

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARK HIGHCLIFFE DIOCESE OF WINCHESTER

England & Wales · Charity number 1150249

## Details

---

Other names	ST MARK'S HIGHCLIFFE
Status	Registered
Legal form	Previously excepted
Registered	2012-12-19
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	St. Marks Church Hinton Wood Avenue Christchurch BH23 5AA
Phone	01425276433
Email	<a href="mailto:churchwarden@stmarkshighcliffe.org.uk">churchwarden@stmarkshighcliffe.org.uk</a>
Website	<a href="http://www.stmarkshighcliffe.org.uk">www.stmarkshighcliffe.org.uk</a>

## Activities

---

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

**Activities:** Public worship open to all. Sacred space provided for personal prayer. Pastoral work: visiting the sick and the bereaved. Teaching Christianity through sermons and groups. Running a Church Club in the Primary School. Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers, and other groups. Supporting other charities in the UK and overseas.

## Classification

---

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

## Geography

- Dorset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£109,954	£108,192	-	-
2024-12-31	£199,896	£193,450	-	-
2023-12-31	£114,000	£131,500	-	-
2022-12-31	£122,108	£120,804	-	-
2021-12-31	£102,741	£135,729	-	-

## Trustees

Name	Role	Appointed
ANN NASH		2022-07-07
Ann Elliott		2024-04-21
COLIN WILLIAM CHATTEN		2012-12-17
DIANA FAUNCE		2017-05-16
Diane Hegarty		2021-11-20
Dr Sally Russell		2023-04-23
FRANCIS BRAY		2016-06-01
Julie Katrina Melvin		2022-07-11
MAUREEN RHODA STRINGER		2017-05-16
MICHAEL WILLIAMS		2018-05-08
MIKE GOODMAN		2014-04-27
Quentin Stokes		2023-04-23
SUSAN MARGARET LYONETTE		2013-05-08
Sandra Channon		2025-04-27
Sarah Richardson		2023-04-23

---

# Accounts

---

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**of the**  
**PAROCHIAL CHURCH COUNCIL of the ECCLESIASTICAL PARISH of**  
**ST MARK'S HIGHCLIFFE DIOCESE OF WINCHESTER**

**For the Year ended 31<sup>st</sup> December 2025**

**Vicar: In Vacancy**

Independent Examiner: Sue Wintle MFAAT

Solicitors: Aldridge Brownlee Solicitors LLP, Highcliffe

Bankers:

HSBC Bank plc, Christchurch

Charity Number 1150249

## **APCM Report 2025**

### **Aims and Purpose**

St Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, (in Vacancy since 31st March 2024), in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church, the two churchyards, St Mark's Hall and Library. A Parish Office is situated within the complex.

### **Objectives and Activities**

St Mark's Church is here to serve God, each other and the community. Our Christian faith is at the heart of our mission in Highcliffe. We are a friendly, varied and supportive group of people who meet to worship and minister together and to share our love of God in our community.

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 St Mark's Highcliffe. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can be relevant and accessible to people within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we try to enable people to live out their faith as part of our parish community through:

- worship and prayer, hearing the Gospel and developing their knowledge and trust in Jesus
- provision of pastoral care for people living in the parish,
- mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church of St Mark's and the Church Hall and Library.

### **Mission Planning**

Since our last APCM, we continued to focus on responding to the Archdeacon's review : PCC identified the following areas Welcome, Fellowship, and Pastoral, as our initial focus.

During the year our work on improving our Welcome has included supporting the sidespeople, encouraging PCC members to wear our lanyards and intentionally take opportunities to speak to members of the congregation.

Fellowship. We hope to always share the good news of Jesus Christ, in all our activities and events.

During the Food Festival alongside members of the Methodist Church we offered refreshments, time to talk and offered prayer and time of quiet for those who asked.

Our weekly Friday coffee morning is well attended and enjoyed each week by a growing number of people both from within our church family and the wider community.

Fellowship lunch follows our midweek Holy Communion service, from Advent to Lent and is a soup lunch with cake.

We are hoping to develop a regular pattern of social events, to develop fellowship between congregations. We have continued to add new social events to our pattern: Harvest Quiz with Supper, Swing Unlimited concerts, , Sing-alongs, Christmas craft fayre that includes a focus on Giving. We need a keen social committee leader and volunteers to implement the many good ideas.

Pastoral work is developing with the work of a dedicated team. During the year the team have spent time ensuring safeguarding practices are consistent in all our activities.

### **Worship Planning**

We believe that we meet God in worship and offer ourselves for God's mission in this world. We know that we are unified in Christ, united through the Eucharist and our various styles of worship. In our worship planning, we hope to take all of this into account, while at the same time not diluting the breadth and depth of our worship, offering, and teaching in Christ.

We meet regularly to plan the worship across all services, our regular services as well as feast days and special services such as our "Loved Ones Remembered" All Souls service.

During the year, although in vacancy , our services continued as normal with the support of, Revd Canon Terry Pinner, Reverends Jo Criscenti , Anne and Andrew Jablonski, Angie Gammon, Chris Steed and Rosie Ward. Colin Chatten our LLM continues to lead Taizé services and Maureen stringer our LLW, Diana Faunce, and Mike Goodman continue to lead B@9 services.

At the October count the average weekly attendance at our services, was calculated as 114 adults and 8 children, but this number significantly increases at festivals. Our worshipping community figure is 113, currently weekly overall attendance at all services remains between 130 -150 adults and children.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. In 2025 we held 6 Baptisms, 1 Wedding and 26 funerals and burial of ashes supported by our vergers.

Revd Ruth Crossland and Revd Canon Helen Griffiss, supported us by taking Baptism, Wedding and Funeral services. We are thankful for everything they are doing to support us ensuring that our services take place. With their support numbers attending all our regular

services have grown. We look forward to these seeds of growth continuing to grow as we welcome our new Vicar Revd Ian Whitham in February 2026.

## **Prayer**

**Intercessions:** we have 7 people who lead the intercessions at 10am on Sundays. We are blessed with intercessors offering different prayer styles from the traditional liturgical prayers to the more contemporary informal prayer. This year, while praying for our own needs, we have been prayerful for the conflicts in our world and environmental issues.

**Prayer List and Prayer Book:** The prayer list is updated each month with the names of those of our Church family who are unwell and those who have recently been bereaved. These people and their families are prayed for at each service. A Prayer Book is open on the altar for people to add names of those who need prayer - extended family, friends, others known to us - in this way we pray for needs beyond our parish.

**Prayer requests:** these come to us in various ways – personally, via email, the website and sometimes through the Parish office. If these are urgent we may send a prayer chain email and they are added to our Prayer List if they are part of St Mark's or put in our Prayer Book.

**Informal Prayer Group:** we meet weekly on a Tuesday evening in the Church from 7.00 – 8.00pm. We are a group of 10 people if everyone is there and enjoy a time of prayer, discussion and fellowship. During Advent we changed the format and hoped others would join us – a few did.

**Prayer Chain email:** So that we can respond quickly to any prayer needs a prayer email is circulated to members of the prayer group, intercessors, CWs – this has happened a number of times this year as we've been asked to pray for specific situations.

**Prayer time during Breakfast@9 worship:** in addition to the opening prayer, Lord's Prayer and shared blessing, each week there is a time for extemporary prayer and a number of people share their prayer requests and lead us in prayer.

**Prayer at 9am on a Friday:** We started meeting on Fridays at 9am in June 2022 to pray specifically for the work of St Mark's. We begin with some verses from a Psalm and move into a time of silent prayer; this has become a very precious 30 mins. We finish with either the Grace or our Mission Prayer:

God of Mission,  
who alone brings growth to your Church,  
send your Holy Spirit to give vision to our planning,  
wisdom to our actions and power to our witness.  
Help our church to grow in numbers,  
in spiritual commitment to you,

and in service to our local community.

Through Jesus Christ our Lord,

Amen

Maureen Stringer

### **Pastoral Care**

The Pastoral Care team consists of 9 people and we've met 4 times during the year: February, May, September and December.

We have a standing Agenda which covers all aspects of our ministry: Care Homes, Home Communion, One to one contact – telephone calls, emails, friendship visits, cards - bereavement follow up and Safeguarding.

Team members take responsibility for various aspects: Sally - Care Home Services, Francis - Home Communion, Maureen – Pastoral Care overview and bereavement support, Susan – Safeguarding, while we are all engaged in the one to one ministries.

Sally with Julie and Peter lead a service each month in both Silverways and Highcliffe Nursing Home; these are much appreciated by the residents. Recently three other people have joined this team.

Home Communion has been taken to 10+ people, some regularly and others as requested during the year. We were able to be with three of these during the last few weeks of their lives.

Bereavement support has been offered to the families of those who have died: a card, chat or something more regular.

The Friday Morning Coffee and Warm Space/Fellowship Lunches provide informal Pastoral care and an outreach opportunity.

We are blessed in having people who continue regular Friendship Visits to 8 or so members of the Church who are no longer able to attend services.

We take Safeguarding seriously and are particularly conscious of confidentiality. Susan ensures we have all done the relevant Safeguarding training.

We remind ourselves of the words of St Teresa of Avila:

Christ has no body now but yours (ours),  
No hands, no feet on earth but yours (ours),  
(Ours) Yours are the eyes with which he looks  
compassion on this world.

Christ has no body now on earth but yours (ours).

and pray for the love and grace to be that to one another.

Maureen Stringer, Pastoral Care Coordinator

### **Home Group Bible Study**

Every other Monday morning a group from the various St Mark's congregations, meet to explore God's Word together. The group begin with a cup of coffee or tea giving time for a welcome catch up, then the study begins with a prayer and the reading of the designated passage for that session. This year the group has looked at the Gospel of John, the Book of Esther and also St Mark's Gospel.

Turns are taken to host or lead the group, with no pressure applied to do either. Some use commentaries and others use information gleaned from the internet. There is always lively discussion and new things are learnt or clarified. No particular translation of the Bible is specified, so members bring any translation of their choice.

This year we said goodbye to two members but greeted three new people. The total number in the group is eleven, but rarely are all eleven able to attend, so usually there are eight at each meeting.

The Christian fellowship and witness enjoyed in the Home Group Bible Study around God's Word is something special and to be treasured.

### **Alison Hedger**

#### **Choir and Music**

2025 has been another interregnum year in which I have been privileged to put forward suggestions for the hymns to be used each Sunday. Some new sacred songs have been introduced but never at the expense of the well-loved traditional favourites. Hopefully everyone has liked this mix of old and new. All have been chosen with the weekly Biblical readings and church calendar in mind.

The congregation are now thoroughly used to the three different mass settings we use at St Mark's and it is good to have this variety. The keyboard has again done great service, with the organ sounds being used for voluntaries and when it is felt this option enhances the hymns. The excellent piano sounds are used when suitable for certain hymns and for the accompaniment to the weekly anthems and motets. The renovated church organ is used at weddings and funerals played by visiting organists. Quentin Stokes has also played the organ for special services whenever possible. This year also saw a few requests for the use of the piano at funerals at which I have been pleased to play.

The Breakfast@9 services held in the church hall, enjoy a different genre of music as suits their services and families, and included are live musical instruments with the piano, along

with recordings of songs. How fortunate we are at St Mark's to have the option to worship with two very different styles of music.

The church choir currently has twelve members, but for whatever reason (illness, operations, holidays, family commitments etc) it is only sometimes we have a full complement of singers: but when we do the resulting sound and musicality, coupled with the sensitive delivery of the words, is a delight. However juggling the attendances and music for Anthems and Motets has been a challenge - remembering that the music needs rehearsing and in many cases to be learnt, and this often proves problematic, but never insolvable!

The choir remain fully committed and willing to revisit old favourites and to learn new pieces. As the composer of some of the new items written especially for our choir, it has been wonderful to hear these pieces sung so beautifully. A hearty thank you to the choir for all they contribute to the life and worship at St Mark's, and for their commitment and enthusiasm. As the ages of our singers increases (two are over 90 yrs) it is sobering to realise that without some new "younger" singers, our choir will out of necessity dwindle as time goes on, and that is a very sad thought indeed. But meanwhile we press on in the service of God.

Alison Hedger

## **Mission and outreach/evangelism**

### **Ladies' group**

We are pleased to report that Ladies' Group is still being well-supported and the number of paid-up members has risen slightly to 26 this year. The committee has remained the same and for this I must say a big thank you, as the team works well together and can be relied upon to keep the group running smoothly. We have 11 meetings each year. We don't meet in the holiday month of August. Our meetings are held in the Church Library at 2pm on the first Thursday in each Month.

We like to think that Ladies' Group is part of the outreach policy of St Mark's and while we do have church members, there are quite a few members who do not attend services in Church but who do support Ladies' Group activities. The group is friendly and welcoming and meetings are run on a very relaxed basis concentrating on supplying varied interesting talks, activities and the interaction between members. Members who live alone feel they can come and listen to something new with talks delivered by outside, interesting competent speakers and afterwards share in conversation over a cup of tea/coffee and biscuits before returning home in the daylight ever since we changed from evening to 2pm afternoon meetings after the Covid lock-down.

In the past year we have enjoyed talks about the Evolution and Cultural Development of Mankind, we have explored Highciffe Castle grounds, have listened to talks about the

history and nefarious goings on in the New Forest and welcomed back Richard Hutley to tell us about Big Foot. There has been a noisy Beetle Drive! and a Christmas party when the Hordle handbell ringers entertained us for a second time before joining us for a superb buffet. This is just a sample of our programme which changes annually. And we will always welcome new members.

Tricia Sheppard (Leader)

**Warm Spaces** our soup and roll lunches in January and February became a good time for fellowship so from December 25 we renamed them Fellowship Lunches and we've had a good response with 24 one lunch time!

**The Friday Morning Coffee group** continues to offer support to those who have been bereaved and those on their own - this is a great ministry.

### **Children and families, school**

#### **Highcliffe St Mark Primary School**

- Mike Goodman's Open the book team have taken weekly assemblies for the Infant dept at Highcliffe St Mark Primary school. They are very well received by children and staff.

Some members of the team attended an away day and learnt about different ways of storytelling. The team have incorporated some of the new ways in their assemblies.

The team dress in character and have an increasing set of props while relating well known bible stories from both the old and new testaments. The church's contribution to mission was recognised by being featured in the Winchester diocese newsletter in May.

- Alison Hedger goes into school weekly to run singing practice for KS1 children. The children very much enjoy these practices and sing lustily.

#### **School Services**

- Children from Highcliffe St Mark Primary school, with their parents and carers, have been welcomed into the church six times during 2025. For Christingle, Easter, the class of '25 year 6 Leavers service, Harvest, the Welcome for Foundation Stage Services, and the Year 1 Nativity performance. On each occasion the church building was filled to bursting point and the singing nearly raised the roof.

- In addition, St Mark's church had raised enough money in 2024 to fund half the cost of a copy of 'The Lion Graphic Bible' for each of the nearly 100 2025 year 6 school leavers in.

- Each Foundation Stage child was given a Christmas booklet produced by the Bible Society from St Mark's church.

- Highcliffe St Mark Primary school also provided some art work crosses which we used to decorate the church for Easter.

Fledglings – the new preschool day care setting at Highcliffe St Mark Primary School

- Diana visited Fledglings in December and took a session of song, dance and story telling about the Christmas story. It was enjoyed by all the children and further visits will be planned, with the possibility of the children being brought to church next Summer.

### **Church services**

- Breakfast@9 has continued every Sunday in the hall. St Mark's has welcomed families and adults into its fellowship through this informal service during 2025. Breakfast@9 provides warm, informal, all age worship, along with good coffee!
- The Crib service which was held on the Sunday afternoon before Christmas was very well attended and very much enjoyed. Sarah Richardson led the worship, while others served mulled wine, mince pies, juice and sweets. Everyone left the church with smiling faces! One family has since then returned to St Mark's again and joined our B@9 service.
- The Remembrance Day service was well attended and enjoyed especially by the uniformed groups. Children from Highcliffe St Mark Primary school were involved, writing payers and then leading the prayers during the worship.

### **Easter Workshop**

This craft workshop with refreshments, held on the morning of Good Friday for families of all ages. The event was enabled by lots of different people from St Marks giving their time and energies. Many thanks. It attracted around 120 people into our church hall and library, all of whom had a most enjoyable morning. An assortment of craft activities were offered, painting light holders, stencilling, colouring, making and decorating chocolate crispy nests to name just a few!.

### **Chewton Common Playgroup**

During 2025, until July, the children from the playgroup were welcomed to St Mark's church several times. On each occasion the children came and spent their session in the church, doing activities based on Bible stories, and getting to know the inside of the church building.

Chewton common playgroup closed at the end of July 2025 because the Manager retired.

Diana Faunce

### **Charitable Support**

In difficult times, with so many in need, the fellowship of St Mark's has responded generously, as always.

There has been regular support of the Christchurch Foodbank and, throughout the year, substantial gifts have been sent to aid those suffering from the various natural worldwide disasters as well as those caught up in wars.

We were able to send a love-gift to our brothers and sisters in Christ in Myanmar when Rev Dr Chris Steed travelled to work on a project with the church there and our links with the schools and medical work in Kinkiizi, Uganda, continue to be supported in practical ways. “Buy a brick” offered the opportunity to contribute towards the new building work and our Lent giving will help pay for the necessary fences, solar panels and latrines.

We continue to thank God for all who so generously give to support those in need, not only in matters of finance but also in loving and prayerful concern.

Sandra Channon

### **Eve Project**

Gill Tybjerg, Rev. Nicky Davies, (formerly of the AVP, now team Vicar in Uplyme and Axmouth) and Lynda from the parish of Wood Green visited Kinkiizi in May 2025.

We were able to send:

- £60 for soap which Gill said was more than ample for the Kits and would give some to the clinic.
- 10 complete Kits which included a greeting card made by Sandra
- Spare liners and 1 spare shield
- Spare pants. Gill commented that she takes a variety of sizes with her, those who are not in need of a Kit are given new pants so that everyone in the class has a gift.
- Two bundles of small, thin flannels which had been purchased at Ikea. Gill said they could be used at the Ultrasound Clinic.
- There was quite a lot of haberdashery, well received. A lot of this was received from Mothers’ Union members in the Deanery.

It would appear that the girls in the MU sewing school at Nyakatare would appreciate pin cushions. Something for the future.

Whilst packing one of the group suggested that perhaps we, as individuals, could make a few items occasionally at home, so that when a visit is planned we have a good start, an idea well received. We met in September to share fabric and to assess our supplies. We had a balance of £80.73 to spend on new fabrics. We agreed to re-write a sponsorship form in the New Year.

Gill Tybjerg started visiting Kinkiizi at the same time as Bishop Dan was appointed. He plans to retire in 2027 and so Gill will also make this her last visit. We can gradually work towards sending a larger number of Kits at that time, although we have since learned that Gill plans to visit in the summer of 2026.

We next meet in January 2026. Blessings to you all and thank you, Christine Clode

## **Workbox Group**

The Workbox Group closed in the Autumn of 2025. The following report is the notice given to all members and Churchwardens.

I am sorry to say that I am giving up running the Workbox Group. It has been in my thoughts for some time now but I made the final decision during our recent weekend away. I was with Susan Lyonette on Wednesday and told her of my decision.

The group has not gelled well over this last year; attendance has been very sporadic, especially Lent Knitting. It seems we all have other things to do, myself included. I am sorry for those who enjoy coming for the fellowship.

I moved here in 2007 and with Revd Gary's permission began the Lent Knitting group in 2008, Mothers' Union led and others welcomed. We enjoyed meeting together and so set up Workbox that Autumn and we have met ever since then.

I would like you to feel proud of all that we have achieved. We began with knitting for the prem baby unit at Poole. Whilst visiting a church in the Gloucester Diocese I noticed the "Quiet Bags" and introduced these to the group. We made the bags and all the contents, i.e. a little teddy bear, a pillow and a small blanket which could all be played with quietly on a church kneeler. We added tiny bible story books, these funded by the Mothers' Union. Sadly these contents have all disappeared and the bags have been taken over for other usage.

We also mended the kneelers!

Hazel and John made the Travelling Nativity set, hardly used I am afraid, and in our cupboard and our dear late friend Molly made the whole of the Noah's Ark. I hope that is still in church somewhere. We have made Angels to be distributed at Christmas and also presented a great number to the Highcliffe Medical Centre as a thank you gift for their work during Covid.

Whilst attending my first MU advent service in this Deanery, where gifts were presented to The Salvation Army (Mary's Men) I added that to our regular winter programme.

I hope that you will continue knitting, even if we don't meet up. There is plenty of "winter" wool in our cupboards. There will still be a collection for Mary's Men, this year at St Mark's on Advent Sunday, 30th November. I will take the donations to the MU Advent Service being held at St George's Christchurch on 2nd December.

With my love and thanks to you all. Christine Clode

## **Knit and Natter**

We started the Knit & Natter group in September with about 8 people, since then numbers have increased to almost double, which is wonderful.

A very friendly group.

Ann Elliott

## **ECO TEAM**

St Mark's is an A Rocha-Eco Church with a SILVER Award. Thank you to Andrew Taylor for displaying our Silver Award Plaque outside the main church entrance.

## **ECO CHURCH CATEGORIES**

Please see below the categories for Eco Church. In 2025 the categories were updated. Throughout the year the Eco Team have been assessing how this impacts our Silver award status and the further steps towards potential Gold award status.

### **1 Worship and Teaching**

St Mark's continues to encourage preaching about and prayers for environmental issues and celebrates days relating to Creation Care. A survey of the products we use within worship, such as candle oil and communion wine, demonstrated that our church recognises that worship resources have an impact on the climate and nature, and chooses those that are as sustainable as possible.

In the Summer the Breakfast@9 service used a series of Eco Church service materials as well as some from Christian Aid exploring Creation, Creation Care and the impact of Climate change on poorer global communities.

### **2 Buildings and Energy**

Sandra Channon, Church Warden, made excellent use of grants from the national church for Net Zero Carbon projects. LED lighting indoors and outside were partially funded by successful bids for such grants.

### **3 Community and Global Engagement**

Churchyard Wildlife Survey 7th June 2025. Seven people from 2 churches in Highcliffe took part in this survey and identified fifty different plants in St Mark's Old Church Yard. Thirty of those plants were identified with photos and were uploaded to the "Caring for God's Acre" project on the iNaturalist app.

Julie joined a Churchyard Wildlife Survey run by St Nicholas Church Eco Team in Brockenhurst on 12th June.

St Mark's, led by Val Reynolds, has reviewed it's recycling policy by revisiting our understanding of BCP's policy and practice on waste as well as that of the Diocese and

taking steps to make sure that the people of St Mark's and the local community who use church facilities are expected and able to follow it. Church activities are expected to avoid the use of disposables such as cups, plates, cutlery, and single-use plastics wherever possible.

#### **Partnership With Christchurch Win On Waste.**

Christchurch Win on Waste collects items that are recycled/repurposed/turned into cash for a range of charities. This year we have collected used postage stamps, plastic milk bottle tops, corks and used printer cartridges. During May we also unwanted collected wiring and cables. In September unwanted wool has also been collected. Unfortunately overall the size of collections from St Mark's has declined this year; we are not sure why.

Holy Redeemer Church, and Amberwood WI collect with us and Ladies Forum at Highcliffe Community Association have started collecting for us.

#### **4 Land & Nature**

Small areas of the graveyards were left unmown between April and October this year in order to further support biodiversity on the land managed by St Mark's.

The New Church Yard is surrounded by untouched ground for wildlife. The New Churchyard boundary is identified by animal friendly markers so that St Mark's grounds as part of Highcliffe's Green Corridor enables free movement of species in our green spaces.

#### **5 Lifestyle**

St Mark's takes seriously its responsibility to model and influence good practice by modelling commitment to recycling and reusing, making careful consumer choices to purchase ethical and 'green' products, reducing energy consumption and carbon footprint as well as prioritising preservation of green spaces.

At the start of September an Eco Team rep and two other members of St Mark's joined with Holy Redeemer Catholic church in Highcliffe when they hosted a service of 'Unity in Faith and Care of Creation'.

#### **Other Foci To Note**

The Eco Team led by Brian Tester has looked into the possible future eco project of installing Solar Panels on the hall roof. This would help St Mark's to achieve Eco Church Gold Award status and reduce our energy costs. However a great deal of fundraising and bids for grants will be needed; a major project.

The Eco Team is keen to host another Eco talk at St Mark's, but so far has not identified a suitable speaker. Hopefully this will go ahead in 2026.

## **Networking**

- Julie joined a Churchyard Wildlife Survey run by St Nicholas Church Eco Team in Brockenhurst on 12th June.
- Brian attended the diocesan Creation Care/Sustainable Buildings day in Chandler's Ford on 10th May.

Eco Team Julie Melvin, Val Reynolds and Brian Tester.

## **Ecumenical**

### **Ecumenical work - Highcliffe Churches together**

Church leaders and lay church leaders meet regularly for fellowship, lunch, and planning.

We continue to hold joint services and events where possible:

- The World Day of Prayer service was hosted by St Mark's and led by Maureen Stringer. It was a lovely service called, 'I have heard of your Faith', written by people of Taiwan. People from Holy Redeemer and Highcliffe Methodist Church took part in leading the service, Alison from St Mark's saw to the music and a small group of singers. We were pleased to welcome about 40 people to share in the service.
- During Lent Colin Chatten led our Lent course both at St Mark's and The Methodist Church with members of both churches attending.
- The Palm Sunday Walk of Witness at the clifftop continues to be well received, and, this year the Sunrise service on Easter Sunday was led by Mike and Susie Goodman on behalf of St Mark's.
- During Highcliffe Food Festival people from St Mark's supported a group from The Methodist Church, providing refreshments during the weekend of the festival.
- Holy Redeemer held an exploring faith course with an ecumenical service to launch the event, with Susan Lyonette taking part in the service on behalf of St Mark's.
- We have continued to advertise our services and events jointly making a shared Christmas and Easter services poster, which went into the local press and websites.
- The annual service of Remembrance in church and at the War Memorial also involved all three churches, HPMPs, and the uniformed groups and was well received by the whole community.
- Before Christmas we welcomed the new Methodist Minister Revd Sue Baker-Maher, Susan Lyonette attended her commissioning service in Ringwood.

We continue to look forward to planning more joint activities and services together.

Susan Lyonette

## **Christchurch Deanery Synod 2025**

Deanery Synod is a link between our PCC and the Diocesan Synod. Its role is mainly to look after mission and pastoral matters in the Deanery, help parishes deliver the Diocesan strategic priorities and to monitor and support the allocation of Parish Share across the Deanery to the Common Mission Fund.

Christchurch Deanery Synod met three times in 2025, in February, June and October.

In February we welcomed the new Bishop of Southampton, Bishop Rhiannon King to St Mary the Virgin Bransgore. It was a wonderful opportunity to get to know her and hear her very inspiring talk which included highlighting the power of prayer.

In June at Ellingham the focus was on finance with the presentation of a Diocesan Financial Briefing by Alistair Barron and Mark Teahan from the Diocese. The Deanery also passed a motion to take to Diocesan Synod: Christchurch Deanery Synod calls upon Diocesan Synod to adopt the strategy set out in the paper Crossing the Threshold, a Hereford Diocese Toolkit, and consider the Use of Church Buildings as Community Assets.

This was subsequently adopted by Diocesan Synod, with some amendments.

The meeting in October at St Mary's Fordingbridge heard an informative talk from Jemima Lewis (Head of Communications and Engagement for the Diocese) on how to maximise our communications potential, followed by an update on Kinkiizi by the Kinkiizi Action Group Chair Gill Tybjerg after her recent visit there.

The Deanery overseas link with Kinkiizi Diocese Uganda continues to thrive. The project chosen to support in 2025 was construction of teachers' weeknight accommodation to ease transport problems to the remote village of Bwanja. £8000 was raised and building began in September. In total £8540 was donated to Kinkiizi, including support for retired priests.

During 2025 there have been a number of parishes in vacancy. Some appointments have been made and new clergy now begin to make a difference in those places.

We have also said goodbye to Rev Canon Charles Stewart who retired from Christchurch and Rev Dr Ben Sargent who moved on from New Forest Edge Benefice.

We are still awaiting the appointment of an Area Dean.

Deanery Synod meetings are now all open meetings for anyone to attend should they so wish. (Only if a vote is called are restrictions in place for elected members only to cast such a vote.) I would encourage everyone to consider coming along to hear interesting speakers, have a chance to meet other people from across the Deanery, and to share experiences for mutual support.

Gill Tybjerg

## **Kinkiizi**

We hosted a 'Kinkiizi style' lunch for people from the Diocese. Gill Tyberg spoke and updated us on her trip.

The 'Buy a Brick' fundraiser was launched and people from St Mark's gave generously towards the campaign to build the staff house at Bwanja school.

In addition to the Eve Project hygiene kits, we also collected a lot of stationery items from our various congregations for the school children which Gill took with her.

Gill Tyberg

## **Church Wardens**

Blocked drains, leaking taps, changing the water filter and finding a piano tuner - some of the small but important tasks for a churchwarden.

This year, following a very welcome grant (with grateful thanks to Francis Bray for his expertise) and using the proceeds from the "Let there be Light" Gift Day, we were able to renew/update the lighting throughout the church building as well as outside, in line with our desire to be ecofriendly.

It became necessary to renew some of the circuit boards too, which required the closure of the building for nearly a week, but everything should now be in good order. It is a privilege to work with the relevant tradespeople, some of whom have responded to our needs for several years. Our new cleaners are settling in, determined that no spider shall find a home and that the whole building will be a pleasant place for worship.

Of course, we must mention Lorna - a parish administrator par excellence - first to answer telephone or email queries and often to lend a sympathetic ear to those who call to ask for help. A churchwarden's job would be far more difficult without her.

Throughout the year, the support of the fellowship has not only been present, but warm and encouraging. We value and appreciate all who participate in the life of the church fellowship whether with welcoming smiles as sidespeople or as readers or intercessors, or behind the scenes - cleaning the brass, washing and ironing the linen, flower arranging. The relaxed "get togethers" after services would not be possible without the coffee makers (including those who do the shopping!) offering coffee and time for sharing and caring, perhaps even praying for each other. So many St Mark's people commit themselves to serve - too many to list - but each one offering practical service as worship of the God who calls us together as His beloved children.

