

**The Parochial Church Council of the Ecclesiastical
Parish of Ifield**

**Trustees Annual Report and Annual Financial Report
for the year ended
31 December 2020**

Registered charity no. 1132318



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Officers and professional advisers

Trustees:

Ex Officio:

Incumbent and Rector:	Revd. Christine Spencer (Chair) (from 12 October 2020)**
Curate:	Revd. Jamie Gater*
Reader:	Mrs Jillian Bell
Wardens:	Mr Rob Pudney (Vice Chair) Mr Chris Bell
Secretary:	Mrs Clare Wilson
Safeguarding officer:	Mr Andrew Cottey*

Elected members:

Andy Ironside (from 14 October 2020)
Ann Rice
Carl Peirce (from 14 October 2020)
Claire Budd (until 14 October 2020)
Clare Wilson
Ian Edgson
Karen Kelso (until 15 October 2020)
Kathy Jones (until 14 October 2020)
Mark Haymes
Martin Hull (from 26 November 2020)
Mary Pedlow (from 14 October 2020)
Paula Holt
Ron Binmore
Sue Gilbert
Susan Edgson (until 14 October 2020)
Trevor Strutt (from 14 October 2020)
Veryan Nicholls (until 14 October 2020)

Deanery Synod:

John Christopher Bell (Lay Chair)
Robert Pudney
Ines Manning*
Susan Maries (from 14 October 2020)*

Diocesan Synod:

John Christopher Bell
Robert Pudney

**Whilst an ex-officio role, these members did not become trustees.*

***The PCC had no Incumbent and Rector until this appointment.*

Treasurer:

Mr James May

Officers and professional advisers (continued)

Registered office:

Ifield Parish Office
1 Lychgate Cottage
Ifield Street
Ifield
Crawley
West Sussex
RH11 0NN

Independent Examiners:

Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
1-7 Station Road
Crawley
West Sussex
RH10 1HT

Our aims and purposes

The Parish of Ifield consists of two main neighbourhoods on the west side of Crawley - Langley Green (once served by St Leonard's church, but now by St Margaret's) and Ifield/Ifield West (served by St Margaret's church).

Ifield PCC has the responsibility of co-operating with the Rector, the Revd Christine Spencer, and in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical.
- To know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
- Providing financial and other support to those in need and to other organisations with similar objectives.
- To live out our mission statement 'Accept one another for the glory of God, as Christ has accepted you.' (Romans 15:7)

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the Rector and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. Please note the new Rector joined the parish in the middle of October 2020.

For 2020 we discussed and planned the following objectives and activities to fulfil our aims keeping in mind the necessity of maintaining Covid restrictions

- Enabling as many people as possible to worship at our church or via Zoom or recorded services and making their experience of worship a welcoming and accessible one,
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers when possible during the lockdown;
- Maintaining an overview of worship throughout the parish;
- Considering how services and outreach events can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament and helping to serve some of the needs of our local communities.
- Offering worship and prayer and learning about the Gospel in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Helping people through important life events such as death and bereavement; marriage; baptism.
- Providing assistance to vulnerable groups and individuals within the parish;
- Giving grants to various charities and missionary organisations;
- Reaching out to the unchurched through the provision of a variety of outreach events;
- Maintaining the fabric of our church buildings as a historic centre and focus of life for the various communities we serve.

What we achieved and how we affected our beneficiaries' lives

Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. St Margaret's church is left open and unlocked between 8:30am - 6pm daily, and is used by visitors for both 'sightseeing' and for peace and quiet at a difficult time - as the many entries in our Visitors' Book testifies to. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of our churches. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

There were 129 parishioners on the parish electoral roll at the start of the year. 5 names have been removed during the year and 11 names added, which gives a total of 135. Currently 30 are not resident within the parish. We also have a church Facebook page which at the APCM in 2020 we have 354 members.

The wide range of services offered at St Margaret's, from the informal FIISH (non-Eucharistic worship) and ReFresh (using multi-media to explore a theme), 1st Sunday of the Word, to the more traditional sung Eucharistic services, continues to engage and grow a wide range of individuals.

Worship during this year has been affected by the Covid 19 pandemic and there has been occasions when the church has been based in homes via Zoom rather than in the church building itself. However, members of the congregation have learnt to use and participate with Zoom and services have been recorded and made available on the website which has attracted other members of the community.

