

Annual Report of the Parochial Church Council

for the year ended 31 December 2024

Team Rector:

The Revd. Glen Mansfield

Parish Office:
Rectory Garth,
Rayleigh, SS6 8BB

Bankers:

Barclays Bank UK PLC
Rayleigh Branch
Leicester, LE87 2BB

Independent Examiners:

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

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2024

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 2024 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; resigned 22 September 2024
Janet Carter	PCC	Until APCM 2026
Steven Davey	Churchwarden / PCC	PCC until APCM 2027; Churchwarden 2023-25
Paul Falvey	PCC	Re-elected 2024-2027
Hiranthi Fernando	PCC	Re-elected 2024-2027; PCC Treasurer
Margaret Gale	Churchwarden / DS	Churchwarden 2022-25; Deanery Synod until 2026
Ann Jolly	PCC	Until APCM 2025
Christopher Parker	PCC	Until APCM 2025
Wayne Prankard	DS	Deanery Synod until 2026
Robert Robinson	PCC	Until APCM 2025
Gordon Simmonds	Vice Chair/ DS	Diocesan Synod until 2024; Deanery Synod until 2026
Emily Buckley	PCC	Until APCM 2026
Andrew White	PCC	Until APCM 2026
Jacquelyn Wragg	DS	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, Rayleigh Parish Centre, Rectory Garth, SS6 8BB

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

Bankers: Barclays Bank UK PLC, Rayleigh Branch, Leicester LE87 2BB

The Parish of Rayleigh is committed to the safeguarding of children, young people and adults. We follow the House of Bishops' guidance and policies and have our own Parish Safeguarding Officer (PSO) Steve Davey. Our website contains information about who to report any concerns to and how to make contact, as well as having posters on display within both churches. We also ensure that any roles performed within the church that require a DBS check have a valid certificate and complete the relevant safeguarding training for that role.

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its annual report and financial statements for the year end 31 December 2024.

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	9:15am	Morning Worship or Holy Communion (Traditional)
Sunday	11am	Morning Worship or Holy Communion (Contemporary)
5 th Sunday	10am	All-age Morning Worship
1 st / 3 rd Sunday	9:45am	Café Worship in the Main Hall
4 th Sunday	6:30pm	Fourth Sunday Praise
4 th Tuesday	4pm	Café Worship Midweek
Wednesday	10am	Holy Communion

A revised service pattern was introduced in January 2024 with services at 9:15am and 11am every week. This was initially for an experimental period of 6 months, after which the PCC reviewed and agreed to continue the new pattern. Some of the Baden Powell groups attend occasional Parade services; Café Worship services have continued to be very well attended.

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At St Michael's, there is a café-style service every week at 11am, with Holy Communion celebrated once a month.

Worship at both churches is led by a team of clergy and lay helpers.

Sermon series for the year included Slavery to Freedom (Exodus), Death to Life (Luke and Acts), Seeking and Knowing God, Lost and Found, and Darkness to Light (1 John)

Morning Prayer has continued to be published on the Parish YouTube channel on Mondays and Fridays.

Since July, our Rector Glen has been presenting an online Bible study in Luke's gospel approximately once a month in place of Monday Morning Prayer.

Outside formal worship, the Alen Chapel is set aside as a place for prayer and quiet contemplation throughout the week during Church Open.

Revd. Glen Mansfield has led, encouraged and challenged the clergy, staff teams, PCC and congregations, ably assisted by our Associate Priest Revd Tracy Nutter. Revd Milen Bennett (Pioneer Minister) took primary responsibility for St Michael's, completing a year with us up to September. 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 have included 3 Choral Evensongs, a hymn festival, World Day of Prayer, daybreak service by the Lych Gate on Easter Day, Rochford District Council civic service and carol service, RRAVS carol service, Thanksgiving and Remembering, Friends' Service of Light, alongside Town and District Remembrance services, Parish Carol Services, Nativity, Christingle and other family Christmas Eve services, "early midnight" and "midnight" Christmas Holy Communion services.

Pastoral Care:

The Pastoral Team aims to offer care to those in our community who need it, while trying to make sure that no one slips through the net. The Team met seven times during the year and kept in touch via email and WhatsApp between meetings.

As the Electoral Roll cannot be used to keep in touch with church members, nor were we able to reinstate the "Buddy System" which we used in order to keep in touch with each other during COVID, an additional form will be supplied at the same time as the electoral roll application form, asking people if they are happy for us to keep their details for the purpose of providing pastoral care.

