



Parish of Rayleigh

Holy Trinity ✠ St Michael's

Annual Report of the Parochial Church Council

for the year ended 31 December 2023

Team Rector:

The Revd. Glen Mansfield

Parish Office:
Rectory Garth,
Rayleigh, SS6 8BB

Bank:

Barclays Bank PLC
63-65 High Street
Rayleigh, SS6 7EL

Independent Examiners:

Venthams Limited
Millhouse
32-38 East Street
Rochford, SS4 1DB



The Parochial Church Council of the Ecclesiastical Parish of Rayleigh,
Rayleigh Parish Centre, Rectory Garth, Rayleigh, Essex, SS6 8BB - Registered Charity Number 1129561

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**ANNUAL REPORT OF THE PCC – CONTENTS****YEAR ENDED 31 DECEMBER 2023**

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2023

Membership

Members of the PCC are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2023 to the date of this report are: -

Revd. Glen Mansfield	Team Rector	Ex officio
Revd. Tracy Nutter	Associate Priest	Ex officio
Revd. Milen Bennett	Pioneer Minister	Co-opted October 2023
Janet Carter	PCC	Elected 2023-2026
Steve Davey	Churchwarden / PCC	PCC Until APCM 2024; Churchwarden 2023/24
Paul Falvey	PCC	Until APCM 2024
Hiranthi Fernando	PCC	Until APCM 2024; PCC Treasurer
Maggi Gale	Churchwarden / DS	CW until 2024; Deanery Synod until 2026
Adrian Hall	PCC	Until APCM 2023
Ann Jolly	PCC	Until APCM 2025
Chris Parker	PCC	until APCM 2025
Wayne Prankard	DS	Deanery Synod until 2026
Robert Robinson	PCC	Until APCM 2025
Gordon Simmonds	Vice Chair/ DS	Deanery Synod until 2026; Diocesan Synod until 2024
Rachel Smith	PCC	Until APCM 2023
Emily Buckley (née St Ledger)	PCC	Until APCM 2023; Re-elected 2023-2026
Andrew White	PCC	Elected 2023-2026
Jacky Wragg	Churchwarden / DS	Churchwarden until 2023; Deanery Synod until 2026

DS – deanery synod member

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH is a registered Charity, registration number 1129561.

Main Office: Rayleigh Parish Office, Rectory Garth, Rayleigh, SS6 8BB

Independent Examiners: Venthams Limited, Millhouse, 32-38 East Street, Rochford, SS4 1DB

Bankers: Barclays Bank PLC, 63-65 High Street, Rayleigh, SS6 7EL

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its annual report and financial statements for the year end 31 December 2023.

1. Aims and purposes

The PCC is responsible for co-operating with the Team Rector, clergy and lay ministers in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish of Rayleigh. It also has responsibilities to maintain the buildings and facilities of Holy Trinity Church, High Street, Rayleigh and St. Michael and All Angels Church ('St. Michael's'), Sir Walter Raleigh Drive, Rayleigh.

2. Objectives and activities

The PCC is committed to encouraging and enabling as many people as possible to worship at our churches and to become part of our church family. The PCC oversees worship throughout the parish and makes suggestions on how our services can include the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Specifically, we enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Ministry and outreach work

To facilitate this work, it is important that we maintain the fabric of the two church buildings and facilities. We aim to keep our premises in a good state, providing high quality facilities to community groups for significant civic support within our parish.

3. Achievements and performance

Worship: At Holy Trinity, the pattern of services was as shown below.

1 st / 3 rd Sunday	8am	Said Holy Communion - BCP
Sunday	9:30am	Morning Worship or Holy Communion
1 st / 3 rd Sunday	9:45am	Café Worship in the Main Hall
4 th Sunday	6:30pm	Fourth Sunday Praise
Wednesday	10am	Holy Communion

Throughout 2023 the 9:30am service has alternated between traditional with organ and choir and informal with music group, with 5th Sunday services being for 'All Ages'. It was agreed to introduce a revised service pattern for an experimental period of 6 months from January 2024, featuring services at 9:15am and 11am every week in place of the 9:30am services. Occasional Parade services for the Baden Powell groups have been reintroduced. Café Worship services have continued to be very well attended.

