

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM

England & Wales · Charity number 1132174

## Details

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Other names	CROOKHAM PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-10-16
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Christ Church Gally Hill Road Church Crookham Fleet Hampshire GU52 6LH
Phone	01252617130
Email	<a href="mailto:administrator@christchurch-crookham.com">administrator@christchurch-crookham.com</a>
Website	<a href="http://www.christchurch-crookham.com">www.christchurch-crookham.com</a>

## Activities

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**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** Christ Church's PCC has the responsibility of co-operating with the incumbent, the Revd Mathew Smith, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall at Christ Church and the School House Trust.

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Hampshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-12-31	£243,202	£308,567	-	-
2024-12-31	£274,591	£261,389	-	-
2023-12-31	£257,640	£223,979	-	-
2022-12-31	£301,646	£255,804	-	-
2021-12-31	£209,651	£229,269	-	-
2020-12-31	£205,996	£198,443	-	-

## Trustees

Name	Role	Appointed
<b>Rev Matthew Smith</b>	Chair	2025-08-05
Andrew Munnings		2020-09-15
Briony Jane Allen		2022-04-03
David James Pooley		2017-04-30
Dr Keith Ian Mundy		2020-09-15
Elizabeth Haffenden		2026-05-11
Emily Baker		2026-05-10
Eric Barnfield		2020-09-15
Kevin Fox		2021-05-02
Liam John Sleath		2025-04-27
Marion Foreman		2021-05-02
Melanie Trundle		2025-04-27
Mike Oxley		2025-09-11
Pete Roberts		2025-04-27
Peter Bradley		2025-04-25
ROSEMARY ANNE FOX		2011-10-06

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM**

England & Wales - Charity number 1132174

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# Accounts

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM

## Reports & Accounts

Financial Year Ending 31/12/2025

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## Legal & Administrative Details

Charity Name: THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF CROOKHAM

Charity Number: 1132174

Charity Address: Christ Church  
Gally Hill Road  
Church Crookham  
Fleet  
GU52 6LH

Trustees: Rev Mathew Smith (Appointed 05/08/2025)

Briony Allen

Peter Roberts (Appointed 27/04/2025)

Rosemary Fox

Andrew Munnings

David James Pooley

Kevin Fox

Dr Mark Cross

Dr Keith Ian Mundy

Eric Barnfield

Marion Foreman

Mike Oxley (Appointed 27/04/2025)

Melanie Trundle (Appointed 27/04/2025)

Liam Sleath (Appointed 27/04/2025)

Peter Bradley (Appointed 27/04/2025)

Jane Ash (Appointed 27/04/2025)

John Wilkinson (Appointed 27/04/2025)

Key Management  
Personnel:

Rev Matt Smith  
Rev Rosemary Fox- Curate  
Briony Allen - Warden, Safeguarding  
Pete Roberts - Warden, Buildings, Fixtures and Grounds  
Andrew Munnings - Treasurer  
David Pooley - GDPR  
Kevin Fox - PCC Secretary

Name & Address of  
Primary Banker:

Lloyds Bank  
Farnborough Branch 308042  
PO Box 1000  
Andover  
BX1 1LT

Independent Examiner:

Craig Henderson FCCA

S&W Audit  
17 Queens Lane  
Newcastle upon Tyne  
Tyne and Wear  
NE1 1RN

# Trustees Report

## Objects of the charity

The primary objectives of The PAROCHIAL CHURCH COUNCIL of Christ Church Crookham parish church are to worship God, teach the Christian faith, and provide a Christian presence, serving all in their community regardless of belief. They aim to grow missionary disciples, make churches younger and more diverse, and engage in pastoral care and community support.

Additionally, the Church maintains the building and provides custodian services to the School House Trust this trust holds the freeholds for the nationalized school properties and manages the School house property for the beneficiaries of the trust. The beneficiaries of the trust are the "Poor youth of the Parish". This is from the Victorian trust document, this is interpreted as "youth services in our parish" today.

## Summary of the charity's main activities and achievements

To further the above objects and vision, the charity's main activities and achievements were as follows:

2025 was notable primarily because of the appointment and arrival of the Rev Matthew Smith and the ordination to Deacon of Ros Fox. This has allowed the ministry team to return to full strength and had an immediate impact on the income from occasional offices.

Other significant changes from previous years were the following: The School House has continued to return funds to the Trust, this has benefited from a stable income from the tenant, the new incumbent has earmarked the funds for a youth worker from late 2026. This will resolve the outstanding question relating to the use of the funds.

Our Utilities costs have started to fall from £13,060 in 2024 to £11,700 in 2025. During this time, we have also upgraded our telephone system.

During the year we carried out a range of repairs and upgrades were conducted on a like for like basis: The windows in the Vestry Hall were replaced. (£7,300) A replacement shed for the Job Squad was installed, following the removal of the previous shed by the diocese for being unsafe. (£4,300) The entire roof of the Church, Vestry Hall and Annex was surveyed, cleaned and repaired. (£10,600) This maintenance is higher than we have had in previous years, by around £20,000, and was a significant contribution to the overall financial position of the Church - but has ensured that we should not have to look at these items for several years.

The authorised spend on repairs and renovations has been focused on ensuring the fabric of the Church is well maintained. We had noticed various early damp patches, these are now starting to dry out.

The quinquennial report was also undertaken in the third Quarter of the year, the main findings of this being the Roof survey has been completed, with the requirements for a survey of the belfry and pointing of various walls around the Church being highlighted as significant expenses that remain for future years.

A notable element of income and expenditure in these accounts continues to be the operation of the Pre-School. The Pre-School maintained its Outstanding rating in its inspection in 2025.

Following the remaining inspections in this cycle our preschool is one so far to maintain an outstanding rating in the Crookham/Fleet area, with only 2 other providers having this. This is reflected in the Pre-School roll which was full from September 2025.

A range of donations to charities included: Churches Together in Fleet & Church Crookham (£1350), The Children's Society (£391), The Bishop of Guildford's Communities Fund (£463.10), additionally we collected and paid funds for special collections taken at services (such as Funerals)

Principal sources of income were: Pre-school income from Hampshire County Council, employer vouchers and parents together are the largest single source of income for the PCC at £103,053 and £9,400 from parent fees.

The financial statements and notes to the financial statements are given at the end of the Annual Report. This report provides an overview for parishioners who are not financial specialists. The references in brackets give the relevant heading or note section of the financial statements.

The majority of the congregation donate by planned giving, much of which can have income tax reclaimed. There are others who give in other ways, some of which is also income-tax reclaimable. The total of these is £79,500, which is 11% higher than 2024. We aim for Planned giving and other donations + Gift Aid refunds to cover our Parish Share, and ideally the cost of running services. The Parish Share for 2025 was £89,484.47 which is the largest component and brings the total cost of services to £105,326.74. This means that the total Giving process covered 85% of the cost the services running costs. This has been an ongoing problem, that the PCC needs to address going forward.

In planning the activities, the trustees have applied the guidance on public benefit issued by the Charity Commission.

### **Structure, Governance and Management**

With the arrival of Rev Matt Smith, Prof. Mark Cross has stepped back as Interim Chair of the PCC. At the APCM our long serving warden Mr Eric Barnfield stepped down and was replaced by Mr Peter Roberts. Mr Andrew Munnings formally took over the Treasurer role from Prof. Mark Cross.

Additionally, there were a range of changes on the PCC and these are recorded in the minutes from the APCM Election.

The trustees who served during the year were: Rev Matthew Smith (Appointed 05/08/2025), Briony Allen, Peter Roberts (Appointed 27/04/2025), Rosemary Fox, Andrew Munnings, David James Pooley, Kevin Fox, Dr Mark Cross, Dr Keith Ian Mundy, Eric Barnfield, Marion Foreman, Mike Oxley (Appointed 11/09/2025), Melanie Trundle (Appointed 27/04/2025), Liam Sleath (Appointed 27/04/2025), Peter Bradley (Appointed 25/04/2025), Jane Ash (Appointed 27/04/2025), John Wilkinson (Appointed 27/04/2025).

All Trustees are provided with the Guidebook the Parish Support website: [parishresources.org.uk](http://parishresources.org.uk). General training will be scheduled in 2026

The Key Personnel of the Church are the incumbent, the Wardens, the treasurer. In addition, Tracy Jarvis is the Head of the preschool has management responsibility for the staff of the preschool. Tracy Reports to the Treasurer on a day-to-day basis head of the Preschool Committee made up of a Warden, Treasurer and the head and deputy head of the Preschool.

## **Financial Review**

The trustees have considered the main areas of risk. These are considered to be:

Fundraising risk - the Income from the last 12 months is below that of the expenditure, some of this is expected due to the change of incumbent. This is the fourth change of incumbent in the last 10 years. The time between these has meant that the congregation has not had time to recover and build.

This lack of income presents a long-term risk to the assets of the Church. The assets of the Church mean that there is no immediate risk to the operations of the Church, but there is a requirement to address these in the next 12 months.

## **Funds in Deficit**

The lack of incumbent for the first 8 months of the year has impacted the funding of the Church and disrupted the worshipping community. The impact on occasional officers was notable but has recovered well. The recovery of worshipping numbers started at the end of the year.

The impact of major gas works on the road outside the Church additionally impacted access to the Church, this resulted in the decision to cancel the arts festival, which reduced income by around £5,000. Overall, the result is that the number of occasional offices were also slow to recover, as were numbers of worshippers.

In November we ran a pledge campaign, this together with a slow recovery of worship numbers mean that the finances towards the end of the year started to recover and this is shown with an uplift in giving of about 20%.

The deficit for the total Church was £74,210.85, however when the surplus from the School House Trust is included this becomes a deficit of £59,467.93.

## **Investments Policy**

The Church maintains a small investment fund.

The primary purpose of this fund is to hold any surplus of funds held that are in excess of the 3 months we hold in the cash account. Funds that are not used in the next 3 months are allocated to this fund, the Church aims to hold no more than 12 months in these funds.

Any funds above this will be designated to long term reserves.

## **Reserves Policy**

It is the policy of the PCC to maintain sufficient unrestricted funds to meet running costs of the Church's ministry, maintenance of the buildings and emergency situations.

The Reserves are sufficient to sustain the church operation under normal circumstances for a minimum of 6 months should all income cease. This is between the cash on hand, and the CCLA investment account.

The School house does not have a specific reserves policy. This is due to its administration being from the main Church, and the fact that it can only remain in surplus, and no loans can be taken against its main asset the School house itself.

### **Responsibilities of Trustees under charity law**

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the trustees are required to:


1. select suitable accounting policies and apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Signature**

This report was approved by the trustees, and is signed on their behalf by:

Name	<b>Andrew Munnings</b>
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Signature	
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Date	24/04/2026
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# Independent Examiners Report

I report to the trustees on my examination of the accounts of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM ('the charity') for the year ended 31/12/2025.

## Responsibilities and Basis of Report

As the trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 Act.

## Independent Examiners Qualification

I confirm that I am qualified to undertake the examination because I am a member of the The Association of Chartered Certified Accountants, which is one of the listed bodies.

## Independent Examiner's Statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the 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.

## Independent Examiner's Details

Name: Craig Henderson FCCA

Address: S&W Audit  
17 Queens Lane  
Newcastle upon Tyne  
Tyne and Wear  
NE1 1RN

Name

Signature

*Craig Henderson*

Craig Henderson (Apr 24, 2026 16:26:12 GMT+1)

Date 24/04/2026

## Statement of Financial Activities

	Unrestricted	Restricted	Total	Prior Year (as re-stated)
<b>Incoming Resources</b>				
Donations & Legacies	73,946	0	73,946	96,598
Charitable Activities	11,112	0	11,112	21,316
Investments	0	351	351	387
Trading Activities	24,736	18,612	43,348	41,243
Other	114,445	0	114,445	111,672
<b>Total incoming resources</b>	<b>224,239</b>	<b>18,963</b>	<b>243,202</b>	<b>271,216</b>
<b>Resources Used</b>				
Charitable Activities	213,215	4,220	217,435	169,408
Raising Funds	0	0	0	0
Governance Costs	91,132	0	91,132	91,981
Support	0	0	0	0
Other	0	0	0	0
<b>Total resources used</b>	<b>304,347</b>	<b>4,220</b>	<b>308,567</b>	<b>261,389</b>
Net Incoming / Outgoing Resources (before transfers)	-80,107	14,743	-65,364	9,827
Fund Transfers In	1,000	0	1,000	0
Fund Transfers Out	0	1,000	1,000	0
Net Incoming / Outgoing Resources (before gains/losses)	-79,107	13,743	-65,364	9,827
Investment Gains (or Losses)	3,031	0	3,031	3,375
Net Incoming / Outgoing Resources (before Asset Revaluation)	-76,076	13,743	-62,333	13,202
Asset Revaluation	0	0	0	0
Net Movement of Funds	-76,076	13,743	-62,333	13,202
<b>Total Funds Brought Forward</b>	<b>475,851</b>	<b>1,378</b>	<b>477,229</b>	<b>464,027</b>
<b>Total Funds Carried Forward</b>	<b>399,775</b>	<b>15,121</b>	<b>414,895</b>	<b>477,229</b>
<b>Represented By</b>				
General (Unrestricted)	134,440	0	134,440	210,516
School House (Restricted)	0	15,121	15,121	1,378
Jubilee Drive (Unrestricted)	265,335	0	265,335	265,335


## Statement of Financial Position

	Unrestricted	Restricted	Total	Prior Year (as re-stated)
<b>Non-Current Assets</b>				
Fixed Assets	250,000	0	250,000	250,000
<b>Total</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>
<b>Current Assets</b>				
Cash	80,595	15,121	95,716	157,341
Accounts Receivable	5,924	0	5,924	4,609
Prepayments	120	0	120	1,704
Short-term investments	69,999	0	69,999	66,968
<b>Total</b>	<b>156,638</b>	<b>15,121</b>	<b>171,759</b>	<b>230,622</b>
<b>Current Liabilities</b>				
Accounts Payable	5,663	0	5,663	3,393
Deferred Income	1,200	0	1,200	0
<b>Total</b>	<b>6,863</b>	<b>0</b>	<b>6,863</b>	<b>3,393</b>
<b>Non-Current Liabilities</b>				
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Current Assets</b>	<b>149,775</b>	<b>15,121</b>	<b>164,896</b>	<b>227,229</b>
<b>Total Net Assets (Assets Minus Liabilities)</b>	<b>399,775</b>	<b>15,121</b>	<b>414,896</b>	<b>477,229</b>
<b>Represented By</b>				
General (Unrestricted)	134,440	0	134,440	210,516
School House (Restricted)	0	15,121	15,121	1,378
Jubilee Drive (Designated)	265,335	0	265,335	265,335

### Signature

These accounts have been approved by the trustees, and are signed on their behalf by:

Name	Andrew Munnings
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Signature	
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Date	24/04/2026
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# Notes - Accounting Policies

## Basis of Preparation

These financial statements have been prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ("the Charities SORP"), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The principles adopted in the preparation of the financial statements are set out in the accounting policies below.

## Going Concern

The Trustees consider the charity a going concern at the date for approving the accounts. There are no material uncertainties that the charity can continue as a going concern for the next year.

## Key Risks & Uncertainties

The charity is exposed to various risks, including operational, financial and reputational risks. The trustees review the charity's activities regularly to identify significant risks and, where possible, they take appropriate measures to mitigate those risks.

## Fund Accounting

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object and can only be expended on the purpose for which they were given. Any balance remaining unused at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are part of the unrestricted funds set aside by the PCC for a particular purpose. Unrestricted funds are general funds, which can be used for PCC ordinary purposes.

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 main affiliation to another, nor those that are informal gatherings of Church members.

## Incoming Resources

Planned giving, collections, donations and fees are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of church premises is recognised

when due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### **Resources Expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is an operational (though not a legal) liability and is accounted for when due. All other expenditure is recognised when a liability is incurred and is accounted for gross.

### **Governance Costs**

We pay for independent payroll services. Additionally we pay for independent Examiner fees.

### **Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

### **Tangible Fixed Assets**

Consecrated and beneficed property is excluded from the financial statements in accordance with section 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property unless consecrated and are not included in these financial statements. All expenditure incurred during the year on consecrated or benefice property and inalienable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities in the year in which it is incurred.

The PCC includes other buildings and properties at cost, with revaluation taking place when the PCC determines there has been a material change in value. No depreciation is applied to these properties, and any costs related to maintenance or improvements are expensed as incurred.

The property on Gally Hill Road, owned by the School House Trust, is not included, as it is not considered an asset of the PCC.

Other fittings and equipment used within the church premises, including assets acquired under a finance lease, are depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

### **Pensions**

Crookham PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;a. a deferred annuity section known as Pension Builder Classic, and,b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme:Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2025: £6,618, 2024: £4,587).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a surplus of £34.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2026, the Board chose to grant a discretionary bonus of 10% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 1997 service so that the pension increase was also 10% (where usually it would be calculated based on inflation up to an annual cap of 5% for pensions in payment in respect of service prior to April 2006 and 2.5% for pensions in payment in respect of service post April 2006 ). This followed improvements in the funding position over 2025. There is no requirement for deficit payments at the current time.

The next valuation is due and will be updated shortly.

For the Pension Builder 2014 section, the valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, Crookham PCC could become responsible for paying a share of the failed employer's pension liabilities.

## **Operating Leases**

There are no current operating leases of material value.

## **Taxation**

There are no known current tax obligations.

**Judgements and Key Sources of Estimation**

The trustees consider that there are no judgements or key sources of estimation uncertainty involved in the preparation of the financial statements.

**Concessionary Loans**

There are no current outstanding loans.

## Notes - Analysis of Income & Expenditure

### Analysis of Income

#### Current Year

	Unrestricted	Restricted	Total
<b>Incoming Resources</b>			
<b>Donations &amp; Legacies</b>			
Donations without Gift Aid	4,903	0	4,903
Donations with Gift Aid	63,588	0	63,588
Grants	5,455	0	5,455
<b>Charitable Activities</b>			
Event Income	11,112	0	11,112
<b>Investments</b>			
Bank Interest	0	351	351
<b>Trading Activities</b>			
Rental Income	21,957	18,612	40,569
Sales	2,779	0	2,779
<b>Other</b>			
Other Income	114,445	0	114,445
<b>Total incoming resources</b>	<b>224,239</b>	<b>18,963</b>	<b>243,202</b>

#### Prior Year

	Unrestricted	Restricted	Total
<b>Incoming Resources</b>			
<b>Donations &amp; Legacies</b>			
Donations without Gift Aid	8,746	0	8,746
Donations with Gift Aid	62,875	0	62,875
Grants	24,976	0	24,976
<b>Charitable Activities</b>			
Event Income	21,316	0	21,316
<b>Investments</b>			
Bank Interest	0	387	387
<b>Trading Activities</b>			
Rental Income	39,595	0	39,595
Sales	1,648	0	1,648
<b>Other</b>			
Other Income	110,681	991	111,672
<b>Total incoming resources</b>	<b>269,838</b>	<b>1,378</b>	<b>271,216</b>

## Analysis of Expenditure

### Current Year

	Unrestricted	Restricted	Total
<b>Resources Used</b>			
<b>Charitable Activities</b>			
Activities	5,428	0	5,428
Admin	3,422	0	3,422
Advertising	0	0	0
Bank Charges	359	113	472
Depreciation	0	0	0
Event Costs	1,948	0	1,948
Gifts Given	2,145	579	2,724
Other Expenditure	21,830	0	21,830
Premises	58,570	3,528	62,098
Staff Costs	119,511	0	119,511
<b>Governance Costs</b>			
Governance Costs	91,132	0	91,132
<b>Total resources used</b>	<b>304,347</b>	<b>4,220</b>	<b>308,567</b>

### Prior Year

	Unrestricted	Restricted	Total
<b>Resources Used</b>			
<b>Charitable Activities</b>			
Activities	3,123	0	3,123
Admin	1,780	0	1,780
Advertising	0	0	0
Bank Charges	298	0	298
Depreciation	0	0	0
Event Costs	5,928	0	5,928
Gifts Given	2,893	0	2,893
Other Expenditure	20,702	0	20,702
Premises	25,848	0	25,848
Staff Costs	108,834	0	108,834
<b>Governance Costs</b>			
Governance Costs	91,981	0	91,981
<b>Total resources used</b>	<b>261,389</b>	<b>0</b>	<b>261,389</b>

## Notes - Analysis of Net Assets Between Funds

### Current Year

	Unrestricted	Restricted	Total
Current Assets	156,638	15,121	171,759
Non-Current Assets	250,000	0	250,000
Current Liabilities	6,863	0	6,863
Non-Current Liabilities	0	0	0
Total Net Assets (Assets Minus Liabilities)	399,775	15,121	414,895

### Prior Year (as re-stated)

	Unrestricted	Restricted	Total
Current Assets	162,276	1,378	163,654
Non-Current Assets	316,968	0	316,968
Current Liabilities	3,393	0	3,393
Non-Current Liabilities	0	0	0
Total Net Assets (Assets Minus Liabilities)	475,851	1,378	477,229

## Notes - Other

### Volunteers

The charity benefits greatly from the voluntary contributions of time and money. Please refer to the trustees' report for further detail about volunteer contributions in the organisation.

### Independent Examination Fees

£1,850 plus VAT

### Staff Costs

During the year the PCC employed organists, cleaners, a parish administrator, an assistant and Pre-School staff, none of whom earned more than £60,000 p.a. (2024: Nil). Together these employees equate to 5 full time employees (2024: 5).

Staff costs for the year ended 31 December 2025 were as follows:

Description	Amount
Wages and salaries	105,528
Social security costs	5,208
Pensions	6,618
Total	117,354

### Other income

Description	Amount
Events and fundraising	1,988
Pre-School Fees	9,434
Pre-School Government Support Grants	103,053
Total	114,445

### Key Management Personnel

The Key Personnel of the Church are the incumbent, the Wardens, the treasurer. In addition Tracy Jarvis is the Head of the preschool has management responsibility for the staff of the preschool. Tracy Reports to the Treasurer on a day to day basis head of the Preschool Committee made up of a Warden, Treasurer and the head and deputy head of the Preschool.

### Trustee Remuneration

No trustee receives any form of Remuneration from the Charity.

### Trustee Expenses

A limited number of Trustees have received expense payments. There are no additional payments to trustees.

## Trustee Donations

There were no trustee donations received in the year.

## Tangible Fixed Assets

	Freehold Property	Total
<b>Cost</b>		
Prior to 1st January 2025	250,000	250,000
Additions in financial year	0	0
<b>Total as at 31st December 2025</b>	<b>250,000</b>	<b>250,000</b>
<b>Depreciation</b>		
Prior to 1st January 2025	0	0
Additions in financial year	0	0
<b>Total as at 31st December 2025</b>	<b>0</b>	<b>0</b>
<b>Net Book Value</b>		
As at 31st December 2025	250,000	250,000
As at 31st December 2024	250,000	250,000

## Investments

	Unrestricted	Restricted	Total	Prior Year
Market Value Brought Forward	66,968	0	66,968	63,593
Additions	3,031	0	3,031	3,375
Disposals	0	0	0	0
<b>Gains (losses)</b>	<b>3,031</b>	<b>0</b>	<b>3,031</b>	<b>3,375</b>
Market Value Carried Forward	69,999	0	69,999	66,968

## Debtors

### Accounts Receivable

Description	Amount
Gift Aid	3,898
Trade Debtors	2,026
<b>Total</b>	<b>5,924</b>

## Prepayments

Description	Amount
Prepayments	120
<b>Total</b>	<b>120</b>

## Creditors

### Accounts Payable

Description	Amount
Accruals	5,663
<b>Total</b>	<b>5,663</b>

### Deferred Income

Description	Amount
Deferred Income	1,200
<b>Total</b>	<b>1,200</b>

## Analysis of Charitable Funds

### Current Year

Fund Name	Opening Balance	Income	Expenditure	Fund Transfers	Investment Gains (or Losses)	Asset Revaluation	Closing Balance
<b>Unrestricted</b>							
General (Unrestricted)	210,516	224,239	304,347	1,000	3,031	0	134,440
Jubilee Drive (Designated)	265,335	0	0	0	0	0	265,335
<b>Total</b>	<b>475,851</b>	<b>224,239</b>	<b>304,347</b>	<b>1,000</b>	<b>3,031</b>	<b>0</b>	<b>399,775</b>
<b>Unrestricted Total</b>	<b>475,851</b>	<b>224,239</b>	<b>304,347</b>	<b>1,000</b>	<b>3,031</b>	<b>0</b>	<b>399,775</b>
<b>Restricted</b>							
School House (Restricted)	1,378	18,963	4,220	-1,000	0	0	15,121
<b>Total</b>	<b>1,378</b>	<b>18,963</b>	<b>4,220</b>	<b>-1,000</b>	<b>0</b>	<b>0</b>	<b>15,121</b>
<b>Restricted Total</b>	<b>1,378</b>	<b>18,963</b>	<b>4,220</b>	<b>-1,000</b>	<b>0</b>	<b>0</b>	<b>15,121</b>
<b>TOTAL</b>	<b>477,229</b>	<b>243,202</b>	<b>308,567</b>	<b>0</b>	<b>3,031</b>	<b>0</b>	<b>414,895</b>

### Prior Year

Fund Name	Opening Balance	Income	Expenditure	Fund Transfers	Investment Gains (or Losses)	Asset Revaluation	Closing Balance
<b>Unrestricted</b>							
General (Unrestricted)	198,692	269,838	261,389	0	3,375	0	210,516
Jubilee Drive (Designated)	265,335	0	0	0	0	0	265,335
<b>Total</b>	<b>464,027</b>	<b>269,838</b>	<b>261,389</b>	<b>0</b>	<b>3,375</b>	<b>0</b>	<b>475,851</b>
<b>Unrestricted Total</b>	<b>464,027</b>	<b>269,838</b>	<b>261,389</b>	<b>0</b>	<b>3,375</b>	<b>0</b>	<b>475,851</b>
<b>Restricted</b>							
School House (Restricted)	0	1,378	0	0	0	0	1,378
<b>Total</b>	<b>0</b>	<b>1,378</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,378</b>
<b>Restricted Total</b>	<b>0</b>	<b>1,378</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,378</b>
<b>TOTAL</b>	<b>464,027</b>	<b>271,216</b>	<b>261,389</b>	<b>0</b>	<b>3,375</b>	<b>0</b>	<b>477,229</b>

## Fund Transfers

Description	From	To	Amount
Grant for JAM (Sunday School)	School House	General	1,000

## Fund Descriptions

Name	Description
General	General Cash for the Church
School House	School House Trust
Jubilee Drive	Jubilee Drive Investment

## Transactions to Related Parties

Payments to PCC members and persons related to PCC members: The expenses paid to various members of the PCC may have included an immaterial proportion relating to their specific function as a member of the PCC. No payments were made in 2025 to persons closely connected to members of the PCC (2024: Nil).

## Prior Period Adjustment

In the prior year, the CCLA Investment Savings account was recognised in Restricted funds. This has been corrected in the current year to be included in Unrestricted funds. £87,343 relating to the CCLA Investment Savings account has been moved to Unrestricted funds and the resulting re-stated fund balances for 2024 are now as follows: Unrestricted: £210,516 (previously £123,173) and Restricted: £1,378 (previously £88,721).

## Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM**

England & Wales - Charity number 1132174

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# Accounts

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## Financial Review 2024

The financial statements and notes to the financial statements are given at the end of the Annual Report. This report provides an overview for parishioners who are not financial specialists. The references in brackets give the relevant heading or note section of the financial statements.

2024 was notable primarily because our vicar Rev Steve Franklin retired in the middle of the year and much of our time and efforts were subsequently dealing with the management of the parish during another vacancy. Steve had been very active in the Parish and drove a number of initiatives.

