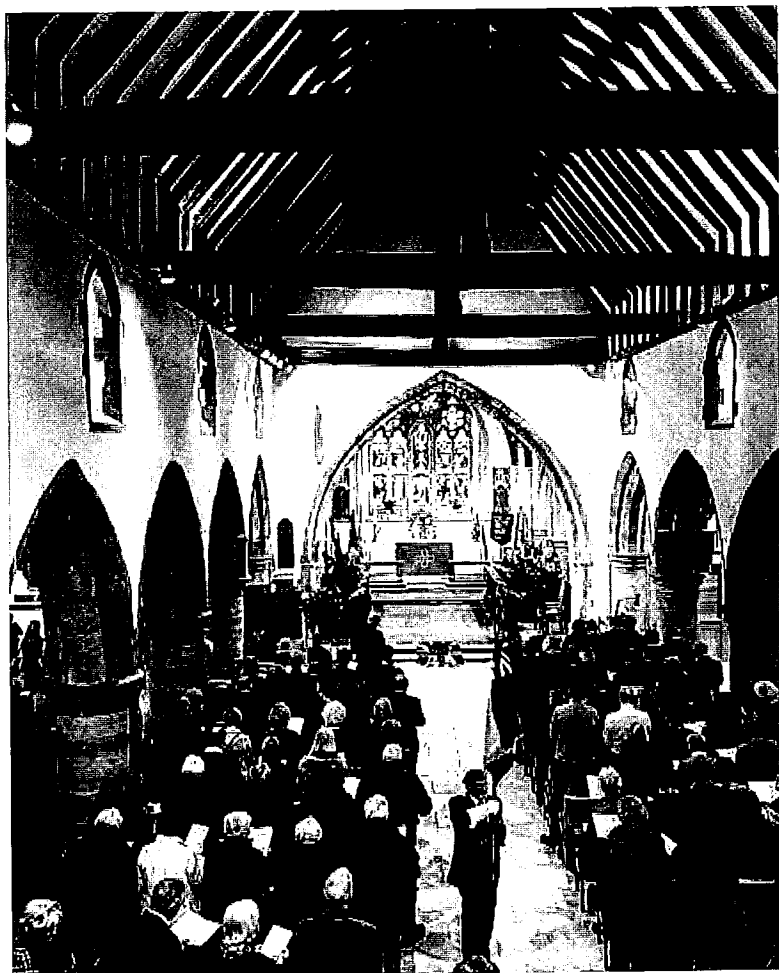


THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

"Learning, Living and Sharing God's Love"



*Remembrance Sunday. Photo © Helen Boosey*

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## LEGAL AND ADMINISTRATIVE INFORMATION

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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](mailto:admin@henfield.org). Church Website: [henfield.org](http://henfield.org)

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

Trustees and their responsibilities	Name	Position	Until
Incumbent	The Rev'd Canon Paul Doick		23 April 2024
	The Rev'd Joseph Padfield	<i>Rector from 25 November 2024</i>	
Churchwardens (elected for 1 year term at APCM)	Jan Poole	<i>Churchwarden Shermanbury</i>	22 April 2024
	Pat Burdock	<i>Churchwarden Henfield &amp; Parish Safeguarding Office</i>	2025
	Nick Cryer	<i>Churchwarden Henfield</i>	2025
	Richard Putnam	<i>Churchwarden Shermanbury</i>	2025
	Mike Pool	<i>Churchwarden Shermanbury</i>	2025
	Barry Chaston	<i>Churchwarden Woodmancote</i>	2025
	Vacancy		
Deanery Synod (elected for 3 year term at APCM)	Jan Doick		23 April 2024
	Richard Putnam		2026
	Steve McGrath		2026
	Heather McFarlane-Cryer		2026
	Nick Cryer		2026
	Sidonie Stevens		2026
	(aka Sidonie Winter)		
PCC members (elected for 3 year term at APCM)	Karen Williamson		2025
	Angela Underwood		2025
	Helen Boosey		2025
	Sue Gunn		2026
	Vacancy		
	Vacancy		
	Richard Kendall	<i>PCC Treasurer</i>	2027
	Katrina Phipps	<i>PCC Secretary</i>	2027
	Pamela Chaston		2027
Charity number	1130458		
Independent examiner	Carpenter Box Amelia House Crescent Road Worthing West Sussex BN11 1RL		

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# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Bankers

Barclays Bank PLC  
1 Chapel Road  
Worthing  
West Sussex  
BN11 1EX

The CBF Church of England Deposit Fund  
80 Cheapside  
London  
EC2V 6DZ

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# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

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# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

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### Structure, Governance and Management

#### *The Parochial Church Council*

The Parochial Church Council (PCC) is the executive committee of a Church of England parish. It consists of clergy and churchwardens of the parish, together with representatives of the laity. The PCC has its origins in the Vestry Committee which looked after church business (both religious and secular) up until 1921.

The PCC is legally responsible for the financial affairs of the church parish and the maintenance of its assets, such as churches and church halls. It also assists the clergy in the management of church affairs in the parish, and promoting the mission of the church. It operates according to the Church Representation Rules (2020). It is a charitable body and as such must comply with the Charity Commission's regulations.

The Henfield, Shermanbury and Woodmancote PCC is led by the rector of the parish (also referred to as the incumbent), and comprises the churchwardens of our three parish churches, our elected representatives on the Deanery Synod and up to nine representatives of the laity

Members are elected to our PCC at our Annual Parochial Church Meeting (APCM) normally held in May. Every year six churchwardens (2 per church) are elected or re-elected (as is often the case) together with a number of PCC lay representatives - to replace those whose three year term has finished. Lay representative to the Deanery Synod are normally elected every three years. We currently have 5 deanery representatives as determined by the number on our electoral roll.

#### *During a Period of Vacancy*

The period between incumbents is known as a period of vacancy or an interregnum. We were in vacancy between April 24th - November 25th. During this time much of the legal responsibility which would normally lie with the incumbent was passed to the churchwardens and the rural dean. Our rural dean is Rev'd Rachel Cornish (Priest in Charge at Albourne, Sayers Common and Twineham Parish).

The PCC continued to operate during the vacancy period and was ably led by Pat Burdock in her role as a churchwarden of St Peters Henfield, and acting chair. The focus was on day to day business and the work necessary to find and select a new incumbent.

The PCC would like to thank all those who picked up new or additional responsibilities during the vacancy period whose help enabled the Church to run smoothly. The PCC is particularly grateful to Pat Burdock for the significant extra work and responsibility that she took on, and also to Nicki Jones our Parish Administrator. The PCC thanks Rev'd Christina Bennett (PTO) who, as well as taking more services during the vacancy, also attended the PCC meetings in an advisory role (non voting) for clergy matters.

#### *The PCC remembers:*

*Jan Pool who died in April 2024. For the past few years Jan had been one of our two serving churchwardens for St Giles' Shermanbury. She was a wise and conscientious churchwarden who worked hard in her role. She participated in many parish activities most notably our Little Fishes group. The PCC is sincerely grateful for her contribution. She is greatly missed by all and we send our heartfelt thanks, love and support to her family.*

#### *The PCC congratulates:*

*Rev'd Canon Paul Doick who in April 2024 was installed as Rector of St Paul's Chichester and St Peter's Westhampnett. Paul and his wife Jan left with our sincere thanks, love and lasting friendship. We wish them every happiness in their new Parish.*

*Richard Putnam (churchwarden, Shermanbury) who in October 2024 was invested into the Order of St Richard by the Bishop of Lewes, at a service in Chichester cathedral. This was in recognition of his long and dedicated service, and in particular his successful fund raising initiatives for the repair of the roof and the building of an outside church toilet at St Giles' Church, Shermanbury.*

*Rev'd Joe Padfield, who on November 25th was installed as Rector of our parish. We warmly welcome Father Joe, his wife Imogen and their family; and we look forward to worshipping and working together as we serve this parish and the community.*

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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*Installation of Rev'd Joe. Photo © Kenneth McIntosh*

### ***The Deanery Synod***

Our parish belongs to the rural deanery of Hurst which encompasses over 20 churches in neighbouring parishes.