There was a Fresh Expression service every week at 11am at St Michael's including children's items and prayer for the persecuted church, with Holy Communion celebrated once a month. Some of the services are to have an increased outreach focus in 2024.

Sermon series for the year included Psalms, 1 Cor 13, Bible characters and the 'I am' sayings of Jesus from John's gospel.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Morning Prayer has continued to be published on the Parish YouTube channel on Mondays and Fridays. The Alen Chapel is set aside as a place for prayer and quiet contemplation during Church Open outside formal worship.

Revd. Glen Mansfield has continued to lead the clergy and staff teams with wisdom and good humour, ably assisted by our Associate Priest Revd Tracy Nutter. They were joined in September by Revd Milen Bennett in the role of Pioneer Minister with primary responsibility for the oversight of St Michael's. Our thanks go to them and to the many others, members of the laity and retired clergy, who preach or lead services.

Special services during the year:

- A service of Holy Communion with renewal of baptismal vows on Ash Wednesday
- Good Friday service for Churches for Rayleigh (C4R) hosted at Holy Trinity
- A sunrise service at the Lych Gate on Easter Day
- A 'Royal Songs of Praise' on Sunday May 7th in celebration of King Charles III's coronation
- Archdeacon's visitation in June hosted at Holy Trinity Church
- Harvest evensong – 8th October
- *The Friends'* Foundation Day service, 22nd October
- A service of thanksgiving and remembering – 29th October
- Service of Light – 3rd December as part of the Friends' Christmas Tree Festival

In addition to our own carol services, Holy Trinity was the venue for a number of schools' and other organisations' carol services and concerts during December. Christmas Eve afternoon services were well attended at both churches.

Pastoral Care:

The pastoral team meet monthly and have a WhatsApp group to keep in contact. Phone calls and visits to the housebound, vulnerable, sick and elderly have continued throughout the year. Members of the team have taken Home Communion to those who have requested it. Monthly Services are held at Rosedale Court, and we have resumed services at Sweyne Court and Great Wheatleys. Rosedale Court have asked us to visit and chat and listen to the residents at other times. "Being Here", our space for the bereaved, the lonely and isolated, meets twice a month, and is always well attended. In October the team led a Thanksgiving and Remembering service for families of those who had passed away during the year, which was well received. The Electoral Roll is looked at throughout the year to ensure that we maintain contact with church members. Anyone needing help can contact the Pastoral Care team via the website or through the advertised mobile number. Team members are required to keep their Safeguarding training updated.

Outreach:

Glen and Wayne ran a 4-week Essentials course for eight people looking to explore the Christian faith. The group were keen to continue meeting and so this was then followed up with studies entitled *Close Encounters* and *Tales of the Unexpected*.

Café Worship services take place on the first and third Sundays of the month. Attendance at these services continues to rise. A monthly 'Café midweek' is planned for 2024.

The Church is open to the public every day from Monday to Saturday as a place to sit quietly, pray, light a candle and explore the church building. The Church was again opened to the public to coincide with the Town Trinity Fair and several hundred visitors were recorded. It was also open on the day of the King's coronation or members of the public to watch the service together.

'Stop and Chat' Outreach ministry is offered at the green space outside the church on Wednesday mornings during the summer months, to listen, chat with and offer refreshments to those who stop by and to signpost people to a Christian Listener or other services. 'Cake Cuppa Chat' continues to serve hot drinks and delicious home-made cakes and provide a welcoming meeting space for all on a Friday morning. 'Stop and Chat' personnel are also on hand and there is a British Sign Language (BSL) signing group that meets monthly in the café. There are now two 'Tots, Toys and Chat' groups meeting at Holy Trinity and at St Michael's.

Prayer:

The aim of the prayer working group is to promote the practice of prayer across all areas of church life, including our personal prayer life, praying before our services, and undergirding specific church ministries with prayer. For example, a team of intercessors met online to pray during each of the sessions of the Sunday evening Enquirers course. In 2023 we launched occasional Saturday morning reflective prayer spaces. We have held several prayer and light lunch events for occasions such as the Eve of All Saints and Christmas outreach. The prayer chain, the weekly House of Prayer and Dial-In prayer times continue. Online morning prayer is published on the parish YouTube channel twice weekly. The group would welcome new members. For 2024, the group began planning The Easter Experience aimed particularly at local schools.

