



**The PCC of St Augustine's, Scaynes Hill**

**Trustees' Report and Financial  
Statements**

**Charity number: 1131423**

**31 December 2020**

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## Reference and Administrative Details of the Charity, its Trustees and Advisers

### *Name*

The Parochial Church Council of the Ecclesiastical Parish of St Augustine's, Scaynes Hill

PCC of St Augustine's, Scaynes Hill (working name)

**Charity registered number: 1131423**

### *Principal office*

St. Augustine's Church  
Church Road  
Scaynes Hill  
West Sussex  
RH17 7NY

### *Trustees*

<i>Vicar</i>	The Rev'd Canon Lisa Barnett, Chair ( <i>resigned 5 February 2020</i> )	
<i>Curate</i> ( <i>assistant Priest</i> <i>from May 2020</i> )	The Rev'd Lucy Hollingsworth ( <i>resigned 16 August 2020</i> )	
<i>Churchwardens</i>	Mrs Jenny Walker	Mr Mark Brunet
<i>Deanery Synod</i> <i>Representatives</i>	Miss Lynne Watkins	Mrs Jenny Cattermole ( <i>until 12 October 2020</i> )
	Mr Steve Argent	Mrs Robyn Smith ( <i>from 12 October 2020</i> )
<i>Elected</i> <i>Members</i>	Mrs Sheila Argent	Mr Kelvin Booth ( <i>from 12 October 2020</i> )
	Mr Philip Brett	Mrs Nicola Calvey <i>Safeguarding Officer</i>
	Miss Sheila Clarke ( <i>from 12 October 2020</i> )	Mrs Gaynor Deal
	Mr Michael Harding, <i>Hon Treasurer</i> ( <i>until 12 October 2020</i> )	Mr Mark Jones
	Mr Alistair Ludgate	Mrs Nicky Morris
	Mr David Sawney <i>Electoral Roll Officer</i>	Mrs Marilyn Slater

### *Independent Examiner*

John Caladine FCCA CTA FCIE  
Chartered Certified Accountant  
Caladine Limited  
Chantry House  
22 Upperton Road  
Eastbourne  
East Sussex  
BN21 1BF

### *Bankers & investment advisors*

Barclays PLC  
77 South Road  
Haywards Heath  
West Sussex  
RH16 4LB

CCLA Investment Managers Limited  
85 Queen Victoria St.,  
London  
EC4 4ET

## **Trustees Report**

The Parochial Church Council (the PCC) (the Trustees) present their annual report together with the financial statements of the Parochial Church Council of the Ecclesiastical Parish of St. Augustine's, Scaynes Hill (the charity) for the year ended 31 December 2020. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements and the requirements of the charity's governing document.

### ***STRUCTURE, GOVERNANCE AND MANAGEMENT***

The principal object of the charity is to promote, in the ecclesiastical parish, the whole mission of the Church.

#### ***Method of Appointment***

The management of the charity is the responsibility of the Parochial Church Council (the Trustees) who are appointed or elected under the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules.

#### ***Organisational Structure and Decision Making***

Membership of the Parochial Church Council (PCC) is determined under the Church Representation Rules and consists of certain ex-officio members – all clerks in Holy Orders beneficed in or licensed to the parish, such Readers licensed to the parish as the Annual Parochial Church Meeting (APCM) determines should be so appointed, the churchwardens and any members of Deanery, Diocesan or General Synods – and up to 12 members of the church who are elected at the APCM. Members are warmly encouraged to stand for election to the PCC.

The full PCC met 5 times during the year. In between meetings subgroups met and gave reports to full PCC meetings.

## **OBJECTIVES AND ACTIVITIES**

### ***Policies and Objectives***

The primary objective of St. Augustine's PCC is the promotion of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility, with the parish priest of promoting in the ecclesiastical parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical.

### ***Public benefit***

The PCC has considered the Commission guidance on public benefit, in particular the specific guidance on charities for the advancement of religion. This has always been at the heart of the mission in the parish and the following overview of the year illustrates this.

## **ACHIEVEMENTS AND PERFORMANCE**

### ***Review of Activities***

#### ***Extraordinary events***

The parish entered interregnum on 6 February 2020 when the previous Vicar, Rev'd Lisa Barnett, was licensed as Team Rector for the Parish of St. Mary the Virgin, Horsham Team Ministry, she went with the best wishes of the congregation but was greatly missed. The parish was blessed with the ministry of Lucy Hollingsworth, SSM Associate Vicar, who went far beyond what might have been expected and provided splendid leadership and practical service until moving away in August 2020 following her husband's appointment as Vicar of the Parish of Sutton with Seaford. Lucy is now licensed with a General License to the Lewes & Seaford Deanery; the congregation at St Augustine's miss her greatly but are delighted for her in her new role.

