

ST JOHN THE BAPTIST, HOVE

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

REGISTERED CHARITY NO. 1146416

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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
		31,607	15,550	-	47,157	35,754
<i>Receipts from activities for generating funds</i>						
Trading Activities	5	2,103	-	-	2,103	2,163
		2,103	-	-	2,103	2,163
<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
		25,905	-	-	25,905	25,059
<i>Income from Investments</i>						
Bank interest	7	3,184	-	-	3,184	2,306
Total Receipts		62,800	15,550	-	78,350	65,283

Payments	Unrestricted		Restricted	Total	Total
	General	Designated		All Funds	All Funds
	Fund	Fund	Fund	2024	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