As churchwardens, we would always welcome new volunteers!

Sandra Channon, Ann Nash and Ann Elliott.

## **Flowers**

Our team consists of 6 very loyal people who have been looking after flowers here for a very long time! We owe thanks to them all for always making the Church look wonderful, especially at the major Church events, as well as weddings and funerals.

I would also like to offer gratitude to Rachel who looks after everything when I am away.

Ann Nash

## **GDPR**

Parish Resources have, during the last year, not issued any updates to their original advice. An annual review has been conducted of procedures, and policies with nothing to report. St Mark's continues to renew its annual registration with the ICO. (Information Commissioners Office)

Michael Williams. GDPR Officer

## **Health and Safety**

Health and Safety remains an important priority at St Mark's and all decisions are made with this in mind. Together with the churchwardens we have established a Maintenance and Health and Safety checklist which contains a list of all regular contractors used on our premises. Periodic checks have been carried out in both churchyards with regards to the safety of trees and of the gravestones.

It is important to ensure that all newcomers or contractors to the church are made aware of the safety features relevant and are adhered to.

A further check to the Church Fire RA and Church Buildings has been undertaken and is kept up to date. A Fire Evacuation Drill was carried out in August and the training of the responsibility that Sides People was carried out.

Anthony Nash

## **Structure Government & Management**

### **Safeguarding**

The PCC places a high priority on its responsibilities towards children and vulnerable adults. 'As members of the St Mark's Parish Community' 'we commit to the support, nurture, protection and safeguarding of all'. The safeguarding statement is on display in the church Foyer. The PCC has and will continue to comply with the duty to have due regard to the House of Bishop's Guidance on Safeguarding Children and Vulnerable Adults as set out under S5 of the Safeguarding and Clergy Discipline Measure 2016.

Church Wardens, all PCC members, and those responsible for activities that involve other people, continue to be checked by the Disclosure and Barring Service.

We had no reported Safeguarding incidents during 2025.

All policies and procedures continue to be reviewed and updated annually as appropriate; all Safeguarding policies were reviewed by PCC during 2025. During the year all PCC members have renewed their Safeguarding Training. During the year the PCC reviewed all aspects of safeguarding using the electronic National Church Dashboard to track our work, ensure we are working towards meeting all national standards for Safeguarding for the Church of England.

The period a DBS check is valid for is three years, all those with DBS Clearance have their certificate renewal applications submitted on time.

Mrs Susan Lyonette is the nominated Parish Safeguarding Officer. Any concerns should be addressed to the Parish Safeguarding Officer or the Vicar.

Susan Lyonette

### **Electoral Roll**

This year saw a full revision of our Electoral Roll, all members of St Mark's community was invited to apply to be added as members of the Church Electoral Roll. Following the formation of the new roll in April 2025 the number of members was 103.

- The number on the roll at December 31st, 2025 was 103.
- 13 of this number live out of the Parish. No person joined the Roll during the year.
- None were removed after their death and none moved out of the parish or asked to be removed from the Roll.

Susan Mecklenburgh Electoral Roll Officer

### **Administrative information**

St. Marks's Church is situated in Hinton Wood Avenue, Highcliffe. It is part of the Diocese of Winchester within the Church of England.

Our Parish Administrator, Lorna Prout, is usually in the office on Thursdays, but monitors emails and telephone messages from home at other times. Much of her work is linked to supporting the Vicar with arrangements for baptisms, weddings and funerals. Lorna also manages bookings for the Hall and Library. All correspondence should be posted to:

The Parish Administrator, St. Mark's Church, Hinton Wood Avenue, Highcliffe, Christchurch, BH23 5AA.

Or by email to: [parishoffice@stmarkshighcliffe.org.uk](mailto:parishoffice@stmarkshighcliffe.org.uk)

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

Registration as a Charity. The PCC is registered with the Charity Commission.

## **Membership of the PCC:**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All members of the PCC serve as Trustees.

During the year the following served as members of the PCC:

Vicar and Chair    Vacant

Vice Chair    Mrs Ann Nash    Churchwarden

Licensed Lay Worker    Miss Maureen Stringer    Vice Chair

Licensed Lay Minister    Mr Colin Chatten

Churchwardens    (elected annually) Miss Sandra Channon

Representatives of the Deanery Synod (elected every 3 years for a 3-year period)

Mr Francis Bray    Treasurer

Mrs Susan Lyonette    Deanery Synod (Lay Chair) Safeguarding Officer

Mrs Sarah Richardson

Elected Members (elected every 3 years)

Mrs Ann Elliott    Churchwardens support

Mrs Diana Faunce    Children and Schools Rep

Mr Michael Goodman

Mrs Diane Hegarty

Mrs Julie Melvin    ECO Lead

Dr Sally Russell    LLM in training licensed October 2025

Mr Quentin Stokes

Mrs Janet Stonard    PCC Secretary

## **Trustees' Duties:**

The Trustees have complied with the duty imposed by section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission in respect of public benefit.

**Approved by the Parochial Church Council on 31<sup>st</sup> January 2026**

**Signed on behalf of the PCC by *Maureen Stringer***

**St. Mark's Church**

**Highcliffe**

**Annual Financial Statements**

**of the**

**Parochial Church Council**

**For the year ended 31 December 2025**

Incumbent: In Vacancy  
Independent Examiner: Sue Wintle FMAAT  
Solicitors: Aldridge Brownlee, Highcliffe  
Bankers: HSBC UK, Bournemouth

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## Independent Examiner's report to the trustees of the Highcliffe Parochial Church Council

I report on the accounts of the charity (no. 1150249) for the year ended 31 December 2025 which are set out on pages 1 to 8.

### 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 Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians. 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 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 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 a reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

-----  
Sue Wintle FMAAT

27 Bascott Road  
Wallisdown  
Bournemouth  
Dorset  
BH11 8RJ

Date:-----

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2025

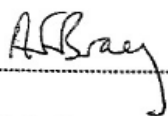
	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total Funds	Total Funds
		General	Designated			2025	2024
		£,000	£,000	£,000	£,000	£,000	£,000
<b>Income and endowments from:</b>							
Donations and legacies		90	3	0	0	93	181
Charitable activities		8	0	0	0	8	10
Other trading activities		12	0	0	0	12	8
Investment income		0	0	1	1	2	2
<b>Total</b>		<b>110</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>115</b>	<b>200</b>
<b>Expenditure on:</b>							
Charitable activities		108	3	11	1	124	193
<b>Total</b>		<b>108</b>	<b>3</b>	<b>11</b>	<b>1</b>	<b>124</b>	<b>193</b>
Net gains/(losses) on investments					-2	-2	1
<b>Net income/expenditure</b>		<b>2</b>	<b>0</b>	<b>-10</b>	<b>-2</b>	<b>-10</b>	<b>7</b>
Total funds brought forward		9	0	44	47	99	92
<b>Total funds carried forward</b>		<b>11</b>	<b>0</b>	<b>34</b>	<b>45</b>	<b>89</b>	<b>99</b>

<b>HIGHCLIFFE PAROCHIAL CHURCH COUNCIL</b>									
<b>STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2025</b>									
			Unrestricted Funds		Restricted	Endowment	Total	Total	
			General	Designated	Funds	Funds	Funds	Funds	
			Notes					2025	2024
<b>Income and endowments from:</b>									
<b>Donations and legacies</b>									
Planned giving				43,338				43,338	43,704
Gift aided giving				6,046				6,046	5,152
Income tax recoverable				10,442				10,442	16,107
Cash collections				8,149				8,149	6,730
Donations				8,878	2,064			10,942	15,772
Legacies and Grants				12,667	1,051			13,719	23,518
Friends of St Mark's				0		439		439	70,150
				89,521	3,115	439	0	93,075	181,134
<b>Charitable activities</b>									
Charitable trading				100				100	6
Fees				5,727				5,727	7,725
Flower fund				0				0	-824
Profit from parish magazine		1		0				0	189
Fund Raising Events				2,562				2,562	2,407
				8,389	0	0	0	8,389	9,502
<b>Other trading activities</b>									
Non Charitable trading								0	900
Profit from parish hall letting		2		12,044				12,044	6,692
				12,044	0	0	0	12,044	7,592
<b>Investment income</b>									
				0		639	1,298	1,938	1,668
				0	0	639	1,298	1,938	1,668
<b>Total</b>									
				<b>109,954</b>	<b>3,115</b>	<b>1,078</b>	<b>1,298</b>	<b>115,446</b>	<b>199,896</b>
<b>Expenditure on:</b>									
<b>Charitable activities</b>									
Clergy expenses				0				0	421
Upkeep of church				8,329	1,051	10,566	115	20,061	50,434
Upkeep of services				1,136				1,136	1,022
Upkeep of churchyard				7,589			1,183	8,772	19,524
Utilities & Telecom				9,523				9,523	7,590
Lay staff and organists				13,797				13,797	13,130
Common Mission Fund				60,000				60,000	66,767
Evangelism				1,822				1,822	1,358
Children's work				412		432		844	935
Fund Raising				166				166	422
Grants and charities		3		0	2,064			2,064	2,404
Administration				5,119				5,119	3,509
Training								0	428
Independent Examination				300				300	300
Depreciation		4		0				0	25,206
<b>Total</b>									
				<b>108,192</b>	<b>3,115</b>	<b>10,998</b>	<b>1,298</b>	<b>123,603</b>	<b>193,450</b>
Net gains/(losses) on investments									
							-1,899	-1,899	1,044
<b>Net income/expenditure</b>									
				<b>1,762</b>	<b>0</b>	<b>-9,920</b>	<b>-1,899</b>	<b>-10,057</b>	<b>7,489</b>
Total funds brought forward									
				8,951	0	43,503	46,691	99,145	91,656
<b>Total funds carried forward</b>									
				<b>10,713</b>	<b>0</b>	<b>33,584</b>	<b>44,792</b>	<b>89,089</b>	<b>99,145</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2025

	Notes	2025	2024
<b>FIXED ASSETS</b>			
Tangible assets	4	0	0
Investments		<u>44,792</u>	<u>46,691</u>
		44,792	46,691
<b>CURRENT ASSETS</b>			
Debtors	5	9,289	11,260
Short term deposits	6	30,034	48,330
Cash at bank and in hand	7	<u>14,674</u>	<u>11,560</u>
		53,996	71,151
		<u>98,789</u>	<u>117,842</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due in one year	8	9,700	18,529
Income received in advance	9	<u>0</u>	<u>167</u>
		9,700	18,696
<b>TOTAL NET ASSETS</b>		<u>89,089</u>	<u>99,145</u>
<b>FUNDS</b>			
	10		
Unrestricted funds		10,713	8,951
Restricted funds		33,584	43,503
Endowments		<u>44,792</u>	<u>46,691</u>
		<u>89,089</u>	<u>99,145</u>



A.F. Bray  
Treasurer

**HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025**

**1. PARISH MAGAZINE ACCOUNTS**

	<b>2025</b>		<b>2024</b>
<b>RECEIPTS</b>			
Sales and donations		484	
Advertising		<u>450</u>	
	0		934
<b>PAYMENTS</b>			
Stationery and bank charges		695	
Church news services	0	<u>50</u>	745
<b>Surplus for the year</b>	<u>0</u>		<u>189</u>

**2. PARISH HALL LETTING ACCOUNTS**

	<b>2025</b>		<b>2024</b>
<b>RECEIPTS</b>			
Regular Lettings	28,404	22,586	
Ad Hoc Lettings	4,587	4,764	
Donations	<u>10</u>	<u>125</u>	
	33,001		27,475
<b>PAYMENTS</b>			
Cleaning	5,632	5,865	
Licences	167	134	
Electricity and water	6,858	6,013	
Repairs	1,735	2,590	
Stationery and bank charges	87	481	
Staff	<u>6,478</u>	<u>5,700</u>	
	20,957		20,782
<b>Surplus for the year</b>	<u>12,044</u>		<u>6,692</u>

**3. GRANTS AND CHARITIES**

	<b>2025</b>		<b>2024</b>
The Poppy Appeal	110		253
Foodbank			36
Christian Aid			469
Christchurch Deanery Synod Kinkiisi account	1,179		1,313
Salvation Army (Mary's Men)	23		
DEC (Ukraine)			52
DEC (Middle East Humanitarian)			196
A Rocha UK			46
Mothers' Union	28		38
Bishop's Ordination Candidates Fund	280		
Myanmar reconciliation work	444		
	<u>2,064</u>		<u>2,404</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)

4. TANGIBLE ASSETS	Heating	Office & garden equipment	Sound system	Security system	Kitchen	Screens & projector	Total
<b>Cost</b>							
At 1 January 2025	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Additions							0
	122,851	7,100	7,143	2,884	11,731	6,844	158,553
<b>Depreciation</b>							
At 1 January 2025	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Charge for the year	0	0	0	0	0	0	0
At 31 December 2025	122,851	7,100	7,143	2,884	11,731	6,844	158,553
<b>Net book value</b>							
At 31 December 2024	0	0	0	0	0	0	0
At 31 December 2025	0	0	0	0	0	0	0

5. DEBTORS		2025	2024
Hall a/c	Lettings Debtors	2,565	2,443
	Cash not cleared	345	
		2,910	2,443
Main a/c	Cash not cleared	3,999	7,414
	Gift Aid Accrual	1,910	280
	Expense Advance Payments		200
		5,909	7,894
Fees a/c	Debtors	470	924
		9,289	11,260

#### 6. SHORT TERM DEPOSITS

	Unrestricted	Restricted	Total
At 31 December 2024	5,375	42,955	48,330
At 31 December 2025	0	30,034	30,034

#### 7. CASH AT BANK AND IN HAND

	Unrestricted	Restricted	Total
At 31 December 2024	11,027	533	11,560
At 31 December 2025	11,124	3,550	14,674

#### 8. CREDITORS

	2025	2024
Hall a/c		
	Utilities	787
	Staff	568
	Cleaning	405
	Other	
		1,760
Main a/c	Utilities	1,194
	Charities	441
	Staff and Organists	561
	Gardening	290
	Cleaning and repairs	
	Stationery etc.	873
	Clergy Expenses	0
	Common Mission Fund	0
	Independent Examiner	300
		3,660
Fees a/c	Unprocessed Payments	4,281
		4,281
		9,700
		3,960
		18,529

#### 9. Income Received in Advance

	2025	2024
Fees a/c	Wedding/Funeral Deposits	167
		0
		0
		167

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)

### 10. FUNDS

#### UNRESTRICTED FUNDS

	<b>Main account</b>	<b>Magazine</b>	<b>Hall</b>		<b>Total</b>
At 1 January 2025	5,441	0	3,510	0	8,951
Surplus/(Deficit) for the year	-10,282	0	12,044		1,762
Transferred to main account	12,000	0	-12,000	0	0
At 31 December 2025	<u>7,159</u>	<u>0</u>	<u>3,554</u>	<u>0</u>	<u>10,713</u>

#### RESTRICTED FUNDS

	<b>School Bibles</b>	<b>Friends</b>	<b>Organ</b>	<b>Flower</b>	<b>Total</b>
At 1 January 2025	533	42,970	0	0	43,503
Income		1,078			1,078
Expenditure	-432	-10,566			-10,998
At 31 December 2025	<u>101</u>	<u>33,483</u>	<u>0</u>	<u>0</u>	<u>33,584</u>

#### ENDOWMENT FUNDS

	<b>Malcolm &amp; Callear Legacies (upkeep of churchyard)</b>	<b>Lorraine Legacy (upkeep of churchyard)</b>	<b>Stuart Trust (fabric repairs)</b>	<b>St Mark's Repair Charity (fabric repairs)</b>	<b>Total</b>
At 1 January 2025	17,989	24,603	2,273	1,826	46,691
Investment income	500	684	64	51	1,298
Transferred to main account	-500	-684	-64	-51	-1,298
Increase in value of funds	-719	-984	-109	-87	-1,899
At 31 December 2025	<u>17,270</u>	<u>23,619</u>	<u>2,164</u>	<u>1,739</u>	<u>44,792</u>

## **HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025**

#### **Accounting framework**

The accounting, auditing and reporting regime for Church of England PCCs, is contained in the following documentation:

- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 102)

In addition, financial statements for PCCs must be prepared in accordance with the following:

- The PCCs (Powers) Measure 1956
- The Church Representation Rules (CRRs)
- The Church Accounting Regulations 2006,

which form the link between the CRRs and the requirements of the Charities Act

#### **Accounting Policies**

##### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at fair value.

#### **INCOMING RESOURCES**

##### **Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when: the PCC becomes legally entitled to the use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

##### **Fundraising costs**

Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

##### **Grants and donations**

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

##### **Gift Aid Tax claims, etc., on cash donations**

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Rental income**

Rental income from the letting of the church hall and library is recognised when the rental is due.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2025

(continued)

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### Governance costs:

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### ASSETS

##### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. The parish have maintenance responsibility for the consecrated land/buildings and certain other (benefice) properties within the parish. The Charities Act 2011 states in Section 10(2) that benefice property (subsection (a) and consecrated property (sub-section (c)) are removed from the definition of charity for the purposes of the Act. Therefore these assets should not be included in the financial statements though they may be referred to in the notes. Costs associated with the maintenance or improvement of such assets will be written off in the year they are incurred. This exclusion includes the parsonage house.

##### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £5,000. They are valued at cost, or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Buildings\* Nil
- Fixtures & Fittings 5 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

##### Investments

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### FUNDS

##### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

---

# Accounts

---

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**of the**  
**PAROCHIAL CHURCH COUNCIL of the ECCLESIASTICAL PARISH of**  
**ST MARK'S HIGHCLIFFE DIOCESE OF WINCHESTER**

**For the Year ended 31<sup>st</sup> December 2024**

**Vicar: The Reverend Veronica Brown until 31<sup>st</sup> March 2024**

Independent Examiner: Sue Wintle MFAAT

Solicitors: Aldridge Brownlee Solicitors LLP, Highcliffe

Bankers:

HSBC Bank plc, Christchurch

Charity Number 1150249

## **St. Mark's Church - Annual Report for 2024**

### **Aim and purposes**

St Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, (the Reverend Veronica Brown until 31<sup>st</sup> March 2024), in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church, the two churchyards, St Mark's Hall and Library. A Parish Office is situated within the complex.

### **Objectives and Activities**

St Mark's Church is here to serve God, each other and the community. Our Christian faith is at the heart of our mission in Highcliffe. We are a friendly, varied and supportive group of people who meet to worship and minister together and to share our love of God in our community.

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 St Mark's Highcliffe. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can be relevant and accessible to people within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we try to enable people to live out their faith as part of our parish community through:

- worship and prayer, hearing the Gospel and developing their knowledge and trust in Jesus,
- provision of pastoral care for people living in the parish,
- mission and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church of St Mark's and the Church Hall and Library.

### **Mission Planning**

Since our last APCM, we continued to focus on our:

1. **New Churchyard Boundary Project:** We think that our churchyards are for the community and when kept well, reveal the beauty of God's creation and the peace of God. We have been working hard to define the boundary of our New Churchyard so that we can ensure that the area is kept up with dignity and respect, that it is a safe place, and that future PCCs will understand the extent of this beautiful green expanse. A new boundary fence is now in place.

2. **Organ Project:** We think that music within the liturgy enhances our worship of God. We are grateful to our choir director and choir, accompanied by both digital piano and organ. For many years, our church organ has not only supported our worship; but also funerals and weddings. Indeed, the organ is often the instrument of choice at these occasional services. Recently, it developed serious issues and we have taken a minimalist approach to repair this organ using funds received from grants and the Friends. Long term options will need to be assessed in the future.
3. **Eco Church and Net Zero Project:** “The Lord God took the man and put him in the Garden of Eden to work it and take care of it.” We take seriously our calling to be stewards of the earth, summoned by God to ‘work it and take care of it’. When it comes to Climate Change and Global warming, we think that the church should be leading the way by example and raising awareness. We have worked towards and obtained the *A Rocha* Silver Eco Church award. Our Eco work continues.
4. **Coffee Bar Project:** This project has mutated quite a bit since conception from coffee shop to coffee station. Nevertheless, we hope that a facility in the foyer of the church for preparing hot drinks and light meals might encourage fellowship within and across congregations, as well as welcome new visitors.

In addition to our mission projects, we continued to offer the following *mission initiatives*:

- *Warm Spaces.* We hope to always share the good news of Jesus Christ, particularly at the point of hardship. *Warm Spaces* is a soup lunch with cake after our midweek Holy Communion service, from Advent to Lent.
- *Good ecumenical working together.* We hope that our Highcliffe churches will continue to work together in sharing the gospel of God. Highcliffe church leaders (lay and ordained) continue to meet regularly for prayer and plan shared services and events.
- *Connecting with the wider community:* We hope that in connecting with the wider community, we can demonstrate God’s compassion in the wider community. We are building connections by coordinating and collaborating with Highcliffe Walkford Parish Council, Highcliffe Residents Association, Highcliffe Action Team, Highcliffe Rotary Club, Highcliffe St Marks Primary School, Chewton Common Playgroup, etc.
- *Regular pattern of social events:* We hope to have an ongoing pattern of fellowship. Also, we have added new social events to our pattern: Harvest Quiz with Supper, *Swing Unlimited* concerts, Warm spaces, Sing-alongs, Christmas craft fayre with stars, etc. We need a keen social committee leader and volunteers to implement the many good ideas.
- *More fellowship between congregations:* We hope to have a church that is one body in Christ in the Eucharistic tradition. We celebrate the different styles of worship. Presently, our Mission Planning team is reflecting on Robert Warren’s *Angel of the Church*, using *The Book of Revelations*, Chapter 2, ‘to the angel of the church in...’

Highcliffe. We hope that this will help us to unify our thinking, recognise who we are, where we have been, and who God is calling us to be. We wonder, “What is the essential character of St Mark’s Church, ‘it’s angel”?

Revd Veronica Brown March 2024

### **Service Attendance 2024**

The average weekly attendance, counted during October, was 91 adults and 8 children and young people under 16, but this number increased at festivals. As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God’s blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 5 baptisms and 2 weddings and supported 26 funerals in our church this year.

### **Worship Planning**

We believe that we meet God in worship and offer ourselves for God’s mission in this world. We know that we are unified in Christ, united through the Eucharist and our various styles of worship. In our worship planning, we hope to take all of this into account, while at the same time not diluting the breadth and depth of our worship, offering, and teaching in Christ. We meet regularly to plan the worship across all services, our regular services as well as feast days and special services such as the Easter Sunrise service on the Clifftop. We factor in the ecumenical and civic component. Revd Veronica Brown.

Sadly we said farewell to Revd Veronica and her husband Chris during our services on Easter Day, we have been grateful for Veronica and her ministry to us all and for the support Chris gave us. They both were generous with their time and talents, serving us here at St Mark’s. Following Veronica leaving the Archdeacon conducted a Parish Review. The outcomes of this have been reported to PCC with a number of recommendations. The PCC are working to address the recommendations, before we are able to work on our profile. Once the vacancy began on April 1<sup>st</sup> we were initially fortunate that we had the support of Revd Sandra Matthews as she completed her curacy placement. All our services continued as normal with the support of, the Revd Angela Gosden until she sadly died suddenly in December 2024 we miss her and all she did for us, Revd Cannon Helen Griffiss, Revd Cannon Terry Pinner, Revd Cannon Roy Matthews, Reverends Anne and Andrew Jablonski, Angie Gammon, Chris Steed, and Malcolm Freeman. In August we said farewell to Revds Roy and Sandra Matthews as they moved to the Isle of Wight when Revd Sandra took up her first post as Vicar. Colin Chatten our LLM continues to lead Taizé services and Maureen stringer our LLW, Diana Faunce, and Mike Goodman continue to lead B@9 services. Revd Ruth Crossland is supporting us by taking Funeral services. We are thankful for everything they are doing to support us ensuring that our services take place.

## **Church Wardens**

We have had a busy year with a great deal of expense, especially with the electrics and heaters in Hall, Library and Church. The window at the back of the Hall was replaced, and a big crack in the wall by the store room caused by water damage has been fixed with a new drain. We have new carpet in Transept, Nave and Lobby, paid for by Friends. The drive has been resurfaced again, it looks like this may be an annual need. Some of the old carpet was shampooed by Nicky, looks a great deal better!

We would like to offer thanks to all who give their time to help with the duties at services, especially the ones who are never seen, it is much appreciated.

Ann Elliott and Ann Nash Churchwardens

## **Flowers**

The flower team continue to keep the church looking beautiful every week, with special displays on big Church occasions, as well as weddings and funerals. Thanks to the whole team for their continued support, with special mention for Rachel who looks after everything when I'm away!

Ann Nash

## **Choir and Music**

St Mark's is blessed to be a small Anglican church still enjoying a musically and technically competent robed choir. The small choir of 8 - 12 singers, has sung at every 10.00 am Sunday service and other services as required, and has dutifully come along weekly for choir practices. The choir is therefore deserving of a hearty vote of thanks for maintaining enthusiasm, commitment and humour throughout 2024.

Sadly one alto and one tenor stepped down during 2024 (one relocating and one retiring) with one soprano passing away. However, the good news is we have gained one new alto and also a new tenor. Now we are hoping that a couple of new sopranos will materialise in 2025 to maintain the vocal balance of the choir.

As choir director I continue to expand the choir repertoire and it is a joy to lead the singing, and a great privilege to be making suggestions for the weekly hymns during the interregnum. When the choir attendance numbers are down, the Anthem music is of necessity less complicated but still remains a challenge to sing well. Having clear diction is hugely important. More complicated music also features in our repertoire and the choir enjoy getting to grips with some tricky part work.

As well as musically celebrating the church's Liturgical Year, last May St Mark's welcomed singers from other churches to the Deanery at the Ascension Day Service, (hosted by St Mark's) and what a delight it was to have a larger choir, however transitory. Other Highcliffe church denominations as well as the Deanery group, were invited to sing at the October ecumenical Loved Ones Remembered service held in St Mark's. The lack of uptake

was disappointing, but we were pleased to welcome a few singers from St Michael and All Angels Hinton who accepted our invitation.

The keyboard in church with its excellent piano sound and a couple of pipe organ stops, is used week in week out. 2024 saw the refurbishment of the “real” church organ, and there is a running organ log book to monitor how often this instrument is played. The “real” organ was played by a member of the choir for several suitable Advent and Christmas carols, and at three Christmas services: occasional Sunday cover is also much appreciated should I be unable to attend. As I personally remain wishing to face the choir and the priest during the services, the current use of the organ is somewhat limited. However I am mindful that the congregation are probably wishing to hear the organ played more often. I play the voluntaries, hymns and Mass settings (we now have three different settings to draw on) on the keyboard using a variety of stops, always mindful of reflecting the content of the services and interpreting the words of each hymn.

In February I welcomed a local violinist to play with me before and after the said Ash Wednesday service. By all accounts this unique musical contribution was much appreciated. I have also played for the Primary school church services throughout the year, the atmosphere when the church is filled to capacity by excited children singing their hearts out is something really special, and very dear to me.

To sum up: I believe the PCC can be rightly proud of its choir and can celebrate the fact that although small in numbers, the St Mark’s choir cheerfully continues its heritage. We just need a few more singers to swell the choir numbers. Ever hopeful!

Alison Hedger Musical director

### **Children and Schools**

**Breakfast@9** has continued every Sunday in the hall. St Mark’s has welcomed families and adults into its fellowship through this informal service during 2024. Breakfast@9 provides warm, informal, all age worship, along with good coffee! In November 2024 two children from our fellowship were baptised during the B@9 service.

**The crib service** on the Sunday before Christmas was well attended and enjoyed by all, with the adults enjoying mulled wine and the children drinks and chocolates before and during the service.

**The Remembrance Day service** as always was well attended and enjoyed especially by the uniformed groups. Children from Highcliffe St Mark Primary school were involved, writing payers and then leading the prayers during the worship. The children also participated in the Act of Remembrance at the War Memorial.

### **Highcliffe St Mark Primary School**

Mike Goodman’s Open the book team have taken weekly worship for the Key Stage One children. They are very well received by children and staff.

The team have also planned worship content alongside the school’s curriculum when asked

to do so.

In October 2024, Diana Faunce held a workshop for Key Stage 2 children on The Holy Trinity. The children were then planning to 'trickle down' their own feelings and learning to their peers.

Alison Hedger continues to go into school weekly to support worship singing practice for KS1 children. The children very much enjoy these practices and sing lustily.

### **School Services**

Children from Highcliffe St Mark Primary school, with their parents and carers, have been welcomed into the church five times during 2024. For Christingle, Easter, the 2024 year 6 Leavers service, Harvest and the Welcome for Foundation Stage Services. On each occasion the church building was filled to bursting point and the singing nearly raised the roof (thanks to Alison!)

In addition, our congregations raised enough money to fund half the cost of a copy of 'The Lion Graphic Bible' for each of the nearly 100 year 6 school leavers. (We also have some funds reserved for the same Bible to be given to the 2025 school leavers).

Each Foundation Stage child was given a Christmas booklet produced by the Bible Society from St Mark's church.

Highcliffe St Mark Primary school also provided some beautiful art work which we displayed in church for Remembrance Sunday.

**Easter Workshop** The Easter workshop with refreshments, was held on Good Friday morning for families of all ages. The event was enabled by lots of different people from St Mark's giving their time and energies. Many thanks. It attracted around 120 people into our church hall and library, all of whom had a most enjoyable morning. An assortment of craft activities were offered, painting light holders, stencilling, colouring, making and decorating chocolate crispy nests to name just a few!

**Chewton Common Playgroup** During 2024 the children from the playgroup were welcomed to St Mark's church several times. On each occasion the children came and spent their session in the church, doing activities based on Bible stories, and getting to know the inside of the church building.

**Chewton Common Toddler Group** Diana Faunce visits the Toddler group on Monday mornings a couple of times a term. She reads stories from the Bible, or just shares a Bible story and sings songs with the children. The Toddler group-is beginning to attract more children and their carers and was buzzing when Diana visited in November 2024.