The other major and unusual factor shaping events during 2020 was the COVID-19 pandemic. Restrictions were increasingly tightened from March onwards, first as advice and then through regulation, culminating in a national "Lockdown" on 23 March. This has been followed by repeated loosening and tightening of restrictions. Worship in church was forbidden during the first lockdown; the parish implemented the recording and on-line streaming of services and has continued to do this on every Sunday since, so that all members of the congregation can access this

worship even if they cannot or do not wish to attend a service in person. Weekly prayer was also streamed by the Associate Vicar in many weeks; other occasional services from the usual pattern likewise.

When allowed there were also public services of Holy Communion held in the church, usually alternate Sundays an hour before the recorded service went "live", with appropriate risk amelioration in place to do so as safely as possible, following the national Church of England risk assessment and guidelines and the direction of the Bishop. The congregation greatly appreciated the various priests who officiated to make this possible once the Associate Vicar had left.

In January 2021 the PCC took the decision that it was no longer safe to hold services in church or allow private prayer there.

This period also saw the cessation of Youth Club work although contact remotely with young people has continued. Whilst the Youth and Children's worker was on maternity leave, others continued to keep these contacts going.

Other outreach activity including the Coffee Shop ceased when required to do so under the prevailing restrictions.

#### *Church attendance*

There were 133 parishioners on the church electoral roll as at the Annual Parish Meeting held on 12 October 2020. The average weekly attendance, counted during October, was significantly impacted by the paucity of public services at which an average of 11.5 adults were present on each occasion. However the number of people viewing the on-line recorded services was estimated to be a similar number to those attending in person in previous years at around 80.

#### *Review of the year*

1 The full PCC met 6 times during the year, using on-line video-conferencing after January. In between meetings subgroups met (also virtually) and gave reports at full PCC meetings.

2 In January and February there were usually two services on each Sunday, with variety in the liturgy used with one service being Holy Communion. The pattern of services after that was altered as described above due to the pandemic. The Revd. Jean Sedgely, a retired priest with permission to officiate in the parish, and the two Licensed Lay Readers provided significant support for the Assistant Vicar up to the time of her departure and then shouldered the responsibility of leading services; the contribution of Jean in particular allowed the regular recording of services of Holy Communion. All recordings were made under appropriately safe and socially distanced circumstances, almost entirely by people in a single "bubble".

3 The PCC continued to engage with children and young people as described above; care and attention to safeguarding in the work with young people and vulnerable adults is embedded into the system, with regular reports to PCC from the Safeguarding Officer. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The parish has achieved Level 1 (the highest level currently released) of the "Simple Quality Protects" programme.

4 Care for those significantly affected by the impact of the Coronavirus was a key focus of effort during much of the year. A large number of the congregation and others in the parish remain actively involved in the many different activities undertaken in the parish, particularly those which are intended to support parishioners and those which maintain the physical assets in the care of the PCC; the PCC are confident that all resources used contribute to the common good.

5 Work to make the entrance more welcoming and less cluttered was completed at the end of the year.

6 In promoting the mission of the Church, the PCC have historically given 10% of regular income received to other charities, both local and further afield; the list of such charities has historically been set annually by a meeting to which all parishioners are invited. In consideration of the impact of the pandemic on parish finances, no donations were made during 2020 other than those which related to 2019 income; the congregation is to be given an opportunity to support external charities during Lent in 2021.

7 Where maintenance work to Church assets is required which is beyond the safe ability of volunteers to undertake, the PCC uses monies from grants, the Fabric Fund and special appeals to employ appropriate contractors under the professional control of the retained Architect to carry out the required works.

8 Despite the restrictions during the year there was one baptism. There were four funerals with two Crematorium funerals. There was one wedding.

9 In the middle of the year, Mike Harding handed over the role of Hon Treasurer to Jamie Bewick; PCC expressed their thanks for the nearly seven years that Mike had spent fulfilling the role.

10 In November 2020 the Bishop announced that the Rev'd Beverley Miles would be the next Vicar of the parish, with the induction and collation scheduled for March 1st 2021.

## ***FINANCIAL REVIEW***

### ***Reserves Policy***

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to at least two months' worth of unrestricted payments as contingency against unforeseen situations. This position has been sustained.

It is PCC policy to invest funds balances with the CBF Church of England deposit fund operated by CCLA Investment Managers Limited.

### ***Risk Assessment Policy***

Part of the on-going role of the PCC is to monitor the major risks to which the church is exposed, in particular those related to buildings and finance. Risks are formally reviewed on a regular basis by the PCC.

### ***Principal Funding***

The total receipts on general unrestricted funds were £79,529 (2019 - £82,855) and are detailed in the Financial Statements.

The largest unrestricted expenditure of the PCC was paid to the diocese to cover ministry costs. This amount covers the housing, stipend and pension costs of the priest, church insurance plus a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is important to note that nearly 80% of the total paid relates directly to the costs of this parish. The parish continues to meet 100% of allocated costs.

