

The Parish of Henfield with Shermanbury and Woodmancote

"Learning, Living and Sharing God's Love"



ANNUAL REPORT and FINANCIAL STATEMENTS for the year ended 31 December 2023

Incumbent: The Rev'd Paul Doick (resigned April 2024); The Vicarage, Church Lane, Henfield, West Sussex, BN5 9NY

Independent Examiner: TC Group, The Courtyard, Shoreham Road, Upper Beeding, Steyning, West Sussex,
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Administrative information

The Parish of Henfield with Shermanbury and Woodmancote (HSW) has three parish churches: the church of Saint Peter's, Henfield, the church of Saint Giles', Shermanbury, and the church of Saint Peter's, Woodmancote. The Parish is in the Deanery of Hurst, the Archdeaconry of Horsham and the Church of England Diocese of Chichester. Correspondence address: The Parish Office, St Peter's Church, Church Lane, Henfield, West Sussex, BN5 9NY. Email: admin@henfield.org. Church Website: henfield.org

The Parochial Church Council (PCC) is registered with the Charity Commission (registration number 1130458). PCC members (see below) are all trustees of the charity.

	Name	Position	Until
Incumbent	The Rev'd Paul Doick		
Assistant curate	The Rev'd Heather Wilkin		30.07.23
Churchwardens	Pat Burdock (H)	<i>Parish Safeguarding Officer</i>	2024
	Nick Cryer (H)		2024
	Richard Putnam (S)		2024
	Jan Pool (S)		2024
	Barry Chaston (W)		2024
	Vacancy (W)		
Deanery Synod	Jan Doick (H)		2026
	Steve McGrath		2026
	Heather McFarlane-Cryer (H)		2026
	Sidonie Stevens (H & W) (aka Sidonie Winter)		2026
Elected PCC members	Richard Kendall (H)	<i>PCC Treasurer</i>	2024
	Katrina Phipps (H)	<i>PCC Secretary</i>	2024
	Pamela Chaston (W)		2024
	Karen Williamson (H)		2025
	Angela Underwood (W)		2025
	Helen Boosey(H)		2025
	Sue Gunn (W)		2026
	Michael Pool (S)		2026

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Structure, Governance and Management

The Parochial Church Council

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Council (Powers) Measure 1956. Membership of the PCC is determined under the Church Representation Rules (2017).

The PCC, together with the rector, steers the life of the church in its mission, witness and service in the parish. The PCC is responsible for the financial affairs of the church, and the care and maintenance of the church fabric.

The Henfield, Shermanbury and Woodmancote PCC comprises: the rector of the parish, the assistant curate, the churchwardens of the three parish churches, the elected members to the deanery synod, and up to nine representatives of the laity, who are elected at the Annual Parochial Church Meeting (APCM) and serve for a period of up to three years.

Two churchwardens are elected for each of our churches. There remains a vacancy for a second churchwarden at Woodmancote. From August 2023 the parish no longer has an assistant Curate, and this is likely to be the situation for the foreseeable future.

The PCC met 6 times during the year.

The PCC congratulates:

Rev'd Heather who, following the completion of her post as curate with us, has become Vicar of the Parish of West Hoathly and Highbrook, in the District of Mid Sussex. The PCC is extremely grateful for her work and all that she achieved during her time here. We wish her and her family the very best in their new parish. (photo page 11)

Rev'd Harriet (former curate of HSW parish) who in September 2023 started a new chapter of her life as the Canon Chancellor and Vice Dean of Portsmouth Cathedral. We send our love and best wishes to her and her family.

Pat Burdock (Churchwarden, Henfield) who in September 2023 was invested into the Order of St Richard by the Bishop of Horsham, at a service in Chichester cathedral, in recognition of her remarkable and dedicated service to our parish in various roles over many years. (photo over page)

Rev'd Paul who in October 2023 was installed as an Honorary Canon by the Bishop of Lewes and Interim Dean of Chichester, at a service in Chichester cathedral, in recognition of his contribution to the wider life of the Diocese. (photo over page)

The PCC remembers past members:

The PCC recognises, and is grateful for, the contribution of Claire Denham who died in March 2023 and was a long-term worshipper and PCC member at St Giles Shermanbury.

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Deanery Synod

Parishes elect lay representatives to the Deanery Synods every three years. The number of parish representatives is determined by the number on the electoral roll. HSW parish is entitled to 5 serving representatives. 2023 was an election year; 4 representatives stood and were all duly elected.

The deanery synod members provide an important link with neighbouring parishes and the wider structures of the church, enabling the sharing of best practices and knowledge, and leading to growth. Members of the deanery synod play an important role in electing lay and clergy members to both Diocesan and General Synods. Deanery Synod members automatically sit on the PCC.

Our representatives together with the Incumbent participated in 3 deanery meetings during 2023 and reported the following:

In February Dr Emma Arbuthnot, the Senior Church buildings officer, attended the Synod meeting to explain the faculty application process, the workings of the Diocesan Advisory Committee and the process for getting more basic permission for maintenance work on church buildings.

In May Steve Argent, the assistant warden for lay ministry in our archdeaconry gave a talk to Synod focused on the Diocesan Living Faith Course and encouraged people to consider Authorised Lay Ministry as well as Reader Ministry. Finally, at the November Synod meeting the Rural Dean, Rev'd Rachel Cornish, spoke on becoming an Eco Church and the Parish Environment Support Network. There was a good discussion around how churches might work towards becoming more environmentally aware and work towards the Church of England's target of being Carbon Neutral by 2030.

Management and Committees

Day-to-day management and operation of the parish is carried out by the Incumbent with the Churchwardens, the Parish Administrator (Nicki Jones) and, in matters for the PCC, the PCC Secretary. Additionally, there are several committees in place to deal with specific aspects of parish life, these report to the PCC.

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The following committees met in 2023. These have not changed since the last year's report:

Standing Committee. This is the only committee which the PCC is legally obliged to establish. The core membership comprises the Incumbent (Chairman), the assistant curate, the Churchwardens, Treasurer and PCC Secretary. This committee has the authority to transact urgent business between PCC meetings, to progress matters which do not call for a full PCC discussion, and to plan the business of the PCC. The Standing Committee met 6 times during 2023.

Worship and Mission Committee. This group is led by the incumbent. Its remit is to explore the priority areas, stated in our Mission Action Plan, of: Worship, Prayer and Discipleship & Outreach, and to identify and propose specific actions to move us forward. The group met twice during 2023.

Pastoral Care Group. The focus of this group is to oversee the provision of pastoral care both within and beyond the church family. Specifically, the group looks after home communion, bereavement care and is active in maintaining a link with baptism and wedding families. The group met three times during 2023.

Parish Magazine. This committee meets annually to discuss the content, price and advertisements contained in the parish magazine as well as issues surrounding printing and distribution. The monthly organization of the magazine is the responsibility of Helen Boosey the Editor.

The Friends of St Giles' Church, Shermanbury. The role of this committee, chaired by Richard Putnam is to raise funds through events and other activities, for the fabric of St Giles' Church, Shermanbury. The income raised is placed in a restricted fund.

Trusts and other organisations connected with the parish

There are two to note:

St Peter's Church of England Primary School Trust. This charity is custodian of both the land and buildings of St Peter's Church of England Primary School (Fabians Way, Henfield, West Sussex, BN5 9PU), and the proceeds from the sale of the former School buildings and land on Henfield Common. These are held in cash and investments, the income of which is largely used to make payments to the school governors in the discharge of their duties. The Vicar and Churchwardens are ex officio trustees with two others.

The Friends of St Peter's Church, Henfield. This is an independent organisation. Its purpose is to raise funds for the fabric of St Peter's Church, Henfield. The income raised from various events is held in a restricted fund.