Provision of the church buildings for people to enjoy

We held 3 baptisms, 18 funerals (9 in the church or at graveside and 9 in the Crematorium) and 2 weddings during the year. Our churches continue to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

During 2020 we have continued to explore ways in which our congregation and church building can be used for events that are of value to our local community, in addition to church services. This has not unsurprisingly proved difficult due to the pandemic and unfortunately many planned events have not happened this year.

It was possible to hold a Carol Service outside round the Christmas tree and a total of 70 people attended including both adults and children. Additionally, two outside Crib Services were held on Christmas Eve, and these were attended by many non-regular church goers as well as members of the congregation. A total of 250 people both adults and children attended these two services, the services were much appreciated by the local community.

St Leonard's church, Langley Green continues to be rented out to a French speaking evangelical church; The Voice of Deliverance (120 attendees). The adjacent large hall is being rented to a Tamil Muslim group and is used as a Mosque (300) attendees.

The Parish owns 'Lychgate Cottage', a property adjacent to St. Margaret's church. This is used for the Parish Office and first point of contact with those planning weddings, baptism etc. It is also used for a mother and toddlers groups (15 attendees), Vintage Tea Rooms, and various other meetings and events.

We continue to explore ways of enhancing our buildings to make them of more practical use to the wider community. The development of plans for a new church hall have continued throughout 2020 and planning permission was granted in September 2020. Currently due to the pandemic the plans are on hold. Worship during this year has primarily been online either recorded or via Zoom although there

have been some Sundays when it has been possible to be in church. This included being able to hold an All Souls service where those who had had funerals during the previous year were invited to come to church and participate in a service which remembered those they had lost.

Provision of pastoral care for people living in the parish

The Pastoral Care and Healing Team, chaired by Mrs Kathy Jones, is responsible for home and hospital visits to those who are too frail to attend church. The pandemic has meant that visits have not been able to happen during this year, but contact has been made through telephone calls, emails and the delivery of weekly news sheets. Unfortunately the monthly communion services held in a local care home and the provision of communion at home have also been affected by the pandemic.

Provision of tangible support to the poor and needy

The parish continues to support our local homeless hostel, Open House, through financial donations, collection of required items (food, clothing and toiletries) and the cooking of hot meals twice a month by a catering team (although the cooking has had to stop due to the pandemic). The parish also supports the local Foodbank (the Easter Team) providing fortnightly collections for this. This has continued and grown during the lockdown period with collections of foodstuffs now being much larger than previously. The parish is also forming closer links with the LoveYourNeighbour scheme in the centre of Crawley.

We also support the work of Christians Against Poverty in Crawley with a monthly financial contribution of £125 and the work of two volunteers in their debt counselling work.

We have continued to support our CMS mission link partners in Peter and Patricia Wyard who are deployed to the Democratic Republic of the Congo - Peter to work in theological education and Patricia in palliative care. We receive regular updates from them, and support them through our prayers. Fundraising has not been possible this year but will begin again when the pandemic is over.

At Christmas we held a 'Toy Service Plus' with the donation of a significant quantity of toys and toiletries given to the charity Chichester Diocese Family Support Work. We support their practitioner in Crawley, helping vulnerable families, with parish representatives on the local support Group and through fundraising.

Proceeds from Christmas collections were shared equally between the work of Open House and Family Support Work. We have also supported other national charities such as Christian Aid.

Provision of support to the young

Ifield Parish continue to support the young of the parish in a wide variety of ways. During the last year many of the children's activities have gone online. Sunday School has run with activities provided on line for families to do at home; there has been 1 youth group (10 attendees fortnightly) online; the older youth group has been put on hold until they can meet in person but contact has been regularly maintained with the young people and families; there were parish attenders at the Diocesan online May Camp; schools visits for assemblies have been stopped and there have been no visits to the church by the children but these will begin again once the lockdown is over and it is appropriate and safe to do so.

We continued to employ a Children's and Youth Officer to be a focus of leading growth in our children's and youth work, which has seen engagement in services and other events.

