

Trustees' Annual Report for the period

		Period start date					Period end date		
From	01	January	2024		To	31	December	2024	

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)

1148157

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				
10				
11				
12				
13				
14				
15				
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 (eg. trust deed, constitution)	Parochial Church Councils (Powers) Measure 1956 as amended.
How the charity is constituted (eg. trust, association, company)	The PCC is part of the Church of England and the objects can be found in the PCC Powers Measure.
Trustee selection methods (eg. appointed by, elected by)	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 2024 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 Services

- Regular Sunday services continued with an average attendance of 38. Special services were held for Easter, Christmas, Memorial Services and Remembrance Sunday, which was attended by civic representatives and uniformed organisations and services were held for other significant liturgical dates. Recordings of services ensure those unable to attend in person can still view services on line.
- As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. This year we celebrated two baptisms and three weddings. We conducted two funerals in church and three internments of ashes.

Community, Outreach and Engagement

- The parish church maintained a strong presence in the community through its food bank support (a monthly food collection for Crawley Open House), pastoral care visits and collaboration with local schools.
- Family coffee mornings and family-friendly services and events encourages younger families to engage with the church. Cake and Company, our monthly coffee and cake club provides valuable fellowship opportunities for the elderly and vulnerable members of our community.
- A coffee machine has now been installed in the Glebe Centre with the aim of continuing to build our ministry of hospitality and fellowship. We are continuing to develop themed coffee mornings with craft for young families and a drop in space for those who would like coffee and a chat.
- We are seeking to build on our parish events at Christmas and Harvest, eg 'Breakfast with Santa' and 'Apple Coffee Morning' at Harvest.

Youth and Children

- Youth Club continued to meet, providing activities and social interaction for children from years 6-8.
- We have strengthened our interactions through clergy led collective worship in school, school participation in several 'big services' during the year, eg Mother's Day and Harvest. School groups have regular timetabled weekly visits to church at which church representatives are present.
- The Vicar and Foundation Governors represent the parish church on the governing body at the school and clergy also regularly attend school events.
- The Tiny Tots toddler group that meets from 9:30 to 11:00 am on Thursdays in termtime continues to thrive.

The Glebe Centre

- The Glebe Centre provides a modern and welcoming venue for many organisations in the Village to hold their meetings and events. Girl Guides and 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 Youth Club on alternate Fridays in term time.

- The building and fabric team have worked hard to ensure that routine maintenance of the building has been sustained.

Other information

- Prayer and study groups have met at various times in the year including a Lent course based on the film 'The King's Speech'.
- The ongoing work of maintaining and restoring all our church buildings continues to be taken seriously and carried out with due diligence and care.
- The churchyard workdays continue on a monthly basis providing significant assistance in the upkeep of the churchyard alongside the regular upkeep visits from Mid Sussex District Council.
- Jane Summers our parish administrator, provides essential support to the clergy and enables the church to communicate effectively with both the congregation and the wider community. She also edits and oversees the distribution of our parish magazine which is circulated to households through both the villages of Crawley Down and Turners Hill.
- Thanks must go to everyone on our staff team, our volunteers and the members of the PCC for all their hard work throughout the year and all parishioners and the many people who contribute hugely to the life of the church in seen and unseen ways and who work very hard to support All Saints mission and ministry.

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.

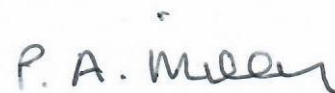
Unfortunately, during the current year, because of the drop in income over the last two years, it has not been deemed prudent to maintain our customary Missional and Charitable Giving towards third parties, but it is hoped this can be resumed in the near future.

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)



Full name(s)

Rev'd Christine Keyte

Pamela Ann Miller

Position (eg Secretary, Chair, etc)

Vicar

Treasurer

Date

2 April 2025

Section A Receipts and payments

A1 Receipts

Total Donations and Legacies

Total Charitable Activities

Total Other Trading Activities

Interest Received

Other Funds Generated

Revaluation of CFB Investment

Sub total(Gross income for AR)

A2 Asset and investment sales, (see table).

