

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST, HOVE

England & Wales - Charity number 1146416

Details

Other names	ST JOHN'S HOVE PCC
Status	Registered
Legal form	Previously excepted
Registered	2012-03-15
Register	View on the Charity Commission register

Contact

Address	c/o St John the Baptist Palmeira Square Hove BN3 2FL
Phone	01273 725811
Website	http://stjohnshove.co.uk

Activities

Objects: PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

Activities: St John the Baptist Hove is a Church of England Parish Church that seeks to enable people to live out their Christian faith as part of our parish community through: Worship, prayer and discipleship, provision of pastoral care for people in the parish and missionary and outreach work.

Classification

- **How:** Other Charitable Activities
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- Brighton And Hove

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£78,350	£94,094	-	-
2023-12-31	£65,283	£60,281	-	-
2022-12-31	£66,123	£54,780	-	-
2021-12-31	£52,586	£35,140	-	-
2020-12-31	£44,267	£38,853	-	-

Trustees

Name	Role	Appointed
CHI TSUNG HO		2013-07-26
Dr Janet Parrott		2022-04-24
Erica Ga-Lae Cheung		2021-04-18
Isla Macfarlane		2018-04-08
James Vetter		2026-03-01
LISA GODFREY		2013-07-11
MRS SUE DAVIDSON		2016-04-17
Susan Bazire		2024-01-04
TREVOR FRANK BEATTIE		2015-04-12

Accounts

ST JOHN THE BAPTIST, HOVE

**PAROCHIAL CHURCH COUNCIL ANNUAL REPORT
AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024**

REGISTERED CHARITY NO. 1146416

CONTENTS	PAGE
Administrative Information	4
Aims and Purpose	4
Vicar's Report	5
Structure, Governance and Management	6
Fabric and Maintenance	6
Safeguarding	7
Finance Report	7
Financial Statements	9
Notes to the Financial Statements	12
Independent Examiner's Report	13

Vicar: Revd Dr Earl Collins

Independent Examiner: Michelle Westbury FCCA, West & Berry Ltd
Nile House, Nile Street, Brighton, BN1 1HW

Bankers: Barclays Bank plc, 139-142 North Street, Brighton, BN1 1RU
The Central Board of Finance, Church of England Funds,
80 Cheapside, London, EC2V 6DZ

◆ **ADMINISTRATIVE INFORMATION**

The Parish Church of Hove: St John the Baptist is situated at the corner of Palmeira Square in Hove. The parish is part of the Deanery of Hove, the Archdeaconry of Brighton and Lewes and the Church of England Diocese of Chichester.

The Parochial Church Council (PCC) of St John the Baptist is registered with the Charity Commission as a charity (No. 1146416). The correspondence address for the charity is The Church of St John the Baptist, The Vicarage, 119 Holland Road, Hove, BN3 1JS.

PCC Members

The following members have served as members of the Parochial Church Council from 1st January 2024 until the date of this report unless otherwise indicated. All PCC members serve as trustees of the registered charity.

Vicar:	Revd Dr Earl Collins	
Churchwardens:	Ms Susan Bazire Ms Sue Davidson Dr Janet Parrott	
Representatives on the Deanery Synod:	Mr Tom Savage Mr Trevor Beattie	(until APCM 2027) (until APCM 2027)
Elected members:	Mr Trevor Beattie Miss Lisa Godfrey Mr Chi Ho (Treasurer) Mr Tom Savage Ms Isla McFarlane Ms Sue Davidson Mr Andrew Maynard Ms Erica Cheung Mr Mark Gower-Smith	(until APCM 2027) (until APCM 2025) (until APCM 2025) (until APCM 2025) (until APCM 2027) (until APCM 2026) (resigned March 2024) (until APCM 2027) (until APCM 2025)

◆ **AIMS AND PURPOSE**

St John the Baptist Hove is a Church of England Parish Church that seeks to enable people to live out their Christian faith as part of our parish community through worship, prayer and discipleship, provision of pastoral care for people in the parish, and missionary and outreach work.

◆ VICAR'S REPORT

St John's continued to thrive throughout 2024 as a place of prayer, worship, and fellowship. At the APCM, on Sunday the 21st of April we thanked Erica Cheung as she ended her period of service as church warden and we elected Sue Bazire as warden, joining Janet Parrott. Sue Davidson continued as an appointed warden. Rosemary Shirley, Pru White and Sue Davidson continued to work with the vicar in providing pastoral care through our pastoral team. All continue to serve the parish with generosity and enthusiasm and the PCC carried out its work faithfully as always. In 2024 we employed Dave Stevens as parish administrator. Essential work to the fabric of the building was begun, overseen by Trevor Beattie and the fabric and maintenance committee.

Worship and Church Life

The regular pattern of Sunday worship continued (Sung Eucharist at 10.30am on Sundays, Compline at 7.30pm on Tuesdays, and Morning Prayer – followed by cleaning - at 10.00am on Wednesdays). Our team of organists, welcomers, and tea and coffee makers continued to serve faithfully to make our worship worthy and beautiful and our fellowship lively.

Judy Puttick continued to choose hymns for the liturgy, Rosemary Shirley played the piano on various Sundays, and with Erica Cheung, organised the Welcomers' Rota. Toward the end of the year, we were delighted to welcome back Ken Sagar to our team of organists.

Revd. Adele Rowlands and Revd. James McMahon continued to preside and preach on occasion at the Sunday Eucharist, their liturgical service being greatly appreciated by the parish.

The main services of Ash Wednesday and Holy Week were held and were well attended.

On Sunday the 16th of June the vicar was installed as the Bursalis Canon in Chichester Cathedral, with the wardens and several parishioners in attendance.

On the occasion of our patronal feast, Jamie Howard and Lisa Godfrey organised an enjoyable and well-attended parish lunch after Sunday service.

On Sunday the 7th of July we welcomed the Revd. Canon Dr. Dan Inman to preside and preach at a Sunday service. On Sunday the 11th of August the congregation of All Saints, with their recently installed Vicar, Revd. Catriona Cumming, joined us for a joint celebration of the Eucharist.

The regular visits by the Swedish Church community took place in March and September.

The annual Palmeira Square Christmas tree lighting was held on the 22nd of November, preceded by a carol service with singing by the children of a local school in the presence of the Mayor of Brighton.

Our own carol service (with the Brighton City Singers) was on Sunday December the 15th, followed by a raffle organised by Trevor and Julie Beattie (local business support arranged by Julie and Sue Davidson). As in previous years it raised significant funds for the church. Mulled wine and mince pies (thanks to Stewart Davidson) were served after the service.

For the second year in a row, we held our Advent Carol Service in Hop50+ which was well attended.

The Christmas Day Sung Eucharist at 10.30am drew a large congregation, with visitors to Hove joining our usual worshippers.

Pastoral Care

The pastoral team continued to visit our housebound parishioners and bring them Holy Communion.

Outreach to Community

Our usual excellent relations with Cornerstone and Hop50+ continued throughout 2024, with Cornerstone making a generous donation to the repair work for the church. Lisa Godfrey became the Chair of Cornerstone, Trevor Beattie (PCC member) joined us on the board and Sarah Rogers became the diocesan representative to it. The foodbank continued to run throughout 2024 and was well attended. It concluded before Christmas.

Fundraising

Isla and Stuart's history talks continued in popularity and raised much-appreciated funds for the Church.

◆ STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Powers Measure. The PCC is a charity registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Hove" (No 1146416).

The role of the PCC is to promote in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Membership of the PCC is determined under the Church Representation Rules. It consists of ex-officio members: namely the churchwardens, and representatives on the Deanery Synod. In addition, as the Electoral Roll is over 50 but not more than 100 there can be 9 elected members of the laity who each serve for a period of 3 years. St John's has adopted a policy where one third of the elected members come up for re-election each year at the annual Parochial Church Meeting (APCM).

PCC members are trustees of the charity. Each trustee has certain legal responsibilities. These include; to ensure compliance with charity law and church (ecclesiastical) law, a duty of prudence to ensure the PCC remains solvent, and a duty of care to ensure the PCC is well-run and efficient. The trustees have paid due regard to the Charity Commission guidance on public benefit in deciding which activities to undertake during the year.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The Standing Committee consists of the Vicar, Churchwardens and other Church Officers (Secretary and Treasurer).

Building and Finance Committee

This is a sub-committee of the PCC which considers issues relevant to the maintenance of the building and the management of parish finances. It makes recommendations to the PCC for its consideration and comprises the Vicar, PCC Secretary and Treasurer and other parishioners as required.

Risk Management

The PCC regularly reviews its risks (financial and operational) and strategies to deal with them. The PCC and its various sub-committees work together to manage and mitigate these risks.

Electoral Roll

The Electoral Roll stood at 64 on 31 December 2024. During the year there were 2 deaths, 2 people left, and 1 person joined.

◆ FABRIC AND MAINTENANCE

The annual maintenance programme for the church and organ was completed to plan in 2024. In addition to the regular routine tasks two small fans on the gas boiler were replaced. The frayed matting by the sink was removed and the original wooden flooring cleaned. The wall clock was moved down a little such that the mechanism could be safely wound and one of the hymn boards was repositioned to facilitate all the congregation having a clear view.

At the end of the year major work on the church building was carried out by Tilley & Son in response to recommendations in the last Quinquennial Review of the fabric. This comprised repairs to the stonework and repointing of areas of flintwork to the north aisle and east end. This work, whilst not very visible, is essential to stop water penetrating the very exposed walls of the church. At the same time major repairs were carried out to the east window where many of the metal retaining bars had rusted and expanded, damaging the supporting stonework. These bars have all been replaced and the stonework repaired. With the window secure and the walls watertight the interior of the chancel was then able to be redecorated and now looks splendid.

Emergency repair work was undertaken to the exterior of the porch, which had been the cause of flooding on a regular basis. It is now watertight and once the walls have dried out it will be replastered and redecorated.

The garden has been well maintained and the planters were planted with tulips and wallflowers in the Spring and a Summer bedding display.

◆ SAFEGUARDING

St Johns takes the topic of safeguarding extremely seriously. Our aim is to promote a safe place which is open and transparent. Safeguarding is on our PCC agenda at each meeting and all members are compliant and up to date with the robust training that our diocese provides. In addition to this we are fully adherent to the Safety Quality projects and contact numbers for St John's safeguarding officer can be found on the churches notice board inside. We also welcome and encourage any of our congregation to attend the Basic training on the Chichester diocese website under safeguarding.

◆ FINANCE REPORT

Receipts

- The total receipts on general unrestricted funds received were **£62,800** and are detailed in the Financial Statements. This represents a 3% decrease from the previous year (£64,633).
- Total receipts on designated funds for Church maintenance (quinquennial and stonework repairs) were **£15,550**.
- Planned Giving through standing orders and the Parish Giving Scheme (PGS) decreased by 5% to **£18,144** (2023: £19,196).
- Collections at services decreased by 4% to **£6,345** (2023: £6,612) of which Gift Aid donations represented 32% (£2,054).
- We have continued to encourage parishioners to regularise their giving via the PGS or standing orders. We have also been encouraging online giving via the Church website and contactless giving as alternative ways to give for those who regularly donate by cash.
- St John's relies on the generosity of the congregation and the community to support its mission and ministry. The PCC was again very grateful to all who contributed to St John's.

Payments

- Total payments from general unrestricted funds were **£66,396** and are detailed in the Financial Statements. This represents a 13% increase from the previous year (£58,720).
- Total payments from designated funds for quinquennial and stonework repairs were **£27,698**.
- Net movement in funds on unrestricted (including designated) funds resulted in a deficit of receipts over payments of **£15,745** (2023: £5,002 surplus).
- The largest expenditure of the PCC was the Parish Contribution to the Diocese to cover ministry costs at St John's. This amounted to **£31,500** but falls below the £52,557 that the Diocese has allocated to St John's. The balance of the costs of ministry is borne by the Diocese as a grant to the parish.
- We need to explore and develop existing and new technologies to extend our outreach and to broaden the way we deliver our faith and service to our community through our Mission Action Plan.
- The closing balances in both unrestricted and restricted funds available to the PCC as at 31 December 2024 were **£76,188** and **£2,559** respectively.

Reserves Policy

It is PCC policy to try to maintain a balance of general unrestricted funds which equates to approximately four months' worth of unrestricted payments to ensure continued financial security and to provide for contingencies. The cash balance of £15,263 held on unrestricted (general) funds at the year end, together with the amounts payable to and by the PCC.

Designated funds are sums of unrestricted money earmarked by the PCC for specific purposes. Designated funds in respect of Stonework Repairs, Garden Improvements, Organ Repairs, Contingency and Quinquennial Repairs stand at £250, £250, £784, £50,000 and £9,641 respectively.

The Contingency Fund is held in The CBF Church of England Deposit Fund which benefits from competitive rates of interest (4.6% as at 31 December 2024) therefore providing further income for St John's. The fund is for unexpected expenditure e.g. increase in cost of utilities (which may not be recovered from Hop50+ or Cornerstone), emergency repairs and maintenance as a result of damage from natural disaster.

Restricted funds are sums of money that are held on trust for particular purposes. Restricted Funds in respect of the Sound System and the Garden stand at £1,131 and £1,428 respectively relating to two legacies.

Signed on behalf of the PCC
on 27 April 2025



**Revd Dr Earl Collins - Vicar
Chair**

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024**

Receipts and Payments Accounts

Receipts	Notes	Unrestricted		Restricted Fund £	Total All Funds 2024 £	Total All Funds 2023 £
		General Fund £	Designated Fund £			
<i>Voluntary Receipts</i>						
Planned Giving - Direct Debits		14,890	-	-	14,890	15,942
Planned Giving - Standing Orders		3,254	-	-	3,254	3,254
Collections at Services - Cash		4,291	-	-	4,291	4,100
Collections at Services - Gift Aid Envelopes		2,054	-	-	2,054	2,512
Sundry Donations and Appeals	3	1,264	15,550	-	16,814	3,242
Gift Aid recovered	4	5,854	-	-	5,854	6,705
		<u>31,607</u>	<u>15,550</u>	<u>-</u>	47,157	<u>35,754</u>
<i>Receipts from activities for generating funds</i>						
Trading Activities	5	2,103	-	-	2,103	2,163
		<u>2,103</u>	<u>-</u>	<u>-</u>	2,103	<u>2,163</u>
<i>Receipts from Church Activities</i>						
Rent from Church Lettings		-	-	-	-	850
Fees from Weddings & Funerals		107	-	-	107	1,901
Rent from Hop50+		1,750	-	-	1,750	2,188
Rent from The Flower Stand		7,150	-	-	7,150	8,450
Hop50+ Gas Bill		4,053	-	-	4,053	6,894
Cornerstone Community Centre Gas Bill		829	-	-	829	1,311
The Flower Stand Electricity Bill		200	-	-	200	145
Contribution to Repairs from Tenants	6	11,816	-	-	11,816	3,320
		<u>25,905</u>	<u>-</u>	<u>-</u>	25,905	<u>25,059</u>
<i>Income from Investments</i>						
Bank interest	7	3,184	-	-	3,184	2,306
Total Receipts		<u>62,800</u>	<u>15,550</u>	<u>-</u>	78,350	<u>65,283</u>

Payments	Unrestricted			Total	Total
	General Fund £	Designated Fund £	Restricted Fund £	All Funds 2024 £	All Funds 2023 £
<i>Costs of generating Voluntary Income</i>					
Stewardship Costs	(556)	-	-	(556)	(123)
Expenses for fundraising	-	-	-	-	(224)
	(556)	-	-	(556)	(347)
<i>Church Activities</i>					
Missionary and Charitable Giving	-	-	-	-	(222)
Diocesan Parish Contribution	(31,500)	-	-	(31,500)	(30,000)
Clergy Expenses	-	-	-	-	(45)
Clergy Housing Costs (Utilities, Council Tax)	(4,652)	-	-	(4,652)	(4,417)
Fees to Diocese	(589)	-	-	(589)	(727)
Church Insurance	(3,666)	-	-	(3,666)	(3,616)
Church Running Expenses (Utilities)	(6,311)	-	-	(6,311)	(9,481)
Church Maintenance	8 (13,743)	(27,698)	-	(41,441)	(7,618)
Upkeep of Services	(1,904)	-	-	(1,904)	(1,632)
Gardening	(640)	-	-	(640)	(1,003)
Administrator Fees	9 (1,196)	-	-	(1,196)	-
Mission & Hospitality	(740)	-	-	(740)	(782)
<i>Governance Costs</i>					
Independent Examination fee	(900)	-	-	(900)	(390)
	(65,840)	(27,698)	-	(93,538)	(59,934)
Total Payments	(66,396)	(27,698)	-	(94,094)	(60,281)
Excess of Receipts over Payments	(3,597)	(12,148)	-	(15,745)	5,002
Transfers between funds	-	-	-	-	-
Net movement in funds	(3,597)	(12,148)	-	(15,745)	5,002
Funds as at 1 January 2024	18,860	73,073	2,559	94,492	89,490
Funds as at 31 December 2024	15,263	60,925	2,559	78,747	94,492