The deanery synod provides an important link with our neighbours, and with our diocese as a whole. It provides a forum for sharing knowledge, best practices and resources. Members of the deanery synod also play a role in electing lay and clergy members to both the diocesan and general synods.

The deanery synod met three times in 2024. The meetings move around the deanery, so one of the advantages of attending is being able to visit various churches. On arrival at the church or hall refreshments are offered before the meeting begins with a short time of worship, often Evening Prayer. There is usually a certain amount of business to get through, either before or after the speaker, who might come from any walk of life.

At the February meeting, held at Sayers Common, there was a very interesting talk about *Open the Book* (OtB). This is a storytelling project where Bible stories are shared with primary school children in a way that is fun, interactive and memorable. OtB provides training to equip and enable volunteers from churches to deliver school assemblies. The programme is open to anyone.

The May meeting took place here at St. Peter's Henfield; the speaker was Colin McFarlin, a Volunteer Senior Waste Prevention Advisory for WSCC. He gave a very comprehensive and humorous view of what can and is being recycled in the county, using both power point and physical props (i.e. rubbish!).

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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In November the meeting was at St Francis' Church, Hassocks; there was a presentation on Carbon Literacy by the Diocesan Environment Officer, the Rev'd Buff Stone. This was partly a power point and partly discussion and was both interesting and challenging.

In future there will be only two Deanery Synod meetings each year; in 2025 these will be in June and November.

#### **Other Committees**

There are several committees in place to deal with specific aspects of parish life, these report to the PCC. The following committees met in 2024:

- **Standing Committee.** This is the only committee which the PCC is legally obliged to establish. The core membership comprises the Incumbent (Chairman), 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 full PCC discussion, and to plan the business of the PCC.
- **Parish Magazine.** This committee meets to discuss the content, price and advertisements contained in the parish magazine as well as issues surrounding printing and distribution. The monthly organisation 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 held in a restricted fund.

The Committees for 'Worship and Mission' and 'Pastoral Care,' that were led by and relied on the incumbent, were disbanded at the start of the year prior to the Vacancy.

#### **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 from which was largely used in 2024 to cover the schools 10% contribution to building projects. The rector and churchwardens are ex officio trustees.
- **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.

## Safeguarding, Health and Safety and Data Protection (GDPR)

### **Safeguarding**

We have a duty of care to all we minister to within the parish and wider community; and we take the protection of children, young people, and vulnerable adults very seriously.

Our Safeguarding Officer is Pat Burdock. With the support of the PCC she manages our agreed 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.

The PCC reviews the safeguarding policy annually. This was done in July 2024.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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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. Most policies have a review date of 1 or 2 years and are reviewed by the PCC.
- **Ensure 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. leading children's church, providing pastoral care etc. Individuals now complete the CoFE Confidential Declaration Form as part of the DBS 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 for church events and other activities as necessary.
- **Ensured Safeguarding is integral to our work.**  
Safeguarding has continued to be an agenda item for meetings of both the PCC and Standing Committee.

In July the PCC discussed a new directive issued by the diocesan bishop regarding events (plays, concerts etc) in our churches. The directive aims to ensure that churches do not give a platform to certain categories of convicted offenders, namely sexual and violent offenders, as this has potential to cause offence and hurt, and could put people at risk. The directive, which encourages reasonable diligence, was accepted by the PCC; and it is now attached to the hire agreement for our churches, so that it is read and signed as part of this.

### **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, as 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.

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. They were reviewed in March 2024.

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.



# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2024*

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*St Peter's Woodmancote at dusk. Photo © Barry Chaston*

### ***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 notice also covers what constitutes a data breach and what needs to be done if a breach occurs. It is reviewed every two years by the PCC. The PCC reviewed the notice in November 2023, It will be reviewed again in November 2025.

The notice includes a section covering the capture of personal images when filming and live streaming services. The Sunday Order of Service booklet 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 stay in touch, please contact the church office.

How we handle data privacy is covered on our church website.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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### Aims and Purpose

The PCC shares with the rector 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. In particular, we work to enable people to live out their faith as part of our parish community. We are guided by our Mission Action Plan. This outlines our specific aims and action for:

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

It is our duty to ensure that our work benefits the public. We follow the Charity Commission's guidance on public benefit and the specific guidance to churches on the advancement of religion.

Through all our work we continue to be guided by the Diocesan vision that invites us to become more converted to Jesus Christ and to be more open, more generous and more engaged.

*\* These three aspects are covered in more detail as part of the Review of the Year.*

### Objectives and Activities

The news that we received at the beginning of January 2024, that Rev'd Paul had been appointed as the new rector of St Paul's, Chichester with St Peter's West Hampnett, largely determined our focus for the year.

Our main objective during the period January - April was to prepare for the interregnum and undertake the necessary handover of tasks and responsibilities. During the months of April to November the PCC concentrated on the work required to find a new rector. In December the focus switched to welcoming our new rector, and supporting him in his new role.

Throughout the year the PCC met as normal and carried out the 'business as usual' work. In accordance with the church rules for interregnum the PCC kept things as they are, with no significant changes being made or major projects being undertaken.

#### *Managing the Interregnum and finding a new Rector*

- *Preparing for the interregnum.*

Much preparatory work was done to ensure the effective and smooth running of the parish during interregnum. Task and process related information was explained and passed on together with the handover of certain responsibilities. Most importantly clergy cover for our Sunday services (for the first 6 months) was arranged. The PCC familiarised itself with the legalities and church rules for the interregnum period, as well as the process that would need to be followed to find and select a new incumbent. It spent time considering and discussing the guidance for writing a successful Parish Profile. \*

*\* The Parish Profile is a document written by members of the PCC that provides an honest picture of our parish and who we are. The main point of it is to attract a new priest.*

- *Undertaking the process to find a new rector.*

The official timescale for the appointment process required the PCC to produce the parish profile ideally within three months, six months at the latest. Work commenced in April, immediately after the licensing of Rev'd Paul in his new parish. The final document was agreed at the end of July following a statutory review meeting with the Archdeacon, at which point two PCC members were elected to conduct the candidate interviews with the Bishop of Horsham.

The PCC consulted as widely as possible within the parish when compiling the profile. Church members were asked to submit their views both on what we might be looking for in our new priest, and what we in turn could offer. We also asked pupils at St Peter's Church School what they would value in a new rector, and some of their insightful comments were included. Once agreed a copy of the profile was made available in the Henfield church for all to see.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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A significant amount of work drafting and compiling the profile was carried out by Pat Burdock, with the help of Katrina Phipps and the expertise of Helen Boosey, who professionally produced (design, layout, electronic links etc) the document. Our thanks go to all three.

Appointing a new priest can take a long time. We were blessed. Following a very good interview the appointment of Rev'd Joe Padfield was confirmed by Bishop Martin and announced on the 29th September.

