



The PCC of St Augustine's, Scaynes Hill

Trustees' Report and Financial Statements



Charity number: 1131423
31 December 2023

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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:

Vicar The Rev'd Beverley Miles (*appointed 1 March 2021*)

Churchwardens Mr David Sawney (*until 21st May 2023*)
Mrs Sheila Argent (*from 21st May 2023*)
Mr Kevin Deal (*from 21st May 2023*)

Licensed Readers Mr Steve Argent Mrs Gaynor Deal

Deanery Synod Representatives Miss Lynne Watkins Mrs Robyn Smith
Mr Steve Argent Mrs Gaynor Deal (*until 21st May 2023*)

Elected Members Mrs Jenny Walker Mr Philip Brett (*Safeguarding Officer*)
Miss Sheila Clarke Mr Tony Moore
Mrs Maggie Sawney (*until 21st May 2023*) Mr David Smith (*from 21st May 2023*)
Mr Stephen Horsfield (*Electoral Roll Officer*) Mr Jon White (*from 21st May 2023*)
Mrs Debbie Martin (*from 21st May 2023*) Mr Mike Harding (*from 21st May 2023*)
Mrs Helen Brightey (*from 21st May 2023*)

INDEPENDENT EXAMINER: Brian Jacobs

12 Silverdale,
Keymer
Hassocks
BN6 8RD

Email address: briandjacobs@outlook.com

BANKERS AND INVESTMENT ADVISERS:

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

CCLA Investment Managers Limited

1 Angel Lane, London. EC4R 3AB

TRUSTEES' REPORT

The Parochial Church Council (the PCC) (the Trustees) presents its 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 2023. 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 as are licensed to the parish, the churchwardens and any members of Deanery, Diocesan or General Synods – plus 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 7 times during the year. In between meetings all teams 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 and 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.

Authorised Ministers

The following support the ministry of the incumbent:

Mr Stephen Argent and Mrs Gaynor Deal - Licensed Readers

Mrs Maria Brett, Mrs Jenny Bewick and Mrs Gaynor Deal - Authorised Lay Ministers

The parish is grateful for their ministry which does so much to enhance our vicar-led ministry, worship and pastoral care.

ACHIEVEMENTS AND PERFORMANCE

REVIEW OF ACTIVITIES

Extraordinary events

1. Having identified in 2022 that the church floor required substantial work due to wet rot in the joists which support the floor and the requirement for stonework to be undertaken, 2023 opened with the tendering process getting underway. Three contractors were given serious consideration and once a dilemma around wood to be used - Douglas Fir (as per specification) versus Redwood (a cheaper option) - had been resolved, the contract was awarded to DBR who had previously carried out the work on our Calvary and whose portfolio includes stonemasonry. The church was totally cleared in readiness for the work to commence on 31st July.
2. The parish was wonderfully supported by St Augustine's Church of England Primary School which enabled all worship to continue throughout our period of exclusion from the church by making the school facilities available to us. In addition, the generosity of trustees of the Millenium Centre allowed our Coffee Shop to re-open early September, in their premises, free of charge. Worship and all other activities resumed in the church from 22nd October.
3. During the work on the floor a trap door was inserted to accommodate a 'time capsule' planned for Bishop Ruth's visit early in the New Year.
4. The only precaution sustained since Covid was that the priest and lay ministers of communion, while serving, continued to wear face masks. Antibacterial hand gel has also continued to be offered to the congregation.

Live Streaming of Sunday Morning Services

The Sunday morning services continued to be live-streamed via 'YouTube' with the recording of the live stream remaining available on that platform for later viewing. We greatly value our online congregation who feel connected to the worship life of the church and, where known, we include them in our parish communications. The tech team valiantly sustained this throughout our displacement.

Church attendance

There were 119 parishioners on the church electoral roll as at the Annual Parish Meeting held on 21st May 2023; of these, 66 resided in the parish. The average weekly attendance, counted during October, was an average of 57 adults present at services. However, the number of people viewing the on-line streamed services was estimated to be approximately 30 each week, with significantly more for special services e.g. 43 for Remembrance and 124 for Carol Service

. Numbers are based on the 'unique views' for each service.

Review of the year

1. The full PCC met in person 7 times during the year.
2. The Annual Parish Meeting on 21st May 2023 was held immediately after the Sunday morning service and was live streamed for those who wished to watch online.
3. During 2023 the teams the PCC had set up the previous year - community outreach, eco, fabric, families and children (FACT), finance, music, pastoral, safeguarding, tech and worship & discipleship – met and reported to each PCC meeting. In addition, a communications team was established

early in the year. All have continued to further the ministry and mission of the church. These teams work on the mission action plan aims and objectives as directed by the PCC and report back to each PCC meeting. In addition to PCC members, they also include representatives from the congregation. Each team's inclusive ethos is central to the Christian values of our fellowship.