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 DECEMBER 2024

	2024	2023
Monetary Assets	£	£
Current Account	17,583	33,328
CBF CoE Deposit Fund	61,164	61,164
	<u>78,747</u>	<u>94,492</u>
Other Assets		
Debtors	438	345
	<u>438</u>	<u>345</u>
Total Assets	<u>79,185</u>	<u>94,837</u>
Liabilities		
Unpaid Diocesan fees	-	-
Other bills	-	-
	<u>-</u>	<u>-</u>
TOTAL ASSETS	<u>79,185</u>	<u>94,837</u>

MOVEMENT IN FUNDS

		Balance				Balance
		01/01/2024	Receipts	Payments	Transfer	31/12/2024
		£	£	£	£	£
Restricted Funds						
Sound System Fund	a	1,131	-	-	-	1,131
Garden Fund	b	1,428	-	-	-	1,428
		<u>2,559</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,559</u>
Unrestricted Funds						
General		18,860	62,800	(66,396)	-	15,263
Designated - Stonework	c	8,455	550	(8,755)	-	250
Designated - Garden	d	250	-	-	-	250
Designated - Organ	e	784	-	-	-	784
Contingency Fund	f	50,000	-	-	-	50,000
Designated - Quinquennial	g	13,585	15,000	(18,943)	-	9,641
		<u>91,933</u>	<u>78,350</u>	<u>(94,094)</u>	<u>-</u>	<u>76,188</u>
Total Funds		<u>94,492</u>	<u>78,350</u>	<u>(94,094)</u>	<u>-</u>	<u>78,747</u>

- a - Restricted Fund - sums given by F. Mann and held on trust for church sound system / worship area
- b - Restricted Fund - sums held on trust for church garden
- c - Designated Fund - sums set aside for stonework repairs
- d - Designated Fund - sums set aside for garden improvements
- e - Designated Fund - sums set aside for organ repairs
- f - Contingency Fund - sums set aside for unexpected expenditure e.g. utilities price increases (which may not be recovered from Hop50+ and Cornerstone), emergency repairs as a result of damage from natural disaster
- g - Designated Fund - sums set aside for Quinquennial inspections programme: this includes a report of the fabric of the building which have defects requiring repair

Notes

1. 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. It should be noted that the figures for 2023 have been included where appropriate for comparison purposes.
2. The following assets are recognised but not valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust by the PCC which require a faculty for disposal.
3. Sundry donations and appeals representing one-off contributions have decreased by 51% in relation to general unrestricted funds only. A sum of £15,000 was received from Cornerstone designated for the Quinquennial internal and external repairs.
4. During the year a total of £5,854 was received through Gift Aid claims in respect of the tax year 2023/24. This includes £3,246 via the Parish Giving Scheme and £1,043 via the Gift Aid Small Donations Scheme.
5. Income from trading activities has decreased by 3% and is in relation to various fundraising activities e.g. History Talks and Christmas Carol Service.
6. There were unpaid invoices at the end of the year totalling £438 due from Hop50+.
7. Bank interest totalling £3,184 was received in respect of funds held in The CBF Church of England Deposit Fund.
8. Sums of £8,755 and £18,943 were paid from the designated Stonework Fund and Quinquennial Fund respectively.
9. Sums totalling £1,196 were paid to the new Parish Administrator who works on a self-employed basis.

This Financial Report for the year ended 31 December 2024, including the notes, was approved by the PCC and signed on its behalf by



Revd Dr Earl Collins
Vicar

27 April 2025

Independent examiner's report to the Trustees of The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist, Hove (Registered charity number 1146416)

I report on the accounts of The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist, Hove for the year ended 31 December 2024 which are set out on pages 9 to 12 of the Receipts and Payments accounts.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

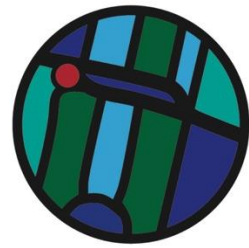
1. which gives me reasonable cause to believe that, in any material respect, the requirement:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michelle Westbury FCCA

Michelle Westbury FCCA
West & Berry Limited
Nile House, Nile Street
Brighton, BN1 1HW

Date: 28/04/2025

Accounts



**ST JOHN'S
CHURCH
HOVE**

“Discovering and Sharing the Love of God”

**Parochial Church Council Annual Report and Financial
Statements for the year ended 31 December 2023**

Registered Charity No. 1146416

Contents	Page
Administrative Information	3
Aims and Purposes	4
Vicar's Report	4
Structure, Governance and Management	5
Finance Report	7
Financial Statements	9
Notes to the Financial Statements	12
Independent Examiner's Report	13

Vicar: Revd Dr Earl Collins

Independent Examiner: Michelle Westbury FCCA, West & Berry Ltd
Mocatta House, Trafalgar Place, Brighton BN1 4DU

Bankers: Barclays Bank plc, 139-142 North Street, Brighton, BN1 1RU
The Central Board of Finance, Church of England Funds, 80 Cheapside, London, EC2V 6DZ

Administrative Information

- The Parish Church of Hove: St John the Baptist is situated at the corner of Palmeira Square in Hove. The parish is part of the Deanery of Hove, the Archdeaconry of Brighton and Lewes and the Church of England Diocese of Chichester.
- The Parochial Church Council (PCC) of St John the Baptist is registered with the Charity Commission as a charity (No 1146416). The correspondence address for the charity is The Church of St John the Baptist, The Vicarage, 119 Holland Road, Hove, BN3 1JS.

PCC Members

The following members have served as members of the Parochial Church Council from 1st January 2023 until the date of this report unless otherwise indicated. All PCC members serve as trustees of the registered charity.

Vicar: Revd Dr Earl Collins

Church wardens: Dr Janet Parrott
 Ms Erica Cheung
 Ms Sue Davidson

Representatives on the Deanery Synod

Tom Savage	Until APCM 2024
Trevor Beattie	Until APCM 2024
Ms Mary Thomas	Stood down December 2023

Elected Members

Mr Trevor Beattie	Until APCM 2024
Miss Lisa Godfrey	Until APCM 2025
Mr Chi Ho (Treasurer)	Until APCM 2025
Mr Tom Savage	Until APCM 2025
Ms Isla McFarlane	Until APCM 2024
Ms Sue Davidson	Until APCM 2026
Mr Andrew Maynard	Until APCM 2026
Ms Erica Cheung	Until APCM 2024
Mr Mark Gower-Smith	Until APCM 2025
Ms Barbara Bush	Stood down April 2023
Ms Mary Thomas	Stood down December 2023

Aims and Purpose

St John the Baptist Hove is a Church of England Parish Church that seeks to enable people to live out their Christian faith as part of our parish community through: Worship, prayer and discipleship, provision of pastoral care for people in the parish and missionary and outreach work.

Vicar's Report

Life at St. John's continued to be vibrant and full of activity. We welcomed as Church Wardens, respectively elected and appointed, Erica Cheung and Sue Davidson, and thanked Barbara Bush as she ended her period of service.

Worship

Throughout the year we maintained our pattern of a 10.30am Sung Eucharist on Sundays, with Tuesday Compline at 7.30pm and Wednesday Morning Prayer at 10.00am. Our team of organists and Judy Puttick, along with the welcomers and coffee makers, ensured that Sunday worship remains vibrant and full of fellowship as well as prayer.

Revd. Adele Rowlands and Revd. James McMahon continued to preside and preach on occasion at Sunday worship, which is greatly appreciated by the congregation. On occasion one of the Church Wardens also led and gave a reflection at Morning and Evening Prayer.

The annual Lent and Holy Week services were held and were well attended.

The regulars visit by the Swedish community were in March and September. Some of us also took part in the Swedish community's St Cecilia celebrations in Brighton on 2 December.

The annual Christmas tree-lighting in Palmeira Square was on Friday 24 November, with children of local schools participating, in the presence of the Mayor of Brighton and the annual Carol Service (with the Brighton City Singers), on 17 December, was well attended and raised significant funds for the church.

In Advent, we also initiated a Carol Service in Hop50+ (7 December) which was well attended and well received. We hope to repeat that event annually. 2023's Crib Service was much reduced in number from the year before, though the proximity of Christmas Day to Saturday may have been the reason.

Pastoral Care

A child was baptized on 12 February 2023. On 15 February a memorial service was held, RIP. Ken Nightingale, a much-loved parishioner had his funeral at the Woodvale North Crematorium on 28 March, RIP. Another baptism of a child took place on 10 September. We also said goodbye to Ken's beloved partner Jean Hunisett, with Revd. Adele Rowlands officiating at Woodvale Crematorium 20 November, RIP.

On 22 November a funeral was held at Hove Cemetery Chapel, RIP. December, we held in church and at the crematorium the funeral of John Browne, a former member of

the PCC and another much-loved parishioner, RIP. December also saw our visits to housebound parishioners to deliver Christmas gifts. In 2023 over a hundred visits were held by the parish team and also many phone calls were made.

The pastoral care team expanded with the addition of Rosemary Shirley, who was commissioned as a minister of the Eucharist.

Outreach to Community

The church continued to be open not only for services but after Morning Prayer on Wednesdays as well. We continued to enjoy excellent relations with Cornerstone Community Centre and Hop50+ (including experiencing together the quinquennial inspection) and to host the foodbank on Friday afternoons, meaning that the church was also open to visitors on those days. 2023 also saw the provision of a cleaner from Cornerstone on Monday mornings which has been a great help to the parish volunteers. An excellent musical event which we hosted for Hope 50+ in support of dementia charity work was well attended.

We opened as usual for the annual 'Ride and Stride' on 8 September though participation in that event has been declining on a national scale.

Fundraising

Isla and Stu continued to hold popular and well-attended history talks, both in church and via Zoom – a regular and much appreciated source of funding for the parish. We also hosted an event in the Brighton Festival.

Structure, Governance and Management

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Powers Measure. The PCC is a charity registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Hove" (No 1146416).

The role of the PCC is to promote in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Membership of the PCC is determined under the Church Representation Rules. It consists of ex-officio members: namely the churchwardens, and representatives on the Deanery Synod. In addition, as the Electoral Roll is over 50 but not more than 100 there can be 9 elected members of the laity who each serve for a period of 3 years. St John's has adopted a policy where one third of the elected members come up for re-election each year at the annual Parochial Church Meeting (APCM).

PCC members are trustees of the charity. Each trustee has certain legal responsibilities. These include; to ensure compliance with charity law and church (ecclesiastical) law, a duty of prudence to ensure the PCC remains solvent, and a duty of care to ensure the PCC is well-run and efficient. The trustees have paid due regard to the Charity Commission guidance on public benefit in deciding which activities to undertake during the year.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The Standing Committee consists of the Vicar, Churchwardens and other Church Officers (Secretary and Treasurer).

Building and Finance Committee

This is a sub-committee of the PCC which considers issues relevant to the maintenance of the building and the management of parish finances. It makes recommendations to the PCC for its consideration and comprises the Vicar, PCC Secretary and Treasurer and other parishioners as required.

Risk Management

The PCC regularly reviews its risks (financial and operational) and strategies to deal with them. The PCC and its various sub-committees work together to manage and mitigate these risks.

Safeguarding Report

The safeguarding of children and adults continues to have a high profile in this parish as well as the church.

There have been no safeguarding issues noted over the past year.

All policies are up to date and all members of the PCC are fully compliant with their individual training.

The Church has adopted the Church of England self-declaration form for DBS checks, in line with guidance.

Electoral Roll Report

The Electoral Roll stood at 67 on 31 December 2023. During the year there were 4 deaths and 9 people left.

Fabric and Maintenance Report

The annual maintenance programme for the church and organ was completed to plan in 2023. In addition to these routine tasks the boiler controls were replaced and several areas of broken tiling repaired.

Works recommended by the Quinquennial Inspection are not extensive and are being currently worked through. The Inspection's overall conclusion was that the church is generally in good condition.

Externally our garden is well maintained. We have significantly improved the area in and around the North Porch through the provision of new noticeboards and replaced the old planters with two more substantial planters that will better retain water and lend themselves to a changing Spring and Summer display.

Finance Report

Receipts

- The total receipts on general unrestricted funds received were **£64,633** and are detailed in the Financial Statements. This represents a 3% increase from the previous year (£62,523).
- Total receipts on designated funds for Church maintenance (stonework repairs) were **£650**.
- Planned Giving through standing orders and the Parish Giving Scheme (PGS) increased by 2% to **£19,196** (2022: £18,896).
- Collections at services decreased by 10% to **£6,612** (2022: £7,321) of which Gift Aid donations represented 38% (£2,512).
- We have continued to encourage parishioners to regularise their giving via the PGS or standing orders. We have also been encouraging online giving via the Church website and contactless giving as alternative ways to give for those who regularly donate by cash.
- St John's relies on the generosity of the congregation and the community to support its mission and ministry. The PCC was again very grateful to all who contributed to St John's.

Payments

- Total payments from general unrestricted funds were **£58,720** and are detailed in the Financial Statements. This represents a 13% increase from the previous year (£51,748).
- Total payments from designated funds for garden improvements, organ repairs and quinquennial repairs were £1,561.
- Net movement in funds on unrestricted (including designated) funds resulted in excess of receipts over payments of **£5,002** (2022: £11,343).
- The largest expenditure of the PCC was the Parish Contribution to the Diocese to cover ministry costs at St John's. This amounted to **£30,000** but falls below the £51,186 that the Diocese has allocated to St John's. The balance of the costs of ministry is borne by the Diocese as a grant to the parish.
- We need to explore and develop existing and new technologies to extend our outreach and to broaden the way we deliver our faith and service to our community through our Mission Action Plan.
- The closing balances in both unrestricted and restricted funds available to the PCC as at 31 December 2023 were **£91,933** and **£2,559** respectively.

Reserves Policy

It is PCC policy to try to maintain a balance of general unrestricted funds which equates to approximately four months' worth of unrestricted payments to ensure continued financial security and to provide for contingencies. The cash balance of £18,860 held on unrestricted (general) funds at the year end, together with the amounts payable to and by the PCC, was below this target.

Designated funds are sums of unrestricted money earmarked by the PCC for specific purposes. Designated funds in respect of Stonework Repairs, Garden Improvements,

Organ Repairs, Contingency and Quinquennial Repairs stand at £8,455, £250, £784, £50,000 and £13,585 respectively.

The Contingency Fund is held in The CBF Church of England Deposit Fund which benefits from competitive rates of interest (5.3% as at 31 December 2023) therefore providing further income for St John's. The fund is for unexpected expenditure e.g. increase in cost of utilities (which may not be recovered from Hop50+ or Cornerstone), emergency repairs and maintenance as a result of damage from natural disaster.

Restricted funds are sums of money that are held on trust for particular purposes. Restricted Funds in respect of the Sound System and the Garden stand at £1,131 and £1,428 respectively relating to two legacies.

