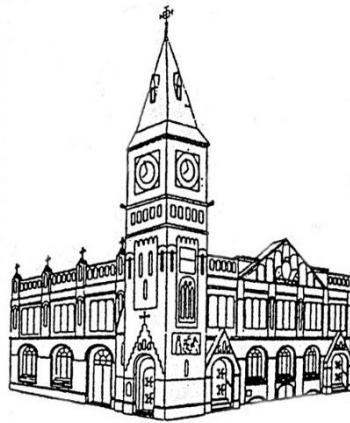


**The Parish of
Brighton**

The Chapel Royal



**Annual Parochial
Church Meeting
(APCM)**

14th April 2024

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Finance Report to be received at a later date following Independent Examiner Certificate. The PCC has agreed 2023 annual accounts as presented by the Parish Finance Officer.

1. Agenda

Parish of Brighton: The Chapel Royal, Sunday 14th April 2024.

Vestry Meeting

To elect two Churchwardens

Annual General Meeting

Prayers

1. Welcome
2. Apologies for absence
3. Minutes of Annual General Meeting 30th April 2023
4. Matters Arising
5. To receive Reports from:
 - Coffee Shop
 - Chapel Royal Concerts (LCCR) – Covered in Churchwarden's Report, p7
6. To receive Annual Reports of:
 - Churchwardens
 - Safeguarding
 - Deanery Synod
 - Building – Covered in Churchwarden's Report, p9
 - Electoral Roll
 - PCC
7. To receive the Annual Accounts for year ending 31st December 2023
8. To appoint an Independent Examiner for 2024/2025
9. To elect Deanery Synod members
10. To elect members to serve on the Parochial Church Council for 2024/25
11. Any Other Business
12. Date of next Annual General Meeting

2. Minutes for Annual Parochial Church Meeting 30th April 2023

MINUTES of the ANNUAL PAROCHIAL CHURCH MEETING

on Sunday 30th April 2023 at 11.30am

in the Chapel Royal, 164 North Street, Brighton, East Sussex BN1 1EA

24 people were in attendance and the list was on file.

Vestry meeting to elect Churchwardens

Father David Biggs acted as Chair. Having given thanks to God for the gift of Mary Woodhouse, we accepted her resignation from the position of Churchwarden. Hilary Niblett had been nominated as Churchwarden by Richard Lovett, and Margaret Croucher had seconded the nomination. Richard Lovett had been nominated as Churchwarden by Martin Mitchener, and Mary Woodhouse had seconded the nomination. Both nominations were unanimously agreed so Hilary Niblett and Richard Lovett were elected as Churchwardens for the coming year.

Annual Parochial Church Meeting

1. Welcome

Father David welcomed members of the PCC and congregation to the APCM.

2. Apologies for absence

Apologies for absence were received from Enid Lovett, Mark Laverick, Richard Lovett, Catherine Wilson and Roosa Herranen.

3. Minutes of the Annual Parochial Church Meeting on 1st May 2022

These had been published, together with the Annual Reports, and were agreed to be a true and accurate record of the meeting. Father David moved that the Annual Reports be accepted and this was unanimously agreed.

4. Matters Arising

There was none.

5. Reports

Reports on Evensong, Knit & Natter, the Coffee Shop and Chapel Royal Concerts (LCCR) had been received and published. Father James suggested a trial of a Sung, as opposed to a Choral, Evensong and this was agreed. Father David thanked everyone who helps to run the Coffee Shop, which attracts a lot of visitors.

6. Annual Reports

The Vicar's and Churchwardens' Annual Reports and those on Safeguarding, Deanery Synod, Building (covered in section 3 of the Churchwardens' Report and section 12 of the Vicar's Report), Electoral Roll and PCC had been received and published.

Richard had been able to find new contacts to replace those lost to us when our previous churchwarden, Paul Littlewood, died. Steve Pates had heard from Smith of Derby that 5th June had been tentatively earmarked for repairing the bell's striking mechanism, depending on delivery of replacement parts.

Father David noted that the hall was well used and every group had agreed to pay a slightly increased rent of £18 an hour.

7. To receive the Annual Accounts for year ended 31st December 2022

The PCC had agreed the annual accounts and these will be circulated when Maureen O'Hare has finished preparing them. Any questions may then be addressed to the Churchwardens.

8. To appoint an Independent Examiner for 2023/2024

Father David will finalise this appointment after the APCM.