4. Early in 2023, a 'Mission Ideas Day' followed the 3 themes of empowering, encouraging contacts and engaging the wider community. Three home groups were established / re-vamped during the year. The later awayday reconsidered the MAP and there was a re-focus on how existing teams would feed into an overall teams template – Support, Worship, Wellbeing, Wholeness and Witness.
5. Our core worship every Sunday is a 10.00 am service of Holy Communion. A much valued mid-week communion service is offered on a Thursday morning. On Remembrance Sunday, our Communion service was held in the evening to enable us to provide a more accessible service to the community as a whole and the church was full.
6. During the year, additional services continued to be offered on most Sunday evenings – a quiet communion on the 1st Sunday with informal services (Gateway), facilitating discussion and prayer on 2nd and 4th Sundays. Attendance at these services, especially Gateway, has increased during the year.
7. Throughout 2023 our Eco team have kept the Eco agenda prominent in church life working in partnership with the village sustainability group. In July local MP Mims Davies visited to respond to our prepared questions on the government's Environment Improvement Plan published in January 2023, subsequent to the Act in 2021. The session was open to the wider community and the MP followed up with a briefing paper. A prayer focus was taken up by members throughout COP28. Our aspiration to achieve A Rocha gold status during 2023 inevitably had to be on hold because of the church being out of use and is now a target for 2024.
8. Our monthly Funday Monday afternoon for families of pre-school and primary-aged children is a partnership initiative with St Augustine's School. These afternoons have proved popular not just with families from the school but also generally with families in the village. There are usually 20 to 23 children at each session with the equivalent number of adults and is our version of messy church which includes crafts, activities, bible-based stories and culminates in a freshly cooked hot meal. The Christingle service attracted 45 children.
9. Few children now attend on Sunday mornings, but activities are provided for any children who may attend with their parents or grandparents. On Tuesday mornings our coffee shop has attracted a number of grandparents with their young grandchildren which has developed a strong fellowship between all the children and the grandparents.
10. Our relationship with St Augustine's Church of England Primary School has continued to develop positively resulting in our "Growing Partnership" covenant which was signed by representatives of the school council and church governors. Pupils at St Augustine's greatly enjoy the "Open the Book" and vicar-led assemblies which are delivered in school approximately 3 times each month. Pupils also enjoy subjecting the vicar to 'question time' sessions. Our two foundation governors and vicar are also great sources of support to the school.
11. Much care and attention has been given to the safeguarding of young people and vulnerable adults within our community and this is embedded into our system with regular reports to the 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.

12. Care for everyone in our community remains a priority. When we have been aware of specific needs during the year, the welcoming and inclusive nature of our fellowship has enabled us to respond with generosity and compassion e.g. financial support to families during crisis, support during acute illness, on-going support during declining health, taking people to appointments and supporting our young people at university.
13. A large number of the congregation, and others within the local community, generously give their time to be actively involved in all our work by volunteering and helping out at many of the different events and activities undertaken during the year including coffee shop and our garden.
14. In 2023 two members were licensed, in Chichester Cathedral, as ALMs (Authorised Lay Ministers) having taken the Chaplaincy elective within the programme and for one of these the role of Animal Chaplain has emerged. Throughout the year the vicar has led members of the congregation through elements of some of the ALM electives. In addition she has promoted and encouraged members to engage with the diocesan wide ALM programme, following which a number of new ALMs will be licensed to the parish in 2024.
15. At St Augustine's we believe it is an important part of who we are as a worshipping community to promote and support the work of organisations whose aims are to make a difference in the world. We do this because we believe in a God who is generous to us and who wants us to be generous in return. We help our organisations by giving them: attention, action, time, practical support, resources, money and commitment – according to what is appropriate to their needs. In 2023, we chose to support the following organisations, according to the 5 marks of mission criteria, so that we can meet a wide range of priorities: St Augustine's School, Chichester Diocesan Association for Family Support Work, St Peter and St James's Hospice, Practical Action, Open Doors, Wheels for the World, Off the Fence, Haven Trust, Care for Veterans, Safe in Sussex, Raystede Animal Shelter, The Children's Society and The Royal British Legion. In a tight financial climate it is planned for the year's monetary contributions to be made following a Mission focused programme during Lent 2024.
16. Our Churchwardens and fabric team maintain the physical assets in the care of the PCC; the PCC is confident that all resources used contribute to the common good.
17. Where maintenance work to Church assets is required which is beyond the safe ability of volunteers to undertake the PCC, as has been essential in 2023, 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.
18. During 2023 there were 4 baptisms of children, 5 funerals held in the church, 3 held elsewhere, 4 interments of ashes in the Memorial Garden and 2 marriages.