Mission Partners:

The activities of this group are designed to: (a) ensure that information about our mission partners is shared with the church family – both within services and in other ways, such as display boards and planned visits to the parish by our mission partners, (b) make recommendations for recipients of outward giving by the parish, and (c) encourage better partnership with and prayer for our mission partners. Our current mission partners are: St Michael's Obiya, Vision to Serve, CPAS, CMS, Hopeworx, Open Doors, Bar N Bus, Essex Clergy Charity, Teen Challenge. The PCC continued its practice of allocating 10% of its voluntary income to support these organisations. This support is greatly valued, as reflected in the letters of thanks we receive from them. In 2024 we have scheduled visits from Open Doors and Vision to Serve. We were blessed too in 2023 by a visit from the Leprosy Mission, who, while not currently one of our 'official' mission partners, are supported by a number of our church family on an individual basis. Our group membership is now down to just three people, and so we would welcome anyone who shares our passion for supporting extra-parish mission.

Discipleship:

The Discipleship working group oversees homegroups, encourages personal bible study, suggests other resources to encourage spiritual growth, such as books for Lent and Advent, and marks events such as Bible Sunday. There are around 75 church members participating in 10 homegroups. Study materials are mainly developed by the team. In early 2023 we continued the studies in Philippians that were begun in the autumn of 2022. Throughout Lent, homegroups were invited to join together at Holy Trinity Parish Centre for a Lent course on Biblical Theology, delivered by Glen, our rector. The course was designed to 'stretch' us. Topics included 'Covenants', 'Jesus as Prophet, Priest and King' and 'Grace, Righteousness and Salvation'. The course was extremely well attended (in fact, numbers grew as the weeks progressed) and much appreciated. After Easter the home groups studied the life of Jacob and in the autumn began a series of studies on the Sermon on the Mount, due to be completed in early 2024, followed by a Lent course on Church History, again to be delivered by Glen. Also in the autumn, around 40 people took part in a 9-week course in Christian doctrine using online material from Crosslands and weekly group discussions. We are very grateful to Glen for his oversight and excellent teaching, to Revd John Townsend and Clive Lewis for their dedication in creating the materials, and to all those who lead and host our homegroups.

4. Financial review

Income for the year ended 31 December 2023 was £411,269 (2022 - £475,880). Although planned giving has reduced since the pandemic, income has been boosted by generous legacies from former members of the congregation. The PCC has three main sources of income: firstly planned giving and tax recovery on gift aid which funds parish share; secondly, grants from the Friends of Holy Trinity, Rayleigh which funds the maintenance and repair of Holy Trinity Church, a grade II* listed building; and lastly income on hall lettings which funds all other expenditure.

The post of team vicar in the parish was dis-established in 2022 with the consent of the Diocese. This led to a reduction in 2023 parish share to £98,740 (2022-£150,023). The reduction in parish share has enabled the PCC this year to create and appoint to a new post of Pioneer Minister with specific responsibility for St. Michael's Church. Consequently staff costs have increased to £31,189 (2022-£19,564). The increase in cost of utilities to £27,227 (2022-£18,533) is attributable to the increased cost of heating our buildings, offset in part by a grant of £3,040 from the Church Commissioners.

At 31 December 2023, unrestricted reserves of £224,846 (2022-£77,526) are held: the increase in unrestricted reserves in 2023 is largely attributable to legacies received for Holy Trinity Church and an increase in income from hall lettings.

During the year, the PCC appointed Venthams Limited as independent examiner to replace Rickard Luckin who had served as independent examiner for many years.

5. Structure, governance and management

5.1. PCC

The Parochial Church Council 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 membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 10 occasions in 2023. From time-to-time there is a non-business meeting to allow time for ongoing discussion about ministry strategy led by Glen.