9. To elect Deanery Synod Members

The Deanery Synod normally meets three or four times a year in order to discuss matters that affect the Deanery as a whole. The following had been elected to represent The Chapel Royal at Deanery Synod:

Roosa Herranen (proposed by Enid Lovett and seconded by Mark Laverick),
Jean Potter (proposed by Richard Lovett and seconded by Enid Lovett),
Stuart Jessop (proposed by Richard Lovett and seconded by Carly-May Kavanagh).

We are very thankful to Roosa, Jean and Stuart for agreeing to attend Deanery Synod and would, ideally, like a fourth member of the congregation to join them.

10. Election of members to serve on the Parochial Church Council for 2023/24

The following officers were elected at the APCM on 30th April 2023:

Father David Biggs, SCP (Vicar), by office
Mrs Hilary Niblett (Churchwarden)
Mr Richard Lovett (Churchwarden)
Ms Roosa Herranen
Mr Stuart Jessop
Mrs Jean Potter
Mr David Bishop
Mrs Caroline Brown (Hon. Secretary)
Mr Christopher Stringer-McGibbon (Organist), by office
Mrs Mary Woodhouse
Mr Mark Laverick (Lay Reader)
Mrs Enid Lovett
Mr Steven Pates
Mr Adam Englebright
Mrs Catherine Wilson
Father James Foley
Ms Carly-May Kavanagh

11. Any Other Business

Father David reminded us how fortunate we are in this parish to have so many people prepared to help with everything and expressed his thanks to everyone for whatever they do and how they do it! The AA people were so grateful for the use of our building and they appreciate its spirituality. Post-Covid, things felt almost normal again - but not quite.

12. Date of next Annual Parochial Church Meeting

This will be held on Sunday 14th April 2024.

3. Churchwardens' reports

Report to the APCM by Hilary Niblett, Churchwarden, April 2024

I cannot believe I have been doing this job, for nearly a year, and I'd like to thank, Richard Lovett, David Bishop, and especially Mary Woodhouse. There have been changes in the last year, mainly with Father David retiring, this was a sad time for all of those in Chapel Royal. However, CR had a great leaving service and a joyous party afterwards for Father David. Another person to leave was our administrator Martin Mitchener, the churchwardens had a successful, recruitment drive, and we found Sulann who has taken over from Martin, and has been doing the job for a month now, Sulann has quickly become part of the CR team.

Events and relaunch of the Coffee Shop

The first social event was the King's Coronation party, it was a great afternoon, and community event. We also held a shared lunch in the middle of July, at both events we had lots of lovely food and raffles, that boosted church funds and went to the clapper fund. Our Wednesday midweek service is extremely well attended, and attracts 20 to 25 churchgoers. This is fast becoming a very successful part of Chapel Royal, weekly life. Once per month we have fish and chips at a local restaurant, and we have at least 15 people attending. Wednesdays attract many people, and the coffee afterwards has brought in a member of the fire brigade to give us a talk, to keep us all safe with fire alarms, etc. Chapel Royal held a Macmillan Coffee morning on a Wednesday in late September, this was very well attended with many delicious cakes and scones, everyone baked and helped and we had another raffle. The coffee shop was relaunched in September, which has been a great decision, and all the funds go towards the Chapel Royal, so my thanks to the coffee shop team, and especially to Pat Drake and Steve Pates, who have given much of their time and expertise. Another great idea was to open the coffee shop for the Tuesday classical concerts, this has much boosted the funds for the Church, and has been valued by the organisers of the concerts. The Chapel Royal, had a Christmas fair in early December, the bottle tombola and coffee shop did extremely well, and my thanks to those who helped making another successful event. This was a great start to our Christmas events. Chris Stringer-McGibbon and myself decided to have Christmas flower displays, and we managed to raise enough money for two huge displays in memory of those close to us, and no longer with us at Christmas time. Mothering Sunday, was full of primulas to give out to all of those in the congregation, they made a colourful display, in the middle of lent.

Once again, Chris has organised flowers for Easter, and many have already donated, for the memory of a loved one.

The Future

Chapel Royal, is going to hold a mini spring fair, the end of April, and the same time the coffee shop is open. Saturday is a great time to be able to bring in different and diverse people into the church, and is part of CR's ministry. Richard has been very hardworking, and I will be sorry to see him leave. He has found for us many supportive clergy, which has kept CR going through a difficult period, and I for one will miss him.