Other significant changes from previous years were the following:

- The School House renovation was completed at the end of 2023 and a tenant with a growing family was installed during December of 2023 who has settled in very well. So both properties of the parish are now rented out at something approaching commercial rates.
- The current Treasurer, Mark Cross, has decided to step down after a decade in post to care for his wife and Andrew Munnings, currently the Planned Giving Officer is taking over and so 2024 has been something of a transition year.
- As part of this transition we have moved the financial management from the Fin4 system which we have used for the last decade to a new online system, ExpensePlus. This system automates a number of processes directly from the bank statement and ensures financial accuracy. It also simplifies the management and claims of gift aid substantially reduces the paperwork involved. However, it's a new system to the church team and so has taken quite a while to become accustomed to – there is no gain without some pain!!

During the year we carried out a range of fairly modest repairs including:

- Some of the church lights were replaced on a like-for-like basis (£800)
- Our organ was subject to some extensive maintenance (£544)
- A full scale electrical inspection was carried out for insurance purposes and found to be in good order (£1194)
- The north wall of the church was repaired and repainted (£960)

The authorised spend on repairs and renovations has been limited and targeted at being effective for the congregation, whilst ensuring the fabric of the Church is well maintained.

A notable element of income and expenditure in these accounts continues to be the operation of the Pre-School. This continues to be a very successful service to the community which is generally in high demand from families in the village. The recovery in 2023 in terms of child numbers was continued into 2024, as the socialisation problems from COVID have attenuated. As such, our income rose from £98847 in 2023 to £110319 in 2024, which is now above pre-pandemic levels. Part of the reason for the increase in income was that the fees paid by the local authority rose by about 10% to reflect the increase in pay costs associated with the rise in the national minimum pay rates. We continue the training of a second member of staff (where the cost has been borne through external sponsorship for which we are grateful). All of the Pre-school staff are well qualified – as qualified teachers, at level 3 in EYE or as a graduate. Because of the well deserved pay increases due to the rise in national minimum pay rates the Pre-school now has direct costs of £88,615 which mostly goes on staff salaries. In addition, of course, there are a range of overhead costs which this does not include (e.g. administrative support, cleaning, use of the Vestry Hall, clergy vestry, the dedicated storage area, etc.).

During the course of 2024 the full effects of the doubling of the cost of energy has been felt and this just had to be absorbed by the Church and Pre-school.

Total donations to charities included:

Churches Together in Fleet & Church Crookham (£1350), The Children's Society (£394), 'Feed a child' (support for needy families in the Parish) and Christians Against Poverty (CAP) together (£3847), Bibles for our Infants School Leavers (£522) and Toilet Twinning in Africa (£120).

Principal sources of income were:

- Pre-School income from Hampshire County Council, employer vouchers and parents together are the largest single source of income for the PCC at £110319 [Note 2c].
  - The Diocese very kindly forgave 90% of our debt to them from a decade ago if we paid the remaining 10% which we did
- The majority of the congregation donate by planned giving, much of which can have income tax reclaimed. There are others who give in other ways, some of which is also income -tax reclaimable. The total of these [Note 2a] is £71667, which is somewhat lower than in previous years mainly due to a number of elderly parishioners who died during the year. This is an issue our new Vicar and Treasurer must address during 2025.

Despite our drop in planned giving income the increase in rental income primarily from the School House and the debt forgiveness from the Diocese meant that our financial outturn came in with a small surplus for which we are grateful.

### **Financial Administration**

Our finances continue to be administrated by the following team which was initially put in place at the 2017 APCM and re-affirmed each APCM since:

- Treasurer outgoing (Professor Mark Cross)
- Planned Giving Officer and incoming Treasurer (Andrew Munnings)
- Pensions Officer (Bruce Bulgin)
- Independent Examiner (David Sprot)

### **Reserves Policy**

It is the policy of the PCC to maintain sufficient unrestricted funds to meet running costs of the Church's ministry, maintenance of the buildings and emergency situations. The Reserves are sufficient to sustain the church operation under normal circumstances for a minimum of 6 months should all income cease.

### **Funds held as custodian trustees on behalf of others**

The PCC manages the School House Trust on behalf of the trustees which are the Incumbent and Church Wardens of Christ Church Crookham.

### **Financial Risk Management**

The PCC income is less than £500,000 per annum so there is no requirement for a formal financial risk policy. However, it is sensible to consider the main areas of risk. These are considered to be:

- Costs arising from unplanned repair or maintenance work that is not covered by our insurance policies. The policies are believed to be adequate and are with Ecclesiastical Insurance, the recognised insurers for churches and PCCs.
- A Quinquennial Review inspection occurred in the summer of 2020, and although no serious issues were uncovered, there are some costs arising from the findings of our Inspecting Architect's report which was published in 2021. All of the urgent minor work from the 2015 inspection have been completed. It is anticipated that the costs can be contained within current income and special appeals if necessary.
- A significant amount of necessary tree maintenance work was carried out in 2017 and 2018 and any remaining is well within current income levels.
- Under normal circumstances, although the Pre-School income base is the subject of variation because of Government changes to the funding of early years education, its income is reasonably stable.
- There is always a risk of accidents in the church premises and churchyard with claims against the PCC. No specific financial contingency can be made. The risk can be reduced by ensuring adherence to Health & Safety regulations.
- The church is generally in good repair and the PCC has been diligent in ensuring the QI conclusions have been actioned. However, it is clear that some large ticket items such as the church window frames and the roof will need serious renovation in the next decade or so. The PCC will need to consider how best to raise a fund to support such renovations as this must surely be an intergenerational project – delivered by one for those who follow! In this current year some funds have been secured to deal with the 2021 QI recommendations.

### **Financial Summary**

Although the church community is pretty much back to 'normality' after COVID life in terms of activity this year has been disrupted by the retirement of our Vicar. We have been extremely fortunate to have been the recipient of legacies and a substantial gift which transformed our medium term financial position in 2023 together with the forgiveness of the majority of our Diocesan debt in 2024. Because of a reduction in planned giving income we have come is with a small deficit on the general fund though there is a surplus overall from our restricted funds of just over £13000 for which we thank God and our friends, through their gifts, and the fund-raising efforts which have made an immense difference to our financial outlook. However, our long term goal remains to put together a fund to enable the restoration and repair of the church window frames and the roof over the coming decade (a project in this coming decade for those that follow on!), and to improve our planned giving so that run a surplus from the General Fund.

**INDEPENDENT EXAMINERS REPORT**  
**TO THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

This report on the financial statements of the Parochial Church Council (PCC) for the year ended 31 December 2024, as set out on pages 6 to 18, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 144 of the Charities Act 2011 (the Act).

**Respective responsibilities of the PCC and examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and section 144(2) of the Act do not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

**D Sprot**

**D Sprot ACMA**  
**9 Pennyroyal**  
**Fleet, Hants**  
**GU51 5BH**

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024**

		Unrest- ricted	Desig- nated	Restrict- ed	<u>Total</u>	
	<u>Notes</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2024</u>	<u>2023</u>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	70,646	0	1,021	71,667	83,773
Other voluntary incoming resources	2b	36,878	0	0	36,878	42,514
Income from charity & ancillary trading	2c	125,473	0	0	125,473	114,436
Income from investments	2d	19,107	0	21,466	40,573	25,136
<b>TOTAL INCOMING RESOURCES</b>		<b>252,104</b>	<b>0</b>	<b>22,487</b>	<b>274,591</b>	<b>265,859</b>
<b>RESOURCES USED</b>						
Grants & donations	3a	2,893	0	3,123	6,016	5,420
Activities directly relating to work of the church	3b	216,939	0	0	216,939	180,885
Fund-raising and publicity	3c	5,927	0	0	5,927	6,858
Church management and administration	3d	32,507	0	0	32,507	33,015
<b>TOTAL RESOURCES USED</b>		<b>258,266</b>	<b>0</b>	<b>3,123</b>	<b>261,389</b>	<b>226,178</b>
<b>NET INCOMING RESOURCES/RESOURCES USED</b>		<b>(6,162)</b>	<b>0</b>	<b>19,364</b>	<b>13,202</b>	<b>39,681</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>129,335</b>	<b>265,335</b>	<b>69,357</b>	<b>464,027</b>	<b>424,346</b>
<b>BALANCES CARRIED FORWARD</b>		<b>123,173</b>	<b>265,335</b>	<b>88,721</b>	<b>477,229</b>	<b>464,027</b>
<b><u>FIXED ASSETS</u></b>						
Tangible fixed assets	5				250,000	250,000
<b><u>CURRENT ASSETS</u></b>						
Debtors	6				6,233	11,112
Short Term Deposits					66,968	63,593
Cash at Bank and in hand					157,342	164,993
					230,543	239,698
Liabilities Falling Due within 1 year	7				(3,314)	(25,671)
Net Current Assets					227,229	214,027
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>					<b>477,229</b>	<b>464,027</b>
<b><u>LIABILITIES FALLING DUE AFTER ONE YEAR</u></b>					0	0
					<b>477,229</b>	<b>424,346</b>
<b><u>REPRESENTED BY FUNDS</u></b>						
Unrestricted					123,173	129,335
Designated	10				265,335	265,335
Restricted	9				88,721	69,357
<b>Total</b>					<b>477,229</b>	<b>464,027</b>

The financial statements on pages 6 to 18 were approved by the Parochial Church Council on 20th March 2025 and signed on its behalf by:

**Professor Mark Cross, Chairman & Outgoing Treasurer**      **Andrew Munnings, Incoming Treasurer**

## THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM

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

#### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities as revised 2005.

The financial statements have been prepared under the historical cost convention.

#### **Funds**

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object and can only be expended on the purpose for which they were given. Any balance remaining unused at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are part of the unrestricted funds set aside by the PCC for a particular purpose. Unrestricted funds are general funds, which can be used for PCC ordinary purposes.

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 main affiliation to another body, nor those that are informal gatherings of Church members.

#### **Incoming Resources**

Planned giving, collections, donations and fees are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of church premises is recognised when due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources used**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is an operational (though not a legal) liability and is accounted for when due. All other expenditure is recognised when a liability is incurred and is accounted for gross.

#### **Church Workers Pension Fund (CWPF) - FRS102 Statement**

**Crookham PCC** participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme

2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

### **Pension Builder Scheme**

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

**Pension Builder 2014** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable **(2024: £4587, 2023: £4444)**.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a surplus of £34.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2025, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 2.7% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2024. There is no requirement for deficit payments at the current time.

The next valuation is due as at 31 December 2025.

For the Pension Builder 2014 section, the valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, **Crookham PCC** could become responsible for paying a share of the failed employer's pension liabilities.

### **Fixed assets**

Consecrated and beneficed property is excluded from the financial statements in accordance with section 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property unless consecrated, and are not included in these financial statements. All expenditure incurred during the year on consecrated or benefice property

and inalienable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities in the year in which it is incurred.

The PCC includes other buildings and properties at cost, with revaluation taking place when the PCC determines there has been a material change in value. No depreciation is applied to these properties, and any costs related to maintenance or improvements are expensed as incurred.

The property on Gally Hill Road, owned by the School House Trust, is not included, as it is not considered an asset of the PCC.

Other fittings and equipment used within the church premises, including assets acquired under a finance lease, are depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

### **Current assets**

Amounts owed to the PCC at the year end less provision for amounts that may prove uncollectable are shown as debtors.

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

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024**

	Unrestricted Funds	Designated Funds	Restricted Funds	<u>2024</u> Total	<u>2023</u> Total
<b>2 INCOMING RESOURCES</b>					
<b>a Incoming resources from donors</b>					
Planned giving	51,709	0	0	51,709	61,429
Collections at all services	3,671	0	0	3,671	2,146
Sundry donations	4,054	0	1,021	5,075	7,500
Income tax recoverable	11,212	0	0	11,212	12,698
	<b>70,646</b>	<b>0</b>	<b>1,021</b>	<b>71,667</b>	<b>83,773</b>
<b>b Other voluntary incoming resources</b>					
Grants & donations	24,976	0	0	24,976	27,190
Fetes, Bazaars and other fund raising events	11,902	0	0	11,902	15,324
	<b>36,878</b>	<b>0</b>	<b>0</b>	<b>36,878</b>	<b>42,514</b>
<b>c Income from charitable &amp; ancillary trading</b>					
Magazine	1,648	0	0	1,648	1,412
Vestry contributions	3,775	0	0	3,775	2,956
Pre-School	110,399	0	0	110,399	98,847
Fees	9,651	0	0	9,651	11,842
	<b>125,473</b>	<b>0</b>	<b>0</b>	<b>125,473</b>	<b>114,967</b>
<b>d Income from investments</b>					
Interest receivable	3,375	0	1,378	4,753	1,975
Funds of School House Trust	0	0	20,088	20,088	6,489
Rent on Jubilee Drive	15,732	0	0	15,732	16,672
	<b>19,107</b>	<b>0</b>	<b>21,466</b>	<b>40,573</b>	<b>25,136</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>252,104</b>	<b>0</b>	<b>22,487</b>	<b>274,591</b>	<b>266,120</b>
<b>3 RESOURCES USED</b>					
<b>a Grants &amp; donations</b>	2,893	0	3,123	6,016	5,420
<b>Missionary &amp; charitable giving UK</b>	<b>2,893</b>	<b>0</b>	<b>3,123</b>	<b>6,016</b>	<b>5,420</b>
<b>b Activities directly related to the work of the church</b>					
Ministry:					
Parish share	91,981	0	0	91,981	83,752
Clergy expenses	4,046	0	0	4,406	718
Vicarage expenses	1,073	0	0	1,073	516
Visiting Clergy	0	0	0	0	0
Church - running expenses	28,779	0	0	28,779	21,706

Professional fees	1080	0	0	1080	1080
Upkeep of services	2,365	0	0	2,365	2956
Expenditure on magazine & library	0	0	0	0	0
Upkeep of churchyard	0	0	0	0	0
Pre-school Salaries & Pensions	82,548	0	0	82,548	64,725
Other Pre-School expenses	5,067	0	0	5,067	5,432
	<b>216,939</b>	<b>0</b>	<b>0</b>	<b>216,939</b>	<b>180,885</b>

**c Fund raising & publicity**

<b>Costs of fetes &amp; other fund raising events</b>	<b>5,927</b>	<b>0</b>	<b>0</b>	<b>5,927</b>	<b>6,858</b>
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**d Church management & administration**

Telephone & internet	1,340	0	0	1,340	1,716
Computers & Photocopiers	3,789	0	0	3,789	5,644
Other administration expenses	2,573	0	0	2,573	1,568
Staff pay	23,581	0	0	23,581	19,082
Investment property expenses	926	0	0	926	4,726
Bank charges	298	0	0	298	279
	<b>32,507</b>	<b>0</b>	<b>0</b>	<b>32,507</b>	<b>33,015</b>

<b>TOTAL RESOURCES USED</b>	<b>258,266</b>	<b>0</b>	<b>3,123</b>	<b>261,389</b>	<b>226,178</b>
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**4 STAFF COSTS**

Remuneration				101,542	79,364
Social security costs (included above)				0	0
Pension costs				4,587	4,444
				<b>106,129</b>	<b>83,808</b>

**5 FIXED ASSETS FOR USE BY THE PCC**

**Tangible fixed assets**

**Gross book value**

	<u>2024</u>			<u>2023</u>
	<u>FHL&amp;B</u>	<u>Leased</u>	<u>Total</u>	<u>Total</u>
As at January 1st 2024	250,000	0	250,000	250,000
Additions	0	0	0	0
Disposals	0	0	0	0
<b>As at 31 December 2024</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**Depreciation**

At 1 January 2024	0	0	0	0
Charge for year	0	0	0	0
Disposals	0	0	0	0
<b>As at 31st December 2024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Net book value

As at 31st December 2024

250,000	0	250,000	250,000
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**6 DEBTORS**

Prepayments and accruals	3,811	1,612
Tax recoverable on covenants	2,422	9,500
	<b>6,233</b>	<b>11,112</b>

**7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Amounts due under finance leases	0	0
Parish Share	0	(23,635)
Other accruals	(3,314)	(2036)
Other creditors	0	0
	<b>(3,314)</b>	<b>(25,671)</b>

**8 ANALYSIS OF NET ASSETS BY FUND**

	<u>Unrestricted</u> <u>Funds</u>	<u>Designated</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2024</u>	<u>2023</u>
Fixed assets	0	250,000	0	250,000	250,000
Current Assets	126,487	15,335	88,721	230,543	239,698
Liabilities : amounts falling due within 1 year	(3,314)	0	0	(3,314)	(25,671)
Liabilities : amounts falling due within 5 years	0	0	0	0	0
<b>Fund balance</b>	<b>123,173</b>	<b>265,335</b>	<b>88,721</b>	<b>477,229</b>	<b>464,027</b>

**9 RESTRICTED FUNDS**

	<u>End 2023</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2024</u>
Christ Church Community Project	(9,265)	0	0	(9,265)
Funds of School House Trust	53,004	21,466	0	74,470
Parish share debt reduction	883	0	0	883
Organ maintenance	17,805	0	(469)	17,336
Flowers	415	0	0	415
Library - Joan Blundell bequest	275	0	0	275
Pastoral care	474	0	0	474
Supporting children of the Parish	5,766	0	0	5,766
Collections - UK charities	0	1,021	(1,021)	0
	<b>69,357</b>	<b>22,487</b>	<b>(1,490)</b>	<b>88,721</b>

**10 DESIGNATED FUNDS**

	<u>End 2023</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2024</u>
Investment properties	250,000	0	0	250,000
Building and Fabric	15,355	0	0	15,355
	<b>265,355</b>	<b>0</b>	<b>0</b>	<b>265,355</b>

## NOTES

2a – The vast majority of donor income arises from our planned giving programme where approaching 90 folk either have standing orders or give regularly through envelopes in the plate.

2b - The receipts for Churchyard Upkeep include £15 for the upkeep of a family grave and £30 from the Commonwealth War Graves Commission for the maintenance of the war graves in the cemetery.

2c – Our income from ancillary trading comes principally from our Pre-school serving our young families, in the community use of our spaces and major community events (e.g. the Arts Festival)

2d – Our income from investments arises principally from the rental of the two properties we are responsible for – one on Jubilee Drive and the other on Gally Hill Road, both in Church Crookham.

4 - During the year the PCC employed organists, cleaners, a parish administrator, an assistant and Pre-School staff, none of whom earned more than £60,000 p.a. (2023: Nil). Together these employees equate to 5 full time employees (2023: 5).

Payments to PCC members and persons related to PCC members: The expenses paid to various members of the PCC may have included an immaterial proportion relating to their specific function as a member of the PCC.

No payments were made in 2024 to persons closely connected to members of the PCC (2023: Nil).

5 - An investment property fund was set up by the PCC in 2013, to buy the freehold property, which is held as an investment, and is let.

There are no endowment funds to report.

There are no contingent liabilities as at 31 December 2024 (2023: Nil)

The registration number of the Crookham PCC with the Charity Commission is 1132174.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM**

England & Wales - Charity number 1132174

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# Accounts

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## Parish of Crookham

Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council  
of  
Christ Church Crookham

for the year ended 31<sup>st</sup> December 2023

Incumbent  
**The Reverend Steve Franklin**  
The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH

Registered Charity Number 1132174



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### **This report is arranged in two parts:**

- Part A: Sections 1 to 13 are the mandatory sections as listed in Chapter 3 of the PCC Accountability Guide.
- Part B: Sections 14 to 18 are reports from the various committees and church groups, providing a reflection of church life at Christ Church Crookham.



## Part A: Mandatory Information & Reports

This report was approved by the PCC on 7<sup>th</sup> April 2024.

### 1. Structure, Governance and Management

Church Wardens are elected at the meeting immediately prior to the APCM, and to which anyone on the Electoral Roll or resident of the Parish may attend and vote. Churchwardens are automatically members of the Parochial Church Council (PCC).

The method of appointment of PCC members is set out in the Church Representation Rules (2020 edition with 2021 revisions). Deanery Synod Members are also appointed in accordance with the said rules at the APCM. The membership of the PCC consists of the incumbent (our Vicar), Churchwardens, Deanery Synod members, Licensed Lay Ministers, and members elected at the APCM. Based on the numbers on the electoral roll our church has up to 12 elected PCC members and each stands for three years, with the intention of having approximately one third of the members elected each year. All those who attend our services or consider themselves to be members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the Parish including deciding how the funds of the PCC are to be spent. PCC members are inducted through a discussion of their role and function in the first meeting of the new PCC, and by going through a review of PCC policies annually. Specific training is provided by the Diocese in Safeguarding. Eligibility and DBS (Disclosure and Barring Service) checks are carried out.

The PCC meets sufficient times to carry out the required business, typically around six times per year. The PCC appoints a Standing Committee to transact PCC business between meetings of the full PCC, and consists of the Vicar, the Church Wardens, the Treasurer and at least two other elected members. It operates within the directions agreed by the full PCC. There are also sub-committees for Buildings & Churchyard and Pre-School Management. In addition there are a number of informal groups for specific areas.

The PCC employs a parish administrator and the staff for the Pre-school.



## 2. Administrative information

**Christ Church Crookham** is situated in Gally Hill Road, Church Crookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH. The email and website addresses are: [administrator@christchurch-crookham.com](mailto:administrator@christchurch-crookham.com) and [www.christchurch-crookham.com](http://www.christchurch-crookham.com)

The Parochial Church Council (PCC) is a charity registered with the Charity Commission under number 1132174.

### PCC members for 2023

#### Incumbent

- Revd Steve Franklin

#### Licensed Lay Ministers (ex officio)

- Dr Avril Cross, Mrs Rosemary Fox

#### Churchwardens (ex officio)

- Mr Eric Barnfield, Mrs Briony Allen

#### Treasurer (co-opted)

- Professor Mark Cross

#### Deanery Synod (ex officio)

- Mr Michael Gibbons (until May 2023), Mrs Rosemary Fox

#### Elected Members

- Until 2024: Mrs Helen Anderton (moved away Nov. 2023), Mr David Pooley, Mr Kevin Fox, Mr David Holdway
- Until 2025: Mrs Marion Foreman
- Until 2026: Dr Keith Mundy, Mr Andrew Munnings, Mrs Jane Ash, Ms Emily Baker, Mr Peter Bradley, Mrs Mel Trundle, Mrs Sarah Griffiths

### Other positions

**PCC Secretary:** Mr Ian Coward

**Electoral Roll Officer:** Mrs Sue Foster

**Safeguarding Officer:** Mrs Helen Anderton (until Nov. 2023), Mrs Briony Allen (from Nov. 2023)

**Health & Safety Officer:** Mr Eric Barnfield

**Planned Giving Officer:** Mr Andrew Munnings

**Data Privacy Officer:** Mr David Pooley



### 3. Aims and Purpose

The PCC of Christ Church has the responsibility of working with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the upkeep of the whole premises including the Vestry Hall, the Jubilee Annexe and the churchyard.

The method of appointment of the PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the electoral roll and stand for election to the PCC.

### 4. Objectives

Our overall activities fall into six main areas that map onto our ongoing development plan:

- **Worship.** Always of high importance, to ensure our worship caters for all ages, requirements, formal and informal, and also to include those unable to be in church in person.
- **Fellowship and discipleship.** To further encourage people to meet after/before Sunday services and at other times. We also recognise the value of the fellowship of groups that support our worship, such as flowers, choir, music group, bell ringers, job squad etc.
- **Service to the community.** To provide pastoral and physical support to the local community, as well as specific church groups, events for the community, and facilities available for use by the community.
- **Proclaiming the message.** To share the saving Gospel of Christ with all. Although this often overlaps with other activities, it is essentially a meeting with those who see themselves as outside the Church and the Kingdom of God.
- **Children & youth.** We encourage families and children to be part of our church community, through a number of channels including children-friendly services, community events, our pre-school, and our close links to Crookham Infant School.
- **Housekeeping & infrastructure.** To ensure Christ Church Crookham is well-managed, provides well-maintained facilities for use by the local community, is financially self-supporting, is compliant, committed to individual safeguarding guidelines and has effective communication channels.

### 5. Review of the Year and Achievements

Highlights of the year included the King's Coronation in May, a performance of The Messiah in November, our second annual Arts Festival in October, and our Christmas & Easter services. Our social events have adapted over the last year or so to being more focussed on being for the local community, and less about fundraising. Of course any money raised is always welcome to help the work of the church.

In August we were very pleased to welcome Rt Revd Andrew Watson, Bishop of Guildford to officiate at our two morning services, and to join us for refreshments between the services.

One significant change is that we acquired chairs to replace the heavy and uncomfortable wooden ones enabling us to use the space in the church more effectively. The purple colour gives a more



welcoming ambience to the space, and being cushioned they are much more comfortable for services and community events. As they are easier to move and can be stacked if required, giving us great more flexibility on how the space can be used. The church has a large number of hand-crafted hassocks which over the year have been reworked to be thinner and so more usable, while also ensuring the history behind them is maintained.

We thank Revd Steve for his energy and leadership over the past few years, but he has informed us that he is retiring as incumbent, leaving us in May 2024. The challenge to our church is to continue to be a reliable presence as part of the local community. Our church has gone through a time of considerable change over the past few years, and as we go forward through 2024 we need to carefully think about the coming transformation as we embark upon the process to find a new incumbent.

This document includes reports in detail from our various committees, work groups and individual office holders. Some observations of the past years are summarised below, mapped onto our ongoing development plan.

### Worship

In 2023 we continued with the pattern of services at 9am and 11am, with coffee/tea between, and also once per month 'Cake Church' which is an informal service for families and children. One day each week we have Evening Prayer, and once per month we also have Night Prayer. In December we held the service for the commemoration of the faithful departed.

For those who particularly enjoy the music of the church we had special 'Songs of Praise' services, while at Christmas we had the Carol Service and also the less formal 'Christmas Cheer' with singing and refreshments.

Our annual services of Ash Wednesday, Maundy Thursday, Good Friday, Easter, Harvest, Remembrance and Christmas were conducted with good attendance. Our two Christmas Eve Christingle Services were particularly well attended with altogether over 300 people. In the course of the year there were four weddings, 16 baptisms, six funerals held in Church and nine interments of ashes.

For those unable to attend a service in-person we continue to offer live-streaming of the 9am service on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday of the month. While few watch the service live, we usually have up to 20 'views' of each service after a day or so.

Our worship is enhanced by many groups, and we thank all those who contribute their time and expertise. These include the sacristans, the choir, the music group, the handbell team, the flowers team, those who provide tea/coffee, the live-streaming techies, and Jenny in the office producing the weekly service sheets and documents. A special mention and thanks to Derek Canfield for his ongoing support and skill playing the organ. Laura continues to lead 'JAM' (Jesus And Me) for the younger people during the 11am service, and we thank her for her ongoing work with this. The children did a much appreciated nativity play for both services the week before Christmas. We also recognise the contribution made by many others in the services, such as the sidesmen, the readers, and those preparing and saying the intercessions. A particular mention to LLM Ros Fox for her ongoing contribution in leading services or parts of services.

### Fellowship and discipleship

During Lent, Ros led a course studying *Godforsaken: The Cross – The Greatest Hope of All*, by Stephen Cottrell, Archbishop of York. We also held regular 'Any Questions' and 'Face to Faith'. In September Ros organised a parish pilgrimage, walking mostly on cross-country paths to Fleet for a picnic followed



by a visit to the recently re-opened church of All Saints, Fleet. The PCC had an 'Away Day' in October to St Philip and James Church in Fleet to discuss where we are going as a church.

The buildings continue to be used by community groups, including by our own Pre-school every weekday morning, the Parents & Toddlers group known as "Little Bells", and "Coffee and Conversation" which is an informal gathering of friends at the church.

Led by Marion Foreman, the pastoral care team continues to provide a more formal structure to the existing network of friends, and to be a presence at church community events. The "Coffee and Conversation" sessions have been an opportunity for keeping in touch with the concerns of the congregation and friends in the wider parish. We thank all of those involved in this important work.

### Service to the community

In 2023 we continued numerous community events as instigated the previous year. Many of these have been small, relatively informal events including Christmas wreath making workshops, Mothering Sunday craft day, fayres, seed exchange, plant sales, a Scottish supper and Mothering Sunday afternoon cream teas. We also organised three major events: the Summer Fayre, a performance of The Messiah, and our second Arts Festival. The Arts Festival was particularly successful, with many visitors coming to see and buy art works, listen to the live music and to partake in the splendid refreshments. This event raised over £4000 for church funds.