Signed on behalf of the PCC
on 21 April 2024



**Revd Dr Earl Collins - Vicar
Chair**

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

Receipts and Payments Accounts

Receipts	Notes	Unrestricted		Restricted	Total	Total
		General Fund	Designated Fund		All Funds 2023	All Funds 2022
		£	£	£	£	£
<i>Voluntary Receipts</i>						
Planned Giving - Direct Debits		15,942	-	-	15,942	15,642
Planned Giving - Standing Orders		3,254	-	-	3,254	3,254
Collections at Services - Cash		4,100	-	-	4,100	4,802
Collections at Services - Gift Aid Envelopes		2,512	-	-	2,512	2,519
Sundry Donations and Appeals	3	2,592	650	-	3,242	5,490
Gift Aid recovered	4	6,705	-	-	6,705	7,125
Grants		-	-	-	-	3,000
		<u>35,105</u>	<u>650</u>	<u>-</u>	<u>35,755</u>	<u>41,832</u>
<i>Receipts from activities for generating funds</i>						
Trading Activities	5	2,163	-	-	2,163	3,166
		<u>2,163</u>	<u>-</u>	<u>-</u>	<u>2,163</u>	<u>3,166</u>
<i>Receipts from Church Activities</i>						
Rent from Church Lettings		850	-	-	850	642
Fees from Weddings & Funerals	6	1,901	-	-	1,901	314
Rent from Hop50+		2,188	-	-	2,188	1,313
Rent from The Flower Stand		8,450	-	-	8,450	7,800
Hop50+ Gas Bill		6,894	-	-	6,894	2,992
Cornerstone Community Centre Gas Bill		1,311	-	-	1,311	419
The Flower Stand Electricity Bill		145	-	-	145	73
Contribution to Repairs from Tenants	7	3,320	-	-	3,320	2,975
		<u>25,059</u>	<u>-</u>	<u>-</u>	<u>25,059</u>	<u>16,527</u>
<i>Income from Investments</i>						
Bank interest	8	2,306	-	-	2,306	74
<i>Other incoming resources</i>						
Insurance claim		-	-	-	-	4,524
Total Receipts		<u>64,633</u>	<u>650</u>	<u>-</u>	<u>65,283</u>	<u>66,123</u>

Payments	Unrestricted			Total	Total
	General Fund £	Designated Fund £	Restricted Fund £	All Funds 2023 £	All Funds 2022 £
<i>Costs of generating Voluntary Income</i>					
Stewardship Costs	(123)	-	-	(123)	(82)
Expenses for fundraising	(224)	-	-	(224)	(175)
	(347)	-	-	(347)	(257)
<i>Church Activities</i>					
Missionary and Charitable Giving	(222)	-	-	(222)	(838)
Diocesan Parish Contribution	(30,000)	-	-	(30,000)	(25,000)
Clergy Expenses	(45)	-	-	(45)	-
Clergy Housing Costs (Utilities, Council Tax)	(4,417)	-	-	(4,417)	(4,080)
Deanery Synod Payment	-	-	-	-	(15)
Fees to Diocese	(727)	-	-	(727)	(142)
Church Insurance	(3,616)	-	-	(3,616)	(3,206)
Church Running Expenses (Utilities)	(9,482)	-	-	(9,482)	(3,973)
Church Maintenance	9 (6,396)	(1,222)	-	(7,618)	(14,047)
Upkeep of Services	(1,632)	-	-	(1,632)	(1,454)
Gardening	10 (664)	(339)	-	(1,003)	(606)
Mission & Hospitality	(782)	-	-	(782)	(814)
<i>Governance Costs</i>					
Independent Examination fee	(390)	-	-	(390)	(350)
	(58,373)	(1,561)	-	(59,934)	(54,523)
Total Payments	(58,720)	(1,561)	-	(60,281)	(54,780)
Excess of Receipts over Payments					
	5,913	(911)	-	5,002	11,343
Transfers between funds	-	-	-	-	-
Net movement in funds	5,913	(911)	-	5,002	11,343
Funds as at 1 January 2023	12,947	73,984	2,559	89,490	78,147
Funds as at 31 December 2023	18,860	73,073	2,559	94,492	89,490

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	2023	2022
	£	£
Monetary Assets		
Current Account	33,328	28,326
CBF CoE Deposit Fund	61,164	61,164
	94,492	89,490
Other Assets		
Debtors	345	1,861
	345	1,861
Total Assets	94,837	91,351
Liabilities		
Unpaid Diocesan fees	-	-
Other bills	-	-
	-	-
TOTAL ASSETS	94,837	91,351

MOVEMENT IN FUNDS

		Balance				Balance
		01/01/2023	Receipts	Payments	Transfer	31/12/2023
		£	£	£	£	£
Restricted Funds						
Sound System Fund	a	1,131	-	-	-	1,131
Garden Fund	b	1,428	-	-	-	1,428
		2,559	-	-	-	2,559
Unrestricted Funds						
General		12,947	64,633	(58,720)	-	18,860
Designated - Stonework	c	7,805	650	-	-	8,455
Designated - Garden	d	589	-	(339)	-	250
Designated - Organ	e	1,000	-	(216)	-	784
Contingency Fund	f	50,000	-	-	-	50,000
Designated - Quinquennial	g	14,591	-	(1,006)	-	13,585
		86,931	65,283	(60,281)	-	91,933
Total Funds		89,490	65,283	(60,281)	-	94,492

- a - Restricted Fund - sums given by F. Mann and held on trust for church sound system / worship area
- b - Restricted Fund - sums held on trust for church garden
- c - Designated Fund - sums set aside for stonework repairs
- d - Designated Fund - sums set aside for garden improvements
- e - Designated Fund - sums set aside for organ repairs
- f - Contingency Fund - sums set aside for unexpected expenditure e.g. utilities price increases (which may not be recovered from Hop50+ and Cornerstone), emergency repairs as a result of damage from natural disaster
- g - Designated Fund - sums set aside for Quinquennial inspections programme: this includes a report of the fabric of the building which have defects requiring repair. Funds are also set aside for the electrical inspection and associated remedial works

Notes

1. 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. It should be noted that the figures for 2022 have been restated where appropriate for comparison purposes.
2. The following assets are recognised but not valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust by the PCC which require a faculty for disposal.
3. Sundry donations and appeals representing one-off contributions have decreased by 41%.
4. During the year a total of £6,705 was received through Gift Aid claims in respect of the tax year 2022/23. This includes £3,925 via the Parish Giving Scheme and £1,173 via the Gift Aid Small Donations Scheme.
5. Income from trading activities has decreased by 32% and is in relation to various fundraising activities e.g. History Talks and Christmas Carol Service.
6. Fees from weddings and funerals comprise of £156 and £1,745 respectively. This represents a 505% increase from the previous year.
7. There were unpaid invoices at the end of the year totalling £345 due from Brighton & Hove City Council.
8. Bank interest totalling £2,306 was received in respect of funds held in The CBF Church of England Deposit Fund.
9. Sums of £1,006 and £216 were paid from the designated Quinquennial Fund (inspection) and Organ Fund (repairs) respectively.
10. A sum of £339 was paid from the designated Garden Fund in respect of tree pruning.

This Financial Report for the year ended 31 December 2023, including the notes, was approved by the PCC and signed on its behalf by



Revd Dr Earl Collins
Vicar

21 April 2024

Independent examiner's report to the Trustees of The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist, Hove (Registered charity number 1146416)

I report on the accounts of The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist, Hove for the year ended 31 December 2023 which are set out on pages 9 to 12 of the Receipts and Payments accounts.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

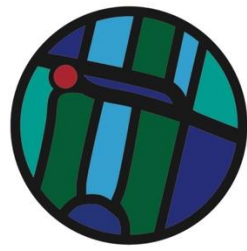
1. which gives me reasonable cause to believe that, in any material respect, the requirement:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michelle Westbury FCCA

Michelle Westbury FCCA
West & Berry Limited
Mocatta House, Trafalgar Place
Brighton BN1 4DU

Date: 23/04/2024

Accounts



**ST JOHN'S
CHURCH
HOVE**

“Discovering and Sharing the Love of God”

**Trustees' Annual Report and Financial Statements
of the Parochial Church Council
for the year ended 31 December 2022**

Registered Charity No. 1146416

Contents	Page
Administrative Information	3
Aims and Purposes	4
Objectives and Activities - Mission Action Plan	4
Achievements and Performance	4
Structure, Governance and Management	7
i. PCC Secretary's Report	
ii. Churchwardens Fabric Report	
iii. Safeguarding Report	
iv. Electoral Roll Report	
v. Deanery Synod Report	
vi. Risk Management	
Review of the Year - Vicars Report	13
Finance Report	16
Financial Statements	18
Notes to the Financial Statements	21
Independent Examiner's Report	22

Vicar: Revd Dr Earl Collins

Independent Examiner: Ms Clare Osbond, FCIE
Silverdale Road, Hove, BN3 6FE

Bankers: Barclays Bank plc, 139-142 North Street, Brighton, BN1 1RU
The Central Board of Finance, Church of England Funds, 80 Cheapside, London, EC2V 6DZ

Aims and Purpose

St John the Baptist Hove is a Church of England Parish Church that seeks to enable people to live out their Christian faith as part of our parish community through: Worship, prayer and discipleship, provision of pastoral care for people in the parish and missionary and outreach work.

Objectives and Activities - Mission Action Plan

As reported in last year's Annual Report, our revised Mission Action Plan, covering the three-year planning period from August 2021 to July 2024, focused on: Looking Forwards; Looking Out and finally, Looking In.

We continued to assure the currency of these goals by making a presentation to the whole congregation in February 2022, updating congregants on progress and circulating a questionnaire to help focus on key priorities for the current year. Further, when an overlap between the work of the Events Group and the MAP Group became apparent, coupled with natural wastage in the membership of each group, these were merged mid-year for efficiency and re-energising.

Achievements and Performance

Key Achievements 2022, under the headings from the MAP to which they relate (in bold), include:

Looking Forwards – *More Open, More Holy*

We believe that St Johns is and will continue to be a key part of the community in Hove. To do that, it needs to continue to grow, to maintain and build on the many services needed in our community here; to work with the wider Deanery and Diocese to support our wider community there; and through that to deliver the love of God in practice.

- Member of our congregation completed the Living Faith Course with the Diocese;
- Regular attendance at and contribution to the Deanery Synod and Diocesan Events, to stay in touch with wider Church developments and needs;
- Recognition of services to the church by Mary Thomas, Churchwarden, through the award of the Order of St Richard at the Cathedral;
- Piloting and purchase of a Card Reader via a Diocesan Scheme, facilitating a significant shift from cash donations to card payments, apparent during the pandemic, at all services and events;
- Annual support of the Ride and Stride Event, which raises funds for the Sussex Historic Churches Trust
- Efforts to work with All Saints, Hove through the Strategic Development Funding on specific MAP aims, continue;
- Continued to interrogate our fundraising events to identify new opportunities and methodology for growth through. For example, the regular usage of Eventbrite, which both promotes the church through events marketing, and provides the

church with indicative numbers of attendees for efficient support arrangements and encourages attendance through ease of use and familiarity for the individual.

Looking Out – *More Open, More Apostolic*

To bring the best to Hove and to our Church, we need to work in unity and harmony with the many other groups committed to delivering to the local community. In a densely populated, small area, with a largely working age population many in individual households, our energy needs to focus on reaching out in a variety of ways and with other partners to meet those needs.

- Development and delivery of a regular programme of History Lectures, bringing new people into the church, as well as contributing to church funding;
- Overall charitable donations have increased, with contributions being made to:

Ukraine Appeal	£121
Clock Tower Sanctuary	£175
YMCA	£161
Sussex Historic Churches Trust	£478

- Provided a location for the Swedish Church to celebrate services with the local Swedish community, resulting in our invitation to participate in the Santa Lucia Service in Brighton this year;
- Worked with the Cornerstone Community Centre to complete the appointment of the new Diocesan rep to their Board, further cementing our shared goals and capabilities;
- Meeting with the Diocesan Fundraiser to share and discuss ideas for building the profile of St John's;
- Opening our garden for use by the YMCA and others in the community;
- Worked with the Palmeira and Adelaide Gardens Association to deliver a community event for the Queens Platinum Jubilee;
- Opened the Church on the sad death of our late Queen, Elizabeth II, for mourning and support;
- Throughout the year, worked in close partnership with the Cornerstone Community Centre to develop, staff and support a Food Bank. This has grown from a short term, pop-up, to a regular, weekly offer, based in Cornerstone, co-run and staffed between their volunteers and church members, and now including the opening of the Church as a registering and waiting area and storage space for goods to enhance the access to the Food Bank for those most vulnerable and in need in our community;
- Actively promoted and developed opportunities to host regular groups in the Church, including a weekly youth drama course;
- Deferred the rental review of HOP 50+, given the impact of COVID;
- Extended the hours of Wed Opening, as COVID allowed, to welcome visitors to the Church;
- Planned and delivered an evening event for our Welcomers, to share the challenges and discuss improvements;
- Opened for Heritage Open Day, welcoming additional visitors into the building;

- With the local Brunswick Society, hosted the local Primary School and parents to hold a Christmas Concert, followed by the lighting of the Hove Christmas Tree in Palmeira Square.

Looking In – *More Catholic*

To support all of the work we want to do in the community and for the church, we need to prioritise our own community at St Johns too. As well as continuing to share the love and joy of our faith through continuous strengthening of our forms of worship and prayer, we need to keep at the heart of that the call to service, so that we can truly deliver that Love to the wider community.

- Like most of the country as we moved through 2022, we gradually and cautiously made further adjustments to our Risk Assessment, COVID Guidance and service provision in accordance with continuing changes in the national picture, in consultation with our wider population, and were relieved to be able to look back on a strong safety record throughout this extremely challenging time, whilst celebrating the return to sharing our faith and worship;
- Fully re-introduced Hymns and returned to regular singing practice after the service, looking to further develop how we bring music into our services in the future;
- Ran a Home Group, for informal discussion of the Scriptures, until the Lent Course 2022 took over;
- Planned and delivered an Awayday for our PCC, as recommended by the Diocese, and carried the learning forward into our PCC Meetings.
- Provided pastoral visits to those unable to attend church.

In addition to the specific activities above, the church is intrinsically of benefit to the public, as demonstrated by the following examples:

- The Cornerstone Community Centre provides a wide and varied range of activities to the local community and is supported in doing so by a Maintenance and Upkeep only agreement with church. Effectively, this “costs” the church £17,500 a year in sacrificed rental income, in order to support community activities from Kindergarten to University of the Third Age.
- Provision of a garden for the local community and allocated gardening space for projects run by the HOP50+ Centre for older people
- The provision of space within the church for the activities of the HOP50+ Centre and Café for older people, at a tenth of true rental, similarly provides substantial support catering to the physical and mental wellbeing of its participants, and during COVID, was a conduit to essential services for the vulnerable. The rental sacrifice from the church to this equates to £15,750 pa.
- Signaling of major, national events: this year, firstly for the celebration of the late Queen’s Jubilee, and then sadly, her death. On both occasions we rang the bell, and opened our doors to the community.

Structure Governance and Management

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Powers Measure. The PCC is a charity registered with the Charity Commission under the full title of “The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Hove” (No 1146416).

The role of the PCC is to promote in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Membership of the PCC is determined under the Church Representation Rules. It consists of ex-officio members: namely the churchwardens, and representatives on the Deanery Synod. In addition, as the Electoral Roll is over 50 but not more than 100 there can be 9 elected members of the laity who each serve for a period of 3 years. St John’s has adopted a policy where one third of the elected members come up for re-election each year at the annual Parochial Church Meeting (APCM).

PCC members are trustees of the charity. Each trustee has certain legal responsibilities. These include; to ensure compliance with charity law and church (ecclesiastical) law, a duty of prudence to ensure the PCC remains solvent, and a duty of care to ensure the PCC is well-run and efficient. Attendance at PCC meetings in 2022 was 92%.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The Standing Committee consists of the Priest in Charge, Churchwardens and other Church Officers (Secretary and Treasurer). This committee did not meet during 2022 with its full membership, but monthly meetings continued between the vicar, churchwardens and Sue Davidson.

Building and Finance Committee

This is a sub-committee of the PCC which considers issues relevant to the maintenance of the building and the management of parish finances. It makes recommendations to the PCC for its consideration and comprises the Vicar, a churchwarden (Chair), PCC Secretary and Treasurer and three other parishioners.

Mission Action Planning Group

This is a sub-committee of the PCC which meets to monitor and oversee progress and priorities from our Mission Action Plan. It has a standing item at each PCC. It makes recommendations to the PCC for its consideration and comprises one Churchwarden and four members of the congregation.

4.1 PCC Secretary's Report

Tom Savage

There were 6 PCC meetings held. At each meeting the following were discussed or at least on the agenda: Mission Action Plan, church fabric and maintenance; finance; safeguarding.

In the course of the year, the following main items were discussed:

- The impact of Covid-19 – Church closure/opening and risk assessments
- Mission Action Plan
- A revised Risk Assessment framework for the Church
- Church attendance
- Planned Giving, including online donations
- Safeguarding SQP training and accreditation
- Revised budget forecasts and Parish Share Pledges
- Church policies
- Approval of draft reports for APCM

4.2 Churchwardens' Fabric Report

Mary Thomas & Barbara Bush

As we progressed through 2022, and the threat of COVID declined following a new wave of anxiety created by the Omicron Variant in Dec 2021, the church gradually reduced those measures taken to comply with government and church pandemic guidance, in a careful and detailed consultation with our PCC and congregation. By the end of the calendar year 2022: Track and Trace and Social Distancing had been discontinued; the requirement for mask wearing gradually withdrawn; the one-way system for entry and leaving removed; and very happily for the congregation, post-service refreshments restored and last of all, the Common Cup, whilst all of these were made clearly optional at the individual's own choice.

The annual preventative maintenance programme was completed to plan. In addition to these routine tasks, remedial action was taken to address issues identified during the annual portable appliance testing, and the Quinquennial Electrical Inspection. This latter involved extensive repair and replacement to the lighting boards. All recommendations have been completed in-year.

Storm Eunice in the early part of the year dislodged a significant chunk of architectural masonry on the roof, causing extensive damage to the wider roof as it fell, creating potential blockages in the valleys of the roof and a risk of water ingress. Repairs were undertaken under the church Insurance Policy.

The Annual Inventory was completed in early March, and 13 Registers held in the church safe identified as appropriate now for removal to the County Archive at the Keep. At the same time, the lock on the church safe finally gave up the ghost, after decades of excellent service. Following the attendance of a number of specialists, it was agreed that a new safe be obtained, and moved to the Sacristy, to pre-empt continued water ingress damage and position it more conveniently for access. This was fitted in November.