### *Undertaking Business as usual*

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

A range of services continued to be held each week across the parish providing a real choice for parishioners.

The pattern of services was largely unaffected by the vacancy due to good planning and the clergy support we received. Rev'd Christina together with a number of visiting clergy provided cover for the communion services, baptisms and weddings, and visiting lay readers helped cover the other services of matins, evensong and Songs of Praise. Most funerals were taken by Rev'd Christina.

During the 9.45am Sunday service at Henfield, activities for children between 3 and 11 years are held in the North transept where there is a specially designed area for our young ones. Our church sidesmen continue to provide a warm welcome to everyone. This has been particularly important during the time of vacancy and is something that can make a big difference to both guests and regular members of the congregation.

The PCC is grateful for the continuity provided by Rev'd Dr Janneke Blokland, (Chaplain at Hurstpierpoint College) who took both services at Henfield on two Sundays a month during the Vacancy. We have been so blessed by her ministry and friendship. We thank her and all of the clergy and lay ministers who served us so well.

- ***Mission - Growing our Church***

Whilst no new initiatives have been implemented this year we have worked to maintain and strengthen our existing activities that support our aim to grow the church and encourage families.

- ***Finance - Managing finances***

As a parish we remain financially viable however we are running at a deficit each month and we are increasingly having to draw on our savings to supplement our monthly running costs.

The PCC is looking at ways and opportunities to reduce our expenditure and/or increase our income. It continues to ensure funds are appropriately allocated. All major expenditure is discussed by the PCC and needs approval. This year cash flow has been a concern.

We have continued to pay our Parish Share (approx £6,700 a month) in full, although the money we receive through regular planned giving does not cover this. In November the PCC voted not to increase our Parish Share for 2025 by the suggested 4%\*.

Ideally we need to find a consistent means of increasing our regular income. Some helpful suggestions for generating income were raised at a PCC brainstorming session in September. We also looked at how we might effectively communicate our financial position to our congregation and the community. It was agreed that our new rector should be party to any decisions and we would wait until he was settled and had familiarised himself with the Parish.

The PCC remains very grateful to the many members of the congregation who regularly give to the church, and for the legacies and other donations that are received throughout the year. The PCC is keen to provide easy and convenient means for donating, and there is relevant information and links on our service sheets, in the weekly newsletter and on the website. There is also a donation machine in the Henfield church.

\* *The Parish Share 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.*

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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- ***Buildings - Completing the Quinquennial, regular maintenance, and work on the Vicarage***

The PCC has reviewed and approved some remaining pieces of work required following the statutory Quinquennial Inspection (QI) of all three churches in 2021. Most of the required work, except for a small package at Shermanbury, is now complete. Some routine maintenance work has also been approved and carried out this year.

In preparation for our new rector some repair and decoration work was required to the vicarage. Certain aspects of the building are the responsibility of the diocese (structural repairs, new boiler etc) and some like the decorating fall to the PCC. Having agreed the list of tasks, the PCC authorised (in September) a spend of £10,000 so that the work could commence without delay. Normally the PCC is expected to pay for the decoration of one room a year but no such costs had been incurred during the previous incumbency. The PCC recognise the large amount of decorating undertaken by Imogen Padfield before she and Joe arrived.

Following on from the significant improvements made to Church House in 2023, a few further improvements were made.

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

The Ministry of Lay People, together with the work of volunteers, is vital to delivering 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.

We have two ALMS: Steve McGrath and Pamela Chaston. Steve completed the ALM (Authorised Lay Ministry) Part 2 course for Worship and Liturgy this year. Steve is now able to take services of the word (non-Eucharistic services). Pamela is our ALM for Pastoral Care (Woodmancote) and has been qualified for almost 3 years. We are grateful for their contribution and work. 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](http://www.chichester.anglican.org)).

In addition to our ALMs we have a number of Lay Ministers of Communion and a team for the intercessions and another for the readings. During the year we have welcomed several new members to both these teams. This is good news.

If you would like to be more involved please talk to one of the Churchwardens or to Nicki our Parish Administrator.

## Performance

### ***Electoral roll numbers***

The number on the roll as at 8th May 2024 (APCM) was 217.

The total for the previous year was 223 (May 2023); since then there have been 5 additions to the roll. We have sadly lost 7 parishioners, and 4 have moved away.

### ***Church Attendance***

The average figures given below for Sunday attendance are based on the month of October 2024. The parish was in interregnum at that time.

### ***Sunday Attendance***

The average Sunday attendance at St Peters Henfield was 62 adults and 3 children (70 and 3 respectively in 2023). At St Giles Shermanbury it was 15 adults (15 in 2023) and at S Peters Woodmancote it was 17 adults (18 in 2023).

In total the average for Sunday across all three church was 94 adults and 3 children (103 and 3 respectively in 2023). The average, including weekday worship, was 110 adults (120 in 2023).

These figures above do not include those that participate online.

At the major Christian festivals of Easter and Christmas, the number attending our churches increases.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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### **Attendance at Easter**

This year the main Easter service was a combined service for all three churches in the parish as it was also the leaving service for Rev'd Paul and Jan Doick. The total attending on Easter Day was 218 (201 adults and 17 children). The comparable parish total for Easter day 2023 was 175.

### **Attendance at Remembrance Sunday Service**

This year 228 adults and 136 children attended this special service at St Peter's, Henfield (204 adults and 128 children in 2023).

### **Attendance at Special Services during Advent**

The village Advent Service held at St Peter's Henfield on the 1st of December, was attended by 63 adults. This is an ecumenical service attended by members from the other churches in the village.

All three of our churches held a Carol Service. The service at St Peter's Church, Henfield (Sunday 22nd December), was attended by 140 people (221 in 2023), at St Giles Shermanbury (Sunday 15th December) 60 people (33 in 2023) attended the service, and at St Peter's Woodmancote (Sunday 22nd December) 58 people (52 in 2023) attended.

There were two services for the children at St Peter's School, Henfield. The Christingle service for Reception and Key Stage 1 children was attended by 181 children and 115 adults. The Carol Service for Key Stage 2 children was attended by 220 children and 91 adults. The Henfield Scouts also had a Carol Service at St Peter's, Henfield, which attracted 76 adults and 72 children.

### **Attendance on Christmas Day and Christmas Eve**

The number of people attending services on Christmas Eve and Christmas Day at St Peter's, Henfield was 372, this figure includes the 75 children and 124 adults who attended the crib service on Christmas Eve. The Christmas Day service at St Giles' Shermanbury was attended by 19 adults and 3 children. The Carols and Readings for Christmas Eve at St Peter's Woodmancote attracted 63 adults. Comparison figures are omitted, because these can be misleading at Christmas when the numbers vary for many reasons, including what day of the week Christmas eve and Christmas day fall on.

### **Baptisms, Funerals and Weddings**

As well as our regular services we hold a number of services across our three churches relating to life events.



During 2024, we had 12 baptisms (15 in 2023) and 12 marriages (2 in 2023)

There were 25 funeral services (16 in 2023) in our churches, with a further 10 held at crematoriums or cemeteries (18 in 2023) and 3 interment of ashes at either Henfield Cemetery or Henfield and Woodmancote Churchyards (12 in 2023).