We continued to support our three main chosen charities, Christian Aid, The Children's Society and Royal British Legion, and we thank those who lead our initiatives for these important charities. The community Feed-A-Child project was again organised to help families at Easter, in the summer and at Christmas. These campaigns were very successful with donations providing much needed support in these difficult times, Judy Roberts and her team helping 34 families at Easter, 38 in the summer and then the Christians against Poverty team taking on the work helping 46 at Christmas.

Our Christians Against Poverty (CAP) team started one-off "Live well for less" sessions. These include Cook Well for Less workshops and Money Coaching sessions to deliver practical exercises such as budgeting, efficient energy usage, and money management.

The biggest project of the year has been the renovation of the School House; managed by Peter Bradley but involved many others as well. A tenant moved in at the end of the year.

### Proclaiming the message

Engaging with people outside the Church is one of the hardest tasks we find in our culture of electronic communication. It often happens naturally between individuals, but the Church's message can be lost in the torrent of other messages. Proclaiming the message often takes place together with serving the community.

The four projects collectively owned by the Churches in Fleet and Church Crookham combine explicitly 'proclaiming the message' with 'serving the community':

- Fleet and Church Crookham Together in Schools (FACCTS)
- LivingStones Christian Centre
- Fleet Angels, the street pastors
- Hart Foodbank

We use a number of different routes to inform and publicise church events, including traditional methods such as the parish magazine, the weekly leaflet and noticeboards, but also have firmly adopted technology routes of our website, social media and emails. The parish magazine is also



available as an emailed document with 130 people receiving it this way. The website has around 20 visits per day on average, while our Facebook Group has nearly 220 members.

### Children and youth

Our Pre-school continues to provide a much-needed service for children of ages 2-4, and where Revd Steve is a regular visitor. Close links are kept with the infant school and the junior school, with assemblies and visits.

Our thanks go to Sarah Griffiths for continuing to run “Little Bells”, the mother and toddlers group.

In the summer holidays we ran a Holiday Club every Tuesday for children of primary school age, for a chance to get together for games, crafts and competitions.

### Infrastructure

Our financial position has significantly improved from last year although we need to recognise this was particularly due to significant legacies and a gift.

We had no major, unplanned expenditure, but we did carry out a number of modest repairs to church and grounds. Our events have been a successful mechanism for outreach into the local community, and also raised a significant amount of money over the year. The majority of the congregation now use planned giving with income tax reclaimed where applicable. This together with gifts and legacies has put the church finances on a good footing.

To make the church function requires many people working behind the scenes, and particularly we would like to thank Jenny in the office, and Eric and Briony our Church Wardens. We also thank those in the various church groups, working parties and subcommittees that make so many valuable contributions to the life of the church.

There are many other activities, chance encounters of pastoral care, administrative tasks, and acts of service which make up the life of our church community. Our thanks to everybody involved in supporting the work of Christ Church Crookham in whatever capacity.

## 6. Future Plans

The next few months are likely to prove challenging for our church community with the change of incumbent inevitably creating extra work for many, particularly the Church Wardens and our small ministry team. Our overriding aim will be to maintain the pattern of services and the many community events as we had throughout 2023, a case of ‘business-as-usual’.

We also intend to start taking specific action in the area of ‘eco church’, the Church of England’s Environment Programme to address climate change in faith, practice and mission. A significant project already underway is the north door where we intend to introduce a second set of doors to improve energy efficiency, and also to give a more welcoming ambience.

We also recognise the challenges as a result of events happening globally, nationally, within the local community and within our own church. While we cannot solve these we can provide a church that is caring, inclusive, supportive and welcoming, while also ensuring the facilities will continue to be here in the future.

Our activities will continue to be primarily steered by our development plan focusing on Worship, Fellowship, Service to the Community, Proclaiming the Message and Children & Youth, all supported



by 'Housekeeping & infrastructure' functions. We will commit ourselves to holding firm to what has sustained us; our faith in God, our bond of fellowship and our common mission to our Parish.

## 7. The Electoral Roll

The Electoral Roll for 2024 has been updated from the 2023 roll in accordance with guidelines from the diocese. There are 148 names on the Electoral Roll for 2023. There are 133 people resident within the parish while 14 live outside of the parish and 1 in the category of other churches.

The updated Electoral Roll has been displayed in the church for inspection since the 7<sup>th</sup> April 2024.

## 8. Safeguarding Compliance

In 2023 Christ Church has continued to comply with the Bishop's guidance on safeguarding children and vulnerable adults (section 5 of the Safeguarding and Clergy Discipline Measure 2016), and also with changes to UK law, with the adoption of a Policy for the Recruitment of ex-offenders.

During the year ending 31<sup>st</sup> Dec 2023 three reports have been made to the Parish Safeguarding Officer, none are of ongoing safeguarding concern, and no further action was required.

The Parish Safeguarding Dashboard, which provides a checklist of policies and requirements for our church and all the activities we undertake, stands at 75%. There are a number of non-urgent, ongoing actions required for completion. These are mainly review of documents we have, confirmation of roles and some outstanding training.

The Safeguarding section on the Guildford Diocesan website now has a list of the checks, levels and topics of training required for each role within the church, which has been helpful. Safer Recruitment training is now available as e-learning rather than via live Zoom sessions. Support can be given to any who would like help accessing the training. It has been good to hear that people have found the training helpful, and that it continues to promote a culture where all are responsible for ensuring our church is a safe place for all who come.

Safeguarding is overseen by the Representative, but it is everyone's duty to protect and support all users of our church, our parish and our community. I thank everyone who has shown their support for this vital work.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).



## 9. Report on the Fabric of the Church

There are still some items to consider from the Quinquennial Review inspection in 2020, including:

- A need to inspect the bell cote
- Repointing suggested at a number of locations
- Some stones have fallen out from above a lancet window

Work on the School House has taken priority in 2023, but the above issues are highlighted to be tackled in 2024, particularly repointing on parts of the north wall, and also the south wall, where there is also some loss of surface on the brickwork.

The security lights on the outside of the church have been fixed and the downpipes from the guttering on the annex were removed and unblocked. They have been replaced such that they can be removed more readily for cleaning to prevent further overflows.

Internally, the toilets have been painted and look bright and clean. New chairs were acquired and approved; they look well, are comfortable and have allowed better use of the church space for a variety of activities. Repairs to the clock have been made and are ongoing; thanks to Peter Bradley for taking this on.

In the churchyard headstones have been inspected for risk of falling over. There was a complaint about damage to graves; this proved to be caused by foxes. The dead/dying chestnut with a TPO was removed following permission from the council.

Routine maintenance and checks have been carried out, including fire-alarm testing, Legionella testing, PAT tests, general H&S checks, boiler maintenance and fire drills (preschool).

Thank you to all the volunteers who help maintain the church and grounds.

## 10. Deanery Synod

Aldershot Deanery Synod met in February 2023 at St Peter's, Farnborough and in October at All Saints, Fleet. Topics discussed included Modern Slavery and Youth strategy in the Deanery. The February meeting was attended by Mike Gibbons, Ros Fox (Lay representatives) and Revd Steve Franklin (Clergy). The October meeting was attended by Revd Steve Franklin (Ros Fox was on holiday). Mike Gibbons stood down as Deanery Synod rep at the last APCM, and a replacement has not yet been found.

Full reports of the proceedings of Aldershot Deanery Synod have been given to Crookham PCC.



## 11. Financial Report

The financial statements and notes to the financial statements are given at the end of this section, and provides an overview for parishioners who are not financial specialists. The references in brackets gives the relevant heading or note section of the financial statements.

2023 was a very active year in a number of ways which have impacted on the financial state of the church:

- We have had many more community events with two notable finance successes in terms of our Arts Festival in October featuring the work of 50+ artists together with eight musical groups and excellent refreshments, and also a wonderful performance of Handel's Messiah in November.
- After occupation by the same family for 57 years the School House on Gally Hill Road was suddenly vacated. The School House is owned by a Trust, the trustees of which are the Vicar and Wardens of Christ Church. The church has the responsibility to maintain the property and use any excess income in support of the young in the parish. Hence, the wardens, treasurer and a small team led by a PCC member Peter Bradley, set about a long overdue complete renovation of the house including the kitchen, bathroom, boiler, central heating, flooring, electrics and decorating as well as pointing etc externally. This task took some five months, involved a variety of contractors and cost about £28,000, most of which had been provided for from a projects budget in the prior year. The house was then ready for letting to a needy family in December through Hart DC social housing dept.

Aside from the work on the School House, during the year we carried out a range of fairly modest repairs including:

- The church toilets were renovated and redecorated (£1,265)
- Our church chairs had seen better days and needed replacing. A short term opportunity came up to acquire 175 chairs from a neighbouring church which were in excellent condition and fitted well with the décor of our sanctuary so we acquired them and are grateful to the DAC for subsequently granting a faculty. These chairs, which were a fraction of the price of new ones, now adorn our sanctuary and are appreciated by our congregations (£2,000)
- Our sound system (£325), electrical network (£180) and security system were all repaired (£329)
- We also acquired a new photocopier system sophisticated enough to print the magazine and other documents (£2,640)

The authorised spend on repairs and renovations has been limited and targeted at being effective for the congregation, whilst ensuring the fabric of the Church is well maintained.

A notable element of income and expenditure in these accounts is the operation of the Pre-school. This continues to be a very successful service to the community which is generally in high demand from families in the village. The recovery in 2022 in terms of child numbers was continued into 2023, as the socialisation problems from COVID became less apparent. The financial loss was mitigated to some extent by staff reducing their hours where they could. As such, our income in 2023 rose to £98,847 from £85,934 in 2022, which is now close to pre-pandemic levels. Because it is now very difficult to find staff who are qualified on entry into the profession as practitioners we expect to pay the cost of training new staff. During 2023 we began the training of a second member of staff (where the cost has been borne through external sponsorship for which we are grateful) and were delighted to be able to recruit another member with fully qualified teacher status. All of the Pre-school staff are well qualified – as qualified teachers, at level 3 in EYE or as a graduate. The Pre-school has direct costs of £70,157 which mostly goes on staff salaries. In addition, of course, there are a range of overhead



costs which this does not include (e.g. administrative support, cleaning, use of the Vestry Hall, clergy vestry, the dedicated storage area, etc.). During the course of 2023 the cost of energy has more than doubled and this just had to be absorbed by the Church and Pre-school.

Total donations to charities included:

Churches Together in Fleet & Church Crookham (£1350), The Children's Society (£258), 'Feed a child' – support for Crookham families in need (£1900), and a new venture to support those finding difficulty on managing with very limited budgets – Christians Against Poverty (CAP) at £1789.

Principal sources of income were:

- Pre-School income from Hampshire County Council, employer vouchers and parents together are the largest single source of income for the PCC at £98,847 [Note 2c].
- The majority of the congregation donate by planned giving, much of which can have income tax reclaimed. There are others who give in other ways, some of which is also income-tax reclaimable. The total of these [Note 2a] is £83,773, in line with earlier years (2022 being the exception). Our planned giving income this past year was up on previous years and together with the significant gift and legacies last year, has put the church finances on a good footing for the next year or two.

### Financial Administration

Our finances are administrated by the following team:

- Treasurer: Professor Mark Cross
- Planned Giving Officer: Andrew Munnings
- Pensions Officer: Bruce Bulgin
- Independent Examiner: David Sprot

### Reserves Policy

It is the policy of the PCC to maintain sufficient unrestricted funds to meet running costs of the Church's ministry, maintenance of the buildings and emergency situations. The Reserves are sufficient to sustain the church operation under normal circumstances for about six months should all income cease.

### Funds held as custodian trustees on behalf of others

There are no funds in this category.

### Financial Risk Management

The PCC income is less than £500,000 per annum so there is no requirement for a formal financial risk policy. However, it is sensible to consider the main areas of risk. These are considered to be:

- Costs arising from unplanned repair or maintenance work that is not covered by our insurance policies. The policies are believed to be adequate and are with Ecclesiastical Insurance, the recognised insurers for churches and PCCs.
- A Quinquennial Review inspection occurred in the summer of 2020, and although no serious issues were uncovered, there are some costs arising from the findings of our Inspecting Architect's report which was published in 2021. All of the urgent minor work from the 2015 inspection have been completed. It is anticipated that the costs can be contained within current income and special appeals if necessary.
- A significant amount of necessary tree maintenance work was carried out in 2017 and 2018 and any remaining is well within current income levels.



- Under normal circumstances, although the Pre-school income base is the subject of variation because of Government changes to the funding of early years education, its income is reasonably stable.
- There is always a risk of accidents in the church premises and churchyard with claims against the PCC. No specific financial contingency can be made. The risk can be reduced by ensuring adherence to Health & Safety regulations.
- The church is generally in good repair and the PCC has been diligent in ensuring the QI conclusions have been actioned. However, it is clear that some large ticket items such as the church window frames and the roof will need serious renovation in the next decade or so. The PCC will need to consider how best to raise a fund to support such renovations as this must surely be an intergenerational project – delivered by one for those who follow! In this current year some funds have been secured to deal with the 2021 QI recommendations.

### Financial Summary

The church community is pretty much back to life in terms of activity and has been extremely fortunate to have been the recipient of legacies and a substantial gift which have transformed our medium term financial position. Our loss of £20,000 in 2021 has been turned into a surplus of £39,681 when reserved funds of £27,500 from 2022 are factored in, for which we thank God and our friends, through their gifts, and the fund-raising efforts which have made an immense difference to our financial outlook. However, our long term goals remain:- to a) pay off the remainder of our Diocesan debt as soon as possible now, and b) to put together a fund to enable the restoration and repair of the church window frames and the roof over the coming decade (a project in this coming decade for those that follow on!).



## 12. Independent Examiner's Report

This report on the financial statements of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2023, as set out on pages 15 to 22, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 144 of the Charities Act 2011 (the Act).

### Respective responsibilities of the PCC and examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act do not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

**D Sprot, ACMA**



## 13. Financial Statements

		Unrest- ricted	Desig- nated	Restrict- ed	<u>Total</u>	
	<u>Notes</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2023</u>	<u>2022</u>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	82,043	0	1,730	83,773	157,979
Other voluntary incoming resources	2b	42,514	0	0	42,514	26,453
Income from charity & ancillary trading	2c	114,436	0	0	114,436	99,828
Income from investments	2d	18,647	0	6,489	25,136	25,525
<b>TOTAL INCOMING RESOURCES</b>		<b>257,640</b>	<b>0</b>	<b>8,219</b>	<b>265,859</b>	<b>309,875</b>
<b>RESOURCES USED</b>						
Grants & donations	3a	3,690	0	1730	5,420	3,746
Activities directly relating to work of the church	3b	180,416	0	469	180,885	213,769
Fund-raising and publicity	3c	6,858	0	0	6,858	9,696
Church management and administration	3d	33,015	0	0	33,015	29,778
<b>TOTAL RESOURCES USED</b>		<b>223,979</b>	<b>0</b>	<b>2,199</b>	<b>226,178</b>	<b>256,899</b>
<b>NET INCOMING RESOURCES/RESOURCES USED</b>		<b>33,661</b>	<b>0</b>	<b>6,020</b>	<b>39,681</b>	<b>52,976</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>0</b>	<b>265,335</b>	<b>0</b>	<b>265,335</b>	<b>265,335</b>
<b>BALANCES CARRIED FORWARD</b>		<b>33,661</b>	<b>265,335</b>	<b>6,020</b>	<b>305,016</b>	<b>318,311</b>
<b>FIXED ASSETS</b>						
Tangible fixed assets	5				250,000	250,000
<b>CURRENT ASSETS</b>						
Debtors	6				11,112	12,168
Short Term Deposits					63,593	61,618
Cash at Bank and in hand					164,993	153,195
					239,698	226,981
Liabilities Falling Due within 1 year	7				(25,671)	(52,635)
Net Current Assets					214,027	174,346
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					<b>464,027</b>	<b>424,346</b>
<b>LIABILITIES FALLING DUE AFTER ONE YEAR</b>					0	0
					<b>464,027</b>	<b>424,346</b>
<b>REPRESENTED BY FUNDS</b>						
Unrestricted					129,335	95,674
Designated	10				265,335	265,335
Restricted	9				69,357	63,337
<b>Total</b>					<b>464,027</b>	<b>424,346</b>



The financial statements on pages 11 to 22 were approved by the Parochial Church Council on 7<sup>th</sup> April 2023 and signed on its behalf by:

*Revd Steve Franklin, Vicar, Chairman*

*Professor Mark Cross, Treasurer*

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2023

### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities as revised 2005.

The financial statements have been prepared under the historical cost convention.

#### **Funds**

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object and can only be expended on the purpose for which they were given. Any balance remaining unused at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are part of the unrestricted funds set aside by the PCC for a particular purpose. Unrestricted funds are general funds, which can be used for PCC ordinary purposes.

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 main affiliation to another body, nor those that are informal gatherings of Church members.

#### **Incoming Resources**

Planned giving, collections, donations and fees are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of church premises is recognised when due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources used**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is an operational (though not a legal) liability



and is accounted for when due. All other expenditure is recognised when a liability is incurred and is accounted for gross.

### Church Workers Pension Fund (CWPF) - FRS102 Statement

**Crookham PCC** participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

### Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

**Pension Builder 2014** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (**2023: £4444, 2022: £3698**).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019.

For the Pension Builder Classic section, the 2019 valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The next valuation was due on 31 December 2022. Calculations for this are currently under way.



The legal structure of the scheme is such that if another employer fails, **Crookham PCC** could become responsible for paying a share of the failed employer's pension liabilities.

#### **Fixed assets**

Consecrated and beneficed property is excluded from the financial statements in accordance with section 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property unless consecrated, and are not included in these financial statements. All expenditure incurred during the year on consecrated or benefice property and inalienable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities in the year in which it is incurred.

Other buildings held on behalf of the PCC for its own purposes are valued at cost. No depreciation is charged against such properties, but any expenditure on maintenance or improvement is written off as incurred.

Other fittings and equipment used within the church premises, including assets acquired under a finance lease, are depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### **Current assets**

Amounts owed to the PCC at the year-end less provision for amounts that may prove uncollectable are shown as debtors.

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

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
FOR THE YEAR ENDED 31 DECEMBER 2023**



	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>2023 Total</b>	<b>2022 Total</b>
<b>2 INCOMING RESOURCES</b>					
<b>a Incoming resources from donors</b>					
Planned giving	61,429	0	0	61,429	64,193
Collections at all services	2,146	0	0	2,146	2,773
Sundry donations	5,770	0	1,730	7,500	62,275
Income tax recoverable	12,698	0	0	12,698	28,738
	<b>82,043</b>	<b>0</b>	<b>1730</b>	<b>83,773</b>	<b>157,979</b>
<b>b Other voluntary incoming resources</b>					
Grants & donations	27,190	00	0	17,190	12,893
Fetes, Bazaars and other fund raising events	15,324	0	0	15,324	13,650
	<b>42,514</b>	<b>0</b>	<b>0</b>	<b>42,514</b>	<b>26,543</b>
<b>c Income from charitable &amp; ancillary trading</b>					
Magazine	1,412	0	0	1412	1,608
Vestry contributions	2,695	0	0	2,695	3,099
Pre-School	98,847	0	0	98,847	85,934
Fees	11,482	0	0	11,482	9,187
	<b>114,436</b>	<b>0</b>	<b>0</b>	<b>114,436</b>	<b>99,828</b>
<b>d Income from investments</b>					
Interest receivable	1,975	0	0	1,975	800
Funds of School House Trust	0	0	6,489	6,489	8,259
Rent on Jubilee Drive	16,672	0	0	16,672	16,466
	<b>18,647</b>	<b>0</b>	<b>6,489</b>	<b>25,136</b>	<b>25,525</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>257,640</b>	<b>0</b>	<b>8,219</b>	<b>265,859</b>	<b>309,875</b>
<b>3 RESOURCES USED</b>					
<b>a Grants &amp; donations</b>	0	0	0	0	0
Missionary & charitable giving UK	<b>3,690</b>	<b>0</b>	<b>1730</b>	<b>5,420</b>	<b>3,746</b>
<b>b Activities directly related to the work of the church</b>					
Ministry:					
Parish share	83,752	0	0	83,752	82,527
Clergy expenses	718	0	0	718	2,968
Vicarage expenses	516	0	0	516	388
Visiting Clergy	0	0	0	0	0
Church - running expenses	21,237	0	469	21,706	28,724

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
FOR THE YEAR ENDED 31 DECEMBER 2023**



Professional fees	1080	0	0	1080	970
Upkeep of services	2,956	0	0	2,596	648
Expenditure on magazine & library	0	0	0	0	0
Upkeep of churchyard	0	0	0	0	0
Pre-school Salaries & Pensions	64,725	0	0	64,725	65,411
Other Pre-School expenses	5,432	0	0	5,432	4,633
	<b>180,416</b>	<b>0</b>	<b>469</b>	<b>180,885</b>	<b>186,269</b>

**c Fund raising & publicity**

<b>Costs of fetes &amp; other fund raising events</b>	<b>6,858</b>	<b>0</b>	<b>0</b>	<b>6,858</b>	<b>9,606</b>
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**d Church management & administration**

Telephone & internet	1,716			1,716	1,379
Computers & Photocopiers	5,644			5,644	2,547
Other administration expenses	1,568			1,568	1,570
Staff pay	19,082			19,082	18,230
Investment property expenses	4,726			4,726	33,286
Bank charges	279			279	266
	<b>33,015</b>			<b>33,015</b>	<b>57,278</b>

<b>TOTAL RESOURCES USED</b>	<b>223,979</b>	<b>0</b>	<b>2,199</b>	<b>226,178</b>	<b>256,899</b>
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**4 STAFF COSTS**

Remuneration				79,364	79,943
Social security costs				0	0
Pension costs				4,444	3,698
				<b>83,808</b>	<b>83,461</b>

**5 FIXED ASSETS FOR USE BY THE PCC**

**Tangible fixed assets**

	<u>2023</u>			<u>2022</u>
	<u>FHL&amp;B</u>	<u>Leased</u>	<u>Total</u>	<u>Total</u>

**Gross book value**

As at January 1 <sup>st</sup> 2023	250,000	0	250,000	250,000
Additions	0	0	0	0
Disposals	0	0	0	0
<b>As at 31<sup>st</sup> December 2023</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**Depreciation**

At 1 January 2022	0	0	0	0
Charge for year	0	0	0	0
Disposals	0	0	0	0
<b>As at 31<sup>st</sup> December 2023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
FOR THE YEAR ENDED 31 DECEMBER 2023**



**Net book value**

<b>As at 31<sup>st</sup> December 2023</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>
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**6 DEBTORS**

Prepayments and accruals	1,612	1,668
Tax recoverable on covenants	9,500	10,500
	<b>11,112</b>	<b>12,168</b>

**7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Amounts due under finance leases	0	0
Parish Share	(23,635)	(23,635)
Other accruals	(2036)	(29,000)
Other creditors	0	0
	<b>(25,671)</b>	<b>(52,635)</b>

**8 ANALYSIS OF NET ASSETS BY FUND**

	<u>Unrestricted</u> <u>Funds</u>	<u>Designated</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2023</u>	<u>2022</u>
Fixed assets	0	250,000	0	250,000	250,000
Current Assets	155,006	15,335	69,357	239,698	226,981
Liabilities : amounts falling due within 1 year	(25,671)	0	0	(25,671)	(52,635)
Liabilities : amounts falling due within 5 years	0	0	0	0	0
<b>Fund balance</b>	<b>129,335</b>	<b>265,335</b>	<b>69,357</b>	<b>464,027</b>	<b>424,346</b>

**9 RESTRICTED FUNDS**

	<u>End 2022</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2023</u>
Christ Church Community Project	(9,265)	0	0	(9,265)
Funds of School House Trust	46,515	6,489	0	53,004
Parish share debt reduction	883	0	0	883
Organ maintenance	18,274	0	(469)	17,805
Flowers	415	0	0	415
Library - Joan Blundell bequest	275	0	0	275
Pastoral care	474	0	0	474
Supporting children of the Parish	5,766	0	0	5,766
Collections - UK charities	0	1730	(1730)	0
	<b>63,337</b>	<b>8,219</b>	<b>(2,199)</b>	<b>69,357</b>

**10 DESIGNATED FUNDS**

	<u>End 2022</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2023</u>
Investment properties	250,000	0	0	250,000
Building and Fabric	15,355	0	0	15,355
	<b>265,355</b>	<b>0</b>	<b>0</b>	<b>265,355</b>



## Notes

2a – The vast majority of donor income arises from our planned giving programme where approaching 100 folk either have standing orders or give regularly through envelopes in the plate.

2b - The receipts for Churchyard Upkeep include £15 for the upkeep of a family grave and £30 from the Commonwealth War Graves Commission for the maintenance of the war graves in the cemetery.

2c – Our income from ancillary trading comes principally from our Pre-school serving our young families and in the community use of our spaces.

2d – Our income from investments arises principally from the rental of our two properties – one on Jubilee Drive and the other on Gally Hill Road, both in Church Crookham.

4 - During the year the PCC employed organists, cleaners, a parish administrator, an assistant and Pre-school staff, none of whom earned more than £60,000 p.a. (2022: Nil). Together these employees equate to 5 full time employees (2022: 5).

Payments to PCC members and persons related to PCC members: The expenses paid to various members of the PCC may have included an immaterial proportion relating to their specific function as a member of the PCC.

No payments were made in 2023 to persons closely connected to members of the PCC (2022: Nil).

5 - An investment property fund was set up by the PCC in 2013, to buy the freehold property, which is held as an investment, and is let.

There are no endowment funds to report.

There are no contingent liabilities as at 31 December 2023 (2022: Nil)

The registration number of the Crookham PCC with the Charity Commission is 1132174.



## Part B: Committees & Groups Reports

### 14. Infrastructure

#### Standing Committee

In 2023 the standing Committee consisted of the vicar, churchwardens, treasurer, GDPR officer, safeguarding officer, and a LLM. It met by Zoom every 2-3 weeks during the year. The main business of the SC is to manage and maintain everyday aspects of the church, and also to set the agenda for PCC meetings.

At each meeting, the treasurer reported on finance and human resources, especially regarding the Pre-school. The Churchwardens reported on practical matters, and a number of tasks and topics were discussed which included:

- The financial aspects of Christians Against Poverty (CAP).
- The management of trees – removing some and lopping others.
- The School House, including the need for extensive renovation, and tenant status.
- Pre-school printer and tablets
- Works on 10 Jubilee Drive
- New printer for the office
- Hampshire County Council grant for the Arts Festival

The SC considered works still to be actioned, especially those arising from the Quinquennial report. In order of priority they are:

- Bell cote
- External pointing
- Garage soffit boards
- Redecorate toilets

The SC also discussed forthcoming events and services.

***Revd Steve Franklin***

#### Pre-school Management

The Early Years Foundation stage Statutory Framework (EYFS) states that “children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them”. At Christ Church Pre-school we are this and more, as our small but dedicated team work together to provide a nurturing and supportive environment where every child, and their family, is valued.

The Pre-school goes from strength to strength, numbers are up with enquiries coming from parents for spaces nearly every day. From April 2024 the government are extending the funding for every 3 and 4 year old, to working parents of 2 year olds. This has to be carefully managed of course, as not every 2 year old is capable of being in a Pre-school setting for long hours and the ratios of staff to 2 year old children is slightly different, however we are pleased to be able to offer the funded places, especially to our most disadvantaged families.

We were delighted to be able to recruit another member of staff with a full Qualified Teacher Status (QTS) in September. She has quickly slotted in and become a very valuable member of the team. Our lady that joined us last year started her apprenticeship but it quickly became clear that the training



provider was not up to scratch, so another trainer has been found who provides a much better and supportive learning environment. She will hope to complete her course during 2025. We have a new Special Educational Needs Coordinator (SENCO) who stepped up into the role after gaining her Early Years Level 3 qualification. She has had an immediately positive effect on the children and the whole team, as we work with her to improve outcomes for our children, as our ambitious curriculum has the same aspirations for them all. Our SENCO, not one to rest on her laurels, immediately applied for a fully funded Level 3 SENCO qualification in the Early years and I'm pleased to say has just completed it after months of hard work, and with some of the best feedback I have ever seen.