St Margaret's continues to ensure that all young people and vulnerable adults in our care are adequately safeguarded by rigorous compliance to all diocesan and national church safeguarding

policies. We comply to the newly introduced Simple Quality Protects standard (and have achieved Level status) and ensure that all those working with young people and vulnerable adults are trained to the appropriate C0, C1, C2 and C3 levels introduced by the Church of England.

Teaching and nurturing the Christian faith

For most of the year there have been four small study groups across the parish (circa 40 attendees).

Financial Review

Incoming resources

Total receipts during the year decreased across every heading (listed in note 2) except government grants which reflect furlough receipts. This is due to the outbreak of Covid-19 and the following restrictions on our activities:

- The church had to close for a period restricting cash collections- both regular giving and ad hoc;
- Baptisms, weddings, funerals were suspended then had their attendance cut, depressing bookings and footfall within the church;
- Fundraising activities (such as the May Fayre) could not take place due to social distancing restrictions;
- The associated economic downturn lead to lower available funding generally; and
- Rental income dropped due to lower demand for the premises following social limits on meetings.

We expect income in 2021 to be slightly lower than in 2020 as 2020 had three month of “usual” income but we do not anticipate a full recovery by the end of 2021.

Outgoing resources

The Receipts and Payments Summary of Financial Activities shows an decrease in expenditure and this is a reaction to the decreased receipts noted above. There were no exceptional items in 2020. Expenditure in 2021 is expected to be lower as a result of a reduced payment to the Diocese, reflecting our reduced income noted above.

Future income and expenditure

The main objective for the parish in the coming years is to increase receipts in order to cover expenditure. This expenditure is planned to rise from 2022 as we increase in our Parish share to Chichester Diocese to the levels recorded in 2019 (£59k from c.£21k in 2021). We hope that the relaxation of Covid-19 restrictions will enable us to carry out fund raising activities in 2022 and increase the attendance at our wide range of services.

2021 will see the parish start to consider the next steps for the Cottage that it currently receives rental income for. The cottage requires investment and so future years will reflect the path we decide to pursue. As noted in the 2019 financial statements, the church has plans for an extension to the church building which will house a new church hall. A fundraising committee has been set-up to raise the required capital in order to begin construction on the new church hall, although due to Covid-19 these plans are currently not a priority.

Why we hold some money in reserve

It is the PCC's policy:

- That due to the age and condition of the buildings, it should work towards, and then maintain, a balance on the general unrestricted funds (excluding property) which equates to approximately three months worth of unrestricted payments as contingency against unforeseen situations. The closing balance on unrestricted funds at the end of 2020 was £43,530 (2019: £55,272) which achieved this.
- To invest temporarily surplus endowment funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed to pay day-to-day bills. At the end of 2020 £19,742 (2019: £18,491) was invested this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable projects or beneficiaries are identified by the PCC, and payments to them can be made.

Furthermore the PCC has reviewed the future plans for the charity and expects to construct a church hall for the benefit of those using the church and the wider community.

Risk Management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The PCC approved a Risk Policy in November 2020. The PCC takes a minimal risk approach to operations. PCC meetings are held every 2 months to discuss risks (including upcoming events) and put in place insurance. With no fixed assets or debtors, the risk of impairment is minimal. Cash handling remains a risk, with segregation of duties taking place throughout the parish where possible.

There is a Safeguarding Officer in place in order to ensure that we can manage vulnerable people appropriately. A Safeguarding report is presented at every PCC meeting; an annual Safeguarding review was carried out in February 2020; The Church of England's newly printed Parish Safeguarding Handbook - Promoting a Safer Church and Pocket Guide has been issued to all key members; and the PCC has complied with the duty to have due regard to the House of Bishops' Safeguarding Policy and Practice Guidance.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956. During the year the members set out on page 1 served as members of the Parochial Church Council. Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods, and 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Not all elected members served for the whole calendar year. All members of the congregation are encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible and are hopeful of encouraging a wider age range of PCC members going forward.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by Revd Christine Spencer, Rector on 15th April 2021.



Independent examiner's report to the Trustees of The Parochial Church Council of the
Ecclesiastical Parish of Ifield

I report to the charity trustees on my examination of the accounts of the charity for the year ended
31 December 2020 which are set out on pages 1 to 14.