### **Martyrs Cairn, Woodmancote Churchyard**

Photo © Barry Chaston

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### Review of the year

#### • *Worship, Prayer and Discipleship*

Prayer and worship remain at the very heart of our church life. St Peter's Church, Henfield is open every day from 8am to 6pm (or dusk if earlier). It is a place of peace and sanctuary, and many visit to reflect, pray, and light a candle.

#### *Services and Service Pattern*

The regular service pattern can be found in full on the church website. Each week during the vacancy there has been a combination of retired or active clergy and lay readers helping with our services and with their help we have largely managed to maintain a normal schedule.

In addition to our regular services, a number of special services were held to mark the festivals of the Christian Calendar, in particular: throughout Holy Week and on Good Friday, on Remembrance Sunday, on All Souls Day and during advent.

Each day of the Holy Week was marked with a service, including Compline and Reflection, a service of Tenebrae (with readings and music) and sung Holy Communion of the Last Supper and Vigil on Maundy Thursday.

On Good Friday there was a worship service for all ages in the morning, and a 'Walk of Witness' with members from the three Henfield churches. The Liturgy of Good Friday service took place at St Peter's Henfield in the afternoon.

On Easter Sunday, as well as the 8.30 service, there was a Parish wide service so that all three churches could worship together and celebrate the risen Christ, and give a fitting goodbye to Rev'd Paul and Jan.

The Remembrance Sunday service at St Peter's Henfield was ably led by Rev'd Dr Janneke Blokland and was followed by the parade and shot service at the Cagefoot Lane memorial. This service was very well attended.

The All Souls Day service that was taken by Rev'd Christina was also special. As in previous years it included the reading of the names of loved ones who have departed.

*Farewell to Rev'd Paul & Jan. Photo © Helen Boosey*



# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### ***Children's Church***

Each Sunday activities are laid out for children in the children's area. We have one regular family with three children that attends, and other families that come more occasionally. It works well that the children remain in the church during the service, the parents like this as do the congregation. It provides us all with an opportunity to get to know and involve these young families.

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 for preschool children and with special services like that held for the cubs and scouts at Christmas.

The PCC remains very grateful to Karen Williamson for her work and commitment running Children's Church. Since Jan's departure in April she has run this on her own.

### ***Music***

On the second Sunday of each month the main service at Henfield is choir led and 'Music for the Eucharist: Mass of St Thomas' is used. The congregation is slowly becoming familiar with this.

The choir sings at Choral Evensong and, four times a year, the service of Matins (Morning Prayer) at Woodmancote is sung. The choir sings at the carol services in all three of our parish churches and on other special occasions. Much work goes into learning the music for all the services and we thank both Sidonie Winter (Choir Director) and all the choir members. \*

The post of Organist for Henfield remains vacant but our services have been well covered by Stephen Wyman (church organist primarily for Shermanbury and Woodmancote) and Anthony Abbott (retired organist Henfield), as well as Sidonie Winter and John Holmstrom (volunteer). Scheduling has not always been straightforward due to illness, injury and other absences but we have managed.

The church bells at Henfield are rung most Sundays, calling people to worship, and are often requested at weddings and occasionally for funerals. This year the team had the pleasure of ringing the bells for the Induction Service of our new rector.

*\* Further details about the Choir and Bell Ringers are given in the section on Mission and Outreach.*

### ***Spiritual Growth***

The clergy and the PCC aim to encourage all those who worship at the three parish churches in their discipleship and spiritual growth. 2024 was designated by Bishop Martin as the Year of the New Testament and focus throughout the year has been given to this.

Rev'd 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. The group studied Luke's gospel during the year and has now moved on to Acts.

There was no Lent course this year instead we were encouraged to use the Church of England's daily reflection booklet 'Watch and Pray', which invited us to seek out God in both familiar and unfamiliar places during Lent. A simple soup lunch was available each Wednesday throughout Lent enabling us to gather and eat together.

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.

### ***• Provision of pastoral care for people in the parish***

Providing pastoral support is key to a caring church. We are committed to the provision of sensitive and compassionate care to ensure the well being of all people within the parish.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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### *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.

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 Christina (who is also chairman) and the clergy take a fortnightly service in the chapel there.

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

### *Pastoral visiting and care*

There are many 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. The clergy and Pamela Chaston, our Authorised Lay Minister carry out much of the pastoral visiting as their role facilitates this. However the PCC recognises that many members of the church congregations are giving daily support and care to their friends, neighbours and in their work as volunteers within the community.

### *Bereavement Support Group*

The care of the bereaved is another aspect of our pastoral ministry. The Bereavement Support Group is held 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 three 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.

There has been a steady flow of people attending each month but overall numbers have fallen. The group is keen to reach all those who need support. If anyone can help with promoting the group please contact Nicki, our parish administrator.

### *Baptism Families and Wedding Couples*

Pastoral Care also involves caring for each of our Baptism Families and many Baptism requests are made via Little Fishes. We try and maintain contact with these families.

Likewise we try and maintain contact with our wedding couples, and wedding anniversary cards are sent to couples married in our parish on their first anniversary and they are remembered in our prayers.

### *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.

### • *Mission 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, Self Help Group, clubs and teams, and the WI, to name just a few. As such the church is deeply embedded into community life, 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:



# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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### *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 a number of the Foundation Governors who represent the church and who work to ensure the school develops with this Christian ethos in mind. Father Joe, in his position as Rector, is a Foundation Governor.

This year the school joined the Hurstpierpoint Education Trust (HET). This is a multi academy trust of currently eight primary schools in Mid-Sussex. It is linked to Hurstpierpoint College and is approved by the Diocese of Chichester.

Prior to Rev'd Paul's departure, the school had a SIAMS inspection - Statutory Inspection of Anglican and Methodist schools - which all church schools go through. This went very well. The report remarked on the excellent relationship the school has with the local church (i.e. us) and how the Christian vision for the school is understood and lived out by both the children and adults.

The school continue to attend services in the church at various times throughout the year. Two such occasions were when the younger children came in to learn about Baptism with an enactment at the font, and when in November the Year 6 children took part in the Poppy Cross event. This was obviously a more serious occasion which involved a brief service during some pupils from each class read short eulogies for each of the fallen soldiers: after which the poppy crosses were taken and laid at the war graves.

Come the new year, Father Joe will start going into the school once a week.

### *Little Fishes*

The 'Little Fishes' group for babies, pre-school children and their parents/carers has continued to thrive. The numbers attending are very good, with between 25 and 30 children a week and the same number of adults or more.

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 the accompanying adults enjoy as much as the children. The PCC thanks all those involved in this important aspect of our work.

### *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.

In June, the magazine editor received the unexpected news concerning the closure of the magazine printers, Gemini Print in Shoreham. Thanks to immediate research and hard work by the editor, Helen Boosey, with help from Richard Kendall and Pat Burdock, new printers were found and the July magazine appeared in good time.

The new printers are Bishops of Portsmouth who are providing the magazine at a lower cost and with no change to the print quality. Delivery has been on time every month.

The magazine is available each month of the year, price 80p; but 2 free copies are offered to subscribers who pay an annual subscription. We maintain our numbers of distributors to subscribers in Henfield and Shermanbury - approximately 750 copies are delivered by 41 distributors. Peter Bates continues to deliver magazines to Henfield High Street and Woodmancote each month and Peggy Barrow covers the postal deliveries. Magazines are sold at Stokes, the Shell Garage and the Small Dole Village Stores. Extra copies of the December magazines were again circulated free of charge.

The Annual "Thank You" Tea took place in Church House in November. Thanks to all those who attended and helped. The Magazine Committee continues to be grateful to everyone who helps with the important circulation of our Parish Magazine.