The Quinquennial Inspection was undertaken late in the year, and the Report thus not received until 2023. Its overall conclusion was that the church is generally in good condition and is well-maintained. A significant development to which the church was

alerted, and seized, was the option to have a thorough aerial survey of the whole roof, via an expert Drone company. This not only provided assurance about the state of the roof, but also a pack of outstanding aerial views of the church and its surrounds.

In November, further severe weather created a leak in the ceiling of the Church toilet. Initial investigation identified potential damage to the asphalt over that part of the building, which was dealt with via a patch; but more worryingly, a longstanding water ingress issue in the adjoining part of the HOP 50+ rooms. As it is funded by Brighton & Hove City Council, HOP50+ called out the Council Surveyor to that, and we await his report.

During the year, research has been undertaken into replacement of the inner porch doors, in glass; replacement of the external Noticeboards; and renovation of the porch. The first was considered too expensive at this stage; the second has reached the stage of a final proposal, which will now pass into the Diocesan List B procedure; and the last awaits better weather to put it into effect.

A weekly programme of cleaning the church interior is reliant on a small group of volunteers and we are ever grateful to them for keeping the church clean, tidy and welcoming. They also serve often as an early warning system on any new fabric or maintenance issues.

Externally, our garden is well maintained in co-operation with our excellent gardener, and is hugely valued by clients of the Community Centre, the Older Peoples' Centre (HOP50+), by the children of Amigos pre-school and by the local community, including for example the YMCA this year on two occasions, and the weekly community market. It is an oasis of calm in a busy part of Hove.

As ever we are grateful to Chris Woodley and his staff on the Flowerstand for keeping us supplied, at no cost to us, with wonderful flowers and with our Christmas tree.

Expenditure in 2023

In addition to our routine maintenance programme, and as part of our Mission Action Plan, we continue to target improvement of the area in and around our North porch entrance. The intended outcome is the increased visibility and attractiveness of St John's, to support our already strong reputation for welcoming all once they enter the church. Those costs, including the renovation of the porch; the replacement of the external Noticeboards; and the replacement of the largely decomposed planters, have yet to come through.

The cause of the new leak in the ceiling of the church toilet has yet to be identified, and is likely to require expenditure, having already required some spend for a temporary fix.

An analysis of the Quinquennial Inspection Report by the Building and Finance sub-committee will identify areas where we need to invest appropriately to maintain the building.

4.3 Safeguarding Report

Lisa Godfrey

The safeguarding of children and adults continues to have a high profile in this parish as well as the church.

There have been no safeguarding issues noted over the past year.

All policies are up to date and all members of the PCC are fully compliant with their individual training.

The Church has adopted the Church of England self-declaration form for DBS checks, in line with guidance.

4.4 Electoral Roll report

John Browne

Electoral Roll on 31 December 2022: 76 (*December 2021; 75*)

New Members: 2

Moved or left: 0

Died: 1

4.5 Deanery Synod Report

Tom Savage

Three meetings were held during the year: Key discussion topics covered at the meetings included:

- Mission Action Planning. Clarification of the process for reviewing parish MAPs; identifying areas of focus for the Deanery Map; allocation of 'lead' parishes to those focus areas and resourcing them.
- Diocesan, Deanery and parish finances. November's meeting focussed particularly on Parish Share contributions, including a requirement for parishes to increase contributions for 2023 and set aspirational targets for 2024 and 2025.

Risk Management

The PCC held a full review of its risks and strategies to deal with them, during 2022. We maintained our categories of risk (Finance, Operational and External/Environmental) and assessed the likelihood of a risk occurring, and its impact. These were all rated 1 – 5, 5 being the most serious.

The PCC and its various sub-committees work together to manage and mitigate these risks, with the Mission Action Plan closely linked to the ongoing sustainability of the Church.

Risk	Impact	Likelihood	Impact	Controls/Mitigation
FINANCE				
Failure to generate sufficient income from external sources.	Inability to deliver our Mission to parishioners and to the wider community.	4	4	<ul style="list-style-type: none"> - Close work with relevant external bodies. - Budget planning and regular PCC review of management information. - Encouraging Planned Giving and other donations.
	Inability to maintain building and fabric.	4	4	<ul style="list-style-type: none"> - Buildings and Finance group manage risks and resources
	Technology risks result in loss or diversion of funds.	3	4	<ul style="list-style-type: none"> - Payment systems and portals have effective controls in place. - Access and use of these systems is limited and controlled.
Failure to generate sufficient resources internally.	Decrease in attendance, volunteers and fund-raising events will all have an adverse impact on income.	4	4	<ul style="list-style-type: none"> - Parishioners encouraged to join Parish Giving Scheme. - Focus maintained on our Welcoming to engage new attendees. - Website and social media regularly renewed and updated to encourage attendance.
OPERATIONAL				
Lack of clergy and lay resource (including volunteers for various Church duties/activities) with appropriate skills and experience. Absence of succession planning	Inability to provide appropriate level of services and deliver Mission	4	4	<ul style="list-style-type: none"> - Any changes to service provision to be notified in advance to the PCC - Pastoral Care team established. - Ministers of Communion in place. - Availability of an affiliated retired clergy with Permission to Officiate - PCC annual review of volunteers (individuals and requirements) - Active encouragement of the congregation to increase their involvement in supporting the Church. - Complaints Policy in place - Website capability to provide alternative spiritual resource and other information. Care taken to ensure replacement clergy in the event of illness.
No strategic and tactical ability to plan for and respond to incidents and business	Inability to continue business operations at an acceptable pre-defined level			<ul style="list-style-type: none"> - Website capability to provide alternative spiritual resource and other information - PCC and Standing Committee can convene at short notice

disruption (business continuity management)				<ul style="list-style-type: none"> - Reporting Serious Incidents role holders appointed - Financial Risk management provides additional mitigants.
Lack of direction, strategy, and forward planning	Inability to deliver our Strategic Aims	3	4	<ul style="list-style-type: none"> - Mission Action Plan established and reviewed. - Committees & Sub-groups established: PCC, Standing Committee, Building & Finance, Warden & Clergy. - PCC away days.
EXTERNAL/ENVIRONMENTAL				
Failure to comply with statutory requirements or changes in external pressures	Significant loss of reputation; damage to parties involved; adverse publicity for St J's and wider CoE	3	5	<ul style="list-style-type: none"> - H&S policy established and reviewed - Serious Incidents Reporting process with named leads established for Charity Commission & CoE - Periodic review of risk profile
Failure to comply with CoE Safeguarding requirements	Significant loss of reputation; damage to parties involved; adverse publicity for St J's and wider CoE	3	5	<ul style="list-style-type: none"> - Safeguarding policy established and reviewed - continuing training for clergy and lay roles - DBS required and refreshed for appropriate roles - appointment of safeguarding officer
Failure to maintain the internal and external fabric	Significant disrepair to fabric resulting in costly repairs and potential injury to public and congregation	2	4	<ul style="list-style-type: none"> - Buildings and Finance committee manage a programme of regular preventative maintenance. - Quinquennial inspections programme. - Cooperative relations with other occupants and cost sharing.
Technology Risks; payment systems	Loss or diversion of funds.	3	4	<ul style="list-style-type: none"> - Payment systems and portals have effective controls in place. - Access and use of these systems is limited and controlled.

Review of the Year - Vicar's Report

Worship

We were relieved to be able to hold normal services throughout 2022 thanks to the decline of Covid and the relaxing of regulations. We were thus able to keep up our regular pattern of a 10.30am Sung Eucharist on Sundays (faithfully served by our three organists, Richard Toms, Miranda Prim, and Andrew Maynard), Compline (Night Prayer) at 7.30pm on Tuesdays, and Morning Prayer (9.00am on Wednesdays). In common with virtually all churches in the country our numbers had fallen following the pandemic but happily stabilised – and we also welcomed various new members to our congregation. Judy Puttick continued to choose hymns for the Sunday service

Lent 2022 was launched with a well-attended service of Ashing on Ash Wednesday. Our annual Lent Course was also held. Holy Week itself began with the procession of palms, beginning in the garden. On Maundy Thursday at 7.00pm we celebrated the Eucharist of the Lord's Supper with an hour's vigil afterwards. On Good Friday we held the Service of the Lord's Passion at 3.00pm. On Easter Sunday morning, at the Sung Eucharist, I blessed the Paschal Candle, and we renewed our baptismal promises as a parish.

2022 saw her late Majesty Queen Elizabeth's Platinum Jubilee. We rang the church bells to celebrate it on Pentecost Sunday (5 June) as well as showing people around the church in the afternoon. Little did we expect however that we would be celebrating a Requiem Eucharist for her repose on Sunday the 11th of September, following her death. May she rest in peace and rise in glory. The church was open for people to pray and sign the book of condolences on Saturday the 10th of September.

Also in September (the 23rd) we had a second visit from the Swedish clergy in London (the first one having been in March), Magdalena, Priest, and Kerstin, Deacon, who celebrated the Eucharist in our church with their community according to the Swedish rite. Along with Church Warden Barbara Bush, on Saturday October the 8th, I had the great joy of participating in the beautiful service in Chichester Cathedral for the conferral of the St Richard of Chichester Award on Mary Thomas in recognition of her service to the Church.

On Sunday the 9th of October we restored the administration of the chalice at the Eucharist - temporarily halted due to Covid regulations – with the possibility of receiving the consecrated host alone still remaining.

On Saturday the 4th of December Barbara Bush and I participated in the beautiful candle-lit Swedish service for Santa Lucia, held at St Bartholomew's Church, Brighton. Our own Christmas worship began with the annual carol service on the 11th of December) accompanied by the Brighton City Singers, at which parishioners and representatives of Cornerstone Community Centre and the YMCA read lessons. A tremendous encouragement in 2022 was that the crib service saw 75 people (parents and children) in attendance, a great increase on 2021. Midnight Mass and the morning Eucharist also saw greater numbers in 2022.

The parish has also benefited from the ministrations of the Revd. James McMahon, an NHS Mental Health Chaplain, who presided at worship on a number of occasions. At Tuesday Compline we have also had Barbara Bush, Sue Davidson and Erica Cheung leading worship.

Pastoral Care

In January 2022 assisted by the Revd James McMahon, I baptised Thomas Thorley, an adult, in the church, with his family and friends participating. With the return to more normal conditions following the relaxation of Covid regulations, our pastoral team has been able to minister more easily to our housebound parishioners, making visits and bringing Holy Communion. Between us we have made over 100 home visits and numerous pastoral telephone calls, Erica Cheung agreed in 2022 to join the pastoral team and be commissioned as a Minister of Holy Communion, which will take place in 2023.

On Saturday the 25th of November, the PCC held an Away Day, largely organised by Barbara Bush, at Bishop Hannington Church, Hove. We looked at the mission and working of a PCC according to the mind of the Church of England, to enable us to serve the parish's pastoral mission more effectively.

Funerals

Sadly, we held the funeral of Meryl Williams, a parishioner, on Tuesday 17 May. The funeral service was led in church by the vicar, with the Revd James McMahon preaching, followed by the cremation at Brighton Crematorium. May Meryl rest in peace and rise in glory.

Outreach to the Community

The church was open from Spring 2022 (9.00am – 2.00pm) until the end of October for people to pray or simply visit.

One of the most important developments of 2022 was the reestablishment of the Cornerstone Foodbank by Alli Ollerenshaw and a team of dedicated volunteers, which included members of St John's congregation. Working in close collaboration with Cornerstone we opened the church on Friday afternoons to facilitate that and to provide storage space for the food collections. This was a new expression of outreach and connection with the local community, in accordance with the vision of our Mission/Action Plan (MAP).

On Saturday the 10th of September we opened the church for most of the day, offering tea and coffee to those taking part in the annual 'Ride and Stride' (and English Heritage Open Day) events.

Our relationship with Cornerstone Community Centre continued to thrive, with the welcome appointment of Katherine Prior as Diocesan representative to the Cornerstone Board joining the vicar, Lisa Godfrey and Stewart Davidson as parish representatives.

As mentioned above, we participated in the local events organised around the late Queen's Jubilee and funeral.

Shortly before Christmas the vicar and Sue Davidson welcomed the Amigos group of children from Cornerstone, to see the Christmas crib. It is planned to invite them again before Easter 2023

Fundraising Efforts

The fundraising efforts begun by our action planning group continued to bear fruit in 2022, with a regular series of well attended history talks on Thursday evenings, organised by Isla and Stu. In late April and early May, Church Warden Barbara Bush undertook the 100-mile walk (the South Downs Way) which brought in much needed funds and for which the parish was very grateful. In 2022 Trevor Beattie also ran his popular and entertaining Magic Lantern show which brought many people into the church.

Future Prospects

After Mary Thomas completed her period of service as Church Warden in 2022, Janet Parrott assumed that responsibility – a very welcome appointment for our parish!

In 2023 we will continue to fulfil our principal mission: to be a lively parish of the Diocese of Chichester in the Church of England, a living presence witnessing through worship/prayer, pastoral outreach, and availability to the local community to God's love made know to us in Jesus Christ our Lord.

An essential part of that continues to be our home ministry and our interaction with our immediate neighbours, Cornerstone and Hop+ and the YMCA. The efforts put into fundraising will continue so that the building which we hold in trust can continue to be a worthy meeting place for the Body of Christ. We look forward in faith and hope to another year of service of the Lord.

Finance Report

Receipts

- The total receipts on general unrestricted funds received were **£62,523** and are detailed in the Financial Statements. This represents a 19% increase from the previous year (£52,586).
- Total receipts on designated funds for Church maintenance (stonework and quinquennial repairs) were **£3,600**.
- Planned Giving through standing orders and the Parish Giving Scheme (PGS) increased by 20% to **£18,896** (2021: £15,760).
- Collections at services increased by 18% to **£7,321** (2021: £6,193) of which Gift Aid donations represented 34% (£2,519).
- We have continued to encourage parishioners to regularise their giving via the PGS or standing orders. We have also been encouraging online giving via the Church website and contactless giving as alternative ways to give for those who regularly donate by cash.
- Receipts from trading activities increased by 102% as a result of the efforts put into fundraising events e.g. history talks and Magic Lantern Show which generated much needed funds.
- St John's relies on the generosity of the congregation and the community to support its mission and ministry. The PCC was again very grateful to all who contributed to St John's during this difficult time.

Payments

- Total payments from general unrestricted funds were **£51,748** and are detailed in the Financial Statements. This represents a 47% increase from the previous year (£35,140).
- Total payments from designated funds for quinquennial repairs and garden improvements were £3,032.
- Net movement in funds on unrestricted (including designated) funds resulted in excess of receipts over payments of **£11,343** (2021: £22,639).
- The largest expenditure of the PCC was the Parish Contribution to the Diocese to cover ministry costs at St John's. This amounted to **£25,000** but falls below the £49,157 that the Diocese has allocated to St John's. The balance of the costs of ministry is borne by the Diocese as a grant to the parish.
- We need to explore and develop existing and new technologies to extend our outreach and to broaden the way we deliver our faith and service to our community through our Mission Action Plan.
- The closing balances in both unrestricted and restricted funds available to the PCC as at 31 December 2022 were **£86,931** and **£2,559** respectively.

Reserves Policy

It is PCC policy to try to maintain a balance of general unrestricted funds which equates to approximately four months' worth of unrestricted payments to ensure continued financial security and to provide for contingencies. The cash balance of £12,947 held on unrestricted (general) funds at the year end, together with the amounts payable to and by the PCC, was below this target.

Designated funds are sums of unrestricted money earmarked by the PCC for specific purposes. Designated funds in respect of Stonework Repairs, Garden Improvements, Organ Repairs, Contingency and Quinquennial Repairs stand at £7,805, £589, £1,000, £50,000 and £14,591 respectively. The Contingency Fund is held in The CBF Church of England Deposit Fund which benefits from competitive rates of interest therefore providing further income for St John's. The fund is for unexpected expenditure e.g. increase in cost of utilities (which may not be recovered from Hop50+ or Cornerstone), emergency repairs and maintenance as a result of damage from natural disaster.

Restricted funds are sums of money that are held on trust for particular purposes. Restricted Funds in respect of the Sound System and the Garden stand at £1,131 and £1,428 respectively relating to two legacies.