The Foundation Stage school intake was a bit lower this year, meaning we had Christmas booklets left over so the children from Chewton Common playgroup and Toddler group also received a Christmas booklet this year.

### **Home Group Bible Study 2024**

A group of ten meet together every other Monday 10.30 - 12.00, taking breaks at Easter,

August and Christmas. There is no fixed “leader” or a fixed venue, but those that feel able, volunteer to lead and/or host as circumstances allow. No rota is generated and as one would expect not everyone is able to come each session.

In 2024 the Group studied Daniel and reached chapter 13 of the Gospel of John by the Christmas break. Some prepare for leading their session by using information gleaned online, whilst others follow published commentaries or simply use their Bible footnotes. We decided some time ago that as a group we would not use a specific study publication, as we found using such material was actually quite restrictive. Left to devise our own preparations brings variety and freshness to each study. No member is pressurised into leading or hosting.

I cannot urge others strongly enough to start a similar Home Bible Study Group. A shared eagerness to explore the Bible with trusted friendships and Christian fellowship is to be treasured. Our members have very different backgrounds with a variety of church experiences and come from different worship services at St Mark’s: Breakfast@9, Wednesday Eucharist and Sunday Communion services.

Alison Hedger

### **Ecumenical work - Highcliffe Churches together**

Church leaders and lay church leaders meet regularly for fellowship, lunch, and planning. We continue to hold joint services “Loved ones remembered” at All Souls, an Ecumenical service for Christian Unity and the World Day of Prayer service. The Palm Sunday Walk of Witness is also well received. We have continued to advertise our services jointly making a shared Christmas and Easter services poster, which went into the local press and websites. We are looking forward to planning more joint activities and services together. The annual service of Remembrance in church and at the War Memorial also involved all three churches and the uniformed groups and was well received by the whole community.

Susan Lyonette

### **Prayer Ministry**

We believe that Prayer should be at the heart of all we do at St Mark’s; that we should pray at all times and for all things. The following gives an outline of our prayer activities:

**Intercessions at the 10am Sunday Communion Service:** we started the year with just 4 regular leaders of our intercessions but during the year new ones were added and others returned so we now have 7 regular leaders. It would be good to have a bigger team to more easily cover a quarter.

**Prayer time during Breakfast@9 worship:** in addition to the opening prayer, Lord’s Prayer and shared blessing, each week there is a time for extemporary prayer and a number of people share their prayer requests and lead us in prayer.

**The Prayer list:** gives names of those from the Church who have asked for prayer. People leading intercessions have used this list at each service. **The Prayer Book:** is open on the altar for people to add the first name of those from the wider community who have requested prayer, this adheres to GDPR guidelines.

**Informal Prayer Group:** this is the time when prayer is focused on Church activities and mission. A group of 8 – 12 people have met faithfully each week on a Tuesday evening from 7.00 – 8.00pm for prayer, fellowship and discussion. The first 30 mins is for praise, thanksgiving and prayer – we give thanks as well as intercede for National and international concerns, the work and ministry of St Mark’s and those known to us or those on our prayer list and in our Prayer Book.. Prayer is followed by fellowship and some interesting discussions which have been led by members of the group.

**Prayer Intentions:** these have been prepared for the Parish News each month.

**Prayers from the website:** this year we’ve had very few requests for prayer via the website – they are added to our prayer lists or circulated to our email prayer team as appropriate.

**Prayer email:** sometimes we need to respond quickly to a prayer request so an email is circulated to members of the prayer group, intercessors and PCC.

**Prayer at 9am on Friday:** We’ve been meeting weekly for a time of silent prayer – this has become a very precious 30 minutes for the few who gather. We finish with either the Grace or our Mission Prayer.

**Quiet Mornings:** these happen each quarter normally - only 3 in 2024 due to circumstances. Numbers vary between 4 and 12 – it seems we’ve clashed with other events outside the Parish! Those who attend appreciate the opportunity to have time away to Be Still and be with God.

God of Mission,  
who alone brings growth to your Church,  
send your Holy Spirit to give vision to our planning,  
wisdom to our actions and power to our witness.  
Help our church to grow in numbers, in spiritual commitment to you,  
and in service to our local community.  
Through Jesus Christ our Lord,  
Amen

Maureen Stringer Prayer Co-ordinator

### **Pastoral Care**

It became clear early in 2024 that few people in St Mark’s knew of the work of the Pastoral Care team so an action was taken to raise the profile of Pastoral Care in St Mark’s. A verbal report was given to the APCM in April 2024 outlining the various ministries offered within our Pastoral Care team.

A further report was given to the PCC in May and article written for the June Parish News. While outlining the different aspects of Pastoral Care it was important to stress that we had limited personnel. Bearing in mind the size and age of our congregations however, we had 14 people regularly supporting 20 individuals, including offering services in 2 Care Homes to about 20 people in each.

The Pastoral Care team meet each quarter and keep in touch by email or in person between team meetings. During the year we have 'lost' three of our team: we gave thanks to two members who 'retired' after many years of supporting others, and our curate moved to her new ministry.

We continue to offer what support we can: lifts to church, phone calls, home communion, bereavement support, visiting, Care Home services.

Visiting: regular home visits continue. We were asked if we could visit one lady, a former member of St Mark's, more regularly while her carer was unable to visit following an op. This was a delight and we made sure someone visited each week for 3 months.

Safeguarding: we've reviewed our Guide to Parish Visiting and referred to our Home Visiting Risk Assessment form when making new visits.

Informal pastoral care is important and we recognise the various ways people support one another during the week. We are thankful for the support our Friday Coffee morning team continues to give to those who come each week, and those who catered and served our Warm Spaces lunches during the winter months.

We remind ourselves of St Theresa of Avila's words:

Christ has no body now but yours (ours)  
No hands, no feet on earth but yours (ours),  
(Ours) Yours are the eyes with which he looks  
compassion on this world.

Christ has no body now on earth but yours (ours).

Maureen Stringer Pastoral Care Co-ordinator

### **Eve Project**

We learned that Gill Tybjerg was to travel to Kinkiizi at the end of May 2024. At quite short notice the members of the group were able to assemble 10 Kits, each consisting of - 1 cotton bag, 2 self-seal plastic bags, 2 Shields, 8 brushed cotton Liners, 2 pairs pants, 1 Face flannel and a gift card signed by members of the team.

We were able to also supply a bundle of spare liners.

An appeal in the parish raised the sum of £86. An anonymous donor added £100 so after buying supplies we have a cash balance of £80. Donations of some fabric and ribbon for the bags were received from the Rectory Quilters Group of New Milton.

Christine Clode was invited to the MU Brockenhurst branch to speak about the project with a view to their supporting their own link Diocese in Rwanda.

Christine Clode

### **Annual Report from the Workbox Group.**

At the beginning of each year we ascertain and knit to the specific requirements of the Neonatal Unit and to know that nothing is wasted.

During our weekly Lent Knitting sessions we produced the following.

- 61 Crib Blankets
- 22 "Graduation Hats"
- 10 Cardigans
- 7 Breast pump bags
- 21 pairs of bonding squares
- 77 Cannula sleeves

These were hand delivered to the ward at the Maternity Unit at Poole Hospital in June.

For our winter work it has been our custom to knit for the homeless who are supported by the Salvation Army at Winton (Mary's Men). However, we were advised this year that they no longer issued hand knitted items to the homeless as it becomes wet and they have no drying facilities. We were assured that any such items would still be distributed to families or others who are supported, or sent to the Ukraine Relief. This somewhat curtailed our enthusiasm. We received a suggested list of requirements and the group and the parish responded very generously once again. These items were handed directly to Mary Randell and Major Jamie Hill at the Mothers' Union Deanery Advent Service held at Hyde on 12th December.

We were able to send the proceeds of our "coffee" money amounting to £60 to "Faithworks" to support their Safe Sleep campaign.

Members of the group are Ann, Brenda, Chris, Doreen, Frances, Hazel, Jennifer, Marian and Marjorie and Christine Clode.

Christine Clode



### **Charitable Support**

The group, though small, represents some important charities, both local and worldwide - Kinkiizi, Christian Aid, Foodbank, Mary's Men and Samaritan's Purse, together with other organisations, including support for the local hospitals, which seek to meet specific needs, wherever God's love can be shown.

Christingle offerings were given to the Children's Society as usual. The Harvest offerings were shared, moneys going to Disaster Emergency Committee and food taken to the Foodbank. Throughout the year other charities, too, have benefited from the prayerful concern, commitment and generosity of time and finance from the fellowship of St Mark's, for which we thank God.

Sandra Channon (chair), Bob Gilbertson, Christine Clode, Mike Goodman

### **Ladies' Group**

Our numbers have remained constant at 24. Despite losing some members, new people have joined and we hope to build up our membership as word gets around about this friendly group of women and the interesting speakers we are able to book for our monthly meetings on the first Thursday of the month at 2pm.

Our Speakers have talked on various topics such as the Grand houses of Mudeford, Local Pirates, the history of the RNLI and its role today in saving lives at sea. We enjoyed a nature talk about the Western Isles of Scotland and then on a completely different "note!" we welcomed the Hordle Handbell Ringers who entertained us with musical accompaniment to well-known songs, and Alison Hedger and four members of our Church Choir came to sing "Songs from the Musicals". We have also had meetings away from the Church Library for our Annual Lunch, a walk and afternoon tea at Holmsley Tea Rooms and a Theatre visit. So we have enjoyed a very varied programme of activities during the past year.

Of course all these activities couldn't happen without the hard work of our very dedicated Committee and for this, I wish to add my thanks. Thanks must also go to St Mark's Church for the support we have received in this very important work of Outreach to ladies in our local area, some of whom live on their own and are able to enjoy the regular company and activities we provide. We look forward to another successful year with a full programme organised by our Programme Secretary, Janice and Sue, our Treasurer, who makes sure that we have just enough money to pay for the ever-increasing cost of good speakers.

Tricia Sheppard (Leader)

### **Friends**

The Friends have had to close after many years, but it is still possible to donate to a fund which is only for repair and refurbishment of the church, contact our church Treasurer for details. Ann Nash

### **ECO TEAM**

#### **A Rocha-Eco Church Award**

In February St Mark's was awarded a Silver level Eco Church award.

From 2016 onwards St Mark's has followed the guidance of A Rocha's Eco Church Award Scheme (A Rocha is a Christian Conservation Charity). The project identifies key areas of church life where caring for God's earth could become embedded in the life and practice of a church community. These are:-

- Worship and teaching
- Buildings and energy
- Land and nature
- Community and global engagement
- Lifestyle

Using the Eco Church survey St Mark's was able to identify areas for more development beyond which was already being achieved by the ongoing good stewardship of St Mark's land and buildings. Lots of groups and individuals have contributed to the achievement of a Silver Award in February 2024; look out for the permanent display of the Silver Award Plaque that church members have generously contributed to. A Faculty/List B application has been submitted to the Diocese for this.

### **Fairtrade**

We continue to operate as a Fairtrade Church. The tea, coffee and sugar served at the back of church and at B@9 carry the Fairtrade logo which identifies these products have been traded with fair prices, ensured decent working conditions for those producing the items giving a fairer deal for farmers and workers in developing countries where tea, coffee and

sugar is sourced. To mark Fairtrade Fortnight, in September, Julie baked biscuits made with Fairtrade ingredients for the B@9 and 10.00 congregations.

## **Community and Global Engagement**

In each publication of Parish News during 2024 Eco ideas for parishioners to consider have been published.

In October St Mark's hosted an evening of Eco Talks. This raised over £500 for church funds. 70 tickets were sold. 50% of folk attending were not from St Mark's regular congregations. Positive feedback has been received and judging by the Q&As on the night the talks engendered much interest in the audience. The talks covered topics such as:- regenerative agriculture, indigenous peoples in the Amazon Rainforest and their relationship with the land, ongoing and new threats to the Amazon Rainforests with catastrophic effects globally, the bat and otter population in Highcliffe, as well as the 'Green corridor' that runs through the area including St Mark's Churchyards.

## **Land**

Small areas of the graveyards were left unmown between April and October this year in order to further support biodiversity on the land managed by St Mark's. This practice will continue

## **Carbon Net Zero by 2030**

Parish Mission Action Plan meeting with Revd Sam Scott – Diocesan Environment Officer- October 2024. The Eco Team and Susan Lyonette met with Revd Sam Scott to discuss the next steps in St Mark's Eco Church journey. The following areas for Mission Action Points were considered:

- a. Revd Sam shared that grants from the National Church would continue to become available for Carbon Net Zero projects. Such proposed projects will need to be fully developed and costed. The Eco Team will aim to prepare for this in 2025.
- b. Eco team involvement in monitoring Parish energy usage, accessing the information supplied via the Carbon Footprint Tool and looking into the choice of energy suppliers.
- c. To initiate networking opportunities between Parishes in the Christchurch Deanery for Eco Church developments.

## **Events attended by the Eco Team**

- a. The Eco Team went to the Deanery Ideas Fair at Fordingbridge on 22nd June representing St Mark's. This was an event attended by the Acting Bishop of Southampton and representatives of other Parishes in the Deanery. We shared the process followed in becoming an Eco Church with a Silver Award sharing resources and our experiences with other parishes in the Deanery who were considering embarking on the journey to become an Eco Church.
- b. The Eco Team attended the Diocesan Creation Care and Sustainable Buildings Day held at

Christ Church, Winchester on the 19th of October. There were a number of informative and inspiring talks given by speakers from churches who had undertaken specific Eco/Carbon Net Zero projects as well as information from Parish Buying and other organisations. Some of the projects undertaken had received grants.

c. The Eco Team Leader has attended 3 networking events with Parishes in our neighbouring Lyndhurst Deanery where ideas and good practice have helpfully been shared amongst the Eco Team Leaders.

### **Season of Creation**

Julie and Val created a display for the Foyer of St Mark's for the month of September about St Mark's Eco Church journey so far. Revd Sam Scott preached at St Mark's Harvest Service on Sunday 29<sup>th</sup> September.

### **Recycling/Win on Waste**

We continue to collect used postage stamps, plastic milk bottle tops and used PC cartridges for Christchurch "Win on Waste". Unfortunately, the medicine blister packs collection has been halted. Holy Redeemer Church continues to collect with us and the Methodist Church. Amberwood Highcliffe WI has also started collecting for us.

Eco Team Julie Melvin, Val Reynolds and Brian Tester.

### **Christchurch Deanery Synod 2024**

Deanery Synod is a link between our PCC and the Diocesan Synod. Its role is mainly to look after mission and pastoral matters in the Deanery, help parishes deliver the Diocesan strategic priorities and to monitor and support the allocation of Parish Share across the Deanery to the Common Mission Fund.

Christchurch Deanery Synod met three times in 2024, in February, May and October.

The year began with a February Zoom meeting when the main speaker was Jordan Shepherd, Creative Communications Officer & Generous Giving Promoter for Winchester Diocese. Jordan's presentation with slides looked at ways churches could increase income beyond regular giving and one off fundraising events. They ranged from simple small additions like introducing a card reader for donations to large enterprises such as creating a music venue or coffee shop.

In May at St Mary the Virgin, Bransgore, Revd Sam Scott, the Diocesan Environment Officer, gave an informative presentation with slides on Creation Care and what we can do together to respond to God's call through Discipleship, Mission and Resource Stewardship.

June saw the first Deanery Ideas Fair, held at St Mary's, Fordingbridge where churches from across the Deanery offered ideas for other churches to adopt. It was also an opportunity to share information from Mothers Union and Kinkiizi. Sadly it was the last occasion led by Area Dean Revd Canon Gary Philbrick.

The Deanery was shocked and saddened by Gary's sudden death in July from malaria. The Deanery Lay chair Susan Lyonette and Assistant Area Dean Revd Canon Charles Stewart are steering the Deanery through the remainder of the year and thanks must go to them for all they are doing. We are still currently without an Area Dean.

The final meeting of 2024 was held in October at Christchurch Priory. We learned more about the major project at the Priory still in its early stages but with ambitious plans to renovate and upgrade various aspects of the buildings. A presentation was also given to highlight the partnership the Deanery has with Kinkiizi Diocese in Uganda.

The Deanery overseas link with Kinkiizi continues to operate. The Deanery was asked to help with financing an upgrade to the solar power at the Health Centre in Nyakatara and to support the new obstetrics doctor at the maternity unit. Following a Deanery wide appeal £5531 was raised. The solar upgrade is now complete and gives much needed reliable power for Health Centre activities. Retired clergy were also supported with financial help towards unexpected expenses like medical bills. In 2024 a total of £5881 was sent in support of Kinkiizi Diocese.

During 2024 there have been a number of parishes in vacancy; Deanery officers have worked hard to support churches through the process of their interregnums. Some appointments have been made and new clergy begin to make a difference in those places.

Deanery Synod meetings are all open meetings for anyone to attend should they so wish. (Only if a vote is called are restrictions in place for elected members only to cast such a vote). I would encourage everyone to consider coming along to hear interesting speakers, have a chance to meet other people from across the Deanery, and to share experiences for mutual support.

Gill Tybjerg

### **Safeguarding**

The PCC places a high priority on its responsibilities towards children and vulnerable adults. 'As members of the St Mark's Parish Community' 'we commit to the support, nurture, protection and safeguarding of all'. The safeguarding statement is on display in the church Foyer. The PCC has and will continue to comply with the duty to have due regard to the House of Bishop's Guidance on Safeguarding Children and Vulnerable Adults as set out under S5 of the Safeguarding and Clergy Discipline Measure 2016.

Church Wardens, all PCC members, and those responsible for activities that involve other people, continue to be checked by the Disclosure and Barring Service.

We had no reported Safeguarding incidents during 2024.

All policies and procedures continue to be reviewed and updated annually as appropriate; all Safeguarding policies were reviewed by PCC during 2024.

The period a DBS check is valid for is three years, all those with DBS Clearance have their certificate renewal applications submitted on time.

Mrs Susan Lyonette is the nominated Parish Safeguarding Officer. Any concerns should be address to the Parish Safeguarding Officer or the Vicar.

Susan Lyonette

### **GDPR**

Parish Resources have, during the last year, not issued any updates to their original advice. I have conducted the annual risk analysis review and have nothing to report.

Michael Williams GDPR Officer

### **Electoral Roll**

The number on the Roll at December 31st 2024 was 133.

20 of this number live out of the Parish.

1 person joined the Roll during the year.

6 were removed after their death and no-one moved out of the parish or asked to be removed from the Roll

Susan Mecklenburgh Electoral Roll Officer

### **Health and Safety**

Health and Safety remains an important priority at St Mark's and all decisions are made with this in mind. Together with the Church Wardens we have established a Maintenance and H&S check list which contains a list of all the regular Contractors used on our premises. Periodic checks have been carried out in both churchyards with regards to the safety of the trees and of the gravestones.

It is important to ensure that all newcomers or contractors to the church are made aware of the safety features relevant are adhered to.

A reassessment of the Church Fire RA and Church Buildings has been undertaken and is kept up to date.

It is intended that a further Fire Evacuation Drill will be carried out in the summer of 2025 and the training of the responsibilities of the Sides People is carried out.

Anthony Nash, Health and Safety Officer

### **2024 Accounts report**

This year has seen several large exceptional items including the following:

Churchyard "fence that Veronica had built" to mark the Eastern boundary; we are grateful for the grant from the Highcliffe and Walkford Parish Council.

Repair of the sound boards and other minor refurbishments of the organ. The organ was built in 1894 by Norman Bros and Beard of Norwich, and last refurbished in 1983. The repair was funded by grants from the Erskine Muton Trust, Church Care, DCMS and the Friends of St Marks. We were unable to fund the full refurbishment that was recommended.

Various electrical works and a new carpet, funded by the Friends of St Marks.

We are sad to report that the Friends of St Marks and the Parish News have now been dissolved, due to the lack of volunteers. The remaining funds of the former have been passed to the Church as a restricted fund to be spend in accordance with the objects of the Friends charity. This means that our result appears to be some £43k better than it would have been. The funds being raised by both Friends and the News will be greatly missed in future years.

The Parish Hall does continue to provide funds, although this year some grants from the Friends have been used for repairs to the building and new heaters. We expect to have to install a new distribution board for the electrics in 2025.

We are grateful as always for legacy gifts in wills, and these are an important part of our income. As a result of a late receipt, we were able to pay our Common Mission Fund (Parish Share) request in full once again. We view this request as a priority liability.

We continue to encourage the use of the Parish Giving Scheme. This has the advantages of consistent income and reduced administration. An appeal and coffee morning in November raised some £7k, including gift aid recovered. Other fundraising events include a “Swing Unlimited” concert.

Note that the assets which we had capitalised are now fully depreciated. The heating project in particular had been £25k a year depreciation until this year.

Francis Bray Treasurer

### **Administrative information**

St. Marks’s Church is situated in Hinton Wood Avenue, Highcliffe. It is part of the Diocese of Winchester within the Church of England.

Our **Parish Administrator**, Lorna Prout, is usually in the office on Thursdays, but monitors emails and telephone messages from home at other times. Much of her work is linked to supporting the Vicar with arrangements for baptisms, weddings and funerals. Lorna also manages bookings for the Hall and Library. All correspondence should be posted to:

**The Parish Administrator, St. Mark's Church, Hinton Wood Avenue, Highcliffe, Christchurch, BH23 5AA.**

Or by email to: [parishoffice@stmarkshighcliffe.org.uk](mailto:parishoffice@stmarkshighcliffe.org.uk)

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

**Registration as a Charity.** The PCC is registered with the Charity Commission.

### **Membership of the PCC:**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All members of the PCC serve as Trustees.

During the year the following served as members of the PCC:

Vicar and Chair	The Reverend Veronica Brown until March 31 <sup>st</sup>	
Vice Chair	Mrs Susan Lyonette	Deanery Synod (Lay Chair) Safeguarding Officer
Licensed Lay Minister	Mr Colin Chatten	
Licensed Lay Worker	Miss Maureen Stringer	
Churchwardens (elected annually)	Mrs Ann Elliott Mrs Ann Nash	Friends Chair
Representatives of the Deanery Synod (elected every 3 years for a 3-year period)	Mr Francis Bray	Treasurer
	Miss Sarah Richardson	
Elected Members (elected every 3 years)	Mrs Elizabeth Morton Until November 2024	PCC Secretary
	Mrs Diana Faunce	Children and Schools Rep
	Mr Michael Goodman	
	Mrs Diane Hegarty	
	Mrs Julie Melvin	ECO Lead
	Dr Sally Russell	LLM in training
	Mr Quentin Stokes	NCY Boundary

		Project Lead
	Mr Michael Williams	Data Protection Officer
	Mr Anthony Nash	Until June 2024 Health and Safety Officer
	Mrs Jan Stonard	Co-opted October 2024

**Trustees' Duties:**

The Trustees have complied with the duty imposed by section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission in respect of public benefit.

**Approved by the Parochial Church Council on 3rd April 2025.**

**Signed on behalf of the PCC by A Nash. Churchwarden**

**St. Mark's Church**

**Highcliffe**

**Annual Financial Statements**

**of the**

**Parochial Church Council**

**For the year ended 31 December 2024**

Incumbent: The Reverend Veronica Brown (until 31/Mar/24)

Independent Examiner: Sue Wintle FMAAT

Solicitors: Aldridge Brownlee, Highcliffe

Bankers: HSBC, Christchurch

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## Independent Examiner's report to the trustees of the Highcliffe Parochial Church Council

I report on the accounts of the charity (no. 1150249) for the year ended 31 December 2024 which are set out on pages 1 to 8.

### 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 Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians. 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 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 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 a reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Sue Wintlc FMAAT

27 Bascott Road  
Wallisdown  
Bournemouth  
Dorset  
BH11 8RJ

Date: 5-3-2025

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

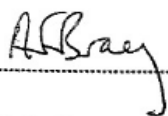
	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			Funds 2024	Funds 2023
		£,000	£,000	£,000	£,000	£,000	£,000
<b>Income and endowments from:</b>							
Donations and legacies		94	44	44	0	181	113
Charitable activities		10	0	-1	0	10	13
Other trading activities		8	0	0	0	8	1
Investment income		0	0	0	1	2	2
<b>Total</b>		<b>112</b>	<b>44</b>	<b>43</b>	<b>1</b>	<b>200</b>	<b>128</b>
<b>Expenditure on:</b>							
Charitable activities		121	66	5	1	193	171
<b>Total</b>		<b>121</b>	<b>66</b>	<b>5</b>	<b>1</b>	<b>193</b>	<b>171</b>
Net gains/(losses) on investments					1	1	4
<b>Net income/expenditure</b>		<b>-9</b>	<b>-22</b>	<b>38</b>	<b>1</b>	<b>7</b>	<b>-39</b>
Total funds brought forward		18	22	6	46	92	130
<b>Total funds carried forward</b>		<b>9</b>	<b>0</b>	<b>44</b>	<b>47</b>	<b>99</b>	<b>92</b>

<b>HIGHCLIFFE PAROCHIAL CHURCH COUNCIL</b>									
<b>STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024</b>									
			Unrestricted Funds		Restricted	Endowment	Total	Total	
			General	Designated	Funds	Funds	Funds	Funds	
Notes							2024	2023	
<b>Income and endowments from:</b>									
<b>Donations and legacies</b>									
Planned giving			43,704				43,704	45,913	
Gift aided giving			5,152				5,152	3,993	
Income tax recoverable			16,107				16,107	14,510	
Cash collections			6,730				6,730	8,502	
Donations			12,395	2,404	973		15,772	5,306	
Legacies and Grants			9,518	14,000			23,518	28,630	
Grants from Friends of St Mark's			0	27,180	42,970		70,150	6,006	
			93,607	43,584	43,943	0	181,134	112,859	
<b>Charitable activities</b>									
Charitable trading			6				6	0	
Fees			7,725				7,725	9,809	
Net income from Little Fishes							0	804	
Flower fund					-824		-824	-532	
Profit from parish magazine	1		189				189	1,519	
Fund Raising Events			2,407				2,407	1,341	
			10,326	0	-824	0	9,502	12,940	
<b>Other trading activities</b>									
Non Charitable trading			900				900	484	
Profit from parish hall letting	2		6,692				6,692	442	
			7,592	0	0	0	7,592	927	
<b>Investment income</b>									
			400			1,267	1,668	1,585	
			400	0	0	1,267	1,668	1,585	
<b>Total</b>			<b>111,926</b>	<b>43,584</b>	<b>43,119</b>	<b>1,267</b>	<b>199,896</b>	<b>128,310</b>	
<b>Expenditure on:</b>									
<b>Charitable activities</b>									
Clergy expenses			421				421	1,067	
Upkeep of church			14,143	31,180	5,000	112	50,434	12,056	
Upkeep of services			1,022				1,022	1,835	
Upkeep of churchyard			8,368	10,000		1,156	19,524	25,831	
Utilities & Telecom			7,590				7,590	6,500	
Lay staff and organists			13,130				13,130	12,142	
Common Mission Fund			66,767				66,767	75,702	
Evangelism			1,358				1,358	1,408	
Children's work			495		440		935	1,270	
Fund Raising			422				422	71	
Grants and charities	3		0	2,404			2,404	2,142	
Administration			3,509				3,509	4,965	
Training			428				428	495	
Independent Examination			300				300	300	
Depreciation	4		3,111	22,095			25,206	25,206	
<b>Total</b>			<b>121,064</b>	<b>65,679</b>	<b>5,440</b>	<b>1,267</b>	<b>193,450</b>	<b>170,991</b>	
Net gains/(losses) on investments						1,044	1,044	3,918	
<b>Net income/expenditure</b>			<b>-9,138</b>	<b>-22,095</b>	<b>37,679</b>	<b>1,044</b>	<b>7,489</b>	<b>-38,763</b>	
Total funds brought forward			18,090	22,095	5,824	45,648	91,656	130,419	
<b>Total funds carried forward</b>			<b>8,951</b>	<b>0</b>	<b>43,503</b>	<b>46,691</b>	<b>99,145</b>	<b>91,656</b>	

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2024

	Notes	2024	2023
<b>FIXED ASSETS</b>			
Tangible assets	4	0	25,206
Investments		<u>46,691</u>	<u>45,648</u>
		46,691	70,854
<b>CURRENT ASSETS</b>			
Debtors	5	11,260	2,375
Short term deposits	6	48,330	15,930
Cash at bank and in hand	7	<u>11,560</u>	<u>8,913</u>
		71,151	27,218
		<u>117,842</u>	<u>98,072</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due in one year	8	18,529	5,754
Income received in advance	9	<u>167</u>	<u>661</u>
		18,696	6,415
<b>TOTAL NET ASSETS</b>		<u>99,145</u>	<u>91,656</u>
<b>FUNDS</b>			
	10		
Unrestricted funds		8,951	40,184
Restricted funds		43,503	5,824
Endowments		<u>46,691</u>	<u>45,648</u>
		<u>99,145</u>	<u>91,656</u>



A.F. Bray  
Treasurer

**HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024**

**1. PARISH MAGAZINE ACCOUNTS**

	<b>2024</b>	<b>2023</b>
<b>RECEIPTS</b>		
Sales and donations	484	546
Advertising	<u>450</u>	<u>1,806</u>
	934	2,352
<b>PAYMENTS</b>		
Stationery and bank charges	695	785
Church news services	50	<u>48</u>
	745	833
<b>Surplus for the year</b>	<u><u>189</u></u>	<u><u>1,519</u></u>

**2. PARISH HALL LETTING ACCOUNTS**

	<b>2024</b>	<b>2023</b>
<b>RECEIPTS</b>		
Regular Lettings	22,586	20,836
Ad Hoc Lettings	4,764	3,817
Donations	<u>125</u>	<u>0</u>
	27,475	24,653
<b>PAYMENTS</b>		
Cleaning	5,865	5,339
Licences	134	134
Electricity and water	6,013	6,025
Repairs	2,590	6,143
Stationery and bank charges	481	397
Staff	<u>5,700</u>	<u>6,173</u>
	20,782	24,211
<b>Surplus for the year</b>	<u><u>6,692</u></u>	<u><u>442</u></u>