The PCC remains incredibly grateful to Helen Boosey (editor), Amanda Thibaut (assistant editor), Diana Halsey (distribution).

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

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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### *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 - Rev'd Christina, our retired priest, is a trustee of the club.

### *Groups and events*

We have three groups that meet weekly in St Peter's Church, Henfield: the choir, the hand bell ringers and the bell ringers. These groups are not just for church goers, they are open to everybody and we are keen to welcome others in.

The choir rehearses on Friday evenings from 6 - 7.30pm and is currently recruiting. It leads the main Sunday service once a month, and also leads at choral evensong and choral matins (3 or 4 times a year): as well as participating in other choral events. The choir sings at all three parish churches.

There is a new grand piano at St Peter's Henfield which is used for rehearsals, church organs (at all three churches) and a substantial music library. If you would like to join please contact the choir director (see church website for details). You do not have to be able to read music, just be willing to do a bit of homework occasionally!



The hand bell ringers meet regularly on Saturday mornings 10.30 - 12.00 noon, including time for coffee, biscuits and chat! The group welcome anyone who would like to try the bells - musical knowledge not necessary although helpful - or just come in to sit and listen.

The group took the bells into the community twice in December 2024, first playing in the foyer of the village hall before the concert in aid of St Barnabas; then entertaining some of the residents of Red Oaks with Christmas carols and songs.

*The hand bell ringers. Photo © Helen Boosey*

The bell ringers practise on a Wednesday evening between 7.45 - 9.00 pm in the bell tower - obviously. St Peter's Church, Henfield has a ring of 8 bells and our bell ringers regularly ring for services, wedding and for other occasions. We have been told that a peal from our bells is one of the best in Sussex, come and listen for yourself. If you would like to join our team of ringers please contact the tower captain (see church web site for details) or come and meet us in the tower on a Wednesday evening.

### *Events*

These are important as they bring us together with the wider community, and the other churches in the village; as well as raising funds.

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

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

The traditional Easter Monday 'Open Church and Coffee Morning' took place at St. Peter's Woodmancote. This and a number of other very congenial coffee morning (arranged by Pamela and Barry Chaston) took place to raise funds specifically for Woodmancote church.

The chairman and other members of the Prayer Book Society came along to the June choral evensong at Woodmancote; this included a splendid tea before the service and prayers at the Woodmancote Martyrs Cairn afterwards, where Sue Gunn laid flowers.

Henfield church was open for the Gardens and Arts festival in June. This was a busy weekend with 'crowds' of people visiting the church to enjoy the cafe, music events, and photographic display. The refreshments, as in previous years, were by donation, hopefully allowing everyone to participate and feel welcome. Thankfully there was lots of help from members of our three congregations.

The Henfield Ukulele Group and The Pyecombe Village Choir, two of the Saturday events in church, attracted a good audience and were much appreciated. The Church was also full for the 'The Big Hymn Sing' on Sunday afternoon, which was ably led by Sidonie Winter.

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 Project. Thankfully the weather was kinder this year and people enjoyed an evening of music and picnics in the open air.



*The Big Hymn Sing. Photo © Katrina Phipps*

Once again we had a lovely Harvest supper, particularly so this year because it was held in our Henfield church, with seating on two long tables that ran the whole length of the nave.

Members from all three churches attended as well as some visitors. It was good that Rev'd Janneke was able to join us.

The Grant Harvest Draw took place at the end of the evening. Our sincere thanks go to Maureen Dexter who, with the help of her team, has organised this event for many years; and to Jackie and Peter Bates who ran another very successful draw. They too have been organising our annual draw for many years. We are so very grateful.



*Harvest supper. Photo © Barry Chaston*

In November, two of our churches had stalls at the Charities Fair held in Henfield Village Hall. The Woodmancote stall followed the theme of 'Christmas', and the Friends of St Peter's, Henfield stall that of 'Chocolate'. Members of St Peter's Church, Henfield also did the catering providing bacon butties and other refreshments. We are looking for someone to organise the refreshments in future years

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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In early December Brass Fusion put on 'Carols by Candlelight' at St Peter's, Woodmancote. It was good to have the new lighting augmenting the candles lining the footpath. Also in December Hilary Green organised a group of carol singers to sing at the Village Christmas Evening to raise money for the Children's Society. Throughout the year there was a number of events run by The Friends of St Peter's to raise funds for the Henfield church building, including their regular board game afternoons for games, laughter and companionship along with a cup of tea and cake. In May they hosted 'Saints and Sinners' an evening of music and faith with John Holmstrom and Dominic Tring.

A number of 'Churches Together' lunches have been held this year. These have proved very popular and beneficial in bringing us together as Christians. Following the Walk of Witness on Good Friday the Free Church hosted coffee and hot cross buns which is always much appreciated.

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

#### Charity Giving

As part of our mission and outreach work, a proportion of the money collected at services, and raised at events is given to both local and national charities. In 2024 the total amount given was £1,419.

The Royal British Legion Poppy Appeal received the Remembrance Day collection of £425.

The Children's Society received £338 collected at the school Christingle service and through charity collection pots.

Family Support Work (FSW), a charity that supports children and families across Sussex, received £552. This was half of the money we received in donations over the Garden & Arts weekend.

Turning Tides, a charity that provides homeless services for adults in West Sussex received £52, as did the Church Mission Society, a charity that equips and encourages individuals and groups of people 'at the edges' of society.

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.

Our congregations continue to support Christian Aid through the purchase of cards, chocolates (Easter eggs and Advent calendars included) and other Fair Trade goods sold in our Henfield church throughout the year; and over a two week period in September, our churches facilitated donations to the Christian Aid appeal for Gaza.

#### Financial review

Financially speaking, 2024 was a mixed year with our total expenditure exceeding total income, including gains on investments, by £93,631. The gradual reduction in the level of our General Fund, which began in previous years, continued. Furthermore, it was necessary to transfer a large chunk of the money held on the Valerie Binstead Restricted Fund to St Peter's Primary School for the benefit of children who attend that establishment. This has meant that, despite careful monitoring of cashflow, it was necessary to withdraw money twice during the year from our main CCLA Deposit Account. We faced a dilemma with the figure on our General Fund at end December being over £400,000 but cash balances standing at less than £88,000. We are anxious to avoid the need to sell investments (in whole or in part) because this would lead to reduced income. Plans of ways to increase unrestricted receipts have already been mooted.

But all was not doom and gloom! Although it was, sadly, not possible to hold an annual fete, a very successful Harvest Draw, with donated prizes worth over £800, was run raising some £1,800 to help boost our General Fund. As in previous years, we paid our full parish share to the Diocese of Chichester. At Henfield Church, maintenance work included the installation of surge protection and a new PIR sensor as well as other minor tasks.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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Refurbishment of rainwater goods at Woodmancote Church was also carried out. But nothing significant was required in 2024 for Shermanbury Church other than standard day to day activities. Prior to the arrival of our new Rector and his wife in November, the Parish helped fund new carpets and decorations for the Vicarage. New fixed-term contracts for gas at Henfield Church and electricity for Shermanbury Church were obtained benefitting from bulk buying offered by Parish Buying. Despite this and our other energy contracts negotiated previously in a similar way, church utility bills for 2024 were more than twice the equivalent figure in 2023, reflecting mainly the general rise in such costs.