The principal groups which work with the PCC to discharge its responsibilities are:

- **Standing Committee** which has the power to transact the business of the PCC between meetings, subject to any directions given by the Council.
- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centres groups who assist the Churchwardens in this part of their traditional responsibilities.

5.2. Church Membership

The Electoral Roll was renewed in 2019. At 31 December 2023 there were 232 (31 December 2022 - 222) members on the Electoral Roll, of these 54 (31 December 2021 - 52) were not resident in the Parish. The average Parish Sunday weekly attendance in October 2023 was 253 (this included Harvest evensong, *The Friends'* Foundation Day Service and the service of Thanksgiving and Remembering).

5.3. Personnel

In addition to leading and celebrating at services, Rector Glen aims to take on at least 50% of the preaching at Holy Trinity and to visit St Michael's regularly. He leads the staff team of clergy and laity which meets weekly for Bible study and diary planning and review. He also holds a short weekly session for preachers to share their thoughts on upcoming passages and occasional longer sessions for the preaching team to discuss the art of preaching and share resources. Glen is keen to foster and encourage lay leadership of services where appropriate, allowing us to experience a great variety of worship styles.

Alongside her role as Associate priest, Revd. Tracy Nutter continues in her valuable ministry supporting the pastoral needs of our community with phone calls, visits and Home Communion, leading the pastoral care team and '*Being Here*'. Together with Maree Gaskin, Tracy also leads the monthly services at the local care homes.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Revd. Milen Bennett in his role as Pioneer Minister has primary responsibility for worship at St Michael's and has been looking to develop ministry in other areas.

Since the autumn Robert Dart has been on a ministerial placement with us from Rayleigh URC and has taken an increasing role in leading services.

Wayne Prankard, as Authorised Local Preacher, continues to offer his ministry to the church family alongside a number of other lay preachers, and we thank them for their diligent study of the Bible and for sharing their insights and encouragements with the church family.

Maree Gaskin has continued her work as Authorised Lay Funeral Minister.

Cara Parker completed her training as a Pastoral Assistant with a particular emphasis on families and children and was licensed at a service at the cathedral in June. Jacky Wragg is continuing to train as a Licensed Lay Minister, completing a placement at St Michael's as part of her training.

We are grateful to Joseph Zammit for the contribution he makes to our worship playing the organ for services and leading the choir so ably. Our thanks to the members of the choir and music group for their ministry.

Our Parish Administrator Janet Thompson continues to manage the office and welcome desk, bookings, invoicing and telephone queries.

In her role as Parish Centres Assistant Jenny Crane provides practical support, ensuring our premises are clean and welcoming.

Lynn Lee is our Baptism Co-ordinator, supported by a Baptism Team.

The welcome desk at Holy Trinity parish centre is ably staffed by a team of volunteers, and many other volunteers are involved in the day to day running and activities of our churches. We are grateful to them all.

6. Fabric Report

Holy Trinity Church

As mentioned in the last Annual Report, most of the refurbishment of Holy Trinity Church was completed in 2022, but during the past year we have done a few smaller works such as adding leather seals to the west door and completing the font cover – for which we offer our gratitude to Nicola and Trevor. The redundant items have been sold, except for the recovered floor tiles. The minor snagging works have been completed and we hope soon to have sorted out the remaining issues with the heating controls. A stone plaque commemorating this refurbishment has been made and will be installed soon. The more urgent work noted in the latest Quinquennial Report has been done, we are grateful to the many volunteers who helped, but of course they could not do all, for example we called in specialists to mend the leaks in the roofs. A giant poppy was made for Remembrance, using the knitted poppies from the centennial celebration. We are waiting for further information before we can make decisions on two repairs: the metal support straps for the weathervane and the second stage lift for the AV screen. As ever we are grateful to the Gardening Group and 'Bodge', noting that they would welcome further helpers to their numbers. Of course we continue to acknowledge the maintenance work in the churchyard done by the District Council.