Signed on behalf of the PCC
on 23 April 2023



**Revd Dr Earl Collins - Vicar
Chair**

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

Receipts and Payments Accounts

Receipts	Notes	Unrestricted		Restricted	Total	Total
		General Fund	Designated Fund		All Funds 2022	All Funds 2021
		£	£	£	£	£
<i>Voluntary Receipts</i>						
Planned Giving - Direct Debits		15,642	-	-	15,642	11,786
Planned Giving - Standing Orders		3,254	-	-	3,254	3,974
Collections at Services - Cash		4,802	-	-	4,802	4,044
Collections at Services - Gift Aid Envelopes		2,519	-	-	2,519	2,148
Sundry Donations and Appeals	3	4,890	600	-	5,490	6,764
Gift Aid recovered	4	7,125	-	-	7,125	4,495
Grants	5	-	3,000	-	3,000	2,800
Distribution - Hove Trinity Trust		-	-	-	-	11,500
Donations and legacies		-	-	-	-	1,000
		<u>38,232</u>	<u>3,600</u>	<u>-</u>	<u>41,832</u>	<u>48,511</u>
<i>Receipts from activities for generating funds</i>						
Trading Activities	6	3,166	-	-	3,166	1,579
		<u>3,166</u>	<u>-</u>	<u>-</u>	<u>3,166</u>	<u>1,579</u>
<i>Receipts from Church Activities</i>						
Rent from Church Lettings		642	-	-	642	742
Fees from Weddings & Funerals	7	314	-	-	314	1,271
Rent from Hop50+	8	1,313	-	-	1,313	1,750
Rent from The Flower Stand		7,800	-	-	7,800	8,100
Hop50+ Gas Bill		2,992	-	-	2,992	1,598
Cornerstone Community Centre Gas Bill		419	-	-	419	227
The Flower Stand Electricity Bill		73	-	-	73	127
VAT reclaims under LPoW		-	-	-	-	2,077
Contribution to Repairs from Tenants	8	2,975	-	-	2,975	2,603
		<u>16,527</u>	<u>-</u>	<u>-</u>	<u>16,527</u>	<u>18,496</u>
<i>Income from Investments</i>						
Bank interest		74	-	-	74	11
<i>Other incoming resources</i>						
Insurance claim	9	4,524	-	-	4,524	818
Total Receipts		<u>62,523</u>	<u>3,600</u>	<u>-</u>	<u>66,123</u>	<u>69,415</u>

Payments	Unrestricted			Total	Total
	General	Designated	Restricted	All Funds	All Funds
	Fund	Fund	Fund	2022	2021
	£	£	£	£	£
<i>Costs of generating Voluntary Income</i>					
Stewardship Costs	(82)	-	-	(82)	-
Expenses for fundraising	(175)	-	-	(175)	(311)
	<u>(257)</u>	<u>-</u>	<u>-</u>	<u>(257)</u>	<u>(311)</u>
<i>Church Activities</i>					
Missionary and Charitable Giving	(838)	-	-	(838)	(50)
Diocesan Parish Contribution	(25,000)	-	-	(25,000)	(18,000)
Clergy Expenses	-	-	-	-	-
Clergy Housing Costs (Utilities, Council Tax)	(4,080)	-	-	(4,080)	(3,921)
Deanery Synod Payment	(15)	-	-	(15)	(15)
Fees to Diocese	(142)	-	-	(142)	(653)
Church Insurance	(3,206)	-	-	(3,206)	(3,357)
Church Running Expenses (Utilities)	(3,973)	-	-	(3,973)	(2,619)
Church Maintenance	10 (11,044)	(3,002)	-	(14,047)	(16,103)
Upkeep of Services	(1,454)	-	-	(1,454)	(675)
Gardening	(576)	(30)	-	(606)	(645)
Mission & Hospitality	(814)	-	-	(814)	(427)
<i>Governance Costs</i>					
Independent Examination fee	(350)	-	-	(350)	-
	<u>(51,491)</u>	<u>(3,032)</u>	<u>-</u>	<u>(54,523)</u>	<u>(46,465)</u>
Total Payments	(51,748)	(3,032)	-	(54,780)	(46,776)
Excess of Receipts over Payments					
	10,775	568	-	11,343	22,639
Transfers between funds	(50,000)	50,000	-	-	-
Net movement in funds	(39,225)	50,568	-	11,343	22,639
Funds as at 1 January 2022	52,172	23,416	2,559	78,147	55,508
Funds as at 31 December 2022	<u>12,947</u>	<u>73,984</u>	<u>2,559</u>	<u>89,490</u>	<u>78,147</u>

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	2022	2021
	£	£
Monetary Assets		
Current Account	28,326	66,983
CBF CoE Deposit Fund	61,164	11,164
	89,490	78,147
Other Assets		
Debtors	1,861	553
	1,861	553
Total Assets	91,351	78,700
Liabilities		
Unpaid Diocesan fees	-	-
Other bills	-	-
	-	-
TOTAL ASSETS	91,351	78,700

MOVEMENT IN FUNDS

		Balance				Balance
		01/01/2022	Receipts	Payments	Transfer	31/12/2022
		£	£	£	£	£
Restricted Funds						
Sound System Fund	a	1,131	-	-	-	1,131
Garden Fund	b	1,428	-	-	-	1,428
		2,559	-	-	-	2,559
Unrestricted Funds						
General		52,172	62,523	(51,748)	(50,000)	12,947
Designated - Stonework	c	7,205	600	-	-	7,805
Designated - Garden	d	619	-	(30)	-	589
Designated - Organ	e	1,000	-	-	-	1,000
Contingency Fund	f	-	-	-	50,000	50,000
Designated - Quinquennial	g	14,593	3,000	(3,002)	-	14,591
		75,588	66,123	(54,780)	-	86,931
Total Funds		78,147	66,123	(54,780)	-	89,490

- a - Restricted Fund - sums given by F. Mann and held on trust for church sound system / worship area
- b - Restricted Fund - sums held on trust for church garden
- c - Designated Fund - sums set aside for stonework repairs
- d - Designated Fund - sums set aside for garden improvements
- e - Designated Fund - sums set aside for organ repairs
- f - Contingency Fund - sums set aside for unexpected expenditure e.g. utilities price increases (which may not be recovered from Hop5+ and Cornerstone), emergency repairs as a result of damage from natural disaster
- g - Designated Fund - sums set aside for Quinquennial inspections programme: this includes a report of the fabric of the building which have defects requiring repair. Funds are also set aside for the electrical inspection and associated remedial works

Notes

1. 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. It should be noted that the figures for 2021 have been restated where appropriate for comparison purposes.
2. The following assets are recognised but not valued in the Statement of Assets and Liabilities: moveable church furnishings held by the Churchwardens on special trust by the PCC which require a faculty for disposal.
3. Sundry donations and appeals representing one-off contributions have decreased by 19%.
4. During the year a total of £7,125 was received through Gift Aid claims in respect of the tax year 2021/22. This includes £2,044 via the Parish Giving Scheme and £1,230 via the Gift Aid Small Donations Scheme.
5. A grant of £3,000 was received from Sussex Historic Churches Trust. This sum has been set aside for restoration of the bell.
6. Income from trading activities has increased by 102% and is in relation to various fundraising activities e.g. Ride & Stride, History Talks and Christmas Carol Service.
7. Fees from weddings and funerals comprise of £48 and £266 respectively. This represents a 75% decrease from the previous year.
8. There were unpaid invoices at the end of the year due from Hop50+ (£43), Cornerstone Community Centre (£85) and Brighton & Hove City Council (£1,733).
9. A sum of £4,524 has been received in relation to an insurance claim for roof repairs following storm damage.
10. Sums totalling £3,002 were paid from the designated quinquennial fund in respect of the 5-year electrical inspection and associated remedial works.

This Financial Report for the year ended 31 December 2022, including the notes, was approved by the PCC and signed on its behalf by



Revd Dr Earl Collins
Vicar

23 April 2023

**The Independent Examiner's Report
Parochial Church Council of St John the Baptist, Hove (Registered Charity No. 1146416)**

Independent Examiner's Report to the Parochial Church Council (PCC) of St John the Baptist, Hove

This is my report to the PCC of St John the Baptist, Hove ("the charity") on the annual report for the year ended 31 December 2022.

Respective Responsibilities of the PCC and the Examiner

The PCC members are responsible for the preparation of the accounts. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement


My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:-

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

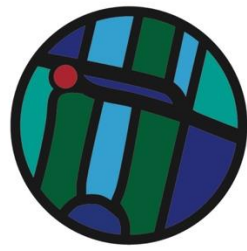
I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 

Clare Osbond FCIE
12 Silverdale Road, Hove, BN3 6FE

Date 30/05/23

Accounts



**ST JOHN'S
CHURCH
HOVE**

“Discovering and Sharing the Love of God”

**Parochial Church Council Annual Report and Financial
Statements for the year ended 31 December 2021**



Registered Charity No. 1146416

Contents	Page
Administrative Information	3
Aims and Purposes	4
Objectives and Activities - Mission Action Plan	4
Achievements and Performance	5
Structure, Governance and Management	6
i. PCC Secretary's Report	
ii. Churchwardens' Fabric Report	
iii. Safeguarding Report	
iv. Electoral Roll Report	
v. Deanery Synod Report	
vi. Risk Management	
Review of the Year - Vicars Report	11
Finance Report	14
Financial Statements	16
Notes to the Financial Statements	19
Independent Examiner's Report	20

Vicar: Revd Dr Earl Collins

Independent Examiner: Ms Clare Osbond, FCIE
Silverdale Road, Hove, BN3 6FE

Bankers: Barclays Bank plc, 139-142 North Street, Brighton, BN1 1RU
The Central Board of Finance, Church of England Funds, 80 Cheapside, London, EC2V 6DZ

Administrative Information

- The Parish Church of Hove: St John the Baptist is situated at the corner of Palmeira Square in Hove. The parish is part of the Deanery of Hove, the Archdeaconry of Brighton and Lewes and the Church of England Diocese of Chichester.
- The Parochial Church Council (PCC) of St John the Baptist is registered with the Charity Commission as a charity (No 1146416). The correspondence address for the charity is The Church of St John the Baptist, The Vicarage, 119 Holland Road, Hove, BN3 1JS.

PCC Members

During the year the following served as members of the Parochial Church Council;

Vicar: Revd Dr Earl Collins.

Church wardens: Mrs Mary Thomas (Lay Chair)
 Ms Barbara Bush

Representatives on the Deanery Synod

Mr Tom Savage	Stood down April 2022
Ms Barbara Bush	Until APCM 2023
Mrs Mary Thomas	Until APCM 2025

Elected Members

Mr Trevor Beattie	Until APCM 2024
Mrs Julie Beattie	Resigned April 2021
Miss Lisa Godfrey	Until APCM 2025
Mr Chi Ho (Treasurer)	Until APCM 2025
Mr Tom Savage	Until APCM 2025
Ms Isla McFarlane	Until APCM 2024
Ms Sue Davidson	Until APCM 2023
Mr Andrew Maynard	Until APCM 2023
Mr John Browne	Resigned April 2022
Ms Erica Cheung	Until APCM 2024
Mr Mark Gower	Until APCM 2025

Aims and Purpose

St John the Baptist Hove is a Church of England Parish Church that seeks to enable people to live out their Christian faith as part of our parish community through: Worship, prayer and discipleship, provision of pastoral care for people in the parish and missionary and outreach work.

Objectives and Activities - Mission Action Plan

July 2021 saw the transition from one three-year Mission Action Plan in St John's to the next, so provided a timely opportunity, after the impact of the pandemic, to refresh our faith and purpose together, thinking carefully of the benefits we offer to our Church community, our Parish community and the wider community of the Church of England.

All of the congregation were invited to a Saturday morning workshop, at the end of July. There, we reflected on progress against the 2018-21 MAP, the local demographics, the Diocesan Mission and the context in which we are now living. With this last very much in mind, and our Mission Statement "Discovering and Sharing the Love of God" we revised our plan under the new headings of: Looking Forwards; Looking Out; Looking In.

From these discussions, a new MAP was drafted, circulated for comment amongst a group of lead volunteers from the Workshop, and then to the PCC for final approval at their meeting of September 2021.

The first six months of 2021 saw the conclusion of the 2018 - 2021 MAP. Objectives were severely challenged by the continuing high levels of COVID spread, but in summary were: Open our lives through Worship and Prayer; Share our lives together as a Christian Community; Work in partnership with community groups to assist those in need (material and spiritual).

Key benefits delivering against these ambitions in the new, pandemic context included: sustaining contact with parishioners in spite of church closures and restrictions; strengthening relationships with our co-inhabitants for the Church building, the Community Centre (Cornerstone – Charity Number 1024932) and Older People's Centre (Hop 50+ - Charity Number 276669), in order to actively support the wider community for example through provision of a Food Bank for those in greatest need in the area; maintaining the fabric of the church, Cornerstone and Hop50+ buildings despite closure and significantly reduced income for all; developing our technology offer ever more urgently, to enable this; maintaining a focus on alternative fundraising opportunities, in the face of reductions in collections, in hire fees, and in physically based social activities.

Our revised Mission Action Planning Group, from August 2021, focused on: **Looking Forwards**. This centres around, this year, making the Church entrance physically more attractive and welcoming; raising our technology and social media presence and capability, to reach out to those not currently attending the Church; devising and delivering new offers to attract the wider community into the Church building. **Looking Out** by: promoting the unity of service to the community offered by the 3 organisations together occupying our building; looking to further strengthen our fundraising; support

the homeless in the area. And finally, **Looking In**, which centres initially on: renewing and refreshing our forms of service; exploring and developing more active use of music in worship

Achievements and Performance

Key Achievements 2021 include:

Open our lives through Worship and Prayer:

- Continued to extend Pastoral visiting, through the effective creation of a Parish Visiting Team;
- Use of Zoom to deliver services and email for sacred and secular messaging;
- Revision of the standard Service booklet, to be more accessible whilst meeting COVID Regulations.
- During 2021 we held 67 Sunday Eucharist services, with an average attendance of 30.

Share our lives together as a Christian Community:

- Exploring and establishing rental groups interested in using the Church (Poetry Please and Young Actors Group);
- Revised the website and used it effectively for service advertising and Vicar's blog;
- Created and used a QR code for cash-alternative donations;
- Installed a Church WiFi;
- Opened each Wednesday, despite the limiting restrictions and in line with them, for any member of the community to call in.
- The Church was open during the week for 91 separate events (Morning Prayer, Compline, baptisms, funerals and more), with total attendance of 1,246 over the year.

Work in partnership with community groups to assist those in need (material and spiritual)

- Worked with Cornerstone to develop, staff and deliver a temporary Food Bank throughout February and March;
- Raised the funds, planned the work, and finally repaired the bell-housing, which had prevented our bell from ringing out for three years!

Under the new MAP 2021-2024, we have already delivered on:

Looking Forwards:

- Member of our congregation undertaking the Living Faith Course with the Diocese;
- Marketing of Christmas Services effectively undertaken via social media and website, saving significant resources;
- Sum Up card payment system successfully used at the Carol Service;
- Partners from Cornerstone, Hop50 and YMCA participated in delivery of Carol Service;
- Wording and graphics revised for Church noticeboards, to be more accessible and attractive.

Looking Out:

- Delivered a classical concert, bringing new people into the Church, and donating half the proceeds to a local Homeless Charity;
- Undertook Fareshare collections at Harvest and Christmas;

- Provided a location for the Swedish Church to celebrate services with the local Swedish community;
- Supported Cornerstone to identify and appoint a new Diocesan rep to their Board, further cementing our shared goals and capabilities;
- Deferred any rental review of HOP 50+, given the impact of COVID.

Looking In:

- Made further adjustments to our Risk Assessment, COVID Guidance and service provision in accordance with continuing changes in the national picture;
- Re-introduced Hymns and develop regular singing practice after the service;
- Introduced a Home Group, for informal discussion of the Scriptures;
- Maintained and further developed the Pastoral Visiting Team, keeping regular contact with those unable to attend the Church.

In addition to the specific activities above, the Church is intrinsically of benefit to the public, as demonstrated by the following examples:

- The Cornerstone Community Centre provides a wide and varied range of activities to the local community and is supported in doing so by a Maintenance and Upkeep only agreement with Church. Effectively, this “costs” the Church £17,500 a year in sacrificed rental income, in order to support community activities from Kindergarten to University of the Third Age.
- Provision of a garden for the local community and allocated gardening space for projects run by the HOP50+ Centre for older people
- The provision of space within the church for the activities of the Centre and Café for older people, at a tenth of true rental, similarly provides substantial support catering to the physical and mental wellbeing of its participants, and the rental sacrifice from the Church to this equates to £15,750 pa.
- Opening the Church safely, whenever possible during the pandemic, for Private Prayer and Reflection: this saw a greater than usual proportion of non-church attenders, who valued the safe and silent space.

Structure Governance and Management

The PCC is a corporate body established by the Church of England and operates under the Parochial Church Powers Measure. The PCC is registered with the Charity Commission under the full title of “The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Hove” (No 1146416).

Membership of the PCC is determined under the Church Representation Rules. It consists of ex-officio members: namely the churchwardens, and representatives on the Deanery Synod. In addition, as the Electoral Roll is over 50 but not more than 100 there can be 9 elected members of the laity who each serve for a period of 3 years. St John’s has adopted a policy where one third of the elected members come up for re-election each year at the annual Parochial Church Meeting (APCM). PCC members are trustees of the charity. Attendance at PCC meetings in 2021 was 93%.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The Standing

Committee consists of the Priest in Charge, Churchwardens and other Church Officers (Secretary and Treasurer). This committee did not meet during 2021 with its full membership but monthly meetings continued between the vicar and churchwardens.

