

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

**Trustees Annual Report and Annual Financial Report
for the year ended
31 December 2021**

Registered charity no. 1132318



Contents

Officers and professional advisers	1
Trustee annual report	2
Independent examiners report	8
Receipts and Payments Summary of Financial Activities	9
Statement of Assets and Liabilities	10
Notes to the Annual Financial Report	11

Officers and professional advisers

Trustees:

Ex Officio:

Incumbent and Rector:	Revd. Christine Spencer (Chair)
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*
Treasurer	Mr James May*

Elected members:

Andy Ironside
Ann Rice (until 28 April 2021)
Anthony Eden (from 28 April 2021)
Carl Peirce
Clare Wilson
Ian Edgson
Mark Haymes
Martin Hull (co-opted in November 2020, became a trustee from 28 April 2021)
Mary Pedlow
Paula Holt (until 28 April 2021)
Patricia Upham-Hill (from 28 April 2021 until 29 September 2021)
Ron Binmore (until 6 October 2021)**
Sue Gilbert
Trevor Strutt

Deanery Synod:

John Christopher Bell (Lay Chair)
Robert Pudney
Ines Manning*
Susan Maries*

Diocesan Synod:

John Christopher Bell
Robert Pudney

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

***It is with great sadness that we had to say goodbye and thank you to our dear friend Ron Binmore who sadly passed away on this date.*

Registered office:

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

Independent Examiners:

Richard Place Dobson Services Limited, 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.

For 2021 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 until early evening daily and is used by visitors for both tourism and for peace and quiet at a difficult time - as the many entries in our Visitors' Book testify 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 135 parishioners on the parish electoral roll at the start of the year. 2 names have been removed during the year and 6 names added, which gives a total of 139. Currently 30 are not resident within the parish. We also have a church Facebook page which at date of signing this report we have c450 members.

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

Worship during this year has continued to be 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 16 baptisms, 23 funerals (12 in the church or at graveside and 11 in the Crematorium), 10 weddings and 1 renewal of wedding vows during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

During 2021 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 continued to prove difficult due to the pandemic and unfortunately some planned events have not happened this year.

It was possible to hold a Carol Service outside round the Christmas tree and a total of c.60 people attended including both adults and children. Additionally, an outside Crib Service was held on Christmas Eve, which was attended by many non-regular church goers as well as members of the congregation and by a donkey from the local horse rescue charity. A total of c.150 people both adults and children attended this service, the service was 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. The ground floor is used for the Parish Office and first point of contact with those planning weddings, baptism etc. It has been used for Bible study groups and various other meetings and events. The second floor is rented out residentially.

We continue to explore ways of enhancing our buildings to make them of more practical use to the wider community. The old choir vestry has been refurbished to become the Children's room for use both during Sunday worship for Sunday school, but also for both of our church youth groups to use - Junior Youth Club (JYC) - 17 families and approx. 20 children, and Beyond Youth Club (BYC) 11 families and children. It was well used for activities during the Summer club which attracted 55 children from 42 families some of whom were regular church goers but many were from the wider community. Work has also been carried out to upgrade the toilet facilities nearby with the addition of baby changing facilities. Worship during this year has been a mix of online either recorded or via Zoom or live in person in the 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, although the latter has been undertaken by the Rector and the reader.

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 this year with collections of foodstuffs now being much larger than previously. The parish has also held a stall at our three local shopping parades on a Saturday in November asking people to contribute to the foodbank - this resulted in three car loads of foodstuffs being delivered to the Easter Team in time for Christmas. Permission was sought from the local authorities for this and the local PCSO's were invited to be present too. Permission is to be sought for this to become a more regular event during next year. 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. We also make an annual donation of £500.

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, and the Children's Society through a Christingle Service.

Provision of support to the young

Ifield Parish continue to support the young of the parish in a wide variety of ways. Sunday School has run with activities on 3 Sundays in the month; the church youth groups have recommenced meeting in person fortnightly and there are now approx. 20 children attending the junior meeting (JYC) and 17 attending the older meeting (BYC); many of the older children became junior leaders at the Summer club; there were parish attenders at the Diocesan online May Camp; schools visits for assemblies have been recommenced by the rector weekly and there has been one visit to the church by the children for harvest although sadly Christmas visits had to be cancelled due to rising cases of Covid infections.