Parish Centre

We continue to provide high quality accommodation both for our own Church groups and for others from our community. For the most part these groups stay with us and provide a useful income stream which has increased substantially this year. Even though we have lost a few regular bookings, we have gained others, e.g. we were pleased to welcome Wyburns School in the emergency caused by the presence of RAAC in their own buildings. We now restrict regular bookings in the Parish Centre on Saturdays, in favour of Church events. We get a lot of single bookings which mostly pass without problems, but unfortunately one group failed signally to observe the conditions they had signed up to. As part of the PCCs enhanced safeguarding policy, we have emphasised the role we require from all users of our facilities. Recognising the current economic pressures, we have not increased the fees for regular users and charities but have done so by 5% for single use as these usually require more work from us.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

As part of our commitment to providing a safe environment, we ran a First Aid Course for the volunteers whose certification had lapsed. We also are grateful to Sallie Falvey who conducted a thorough survey of our Accessibility for All; this is still being worked on by the PCC and its Working Groups, but many of the issues have already been addressed. We are up to date in our responses to the Quinquennial Inspections, including a review of our maintenance schedules. There are many items that get regular maintenance, mostly from our own 'Bodge' group but others e.g. the safety systems and the tower clock require more specialist skills. We will shortly be adding a fire alarm beacon in the vestry and another one in the HT Main Hall. The Main Hall floor and boxes were professionally refurbished. Unfortunately, in spite of much effort, we were unable to get rectification of the substandard work on the doors from the car park to the Main Hall. It appears that the company involved is being liquidated. But we are grateful that adjustments by a skilled volunteer have improved the situation. We have replaced the computers for our office and for St Michaels. Other replacements include the three nearly new projectors, ferules on the folding chairs, and the coffee machine (using a grant). We keep a watching brief on our carbon use eg, (following our policy) when the lights in the office failed we replaced them with LCD fixtures. Early in 2024 we will meet the new Diocesan Environmental Officer. We have been trying for some time to improve the efficiency of our heating system for the Parish Centre, we think we are getting nearer.

We must thank Jenny, Janet and Anita for their work in keeping things going so well, and particularly we thank Sylvia who has stood down from her role as our Catering Manager.

St Michaels Church

The quinquennial work is up to date, done mainly by volunteers in their own time – in view of what was needed, this seemed to work better than holding a Work Day as originally planned. The storage sheds were no longer watertight and not suitable for storing large toys etc and have been replaced. Some volunteers had offered to redecorate the Annex and Obiya Room in the week after Christmas, but unfortunately, they were ill and now expect to do the work at Half Term.

We have replaced the main chairs in the church with new folding chairs, which stack onto a specially designed trolley. There needed to be several repairs to keep the toilets serviceable. Using a 50% grant we now have a defibrillator on this site which is available to the community if they call the Emergency Services, as well as to the users of our premises. We have replaced the vestry safe. Following the national scare, and with the support of our architect, we conducted a visual survey for the presence of RAAC; we are happy to say none was observed. We are still monitoring the cracks in the walls.

7. Approval

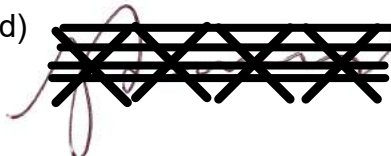
The annual report was approved by the PCC on 15 April 2023 and signed on its behalf by:



The Revd. Glen Mansfield

Team Rector

(Original copy signed)



Gordon Simmonds

Vice Chair

Independent Examiner's Report to the Parochial Church Council of Rayleigh

I report to the trustees on my examination of the financial statement the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



(Original copy signed)

Stuart Harrison

Venthams Limited
Millhouse
32-38 East Street
Rochford, SS4 1DB

Date: 22nd April 2024

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Incoming resources	3				
Voluntary income	✓	265,998	✓ 31,168	297,166	373,742
Church activities	✓	110,656	-	110,656	97,723
Activities for generating funds	✓	-	-	-	4,415
Investment income	✓	837	-	837	-
Other		-	-	-	-
Total		377,491	31,168	408,659	475,880
Resources expended					
Expenditure on:	4				
Church activities	✓	230,149	✓ 14,648	244,797	855,309
Total		230,149	14,648	244,797	855,309
Net income/(expenditure)		147,342	16,520	163,862	(379,429)
Transfers between funds	11	✓ -	✓ -	-	-
Net movement in funds		147,342	16,520	163,862	(379,429)
Reconciliation of funds:					
Total funds brought forward		77,526	515,619	593,145	972,575
Total funds carried forward	11	224,868	532,139	757,007	593,146
* Analysis of 2022 fund balances is provided in note 13					