I am very proud to lead and work alongside such a fabulous team. The Early years sector as a whole is struggling to recruit qualified staff, so we are very fortunate to have two qualified teachers on board. However, there is a recurring theme whenever a job advert pops up on the internet. "Are you friendly, welcoming, warm and nurturing?" No matter how many qualifications you have, if you have these qualities in spades, along with patience, a hardworking attitude and a sense of humour, the Early Years is certainly the place to find it.

**Tracy Jarvis, Pre-school Manager**

I would like to endorse all Tracy's comments above. We are truly blessed with a dedicated team. As a church community hosting the Pre-school we try and provide the best physical environment base we can from within our available physical resources, but it's the team that provides the key experience for the children, and they are the stars here. Most of our children are funded by the government through the HCC which has simply not kept up at all with energy and pay costs over the last couple of years. Fortunately, the government has finally recognised the plight of the EYFS sector and made a reasonable award to help it recover, and so we look forward to a better funded Pre-school over the next year or two.

**Mark Cross, Chair - Pre-school Management Committee**

### Buildings and Churchyard Committee

The Buildings and Churchyard business has been conducted under the Standing Committee.

2023 saw the refurbishment of the School House. This was an enormous project, and we are indebted to Peter Bradley who spearheaded the project, managed it throughout, and did a lot of the work himself. The transformation was stunning. Thanks also to all those who came and cleaned and gardened and encouraged. A tenant was able to move in at the end of the year and has settled in well.

Minor repairs and jobs were carried out as required throughout the year - the kitchen door handle, jobs and repairs for the Pre-school, and repairs at the Jubilee Drive property.

**Eric Barnfield, Briony Allen**

### Health & Safety

The church wardens carried out a building inspection of the church in July and found a good standard of cleanliness, with rooms tidy, electrical items all in-date for Portable Appliance Testing (PAT), foodstuffs in the fridge and freezer were all in-date, and the fire appliances were all present and in-date. Two lamps needed to be replaced.

There have been a number of incidents recorded in the accident books. In February two members of a group got splinters from a broom handle, and in October a person fell on the steps after receiving



communion. To mitigate this from happening in future we ensure a helper is always present at the steps to assist when required. A more serious incident occurred in December when a person fell from the clock ladder. Injuries were sustained to his arm, shoulder and neck and was taken to hospital where he was kept in to recover for some time. Action has been taken to minimize the likelihood of this occurring again.

***Eric Barnfield***

### Data Protection (GDPR)

I have not been notified of any breaches or potential breaches of the General Data Protection Regulations (GDPR) or the Data Protection Act (DPA) during the last year.

During the next few months, we will be refreshing our data sharing agreement with you all. This will be a set of questions about how you would like your personal data to be stored, used and possibly shared.

It will also include a question about your planned giving and whether you would like Christ Church to claim Gift Aid on your contributions.

***David Pooley***

### Job Squad

We are pleased to report that the Job Squad has had a successful year, meeting approximately three-weekly, and the church grounds are in good condition – neat and tidy. We have been especially careful to preserve the flora with some relatively rare wildflowers protected. As a result of our work, we are sure that more graves have begun to be tended by relatives.

Unfortunately, the box bushes continue to be badly affected by the box tree moth to such an extent that all the box bushes will have to be removed. We are looking to other shrubs to replace them. We are continuously uprooting brambles and holly, which, if left, would grow rampantly.

Our thanks go to Peter Dunkerley and his neighbour who have burnt all the non-compostable material on the tip at the south side of the church yard. The tip continues to be kept tidy and an enclosed compost bin composted has been constructed solely for the grass cuttings. The summer continues to be a battle with the grass to keep it neat and tidy.

The trees in the church yard have been surveyed and a large, sweet chestnut in the northeast corner, which has become life expired, has been felled.

Our very small but industrious team has carried on enthusiastically, fortified by coffee, hot cross buns and doughnuts. Unfortunately, with an aging team, we have lost the help of a further couple of members. We would very much like to sign up new members, who will be assured of a warm welcome. If you enjoy being outside and can spare a few hours every 3 – 4 weeks, please speak to us or the church wardens.

***Ian and Jan Coward***



## Administration

The church requires a wide range of administration tasks to function smoothly, not just during normal working hours but also sometimes weekends and also from home when required. The office is generally open to visitors 11am-1pm, Monday to Friday.

Key responsibilities are summarised here:

- Phone calls, emails and in-person enquiries
- Production of the service sheets for the 9am and 11am services, plus special services such as at Christmas and Easter
- Ordering of items such as stationery, office supplies, items for church services, and general supplies
- Organisation and liaison for weddings, funerals, interments and baptisms
- Parish Magazine distribution, co-ordination, printing and subscriptions
- Fire alarm testing
- Venue hire (bookings, documentation and access)
- Office and other equipment management
- Parish returns
- Invoices for hall hire, funerals, interments, weddings, monuments and memorial services
- Co-ordination and promoting of events.
- Numerous ad hoc tasks
- Co-ordinating and briefing the cleaner

Areas where additional focus could be of great benefit:

- Increased focus on hiring of the church venues
- Website authoring

**Jenny Baker**

## 15. Worship

### Bell Ringers

The Christ Church Crookham Handbell Ringers continue to enjoy meeting once a week to practise our change ringing and our tunes.

We continue to ring for a Sunday service most months, and during the year we also enjoyed playing at the Summer Fayre, the Art Festival and carols before the start of the Carol Service. Local groups sometimes ask us to ring for them, and these can be old favourites or Christmas carols, depending on the time of year. A resident from Bourley Grange residential home who attended the Arts Festival heard us and asked the home if they could invite us to ring at Bourley Grange. The home showed their efficiency in getting all their residents done and dusted by 10am that morning ready to enjoy some Christmas carols. One lady was singing away as we played and she told me the name of her choir, which made me, Diana, realise that we had been at the same concert at The Royal Festival Hall in the 1950s. Small world. Bourley Grange then invited congregation folk, who live on their own, to share Christmas Lunch with them at the home. They also delivered some food parcels to other church folk which were gratefully received.

We are always happy to visit care homes when asked, as long as the date required is in good time, so that we can ensure that seven people can all be at the same place at the same time!



We also offer to play for weddings, when we do change ringing as the bride leaves the church. Folk who have taken advantage of our offer are always grateful. The church charges £50 for the handbells at weddings.

We often get given a donation for Christ Church when we play away which we gratefully accept.

***Diana & Peter White***

## Church Choir

The choir has continued to lead the singing during the 9am Eucharist service on the second and fourth Sundays each month, and also a number of weddings and funerals. Due to other commitments, rehearsals are generally only possible immediately before the Sunday service. However, we managed to fit in sufficient rehearsals to sing unaccompanied anthems on Easter Sunday and at the Christmas Carol Service.

Our numbers, again due to other commitments, fluctuate significantly service to service, with the eventual numbers often not known until the Sunday morning. Unfortunately, our core numbers have reduced during the year with two sopranos, one bass and our only tenor no longer available. Our repertoire has had to be reined back accordingly. Conversely, we were able to welcome Ruth Rose to our ranks during the year and are always looking for more.

***Martin Dakin***

## Flowers

We've had another busy year producing flower arrangements in church for regular services and occasionally for weddings & funerals. We also produced arrangements to sell at the various church fund raising events throughout the year. The Christmas wreath workshops were again very successful.

In the Spring, the local Flower Club arranged a "Pedestal Arrangement" workshop which six of us attended and found very helpful.

As a team we continue to strive to be as environmentally friendly as possible particularly with the mechanics we use, reverting to good "old fashioned" techniques of pin holders and chicken wire which is reusable.

Our team currently consists of fourteen ladies, and I thank them all for their hard work, time, dedication and most importantly friendship. We love to have new members join the team so do come join us.

***Angela Clarke***

## Live Streaming

In 2023 we live-streamed 21 Sunday 9am services, following the pattern of 2nd and 4th Sundays. Generally there are only few 'live' views, but after a day or two the figure usually increases to about 20. The Christmas Midnight Service was also live-streamed and had around 40 views. We also live-streamed two funeral services including that of Prudence Vincent.



The use of a second camera by means of a wifi connected mobile phone webcam ('droid-cam') has worked well, particularly useful when the high altar is used. It has also been used to provide a view from the back of the church during funeral services.

We continue to create a document containing the order of service, readings and hymns for displaying alongside the camera view.

My thanks to Mike Gibbons for his support as an additional live-streaming operator. Having another operator would be very useful as there were some Sundays in 2023 when we couldn't live-stream as neither of us was available.

**Kevin Fox**

## Music Group

The Music Group has continued to provide live accompaniment for the 11am service on the third Sunday in the month, and has also played at the two 'Songs of Praise' services at 9am on the fifth Sunday in the month and for the two Christingle/Crib services on Christmas Eve. We now play in the south transept, enabling us to use the acoustic piano, and bringing us nearer to the congregation. Sadly, our keyboard player, Nicole, left us at the beginning of 2024, and we thank her for all that she added to our playing.

We have continued to introduce new items from the new Ancient & Modern hymn books, and have reduced our use of worship songs from the old book to just a handful. We will be consolidating the new items in 2024 rather than continuing to add new ones. Our singing group continues to provide a strong lead in services.

My thanks go to all the players and singers who contribute to our worship.

**Ros Fox**

## Sacristans

In 2023 we found ourselves down to five people carrying out sacristan duties. Myself, Jenny, Emily, Lindsey and Douglas. I'm happy to do this work I've been doing over the past few months. One of the things Steve and myself have got sorted is the linen drawers. I will be making some extra purificators etc. from some of the old altar cloths, so we will be using all the white linen in the drawers.

I would like to thank all who have helped in the past year.

**Pam Selwood**

## 16. Fellowship

### Coffee & Conversation

We continue to meet most Thursdays in the Lefroy Room from 10am for an hour and a half of chatting and laughter, and it has been a delight to see friends spending time being able to support each other in a relaxed environment. When the weather is warm enough we move our table and chairs outside onto the lawn so thoughtfully cared for by the Job Squad. We have biscuits to fuel our animated conversations covering an inexhaustible range of topics, but most importantly we have fun.



We have been pleased to welcome new people, some of whom have been able to make friends with others in church, while some are happy just to come and drink coffee while joining our wide and varied conversations.

Bring your mug from home and come and join the fun.

***Norma Inglis, Pam Selwood, Katherine Gibbons***

### Coffee Drop

Coffee Drop is now an established part of the morning routine for many of the pre-school children and their parents. I unlock the south door and listen for the patter of little feet as the more confident children come scampering into church to find a teddy or check on their friends. This year taking the teddies up into the pulpit for a breakfast picnic has been a favourite activity. One child loves to find the board books and will take those up to read to the teddies and her friends. The children were delighted to discover three different Christmas trees on the three Wednesdays in December and everyone loved the open fronted Nativity.

Parents know they can come back into the church to pray or to join me for a coffee and chat after dropping their child at pre-school. It is lovely to welcome all visitors who have come looking for help or to visit the church for a specific reason.

***Katherine Gibbons***

### Face to Faith

Face to Faith is the new name for the Bible Study group, chosen to emphasise that we seek to support and encourage each other as we look at the Bible together. Over the past year we have thought about how our faith affects our everyday lives, familiar quotes from the Bible (such as “going the extra mile”), the importance of the incarnation of Jesus at Christmas, and good and bad kings described in the Bible.

The evenings are fun as well as thought-provoking, and we are delighted to welcome friends from other churches amongst the eight to ten people who attend.

Face to Faith meets every fortnight on Tuesday evenings at 7:30 pm in the Vestry Hall. All are welcome, and each evening is complete in itself so folk are welcome to come along for a single evening. We hope to welcome you to Face to Faith in 2024 – please contact me if you would like to be added to the email invitation list.

***Mike Gibbons***

### Pastoral Care

Apart from the Sunday services and coffee time, Prayer Circle followed by Coffee and Conversation on Thursday mornings provides the main opportunity for keeping in touch with the concerns of the congregation and friends in the wider parish. The office has continued to pass on the names of those requesting prayer and there is provision in the church for prayer requests to be written.

We have continued to maintain a presence at church events such as church fayres and the Arts Festival, and to open the church whenever possible to those who wish to look inside the building or may wish to renew a personal connection even though they no longer worship with us.



There is a greater need for more practical support than we as a church are able to give and we are very grateful to all our caring church members who do what they can to visit, make phone calls, give lifts and help minister to our community in other ways.

**Marion Foreman**

## 17. Community

### Christian Aid

I have now taken over as Christian Aid representative for Christ Church Crookham. I would like to formally offer our thanks for all the years that Cedric Dowe has serviced the church in this role - I have very big shoes to fill!

Those representing Christian Aid meet on a quarterly basis. The team of people from most of the local churches are a mixed age bunch but with endless enthusiasm, planning the annual events and inputting fresh ideas to support this wonderful charity. One of the most exciting and successful last year was a Carol Concert held at Elvetham Heath Church, supported by extremely gifted singers and musicians who were kind enough to donate their time and talents – this will be repeated this year.

Currently the Methodist Church and Basingbourne Baptist Church are not represented (due to the sad passing of Margaret Porter) in the Christian Aid team so we need to pray that people will be called to fulfil those roles.

During Christian Aid Week, May 2023, the total funds raised were in the region of £3,000 similar to the 2022 fundraisings. Christ Church raised £400 towards that total.

I felt led to approach the church for donations specifically for the Israel/Gazza situation and £280 was kindly donated by church members for Christian Aid to distribute.

There are a number of fund raising events planned as follows which I will request are advertised in our weekly notice sheet at the appropriate time:

- Cake and Plant Sale, Saturday 18th of May from 2:00 to 4:00 in P&J car park
- Christian Unity service will take place on Sunday the 19<sup>th</sup> of May
- Carol Concert the Sunday 1<sup>st</sup> of December
- Musical Concert date TBC

I am grateful for the support and interest of the Christ Church members and will endeavour to continue to keep them informed and engaged with the work of Christian Aid.

**Mel Trundle**

### Christians Against Poverty (CAP)

Over the last year the work of the Christ Church Christians Against Poverty (CAP) team has evolved. With the support and encouragement of the CAP area manager there has been a change of direction to provide focused 'Live well for less' one-off workshops, as the 'six week course' format was unsuccessful.

We have held four *Cook Well for Less* workshops in the Vestry Hall, where we have demonstrated how to make budget friendly nutritious meals, and are aimed at adults as well as children. The workshops are practical and hands-on cooking demonstrations where we provide all the ingredients and equipment to cook a nutritious meal in a cost-effective way from scratch using cost efficient raw



ingredients rather than expensive packets and sauces. We cook all the elements of a meal, such as chicken curry with sides dishes and pudding. Throughout the session, we introduce helpful topics like meal planning and shopping lists, which further encourages living well for less. In “kids’ corner”, we create a simple treat from scratch, eg. scones or cookies, from this children how to weigh ingredients, and they also share ideas and help each other. Older children are welcome to join the adults too. Everyone comes together at the end to the meal together, provide community, companionship and for attendees to bond. It has been joyous to welcome people from different parts of town and different walks of life to Christ Church, and we invite them to other community events taking place at the church for example Christingle and Pancake tea.

Another activity is the provision of CAP *Money Coaching* sessions. Myself and Bruce Bulgin have been trained to deliver the CAP profession budgeting programme designed to coach and empower people to live well for less. The sessions have practical exercises including how to build a budget, balance the budget, spend well, use energy wisely, navigate debt, using credit wisely, and save for the future. There are videos, practice budgets to build, easy to use workbooks, plus time for discussions. In the past six months we have run two evening groups at Crookham Park Community Centre, although attendance is low it gives us the opportunity to personalise the sessions.

Through the Christians Together in Fleet and Church Crookham Project teams, Bruce has been networking and interest is growing from other churches regarding the *Cook Well for Less* sessions. We have been successful in gaining grant funding to enable us to roll out the workshops in the area - so watch this space. The success of the workshops is down to the marvellous team of volunteers. We praise God for His guidance and open our hands and hearts to follow His lead to provide community workshops in 2024.

**Jan Drummond**

### Fleet and Crookham Churches Together in Schools (FACCTS)

Christ Church is one of the ‘churches’ in the Fleet and Crookham Churches Together in Schools community youth project. As such our volunteers are involved in schools work in our parish. We welcome 160 Year 6 pupils from Crookham Junior School into Christ Church twice a year for the FACCTS Christmas and Easter Presentations of the real meaning of the season. Christ Church provides the venue, contributors and helpers to pack goody bags (which include leaflets with details of our church services) and to support the children at the craft tables.

On alternate weeks in term time a very small band from Christ Church, with the addition of players from other local churches, takes an ‘Open the Book’ dramatized Bible story into Crookham Infants School for a whole-school afternoon assembly.

Christ Church supports FACCTS and members are involved in a variety of regular and occasional roles.

**Marion Foreman**

### Events Team

The Events team co-ordinates the calendar of events throughout the year. The events team comprises of Steve, Jenny, Eric and Emily along with other members of the congregation who help out. We have maintained a continual and varied range of events throughout the church year. A forecast of upcoming events is now standard in our parish magazine, on our website and in our weekly service notes. Events for the year April 2023 to April 2024 have included:



- Plant sales
- Autumn fayre
- Kids summer club
- Summer fayre
- Open gardens
- Art exhibition
- Scottish supper
- Christmas fayre
- Wreath making workshop
- Gift your gift table top sale
- Mothering Sunday cream teas
- Messiah concert

The plant sales were very popular again and have generated a healthy profit over three mornings. The summer fayre now takes place in the church and grounds rather than the Memorial Hall as the cost and effort of having it in the Memorial Hall were too high. The summer of 2023 was the first time it has been held at the church and it worked very well as both an outreach and fundraising event.

The Arts Festival, run by Andrew Munnings and Heather Bailey, was a great success again. This is the second year the event has taken place and looks to be an annual event now. This took place across the week of October half term and made a healthy profit and was a great community event. Huge thanks again to all who helped out.

The Messiah concert in November was also a highly successful and also generated significant sums for the church.

These events have generated thousands of pounds for Christ Church and moreover have increased our outreach and accessibility to our local community. We are now being as an integral cog in the parish with a wealth of activities for all and a warm welcoming place. The team would like to thank all those who have helped in any way to running these events, from organising to simply moving chairs on the day to help set up. Without each and every person who helps the events could not take place.

We would really like to see more people getting involved and showing their enthusiasm for the Church and these fantastic events! If you have a suggestion for an event please don't hesitate to contact Jenny, Eric or Emily via the office. We would love to hear your suggestions or help run your event! We would like to thank all those who offer their help and support at our church events.

**Jenny Baker**

### Communications/Publicity

We inform our community about church services and events in a wide variety of ways:

- Notice boards (inside and outside).
- Leaflets.
- Notices in the weekly sheet and service booklet.
- Parish Magazine. This is available either as a traditionally printed booklet or as an emailed PDF document. In 2023 around 120 regularly received the magazine by email, and about 50 as a printed book. Thanks to the team of magazine editors for putting each edition together, and to all the contributors, who together make the magazine an interesting and informative publication.



- Website. On average this has about 20 visits per day. We ensure the website has up-to-date information about services, events, who's who, church groups, and a full church diary. The site also has a daily prayer cycle, provides links to our on-line streamed services, provides the capability for online donations, and a 'members' area showing rotas, documentation and APCM forms. The site will be having a major refresh during 2024.
- Facebook. Our Facebook group "Christ Church Crookham" has over 220 members, and is used regularly to inform of services, specific events and special notices. Any group member is able to make postings.

Events ticket sales. For major events such as the Arts Festival we adopted the 3rd party solution of Ticket Tailor for online ticket sales.

Our thanks go to everyone involved in the communication of all aspects of our church.

**Kevin Fox**

## 18. Children & Youth

### Little Bells

We have had a really good year with the little bells. We have had an increase in numbers, averaging 8 to 12 carers per week, and a huge increase in babies under 1 coming to the group. To accommodate for this I have bought a baby pen and new mats. We were having trouble with older children running over the mats we were using before which wasn't safe for the tiny babies. We have then added a soft play area for the older children which has been really successful.

I still complete a deep clean and clearing out of old/broken toys once a term when the pre-school aren't there. We still operate on a donation payment method which encourages anyone to be able to come. I update the Facebook page regularly with any upcoming events.

A huge thank you for Briony who helps every week! I couldn't do it without her!

**Sarah Griffiths**

### JAM and Jelly (Jesus And Me & Jam not yet set)

The age group for the year has been between two months and 16 years old. The older children are now part of the helpers team, which is enabling us to have one-to-one help for the younger children.

We again held our pancake tea, which 14 children attended. In December we were able to do a live nativity play with the children dressed up, and we were able to do the performance twice so both services could see the hard work the children had put in.

We hope that in 2024 the children will continue to join in, and that going forward there will be a greater cross-over between the 9 and 11 o'clock services.

**Laura Roberts**

### Crookham CE Aided Infant School

2023 has been a mixed year for our school.

Crookham infant school has 180 pupils on roll. The majority of pupils are of white British heritage with a few who speak English as an additional language. The proportion of pupils who are considered to be



disadvantaged is below national averages. The proportion of pupils who have special educational needs and/or disabilities is just above national averages.

At Crookham Infant School we aim to make learning irresistible so that as Team Crookham we all develop the life-long learning habits of resilience, resourcefulness, reflectiveness and reciprocity through exploring together the loving invitation of Jesus to 'live life in all its fullness' (John 10:10).

It has been a good year with a good atmosphere among both parents and children. The new Year R's have 'found their feet' quickly and the Year 2's have stepped up to their new year group. There are a small number of children who are anxious about coming to school which seems to be more prevalent since the Covid lockdowns.

During 2023 there was a change of chair of governors with Rob Harborne standing down after many years and Marianne Smallman taking over.

The School Improvement Plan has the target of maximising progress for all pupils and has three priorities: effective assessment for learning, embedding learning habits and strong middle leadership.

2023 has been a low birth year which is a challenging time for all schools in the country in hoping to sustain a Published Attendance Number (PAN), so it is a very good sign that the school has a waiting list of children whose parents would choose Crookham Infants.

The head teacher went off sick towards the end of the year, and after this continued into 2024, she later retired.

Crookham infants has maintained very good relations with Christ Church, holding Harvest, Easter and Christmas services at the church.

The Vicar is Foundation governor at the school, and participates in all meetings and training.

***Steve Franklin***

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM**

England & Wales - Charity number 1132174

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# Accounts

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# Parish of Crookham

Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council  
of  
Christ Church Crookham

for the year ended 31<sup>st</sup> December 2022

Incumbent  
**The Reverend Steve Franklin**

The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH

Registered Charity Number 1132174

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
FOR THE YEAR ENDED 31 DECEMBER 2022**

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**This report is arranged in two parts:**

- Part A: Sections 1 to 13 are the mandatory sections as listed in Chapter 3 of the PCC Accountability Guide.
- Part B: Sections 14 to 18 are reports from the various committees and church groups, providing a reflection of church life at Christ Church Crookham.

## Part A: Mandatory Information & Reports

This report was approved by the PCC on 30<sup>th</sup> April 2023.

### 1. Structure, Governance and Management

Church Wardens are elected at the meeting immediately prior to the APCM, and to which anyone on the Electoral Roll or resident of the Parish may attend and vote. Churchwardens are automatically members of the PCC.

The method of appointment of PCC members is set out in the Church Representation Rules (latest revision 2020). Deanery Synod Members are also appointed in accordance with the said rules at the APCM. The membership of the PCC consists of the incumbent (our Vicar), Churchwardens, Deanery Synod members, Licensed Lay Ministers, and members elected at the APCM. Based on the numbers on the electoral roll our church has up to 12 elected PCC members and each stands for three years, with the intention of having approximately one third of the members elected each year. All those who attend our services or consider themselves to be members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the Parish including deciding how the funds of the PCC are to be spent. PCC members are inducted through a discussion of their role and function in the first meeting of the new PCC, and by going through a review of PCC policies annually. Specific training is provided by the Diocese in Safeguarding. Eligibility and DBS (Disclosure and Barring Service) checks are carried out.

The PCC meets sufficient times to carry out the required business, typically around six times per year. The PCC appoints a Standing Committee to transact PCC business between meetings of the full PCC, and consists of the Vicar, the Church Wardens, the Treasurer and at least two other elected members. It operates within the directions agreed by the full PCC. There are also sub-committees for Buildings & Churchyard and Pre-School Management. In addition there are a number of informal groups for specific areas.

The PCC employs a Parish Administrator and the staff for the Pre-school.

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
FOR THE YEAR ENDED 31 DECEMBER 2022**

## 2. Administrative information

**Christ Church Crookham** is situated in Gally Hill Road, Church Crookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH. The email and website addresses are: [administrator@christchurch-crookham.com](mailto:administrator@christchurch-crookham.com) and [www.christchurch-crookham.com](http://www.christchurch-crookham.com)

The Parochial Church Council (PCC) is a charity registered with the Charity Commission under number 1132174.

### PCC members for 2022

#### Incumbent

- Revd Steve Franklin

#### Licensed Lay Ministers (ex officio)

- Dr Avril Cross, Mrs Rosemary Fox

#### Churchwardens (ex officio)

- Mr Eric Barnfield, Mrs Briony Allen

#### Treasurer (co-opted)

- Professor Mark Cross

#### Deanery Synod (ex officio)

- Mr Michael Gibbons, Mrs Rosemary Fox

#### Elected Members

- Until 2023: Mr Bruce Bulgin, Dr Keith Mundy, Mr Andrew Munnings, Mrs Pam Selwood (resigned November 2022), Mrs Jane Ash (from November 2022)
- Until 2024: Mrs Helen Anderton, Mr David Pooley, Mr Kevin Fox, Mr David Holdway, Mr Martin Redgrave (resigned November 2022)
- Until 2025: Mrs Marion Foreman

### Other positions

**PCC Secretary:** Mr Ian Coward (from July 2022)

**Electoral Roll Officer:** *Vacant*

**Safeguarding Officer:** Mrs Helen Anderton

**Health & Safety Officer:** Mr Eric Barnfield

**Planned Giving Officer:** Mr Andrew Munnings

**Data Privacy Officer:** Mr David Pooley

### 3. Aims and Purpose

The PCC of Christ Church has the responsibility of working with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the upkeep of the whole premises including the Vestry Hall, the Jubilee Annexe and the churchyard.

The method of appointment of the PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the electoral roll and stand for election to the PCC.

### 4. Objectives

Our overall activities fall into six main areas that map onto our ongoing development plan:

- **Worship.** Always of high importance, to ensure our worship caters for all ages, requirements, formal and informal, and also to include those unable to be in church in person.
- **Fellowship and discipleship.** To further encourage people to meet after/before Sunday services and at other times. We also recognise the value of the fellowship of groups that support our worship such as flowers, choir, music group, bell ringers, job squad etc.
- **Service to the community.** To provide pastoral and physical support to the local community, as well as specific church groups, events for the community, and facilities available for use by the community.
- **Proclaiming the message.** To share the saving Gospel of Christ with all. Although this often overlaps with other activities, it is essentially a meeting with those who see themselves as outside the Church and the kingdom of God.
- **Children & youth.** We encourage families and children to be part of our church community, through a number of channels including children-friendly services, community events, our pre-school, and our close links to Crookham Infant School.
- **Housekeeping & infrastructure.** To ensure Christ Church Crookham is well-managed, provides well-maintained facilities for use by the local community, is financially self-supporting, is compliant, committed to individual safeguarding guidelines and has effective communication channels.

### 5. Review of the Year and Achievements

We began 2022 with continuing restrictions due to the COVID pandemic including masked worship in the church building. Since then we have been adapting to life without these restrictions, although we have continued in the practice of intinction, the dipping of communion wafer into the wine.

