

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

**Trustees Annual Report and Annual Financial Report
for the year ended
31 December 2023**

Registered charity no. 1132318



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Officers and professional advisers

Trustees:

Ex Officio:

Incumbent and Rector:	Revd. Christine Spencer (Chair)
Curate:	Revd. Dominic Desouza-Campbell (from 24 April 2023)
Reader:	Jillian Bell*
Wardens:	John Christopher Bell (until 26 April 2023) Andy Ironside (Vice Chair) Kevin Lawler (from 26 April 2023)
Secretary:	Clare Wilson
Safeguarding officer:	Amy Wilson*
Treasurer	James May*

Elected members:

Ellis Barton
Anthony Eden (until 31 January 2023)
Naomi Gater (until 17 December 2023)
Martin Hull
Veryan Nicholls
Kevin Lawler (until 26 April 2023)
Mary Pedlow (until 26 April 2023)
Carl Peirce (until 26 April 2023)
Lindsey Plunkett
Robert Pudney
Jo-Ann Silk (from 26 April 2023)
Trevor Strutt (until 26 April 2023)
Sarah Ward
Clare Wilson (from 26 April 2023)
Nicola Wood (coopted from 26 April 2023)

Deanery Synod:

John Christopher Bell*
Ines Manning* (until 26 April 2023)
Susan Maries* (until 26 April 2023)
Mary Pedlow* (from 26 April 2023)
Trevor Strutt* (from 26 April 2023)
Robert Pudney (Lay Chair)

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.

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 2023 we discussed and planned the following objectives and activities to fulfil our aims of:

- 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;
- 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 church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

There were 133 parishioners on the parish electoral roll at the start of the year. 3 names have been removed during the year and 5 names added, which gives a total of 135. Currently 37 are not resident within the parish. We also have a church Facebook page which at the APCM in 2023 we have c.640 members.

A wider range of services are being offered at St Margaret's, from the informal FIISH (non-Eucharistic worship), Sunday Celebration (non-Eucharistic), Service of the Word (non-Eucharistic) to the more traditional sung Eucharistic services of the weekly Parish Communion, the All-age Worship, the Book of Common Prayer (BCP) Holy Communion, and these continue to engage and grow a wide range of individuals.

Provision of the church buildings for people to enjoy

We held 18 baptisms, 18 funerals (8 in the church or at graveside and 10 in the Crematorium), 2 weddings, and 5 interment 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 2023 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. St Margaret's hosted a concert in aid of Open House, the local homeless shelter.

It was possible to hold a Carol Service inside round the Christmas tree and a total of c.33 people attended including both adults and children. A service of Nine Lessons and Carols was held at which 53 adults and 6 children were present. Additionally, a 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.176 adults and 48 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 (250) 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 and as the Choir vestry. 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 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 59 children from 42 families some of whom were regular church goers, but many were from the wider community. Worship during the year has included holding an All-Souls service in collaboration with a local funeral director, where those who had had funerals undertaken by

both the church and also by the funeral director during the previous three years 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 Team is currently being reviewed but contact has been maintained for those unable to come to church through telephone calls, emails and visits. The monthly communion service held in a local care home has now been restarted and in addition a monthly non-Eucharistic service has been developed for use in both this and another local care home which is much appreciated by the residents. A small team from the church attended both these care homes to sing Christmas carols. 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, and by supporting the local foodbank. 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.

The parish contributes to Chichester Diocesan Family Support Work. We have two members on the local Support Group and in 2023 donated half our Christmas collections and all the proceeds of our Lent lunches to this cause. We also collect a large quantity of toys and toiletries for the charity in Advent. Individual church members contribute through monthly standing orders, and the whole congregation generously supports those who take part in the FSW annual sponsored walk.

Proceeds from Christmas collections were shared equally between the work of Open House and Family Support Work. We have also supported 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 been discontinued at present as children are welcomed in all services; the church youth groups had 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 59 children from 42 families.

Schools visits for assemblies are undertaken by the Rector weekly at the church school and a new lunch time club was commenced in September (Jesus and Me - JaM) and this was run by the Youth and Children's officer. There have been several visits to the church by the children in years 3-6 for Christmas, Easter, harvest and the end of term leavers service. One of the local secondary schools also visited as part of their review of local buildings and very much enjoyed their visit.

During the year a weekly termtime parent/carer and toddler group has continued to provide a safe and nurturing space for carers and children to come to play and chat. This has grown with 62 children having

attended from 53 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 Simple Quality Protects standard (and 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 two study groups across the parish (circa 18 attendees).

Financial Review

Incoming resources

Total receipts increased this year, driven by an increase in rental income due to the expiry of Covid-19 reductions which were granted to all of our tenants. Donations and income from weddings and funerals decreased underlining the very serious tough circumstances the parish faces. We expect income in 2024 to be similar to that in 2023.

Outgoing resources

Expenditure for the year was broadly in line with 2022, with some additional expenditure on the church building offsetting a reduction in other expenses (which were mainly professional fees in 2022 in relation to our Lychgate cottage building). In 2023 we expect to see a reduction in salary costs as a result of a decreased headcount.

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.£80k 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 £50k (2021: £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 2022 £22k (2021: £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. 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 16 March 2024

**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 2023 which are set out on pages 1 to 13.

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').