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

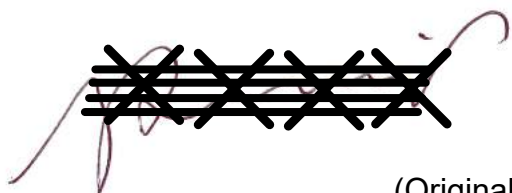
BALANCE SHEET

AT 31 DECEMBER 2023

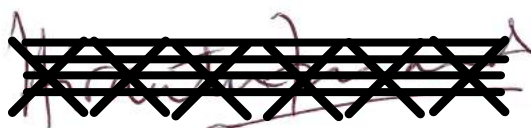
	Note	Unrestricted funds £	Restricted income funds £	Total 2023 £	Total 2022 £
Fixed assets					
Tangible assets	7	-	366,000	366,000	366,000
Total fixed assets		-	366,000	366,000	366,000
Current assets					
Debtors	8	11,151	-	11,151	16,851
Cash in bank and in hand	9	239,002	180,787	419,789	222,092
Total current assets		250,153	180,787	430,940	238,943
Creditors: Amounts falling due within one year	10	25,284	14,648	39,932	11,798
Net assets		224,868	532,139	757,008	593,145
Represented by:					
Unrestricted funds		224,868	-	224,868	77,526
Restricted funds		-	532,139	532,139	515,619
Total funds	11	224,868	532,139	757,008	593,145

* Analysis of 2022 fund balances is provided in note 14

The Financial Statements and notes on pages 12-21 were approved by the PCC on 15 April 2024 and signed on its behalf by:



Gordon Simmonds
Vice Chair



Lalini Hiranathi Fernando BA FCA
Treasurer

(Original copy signed)

The notes on pages 14-21 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1. Basis of Preparation

Basis of Accounting

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair" view provisions, together in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice as amended for bulletin 1 & 2 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2019.

The financial statements have been prepared under the historical cost convention. 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 main affiliation to another body, nor those that are an informal gathering of church members.

The financial statements are prepared in pounds sterling which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue its activities and accordingly these financial statements have been prepared as a going concern.

2. Accounting Policies

Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC is entitled to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the donation.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacies are recognised on a case-by-case basis following the granting of probate when the administrator/executor of the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are recognised in the SOFA when all criteria for their award has been satisfied.
- f. Income from charitable activities is gross of associated costs.
- g. Income from the use of premises and facilities is recognised when due.
- h. Fees from weddings and funerals only represents a part of the total fee to which the PCC is entitled and does not include any fees payable to other parties.
- i. Investment income is recognised when received.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognised when an award has been made and all criteria for the grant to be disbursed have been met.

Governance costs include costs of the independent examination of financial statements.

Fixed Assets

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Team Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected on provision of reasonable notice. All expenditure on church furnishings is written off when incurred.

Buildings consisting of the Parish Centre complex at Holy Trinity Church and the Annexe at St. Michael's Church are included at cost. Equipment used in the church buildings and complexes are written off on acquisition.

Debtors

Debtors are stated at amounts due and subsequently at cash or other consideration due. Other debtors include prepayments which are stated at the amount of prepaid expenditure at balance sheet date.

