



Joyfully Serving Jesus

The Parochial Church Council
of the
Ecclesiastical Parish of Holy Trinity Cuckfield
UK Registered Charity No. 1131432

ANNUAL REPORT & FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31ST DECEMBER 2022

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Benefice of Cuckfield & Bolney
The Parochial Church Council
Holy Trinity Cuckfield
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ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022

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Independent Examiner:	Steve Brentnall FCIE 1 Meadow View Cottages Town Littleworth Cooksbridge, LEWES East Sussex BN8 4TH
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Annual Report

I. Status

The Parochial Church Council (PCC) is a Registered Charity (No. 1131432) under the formal description of *The Parochial Church Council of the Ecclesiastical Parish of Cuckfield*. Two alternative short-form names have been registered with the Charity Commission: *Holy Trinity Church Cuckfield* and *Holy Trinity Cuckfield PCC*. During the year under review, following the joining of the parishes of Bolney and Cuckfield, the Diocese confirmed the new entity's name as the *Benefice of Cuckfield and Bolney*, each parish retaining its own PCC.

The PCC is responsible for the assets and statutory duties of *The Old School*, adjacent to the Church, and the accounts for that activity are incorporated within this report. The PCC has appointed an Old School Board to assist it in the fulfilment of its obligations and effective management of the building.

The Friends of Holy Trinity is a PCC subsidiary organisation, conceived to assist in raising funds for the upkeep of the fabric of the Church, whose accounts are incorporated within those of the PCC. To maximize its effectiveness, the Friends have their own Board, and operate within terms of reference set by the PCC.

This Annual Report is prepared in accordance with the *Church Representation Rule M5(1)*, revised January 2020, which requires the PCC to provide the Annual Meeting with the following: (a) a report on the changes to the roll since the last annual meeting; (b) an annual report on the proceedings of the PCC and the activities of the parish generally; (c) the financial statements of the PCC for the year ending 31st December preceding the meeting; (d) the annual fabric report under section 50 of the *Ecclesiastical Jurisdiction and Care of Churches Measure 2018*; and (e) a report of the proceedings of the Deanery Synod.

2. Purpose & Objectives

The primary objective of the PCC is the promotion of the Gospel of Christ according to the doctrines and practices of the Church of England.

In pursuit of this purpose, the PCC has the responsibility of co-operating with the parish priest in the promotion within the parish of the whole mission of the church, pastoral, social, evangelistic and ecumenical.

The PCC's aim in doing this is to make Christ better known, and to make a difference to the lives of those with whom we come in touch – whether or not members of the Church of England – in the form of:

- i. practical and spiritual support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- ii. financial support for these objectives;
- iii. financial and practical support where possible for other charitable organisations with compatible objectives.

3. Supporting Strategies

The strategy by which the objectives are currently achieved is **joyfully serving Jesus** in all we do, by which we mean:

- i. demonstrating an inclusive, welcoming and supportive approach to those, within and without the church, with whom we come in touch, or who come into touch with us;
- ii. respect for freedom of thought, conscience and the religion of others.

We do this by **enabling as many people as possible**: to worship at church; to become part of our parish community through the teaching, baptising and nurturing of new and existing believers; by considering how services can involve the many groups that live within the parish. We put faith into practice through prayer and scripture, music and sacrament, and provision of pastoral care for people living in the parish. These strategies are informed by and consistent with The Bishop's Charge to the clergy of the Diocese in the form of the Diocese's current strategy which is based on three strands: (i) growing in depth, holiness, then numbers; (ii) re-imagining the forms of ministry needed going forward; and (iii) engaging with local communities in pursuit of the Common Good.

4. Public Benefit

While English Law historically recognised the provision of religion as charitable work, that presumption no longer holds. Under the latest Charities Acts, the PCC needs to be aware that the provision of religion, education or relief of poverty must pass the *public benefit* test, and not be solely for the *private benefit of its members or adherents*. In reviewing activities over the year, the incumbent and PCC have taken account of the Charity Commission's general guidance on public benefit and of the more specific guidance *for the advancement of religion* (Reg. 40 2.c.iii). While Section (7) sets out a more general *Review of the Year*, Section (5) below focuses on the performance and achievements which most impact our delivered public benefit and make a tangible difference to our beneficiaries; conversely, the PCC is not aware of any activities that have caused detriment, harm or private benefit from their carrying out.

5. Performance & Achievements Review

Performance Review: the statistics in the table below are drawn from the required Diocesan return of attendance at regular services, baptisms, confirmations, etc. 'Weekly average attendance' is calculated for a week in October. Given this methodology's emphasis on physical attendance and 'actual' communicants, its year to year comparisons are limited where periods of lockdown were necessitated by pandemic regulations. The numbers for participation in services via Zoom (following the chart below) show the value that Zoom has continued to add for those at home.

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Attendances:										
Christmas Communion Services	374	313	153	517	538	514	594	487	391	424
<i>of which Communicants</i>	182	222	121	366	378	379	348	339	259	245
Christmas Crib/Stable/Nativity	509	290	80	729	727	707	1012	1005	740	765
Easter Services	229	227	Closed	400	414	416	309	332	318	263
<i>of which Communicants</i>	196	140		284	299	268	198	236	225	182
Weekly Average Attendance	160	160	80	200	200	193	190	190	180	180
<i>of which Communicants</i>	120	120		160	155	150	158	160	135	133
Electoral Roll:	255	255	255	248	343	339	279	273	273	265
Weddings:	14	5	4	12	10	15	9	18	28	10
Baptisms:	22	26	8	22	31	35	43	40	33	28
Confirmation Candidates:	0	0	0	0	6	0	3	0	9	5
Funerals:	31	33	35	28	29	43	26	30	23	35

Over 2022, in parallel to physical attendance, 138 services were live streamed from church via Zoom. Together these Zoomed services facilitated 2,000 virtual attendances, an average of 14 at each of these services. Looking at Sunday services only (including Evensongs), the 70 Sunday services available via Zoom each reached an average of 26 virtual participants.