Responsibilities and basis of report

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

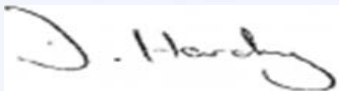
I report in respect of my examination of the charity's accounts carried out under section 145 of the
Act and in carrying out my examination I have followed all the applicable Directions given by the
Charity Commission under section 145(5)(b) of the Act.

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

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.



Darren Harding ACA FCCA DChA

Richard Place Dobson Services Limited
Registered in England
Company Number 4681154
1-7 Station Road, Crawley, West Sussex, RH10 1HT

Date: 11 June 2021

Receipts and Payments Summary of Financial Activities

	Note	Unrestricted General Funds 2020 £	Restricted Funds (Note 7) 2020 £	Endowment Funds (Note 6) 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income and endowments from:						
Donations		51,823	1,950	-	53,773	89,974
Trading activities		27,703	-	-	27,703	41,550
Investments		571	-	1,251	1,822	685
Other receipts		13,193	-	-	13,193	18,332
Total received	2	93,290	1,950	1,251	96,491	150,541
Expenditure on:						
Charitable activities		86,295	-	-	86,295	120,632
Other payments		18,739	2,552	-	21,291	47,092
Total paid	3	105,034	2,552	-	107,586	167,724
Reconciliation of funds:						
Net income		(11,744)	(602)	1,251	(11,095)	(17,183)
Funds at 1 January		55,272	21,488	18,491	95,251	112,434
Funds at 31 December		43,528	20,886	19,742	84,156	95,251

Statement of Assets and Liabilities

	Unrestricted General Funds 2020 £	Restricted Funds (Note 7) 2020 £	Endowment Funds (Note 6) 2020 £	Total Funds 2020 £	Total Funds 2019 £
Assets:					
Bank current account	25,322	-	-	25,322	37,833
CBF deposit fund	18,206	20,886	-	39,092	38,927
Bank and deposit accounts	43,528	20,886	-	64,414	76,760
CBF Investment fund shares	-	-	19,742	19,742	18,491
Investment assets at market value	-	-	19,742	19,742	18,491
Net Assets:	43,528	20,886	19,742	84,156	95,251

Liabilities:

At the year end the following estimated liabilities existed (all to be paid from unrestricted funds):

	2020 £	2019 £
Accruals	2,033	6,440
Other creditors	6,242	9,658
	8,275	16,098

This Financial Report for the year ended 31 December 2020, including the notes following, was approved by the PCC and signed on its behalf by Revd Christine Spencer, Rector.

Revd Christine Spencer

Date: 15th April 2021

Notes to the Annual Financial Report

1. Basis of preparation

The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting regulations 2006, using the Receipts and Payments Basis.

2. Analysis of total received

	Unrestricted General Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
	2020	2020	2020	2020	2019
	£	£	£	£	£
Planned giving (excl. tax refunds)	31,167	-	-	31,167	36,364
Planned giving (no tax refunds)	2,761	-	-	2,761	3,511
Loose cash collections	2,489	-	-	2,489	9,383
Special appeals	1,050	1,950	-	3,000	19,786
Grants	6,000	-	-	6,000	8,000
Gift aid recovered	8,356	-	-	8,356	12,930
Donations	51,823	1,950	-	53,773	89,974
Rental income	27,454	-	-	27,454	37,674
Goods sold	-	-	-	-	-
Fundraising events	249	-	-	249	3,876
Trading activities	27,703	-	-	27,703	41,550
Bank and CBF deposit interest	406	-	-	406	685
CBF investment fund income	165	-	1,251	1,416	-
Investments	571	-	1,251	1,822	685
Fees for weddings and funerals	8,968	-	-	8,968	12,224
Legacy income	-	-	-	-	-
Government grants	3,494	-	-	3,494	-
Other receipts	731	-	-	731	6,108
Other receipts	13,193	-	-	13,193	18,332
Total received	93,290	1,950	1,251	96,491	150,541