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.

Financial Results

A drive to achieve capital income to meet the costs of the floor renovation began early 2023. Pledges were sought and £20,780 was committed. The actual donations to the capital (fabric) fund totaled £49,434 and in 2023 we claimed an additional £5,936 from the donations eligible for gift aid. We are also indebted to grant funding bodies – Gatwick Airport Community Trust, The Benefact Trust, Pebbles of Rank Foundation, Garfield Weston and Sussex Historic Churches – adding a further £16,250 to the total. We also benefited from donations from local businesses BAWA Forecourts (the local garage) and BSW Buildings.

The balance of the capital (fabric) fund at 31 December 2023 was £ 40,353. As of that date there were approximately £ 15k of commitments remaining on the project to replace the church floor.

It had been expected that it would be essential to use £20,000 from the Fabric Fund balance towards the floor. However, the success of fundraising made this unnecessary. With the knowledge that the church was also eligible for a grant from the Department of Culture Media and Sport (which refunds the cost of VAT spent on listed places of worship) the PCC decided that the total grant (£9,356 in 2023) would be credited to the general fund.

In 2023 we achieved a small surplus on general unrestricted funds of £1,039 (2022: deficit of £4,843) leaving unrestricted funds available of £58,453 (2022: £57,444).

The total receipts on general unrestricted funds were £91,714 (2022: £89,041) and are detailed in the Financial Statements.

The market value of the church's holdings with the CBF Church of England investment fund was £ 90,646 on 31 December 2023.

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. Church insurance is paid directly to Ecclesiastical.

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.....18th March..... 2024 and signed on their behalf by:

Rev Beverley Miles
Chair

A handwritten signature in black ink, consisting of a large, stylized 'S' shape with a horizontal line crossing it.

**Independent Examiner's Report
to the Parochial Church Council of St Augustine's Church, 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 2023 which are set out on pages 13 to 17.

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.

Name and Address of Independent Examiner

Signature

A. D. Smeeth
12 Silverdale
Kew
Worsley

Date

8 April

2024

St Augustines Church, Scaynes Hill - 1131423
Receipts and payments
Selected period: 01 January 2023 to 31 December 2023

<i>Note</i>	From To	01 January 2023 31 December 2023	01 January 2022 31 December 2022
General - General fund (Unrestricted) Fund			
Receipts			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Gift aid giving		45,762	43,575
Envelope scheme		1,205	1,586
Church collections		1,221	621
Other Donations		5,185	4,697
Charity Collections		1,221	3,148
Income tax recovered		12,361	16,685
Grants received		9,356	1,280
<i>Total Voluntary income</i>		<u>76,313</u>	<u>71,593</u>
<i>Activities for generating funds</i>			
Church magazine-adverts		800	1,275
Tapestry and Cards		47	134
Fund raising		2,192	3,039
Music exams		1,440	1,020
<i>Total Activities for generating funds</i>		<u>4,479</u>	<u>5,469</u>
<i>Investment income</i>			
Interest received		1,957	2,028
<i>Total Investment income</i>		<u>1,957</u>	<u>2,028</u>
Incoming resources from charitable activities			
Other Events		1,921	3,491
Fees - weddings etc		3,969	4,380
Church magazine-sales		825	345
Anchor Cafe sales		2,247	1,635
Youth entrance fees		—	98
<i>Total Incoming resources from charitable activities</i>		<u>8,963</u>	<u>9,950</u>
Total receipts		91,714	89,041
Payments			
Cost of generating funds			
Fundraising expenses		—	104
<i>Total Cost of generating funds</i>		<u>—</u>	<u>104</u>
Charitable activities			
Parish Contribution		51,186	49,157
Church Expenses		3,609	4,244
Clergy Expenses		2,762	3,533
Organist & Church music		1,380	—
Youth & Children's Missioner employment		—	249
Magazine printing & Expenses		2,190	1,714
Clock, Organ & Garden Maintenance		2,730	3,675
Church & Annexe repairs		—	1,737
Printing, Stationery, Gifts & Sundry		804	1,133
Utilities		8,578	3,245