**3. GRANTS AND CHARITIES**

	<b>2024</b>	<b>2023</b>
The Poppy Appeal	253	102
Foodbank	36	
Christian Aid	469	
Christchurch Deanery Synod Kinkiisi account	1,313	810
Salvation Army (Mary's Men)		80
DEC (Ukraine)	52	617
DEC (Earthquake appeal)		71
DEC (Middle East Humanitarian)	196	
Bible Society		262
A Rocha UK	46	
Mothers' Union	38	
The Smile Train		100
Julia's House		100
	<u><u>2,404</u></u>	<u><u>2,142</u></u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)

4. TANGIBLE ASSETS	Heating	Office & garden equipment	Sound system	Security system	Kitchen	Screens & projector	Total
<b>Cost</b>							
At 1 January 2024	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Additions							0
	<u>122,851</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,731</u>	<u>6,844</u>	<u>158,553</u>
<b>Depreciation</b>							
At 1 January 2024	98,281	7,100	7,143	2,884	11,095	6,844	133,347
Charge for the year	24,570	0	0	0	636	0	25,206
At 31 December 2024	<u>122,851</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,731</u>	<u>6,844</u>	<u>158,553</u>
<b>Net book value</b>							
At 31 December 2023	24,570	0	0	0	636	0	25,206
At 31 December 2024	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

5. DEBTORS		2024	2023
Magazine a/c	Expense Advance Payments	0	50
Hall a/c	Lettings Debtors	2,443	1,286
	Expense Advance Payments		
		<u>2,443</u>	<u>1,286</u>
Main a/c	Cash not cleared	7,414	431
	Gift Aid Accrual	280	306
	Expense Advance Payments	<u>200</u>	<u>75</u>
		7,894	812
Fees a/c	Debtors	924	227
		<u>11,260</u>	<u>2,375</u>

#### 6. SHORT TERM DEPOSITS

	Unrestricted	Restricted	Total
At 31 December 2023	10,930	5,000	15,930
At 31 December 2024	<u>5,375</u>	<u>42,955</u>	<u>48,330</u>

#### 7. CASH AT BANK AND IN HAND

	Unrestricted	Restricted	Total
At 31 December 2023	8,089	824	8,913
At 31 December 2024	<u>11,027</u>	<u>533</u>	<u>11,560</u>

#### 8. CREDITORS

	2024	2023
Hall a/c		
	Utilities	1,210
	Staff	385
	Cleaning	467
	Other	<u>5</u>
	519	2,067
Main a/c		
	Utilities	734
	Charities	262
	Staff and Organists	693
	Gardening	300
	Cleaning and repairs	257
	Stationery etc.	749
	Clergy Expenses	393
	Common Mission Fund	
	Independent Examiner	<u>300</u>
	14,051	3,687
Fees a/c		
	Unprocessed Payments	0
	<u>3,960</u>	<u>0</u>
	<u>18,529</u>	<u>5,754</u>

#### 9. Income Received in Advance

	2024	2023
Fees a/c		
	Wedding/Funeral Deposits	661
	<u>0</u>	<u>0</u>
	<u>167</u>	<u>661</u>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)

### 10. FUNDS

#### UNRESTRICTED FUNDS

	<b>Main account</b>	<b>Magazine</b>	<b>Hall</b>		<b>Total</b>
At 1 January 2024	37,641	1,726	818	0	40,184
Surplus/(Deficit) for the year	-38,114	189	6,692	0	-31,233
Transferred to main account	5,915	-1,915	-4,000	0	0
At 31 December 2024	<u>5,441</u>	<u>0</u>	<u>3,510</u>	<u>0</u>	<u>8,951</u>

#### RESTRICTED FUNDS

	<b>School Bibles</b>	<b>Friends</b>	<b>Organ</b>	<b>Flower</b>	<b>Total</b>
At 1 January 2024		0	5,000	824	5,824
Income	973.25	42970			43,943
Expenditure	-440.21	0	-5,000	-824	-6,265
At 31 December 2024	<u>533</u>	<u>42,970</u>	<u>0</u>	<u>0</u>	<u>43,503</u>

#### ENDOWMENT FUNDS

	<b>Malcolm &amp; Callear Legacies (upkeep of churchyard)</b>	<b>Lorraine Legacy (upkeep of churchyard)</b>	<b>Stuart Trust (fabric repairs)</b>	<b>St Mark's Repair Charity (fabric repairs)</b>	<b>Total</b>
At 1 January 2024	17,587	24,052	2,223	1,786	45,648
Investment income	488	668	62	50	1,267
Transferred to main account	-488	-668	-62	-50	-1,267
Increase in value of funds	403	551	50	40	1,044
At 31 December 2024	<u>17,989</u>	<u>24,603</u>	<u>2,273</u>	<u>1,826</u>	<u>46,691</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

#### **Accounting framework**

The accounting, auditing and reporting regime for Church of England PCCs, is contained in the following documentation:

- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 102)

In addition, financial statements for PCCs must be prepared in accordance with the following:

- The PCCs (Powers) Measure 1956
- The Church Representation Rules (CRRs)
- The Church Accounting Regulations 2006,

which form the link between the CRRs and the requirements of the Charities Act

#### **Accounting Policies**

##### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at fair value.

#### **INCOMING RESOURCES**

##### **Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when: the PCC becomes legally entitled to the use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

##### **Fundraising costs**

Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

##### **Grants and donations**

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

##### **Gift Aid Tax claims, etc., on cash donations**

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Rental income**

Rental income from the letting of the church hall and library is recognised when the rental is due.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

(continued)

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### Governance costs:

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### ASSETS

##### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. The parish have maintenance responsibility for the consecrated land/buildings and certain other (benefice) properties within the parish. The Charities Act 2011 states in Section 10(2) that benefice property (subsection (a) and consecrated property (sub-section (c)) are removed from the definition of charity for the purposes of the Act. Therefore these assets should not be included in the financial statements though they may be referred to in the notes. Costs associated with the maintenance or improvement of such assets will be written off in the year they are incurred. This exclusion includes the parsonage house.

##### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £5,000. They are valued at cost, or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Buildings\* Nil
- Fixtures & Fittings 5 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

##### Investments

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### FUNDS

##### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

---

# Accounts

---

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**of the**  
**PAROCHIAL CHURCH COUNCIL of the ECCLESIASTICAL PARISH of**  
**ST MARK'S HIGHCLIFFE DIOCESE OF WINCHESTER**

**For the Year ended 31<sup>st</sup> December 2023**

**Vicar: The Reverend Veronica Brown**

Independent Examiner: Sue Wintle MFAAT

Solicitors: Aldridge Brownlee Solicitors LLP, Highcliffe

Bankers:

HSBC Bank plc, Christchurch

Charity Number 1150249

## **St. Mark's Church - Annual Report for 2023**

### **Aim and purposes**

St. Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Veronica Brown, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church, the two churchyards, St. Mark's Hall and Library. A Parish Office is situated within the complex.

### **Objectives and Activities**

St Mark's Church is here to serve God, each other and the community. Our Christian faith is at the heart of our mission in Highcliffe. We are a friendly, varied and supportive group of people who meet to worship and minister together to share our love of God in our community.

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 St Mark's Highcliffe. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we continue to consider the aims we set in our pMAP which was approved by the Diocese and Deanery in September 2019.

To facilitate this work, it is important that we maintain the fabric of the Church of St Mark's and the Church Hall and Library.

### **A message from the Vicar**

It has been my great privilege to be with you over the past 4 years. In the paragraphs that follow, we describe the ministry and mission that has taken place since the last APCM. Please know that I continue to thank God for all of you, for all the many ways you contribute to the mission and ministry of this church, and all that you do for the glory of God. May God bless you all now and always. **Amen.** All blessings, Veronica

### **Safeguarding Report**

The PCC places a high priority on its responsibilities towards children and vulnerable adults. 'As members of the St Mark's Parish Community' 'we commit to the support,

nurture, protection and safeguarding of all'. The safeguarding statement is on display in the church Foyer. The PCC has and will continue to comply with the duty to have due regard to the House of Bishop's Guidance on Safeguarding Children and Vulnerable Adults as set out under S5 of the Safeguarding and Clergy Discipline Measure 2016.

Church Wardens, all PCC members, and those responsible for activities that involve other people, continue to be checked by the Disclosure and Barring Service.

We had no reported Safeguarding incidents during 2023.

All policies and procedures continue to be reviewed and updated annually as appropriate; all Safeguarding policies were reviewed by PCC during October 2023.

The period a DBS check is valid for is three years, DBS Clearance have their certificate renewal applications submitted on time.

Mrs Susan Lyonette is the nominated Safeguarding Representative. Any concerns should be address to the Safeguarding Rep. or the Vicar, Reverend Veronica Brown.

## **Mission Planning**

Since our last APCM, we continued to focus on our four *mission projects*:

- 1. New Churchyard Boundary Project:** We think that our churchyards are for the community and when kept well, reveal the beauty of God's creation and the peace of God. We have been working hard to define the boundary of our New Churchyard so that we can ensure that the area is kept up with dignity and respect, that it is a safe place, and that future PCCs will understand the extent of this beautiful green expanse.
- 2. Organ Project:** We think that music within the liturgy enhances our worship of God. We are grateful to our choir director and choir, accompanied by both digital piano and organ. For many years, our church organ has not only supported our worship; but also funerals and weddings. Indeed, the organ is often the instrument of choice at these occasional services. Recently, it developed serious issues. Near term, we have taken a minimalist approach to repair this organ using funds received from a grant. Long term options will be assessed in due course.
- 3. Eco Church and Net Zero Project:** "The Lord God took the man and put him in the Garden of Eden to work it and take care of it." We take seriously our calling to be stewards of the earth, summoned by God to 'work it and take care of it'. When it comes to Climate Change and Global warming, we think that the church should be leading the way by example and raising awareness. We have worked towards an A Rocha Silver Eco Church award and to host the first ever, Highcliffe Green Fayre.
- 4. Coffee Bar Project:** This project has mutated quite a bit since conception from coffee shop to coffee station. Nevertheless, we hope that a facility in the foyer of the

church for preparing hot drinks and light meals might encourage fellowship within and across congregations, as well as welcome new visitors.

In addition to our mission projects, we continued to offer the following *mission initiatives*:

- *Warm Spaces*. We hope to always share the good news of Jesus Christ, particularly at the point of hardship. *Warm Spaces* is a soup lunch with cake after our midweek holy communion service.
- *Good ecumenical working together*. We hope that our Highcliffe churches will work together in sharing the gospel of God. Highcliffe church leaders (lay and ordained) continue to meet monthly for prayer and plan shared services and events.
- *Connecting with the wider community*: We hope that in connecting with the wider community, we can demonstrate God's compassion in the wider community. We are building connections by coordinating and collaborating with Highcliffe Walkford Parish Council, Highcliffe Residents Association, Highcliffe Action Team, Highcliffe Rotary Club, Highcliffe St Marks Primary School, Chewton Common Playgroup, etc.
- *Regular pattern of social events*: We hope to have an ongoing pattern of fellowship. This is presented in the annual 'What's On' pamphlet. Also, we have added new social events to our pattern: Harvest Quiz with Supper, *Swing Unlimited* concerts, Warm spaces, Sing a-longs, Christmas craft fayre with stars, etc. We need a keen social committee leader and volunteers to implement the many good ideas.
- *More fellowship between congregations*: We hope to have a church that is one body in Christ in the eucharistic tradition. We celebrate the different styles of worship and have introduced services that enable the Sunday congregations to crossover and worship together.

Presently, our Mission Planning team is reflecting on Robert Warren's *Angel of the Church*, using *The Book of Revelations*, Chapter 2, 'to the angel of the church in...' Highcliffe. We hope that this will help us to unify our thinking, recognise who we are, where we have been, and who God is calling us to be. We wonder, "What is the essential character of St Mark's Church, 'it's angel'?"

***God of Mission,***  
*who alone brings growth to your Church,*  
*send your Holy Spirit to give vision to our planning,*  
*wisdom to our actions and power to our witness.*  
*Help our church to grow in numbers,*  
*in spiritual commitment to you,*  
*and in service to our local community.*  
*Through Jesus Christ our Lord,*  
*Amen*

Both our work and relationships with the Highcliffe St Marks Primary School are developing well, thanks to our church team. Also, the Vicar's relationship to the school, as leader of Church, its school ministry, and ex-officio foundation governor has grown. The school's Collective Worship and Worship services in St Marks Church have been aligned so that they are structurally similar following the 4 central attributes of worship: Gathering, Engaging, Responding and Sending. This ensures Christian content and key elements of worship are included, e.g., The Lord's Prayer. All of this is work that we will want to continue to build upon and expand.

As a church, one of our key mission challenges is resources. We all must pray for God's help with this. Succession planning for each voluntary role is essential at the outset of taking on the role. We need volunteers to fill the following vacancies:

- Funeral and wedding vergers
- Sexton (Churchyard and memorial management)
- Stewardship Officer
- Assistant churchwardens
- Legacy Officer
- Social/Events Committee members

### **Worship Planning**

We believe that we meet God in worship and offer ourselves for God's mission in this world. We know that we are unified in Christ, united through the eucharist and our various styles of worship. In our worship planning, we hope to take all of this into account, while at the same time not diluting the breadth and depth of our worship, offering, and teaching in Christ. We meet monthly to plan all the worship across all services, our regular services as well as feast days and special services – like Easter Sunrise service on the Clifftop. We continually check and correct the rota. We factor in the ecumenical and civic component.

### **Choir and Music**

The choir motto:

**" Singing is one of the essential ministries of the church. It does not need to be complicated, but it does need to be from the heart "**continues to be put into practice with another successful year completed of leading the worship at the 10.00 Sunday communion services.

The Choir needs fresh singers to swell numbers. This year we maintained four-part harmony which has been encouraging, but the need to supplement all voice parts remains a need going forward.

There are currently 13 members of the choir but often numbers are down due to illness, hospitalisation, holidays, grandparent duties etc. Selecting suitable music in advance is a challenge, but the choir has tackled new anthems with enthusiasm and competence. Old favourites have also been revisited.

Choir practices take place in church every Thursday 7.00-8.30 pm: there are no auditions, but reading musical notation is a great help - even if not fully competent at this, friendly advice is always available, and new members will be warmly welcomed.

Every member of the choir is highly valued and deserves praise for their continued commitment and good-humoured approach in learning and faithfully delivering choral support to the services.

Last year has seen the introduction of some new congregational hymns and a fresh setting of the Mass (HOLY TRINITY found in the Anglican Hymns Old and New hymn book - used in the main for the weekly hymns). This has provided a choice of three Mass settings to reflect seasonal services and gives musical variety.

## **Pastoral Care**

We believe that pastoral care flows out of God's grace to us. It is informed by the ministry of Jesus Christ and his command to love one another (John 13.34).

Our team is composed of Lay Pastoral Assistants (LPAs), who are required to have both pastoral and safeguarding training, and to apply both in practice. LPAs and the vicar are also required to hold a current DBS certificate. This is assured by our Parish Safeguarding Representative.

Pastoral care is based on requests for visits, support, or home communion. These requests are received by the vicar and allocated to LPAs or licensed minister/worker based on need.

This year, we extended our support to Silverways Nursing Home. We now meet monthly with residents at Silverways and Highcliffe Nursing homes. At both places, we offer a Service of the Word with well known, traditional hymns. We find a deep joy when residents join in with the words our Saviour taught us. We offer home communion to residents in their rooms, on request.

Pastoral care beyond the worshipping community was also accomplished through the Occasional Services (funerals, baptisms, and weddings). Through these services we find those seeking the Lord and are able to guide them to the church service that would best fit their needs. I am grateful for all the support of our pastoral care team, churchwardens, and vergers for all that you do in the name of Christ.

The team continued to meet quarterly throughout the year to review our support with an aim of serving the church and wider Highcliffe community.

## **Prayer Ministry**

Prayer is at the heart of all we do at St Mark's and this report gives just a brief outline of our activities:

***Intercessions at the 10 am weekly Communion Service:*** The Handbook for Intercessors has been updated with further guidance in some sections. Two members of the team have 'retired' recently and one is taking a break meaning we have just 4 regular people and two who offer once a quarter - it would be good to have some new people.

***The Prayer list:*** giving names of those from the Church who have asked for prayer is used at each service – following GDPR guidelines, only the first name of each person is used.

***The Prayer Book:*** is open on the altar for people to add the first name of those from the wider community who have requested prayer, this adheres to GDPR guidelines.

***Informal Prayer Group:*** 8 – 12 people meet weekly on a Tuesday evening from 7.00 – 8.00pm for prayer, fellowship and discussion led by different members each week. We pray for those who are on our prayer list and in our Prayer Book as well as issues of national and international concern and the work and ministry of St Mark's. Prayer is followed by fellowship and some interesting discussions.

***Prayer Intentions:*** It's been good to have a wider group of contributors for this monthly list which goes into the Parish News.

***Prayers from the website:*** we occasionally get requests for prayer via the website – these are added to our prayer lists or circulated to our email prayer team as appropriate.

***Prayer email:*** sometimes we need to respond quickly to a prayer request so an email is circulated to members of the prayer group, intercessors, PCC.

***Prayer at 9am on a Friday:*** We've been meeting weekly for 20 months. This time of silent prayer has become a very precious 30 mins for the few who gather. We finish with either the Grace or our Mission Prayer.

**Quiet Mornings:** We have 4 QMs each year with themes relating to the season or something topical –an average of 10 people attending each QM in the Library and Church areas.

### **Preaching and Teaching**

The preaching has been distributed across several preachers, including our PtO, LLM, LLW, ordinand, curate and visiting clergy giving voice to God's Word through varied theological and pastoral perspectives.

During Lent 2023, we offered *Walking the way of the cross*, evening sessions with hospitality. This was very well attended and appreciated by St Mark's and Highcliffe Methodist Church members. The archbishop's *Difference* course was offered in the autumn 2023. This too was very well received and successful both in teaching and numbers.

This year we were very blessed with both an ordinand and a curate, both had much to offer in preaching and teaching. We were also blessed when a member of our congregation put herself forward and was accepted for Licensed Lay Ministry training, which is due to complete in 2025. We continue to give thanks for our PtOs, LLM, LLW, and we pray for all of those in ministerial training, those transitioning to full time ministry, as well as those discerning their call and the possibility of ordained ministry.

### **Home Group Bible Study**

On alternate Mondays 10.30 - 12.00 a thriving Home Group Bible Study meets. Currently we have eleven members, but it is rarely everyone is able to come each session, so we usually number 8 or 9 which is manageable in a home situation. We did try meeting in church thinking numbers attending may grow, but the overriding opinion was the essence of meeting and having fellowship in a home situation was lost. So, we abandoned that idea and happily reverted to being a Home Group.

Those with suitable accommodation take it in turns to host the meetings and study leaders emerge as we go along, giving us a variety of approaches. No one is under any pressure to host or lead.

This last year the group completed ACTS (a lengthy book to have tackled fortnightly), followed by the books of JAMES, and 1 and 2 PETER. At the moment DANIEL is our focus.

All members of the mixed gender group are on a fascinating learning journey together with everyone enjoying Christian fellowship and encouragement in their faith.

## **Children and Schools Report**

### ***Highcliffe St Mark's Primary School***

- The Open the Book team have taken weekly assemblies for the KS1 children at Highcliffe St Mark's Primary school throughout the academic year. They are very well received by children and staff. The team have also been featured in the school's magazine, edited, and produced by the school children.
- The school ministry team, including the vicar were invited to speak with the school inspector during the schools SIAMS inspection.
- Two school services were held in St Mark's church during the academic year. Christingle and Easter services. This meant that every school year group came to the church for a service. They were enjoyed immensely by all the children, staff, and adult helpers. Both services proved to be inspirational for those attending.
- The church hosted the new school intakes 'Welcome Service' in November. The church was packed with tiny children, their teachers and parents and carers. The children were each given a copy of 'The Story tellers Bible' (the Bible used by the OTB team). The church contributed half of this financial cost. It was a brilliant occasion!
- Some members of St Mark's church were invited to the School's 'Harvest Service' held in the school hall because of inclement weather.
- The Bible Society's Christmas and Easter booklets were given to KS1 children In 2023. Thank you to the PCC for funding this.

### ***Chewton Common Playgroup***

During 2023 the children from the playgroup were welcomed to St Mark's church several times for their Tuesday afternoon sessions. On each occasion the children came and spent their session doing activities in the church and getting to know the inside of the church building.

### ***Easter Craft Workshop***

This event held on Good Friday 2023 was incredibly well attended by families with all aged children. Everyone enjoyed the event. Thank you to all the many helpers who supported this event either helping with crafts, providing crafts, providing cakes, or hot cross buns and serving teas and coffee.

### ***Little Fishes***

Jackie Peterson and her team stepped back after 30 years of dedicated service to the families who attended this toddler group. The team's work was recognized, and they were thanked and applauded for their amazing work.

### ***Chewton Common Toddler Group***

The Monday morning slot in the church hall has been taken over by Helen who runs Chewton Common Playgroup. She now runs Chewton Common Toddler group in the church hall on Monday mornings.

The PCC kindly agreed to waive the cost of the hall rental. Helen has to pay her employee and had to initially provide new play equipment. She runs this toddler group on a commercial basis but will give any profits back to the PCC. So far she has just about broken even financially, but the numbers attending have been a little disappointing.

She had an advertising drive doing a leaflet drop locally and reducing her rates for one Monday. This proved successful for a week or so and numbers increased.

Diana has been into the Toddler group to read stories and sing songs and will continue to do so about once a month, or half term.

### **Breakfast@9**

This continues every Sunday in the hall. St Mark's has welcomed new families and adults into its fellowship through this informal service during 2023. Breakfast@9 provides fellowship and informal, all age worship, along with good coffee! Thank you to all the team that make this service possible.

The uniformed groups took part in the Remembrance Sunday service in church and Act of Remembrance at the Highcliffe War Memorial as did the House Captains from Highcliffe St Mark's Primary school.

### **Ecumenical work - Highcliffe Churches together**

Church leaders and lay church leaders met regularly for fellowship, lunch, and planning. We continue to hold two joint services "loved ones remembered" and an Ecumenical service for Christian Unity. The Palm Sunday walk of witness is also well received. We have continued to advertise our services jointly making a shared Christmas and Easter services poster, which went into the local press and websites. We are looking forward to planning more joint activities and services together. The annual service of Remembrance in church and at the War Memorial also involved all three churches and the uniformed groups and was well received by the whole community.

### **Accounts Report for 2023**

Financially this has not been a good year for St Marks. Our net worth has decreased by some £39,000 compared with the £24,000 loss in 2022, and were it not for a substantial legacy, could have been a lot worse than that. As the figures include

depreciating the cost of our heating system which has already been paid for, this equates to an actual cash shortfall of £17,000.

So, we are particularly grateful for the £23,000 legacy from Irene Mayes which has enabled us to pay our Common Mission Fund request from the Diocese in full, as in previous years. This Fund enables both having a vicar in our parish and contributes to those other parishes who can't afford one. See

<https://winchester.anglican.org/parish-resources/common-mission-fund/>

We have also received a grant of £6,000 from the Highcliffe and Walkford Parish Council for the upkeep of our graveyards. These are a public asset, and we are developing their ecological value by working towards an A Rocha Silver award. The Friends of St Marks have also contributed a grant of £6,000 for the repair of a water heater and our grade 2 listed lychgate.

Giving apart from donations, at £73,000 is near the average for recent years, and we would encourage our congregation to use the Parish Giving Scheme (which is now a national organisation).

We are sad to see the end of the Little Fishes playgroup which has previously added to our funds. This need has been undertaken by the Chewton Common Playgroup who are not related to the Church.

As the Parish News can now be read from our website, fewer physical copies are being bought, so less money is generated. We are trying to find other ways of fund raising. The Green Fayre was not explicitly designed to do this, but did contribute as part of its success. The Harvest Supper and Craft and Stars events also contributed.

Following the change in ownership of the Lord Bute Restaurant, we have signed a new agreement to allow their parking on Church Property.

We are having to spend on repairs to the Hall. The health and safety problem of the hot protection grills over the heaters, and the replacement of uplights with LED equivalents has reduced the profit in this area. We continue to see high demand for regular lets and private parties.

Church maintenance includes £1,000 for boiler repairs and £2,500 for painting. Churchyard costs include £10,000 for tree maintenance, £5,000 for the Lych Gate and £1,000 for surveying the extension to the New Churchyard.

The value of our investments has gone up – but this is only a paper gain.

So, in summary, our costs continue to increase, and we are anticipating a further cash loss in 2024 without increased revenue.

## **Fabric Report**

We have completed almost all the necessary work from Quinquennial inspection.

- Painting of outside of windows to Lobby, Choir vestry, Vicar's vestry. Cloister windows, and ceiling and toilet in Vicar's vestry.
- Repairs to listed lychgate on Church Avenue.
- Tap and dishwasher in flower room, to facilitate serving coffee and refreshments in the church lobby.
- Defibrillator has been installed outside Library, so available to community.  
**Thank you to the Rotary Club for donating this to St Mark's Church! Thanks also to Highcliffe Charity Players for covering the installation cost!**
- Boiler has been serviced and a fault fixed.
- Hall heaters have been checked, they are ok for now, but will need replacing soon!

We will have a heavy list to complete next year as there is still damp in South Transept as well as East wall.

### ***New Churchyard Boundary Project***

The staking out of the boundary around the new churchyard has been completed. We also had some input from the Parish Council, Cllr A Sofianos, who was pleased that he had been asked to review our plans as well as confirm our ideas about allowing wildlife access were sound. As soon as we have 2/3 fencing quotes we will review them and make recommendations to the PCC.

### ***IT and AV***

AV- all equipment is functioning correctly. We plan to review the current electronic keyboard and determine whether the choir can be better picked up by the microphones so that they can be heard more clearly towards the West End.

IT- The Parish Administrator (PA) has implemented one of the church's MicroSoft 365 licenses to set up a Parish Office MS Office365 account. All documents will be uploaded to this account. All parish work will be done from this account. Log-in details will be shared with the Vicar and Churchwardens. This means that all correspondence and documents will be automatically backed-up; and will be accessible by those with the log-in details as well.

### ***Health & Safety***

In June 2023, we had undertaken the task of instituting the Church Fire Certificate and the Risk Assessment for Church, Library and Hall.

A Fire Evacuation Drill was carried out in July for the 8am, B@9 and 10am Services which is planned to be carried out annually during the month of July.

A First Aid Course was arranged for up to 20 volunteers who agreed it was very informative.

Generic Risk Assessment forms have been produced to be used for most situations.

A Pro-Forma for periodic/annual Health & Safety checks is available for use in all church environments.

The annual check on both the Old Churchyard and New Churchyard monuments and graves has been carried out for safety purposes. **Thank you to the Parish Council for covering the cost of cleaning the Highcliffe War Memorial!**

### **ECO team report**

***Arocha-Eco Church Award.*** We could definitely apply for the Bronze award. The answers currently supplied by the Eco team to Arocha indicate that we qualify for the Silver award. *(Following further checks, the Silver award was applied for 3/2/2024)*

***Fairtrade.*** We are now a Fairtrade Church. The tea, coffee and sugar served at the back of church and at B@9 carry the Fairtrade logo which identifies these products have been traded with fair prices, ensured decent working conditions for those producing the items giving a fairer deal for farmers and workers in developing countries where tea, coffee and sugar is sourced.



***Green Fayre.*** This took place between 1p.m. and 4p.m. on Sunday, 14th May 2023 in and around the Church, Hall etc. and was, we are delighted to say, opened by the acting Bishop of Winchester. We gratefully received help from The Rotary Club, Men's Shed and members of the congregation. There were stalls, speakers with an Eco theme, refreshments organised by Church members and a BBQ. It was an afternoon for the Church, the community and families and included activities for children. The programme included a lifestyle survey. Whilst not intended as a money-raising event we did raise £429.41. We have subsequently been asked, by Parish Councillor/School Governor, Cllr Adam Sofianos to help with a similar event to be

held at St Mark's school, likely to take place in September 2024. We have agreed to that and await further details.



**Bishop Debbie at St Mark's Green Fayre 2023**

***Community and Global Engagement.*** A WWF Lifestyle survey was published in the Parish Magazine over the year with a link to the WWF website for anyone wishing to take the survey. Arocha have published a "calendar" of Eco ideas for each month of 2024. We anticipate the section for each month will also be published in the Parish Magazine over the year. A personal lifestyle survey from the Arocha website will be considered for possible use by members of the congregation to do a personal Eco lifestyle survey.

A Report on our activities, with background, was published in the December/January Parish Magazine.

***Land.*** Small areas of the graveyards have been identified as appropriate to leave unmown and be accompanied by signage explaining that wild flora and fauna are being encouraged to further support biodiversity.

***Cycle stands.*** The PCC has agreed to install simple cycle stands near the church and rings in the side of the Hall. Further investigation and decisions are required.

**Carbon Net Zero by 2030.** There were Energy Audits by ESOS, arranged through Parish Buying, on 4th November 2022. ESOS agreed to provide both for the price of one, already subsidised by the Church of England. The auditor was verbally complimentary, and we received the Report on the Church building just before Christmas 2022. The Report on the Hall etc was received in the spring of 2023. Many of the recommendations have been achieved, or nearly so. However, those which would make a big difference both in the reduction of carbon emissions and in bills for heating are also expensive to install, e.g. solar panels and wall insulation for the Hall and therefore cannot currently be considered. We are considering, with PCC consent, asking for a survey of the present insulation in the Hall. Another area highlighted was the draughty window in the choir vestry. We understand that some remedial work has been done to the outside of the windows.

**Other.** We continue to collect used postage stamps, plastic milk bottle tops and used PC cartridges for Christchurch “Win on Waste”. Unfortunately, the medicine blister packs we were collecting can no longer be accepted by Win on Waste nor, in quantity, by Superdrug. Requests for clarification on what is being done by BCP to recycle medicine blister packs have been ignored. The Holy Redeemer Church continues to collect with us and the Methodist Church has made some contribution. Amberwood Highcliffe WI has started collecting for us.

### **Charitable Support Group**

St Mark’s continues to support the various charities represented by the group. Kinkiizi Medical Centre benefited from the 40p for 40 days initiative and the girls in the school received kits made by the Eve Project when Gill Tyberg was at last able to travel to Uganda.