The Team spoke to Home Group leaders about providing pastoral care to members of their own home groups, which they (or other members of their groups) are willing to do.

The Team tries to ensure that a member is present every week at St Michael's to provide an appropriate level of Pastoral care to that congregation.

On looking at the accessibility audit, it was agreed that lifts to church or meetings could be offered on an ad hoc basis, but that it was not possible to coordinate lifts across the parish.

Our bereavement café ("Being Here") continues to meet twice a month and goes from strength to strength, welcoming those who feel isolated and alone, along with those who are bereaved.

Each month we visit three residential care homes to lead services, and we support a resident who leads a service in one of the homes once a month. We have attended the dementia café held in one of the residential homes.

We visit some church members who are now confined to their homes through illness or frailty, and we take Holy Communion to some.

We have re-involved the Timber Grove community in our church services and they also attend Friday Cake Cuppa Chat.

After requests from 2 wedding couples last year, the Marriage Course (which had not been run since before COVID) was re-introduced. Cara and Chris did an amazing job with the two courses that were run, and both courses were very well received by the participants.

We planned, organised, and ran the Thanksgiving and Remembering service in October, so that people could remember all those they had lost during the past year.

We have tried to keep an eye on all those who are unwell, and those who let us know that they need help.

We have organised dementia training for those who expressed a wish to take part.

Each week there is a notice in the notice sheet letting people know who they can contact if they need any sort of help.

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Outreach and Family and Children's Work

The Working group divides its focus between outreach opportunities and family and children's work as there is a lot of crossover between the two groups.

Time was spent at the beginning of this reporting year establishing the priorities and focus for the group and recognising that a lot of outreach work happens within the Parish already. Therefore, the main priority has been to maximise the opportunities for outreach at existing events, as well as creating new ones.

Continuing outreach opportunities:

- Stop and Chat
- Friends' events such as Teddy Bear Tower Jump and Christmas Tree Festival
- Trinity Fair
- Toddler groups at St Michael's and Holy Trinity

New outreach events:

- Playing field ministry in King George's Park
- 'Rejoice' art event
- Easter experience for schools
- Games and Chat
- Remembrance event for schools

Prayer:

The undergirding principle of the prayer working group is that all church activity should be grounded on the foundation of prayer, seeking God's wisdom in all parish life. Occasional prayer times for specific topics have continued, led by Glen. Other continuing activities include the twice-weekly online morning prayer recordings, prayer times for the Enquirers group, printed prayer cards and prayer request box the in Alen Chapel, weekly House of Prayer meeting, quarterly Saturday morning quiet reflection, weekly dial-in prayer time, prayer chain, and our membership of the annual World Day Of Prayer. In 2024 the Remembrance Experience included a prayer writing activity, and 2024 also saw the return of the Advent daily prayer calendar. We also initiated a prayer request box at St Michael's.

Mission Partners:

Our PCC gives financial support to the following organisations whom we see as 'mission partners':

St Michael's Obiya (Anglican church in northern Uganda), **Vision to Serve** (Education in India), **CPAS** (working with churches and leaders to help them share the gospel afresh in each generation - CPAS are also our patron), **CMS** (we support a specific ministry in Ecuador helping young adults with learning disability to reach their full potential), **Hopeworx** (Meeting the needs of our local community by providing affordable second-hand furniture, appliances and other household items), **Open Doors** (supporting persecuted Christians by supplying Bibles, providing emergency relief and helping them stand strong for the long-term), **Bar N Bus** (engaging and supporting young people in multiple contexts - e.g. in school, on the streets, in a structured programme), **Crosslinks-Best** (a bursary programme facilitating the training of church leaders across the world) **Teen Challenge** (Christian drug and alcohol rehabilitation programme). In addition, through separate appeals and individual gifts, the parish supports **Leprosy Mission** (transforming the lives of people affected by leprosy), **Samaritan's Purse** (via the shoe box programme), and **The Children's Society**.

During 2024 we had visits from Leprosy Mission, Open Doors, and Vision to Serve and we are planning more visits for 2025. We have initiated a rota so that each month the intercessions in our services include prayer for a specific mission partner.