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Safeguarding, Health and Safety and Data Protection (GDPR)

Safeguarding

Members of the PCC recognise the duty of care that they have to all we minister to within the Parish and wider community; the protection of children, young people, and vulnerable adults is taken very seriously.

Our Safeguarding Officer is Pat Burdock. She manages the parish policy and ensures that safeguarding is an integral part of all our work and plans. She also ensures that our policy and practices remain in line with the directives and guidelines of the Diocese of Chichester and the Church of England nationally.

Our Safeguarding policy is available on the church website. The PCC reviews the policy annually. This was done in July 2023.

During the year we have:

- ***Ensured compliance to our Level 1 of SQP (Simple Quality Protects) safeguarding practices and maintained the 'evidence' folders of documents.***
These practices ensure that our basic day-to-day activities in church are safe and that we operate as safely as possible in our interaction with both children and adults.
They cover policies put in place by the PCC, how this supports good safeguarding and how compliance is monitored.
- ***Ensured all those appointed to roles with a safeguarding responsibility have undertaken the relevant training and that this is kept up to date.***
All those required to undertake, or renew, their training have either completed this or have been reminded to do so. All PCC members continue to be requested to complete the Basic Awareness online training module. The importance of carrying out the required training has been made clear at both the Standing Committee and PCC meetings and to individuals.
- ***Ensured all Disclosure and Barring Service (DBS) checks for existing volunteers remain up to date.***
DBS checks have been carried out for individuals who take on new roles that require this e.g. Children's Church, Pastoral Care etc. Individuals are now required to complete the CofE Confidential Declaration Form as part of the process. This form is more comprehensive and probing than that previously used.
- ***Identified risks to which all might be exposed.***
These have been reviewed and where applicable systems and procedures have been established to manage the risks. Risk assessments have been carried out and/or updated as necessary.
- ***Ensured Safeguarding is integral to our work.***
Safeguarding has continued to be an agenda item for all PCC meetings, and for other meetings as appropriate i.e. Standing Committee and Pastoral Care Group.

Health and Safety

Health and Safety is at the forefront of all our work. The PCC accepts its overall responsibility for ensuring the safety of those who use our three churches.

We have a written Health and Safety Policy which identifies the general and specific arrangements that are in place to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, church yard or buildings we are responsible for. These arrangements are in accordance with good practice and relevant statutory provisions where they apply.

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In addition to the Health and Safety Policy, we also have a specific policy for the evacuation of a church in an emergency. This covers all three of our parish churches. Both policies are reviewed annually, the last such review took place in February 2023.

The churchwardens have day to day responsibility for implementing these policies, overall responsibility lies with Pat Burdock who is our Health and Safety Officer. However, all employees and volunteers have a responsibility to take reasonable care of themselves and others while on church business or premises, and to comply with all safety rules and procedures.

Our buildings and grounds are regularly checked to ensure they are safe. All concerns raised during the year are assessed and addressed accordingly.

Data Protection (GDPR)

As a parish we continue to refine how we collect, hold, process and use personal data. The PCC has in place a Data Privacy notice which explains, among other things, the purposes for which personal data is held, how it is used and how long it is kept. The policy also covers what constitutes a data breach and what needs to be done if a breach occurs. This policy is reviewed every two years by the PCC.

The PCC reviewed the policy in November 2023. The policy now has a section covering the capture of personal images when filming and live streaming of services. The Sunday Order of Service advises visitors that their image may be captured; the side aisles are classified as film free areas in the church.

Many members of our congregations have signed a Data Consent form giving us permission to contact them in the course of our business. This greatly facilitates communication and means that the weekly e-newsletter can be sent out to a wide number of individuals. If you would like to complete a Data Consent form so that we can say in touch, please contact the church office.

Our Data Privacy policy is available on the church website.

Aim and Purposes

The PCC shares with the Rev'd Paul Doick the responsibility for delivering the mission of the church - pastoral, evangelistic, social and ecumenical - in the parish.

The PCC also shares the responsibility for the maintenance of the church buildings (which are all Grade 2* listed) and the surrounding churchyards, together with Henfield Church House. There is also a small commercial corrugated iron building in Blackstone owned by the PCC which is rented out.

As trustees, we (the PCC members) must follow the Charity Commission's guidance on public benefit and the more specific guidance to churches on the advancement of religion.

It is our duty to ensure that the work being carried out is for the benefit of the public. In particular, we try to enable people to live out their faith as part of our parish community through:

- ***Worship, prayer and discipleship***
 - ***Provision of pastoral care for people in the parish***
 - ***Missionary and outreach work***
-

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Objectives and Activities

2023 was a year to take stock having delivered on many aspects of our Mission Action Plan and completed a large number of major projects in 2022. The aim was to review our work and our priorities. Prayfully, and by listening to God, we have tried to discern His will for us in serving this community and moving forward.

Over the year the PCC has focused a number of priority areas and time has been spent discussing some of the challenges we face.

• **Worship - Providing the best worship possible to God with the resources we have.**

A range of services continue to be held each week across the parish providing a real choice for parishioners. The workload is significant without a curate. Rather than adjust the service pattern, Rev'd Paul, with the support of the PCC, has worked to secure the help of 'outside' clergy as required.

It is good to report that The Songs of Praise Service (first Sunday of each month) introduced in September 2022, is well established and continues to attract good attendance.

This year a Songs of Praise service was held on Easter Sunday at Shermanbury thus enabling both Shermanbury and Woodmancote churches to have an Easter service. Hopefully this pattern can be adopted going forward.

• **Worship - Encouraging families.**

The PCC continues to look at ways of encouraging young families to attend worship. At the moment we only get 1 or 2 families (3 - 5 children) at the 9.45 Sunday service.

Disappointingly, the informal 'teatime' family worship, launched in November 2022 for those who may not be able to come to church in the morning, did not attract any families and was held for a few months only. Doing something known, like Messy Church, possibly on a Saturday or after school may get a better response. Timing (in terms of when a service is held) and effective advertising are key factors. This is a real challenge, but it is important to try out new ways. The Mission and Worship Committee continue to pick up on this and explore ideas.



On a positive note, the new approach to children's Church at Henfield, whereby the children and team workers remain in the church with activities laid out in the Children's area, is working well. Parents find it welcoming and family friendly and like the fact that their children can stay with them and be part of the congregation and service.

Although Sunday numbers are low, we continue to reach a significant number of children and young families through our work at St Peter's primary school, our 'Little Fishes' group and with special services like that held for the cubs and scouts held at Christmas. 10

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- **Mission - Growing the church.**

The PCC continues to explore opportunities and ideas for growing the church in the community as well as reflecting on our current ways of working to ensure that these promote rather than restrict growth. Rather than be limited by our own ideas and experience, the PCC is keen to explore and listen to what other churches are doing and to learn.

The Worship and Mission Group has been looking at the C of E publication 'How Village Churches Thrive'. The publication has been produced after much research and contains practical guidance and ideas. Among other things, the group has been considering how to welcome visitors and communicate the story about our church buildings and how to engage younger people. One idea is to set up an Instagram account linked to our web site and Facebook accounts.

- **Finance - Managing our finances and looking at ways to increase income and reduce expenditure.**

As a Parish we remain financially viable however we are increasingly having to draw on our savings to supplement the General Fund and day today running costs.

All major expenditure relating to projects, contracts etc is discussed by and needs the approval of the PCC. Its role is to ensure that funds are available and appropriately allocated. A significant proportion of money spend on building is raised by 'The Friends' and specific fund-raising events. Where possible grants are applied for. Much of the work undertaken to improve Henfield Church House (see item below) has been financed by successful grant applications. VAT is claimed back on work that is exempt.

The Standing Committee spent some time reviewing the financial controls that we have in place and ensuring that these are in line with the guidance given by the CofE. This review included the handling of cash and the setting of budgets and resulted in some improvements.