Shoebboxes were sent to needy children either, online via Samaritan’s Purse to Ukraine, or by supporting the Highcliffe Rotary collection.

Christian Aid is supported throughout the year, responding to need, rather than its earlier focus on Christian Aid week.

Workbox made and supplied knitted items for the homeless charity, Mary’s Men, as well as the knitted angels given to children during the Christmas services.

The Children’s Society boxes, collected in December, yielded over £800 and offerings made during the Christingle service were also sent.

Food given at the Harvest service was taken to the Foodbank, which continues to receive the weekly donations left at the entrance of the church. The DEC received the financial offerings from the Harvest service, but also throughout the year as particular needs are made known. Christmas offerings were given to the Bible Society, which supports the Open the Book scheme.

A small group, we are very aware of the loving support given by so many of St Mark's fellowship, and praise God for all who give care and time to help those in need.

**Workbox.** Our Lent and Spring term knitting for 2023 produced 44 blankets, 12 little cardigans, 17 "Graduation" Hats, and 15 bags for Breast Pumps. The staff at the Neonatal Intensive Care Unit were amazed and delighted by our gifts.

As is usual we enjoyed a day out in July, visiting Romsey for the Romsey Quilters Festival in the Abbey and then lunch together. We gathered again in the Autumn and made our customary good supply of knitted items for the Homeless supported by the Salvation Army at Winton, Mary's Men. These were presented at the Mothers' Union Deanery Advent Service held in December. We also supplied a fresh batch of knitted Angels to be distributed in the parish over the Christmas service.

We are a group of 10 who meet on first Thursday of the month, except during Lent when we meet weekly. We enjoy much fellowship together.

**Eve Project.** We were delighted that our 40 kits for the schoolgirls and 10 for the clinic were at last taken to Kinkiizi. Gill Tyberg gave a PowerPoint presentation at the Kinkiizi Link group evening held at Ashley. This was repeated at the MU diocesan information day on 10th July held at St John's Hedge End. Gill is a diocesan member. A sample pack was available for view. In August when we were honoured by the visit of the Worldwide President of the Mothers' Union to Highcliffe. She also was very interested in the kits and took copious photographs.

**The Children's Society Box** collection amounted to the sum of £832.84. There are 21 contributors in the parish.

### **Friends report**

The Friends of St Mark's have been the fund-raising group of the Church since they were set up in 1996 by David Cundy. We are currently struggling with an ageing committee and fewer member.

We have been helping the Church with grants for repairs and upgrading since then and would like to continue, but we are finding it difficult at present.

## **St Mark's Parish News**

This continues to be published ten months of the year. The editor is assisted by a small team who print, collate, and organise the distribution process. This paper format is distributed to various subscribers and available in church. We also continue to enjoy its distribution by Highcliffe Post Office. A loyal and stable base of advertisers ensures that the magazine can contribute, after production costs, to church funds. As well as the paper version, which is in Black and White, a colour edition is published on the Church website.

## **Flowers at St Mark's**

We are a small team of ladies who look after the flowers in Church every week, and who put on special displays for the big church Festivals, as well as weddings & funerals.

We would be interested to hear from new recruits. If anyone has experience or would like to learn how to arrange flowers in our church, please get in touch with Ann.

## **2023 Service Attendance**

The average weekly attendance, counted during October, was 89 adults and 11 children and young people under 16, but this number increased at festivals. As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 11 baptisms and 2 weddings and supported 36 funerals in our church this year.

## **Electoral Roll**

There are currently 138 members on St Mark's Electoral Roll, 22 of whom are not resident in the parish. Since April 2023 we have welcomed 2 new members and 1 has died.

## **GDPR Report**

Parish Resources has, during the last year, not issued any updates to their general advice. Consent forms relating to photos, social media and filming have been updated. An annual risk analysis has been undertaken with nothing to report.

## **Christchurch Deanery Synod**

Deanery Synod is a link between our PCC and the Diocesan Synod. Its role is mainly to look after mission and pastoral matters in the Deanery, help parishes deliver the Diocesan strategic priorities and to monitor and support the allocation of Parish Share across the Deanery to the Common Mission Fund.

Christchurch Deanery Synod met three times in 2023, in February, June, and October.

The year began with a February Zoom meeting when Jemima Lewis, Diocesan Head of Communications and Engagement gave an informative presentation about communicational opportunities for publicity and engagement with our communities. She also explained how communication from the Diocese to churches and parishioners was being given more focus with the expanded weekly newsletter the main tool for sharing information more widely.

In June St Mary the Virgin Bransgore hosted a Synod meeting welcoming all the newly elected members with a service of Holy Communion led by Rev Canon Charles Stewart (Vicar of Christchurch Priory) the Assistant Area Dean. A presentation was also given following the recent visit to the Deanery's mission partners Kinkiizi Diocese in Uganda.

The final meeting of 2023 was held in October at Ellingham Hall with a focus on Lay Ministry.

Synod welcomed Greg Eland, Senior Mission and Ministry Trainer from the Diocese who highlighted the opportunities available for Lay Ministry training through the Bishop's Commission for Mission (BCM) and Bishop's Permission to Preach (BPP) courses.

The Deanery overseas link with Kinkiizi Diocese Uganda continues to operate. Climate change is affecting Uganda as it is countries worldwide, and they experienced heavy rainfall in the early part of 2023. So much so there were fears of landslides behind the Health Centre staff accommodation Christchurch House and the Deanery was asked to help with financing the construction of a flood defence wall behind the house. Following a Deanery wide appeal enough funds were raised for the wall to be completed. Retired clergy were also supported with financial help towards unexpected expenses like medical bills. In 2023 a total of £4720 was sent in support of Kinkiizi Diocese.

The Deanery continues to provide opportunities for those working with children and families to benefit from sessions run by Lighthouse Ministries led by Andy Saunders, and is sensitive to the needs of parishes by proactively supporting them wherever possible. A major challenge in 2023 has been the number of parishes in vacancy but Deanery officers have worked hard to support churches through the process of their interregnums.

Deanery Synod meetings are now all open meetings for anyone to attend should they so wish. (Only if a vote is called are restrictions in place for elected members only to cast such a vote.) I would encourage everyone to consider coming along to hear interesting speakers, have a chance to meet other people from across the Deanery, and to share experiences for mutual support.

### **Administrative information**

St. Marks’s Church is situated in Hinton Wood Avenue, Highcliffe. It is part of the Diocese of Winchester within the Church of England.

Our **Parish Administrator**, Lorna Prout, is usually in the office on Thursdays, but monitors emails and telephone messages from home at other times. Much of her work is linked to supporting the Vicar with arrangements for baptisms, weddings and funerals. Lorna also manages bookings for the Hall and Library. All correspondence should be posted to:

**The Parish Administrator, St. Mark's Church, Hinton Wood Avenue, Highcliffe, Christchurch, BH23 5AA.**

Or by email to: [parishoffice@stmarkshighcliffe.org.uk](mailto:parishoffice@stmarkshighcliffe.org.uk)

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

**Registration as a Charity.** The PCC is registered with the Charity Commission.

#### **Membership of the PCC:**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All members of the PCC serve as Trustees.

During the year the following served as members of the PCC:

Vicar and Chair	The Reverend Veronica Brown	
Vice Chair	Mrs Susan Lyonette	Deanery Synod (Lay

		Chair) Safeguarding Officer
Licensed Lay Minister	Mr Colin Chatten	
Licensed Lay Worker	Miss Maureen Stringer	
Churchwardens (elected annually)	Mrs Elizabeth Morton until April 2023 Miss Sandra Channon Mrs Ann Nash	Friends Chair
Representatives of the Deanery Synod (elected every 3 years for a 3-year period)	Mr Francis Bray	Treasurer
	Miss Sarah Richardson	
Elected Members (elected every 3 years)	Mr David Cannings until April 2023	Health and Safety Officer
	Mrs Diana Faunce	Children and Schools Rep
	Dr Bob Gilbertson until April 2023	
	Mr Michael Goodman	
	Mrs Diane Hegarty	
	Mrs Julie Melvin	ECO Lead
	Mrs Elizabeth Morton	PCC Secretary
	Dr Sally Russell	LLM in training
	Mr Quentin Stokes	NCY Boundary Project Lead

	Mr Michael Williams	Data Protection Officer
	Mr Anthony Nash	Co opted June 2023 Health and Safety Officer
	Mrs Ann Elliott	Co opted June 2023

**Trustees' Duties:**

The Trustees have complied with the duty imposed by section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission in respect of public benefit.

**Approved by the Parochial Church Council on 20<sup>th</sup> March 2024.**

**Signed on behalf of the PCC by The Reverend Veronica Brown, Vicar.**

**St. Mark's Church**

**Highcliffe**

**Annual Financial Statements**

**of the**

**Parochial Church Council**

**For the year ended 31 December 2023**

Incumbent: The Reverend Veronica Brown

Independent Examiner: Sue Wintle FMAAT

Solicitors: Aldridge Brownlee, Highcliffe

Bankers: HSBC, Christchurch

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## Independent Examiner's report to the trustees of the Highcliffe Parochial Church Council

I report on the accounts of the charity (no. 1150249) for the year ended 31 December 2023 which are set out on pages 1 to 8.

### 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 Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians. 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 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 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.

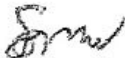
### Independent examiner's statement

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

(1) which gives me a reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



---

Sue Wintle FMAAT

27 Bascott Road  
Wallisdown  
Bournemouth  
Dorset  
BH11 8RJ

Date: \_\_\_\_\_

22-2-2024

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			Funds 2023	Funds 2022
		£,000	£,000	£,000	£,000	£,000	£,000
<b>Income and endowments from:</b>							
Donations and legacies		99	14	0	0	113	111
Charitable activities		13	0	-1	0	13	19
Other trading activities		1	0	0	0	1	11
Investment income		0	0	0	1	2	1
<b>Total</b>		<b>114</b>	<b>14</b>	<b>-1</b>	<b>1</b>	<b>128</b>	<b>142</b>
<b>Expenditure on:</b>							
Charitable activities		131	38	0	1	171	160
<b>Total</b>		<b>131</b>	<b>38</b>	<b>0</b>	<b>1</b>	<b>171</b>	<b>160</b>
Net gains/(losses) on investments					4	4	-6
<b>Net income/expenditure</b>		<b>-18</b>	<b>-25</b>	<b>-1</b>	<b>4</b>	<b>-39</b>	<b>-24</b>
Total funds brought forward		36	47	6	42	130	154
<b>Total funds carried forward</b>		<b>18</b>	<b>22</b>	<b>6</b>	<b>46</b>	<b>92</b>	<b>130</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

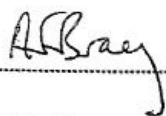
## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted Funds		Restricted	Endowment	Total	Total
	General	Designated	Funds	Funds	Funds	Funds
Notes					2023	2022
<b>Income and endowments from:</b>						
<b>Donations and legacies</b>						
Planned giving	45,913				45,913	46,867
Gift aided giving	3,993				3,993	2,748
Income tax recoverable	14,510				14,510	17,901
Cash collections	8,502				8,502	7,133
Donations	3,626	1,680			5,306	6,231
Legacies and Grants	22,630	6,000			28,630	24,139
Grants from Friends of St Mark's		6,006			6,006	5,756
	<b>99,173</b>	<b>13,686</b>	<b>0</b>	<b>0</b>	<b>112,859</b>	<b>110,776</b>
<b>Charitable activities</b>						
Charitable trading					0	58
Fees	9,809				9,809	11,518
Net income from Little Fishes	804				804	1,374
Flower fund			-532		-532	-218
Profit from parish magazine	1,519				1,519	2,653
Fund Raising Events	1,341				1,341	3,172
	<b>13,472</b>	<b>0</b>	<b>-532</b>	<b>0</b>	<b>12,940</b>	<b>18,558</b>
<b>Other trading activities</b>						
Non Charitable trading	484				484	1,000
Profit from parish hall letting	442				442	10,286
	<b>927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>927</b>	<b>11,286</b>
<b>Investment income</b>						
	337			1,248	1,585	1,287
	<b>337</b>	<b>0</b>	<b>0</b>	<b>1,248</b>	<b>1,585</b>	<b>1,287</b>
<b>Total</b>	<b>113,909</b>	<b>13,686</b>	<b>-532</b>	<b>1,248</b>	<b>128,310</b>	<b>141,906</b>
<b>Expenditure on:</b>						
<b>Charitable activities</b>						
Clergy expenses	1,067				1,067	902
Upkeep of church	11,280	666		110	12,056	11,618
Upkeep of services	1,835				1,835	874
Upkeep of churchyard	13,353	11,340		1,138	25,831	14,189
Utilities & Telecom	6,500				6,500	7,388
Lay staff and organists	12,142				12,142	9,517
Common Mission Fund	75,702				75,702	79,804
Evangelism	1,408				1,408	1,063
Children's work	1,270				1,270	767
Fund Raising	71				71	1,348
Grants and charities	462	1,680			2,142	2,595
Administration	4,965				4,965	3,325
Training	495				495	60
Accountancy fees	300				300	300
Depreciation	636	24,570			25,206	26,372
<b>Total</b>	<b>131,487</b>	<b>38,256</b>	<b>0</b>	<b>1,248</b>	<b>170,991</b>	<b>160,121</b>
Net gains/(losses) on investments				3,918	3,918	-5,560
<b>Net income/expenditure</b>	<b>-17,578</b>	<b>-24,570</b>	<b>-532</b>	<b>3,918</b>	<b>-38,763</b>	<b>-23,775</b>
Total funds brought forward	35,668	46,665	6,357	41,730	130,419	154,194
<b>Total funds carried forward</b>	<b>18,090</b>	<b>22,095</b>	<b>5,824</b>	<b>45,648</b>	<b>91,656</b>	<b>130,419</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2023

	Notes	2023	2022
<b>FIXED ASSETS</b>			
Tangible assets	4	25,206	50,412
Investments		<u>45,648</u>	<u>41,730</u>
		70,854	92,142
<b>CURRENT ASSETS</b>			
Debtors	5	2,375	4,852
Short term deposits	6	15,930	28,094
Cash at bank and in hand	7	<u>8,913</u>	<u>11,451</u>
		27,218	44,397
		<u>98,072</u>	<u>136,538</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due in one year	8	5,754	5,218
Income received in advance	9	<u>661</u>	<u>901</u>
		6,415	6,119
<b>TOTAL NET ASSETS</b>		<u>91,656</u>	<u>130,419</u>
<b>FUNDS</b>			
	10		
Unrestricted funds		40,184	82,333
Restricted funds		5,824	6,357
Endowments		<u>45,648</u>	<u>41,730</u>
		<u>91,656</u>	<u>130,419</u>



A.F. Bray  
Treasurer

**HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. PARISH MAGAZINE ACCOUNTS**

	<b>2023</b>	<b>2022</b>
<b>RECEIPTS</b>		
Sales and donations	546	695
Advertising	<u>1,806</u>	<u>2,786</u>
	2,352	3,481
<b>PAYMENTS</b>		
Stationery and bank charges	785	781
Church news services	<u>48</u>	<u>47</u>
	833	828
<b>Surplus for the year</b>	<u>1,519</u>	<u>2,653</u>

**2. PARISH HALL LETTING ACCOUNTS**

	<b>2023</b>	<b>2022</b>
<b>RECEIPTS</b>		
Regular Lettings	20,836	24,265
Ad Hoc Lettings	3,817	5,664
Donations	<u>          </u>	<u>0</u>
	24,653	29,929
<b>PAYMENTS</b>		
Cleaning	5,339	5,098
Licences	134	105
Electricity and water	6,025	6,062
Repairs	6,143	1,193
Stationery and bank charges	397	496
Staff	<u>6,173</u>	<u>6,689</u>
	24,211	19,643
<b>Surplus for the year</b>	<u>442</u>	<u>10,286</u>

**3. GRANTS AND CHARITIES**

	<b>2023</b>	<b>2022</b>
The Poppy Appeal	102	203
Foodbank		135
The Childrens Society		124
Christchurch Deanery Synod Kinkiisi account	810	1,078
Salvation Army (Mary's Men)	80	
DEC (Ukraine)	617	582
DEC (Earthquake appeal)	71	
Bible Society	262	130
Jubilee tree planting		50
Warm Spaces Initiative		293
The Smile Train	100	
Julia's House	100	
	<u>2,142</u>	<u>2,595</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)

4. TANGIBLE ASSETS	Heating	Office & garden equipment	Sound system	Security system	Kitchen	Screens & projector	Total
<b>Cost</b>							
At 1 January 2023	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Additions							0
	<u>122,851</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,731</u>	<u>6,844</u>	<u>158,553</u>
<b>Depreciation</b>							
At 1 January 2023	73,711	7,100	7,143	2,884	10,459	6,844	108,141
Charge for the year	24,570	0	0	0	636	0	25,206
At 31 December 2023	<u>98,281</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,095</u>	<u>6,844</u>	<u>133,347</u>
<b>Net book value</b>							
At 31 December 2022	49,140	0	0	0	1,272	0	50,412
At 31 December 2023	<u>24,570</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>636</u>	<u>0</u>	<u>25,206</u>

5. DEBTORS		2023	2022
Magazine a/c	Expense Advance Payments	50	48
Hall a/c	Lettings Debtors	1,286	3,023
	Expense Advance Payments		
		<u>1,286</u>	<u>3,023</u>
Main a/c	Cash not cleared	431	657
	Gift Aid Accrual	306	101
	Expense Advance Payments	<u>75</u>	<u>514</u>
		812	1,272
Fees a/c	Debtors	<u>227</u>	<u>509</u>
		<u>2,375</u>	<u>4,852</u>

#### 6. SHORT TERM DEPOSITS

	Unrestricted	Restricted	Total
At 31 December 2022	23,094	5,000	28,094
At 31 December 2023	<u>10,930</u>	<u>5,000</u>	<u>15,930</u>

#### 7. CASH AT BANK AND IN HAND

	Unrestricted	Restricted	Total
At 31 December 2022	10,094	1,357	11,451
At 31 December 2023	<u>8,089</u>	<u>824</u>	<u>8,913</u>

#### 8. CREDITORS

		2023	2022
Hall a/c	Utilities	1,210	1,342
	Staff	385	484
	Cleaning	467	448
	Other	<u>5</u>	<u>5</u>
		2,067	2,279
Main a/c	Utilities	734	721
	Charities	262	397
	Staff and Organists	693	845
	Gardening	300	385
	Cleaning and repairs	257	257
	Stationery etc.	749	35
	Clergy Expenses	393	
	Independent Examiner	<u>300</u>	<u>300</u>
		3,687	2,939
Magazine a/c	Other		
Fees a/c	Unprocessed Payments	0	0
		<u>0</u>	<u>0</u>
		<u>5,754</u>	<u>5,218</u>

#### 9. Income Received in Advance

		2023	2022
Fees a/c	Wedding/Funeral Deposits	661	901
		<u>0</u>	<u>0</u>
		<u>661</u>	<u>901</u>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)

### 10. FUNDS

#### UNRESTRICTED FUNDS

	<b>Main account</b>	<b>Magazine</b>	<b>Hall</b>	<b>Little Fishes</b>	<b>Total</b>
At 1 January 2023	77,750	1,207	3,375	0	82,333
Surplus/(Deficit) for the year	-44,913	1,519	442	804	-42,148
Transferred to main account	4,804	-1,000	-3,000	-804	0
At 31 December 2023	<u>37,641</u>	<u>1,726</u>	<u>818</u>	<u>0</u>	<u>40,184</u>

#### RESTRICTED FUNDS

	<b>Churchyard</b>	<b>Heating</b>	<b>Organ</b>	<b>Flower</b>	<b>Total</b>
At 1 January 2023		0	5,000	1,357	6,357
Income				120	120
Expenditure	0	0		-652	-652
At 31 December 2023	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>824</u>	<u>5,824</u>

#### ENDOWMENT FUNDS

	<b>Lorraine Legacy  (upkeep of churchyard)</b>	<b>Malcolm &amp; Callear Legacies (upkeep of churchyard)</b>	<b>St Mark's Repair Charity (fabric repairs)</b>	<b>Stuart Trust (fabric repairs)</b>	<b>Total</b>
At 1 January 2023	21,984	16,075	1,636	2,036	41,730
Investment income	657	481	49	61	1,248
Transferred to main account	-657	-481	-49	-61	-1,248
Increase in value of funds	2,068	1,512	150	187	3,918
At 31 December 2023	<u>24,052</u>	<u>17,587</u>	<u>1,786</u>	<u>2,223</u>	<u>45,648</u>

## **HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **Accounting framework**

The accounting, auditing and reporting regime for Church of England PCCs, is contained in the following documentation:

- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 102)

In addition, financial statements for PCCs must be prepared in accordance with the following:

- The PCCs (Powers) Measure 1956
- The Church Representation Rules (CRRs)
- The Church Accounting Regulations 2006,

which form the link between the CRRs and the requirements of the Charities Act

#### **Accounting Policies**

##### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at fair value.

#### **INCOMING RESOURCES**

##### **Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when: the PCC becomes legally entitled to the use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

##### **Fundraising costs**

Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

##### **Grants and donations**

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

##### **Gift Aid Tax claims, etc., on cash donations**

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Rental income**

Rental income from the letting of the church hall and library is recognised when the rental is due.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

(continued)

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### Governance costs:

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### ASSETS

##### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. The parish have maintenance responsibility for the consecrated land/buildings and certain other (benefice) properties within the parish. The Charities Act 2011 states in Section 10(2) that benefice property (subsection (a) and consecrated property (sub-section (c)) are removed from the definition of charity for the purposes of the Act. Therefore these assets should not be included in the financial statements though they may be referred to in the notes. Costs associated with the maintenance or improvement of such assets will be written off in the year they are incurred. This exclusion includes the parsonage house.

##### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Buildings\* Nil
- Fixtures & Fittings 5 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

##### Investments

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### FUNDS

##### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

---

# Accounts

---

# **ANNUAL REPORT and FINANCIAL STATEMENTS**

**of the**

**PAROCHIAL CHURCH COUNCIL of the ECCLESIASTICAL PARISH of**

**ST MARK'S HIGHCLIFFE DIOCESE OF WINCHESTER**

**For the Year ended 31st December 2022**

**Vicar: The Reverend Veronica Brown**

Independent Examiner: Sue Wintle MFAAT

Solicitors: Aldridge Brownlee Solicitors LLP, Highcliffe

Bankers:

HSBC Bank plc, Christchurch

Charity Number 1150249

## **Aim and purposes**

St. Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Veronica Brown, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church, the two churchyards, St. Mark's Hall and Library. A Parish Office is situated within the complex.

## **Objectives and Activities**

St Mark's Church is here to serve God, each other and the community. Our Christian faith is at the heart of our mission in Highcliffe. We are a friendly, varied and supportive group of people who meet to worship and minister together to share our love of God in our community.

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 St Mark's Highcliffe. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

## **Worship Planning**

The group has met to discuss/plan/organize/execute the key tasks according to the seasons, resources and opportunities however, the Covid pandemic and recovery period have placed unavoidable restrictions and alterations to normal planning.

Despite the restrictions some of the notable events were:

**Scouting** – Suemet with scouting leaders and they are keen to be involved with St Marks. Things they suggested they would like to be involved in: Monthly parade service, Blessing of new flags, Mothering Sunday, Harvest,

There are various activities in the life of St Mark's that would enable the young people to gain their scouting/guiding badges eg providing tea and cakes after services, involvement in prayer.

**Ascension Day service** – we hosted the first Southern Deanery Ascension service since the pandemic, which was well received and attended by our Deanery partners. 65 people attended

**Harvest Sunday Celebration** – These services and continuous fellowship on Sunday 2 October where the three Congregations shared breakfast and fellowship was well received; hopefully to be developed in 2023.

**Harvest Supper and Quiz** – A successful and happy evening was very well supported, good in-house catering, fun and games.  
Colin Chatten

## **Pastoral Care**

We continued to meet throughout the year to build up the Pastoral team with an aim of serving the church and wider community. One of our challenges has been to find drivers to get particular members from our congregations to/from church.

Pastoral care beyond the worship community was also accomplished through the Occasional Services (funerals, baptisms, and weddings). I am grateful for all of the support of our pastoral team, who are stepping forward to support this worthy mission.

As in 2022, we will be hosting an annual Wedding Prep Afternoon in February 2023 for the couples planning to get married in the coming year.  
Reverend Veronica Brown

## **Home Communion**

We provided home communion to all those that have requested it.  
Francis Bray

## **Prayer in St Mark's**

**Intercessions at the 10am weekly Communion Service:** We have a team of 9 people who lead the intercessions, some quite traditionally and others in a more contemporary manner. We pray for those of our Church family who are unwell, those recently bereaved and those whose loved ones' anniversary falls during the week. We also pray for environmental issues/ climate change / Kinkiizi and the persecuted Church as appropriate. Thank you to everyone involved in this ministry.

**Prayer Book:** is open on the altar for people to add names of those who need prayer - extended family, friends, others known to us - in this way we pray for needs beyond our parish. We also list

those who are married, baptised and those who have died, they /their families are included in our prayers.

**InformalPrayerGroup:**meetsweekly on a Tuesday evening in the Church 7.00 – 8.00pm. After a time of prayer a member of the group will lead a discussion – on a topic of their choice! We have some very interesting discussions! All are welcome to join us for this hour of fellowship.

**PrayerIntentions:**Alistof intentions in prepared every month for the Parish News. Prayers are suggested based on key dates/anniversaries/events in the liturgical calendar, world issues, local needs, environmental concerns. We've had 7 people writing during 2022.

**Prayeremail:** So that we can respond quickly to any prayer needs - prayer requests come from the Vicar, the office or the website.

**Prayerat9amonaFriday:**Westarted meeting on Fridays on the 10 June 2022 to pray specifically for the work of St Mark's. This has become a very precious 30 minutes of silent prayer. We finish with either the Grace or our Mission Prayer.

**God of Mission,**  
who alone brings growth to your Church,  
send your Holy Spirit to give vision to our planning,  
wisdom to our actions and power to our witness.  
Help our church to grow in numbers,  
in spiritual commitment to you,  
and in service to our local community.  
Through Jesus Christ our Lord,  
Amen

Maureen Stringer

### **Home Group**

Our Home Group / Bible Study is now 5 years old. We are a group of eight and meet on alternate Monday mornings in each other's homes usually moving after about 6 meetings. Initially most of the group were reticent to lead the study, but now at least 6 of our members are happy and able to prepare and lead our discussion and do so very well.

We are studying the Book of Acts, after first going through the Gospels of Matthew and Luke. We have had to stop and start again a few times, due to Covid. We enjoy coming together for Christian Fellowship and have got to know each other well. We have space for a couple more members if anyone is interested, I can be reached by phone.

Nelva Coss

### **Children and Schools**

#### **Highcliffe St Mark's Primary School**

Mike Goodman's Open the Book team have taken weekly assemblies for the Infant dept at Highcliffe St Mark's Primary school. They are very well received by children and staff. The team have also been featured in the school's magazine, edited and produced by the school children. In July 2022, Diana Faunce gave a presentation about prayer to children and staff in years 4 and 5. This included, what prayer can be, why we pray, how we might pray. Following this the children and staff thought about and wrote prayers of their own.

## Church services

Breakfast@9 has continued every Sunday in the hall. St Mark's has welcomed new families and adults into its fellowship through this informal service during 2022. Breakfast@9 provides warm, informal, all age worship, along with good coffee!

The crib service on Christmas Eve with mulled wine before hand was very well attended.

The Remembrance Day service was well attended and enjoyed especially by the uniformed groups.

## Chewton Common Playgroup

During 2022 the children from the playgroup were welcomed to St Mark's church 3 times. On each occasion the children came and spent their session doing activities in the church and getting to know the inside of the church building.

Our joint Lavender project has been completed for this year. About 50 lavender confetti bags are ready for giving out at St Mark's wedding prep afternoon.

Diana Faunce

## Little Fishes

We continue into our 17th year of outreach into the younger members of St Mark's community. That is our aim with the added bonus of some income for our church, £1400 in the last academic year. We are self funding. Currently we have a minimum of 21 families sharing friendship, simple worship and fun with delightful little children. You are welcome to coffee at 10.45 any Monday in term time.

Jackie Peterson

## St Mark's Parish News

This continues to be published ten months of the year. The editor is assisted by a small team who print, collate and organise the distribution process. This paper format is distributed to various subscribers and available in church. We also continue to enjoy its distribution by Highcliffe Post Office. A very loyal and stable base of advertisers ensures that the magazine can contribute, after production costs, to church funds. As well as the paper version, which is in Black and White, a colour edition is published on our website.

Michael Williams

## Tech Team Report

**Technical team brief:** To review existing Audio and Visual equipment/operation and recommend improvements where appropriate.

### Past and Current Description:

<b>Library</b>	Manually Op Screen 1800H x 1800W 2014	Satisfactory
<b>Church</b>	Epson 3 LCD 4:3 Projector + accessories/fittings 2014	Re-Located
	Projector relocated centrally to Chancel cross beam 2017	Attention
	Panasonic LED 39" monitor/repeater screen 2014	Satisfactory
	Motorised 84" Projection screen 2014	Re-Located
	Screen relocated centrally to Chancel cross beam 2017	Attention
	Audio and Visual wiring/fittings/microphones 2014/17	Attention
	WiFi/Internet connection improved 2021	Satisfactory
	Camera/On-line broadcast 2022 (covid urgency)	Attention

Following review whilst functional further attention/improvement is required.

Six communications specialist companies were invited to inspect and provide schedules of work required. Three declined but three attended and provided detailed quotations which will go forward to the PCC on the 23<sup>rd</sup> of January to consider approving and funding an A/V PROJECT.

Colin Chatten

### **Flower report for 2022**

We have had a good year with several weddings which have arisen from the Wedding Fair held earlier in the Year.

The Team continues to make the Church look beautiful for all the main Festivals. We now have one new member in Rachel Adams, who is proving invaluable as she is very capable and had agreed to take over duties when I am away.

Thanks to all the generous people who make anonymous donations throughout the year, we do appreciate your help!

Ann Nash

### **Friends of St. Mark's**

We have had a quiet year, made difficult by increasing age and losing our newly appointed Chair, Gillian Fyfield.