In February, The Russian army invaded the Ukraine, which was to have far reaching repercussions throughout the world, including severe hunger in places which had relied on Ukrainian grain, sudden rises in the price of petrol, and large scale migration of refugees fleeing the conflict. There have also been price rises for electricity and gas, which have precipitated the spiral of inflation, rise in mortgage costs, demands for wage increases and widespread financial problems.

## THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM FOR THE YEAR ENDED 31 DECEMBER 2022

The Queen's Jubilee was celebrated in June by the local churches together, though the death of the Queen in September caused a great deal of sadness for the country.

We live in a time of uncertainty, and people's ideas of what is reliable are being shaken up. The challenge to the Church is whether we can present something which is solid and reliable. Our church has gone through a time of considerable change and as we go forward through 2023, we need to carefully think through the coming transformation. We must ask:

- What needs to change?
- What will change involve?
- What do we want to keep?
- How do we manage all this while still putting people first?

This document includes reports in detail from our various committees, work groups and individual office holders. Some observations are summarised below, mapped onto our ongoing development plan.

### Worship

In 2022 we continued with our post-COVID pattern of services at 9am and 11am, with coffee/tea between, and also once per month 'Cake Church' which is an informal service for families and children. Every Wednesday we have an Evening Prayer service, and Night Prayer once per month.

Our annual services of Ash Wednesday, Maundy Thursday, Good Friday, Easter, Harvest, Remembrance and Christmas were conducted and at least as well attended as in previous (pre-COVID) years. Our Christmas Eve Christingle Services were particularly well attended with altogether over 300 people. In the course of the year there was one wedding, 20 baptisms, ten funerals held in Church and eight interments of ashes.

The COVID epidemic forced us to rethink the way the physical space in the church was used. As a result we now have fewer chairs permanently set out making it easier to rearrange the space when required.

For those unable to attend a service in-person we continue to offer live-streaming of the 9am service on the 2nd and 4th Sunday of the month. While few watch the service live, we usually have up to 20 'views' of each service after a day or so.

Our worship is enhanced by many groups, and we thank all those who contribute their time and expertise. These include the sacristans, the choir, the music group, the handbell team, the flowers team, those who provide tea/coffee, the live-streaming techies, and Jenny in the office producing the weekly service sheets and documents. Special mention and our thanks to Derek Canfield for his ongoing support and skill playing the organ. Laura continues to lead 'JAM' (Jesus And Me) for the younger people during the 11am service, and we thank her for her ongoing work with this. We also recognise the contribution made by many others in the services, such as the sidesmen, the readers, and those preparing and saying the intercessions. A particular mention to Ros Fox and Avril Cross, our LLMs, for their ongoing contributions in leading services or parts of services.

### Fellowship and discipleship

During Lent, Ros led a study course which was greatly appreciated. In September Ros organised a parish pilgrimage, walking to Ewshot for a picnic followed by a visit to St Mary's church. The PCC had an 'Away Day' in October at Stockton House in Fleet to think about where we are going as a church, and also to hear a presentation by Jan Drummond on Christians Against Poverty.

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The buildings continue to be used by community groups, including by our own Pre-school every weekday morning, the Parents & Toddlers group known as “Little Bells”, and “Coffee and Conversation” which is an informal gathering of friends at the church.

Led by Marion Foreman, the pastoral care team continues to provide a more formal structure to the existing network of friends. The “Coffee and Conversation” sessions have been an ideal focus to encourage meeting up for prayer and exchange of news.

### **Service to the community**

In 2022 the number of church events increased dramatically, starting off as fundraising events in response to our financial shortfall, but gradually taking on more of a ‘people gathering’ nature.

Most of these have been small, relatively informal events such as workshops, competitions, fayres, sales and afternoon teas. We also organised three major events: Summer Fayre, a Jazz Concert, an Arts Festival and the Christmas Fayre.

We continued to support our three main chosen charities, Christian Aid, The Children’s Society and Royal British Legion, and we thank those who lead our initiatives for these important charities. The community Feed-A-Child project was again organised to help families at Easter, in the summer and at Christmas. These campaigns were very successful with donations providing much needed support in these difficult times, helping 34 families at Easter, 38 in the summer and 37 at Christmas. We thank Laura and the team for their work in this area.

Together with Fleet Baptist Church (FBC) we engaged with Christians Against Poverty (CAP), arranging for training of Jan Drummond from our church and Amy Gilman from FBC. Once trained, they began the first course of Life Skills. It is hoped that other churches will join in this venture.

### **Proclaiming the message**

Engaging with people outside the Church is one of the hardest tasks we find in our culture of electronic communication. It often happens naturally between individuals, but the Church’s message can be lost in the torrent of other messages. Proclaiming the message often takes place together with serving the community.

The four projects collectively owned by the Churches in Fleet and Church Crookham combine explicitly ‘proclaiming the message’ with ‘serving the community’:

- Fleet and Church Crookham Together in Schools (FACCTS)
- LivingStones Christian Centre
- Fleet Angels, the street pastors
- Hart Foodbank

We use a number of different routes to inform and publicise church events, including traditional methods such as the parish magazine, the weekly leaflet and noticeboards, but also have firmly adopted technology routes of our website, social media and emails. The parish magazine is also available as an emailed document with 130 people receiving it this way. The website has around 20 visits per day on average, while our Facebook Group has nearly 200 members.

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### **Children and youth**

Our Pre-school continues to provide a much-needed service for children of ages 2-4, and where Revd Steve is a regular visitor. Close links are kept with the infant school and the junior school, with assemblies and visits.

Our thanks go to Sarah Griffiths for continuing to run “Little Bells”, the mother and toddlers group.

### **Housekeeping & infrastructure**

Our financial position has significantly improved from last year although we need to recognise this was particularly due to significant legacies and a gift. We had no major, unplanned expenditure, but we did carry out a number modest repairs to church and grounds. Our events have been a successful mechanism for outreach into the local community, and also raised a significant amount of money over the year. The majority of the congregation now use planned giving with income tax reclaimed where applicable. This together with gifts and legacies has put the church finances on a good footing for the next year or two.

To make the church function requires many people working behind the scenes, and particularly we would like to thank Jenny in the office, and Eric and Briony our Church Wardens. We also thank those in the various church groups, working parties and subcommittees that make so many valuable contributions to the life of the church.

There are a thousand other activities, chance encounters of pastoral care, administrative tasks, and acts of service which make up the life of our church community. Our thanks to everybody involved in supporting the work of Christ Church Crookham in whatever capacity.

***Revd Steve Franklin***

## **6. Future Plans**

In 2023 it is clear there are many challenges as a result of events happening globally, nationally, within the local community, or within our own church. While we cannot solve these we can provide a church that is caring, inclusive, supportive and welcoming, while also ensuring the facilities will continue to be here in the future.

Our activities will continue to be primarily steered by our development plan focusing on Worship, Fellowship, Service to the Community, Proclaiming the Message and Children & Youth, all supported by ‘Housekeeping & infrastructure’ functions.

The invasion of Ukraine and the financial crisis were quite unforeseen, and it is likely that there will be more events yet to come for which we cannot prepare. We will commit ourselves to holding firm to what has sustained us; our faith in God, our bond of fellowship and our common mission to our Parish.

***Revd Steve Franklin***

## 7. The Electoral Roll

The Electoral Roll for 2023 has been updated from the 2022 roll in accordance with guidelines from the diocese. There are 151 names on the Electoral Roll for 2023 which includes 4 new additions. There are 137 people resident within the parish while 13 live outside of the parish.

The updated Electoral Roll has been displayed in the church for inspection since the 16<sup>th</sup> April 2023.

## 8. Safeguarding Compliance

During 2022 we have had no safeguarding concerns reported to us. Guidance about how to seek help has been made freely available on our website and in our parish magazine. It can also be found on the diocesan website for both Surrey and Hampshire. You can also find information about Authorised Listeners who can support victims who have come to harm within a church context.

Guildford Diocese now has a Parish Safeguarding Dashboard, which is used to monitor Safeguarding arrangements within each parish and to feed back to Diocese. It also keeps Safeguarding Officers up to date with local and national changes.

Training continues and is either by an online session which you can do in your own time, or via Zoom which you can book on the diocesan website under Safeguarding training. The ability to do training in your own home without having to trek to Guildford has made training much easier to access. Anyone who holds any position in the church needs to complete Safeguarding training, to raise awareness of safeguarding issues and how to support people. If you are uncertain of what Safeguarding level is required for your position the Diocesan website has a table showing exactly what is needed for each role. Basic Awareness and Foundation training is mandatory for all members of PCC. Being a member of PCC is a responsibility and holds certain duties – the training helps members to exercise that responsibility. Training needs to be renewed every three years at the highest level.

DBS checks have continued and online DBS checking is now standard, with those undertaking it finding it very simple.

Safeguarding is overseen by the Representative, but it is everyone's duty to protect and support all users of our church, our parish and our community. I thank everyone who has shown their support for this vital work.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

***Helen Anderton***

## 9. Report on the Fabric of the Church

The Quinquennial Review inspection occurred in 2020, and identified a number of areas where attention is needed, including:

- The roof has some cracked tiles and split lead flashing
- Lead damaged by squirrels
- A need to inspect the bell cote
- Repointing suggested at a number of locations
- In one location the timber fascia and soffit has some decay
- Some stones have fallen out from above a lancet window
- Near the porch canopy some cladding has become loose
- Some plaster de-bonding has occurred
- Inspect and log headstones for risk of falling over
- Inspect and log trees at least annually for damage or falling risk
- Some material containing asbestos was detected in five areas

Building works completed: gutters cleaned, roof repaired (which previously was creating damp on the inside walls) and specific trees trimmed.

Routine maintenance and checks continued as normal, including fire-alarm testing, PAT tests, general H&S checks, boiler maintenance and fire drills (Pre-school).

We are grateful to the many volunteers who help maintain the buildings and grounds.

***Eric Barnfield & Briony Allen***

## 10. Deanery Synod

Aldershot Deanery Synod met in February 2022 at St Philip's and St James's Church, Fleet, and in October at St Paul's, Tongham. Topics discussed 'Green Shoots': outdoor initiatives in the Deanery and Local Ministry Training. The Christ Church Crookham representatives: Revd Steve Franklin, Mike Gibbons and Ros Fox were in attendance at both meetings and full reports have been given to the PCC.

***Ros Fox***

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## 11. Financial Report

The financial statements and notes to the financial statements are given at the end of the Annual Report. This report provides an overview for parishioners who are not financial specialists. The references in brackets give the relevant heading or note section of the financial statements.

After a couple of years badly affected by COVID, 2022 was back to something like a normal pattern of practice and behaviour. We returned to two standard church services on a Sunday with many other events to involve the broader community. However, the lasting impact of COVID has resulted in a more contemporary pattern of financial support for the Parish. Hence, plate giving remains at a low level, but our planned giving has risen significantly and also our sundry donations, often through the card reader, which has become a popular means of giving. However, our income this year has been dramatically impacted by a couple of significant legacies and also a major gift, which had a knock-on effect on our gift aid recovered.

After two very quiet years, our community fund raising events in 2022 blossomed with something almost every other week through much of the year. Aside from plant sales and similar events we had a very successful 'Gift your Gift' event in January for those gifts which could be passed on. However, the most significant event during the year was the Arts Festival in October which involved displaying the work of 50 local artists, performances by eight musical groups, and refreshments. This was a very successful event for our artists involving a turnover of almost £10,000. Other significant fund-raising events included a Graham Hix and Friends musical concert which raised almost £2,000.

During the year we carried out a range of fairly modest repairs including:

- Some tree surgery in the churchyard (£2,100)
- Removal of a hedge due to box blight and replacement with a fence (£1,610)
- Repair of the fence at the front of the churchyard (£540)
- Roof repairs (£250)
- Electrical repairs (£429)
- Repair then replacement of a water heater (£320)

We also made a provision for substantial repairs to the toilets, the north wall, and the bell tower to meet the demands of the recent QI at £27,500.

The authorised spend on repairs and renovations has been limited and targeted at being effective for the congregation, whilst ensuring the fabric of the Church is well maintained.

A notable element of income and expenditure in these accounts is the operation of the Pre-school. This continues to be a very successful service to the community which is generally in high demand from families in the village. However, although there was some recovery in 2022 in terms of child numbers, many parents reduced the hours of their children in the Pre-school and the staff continued their efforts to help all the children in their socialisation after many had been isolated for much of the early part of their lives. The financial loss was mitigated to some extent by staff reducing their hours where they could. However, because it is now very difficult to find staff who are qualified on entry into the profession as practitioners we expect to pay the cost of training new staff. During 2022 we trained one staff member with another planned for early 2023. The Pre-school has direct costs of £70,044 which mostly goes on staff salaries. In addition, there are a range of overhead costs such as administrative support, cleaning, use of the Vestry Hall, clergy vestry, the dedicated storage area, etc. To be clear, following on from the Government legislation regarding the auto enrolment for workplace pensions the PCC approved the Church Workers Pension Fund as the appropriate vehicle for its workforce and this was enacted from the 1st June 2016.

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Total donations to charities included:

Churches Together in Fleet & Church Crookham (£1,750), The Children's Society (£400), 'Feed a child' – support for Crookham families in need (£2,175 with costs in the year of £1,765), and a new venture to support those finding difficulty on managing with very limited budgets – Christians Against Poverty (CAP) at £540.

Principal sources of income were:

- Pre-school income from Hampshire County Council, employer vouchers and parents together are the largest single source of income for the PCC at £85,934 [Note 2c].
- The majority of the congregation donate by planned giving, much of which can have income tax reclaimed. There are others who give in other ways, some of which is also income-tax reclaimable. The total of these [Note 2a] is £157,979, something of an increase from the £88,388, given in 2021, which is largely due to a single significant gift and a couple of legacies. Our planned giving income this past year was up on previous years and together with the significant gift and legacies, has put the church finances on a good footing for the next year or two.

### Financial Administration

Our finances continue to be administered by the following team which was initially put in place at the 2017 APCM and re-affirmed each APCM since:

- Treasurer: Professor Mark Cross
- Planned Giving Officer: Andrew Munnings
- Pensions Officer: Bruce Bulgin
- Independent Examiner: David Sprot

### Reserves Policy

It is the policy of the PCC to maintain sufficient unrestricted funds to meet running costs of the Church's ministry, maintenance of the buildings and emergency situations. The Reserves are sufficient to sustain the church operation under normal circumstances for about six months should all income cease.

### Funds held as custodian trustees on behalf of others

There are no funds in this category.

### Financial Risk Management

The PCC income is less than £500,000 per annum so there is no requirement for a formal financial risk policy. However, it is sensible to consider the main areas of risk. These are considered to be:

- Costs arising from unplanned repair or maintenance work that is not covered by our insurance policies. The policies are believed to be adequate and are with Ecclesiastical Insurance, the recognised insurers for churches and PCCs.
- A Quinquennial Review inspection occurred in the summer of 2020, and although no serious issues were uncovered, there are some costs arising from the findings of our Inspecting Architect's report which was published in 2021. All of the urgent minor work from the 2015 inspection have been completed. It is anticipated that the costs can be contained within current income and special appeals if necessary.
- A significant amount of necessary tree maintenance work was carried out in 2017 and 2018 and any remaining is well within current income levels.

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- Under normal circumstances, although the Pre-school income base is the subject of variation because of Government changes to the funding of early years education, its income is reasonably stable.
- There is always a risk of accidents in the church premises and churchyard with claims against the PCC. No specific financial contingency can be made. The risk can be reduced by ensuring adherence to Health & Safety regulations.
- The church is generally in good repair and the PCC has been diligent in ensuring the QI conclusions have been actioned. However, it is clear that some large ticket items such as the church window frames and the roof will need serious renovation in the next decade or so. The PCC will need to consider how best to raise a fund to support such renovations as this must surely be an intergenerational project – delivered by one for those who follow! In this current year some funds have been secured to deal with the 2021 QI recommendations.

### **Financial Summary**

The church community is pretty much back to life in terms of activity and has been extremely fortunate to have been the recipient of legacies and a substantial gift which have transformed our medium term financial position. Our loss of £20,000 in 2021 has been turned into a surplus of £46,000 for which we thank God and our friends, through their gift, and the fundraising efforts which have made an immense difference to our financial outlook. However, our long term goals remain: to a) pay off the remainder of our Diocesan debt as soon as possible now, and b) to put together a fund to enable the restoration and repair of the church window frames and the roof over the coming decade (a project in this coming decade for those that follow on!).

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## 12. Independent Examiner's Report

This report on the financial statements of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2022, as set out on pages 15 to 22, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 144 of the Charities Act 2011 (the Act).

### **Respective responsibilities of the PCC and examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act do not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

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

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



**D Sprot, ACMA**

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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## 13. Financial Statements

		Unrest- ricted	Desig- nated	Restrict- ed	<u>Total</u>	
	<u>Notes</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2022</u>	<u>2021</u>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	157,979	0	0	157,979	88,388
Other voluntary incoming resources	2b	26,543	0	0	26,543	4,169
Income from charity & ancillary trading	2c	99,828	0	0	99,828	95,212
Income from investments	2d	17,266	0	8,259	25,525	21,882
<b>TOTAL INCOMING RESOURCES</b>		<b>301,616</b>	<b>0</b>	<b>8,259</b>	<b>309,875</b>	<b>209,651</b>
<b>RESOURCES USED</b>						
Grants & donations	3a	3,346	0	400	3,746	1,779
Activities directly relating to work of the church	3b	213,074	0	695	213,769	196,063
Fund-raising and publicity	3c	9,696	0	0	9,696	0
Church management and administration	3d	29,778	0	0	29,778	31,427
<b>TOTAL RESOURCES USED</b>		<b>255,804</b>	<b>0</b>	<b>1,095</b>	<b>256,899</b>	<b>229,269</b>
<b>NET INCOMING RESOURCES/RESOURCES USED</b>		<b>45,812</b>	<b>0</b>	<b>7,164</b>	<b>52,976</b>	<b>(19,618)</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>0</b>	<b>265,335</b>	<b>0</b>	<b>265,335</b>	<b>390,988</b>
<b>BALANCES CARRIED FORWARD</b>		<b>45,812</b>	<b>265,335</b>	<b>7,164</b>	<b>318,331</b>	<b>371,370</b>
<b>FIXED ASSETS</b>						
Tangible fixed assets	5				250,000	250,000
<b>CURRENT ASSETS</b>						
Debtors	6				12,168	12,521
Short Term Deposits					61,618	60,818
Cash at Bank and in hand					153,195	74,553
					226,981	147,892
Liabilities Falling Due within 1 year	7				(52,635)	(26,522)
Net Current Assets					174,346	121,370
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					<b>424,346</b>	<b>371,370</b>
<b>LIABILITIES FALLING DUE AFTER ONE YEAR</b>					0	0
					<b>424,346</b>	<b>371,370</b>
<b>REPRESENTED BY FUNDS</b>						
Unrestricted					95,674	33,262
Designated	10				265,335	265,335
Restricted	9				63,337	72,773
Endowment					0	0
<b>Total</b>					<b>424,346</b>	<b>371,370</b>

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The financial statements on pages 11 to 22 were approved by the Parochial Church Council on 30<sup>th</sup> April 2023 and signed on its behalf by:



***Revd Steve Franklin, Vicar, Chairman***



***Professor Mark Cross, Treasurer***

## [Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2022](#)

### **1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities as revised 2005.

The financial statements have been prepared under the historical cost convention.

#### **Funds**

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object and can only be expended on the purpose for which they were given. Any balance remaining unused at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are part of the unrestricted funds set aside by the PCC for a particular purpose. Unrestricted funds are general funds, which can be used for PCC ordinary purposes.

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 main affiliation to another body, nor those that are informal gatherings of Church members.

#### **Incoming Resources**

Planned giving, collections, donations and fees are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of church premises is recognised when due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources used**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is an operational (though not a legal) liability

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and is accounted for when due. All other expenditure is recognised when a liability is incurred and is accounted for gross.

**Church Workers Pension Fund (CWPF) - FRS102 Statement**

**Crookham PCC** participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

**Pension Builder Scheme**

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

**Pension Builder 2014** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable **(2022: £3698, 2021: £714)**.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, **Crookham PCC** could become responsible for paying a share of the failed employer's pension liabilities.

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**Fixed assets**

Consecrated and beneficed property is excluded from the financial statements in accordance with section 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property unless consecrated, and are not included in these financial statements. All expenditure incurred during the year on consecrated or benefice property and inalienable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities in the year in which it is incurred.

Other buildings held on behalf of the PCC for its own purposes are valued at cost. No depreciation is charged against such properties, but any expenditure on maintenance or improvement is written off as incurred.

Other fittings and equipment used within the church premises, including assets acquired under a finance lease, are depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

**Current assets**

Amounts owed to the PCC at the year-end less provision for amounts that may prove uncollectable are shown as debtors.

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

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	Unrestricted Funds	Designated Funds	Restricted Funds	<u>2022</u> Total	<u>2021</u> Total
<b>2 INCOMING RESOURCES</b>					
<b>a Incoming resources from donors</b>					
Planned giving	64,193	0	0	64,193	59,033
Collections at all services	2,773	0	0	2,773	2,777
Sundry donations	62,275	0	0	62,275	12,194
Income tax recoverable	28,738	0	0	28,738	14,384
	<b>157,979</b>	<b>0</b>	<b>0</b>	<b>157,979</b>	<b>88,388</b>
<b>b Other voluntary incoming resources</b>					
Grants & donations	12,893	00	0	12,893	2,497
Fetes, Bazaars and other fund raising events	13,650	0	0	13,650	1,672
	<b>26,543</b>	<b>0</b>	<b>0</b>	<b>26,543</b>	<b>4,169</b>
<b>c Income from charitable &amp; ancillary trading</b>					
Magazine	1,608	0	0	1,608	2,386
Vestry contributions	3,099	0	0	3,099	1,467
Pre-school	85,934	0	0	85,934	82,243
Fees	9,187	0	0	9,187	9,116
	<b>99,828</b>	<b>0</b>	<b>0</b>	<b>99,828</b>	<b>95,212</b>
<b>d Income from investments</b>					
Interest receivable	800	0	0	800	32
Funds of school House Trust	0	0	8,259	8,259	7,450
Rent on Jubilee Drive	16,466	0	0	16,466	14,400
	<b>17,266</b>	<b>0</b>	<b>8,259</b>	<b>25,525</b>	<b>21,882</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>301,616</b>	<b>0</b>	<b>8,259</b>	<b>309,875</b>	<b>209,651</b>
<b>3 RESOURCES USED</b>					
<b>a Grants &amp; donations</b>					
<b>Missionary &amp; charitable giving UK</b>	<b>3,346</b>	<b>0</b>	<b>400</b>	<b>3,746</b>	<b>1,779</b>
<b>b Activities directly related to the work of the church</b>					
Ministry:					
Parish share	82,527	0	0	82,527	81,042
Clergy expenses	2,968	0	0	2,968	1,150
Vicarage expenses	388	0	0	388	377
Visiting Clergy	0	0	0	0	0
Church - running expenses	55,529	0	695	56,224	35,579
Professional fees	970	0	0	970	1,172
Upkeep of services	648	0	0	648	670

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Expenditure on magazine & library	0	0	0	0	585
Upkeep of churchyard	0	0	0	0	0
Pre-school Salaries & Pensions	65,411	0	0	65,411	65,848
Other Pre-school expenses	4,633	0	0	4,633	5,779
	<b>213,074</b>	<b>0</b>	<b>695</b>	<b>213,769</b>	<b>196,063</b>

**c Fund raising & publicity**

<b>Costs of fetes &amp; other fund raising events</b>	<b>9,606</b>	<b>0</b>	<b>0</b>	<b>9,606</b>	<b>0</b>
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**d Church management & administration**

Telephone & internet	1,379			1,379	2,248
Computers & Photocopiers	2,547			2,547	2,378
Other administration expenses	1,570			1,570	1,558
Staff pay	18,230			18,230	20,858
Investment property expenses	5,786			5,786	4,098
Bank charges	266			266	287
	<b>29,778</b>			<b>29,778</b>	<b>31,427</b>

<b>TOTAL RESOURCES USED</b>	<b>255,804</b>	<b>0</b>	<b>1,095</b>	<b>256,899</b>	<b>229,269</b>
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**4 STAFF COSTS**

Remuneration				79,943	85,992
Social security costs				0	0
Pension costs				3,698	714
				<b>83,641</b>	<b>86,706</b>

**5 FIXED ASSETS FOR USE BY THE PCC**

	<u>2022</u>			<u>2021</u>
	<u>FHL&amp;B</u>	<u>Leased</u>	<u>Total</u>	<u>Total</u>
<b>Tangible fixed assets</b>				
<b>Gross book value</b>				
As at January 1st 2022	250,000	0	250,000	250,000
Additions	0	0	0	0
Disposals	0	0	0	0
<b>As at 31 December 2022</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>
<b>Depreciation</b>				
At 1 January 2022	0	0	0	0
Charge for year	0	0	0	0
Disposals	0	0	0	0
<b>As at 31st December 2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net book value</b>				
<b>As at 31st December 2022</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**6 DEBTORS**

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Prepayments and accruals	1,668	2,268
Tax recoverable on covenants	10,500	10,253
	<b>12,168</b>	<b>12,521</b>

**7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Amounts due under finance leases	0	0
Parish Share	(23,635)	(26,635)
Other accruals	(29,000)	(2,887)
Other creditors	0	0
	<b>(52,635)</b>	<b>(26,522)</b>

**8 ANALYSIS OF NET ASSETS BY FUND**

	<u>Unrestricted</u> <u>Funds</u>	<u>Designated</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2022</u>	<u>2021</u>
Fixed assets	0	250,000	0	250,000	250,000
Current Assets	148,309	15,335	63,337	226,981	147,892
Liabilities : amounts falling due within 1 year	(52,635)	0	0	(52,635)	(26,522)
Liabilities : amounts falling due within 5 years	0	0	0	0	0
<b>Fund balance</b>	<b>(95,674)</b>	<b>265,335</b>	<b>63,337</b>	<b>424,346</b>	<b>371,370</b>

**9 RESTRICTED FUNDS**

	<u>End 2021</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2022</u>
Christ Church Community Project	(9,265)	0	0	(9,265)
Funds of School House Trust	38,256	8,259	0	46,515
Parish share debt reduction	883	0	0	883
Organ maintenance	18,969	0	(695)	18,274
Flowers	415	0	0	415
Library - Joan Blundell bequest	275	0	0	275
Pastoral care	474	0	0	474
Supporting children of the Parish	5,766	0	0	5,766
Collections - UK charities	0	4455	(4455)	0
	<b>55,773</b>	<b>12,714</b>	<b>(5150)</b>	<b>63,337</b>

**10 DESIGNATED FUNDS**

	<u>End 2021</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2022</u>
Investment properties	250,000	0	0	250,000
Building and Fabric	15,355	0	0	15,335
	<b>265,355</b>	<b>0</b>	<b>0</b>	<b>265,335</b>

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**Notes**

2a – The vast majority of donor income arises from our planned giving programme where approaching 100 folk either have standing orders or give regularly through envelopes in the plate.

2b - The receipts for Churchyard Upkeep include £15 for the upkeep of a family grave and £30 from the Commonwealth War Graves Commission for the maintenance of the war graves in the cemetery.

2c – Our income from ancillary trading comes principally from our Pre-school serving our young families and in the community use of our spaces.

2d – Our income from investments arises principally from the rental of our two properties – one on Jubilee Drive and the other on Gally Hill Road, both in Church Crookham.

4 - During the year the PCC employed organists, cleaners, a parish administrator, an assistant and Pre-school staff, none of whom earned more than £60,000 p.a. (2021: Nil). Together these employees equate to 5 full time employees (2021: 5).

Payments to PCC members and persons related to PCC members: The expenses paid to various members of the PCC may have included an immaterial proportion relating to their specific function as a member of the PCC.

No payments were made in 2022 to persons closely connected to members of the PCC (2021: Nil).

5 - An investment property fund was set up by the PCC in 2013, to buy the freehold property, which is held as an investment, and is let.

There are no endowment funds to report.