### ***PCC Members' Responsibilities***

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the PCC members to prepare financial statements, for each financial year, which give a true and fair view of the state of affairs of the church and of its financial activities for that period.

In preparing those financial statements the PCC members are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a 'going concern' basis unless it is inappropriate to presume that the activities of the church will continue.

The PCC members are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the church and enables them to ensure that the financial statements comply with the Charities Act 2011 and the current Church Accounting Regulations. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 2021 and signed on their behalf by:

**Rev Beverley Miles**  
*Chair*

## **Independent Examiner's Report to the Parochial Church Council of St. Augustine's, Scaynes Hill**

I report on the financial statements of the PCC of St Augustine's, Scaynes Hill ('the Charity') for the year ended 31 December 2020 which are set out on pages 9 to 14.

### ***Respective responsibilities of trustees and examiner***

The Charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

### ***Basis of Independent examiner's report***

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### ***Independent examiner's statement***

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

- 1 accounting records were not kept in respect of the Charity in accordance with section 130 of the 2011 Act; or
- 2 the accounts do not accord with those accounting records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

**John Caladine FCCA CTA FCIE**  
Chartered Certified Accountant  
Caladine Limited  
Chantry House  
22 Upperton Road  
Eastbourne  
BN21 1BF

2021



**St Augustines Church, Scaynes Hill - 1131423**  
**Receipts and payments**  
**1 January 2020 to 31 December 2020**

	From To	01 January 2020 31 December 2020	01 January 2019 31 December 2019
<hr/>			
<b>General - General fund (Unrestricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Gift aid giving		39,453	39,132
Envelope scheme		4,146	7,579
Church collections		951	2,640
Other Donations		3,483	1,265
Charity Collections		1,340	4,467
Income tax recovered		12,677	12,894
Grants received		—	850
Total Voluntary income		<hr/> 62,050	<hr/> 68,827
<i>Activities for generating funds</i>			
Church magazine-adverts		220	960
Tapestry and Cards		8	412
Fund raising		21	73
Music exams		1,020	3,660
Total Activities for generating funds		<hr/> 1,269	<hr/> 5,105
<i>Investment income</i>			
Interest received		2,637	2,743
Total Investment income		<hr/> 2,637	<hr/> 2,743
Incoming resources from charitable activities			
Other Events		2,824	2,000
Fees - weddings etc		3,213	648
Church magazine-sales		350	740
Anchor Cafe sales		605	1,702
Youth entrance fees		178	709
Youth Cafe sales		108	339
May camp fees & gifts		—	42
Total Incoming resources from charitable activities		<hr/> 7,278	<hr/> 6,180
<b>Receipts excluding asset sales</b>		<hr/> <b>73,234</b>	<hr/> <b>82,855</b>
<b>Asset and investment sales</b>			
Profit from sale of current asset investments		6,295	—
<i>Total asset sale income</i>		<hr/> 6,295	<hr/> —
<b>Total receipts</b>		<hr/> <b>79,529</b>	<hr/> <b>82,855</b>

**St Augustines Church, Scaynes Hill - 1131423**  
**Receipts and payments**  
**1 January 2020 to 31 December 2020**

	From To	01 January 2020 31 December 2020	01 January 2019 31 December 2019
<hr/>			
<b>General - General fund (Unrestricted) Fund</b>			
<b>Payments</b>			
Cost of generating funds			
Fundraising expenses		26	—
<i>Total Cost of generating funds</i>		<u>26</u>	<u>—</u>
Charitable activities			
Parish Contribution		46,657	45,016
Church Expenses		2,552	3,498
Clergy Expenses		695	3,690
Youth & Children's Missioner employment		3,698	10,088
Youth work expenditure		203	1,026
Youth cafe costs		122	304
Children's work		382	845
Magazine printing & Expenses		969	1,831
Clock, Organ & Garden Maintenance		1,480	1,988
Church & Annexe repairs		870	852
Printing, Stationery, Gifts & Sundry		1,941	493
Utilities		3,482	3,906
Anchor Cafe costs		28	28
Mission & Outreach costs		363	—
Other costs		1,510	553
Clergy standin costs		47	—
Publicity		173	108
Insurance		1,281	1,250
Admin salary		2,961	1,948
Cleaning		1,310	1,501
Fees to Diocese re weddings, funerals		504	694
May camp costs		—	558
Covid 19 Expenditure		626	—
Fabric repairs		1,300	—
Coffee shop Charity support		50	—
Charity Collections		2,294	4,419
Total Charitable activities		<u>75,498</u>	<u>84,596</u>
Governance costs			
Independent Examiners fees		780	780
Total Governance costs		<u>780</u>	<u>780</u>
<b>Total payments</b>		<b>76,304</b>	<b>85,376</b>
Excess of Incoming resources over Resources used		3,225	(2,521)
Transfers to/(from)		1,095	(92)
Brought forward balance		65,996	68,609
<b>Total carried forward balance</b>		<b>70,316</b>	<b>65,996</b>