The Warren Playgroup continue to hire Church House during the term time. In order to protect this income stream and also to reduce the energy usage and cost to us, a number of improvements have been implemented. See section below on Buildings.

The PCC continues to look at ways to encourage people to donate and to provide easy and convenient means of doing so. The Sunday service booklets have been re-introduced and now include information about how to donate. The church website and weekly newsletter continue to provide this. The donation unit in St Peters Church, Henfield is proving worthwhile. It has generated an additional income stream, which although not huge, exceeds the outlay. The PCC remains very grateful to the many members of the congregation who regular give to the church, and for the legacies and other donations that are received throughout the year.

The Parish Magazine is a valuable income stream for our three churches. This year attention has been given to growing the income received from advertising and ensuring prompt payment of advertising fees. The hard work of the team involved has resulted in a £4,000 increase in advertising income.

New ideas for fund raising continue to be explored. Resources are often a limiting factor in terms of what can be achieved. Regrettably, without a lead organiser the Church Fete could not go ahead. Instead it was decided to have a Grand Draw at Harvest time This was very successful and raised more money than that raised in recent years when combined with the fete. The PCC thanks Peter Bates for his work and time arranging this and all those who sold and bought tickets.

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• **Buildings - Planning the Quinquennial work, completing projects and looking at ways of becoming more eco friendly.**

Throughout the year the PCC has reviewed and approved various pieces and packages of work required following the statutory Quinquennial Inspection (QI) of all three churches in 2022. It is pleasing to report that all three of our churches, although requiring some attention, are in good condition.

In addition to the work required by the QI a number of projects have been completed. The new outside signage and lighting at St Peter's Woodmancote has finally been installed, as has a new sound amplification system. It is now possible for recorded music to be played at weddings and funeral services. A car park height restriction has also been installed at the entrance to the Woodmancote church car park, after an increasing long-term use by vans not on church business.

A number of significant improvements have been made to Church House over the year in order to extend the life of the building. These include lowering the ceiling, replacing the old storage heaters with new efficient models, and double and secondary glazing. The aim has been to reduce our energy consumption and carbon footprint. Most of the work has been paid for by grants. The PCC records its sincere gratitude to Nigel Higson who has managed all aspects of this work.

• **Ministry of Lay People and volunteers - finding and encouraging people.**

The Ministry of Lay People, together with the work of volunteers is vital to both our mission and ministry in the Parish. A challenge is finding people to fill the many roles. We are extremely grateful to all those who volunteer, particularly those who take on key roles.

In order to move forward with some of the ideas that the Mission and Worship Group have considered e.g. setting up an informal prayer group; and running an 'Exploring Faith' course, we need people with the appropriate ALM training.

The ALM programme is run by the diocese and is for lay people who wish to share in the public ministry of their church. Finding suitable candidates is important. In September the PCC unanimously approved Steve McGrath's application to attend the ALM Part 2 course for Worship and Liturgy. On successful completion of the course Steve will be able to take services of the word (non-Eucharistic services). The PCC is keen to promote and encourage more church members to consider ALM. Information about the programme can be found on the Diocese of Chichester website (www.chichester.anglican.org).

The PCC endeavors to ensure there is good awareness about the opportunities to get involved through effective communication, talking to individuals and general networking. The church took part in the 'Get Involved' event organised by the Henfield Community Partnership to highlight volunteering opportunities. It is recognised that some volunteer posts could be filled by non church goers. Flower arranging, bell ringing and being part of the choir are all good examples of this.

The PCC continues to ensure we have good working practices and policies to guide and protect both employees and volunteers e.g. the Lone worker policy. In May the PCC approved a policy for Equal Opportunities (this is a standard recommended by the Diocese). It ensures employees and volunteers will not be discriminated on any of the grounds outlined in the policy.

Through all our work we continue to be guided by the Diocesan vision and associated actions that invite us to become more converted to Jesus Christ, and to be more open, more generous and more engaged. We are committed to supporting this vision which informs much of our work in this parish.

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The PCC remains committed to paying the full Parish Share. This is the amount of money that we contribute to the Diocese to support mission and ministry, and specifically to cover clergy stipends and their housing. See our website henfield.org for a fuller explanation of The Parish Share.

We continue to work closely and collaboratively with other churches within our deanery, to provide cover for clergy and to share experiences and resources.

Achievements and performance

Electoral roll numbers

The number on the roll as at 10th May 2023 (APCM) was 223.

The total for the previous year was 226 (APCM 11.05.22). Since then there has been 3 additions to the roll. We have sadly lost 3 parishioners, additionally 2 have moved away and 1 member has left.

Church Attendance

The average attendance figure are based on the month of October 2023.

The average Sunday attendance at St Peters Henfield was adults 70 and 3 children (61 and 3 respectively in 2022).

This number increases at major festivals. Easter Day attendance was 138 (117 in 2022). At Christmas 221 people (124 in 2022) attended the Service of Nine lessons and Carols on Sunday December 17th, an additional 110 attended a Carol service for the scouts of which half were young people. A total of 460 people (457 in 2021) attended services on Christmas eve and Christmas day.

The average attendance at St Giles Shermanbury was 15 (18 in 2022). Easter Day attendance was 19 (18 in 2022). At Christmas a total of 33 people (33 in 2022) attended the Carol Service on Sunday 10th December and 26 parishioners attended the service on Christmas Day (no comparable figure for 2022).

The average attendance at St Peters Woodmancote was 18 (12 in 2022). Easter Day attendance was 14 (no comparable figure for 2022). At Christmas a total of 52 people (77 in 2022) attended the Carol Service on Sunday 17th December and 50 (45 in 2022) attended the service on Christmas Eve.

In total the average for Sunday across all three churches was 103 adults and 3 children (91 and 3 respectively in 2022). The average, including weekday worship, was 120 adults (117 in 2022).

These figures above do not include those that participate online. On average 100 people a week participated in the Sunday services at Henfield which are both live streamed.

As well as our regular services we hold a number of services relating to life events. During 2023, the following took place across the three churches: 15 Baptisms (26 in 2022); 2 Marriages (12 in 2022); 16 church funeral services (24 in 2022), with a further 18 held at crematoriums or cemeteries (19 in 2022) and 12 Interment of Ashes at either Henfield Cemetery or Henfield and Woodmancote Churchyards

The clergy continue to receive many messages of thanks for the support that has been provided following these 'life event' services.

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Review of the year

Worship, Prayer and Discipleship

Prayer and worship are at the very heart of Church life. Throughout 2023 St Peter's Church, Henfield remained open during the day for refuge, quiet prayer and for the well being of all in the village and visitors.

Services and Service Pattern

The services and service pattern has remained the same even though for the last six months of the year we had no curate. Rev'd Paul has engaged the help of 'outside' clergy to ensure that no changes were necessary. The PCC is grateful to Rev'd Dr Janneke Blokland, Chaplain at Hurstpierpoint College, who has helped on a number of occasions and also to Rev'd Kate Bailey who assisted with services at the beginning of the year before taking up her appointment as Rector of Northiam in East Sussex.

The regular service pattern can be found in full on the church website. In addition to these several special services were held to mark the festivals of the Christian Calendar in particular: throughout Holy week and on Good Friday, on Remembrance Sunday and on All Souls Day.

Throughout Holy week 2023 there was at least one daily service. The Good Friday Family 'Stations of the Cross' service was followed by 'The Walk of Witness' by members of all three Henfield churches.

On Sunday 7th May a service of Holy Communion was held in celebration of the Coronation of King Charles III.



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Children's Church

Each Sunday during the 9.45 am services at St. Peter's, Henfield, children aged 3 years to 11 are welcome to join our children's team in the children's area of church for fun activities and crafts that relate to that Sunday's bible readings.

The PCC is grateful to Jan Doick and Karen Williamson for their work and commitment.