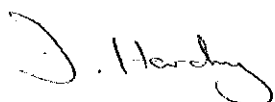
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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: 26-Mar-24

Receipts and Payments Summary of Financial Activities

	Note	Unrestricted General Funds 2023 £	Restricted Funds (Note 7) 2023 £	Endowment Funds (Note 6) 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income and endowments from:						
Donations		35,994	-	-	35,994	40,834
Trading activities		40,085	3,562	-	43,647	32,292
Investments		1,762	-	1,861	3,623	(978)
Other receipts		8,354	-	-	8,354	9,352
Total received	2	86,195	3,562	1,861	91,618	81,500
Expenditure on:						
Charitable activities		72,411	-	-	72,411	75,030
Other payments		6,522	7,232	-	13,754	9,020
Total paid	3	78,933	7,232	-	86,165	84,050
Reconciliation of funds:						
Net income		7,262	(3,670)	1,861	5,453	(2,550)
Funds at 1 January		43,544	22,644	20,419	86,607	89,157
Funds at 31 December		50,806	18,974	22,280	92,060	86,607

Statement of Assets and Liabilities

	Unrestricted General Funds 2023 £	Restricted Funds (Note 7) 2023 £	Endowment Funds (Note 6) 2023 £	Total Funds 2023 £	Total Funds 2022 £
Assets:					
Bank current account	28,883	-	-	28,883	26,559
CBF deposit fund	21,923	18,974	-	40,897	39,629
Bank and deposit accounts	50,806	18,974	-	69,780	66,188
CBF Investment fund shares	-	-	22,280	22,280	20,419
Investment assets at market value	-	-	22,280	22,280	20,419
Net Assets:	50,806	18,974	22,280	92,060	86,607

Liabilities:

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

	2023 £	2022 £
Accruals	1,479	1,285
Other creditors	5,132	2,314
	6,611	3,599

This Financial Report for the year ended 31 December 2023, including the notes following, was approved by the PCC and signed on its behalf by Revd Christine Spencer, Rector.

Revd Christine Spencer

Date: 16th March 2024

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 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Planned giving (excl. gift aid)	22,851	-	-	22,851	25,867
Planned giving (no gift aid)	2,648	-	-	2,648	3,105
Loose cash collections	4,662	-	-	4,662	5,905
Special appeals	-	-	-	-	-
Grants	-	-	-	-	-
Gift aid recovered	5,833	-	-	5,833	5,957
Donations	35,994	-	-	35,994	40,834
Rental income	40,085	-	-	40,085	29,792
Fundraising events	-	3,562	-	3,562	2,500
Trading activities	40,085	3,562	-	43,647	32,292
Bank and CBF deposit interest	1,762	-	-	1,762	839
CBF investment fund income	-	-	1,861	1,861	(1,817)
Investments	1,762	-	1,861	3,623	(978)
Fees for weddings and funerals*	8,058	-	-	8,058	8,718
Government grants	-	-	-	-	-
Other receipts	296	-	-	296	634
Other receipts	8,354	-	-	8,354	9,352
Total received	86,195	3,562	1,861	91,618	81,500

*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 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Charitable donations	1,375	-	-	1,375	1,903
Parish share to Chichester Diocese	19,250	-	-	19,250	21,589
Salaries and honoraria incl NI	25,204	-	-	25,204	24,191
Mission costs	993	-	-	993	1,001
Insurance	7,581	-	-	7,581	6,911
Water, gas, electric, and oil	9,535	-	-	9,535	7,447
Printing and photocopying	1,409	-	-	1,409	1,707
Other regular church costs	3,130	-	-	3,130	8,155
Wedding and funeral costs	2,674	-	-	2,674	980
Accounting and examiners fees	1,260	-	-	1,260	1,146
Charitable activities	72,411	-	-	72,411	75,030
Equipment	-	-	-	-	-
Maintenance & redecoration	4,102	6,833	-	10,935	50
Bank fees	415	-	-	415	462
Other payments	2,005	399	-	2,404	8,508
Other payments	6,522	7,232	-	13,754	9,020
	78,933	7,232	-	86,165	84,050

4. Charitable donations

Charitable donations in the year included donations to:

	2023 £	2022 £
Christians against poverty	1,375	1,500
Other	-	403
	1,375	1,903

Notes to the Annual Financial Report

5. Parish share to Chichester Diocese

The Parish share to Chichester Diocese (£19,250 (2022: £21,589)) is for the payment of Clergy and other central costs. The full cost of the parish ministry amounts to c.£80,000 (2022: £76,967). 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:

	2023	2022
	£	£
CBF Investment (Kinight/Loveband)	14,784	13,513
CBF Investment (Wood)	1,221	1,116
CBF Investment (Hope-Shepperton)	1,602	1,451
CBF Deposit (Chancel trust)	4,673	4,339
	<u>22,280</u>	<u>20,419</u>

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:

	2023	2022
	£	£
Fabric fund*	17,672	20,943
Music fund	370	510
Chancel trust	250	250
Heating fund	682	941
	<u>18,974</u>	<u>22,644</u>

The restricted funds are for the following purposes:

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

**Included within the fabric fund is £2,500 available for gas bills to assist with keeping the prevention of damage to the church from cold weather.*

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

	2023	2022
	£	£
Gross pay	25,068	23,952
Pension costs	135	424
Timing difference (see below)	1	(185)
Salaries and honaria per note 3	25,204	24,191

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 £8,011 (2022: £7,313) 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.

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