

Trustees' Annual Report for the period

Period start date

Period end date

From

01

January 2023

To 31

December 2023

Section A

Reference and administration details

Charity name

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Crawley Down

Other names charity is known by

The Parish Church of All Saints, Crawley Down

Registered charity number (if any)

1146157

Charity's principal address

The Glebe Centre, All Saints Church, Vicarage Road

Crawley

Sussex

RH10 4JJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Revd Christine Keyte	Incumbent Vicar		
2	Revd Sandra Bale	Associate Vicar		
3	Sandra Cook	PCC Secretary		
4	Pam Miller	Treasurer		
5	Gillian Crook			
6	Steve Warr			
7	Barbara Wozniakowski	Safeguarding Officer		
8				
9				
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16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional Information)

Type of adviser	Name	Address
Bankers	CAF Bank	25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Independent Examiner	Keith Halstead MA (Oxon) FCA	60 Woodcote Hurst, Epsom, Surrey KT1 8 7DT

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Parochial Church Councils (Powers) Measure 1956 as amended.

How the charity is constituted

The PCC is part of the Church of England and the objects can be found in the PCC Powers Measure.

Trustee selection methods

Trustees are determined under the Church Representation Rules and consists of certain ex-officio members and those who are elected at the Annual Parochial Church Meeting.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Election to the PCC is based upon the desire to ensure a balance of skills and experience. New members are given the opportunity to fully discuss their role and responsibilities. The Secretary and Treasurer attend courses relevant to their role.

The PCC meets five times during each year with an average level of attendance of 80%. The PCC adopts policies concerning Safeguarding, Health & Safety, Complaints Management, Risk Management, Investment, Conflicts of Interest, Volunteers and employed staff.

There is a Standing Committee which has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

Various other Committees deal with the fabric of the building, Missionary Strategy, Social and Fund-Raising Events, Finance, Parent & Toddler Group, Management of the Glebe Centre and HR policy.

A "Friends of All Saints Church Committee" raise funds for mission and maintenance of church buildings.

A regular risk analysis has been carried by the PCC members. The PCC has complied with its duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The primary objective of the charity is the promotion of the Gospel of Jesus Christ according to the doctrines and practices of the Church of England. The charity seeks to promote in the ecclesiastical parish the whole mission of the Church. All Saints Parochial Church Council (PCC) has the responsibility of cooperating with the Incumbent, the Reverend Christine Keyte, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at All Saints. Our services and worship seek to put faith into practice through prayer and scripture, music and sacrament. To facilitate this work it is important that we maintain the fabric of the Church of All Saints Church and the Glebe Centre. Our objectives are set out in our Mission Action Plan as follows:

- To ensure that all our ministry and activities are focussed around an ethos of welcome, hospitality, respect and kindness.
- Building the ministry of the church and worship for people of all ages.
- Building discipleship and learning in our parish community.
- Continuing to work towards building a network of support and pastoral care in the parish.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit. The main activities undertaken during 2023 are shown in sections D and E and captured in the minutes of All Saints Parochial Church Council.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Worship and Prayer and Mission

- Regular worship has continued throughout the year, building a solid worship focus with both traditional liturgy and family services and the partnership with St Leonard's Turners Hill continues to go from strength to strength.
- Our Harvest service was attended by the uniformed organisations and our Christmas and Easter services were well attended and feedback has been received that worship services are appreciated in both villages. The Remembrance Day service at the village war memorial had excellent attendance as many in the village make attendance at the service a priority.
- Recorded sermons are listed on the internet and have a solid following online.
- Production and distribution of the bimonthly parish magazine has continued and increased. The magazine is appreciated as a source of local information for both villages.
- Monthly coffee mornings have continued to build in attendance. Very well-attended special themed coffee mornings have been also held to coincide with the seasons i.e Christmas and Mothering Sunday offering craft, colouring and puzzles which are enjoyed by our young families and are also a place to enjoy coffee, cake and conversation for some of our older parishioners.
- There is also a monthly collection of food donations at the coffee mornings which are then taken to Crawley Open House.
- A monthly churchyard working party happens alongside the coffee morning with a church cleaning group.
- We have continued to build on our links with the church schools in both villages. Fortnightly corporate worship in each school has taken place and the vicar is a governor of both schools. The vicar also attends all special events and meetings at both schools as much as is possible. Additionally, our foundation and ex-officio governors have continued to support the work of our church schools throughout the year.
- Our youth club for children in years 6 to 8 continued to meet weekly in term time with an attendance of around 15-20 children each week.
- A silent prayer group was started in October and meets weekly.
- At the end of 2023 All Saints electoral roll had 82 members. Around 45 attend worship regularly.

