Fully audited accounts will be maintained.

## **3. Monitoring and the Annual Review**

In order to ensure adequate monitoring of the Centre's work and as part of the Centre's commitment to its funders, an annual evaluation will be undertaken each February.

### **Output**

The evaluation should be published as an 'annual review' for distribution internally and externally. It should not exceed 10 pages in length (plus any appendices) but should include:

- a report by the Chairman of the Management Committee, summarising our operations over the year with reference to meeting the goals of the Centre and the Operational Plan. This report should cover emerging trends in the use and management of the centre, staffing implications, and any need for revision(s) to the Operational Plan;
- a community development report, including how the various user groups relate to community needs (identifying gaps where applicable), and assessing whether users feel welcomed, respected and cared for. This report will also identify problems faced by user groups and other community organisations, and barriers to their growth;
- a bookings report, including a list of user groups and an assessment of the proportion of these which are local. The proportion of local users will also be given for individual users;

- a financial report, including summary accounts for the preceding year and the budget for the current year;
- a section on issues relating to physical plant, covering any changes in the function of rooms compared with the original intentions, and any issues of concern relating to the fabric of the centre;
- a report by the Managing Trustees. \*

### **Inputs**

The annual evaluation for the Centre should draw upon:

- Feedback from users through User Group Forums, comments forms, user group attendance at the January Management Committee meeting, and informal comments;
- Internal reviews and discussions with Centre staff;
- SMCC Management Committee meetings;
- Input from major funders. \*

## **4. Management of the Centre**

A separate Management Committee will be formed with responsibility for the day to day running of the Centre. The committee will be accountable to the Managing Trustees.

The Committee will be made up as follows:

Chair	<b>The Team Vicar at St. Mark's, appointed by the Managing Trustees. (During an interregnum an interim Chair is appointed.)</b>
Treasurer	<b>Elected by the Annual Parochial Church Meeting (APCM) for a three year term.</b>
Three members	<b>Appointed by St Mark's District Church Committee (DCC) for a three year term commencing at the AGM. The three, three-year terms will be staggered, with one new appointment being made at each year. *</b>
Three members	<b>Appointed as representatives of the user groups by the St. Mark's Centre Annual General Meeting (AGM) for a three year term. The three, three-year terms will be staggered, with one new appointment being made at each AGM. *</b>
One Town Councillor	<b>for the South West Ward, nominated by the Town Council.</b>
Co-opted members	<b>The Management Committee will be entitled to co-opt up to two</b>

additional members. Co-opted members may be appointed by the Management Committee at any of their meetings. The term of co-opted membership ceases at the next AGM following their appointment.

One of the Committee will act as Secretary (and if required a separate Minutes Secretary may be appointed).

**Note:**

\* To introduce the two additional appointees (DCC & user group representatives), and the staggered terms of membership, at the AGM in 2008:

- one member in each category will be appointed for three years,
- one in each category for two years,
- and one in each category for one.

Thereafter, at each AGM one member in each category will be appointed for three year terms.

If an appointed member resigns during their term, then following AGM will appoint a person for the remainder of the resigned members term only, in order to keep the pattern of overlapping three year appointments.

## **5. Day to Day Management**

- a The Centre will be run according to the aims and objectives set out in the Mission Statement and in accord with good current practice.
- b The Management Committee will encourage, as widely as possible, the use of the Centre by the Community it serves.
- c The rates for the use of the building will be set by the Management Committee which will aim for them to be in line with those of similar local centres. In addition, the Managing Trustees are committed to helping groups unable to afford to use facilities of this quality and there will be support for the granting of special rates to certain local groups in appropriate circumstances.
- d The Management Committee will have the right to exclude a group which misused or abused the building, or whose objectives undermine good community life.
- e The Main Hall will not be available after ~~11~~<sup>10.30</sup> pm on a Saturday until the end of worship on Sunday.
- f Religious services in the building may only be Christian.
- g There will be an annual meeting for all the user groups at which the success of the project will be reviewed.

[Revised September 2007]

## **6. Dissolution**

- a The Group may only be dissolved at a special General Meeting called for that purpose and advertised 14 days before the Meeting.
- b A Proposal to dissolve the Group shall take effect only if agreed by two thirds of the members present.
- c Any assets (financial or otherwise) remaining after the payment of all debts and liabilities shall be given to charitable purposes, as agreed by the members at the meeting.

[Revised May 2016]

# Godalming Parish Church Council

Meets 4 times a year.  
Concerned with parish finances, policy decisions,  
+ legally responsible for the whole parish

## St Peter and St Paul District Church Council

Responsible for St Peter and St Paul finances,  
buildings, personnel, services etc.

Fabric committee

Fund-raising  
committee

## St Mark's Management Committee

Responsible for St Mark's building, Centre  
finances, Centre users, centre staff, policies  
and procedures for running a building open to  
the public.

## St Mark's District Church Council

Responsible for St Mark's finances, buildings,  
personnel, services etc.  
In practice delegates Centre activities to the  
Management Committee and concentrates on  
worship and mission activities.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.