**St Augustines Church, Scaynes Hill - 1131423**  
**Receipts and payments**  
**1 January 2020 to 31 December 2020**

	From To	01 January 2020 31 December 2020	01 January 2019 31 December 2019
<b>Fabric - Fabric Fund (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Grants received		—	1,706
Total Voluntary income		—	1,706
<i>Investment income</i>			
Interest received		917	1,074
Total Investment income		917	1,074
<b>Total receipts</b>		<b>917</b>	<b>2,780</b>
<b>Payments</b>			
Charitable activities			
Church & Annexe repairs		—	769
Professional fees		302	—
Fabric repairs		904	4,043
Total Charitable activities		1,206	4,812
<b>Total payments</b>		<b>1,206</b>	<b>4,812</b>
Excess of Incoming resources over Resources used		(289)	(2,032)
Transfers to/(from)		(1,300)	—
Brought forward balance		27,148	29,180
<b>Total carried forward balance</b>		<b>25,559</b>	<b>27,148</b>
<b>Welland - Clive Welland Legacy Fund (Restricted) Fund</b>			
Transfers to/(from)		—	(10,000)
Brought forward balance		—	10,000
<b>Total carried forward balance</b>		<b>—</b>	<b>—</b>
<b>Smith - B Smith Fund (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Investment income</i>			
Interest received		35	107
Total Investment income		35	107
<b>Total receipts</b>		<b>35</b>	<b>107</b>
<b>Payments</b>			
Charitable activities			
Organist & Church music		140	260
Youth & Children's ministry salary - B S		1,400	2,400
Total Charitable activities		1,540	2,660
<b>Total payments</b>		<b>1,540</b>	<b>2,660</b>
Excess of Incoming resources over Resources used		(1,505)	(2,553)
Brought forward balance		2,559	5,112
<b>Total carried forward balance</b>		<b>1,054</b>	<b>2,559</b>

**St Augustines Church, Scaynes Hill - 1131423**  
**Receipts and payments**  
**1 January 2020 to 31 December 2020**

	From To	01 January 2020 31 December 2020	01 January 2019 31 December 2019
<hr/>			
<b>Bible - Bible Fund (Restricted) Fund</b>			
<b>Receipts</b>			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Other Donations		—	127
Total Voluntary income		—	127
<b>Total receipts</b>		<b>—</b>	<b>127</b>
<b>Payments</b>			
Charitable activities			
Bibles		205	140
Total Charitable activities		205	140
<b>Total payments</b>		<b>205</b>	<b>140</b>
Excess of Incoming resources over Resources used		(205)	(13)
Transfers to/(from)		205	92
Brought forward balance		—	(79)
<b>Total carried forward balance</b>		<b>—</b>	<b>—</b>

**St Augustines Church, Scaynes Hill - 1131423**  
**Statement of Assets and Liabilities**  
**As at 31 December 2020**

	<b>31/12/2020</b>	<b>31/12/2019</b>
<b>Fixed assets</b>		
Tangible assets	855	855
<b>Current assets</b>		
Investments at cost (Market value £121,027, 2019: £132,991)	77,457	91,162
Cash at bank and in hand	19,472	4,541
<b>Total current assets</b>	<b>96,929</b>	<b>95,703</b>
<b>Total assets</b>	<b>97,784</b>	<b>96,558</b>

**Analysis of Net Assets between Funds**

	<b>Unrestricted funds 2020</b>	<b>Restricted funds 2020</b>	<b>Total funds 2020</b>	<b>Total funds 2019</b>
Tangible fixed assets	855	-	855	855
Current assets	70,316	26,613	96,929	95,703
	<b>71,171</b>	<b>26,613</b>	<b>97,784</b>	<b>96,558</b>

The financial statements were approved by the Trustees on 2021  
and signed on their behalf, by:

**Rev Beverley Miles**  
Chair

**Jamie Bewick**  
Hon Treasurer

## **Accounting policies**

### ***1.1 Basis of preparation of financial statements***

The financial statements have been prepared on a receipts and payments basis in accordance with Section 133 of the Charities Act 2011

### ***1.2 Income***

Donations and other income are recognised when received by the charity

### ***1.3 Expenditure***

Expenditure is recognised in the period in which it is incurred and allocated to the appropriate cost centre. Expenditure includes irrecoverable VAT

## ***2. Restricted Funds***

The B. Smith Fund was established for the musical life of the church and children's church.

The Bible Fund was established from donations from parishioners for the provision of bibles to local school children.

The Fabric Fund was established to be used for the maintenance of the church buildings.