Sub total

Total receipts

A3 Payments

Cost of raising funds

Cost of Charitable Activities

Expenditure on Church Buildings

Cost of other Trading Activities

Loss on Investment

Other payments

Sub total

A4 Asset and investment purchases, (see table)

Sub total

Total payments

Net of receipts/(payments)

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

Section B Statement of assets and liabilities at the end of the period

Categories

B1 Cash funds

B3 Investment assets

B4 Assets retained for the charity's own use

B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

THE ECCLESIASTICAL PARISH OF ALL SAINTS, CRAWLEY DOWN

Receipts and payments accounts
For the period from

Period start date
01/01/24

Unrestricted funds
to the nearest £

Restricted funds
to the nearest £

	51343		382
	3489		3614
	29778	-	
	2503		
	323	-	
-		-	
-		-	
	87436		3996
-		-	
-		-	
-		-	
	87436		3996
	81	-	
	76197		3794
	1032	-	
	7998		
-		-	
-		-	
-		-	
-		-	
-		-	
	85308		3794
-		-	
-		-	
-		-	
	85308		3794
	2128		202
-		-	
	73893		2277
	76021		2479

Details

CAF 40-52-40 00027772

CBF C of E Deposit Fund

CAF 40-52+40 00034857

Tiny Tots Cash held

Youth Club Cash held

Cake & Co Cash held

CBF Investment Fund

Total cash funds

(agree balances with receipts and payments account(s))

Details

Details

Details

Details

DBF Agency

Signature

No (if any)

To

Period end date
31 December 2024

Endowment funds
to the nearest £

Total funds
to the nearest £

-	51725
-	7103
-	29778
-	2503
-	-
-	323
-	-
-	-
-	91432
-	-
-	-
-	-
-	91432
-	81
-	79991
-	1032
-	7998
-	-
-	-
-	-
-	-
-	-
-	89102
-	-
-	-
-	-
-	89102
-	2330
-	-
-	76170
-	78500

Unrestricted funds to nearest £		Restricted funds to nearest £	
	23769		1916
	20989	-	
	16834	-	
-			96
-			427
-			40
	14429	-	
	76021		2479

OK
Unrestricted funds
to nearest £

OK
Restricted funds
to nearest £

Fund to which asset belongs

Cost (optional)

-
-
-
-
-

Fund to which asset belongs

Cost (optional)

-
-
-
-
-
-
-
-
-

Fund to which liability relates
DBF Agency

Amount due (optional)
67

-
-
-
-

Print Name
P A Miller

CC16a

Last year
to the nearest £

	63767
	7154
	32308
	1054
-	
	1213
-	
-	
	105496
-	
-	
	105496
-	
	67297
-	
	16512
-	
	2500
-	
-	
-	
	86309
-	
	86309
	19187
-	
	56983
	76170

Endowment funds to nearest £	Total
---------------------------------	-------

-	
-	
-	
-	
-	
-	
-	
-	
-	

OK

Endowment funds
to nearest £

Current value (optional)

-
-
-
-
-

Current value (optional)

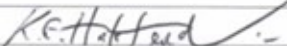
-
-
-
-
-
-
-
-
-

When due (optional)

Date of approval

05/05/25

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE ECCLESIASTICAL PARISH OF ALL SAINTS, CRAWLEY DOWN**
(Registered Charity No 1148157)

Section A		Independent Examiner's Report	
Report to the trustees/ members of	Charity Name: The Parochial Church Council of the Ecclesiastical Parish of All Saints, Crawley Down		
On accounts for the year ended	31 st December 2024	Charity no (if any)	1148157
Set out on pages	1-8		
	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.		
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:			Date: 04/05/2025
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		