I have taken over as a temporary measure whilst we try to re-establish and increase our membership. We are planning events for next year.

Ann Nash

### **Choir and Music**

Music remains a major part of weekly worship at St Mark's, with the loyal and dedicated attendance of the church choir. 2022 saw the passing of two singers, Peter Graham and Irene Mayes, both having spent literally decades serving faithfully in the choir. The numbers of singers remains relatively stable, as thankfully not everyone has their holidays or is called for medical treatment at the same time. The choir's aim of ministering through music and the sung word is reflected in the varied repertoire of Anthems and Motets: new pieces are embraced and old favourites are a joy for the choir to sing. There is always a warm welcome for anyone wishing to join our non-selective choir. All that is required (apart from a singing voice) is dedication worked out with lots of fun along the way.

Alison Hedger

### **Charitable Support Group**

We give thanks to Bob Gilbertson who has chaired the Charitable Support Group for several years, he continues to champion the work of the Foodbank and delivers the generous donations each week and to Nigel Purry, now stepping down but a fervent supporter of USPG and Mark Hadfield, moving away but leaving the interests of Honeypot with David Cannings.

Sadly, the pandemic has halted the sending of items from the Eve Project although news just in is that Gill Tyberg is hoping to take them to Kinkiizi in April. Workbox has continued to knit warm clothing for 'Mary's Men' the work with the homeless in Bournemouth. The 'ladies who sew' have produced Keep Warm Bags and Activity Bags for the Christchurch Foodbank, which also benefited from its share in the Christmas Collections, together with the Bible Society.

Shoebboxes were sent at Christmas by both Rotary and Samaritans Purse. The Christian Aid website offered information for everyone to keep up to date with its work worldwide. The Christingle Service collection was sent to the Children's Society, as usual.

A small group, meeting by Zoom, or carefully and socially distanced, even by email, we have been much encouraged and would wish to thank all the members of St Mark's Church who have given so generously, both in time and finance, to show the love of God to those in need.

Sandra Channon

## **Community Activities**

### **Friday Morning Coffee**

The Friday Coffee morning has really picking up well, we have between 15 to 20 people a week now (both ladies and gentlemen). Anyone welcome, in the library from 10.30 to 12 noon.

Jenny Walsh.

### **Soup and Roll Lunch –Wednesdays**

This started in November as part of the Council's Warm Spaces Initiative. Food and refreshments are provided by and served by members of the Church. We've usually had between 16 and 19 people – we could provide for 25.

Maureen Stringer

## **Churchwardens' Report**

As the pandemic loosened its hold the church, now fully open, settled into a 'new normal'. No longer were hands clasped warmly as people shared 'the peace' but smiles were offered with gestures of friendship. Although most of the fellowship had returned, some did not, and the streamed services, thanks to Chris Brown, Sarah Richardson, Matthew Elsom and Michael Williams were a real blessing to many.

During the year items noted in parts 1 and 2 of the Quinquennial report have been carried out, mainly repairing the lead sheet lining to the gutter in the south transept as well as unblocking and cleaning it.

The asphalt roof on the choir vestry and the vicar's vestry has been replaced. The cast iron hopper and down pipe on the west side have been replaced.

The choir stalls have been repaired where the veneer was damaged and the disabled toilet has been brought up to standard for the Dementia Risk Assessment.

A tree survey has been carried out on both the churchyard and the new graveyard and a programme of work has been started.

The PCC focussed its attention on 4 mission projects:

New Churchyard Boundary: A boundary is being marked out in the new graveyard so that we can see the land available to us.

Organ Repair / Replace: With no grants apparently forthcoming, it was decided to spend nothing further on the organ which was not being used in the regular services. Recently, with grants being offered, consideration is being given to a level of restoration.

Eco / Net Zero: The Eco team is working to bring St Mark's to the highest standard of stewardship in response to the problems of climate change and we are looking forward to the planned Green Fayre in May 2023.

Coffee Bar: A generous offer from the Richard Porter Charitable Foundation enabled us to begin to plan permanent coffee shop type facilities. We are now considering and reviewing

exactly what is required to ensure the maximum use for those within the fellowship and our outreach.

The updating and improving of the audio visual system is now being carefully researched, benefiting not only the church but also, if desired, any who hire the hall during the week.

In the autumn of 2022 we were approached by the local council to assist with their Warm Spaces initiative – a programme of Warm Spaces where residents can find somewhere comfortable during the cold winter months. On Wednesday mornings, coffee is served after the morning service, and people chat as a lunch of soup and rolls, coffee and cake is prepared – and enjoyed.

We give thanks to God for all who use their gifts and abilities to serve the fellowship of St Mark's. To Revd Veronica for her vision and leadership and her Ministry Team who so ably lead our varied services. Thanks to all who contribute to the life of the Church – the informal prayer group, vergers, sidespeople, flower arrangers, choir, coffee, soup and cake makers, those who read the lessons and prepare intercessions together with those who organise the rotas – to all who exercise the ministry of encouragement and faith.

Thanks be to God.

Liz Morton and Sandra Channon, Churchwardens

### **Eco-team Report**

1. **Arocha-EcoChurchAward.**Afewmoreboxes have been ticked but we remain at Bronze level.
2. **Fairtrade.**ThePCChas approved the proposal that St Mark's become a Fair Trade Church. The basic requirement is that FT tea, coffee and sugar be used at all Church events. This usually happens but all Church groups are being reminded. We would also be expected to participate in FT fortnight in March. There is a new FT logo and, once we are registered accepted, consideration will be given as to how St Mark's can promote its new status using this logo.
3. **GreenFayre.**Thiswill take place between 1p.m. and 4p.m. on Sunday, 14th May 2023 in and around the Church, Hall etc. The Rotary Club has very kindly agreed to help with setting up tables and chairs etc. There will be stalls and speakers with an Eco theme, refreshments organised by Church members and The Cliffhanger has been asked whether it can provide locally sourced hot food. A small committee is working on the Fayre and it is hoped that more support will become available. We particularly need a Treasurer. We intend that the Fayre will be an afternoon for the Church, the community and especially families with a variety of activities for children.
4. **CommunityandGlobalEngagement.**AWWF Lifestyle survey has been identified and Michael Williams has been asked to publish each section in the Parish Magazine over the next few months with a link to the WWF website for anyone wishing to take the survey. A personal lifestyle survey from the Arocha website will be considered for possible use by members of the congregation to do a personal Eco lifestyle survey. A modified version might be used at the Green Fayre.
5. **Land.**Juliemet Tony Bates, MBE, BSc, CEng, MIMM – Trustee and President of the Dorset Wild Life Trust on 7th November and showed him St Mark's churchyards. Ninety-three year old Tony has produced a report and will return again in April when more of the flora is growing. Tony is enthusiastic and inspiring. He identified many plants in the Churchyards and is confident that much is already in place to support biodiversity. Some reduction in grass mowing is recommended. This will reduce our current maintenance costs a little and ensure the conservation of flora and fauna that has thrived for many decades in the church yard surrounding St Mark's church building. Other recommendations for easy steps to support the encouragement and conservation of biodiversity at St Mark's have been proposed such as:-

- a. Compost bins. As well as creating compost from grass cuttings etc, they attract slow worms and frogs.
- b. Deadwood piles. Small neat piles in quiet corners are recommended. .
- c. Bee hotels, hedgehog boxes, bird boxes, bird feeder and bat boxes. This churchyard is an ideal area to attract birds, bees and hedgehogs.
- d. Involving the community. We would recommend where possible involving the schools, local scout groups and other local community organisations with small projects such as the making and placing of bird and bat boxes, bee hotels etc.
- e. Notices giving information about the project to inform people about what we are doing and why. This in turn will encourage church members and the community to think about how they might do the same in their own gardens or other community spaces that they can influence the management of.

6. **Cyclerack.** It is estimated that it would cost about £150 to buy and install two of the two very simple cycle racks that can be seen outside the Highcliffe Community Centre. These might be particularly useful to future users of the new coffee bar. It is hoped that this expenditure will be approved by PCC. A Faculty may be needed.

7. **CarbonNetZero by 2030.** More information is being received from the Diocese and Clive Beard, curate at St. Luke's, Hedge End, has recently been appointed to support the Diocesan Environment Group and, we hope, us.

We have been advised that St Mark's is in the top 20% of energy users in the Diocese and will be asked to supply a plan on how to get to CNZ by 2030. We had an Energy Audit by ESOS, arranged through Parish Buying, on 4th November 2022. The auditor was verbally complimentary and we received the Report on the Church building just before Christmas. The Report on the Hall etc. is still awaited. Realistically, the Eco-team will be concentrating on the Green Fayre for the next few months and so probably not pursuing the Audit recommendations immediately

8. **Other.** We are involved in collecting for Christchurch "Win on Waste" and recently decorated an "Eco" Christmas tree for the Highcliffe Christmas Tree Festival. A paragraph in the Festival brochure and as a stand-alone notice by our tree explained what St Mark's is doing environmentally. In addition a wooden plaque under the tree advertised the Green Fayre. The Holy Redeemer Church is already collecting for Win on Waste with us and the Methodist Church has shown some interest.

Val Reynolds, Julie Melvin, Brian Tester - St Mark's Eco Team

### **GDPR Report**

Parish Resources have, during the last year, not issued any updates to their advice. No additional forms of consent have been deemed necessary during the last year. I have conducted the annual risk analysis review and have nothing to report.

Michael Williams Data protection Officer

### **Health and Safety Report**

All the necessary tests of equipment were carried out and a number of memorial stones in the churchyards, which were in danger of falling over, were made safe.

David Cannings

### **Safeguarding Report**

The PCC places a high priority on its responsibilities towards children and vulnerable adults.

'As members of the St Mark's Parish Community' 'we commit to the support, nurture, protection and safeguarding of all'. The safeguarding statement is on display in the church Foyer. The PCC has and will continue to comply with the duty to have due regard to the House of Bishop's Guidance on

Safeguarding Children and Vulnerable Adults as set out under S5 of the Safeguarding and Clergy Discipline Measure 2016.

Both Church Wardens, and those responsible for activities that involve other people, continue to be checked by the Disclosure and Barring Service.

We had no reported Safeguarding incidents during 2022.

All policies and procedures continue to be reviewed and updated annually as appropriate, policy reviews continued during 2022.

The period a DBS check is valid for has been reduced from five years to three. This will bring the Church of England in line with all charities nationally. Work continues to ensure that all those currently with DBS Clearance have their certificate renewal brought forward to comply with the new three-year renewal.

To ensure that we understand Safeguarding procedures a Basic Awareness Course led by the Diocese Safeguarding team is planned to take place during 2023.

Mrs Susan Lyonette is the nominated Safeguarding Officer. Any concerns should be address to the Safeguarding Officer or the Vicar Revd Veronica Brown.  
Susan Lyonette, Safeguarding Officer

### **Electoral Roll**

There are currently 139 members on St Mark's Electoral Roll, 16 of whom are not resident in the parish. Since April 2022 we have welcomed two new members, six others have died and two have moved away.

Claire Rose

### **2022 Service Attendance**

The average weekly attendance, counted during October, was 85 adults and 11 children and young people under 16, but this number increased at festivals. As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 19 baptisms and 3 weddings and supported 48 funerals in our church this year.

Susan Lyonette

### **Accounts report for Annual Report 2022**

#### **Accounts attached as separate PDF**

As we move into a "post-Covid" era, I am pleased to report that we were cash-positive for the first time for several years.

#### **This was due to various factors:**

- Giving was up on the prior year, and we are particularly grateful for the grants and legacies received.
- As well as a residual gift from the estate of Jo Cooper of £4,703, we received a £3,000 legacy from FW Hancock, and £5,000 from Oonagh Sayers, the daughter of Canon Barnett, a previous vicar of the parish. We also acknowledge £5,000 from the Highcliffe and Walkford Parish Council

for the upkeep of the graveyards, and £5,000 from the Erskine Muton Trust towards the repair of our 1894 Norman and Beard pipe organ.

- Our fee income was also higher. This included several weddings, not just funerals.
- We made a particular effort to raise funds in 2022. Income of £3,172 less expenses of £1,348 was raised by hymn singing, a Jubilee barbeque, and an ecological talk on the effects of Rising Tides among others.
- Of particular importance was the £10,286 earned by the Parish Hall, as regular classes and frequent birthday parties have returned.

#### **Significant items in our expenses include:**

- We made the roof repairs required by our Quinquennial inspection, subsidised by a grant from the Friends of St Marks.
- As well as usual maintenance costs for the churchyards, we have spent £3,660 on a tree survey and the action required by this, and a further £954 repairing the gravel to reduce the pot-holes in Church Avenue. We expect further costs of some £7,000 for less urgent tree maintenance in 2023.
- Fortunately we have a four-year fixed price for our electricity and gas. So we have not yet been affected by the hike in prices and were able to refuse the offer of a subsidy for this from the Diocese, in favour of less fortunate parishes.
- Our Common Mission Fund request from the Diocese has been less this year, which has enabled us to pay it in full once again.

Although not of immediate consequence, the prior year valuation gain on our endowment funds has been reversed in the current adverse financial climate.

St Mark's Church Highcliffe is now registered with Easyfundraising, which means you can raise FREE donations for us every time you shop online. Over 7,000 brands will donate to us when you use Easyfundraising to shop with them – at no extra cost to yourself!

<https://www.stmarkshighcliffe.org.uk/donate#:~:text=now%20registered%20with-,easyfundraising,-%2C%20which%20means%20you>

Francis Bray, Treasurer

#### **St Mark's Church Highcliffe Chairs Report 2022**

With the help of God, we accomplished much this past year. The PCC identified four key mission projects:

1. **New Churchyard Boundary Project:** Led by our churchwarden, Liz Morton, this project was initiated to provide a clear definition of the boundary in the New Churchyard; so that we could ascertain additional the extent of burial ground remaining. Liz did an amazing job coordinating the work; such that the area has now been cleared and the surveyor can put in place a rough fence to mark the boundary of the church ground.
2. **Organ Repair or Replacement:** The PCC reviewed the cost of repairing the existing organ with the cost of replacing the existing organ with a new digital instrument. In November, the PCC decided not to repair the existing organ.
3. **Eco Church and Net Zero by 2030:** V Reynolds and J Melvin are leading this exciting project. The energy audit was completed in 2022. St Marks will be pushing toward a Silver Eco Church award in 2023. A plan is in place to hold a Green Fayre in May 2023.
4. **Coffee Bar:** Over this past year, S Lyonette has been coordinating the implementation of a coffee bar in the church foyer. We are hoping for completion in the 2023. We are very grateful for a generous grant from the Richard Porter Family Foundation to pay for the installation and materials, and employ a Barista for the first year.

In 2022, M Williams worked persistently toward the creation of a new website. Now complete, it is comprehensive, colourful and accurate! Looks great!

The past year was also a time for exploring and researching an upgrade to the audio/visual system. This will become a project for 2023.

With the increasing economic pressures, we worked with the Parish Council to be part of the Warm Spaces initiative and offered a soup lunch every Wednesday. We added a weekly coffee after the Wednesday service (Adina and Patrick). This has been very well received. We continued the Friday coffee pop-in (Jenny, Jackie, Brenda and Brian). As noted earlier in this report, Little Fishes grew in 2022 to be a continued success (J Peterson, et al.) and brings many children and parents into our church.

We received a grant from the Highcliffe and Walkford Parish Council for the maintenance of our churchyard. With this, we were able to bring the churchyards into a tidy and serene state for the benefit of the whole parish. We are hoping for another grant in 2023.

In the last quarter of 2022, God blessed us with an ordinand, J. Criscenti. Jo has a wealth of experience and ideas and brings much energy and inspiration to our ministry and mission. Welcome!

I give thanks to God for all of you – for your faithfulness to God’s ministry and mission in Highcliffe. I give thanks to all the volunteers who lead and support the mission and ministry at St Marks (especially Colin, Maureen, Diana and Mike), Churchwardens (Sandra and Liz with support from Sue) to the Choir for working tirelessly to offer beautiful musical accompaniment to our worship (Thank you all, esp. Alison!), to the PCC, Standing Committee, Treasurer (Francis) and to the supporting roles as well, including: parish administrator (Lorna), sacristans (Arthur, Lisa, Liz, and Patrick), vergers (Pamela, Arthur, Ann N, Ann E, Dib), flower team and sides (too many to list – but thank you!), brass polishers (Vivian), cleaners/dusters, hospitality team (Susie, Lynn, Diane, Ann, Diana, Maureen, Adina and Patrick), gardener (Mark) and maintenance support (Toni). Thank you all, for all you do in the name of Christ!

For anyone I forgot to mention, please forgive me. I appreciate all your ministries!

Let us bless the Lord. Thanks be to God!  
Reverend Veronica Brown, Vicar

### **Highcliffe Churches Together PCC report, 2022**

Church leaders and lay church leaders met monthly for fellowship, lunch and planning. We took the bold step and planned two joint services: Loved Ones Remembered (November 2022) and are looking forward to a United HC Service (January 2023) with the Methodists at St Marks to replace the regular Sunday 10am Holy Communion. The Ecumenical Loved Ones Remembered service held this past year at the Methodists went well and was well received. We have made this an annual event, with each church taking it in turn to host. We are grateful to Hayley and Tappers Funeral Service for providing the long stem white roses.

Reverend Veronica Brown

### **Christchurch Deanery Synod**

Three members of the PCC sit on the deanery synod Francis Bray, Liz Morton and Susan Lyonette who is Lay Chair. This provides the PCC with an important link between the parish and the wider structures of the church. During this year the majority of the work of the Deanery Leadership Team has been supporting parishes individually and alongside the Diocese who are involved in the Diocesan Pastoral Reorganisation plan and with preparation for advertising vacant posts. Within

Christchurch Deanery two clergy posts have been lost and two parishes in the south of the Deanery are being merged to facilitate the loss of one of the clergy posts.

Susan Lyonette

## CHRISTCHURCH DEANERY SYNOD 2022

### Report for APCMs



Deanery Synod is a link between our PCC and the Diocesan Synod. Its role is mainly to look after mission and pastoral matters in the Deanery, help parishes deliver the Diocesan strategic priorities and to monitor and support the allocation of Parish Share across the Deanery to the Common Mission Fund.

Christchurch Deanery Synod met four times in 2022, in February, June, September and November.

The year began with a February Zoom meeting, when Rev Dr Jason Roach gave a thought-provoking presentation about God's vision for racial unity and justice.

In June St Mark's Highcliffe hosted an evening where Synod welcomed Rev Canon Charles Stewart (Vicar of Christchurch Priory) as the new Assistant Area Dean. A presentation was also given inviting exploration of mental wellbeing and reconciliation.

The annual Saturday Synod was held on the morning of 24<sup>th</sup> September at St Mary's New Milton. As well as breakfast and worship, some excellent workshops were provided for participants to learn more about church planting and re-vitalization.

An additional meeting was held in November to explore the book How Clergy Thrive (postponed from the June meeting) and those attending were treated to an informative talk by Archdeacon Richard Brand.

The Deanery overseas companion link with Kinkiizi Diocese Uganda continues to operate. More help was sent for their recovery from the extensive covid lockdown endured by all of Uganda. Our support was particularly focussed on helping the schools return to normal. The Health Centre asked for help equipping their new Maternity Unit and some funds were provided towards that. Our regular support for ordinands' training and priests' pensions was also sent. In total we gave £8037 to Kinkiizi in 2022 from across the Deanery.

The Deanery has launched a support group for churchwardens, particularly aimed at those new to the role. It also now provides opportunities for those working with children and families to benefit from sessions run by Lighthouse Ministries led by Andy Saunders.

Deanery Synod meetings are now all open meetings for anyone to attend should they so wish. (Only if a vote is called are restrictions in place for elected members only to cast such a vote.) I would encourage everyone to consider coming along to hear interesting speakers, have a chance to meet other people from across the Deanery, and to share experiences for mutual support.

Gill Tybjerg  
February 2023

## Structure, governance and management

### Administrative information

St. Marks's Church is situated in Hinton Wood Avenue, Highcliffe. It is part of the Diocese of Winchester within the Church of England.

Our **Parish Administrator**, Lorna Prout, is usually in the office on Thursdays, but monitors emails and telephone messages from home at other times. Much of her work is linked to supporting the Vicar with arrangements for baptisms, weddings and funerals. Lorna also manages bookings for the Hall and Library. All correspondence should be posted to:

The Parish Administrator,  
St. Mark's Church,  
Hinton Wood Avenue,  
Highcliffe,  
Christchurch,  
BH23 5AA.

Or by email to: [parishoffice@stmarkshighcliffe.org.uk](mailto:parishoffice@stmarkshighcliffe.org.uk)

### Membership of the PCC

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year the following served as members of the PCC

Vicar	The Reverend Veronica Brown	Chairperson
Licensed Lay Minister	Mr Colin Chatten	
Licensed Lay Worker	Miss Maureen Stringer	
Churchwardens	Miss Sandra Channon	
(elected annually)	Mrs Elizabeth Morton	Deanery Synod
Representatives of the	Mr Francis Bray	Treasurer
Deanery Synod (elected every		
3 years for a 3-year period)	Mrs Susan Lyonette	Vice-Chairperson
		Deanery Synod (Lay Chair)
		Safeguarding Officer
Elected Members (elected	Mr David Cannings	Health and Safety Officer
every 3 years)		
	Mrs Diana Faunce	
	Dr Bob Gilbertson	
	Mr Michael Goodman	
	Mr Mark Hadfield	Legacy Officer until April 2022
	Mrs Diane Hegarty	Secretary to the PCC
	Mrs Julie Melvin	Co-opted June 2022
	Mrs Ann Nash	
	Mrs Jacqueline Peterson	until April 2022
	Mr Michael Williams	Data Protection Officer

### Trustees' Duties:

The Trustees have complied with the duty imposed by section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission in respect of public benefit.

**St. Mark's Church**

**Highcliffe**

**Annual Financial Statements**

**of the**

**Parochial Church Council**

**For the year ended 31 December 2022**

Incumbent: The Reverend Veronica Brown

Independent Examiner: Sue Wintle FMAAT

Solicitors: Aldridge Brownlee, Highcliffe

Bankers: HSBC, Christchurch

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### Independent Examiner's report to the trustees of the Highcliffe Parochial Church Council

I report on the accounts of the charity (no. 1150249) for the year ended 31 December 2022 which are set out on pages 1 to 8.

#### 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 Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians. 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 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 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 a reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



---

Sue Wintle FMAAT

27 Bascott Road  
Wallisdown  
Bournemouth  
Dorset  
BH11 8RJ

Date: \_\_\_\_\_

2-3-2023

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			Funds 2022	Funds 2021
		£,000	£,000	£,000	£,000	£,000	£,000
<b>Income and endowments from:</b>							
Donations and legacies		92	13	5	0	111	101
Charitable activities		19	0	0	0	19	13
Other trading activities		11	0	0	0	11	-1
Investment income		0	0	0	1	1	1
<b>Total</b>		<b>122</b>	<b>13</b>	<b>5</b>	<b>1</b>	<b>142</b>	<b>116</b>
<b>Expenditure on:</b>							
Charitable activities		121	38	0	1	160	163
<b>Total</b>		<b>121</b>	<b>38</b>	<b>0</b>	<b>1</b>	<b>160</b>	<b>163</b>
Net gains/(losses) on investments					-6	-6	6
<b>Net income/expenditure</b>		<b>1</b>	<b>-24</b>	<b>5</b>	<b>-6</b>	<b>-24</b>	<b>-42</b>
Total funds brought forward		34	71	2	47	154	196
<b>Total funds carried forward</b>		<b>36</b>	<b>47</b>	<b>6</b>	<b>42</b>	<b>130</b>	<b>154</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

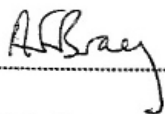
## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2022

Notes	Unrestricted Funds		Restricted	Endowment	Total	Total
	General	Designated	Funds	Funds	Funds	Funds
					2022	2021
<b>Income and endowments from:</b>						
<b>Donations and legacies</b>						
	46,867				46,867	49,926
	2,748				2,748	3,606
	17,901				17,901	15,736
	7,133				7,133	4,329
	4,648	1,203	380		6,231	5,102
	12,703	6,436	5,000		24,139	22,796
		5,756			5,756	0
	<b>92,001</b>	<b>13,395</b>	<b>5,380</b>	<b>0</b>	<b>110,776</b>	<b>101,494</b>
<b>Charitable activities</b>						
	58				58	292
	11,518				11,518	9,398
	1,374				1,374	389
			-218		-218	313
1	2,653				2,653	3,015
	3,172				3,172	
	<b>18,775</b>	<b>0</b>	<b>-218</b>	<b>0</b>	<b>18,558</b>	<b>13,407</b>
<b>Other trading activities</b>						
	1,000				1,000	0
2	10,286				10,286	-505
	<b>11,286</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,286</b>	<b>-505</b>
<b>Investment income</b>						
	46			1,242	1,287	1,208
	46	0	0	1,242	1,287	1,208
<b>Total</b>	<b>122,108</b>	<b>13,395</b>	<b>5,162</b>	<b>1,242</b>	<b>141,906</b>	<b>115,604</b>
<b>Expenditure on:</b>						
<b>Charitable activities</b>						
	902				902	579
	4,876	6,632		110	11,618	7,026
	874				874	1,154
	6,677	6,000	380	1,132	14,189	11,372
	7,388				7,388	7,381
	9,517				9,517	7,854
	79,804				79,804	94,811
	1,063				1,063	333
	767				767	379
	1,348				1,348	
3	2,102	493			2,595	2,579
	3,325				3,325	3,083
	60				60	0
	300				300	300
4	1,801	24,570			26,372	26,635
<b>Total</b>	<b>120,804</b>	<b>37,695</b>	<b>380</b>	<b>1,242</b>	<b>160,121</b>	<b>163,486</b>
				-5,560	-5,560	5,914
<b>Net income/expenditure</b>	<b>1,304</b>	<b>-24,300</b>	<b>4,782</b>	<b>-5,560</b>	<b>-23,775</b>	<b>-41,968</b>
Total funds brought forward	34,364	70,965	1,574	47,290	154,194	196,162
<b>Total funds carried forward</b>	<b>35,668</b>	<b>46,665</b>	<b>6,357</b>	<b>41,730</b>	<b>130,419</b>	<b>154,194</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2021

	Notes	2022	2021
<b>FIXED ASSETS</b>			
Tangible assets	4	50,412	76,784
Investments		<u>41,730</u>	<u>47,290</u>
		92,142	124,074
<b>CURRENT ASSETS</b>			
Debtors	5	4,852	4,679
Short term deposits	6	28,094	23,048
Cash at bank and in hand	7	<u>11,451</u>	<u>12,180</u>
		44,397	39,906
		<u>136,538</u>	<u>163,980</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due in one year	8	5,218	8,810
Income received in advance	9	<u>901</u>	<u>976</u>
		6,119	9,786
		<u>130,419</u>	<u>154,194</u>
<b>TOTAL NET ASSETS</b>			
		<u>130,419</u>	<u>154,194</u>
<b>FUNDS</b>			
	10		
Unrestricted funds		82,333	105,329
Restricted funds		6,357	1,574
Endowments		<u>41,730</u>	<u>47,290</u>
		<u>130,419</u>	<u>154,194</u>



A.F. Bray  
Treasurer

**HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**1. PARISH MAGAZINE ACCOUNTS**

	<b>2022</b>	<b>2021</b>
<b>RECEIPTS</b>		
Sales and donations	695	639
Advertising	<u>2,786</u>	<u>2,668</u>
	3,481	3,306
<b>PAYMENTS</b>		
Stationery and bank charges	781	245
Church news services	<u>47</u>	<u>46</u>
	828	291
<b>Surplus for the year</b>	<u>2,653</u>	<u>3,015</u>

**2. PARISH HALL LETTING ACCOUNTS**

	<b>2022</b>	<b>2021</b>
<b>RECEIPTS</b>		
Regular Lettings	24,265	11,143
Ad Hoc Lettings	5,664	2,138
Donations	<u>          </u>	<u>0</u>
	29,929	13,281
<b>PAYMENTS</b>		
Cleaning	5,098	3,884
Licences	105	216
Electricity and water	6,062	3,930
Repairs	1,193	495
Stationery and bank charges	496	9
Staff	<u>6,689</u>	<u>5,253</u>
	19,643	13,786
<b>Surplus for the year</b>	<u>10,286</u>	<u>-505</u>

**3. GRANTS AND CHARITIES**

	<b>2022</b>	<b>2021</b>
The Poppy Appeal	203	192
Foodbank	135	660
The Childrens Society	124	59
Christchurch Deanery Synod Kinkiisi account	1,078	1,447
A Rocha		172
DEC (Ukraine)	582	
Christian Aid		50
Bible Society	130	
Jubilee tree planting	50	
Warm Spaces Initiative	293	
	<u>2,595</u>	<u>2,579</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)

4. TANGIBLE ASSETS	Heating	Office & garden equipment	Sound system	Security system	Kitchen	Screens & projector	Total
<b>Cost</b>							
At 1 January 2022	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Additions							0
	<u>122,851</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,731</u>	<u>6,844</u>	<u>158,553</u>
<b>Depreciation</b>							
At 1 January 2022	49,140	7,100	5,978	2,884	9,823	6,844	81,769
Charge for the year	24,570	0	1,165	0	636	0	26,372
At 31 December 2022	<u>73,711</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>10,459</u>	<u>6,844</u>	<u>108,141</u>
<b>Net book value</b>							
At 31 December 2021	73,711	0	1,165	0	1,908	0	76,784
At 31 December 2022	<u>49,140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,272</u>	<u>0</u>	<u>50,412</u>

5. DEBTORS		2022	2021
Magazine a/c	Expense Advance Payments	48	47
Hall a/c	Lettings Debtors	3,023	2,042
	Expense Advance Payments		
		<u>3,023</u>	<u>2,042</u>
Main a/c	Cash not cleared	657	1,961
	Gift Aid Accrual	101	176
	Expense Advance Payments	<u>514</u>	
		1,272	2,137
Fees a/c	Debtors	<u>509</u>	<u>453</u>
		<u>4,852</u>	<u>4,679</u>

#### 6. SHORT TERM DEPOSITS

	Unrestricted	Restricted	Total
At 31 December 2021	23,048	0	23,048
At 31 December 2022	<u>23,094</u>	<u>5,000</u>	<u>28,094</u>

#### 7. CASH AT BANK AND IN HAND

	Unrestricted	Restricted	Total
At 31 December 2021	10,605	1,574	12,180
At 31 December 2022	<u>10,094</u>	<u>1,357</u>	<u>11,451</u>

#### 8. CREDITORS

		2022	2021
Hall a/c	Utilities	1,342	800
	Staff	484	513
	Cleaning	448	405
	Licenses		216
	Other	<u>5</u>	<u>9</u>
		2,279	1,943
Main a/c	Utilities	721	500
	Charities	397	59
	Staff and Organists	845	924
	Gardening	385	1,463
	Cleaning and repairs	257	221
	Stationery etc.	35	228
	Clergy Expenses		386
	Independent Examiner	<u>300</u>	<u>300</u>
		2,939	4,080
Magazine a/c	Other		5
			5
Fees a/c	Unprocessed Payments	0	2,782
		<u>0</u>	<u>2,782</u>
		<u>5,218</u>	<u>8,810</u>

#### 9. Income Received in Advance

		2022	2021
Fees a/c	Wedding/Funeral Deposits	901	661
Magazine a/c	Advert prepayment	<u>0</u>	<u>315</u>
		<u>901</u>	<u>976</u>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)

### 10. FUNDS

#### UNRESTRICTED FUNDS

	<b>Main account</b>	<b>Magazine</b>	<b>Hall</b>	<b>Little Fishes</b>	<b>Total</b>
At 1 January 2022	101,686	554	3,090	0	105,329
Surplus/(Deficit) for the year	-37,310	2,653	10,286	1,374	-22,997
Transferred to main account	13,374	-2,000	-10,000	-1,374	0
At 31 December 2022	<u>77,750</u>	<u>1,207</u>	<u>3,375</u>	<u>0</u>	<u>82,333</u>

#### RESTRICTED FUNDS

	<b>Churchyard</b>	<b>Heating</b>	<b>Organ</b>	<b>Flower</b>	<b>Total</b>
At 1 January 2022		0	0	1,574	1,574
Income	380		5000	935	6,315
Expenditure	-380	0		-1,153	-1,533
At 31 December 2022	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>1,357</u>	<u>6,357</u>

#### ENDOWMENT FUNDS

	<b>Lorraine Legacy  (upkeep of churchyard)</b>	<b>Malcolm &amp; Callear Legacies (upkeep of churchyard)</b>	<b>St Mark's Repair Charity (fabric repairs)</b>	<b>Stuart Trust (fabric repairs)</b>	<b>Total</b>
At 1 January 2022	24,916	18,219	1,851	2,303	47,290
Investment income	654	478	49	61	1,242
Transferred to main account	-654	-478	-49	-61	-1,242
Increase in value of funds	-2,933	-2,145	-215	-268	-5,560
At 31 December 2022	<u>21,984</u>	<u>16,075</u>	<u>1,636</u>	<u>2,036</u>	<u>41,730</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### **Accounting framework**

The accounting, auditing and reporting regime for Church of England PCCs, is contained in the following documentation:

- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 102)

In addition, financial statements for PCCs must be prepared in accordance with the following:

- The PCCs (Powers) Measure 1956
- The Church Representation Rules (CRRs)
- The Church Accounting Regulations 2006,

which form the link between the CRRs and the requirements of the Charities Act

#### **Accounting Policies**

##### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at fair value.