Building and Finance Committee

This is a sub-committee of the PCC which considers issues relevant to the maintenance of the building and the management of parish finances. It makes recommendations to the PCC for its consideration and comprises the Vicar, a churchwarden (Chair), PCC Secretary and Treasurer and three other parishioners.

Mission Action Planning Group

This is a sub-committee of the PCC which meets to monitor and oversee progress and priorities from our Mission Action Plan. It has a standing item at each PCC. It makes recommendations to the PCC for its consideration and comprises one Churchwarden and four members of the congregation.

4.1 PCC Secretary's Report

Tom Savage

There were 6 PCC meetings held. At each meeting the following were discussed or at least on the agenda: church fabric and maintenance; finance; safeguarding.

In the course of the year, the following main items were discussed:

- The impact of Covid-19 – Church closure/opening and risk assessments
- Mission Action Plan
- Church attendance
- Planned Giving, including online donations
- Safeguarding SQP training and accreditation
- Revised budget forecasts
- Grant applications for Quinquennial report
- Church policies
- Approval of draft reports for APCM

4.2 Churchwardens' Fabric Report

Mary Thomas

Between January and March, in response to Covid regulations the church was closed for in-person services. Worship, however, continued via Zoom and the annual preventative maintenance programme was started and completed to plan following Covid regulations then in force. In addition to these routine tasks, remedial action was taken to address issues identified during the annual Engineering Inspection, the annual boiler servicing and the flooding in the North porch. The latter had been caused by a dislodged tile. With agreement from our Inspecting Architect, we also made safe a small area away from public access on the gallery stairs where a section of a plaster board ceiling had detached itself. Unplanned expenditure was in the region of £750. We completed our programme of replacing the high level halogen spotlights with more efficient and economical LED equivalents.

We are delighted to report that under grant of a Faculty the following works were undertaken: repair to a small area of damage to the stained glass East window; installation of a safe access system to the bell platform; and significantly the long-awaited repair of the bell housing and installation of an electric chiming mechanism. All work was completed to plan with the help of grant funding from Sussex Historic Churches Trust, the All Churches Trust and generous donations from our parishioners. Members of the public have commented on how wonderful it is to hear our bell again after an almost three-year period of silence.

A weekly programme of cleaning the church interior is reliant on a small group of volunteers and we are ever grateful to them for keeping the church clean, tidy and welcoming. We would welcome additions to this team. Externally, our garden is well maintained and is hugely valued by clients of the Community Centre, the Older Peoples' Centre, and by the children of Amigos pre-school and by the local community. It is an oasis of calm in a busy part of Hove.

As ever we are grateful to Chris Woodley and his staff on the Flowerstand for keeping us supplied, at no cost to us, with wonderful flowers and with our Christmas tree.

Expenditure in 2022

In addition to our routine maintenance programme, and as part of our Mission Action Plan, we intend to undertake work to improve the area in and around our North porch entrance. The intended outcome is the increased visibility and attractiveness of St John's to support our already strong reputation for welcoming all once they enter the church.

This year we will have quinquennial inspections of our electrical systems and the building itself. We anticipate funds will be needed to implement any high priority recommendations contained in those individual reports and additional fundraising may be required.

4.3 Safeguarding Report

Lisa Godfrey

The safeguarding of children and adults continues to have a high profile in this parish as well as the church as a whole.

There have been no safeguarding issues noted over the past year.

All policies are up to date and all members of the PCC are fully compliant with their individual training.

The only new item to note is that all DBSs will now run for three years instead of five.

4.4 Electoral Roll Report

John Browne

Electoral Roll as at 31 December 2021: 75

New Members: 5

Moved or left: 1

Died: 4

4.5 Deanery Synod Report

Tom Savage

There were 2 meetings of the Deanery Synod held during the year: The main topics covered at the meetings were:

- The Diocese finances and the impact for individual Churches
- The Strategic Development fund
- The closure of the Trinity Trust

Risk Management

The PCC has ensured that the major risks to which the Church might be exposed (Governance, Operational, Financial, External/Environmental) have been identified by a risk analysis exercise. During 2021 the key elements within these areas were identified and mitigated as follows:

1. Governance: Lack of direction, strategy, and forward planning

Mitigation: The Vicar and Churchwardens met as permitted by pandemic regulations during 2021, and when they could not, continued business on-line to ensure prompt and effective response to the changing national context as well as continuing Church business. The Mission Action Plan was reviewed and rewritten for the forthcoming 3 years.

2. External/Environmental: Failure to respond appropriately to the Covid-19 pandemic. Inadequate, ineffective safeguarding arrangements for children, young people and vulnerable adults; reputational damage.

Mitigation: Following an early dedicated Covid-19 risk assessment, Government, Public Health England and Diocesan-compliant arrangements were implemented to safeguard parishioners and contractors and reviewed with each change to the regulations.

A safeguarding policy (in the public domain) is in place and reviewed annually. The Appointment of a Safeguarding Officer and attendance of all relevant church officials on a continuing programme of safeguarding training is monitored by the PCC at every meeting.

Close working relationships with key occupants, the Cornerstone Community Centre, Hop 50+ and the Flower Stand, plus a programme of preventative maintenance, ensures that the internal and external fabric of the church building is fully maintained. Regular, professional maintenance of the garden is a visible sign to the community that we are a strong and caring community.

3. Operational: Parishioner and community dissatisfaction; failure to maintain key parish services and weekly opening hours; poor succession planning.

Mitigation: A Complaints Policy is in place and reviewed annually. See Risk 2 above – alternative worship arrangements were implemented when forced to close during the pandemic. Contact was maintained with parishioners and worship material and

other spiritual resources were sent out electronically and in print. A monthly e-bulletin was circulated regularly, signposting parishioners to the latest pandemic updates, wider support resources, and day to day church news. The external church noticeboards were stringently kept up to date, to ensure that anyone in the community wishing to attend had clear guidance on when the church was open and in what capacity. The website was re-designed and launched, to improve e-communications to a much wider community beyond as well as throughout the Church. Special meetings of the PCC were held to address the need to identify and prepare church office holders, and to more effectively share the workload currently vested in a small number of individuals. A handover and transition programme was developed.

4. Financial: Failure to generate sufficient income and maintain agreed level of reserves.

Mitigation: The PCC has met regularly, in person or electronically, throughout the year to make key decisions on services and budgetary issues. Closure during the pandemic has impacted our income streams but the PCC has worked hard to look at all opportunities for savings, efficiencies, and alternative funding streams. It has again increased the number of parishioners contributing through the Parish Giving scheme, direct debits and standing orders and introduced electronic giving, e.g. via Just Giving and the use of a QR code. Contributions continue to be received from other occupants towards the maintenance of the building and garden, and to utility bills. Successful applications were also made for grant funding to assist with major repairs. Through these efforts and careful stewardship, we increased our contribution to the Parish Share and the reserve was maintained.

5. Physical: Risk of disrepair or damage to the fabric of the building, and harm to members of the public and volunteers.

Mitigation: The PCC has in place an annual preventative maintenance programme; insurance cover which includes buildings, contents, and employers and public liability; and a Health & Safety policy. All contractors and hirers are expected to have third party insurance. The Buildings and Finance Committee, a sub-committee of the PCC, considers all issues relevant to the fabric and maintenance of the building, including quinquennial inspection reports and health and safety requirements. Where appropriate it makes recommendations for action to the PCC. Day to day, individuals who identify any building issues are encouraged to report in the first instance, to the incumbent or churchwardens. The church is only open to members of the public when representatives are on site and a policy of no lone working is in place.

Review of the Year - Vicar's Report

Vicar's Report for 2021

We began 2021 with a joyful event – my licensing as Vicar and Incumbent by Archdeacon Martin Lloyd-Williams, at the Sunday Eucharist on the 3rd of January. 2021 was also the year that our bell, following significant repairs, was once more able to ring out after three years of silence. Using the wonders of technology, Ken was able to ring it from his pew with less energy required than he had previously expended! Despite the immense challenges posed by the ongoing pandemic and even its potential resurgence in Advent, it is heartening to observe how the parish continued to respond positively throughout the situation. Public worship, when possible, was carried out enthusiastically notwithstanding the limitations, and pastoral care continued unabated. It was a great joy to me to serve God in this warm and hospitable parish and to see the spirit of cooperation that infuses it.

Regular Worship

The entire year continued to be affected by changing Covid regulations, so after my licensing we had to resort to Zoomed services again (Tuesday Compline included) for the rest of Epiphany tide until the 3rd Sunday of Lent, when we began to celebrate two Eucharists each Sunday (at 10.00am and 11.00am), an arrangement which lasted until Trinity 2, on the 13th of June. This was part of our response to managing the risks of infection-spread. A new laminated one-sheet Order of Service for the Sunday Eucharist was produced to encourage more interactive worship – more are planned to follow for the different liturgical seasons.

Our faithful organists continued to enhance our Sunday services – particularly appreciated when the possibility of singing was reduced. Judy Puttick has also continued to do excellent work in choosing hymns and animating our singing, with increasing assistance from new parishioners Rosemary and Bryan Shirley.

Having got Lent off to as good a start as possible with a Zoomed Ash Wednesday service on the 17th of February at 7.30pm, we were, fortunately, able to hold communal Holy Week services in 2021 -the Eucharist of the Lord's Supper on Maundy Thursday the 1st of April at 7.00pm, the Service of the Lord's Passion on Good Friday at 3.00pm and then the Eucharist on Easter Sunday morning. It was great to be able to celebrate together the most important services of the Church's Year.

When we resumed public worship, we began with a said celebration of the Eucharist but were able to add hymns following the 9th Sunday after Trinity. On the first Sunday the relief that we could at last once again engage in vigorous singing was very evident!

On Sunday the 3rd of October 2021 we celebrated the joyful baptism of baby Daniel Watson during our Sunday Eucharist, with a congregation augmented by Daniel's family. The Harvest Thanksgiving service on the 10th of October saw the return at last of a fully sung Eucharist (with the Gloria, etc.). It did not take long for the

congregation to engage fully once again. On this year's Festival of Christ the King, 2021, I was invited to preach at Evensong in the neighbouring parish of All Saints.

Thankfully on the 12th of December we were able once more to hold our annual carol service. It was well attended though with reduced numbers (140 participants) caused by anxiety about the recently appeared Omicron variety. At Christmas itself, for the same reason, we had smaller numbers than usual at our annual crib service and Midnight Mass, though we had higher attendance at the Christmas Day Eucharist and on St Stephen's Day (Boxing Day) immediately following it. I am reliably informed that this pattern of attendance was experienced nationally across the Church of England.

Plans were also launched following our Mission Action Planning meeting to explore some alternative worship styles once a month, incorporating different styles of music. Revd. Adele generously continued to replace the vicar, when necessary (e.g., during annual leave and illness), a support for which we are always very grateful.

Pastoral Care

We continued to offer pastoral care to parishioners and developed this further, with home visits when possible and regular telephone calls. In September we were delighted to learn that we had a new parishioner, Brenda Smith (107!) who had recently moved into Wavertree Care Home, located within our parish. Depending on changing regulations and the Covid situation we have been able to make visits to her. In 2021, the pastoral team made 50 house calls and 120 phone calls.

Following PCC approval, it was agreed that Sue Davidson would be commissioned in 2022 at a Sunday service as a Minister of the Eucharist, authorised to bring Holy Communion to the sick and housebound; and Pru White would renew her commitment as her ministration had been interrupted by the pandemic. Short Orders of Service have been produced for administering Holy Communion at home and in hospital, according to the authorised Anglican Rites.

On Saturday the 11th of September we celebrated the wedding of Rosemarie Jones and Norman Paba in our church and on the 24th of September we rejoiced to welcome once more the Swedish Lutheran community, with whom the Church of England enjoys full communion, for a celebration of their eucharistic liturgy.

A regular worshipper who joined us in 2020 expressed a desire for Christian initiation (Baptism, Confirmation and Holy Communion) and his instruction by the vicar with assistance from the parish will commence in 2022.

Funerals

In 2021 we held three funerals for beloved parishioners. Sheila Martin's took place on Friday the 16th of April at both our church and Woodvale Crematorium, and I presided both at the funeral service and at the final commendation. On the 10th of June, we held Harry Tuckwell's funeral at St John's and at the crematorium. On November the 11th Ernest Threshie's funeral took place also at Woodvale Crematorium, again with me presiding.

It had a been a particular wish of his, which providence enabled, that his funeral would be on Armistice Day. Sheila, Ernest and Harry, faithful and devoted members of our congregation, were much loved. They each received a great and moving send off from family, friends, and our parish community. Another of our longstanding and previously active parishioners, June Gillingham, also died in June, though I did not take her funeral.

Outreach to the Community

During winter, the church was open on Wednesdays for private prayer when we were unable to offer public services. As we had not normally opened in winter before (except for Morning Prayer and cleaning), this was a significant change to our previous pattern, in response to the pandemic.

Our church wardens and others continue to interact with the Cornerstone Community Centre and Hop 50+ in their excellent work for the community and the vicar re-established contact with the YMCA chaplain as the pandemic eased. We were delighted to welcome Alli Ollerenshaw, Chair of the Cornerstone Board, and the YMCA chaplain Lucy McGrath, to read at our 2021 carol service along with a representative range of parishioners.

Following the APCM, excellent work was also done in 2021 on our Mission Action Plan, (the committee steered by Barbara Bush), reshaping our pastoral outreach as a Christian community and projecting it into the future, in line with the Chichester Diocesan Strategy. Thanks to the efforts of Eleanor Ferguson our antiquated website was greatly renewed. Erica Cheung also provided excellent posters for our external notice boards.

An enjoyable and well attended harp and guitar concert was held in the church in November, with large numbers in attendance. The Church Wardens continue to interact with various groups (Poetry for Pleasure and the Young Actors Group) which use the building. A local residents' group also held their AGM in the church.

Future Prospects

Our central concern will always be to maintain a worshipping, praying, and expansive Church of England presence at the heart of Hove. To that end we will go on renewing our worship, offering Christian instruction and supporting the groups which work from our building (Hop50+ and Cornerstone). A major part of that must be gathering and consolidating our congregation after the trauma of the pandemic. We will also continue to develop our pastoral outreach to sick and housebound parishioners. The PCC will continue to explore the need for fundraising to preserve the building and build up the community so that we can fulfil our mission here. It is as ever a blessing for me to serve as vicar here, to lead the community in prayer and worship, and to experience its human richness!

Finance Report

Receipts

- The total receipts on general unrestricted funds received were **£52,586** and are detailed in the Financial Statements. This represents a 27% increase from the previous year (£41,447).
- Total receipts on designated funds for Church maintenance (stonework and quinquennial repairs) were **£16,829**.
- Planned Giving through standing orders and the Parish Giving Scheme (PGS) increased by 23% to **£15,760** (2020: £12,854).
- Collections at services increased by 104% to **£6,192** (2020: £3,043) of which Gift Aid donations represented 35% (£2,148).
- We have worked hard to encourage as many parishioners as possible to regularise their giving via the PGS or standing orders. We have also been encouraging online giving via the Church website and contactless giving as alternative ways to give for those who regularly donate by cash.
- St John's relies on the generosity of the congregation and the community to support its mission and ministry. The PCC was again very grateful to all who contributed financially to St John's during this difficult time through planned giving and one-off donations.

Payments

- Total payments from general unrestricted funds were **£35,140** and are detailed in the Financial Statements. This represents a 4% decrease from the previous year (£36,567).
- Total payments from designated funds for quinquennial repairs and garden improvements were £11,636.
- Net movement in funds on unrestricted (including designated) funds resulted in excess of receipts over payments of **£22,639**.
- The largest expenditure of the PCC was the Parish Contribution to the Diocese to cover ministry costs at St John's. This amounted to **£18,000** but falls below the £46,807 that the Diocese has allocated to St John's. The balance of the costs of ministry is borne by the Diocese as a grant to the parish.
- We need to explore and develop existing and new technologies to extend our outreach and to broaden the way we deliver our faith and service to our community through our Mission Action Plan.
- The closing balances in both unrestricted and restricted funds available to the PCC as at 31 December 2021 were **£75,588** and **£2,559** respectively.

Reserves Policy

It is PCC policy to try to maintain a balance of general unrestricted funds which equates to approximately three months' worth of unrestricted payments to ensure continued financial security and to provide for contingencies. The cash balance of £52,172 held on unrestricted (general) funds at the year end, together with the amounts payable to and by the PCC, was in excess of this target.

Designated funds are sums of unrestricted money earmarked by the PCC for specific purposes. Designated funds in respect of stonework repairs, garden improvements, organ repairs and quinquennial repairs stand at £7,205, £619, £1,000 and £14,593 respectively. The PCC may decide to set aside additional sums from its unrestricted funds in order to meet the cost of other future Church repairs and maintenance or contingences.