The Friends of St Giles ran a very successful "Jazz in the Boneyard" event in July to boost funds as well as obtaining regular donations, both for the upkeep of Shermanbury church. Donations were again received from the Friends of St Peter's, Henfield and held for the benefit of the fabric of that church. Money raised at several events/activities at St Peter's Church, Woodmancote contributed to its restricted Fabric Fund

As at the end of 2024, the value of our fixed asset investments stood at £428,521 compared with £417,263 a year before.

#### **Income**

During 2024, total receipts from donations and legacies and other trading activities on unrestricted funds were £130,430 (2023: £155,652) and are detailed in the Financial Statements. Our main income is regular planned giving from members of the church congregations, which amounted to £48,806 (2023: £49,240). This was a small reduction compared with 2023 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 2024 was £7,101 (2023: £78,503) arising from donations and investment income. Within unrestricted income receipts of £148,570 (2023: £172,785), the parish benefits substantially from other income (known as 'other trading activities') of £40,162 (2023: £36,982). This comprises fees for weddings and funerals (£8,605; 2023: £5,559), sales of the parish magazine and advertisement fees (£19,869; 2023: £19,777) and rent received from property and from letting Church House in Henfield (£11,688; 2023: £10,146).

#### **Expenditure**

Total payments from unrestricted funds were £201,438 (2023: £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 £43,158 (2023: deficit of £28,824). The largest expenditure for the PCC was the Parish Contribution to the Diocese to cover ministry costs. This amounted to £81,445 (100% of the figure allocated by the Diocese) (2023: £78,795). 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 aim to pay 100% of Diocesan costs, whenever possible, although, for 2025, this has not been considered affordable. Staff, church running expenses, upkeep of the churchyards in Henfield and Woodmancote and church utility bills are the next largest items of expenditure totalling £77,430 (2023: £68,650). 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 2024 were £524,865 (2023: £568,023), £53,693 (2023: £105,714) and £69,311 (2023: £67,763) respectively. Total funds stood at £647,869 (2023: £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 £50,000. During 2024 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.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

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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 2024, 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 and 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 Chichester Diocesan Fund and Board of Finance (Incorporated) is Diocesan Authority (akin to custodian trustee) in respect of certain fixed assets and investment funds held on permanent trust, by virtue of the Parochial Church Councils (Powers) Measure 1956 and the Incumbents and Churchwardens (Trusts) Measure 1964.

### Plans for future periods

Father Joe writes:

*One of the (many) pieces of advice given to any new incumbent of a parish is not to make significant changes in the first year. Of course, if something is disastrous or heretical it would be irresponsible to ignore it, but otherwise it is advisable to learn the context – the people, the parish, the villages etc – before leaping in with both feet. With that in mind (and because I haven't encountered anything disastrous or heretical – yet) there'll be no significant changes during the coming year – other than the return of the Summer Fete, of course!*

*Having said that, in the words of JF Kennedy, 'time and the world do not stand still. Change is the law of life. And those who look only to the past or the present are certain to miss the future'. There is always work to do, for 'no one who puts a hand to the plough and looks back is fit for the kingdom of God' (Mark 9:62). So what should our priorities be for the year ahead? What should our focus be as we play our small part in the building of God's kingdom?*

*As I see it there are three main areas which we should work to develop: worship and mission; pastoral care; and events and fundraising. It is my intention to set up three sub-committees of the PCC to oversee and develop each of these areas, with the standing committee remaining in place. The new sub-committees' remits would be something like this (subject to change – these are just my initial thoughts):*

*Worship and Mission sub-committee:*

- *Overseeing liturgy and music*
- *Planning new services to reach the unchurched (especially the young people in the villages)*
- *Seeking opportunities to spread the Gospel within the community*

*Pastoral Care sub-committee:*

- *Overseeing pastoral care provision*
- *Liaising with our care homes re services and other events*

*Events and Fundraising sub-committee*

- *Seeking opportunities for fundraising for the parish*
- *Planning events for fundraising or outreach purposes*

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2024**

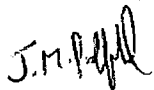
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*These then cover the main areas of worship, mission, pastoral care and fundraising, with other matters such as buildings and finance being overseen by the Standing Committee. While each of these three new committees would need to be chaired by a PCC member, not all of those on the committee need to be PCC members: this makes it an effective way to draw others into the life and running of the churches.*

*Yours in Christ,*

*Fr Joe*

The trustees' report was approved by the Board of Trustees.



.....  
The Rev'd Joseph Padfield  
Chairman

Date: 9 APRIL 2025

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

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I report to the trustees on my examination of the financial statements of The Parish of Henfield with Shermanbury and Woodmancote (the PCC) for the year ended 31 December 2024.

#### Responsibilities and basis of report

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

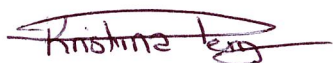
I report in respect of my examination of the PCC's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no 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 PCC as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 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.



Kristina Perry FCCA

Carpenter Box  
Amelia House  
Crescent Road  
Worthing  
West Sussex  
BN11 1RL

Dated: 24/04/25.



# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

Current financial year		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	88,501	1,767	5,999	-	96,267	196,089
Other trading activities	4	10,105	30,057	-	-	40,162	36,982
Investments	5	18,140	-	1,102	-	19,242	18,217
<b>Total income</b>		<b>116,746</b>	<b>31,824</b>	<b>7,101</b>	<b>-</b>	<b>155,671</b>	<b>251,288</b>
<b>Expenditure on:</b>							
Raising funds	6	143	25,923	651	-	26,717	43,896
Charitable activities	7	175,238	134	58,471	-	233,843	181,673
<b>Total expenditure</b>		<b>175,381</b>	<b>26,057</b>	<b>59,122</b>	<b>-</b>	<b>260,560</b>	<b>225,569</b>
Net gains on investments	12	9,710	-	-	1,548	11,258	24,867
<b>Net income/(expenditure)</b>		<b>(48,925)</b>	<b>5,767</b>	<b>(52,021)</b>	<b>1,548</b>	<b>(93,631)</b>	<b>50,586</b>
Transfers between funds		5,000	(5,000)	-	-	-	-
<b>Net movement in funds</b>		<b>(43,925)</b>	<b>767</b>	<b>(52,021)</b>	<b>1,548</b>	<b>(93,631)</b>	<b>50,586</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2024		457,562	110,461	105,714	67,763	741,500	690,914
<b>Fund balances at 31 December 2024</b>		<b>413,637</b>	<b>111,228</b>	<b>53,693</b>	<b>69,311</b>	<b>647,869</b>	<b>741,500</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 24 to 41 form part of these financial statements.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

Prior financial year		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
	Notes					
<b>Income from:</b>						
Donations and legacies	3	101,646	17,024	77,419	-	196,089
Other trading activities	4	7,059	29,923	-	-	36,982
Investments	5	17,133	-	1,084	-	18,217
<b>Total income</b>		<b>125,838</b>	<b>46,947</b>	<b>78,503</b>	<b>-</b>	<b>251,288</b>
<b>Expenditure on:</b>						
Raising funds	6	6,096	37,474	326	-	43,896
Charitable activities	7	176,762	313	4,598	-	181,673
<b>Total expenditure</b>		<b>182,858</b>	<b>37,787</b>	<b>4,924</b>	<b>-</b>	<b>225,569</b>
Net gains on investments	12	19,036	-	-	5,831	24,867
<b>Net income/(expenditure)</b>		<b>(37,984)</b>	<b>9,160</b>	<b>73,579</b>	<b>5,831</b>	<b>50,586</b>
Transfers between funds		4,000	(4,000)	-	-	-
<b>Net movement in funds</b>		<b>(33,984)</b>	<b>5,160</b>	<b>73,579</b>	<b>5,831</b>	<b>50,586</b>
<b>Reconciliation of funds:</b>						
Fund balances at 1 January 2023		491,546	105,301	32,135	61,932	690,914
<b>Fund balances at 31 December 2023</b>		<b>457,562</b>	<b>110,461</b>	<b>105,714</b>	<b>67,763</b>	<b>741,500</b>