There are no contingent liabilities as at 31 December 2022 (2021: Nil)

The registration number of the Crookham PCC with the Charity Commission is 1132174.

## Part B: Committees & Groups Reports

### 14. Housekeeping

#### Standing Committee

The Standing Committee (SC) consists of Revd Steve (Incumbent), Eric Barnfield (Church Warden), Briony Allen (Church Warden), Mark Cross (Treasurer), plus three members appointed by the PCC: Helen Anderton, David Pooley & Dr Avril Cross. The SC acts under any specific direction passed by resolution by the whole PCC, and that it cannot exercise a power that requires the whole PCC to pass a resolution.

The SC has met regularly throughout the year by Zoom to transact day-to-day business as required between the main PCC meetings. It also sets the agenda for PCC meetings.

Among the items discussed were:

- Various details concerning the transition from COVID restrictions to 'normal time'.
- The employment of contract cleaners.
- The Garden of Remembrance contract [five years] arranged and paid for by Maurice Kent.
- The intent to employ a youth worker in collaboration with Fleet Parish.
- Removal of the box hedge and putting a temporary fence in place
- Social committee and Fundraising committees have replaced by an Events team.
- The proposal to form a Finance team.
- Appointing/approving of school governors
- Considering which insurance company to use.
- Planning the dedication service
- Coordinating various events and activities, including the coffee morning, and Christians against Poverty course.
- Simplifying the paperwork for the All Souls service.
- Liaison with the deanery for the Bishop's visit.

***Revd Steve Franklin***

#### Pre-school Management

The Pre-school continues to provide a nurturing and supportive environment for local children. Families are welcomed with open arms into the "Pre-school family" and children make significant progress under the current excellent staff team (at least that is what OFSTED says!). The year has not been without its challenges: the team are finding they are under constant pressure to be educators, social workers, family liaison, speech therapists, behaviour management specialists, to mention just a few, as external services become increasingly stretched. However, the team has risen to the challenge and have enjoyed the emotional rewards that the job brings. Every day is a learning day now!

One of the staff took on her Early Years Educator level 3 qualification. This is a demanding course at the best of times, however, this one was based online, due to a hangover from COVID and proved sadly to be very challenging because it was not as well supported from the course provider as one might expect. With an outstanding team effort, our colleague passed the course and we now are able to use her in our ratios set by the government. In May we took on another member of staff. Despite advertising widely, we did not receive any applications from qualified personnel. As a result we have taken on an unqualified lady though with an excellent educational background, who has proved to be

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an great addition to the team. We are in the midst of enrolling her onto an apprenticeship scheme which should be more supported and importantly less costly.

Government funding remains an issue, the funds that we receive from Hampshire County Council do not reflect the minimum wage increases that we need to reflect in our staff pay and across the country very sadly, employees are leaving, as they too struggle with the rise in living costs. The Early Years Alliance led by Neil Leitch is the voice of the early years workforce and they campaign constantly for greater recognition of us as educators in these formative years of our children. I am extremely proud to work for Christ Church and run the Pre-school, the school provides a very important service to the families of the local community, giving the children an excellent base for the next phase of their education and helps them to become the best our unique children can be!

***Tracy Jarvis, Pre-school Manager***

The Christ Church Community through formal liaison with the Pre-school Management Committee and day to day interaction with the vicar, wardens and myself as the Committee chair work closely with Tracy and her team to support the work of the Pre-school. In this report we would like to recognise and acknowledge the work of our friend and colleague Maurice Kent who died during this past year after a long battle with cancer. He was my predecessor and provided all kinds of practical support for the Pre-school over many years, including being a very jovial and gentle Father Christmas for generations of children. We can only echo Tracy's concern over the funding base for the Early Years Sector – we are grateful to our staff group for the dedication and commitment.

***Mark Cross, Chair - Pre-school Management Committee***

### **Buildings and Churchyard Committee**

We have had a busy and interesting year in our church and had to deal with a range of problems from faulty manhole covers, infestation of caterpillars in our box hedges, blocked gutters in the Lefroy building, faulty lock on the kitchen external door and many trees needing pruning (and even cut down in one case). We have managed to complete the work in the vicarage car park but are waiting for permission to prune one tree in the churchyard.

Minor problems have been fixed in both of our properties. There is a concern that the School-house is very cold and our tenant is finding it hard to live there.

Two quotes have been obtained to paint the south wall of the church and the toilets.

***Eric Barnfield, Briony Allen***

### **Health & Safety**

There have been three Health and Safety inspections over the past year. There were no major problems to report. I am pleased to say that the kitchen, church and other rooms of the church have been kept in safe and clean condition.

***Eric Barnfield***

### **Data Protection (GDPR)**

I am pleased to report that there have been no data breaches this year. We have been reviewing the data security of the IT systems at the church and have put in place a series of improvements. In the

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year ahead, we will be updating the details of what members' data is stored and what it can be used for. To this end, there will be a fresh questionnaire sent out to all members to ask for their permission to hold their data and approval for its use.

***David Pooley***

### **Job Squad**

We are pleased to report that the Job Squad has had a successful year, meeting approximately every three weeks. The church yard is in good condition, neat and tidy, and as a result, more graves have begun to be tended by relatives.

Unfortunately, the box hedges have been badly affected by the box tree moth to such an extent that the box hedge by the patio in front of the south door has had to be uprooted and replaced with a wooden fence. Other box bushes in the church yard have also suffered and have had to be removed.

Our thanks go to Peter Dunkerley and his neighbour who have burnt all the non-compostable material on the tip at the south side of the church yard. This area has now been tidied and all the leaves etc can be neatly contained and composted.

The trees in the church yard have been surveyed and necessary work has been carried out to ensure safety.

Our small but industrious team has carried on enthusiastically, fortified by coffee, hot cross buns and doughnuts. We would like to thank all those who are part of the team, and we welcome anyone who would like to join us on Saturday mornings every 3 or 4 weeks, particularly as with an aging team, we have lost the help of three members.

***Ian and Jan Coward***

### **Administration**

The church requires a wide range of administration tasks to function smoothly, not just during normal working hours but also sometimes weekends and also from home when required. The office is generally open to visitors 11am-1pm, Monday to Friday.

Key responsibilities are summarised here:

- Phone calls, emails and in-person enquiries
- Production of the service sheets for the 9am and 11am services, plus special services such as at Christmas and Easter
- Ordering of items such as stationery, office supplies, items for church services, and general supplies
- Organisation and liaison for weddings, funerals, interments and baptisms
- Parish Magazine distribution, co-ordination, printing and subscriptions
- Fire alarm testing
- Venue hire (bookings, documentation and access)
- Office and other equipment management
- Parish returns
- Invoices for hall hire, funerals, interments, weddings, monuments and memorial services
- Assisting with the co-ordination and promoting of events.
- Numerous ad hoc tasks

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Areas where additional focus could be of great benefit:

- More emphasis (time) on events marketing
- Enhanced graphic design skills to enable higher-quality publicity materials
- Increased focus on hiring of the church venues
- Website authoring

***Jenny Baker***

## 15. Worship

### Bell Ringers

The Christ Church Crookham Hand Bell Ringers continue to enjoy meeting once a week to practise our change ringing and our tunes. Each ringer has a bell in each hand and each bell has its own designated note.

We continue to ring for a Sunday Service once a month. Local groups often ask us to ring the bells. We have not been asked to ring at any residential homes recently, but that is probably a result of having had the COVID restrictions when no such visit was possible. We are always happy to visit care homes when asked, as long as the date required is in good time so that we can ensure that seven people can all be at the same place at the same time!

We are unable to play some tunes that people ask for as we only have 13 bells which are in the scale of G.

We often get given a donation for Christ Church when we play away which we gratefully accept.

***Diana & Peter White***

### Church Choir

The choir has continued to lead the singing during the 9am Eucharist service on the second and fourth Sundays each month. Due to other commitments, rehearsals are generally only possible immediately before the service. However, we were pleased, for the first time since before lockdown, to be able to sing a number of choir-only items at the Christmas Carol service, which was well received.

Looking ahead, we are looking forward to singing two anthems on Easter Sunday, and to resume singing the psalm after Easter, taking over from the recordings made by Paul Bodiam and others.

Our numbers, again due to other commitments, fluctuate significantly, sometimes as low as six, sometimes as high as thirteen. The choir remains inclusive and would welcome newcomers of any ability.

***Martin Dakin***

### Flowers

We have had another busy and enjoyable year creating arrangements in Church, and also using our skills for Church Fund raising initiatives. The Christmas wreath workshop proved popular again this year so we ran a second workshop, and our arrangements sold well at the Christmas Fair and Summer Fair. It has been lovely having The Lady Chapel back in use so we have resumed providing

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arrangements in there as well. We continue to be committed to using environmentally friendly products as far as possible in the Church arrangements.

The team currently consists of 12 members working on a rota system to provide the arrangements. We were sad to say farewell to Gill Farthing, a long-standing team player, as she moved to live near family, but are extremely grateful for her generous financial donation to establish a flower fund for us.

We are always pleased to welcome anyone interested in joining our team so please do come and have a chat about it. I would really thank all the current team members for their continued commitment and support and we look forward to another flowery year at church.

***Angela Clarke***

### **Live Streaming**

We started live-streaming some of our services on Palm Sunday, 28th March 2021. This continued during 2022 with 33 Sunday services and 3 funeral services live-streamed, one of which had over 600 'views'. We settled into a pattern of live-streaming the 9am Parish Eucharist on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of the month.

Preparation is still fairly time-consuming although significantly more streamlined than when we first started, requiring preparation of the document for displaying the text including hymn words, preparing the laptop documents, setting up the 'live' event on YouTube, updating the website, and posting a notification on Facebook.

The use of a second camera by means of a wifi connected mobile phone webcam ('droid-cam') has worked well, and is necessary when the high altar is used. It has also been used to provide a view from the back of the church during funeral services.

My thanks to Mike Gibbons for his support as an additional live-streaming operator. To continue live-streaming we really need at least one other person to help us. Full training will be given.

***Kevin Fox***

### **Music Group**

The Music Group has continued to provide live accompaniment for the 11am service on the third Sunday in the month, and has also played at the two 'Songs of Praise' services at 9am on the fifth Sunday in the month and for the two Christingle/Crib services on Christmas Eve. Membership has remained constant, with the addition of a keyboard player, Nicole Le Jeune, a relatively new member of the 11am congregation.

Music selected includes much from the new hymn book, with a small number of old favourites from New Hymns and Worship Songs. Having increased the available pool of singers to six in 2021 means that we can provide a strong lead for new items, enabling us to continue fully to embrace the opportunities offered by the new books.

***Ros Fox***

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## **Sacristans**

Over the past year Maureen, Helen, Brian, Lindsey, Douglas, Jenny, Emily and I, have managed between us to organise the church altar area ready for the church services. Unfortunately we are to say goodbye to Maureen as she feels it's time to give up. Maureen has been serving for many years and I will miss her very much. I'm sure Steve and the congregation all thank her very much for all her hard work and reliability. With this said it shows us that we are quite low on staff to do the work of the Sacristans. Being a Sacristan means you work with another person once a month to dress the altars ready for the church services.

I would like to thank all concerned for being there and for being part of this friendly team.

***Pam Selwood***

## **16. Fellowship**

### **Coffee & Conversation**

The group meets most Thursdays in the Lefroy Room from 10am for an hour and half of chatting and laughter and it has been a delight to see friends spending time being able to support each other in a relaxed environment. Folk are still encouraged to bring their own mugs to help with any concerns about the transmission of COVID, but for those who are unable to we have church mugs available. There is also a plentiful supply of biscuits.

We have been pleased to welcome new people, some of whom have been able to make friends with others in church and some of whom are happy just to come and drink coffee while joining our wide and varied conversations.

If you have a quiet moment, do come and join us!

***Norma Inglis, Pam Selwood, Katherine Gibbons***

### **Coffee Drop**

Coffee Drop is now in its second year and allows our pre-school parents to pop into Christ Church via the south door for warmth, coffee or just a chat. Amusingly I had thought it would be most busy on cold days but it was in the warmer days when I had the big south door wide open and both of the internal glass doors pined back that things suddenly took off! Children are naturally curious and were very happy to bring their parents into the church to look around. Their early morning energy is easily adapted to the long aisles and the 'morning run and shout' was born. Parents are now more comfortable coming into the church and talking to one another and the children are very happy running up and down playing Hide and Seek with a collection of teddy bears.

Sometimes a parent will come back into the church for a coffee and chat after dropping their child at Pre-school. One little girl now asks to pop in on the way to school! Working with Pre-school we host three special coffee mornings for new parents, Mothers' Day and Fathers' Day.

It is lovely to welcome other visitors who have come looking for help or to visit the church for a specific reason.

***Katherine Gibbons***

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### **House Group**

We reported to the 2022 AGM that early in that year we had embarked on a short series entitled 'Waiting on God' or 'Waiting for the Lord', a theme we felt was as apt in our own time as in any other and for which we used four Old Testament case studies. These were Abraham, Saul and Josiah, each of whom at some point slipped up on this with profound consequences - and David. He in the major matter of the ascent to the throne, for which he had been anointed and prepared as shepherd and soldier, put aside opportunities to seize power and waited till it was given to him and so became Israel's greatest king.

We had sessions for prayer, when necessary using the telephone conference facility in the earlier months with a special focus on the sufferers of COVID and the challenges and hardships for those involved in their care. Over the last five months, holidays apart, we studied the remaining 'prison epistle', Paul's letter to the Philippians, a much-loved, heart-warming, text and an appropriate finale to our five year experiment which came to an end in October. It was my conviction that it was my time to give up as leader. Happily, for me and I think for all, Steve chose to relaunch the idea 'on site' in the Lefroy Room with Mike Gibbons now leading the studies. That is what we have done from November until now, just as enjoyably as before. It is still held fortnightly on a Tuesday evening but from 7.30 till 9.00. We are delighted to welcome anyone who cares to give us a try.

***Cedric Dowe***

### **Pastoral Care**

In the past 12 months, as people have adjusted to the 'new normal', it has been possible to provide more opportunities for members of Christ Church to pray together and spend time with each other. We have continued to keep in touch with those who are unable to attend services but still wish to be included.

The Lefroy Room on Thursday mornings has become the hub of our Pastoral Care. All are welcome to join the Prayer Circle at 9.15. Requests for prayer can now be made via the prayer tree and box (with thanks to Mike and Briony) in the church or via the office. At 10 o'clock on Thursdays, following prayer, Coffee and Conversation are provided each week, including in the school holidays as it has proved a welcome venue for those enjoying the company of others. In addition, Katherine has continued with her Wednesday morning 'Coffee Drop' for those waiting for Pre-school to open and Briony supports Sarah's 'Little Bells' toddler group on Thursday afternoons. We value the informal network of members of our church family who keep in touch and support one another as caring friends, making phone calls and visits.

We have made a point of advertising the church as open whenever there was something happening which enabled people to come in and chat. We are grateful to Revd. Steve for managing the reinstatement of the Lady Chapel as a quiet space, his 'Church Open' sign with guide book, and for facilitating events which encourage people to gather - eg. on the lawn for plant and cake sales in summer, for the Arts Festival in the church in the autumn, for various Christmas-related activities. There were several people who came into the church when it was opened during the period of mourning for the late Queen Elizabeth. All of the above provided opportunities for conversations.

We are now looking to see how we can support the needs of those in our wider community including future CAP courses.

***Marion Foreman***

## 17. Community

### Christian Aid

Over the course of 2022 we focused, as we have normally done, on supporting the longer-term development of Christian Aid, that is to say programmes aimed at reducing the adverse effects of climate change and improving access to sources of clean water and other measures to aid farmers who are often women having to provide on their own for their children and grandchildren. In particular we followed the cases of some remarkable women in Kenya. Donations were down overall on previous years but perhaps understandably so given other pressing causes we are involved with near to home not to mention the increasing pressure on family budgets due to COVID and to the war in Ukraine.

Our contributions built up as follows:- Christian Aid's cut from Lenten soups (with thanks to Helen Anderton): £60; Christian Aid Week in May: £498; Christian Aid's proceeds at Harvest: £241. Total £799. We might also mention the first quarter of 2023 when we did make an Emergency Appeal, in response to the catastrophic Turkey-Syria Earthquake. Here, of course, other charities are actively involved notably the Disasters Emergency Committee in which Christian Aid is one of fifteen participants. Nevertheless we raised £460 for Christian Aid's own work in the area. At least half the donations we receive in successive appeals are Gift-aided. This conveys no added merit but does further help the coffers! I appreciate the support that continues to be given to Christian Aid despite the number of other charitable causes our church has taken on.

**Cedric Dowe**

### Feed-A-Child

Following from our success in 2021 we continue to help families during the school holidays who would usually get free school meals. We helped three schools: Crookham CofE Infants, Crookham Juniors and Tweseldown Infants, supporting 34 families at Easter, 38 summer and 37 families at Christmas.

This could not have been achieved without the amazing support of our community and from our local shops: Carol, the Community Champion at Elvetham Heath's Morrisons and Alpesh and Kajal at Nisa Local and Post Office, Northfield Road, who have helped with amazing discounts. Alongside the food donations, we also received £2,175 in financial donations, we spent £1,765 in additional food donations leaving £800 approx. carried forward for Easter 2023.

The Team during the year have been: Judy, Laura, Lucy, Marion and Pam. A massive thank you for everything the team has done to help these families.

Below is one of a number of responses we received.

*I wanted to thank those at Christ Church, on behalf of the governors at Tweseldown Infant School, for the food hampers you kindly gave us for those children who are less fortunate than others at this time of year. I think this Christmas will be particularly challenging for these children and families and your generosity will remind them that there are people in their community who hold them in their thoughts.*

*Debbie Stephenson, Chair of Governors.*

Please continue to follow and support this important campaign.

**Laura Roberts**

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### **Christians Against Poverty (CAP)**

CAP trains and equips churches to transform lives and release them from the burden of debt and proclaim good news to the poor. Christ Church have partnered with CAP to bring hope to Church Crookham and Fleet and in October 2022 myself and Amy Gillman from Fleet Baptist did some fast-track training with CAP to deliver Life Skills courses.

Life Skills is a weekly group open to anyone to help re-build confidence, self-worth and skills in order to enjoy life. A place to feel included and be supported, and encouraged to achieve goals.

The weekly sessions involve:

- Looking at the pressure to spend
- Creating a budget, using energy wisely
- Shopping smart and making money go further, such as menu planning, shopping list
- Healthy eating, self-worth and healthy relationships

We ran our first 6-week course in November at Fleet Baptist, and had four regular attendees from different walks of life.

***Jan Drummond***

### **Events Team**

Following the creation of the Events team in January 2022, we have now seen a full year of fundraising. The Events team co-ordinates the calendar of events, Steve and Jenny overseeing this, so that we maintain a continual and varied range of events throughout the church year. A forecast of upcoming events is now standard in our parish magazine, on our website and in our weekly service notes. Events for the year April 2022 to April 2023 have included:

- Plant sales
- Summer fayre
- Open Gardens
- Cake sales
- Baby and Toddler Fayre
- Art Exhibition
- Fish and Chips supper
- Christmas fayre
- Wreath making workshop
- Gift your Gift table top sale
- Cake competition
- Mothering Sunday craft morning
- Mothering Sunday Cream Teas

Of particular note have been the plant sales, which have generated £1500 over three mornings. The summer fayre was revived after the long pause owing to COVID. We ran it at the Memorial Hall again as a trial, with the thought of reviewing it after the event to assess its ongoing viability, as each event has to score positively on the “effort v outcome” calculation [outcome being financial and outreach]. Whilst we will continue with the summer fayre we felt that the effort and cost of continuing at the Memorial Hall was not viable, so we will attempt to run our next summer fayre at the church, using all our facilities and grounds to maximum effect.

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Another new venture was the Arts Festival, run by Andrew Munnings and Heather Bailey. This took place across the week of October half term and was a vast undertaking. Whilst our overall profit was not huge, given the effort involved, it has made a huge impact and so with refinement we will attempt it again this year. Huge thanks to all who helped with this event, which was a leap into the unknown for us.

These events have generated thousands of pounds for Christ Church and moreover have increased our outreach and accessibility to our local community. We are starting to be seen as a place of welcome and interest other than through our services, which can only be a good thing. The team would like to thank all those who have helped in any way to running these events, from organising to simply moving chairs on the day to help set up. Without each and every person who helps the events could not take place.

However, a lot of the work falls to a very small band of people and we would love to see more people getting involved. It is sad to have to beg for help each time we have an event, rather than see people spontaneously step forward. We would love people to offer to help, rather than to be persuaded! We welcome all suggestions for events – please contact Steve, Jenny or Helen via the office – and we thank each and every person who offers their help to support our church events.

***Helen Anderton***

### **Communications/Publicity**

We inform our community about our church in a wide variety of ways:

- Notice boards (inside and outside).
- Notices in the weekly leaflets and service booklets.
- Parish Magazine. Since 2020 we have offered the option of traditional printed booklet or as an emailed pdf document. Each month in 2022 approximately 130 regularly received the magazine by email, and about 45 as a printed book. Payment and distribution for the magazine is managed by the office. Thanks to the team of magazine editors for putting each edition together, and to all the contributors, who together make the magazine an interesting and informative publication.
- Website. On average has about 20 visits per day. We ensure the website has up-to-date information about services, community events, who's who, church groups, and a full church diary. The site also has a daily prayer cycle and provides links to our on-line streamed services. The site provides the capability to make online donations through JustGiving, and more recently a 'members' area showing rotas, documentation and APCM forms.
- Facebook. Our Facebook group "Christ Church Crookham" has nearly 200 members, and is used regularly to inform of services, specific events and special notices. Any group member is able to make postings.

Moving forward, our challenge is to ensure our various communication routes are accurate, consistent and complete, and we recognise all methods are important whether traditional or new 'tech'. Our thanks go to everyone involved in the communication of all aspects of our church.

***Kevin Fox***

## 18. Children & Youth

### Little Bells

The group is still doing really well. We've always been fortunate to have enough attendees to make the hall feel full and vibrant but never so many that the hall feels packed. We have some lovely regulars and are so grateful to have Briony and Steve as regular helpers. The group currently runs every Thursday 12:30 till 14:30pm and only closes over Christmas and for a couple of weeks over summer. We have regular events and weekly crafts/activities.

In 2021 we launched Baby Bells, a soft play for children under 12 months but unfortunately we closed the group at the end of 2021 due to the lack of uptake. It was of course a disappointment to have to close but I'm very grateful to have been able to have the opportunity.

We had two baby & toddler events in 2021, both making around £200 for the church. Although there has been some discussion about doing some more events this year I feel that the effort it took to organise the event was not worth the lack of attendees to the event. I'm happy to re-evaluate in the future but for now I would prefer not to arrange any further events.

**Sarah Griffiths**

### JAM and Jelly

2022 was predominantly back to normal for JAM (Jesus And Me) and Jelly (Jam not yet set). The age group for the year as been between 2 months and 16 years old. The older children are now part of the helpers team, which is enabling us to have 1-to-1 help for the younger children.

This year we help our pancake tea, approx. ten children attended plus some adults from the congregation. In December we were able to do a live nativity play the children dressed up as different animals and adults from the congregation took on the main characters. It was great to join the two teams together.

We hope that 2023 children will return across all ages and that we grow in numbers.

**Laura Roberts**

### Crookham CE Aided Infant School

“Join Report to the Parochial Parish Council March 2023

Our thanks to all members of Christ Church for your continued support for the school. We are delighted to share a little of our learning highlights since our last report.

#### **Irresistible Learning**

As a school improvement priority over the last year we have been reviewing our curriculum offer to ensure that we can truly deliver on our School Vision of irresistible learning for all our pupils. This has involved a careful selection of topics – keeping central those that deliver ‘wow’ moments in learning, such as The Fire of London in Year Two, but also adding themes with relevance to our pupils’ own life experiences and our local context, such as A Victorian School for Year One.

Our curriculum planning now not only ensures compliance with all National Curricula requirements, including progression in core knowledge, skills and vocabulary, but also has guaranteed ‘irresistibility’ so that our pupils achieve well and are well- prepared for their next steps in education.

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How do we know that our curriculum is irresistible? We see it daily in our pupils' enjoyment of learning, their high levels of engagement, how well they progress and achieve, and their exemplary behaviour. We see happy children! We share in their successes! We use external monitoring measures such as Leuven's scales of well-being and involvement to regularly review our curriculum impact and make all our teaching and learning the best it can be – for all members of Team Crookham.

**Our highlights include:**

- Welcoming parents back into school to celebrate their children's learning journey – we have had nativities, Mothers' Day treats, workshops of support, art exhibition, open classrooms, cricket lessons, sports days, fetes, fairs, singing clubs, treasure hunts and music lessons, theatre groups, travelling books and so, so much more!
- Our Early Reading Curriculum focus which is equipping children with all the skills they need to read well and develop a love of books.
- Our investment in specialist Mathematics CPD for all our staff so that our pupils have high quality teaching in developing efficient calculation strategies.
- Our wrap around care clubs which go from strength to strength providing a safe and fun, home from home environment for our pupils before and after school.
- Our Parent PTA, FOCIS, who continue to fundraise and promote such as strong family feel in our school community

Thank you to our friends at Christ Church for your support over the year and to the many local community groups with which we have such great partnerships.

***Katharine Bowen (Headteacher)***

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM**

England & Wales - Charity number 1132174

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# Accounts

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# Parish of Crookham

Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council  
of  
Christ Church, Crookham

for the year ended 31<sup>st</sup> December 2021

Incumbent  
**The Reverend Steve Franklin**

The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH

Registered Charity Number 1132174

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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**This report is arranged in two parts:**

- Part A: Sections 1 to 13 are the mandatory sections as listed in Chapter 3 of the PCC Accountability Guide.
- Part B: Sections 14 to 18 are the individual reports from various committees and church groups to provide a reflection of church life at Christ Church Crookham.

## Part A: Mandatory Information & Reports

This report was approved by the PCC on 7<sup>th</sup> April 2022.

### 1. Structure, Governance and Management

Church Wardens are elected at the meeting immediately prior to the APCM, and to which anyone on the Electoral Roll or resident of the Parish may attend and vote. Churchwardens are automatically members of the PCC.

The method of appointment of PCC members is set out in the Church Representation Rules (latest revision 2020). Deanery Synod Members are also appointed in accordance with the said rules at the APCM. The membership of the PCC consists of the incumbent (our Vicar), Churchwardens, Deanery Synod members, LLMs, and members elected at the APCM. Based on the numbers on the electoral roll our church has up to 12 elected PCC members and each stands for three years with the intention of having one third of the members elected each year. All those who attend our services or consider themselves to be members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC is responsible for making decisions on all matters of general concern and importance to the Parish including deciding how the funds of the PCC are to be spent. PCC members are inducted through a discussion of their role and function in the first meeting of the new PCC, and by going through a review of PCC policies annually. Specific training provided by the Diocese is given in Safeguarding, and eligibility and DBS (Disclosure and Barring Service) checks are carried out.

The PCC meets sufficient times to carry out the required business, typically around six times per year. The PCC appoints a Standing Committee to transact PCC business between meetings of the full PCC, and consists of the Vicar, the Church Wardens, the Treasurer and at least two other elected members. It operates within the directions agreed by the full PCC. There are also sub-committees for Buildings & Churchyard (in 2021 B&C business was covered by Standing Committee) and Pre-School Management.

The PCC employs two part-time Parish Administrator plus the staff required for the Pre-School.

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## 2. Administrative information

**Christ Church Crookham** is situated in Gally Hill Road, Church Crookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH. The email and website addresses are: [administrator@christchurch-crookham.com](mailto:administrator@christchurch-crookham.com) and [www.christchurch-crookham.com](http://www.christchurch-crookham.com)

The Parochial Church Council (PCC) is a charity registered with the Charity Commission under number 1132174.