Music

The choir now regularly sings at Evensong and on the second Sunday of each month as well as other 'special' services.

Choir Rehearsals take place in St. Peter's Church Henfield on Fridays from 6pm until 7.30pm. If you are interested in joining the choir or helping occasionally, please contact the Choir Director Sidonie Winter via the Church Office.

It is good to report that an after-school choir club has been set up at St Peter's School. This is being run by Sidonie with the help of two teachers. The choir sang at the School end of term service in December and a few of the children joined the adult choir at the Henfield Service of Nine lessons and Carols.

The PCC acknowledges the work done by Sidonie establishing both choirs.

Tim Carpenter, our church organist, left in August. His resignation was a disappointment and he will be missed. The PCC has given approval to start the recruitment process for a replacement, meanwhile we have musicians who are willing to cover.

The PCC would like to thank John Holmstrom who voluntarily plays the piano and organ on the first Sunday of each month and Rosemary McIntosh who regularly sings on the first Sunday. It would also like to thank Molly Hord, a student of Tim's, who has played the church organ for us at a number of services. Molly gained an organ scholarship to Pembroke college, Cambridge University during 2023.

The Church bells at Henfield are rung most Sundays, calling people to worship, and are often requested at Weddings and occasionally for funerals. You might also hear the bells on a Wednesday evening when the ringers hold their practice session. The bells are also rung for significant national events. This year the team had the joy of ringing the bells in celebration of His Majesty's Coronation. The PCC thanks all those who rang throughout the year.

Spiritual Growth

The Rector and the PCC aim to encourage all those who worship at the three parish churches in their discipleship and spiritual growth.

2023 was designated by Bishop Martin as the Year of the Old Testament and focus throughout the year has been given to this.

Reverend Christina has led a 'home group'. The group meets fortnightly on a Monday afternoon for bible study and prayer followed by tea. New members are very welcome. Two books from the Old Testament: Ruth and Daniel have been studied.

During Lent two groups (daytime and evening) met to follow the Lent course prepared by the Diocese. The course focused on aspects of the Old Testament and their underlying connection with the New Testament.

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It is PCC policy to prepare children to receive Holy Communion before Confirmation. In the Autumn, Rebekah McGrath received her first communion.

The weekly e-newsletter, as well as being a valuable means of communicating and sharing information, contains a number of resources to help us nurture our faith, including the Rector's 'thought for the week', a prayer for the week and who we are praying for. The Rector's thought for the week is also posted online.

Provision of pastoral care for people in the parish

Providing pastoral support is key to a caring church. The incumbent and the PCC are committed to the provision of sensitive and compassionate care to ensure the wellbeing of all people within the Parish.

Home Communion, Care Homes and Self-Help Group

Holy Communion services continue to be held on the third Thursday of each month at both Red Oaks and Upper Mead Care Homes. Some residents prefer to receive communion in their rooms and those taking communion to them are delighted to do so. It is helpful when a family tells us their relative has moved to a care home so that good pastoral care can be provided. Through this work good relationships are being built with both staff and residents.

Three times a year we welcome the Henfield Self-help group to the Wednesday morning Communion service at St Peters, Henfield. On these occasions the service, which is normally held in the Parham chapel, is held in the nave of the church where access is easier.

Terry's Cross House is a care home in Woodmancote originally for clergy, missionaries, and their dependents. Whilst these applicants remain a priority, the home now also cares for any member of the Church of England and will offer a place to anyone who needs it if a vacancy arises. The trustees include Rev'd Paul and Rev'd Christina (who is also chairman) and the clergy take a weekly service in the chapel there.

Pastoral visiting and care

There are also lots of reasons why people need care, particularly sickness and loss, not only of loved ones, but also other losses, such as jobs, income, housing and even purpose. Whilst the clergy and Pamela Chaston, our Authorised Lay Minister carry out much of the pastoral visiting - it is easier for the clergy to call on people unannounced - the PCC recognises that many members of the church congregations are giving 'day to day' support and care to their friends, neighbours and in their work as volunteers within the community.

Parishioners are encouraged to ask for Holy Communion at home if they can no longer get to church.

Bereavement Support Group

The care of the bereaved continues to be an important part of our pastoral ministry. The Bereavement Support Group is held twice monthly at the Haven, Henfield. The group is free and is open to adults within the community and surrounding area. The group is facilitated by a team of church members. The aim is to provide a warm safe space where people who are grieving can connect with others and benefit from both emotional and practical support. If anyone is interested in joining the team and or can help with publicising the group give your contact details to the parish administrator.

Baptism Families and Wedding Couples

Pastoral Care also involves caring for each of our Baptism Families. Many Baptism requests are made via Little Fishes and contact is maintained with families so that each family can be invited back to church on the first anniversary. In the same vein wedding anniversary cards are sent to couples married in our parish on their first anniversary.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

Trustees Report

As at 31 December 2023

Ministry of Welcome

The ministry of welcome is particularly important. A friendly welcome may determine whether someone stays and returns to the church. The PCC has the responsibility for approving the welcomers / sidesmen every year. There are 16 official welcomers at Henfield. At Woodmancote and Shermanbury the churchwardens perform this duty. The PCC is grateful for all those who provide such a good welcome on Sundays at our three churches.

Missionary and Outreach

Community outreach is an essential part of our mission which we carry out both collectively but also individually through our everyday encounters and actions.

Members of our three congregations are involved in many different organisations, groups, networks and events throughout the parish; these include the Parish Council, clubs and teams, and the WI, to name just a few. As such the church is deeply embedded into community life, but not as an institution with official representation but through individuals living out their faith and inviting others to join in.

Key aspects of our outreach Include:

St Peters Voluntary Aided Church of England Primary School

The school is a key part of our mission and a focus for our work in the community. Members of the PCC have a responsibility to support the school and ensure it maintains its Christian values. It is responsible for the nomination and approval of the 7 Foundation Governors who represent the church and who work to ensure the school develops with this Christian ethos in mind. Rev'd Paul is an ex-officio member of the Governing body and is currently Chair of the Board of Governors.

It has proved difficult in recent years to find Foundations Governors to fill all the posts. In June Nigel Stevens, who had been a school governor for a number of years, sadly died. The PCC gratefully acknowledges his contribution and wealth of experience. Later in the year the PCC approved the nomination of Jon Shannon as a Foundation Governor. Jon has worked as a school governor before and has valuable experience of HR, policy and strategy.

During the year the governing body of the school voted to join the Hurstpierpoint Education Trust (HET) which is linked to Hurstpierpoint College and is one of the Academy Trusts approved by the Diocese of Chichester. After consultation, with staff and the community, the Department of Education agreed for the transfer to take place. This is due to happen on the 1st May 2024.



The clergy are in school, on average, once a week and the school continue to attend services in the church at various times throughout the year. This year a number of Year 3 pupils attended the service on Good Friday to read the reflections and the prayers that they had written for the Stations of the Cross. This was well received, and the children seemed to enjoy the experience.

Bishop Ruth visited the school in January 2023 and blessed the outdoor Labyrinth and Godly play area that has been created in memory of Louise Clark. Later that morning she also consecrated the extension to the Henfield cemetery.

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Little Fishes

The 'Little Fishes' group for babies, pre-school children and their parents/carers has continued to thrive. The numbers attending are good, with a weekly average of 27 children.

The group meets on a Friday between 9.30 and 11.00. The sessions, which are free of charge, include stories, singing, activities and refreshments, which parents and carers enjoy as much as the children. The PCC thanks all those involved in this important aspect of our work.

During the year a member of Horsham District Council, who was exploring the facilities available for families in the village and what they need, visited Little Fishes. This resulted in positive and complimentary feedback about the group and how it is run.

Parish Magazine

The monthly Parish Magazine continues to be distributed widely throughout the parish and is an essential part of our ministry and outreach. It is an expression of the life of our three churches and a reflection of our beliefs.