Discipleship:

The Discipleship working group oversees homegroups, encourages personal bible study and suggests other resources to encourage spiritual growth, such as books for Lent and Advent. There are over 70 church members participating in homegroups, including a young people's group and an enquirers' group. Study materials are mainly developed by the team. In early 2024 we continued the studies on the Sermon on The Mount that were begun in the autumn of 2023. Throughout Lent, homegroups were invited to join together at Holy Trinity Parish Centre for a Lent course given by Glen on Church History. As in 2023, the course was much appreciated and very well attended. After Easter the home groups studied selected passages from 1 & 2 Thessalonians, followed central sessions on 'Loving Rayleigh' and 'Leadership Explored'.

In the autumn term we began a series of studies on Prayer in the Bible, designed to last until Lent 2025. We are very grateful to Revd John Townsend and Clive Lewis for their dedication in creating the study materials, to Glen for his oversight of the homegroups and excellent Lent courses and to all those who lead and host our homegroups.

4. Financial review

Income for the year ended 31 December 2024 was £417,026 (2023 - £408,659). 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. For the first time since the pandemic, planned giving increased over the prior year and we are grateful to God for the generosity of those who give sacrificially. In 2024 income was boosted by a grant of £125,500 from the Friends of Holy Trinity, whereas in 2023 income was boosted by one-off legacies of £110,656.

We paid our 2024 parish share of £102,191 (2023 - £98,740) in full. Staff costs increased to £43,690 (2023 - £30,373) following the appointment of a pioneer minister last year. The cost of utilities decreased from £27,227 to £19,115 through a combination of reduced energy prices and a change in energy supplier.

Final payments totalling £20,616 on the refurbishment of Holy Trinity Church in 2022 were paid during the year, offset in part by accruals of £14,648 and a grant from the Department of Culture, Media and Sport of £3,358 under the Listed Places of Worship Scheme. The shortfall was funded by the Holy Trinity Fabric fund. During the year, a garden was created on St Michael's Church site, funded mostly from a donation for a sensory garden with the shortfall from St Michael's Ministry fund.

At 31 December 2024, unrestricted reserves of £249,925 (2023 - £224,846) are held, the increase largely attributable to an increase in income from hall lettings. Overall, the outturn for the year is a surplus of £166,423 (2023 - £163,762) largely attributable to a grant from the Friends of Holy Trinity and interest income of £14,310. The PCC is endowed with significant cash balances of £582,595 at 31 December 2024 (2023 - £419,789), the majority held in interest earning deposits at CCLA.

A motion will be put to the APCM to re-appointed Venthams Limited as independent examiner.

5. Structure, governance and management

5.1. PCC

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity. The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 9 occasions in 2024. The June and October meetings were non-business meetings focusing on ministry strategy and appreciative enquiry.

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 is fully renewed every six years. As the last renewal was in 2019, a new roll will be prepared in 2025.

At the 2024 APCM there were 229 members on the Electoral Roll. Of these 174 were resident and 55 were not resident in the Parish. The approximate average attendance at Sunday services (excluding additional services and special events) was:

St Michael's 11am	20
HT 8am	10
HT 9:15am	60
HT 11am	60
HT Café Worship	55

5.3. Personnel

Our Rector Glen leads and supports the staff team of clergy and laity which meets weekly for Bible study and diary planning and review. Together with the other clergy, he undertakes a significant portion of the leading and preaching at services but also devotes time to fostering lay leadership of services where appropriate.

Alongside her role as Associate priest, Revd. Tracy Nutter continues 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 residential care homes.

Revd. Milen Bennett, Pioneer Minister, took primary responsibility for worship at St Michael's and began to develop outreach ministry in other areas. He resigned in September 2024.

Robert Dart took an increasing role in leading services and successfully completed his ministerial placement with us in the middle of the year, after which he returned to Christ Church URC Rayleigh, his home church. 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 to follow her calling as our Authorised Lay Funeral Minister.

Cara Parker, in her role as Pastoral Assistant, has continued to provide significant support to families and children.

Jacky Wragg will complete her training as a Licensed Lay Minister in mid-2025.

We were delighted that Anton Machacek, who was a Reader in Oxford Diocese, officially became LLM to our parish at a service in Chelmsford Cathedral in September.

We are looking to transfer the LLM licence of another church member to our parish and one church member is going through the discernment process with a view to ordination.

We are grateful to our organists Joe and Abby, the choir and the music group for the part they play in leading our worship.

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

Our Parish Centres Assistant Jenny Crane provides practical support, ensuring our premises are clean and welcoming.