#### **INCOMING RESOURCES**

##### **Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when: the PCC becomes legally entitled to the use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

##### **Fundraising costs**

Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

##### **Grants and donations**

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

##### **Gift Aid Tax claims, etc., on cash donations**

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Rental income**

Rental income from the letting of the church hall and library is recognised when the rental is due.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

(continued)

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### Governance costs:

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### ASSETS

##### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. The parish have maintenance responsibility for the consecrated land/buildings and certain other (benefice) properties within the parish. The Charities Act 2011 states in Section 10(2) that benefice property (subsection (a) and consecrated property (sub-section (c)) are removed from the definition of charity for the purposes of the Act. Therefore these assets should not be included in the financial statements though they may be referred to in the notes. Costs associated with the maintenance or improvement of such assets will be written off in the year they are incurred. This exclusion includes the parsonage house.

##### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Buildings\* Nil
- Fixtures & Fittings 5 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

##### Investments

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### FUNDS

##### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

---

# Accounts

---

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
**of the**  
**PAROCHIAL CHURCH COUNCIL of the ECCLESIASTICAL PARISH of**  
**ST MARK'S HIGHCLIFFE DIOCESE OF WINCHESTER**

**For the Year ended 31<sup>st</sup> December 2021**

**Vicar: The Reverend Veronica Brown**

Independent Examiner: Sue Wintle MFAAT

Solicitors: Aldridge Brownlee Solicitors LLP, Highcliffe

Bankers:

HSBC Bank plc, Christchurch

Charity Number 1150249

## **St. Mark's Church - Annual Report for 2021**

### **Aim and purposes**

St. Mark's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Veronica Brown, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church, the two churchyards, St. Mark's Hall and Library. A Parish Office is situated within the complex.

### **Objectives and Activities**

St Mark's Church is here to serve God, each other and the community. Our Christian faith is at the heart of our mission in Highcliffe. We are a friendly, varied and supportive group of people who meet to worship and minister together to share our love of God in our community.

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 St Mark's Highcliffe. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the aims we set in our pMAP which was updated last year and approved by the Diocese and Deanery in September 2019. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work, it is important that we maintain the fabric of the Church of St Mark's and the Church Hall and Library.

### **Worship and Outreach**

#### **Pastoral Care**

The pastoral care group continued to meet throughout the year to build up the Pastoral team with an aim of serving the church and wider community. One of our challenges has been to find drivers to get those members of our congregations to/from church who are no longer able to drive or walk longer distances.

Pastoral care beyond the church was accomplished through the Occasional Services (funerals, baptisms, and weddings). I am grateful for all the support of our pastoral team, who are stepping forward to support this worthy mission.

We will be hosting an annual Wedding Prep Afternoon in Feb 22 for the couples planning to get married this coming year.

Reverend Veronica Brown

## **Prayer in St Mark's 2021**

There are a number of activities in this report which is written in the present tense as they continue: Intercessions at the 10am weekly Communion Service – including when streamed during lockdown: We have a rota of 8 people who lead the intercessions at the 10am Communion Service. Some follow a more structured format while others a more contemporary approach – all add depth and meaning to our prayer ministry in St Mark's. Intercessors are asked to include environmental issues/ climate change and the persecuted Church as appropriate. Thank you to all who lead our intercessions.

During the intercessions the Christian names of those who need prayer are read out, 'We pray for those of our Church family who are unwell or needing our prayers today – the names are read - and for those who are recovering, be with them all Lord and those who care for them'.

We also pray for the families of those who have died recently and for those whose loved ones' anniversary falls during the week.

Prayer Book: A Prayer Book is open on the altar for people to add names of those who need prayer: extended family, friends, anyone who needs our prayers can be added to the list in the prayer book; in this way we pray for needs beyond our parish for anyone known to us who needs prayer.

We also list those who are married, baptised and those who have died, they /their families are included in our prayers:

'Loving God we pray for all whose names are in our Prayer Book – thank you that you know each one and their needs today'.

Informal Prayer Group: This group meets weekly on Tuesday evening in the foyer or on Zoom when unable to meet in person. Prayer focuses on those who were unwell, the Church and issues around the world: environmental concerns, the persecuted Church and other things in the news. Sessions are led by members of the group - thank you.

Prayer Intentions: A list of intentions is prepared every month for the Parish News. Prayers are suggested based on key dates/anniversaries/events in the liturgical calendar, world issues, local needs, environmental concerns. We have 4 contributors - thank you.

Prayer email: So that we can respond quickly to any prayer needs a prayer email is circulated to members of the prayer group, intercessors, CWs and a few others. Prayer requests come from the Vicar, the office or directly to me including from the website.

All the above activities continue, thank you to all involved.

Prayer Ministry Team – this team, which offered prayer during Communion at the 10am Sunday service has not been reinstated since the pandemic. We need to recruit / train more people should we wish to restart this ministry.

Maureen Stringer

## **Pastoral Care – Bereavement**

Sympathy cards were sent on behalf of the Church to express sympathy and condolences to those who were known to be bereaved. Information concerning bereavement support was published in the newsletter and magazine this year. There are several very helpful online bereavement support organisations available.

Annette Cheesman

### **Home Group**

This is the first report for St Mark's Church Home Group, which was formed in September 2017. Our purpose is to study the Bible and we meet on alternate Monday mornings. Initially, Nelva led all the discussions but encouraged others to do so too and now we have three members (from our group of eight) who are happy to lead and very capable of doing so.

We started with the Gospel of Mathew, went on to Luke and now we are studying the Book of Acts. We have had to stop and start a few times due to the Lockdowns. Our home flat has been the venue but, as one of our members recently had a hip replacement and we have a staircase leading up from the front door, we were invited to meet at another members home where there is a conservatory opening to the garden with lots of windows and this has proved to be very beneficial.

Nelva Coss

### **Children and Schools**

Highcliffe St Marks Primary School

Donations of Groceries and food treats for the children were requested by the school for families who were struggling to provide for themselves.

St Mark's Church members gave generously, and boxes of mixed groceries were taken to the school weekly in term time from approximately March until the end of July. Because of continuing Covid restrictions we have not been able to access the school in person for assemblies and clubs.

The Open The Book team led by Mike Goodman and Revd Veronica have filmed Open The Book style worship for the children to learn Bible stories and enjoy. Revd Veronica, Chris Brown, and Diana Faunce have written, filmed and edited weekly assemblies based on the school's collective worship themes. Both types of film have been well received by the staff and children at the school.

Differentiated activities have been prepared by Diana and sent to the school for inclusion on their school website and Facebook page. These activities are based on the school's themes and on Bible stories. They have been well received by the staff.

### **Church services**

Breakfast@9 has continued every Sunday, either in person in the hall or on zoom. In the past six months, three new families have become regular worshippers, including one family, following a wedding, another family following a baptism, both conducted by Revd Veronica.

Breakfast@9 continues to provide warm, informal, family friendly worship, along with good coffee!

The crib service on Christmas Eve was well attended.

The Remembrance Day service was well attended and enjoyed especially by the uniformed groups. A large group of scouts and their leaders gathered in the hall afterwards for coffee and cake.

A small group gathered for the Christingle service, including several families and a group of Brownies and their leaders.

Diana Faunce

### **Little Fishes.**

We braved opening again for the Autumn term and we're very pleased with the response from families after a long break. Strict precautions were and are followed of course. They are a great cohort of mums, grannies and carers who also assist the team in practical ways. We value the outreach into our community hugely and it was very good to see them bring other friends to our Nativity service. Little Fishes is not run for raising income for St. Mark's, but the Treasurer was pleased with almost £400 for the Autumn term. Well done to our team of volunteers who give their time on Monday mornings.

Jackie Peterson.

### **Highcliffe Churches Together**

Church leaders and lay church leaders met regularly for fellowship, lunch, and planning. We took the bold step and planned two joint services: Loved Ones Remembered (November 2021) and are looking forward to a United Holy Communion Service (February 2022) with the Methodists at the Methodist church to replace the regular Sunday 10am Holy Communion. The Ecumenical Loved Ones Remembered service held at St Marks Church, which replaced our All Souls service went well and was well received. We have begun to advertise our services jointly making a shared Christmas services poster, which went into the local press and websites. We would like to make this an annual event, with each church taking it in turn to host. We are looking forward to planning more joint activities and services together. The annual service of Remembrance in church and at the War Memorial also involved all three churches and the uniformed groups and was well received by the whole community. The uniformed groups are keen for more involvement with St Mark's, and we look forward to discussing this further in 2022.

Ecumenical aspect of school ministry:

We now have a Roman Catholic Foundation Governor. The second foundation governor is planning to finish her role in March 22, and we are hoping to nominate a Methodist person.

Reverend Veronica Brown and Susan Lyonette

### **Flower report for 2021**

2021 has been a much better year than 2020, although many restrictions were still in place, we were able to have services. The flowers have continued, but with a very small team at present, only 2 or 3 of us most of the year! We are now lucky to have an extra lady who has come to help on the big occasions, and we also have 2 more possible recruits in the pipeline.

We manage to run at very little cost, but are always grateful to our regular donors, Irene Mayes and Liz Fielding, who continue to support us. There are always the little extra donations which drop in occasionally, a great help!

Please do get in touch if you would like flowers for any situation, we are always willing to help.

Ann Nash, Flower coordinator.

### **Friends of St. Mark's**

Due to the impact of the pandemic only two meetings were held in 2021 and an interim AGM on the 12<sup>th</sup> of September 2021. The current funds at that time stood at £55,601.92.

At the AGM Gillian Fifield took over Chairmanship from Ann Nash.

At the AGM a proposal was passed to increase the annual minimum subscription to £10.00; this being the first increase since the inception of the "Friends".

Fund raising was discussed at the last meeting and making an appeal to the congregation for more Committee members and members generally.

No grants were made to the church during 2021. A legacy of £11,750 was gratefully received from the estate of J Cooper. Subs/Donations were up from the previous year although quite a few members have not renewed, and more are needed to join. Currently the Friends are in a very healthy financial position with balances standing at £70845.

Mary Matthews Friends Secretary

### **Choir and Music**

The past year has been a musical challenge but one which has found the choir continuing to be totally loyal and supportive.

After the Covid lockdown the choir resumed singing in May 2021, albeit with tight restrictions in place in order to keep everyone safe, myself included: I have had a most welcome screen in front of the piano and thank the PCC for this and a special mention of thanks for the diligence of Susan Lyonette Churchwarden.

Only 6 singers were allowed to sing at any one time, and the choir stoically led the hymn singing, as the congregation at that time were not allowed to join in. The choir was divided into two "teams" of six and sang alternative hymns and motets. This was an interesting exercise for me, sourcing music which could be acceptably sung by various voice combinations, and which was only three minutes in duration, now to be sung during the Communion Distribution.

We dropped from 5 hymns per service to 4, and this format continues.

In late July 2021 it was deemed allowable for the whole choir to sing together at one time, and this was a musical relief. Strict safety measures prevailed but we could now sing in four-part harmony.

The choir has continued to sing at every 10.00 am service and they deserve a hearty vote of thanks for maintaining enthusiasm, commitment, and humour throughout the Covid problems. Sadly, two male members of the choir have passed away since the last report: one female has stepped down, with the choir welcoming one new soprano. It will be necessary to recruit new singers into the choir to maintain its significant ministry. To this end there is an open invitation to anyone to come along and sample a choir practice: 7.00 to 8.30 pm Thursdays in the church.

The choir's motto: "Music does not need to be complicated, but it does need to be from the heart" has been lived out to the full.

Alison Hedger

### **Charitable support group**

The Group meets approximately two weeks before each PCC. Each supported project is led and organised by a Group member. The Group has resisted supporting projects suggested to the Group. However, it would welcome and support any member of St Marks who wished to set up and run an approved project themselves. The Covid pandemic has created many problems including in

communication. It has also increased the number who prefer to make their donations online. This is excellent but it does prevent identifying amounts donated in these cases.

#### Local Initiatives

Workbox - Contributions to the Neonatal Unit, Poole. Warm knitted clothing for Mary's Men (Salvation Army). Christmas Angels for distribution in St Marks.

Honey Pot - The planned Quiz Night has been postponed

Samaritan's Purse and Shoebox Supported mainly online

Christchurch Foodbank - Regular donations continue to the box at the back of the church, in addition St Marks members also are included in a rota of collection from the Coop. The "Reverse Advent" was generously supported by St Marks.

Christchurch Community Partnership - Sewers from St Marks made 200 large "Activity Bags" for the Summer Hunger scheme.

Children's Society - The boxes have raised in excess of £993.11.

#### International Initiatives

Christian Aid - Door to door collections are now replaced by regular updates in the Parish Magazine with opportunities to respond to natural disasters when they occur.

Kinkiizi - The "40p for 40days" Lent 2021 collection was very successful raising £1261 and is expected to continue again in Lent 2022.

Eve Project - Covid and communication problems have prevented activity.

A Rocha - Christmas collections raised 171.50

Bob Gilbertson

#### **Fabric report**

During the year a Quinquennial inspection was carried out, this included urgent work to be carried out. This work has been ordered, but not yet completed. These works are a blocked down pipe to be cleared and the transept valley gully above the organ loft to be repaired.

A broken outside light at the bottom of the drive has been replaced, and various bulbs have been replaced during the year.

A dementia suitability survey and a health and safety survey have also been carried out, and appropriate work will be ordered so that we can comply with their requirements.

#### **Churchyards**

The Community Service Works Team is no longer able to maintain the graveyards because of Covid, this posed problems for us to maintain the new churchyard to the appropriate standard. After receiving tenders, the PCC appointed Mark David to manage the maintenance of both of the churchyards, originally this was for just for the new churchyard, to bring it back into shape, but it was then decided to appoint him to manage both churchyards.

The PCC agreed to halt the transfer of land in the new churchyard, there had been delays in the process and the prospect of giving up a small area of land suitable for graves in exchange for a larger area covered in trees no longer seemed viable.

Several complaints were received regarding the condition of the old churchyard, including overhanging and falling tree branches, which tree surgeons have removed. Damage to trees also occurred after the gales towards the end of the year and the PCC has been advised to arrange for a tree survey in both churchyards. The last one was carried out in the old churchyard in 2016.

Mark has now taken over the maintenance of the old churchyard as well. He has encountered several problems with sunken graves and cavities under graves. Both graveyards are being inspected by David Cannings the Health & Safety Officer and soil is being purchased to fill in the cavities.

New signage displaying the current Diocese Regulations has been erected in both graveyards.

Liz Morton Churchwarden

### **Churchwarden report including our Covid Report**

Although we began 2021 with church closed, we continued to share fellowship with one another although remotely and looked forward to renewing our fellowship and worshipping in church together again at some point in 2021.

We continue to be grateful that we have been blessed with the arrival of Revd Veronica and Chris who masterminded the recording of services. Sue made a rota of willing volunteers to join the recording team to read and lead intercessions for our recordings. Revd Veronica ensured that, through her inspirational teaching and dedication, our spiritual lives had the opportunity to grow and that the outreach was far greater as people connected with this new way of worshipping. Diana, Maureen, and Mike continued to lead B@9 with well attended weekly services on "zoom".

During Lent Maureen Stringer LLW and Colin Chatten LLM led two successful "zoom" Lent groups both groups were well attended. We delivered Ash Wednesday packs to our church family to use and share while they watched our service online. Our Holy week services were pre-recorded and with great joy and apprehension we opened our church with Covid restrictions in place for in person services on Easter Day. We have with the support of Chris and Michael W been able to stream live our 10 o'clock service since we reopened our church.

We celebrated our Patronal festival with a visit from Revd Canon Gary Philbrick our Area Dean, who presided and preached at our 10 o'clock service. Finally congregational singing resumed at Pentecost. We enjoyed listening to our choir, but it was a joy for our congregation to be able to join singing with the choir during services. On Trinity Sunday we celebrated with Revd Canon Terry Pinner and his family the sixtieth anniversary of his priesting.

For the remainder of 2021 we managed to keep our church open for all our regular services and B@9 gradually reintroduced refreshments and finally breakfast as the year and restrictions permitted. Sanitising, masks, risk assessments and social distancing became the new 'buzz words', however, more importantly we were able to worship together once more.

On NHS day we took Angels made by our workbox group to Highcliffe Medical Centre to thank them for looking after us. In the evening our bell ringers rang the bell as part of the national bell ring to thank our NHS.

In September we reopened our church for individual private prayer on Saturday mornings and our reopening was complete. We held a joint “Loved ones Remembered” service with our ecumenical friends from the Methodist Church and Holy Redeemer RC church and hosted the formal annual Highcliffe Remembrance Day service and Act of Remembrance service at the War Memorial. Advent and Christmas saw us hold all our usual services and gratefully we ended the year with an open church and growing congregation at all services.

There is a wealth of committed people all doing their part to ensure St Mark’s runs smoothly and efficiently and we are grateful for the support of our vergers, sidespeople, flower arrangers, choir, those who read the lessons and prepare intercessions for our services. We are always looking for people to join us so please do consider joining our team.

Finally, a huge thank you to Revd Veronica for the joy that she brings to our church life and for her dedication to us all.

Susan Lyonette Churchwarden

### **GDPR Report**

Parish Resources have, during the last year, not issued any updates to their original advice. An additional consent form has been deemed necessary concerning the use of photographs, this has been produced and is now in use. I have conducted the annual risk analysis review and have nothing to report.

Michael Williams Data protection Officer

### **Health and Safety Report**

During 2021 all the necessary annual checks took place including all Fire equipment, Security lighting and the churchyards. Regular checks on the First Aid equipment took place.

There were no reported Health and Safety incidents

David Cannings Health and safety Officer

### **Safeguarding Report**

The PCC places a high priority on its responsibilities towards children and vulnerable adults.

‘As members of the St Mark’s Parish Community’ ‘we commit to the support, nurture, protection and safeguarding of all’. The safeguarding statement is on display in the church Foyer. The PCC has and will continue to comply with the duty to have due regard to the House of Bishop’s Guidance on Safeguarding Children and Vulnerable Adults as set out under S5 of the Safeguarding and Clergy Discipline Measure 2016.

Both Church Wardens, and those responsible for activities that involve other people, have been checked by the Disclosure and Barring Service.

We had no reported Safeguarding incidents during 2021.

All policies and procedures continue to be reviewed and updated annually as appropriate; policy reviews continued during 2021.

The period a DBS check is valid for has been reduced from five years to three. This will bring the Church of England in line with all charities nationally. Work is in progress to ensure that all those

currently with DBS Clearance have their certificate renewal brought forward to comply with the new three-year renewal.

To ensure that we understand Safeguarding procedures a Basic Awareness Course is planned for PCC, when the Diocesan trainers are permitted to hold in person training events during 2022.

Mrs Susan Lyonette is the nominated Safeguarding Officer.

Any concerns should be address to the Safeguarding Officer or the Vicar Revd Veronica Brown.

Susan Lyonette Safeguarding Officer

### **Electoral Roll**

All are welcome to attend our regular services. As of 31st December 2021, there were 143 people on the Church Electoral, 18 of whom were not resident in the parish.

Claire Rose Electoral Roll Officer

### **2021 Service Attendance**

The average weekly attendance, counted during October, was 92, but this number increased at festivals.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 12 baptisms and 4 weddings and supported 39 funerals in our church this year.

### **Accounts report for 2021**

2021 has been a year in which some things have begun to return towards the previous normal.

As Church services have resumed, many made "catch-up" donations and resumed cash collections, increasing our "normal" income compared with 2020. Planned Giving reached £k50, and cash collections and single gift aided donations reached £k8, if not to the higher 2019 and 2018 levels.

At the end of the year, we had 41 donors regularly using the Parish Giving Scheme – our preferred method of giving – 7 more than the previous year.

We are pleased to have received £k10 for the Heating Project from the Talbot Trust (note that such grants have been reclassified as reserved rather than designated), £k12 from the estate of Jo Cooper and £k1 from that of Clifford Dunkley. Gifts in a will are particularly gratefully received, indicating the importance of St Marks to the donors.

Fee receipts have increased to £k9 partly due to the 5 weddings celebrated – another post lockdown effect. Printing and sales of the Magazine have resumed, and the Hall account is no longer losing money as lettings begin again.

At £k116 total income is comparable to 2019 (2020 had the receipts for the Heating Project included).

The major item in our expenditure is the Common Mission Fund. Once again, we have managed to pay the requested amount by reducing our reserves. Although the 2022 request is lower, whether we will again be able to pay in full is a matter of concern.

Following many complaints, the PCC has decided to spend more on maintaining our churchyards. This has received favourable comment but has revealed health and safety concerns due to the subsidence of various graves. We are grateful for the specific donations towards this.

In total our expenditure is similar to 2020 at £163.

However, 2021 continued the trend of expenses exceeding income, which is of course unsustainable in the long term.

While we have only lost £9 overall on a cash basis (excluding depreciation), the reduction of £32 in unrestricted funds is more worrying, and we will be trying to raise more funds in 2022 to rectify this.

Francis Bray Treasurer

### **St Mark's Church Highcliffe Chairs Report 2021**

Like many other organisations across the world, St Mark's Church had to respond to unprecedented challenges which arose due to the ongoing Covid pandemic. We continued to carry out ministry and mission in creative ways, using pre-recorded video services during lockdown and live streaming our services for those isolating at home. We faced difficult decisions as we looked for a way to contend with our significantly reduced volunteer resources and giving/donation income, and the resulting financial shortfall.

Throughout this past year, our churchwardens managed the lockdown and re-opening of the church and its buildings with great dedication bringing us through the changing regulations with sensitivity and care. We have made great progress building up hall lets, thanks in a large part to the work of our Parish Administrator. Aside from giving us an opportunity to serve the community, this engagement goes a long way to raising our visibility in the community and increasing our annual income.

I give thanks to God for all of you – for your faithfulness to God's mission: worshiping, praying, studying, caring for the fabric of the church, effectively managing finances, and reaching out to the community with the gospel through your participation in prayer, Little Fishes, schools ministry, B@9, occasional services, pastoral care, and charitable support. I give thanks to all the volunteers who lead these areas of mission, to the PCC and Standing Committee and to the supporting roles as well, including vergers, cleaners/dusters and brass polishers, bulb changers, hospitality team and various maintenance support and churchyard workers. Thank you for all you do in the name of Christ!

Revd Veronica Brown Vicar

### **Christchurch Deanery Synod**

Three members of the PCC sit on the deanery synod including Susan Lyonette who is Lay Chair. This provides the PCC with an important link between the parish and the wider structures of the church. This year much of the work of the Deanery Leadership Team has been supporting parishes individually and alongside the Diocese who are involved in the Diocesan Pastoral Reorganisation plan. Within Christchurch Deanery two clergy posts have been lost and parishes in the south of the Deanery are being merged to facilitate the loss of one of the clergy posts. Susan Lyonette

## Report from Christchurch Deanery Synod 2021

The first Synod meeting of 2021 in February was conducted by Zoom given ongoing Covid19 restrictions. Synod was informed that the Diocesan Resilience Plans were being progressed and would result in a reduction of 22 stipendiary posts and the post of Archdeacon of Bournemouth not being filled. Bishop Debbie would be attending an extra Synod Meeting in March to discuss. In a presentation to Synod, Luke Maundrell, Diocesan Stewardship and Resources Advisor, said that the Deanery had managed to contribute 81% of its share of the 2020 Common Mission Fund (CMF). Some parishes which relied on fund raising events had seen their income seriously impacted by the pandemic closures. He showed a new video produced to illustrate and clarify the purpose of the CMF, 80% of which is used to pay clergy stipends. Luke emphasised the importance of legacy giving in parishes. New resources to help parishes encourages people to include the church in their wills would be available in 2021. Synod was also reminded of the resources available via the Diocesan Parishes Resources Website and the Parish Buying Scheme, which also featured how to utilise the 'Give a Little' App. QR codes on posters etc were also useful.

At the meeting in March, held by Zoom, Synod welcomed the Bishop of Southampton, the Right Reverend Debbie Sellin, and the Archdeacon of Winchester, the Venerable Richard Brand. Bishop Debbie, introducing the Resilience Exercise, said that before the pandemic, the Diocese had an unsustainable deficit and then Covid 19 has exacerbated the problem. Cuts in the budget for the Diocesan Office and axing of some central posts, together with the sale of Old Alresford Place would save £0.75 million. The remaining £1.25 million had to be found from clergy posts and housing. This had resulted in the need to cut 22 stipendiary posts throughout the Diocese. Richard Brand commented that the reduction of posts had to be sustainable and carefully worked out. For the Deanery this meant the loss of an associate priest in Ringwood and the formation of 2 new benefices: Mudeford with Burton, and Bransgore and Hinton with Burley and Sopley, resulting in the loss of one post. Bishop Debbie acknowledged the graciousness with which the proposals had been received. The meeting broke up into smaller groups for further discussion and, after reconvening, Richard Brand responded to questions raised. He made clear that the option for benefices to have local church committees, as sub-committees of a single PCC, had been included in later drafts of papers on the subject. He did not feel that an alternative structure, involving Joint Councils, would result in simplification of structures. It was noted that a question had been submitted to Diocesan Synod querying the loss of the 2 posts from Christchurch Deanery.

At the June Synod Meeting held by Zoom, Professor Victor Humphrey from the Diocesan Environmental Group gave a presentation on caring for God's Creation and addressing climate change. He explained that the problems were current, with increasing loss of biodiversity and a continuing rise in temperatures, making 2020 the second warmest year on record. He talked about ways to raise the profile and encourage tangible action in response to climate change and challenged Synod members to decide on one thing they could do in their parish to improve their 'Eco church' status.

The final Synod Meeting of the year in September was the first to be held in person for over a year. Matthew Trick gave a thought-provoking presentation – 'Learning from Covid'. He suggested for many it has been an exhausting time navigating through the pandemic, but that there are many points we should be thankful for. He asked Synod to consider what impact the recent changes churches have made might have on our Mission Action Plans. Also at the meeting, Gary Philbrick led a workshop based on music as part of worship. The various roles of music included being an integral part of services in the Coptic Orthodox church an enabler of prayer, as a gift from God to us, and as a way to reflect the church's different seasons.

Throughout 2021, the Deanery continued its support for the Kinkiizi Diocese in Uganda. Whilst it has been very challenging for Kinkiizi dealing with Covid, it also proved to be the best ever year for Deanery fundraising, with over £10,000 raised through the '40 for 40' Lent and Covid appeals.

John Dowsett Deanery Rep Avon Valley Churches on behalf of Christchurch deanery.

## Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Mark's the membership of the PCC consists of the incumbent (our Vicar), churchwardens, the Licensed Lay Ministers, Licensed Lay Worker and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services and members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met seven times during the year with an average level of attendance of 70%. The PCC operates through the Standing Committee: This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council. It consists of the Vicar, the Churchwardens, Treasure, Safeguarding Officer, Data protection Officer and Health and safety Officer.

## Administrative information

St. Marks's Church is situated in Hinton Wood Avenue, Highcliffe. It is part of the Diocese of Winchester within the Church of England.

Our **Parish Administrator**, Lorna Prout, is usually in the office on Thursdays, but monitors emails and telephone messages from home at other times. Much of her work is linked to supporting the Vicar with arrangements for baptisms, weddings and funerals. Lorna also manages bookings for the Hall and Library. All correspondence should be posted to:

**The Parish Administrator, St. Mark's Church, Hinton Wood Avenue, Highcliffe, Christchurch, BH23 5AA.**

Or by email to: [parishoffice@stmarkshighcliffe.org.uk](mailto:parishoffice@stmarkshighcliffe.org.uk)

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

**Registration as a Charity.** The PCC is registered with the Charity Commission.

**Membership of the PCC:** Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year the following served as members of the PCC

Vicar	The Reverend Veronica Brown	Chairman
Licensed Lay Minister	Mr Colin Chatten	
Licensed Lay Worker	Miss Maureen Stringer	
Churchwardens (elected annually)	Mrs Susan Lyonette	Vice-Chairman Deanery Synod (Lay Chair)

	Mrs Elizabeth Morton	Safeguarding Officer Deanery Synod
Representatives of the Deanery Synod (elected every 3 years for a 3-year period)	Mr Francis Bray	Treasurer
Elected Members (elected every 3 years)	Mr David Cannings	Health and Safety Officer
	Miss Sandra Channon	
	Mrs Annette Cheeseman	Secretary (until September 2021)
	Mrs Diana Faunce	
	Dr Bob Gilbertson	
	Mr Michael Goodman	
	Mr Mark Hadfield	Legacy Officer
	Mrs Diane Hegarty (co-opted September 2021)	Secretary (from September 2021)
	Mrs Ann Nash	
	Mrs Jaqueline Peterson	
	Mr Michael Williams	Data Protection Officer

**Trustees' Duties:** The Trustees have complied with the duty imposed by section 4 of the Charities Act 2006 to have due regard to the guidance published by the Charity Commission in respect of public benefit.

Approved by the Parochial Church Council on Monday 14<sup>th</sup> March 2022 and signed on its behalf by  
The Reverend Veronica Brown

**St. Mark's Church**

**Highcliffe**

**Annual Financial Statements**

**of the**

**Parochial Church Council**

**For the year ended 31 December 2021**

Incumbent: The Reverend Veronica Brown

Independent Examiner: Sue Wintle FMAAT

Solicitors: Aldridge Brownlee, Highcliffe

Bankers: HSBC, Christchurch

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### Independent Examiner's report to the trustees of the Highcliffe Parochial Church Council

I report on the accounts of the charity (no. 1150249) for the year ended 31 December 2021 which are set out on pages 1 to 8.

#### 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 Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians. 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 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 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.

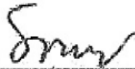
#### Independent examiner's statement

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

(1) which gives me a reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Sue Wintle FMAAT

27 Bascott Road  
Wallsdown  
Bournemouth  
Dorset  
BH11 8RJ

Date:

23-02-2022

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			Funds 2021	Funds 2020
		£,000	£,000	£,000	£,000	£,000	£,000
<b>Income and endowments from:</b>							
Donations and legacies		90	-18	29	0	101	225
Charitable activities		13	0	0	0	13	9
Other trading activities		-1	0	0	0	-1	-7
Investment income		0	0	0	1	1	1
<b>Total</b>		<b>103</b>	<b>-18</b>	<b>29</b>	<b>1</b>	<b>116</b>	<b>228</b>
<b>Expenditure on:</b>							
Charitable activities		136	-3	29	1	163	168
<b>Total</b>		<b>136</b>	<b>-3</b>	<b>29</b>	<b>1</b>	<b>163</b>	<b>168</b>
Net gains/(losses) on investments					6	6	3
<b>Net income/expenditure</b>		<b>-33</b>	<b>-15</b>	<b>0</b>	<b>6</b>	<b>-42</b>	<b>63</b>
Total funds brought forward		67	86	1	41	196	133
<b>Total funds carried forward</b>		<b>34</b>	<b>71</b>	<b>2</b>	<b>47</b>	<b>154</b>	<b>196</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

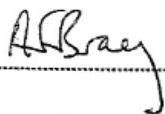
## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds		Restricted	Endowment	Total	Total
		General	Designated	Funds	Funds	Funds	Funds
						2021	2020
<b>Income and endowments from:</b>							
<b>Donations and legacies</b>							
Planned giving		49,926				49,926	45,664
Gift aided giving		3,606				3,606	3,580
Income tax recoverable		15,736				15,736	20,323
Cash collections		4,329				4,329	2,855
Donations		3,753	209	1,140		5,102	37,220
Legacies and Grants		12,796	-18,000	28,000		22,796	46,050
Grants from Friends of St Mark's						0	69,259
		<b>90,145</b>	<b>-17,791</b>	<b>29,140</b>	<b>0</b>	<b>101,494</b>	<b>224,950</b>
<b>Charitable activities</b>							
Charitable trading		292				292	407
Fees		9,398				9,398	6,534
Net income from Little Fishes		389				389	312
Flower fund				313		313	307
Profit from parish magazine	1	3,015				3,015	1,715
		<b>13,094</b>	<b>0</b>	<b>313</b>	<b>0</b>	<b>13,407</b>	<b>9,274</b>
<b>Other trading activities</b>							
Non Charitable trading		0				0	0
Profit from parish hall letting	2	-505				-505	-7,149
		<b>-505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-505</b>	<b>-7,149</b>
<b>Investment income</b>							
		7			1,202	1,208	1,234
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1,202</b>	<b>1,208</b>	<b>1,234</b>
<b>Total</b>		<b>102,741</b>	<b>-17,791</b>	<b>29,453</b>	<b>1,202</b>	<b>115,604</b>	<b>228,310</b>
<b>Expenditure on:</b>							
<b>Charitable activities</b>							
Clergy expenses		579				579	1,393
Upkeep of church		6,800	120		107	7,026	13,590
Upkeep of services		1,065	89			1,154	449
Upkeep of churchyard		9,137		1,140	1,095	11,372	16,384
Land Purchase/Refurbishment of hall		0				0	-334
Utilities & Telecom		7,381				7,381	3,586
Lay staff and organists		7,854				7,854	6,594
Common Mission Fund		94,811				94,811	89,719
Evangelism		333				333	267
Children's work		379				379	172
Grants and charities	3	2,579				2,579	5,180
Administration		3,083				3,083	3,211
Training		0				0	0
Accountancy fees		300				300	450
Depreciation	4	1,429	-2,794	28,000		26,635	27,586
<b>Total</b>		<b>135,729</b>	<b>-2,585</b>	<b>29,140</b>	<b>1,202</b>	<b>163,486</b>	<b>168,247</b>
Net gains/(losses) on investments						5,914	5,914
							2,647
<b>Net income/expenditure</b>		<b>-32,989</b>	<b>-15,206</b>	<b>313</b>	<b>5,914</b>	<b>-41,968</b>	<b>62,710</b>
Total funds brought forward		67,353	86,171	1,262	41,376	196,162	133,452
<b>Total funds carried forward</b>		<b>34,364</b>	<b>70,965</b>	<b>1,574</b>	<b>47,290</b>	<b>154,194</b>	<b>196,162</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2021

	Notes	2021	2020
<b>FIXED ASSETS</b>			
Tangible assets	4	76,784	103,419
Investments		<u>47,290</u>	<u>41,376</u>
		124,074	144,795
<b>CURRENT ASSETS</b>			
Debtors	5	4,679	3,356
Short term deposits	6	23,048	45,291
Cash at bank and in hand	7	<u>12,180</u>	<u>10,733</u>
		39,906	59,380
		<u>163,980</u>	<u>204,175</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due in one year	8	8,810	7,352
Income received in advance	9	<u>976</u>	<u>661</u>
		9,786	8,013
		<u>154,194</u>	<u>196,162</u>
<b>TOTAL NET ASSETS</b>			
		<u>154,194</u>	<u>196,162</u>
<b>FUNDS</b>			
	10		
Unrestricted funds		105,329	153,524
Restricted funds		1,574	1,262
Endowments		<u>47,290</u>	<u>41,376</u>
		<u>154,194</u>	<u>196,162</u>



A.F. Bray  
Treasurer

**HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. PARISH MAGAZINE ACCOUNTS**

<b>RECEIPTS</b>	<b>2021</b>		<b>2020</b>	
Sales and donations	639		435	
Advertising	<u>2,668</u>		<u>1,506</u>	
		3,306		1,941
<b>PAYMENTS</b>				
Stationery and bank charges	245		180	
Church news services	<u>46</u>	291	<u>46</u>	226
<b>Surplus for the year</b>		<u>3,015</u>		<u>1,715</u>

**2. PARISH HALL LETTING ACCOUNTS**

<b>RECEIPTS</b>	<b>2021</b>		<b>2020</b>	
Regular Lettings	11,143		8,724	
Ad Hoc Lettings	2,138			
Donations	<u>0</u>		<u>3</u>	
		13,281		8,727
<b>PAYMENTS</b>				
Cleaning	3,884		2,009	
Licences	216			
Electricity and water	3,930		6,079	
Repairs	495		2,561	
Stationery and bank charges	9		80	
Staff	<u>5,253</u>		<u>5,146</u>	
		13,786		15,876
<b>Surplus for the year</b>		<u>-505</u>		<u>-7,149</u>

**3. GRANTS AND CHARITIES**

	<b>2021</b>	<b>2020</b>
The Poppy Appeal	192	35
Foodbank	660	2,840
The Childrens Society (Christmas)	59	-
Christchurch Deanery Synod Kinkiisi account	1,447	1,869
A Rocha	172	-
Toilet Twinning	-	34
Christian Aid	50	-
Salvation Army Homeless	-	103
Dorset Air Ambulance	-	100
Julia's House	-	100
The Honey-pot Children's Charity	-	100
	<u>2,579</u>	<u>5,180</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)

4. TANGIBLE ASSETS	Heating	Office & garden equipment	Sound system	Security system	Kitchen	Screens & projector	Total
<b>Cost</b>							
At 1 January 2021	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Additions							0
	<u>122,851</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,731</u>	<u>6,844</u>	<u>158,553</u>
<b>Depreciation</b>							
At 1 January 2021	24,570	7,100	4,549	2,884	9,187	6,843	55,134
Charge for the year	24,570	0	1,429	0	636	0	26,635
At 31 December 2021	<u>49,140</u>	<u>7,100</u>	<u>5,978</u>	<u>2,884</u>	<u>9,823</u>	<u>6,844</u>	<u>81,769</u>
<b>Net book value</b>							
At 31 December 2020	98,281	0	2,594	0	2,544	0	103,419
At 31 December 2021	<u>73,711</u>	<u>0</u>	<u>1,165</u>	<u>0</u>	<u>1,908</u>	<u>0</u>	<u>76,784</u>

5. DEBTORS		2021	2020
Magazine a/c	Expense Advance Payments	47	46
Hall a/c	Lettings Debtors	2,042	294
	Expense Advance Payments		
		<u>2,042</u>	<u>294</u>
Main a/c	Cash not cleared	1,961	2,605
	Gift Aid Accrual	176	253
	Expense Advance Payments		
			<u>17</u>
		<u>2,137</u>	<u>2,875</u>
Fees a/c	Debtors	453	142
		<u>4,679</u>	<u>3,356</u>

#### 6. SHORT TERM DEPOSITS

	Unrestricted	Restricted	Total
At 31 December 2020	45,291	0	45,291
At 31 December 2021	<u>23,048</u>	<u>0</u>	<u>23,048</u>

#### 7. CASH AT BANK AND IN HAND

	Unrestricted	Restricted	Total
At 31 December 2020	9,471	1,262	10,733
At 31 December 2021	<u>10,605</u>	<u>1,574</u>	<u>12,180</u>

#### 8. CREDITORS

		2021	2020
Hall a/c	Utilities	800	1,404
	Staff	513	599
	Cleaning	405	
	Licenses	216	
	Other	9	26
		<u>1,943</u>	<u>2,029</u>
Main a/c	Utilities	500	400
	Charities	59	113
	Staff and Organists	924	620
	Gardening	1,463	186
	Cleaning and repairs	221	242
	Stationery etc.	228	238
	Clergy Expenses	386	
	Independent Examiner	300	450
		<u>4,080</u>	<u>2,249</u>
Magazine a/c	Other	5	5
Fees a/c	Unprocessed Payments	2,782	3,074
		<u>2,782</u>	
		<u>8,810</u>	<u>7,352</u>

#### 9. Income Received in Advance

		2021	2020
Fees a/c	Wedding Deposits	661	661
Magazine a/c	Advert prepayment	315	-
		<u>976</u>	<u>661</u>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)

### 10. FUNDS

#### UNRESTRICTED FUNDS

	<b>Main account</b>	<b>Magazine</b>	<b>Hall</b>	<b>Little Fishes</b>	<b>Total</b>
At 1 January 2021	153,411	1,018	-905	0	153,524
Surplus/(Deficit) for the year	-51,094	3,015	-505	389	-48,195
Transferred to main account	-631	-3,480	4,500	-389	0
At 31 December 2021	<u>101,686</u>	<u>554</u>	<u>3,090</u>	<u>0</u>	<u>105,329</u>

#### RESTRICTED FUNDS

	<b>Churchyard</b>	<b>Heating</b>	<b>Church Fabric</b>	<b>Flower</b>	<b>Total</b>
At 1 January 2021		0	0	1,262	1,262
Income	1140	28000		680	29,820
Expenditure	-1140	-28,000		-367	-29,507
At 31 December 2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,574</u>	<u>1,574</u>

#### ENDOWMENT FUNDS

	<b>Lorraine Legacy  (upkeep of churchyard)</b>	<b>Malcolm &amp; Callear Legacies (upkeep of churchyard)</b>	<b>St Mark's Repair Charity (fabric repairs)</b>	<b>Stuart Trust (fabric repairs)</b>	<b>Total</b>
At 1 January 2021	21,798	15,939	1,621	2,017	41,376
Investment income	632	462	48	59	1,202
Transferred to main account	-632	-462	-48	-59	-1,202
Increase in value of funds	3,118	2,280	230	286	5,914
At 31 December 2021	<u>24,916</u>	<u>18,219</u>	<u>1,851</u>	<u>2,303</u>	<u>47,290</u>

## **HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **Accounting framework**

The accounting, auditing and reporting regime for Church of England PCCs, is contained in the following documentation:

- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 102)

In addition, financial statements for PCCs must be prepared in accordance with the following:

- The PCCs (Powers) Measure 1956
- The Church Representation Rules (CRRs)
- The Church Accounting Regulations 2006,

which form the link between the CRRs and the requirements of the Charities Act

#### **Accounting Policies**

##### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at fair value.

#### **INCOMING RESOURCES**

##### **Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when: the PCC becomes legally entitled to the use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

##### **Fundraising costs**

Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

##### **Grants and donations**

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

##### **Gift Aid Tax claims, etc., on cash donations**

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Rental income**

Rental income from the letting of the church hall and library is recognised when the rental is due.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

(continued)

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### Governance costs:

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### ASSETS

##### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. The parish have maintenance responsibility for the consecrated land/buildings and certain other (benefice) properties within the parish. The Charities Act 2011 states in Section 10(2) that benefice property (subsection (a) and consecrated property (sub-section (c)) are removed from the definition of charity for the purposes of the Act. Therefore these assets should not be included in the financial statements though they may be referred to in the notes. Costs associated with the maintenance or improvement of such assets will be written off in the year they are incurred. This exclusion includes the parsonage house.

##### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Buildings\* Nil
- Fixtures & Fittings 5 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

##### Investments

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### FUNDS

##### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

**St. Mark's Church**

**Highcliffe**

**Annual Financial Statements**

**of the**

**Parochial Church Council**

**For the year ended 31 December 2021**

Incumbent: The Reverend Veronica Brown

Independent Examiner: Sue Wintle FMAAT

Solicitors: Aldridge Brownlee, Highcliffe

Bankers: HSBC, Christchurch

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### Independent Examiner's report to the trustees of the Highcliffe Parochial Church Council

I report on the accounts of the charity (no. 1150249) for the year ended 31 December 2021 which are set out on pages 1 to 8.

#### 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 Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians. 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 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 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.

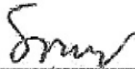
#### Independent examiner's statement

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

(1) which gives me a reasonable cause to believe that in any material respect the requirements:

- \* to keep accounting records in accordance with section 130 of the Charities Act; and
  - \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Sue Wintle FMAAT

27 Bascott Road  
Wallsdown  
Bournemouth  
Dorset  
BH11 8RJ

Date:

23-02-2022

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			Funds 2021	Funds 2020
		£,000	£,000	£,000	£,000	£,000	£,000
<b>Income and endowments from:</b>							
Donations and legacies		90	-18	29	0	101	225
Charitable activities		13	0	0	0	13	9
Other trading activities		-1	0	0	0	-1	-7
Investment income		0	0	0	1	1	1
<b>Total</b>		<b>103</b>	<b>-18</b>	<b>29</b>	<b>1</b>	<b>116</b>	<b>228</b>
<b>Expenditure on:</b>							
Charitable activities		136	-3	29	1	163	168
<b>Total</b>		<b>136</b>	<b>-3</b>	<b>29</b>	<b>1</b>	<b>163</b>	<b>168</b>
Net gains/(losses) on investments					6	6	3
<b>Net income/expenditure</b>		<b>-33</b>	<b>-15</b>	<b>0</b>	<b>6</b>	<b>-42</b>	<b>63</b>
Total funds brought forward		67	86	1	41	196	133
<b>Total funds carried forward</b>		<b>34</b>	<b>71</b>	<b>2</b>	<b>47</b>	<b>154</b>	<b>196</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

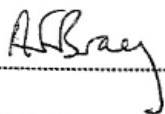
## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds		Restricted	Endowment	Total	Total
		General	Designated	Funds	Funds	Funds	Funds
						2021	2020
<b>Income and endowments from:</b>							
<b>Donations and legacies</b>							
Planned giving		49,926				49,926	45,664
Gift aided giving		3,606				3,606	3,580
Income tax recoverable		15,736				15,736	20,323
Cash collections		4,329				4,329	2,855
Donations		3,753	209	1,140		5,102	37,220
Legacies and Grants		12,796	-18,000	28,000		22,796	46,050
Grants from Friends of St Mark's						0	69,259
		<b>90,145</b>	<b>-17,791</b>	<b>29,140</b>	<b>0</b>	<b>101,494</b>	<b>224,950</b>
<b>Charitable activities</b>							
Charitable trading		292				292	407
Fees		9,398				9,398	6,534
Net income from Little Fishes		389				389	312
Flower fund				313		313	307
Profit from parish magazine	1	3,015				3,015	1,715
		<b>13,094</b>	<b>0</b>	<b>313</b>	<b>0</b>	<b>13,407</b>	<b>9,274</b>
<b>Other trading activities</b>							
Non Charitable trading		0				0	0
Profit from parish hall letting	2	-505				-505	-7,149
		<b>-505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-505</b>	<b>-7,149</b>
<b>Investment income</b>							
		7			1,202	1,208	1,234
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1,202</b>	<b>1,208</b>	<b>1,234</b>
<b>Total</b>		<b>102,741</b>	<b>-17,791</b>	<b>29,453</b>	<b>1,202</b>	<b>115,604</b>	<b>228,310</b>
<b>Expenditure on:</b>							
<b>Charitable activities</b>							
Clergy expenses		579				579	1,393
Upkeep of church		6,800	120		107	7,026	13,590
Upkeep of services		1,065	89			1,154	449
Upkeep of churchyard		9,137		1,140	1,095	11,372	16,384
Land Purchase/Refurbishment of hall		0				0	-334
Utilities & Telecom		7,381				7,381	3,586
Lay staff and organists		7,854				7,854	6,594
Common Mission Fund		94,811				94,811	89,719
Evangelism		333				333	267
Children's work		379				379	172
Grants and charities	3	2,579				2,579	5,180
Administration		3,083				3,083	3,211
Training		0				0	0
Accountancy fees		300				300	450
Depreciation	4	1,429	-2,794	28,000		26,635	27,586
<b>Total</b>		<b>135,729</b>	<b>-2,585</b>	<b>29,140</b>	<b>1,202</b>	<b>163,486</b>	<b>168,247</b>
Net gains/(losses) on investments					5,914	5,914	2,647
<b>Net income/expenditure</b>		<b>-32,989</b>	<b>-15,206</b>	<b>313</b>	<b>5,914</b>	<b>-41,968</b>	<b>62,710</b>
Total funds brought forward		67,353	86,171	1,262	41,376	196,162	133,452
<b>Total funds carried forward</b>		<b>34,364</b>	<b>70,965</b>	<b>1,574</b>	<b>47,290</b>	<b>154,194</b>	<b>196,162</b>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AT 31 DECEMBER 2021

	Notes	2021	2020
<b>FIXED ASSETS</b>			
Tangible assets	4	76,784	103,419
Investments		<u>47,290</u>	<u>41,376</u>
		124,074	144,795
<b>CURRENT ASSETS</b>			
Debtors	5	4,679	3,356
Short term deposits	6	23,048	45,291
Cash at bank and in hand	7	<u>12,180</u>	<u>10,733</u>
		39,906	59,380
		<u>163,980</u>	<u>204,175</u>
<b>CURRENT LIABILITIES</b>			
Creditors falling due in one year	8	8,810	7,352
Income received in advance	9	<u>976</u>	<u>661</u>
		9,786	8,013
		<u>154,194</u>	<u>196,162</u>
<b>TOTAL NET ASSETS</b>			
		<u>154,194</u>	<u>196,162</u>
<b>FUNDS</b>			
	10		
Unrestricted funds		105,329	153,524
Restricted funds		1,574	1,262
Endowments		<u>47,290</u>	<u>41,376</u>
		<u>154,194</u>	<u>196,162</u>



A.F. Bray  
Treasurer

**HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. PARISH MAGAZINE ACCOUNTS**

<b>RECEIPTS</b>	<b>2021</b>		<b>2020</b>	
Sales and donations	639		435	
Advertising	<u>2,668</u>		<u>1,506</u>	
		3,306		1,941
<b>PAYMENTS</b>				
Stationery and bank charges	245		180	
Church news services	<u>46</u>	291	<u>46</u>	226
<b>Surplus for the year</b>		<u>3,015</u>		<u>1,715</u>

**2. PARISH HALL LETTING ACCOUNTS**

<b>RECEIPTS</b>	<b>2021</b>		<b>2020</b>	
Regular Lettings	11,143		8,724	
Ad Hoc Lettings	2,138			
Donations	<u>0</u>		<u>3</u>	
		13,281		8,727
<b>PAYMENTS</b>				
Cleaning	3,884		2,009	
Licences	216			
Electricity and water	3,930		6,079	
Repairs	495		2,561	
Stationery and bank charges	9		80	
Staff	<u>5,253</u>		<u>5,146</u>	
		13,786		15,876
<b>Surplus for the year</b>		<u>-505</u>		<u>-7,149</u>

**3. GRANTS AND CHARITIES**

	<b>2021</b>	<b>2020</b>
The Poppy Appeal	192	35
Foodbank	660	2,840
The Childrens Society (Christmas)	59	-
Christchurch Deanery Synod Kinkiisi account	1,447	1,869
A Rocha	172	-
Toilet Twinning	-	34
Christian Aid	50	-
Salvation Army Homeless	-	103
Dorset Air Ambulance	-	100
Julia's House	-	100
The Honey-pot Children's Charity	-	100
	<u>2,579</u>	<u>5,180</u>

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)

4. TANGIBLE ASSETS	Heating	Office & garden equipment	Sound system	Security system	Kitchen	Screens & projector	Total
<b>Cost</b>							
At 1 January 2021	122,851	7,100	7,143	2,884	11,731	6,844	158,553
Additions							0
	<u>122,851</u>	<u>7,100</u>	<u>7,143</u>	<u>2,884</u>	<u>11,731</u>	<u>6,844</u>	<u>158,553</u>
<b>Depreciation</b>							
At 1 January 2021	24,570	7,100	4,549	2,884	9,187	6,843	55,134
Charge for the year	24,570	0	1,429	0	636	0	26,635
At 31 December 2021	<u>49,140</u>	<u>7,100</u>	<u>5,978</u>	<u>2,884</u>	<u>9,823</u>	<u>6,844</u>	<u>81,769</u>
<b>Net book value</b>							
At 31 December 2020	98,281	0	2,594	0	2,544	0	103,419
At 31 December 2021	<u>73,711</u>	<u>0</u>	<u>1,165</u>	<u>0</u>	<u>1,908</u>	<u>0</u>	<u>76,784</u>

5. DEBTORS		2021	2020
Magazine a/c	Expense Advance Payments	47	46
Hall a/c	Lettings Debtors	2,042	294
	Expense Advance Payments		
		<u>2,042</u>	<u>294</u>
Main a/c	Cash not cleared	1,961	2,605
	Gift Aid Accrual	176	253
	Expense Advance Payments		
			<u>17</u>
		<u>2,137</u>	<u>2,875</u>
Fees a/c	Debtors	453	142
		<u>4,679</u>	<u>3,356</u>

6. SHORT TERM DEPOSITS	Unrestricted	Restricted	Total
At 31 December 2020	45,291	0	45,291
At 31 December 2021	<u>23,048</u>	<u>0</u>	<u>23,048</u>

7. CASH AT BANK AND IN HAND	Unrestricted	Restricted	Total
At 31 December 2020	9,471	1,262	10,733
At 31 December 2021	<u>10,605</u>	<u>1,574</u>	<u>12,180</u>

8. CREDITORS		2021	2020
Hall a/c	Utilities	800	1,404
	Staff	513	599
	Cleaning	405	
	Licenses	216	
	Other	9	26
		<u>1,943</u>	<u>2,029</u>
Main a/c	Utilities	500	400
	Charities	59	113
	Staff and Organists	924	620
	Gardening	1,463	186
	Cleaning and repairs	221	242
	Stationery etc.	228	238
	Clergy Expenses	386	
	Independent Examiner	300	450
		<u>4,080</u>	<u>2,249</u>
Magazine a/c	Other	5	5
Fees a/c	Unprocessed Payments	2,782	3,074
		<u>2,782</u>	
		<u>8,810</u>	<u>7,352</u>

9. Income Received in Advance		2021	2020
Fees a/c	Wedding Deposits	661	661
Magazine a/c	Advert prepayment	315	-
		<u>976</u>	<u>661</u>

# HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021 (CONTINUED)

### 10. FUNDS

#### UNRESTRICTED FUNDS

	<b>Main account</b>	<b>Magazine</b>	<b>Hall</b>	<b>Little Fishes</b>	<b>Total</b>
At 1 January 2021	153,411	1,018	-905	0	153,524
Surplus/(Deficit) for the year	-51,094	3,015	-505	389	-48,195
Transferred to main account	-631	-3,480	4,500	-389	0
At 31 December 2021	<u>101,686</u>	<u>554</u>	<u>3,090</u>	<u>0</u>	<u>105,329</u>

#### RESTRICTED FUNDS

	<b>Churchyard</b>	<b>Heating</b>	<b>Church Fabric</b>	<b>Flower</b>	<b>Total</b>
At 1 January 2021		0	0	1,262	1,262
Income	1140	28000		680	29,820
Expenditure	-1140	-28,000		-367	-29,507
At 31 December 2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,574</u>	<u>1,574</u>

#### ENDOWMENT FUNDS

	<b>Lorraine Legacy  (upkeep of churchyard)</b>	<b>Malcolm &amp; Callear Legacies (upkeep of churchyard)</b>	<b>St Mark's Repair Charity (fabric repairs)</b>	<b>Stuart Trust (fabric repairs)</b>	<b>Total</b>
At 1 January 2021	21,798	15,939	1,621	2,017	41,376
Investment income	632	462	48	59	1,202
Transferred to main account	-632	-462	-48	-59	-1,202
Increase in value of funds	3,118	2,280	230	286	5,914
At 31 December 2021	<u>24,916</u>	<u>18,219</u>	<u>1,851</u>	<u>2,303</u>	<u>47,290</u>

## **HIGHCLIFFE PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **Accounting framework**

The accounting, auditing and reporting regime for Church of England PCCs, is contained in the following documentation:

- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice on Accounting and Reporting by Charities SORP (FRS 102)

In addition, financial statements for PCCs must be prepared in accordance with the following:

- The PCCs (Powers) Measure 1956
- The Church Representation Rules (CRRs)
- The Church Accounting Regulations 2006,

which form the link between the CRRs and the requirements of the Charities Act

#### **Accounting Policies**

##### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)). The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at fair value.

#### **INCOMING RESOURCES**

##### **Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when: the PCC becomes legally entitled to the use of the resources; and inflow of economic benefit is probable; and the monetary value can be measured with sufficient reliability.

##### **Fundraising costs**

Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

##### **Grants and donations**

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

##### **Gift Aid Tax claims, etc., on cash donations**

Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

##### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### **Rental income**

Rental income from the letting of the church hall and library is recognised when the rental is due.

##### **Investment income**

This is included in the accounts when receivable.

##### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## HIGHCLIFFE PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

(continued)

#### EXPENDITURE AND LIABILITIES

##### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

##### Governance costs:

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### ASSETS

##### Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements. The parish have maintenance responsibility for the consecrated land/buildings and certain other (benefice) properties within the parish. The Charities Act 2011 states in Section 10(2) that benefice property (subsection (a) and consecrated property (sub-section (c)) are removed from the definition of charity for the purposes of the Act. Therefore these assets should not be included in the financial statements though they may be referred to in the notes. Costs associated with the maintenance or improvement of such assets will be written off in the year they are incurred. This exclusion includes the parsonage house.

##### Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land Nil
- Buildings\* Nil
- Fixtures & Fittings 5 years

\*No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

##### Investments

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### FUNDS

##### Unrestricted Funds

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

##### Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.