Public Benefit:

i. **Social Care** by the church has again had significant public benefit impact:

- The monthly *Solos Lunch* continued (provision of a two-course Sunday lunch for the over 60's - whether from the church community or not - who would otherwise be on their own);
- members of the parish have taken communion to the homebound;
- The parish has continued to provide proactive support to local Syrian and Ukrainian refugee families resident in the area under the *Government's Resettlement Scheme*, extending welcome, providing essential facilities and itself benefiting from cultural exchange with the beneficiaries.

ii. **Charitable Giving**

- **The Christmas Tree Festival** took place over the weekend of the 9th-11th December. With over 70 trees in situ and hundreds of daily visitors, high points included the forest of illuminated trees and the newly introduced Festival concert on the Saturday evening. Despite the unexpected snow, the carol concert on the Sunday evening was attended by the High Sheriff.

With almost £11,000 raised over the course of the three days and £6,250 of that being presented to the partner charity, Golden Lion Children's Trust, it was great to see this community event alive and kicking after a couple of years out and we look forward to continuing successes over the coming years.

With huge thanks to all the volunteers associated with its revival, particularly to Sue Towns who has been involved with the Festival since its inception and has now stepped down from the committee.

- **Outreach Donations** Despite lockdown and withdrawal of the ability to support fundraising with the usual array of social events and activities, charitable donations from the PCC over the year amounted to £8,500, together with wider congregational support for a range of other charities over the year, whether by donations or gifts in kind (e.g., to Holy Trinity C of E Primary School, Chichester Family Support Work, Crawley Open House, Tariro, Samara's Aid, Christian Aid, Macmillan, Bewbush Academy, Refugees Welcome Crawley, Crossover Brighton, Pakistan Flood Relief Appeal, Royal British Legion and Vision Rescue).

iii. **Beneficial Use of Facilities:** the church was again the principal venue for the Cuckfield Music Festival, additionally, free monthly concerts resumed as a contribution to the cultural amenities of the village, and beneficial use of The Old School facilities was approved by the PCC where appropriate.

6. Structure, Governance & Management

i. Membership of the PCC during the year 2022

The full PCC between 1st January and 31st December 2022 was as follows:

Clergy:

Revd Michael Maine (*retired 13th March 2022*)
Revd Stephen Caple (*Co-opted*)

Licensed Reader:

Vicky Peattie
Clive Simmonds

Churchwardens:

Jane Coan
Brian Cutler (*Lay Vice Chairman of the PCC*)

Deanery Synod Representatives *:

Jill Brotherton (2023)
Rod Montague (2023)
Isobel Simmonds (2023)
Vacancy (2023)
Vacancy (2023)

Lay members of the PCC *:

Mark Parker (2022)
Nick Rowe (2022)
Kevin Sibley (2022)
Vacancy (2022)
Roger Edmonston (2023)
Paul Johnson (2023)
Carolyn Ponder (2023)
Philip Richings (2023)
Kate Berry (2024)
Jonathan Berry (2024)
David Thunder (2024)
Hilary Turner-King (2024)
Jacqui Allcock (2025)
Mary Pape (2025)
Margaret Somers (2025)
Vacancy (2025)

* elected until the APCM of the year in brackets

ii. Officers of the PCC 2022

The PCC is required by its constitution to appoint a Standing Committee with the power to transact business between PCC meetings, subject to any directions given it by the PCC. Comprising the Incumbent, Churchwardens and at least two others, the Standing Committee and other PCC Statutory Officers were appointed at the short PCC meeting immediately following the May 2022 APCM:

Standing Committee:

Jane Coan, Brian Cutler, Isobel Simmonds, David Thunder

PCC Officers:

David Thunder (*Honorary PCC Secretary & Electoral Roll Officer*), Isobel Simmonds (*Honorary PCC Treasurer*), Rod Montague (*Parish Safeguarding Coordinator*)

The PCC met formally on six occasions during 2022: three meetings were face to face, three via Zoom, one of which was a joint meeting with Bolney PCC for the purposes of the statutory 'Section 11 Meeting' which approved the Benefice Profile and elected the four Benefice Representatives to work with the Bishop in filling the vacancy. Additionally, four e-motions were carried under Rule M29.

iii. Committees of the PCC

The PCC is supported by and considers reports and recommendations from its committees whose roles are described below. The committees may only transact business set out in their individual terms of reference from the PCC and as contained in the PCC Handbook.

In 2022, in addition to the **Standing Committee**, there were five committees of the PCC:

Finance Committee

The Finance Committee is responsible for advising the PCC on all matters relating to its financial responsibilities, for ensuring that proper financial procedures and controls exist, and for maintaining and producing accounts in accordance with the prescribed regulations. The Committee is responsible for the routine management of the financial affairs of the PCC.