Lynn Lee is our Baptism Coordinator, 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

We are delighted with the affirmation of the 2022 refurbishment by our receipt of their Design Award from the Diocesan Advisory Committee. We are also happy to report that at last, we received the final sign-off on that work and have paid the bills and reclaimed the VAT. There were some minor issues, but the main area of concern was getting the complex heating control system right. Also, a small but important aspect was obtaining the return of some minor archaeological artifacts. The commemoration plaque for this work has now been fitted under the tower.

The work identified in the Quinquennial Inspections, including a review of our maintenance schedules, is up to date. We fitted new carpet in the pulpit but have left the top stage of the drop down screen un-repaired to save money. Items in hand include repairs to the weathervane, chancel step, and a tombstone in the cloister area. We are also considering the installation of an intruder alarm in the church, re-roofing the south aisle and Alen Chapel roofs, possibly with the addition of Photo Voltaic panels.

We have had visits from the Diocesan Environmental adviser and had a free Zero Carbon survey. We are awaiting their report (with a potential grant of £3,000) and are delaying related actions till we have their advice.

We have prepared a Watch List of potential major cost repairs etc, to assist longer term financial planning.

We have been pleased to welcome visits from local U3A and other groups. The Spitfire and poppy display in front of the tower for Remembrance attracted many visitors and was very favourably reviewed.

As ever we are grateful to the Gardening Group, whose efforts are not only recognised by us, but also by the Rayleigh, and Anglia in Bloom judges. Nor could we do without the 'Bodge' Team. Both groups would welcome further helpers to their numbers. Of course, we continue to acknowledge the maintenance work in the churchyard done by the District Council.

We are pleased to note that in May 2025 we will be hosting the AGM of The Friends of Essex Churches, who have been so supportive to us. Above all we acknowledge the fantastic financial support from *The Friends of Holy Trinity Rayleigh* ('The Friends').

Parish Centre (Holy Trinity)

Remarkably we have been able to celebrate the 30th Anniversary of the opening of the Centre. We have provided high quality accommodation both for our own Church groups and for others from our community for all those years. Recognising the pressure that most groups have, and to reward the loyalty from non-PCC groups, we have not increased our fees, and bookings have remained steady and high.

Our major concern and preoccupation this year was the heating system. It took significant time and effort to detect the leaks and to repair them, but we are happy to report that our insurers covered most of the cost of this work.

As previously reported the Parish Centre Main Hall doors still give trouble and will probably need replacing soon. In order to reduce our use of non-recyclable paper towels, we have installed two new electric hand driers. We keep our maintenance and regular inspections up to date and replace items as needed, e.g. the window keys and break-glasses. We have continued to adopt the recommendations of the Accessibility survey, including the addition of an extra, large parking place for Blue Badge holders. We have replaced two laptops and have developed plans to install smart thermostats on all the radiators but are waiting to hear from the Zero Carbon report before we take any action on this.

We must thank Janet, Jenny and Anita for their work in keeping things going so well.

St Michaels

The quinquennial work is up to date, done mainly by volunteers in their own time. We greatly appreciate their efforts. Meeting a very long-held ambition, there is now an accessible and very tidy garden behind the Annex.

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We have had a new water heater installed in the Annex. We would also like to fit electric hand dryers to this site as well as at the HT Parish Centre, but we are proceeding carefully in view of the power supply limits on this site.

The safe has been replaced and the oven repaired. The defibrillator has been installed and registered as available for public use; but unfortunately, this has led to number of false alarms that it had been used and therefore was not available for use.

7. Rochford Deanery Synod Report

The usual format of a Deanery Synod (DS) meeting includes opening and closing worship, a status report by the host church, a special item, often with a visiting speaker, and updates on Deanery Finance and personnel.

We hosted the February 27th Deanery Synod meeting at Holy Trinity, Rayleigh.

The main topics under discussion were Deanery and Parish finances and vocations.

There was a significant underpayment of Parish share across our Deanery, which is considered to be affluent. Clergy numbers are being reduced and unused clergy housing sold to help with the deficit in the Diocesan Budget. It was noted that there are nevertheless still some pots of money available for specific projects.

Rev Kim Lepley, who is the Deanery Vocations Adviser, spoke about vocations for both clergy and lay members. Lay Members need to complete the Course in Christian Studies or equivalent for most posts. Rev Ernie Guest also speaks with people wishing to go into ministry. There is now no upper age limit for ordained ministry, only for stipendiary posts. The minimum age is 23. Ideally, prospective candidates should consult their own clergy first.