The cost of the magazine was increased to 80p per copy. The discounted annual subscription of £8 paid at the beginning of the year includes 2 free copies.

Approximately 750 copies are delivered by 41 distributors who cover local roads in Henfield and Shermanbury. We continue to be grateful to Peter Bates who covers distribution to retailers in Henfield High Street and Woodmancote. 12 copies are sent to subscribers by post each month. Copies of the magazine are displayed in the Church Porch at St Peters, Henfield and copies taken to the churches in Woodmancote and Shermanbury.

Budgens ceased trading in Henfield High Street in February 2023, thus ending our sales from that store. Sainsburys took over the premises and began trading in May. The store has been approached to sell the magazine but to date, no agreement has been reached. Stokes sold an average of 16 copies per month, the Small Dole Post Office sold an average of 8 copies per month. The Shell Garage in Henfield began to sell the magazine in May 2023. In November, the Garage closed for a refit. The average sales for those first 6 months was 18 copies per month. Sales commenced again as soon as the Garage re-opened.

500 extra copies of the magazine were printed in December and circulated free of charge in the Village to publicise the magazine.

The Annual "Thank You" Tea for Distributors was held in Church House and appreciated by those who attended. The Magazine Committee continues to be grateful for all the help with the distribution.

The PCC remains incredibly grateful to Helen Boosey (editor), Amanda Thibaut (assistant editor), Diana Halsey (distribution) Pamela Chaston (advertising) and to all those involved in the production and distribution of the magazine.

Although the magazine is not online, all three churches now have a Facebook page and we continue to engage with the community via these and our church web site.

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As at 31 December 2023

Community Initiatives

We continue to support and get involved with local initiatives, including:

The Henfield Food bank - Our three churches support the Henfield Food bank which is run in partnership with Horsham Matters. We have a donation bin in the church porch at St Peter's, Henfield.

The Henfield Haven - This is a community centre providing activities and specialist services as well as a community cafe. A number of our church congregation support and regularly volunteer their services. Two church members help with the monthly Community Lunch which is open to everyone. The Bereavement Support Group meets at The Haven and in doing so, is able to introduce The Haven to those who may not know of it and the services offered.

Henfield Youth Club - Revd Christina, our retired priest, is a trustee of the club.

Events and Activities

These are important as they bring us together with the wider community. Some of the events are also important as fund raisers.

The following events, not a definitive list, are representative of our activities:

The traditional Easter Monday 'Open Church and Coffee Morning' took place at St. Peter's Woodmancote.

Dominic Dring and John Holmstrom presented 'Saints and Sinners on the Road' with guests in April. This was an evening of both secular and sacred music together with testimonies and storytelling.



In May the television coverage of the King's Coronation service was shown on the big screen in St Peter's church, Henfield so that people could watch it together, particularly those in the community who might otherwise have been on their own. Between 30 and 40 people came along and enjoyed both the screening and the refreshments.

Henfield church was open for the Gardens and Arts festival in June. It was a busy weekend with many people visiting the church to enjoy the cafe, musical events, and photographic display. The refreshments were by donation, hopefully allowing everyone to participate and feel welcome.

At the end of July, the Friends of St Giles, Shermanbury held a summer evening concert of 'Jazz in the Boneyard' with the Mark Travers Quintet. Due to the rain the event had to be held in the church instead of outside as planned; nevertheless, it was a great success.

In September, the popular folk duo Ninebarrow returned to St Peter's, Henfield for a third time. The gig was well attended and attracted many visitors.

At the beginning of October, the Harvest Supper was held. Members from all three churches attended and were pleased to welcome several visitors. The Grand Draw took place during the evening.

In November, all three churches had stalls at the Charities Fair held in Henfield Village Hall. The Woodmancote stall followed the theme of 'Christmas', the Friends of St Peter's, Henfield stall that of 'Chocolate', and The Friends of St Giles, Shermanbury held a grand raffle. Members of St Peter's Church, Henfield also did the catering providing bacon butties and other refreshments.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

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Also, in November a 'Come and Sing Faure Requiem' was held. This comprised a rehearsal session for the assembled choir, followed by both tea and a performance for the attending audience.

In early December Brass Fusion put on 'Carol by Candlelight' at St Peter's, Woodmancote. Many people braved the torrential rain to come to this lovely musical evening.

The PCC would like to thank all those who get involved and give of themselves to represent the church through these activities.

Charity Giving

As part of our Mission and Outreach work, a proportion of money collected, donated and raised at events is given to both local and national charities. In 2023 the total amount given was £1,518.

Turning Tides, a charity that provides homeless services for adults in West Sussex received £450. This was half of the money we received in donations over the Garden & Arts weekend.

Christian Aid received £168.

The Royal British Legion Poppy Appeal received the Remembrance Day collection of £300.

The Children's Society received £265 collected at the school Christingle service and through charity collection pots. Family Support Work, a charity that supports children and families across Sussex, received £335. This was half of the Christmas collections at St Peter's Henfield.

All the Harvest thanksgiving goods donated in our churches and at St Peter's school were given to our local charities FSW and Horsham Matters.

Financial Review

In many ways, 2023 was a year of consolidation with work from the recent Quinquennial Inspections (QI) (or for other reasons) either being carried out, or planned, for all three churches. At St Peter's, Woodmancote handrails on the steps from the car park and related new signage were installed. Other work included the acquisition of a basic audio system and a car park height restriction barrier and treatment for death watch beetle and woodworm. Repointing of the east window wall of the Parham Chapel and decoration of a stained-glass window reveal were amongst the tasks completed at St Peter's, Henfield. At St Giles, Shermanbury quotations were sought for various QI items as well as for a second handrail for the steps to the organ loft. Our expectation is that all this work will be undertaken in 2024. Staging to be used for fundraising events, such as the highly successful "Jazz in the Boneyard" in the summer of 2023, was acquired. Major renovations were carried out at Church House with the main aim being to reduce energy consumption and thereby decrease costs. The roofing felt and most of the existing heaters were replaced. In addition, a suspended ceiling and double/secondary glazing were installed. Most of this work was covered by external grants and generous donations. Although, sadly, it was not possible to hold a summer fete, a remarkably successful Harvest lottery (with £750 worth of prizes donated by local businesses) was run which raised almost £1,900 to boost our General Fund income. We also benefitted from a generous £10,000 donation from an anonymous source. In 2023, we received a legacy of £70,000 to be used for the building of a new classroom at St Peter's School in Henfield as well as for support over several years for literacy and creative arts at the school.

This money is being held as a restricted fund in our books. All but one of our five energy contracts had to be renewed in 2023. Although we were able to take advantage of bulk buying for fixed-term contracts offered by Parish Buying, nevertheless expenditure on utility bills rose to £10,993 compared with £6,930 in 2022. The value of our Unrestricted Fund investments now stands at £409,500 with the equivalent figure for Endowment Funds being £67,763, a combined total of £477,263.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

Trustees Report

As at 31 December 2023

Income

During 2023, total receipts from donations and legacies, and other income on general unrestricted funds were £172,785 and are detailed in the Financial Statements. Our main income is regular planned giving from members of the church congregations, which amounted to £49,240. This was a reduction of 5% compared with 2022 and part of a gradual but continuing trend. The PCC was again extremely grateful to all who contributed financially to the parish through planned giving and collections. The Parish Giving Scheme, whereby church members can give to the church regularly by direct debit, continues to work well. We urge new contributors to consider using this scheme which enables us to receive donations and gift aid generally within ten days of the donation being collected from the members' accounts. This is a very efficient way for both the giver and the church. The PCC will continue to promote its use as part of a wider strategy to maximise our income. The total amount of Restricted fund income received during 2023 was £78,503 with the largest element being a legacy of £70,000 to be used for the benefit of children at St Peter's Primary School, Henfield. The rest was fundraising, donations and dividends on investments. Within unrestricted income receipts of £172,785, the parish benefits substantially from other income (known as 'other trading activities') of £36,982. This comprises fees for weddings and funerals (£5,559), sales of the parish magazine and advertisement fees (£19,777) and rent received from property and from letting Church House in Henfield (£11,646).