### PCC members for 2021

#### **Incumbent**

- Revd Steve Franklin

#### **Licensed Lay Ministers (ex officio)**

- Dr Avril Cross, Mrs Rosemary Fox

#### **Churchwardens (ex officio)**

- Mr Peter Roberts, Mrs Marion Foreman

#### **Treasurer (ex officio)**

- Professor Mark Cross

#### **Deanery Synod (ex officio)**

- Mr Michael Gibbons, Mrs Rosemary Fox

#### **Elected Members**

- Until 2023: Mr Eric Barnfield, Mr Bruce Bulgin, Dr Keith Mundy, Mr Andrew Munnings, Mrs Pam Selwood, Mrs Maureen Green (resigned Sept 2021)
- Until 2024: Mrs Helen Anderton, Mr David Pooley, Mr Kevin Fox, Mr David Holdway, Mr Martin Redgrave,

#### **Co-opted Members**

- Mrs Briony Allen

### Other positions

**Deputy Wardens:** Mrs Briony Allen, Mr Martin Redgrave

**PCC Secretary:** Mrs Judy Roberts (resigned November 2021), subsequently vacant

**Electoral Roll Officer:** Mrs Judy Roberts (resigned November 2021), subsequently vacant

**Safeguarding Officer:** Mrs Helen Anderton

**Health & Safety Officer:** Mr Eric Barnfield

**Planned Giving Officer:** Mr Andrew Munnings

**Data Privacy Officer:** Mr David Pooley

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### 3. Aims and Purpose

The PCC of Christ Church has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the upkeep of the whole premises including the Vestry Hall, the Jubilee Annexe and the Churchyard.

The method of appointment of the PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### 4. Objectives and Activities

In order to fulfil our overall aims and purpose we have a number working principles:

- People first – more important than things
- What we do should be welcoming and open
- The Church and its ministry are multifaceted – we thrive with a network of groups and activities
- Teamwork – everyone has a part to play and a job to do
- The Faith should be built-in from the start
- Spiritual development – there are ‘stepping stones’ for everyone
- Balance – worship, fellowship, mission, fundraising, publicity
- Creativity – poetry, calligraphy, drama, illustrations - ideas and dreams
- Be pragmatic – hope for the best, plan for the worst
- Everyone’s entitled to an off day – perfection belongs to the Lord

At last year’s APCM, we identified that the main challenges we would face in 2021 would involve the return to normal from COVID limitations and so our focus was on developing and adapting our worshipping life as permitted under the restrictions.

For the first few weeks of the year services were pre-recorded with various members of the church involved, but by Easter there was a cautious return to church and as numbers were very restricted, we provided three Sunday morning services. Also at this time we began live-streaming of one of the services for those unable or unwilling to attend in-person. In August, the numbers able to attend had been increased and so began our new pattern of services at 9am and 11am, with coffee/tea between services. We were also able to restart ‘Cake Church’, an informal service for families with young children. When permitted we continued to offer baptisms, weddings and funerals.

We used Zoom and our telephone conference number for people to come together for House Groups and for Covid Prayers.

In the second half of the year the buildings were again being used by community groups, including by our own Pre-school every weekday morning. The Parents & Toddlers group known as “Little Bells” was able to return, and we have also started “Coffee and Conversation”, an informal gathering of friends at the church.

We continued to support our chosen charities, Christian Aid, The Children’s Society and Royal British Legion. The community Feed-A-Child project was again organised to help families at Easter, in the summer and at Christmas.

To make everything happens requires the support of many individuals and groups, and we are grateful to all who contribute.

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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## 5. Review of the Year and Achievements

2021 saw the second year of the COVID pandemic. The year began with the last few days of socially distanced worship in the Church building, with Holy Communion using individual disposable paper cases.

Then came the third national lockdown which took us through March, with services pre-recorded and made available on a Sunday morning, with the typical number of views being between 20 and 40. Services with a congregation, though still socially distanced, restarted on Palm Sunday with services at 9am, 10am and 11am with a limit of 30 for each service, and at the same time we live-streamed the 9am service. This had over 80 views. This pattern of services continued from Easter until the end of July, making 17 Sundays each with 3 services.

From July, with a relaxation of the covid guidelines, we moved to a new pattern of worship with a 9am Parish Eucharist (except when there is a 5<sup>th</sup> Sunday in the month), and an 11am 'family-friendly' service alternating between Family Worship and Family Communion. This pattern allows the two congregations to meet in the time between services for fellowship over tea and coffee. Most Sundays a service was also live-streamed with typical total views being 20-40.

At last year's APCM, we identified that the main challenges we would face in 2021 would involve the return to normal from COVID limitations. The first activity to resume was "Little Bells", the toddlers group, led by Sarah Griffiths, and we are very grateful for her energy and enthusiasm in doing this. We also restarted 'Cake Church', an informal service for families with young children, consisting of crafts, toys, songs, and of course cake and other food delights. This showed the advantage of having fewer chairs in the church as it enabled much more flexibility with seating and tables. We also restarted weekly evening prayer on Wednesdays.

Our worship is enhanced by many groups, and we thank all those who contribute their time and expertise. These include the sacristans, the choir, the music group, the handbell team, the flowers team, those who provide tea/coffee, the live-streaming techies, and the admin team producing the weekly service sheets and documents. Special mention and our thanks to Derek Canfield for his ongoing support and skill playing the organ. Laura continues to lead 'JAM' (Jesus And Me) for the younger people during the 11am service, and we thank her for her ongoing work with this.

We also recognise the contribution made by many others in the services, such as readers, those preparing and saying the intercessions, the sidesmen to be welcoming while ensuring covid guidelines are followed. A particular mention to Ros and Avril, our LLMs, for their ongoing contributions in leading services or parts of services.

In 2021 there were 6 weddings, 11 baptisms, 6 funerals held in church, and 13 interments of ashes.

Led by Marion Foreman, a pastoral care team has been set up to provide a more formal structure to the existing network of friends. This has enabled reconnection with church members who have not been seen since before lockdown, and the "Coffee and Conversation" have been an ideal focus to encourage meeting up for prayer and exchange of news. Also enabling people to meet up have been "Little Bells", the mother and toddlers group led by Sarah Griffiths, which has proved very popular with up to 25 regulars attending once or more per month, with 6 to 8 regular families each week.

We continued to support our three main chosen charities, Christian Aid, The Children's Society and Royal British Legion, and we thank those lead our initiatives for these important charities. The community Feed-A-Child project was again organised to help families at Easter, in the summer, and

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at Christmas. These campaigns were very successful with donations helping many families at these difficult times. For example, at Christmas 34 families were given support. We thank Laura and the team for their work in this area.

Our Pre-School continues to provide for children age 2-4. Revd Steve is a regular visitor, along with maintaining close links with local schools, particularly Crookham C.E. Aided Infant School, and also regularly visiting local retirement establishments.

We use a number of different routes to inform and publicise church events, including traditional methods such as the parish magazine, the weekly leaflet and noticeboards, but also have firmly adopted technology routes of our website and social media. The parish magazine is also available as an emailed pdf document with 140 people receiving it this way, compared to about 70 receiving a paper version. The website has around 20 visits per day on average, while our Facebook Group has around 180 members.

To make the church function requires many people working behind the scenes. We thank Jenny and Alex in the office in what have been very difficult and ever-changing times. We also recognise the work of the many church groups, working parties and subcommittees that make much unsung contributions to the life of the church.

As we went through 2021 it became increasingly apparent that our financial situation was becoming serious with a predicted loss in excess of over £30,000. There are many reasons for this, but essentially our income was falling while our costs were increasing with the cost-of-living. As we reached the end of the year there became greater urgency to attempt to fix this shortfall, and offered the opportunity to start to do things differently, but working as a team with a common goal. Things being put in place for 2022 included: in-church easy contactless giving, an events team to coordinate internal and external groups using the church facilities, a stewardship campaign, and giving by means of a legacy or for a specific cause.

Our thanks to everybody involved in supporting the work of Christ Church Crookham in whatever capacity.

## 6. Future Plans

In September we were able to hold an away day for the PCC at Crondall Church, at which we reviewed our 'top ten' priorities from 2019, and looked at where we should put our emphasis. It was pointed out that 'we can do anything, but we can't do everything'.

There is nothing like a crisis to help bring people together, and as we move into 2022 there are indeed many crises, whether global, national/political, local community or within our own church. While we cannot solve all these we can provide a church that is caring, inclusive, supportive and welcoming, while also ensuring the facilities will continue to be here in the future. Our future plans can be looked at across five key areas:

**Worship.** Always of high importance, to ensure our worship caters for all ages, requirements, formal and informal, and also to include those unable to be in church in-person.

**Fellowship.** To further encourage people to meet after/before Sunday services as well as at other times. We also recognise the value of the fellowship of groups that support our worship such as flowers, choir, music group, bell ringers, job squad etc.

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**Service to community.** To continue to provide pastoral and physical support to the local community, as well as specific church groups, and facilities for general use by the community.

**Our proclaiming of the message.** We want to share the Gospel message with our Parish, which was improved during 2021 with our live-streaming services, and with the improving of the website.

**Housekeeping.** To ensure Christ Church Crookham is well-managed, providing well-maintained facilities for use by the local community, is financially self-supporting, is compliant, and committed to individual safeguarding guidelines.

## 7. The Electoral Roll

In accordance with parish practice the Electoral Roll for 2022 has been updated from the 2021 roll, in accordance with guidelines from the diocese. There are 151 names on the Electoral Roll for 2022 which includes 0 new additions. There are 136 people resident within the parish while 14 live outside of the parish.

The updated Electoral Roll has been displayed in the church for inspection since 10th April 2022.

## 8. Safeguarding Compliance

During 2021 we had one case of Safeguarding which had been reported directly to the police, with Rev Steve and I being involved in ongoing monitoring. Guidance about how to seek help has been made freely available on our website and in our parish magazine. It can also be found on the diocesan website for both Surrey and Hampshire. You can also find information about Authorised Listeners who can support victims who have come to harm within a church context.

Guildford Diocese now has a Parish Safeguarding Dashboard, which is used to monitor Safeguarding arrangements within each parish and to feed back to Diocese. It also keeps Safeguarding officers up to date with local and national changes.

Training continues and is either by an online session which you can do in your own time, or via Zoom which you can book on the diocesan website under Safeguarding training. The ability to do training in your own home without having to trek to Guildford has made training much easier to access. Anyone who holds any position in the church needs to complete Safeguarding training, to raise awareness of safeguarding issues and how to support people. If you are uncertain of what Safeguarding level is required for your position the Diocesan website has a table showing exactly what is needed for each role. Basic Awareness and Foundation training is mandatory for all members of PCC. Being a member of PCC is a responsibility and holds certain duties – the training helps members to exercise that responsibility. Training needs to be renewed every three years at the highest level.

DBS checks have continued and online DBS checking is now standard, with those undertaking it finding it very simple.

Safeguarding is overseen by the Representative, but it is everyone's duty to protect and support all users of our church, our parish and our community. I thank everyone who has shown their support for this vital work.

***Helen Anderton***

## 9. Report on the Fabric of the Church

The Quinquennial Review inspection occurred in 2020, and identified a number of areas where attention is needed, including:

- The roof has some cracked tiles and split lead flashing
- Lead damaged by squirrels
- A need to inspect the bell cote
- Repointing suggested at a number of locations
- Gutters in need of clearing of moss debris
- In one location the timber fascia and soffit has some decay
- Some stones have fallen out from above a lancet window
- Near the porch canopy some cladding has become loose
- Some damp ingress in places on inside walls needing investigation
- Some plaster de-bonding has occurred
- Inspect and log headstones for risk of falling over
- Inspect and log trees at least annually for damage or falling risk
- PAT testing overdue (delayed due to Covid)
- Some material containing asbestos was detected in a five areas

Despite being lockdown for some of the year, routine maintenance and checks continued as normal, including fire-alarm testing, PAT tests, general H&S checks, boiler maintenance and fire drills (pre-school).

Over Easter new doors were fitted to the south entrance. The doors were paid for by the family of Ken Ridler, and a memorial plaque was also fitted in recognition of his long service to Christ Church.

In the summer contractors removed asbestos from the Vestry Hall roofline and installed new uPVC soffits and fasciae along with new guttering and downpipes.

We are grateful to the many volunteers who help maintain the buildings and grounds.

***Pete Roberts & Marion Foreman***

## 10. Deanery Synod

Aldershot Deanery Synod met in June 2021 (by Zoom) and October (in person). Topics discussed included Living in Love and Faith and the new Parish Needs Process. The Christ Church Crookham representatives: Revd Steve Franklin, Mike Gibbons and Ros Fox were in attendance at both meetings and full reports have been given to the PCC.

***Ros Fox***

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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## 11. Financial Report

The financial statements and notes to the financial statements are given at the end of the Annual Report. This report provides an overview for parishioners who are not financial specialists. The references in brackets give the relevant heading or note section of the financial statements.

Like 2020 the year 2021 has been an exceptional year because of the impact of the COVID pandemic on our worship, community activities and any fund raising. However, whereas much of 2020 was spent in some form of lockdown with very limited activity, 2021 was more mixed as society opened up as the year progressed so did the activities of the church community and so its expenses. However, much of our income remained similar to 2020. That is, plate giving of cash has significantly reduced although towards the very end of the year a more user-friendly card reader partially countered this although not significantly enough to make much difference to the finances in 2021. Also, our reduction in income from funerals and weddings continued because they were much smaller in scale. Our confidence at running social events with significant interaction amongst our community was also very limited and so our income for the year was relatively low at £1672. However, we had to effect some serious repairs to the church hall which involved the removal of significant amounts of asbestos. This work was necessary for the continued safe usage of the hall by our children and youngsters in our Pre-school and cost some £17,000. With this cost factored in and our rather more significant activity our expenses this year were back to pre-2020 levels. Quite simply this has resulted in a deficit outcome.

Because of the COVID pandemic, aside from the work on the church hall, there were a number of notable expenditures on renovating the church fabric in 2021, compensating for our lack of activity in 2020. As such, the church running expenses were similar to pre-2020 levels. The key notable expenditures included:

- Further improvements to the church's computer-based equipment including a streaming system for its services, a user-friendly card reader for offerings and a new laptop for a new staff member working partly from home (£2000)
- Repairs to our rental property notably its boiler (£863) and a replacement washing machine at (£580)
- Repairs to the external structure of the church (£991), a new door for the hall (£3322), new fence posts for the gate to the north door ((£720) and repairs to the church boiler at (£600)

The authorised spend on repairs and renovations has been limited and targeted at being effective for the congregation, whilst ensuring the fabric of the Church is well maintained.

A notable element of income and expenditure in these accounts is the operation of the Pre-School. This continues to be a very successful service to the community which is generally in high demand from families in the village. However, although there was some recovery in 2021 in terms of numbers many parents reduced the hours of their children in the Pre-school and the staff had to make a special effort to help all the children in their socialisation after many had been isolated for much of 2020 and early into 2021. This loss was mitigated to some extent by staff reducing their hours where they could. However, because it is now very difficult to find staff who are qualified on entry into the profession as practitioners we expect to pay the cost of training new staff. The Pre-school has direct costs of £71,647 which mostly goes on staff salaries. In addition, of course, there are a range of overhead costs which this does not include (e.g. administrative support, cleaning, use of the Vestry Hall, clergy vestry, the dedicated storage area, etc.). To be clear, following on from the Government legislation regarding the auto enrolment for workplace pensions the PCC approved the Church Workers Pension Fund as the appropriate vehicle for its workforce and this was enacted from the 1st June 2016.

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Total donations to charities included:

Churches Together in Fleet & Church Crookham (£1450), and 'Feed a child' – support for Crookham families in need (£903).

Principal sources of income were:

- Pre-School income from Hampshire County Council, employer vouchers and parents together are the largest single source of income for the PCC at £82,243[Note 2c].
- The majority of the congregation donate by planned giving, much of which can have income tax reclaimed. There are others who give in other ways, some of which is also income-tax reclaimable. The total of these [Note 2a] is £88,388, something of a recovery from the £75,643, given in 2020. Our planned giving income this past year was similar to that in 2020 which remains markedly less than in earlier years. However, this is not surprising given the impact of the pandemic on our worship and community activities.

### Financial Administration

Our finances are administrated by the following team:

- Treasurer: Professor Mark Cross
- Planned Giving Officer: Nigel Hare until November, thereafter Andrew Munnings
- Pensions Officer: Bruce Bulgin
- Independent Examiner: David Sprot

Additionally, we are grateful to Mrs Linda Ayrton, for her assistance to the Treasurer in a variety of ways including each week putting together the weekly income and banking it.

### Reserves Policy

It is the policy of the PCC to maintain sufficient unrestricted funds to meet running costs of the Church's ministry, maintenance of the buildings and emergency situations. Although this had not been possible in the last few years (2010-2014) whilst the new annex and upgrades to existing facilities were underway, all these costs are now paid and the Reserves are sufficient to sustain the church operation under normal circumstances for about 5 months should all income cease.

### Funds held as custodian trustees on behalf of others

There are no funds in this category.

### Financial Risk Management

The PCC income is less than £500,000 per annum so there is no requirement for a formal financial risk policy. However, it is sensible to consider the main areas of risk. These are considered to be:

- Costs arising from unplanned repair or maintenance work that is not covered by our insurance policies. The policies are believed to be adequate and are with Ecclesiastical Insurance, the recognised insurers for churches and PCCs.
- A Quinquennial Review inspection occurred in the summer of 2020, and although no serious issues were uncovered, there are some costs arising from the findings of our Inspecting Architect's report which was published in 2021. All of the urgent minor work from the 2015 inspection have been completed. It is anticipated that the costs can be contained within current income and special appeals if necessary.
- A significant amount of necessary tree maintenance work has recently been carried out in 2017 and 2018 and any remaining is well within current income levels.

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- Under normal circumstances, although the Pre-School income base is the subject of variation because of Government changes to the funding of early years education, its income is reasonably stable.
- There is always a risk of accidents in the church premises and churchyard with claims against the PCC. No specific financial contingency can be made. The risk can be reduced by ensuring adherence to Health & Safety regulations.
- The church is generally in good repair and the PCC has been diligent in ensuring the QI conclusions have been actioned. However, it is clear that some large ticket items such as the church window frames and the roof will need serious renovation in the next decade or so. The PCC will need to consider how best to raise a fund to support such renovations as this must surely be an intergenerational project – delivered by one for those who follow!

### **Financial Summary**

Although the church community is coming back to life in terms of activity it has yet to generate the income to support it and so is reporting a significant loss of some £20,000. Of course, our year of planned worship and community activities have been decimated by the pandemic and this has impacted seriously on our income and expenditure patterns. Through the faithful support of our community, and limited activities generating income we have managed to generate a level of income similar to last year where we had support from the Diocese and the govt through our pre-school. However, our operational costs have returned to pre-2020 levels and this is the cause of our deficit this year. It is clear that in 2022 we must have a significant fund-raising programme to repair the financial holes and place us in a more stable financial position going forward. However, our long term goals remain:- to a) pay off the remainder of our Diocesan debt and b) to put together a fund to enable the restoration and repair of the church window frames and the roof over the coming decade (a project in this coming decade for those that follow on!).

## 12. Independent Examiner's Report

This report on the financial statements of the Parochial Church Council (PCC) for the year ended 31 December 2021, as set out on pages 14 to 21, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 144 of the Charities Act 2011 (the Act).

### Respective responsibilities of the PCC and examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act do not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



**D Sprot, ACMA**

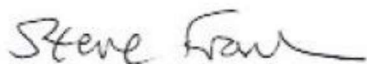
**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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## 13. Financial Statements

		Unrest- ricted	Desig- nated	Restrict- ed	<u>Total</u>	
	<u>Notes</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	87,294	0	1,094	88,388	75,463
Other voluntary incoming resources	2b	4,130	0	39	4,169	7,733
Income from charity & ancillary trading	2c	95,212	0	0	95,212	100,485
Income from investments	2d	14,432	0	7,450	21,882	22,135
<b>TOTAL INCOMING RESOURCES</b>		<b>201,068</b>	<b>0</b>	<b>8,543</b>	<b>209,651</b>	<b>205,996</b>
<b>RESOURCES USED</b>						
Grants & donations	3a	685	0	1094	1,779	2,656
Activities directly relating to work of the church	3b	195,587	0	476	196,063	166,702
Fund-raising and publicity	3c	0	0	0	0	0
Church management and administration	3d	31,427	0	0	31,427	29,085
<b>TOTAL RESOURCES USED</b>		<b>227,699</b>	<b>0</b>	<b>1,570</b>	<b>229,269</b>	<b>198,443</b>
<b>NET INCOMING RESOURCES/RESOURCES USED</b>		<b>(26,631)</b>	<b>0</b>	<b>7,013</b>	<b>(19,618)</b>	<b>7,552</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>59,893</b>	<b>265,335</b>	<b>65,760</b>	<b>390,988</b>	<b>383,989</b>
<b>BALANCES CARRIED FORWARD</b>		<b>33,262</b>	<b>265,335</b>	<b>72,773</b>	<b>371,370</b>	<b>383,438</b>
<b><u>FIXED ASSETS</u></b>						
Tangible fixed assets	5				250,000	250,000
<b><u>CURRENT ASSETS</u></b>						
Debtors	6				12,521	11,489
Short Term Deposits					60,818	60,786
Cash at Bank and in hand					74,553	99,379
					147,892	171,654
Liabilities Falling Due within 1 year	7				(26,522)	(30,666)
Net Current Assets					121,370	140,988
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>					<b>371,370</b>	<b>390,988</b>
<b><u>LIABILITIES FALLING DUE AFTER ONE YEAR</u></b>					0	0
					<b>371,370</b>	<b>390,988</b>
<b><u>REPRESENTED BY FUNDS</u></b>						
Unrestricted					33,262	59,893
Designated	10				265,335	265,335
Restricted	9				72,773	65,760
Endowment					0	0
<b>Total</b>					<b>371,370</b>	<b>390,998</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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The financial statements on pages 10 to 21 were approved by the Parochial Church Council on 7<sup>th</sup> April 2022 and signed on its behalf by:



**Revd Steve Franklin, Vicar, Chairman**



**Professor Mark Cross, Treasurer**

## Notes to the Financial Statements

### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities as revised 2005.

The financial statements have been prepared under the historical cost convention.

#### **Funds**

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object and can only be expended on the purpose for which they were given. Any balance remaining unused at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are part of the unrestricted funds set aside by the PCC for a particular purpose. Unrestricted funds are general funds, which can be used for PCC ordinary purposes.

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 main affiliation to another body, nor those that are informal gatherings of Church members.

#### **Incoming Resources**

Planned giving, collections, donations and fees are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of church premises is recognised when due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources used**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is an operational (though not a legal) liability and is accounted for when due. All other expenditure is recognised when a liability is incurred and is accounted for gross.

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**Church Workers Pension Fund (CWPF) - FRS102 Statement**

**Crookham PCC (PB2014)** participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

**Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

**Pension Builder 2014** is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable **(2021: £714, 2020: £4115)** – this year included some significant adjustments for overpayments in earlier years.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3%, following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, **Crookham PCC (PB2014)** could become responsible for paying a share of that employer's pension liabilities.

**Fixed assets**

Consecrated and beneficed property is excluded from the financial statements in accordance with section 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property unless consecrated, and are not included in these

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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financial statements. All expenditure incurred during the year on consecrated or benefice property and inalienable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities in the year in which it is incurred.

Other buildings held on behalf of the PCC for its own purposes are valued at cost. No depreciation is charged against such properties, but any expenditure on maintenance or improvement is written off as incurred.

Other fittings and equipment used within the church premises, including assets acquired under a finance lease, are depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

**Current assets**

Amounts owed to the PCC at the year-end less provision for amounts that may prove uncollectable are shown as debtors.

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

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	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>2021 Total</b>	<b>2020 Total</b>
<b>2 INCOMING RESOURCES</b>					
<b>a Incoming resources from donors</b>					
Planned giving	59,033			59,033	58,151
Collections at all services	2,777			2,777	1,156
Sundry donations	11,100		1,094	12,194	3,758
Income tax recoverable	14,384			14,384	12,578
	<b>87,294</b>		<b>1,094</b>	<b>88,388</b>	<b>75,643</b>
<b>b Other voluntary incoming resources</b>					
Grants & donations	2,458		39	2,497	7,733
Fetes, Bazaars and other fund raising events	1,672		0	1,672	0
	<b>4,130</b>		<b>39</b>	<b>4,169</b>	<b>7,733</b>
<b>c Income from charitable &amp; ancillary trading</b>					
Magazine	2,386			2,386	2,223
Vestry contributions	1,467			1,467	1,538
Pre-School	82,243			82,243	89,659
Fees	9,116			9,116	7,065
	<b>95,212</b>			<b>95,212</b>	<b>100,485</b>
<b>d Income from investments</b>					
Interest receivable	32			32	257
Funds of School House Trust	0		7,450	7,450	7,458
Rent on Jubilee Drive	14,400			14,400	14,420
	<b>14,432</b>		<b>7,450</b>	<b>21,882</b>	<b>22,135</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>201,068</b>		<b>8,853</b>	<b>209,651</b>	<b>205,996</b>
<b>3 RESOURCES USED</b>					
<b>a Grants &amp; donations</b>					
<b>Missionary &amp; charitable giving UK</b>	<b>685</b>		<b>1,094</b>	<b>1,779</b>	<b>2,656</b>
<b>b Activities directly related to the work of the church</b>					
Ministry:					
Parish share	81,042			81,042	74,143
Clergy expenses	1,150			1,150	1,085
Vicarage expenses	377			377	618
Visiting Clergy	0			0	0
Church - running expenses	35,103		476	35,579	17,147
Professional fees	2,660			1,172	1,172
Upkeep of services	670			670	670

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Expenditure on magazine & library	585		585	585
Upkeep of churchyard	0		0	0
Pre-school Salaries & Pensions	65,848		65,848	69,087
Other Pre-School expenses	5,779		5,779	2,195
	<b>195,587</b>	<b>476</b>	<b>196,063</b>	<b>166,702</b>

**c Fund raising & publicity**

<b>Costs of fetes &amp; other fund raising events</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**d Church management & administration**

Administration:

Telephone & internet	2,248		2,248	1,322
Computers & Photocopiers	2,378		2,378	2,166
Other administration expenses	1,558		1,558	960
Staff pay	20,858		20,858	20,914
Investment property expenses	4,098		4,098	3,526
Bank charges	287		287	197
	<b>31,427</b>		<b>31,427</b>	<b>29,085</b>

<b>TOTAL RESOURCES USED</b>	<b>227,699</b>	<b>0</b>	<b>1,570</b>	<b>229,269</b>	<b>198,443</b>
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**4 STAFF COSTS**

Remuneration			85,992	85,886
Social security costs			0	0
Pension costs			714	4,115
			<b>86,706</b>	<b>90,001</b>

**5 FIXED ASSETS FOR USE BY THE PCC**

**Tangible fixed assets**

	<u>2,021</u>		<u>2,020</u>	
	<u>FHL&amp;B</u>	<u>Leased</u>	<u>Total</u>	<u>Total</u>

**Gross book value**

As at January 1st 2020	250,000	0	250,000	250,000
Additions	0	0	0	0
Disposals	0	0	0	0
<b>As at 31 December 2020</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**Depreciation**

At 1 January 2020	0	0	0	0
Charge for year	0	0	0	0
Disposals	0	0	0	0
<b>As at 31st December 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Net book value**

<b>As at 31st December 2020</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>
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**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM  
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**6 DEBTORS**

Prepayments and accruals	2,268	2,288
Tax recoverable on covenants	10,253	9,200
	<b>12,521</b>	<b>11,489</b>

**7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Amounts due under finance leases	0	0
Parish Share	(23,635)	(26,635)
Other accruals	(2,887)	(7,031)
Other creditors	0	0
	<b>(26,522)</b>	<b>(30,666)</b>

**8 ANALYSIS OF NET ASSETS BY FUND**

	<u>Unrestricted</u> <u>Funds</u>	<u>Designated</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2021</u>	<u>2020</u>
Fixed assets	0	250,000	0	250,000	250,000
Current Assets	59,784	15,335	72,773	147,892	171,654
Liabilities : amounts falling due within 1 year	(26,522)	0	0	(26,522)	(30,666)
Liabilities : amounts falling due within 5 years	0	0	0	0	0
<b>Fund balance</b>	<b>(33,262)</b>	<b>265,335</b>	<b>72,773</b>	<b>371,370</b>	<b>390,988</b>

**9 RESTRICTED FUNDS**

	<u>End 2020</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2021</u>
Christ Church Community Project	(9,265)	0	0	(9,265)
Funds of School House Trust	47,806	7,450	0	55,256
Parish share debt reduction	883	0	0	883
Organ maintenance	19,406	39	(421)	18,969
Flowers	415	0	0	415
Library - Joan Blundell bequest	275	0	0	275
Pastoral care	474	0	0	474
Supporting children of the Parish	5,766	0	0	5,766
Collections - UK charities	0	1,094	(1094)	0
	<b>65,760</b>	<b>8,583</b>	<b>(1,570)</b>	<b>72,773</b>

**10 DESIGNATED FUNDS**

	<u>End 2020</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>End 2021</u>
Investment properties	250,000	0	0	250,000
Building and Fabric	15,355	0	0	15,335
	<b>265,355</b>	<b>0</b>	<b>0</b>	<b>265,335</b>

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**Notes**

2a – The vast majority of donor income arises from our planned giving programme where approaching 100 folk either have standing orders or give regularly through envelopes in the plate.