It was suggested that items should be shared amongst the parish to save buying or hiring. We were able to respond to this later in the year by lending some tables to Hockley parish for a summer event.

The June 11th Deanery Synod meeting was hosted at St Nicholas, Great Wakering.

Rev Ernie Guest gave a presentation on Cursillo, a movement that started in Spain over 50 years ago. It is a world-wide movement with over 30 Dioceses in the UK taking part. In our Diocese, two weekends a year are held at Pleshey, the Diocesan House of Retreat. The idea is that participants get energised through prayer, study and action to go back to their parishes to do God's work in whatever form that might take. A number of DS members had attended Cursillo weekends.

The Area Dean Nick Rowan reported that the total Parish share the Deanery paid in 2023 was 68.7% which left a shortfall of £135,000. The average across the Diocese was 83.5%. For 2024, as of the end of April, two parishes had paid 33% and three parishes paid 16-17%. Unfortunately, four parishes had not paid anything.

Eight people in the Deanery had undertaken the two-year Course in Christian Studies and would be collecting their certificates from Bishop Guli at Chelmsford Cathedral on 10th July, and invited everyone to go along and support them, especially from their parishes.

Around 40 people had attended the Bradwell Area Vocations Day in May, including some from Rochford Deanery. Bishop Adam attended along with Archdeacon Mike and Archdeacon Jonathan.

Rev Ernie Guest and Rev Nick Rowan had been nominated and duly appointed to Diocesan Synod. There had been no nominations for the lay positions.

The November 28th meeting took place at St Thomas of Canterbury, Hullbridge.

Parish Giving Advisor Michelle Cottis gave a presentation. She and a colleague work to support parishes in promoting a culture of generosity and enabling giving. They offer a 'generous church' check list for PCCs to identify areas for improvement and can provide advice on contactless digital giving, budgeting and claiming Gift Aid.

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Steve Lissenden had been appointed Rector of HRR and Priest in Charge of Hockley, Rev Sharon Guest was leaving the deanery to go to St. Osyth, Weeley, Great Bentley and Little Clacton. Archdeacon Mike Power had now moved to West Ham. The Venerable Jonathan Croucher was currently overseeing Southend archdeaconry as well as Chelmsford.

Reports from General Synod and Diocesan Synod were presented.

General Synod had debated, amongst other things, financial matters, Wisdom of Trust, Safeguarding and abuse, the human dignity of disabled children, the persecuted church, hearing the voice of young people, food banks and inadequacies in social security, rest periods for clergy and Living in Love and Faith. A special meeting of the House of Laity had challenged the apparent 'democratic deficit' among the houses in General Synod.

8. Approval

The annual report was approved by the PCC on 7th April 2025 and signed on its behalf by:



The Revd. Glen Mansfield
Team Rector



Gordon Simmonds
Vice Chair

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

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

I report to the trustees on my examination of the financial statements the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2024 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.



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

Date: 15TH April 2025

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Incoming resources	3				
Voluntary income		151,515	133,746	285,261	297,166
Church activities		117,455	-	117,455	110,656
Activities for generating funds		-	-	-	-
Investment income		-	14,310	14,310	837
Other		-	-	-	-
Total		268,970	148,056	417,026	408,659
Resources expended					
Expenditure on:	4				
Church activities		243,913	6,690	250,603	244,797
Total		243,913	6,690	250,603	244,797
Net income		25,057	141,366	166,423	163,862
Transfers between funds	11	-	-	-	-
Net movement in funds		25,057	141,366	166,423	163,862
Reconciliation of funds:					
Total funds brought forward		224,868	532,139	757,007	593,145
Total funds carried forward	11	249,925	673,505	923,430	757,007
* Analysis of 2023 fund balances is provided in note 13					

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH


BALANCE SHEET

AT 31 DECEMBER 2024

	Note	Unrestricted funds £	Restricted income funds £	Total 2024 £	Total 2023 £
Fixed assets					
Tangible assets	7	-	366,000	366,000	366,000
Total fixed assets		-	366,000	366,000	366,000
Current assets					
Debtors	8	17,007	3,410	20,418	11,151
Cash in bank and in hand	9	278,501	304,094	582,595	419,789
Total current assets		295,509	307,505	603,013	430,940
Creditors: Amounts falling due within one year	10	45,583	-	45,583	39,932
Net assets		249,925	673,505	923,430	757,008
Represented by:					
Unrestricted funds		249,925	-	249,925	224,868
Restricted funds		-	673,505	673,505	532,139
Total funds	11	249,925	673,505	923,430	757,008