Expenditure

Total payments from unrestricted funds were £220,645 and are also detailed in the Financial Statements. Allowing for gains on investments, the net movement on unrestricted funds resulted in a deficit of £28,824. The largest expenditure for the PCC was the Parish Contribution to the Diocese to cover ministry costs. This amounted to £78,795 (100% of the figure allocated by the Diocese). This sum covers the cost to the parish of the housing, stipend, national insurance and pension costs of the clergy and includes a contribution towards Diocesan and national church costs. It remains PCC policy to strive towards paying 100% of Diocesan costs for the foreseeable future. Staff, church running expenses, renovations, upkeep of the churchyards in Henfield and Woodmancote and church utility bills are the next largest items of expenditure totaling £82,252. These costs include caring for the fabric of our three grade 2* listed buildings. The closing balances on the unrestricted, restricted and endowment funds as of 31 December 2023 were £568,023, £105,714 and £67,763 respectively. Total funds stood at £741,500.

Reserves policy and Investment Policy

The PCC reviewed its reserves policy in 2020 and agreed to maintain an unrestricted cash balance on the General Fund that is equivalent to 3 months of unrestricted expenditure, currently £55,000. During 2023 this was maintained. The PCC has the care of three grade 2* listed churches and understands that the upkeep or improvement of these buildings takes considerable financial investment that cannot always be achieved by regular fundraising. With that in mind, in 2021 it invested £300,000 of the proceeds of the sale of Woodmancote Hall and agreed that this initial investment will be for between 5 and 10 years. In January 2023, the PCC reviewed and maintained its investment policy which had been prepared with reference to the Charity Commission's recommended guidance, "Charities, and Investment Matters: A guide for trustees.". The PCC believes that the best types of investments for its purposes are held by investment companies whose funds cover a wide range of asset classes. Such multi-asset funds generally include Equities, Bonds, Property and Cash. The PCC believes that to realise its objectives using in a multi-asset pooled fund, for example that offered by the CCLA Investment Fund or M&G Multi Asset Fund for charities, in which many Church of England Parishes invest, would best meet its investment requirements. Such funds are usually also low cost, simple to administer as they delegate the day-to-day investment decisions to the fund manager, and already operate within an established ethical framework.

They generally provide long-term capital growth as well as income. The PCC operates an ethical investment policy that follows the guidance of the Church of England's Ethical Investment Advisory Group (EIAG). The ethical investment policies recommended by the EIAG are the basis for a distinctly Christian approach to investment and the PCC's investments are in line with that guidance.

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury
and Woodmancote**
Trustees Report
As at 31 December 2023

Future Plans for 2024

The news we received at the beginning of January 2024, that Canon Paul has been appointed as the new rector of St Paul's, Chichester with St Peter's West Hampnett, will largely determine our focus for the year. The first few months will be spent preparing for interregnum and when this commences the PCC will follow the process laid out for finding a new incumbent.

Saying Goodbye. Paul and Jan have been in Henfield for 9 and a half years and it will be very sad to see them go. Paul's last service will be on Easter Sunday (31st March) and we will plan an appropriate farewell. This will be an opportunity for us to show our sincere gratitude.

Prior to Interregnum. During this period the focus will be on the work that is necessary to ensure the effective and smooth running of the parish during the vacancy. This will involve the communication of both task and process related information, the allocation of responsibilities and a handover. The churchwardens, the treasurer, the PCC, the Parish Administrator, those involved in pastoral care and children's work etc will all be involved so that our work can continue as smoothly as possible.

During the Interregnum. The churchwardens in the 3 churches, together with the Rural Dean, the Rev'd Rachel Cornish, Rector of Albourne, Sayers Common and Twineham, will share the overall responsibility for the church and its worship activities.

The PCC and Standing Committee will continue their work and will meet as normal. They will support the Churchwardens in carrying out the additional responsibilities and ensure that procedures are followed. The plan will be to keep things as they are, with no significant changes being made or major projects being undertaken.

Maintenance of the church buildings will continue to be carried out where necessary and the QI work will be progressed. This includes items such as the rust proofing and painting the guttering and other outside metal work at St Peter's Woodmancote, which will be done when the weather permits, together with other minor repairs identified in the QI inspection for St Giles', Shermanbury.

The Worship and Mission Committee will not meet during the vacancy. The work that was to be done exploring the C of E publication 'How Village Churches Thrive' will be put on hold.

In terms of appointing a new priest, various procedures and consultations must take place by law. A key task is to prepare a Parish Profile. This is the document that prospective applicant will look at when considering the vacant post. The fundamental point of it is to attract a new priest. The PCC has representatives from all three churches, and it will work to make sure that the profile is an accurate reflection of what the parish is, our vision and what we consider important attributes for our priest. The PCC will look at 'good' examples and follow the advice given by the diocese, to ensure that the profile we produce is honest and attractive, and results in the 'right' appointment.

The PCC will select and appoint two of its members to act as representatives and to interview selective candidates. Appointing a new priest can often take a long time. The PCC will get on with things as soon as possible.

Signed on behalf of the PCC by



The Rev'd Paul Doick. Chairman.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

Independent examiners report

As at 31 December 2023

Independent examiner's report to the Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

I report on the accounts of the Charity for the year ended 31 December 2023.

Responsibilities and basis of report

The members of the PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the accounts carried out under the Church Accounting Regulations and section 145 of the 2011 Act. 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.

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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:

- (1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts 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 accounts to be reached.



**Mark Cummins FCCA FCIE
for and on behalf of**

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 1 May 2024

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote
Statement of Financial Activities
As at 31 December 2023

	Unrestricted Funds	Restricted Funds	Designated Funds	Endowed Funds	Total Funds 2023	Total Funds 2022	Notes
	£	£		£	£	£	
Income and endowments from:							
Donations and legacies	101,646	77,419	17,024	-	196,089	139,637	
Other trading activities	7,059	-	29,923	-	36,982	36,883	
Investments	17,133	1,084	-	-	18,217	14,451	
Total income	125,838	78,503	46,947	-	251,288	190,971	2
Expenditure on:							
Raising funds	639	326	-	-	965	1,223	
Charitable activities	176,762	4,598	313	-	181,673	306,053	
Other trading activities	5,457	-	37,474	-	42,931	27,070	
Total expenditure	182,858	4,924	37,787	-	225,569	334,346	3
Net gains (or losses) on investments	19,036	-	-	5,831	24,867	(46,575)	7
Transfers between funds	4,000	-	(4,000)	-	-	-	11
Net income/(expenditure) and net movement in funds	(33,984)	73,579	5,160	5,831	50,586	(189,950)	
Reconciliation of funds:							
Total funds brought forward	491,546	32,135	105,301	61,932	690,914	880,864	
Total funds carried forward	457,562	105,714	110,461	67,763	741,500	690,914	11

All activities are continuing.