Pastoral Committee

The Pastoral Committee is responsible to the PCC for focusing on both the community of the Church and all who come into contact with it. Its role is to develop and maintain ways of welcoming, encouraging, nurturing and caring for people so that the parish can fulfil both its pastoral mission and public benefit.

Outreach Committee

The PCC's Outreach Committee is responsible for preparing and submitting for PCC approval recommendations regarding the allocation of funds to missions and charities, for maintaining links with those recipients, and for keeping the congregation informed of its activities.

The Roof Group

The role of the Roof Group is to deliver the conservation of the church roof and other outstanding major fabric projects in association with the wardens and PCC; to deliver related specific funding initiatives (e.g., National Lottery Heritage Fund) in support of these objectives; and to deliver the required associated public benefit, community engagement, and heritage development objectives.

The Old School Board

The Old School Board is responsible to the PCC for the routine operation and management of the PCC's property adjacent to the Church, within the remit to provide the means to assist the outreach of the church to the local community, through the activities within the Old School.

iv. Holy Trinity Church of England (Aided) Primary School

The PCC has important governance responsibilities in connection with its Church School: the governing body of Holy Trinity CE (Aided) Primary School, in addition to the incumbent as *Ex Officio* Governor, has a majority of Foundation Governors, recommended by PCC decision but approved and appointed by the Diocesan Board of Education.

All are appointed for four years (renewable on application by the PCC at the discretion of the DBoE), dates of retirement in brackets below. At the end of 2022 the Foundation Governors were:

Mrs Rebecca Anderson	(2026)	
Mr Mark Andrews	(2025)	
Mr Zoltan Demjan	(2026)	
Mrs Fiona Halsey	(2024)	Vice Chair
Mrs Zoe Humphrey	(2026)	
Mrs Lindsay Smith	(2026)	Chair

The *Ex Officio* Governor, The Revd Michael Maine, retired from March 2022, and two further Foundation Governors retired during the year: Mrs Josephine Notaras and Mrs Janice Peek.

The PCC records its huge gratitude to Janice Peek: first appointed as a Foundation Governor over twelve years ago, she has given unstinted and distinguished service, for over half that time in the demanding posts of Vice-Chair (in 2012-13), Co-Chair, then Chair (2016-17), and then Co-Chair again for a few years up to her retirement. This is public service of the highest merit for which the PCC offers its deepest thanks and admiration.

v. Governance Regulation

From January 2020, the power of the PCC to pass decisions by e-mail became automatic under the new *Church Representation Rules*, and this Rule M29 power was extended to cover the right of the PCC to meet electronically and for decisions reached via that medium to be fully valid. The PCC's meetings held on Zoom during 2022 and motions passed by email were validly held under this regulation.

vi. Parish Personnel

Revd Michael Maine was the Vicar of Cuckfield until 13th March when the Parish (and Benefice) entered vacancy. The parish has since been served by two retired priests, Revd Stephen Caple and Revd Canon David Tickner, supported by two Licensed Readers (Vicky Peattie and Clive Simmonds). Jonathan Berry has served in a Lay Preaching Ministry; Hilary-Turner-King continued as Children's and Families' Lay Minister until May 2022, when Charlotte Tayler took up the post on a two year contract. Gill Squires continued as Parish Administrator and Richard Jenkinson as Organist and Choir Master.

vii. Safeguarding

The PCC has complied with its duty under Section 5, *The Safeguarding and Clergy Discipline Measure (2016)* to have regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults. The Safeguarding Coordinator makes a full report to the APCM and reports to every PCC meeting. The parish Safeguarding Policy (reviewed and approved annually) can be seen in the Church Porch and on the Church website; a further copy is lodged with the Diocesan Safeguarding Officer.

Everyone working with children or vulnerable adults through Holy Trinity has a current DBS Certificate. In addition to the two clergy with PTO, there are 71 active DBS Certificates in place for current Volunteers (some having been checked through the Update Service); this includes all PCC and Old School Board members.

The Parish committed itself to the *Diocesan Simple Quality Protects* safeguarding programme on its launch and achieved Level 1 in April 2018. The Compliance Certificate issued by the Diocese is displayed in the Church and the Porch. Maintenance of the standards of the scheme are kept under regular review. The current Safeguarding Policies, Guides, associated documentation and contact information for third party assistance are posted on the church website.

7. Review of the Year

Joyfully serving Jesus

The early part of the year was dominated by the departure of our former vicar, Michael Maine. Although he was with us for only 7 years, Michael had a significant impact on many aspects of Cuckfield life, which were celebrated at his final service at the end of February. Whilst there has been some progress in finding a replacement, the shortage of suitable candidates has slowed that process. We have been fortunate, however, in having the services of The Revd Stephen Caple, The Revd Canon David Tickner and The Revd Stephen Terry to help to provide a priestly ministry during the vacancy and support our Readers, Vickie Peattie and Clive Simmonds, and Authorised Lay Minister Jonathan Berry in maintaining our normal service pattern, and we are grateful to all of them.

Michael's departure is not the only loss that we have suffered in the last twelve months. We have, of course, lost our much loved Queen Elizabeth II, although we had joined with the nation in celebrating her Platinum Jubilee earlier in the year. A more subtle loss this year has been that illusory sense of living in a peaceful Europe, supported by a vibrant economy. We have responded to these changes in our national and international life, providing aid for Ukrainian refugees and those in economic need while being a channel for the expression of condolences for our late Queen.