* Analysis of 2023 fund balances is provided in note 14

The financial statements and notes on pages 12-24 were approved by the PCC on 7 April 2025 and signed on its behalf by:


Gordon Simmonds
Vice Chair


Lalini Hiranthi Fernando BA FCA
Treasurer

The notes on pages 15-24 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS**FOR THE YEAR ENDED 31 DECEMBER 2024**

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 for weddings and funerals represents the total fee to which the PCC is entitled; fees payable to other parties are recognised as expenditure.
- i. Investment income is recognised when received.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

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 2024

3. Income	Note	Unrestricted funds	Restricted funds	Total 2024	Total 2023
		£	£	£	£
Voluntary income					
Planned giving		107,717	3,145	110,862	106,850
Loose plate collections		14,574	-	14,574	10,503
One-off gifts		2,720	-	2,720	12,745
Tax recoverable on gift aid		25,352	743	26,095	25,560
Legacies		303	1,000	1,303	110,813
Grants *		-	3,358	3,358	5,924
Friends of Holy Trinity Church		-	125,500	125,500	23,000
Other		848	-	848	1,771
Total		151,515	133,746	285,261	297,166
Church activities					
Cake, cuppa, chat		2,991	-	2,991	2,728
Bookstall sales		2,328	-	2,328	1,999
Church hall lettings		97,771	-	97,771	97,406
Fees for weddings and funerals		14,058	-	14,058	8,039
Other		307	-	307	485
Total		117,455	-	117,455	110,656
Investment income					
Interest & investment gains		-	14,310	14,310	837
Total		-	14,310	14,310	837
				2024	2023
				£	£
* Grants received:					
Chelmsford DBF: Energy grant				-	3,040
Department for Culture, Media & Sport: Listed Places of Worship Scheme				3,358	2,884
Total				3,358	5,924

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

4. Expenditure	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Church activities					
Ministry					
Parish share		102,191	-	102,191	98,740
Clergy & staff expenses		3,285	-	3,285	733
Mission & training		-	-	-	-
		105,476	-	105,476	99,473
Missionary & charitable giving	6				
Giving to mission & churches		28,178	-	28,178	15,400
		28,178	-	28,178	15,400
Staff costs	5				
Administration & maintenance		21,884	-	21,884	21,078
Mission & Ministry		21,806	-	21,806	9,295
		43,690	-	43,690	30,373
Church property costs					
Utilities		19,115	-	19,115	27,227
Insurance		6,269	-	6,269	5,857
Cleaning		1,116	-	1,116	1,515
Maintenance & repairs		8,881	6,690	15,571	28,087
Churchyard		90	-	90	32
Other general support costs		-	-	-	-
		35,471	6,690	42,161	62,718
Church life & outreach					
Bookstall		1,442	-	1,442	1,029
Upkeep of services		13,450	-	13,450	5,514
Other		98	-	98	-
		14,989	-	14,989	6,543
Administration					
Telephone & communication		1,116	-	1,116	931
Stationery & photocopying		868	-	868	1,981
Other		10,765	-	10,765	23,778
		12,749	-	12,749	26,690
Governance costs					
Independent examiner's fee	15	3,360	-	3,360	3,600
		3,360	-	3,360	3,600
Total		243,913	6,690	250,603	244,797

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

5. Staff costs

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Salaries & wages	42,801	-	42,801	28,704
Social security	-	-	-	-
Pension costs	889	-	889	1,669
Total	43,690	-	43,690	30,373

During the year the PCC employed on average 3 staff (2023: 2 staff) and at 31 December 2024 had 2 paid staff (2023: 3 staff).