Signed on behalf of the PCC
on 29 May 2022

A handwritten signature in cursive script that reads "Earl Collins".

**Revd Dr Earl Collins - Vicar
Chair**

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

Receipts and Payments Accounts

Receipts	Notes	Unrestricted		Restricted	Total	Total
		General Fund	Designated Fund		All Funds 2021	All Funds 2020
		£	£	£	£	£
<i>Voluntary Receipts</i>						
Planned Giving - Direct Debits		11,786	-	-	11,786	9,980
Planned Giving - Standing Orders		3,974	-	-	3,974	2,874
Collections at Services - Cash		4,044	-	-	4,044	2,188
Collections at Services - Gift Aid Envelopes		2,148	-	-	2,148	855
Sundry Donations and Appeals	3	5,884	880	-	6,764	4,078
Gift Aid recovered	4	4,495	-	-	4,495	5,069
Grants	5	-	2,800	-	2,800	-
Distribution - Hove Trinity Trust	6	-	11,500	-	11,500	-
Donations and legacies		1,000	-	-	1,000	-
		<u>33,331</u>	<u>15,180</u>	<u>-</u>	<u>48,511</u>	<u>25,045</u>
<i>Receipts from activities for generating funds</i>						
Trading Activities	7	1,579	-	-	1,579	552
		<u>1,579</u>	<u>-</u>	<u>-</u>	<u>1,579</u>	<u>552</u>
<i>Receipts from Church Activities</i>						
Rent from Church Lettings		742	-	-	742	656
Fees from Weddings & Funerals	8	1,271	-	-	1,271	631
Rent from Hop50+		1,750	-	-	1,750	1,750
Rent from The Flower Stand		8,100	-	-	8,100	9,600
Hop50+ Gas Bill		1,598	-	-	1,598	2,342
Cornerstone Community Centre Gas Bill	9	227	-	-	227	452
The Flower Stand Electricity Bill		127	-	-	127	9
VAT reclaims under LPoW	10	428	1,649	-	2,077	370
Contribution to Repairs from Tenants	9	2,603	-	-	2,603	2,798
		<u>16,846</u>	<u>1,649</u>	<u>-</u>	<u>18,496</u>	<u>18,608</u>
<i>Income from Investments</i>						
Bank interest		11	-	-	11	62
<i>Other incoming resources</i>						
Insurance claim		818	-	-	818	-
Total Receipts		<u>52,586</u>	<u>16,829</u>	<u>-</u>	<u>69,415</u>	<u>44,267</u>

Payments	Unrestricted		Restricted	Total	Total
	General	Designated		All Funds	All Funds
	Fund	Fund	Fund	2021	2020
	£	£	£	£	£
<i>Costs of generating Voluntary Income</i>					
Stewardship Costs	-	-	-	-	-
Expenses for fundraising	(311)	-	-	(311)	-
	(311)	-	-	(311)	-
<i>Church Activities</i>					
Missionary and Charitable Giving	(50)	-	-	(50)	-
Diocesan Parish Contribution	(18,000)	-	-	(18,000)	(19,343)
Clergy Expenses	-	-	-	-	-
Clergy Housing Costs (Utilities, Council Tax)	(3,921)	-	-	(3,921)	(4,482)
Deanery Synod Payment	(15)	-	-	(15)	(10)
Fees to Diocese	(653)	-	-	(653)	(1,012)
Church Insurance	(3,357)	-	-	(3,357)	(3,112)
Church Running Expenses (Utilities)	(2,619)	-	-	(2,619)	(3,306)
Church Maintenance	11 (4,467)	(11,636)	-	(16,103)	(5,356)
Upkeep of Services	(675)	-	-	(675)	(1,113)
Gardening	(645)	-	-	(645)	(733)
Mission & Hospitality	(427)	-	-	(427)	-
<i>Governance Costs</i>					
Independent Examination fee	-	-	-	-	(385)
	(34,829)	(11,636)	-	(46,465)	(38,853)
Total Payments	(35,140)	(11,636)	-	(46,776)	(38,853)
Excess of Receipts over Payments					
	17,446	5,193	-	22,639	5,413
Transfers between funds	-	-	-	-	-
Net movement in funds	17,446	5,193	-	22,639	5,413
Funds as at 1 January 2021	34,726	18,223	2,559	55,508	50,095
Funds as at 31 December 2021	52,172	23,416	2,559	78,147	55,508

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	£	£
Monetary Assets		
Current Account	66,983	44,344
CBF Deposit Fund	11,164	11,164
	78,147	55,508
Other Assets		
Debtors	553	1,419
	553	1,419
Total Assets	78,700	56,927
Liabilities		
Unpaid Diocesan fees	-	-
Other bills	-	-
	-	-
TOTAL ASSETS	78,700	56,927

MOVEMENT IN FUNDS

		Balance				Balance
		01/01/2021	Income	Expenditure	Transfer	31/12/2021
		£	£	£	£	£
Restricted Funds						
Sound System Fund	a	1,131	-	-	-	1,131
Garden Fund	b	1,428	-	-	-	1,428
		2,559	-	-	-	2,559
Unrestricted Funds						
General		34,726	52,586	(35,140)	-	52,172
Designated - Stonework	c	6,605	600	-	-	7,205
Designated - Garden	d	619	-	-	-	619
Designated - Organ	e	1,000	-	-	-	1,000
Designated - Quinquennial	f	10,000	16,229	(11,636)	-	14,593
		52,949	69,415	(46,776)	-	75,588
Total Funds		55,508	69,415	(46,776)	-	78,147

- a - Restricted Fund - sums given by F. Mann and held on trust for church sound system / worship area
- b - Restricted Fund - sums held on trust for church garden
- c - Designated Fund - sums set aside for stonework repairs
- d - Designated Fund - sums set aside for garden improvements
- e - Designated Fund - sums set aside for organ repairs
- f - Designated Fund - sums set aside for quinquennial repairs

Notes

1. 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. It should be noted that the figures for 2020 have been restated where appropriate for comparison purposes.
2. The following assets are recognised but not valued in the Statement of Assets and Liabilities: moveable church furnishings held by the churchwardens on special trust by the PCC which require a faculty for disposal.
3. Sundry donations and appeals have increased by 66% representing the generosity of parishioners and non-parishioners through one-off contributions.
4. Gift Aid tax of £1,124 was received in respect of donations for the tax year 2020/21. A rebate of £485 was received via the Gift Aid Small Donations Scheme for tax year 2020/21. A further sum of £2,886 was received during the year via the Parish Giving Scheme.
5. Grants of £1,800 and £1,000 were received from the All Churches Trust and the Ian Askew Trust respectively - these sums have been set aside for quinquennial repairs.
6. A distribution of £11,500 was received following the closure of the Hove Trinity Trust - this sum has been set aside for quinquennial repairs.
7. Income from trading activities has increased by 186% and is in relation to various fundraising activities e.g. harp concert and Christmas Carol Service.
8. Fees from weddings and funerals comprise of £601 and £670 respectively. This represents a 101% increase from the previous year.
9. There were unpaid invoices at the end of the year due from Hop50+ (£315) and Cornerstone Community Centre (£238).
10. Tax rebates totalling £2,077 were received from the Listed Places of Worship grant scheme in respect of VAT incurred in carrying out repairs to the stained glass window and the bell housing.
11. Sums totalling £11,636 were paid from the designated quinquennial fund in respect of the ladder fabrication/safety system and restoration of the bell.

This Financial Report for the year ended 31 December 2021, including the notes, was approved by the PCC and signed on its behalf by



Revd Dr Earl Collins
Vicar

29 May 2022

The Independent Examiner's Report
Parochial Church Council of St John the Baptist, Hove (Registered Charity No. 1146416)

Independent Examiner's Report to the Parochial Church Council (PCC) of St John the Baptist, Hove

This is my report to the PCC of St John the Baptist, Hove ("the charity") on the annual report for the year ended 31 December 2021.

Respective Responsibilities of the PCC and the Examiner

The PCC members are responsible for the preparation of the accounts. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement


My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:-

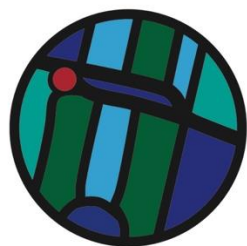
- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 
Clare Osbond FCIE
12 Silverdale Road, Hove, BN3 6FE

Date 02/06/22

Accounts



ST JOHN'S CHURCH HOVE

"Discovering and Sharing the Love of God"

**Parochial Church Council
Registered Charity No. 1146416**

Annual Report and Financial Statements for the year ended 31st December 2020

Contents	Page
Administrative Information	2
Structure, Governance and Management	3
Aims and Purposes	4
Objectives and Activities	5
Achievements and Performance	5
Review of the Year	6
Financial Review	10
Financial Statements	11
Notes to the Financial Statements	14
Independent Examiner's Report	15

Vicar: Revd Dr Earl Collins

Independent Examiner: Ms Clare Osbond, FCIE
Silverdale Road, Hove, BN3 6FE

Bankers: Barclays Bank plc, 139-142 North Street, Brighton, BN1
1RU
The Central Board of Finance, Church of England Funds,
80 Cheapside, London, EC2V 6DZ

**Annual Report of the Parochial Church Council of
St John the Baptist, Hove
for the year 1 January to 31 December 2020**

Administrative Information

- The Parish Church of Hove: St John the Baptist is situated at the corner of Palmeira Square in Hove. The parish is part of the Deanery of Hove, the Archdeaconry of Brighton and Lewes and the Church of England Diocese of Chichester.

- The Parochial Church Council (PCC) of St John the Baptist is registered with the Charity Commission as a charity (No 1146416). The correspondence address for the charity is The Church of St John the Baptist, The Vicarage, 119 Holland Road, Hove, BN3 1JS.

PCC Members

During the year the following served as members of the Parochial Church Council;

Vicar: Revd Dr Earl Collins.

Church wardens: Mrs Mary Thomas (Lay Chair)
 Ms Barbara Bush

Representatives on the Deanery Synod

Mrs Gillian Corps	Resigned July 2020
Mr Tom Savage	Until APCM 2022
Ms Barbara Bush	Until APCM 2023

Elected Members

Mr Trevor Beattie	Until APCM 2021
Mrs Julie Beattie	Until APCM 2023
Miss Lisa Godfrey	Until APCM 2022
Mr Chi Ho (Treasurer)	Until APCM 2022
Mr Alistair McNair	Resigned April 2020
Mr Tom Savage	Until APCM 2022
Ms Isla McFarlane	Until APCM 2021
Ms Sue Davidson	Until APCM 2023
Mr Andrew Maynard	Until APCM 2023
Mr John Browne	Until APCM 2023

Structure, Governance and Management

The PCC is a corporate body established by the Church of England, and operates under the Parochial Church Powers Measure. The PCC is registered with the Charity Commission under the full title of “The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Hove” (No 1146416).

Membership of the PCC is determined under the Church Representation Rules. It consists of ex-officio members: namely the churchwardens, and representatives on the Deanery Synod. In addition, as the Electoral Roll is over 50 but not more than 100 there can be 9 elected members of the laity who each serve for a period of 3 years. St John’s has adopted a policy where one third of the elected members come up for re-election each year at the annual Parochial Church Meeting (APCM). PCC members are trustees of the charity. Attendance at PCC meetings in 2020 was 87%.

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The Standing Committee consists of the Priest in Charge, Churchwardens and other Church Officers (Secretary and Treasurer). This committee did not meet during 2020 with its full membership but monthly meetings continued between the vicar and churchwardens.

Building and Finance Committee

This is a sub-committee of the PCC which considers issues relevant to the maintenance of the building and the management of parish finances. It makes recommendations to the PCC for its consideration and comprises the Vicar, a churchwarden (Chair), PCC Secretary and Treasurer and three other parishioners.

Events Group

This is a sub-committee of the PCC which initiates and oversees a variety of events for the Church aimed at fund-raising. It makes recommendations to the PCC for its consideration and comprises a churchwarden and two other parishioners.

Risk Assessment

The PCC has ensured that the major risks to which the Church might be exposed (Governance, Operational, Financial, External/Environmental) have been identified by a risk analysis exercise. During 2020 the key elements within these areas were identified and mitigated as follows:

1. Governance: Lack of direction, strategy and forward planning

Mitigation: The Vicar and Churchwardens met as permitted by pandemic regulations during 2020, and when they could not, continued business on-line to ensure prompt and effective response to the changing national context as well as continuing Church business.

2. External/Environmental: Failure to respond appropriately to the COVID-19 pandemic. Inadequate, ineffective safeguarding arrangements for children, young people and vulnerable adults; reputational damage.

Mitigation: Following an early dedicated COVID-19 risk assessment, Government, Public Health England and Diocesan-compliant arrangements were implemented to safeguard parishioners and contractors.

A safeguarding policy (in the public domain) is in place and reviewed annually. Appointment of a Safeguarding Officer and attendance of all relevant church officials on a continuing programme of safeguarding training. Training has resulted in St John's being awarded SQP Level 1. Safeguarding is a standing discussion item at every PCC meeting.

Close working relationships with key occupants, the Cornerstone Community Centre, Hop 50+ and the Flower Stand, plus a programme of preventative maintenance, ensures that the internal and external fabric of the church building is fully maintained. Regular, professional maintenance of the garden is a visible sign to the community that we are a strong and caring community.

3. Operational: Parishioner and community dissatisfaction; failure to maintain key parish services and weekly opening hours.

Mitigation: A Complaints Policy is in place and reviewed annually. See Risk 2 above – alternative worship arrangements were implemented when forced to close during the pandemic. Contact was maintained with parishioners and worship material and other spiritual resources were sent out electronically and in print. A monthly e-bulletin was developed and circulated, signposting parishioners to the latest pandemic updates, wider support resources, and day to day church news. The external church noticeboards were stringently kept up to date, to ensure that anyone in the community wishing to attend had clear guidance on when the church was open and in what capacity.

4. Financial: Failure to generate sufficient income and maintain agreed level of reserves.

Mitigation: The PCC has met regularly in person, or electronically, throughout the year to make key decisions on services and budgetary issues. Closure for 24 weeks during the pandemic has impacted our income streams but the PCC has worked hard to look at all opportunities for savings, efficiencies and alternative funding streams. It has again increased the number of parishioners contributing through the Parish Giving scheme, direct debits and standing orders and introduced electronic giving, e.g., via Just Giving and the use of a QR code. Contributions continue to be received from other occupants towards the maintenance of the building and garden, and to utility bills. Applications were also made for grant funding to assist with repairs. Through these efforts and careful stewardship, the agreed Parish Share was paid and the reserve was maintained at the appropriate level.

Aims and Purposes

St John's PCC has the responsibility with the Vicar of promoting the Gospel according to the doctrines and practices of the Church of England; and in promoting the whole mission of the Church: pastoral, evangelistic, social and ecumenical within the parish.

To facilitate this work the PCC of St John's is also responsible for the maintenance of a large part of the church building, which is Grade 2 Listed. When planning our activities for the year, the Vicar and PCC have considered the Charity Commission's guidelines on public benefit and, in particular, the guidance on charities for the advancement of religion.

We try to enable people to live out their faith as part of our parish community through:

- Worship, prayer and discipleship
- Provision of pastoral care for people in the parish
- Missionary and outreach work

The Church's work is intrinsically of benefit to the public, as demonstrated by the following examples:

- The provision of space at much reduced rates within the church for the activities of a Centre and Café for older people, catering to the physical and mental wellbeing of its participants.
- Provision of a garden for the local community and allocated gardening space for projects run by the HOP50+ Centre for older people
- Provision of sizeable rent-free accommodation to the thriving, independently managed Cornerstone Community Centre.
- Opening Church whenever possible during the pandemic, for Private Prayer and Reflection: this saw a greater than usual proportion of non-church attenders, who valued the safe and silent space.

Objectives and Activities

Achievements and Performance

Church Attendance (*bracketed numbers relate to 2019*)

The Electoral Roll, as at 31 December 2020, stands at 75.

In 2020 church attendance was significantly and negatively impacted by COVID-related closures and capacity limitations. The average Sunday attendance was 38 (48). Normally these figures increase at the major church festivals, special services and baptisms. For example, our full range of Christmas services attracted large numbers, 343 in 2019. By contrast, in 2020, capacity restrictions meant that only a Christmas Day service could be held. Attendance at this was 29.

Review of the Year

A. Worship, Prayer and Discipleship

During 2020 the weekly pattern of worship was drastically affected by the limitations imposed on us by COVID-19. We employed alternative worship arrangements to allow us to continue as a prayerful, worshipping community. The year began normally with weekly services of Morning Prayer, Sung Eucharist and Compline running from January to mid-March. The church was then required to close until the end of July (first lockdown) during which time worship material was sent to parishioners electronically and by post. We re-opened on the 2nd August when services were restricted to two Said Sunday Eucharists to comply with COVID-19 requirements, particularly the limitations on capacity.