Our services continue to be streamed online via Zoom, attracting between 30 and 40 participants each Sunday morning. This technology enables our housebound and less mobile parishioners to participate in our services, and allows parishioners temporarily away from Cuckfield to join our worship. We are extremely grateful for all the hard work of the small technical team that make this possible.

The music tradition at Holy Trinity continues to flourish under the leadership of our Director of Music, Richard Jenkinson. The choir now includes twelve junior singers, although there are vacancies in the senior choir. We were delighted to appoint Fearghus Beauchamp as a Music Scholar in October, and Ken Sagar as Organist Emeritus. Fearghus sings tenor, plays both flute and organ and conducts choir anthems from time to time. During the year we were pleased to resume our Friday lunchtime concerts and to host many of the Cuckfield Music Festival's events. and other concerts.

Following the departure of Helen Swift towards the end of 2021, our Children and Family Ministry team was somewhat depleted. Fortunately, we were able to recruit Charlotte Tayler to the team in the early summer, ensuring that this work has continued in both the primary school and at holiday events around the church and Old School. Charlotte, who is currently studying part time at Ridley Hall Cambridge, also helps with Choir Club, supporting the junior choir and singing in the choir herself.

We have continued the pattern that emerged towards the end of the pandemic, having an informal service of Family Praise after the main service on the first Sunday of the month and encouraging greater involvement of young people and their families in the Family Eucharist on the third Sunday of the month. It is noticeable that the team's more recreational activities during the holidays are better supported.

In the absence of an incumbent, Canon David Tickner has taken the leading role in supporting the primary school. The links with the school have been sustained by a team of volunteers, including Hilary Turner-King, Jonathan Berry and Charlotte Taylor, while Jane Coan has continued to co-ordinate help for families experiencing hardship with donations of food and money. The parish has continued to support Bewbush Academy and Family Support Work in a similar way.

2022 was relatively quiet in terms of fabric repairs and enhancements, although our inspecting architect, Jonathan Cerowski, carried out an inspection of the roof spaces in preparation for the project to relay the Horsham stone roof. The timing of the main project has still to be determined.

We were very pleased to see the return of the Christmas Tree Festival in early December after the break due to Covid. The church was again full of beautifully decorated trees with a magnificent partner charity tree for the Golden Lion Children's Trust. An innovation this year was a concert on the Saturday evening, arranged in conjunction with the Cuckfield Music Festival. A total of £6,876 was raised for the partner charity, including donations made directly to the charity.

Although it is true that the Churchwardens carry additional responsibilities during a vacancy, this is made possible by the unstinting help of many others, and it will not be possible to list everyone here. The parish is however extremely grateful to our team of retired priests, The Revd Stephen Caple, The Revd Stephen Terry and Canon David Tickner, who have served us unceasingly since the start of the vacancy. We are fortunate in having two Readers, Vicky Peattie and Clive Simmonds, and an Authorised Lay Minister, Jonathan Berry to assist, particularly with preaching. And of course, our worship would not be what it is without the input from our choir under the direction of our Musical Director, Richard Jenkinson.

The parish has been extremely well served with financial and administrative help. Isobel Simmonds has stepped into the role of acting Honorary Treasurer, working closely with our church accountant, Zoë Richings. Our PCC Secretary, David Thunder, works tirelessly to ensure that the PCC runs efficiently and that what we do is consistent with current legislation. We are also very grateful for the efforts of Rod Montague, our Parish Safeguarding Officer, for his work in ensuring that we keep everyone safe. A very special word of thanks goes to Gill Squires, our Parish Administrator, who for the last 23 years has kept everyone on their toes, and maintained a very efficient Church Office for the benefit of everyone involved with Holy Trinity. Gill has announced that she will be retiring during 2023.

8. 2022 Financial Review

Introduction

The preparation of this year's accounts has again been done with the guidance of our Independent Examiner. We have built on the changes introduced last year, and continue to ensure that we are working to the latest advice on standards and good practice.

Incoming and outgoing resources

Total income for the year is £372,105, compared to £297,040 for 2021. This includes all the funds over which the PCC has control, unrestricted, designated and restricted.

The main activity of the church is covered by the unrestricted fund, and the income for this fund was £226,750 (2021: £176,879), which encouragingly was both above our budget and the income for last year due mainly to a significant legacy received during 2022. Our main source of income is regular giving, and we have been

encouraged during 2022 that this has continued to remain consistent and ahead of budget and prior year.

In 2022, we received approximately £10,900 of grants (2021: £44,000), which related to stonework improvements paid for during 2021.

Total expenditure for the year is £288,930 compared to £344,083 for 2021. This includes all the funds over which the PCC has control, unrestricted, designated and restricted. Expenditures in 2022 were lower than 2021 due to the completion of a number of one-off projects during 2021, including stonework improvements and the upgrade of the Church's AV system.

The main operating expenditures of the church are covered by the unrestricted fund and expenditure for this fund was £163,721 (2021: £172,986). Spend was lower than last year and broadly consistent with budget. This is due to the completion of major projects in 2021 as noted above, partially offset by continued inflation. Whilst the PCC has worked hard to control costs, we continue to see rising costs in most areas, especially with respect to utilities.

Further details of the breakdown of this year's income and expenditure are provided in the notes to the accounts.

Diocesan Loan

During 2021, the Diocese of Chichester awarded the church a loan of £50,000, to cover the cash timing difference between the payment of expenses on the stonework improvement project and the receipt of donations and grants. This loan was interest free and was repaid using funds from a legacy during 2022.