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 recently introduced Simple Quality Protects standard (and have achieved Level 1 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 slightly reflecting a significant drop in rental income offset somewhat by an increase in wedding and funeral fees. The decrease in rental income is due to Covid-19 (2020 saw 3 months of normal rent prior to reductions when the pandemic started). Our income is significantly down on 2019 and our finances continue to suffer due to the following restrictions on our activities at some points during 2021:

- 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 2022 to be slightly higher than in 2021 as we look to increase rental income back closer to pre pandemic levels (although a full recovery will not occur in 2022).

Outgoing resources

The Receipts and Payments Summary of Financial Activities shows a decrease in expenditure and this is a reaction to the decreased receipts noted above- in particular cutting our giving to the Diocese which is extremely regrettable, even if it is required. Expenditure in 2021 is expected to be higher as a result of new curate costs as well as planned expenditure on an aging Lychgate Cottage.

Future income and expenditure

The main objective for the parish in the coming years is to increase receipts in order to cover expenditure which includes a parish share of c.£74k if paid in full. We hope that the relaxation of Covid-19 restrictions will enable us to carry out fund raising activities from 2022 and increase the attendance at our wide range of services.

2022 will see the parish continue 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 2020 financial statements, the church has plans for an extension to the church building which will house a new church hall, however given the current financial implications of Covid as well as dilapidations within both Lychgate Cottage and the church itself, we are not actively working on the extension.

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 2021 was £46k (2020: £44k) 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 2021 £22k (2020: £20k) 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.

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 May 2021; 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.

Trustees Annual Report for 2021

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



31st March 2022

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 2021 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').

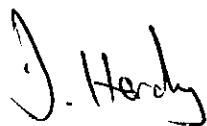
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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: 20/4/22

Receipts and Payments Summary of Financial Activities

	Note	Unrestricted General Funds 2021 £	Restricted Funds (Note 7) 2021 £	Endowment Funds (Note 6) 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income and endowments from:						
Donations		49,343	-	-	49,343	53,773
Trading activities		22,920	-	-	22,920	27,703
Investments		442	-	2,494	2,936	1,822
Other receipts		20,020	-	-	20,020	13,193
Total received	2	92,725	-	2,494	95,219	96,491
Expenditure on:						
Charitable activities		82,896	-	-	82,896	86,295
Other payments		7,321	-	-	7,321	21,291
Total paid	3	90,218	-	-	90,218	107,586
Reconciliation of funds:						
Net income		2,507	-	2,494	5,001	(11,095)
Funds at 1 January		43,528	20,886	19,742	84,156	95,251
Funds at 31 December		46,035	20,886	22,236	89,157	84,156

Statement of Assets and Liabilities

	Unrestricted General Funds 2021 £	Restricted Funds (Note 7) 2021 £	Endowment Funds (Note 6) 2021 £	Total Funds 2021 £	Total Funds 2020 £
Assets:					
Bank current account	27,809	-	-	27,809	25,322
CBF deposit fund	18,227	20,886	-	39,113	39,092
Bank and deposit accounts	46,036	20,886	-	66,922	64,414
CBF Investment fund shares	-	-	22,236	22,236	19,742
Investment assets at market value	-	-	22,236	22,236	19,742
Net Assets:	46,036	20,886	22,236	89,158	84,156

Liabilities:

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

	2021 £	2020 £
Accruals	1,236	2,033
Other creditors	200	6,242
	1,436	8,275

Other assets:

At the year end the Parish had payments on account with the Diocese totalling £2,714. This payment has been included in Wedding and funeral costs but is not an expense in 2021 (it will reduce our payments in 2022).

This Financial Report for the year ended 31 December 2021, including the notes following, was approved by the PCC and signed on its behalf by Revd Christine Spencer, Rector.