The church closed again in early November to early December (second lockdown) and alternative arrangements put in place for worship. Our full range of Christmas services and community engagement during the December re-opening was severely limited but Christmas Day was celebrated appropriately.

Our ability to minister to our parishioners through the milestones of Baptism, Marriage and Death continued albeit within the required capacity limits. Two children were baptised during the year.

B. Provision of Pastoral Care to people in the Parish

The clergy and PCC are aware of the difficulty of contacting many people in their homes, even when times are normal. Many of our parishioners are elderly or vulnerable, many live alone in flats, entry to which is either extremely difficult or indeed impossible. We are, therefore, very thankful that so many people are ministered to by the Hop50+ Older People's Centre and Café located in what was once the South aisle and church hall of St John's. Also, the Cornerstone Community Centre provides a safe environment for many local groups to pursue their activities and attend support groups. This year however their services were also constrained by the pandemic regulations. We worked closely with them in terms of maintaining health and safety requirements within the building, and on sharing thoughts and ideas on what was possible. Hop50+ for example managed for a short period to use the church garden to bring together small outdoor groups of their most vulnerable clients, to combat isolation and mental health issues. The church garden has proven a valuable resource in this respect, with the PCC welcoming the use of the garden by all clients of the Centres as well as residents from the wider local community.

Whilst being three quite separate organisations, we do work very well together in the one building, with a lot of good will and mutual cooperation and support. Volunteers from St John's occasionally help in Hop50+; other members of St John's fill places, also voluntarily, on the Board of Cornerstone.

The pastoral care team comprises the vicar and two lay officers, one of whom is able to administer home communion. In 2020 the team made 67 visits and over 100 phone calls. This invaluable service is welcomed by all.

C. Mission and Outreach

2020 has seen the final year of our most recent Mission Action Plan at St John the Baptist. And along with the many challenges of the pandemic, by the grace of God, it has delivered to us some new and invigorating opportunities. Never has the need been greater to support one another in the church, to focus in on our worship and prayer and to intensify our consideration of how we can best support the wider community, than at this difficult time.

The overall Mission of St John's for the last three years has been to Discover and Share the Love of God. In addressing this pragmatically we have planned, and now review, it in three parts: Open our Lives through Worship and Prayer; Share our Lives as a Christian Community; Work in Partnership with community groups to assist those in need.

Open our Lives through Worship and Prayer

We addressed the initial and changing regulations relating to COVID promptly and formally to provide safe modes of prayer and worship: this has involved a whole array of new methods of worship, from undertaking a detailed risk assessment to make the Church safe either for services, or for private prayer to assuring an effective track and trace service; training our stewards to manage safe sharing of the church space; providing and deploying a range of resources such as masks, gloves, surface cleaner; building an email mailing list to provide on-line contact, both worship and secular to support our congregation; increasing our pastoral calls across a wider group; ensuring notices outside the church are promptly changed with each new change. Particularly notable through this period have been the many sources shared between our congregation for prayer, hymns, and wider support that we alone were able to provide. During Easter and Christmas particularly, additional materials were provided to focus our Bible Study and reflection appropriately. Those joining the church during this time again commented on the quality of the welcome they received, even when the difficulties of that were so many. As each version of the regulations affected the services, they were promptly adapted to bring us together even if not in person, and when in person, with a priority on safety of our most vulnerable congregation.

Share our Lives as a Christian Community

During this year we have looked to the Diocese for guidance and for materials, and have been blessed that our vicar is uniquely placed in his role in Continuing Ministerial Development to develop both their resources and ours. Our Building and Finance Group have worked collaboratively to address some of the serious practical and financial challenges that a Grade 2 listed building presents and continues to do so. We have continued, in whatever form of service, to extend those contributing, through delivering Readings or Intercessions, and in discussing

changes and taking feedback. As we developed our on-line communications, we were able more quickly to link in with new visitors to the church, some of whom have already become regulars. We have shared in the form of an on-line Bulletin valuable signposts to services and support, mental health advice, and good news stories from around the community.

Work in Partnership with community groups to assist those in need

This has been a challenging year for our partners in the church, who also service our community, as their services too have been at times closed down altogether or severely constrained by the regulations. Earlier in the year, we undertook a sympathetic review of the lease agreements, that recognised the challenges they are facing. We have kept in close touch with what they are able to offer, offering support where possible. Particularly we are grateful to Cornerstone, who despite all, managed to donate the cost of our roof repairs this year. We agreed parking facilities for a film crew, that brought income into HOP50+. And we worked closely with the Flowerstand, a well-known focal point and service to the community, as they varied their goods to both meet community needs and ensure the survival of the business. Our key charitable giving is effected through the leases with Cornerstone and with HOP50+, recognising our shared mission to provide support across all groups in the community. The lease with HOP50+ on that basis is set at one tenth of the market rate: this currently equates to an annual contribution of £15,750. And for Cornerstone, only a notional annual rent is set, which we can only estimate as a roughly equivalent contribution to their community services by the church. We have continued to collect for Fareshare and held a particularly successful appeal at Christmas, resulting in a large donation of food and toiletries for distribution to those in need. In order to make as great a contribution to our Parish Share to the Diocese as possible, we have reviewed and trimmed our regular costs. And as we approached the year end, we had a wonderful response to a request for Christmas Events. This led to an on-line Carol Service, the raffle of an original art work and a lively on-line Christmas Quiz. All of these contributed significantly not only to the depleted church funds but to the morale and community spirit of our congregation.

Challenges for 2021

St John's faces many challenges in 2021, not least those relating to the financial and social impact of Coronavirus, i.e., improving income generation, both through increasing regular giving and through other sources – and addressing social isolation in the parish. Both of these activities rely on building our congregation and the support they offer to the church i.e. getting more people in, on the Electoral Roll, and the level of contribution to the work of the church they are willing to make.

As the church moves to re-opening, hopefully in 2021, more of the congregation are needed to engage actively in the maintenance and care of the church and its community. This both fully engages new members as they develop their understanding of our faith, whilst ensuring options for succession in years to come. In particular, as was flagged in last years' report, both churchwardens are due for replacement and clear progress is needed on this for the health of the church going forward.

The church must also address the need to:

- develop active prayer networks;
- improve its use of social media platforms;
- support a virus recovery plan for the parish to include a thanksgiving service and community outreach;
- build strong links with the YMCA at St Patrick's
- continue and build on the strong relationships with Cornerstone and HOP50+
- develop a wider, sustainable fundraising strategy

FINANCIAL REVIEW

Income

- The total receipts on general unrestricted funds received were **£41,447** and are detailed in the Financial Statements. This represents a 0.03% decrease from the previous year (£41,461).
- Total receipts on designated funds for Church maintenance (stonework and quinquennial repairs) were **£2,820**.
- Planned Giving through standing orders and the Parish Giving Scheme (PGS) increased by 21% to **£12,854** (2019: £10,611).
- During the COVID-19 pandemic, collections at services decreased significantly by 65% to **£3,043** (2019: £8,765) of which Gift Aid donations represented 28% (£855) as people have been unable to give in this way whilst the Church was closed.
- Since lockdown commenced, we have worked hard to encourage as many parishioners as possible to regularise their giving via the PGS or standing orders. We have also been encouraging online giving via the Church website/monthly bulletins as an alternative way to give for those who regularly donate by cash.
- St John's relies on the generosity of the congregation and the community to support its mission and ministry. The PCC was again very grateful to all who contributed financially to St John's during this difficult time through planned giving and large one-off donations.

Expenditure

- Total payments from general unrestricted funds were **£36,567** and are detailed in the Financial Statements. This represents a 3% increase from the previous year (£35,583).
- Total payments from designated funds for quinquennial repairs and garden improvements were £2,286.
- Net movement in funds on unrestricted (including designated) funds resulted in a surplus of **£5,413**.
- The largest expenditure of the PCC was the Parish Contribution to the Diocese to cover ministry costs at St John's. This amounted to **£19,343** but falls below the £46,318 that the Diocese has allocated to St John's. The balance of the costs of ministry is borne by the Diocese as a grant to the parish.
- Despite the Church being closed for 24 weeks, our expenditure has not substantially changed. We still need to support our mission, pay the insurance for the building, pay our regular bills, continue our outward giving and contribute towards our parish share which covers clergy costs across the Diocese.
- The closing balances in both unrestricted and restricted funds available to the PCC as at 31 December 2020 were **£52,949** and **£2,559** respectively.

Reserves Policy

It is PCC policy to try to maintain a balance of general unrestricted funds which equates to approximately three months' worth of unrestricted payments to ensure continued financial security and to provide for contingencies. The cash balance of £34,726 held on unrestricted (general) funds at the year end, together with the amounts payable to and by the PCC, was in excess of this target.

Designated funds are sums of unrestricted money earmarked by the PCC for specific purposes. Designated funds in respect of stonework repairs, garden improvements, organ repairs and quinquennial repairs stand at £6,605, £619, £1,000 and £10,000 respectively. The PCC may decide to set aside additional sums from its unrestricted funds in order to meet the cost of other future Church repairs and maintenance or contingencies.

Signed on behalf of the PCC
on 18 April 2021



**Revd Dr Earl Collins - Vicar
Chair**

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

Receipts and Payments Accounts

Receipts	Notes	Unrestricted		Restricted	Total	Total
		General Fund	Designated Fund		All Funds 2020	All Funds 2019
		£	£	£	£	£
<i>Voluntary Receipts</i>						
Planned Giving - Direct Debits		9,980	-	-	9,980	8,431
Planned Giving - Standing Orders		2,874	-	-	2,874	2,181
Collections at Services - Cash		2,188	-	-	2,188	5,311
Collections at Services - Gift Aid Envelopes		855	-	-	855	3,453
Sundry Donations and Appeals	3	3,478	600	-	4,078	1,753
Gift Aid recovered	4	5,069	-	-	5,069	5,053
Grants		-	-	-	-	-
Donations and legacies		-	-	-	-	5
		<u>24,445</u>	<u>600</u>	<u>-</u>	25,045	<u>26,187</u>
<i>Receipts from activities for generating funds</i>						
Trading Activities	5	552	-	-	552	1,397
		<u>552</u>	<u>-</u>	<u>-</u>	552	<u>1,397</u>
<i>Receipts from Church Activities</i>						
Rent from Church Lettings		656	-	-	656	1,187
Fees from Weddings & Funerals	6	631	-	-	631	909
Rent from Hop50+		1,750	-	-	1,750	1,750
Rent from The Flower Stand	7	9,600	-	-	9,600	6,500
Hop50+ Gas Bill		2,342	-	-	2,342	2,127
Cornerstone Community Centre Gas Bill		452	-	-	452	314
The Flower Stand Electricity Bill		9	-	-	9	87
VAT reclaims under LPoW	8	-	370	-	370	333
Contribution to Repairs from Tenants	7	948	1,850	-	2,798	1,088
		<u>16,388</u>	<u>2,220</u>	<u>-</u>	18,608	<u>14,295</u>
<i>Income from Investments</i>						
Bank interest		62	-	-	62	81
<i>Other incoming resources</i>						
Insurance claim		-	-	-	-	-
Total Receipts		<u>41,447</u>	<u>2,820</u>	<u>-</u>	44,267	<u>41,961</u>

Payments	Notes	Unrestricted		Restricted	Total All Funds 2020	Total All Funds 2019
		General Fund	Designated Fund			
		£	£	£	£	£
<i>Costs of generating Voluntary Income</i>						
Stewardship Costs		-	-	-	-	-
Expenses for fundraising		-	-	-	-	(469)
		-	-	-	-	(469)
<i>Church Activities</i>						
Missionary and Charitable Giving		-	-	-	-	(861)
Diocesan Parish Contribution		(19,343)	-	-	(19,343)	(18,000)
Clergy Expenses		-	-	-	-	-
Clergy Housing Costs (Utilities, Council Tax)		(4,482)	-	-	(4,482)	(1,659)
Deanery Synod Payment		(10)	-	-	(10)	(10)
Fees to Diocese		(1,012)	-	-	(1,012)	(266)
Church Insurance		(3,112)	-	-	(3,112)	(3,050)
Church Running Expenses (Utilities)		(3,306)	-	-	(3,306)	(4,006)
Church Maintenance		(3,136)	(2,220)	-	(5,356)	(3,261)
Upkeep of Services		(1,113)	-	-	(1,113)	(1,542)
Gardening		(668)	(66)	-	(733)	(1,708)
Mission & Hospitality		-	-	-	-	(738)
<i>Governance Costs</i>						
Independent Examination fee		(385)	-	-	(385)	(385)
		(36,567)	(2,286)	-	(38,853)	(35,487)
Total Payments		(36,567)	(2,286)	-	(38,853)	(35,956)
Excess of Receipts over Payments						
		4,879	534	-	5,413	6,005
Transfers between funds		-	-	-	-	-
Net movement in funds		4,879	534	-	5,413	6,005
Funds as at 1 January 2020		29,847	17,689	2,559	50,095	44,090
Funds as at 31 December 2020		34,726	18,223	2,559	55,508	50,095

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST HOVE
STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
Monetary Assets		
Current Account	44,344	38,931
CBF Deposit Fund	11,164	11,164
	<u>55,508</u>	<u>50,095</u>
Other Assets		
Debtors	1,419	2,244
	<u>1,419</u>	<u>2,244</u>
Total Assets	<u>56,927</u>	<u>52,339</u>
Liabilities		
Unpaid Diocesan fees	-	(304)
Other bills	-	(417)
	<u>-</u>	<u>(721)</u>
TOTAL ASSETS	<u>56,927</u>	<u>51,618</u>

MOVEMENT IN FUNDS

		Balance				Balance
		01/01/2020	Income	Expenditure	Transfer	31/12/2020
		£	£	£	£	£
Restricted Funds						
Sound System Fund	a	1,131	-	-	-	1,131
Garden Fund	b	1,428	-	-	-	1,428
		<u>2,559</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,559</u>
Unrestricted Funds						
General		29,847	41,447	(36,567)	-	34,726
Designated - Stonework	c	6,005	600	-	-	6,605
Designated - Garden	d	685	-	(66)	-	619
Designated - Organ	e	1,000	-	-	-	1,000
Designated - Quinquennial	f	10,000	2,220	(2,220)	-	10,000
		<u>47,536</u>	<u>44,267</u>	<u>(38,853)</u>	<u>-</u>	<u>52,949</u>
Total Funds		<u>50,095</u>	<u>44,267</u>	<u>(38,853)</u>	<u>-</u>	<u>55,508</u>

- a - Restricted Fund - sums given by F. Mann and held on trust for church sound system / worship area
- b - Restricted Fund - sums held on trust for church garden
- c - Designated Fund - sums set aside for stonework repairs
- d - Designated Fund - sums set aside for garden improvements
- e - Designated Fund - sums set aside for organ repairs
- f - Designated Fund - sums set aside for quinquennial repairs

Notes

1. 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. It should be noted that the figures for 2019 have been restated where appropriate for comparison purposes.
2. The following assets are recognised but not valued in the Statement of Assets and Liabilities: moveable church furnishings held by the churchwardens on special trust by the PCC which require a faculty for disposal.
3. Sundry donations/appeals have increased by 133% representing the generosity of parishioners and non-parishioners through large one-off contributions.
4. Gift Aid tax of £1,367 was received in respect of donations for the tax year 2019/20. A rebate of £1,306 was received via the Gift Aid Small Donations Scheme for tax year 2019/20. A further sum of £2,396 was received during the year via the Parish Giving Scheme.
5. Income from trading activities has decreased by 60% and is in relation to various fundraising activities e.g. online quiz, Carol Service and easyfundraising.
6. Fees from weddings and funerals comprise of £22 and £609 respectively. This represents a 31% decrease from the previous year.
7. There were unpaid invoices at the end of the year due from The Flower Stand (£342) and Brighton & Hove City Council (£1,077).
8. A tax rebate of £370 was received from the Listed Places of Worship grant scheme in respect of VAT incurred in carrying out remedial repairs to the stairway roof.

This Financial Report for the year ended 31 December 2020, including the notes, was approved by the PCC and signed on its behalf by



Revd Dr Earl Collins
Vicar

18th April 2021

**The Independent Examiner's Report on the Accounts
Parochial Church Council of St John the Baptist, Hove (Registered Charity No. 1146416)**

Independent Examiner's Report to the Parochial Church Council (PCC) of St John the Baptist, Hove

I report to the PCC on my examination of the accounts of the St John the Baptist, Hove ("the charity") for the year ended 31 December 2020.

Respective Responsibilities of the PCC and the Examiner

The members of the PCC are responsible for the preparation of the accounts. The PCC consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:-

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 
Clare Osbond FCIE
12 Silverdale Road, Hove, BN3 6FE

Date 30/04/21