Related Parties

Payments to PCC member, persons closely connected to them, or related parties are allowed under the Charities Act 2011 by the following provision: charity trustees may, provided certain conditions are met, pay for the provision of services to the charity by a 'connected person' *[falling within the definition contained in Section 118 of the 2011 Act]* where the PCC is satisfied the relevant conditions are met, the required process has been transparently followed, and safeguards are in place.

The PCC at its March 2017 meeting appointed Zoë Richings, daughter of a PCC Member, to the salaried position of Church Accountant and made payments to her by that resolution; at its April 2021 meeting, the PCC re-appointed Hilary Turner-King, a member of the PCC, to the salaried position of Children's and Families' Lay Minister, making payments to her by that resolution until June 2022. The PCC also approved the reimbursement of expenses to the parish's technical operators (two of whom are members of the PCC, viz., Jonathan Berry and Paul Johnson) for the Zooming of weddings and funerals, where requested by the families.

The PCC supported the clergy by paying £970 (2021: £4,400), which includes Council Tax and water rates, for the Vicarage, plus other annual costs towards travel, hospitality, telephone, postage and broadband.

Parish Share

The Diocesan Parish Contribution is the allocation set by our Deanery as this parish's contribution to the wider church's activities and costs of the Diocese and is accounted for on an annual basis. While any parish contribution unpaid on 31st December in a given year would be an operational (though not legal) liability, Holy Trinity Cuckfield paid its parish contribution for 2022 in full.

Staff costs

The PCC pays for the Parish Administrator, Church Accountant, the Children's and Families' Lay Minister and contributes to The Old School's staff costs through its overall contribution to the running of that building. Further details are provided in the notes to the accounts.

Reserves Policy

It is PCC policy to seek to maintain a balance on unrestricted funds of approximately three months' worth of unrestricted general fund payments as a contingency against unforeseen situations (approximately £41,000 in 2022).

The PCC is also mindful of major continuing expenditures in relation to the roof following the 2019 Church Architect's Quinquennial Inspection of the building, and has accordingly decided to hold an additional approximately £50,000 in reserves.

The total of the funds at the discretion of the PCC to utilise, at the year-end was £155,940 including an amount of £36,094 designated for use for the management and operation of the Old School Property and an amount of £4,815 designated for fabric improvements. The remaining amount £115,031 (£155,940 less £36,094 less £4,815) broadly meets the Reserves Policy.

The PCC have also committed to allocate any further funds required in the future for these long-term fabric improvement projects.

It is PCC policy to invest funds balances with the CBF Church of England Investment Fund, the CBF Church of England Fixed Interest Securities Fund and the CBF Church of England Deposit Fund.

9. The Old School Board

The Old School Board reported a much better year as recovery from the impact of lockdown continued. Income for the year was £50,818 compared to £31,379 in 2021, due to improved levels of bookings from regular hirers and an increase in one-off hirers.

Expenditure for 2022 was £45,872 compared to £39,814 in 2021 as a result both of increased expenditure ensuring that the premises were Covid-compliant and continuing essential overheads.

No strategic refurbishment occurred during 2022 but all essential maintenance was carried out and improvements in the lighting were made to help save energy. A transfer of £8,580 was made during the year from the General Fund to the Old School Designated Fund as a contribution towards the running and maintenance costs of The Old School.

A net surplus of £13,526 was recorded for the year with total funds carried forward of £36,094. Accordingly, a number of strategic refurbishments will be proposed in the 2023 Business Plan.

10. The Friends of Holy Trinity Church Cuckfield

The Friends of Holy Trinity Church Cuckfield

The Friends exists to raise funds for the church building and its principal artefacts by engaging with all in the Cuckfield community. Its funds arise from subscriptions, donations (including legacies) and event activities.

In 2022, its first year largely unaffected by the pandemic, membership remained stable with losses being replaced by new members. There was an encouraging move by many existing and new members to take out life memberships. The position is summarised below:

	As at 31.12.21	Additions	Losses	As at 31.12.22
Life Members	74	26	2	98
Annual Members	246	7	31	222
Total	320	33	33	320

Three major events were mounted in the year: an ever-popular Welsh Male Voice Choirs concert, an afternoon with Antiques Roadshow expert John Benjamin, and the Friends' exclusive preview of the Christmas Tree Festival, each delivering healthy additions to funds.

Following the transfer of £40,000 in 2021 towards repairs to the church tower stonework, the focus has been upon rebuilding reserves. In 2022 the Friends did, however, fund a new chamber organ table for the church chancel.

Accounting also for donations, legacies and Gift Aid, the net surplus/(deficit) in 2022 was £13,040 (2021: (£32,666)). Total reserves at the 31 December 2022 were £53,169 (2021: £40,129).

11. Significant Events since the End of the 2022 Financial Year

The PCC records its gratitude for the receipt, since the end of the year under review, the legacy from the estate of the late Anthony Burbidge in the sum of £255,000 and has yet to have met to review and agree its uses.

12. Approval

The Annual Report for the ended Year 31st December 2022 was approved by the PCC and signed on its behalf by Brian Cutler (*Lay Vice Chair of the PCC*):

A handwritten signature in black ink, reading 'Brian Cutler', with a long, sweeping horizontal line extending from the end of the name.