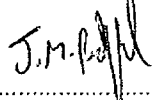
# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## BALANCE SHEET

AS AT 31 DECEMBER 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	14		83,894		83,894
Investment property	15		60,000		60,000
Investments	16		428,521		417,263
			<u>572,415</u>		<u>561,157</u>
<b>Current assets</b>					
Debtors	17	3,616		5,245	
Cash at bank and in hand		87,574		195,331	
			<u>91,190</u>	<u>200,576</u>	
<b>Creditors: amounts falling due within one year</b>	18				
			<u>15,736</u>	<u>20,233</u>	
Net current assets			75,454		180,343
<b>Total assets less current liabilities</b>			<u>647,869</u>		<u>741,500</u>
<b>The funds of the PCC</b>					
Endowment funds	20		69,311		67,763
Restricted income funds	21		53,693		105,714
Unrestricted funds - general			413,637		457,562
Unrestricted funds - designated	22		111,228		110,461
			<u>647,869</u>		<u>741,500</u>

The financial statements were approved by the trustees on 9 APRIL 2025



The Rev'd Joseph Padfield  
Trustee

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

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

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### 1 Accounting policies

#### Charity 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.

#### 1.1 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 Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

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.

The financial statements are prepared in sterling, which is the functional currency of the PCC. Monetary amounts in these financial statements are rounded to the nearest £1.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the PCC has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

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 subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds - these are funds are subject to specific conditions by donors that the capital must be maintained by the PCC.

#### 1.4 Income

Income is recognised when the PCC is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

---

#### 1 Accounting policies

(Continued)

##### Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, 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 a 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.

Income from sales of magazines and study notes is 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.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and accounted for gross of VAT.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

##### 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.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

---

### 1 Accounting policies

(Continued)

#### 1.6 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 for the church's inventory which can be inspected by 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 expensed in the year they were incurred.

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.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Investment property

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in profit or loss.

#### 1.8 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.9 Impairment of fixed assets

At each reporting end date, the PCC reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.11 Financial instruments

The PCC has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the PCC's balance sheet when the PCC becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the PCC's contractual obligations expire or are discharged or cancelled.

### 1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the PCC is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the PCC's accounting policies, the trustees 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 PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

### 3 Income from donations and legacies

	Unrestricted funds general		Unrestricted funds designated		Restricted funds		Total		Unrestricted funds general		Unrestricted funds designated		Restricted funds		Total	
	2024	£	2024	£	2024	£	2024	£	2023	£	2023	£	2023	£	2023	£
Donations and gifts	87,001		1,767		5,999		94,767		99,034		8,355		7,419		114,808	
Legacies receivable	-		-		-		-		-		-		70,000		70,000	
Grants receivable	1,500		-		-		1,500		2,612		8,669		-		11,281	
	88,501		1,767		5,999		96,267		101,646		17,024		77,419		196,089	
<b>Donations and gifts</b>	48,806		-		-		48,806		49,240		-		-		49,240	
Planned giving (excl. tax refunds)	13,201		-		-		13,201		15,667		-		-		15,667	
Loose cash collections	3,074		-		1,938		5,012		4,954		236		2,724		7,914	
Fundraising	8,725		1,767		4,061		14,553		15,271		8,119		4,695		28,085	
Sundry donations and special appeals	13,195		-		-		13,195		13,902		-		-		13,902	
Gift Aid recoverable																
	87,001		1,767		5,999		94,767		99,034		8,355		7,419		114,808	



# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

#### 4 Income from other trading activities

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Total 2024 £	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Total 2023 £
Fees for weddings & funerals	8,605	-	8,605	5,559	-	5,559
Rent	1,500	-	1,500	1,500	-	1,500
Church hall lettings	-	10,188	10,188	-	10,146	10,146
Magazine advertisement fees	-	14,714	14,714	-	15,104	15,104
Sales of the parish magazine	-	5,155	5,155	-	4,673	4,673
Other trading activities	10,105	30,057	40,162	7,059	29,923	36,982

#### 5 Income from investments

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from listed investments	14,024	1,102	15,126	12,638	1,084	13,722
Interest receivable	4,116	-	4,116	4,495	-	4,495
	18,140	1,102	19,242	17,133	1,084	18,217

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

### 6 Expenditure on raising funds

	Unrestricted funds		Unrestricted funds designated		Restricted funds	Total	Unrestricted funds		Unrestricted funds designated	Restricted funds	Total
	2024	£	2024	£	2024	£	2023	£	2023	£	2023
<b>Fundraising and publicity</b>											
Other fundraising costs	143		-		651	794	639		-	326	965
<b>Trading costs</b>											
Church hall running costs	-		12,379		-	12,379	5,457		22,307	-	27,764
Parish magazine costs	-		13,544		-	13,544	-		15,167	-	15,167
	-		25,923		-	25,923	5,457		37,474	-	42,931
<b>Total costs</b>	143		25,923		651	26,717	6,096		37,474	326	43,896

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 7 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
<b>Direct costs</b>		
Staff costs	21,424	21,524
Mission giving	654	1,518
Ministry: diocesan parish contribution	81,445	78,795
Ministry: benefice office costs	5,059	5,915
Upkeep of services	3,814	2,289
Church running expenses	25,280	25,222
Upkeep of churchyard	8,719	10,911
Parsonage houses	4,822	6,812
Church utility bills	22,007	10,993
Renovations	-	13,602
Funding to St Peter's school	57,113	-
	<u>230,337</u>	<u>177,581</u>
<b>Share of support and governance costs (see note 9)</b>		
Support	926	1,452
Governance	2,580	2,640
	<u>233,843</u>	<u>181,673</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	175,238	176,762
Unrestricted funds - designated	134	313
Restricted funds	58,471	4,598
	<u>233,843</u>	<u>181,673</u>

### 8 Mission and charitable giving

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
The Children's Society	-	338	-	338	265
Royal British Legion Poppy Appeal	-	425	-	425	300
Turning Tides	52	-	-	52	450
Family Support Work	552	-	-	552	335
Christian Aid	-	-	-	-	168
Church Mission Society	52	-	-	52	-
	<u>656</u>	<u>763</u>	<u>-</u>	<u>1,419</u>	<u>1,518</u>

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 9 Support costs allocated to activities

		2024 £	2023 £
	<i>Basis of allocation</i>		
Administrative costs	<i>Direct</i>	926	1,452
Governance costs		2,580	2,640
		<u>3,506</u>	<u>4,092</u>
<b>Analysed between:</b>			
Charitable activities		<u>3,506</u>	<u>4,092</u>

Governance costs of £2,580 (2023: £2,640) relate solely to fees associated with the preparation and independent examination of the church accounts.