2b - The receipts for Churchyard Upkeep include £15 for the upkeep of a family grave and £30 from the Commonwealth War Graves Commission for the maintenance of the war graves in the cemetery.

2c – Our income from ancillary trading comes principally from our Pre-school serving our young families and in the community use of our spaces

2d – Our income from investments arises principally from the rental of our two properties – one on Jubilee Drive and the other on Gally Hill Road, both in Church Crookham.

4 - During the year the PCC employed organists, cleaners, a parish administrator, an assistant and Pre-School staff, none of whom earned more than £60,000 p.a. (2020: Nil). Together these employees equate to 5 full time employees (2020: 5).

Payments to PCC members and persons related to PCC members: The expenses paid to various members of the PCC may have included an immaterial proportion relating to their specific function as a member of the PCC.

No payments were made in 2021 to persons closely connected to members of the PCC (2020: Nil).

5 - An investment property fund was set up by the PCC in 2013, to buy the freehold property, which is held as an investment, and is let.

There are no endowment funds to report.

There are no contingent liabilities as at 31 December 2021 (2020: Nil)

The registration number of the Crookham PCC with the Charity Commission is 1132174.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CROOKHAM**

England & Wales - Charity number 1132174

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# Accounts

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**PARISH OF CROOKHAM**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**PAROCHIAL CHURCH COUNCIL**

**of**

**CHRIST CHURCH, CROOKHAM**

**in the**

**DIOCESE OF GUILDFORD**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

## THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM

### ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

#### Administrative Information

Christ Church, Crookham is situated in Gally Hill Road, Church Crookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Parish Office, Christ Church, Gally Hill Road, Church Crookham, Hampshire GU52 6LH. The email and website addresses are: [administrator@christchurch-crookham.com](mailto:administrator@christchurch-crookham.com) and [www.christchurch-crookham.com](http://www.christchurch-crookham.com)

The Parochial Church Council (PCC) is a charity registered with the Charity Commission under number 1132174. PCC members who have served from 1 January 2020 to the date this report was approved are:

**Incumbent:** Rev Steve Franklin

**Licensed Lay Ministers:** Dr Avril Cross (ex officio) and Mrs Rosemary Fox (ex officio)

**Churchwardens:** Mr Adrian Coldridge, Mrs Jane Ash (resigned 15 September 2020) Mr Peter Roberts (elected 15 September 2020) (all ex officio)

**Deputy Wardens:** Mr Eric Barnfield, Mr Barry Goring (resigned 15 September 2020) and Mr Martin Redgrave (appointed 7 October 2020)

**Treasurer:** Professor Mark Cross (ex officio)

**Health & Safety Officer:** Mr Eric Barnfield

**Deanery Synod:** Michael Gibbons (ex officio) (Elected 15 September 2020) and Mrs Lucy Roose (ex officio)

**PCC Secretary:** Mrs Sandra Hare (resigned 15 September 2020); Mrs Judy Roberts (appointed November 2020)

#### Elected Members:

Mrs Linda Ayrton

Mr Cedric Dowe (resigned 15 September 2020)

Mr Barry Goring (resigned 15 September 2020)

Mr Nigel Hare (resigned 15 September 2020)

Mr Martin Holmes

Mrs Jane Hooker (resigned 15 September 2020)

Mr Bruce Bulgin (elected 15 September 2020)

Mrs Pam Selwood (elected 15 September 2020)

Mrs Maureen Green (elected 15 September 2020)

Dr Keith Mundy (elected 15 September 2020)

Mr Andrew Munnings (elected 15 September 2020)

#### **Co-opted Members:**

Mrs Helen Anderton (Safeguarding)

Mr David Pooley (GDPR)

#### **Structure, Governance and Management**

The method of appointment of the PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

#### **Aim and Purpose**

The PCC of Christ Church have the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the upkeep of the whole premises including the Vestry Hall, the Jubilee Annexe and the Churchyard.

#### **Activities, Achievements and Performance**

There were 154 parishioners on the 2020 Electoral Roll, 15 of whom were not resident within the parish. In accordance with the Parish practice the Electoral Roll was put together through a re-registration of all members. The average weekly attendance of regular worshippers was obviously heavily impacted by the COVID pandemic. The average attendance counted during October 2020 was 77 which is somewhat lower than in normal times. This number increased slightly at festivals and the Church was full as it could be for some of the Christmas services. It is also worth recording that the service was recorded online each week from the end of March and over the remaining part of the year there were some 224 'watches' of each service, a total of some 9400 watches in all during 2020. Activities by church organisations and others who used our facilities during the year included: Pre-School, Mother's Union, Chat Café, Crookham Wives, Brownies and various classes in the Vestry Hall and Lefroy Room. The full PCC met only twice during 2020 due to COVID restrictions.

#### **Review of the Year**

##### **The Vicar writes:**

In the year 2020, there were 8 Baptisms, 2 weddings, 13 Funerals, and 2 Interments of ashes.

The first few months of 2020 were normal enough, with the New Expressions service 'Cake Church' doing well as an accessible way for young families to worship. February saw a stewardship campaign over several weeks, and all seemed normal until the middle of March. The first COVID lockdown was met with a national stoicism reminiscent of the attitude during the blitz and went on for three and a half months. The first socially distanced return to Church came in July, lasting four months until October. November saw the second lockdown, followed by December back to social distancing before the resumption of the third lockdown just before Christmas.

## **Factual**

During the COVID crisis, the challenge to us individually has been very varied. Some worked from home, some were furloughed; some found it placed a tremendous burden on their mental health. Two members of our Church died, directly or indirectly, from the pandemic.

All of us have struggled to keep to the varying rules imposed. For our faith, it came as a challenge. And for us as a community, for all of us together, we have tried to continue with a sense of unity.

On-line services developed in the first lockdown, and continued through the second and third lockdowns, and, indeed, the times in between. Now we're live streaming, with every expectation of continuing on-line services indefinitely into future.

The practice of holding three services on a Sunday has meant that attendance at worship has been between 60 and 80 commensurate with adequate social distance spacing of seating limiting our capacity at any given service. The Standing Committee have been meeting weekly by zoom, to manage the day-to-day issues of the Church and our buildings; the last APCM was held, with mixed success, using a mixture of zoom (virtual) and physical attendance. Our house group has been meeting by phone, staff prayers have taken place by zoom, Sunday has included a phone-in service, and prayer meetings have occurred by phone.

It's not over yet. Although most of us have been vaccinated, there remains a high proportion of the population which has not, leaving them vulnerable.

The threat of a third wave is a very real danger. We must continue with our care. One day we'll laugh at our precautions with the receiving of Holy Communion, but at the moment we are all aware of the need to be careful.

For some time now we have been thinking about what a return to normal might look like, and how to manage a transition.

## **Thanks**

I would like to thank all those who have given of their time, effort, and money to make this Church thrive.

The PCC and Parish office holders, including the Wardens, Pete and Adrian, Mark the treasurer, Nigel Hare, for planned giving, Churchyard recorders Barry and Jenny Goring, and PCC secretary Judy Roberts. Subcommittees and particularly the Standing Committee during the Covid times.

All who have contributed to chat café, job squad, confirmation revisited, the house group, the circle of prayer, the choir, the music group, bell ringers, Sunday school, and youth group, all of which have done well. The flower arrangers, Gill and her team of sacristans, Malcolm and his team of acolytes and vergers, Matt Stapleton and the other editors of the magazine. All who have read, interceded, and participated in our services, especially Hugh the crucifer and Derek the organist.

Particular thanks should go to Sandra, Jackie and Ruth who have delivered a great deal of work in administration. We have now had a changeover in the Administration team from Sandra, Jackie and Ruth to Jenny and Alex, who have a lot to learn, especially as the rules change.

## **Vision**

A return to the mission of the Parish Church.

To resume our purpose:

To love God

To love people

To pray

To tell the Gospel of the Lord (with words if necessary)

To sustain the fellowship

To maintain and develop the infrastructure

- With all of which we are familiar. We know how to do these things. Every single one of us has a part to play.

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## **Challenge in 2021**

To return

We can restart our activities, if we have the volunteers to run them.

The earliest of these was the toddlers group; the parents remain responsible for their children, so all we need is to have one person there with DBS and safeguarding, and one other, just to smile and chat to the mums. Sarah Griffiths has the DBS and safeguarding, and now some parishioners have come forward to help with the smiling and chatting.

## Financial Review 2020

The financial statements and notes to the financial statements are given at the end of the Annual Report. This report provides an overview for parishioners who are not financial specialists. The references in brackets give the relevant heading or note section of the financial statements.

Of course, 2020 has been an exceptional year because of the impact of the COVID pandemic on our worship, community activities and any fund raising. However, although our income for the year dropped by some £26K, because of careful husbandry by our vicar and wardens we have also reduced our costs by £34K and so inadvertently ended up with a small surplus of £7552. Part of the reason for this is the accruals balance was in our favour this year by almost £6000, the Diocese provided grants up to a total of £6900 and late in the year we received a legacy of £2000. Hence, despite the fact, that the cash balance on our main account decreased by about £7000 in the year we achieved a modest accounting surplus. We are very grateful to the Diocese for their grant which we took partly in reduced Parish Share obligations (i.e. the equivalent of cash) and partly by reducing our debt to the Diocese arising from our building developments some years ago.

Because of the COVID pandemic there were very few notable expenditures on renovating the church fabric in 2020. As such, the church running expenses were reduced by some £10,000 for the year. The key notable expenditures included:

- Further improvements to church security (£926)
- Further improvements to the Church office computing systems and software (£716)
- Further repairs to the organ (£229)
- renovations to our electrical wiring (£1584)

The authorised spend on repairs and renovations has been limited and targeted at being effective for the congregation, whilst ensuring the fabric of the Church is well maintained.

A notable element of income and expenditure in these accounts is the operation of the Pre-School. This continues to be a very successful service to the community which is generally in high demand from families in the village. However, in 2020 our Pre-school income was also reduced by some 20% over a portion of the year because of the COVID pandemic which shut or limited its opening times for much of the period from March onwards for the remainder of the year. Although the local authority maintained their grant whether the Pre-school operated or not (due to COVID), parents not unnaturally did not wish to pay for services they were no longer receiving. This loss was mitigated to some extent by staff reducing their hours and also the modest use of the govt furlough scheme. The Pre-school has direct costs of £71,282 which mostly goes on staff salaries. In addition, of course, there are a range of overhead costs which this does not include (e.g. administrative support, cleaning, use of the Vestry Hall, clergy vestry, the dedicated storage area, etc.). To be clear, following on from the Government legislation regarding the auto enrolment for workplace pensions the PCC approved the Church Workers Pension Fund as the appropriate vehicle for its workforce and this was enacted from the 1st June 2016.

Total donations to charities included:

Churches Together in Fleet & Church Crookham (£1450), The Children's Society (£436), The Rainbow Trust (147), Food for Crookham families at Christmas (£473)

Principal sources of income were:

- Pre-School income from Hampshire County Council, employer vouchers and parents together are the largest single source of income for the PCC at £89659[Note 2c].
- The majority of the congregation donate by planned giving, much of which can have income tax reclaimed. There are others who give in other ways, some of which is also income-tax reclaimable. The total of these [Note 2a] is £71,282, a decrease from the £82886, given in 2019. Our planned giving income this past year was similar to that in 2019 which remains markedly less than in earlier years. However, this is not surprising given the impact of the pandemic on our worship and community activities.

### **Financial Administration**

Our finances continue to be administrated by the following team which was initially put in place at the 2017 APCM and re-affirmed each APCM since:

- Treasurer (Professor Mark Cross)
- Planned Giving Officer (Nigel Hare)
- Pensions Officer (Bruce Bulgin)
- Independent Examiner (David Sprot)

Additionally, we are grateful to Mrs Linda Ayrton, for her assistance to the Treasurer in a variety of ways including each week putting together the weekly income and banking it.

### **Reserves Policy**

It is the policy of the PCC to maintain sufficient unrestricted funds to meet running costs of the Church's ministry, maintenance of the buildings and emergency situations. Although this had not been possible in the last few years (2010-2014) whilst the new annex and upgrades to existing facilities were underway, all these costs are now paid and the Reserves are sufficient to sustain the church operation under normal circumstances for about 8 months should all income cease.

### **Funds held as custodian trustees on behalf of others**

There are no funds in this category.

### **Financial Risk Management**

The PCC income is less than £500,000 per annum so there is no requirement for a formal financial risk policy. However, it is sensible to consider the main areas of risk. These are considered to be:

- Costs arising from unplanned repair or maintenance work that is not covered by our insurance policies. The policies are believed to be adequate and are with Ecclesiastical Insurance, the recognised insurers for churches and PCCs.
- A Quinquennial Review inspection occurred in the summer of 2020, and although no serious issues were uncovered, there are bound to be some costs arising from the findings of our Inspecting Architect when he reports in early 2021. All of the urgent minor work from the 2015 inspection have been completed. It is anticipated that the costs can be contained within current income and special appeals if necessary.
- A significant amount of necessary tree maintenance work has recently been carried out in 2017 and 2018 and any remaining is well within current income levels.

- Under normal circumstances, although the Pre-School income base is the subject of variation because of Government changes to the funding of early years education, its income is reasonably stable.
- There is always a risk of accidents in the church premises and churchyard with claims against the PCC. No specific financial contingency can be made. The risk can be reduced by ensuring adherence to Health & Safety regulations.
- The church is generally in good repair and the PCC has been diligent in ensuring the QI conclusions have been actioned. However, it is clear that some large ticket items such as the church window frames and the roof will need serious renovation in the next decade or so. The PCC will need to consider how best to raise a fund to support such renovations as this must surely be an intergenerational project – delivered by one for those who follow!

### **Financial Summary**

The church has fortuitously continued in surplus this past year reflecting a trend over the last few years, even after paying back increments of the debt to the Diocese during the year, even including this past year, where some £2500 of grant from the Diocese was applied to the reduction of our debt. Of course, our year of planned worship and community activities have been decimated by the pandemic and this has impacted seriously on our income and expenditure patterns. Through the faithful support of our community, the continued govt support of our Pre-school in various ways and the help of our Diocese we have managed to keep our operation in a modest surplus even though the total income has dropped by some 11% in 2020. It is difficult to anticipate our net expenditure during 2021 because of course it depends on the national response to the pandemic, the roll out of the various vaccines and when we might return to something like normal. However, in the long term it remains important to a) pay off the remainder of our Diocesan debt and b) to put together a fund to enable the restoration and repair of the church window frames and the roof over the coming decade (a project in this coming decade for those that follow on!).

## INDEPENDENT EXAMINERS REPORT

### TO THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM FOR THE YEAR ENDED 31 DECEMBER 2020

This report on the financial statements of the Parochial Church Council (PCC) for the year ended 31 December 2020, as set out on pages 6 to 18, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 144 of the Charities Act 2011 (the Act).

#### Respective responsibilities of the PCC and examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act do not apply, and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

#### Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached

  
D Sprout

D Sprout ACMA  
9 Pennyroyal  
Fleet, Hants  
GU51 5BH

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020**

		Unrest- ricted	Desig- nated	Restrict- ed	<u>Total</u>	
	<u>Notes</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2020</u>	<u>2019</u>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2a	75,061	0	582	75,643	79,460
Other voluntary incoming resources	2b	7,265	0	468	7,733	8,778
Income from charity & ancillary trading	2c	100,485	0	0	100,485	124,605
Income from investments	2d	14,677	0	7,458	22,135	19,491
<b>TOTAL INCOMING RESOURCES</b>		<b>197,448</b>	<b>0</b>	<b>8,508</b>	<b>205,996</b>	<b>232,334</b>
<b>RESOURCES USED</b>						
Grants & donations	3a	2,074	0	582	2,656	3,929
Activities directly relating to work of the church	3b	166,281	0	421	166,702	196,605
Fund-raising and publicity	3c	0	0	0	0	2,978
Church management and administration	3d	29,085	0	0	29,085	29,374
<b>TOTAL RESOURCES USED</b>		<b>197,440</b>	<b>0</b>	<b>1,003</b>	<b>198,443</b>	<b>232,886</b>
<b>NET INCOMING RESOURCES/RESOURCES USED</b>		<b>47</b>	<b>0</b>	<b>7,505</b>	<b>7,552</b>	<b>-552</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>59,846</b>	<b>265,335</b>	<b>58,255</b>	<b>383,436</b>	<b>383,989</b>
<b>BALANCES CARRIED FORWARD</b>		<b>59,893</b>	<b>265,335</b>	<b>65,760</b>	<b>390,988</b>	<b>383,438</b>
<b>FIXED ASSETS</b>						
Tangible fixed assets	5				250,000	250,000
<b>CURRENT ASSETS</b>						
Debtors	6				11,489	13,752
Short Term Deposits					60,786	60,530
Cash at Bank and in hand					99,379	98,071
					171,654	172,353
Liabilities Falling Due within 1 year	7				-30,666	-38,917
Net Current Assets					140,988	133,436
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					<b>390,988</b>	<b>368,436</b>
<b>LIABILITIES FALLING DUE AFTER ONE YEAR</b>					<b>0</b>	<b>0</b>
					<b>390,988</b>	<b>383,436</b>
<b>REPRESENTED BY FUNDS</b>						
Unrestricted					59,893	59,846
Designated	10				265,335	265,335
Restricted	9				65,760	58,255
Endowment					0	0
<b>Total</b>					<b>390,988</b>	<b>383,436</b>

The financial statements on pages 6 to 18 were approved by the Parochial Church Council on 2nd April 2021 and signed on its behalf by:



**Rev Steve Franklin, Vicar, Chairman**



**Professor Mark Cross, Treasurer**

## THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

#### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities as revised 2005.

The financial statements have been prepared under the historical cost convention.

#### Funds

General funds represent the funds of the Parochial Church Council (PCC) that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object and can only be expended on the purpose for which they were given. Any balance remaining unused at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are part of the unrestricted funds set aside by the PCC for a particular purpose. Unrestricted funds are general funds, which can be used for PCC ordinary purposes.

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 main affiliation to another body, nor those that are informal gatherings of Church members.

#### Incoming Resources

Planned giving, collections, donations and fees are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Rental income from the letting of church premises is recognised when due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is an operational (though not a legal) liability and is accounted for when due. All other expenditure is recognised when a liability is incurred and is accounted for gross.

#### Church Workers Pension Fund (CWPF) - FRS102 Statement

*Crookham PCC (PB2014)* participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

### **Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (**2020: £4115, 2019: £5240**).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, ***Crookham PCC (PB2014)*** could become responsible for paying a share of that employer's pension liabilities.

### **Fixed assets**

Consecrated and benefited property is excluded from the financial statements in accordance with section 10(2)(a) of the Charities Act 2011.

Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property unless consecrated, and are not included in these financial statements. All expenditure incurred during the year on consecrated or benefice property and inalienable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities in the year in which it is incurred.

Other buildings held on behalf of the PCC for its own purposes are valued at cost. No depreciation is charged against such properties, but any expenditure on maintenance or improvement is written off as incurred.

Other fittings and equipment used within the church premises, including assets acquired under a finance lease, are depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### **Current assets**

Amounts owed to the PCC at the year end less provision for amounts that may prove uncollectable are shown as debtors.

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

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF CROOKHAM**  
**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>2020 Total</b>	<b>2019 Total</b>
<b>2 INCOMING RESOURCES</b>					
<b>a Incoming resources from donors</b>					
Planned giving	58,151			58,151	57,042
Collections at all services	1,156			1,156	4,870
Sundry donations	3,176		582	3,758	3,024
Income tax recoverable	12,578			12,578	14,524
	<b>75,061</b>		<b>582</b>	<b>75,643</b>	<b>79,460</b>
<b>b Other voluntary incoming resources</b>					
Grants & donations	7,265		468	7,733	1,833
Fetes, Bazaars and other fund raising events	0		0	0	6,945
	<b>7,265</b>		<b>468</b>	<b>7,733</b>	<b>8,778</b>
<b>c Income from charitable &amp; ancillary trading</b>					
Magazine	2,223			2,223	3,726
Vestry contributions	1,538			1,538	8,686
Pre-School	89,659			89,659	103,346
Fees	7,065			7,065	8,847
	<b>100,485</b>			<b>100,485</b>	<b>124,605</b>
<b>d Income from investments</b>					
Interest receivable	257			257	452
Funds of School House Trust	0		7,458	7,458	6,531
Rent on Jubilee Drive	14,420			14,420	12,508
	<b>14,667</b>		<b>7,458</b>	<b>22,135</b>	<b>19,491</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>197,448</b>		<b>8,508</b>	<b>205,996</b>	<b>232,334</b>
<b>3 RESOURCES USED</b>					
<b>a Grants &amp; donations</b>					
<b>Missionary &amp; charitable giving UK</b>	<b>2,074</b>		<b>582</b>	<b>2,656</b>	<b>3,929</b>
<b>b Activities directly related to the work of the church</b>					
Ministry:					
Parish share	74,143			74,143	79,066
Clergy expenses	1,085			1,085	2,578
Vicarage expenses	618			618	216
Visiting Clergy	0			0	0
Church - running expenses	16,726		421	17,147	26,412

Professional fees	1,172		1,172	550
Upkeep of services	670		670	3,358
Expenditure on magazine & library	585		585	1,254
Upkeep of churchyard	0		0	285
Pre-school Salaries & Pensions	69,087		69,087	76,819
Other Pre-School expenses	2,195		2,195	6,067
	<b>166,281</b>	<b>421</b>	<b>166,702</b>	<b>196,605</b>

**c Fund raising & publicity**

<b>Costs of fetes &amp; other fund raising events</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,978</b>
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**d Church management & administration**

Administration:

Telephone & internet	1,322		1,322	1,492
Computers & Photocopiers	2,166		2,166	2,349
Other administration expenses	960		960	1,262
Staff pay	20,914		20,914	20,405
Investment property expenses	3,526		3,526	3,437
Bank charges	197		197	429
	<b>29,085</b>		<b>29,085</b>	<b>29,374</b>

**TOTAL RESOURCES USED**

<b>197,440</b>	<b>0</b>	<b>1,003</b>	<b>198,443</b>	<b>232,886</b>
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**4 STAFF COSTS**

Remuneration			90,001	91,984
Social security costs			0	0
Pension costs			4,115	5,240
			<b>94,116</b>	<b>97,244</b>

**5 FIXED ASSETS FOR USE BY THE PCC**

**Tangible fixed assets**

**Gross book value**

	<u>2020</u>			<u>2019</u>
	<u>FHL&amp;B</u>	<u>Leased</u>	<u>Total</u>	<u>Total</u>
As at January 1st 2020	250,000	0	250,000	250,000
Additions	0	0	0	0
Disposals	0	0	0	0
<b>As at 31 December 2020</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>

**Depreciation**

At 1 January 2020	0	0	0	0
Charge for year	0	0	0	0
Disposals	0	0	0	0
<b>As at 31st December 2020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Net book value

As at 31st December 2020

250,000	0	250,000	250,000
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6 DEBTORS

Prepayments and accruals

2,288 3,052

Tax recoverable on covenants

9,200 10,700

**11,488 13,752**

7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

Amounts due under finance leases

0 0

Parish Share

-23,635 -26,135

Other accruals

-7,031 -12,782

Other creditors

0 0

**-30,666 -38,917**

8 ANALYSIS OF NET ASSETS BY FUND

Fixed assets

	Unrestricted	Designated	Restricted	Total	
	Funds	Funds	Funds	2020	2019
Fixed assets	0	250,000	0	250,000	250,000
Current Assets	90,559	15,335	65,760	171,654	172,352
Liabilities : amounts falling due within 1 year	-30,666	0	0	-30,666	-38,916
Liabilities : amounts falling due within 5 years	0	0	0	0	0
<b>Fund balance</b>	<b>59,893</b>	<b>265,335</b>	<b>65,760</b>	<b>390,988</b>	<b>383,436</b>

Current Assets

90,559 15,335 65,760 171,654 172,352

Liabilities : amounts falling due within 1 year

-30,666 0 0 -30,666 -38,916

Liabilities : amounts falling due within 5 years

0 0 0 0 0

Fund balance

**59,893 265,335 65,760 390,988 383,436**

9 RESTRICTED FUNDS

Christ Church Community Project

	End 2019	Incoming	Outgoing	End 2020
Christ Church Community Project	-9,265	0	0	-9,265
Funds of School House Trust	40,348	7,458	0	47,806
Parish share debt reduction	883	0	0	883
Organ maintenance	19,359	468	-421	19,406
Flowers	415	0	0	415
Library - Joan Blundell bequest	275	0	0	275
Pastoral care	474	0	0	474
Supporting children of the Parish	5,766	0	0	5,766
Collections - UK charities	0	582	-582	0
<b></b>	<b>58,255</b>	<b>8,508</b>	<b>-1,003</b>	<b>65,760</b>

Funds of School House Trust

40,348 7,458 0 47,806

Parish share debt reduction

883 0 0 883

Organ maintenance

19,359 468 -421 19,406

Flowers

415 0 0 415

Library - Joan Blundell bequest

275 0 0 275

Pastoral care

474 0 0 474

Supporting children of the Parish

5,766 0 0 5,766

Collections - UK charities

0 582 -582 0

**58,255 8,508 -1,003 65,760**

10 DESIGNATED FUNDS

Investment properties

	End 2019	Incoming	Outgoing	End 2020
Investment properties	250,000	0	0	250,000
Building and Fabric	15,355	0	-10,219	15,335
<b></b>	<b>265,355</b>	<b>0</b>	<b>-10,219</b>	<b>265,335</b>

Building and Fabric

15,355 0 -10,219 15,335

**265,355 0 -10,219 265,335**

## NOTES

2b - The receipts for Churchyard Upkeep include £15 for the upkeep of a family grave and £30 from the Commonwealth War Graves Commission for the maintenance of the war graves in the cemetery.

4 - During the year the PCC employed organists, cleaners, a parish administrator, two assistants and Pre-School staff, none of whom earned more than £60,000 p.a. (2019: Nil). Together these employees equate to 5 full time employees (2019: 5).

Payments to PCC members and persons related to PCC members: The expenses paid to various members of the PCC may have included an immaterial proportion relating to their specific function as a member of the PCC.

The Parish Administrator (until the end of October 2020) is married to a member of the PCC (until September 2020). She was appointed through an open process with a set of formal interviews for a number of candidates. Furthermore, it was only after her appointment that her husband was elected to the PCC. No other payments were made in 2020 to persons closely connected to members of the PCC (2019: Nil).

5 - An investment property fund was set up by the PCC in 2013, to buy the freehold property, which is held as an investment, and is let.

There are no endowment funds to report.

There are no contingent liabilities as at 31 December 2020 (2019: Nil)

The registration number of the Crookham PCC with the Charity Commission is 1132174.