Date: 24th April 2023

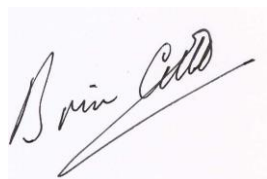
Statement of Financial Activities

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021	Notes
	£		£	£	£	£	
Income and endowments from:							
Donations and legacies	203,154	64,727	19,855	-	287,736	255,815	
Charitable activities	9,197	-	-	-	9,197	3,677	
Other trading activities	13,120	46,862	13,460	-	73,442	37,302	
Investments	1,279	314	137	-	1,730	246	
Other receipts	-	-	-	-	-	-	
Total income	226,750	111,903	33,452	-	372,105	297,040	2
Expenditure on:					-		
Raising funds	1,788	860	2,131	-	4,779	1,252	
Charitable activities	161,933	103,433	18,785	-	284,151	342,831	
Other trading activities	-	-	-	-	-	-	
Other expenditure	-	-	-	-	-	-	
Total expenditure	163,721	104,293	20,916	-	288,930	344,083	3
Net gains (or losses) on investments							
Net income or (net expenditure)	63,029	7,610	12,536	-	83,175	(47,043)	
Transfers between funds	(8,580)	8,580	-	-	-	-	14
	54,449	16,190	12,536	-	83,175	(47,043)	
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	-	
<i>Reconciliation of funds:</i>							
Net movement in funds	54,449	16,190	12,536	-	83,175	(47,043)	
Total funds brought forward	60,582	24,719	53,506	375,000	513,807	560,850	
Total funds carried forward	115,031	40,909	66,042	375,000	596,982	513,807	13

Balance Sheet

	Total Funds 2022	<i>Total Funds</i> <i>2021</i>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	375,000	375,000	
Heritage assets	-	-	
Endowed investments	-	-	
Total fixed assets	375,000	375,000	9
Stocks	90	-	
Debtors	4,312	9,628	11
Investments	25,515	18,924	
Cash at bank and in hand	212,245	169,247	
Total current assets	242,162	197,799	
Creditors: Amounts falling due within one year	(20,180)	(58,992)	12
Net current assets or (liabilities)	221,982	138,807	
Total assets less current liabilities	596,982	513,807	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
Total net assets or (liabilities)	596,982	513,807	10
The funds of the charity:			
Endowment funds	375,000	375,000	
Designated funds	40,909	24,719	
Restricted income funds	66,042	53,506	
Unrestricted funds	115,031	60,582	
Total charity funds	596,982	513,807	13

This Annual Financial Report, for the year ended 31st December 2022, including the notes following, was approved by the PCC and signed on its behalf by Brian Cutler, Lay Vice Chair



Date 24th April 2023

Notes to the financial report

1 Accounting policies

a Basis of Preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2016) Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. 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.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes.

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects. This reflects the accounts for the Old School.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

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

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is 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 the formal offer in writing of the funding, is received by the PCC.

Charitable activities

Sales of magazines are recognised when received.

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

Fees for weddings and funerals are accounted for on an event basis.

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.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

Notes to the financial report (continued)

All other income

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

Gains and losses on investments

Realised gains are recognised when the investments are sold.

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

d Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable and the amount can be measured reliably.

Grants

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

Church Activities

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

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Other land and buildings held on behalf of the PCC for its own purpose is valued at market value. No depreciation is charged but any expenditure on maintenance or improvement is written-off as incurred.

The market value of The Old School was estimated in 1997 at £375,000 by Weber Brown Estate Agents. It is not considered to be economic to revalue the building, since the PCC has no plans for its disposal.

Depreciation

From 2011, expenditure on equipment used within the church premises and The Old School will be written-off as 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.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

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

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

Notes to the financial report (continued)

2 Analysis of income and endowments

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	£	
Planned giving	115,281	-	25	-	115,306	118,716	
Planned giving (no tax refunds)	1,904	2,500	6,590	-	10,994	14,608	
Loose cash collections	7,469	-	-	-	7,469	8,224	
Gift Aid recovered	29,657	-	1,196	-	30,853	34,474	
Other donations	1,803	3,642	2,802	-	8,247	25,872	
Legacies	47,040	56,960	-	-	104,000	10,000	
Grants (see also note below)							
Garfield Weston Foundation	-	-	-	-	-	10,000	
Listed Places of Worship	-	1,625	9,242	-	10,867	20,121	
National Churches Trust	-	-	-	-	-	5,000	
Sussex Historic Churches Trust	-	-	-	-	-	7,000	
Cuckfield Deanery	-	-	-	-	-	1,800	
Donations and legacies	203,154	64,727	19,855	-	287,736	255,815	
Fees for weddings and funerals	9,197	-	-	-	9,197	3,677	
Charitable activities	9,197	-	-	-	9,197	3,677	
Christmas tree festival	10,985	-	-	-	10,985	620	
Parish magazine subscriptions	-	-	-	-	-	95	
Other subscriptions	-	-	7,400	-	7,400	4,490	
Coffee functions	461	-	-	-	461	68	
Concerts and events	-	-	6,060	-	6,060	478	
Venue hire	1,674	46,862	-	-	48,536	31,551	
Other trading activities	13,120	46,862	13,460	-	73,442	37,302	
Interest on cash deposits	1,279	314	137	-	1,730	246	
Investments	1,279	314	137	-	1,730	246	
Total income and endowments on all funds	226,750	111,903	33,452	-	372,105	297,040	

The grants from the Garfield Weston Foundation, the Listed Places of Worship Grant scheme, the National Churches Trust, and the Sussex Historic Churches Trust, were all given as a contribution to the cost of stonework improvements. The grant from Cuckfield Deanery was given as a contribution towards the cost of the Office Administrator.