Social security costs of £NIL (2023 - NIL) were reduced by 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 (2023: Nil)

6. Mission and charitable giving

Unrestricted Fund:-	Total 2024	Total 2023
Giving to mission & churches	£	£
Bar 'n' Bus	903	924
Church Mission Society	2,259	2,310
Church Pastoral Aid Society	2,410	2,464
Essex Clergy Charity Corporation	-	924
Crosslinks	903	-
Hopeworx	903	924
Open Doors	11,985	924
St Michaels, Obiya	2,937	3,003
Friends of Vision School	4,975	3,003
Teen Challenge	903	924
	28,178	15,400

No grants were disbursed from the PF Fund in 2024 (2023 - Nil).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

7 . Tangible Fixed Assets

	2024		2023	
	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	366,000	366,000	366,000	366,000
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	-	-	-	-
Net book value				
At 1 January	366,000	366,000	366,000	366,000
At 31 December	366,000	366,000	366,000	366,000

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 2024	Total 2023
	£	£
Tax recoverable on Gift Aid	4,026	4,132
Hall fees receivable	10,343	7,019
Grants receivable	3,358	-
Insurance claim	2,690	-
Total	20,418	11,151

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

9. Cash at bank & in hand

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Barclays Bank current account	65,180	-	65,180	209,254
Lloyds Bank - Fees Account	18,262	-	18,262	33,698
CCLA Church of England Deposit Fund	195,060	304,094	499,154	176,837
Total	278,501	304,094	582,595	419,789

10. Creditors & Accruals

	Total 2024	Total 2023
	£	£
Payroll	1,772	2,215
Accruals & deferred income	16,101	6,994
Provision for exceptional items	22,148	13,974
Refurbishment	-	14,648
Agency payments	5,563	2,102
Total	45,583	39,933

15. Independent examiner's fees

	Total 2024	Total 2023
	£	£
Accrued fee	3,600	3,600
Total	3,600	3,600

11. Analysis of Funds

	1 January 2024	Incoming resources	Resources expended	Transfers	31 December 2024
	£	£	£	£	£
Unrestricted: General Fund	224,868	268,970	(243,913)	0	249,925
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	12,186	129,858	(5,968)	-	136,077
Holy Trinity Ministry	40,320	3,748	-	-	44,068
St. Michael's Ministry	1,792	167	(724)	-	1,235
Youth & Children's Worker	43,500	7,931	-	-	51,431
PF Fund	62,092	5,771	-	-	67,863
Outreach	6,250	581	-	-	6,831
	532,139	148,056	(6,691)	-	673,505

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

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 was employed by the PCC as Pioneer Minister and remunerated in that capacity. Expenses incurred on behalf of the PCC have been re-imbursed to trustees.

During the year, fees of £1,565 were paid to The Revd. Tracy Nutter for officiating as minister at occasional services, and £45 paid to Liz Simmonds as vergers for occasional services.

The Revd. Glen Mansfield and Gordon Simmonds are trustees of The Friends of Holy Trinity, Rayleigh (registered charity no. 1069853). During the year £125,500 (2023 - £23,000) was received from The Friends of Holy Trinity Church, Rayleigh.

There were no other related party transactions during the year that require disclosure other than giving from members of the PCC. During the year, trustees made total donations of £33,817 (2023 - £29,036).

13. 2023 Statement of Financial Activities	Unrestricted funds	Restricted funds	Total 2023
	£	£	£
Incoming resources			
Voluntary income	265,998	31,168	297,166
Church activities	110,656	-	110,656
Activities for generating funds	837	-	837
Investment income	-	-	-
Other	-	-	-
Total income	377,491	31,168	408,659
Resources expended			
Church activities	230,149	14,648	244,797
Total expenditure	230,149	14,648	244,797
Net income before investment gains	147,342	16,520	163,862
Transfers between funds	-	-	-
Net movement in funds	147,342	16,520	163,862
Reconciliation of funds:			
Total funds brought forward	77,526	515,619	593,145
Total funds carried forward	224,868	532,139	757,007

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2024**

14. 2023 Balance Sheet by Fund	Unrestricted funds £	Restricted funds £	Total 2023 £
Fixed assets			
Tangible assets	-	366,000	366,000
Investments	-	-	-
Total fixed assets	-	366,000	366,000
Current assets			
Debtors	11,151	-	11,151
Investments	-	-	-
Cash in bank and in hand	239,002	180,787	419,789
Total current assets	250,153	180,787	430,940
Creditors: amounts falling due within one year	25,284	14,648	39,932
Net assets	224,869	532,139	757,008
Represented by:			
Unrestricted funds	224,869	-	224,869
Restricted funds	-	532,139	532,139
Endowment funds	-	-	-
Total funds	224,869	532,139	757,008

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

15. Independent examiner's fees	Total 2024 £	Total 2023 £
Accrued fee	3,600	3,600
Total	3,600	3,600

16. Capital commitments

There were no capital commitments at 31 December 2024 (2023 - £14,648).