Creditors

Creditors are included at amounts due at settlement.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific purpose or invited by the PCC for a specific purpose. The funds may only be expended on the specific purpose for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for the charitable activities of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

3. Income	Note	Unrestricted funds	Restricted funds	Total 2023	Total 2022
		£	£	£	£
Voluntary income					
Planned giving	✓	103,570	3,280	106,850	117,838
Loose plate collections	✓	10,503	-	10,503	11,187
One-off gifts	✓	11,805	940	12,745	41,445
Tax recoverable on gift aid	✓	24,706	854	25,560	27,458
Legacies	✓	110,813	-	110,813	5,000
Grants *	✓	3,040	2,884	5,924	75,714
Friends of Holy Trinity Church	✓	-	23,000	23,000	95,100
Other	✓	1,561	210	1,771	-
Total		265,998	31,168	297,166	373,742
Church activities					
Cake, cuppa, chat	✓	2,728	-	2,728	706
Bookstall sales	✓	1,999	-	1,999	2,316
Church hall lettings	✓	97,406	-	97,406	90,147
Fees for weddings and funerals	✓	8,039	-	8,039	4,448
Other	✓	485	-	485	106
Total		110,656	-	110,656	97,723
Investment income					
Interest & investment gains	✓	837	-	837	-
Total		837	-	837	-
				2023	2022
* Grants received:				£	£
Chelmsford DBF: Energy grant				3,040	-
Department for Culture, Media & Sport: Listed Places of Worship Scheme				2,884	75,014
Total				5,924	75,014

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

4. Expenditure	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Church activities					
Ministry					
Parish share		98,740	-	98,740	150,023
Clergy & staff expenses		733	-	733	173
Mission & training		-	-	-	225
		99,473	-	99,473	150,421
Missionary & charitable giving	6				
Giving to mission & churches		15,400	-	15,400	16,105
		15,400	-	15,400	16,105
Staff costs	5				
Administration & maintenance		21,078	-	21,078	19,564
Mission & Ministry		9,295	-	9,295	-
		30,373	-	30,373	19,564
Church property costs					
Utilities		27,227	-	27,227	18,533
Insurance		5,857	-	5,857	5,994
Cleaning		1,515	-	1,515	837
Maintenance & repairs		13,439	14,648	28,087	622,184
Churchyard		32	-	32	1,296
Other general support costs		-	-	-	7,921
		48,070	14,648	62,718	656,765
Church life & outreach					
Bookstall		1,029	-	1,029	1,450
Upkeep of services		5,514	-	5,514	4,763
Other		-	-	-	754
		6,543	-	6,543	6,967
Administration					
Phone		931	-	931	679
Stationery & photocopying		1,981	-	1,981	908
Other		23,778	-	23,778	-
		26,690	-	26,690	1,587
Governance costs					
Independent examiner's fee	16	3,600	-	3,600	3,900
		3,600	-	3,600	3,900
Total		230,149	14,648	244,797	855,309

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

5. Staff costs

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Staff costs				
Salaries & wages	28,616	-	28,616	19,307
Social security	1,236	-	1,236	-
Pension costs	1,669	-	1,669	257
Total	31,520	-	31,520	19,564

During the year the PCC employed on average 2 staff (2022: 2 staff) and at 31 December 2023 had 3 paid staff (31 December 2022: 2 staff)

Social security costs were £1,236, there were none in 2022 due to the National Insurance employment allowance.

The PCC is a participating employer in the Church of England Pensions Board Pension Builder, a defined contribution scheme, to discharge its obligation for pension auto enrolment.

No employee received remuneration of more than £60,000 (2022: Nil)

6. Mission and charitable giving

Unrestricted Fund:-	Total 2023	Total 2022
Giving to mission & churches	£	£
Bar 'n' Bus	924	966
Church Mission Society	2,310	2,416
Church Pastoral Aid Society	2,464	2,577
Essex Clergy Charity Corporation	924	966
Hopeworx	924	966
Open Doors	924	966
St Michaels, Obiya	3,003	3,141
Friends of Vision School	3,003	3,141
Teen Challenge	924	966
	15,400	16,105

No grants were disbursed from the PF Fund in 2023 (2022 - Nil).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

7 . Tangible Fixed Assets

	2023		2022	
	Freehold land & buildings £	Total £	Freehold land & buildings £	Total £
Cost				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net book value				
At 1 January	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>
At 31 December	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>

Fixed assets comprise the original cost of buildings in the Parish Centre complex at Holy Trinity Church and the Annexe at St Michael's Church.