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Notes to the financial report (continued)

3 Analysis of expenditure on:

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021	Notes
	£		£	£	£	£	
Christmas tree festival costs	1,542	-	-	-	1,542	392	
Music events and costs	246	860	2,131	-	3,237	860	
Raising funds - other costs	-	-	-	-	-	-	
Cost of raising funds	1,788	860	2,131	-	4,779	1,252	
Missionary and charitable giving	14,725	-	-	-	14,725	7,000	4
Diocesan parish share	80,000	-	-	-	80,000	74,300	
Staff	28,815	18,552	-	-	47,367	47,448	5
Clergy and other people's expenses	1,790	-	-	-	1,790	4,387	
Upkeep of services	6,883	516	3,569	-	10,968	10,634	
Youth and children's work	336	-	-	-	336	658	
Honorariums	8,364	-	-	-	8,364	8,076	
Water, gas and electricity	4,434	11,253	-	-	15,687	15,932	
Church maintenance and repair	2,521	67,019	14,924	-	84,464	157,029	
Insurance	5,258	4,009	-	-	9,267	9,033	
Printing, photocopying and other office costs	5,953	1,539	292	-	7,784	5,083	
Accounting software and examiner fees	1,179	-	-	-	1,179	1,185	8
Advertising	1,675	545	-	-	2,220	2,066	
Cost of charitable activities	161,933	103,433	18,785	-	284,151	342,831	
Total expended on all funds	163,721	104,293	20,916	-	288,930	344,083	13

Notes to the financial report (continued)

4 Missionary and charitable giving

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021
	£		£	£	£	£
Overseas:						
<i>Samara's Aid</i>	1,583	-	-	-	1,583	917
<i>Vision Rescue</i>	1,085	-	-	-	1,085	916
<i>School in Harare</i>	1,083	-	-	-	1,083	917
Domestic:						
<i>Crawley Open House</i>	1,083	-	-	-	1,083	917
<i>Refugees Welcome Crawley</i>	1,083	-	-	-	1,083	916
<i>FSW</i>	1,083	-	-	-	1,083	917
<i>Golden Lions</i>	6,225	-	-	-	6,225	-
<i>Holy Trinity CofE School, Cuckfield</i>	1,500	-	-	-	1,500	1,500
	14,725	-	-	-	14,725	7,000

5 Staff costs

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021
	£		£	£	£	£
Remuneration						
<i>Wages and salaries</i>	28,815	18,552	-	-	47,367	47,448
<i>Social Security costs (NIC)</i>	-	-	-	-	-	-
	28,815	18,552	-	-	47,367	47,448

In 2022, the General Fund includes the salaries of 3 members of staff (2021: 4) and the Designated Fund includes 2 members of staff (2021: 2).

6 Payments to PCC members and transactions with related charities

During 2019, two members of the PCC, Helen Swift and Hilary Turner-King were appointed to the paid role of Children's and Families' Lay Ministers, for a term of two years renewed by the PCC in April 2021 for a further two years. Helen Swift left her role in October 2021, and Hilary Turner-King left her role in May 2022. During 2022, they were paid £nil (2021: £5,146) and £1,121 (2021: £6,175), respectively, to perform this role. No amounts were outstanding at 31 December 2022.

The PCC supported the clergy by paying £970 (2021: £4,400) which includes Council Tax and water rates for the Vicarage plus other annual costs towards travel, hospitality, telephone, postage and broadband.

7 Transactions with persons related to PCC members

A family member of a PCC member was employed on a part time basis during the year. Their salary did not exceed £5,000.

8 Governance

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021
	£		£	£	£	£
<i>Independent examination</i>	935	-	-	-	935	855
<i>Software fees</i>	244	-	-	-	244	330
	1,179	-	-	-	1,179	1,185

Notes to the financial report (continued)

9 Tangible fixed assets

	Freehold land and buildings	Designated <u>Funds</u>	Restricted <u>Funds</u>	Endowed <u>Fund</u>	Total fixed assets
	£		£	£	£
Cost or valuation					
At 1 January 2022	375,000	-	-	-	375,000
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluation	-	-	-	-	-
At 31 December 2022	375,000	-	-	-	375,000
Charge for impairment					
At 1 January 2022	-	-	-	-	-
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluation	-	-	-	-	-
At 31 December 2022	-	-	-	-	-
Net book amounts					
At 31 December 2022	375,000	-	-	-	375,000
<i>At 31 December 2021</i>	<i>375,000</i>	-	-	-	<i>375,000</i>

The Freehold Land and Building comprises the Old School building. The market value was estimated in 1997 at £375,000 by Weber Brown, Estate Agents. It is not considered to be economic to revalue the building, since the PCC has no plans for its disposal.