There are no recognised gains/losses other than those shown on the Statement of Financial Activities.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote
Balance Sheet
As at 31 December 2023

	Total Funds 2023	Total Funds 2022	Notes
	£	£	
Tangible assets	83,894	83,894	
Investments	477,263	452,396	
Total fixed assets	561,157	536,290	7
Debtors	5,245	17,096	9
Cash at bank and in hand	195,331	152,668	
Total current assets	200,576	169,764	
Creditors: Amounts falling due within one year	(20,233)	(15,140)	10
Net current assets	180,343	154,624	
Total assets less current liabilities/net assets	741,500	690,914	
The funds of the charity:			
Endowment funds	67,763	61,932	
Restricted funds	105,714	32,135	
Designated funds	110,461	105,301	
Unrestricted funds	457,562	491,546	
Total charity funds	741,500	690,914	8/11

This Annual Financial Report, for the year ended 31st December 2023, including the notes following, was approved by the PCC and signed on its behalf by The Revd Paul Doick, PCC Chairman



Date 21st March 2024

Charity registration No: 1130458

The notes on pages 23 to 33 form part of the financial statements.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

Notes to the Financial Statements

Year Ended 31 December 2023

1 Accounting policies

a Statutory Information

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote is a charity registered in England and Wales. The Charity's registered number and principal address can be found in the Charity's information page.

b Accounting Convention

The financial statements have been prepared under the Church Accounting Regulations 2006, as far as currently applicable, in accordance with applicable Charity Law, Financial Reporting Standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities SORP (FRS102), effective 1st January 2015. The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at fair value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the Charity's ability to continue as a going concern.

The functional currency of the charity is pounds sterling and items are rounded to the nearest pound.

c Income and endowments

All income and endowments are accounted for without deduction for any costs of recoverability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is possible, and the amount accords with the Gift Aid declaration or other record of intention to donate.

Gift aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in question, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Sales of magazines and study notes are recognised when received.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable.

Investments

Dividends are accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised in accordance with the above overall policy.

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

d Expenditure

Expenditure is accounted for on an accruals basis and accounted for gross of VAT.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011. Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 2000 there is insufficient cost information available and therefore the cost of such assets is not stated in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £1,000 are written off in the year they were incurred.

Depreciation

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments (including investment properties) are stated at fair value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

g Current Liabilities

Creditors and provisions are recognised where the Charity has a present obligation resulting from a present event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

h Estimates and judgements

In the application of the charity's accounting policies, the PCC are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised. The PCC do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote

Notes to the Financial Statements (Continued)

Year Ended 31 December 2023

i Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds – these are unrestricted funds set aside by trustees for a specific purpose.

Restricted funds – these are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowed funds - these are funds arising from investments for a specific purpose.

	Unrestricted Funds	Restricted Funds	Designated Funds	Endowed Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£	£
2 Analysis of income and endowments:						
Planned giving (excl. tax refunds)	49,240	-	-	-	49,240	51,840
Loose cash collections	15,667	-	-	-	15,667	13,734
Fundraising	4,954	2,724	236	-	7,914	10,976
Sundry donations and special appeals	15,271	4,695	8,119	-	28,085	12,405
Gift Aid recoverable	13,902	-	-	-	13,902	11,888
Legacies	-	70,000	-	-	70,000	19,774
Grants	2,612	-	8,669	-	11,281	19,020
Donations and legacies	101,646	77,419	17,024	-	196,089	139,637
Sales of the parish magazine	-	-	4,673	-	4,673	6,814
Church Hall Lettings	-	-	10,146	-	10,146	8,651
Rent	1,500	-	-	-	1,500	1,500
Magazine advertisement fees	-	-	15,104	-	15,104	11,120
Fees for weddings & funerals	5,559	-	-	-	5,559	8,798
Other trading activities	7,059	-	29,923	-	36,982	36,883
Bank & CBF deposit interest	4,495	-	-	-	4,495	1,209
Dividends received	12,638	1,084	-	-	13,722	13,242
Investments	17,133	1,084	-	-	18,217	14,451
Total received on all funds	125,838	78,503	46,947	-	251,288	190,971

The Parochial Church Council of the Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

	Unrestricted Funds	Restricted Funds	Designated Funds	Endowed Funds	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	£	£	
3 Analysis of expenditure on:							
Other fundraising (non-trading) costs	639	326	-	-	965	1,223	
Raising funds	639	326	-	-	965	1,223	
Mission giving	1,518	-	-	-	1,518	2,163	4
Ministry:							
<i>diocesan parish contribution</i>	78,795	-	-	-	78,795	76,967	
<i>benefice office costs</i>	5,915	-	-	-	5,915	6,265	
Staff	21,524	-	-	-	21,524	20,720	5
Upkeep of services	2,056	-	233	-	2,289	10,116	
Church running expenses	24,952	190	80	-	25,222	13,914	
Upkeep of churchyard	10,911	-	-	-	10,911	7,294	
Parsonage houses	6,812	-	-	-	6,812	6,389	
Church utility bills	10,993	-	-	-	10,993	6,930	
Renovations	9,194	4,408	-	-	13,602	151,096	
Support costs	4,092	-	-	-	4,092	3,824	6
Rent Repayment	-	-	-	-	-	375	
Charitable activities	176,762	4,598	313	-	181,673	306,053	
Church hall running costs	5,457	-	22,307	-	27,764	11,613	
Parish magazine costs	-	-	15,167	-	15,167	15,457	
Other trading activities	5,457	-	37,474	-	42,931	27,070	
Total expended on all funds	182,858	4,924	37,787	-	225,569	334,346	

Support costs include governance costs of £2,640 which solely relate to fees associated with the independent examination of the church accounts (2022: £2,220).

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote**
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

	Unrestricted Funds	Restricted Funds	Endowed Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
4 Mission and charitable giving:					
<i>The Children's Society</i>	-	265	-	265	474
<i>Royal British Legion Poppy Appeal</i>	-	300	-	300	470
<i>Turning Tides</i>	450	-	-	450	-
<i>Family Support Work</i>	335	-	-	335	1,219
<i>Christian Aid</i>	100	68	-	168	-
	885	633	-	1,518	2,163

	Unrestricted Funds	Restricted Funds	Endowed Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
5 Staff costs, staff numbers and key management personnel					
a Remuneration					
<i>Wages and salaries</i>	21,524	-	-	21,524	20,720
	21,524	-	-	21,524	20,720

The average number of staff was 4 (2022: 4).

No person received remuneration in excess of £60,000 in 2023 or 2022.

b Payments to PCCmembers

No PCC members, nor persons closely connected with them, received any form of remuneration in respect of their work as a member of the PCC. No members of the senior management team were paid though the Charity's payroll (2022: none). Expenses of telephone, travelling etc. amounting to £1,756 were reimbursed to one member of the PCC (2022: £2,524 was reimbursed to four members of the PCC). In addition, one member of the PCC also received a salary of £3,612 (2022: £3,440) for acting as Choir Director and another received fees of £3,403 (2022: £3,674) for acting as Parish Magazine Editor. During the year, the PCC employed three organists, a Choir Director and an administrator.

	Unrestricted Funds	Restricted Funds	Endowed Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
6 Support/governance					
<i>Accounts production/independent examination</i>	2,640	-	-	2,640	2,220
<i>Other admin</i>	1,452	-	-	1,452	1,604
	4,092	-	-	4,092	3,824

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote**
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

	Unrestricted Funds	Endowed Funds	Total Funds 2023
	£	£	£
7 Fixed Assets			
a Investments			
Fair value 1 January 2023	390,464	61,932	452,396
Net gains and revaluation	19,036	5,831	24,867
Fair value 31 December 2023	409,500	67,763	477,263

	Freehold land and buildings	Total fixed assets
	£	£
b Tangible fixed assets		
Cost or valuation		
At 1 January 2023 and at 31 December 2023	83,894	83,894
Net book value		
At 31 December 2023 and at 31 December 2023	83,894	83,894

The freehold land and buildings comprise Church House. For accounting purposes the historical cost of this property was £83,894.

Investments include an investment property with a value of £60,000, valued by Marcus Grimes FNES MARLA of Marcus Grimes Estate Agents on 6 October 2020. Remaining investments represent cash invested to generate returns.

Total gains in the Statement of Financial Activities of £24,867 (2022: (losses) £46,575) comprised of the unrealised gains on investments of £24,867.