8. Debtors

	Total 2023 £	Total 2022 £
Tax recoverable on Gift Aid	4,133	4,277
Hall fees receivable	7,019	12,574
Total	<u>11,152</u>	<u>16,851</u>

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

9. Cash at bank & in hand

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Barclays Bank current account	205,304	3,950	209,254	170,355
Lloyds Bank - Fees Account	33,698	-	33,698	25,734
CCLA Church of England Deposit Fund	-	176,837	176,837	26,004
Total	239,002	180,787	419,789	222,093

10. Creditors & Accruals

	Total 2023	Total 2022
	£	£
Payroll	2,215	1,659
Accruals	6,994	7,725
Provision for exceptional items	13,974	-
Refurbishment	14,648	-
Agency payments	2,102	2,414
Total	39,933	11,798

11. Analysis of Funds

	1 January 2023	Incoming resources	Resources expended	Transfers	31 December 2023
	£	£	£	£	£
Unrestricted: General Fund	77,526	377,491	(230,149)		224,868
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	-	26,834	(14,648)	-	12,186
Holy Trinity Ministry	40,320	-	-	-	40,320
St. Michael's Ministry	1,792	-	-	-	1,792
Youth & Children's Worker	39,166	4,334	-	-	43,500
PF Fund	62,092	-	-	-	62,092
Outreach	6,250	-	-	-	6,250
	515,619	31,168	(14,648)	-	532,139

12. Related party transactions

None of the trustees have been paid any remuneration or received any benefits for serving as trustees. The Revd. Milen Bennett is employed by the PCC as Pioneer Minister and is remunerated in that capacity. Expenses incurred on behalf of the PCC have been re-imbursed to trustees.

There were no other related party transactions during the year that require disclosure other than giving from members of the PCC.

The Revd. Glen Mansfield and Gordon Simmonds are trustees of The Friends of Holy Trinity, Rayleigh (registered charity no. 1069853). During the year £23,000 (2022 - £95,100) was received from The Friends of Holy Trinity Church, Rayleigh.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2023**

13. 2022 Statement of Financial Activities	Unrestricted funds	Restricted funds	Endowment funds	Total 2022
	£	£	£	£
Incoming resources				
Voluntary income	154,132	219,610	-	373,742
Church activities	97,723	-	-	97,723
Activities for generating funds	3,230	1,185	-	4,415
Investment income	-	-	-	-
Other	-	-	-	-
Total income	255,085	220,795	-	475,880
Resources expended				
Church activities	234,081	621,228	-	855,309
Total expenditure	234,081	621,228	-	855,309
Net income/ (expenditure) before investment gains	21,004	(400,433)	-	(379,429)
Investment gains	-	-	-	-
Transfers between funds	(8,631)	23,588	(14,957)	-
Net movement in funds	12,373	(376,845)	(14,957)	(379,429)
Reconciliation of funds:				
Total funds brought forward	65,153	892,465	14,957	972,575
Total funds carried forward	77,526	515,620	-	593,146

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2023**

14. 2022 Balance Sheet by Fund	Unrestricted funds £	Restricted funds £	Total 2022 £
Fixed assets			
Tangible assets	-	366,000	366,000
Investments	-	-	-
Total fixed assets	-	366,000	366,000
Current assets			
Debtors	16,851	-	16,851
Investments	-	-	-
Cash in bank and in hand	72,473	149,619	222,092
Total current assets	89,324	149,619	238,943
Creditors: amounts falling due within one year	11,798	-	11,798
Net assets	77,526	515,619	593,146
Represented by:			
Unrestricted funds	77,526	-	77,526
Restricted funds	-	515,619	515,619
Endowment funds	-	-	-
Total funds	77,526	515,619	593,146

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

15. Independent examiner's fees

	Total 2023	Total 2022
	£	£
Accrued fee	3,600	3,900
Total	3,600	3,900

16. Capital commitments

The internal refurbishment of Holy Trinity Church, Rayleigh was completed in 2022 and the PCC of Rayleigh has a contractual commitment for building works. At 31 December 2023, capital commitments of £14,648 (including VAT of £2,441) are accrued pending completion of building works by the contractor, Universal Stone. The Department for Culture, Media and Sport may reimburse 97.5% of VAT payable however this amount has not been recognized in these financial statements.