Notes to the financial report (continued)

10 Analysis of net assets by fund

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021
	£		£	£	£	£
Fixed assets for church use	-	-	-	375,000	375,000	375,000
Current assets (except cash)	1,393	-	3,009	-	4,402	9,628
Cash at bank and on deposit	129,662	45,045	63,053	-	237,760	188,171
Current liabilities	(16,024)	(4,136)	(20)	-	(20,180)	(58,992)
	115,031	40,909	66,042	375,000	596,982	513,807

11 Debtors

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021
	£		£	£	£	£
Gift Aid	1,388	-	2,919	-	4,307	5,852
Grants due	-	-	-	-	-	1,800
Prepayments	-	-	-	-	-	1,375
Other Debtors	5	-	-	-	5	601
	1,393	-	2,919	-	4,312	9,628

12 Creditors: amounts falling due within one year

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2022	Total Funds 2021
	£		£	£	£	£
Mission Giving	6,969	-	-	-	6,969	5,969
Deferred Income	25	300	20	-	345	321
Governance Costs	935	-	-	-	935	855
Giving to Charities	7,690	-	-	-	7,690	1,351
Diocesan Loan due	-	-	-	-	-	50,000
Retentions due	-	3,836	-	-	3,836	-
Other	405	-	-	-	405	496
	16,024	4,136	20	-	20,180	58,992

During 2021, a loan was granted by the Diocese of Chichester for a total amount of £50,000. This loan, which was interest free, was used to complete the stonework improvement project and was repaid during 2022.

Notes to the financial report (continued)

13 Statement of funds

Explanation of funds

Endowed funds are required by the donors to be invested and the income spent on specific objectives

The endowed fund comprises the land and buildings.

Restricted funds are not invested permanently but are to be spent within reasonable timescales

The Friends of Holy Trinity Fund holds funds raised by members of the Friends of Holy Trinity who hold fundraising events during the year.

The Music Fund holds funds donated to further the music ministry of the Church.

The Warm Welcome Fund holds funds to support Syrian refugee families.

The Aumbry Fund holds funds donated to purchase an Aumbry.

The Roof Fund holds funds donated to repair and restore the Church fabric.

The Gifts Fund holds funds donated specifically for the repair and maintenance of small items

Designated funds comprise the Old School Designated Fund which manages and operates the Old School property and the Fabric Repair and Improvement Fund, which is used for fabric improvements that are not covered by specific donations or restricted funds.

Unrestricted funds comprise the General Fund.

Both the **Designated and Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides.

Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2022	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2022
	£	£	£	£	£
Land & Buildings	375,000	-	-	-	375,000
Total of all endowed funds	375,000	-	-	-	375,000
Friends of Holy Trinity Fund	40,129	18,477	(5,437)	-	53,169
Music Fund	1,527	2,185	(2,193)	-	1,519
Warm Welcome Fund	1,738	309	(1,901)	-	146
Aumbry Fund	59	-	-	-	59
Gifts Fund	-	-	-	-	-
Roof Fund	10,053	12,481	(11,385)	-	11,149
Total of all restricted funds	53,506	33,452	(20,916)	-	66,042
Old School Operating Fund	22,568	50,818	(45,872)	8,580	36,094
Fabric Repair and Improvement Fund	2,151	61,085	(58,421)	-	4,815
Total of all designated funds	24,719	111,903	(104,293)	8,580	40,909
General Fund	60,582	226,750	(163,721)	(8,580)	115,031
Total of all Unrestricted Funds	60,582	226,750	(163,721)	(8,580)	115,031
Total funds	513,807	372,105	(288,930)	-	596,982

14 Transfers between funds

A transfer of £8,580 (2021: £8,580) was made during the year from the General Fund to the Old School Designated Fund as a contribution towards the running costs of The Old School.

A transfer was made during the year of £nil (2021: £40,000) from the Friends of Holy Trinity Fund, to the Roof Fund, as a contribution towards Stonework improvements.

Notes to the financial report (continued)

15 Prior year statement of financial activities - comparative figures for this year

Statement of Financial Activities - 2021

	Unrestricted Fund	Designated Funds	Restricted Funds	Endowed Fund	Total Funds 2021
	£		£	£	£
Income and endowments from:					
Donations and legacies	171,654	12,632	71,529	-	255,815
Charitable activities	3,677	-	-	-	3,677
Other trading activities	1,548	30,786	4,968	-	37,302
Investments	-	11	235	-	246
Other receipts	-	-	-	-	-
Total income	176,879	43,429	76,732	-	297,040
Expenditure on:					
Raising funds	392	860	-	-	1,252
Charitable activities	172,594	49,848	120,389	-	342,831
Other trading activities	-	-	-	-	-
Other expenditure	-	-	-	-	-
Total expenditure	172,986	50,708	120,389	-	344,083
Net gains (or losses) on investments					
Net income or (net expenditure)	3,893	(7,279)	(43,657)	-	(47,043)
Transfers between funds	(8,580)	8,580	-	-	-
	(4,687)	1,301	(43,657)	-	(47,043)
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
<i>Reconciliation of funds:</i>					
Net movement in funds	(4,687)	1,301	(43,657)	-	(47,043)
Total funds brought forward	65,269	23,418	97,163	375,000	560,850
Total funds carried forward	60,582	24,719	53,506	375,000	513,807

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE ECCLESIASTICAL PARISH OF HOLY TRINITY CUCKFIELD
[Registered Charity No. 1131432]**

I report on the accounts of Holy Trinity Church Cuckfield for the year ended 31st December 2022 which are set out on pages 12-22.

Respective responsibilities of trustees and examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed. Having satisfied myself that the church is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

In connection with my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act, or
- the accounts do not accord with the accounting records, or
- the accounts did 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 come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by:



Steve Brentnall FCIE (Fellow of the Association of Charity Independent Examiners)
1 Meadow View Cottages
Town Littleworth
LEWES BN8 4TH

Date:

23rd April 2023