Christine Spencer

Date: *31st March 2022*

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 2021 £	Restricted Funds 2021 £	Endowment Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Planned giving (excl. tax refunds)	29,642	-	-	29,642	31,167
Planned giving (no tax refunds)	3,301	-	-	3,301	2,761
Loose cash collections	4,660	-	-	4,660	2,489
Special appeals	-	-	-	-	3,000
Grants	4,000	-	-	4,000	6,000
Gift aid recovered	7,740	-	-	7,740	8,356
Donations	49,343	-	-	49,343	53,773
Rental income	22,920	-	-	22,920	27,454
Fundraising events	-	-	-	-	249
Trading activities	22,920	-	-	22,920	27,703
Bank and CBF deposit interest	442	-	-	442	406
CBF investment fund income	-	-	2,494	2,494	1,416
Investments	442	-	2,494	2,936	1,822
Fees for weddings and funerals*	15,056	-	-	15,056	8,968
Government grants	3,484	-	-	3,484	3,494
Other receipts	1,480	-	-	1,480	731
Other receipts	20,020	-	-	20,020	13,193
Total received	92,724	-	2,494	95,218	96,491

*Receipts for Fees for weddings and funerals includes amounts collected on behalf of the Diocese that are then included in the Weddings and funeral cost payments in note 3.

Notes to the Annual Financial Report

3. Analysis of total paid

	Unrestricted General Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
	2021	2021	2021	2021	2020
	£	£	£	£	£
Charitable donations	2,509	-	-	2,509	2,260
Parish share to Chichester Diocese	21,000	-	-	21,000	37,159
Salaries and honoraria incl NI	24,025	-	-	24,025	23,397
Clergy and other people's expenses	689	-	-	689	314
Mission costs	751	-	-	751	738
Insurance	6,589	-	-	6,589	6,431
Water, gas, electric, and oil	2,156	-	-	2,156	7,945
Printing and photocopying	1,030	-	-	1,030	1,924
Other regular church costs	7,819	-	-	7,819	3,680
Wedding and funeral costs	15,206	-	-	15,206	1,336
Accounting and examiners fees	1,122	-	-	1,122	1,110
Charitable activities	82,896	-	-	82,896	86,295
Equipment	-	-	-	-	-
Maintenance & redecoration	24	-	-	24	14,385
Bank fees	224	-	-	224	240
Other payments	7,073	-	-	7,073	6,666
Other payments	7,321	-	-	7,321	21,291
	90,218	-	-	90,218	107,586

4. Charitable donations

Charitable donations in the year included donations to:

	2021	2020
	£	£
Christians against poverty	1,500	1,500
Other	1,009	760
	2,509	2,260

Notes to the Annual Financial Report

5. Parish share to Chichester Diocese

The Parish share to Chichester Diocese (£21,000 (2020: £37,159)) is for the payment of Clergy and other central costs. However the 2020 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 was an expense in 2020 due to the accounts being prepared on a cash basis). The full cost of the parish ministry amounts to £74,300 (2020: £74,035). The shortfall is kindly absorbed by the Diocese and not payable by the parish in future years. However should the Diocese end this support at any point in the future the parish would likely to have to reduce what it can offer to the community.

6. Trust

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

	2021	2020
	£	£
CBF Investment (Knight/Loveband)	15,315	13,399
CBF Investment (Wood)	1,264	1,106
CBF Investment (Hope-Shepperton)	1,566	1,333
CBF Deposit (Chancel trust)	4,091	3,904
	22,236	19,742

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:

	2021	2020
	£	£
Fabric fund	18,493	18,493
Music fund	1,202	1,202
Chancel trust	250	250
Heating fund	941	941
	20,886	20,886

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 (the replacement has been made with any balance above being a residual fund).

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

	2021	2020
	£	£
Gross pay	23,541	23,272
Employers national insurance	-	-
Pension costs	127	125
Honaria payments	360	-
Timing difference (see below)	(3)	-
Salaries and honaria per note 3	24,025	23,397

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.

10. Related party transactions

During the year the spouse of a trustee has been paid £7,020 (2020: £7,020) 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.