Notes to the Annual Financial Report

3. Analysis of total paid

	Unrestricted General Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
	2020 £	2020 £	2020 £	2020 £	2019 £
Charitable donations	2,260	-	-	2,260	2,154
Parish share to Chichester Diocese	37,159	-	-	37,159	58,885
Salaries and honoraria incl NI	23,397	-	-	23,397	23,192
Clergy and other people's expense	314	-	-	314	2,057
Mission costs	738	-	-	738	2,553
Insurance	6,431	-	-	6,431	5,652
Water, gas, electric, and oil	7,945	-	-	7,945	8,098
Printing and photocopying	1,924	-	-	1,924	3,018
Other regular church costs	3,680	-	-	3,680	6,795
Wedding and funeral costs	1,336	-	-	1,336	7,148
Accounting and examiners fees	1,110	-	-	1,110	1,080
Charitable activities	86,295	-	-	86,295	120,632
Equipment	-	-	-	-	-
Maintenance & redecoration	11,833	2,552	-	14,385	37,314
Bank fees	240	-	-	240	240
Other payments	6,666	-	-	6,666	9,538
Other payments	18,739	2,552	-	21,291	47,092
	105,034	2,552	-	107,586	167,724

4. Charitable donations

Charitable donations in the year included donations to:

	2020 £	2019 £
Christians against poverty	1,500	1,500
Church mission society	402	412
Other	358	242
	2,260	2,154

5. Parish share to Chichester Diocese

The Parish share to Chichester Diocese (£37,159 (2019: £58,885)) is for the payment of Clergy and other central costs. However this years expense includes a payment made in January 2020 for £5,330 which related to 2019 which had been included within the accruals stated on the balance sheet at 31 December 2019 but is an expense in 2020 due to the accounts being prepared on a cash basis. The full cost of the parish ministry amounts to £74,035 (2019: £71,883). Any shortfall is absorbed by the Diocese not payable by the parish in future years.

6. Trust

The CBF hold four trusts and one fund for the parish:

	2020	2019
	£	£
CBF Investment (Kinight/Loveband)	13,399	12,537
CBF Investment (Wood)	1,106	1,035
CBF Investment (Hope-Shepperton)	1,333	1,210
CBF Deposit (Chancel trust)	3,904	3,709
	19,742	18,491

The Chancel trust investment and desposit can only be used for the insurance and repairs to the chancel only.

There are two church yard trusts to be used in the maintenance of the churchyard and of the Knight, Loveband and Wood graves. Income only is paid to PCC account for the use of the aforementioned purposes.

The Hope-Shepperton Trust consists of endowment capital, held as CBF investment shares and is shown at current market value. The income is for the purpose of keeping the Lady Chapel in good repair upon the condition that the gravestone of late husband is also kept in good repair. Income and capital can be used but the original bequest of £270 must remain intact with the terms of the bequest.

7. Restricted funds

Restricted funds at the year end:

	2020	2019
	£	£
Fabric fund	18,493	19,025
Music fund	1,202	1,202
Chancel trust	250	250
Heating fund	941	1,011
	20,886	21,488

The restricted funds are for the following purposes:

Fabric fund: for the general maintenance of the St Margarets church.

Music fund: for expenses which benefit the music of St Margaret's Church.

Chancel trust: for the insurance of and repairs to the chancel.

Heating fund: to fund a new boiler as the existing one failed beyond repair in 2018.

Notes to the Annual Financial Report

8. Gift aid

Gift aid is recoverable on donations received up to the year end. Due to the preparation on the basis of cash accounting, there is Gift Aid due on December's donation after the year end.

9. Payments to PCC employees

	2020	2019
	£	£
Gross pay	23,272	22,879
Employers national insurance	200	212
Pension costs	125	113
Honaria payments	-	-
Timing difference (see below)	(200)	(12)
Salaries and honaria per note 3	<u>23,397</u>	<u>23,192</u>

The above gross pay and national insurance charge are per the payroll records, however these accounts are on a cash basis, so there is an immaterial timing difference with payments. No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC, amounting to £284 (2019: £1,250).

10. Related party transactions

During the year the spouse of a trustee has been paid £7,020 (2019: £6,765) for other services. These payments are reflected in the I&E within *Salaries and honaria*.

During the year there were various donations from trustees to the parish. Due to many being in cash it is not possible to quantify the amounts. During the year there were various expenses paid for by trustees on behalf of the church (because cash floats are not given out), which were then reimbursed.

Furthermore the utility, council tax, and phone bills of the clergy and curates are paid by the charity, with rent and wages being paid by the Diocese (for which this charity pays through contributions, see note 3).

There were no other related party payments or receipts during the year.