

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

**Trustees Annual Report and Annual Financial Report
for the year ended
31 December 2022**

Registered charity no. 1132318



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Officers and professional advisers

Trustees:

Ex Officio:

Incumbent and Rector:

Revd. Christine Spencer (Chair)

Curate:

Revd. Jamie Gater* (until 27 April 2022)

Revd. Lizzi Green (from 1 January 2022 to 31 December 2022)

~~Reader:~~

Wardens:

Jillian Bell

Rob Pudney (Vice Chair) (until 27 April 2022)

Andy Ironside (Vice Chair (from 27 April 2022)

John Christopher Bell

Secretary:

Clare Wilson*

Safeguarding officer:

Andrew Cottee* (until 27 April 2022)

Amy Wilson* (from 27 April 2022)

Treasurer

James May*

Elected members:

Andy Ironside (until 27 April 2022)

Anthony Eden (until 31 January 2023)

Carl Peirce

Clare Wilson (until 27 April 2022)

Ellis Barton (from 27 April 2022)

Ian Edgson (until 27 April 2022)

Kevin Lawlor (from 27 April 2022)

Lindsey Plunkett (from 27 April 2022)

Mark Haymes (until 27 April 2022)

Martin Hull

Mary Pedlow

Naomi Gater (from 27 April 2022)

Robert Pudney (from 27 April 2022)

Sarah Ward (from 27 April 2022)

Sue Gilbert (until 27 April 2022)

Trevor Strutt

Veryan Nicholls (from 27 April 2022)

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.*

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 2022 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 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 through courses at Lent, Advent and through house groups;
- 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 afternoon daily (due to a spate of vandalism) 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 139 parishioners on the parish electoral roll at the start of the year. 5 names have been removed during the year and 4 names added, which gives a total of 138. Currently 30 are not resident within the parish. We also have a church Facebook page which at the APCM in 2022 we have c.500 members.

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

Provision of the church buildings for people to enjoy

We held 19 baptisms, 18 funerals (11 in the church or at graveside and 7 in the Crematorium), 6 weddings, and 6 internment of ashes took place in the churchyard. 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 2022 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 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.32 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. A total of c.152 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 all of our church youth groups to use - with 19 children (from 13 families) attending the junior meeting (JYC), 14 children from 14 families attending the next youth group (AYC) and 8 teenagers from 8 families attending the older meeting (BYC); many of the older children became junior leaders at the Summer club. Summer/holiday club attracted 61 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 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. A celebration of marriage service was held to which all the couples from the previous three years whose weddings had been celebrated at St Margaret's were invited to return.

Provision of pastoral care for people living in the parish

The Pastoral Care Team is currently being reviewed but contact has been maintained for those unable to come to church through telephone calls, emails and the delivery of weekly news sheets. The monthly communion service held in a local care home has not yet been restarted but a monthly non-Eucharistic service has been developed for use at a local care home although couldn't be started before Christmas due to a small outbreak of Covid in the home. This will be started as soon as it is possible to do so and it is hoped to commence this in all care homes in the parish with support from the congregation. The provision of communion at home 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 four times during the year asking people to contribute to the foodbank - this resulted in three car loads of foodstuffs each time being delivered to the Easter Team. Permission was sought from the local authorities for this and the local PCSO's were invited to be present too. 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 for this year.

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, 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 when it is required; the church youth groups have been divided to allow for different needs and currently there are approx. 19 children (from 13 families) attending the junior meeting (JYC), 14 children from 14 families attending the next youth group (AYC) and 8 teenagers from 8 families attending the older meeting (BYC); many of the older children became junior leaders at the Summer club. Summer/holiday club attracted 61 children from 42 families. Schools visits for assemblies are undertaken by the Rector weekly to the church school and there has been several visits to the church by the children for Easter, harvest and end of term although sadly Christmas visits had to be cancelled due to the cold weather. Another school in the parish (not a church school) wanted to visit 6 times over Christmas but due to staff sickness and the weather they were unable to do so but have booked for next year already.

A new All-age/family service was introduced monthly and this has 18 children regularly attend from 10 families, some of whom were not previously regular church goers.

During the year a weekly termtime parent/carer and toddler group was started providing a safe and nurturing space for carers and children to come to play and chat. This has grown with 48 children having attended from 42 families the majority of which are not regular church members or who have any connection with 'church'.

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 once again. This is a result of a mix of factors including reduced giving, no grant income for our youth work, no grant income from the Corona Virus Job Retention Scheme, lower quantities of weddings and funerals, and a poor performance of our investments (which reflects the market conditions for 2022). This was slightly offset by recovering rentals as Covid-19 restrictions eased, but our finances continue to suffer due to the economic circumstances.

We expect income in 2023 to be slightly higher than in 2022 as we look to increase rental income back closer to pre pandemic levels.

Outgoing resources

The Receipts and Payments Summary of Financial Activities shows a decrease in expenditure driven mainly by reduced wedding and funeral fees, which is consistent with a lower quantity of events noted above. However at the year-end we still owed c.£2,000 in wedding and funeral fees and these were paid out in January 2023. The notes show a significant increase in utility costs and we sadly expect this trend to continue due to a lack of government support in 2023.

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.£77k if paid in full. However we are some way off of this goal and so 2023 will require us to carefully monitor our finances and ensure we focus on delivering our core objectives.