Mission & Outreach costs	328	325
Other costs	908	1,644
Publicity	123	572
Insurance	1,450	1,317
Admin salary	9,496	8,667
Cleaning	—	1,478
Fees to Diocese re weddings, funerals	1,444	982
Charity Collections	2,224	4,534
<i>Total Charitable activities</i>	<i>89,218</i>	<i>88,215</i>
Governance costs		
Indendent Examiners fees	864	816
<i>Total Governance costs</i>	<i>864</i>	<i>816</i>
Other resources used		
Mission & Charitable Giving	593	4,750
<i>Total Other resources used</i>	<i>593</i>	<i>4,750</i>
Total payments	90,675	93,885
Excess of Incoming resources over Resources used	1039	(4,843)
Brought forward balance	57,444	62,287
Transfers to/(from)	(30)	—
Total carried forward balance	58,453	57,444

Fabric - Fabric Fund (Restricted) Fund

Receipts

Incoming resources from generated funds		
<i>Voluntary income</i>		
Other Donations	—	100
Income tax recovered	5,936	—
Grants received	16,250	868
<i>Total Voluntary income</i>	<i>22,186</i>	<i>968</i>
<i>Investment income</i>		
Interest received	1,529	1,077
Realised gain on investment	—	15,136
<i>Total Investment income</i>	<i>1,529</i>	<i>16,213</i>
Other incoming resources		
Capital appeal donations	49,434	6,259
<i>Total Other incoming resources</i>	<i>49,434</i>	<i>6,259</i>
Total receipts	73,149	23,440

Payments

Charitable activities		
Church & Annexe repairs	4,134	—
Other costs	1,093	—
Professional fees	1,944	—
Fabric repairs	58,051	10,078
<i>Total Charitable activities</i>	<i>65,223</i>	<i>10,078</i>
Total payments	65,223	10,078
Excess of Incoming resources over Resources used	7,926	13,362
Brought forward balance	32,427	19,065
Total carried forward balance	40,353	32,427

Hardship - Hardship fund (Restricted) Fund

Receipts

Incoming resources from generated funds

Voluntary income

Other Donations	240	—
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Charity Collections	—	2,230
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<i>Total Voluntary income</i>	<u>240</u>	<u>2,230</u>
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Investment income

Interest received	—	63
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<i>Total Investment income</i>	<u>—</u>	<u>63</u>
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Total receipts	240	2,293
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Payments

Charitable activities

Charity Collections	1,040	475
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<i>Total Charitable activities</i>	<u>1,040</u>	<u>475</u>
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Other resources used

Mission & Charitable Giving	—	250
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<i>Total Other resources used</i>	<u>—</u>	<u>250</u>
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Total payments	1,040	725
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Excess of Incoming resources over Resources used	(800)	1,568
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Brought forward balance	1,568	—
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Total carried forward balance	768	1,568
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Bible - Bible Fund (Restricted) Fund

Receipts

Incoming resources from generated funds

Voluntary income

Other Donations	150	—
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<i>Total Voluntary income</i>	<u>150</u>	<u>—</u>
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Total receipts	150	—
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Payments

Charitable activities

Bibles	363	—
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<i>Total Charitable activities</i>	<u>363</u>	<u>—</u>
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Total payments	363	—
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Excess of Incoming resources over Resources used	(213)	—
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Brought forward balance	581	581
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Transfers to/(from)	30	—
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Total carried forward balance	398	581
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St Augustines Church, Scaynes Hill - 1131423

Balance sheet (Summary)

As at: 31 December 2023

	As at 31/12/2023	As at 31/12/2022
	£	£
Fixed assets		
Tangible assets	1,140	1,140
	<hr/>	<hr/>
	1,140	1,140
	<hr/>	<hr/>
Current assets		
Investments (At cost. Market value £ 90,645.67 at 31/12/2023; £82,850.77 at 31/12/2022)	52,593	52,593
Cash at bank and in hand	46,241	38,340
	<hr/>	<hr/>
	98,834	90,933
	<hr/>	<hr/>
Liabilities		
Creditors: Amounts falling due in one year	—	50
	<hr/>	<hr/>
Net current assets less current liabilities	98,834	90,883
	<hr/>	<hr/>
Total assets less current liabilities	99,974	92,023
	<hr/>	<hr/>
Total net assets less liabilities	99,974	92,023
	<hr/>	<hr/>
Represented by		
Unrestricted		
Unrestricted - General fund	58,453	57,444
Restricted		
Restricted - Fabric Fund	40,353	32,427
Restricted - Hardship fund	768	1,568
Restricted - Bible Fund	398	581
	<hr/>	<hr/>
Funds of the church	99,974	92,023

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 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.

3. Hardship Fund

The hardship fund was established in 2022 and collects donations for assisting local people struggling with the cost of living.