### 10 Trustees

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. Expenses relating to church running and upkeep, fundraising events and clergy working expenses, amounting to £1,038 were reimbursed to 5 members of the PCC (2023: £1,756 reimbursed to one member of the PCC, in relation to clergy working expenses). In addition, one member of the PCC also received a salary of £4,593 (2023: £3,612) for acting as the Choir Director, and another received fees of £4,708 (2023: £3,403) for acting as Parish Magazine Editor, and a further £249 (2023: £nil) for designing and printing an information leaflet.

Aggregate donations amounting to £8,332 (2023: £8,661) were received by the charity from members of the PCC.

### 11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	<u>3</u>	<u>4</u>
<b>Employment costs</b>	<b>2024 £</b>	<b>2023 £</b>
Wages and salaries	<u>21,424</u>	<u>21,524</u>

No members of the senior management team were paid through the charity's payroll (2023: none).

There were no employees whose annual remuneration was more than £60,000.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 12 Gains and losses on investments

	Unrestricted funds	Endowment funds	Total	Unrestricted funds	Endowment funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Gains/(losses) arising on:						
Revaluation of investments	9,710	1,548	11,258	19,036	5,831	24,867

### 13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 14 Tangible fixed assets

	£
<b>Cost</b>	
At 1 January 2024	83,894
At 31 December 2024	83,894
<b>Carrying amount</b>	
At 31 December 2024	83,894
At 31 December 2023	83,894

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

### 15 Investment property

	2024
	£
<b>Fair value</b>	
At 1 January 2024 and 31 December 2024	60,000

The investment property has a value of £60,000, valued by Marcus Grimes FNES MARLA of Marcus Grimes Estate Agents on 6 October 2020.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 16 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2024	417,263
Valuation changes	11,258
At 31 December 2024	428,521
<b>Carrying amount</b>	
At 31 December 2024	428,521
At 31 December 2023	417,263

### 17 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Other debtors	294	3,219
Prepayments and accrued income	3,322	2,026
	3,616	5,245

### 18 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Deferred income	19	8,247	12,819
Trade creditors		4,498	4,774
Other creditors		411	-
Accruals		2,580	2,640
		15,736	20,233

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 19 Deferred income

	2024	2023
	£	£
Other deferred income	8,247	12,819

Deferred income is included in the financial statements as follows:

	2024	2023
	£	£
Deferred income is included within:		
Current liabilities	8,247	12,819
Movements in the year:		
Deferred income at 1 January 2024	12,819	9,514
Released from previous periods	(12,819)	(9,514)
Resources deferred in the year	8,247	12,819
Deferred income at 31 December 2024	8,247	12,819

### 20 Endowment funds

Endowment funds represent assets which must be held permanently by the PCC. Income arising on the endowment funds is included as restricted income where required in accordance with the terms of the original bequest, or otherwise as unrestricted income to be used in accordance with the objects of the PCC. Any capital gains or losses arising on the assets form part of the fund.

	At 1 January 2024	Gains and losses	At 31 December 2024
	£	£	£
<b>Permanent endowments</b>			
Dunlop	9,367	211	9,578
Nellen	1,130	26	1,156
Hibberd/King	29,191	668	29,859
Graves Trust (Woodmancote)	9,403	216	9,619
Warner (Woodmancote)	14,603	334	14,937
West (Woodmancote)	4,069	93	4,162
	67,763	1,548	69,311

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 20 Endowment funds

(Continued)

Previous year:	At 1 January 2023	Gains and losses	At 31 December 2023
	£	£	£
<b>Permanent endowments</b>			
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
	<u>61,932</u>	<u>5,831</u>	<u>67,763</u>

Endowment Funds comprise:

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



# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

#### 21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024	Incoming resources	Resources expended	At 31 December 2024
	£	£	£	£
Churchyard	1,992	811	(811)	1,992
The Friends of St Peter's Church	12,609	2,020	(547)	14,082
Dunlop	1,340	260	-	1,600
Nellen	213	31	-	244
Youth and Children	3,049	-	-	3,049
Woodmancote Fabric	7,585	1,784	-	9,369
Friends of St Giles	6,986	2,195	(651)	8,530
Powell	1,014	-	-	1,014
Woodmancote Organ	926	-	-	926
Valerie Binstead	70,000	-	(57,113)	12,887
	<u>105,714</u>	<u>7,101</u>	<u>(59,122)</u>	<u>53,693</u>

Previous year:	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
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
	<u>32,135</u>	<u>78,503</u>	<u>(4,924)</u>	<u>105,714</u>

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2024*

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### 21 Restricted 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 organisation. 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;
- Powell: A legacy specifically for the upkeep of the church and churchyard of St Peter's Church, Henfield;
- Woodmancote Organ: Established to provide money for the organ at St Peter's Church, Woodmancote; and
- 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.

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2024

#### 22 Unrestricted funds - designated

These are unrestricted funds which are material to the PCC's activities.

	At 1 January 2024	Incoming resources	Resources expended	Transfers	At 31 December 2024
	£	£	£	£	£
Church House Building	83,894	-	-	-	83,894
Church House	12,819	11,848	(12,378)	-	12,289
Flower fund	602	50	(134)	-	518
Frontal Chest & Porch Doors	4,715	-	-	-	4,715
The Keys	285	-	-	-	285
Parish Magazine	2,922	19,869	(13,545)	(5,000)	4,246
Piano Tuning	154	-	-	-	154
Screen & Projector	2	-	-	-	2
Woodmancote Coffee	1,167	57	-	-	1,224
Woodmancote fabric	3,901	-	-	-	3,901
	<u>110,461</u>	<u>31,824</u>	<u>(26,057)</u>	<u>(5,000)</u>	<u>111,228</u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	At 31 December 2023
	£	£	£	£	£
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
	<u>105,301</u>	<u>46,947</u>	<u>(37,787)</u>	<u>(4,000)</u>	<u>110,461</u>

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 22 Unrestricted funds - designated

(Continued)

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;
- 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;
- 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;
- Piano Tuning: A fund designated by the PCC to help finance tuning of the grand piano at St Peter's Church, Henfield;
- Screen and Projector: Holds funds designated for the installation of a screen and projector 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; and
- Woodmancote fabric: Funds raised, and set aside by the PCC, to cover costs associated with the fabric of St Peter's Church, Woodmancote.

### 23 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 December 2024
	£	£	£	£	£	£
General funds	457,562	116,746	(175,381)	5,000	9,710	413,637
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 December 2023
	£	£	£	£	£	£
General funds	491,546	125,838	(182,858)	4,000	19,036	457,562
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# THE PARISH OF HENFIELD WITH SHERMANBURY AND WOODMANCOTE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 24 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fund balances at 31 December 2024 are represented by:					
Tangible assets	-	83,894	-	-	83,894
Investment properties	60,000	-	-	-	60,000
Investments	359,210	-	-	69,311	428,521
Current assets/(liabilities)	(5,573)	27,334	53,693	-	75,454
	<u>413,637</u>	<u>111,228</u>	<u>53,693</u>	<u>69,311</u>	<u>647,869</u>

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Fund balances at 31 December 2023 are represented by:					
Tangible assets	-	83,894	-	-	83,894
Investment properties	60,000	-	-	-	60,000
Investments	349,500	-	-	67,763	417,263
Current assets/(liabilities)	48,062	26,567	105,714	-	180,343
	<u>457,562</u>	<u>110,461</u>	<u>105,714</u>	<u>67,763</u>	<u>741,500</u>

### 25 Related party transactions

There were no disclosable related party transactions during the year (2023 - none), other than those disclosed at note 10.