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote**
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

	Unrestricted Funds	Restricted Funds	Designated Funds	Endowed Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£	£
8 Analysis of net assets by fund 2023						
Fixed assets for church use	83,894	-	-	-	83,894	83,894
Investment fixed assets	409,500	-	-	67,763	477,263	452,396
Current assets	(15,599)	105,714	110,461	-	200,576	169,764
Current liabilities	(20,233)	-	-	-	(20,233)	(15,140)
	457,562	105,714	110,461	67,763	741,500	690,914
Analysis of net assets by fund 2022						
Fixed assets for church use	83,894	-	-	-	83,894	83,894
Investment fixed assets	390,464	-	-	61,932	452,396	498,971
Current assets	32,328	32,135	105,301	-	169,764	317,305
	(15,140)	-	-	-	(15,140)	(19,306)
	491,546	32,135	105,301	61,932	690,914	880,864
9 Debtors						
Income tax recoverable	3,219	-	-	-	3,219	730
Prepayments and accrued income	2,026	-	-	-	2,026	16,366
	5,245	-	-	-	5,245	17,096
10 Creditors: amounts falling due within one year						
Aged Payables	4,774	-	-	-	4,774	3,031
Deferred income	12,819	-	-	-	12,819	9,514
Accruals	2,640	-	-	-	2,640	2,220
Other Creditors	-	-	-	-	-	375
	20,233	-	-	-	20,233	15,140

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote**
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

	Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
11 Statement of funds					
Endowed Fund					
Dunlop	8,566	-	-	801	9,367
Nellen	1,032	-	-	98	1,130
Hibberd/King	26,680	-	-	2,511	29,191
Graves Trust (Woodmancote)	8,600	-	-	803	9,403
Warner (Woodmancote)	13,337	-	-	1,266	14,603
West (Woodmancote)	3,717	-	-	352	4,069
	61,932	-	-	5,831	67,763
Restricted Funds					
Churchyard	1,195	797	-	-	1,992
The Friends of St Peter's Church	8,609	4,000	-	-	12,609
Dunlop	1,208	257	(125)	-	1,340
Nellen	183	30	-	-	213
Youth and Children	3,049	-	-	-	3,049
Woodmancote Fabric	9,942	1,155	(3,512)	-	7,585
Friends of St Giles	6,009	2,264	(1,287)	-	6,986
Powell	1,014	-	-	-	1,014
Woodmancote Organ	926	-	-	-	926
Valerie Binstead	-	70,000	-	-	70,000
	32,135	78,503	(4,924)	-	105,714
Designated Funds					
Church House Building	83,894	-	-	-	83,894
Church House	8,291	26,836	(22,308)	-	12,819
Flower fund	785	50	(233)	-	602
Frontal Chest & Porch Doors	4,715	-	-	-	4,715
The Keys	285	-	-	-	285
Parish Magazine	2,261	19,827	(15,166)	(4,000)	2,922
Piano Tuning	-	234	(80)	-	154
Screen & Projector	2	-	-	-	2
Woodmancote Coffee	1,167	-	-	-	1,167
Woodmancote Fabric	3,901	-	-	-	3,901
	105,301	46,947	(37,787)	(4,000)	110,461
Unrestricted Funds					
General fund	491,546	125,838	(182,858)	23,036	457,562
	491,546	125,838	(182,858)	23,036	457,562
Total funds	690,914	251,288	(225,569)	24,867	741,500

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023**

11 Statement of funds (continued)

Restricted Funds comprise:-

- Churchyard: Funded by the Hibberd/King endowment to help finance the upkeep of St Peter's Church (Henfield) churchyard.
- The Friends of St Peter's Church: Holds funds provided by The Friends of St Peter's Church, an independent organization. Its purpose is to raise money for the fabric of St Peter's Church, Henfield.
- Dunlop: Receiving income from the endowment of the same name, expenditure is at the discretion of the Vicar of St Peter's Church (Henfield).
- Nellen: This is funded from the Nellen endowment and provides finance in connection with altar frontals.
- Youth and Children's Fund: Set up to provide funding for youth and children's activities.
- Woodmancote Fabric: Holds funds donated/raised specifically for the upkeep of the fabric of St Peter's Church, Woodmancote.
- Friends of St Giles: Overseen by a committee of the PCC which raises funds for the fabric of St Giles Church, Shermanbury.
- Woodmancote Organ: Established to provide money for the organ at St Peter's Church, Woodmancote.
- Powell: A legacy specifically for the upkeep of the church and churchyard of St Peter's Church, Henfield.
- Valerie Binstead: A legacy from the estate of the late Valerie Binstead to be used for the benefit of children at St Peter's Primary School in Henfield.

Designated Funds comprise:-

- Church House Building: This is the historical value of Church House, the church hall at St Peter's Church, Henfield.
- Church House: Receives income from lettings and meets expenditure in connection with the maintenance and upkeep of the building.
- Flower Fund: Used to fund flower arrangements for St Peter's Church, Henfield.
- The Keys: Funds arise from events, such as concerts, the proceeds of which are often donated to other charities.
- Parish Magazine: Holds income from the magazine and meets its costs.
- Screen and Projector: Holds funds designated for the installation of a screen and projector at St Peter's Church, Henfield.
- Frontal Chest & Porch Doors: A generous donation which the PCC has set aside for the purchase of an altar frontals chest and installation of new porch doors, both at St Peter's Church, Henfield.
- Woodmancote coffee: Donations arising from refreshments provided at St Peter's Church, Woodmancote and designated to meet various costs at that church.
- Woodmancote fabric: Funds raised, and set aside by the PCC, to cover costs associated with the fabric of St Peter's Church, Woodmancote.
- Piano Tuning: A fund designated by the PCC to help finance tuning of the grand piano at St Peter's Church, Henfield.

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote**
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023

11 Statement of funds (continued)

Endowed Funds comprise:-

- The Hibberd/King bequest, a permanent endowment which requires the income to be spent on the Henfield churchyard;
- The Nellen bequest to be spent on Altar-frontals;
- The Dunlop bequest to be spent at the Vicar's discretion;
- The Graves Trust, the income from which is to be spent on maintaining the churchyard at Woodmancote church;
- The Warner fund is endowed with income to be used for upkeep of the churchyard;
- The West funds is endowed with income to be used for upkeep of the churchyard;

Transfers between funds relate to reallocations as considered necessary by the PCC.

12 Statement of Financial Activities 2022

	Unrestricted Funds	Restricted Funds	Designated Funds	Endowed Funds	Total Funds 2022	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	120,918	18,431	288	-	139,637	
Other trading activities	10,548	-	26,335	-	36,883	
Investments	13,367	1,084	-	-	14,451	
Total income	144,833	19,515	26,623	-	190,971	2
Expenditure on:						
Raising funds	855	368	-	-	1,223	
Charitable activities	198,428	69,007	38,618	-	306,053	
Other trading activities	-	-	27,070	-	27,070	
Total expenditure	199,283	69,375	65,688	-	334,346	3
Net gains (or losses) on investments	(27,939)	-	-	(18,636)	(46,575)	7
Transfers between funds	2,045	(45)	(2,000)	-	-	11
Net income/(expenditure) and net movement in funds	(80,344)	(49,905)	(41,065)	(18,636)	(189,950)	
Reconciliation of funds:						
Total funds brought forward	571,890	82,040	146,366	80,568	880,864	
Total funds carried forward	491,546	32,135	105,301	61,932	690,914	

**The Parochial Church Council of the Ecclesiastical Parish of Henfield with
Shermanbury and Woodmancote
Notes to the Financial Statements (Continued)
Year Ended 31 December 2023**

13 Related parties and transactions

There were no related party transactions during 2023 or 2022 other than those outlined in note 5 of these accounts.