The Glebe Centre

- The Glebe Centre provides a modern and welcoming venue for many organisations in the Village to hold their meetings and events. U3A, Girl Guides Women's Institute have regularly used the hall. Regular and one-off private hirers also use the facility along with regular Church run activities for the community such as

a Tiny Tots group each Thursday and a Youth Club on alternate Fridays in term time.

- The Glebe Centre has been open for bookings throughout the year and seen regular and new hirers use the facility as the year has progressed.
- The building and fabric team have worked hard to ensure that routine maintenance of the building has been sustained.

Pastoral Care

- We have continued to sustain support networks by phone as well as pastoral and home communion visits.
- Our clergy officiated at 1 baptism service and 13 funeral and bereavement related services in the church, churchyard and crematorium.
- The relaunch of our monthly Cake and Company group for people bereaved or living on their own took place in the new year. The group is well organised and meets once a month. The program has included a talk by the local PCSO and a thriving knitting subgroup is part of the meeting program as well.
- We have been hugely grateful for the continued generous support of our parishioners during year and for the faithful way in which people have served our church community.

As we look back over the last year, we thank all those who contribute to the life of the parish in whatever ways they can including those who welcome, clean, move chairs, arrange flowers, help within services, serve refreshments, look after our finances, plan events and help with churchyard maintenance. The many roles that volunteers fulfil not only builds the church community but extends outwards into the wider community that we serve. This support is vital and greatly valued. We would, without doubt, be a lesser organisation without them.

Brief statement of the charity's policy on reserves

The PCC's policy is to maintain a sufficient level of Reserves as contingency against unforeseen circumstances and the policy is reviewed annually. The current policy is to maintain in excess of 2 months of estimated expenditure on unrestricted funds, which approximates to £10,000.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding comes from planned and ad hoc giving of the church members.

The charity continues to support its main activities through its expenditure on staff costs of key workers, maintenance of the buildings, the Diocesan Parish contribution towards the centralised organisation of the Church, and numerous missional activities.

Unfortunately, during the current year, because of the drop in income over the last two years, it has not been deemed prudent to maintain our customary Missional and Charitable Giving towards third parties, but it is hoped this can be resumed in the near future.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		<i>P. A. Miller</i>
Full name(s)	Rev'd Christine Keyte	Pamela Ann Miller
Position (eg Secretary, Chair, etc)	Vicar	Treasurer
Date	12 April 2024	

 CHARITY COMMISSION FOR ENGLAND AND WALES	THE ECCLESIASTICAL PARISH OF ALL SAINTS', CRAWLEY DOWN		1148157		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023	

Categories	Details	Unrestricted to nearest £	Restricted funds to nearest £	Endowment to nearest £
B1 Cash funds	CAF 40-52-40 00027772	24,816	1,936	-
	CBF C of E Deposit - a/c 610229002D	20,989		
	CAF 40-52-40 00034857	13,889		-
	Cake & Co Cash		13	
	Glebe Cash	93		
	Tiny Tots		150	
	Youth Club bank account		178	
	CBF Investment Fund	14,106		
	Total cash funds	73,893	2,277	-
(agree balances with receipts and payments account(s))		OK	OK	OK
B2 Other monetary assets	Details	Unrestricted to nearest £	Restricted funds to nearest £	Endowment to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		Unrestricted	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		P A Miller		12/04/2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Parochial Church Council of the Ecclesiastical Parish of All Saints,
Crawley Down

On accounts for the year
ended

31st December 2023

Charity no
(if any)

1148157

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation
of the accounts in accordance with the requirements of the Charities Act
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination which gives me
cause to believe that in, any material respect:

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

I have no concerns and 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:

K.E. Halstead

Date:

27/04/2024

Name:

Keith Halstead

Relevant professional
qualification(s) or body
(if any):

The Institute of Chartered Accountants in England and Wales

Address:

60 Woodcote Hurst, Epsom, Surrey KT18 7DT

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32,
Independent examination of charity accounts: directions and guidance for
examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A