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 2022 was £44k (2021: £46k) 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 2022 £20k (2021: £22k) 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. 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 *3rd April 2023*

Revd Christine Spencer

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 2022 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: 04/04/2023

Receipts and Payments Summary of Financial Activities

	Note	Unrestricted General Funds 2022 £	Restricted Funds (Note 7) 2022 £	Endowment Funds (Note 6) 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income and endowments from:						
Donations		40,834	-	-	40,834	49,343
Trading activities		29,792	2,500	-	32,292	22,920
Investments		839	-	(1,817)	(978)	2,936
Other receipts		9,352	-	-	9,352	20,020
Total received	2	80,817	2,500	(1,817)	81,500	95,219
Expenditure on:						
Charitable activities		75,030	-	-	75,030	82,896
Other payments		8,278	742	-	9,020	7,321
Total paid	3	83,308	742	-	84,050	90,218
Reconciliation of funds:						
Net income		(2,491)	1,758	(1,817)	(2,550)	5,001
Funds at 1 January		46,035	20,886	22,236	89,157	84,156
Funds at 31 December		43,544	22,644	20,419	86,607	89,157

Statement of Assets and Liabilities

	Unrestricted General Funds 2022 £	Restricted Funds (Note 7) 2022 £	Endowment Funds (Note 6) 2022 £	Total Funds 2022 £	Total Funds 2021 £
Assets:					
Bank current account	26,559	-	-	26,559	27,809
CBF deposit fund	16,985	22,644	-	39,629	39,113
Bank and deposit accounts	43,544	22,644	-	66,188	66,922
CBF Investment fund shares	-	-	20,419	20,419	22,236
Investment assets at market value	-	-	20,419	20,419	22,236
Net Assets:	43,544	22,644	20,419	86,607	89,158

Liabilities:

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

	2022 £	2021 £
Accruals	1,285	1,236
Other creditors	2,314	200
	3,599	1,436

Other assets:

At 31 December 2021 the Parish had payments on account with the Diocese totalling £2,714. This payment was included in Wedding and funeral costs for 2021 but it was not an expense in 2021, it has reduced our payments in 2022. At 31 December 2022 the Parish owes the Diocese £2,014 in respect of wedding and funeral fees and this liability is included in the Other creditors figure above however is not included in the payments figure in note 3.

This Financial Report for the year ended 31 December 2022, including the notes following, was approved by the PCC and signed on its behalf by Revd Christine Spencer, Rector.

Revd Christine Spencer

Date: *3rd April 2023*

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
	2022 £	2022 £	2022 £	2022 £	2021 £
Planned giving (excl. tax refunds)	25,867	-	-	25,867	29,642
Planned giving (no tax refunds)	3,105	-	-	3,105	3,301
Loose cash collections	5,905	-	-	5,905	4,660
Special appeals	-	-	-	-	-
Grants	-	-	-	-	4,000
Gift aid recovered	5,957	-	-	5,957	7,740
Donations	40,834	-	-	40,834	49,343
Rental income	29,792	-	-	29,792	22,920
Fundraising events	-	2,500	-	2,500	-
Trading activities	29,792	2,500	-	32,292	22,920
Bank and CBF deposit interest	839	-	-	839	442
CBF investment fund income	-	-	(1,817)	(1,817)	2,494
Investments	839	-	(1,817)	(978)	2,936
Fees for weddings and funerals*	8,718	-	-	8,718	15,056
Government grants	-	-	-	-	3,484
Other receipts	634	-	-	634	1,480
Other receipts	9,352	-	-	9,352	20,020
Total received	80,817	2,500	(1,817)	81,500	95,218

*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 2022 £	Restricted Funds 2022 £	Endowment Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Charitable donations	1,903	-	-	1,903	2,509
Parish share to Chichester Diocese	21,589	-	-	21,589	21,000
Salaries and honoraria incl NI	24,191	-	-	24,191	24,025
Clergy and other people's expenses	-	-	-	-	689
Mission costs	1,001	-	-	1,001	751
Insurance	6,911	-	-	6,911	6,589
Water, gas, electric, and oil	7,447	-	-	7,447	2,156
Printing and photocopying	1,707	-	-	1,707	1,030
Other regular church costs	8,155	-	-	8,155	7,819
Wedding and funeral costs	980	-	-	980	15,206
Accounting and examiners fees	1,146	-	-	1,146	1,122
Charitable activities	75,030	-	-	75,030	82,896
Equipment	-	-	-	-	-
Maintenance & redecoration	-	50	-	50	24
Bank fees	462	-	-	462	224
Other payments	7,816	692	-	8,508	7,073
Other payments	8,278	742	-	9,020	7,321
	83,308	742	-	84,050	90,218

4. Charitable donations

Charitable donations in the year included donations to:

	2022 £	2021 £
Christians against poverty	1,500	1,500
Other	403	1,009
	1,903	2,509

5. Parish share to Chichester Diocese

The Parish share to Chichester Diocese (£21,589 (2021: £21,000)) is for the payment of Clergy and other central costs. The full cost of the parish ministry amounts to £76,967 (2021: £74,300). 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:

	2022	2021
	£	£
CBF Investment (Kinight/Loveband)	13,513	15,315
CBF Investment (Wood)	1,116	1,264
CBF Investment (Hope-Shepperton)	1,451	1,566
CBF Deposit (Chancel trust)	4,339	4,091
	20,419	22,236

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:

	2022	2021
	£	£
Fabric fund	20,943	18,493
Music fund	510	1,202
Chancel trust	250	250
Heating fund	941	941
	22,644	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

	2022	2021
	£	£
Gross pay	23,952	23,541
Employers national insurance	-	-
Pension costs	424	127
Honaria payments	-	360
Timing difference (see below)	(185)	(3)
Salaries and honaria per note 3	24,191	24,025

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 a trustee has been paid £7,313 (2021: £7,020) for other services. These payments are reflected in the I&E within *Salaries and honaria*. This trustee joined the board on 27 April 2022. Prior to this date the salary payments were still a related party transaction as the Trustee was a spouse of another Trustee.

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.