Hilary Niblett, Churchwarden

Report to the APCM by Richard Lovett, Churchwarden, April 2024

This will be my last report as Churchwarden, as I will be standing down from the post. It has really been another eventful year at Chapel Royal with all sorts of things going on! Hilary Niblett took over from Mary, as my fellow Churchwarden at the APCM, and has ably taken to the task - although there doesn't seem to be a revival of the Knit and Natter group! About this time last year Father David informed the Wardens and the PCC that he would be retiring as our Parish Priest in October 2023. With this news we started to prepare for the Vacancy and to recruit a replacement for Fr D. In June 2023, a small group met at The Whiteways Centre in Rottingdean to commence on the task of creating a Parish Profile - the document which is submitted to the Archdeacon, and Bishop Martin, and forms the basis of the advertisement for the post. Archdeacon Martin attended a PCC meeting in September 2023, and came bearing bad news that the Bishop had decided that we would not be getting a Priest to replace Father David, and that ways were being explored as to where Chapel Royal would progress in the future. He cited reasons which were mainly financial for this decision. Obviously, we were pretty shocked by the decision, as Chapel Royal has thrived in many ways where other churches haven't. Fortunately, with the ensuing outcry from other churches in the Deanery, supported by a letter to Bishop Martin from your Wardens, outlining a very strong case for a Priest to be appointed to the Parish, the decision was reversed. We were informed that the Bishop would be looking to appoint a part-time Priest in Charge with a House for Duty. We then continued with the work on the Parish Profile, and this was submitted, along with the job description to the Archdeacon in early February of this year. In conjunction with this we applied for, and were accepted as

members of Inclusive Church. Father David retired at the beginning of October. His final Mass was a glorious celebration of his Ministry here (tinged with sadness of course), with nigh on 120 people in the Congregation. Afterwards we had a lovely party with lots of presents for Fr D. In the months since Father David's retirement, we have been blessed by the response from the local Clergy to provide cover to maintain our Sunday and Wednesday Masses. Fr James Foley has been conducting a service of Morning Prayer on the fifth Wednesday of each month. Attendance at Mass has held up very well, considering we are in a vacancy. We are also privileged that we can share our building with the 12 step programmes that meet here nearly every day, providing vital support and assistance to our brothers and sisters coping with addictions.

The Building

We are blessed to be able to meet to worship in a beautiful historic Grade II listed building. However, like all old buildings it does need its share of maintenance. In the past year we have carried out:

June 2023 - repairs to the clock chimer and bell;

November 2023 and January 2024 - repairs to the roof following storm damage;

January 2024 - resealing of Flue exhaust on the roof following ongoing issues with central heating boilers.

Plus the routine inspections and testing of the Lightning protection system, Fire extinguishers, and routine Electrical appliance safety checks (PAT testing).

There have also been minor repairs to plumbing and sanitary ware carried out.

The Future

As I stand down after a very busy four years as Churchwarden, I have been thinking of future events that the Wardens and new PCC need to plan for:

The Heating System - The boilers are rapidly becoming uneconomical to maintain, and will need replacing. While some of the cost will need to be carried by Chapel Royal, there are grants available for replacing the current system with more eco-friendly non-fossil fuel burning systems.

IT - revisit installing High speed Broadband - we had a quote for this from City Fibre in 2022 at a cost of approx £1000. Updating of Office computers and backup systems.

We should also look at setting up a 'Greeters' rota for welcoming on Sunday mornings, and revisit opening up the Church to visitors a couple of times a week.

Thanks

To Father David for his faith in asking me to take on the role after the sudden death of Paul, and for his continued support up to his retirement.

Thank you to Hilary, my fellow Churchwarden for taking on the role in what has been a turbulent year for us, and Mary her predecessor, who has continued to give us great support.

To David for stepping up as Deputy Warden, and for all his hard work in the Sacristy and serving.

To Steve for keeping the Church clock on time and project managing the repairs and service.

To Caroline Brown for her excellent shorthand.

To all the PCC for their support through the year.

To Chris Stringer McGibbon for his valuable contribution in sorting the music each week, and his organ playing. To Adam Englebright for playing when Chris is not available, and to Sue Mileham-Paine for playing at our Wednesday Mass.

To Julian, our architect, and the DAC staff at church house for their assistance and advice in keeping our building in a healthy state.

To Martin Mitchener for his brilliant work as our Administrator, and to Sulann who has now taken up the reins on Martin's retirement.

To Maureen for looking after the money, and Stuart for doing the banking and adding up.

To Caroline Boone for keeping us refreshed on a Wednesday.

And to all our lovely Church Family for being with us, and supporting us. Without them, there wouldn't be a Chapel Royal.

Special thanks to my wife, Enid for her support, forbearance, and patience over the last four years.

And if there's anyone I've forgotten, Thank you.

Richard Lovett, Churchwarden

4. Safeguarding report

The Parish Safeguarding Officer (PSO) for the year was Angie Lynn.

The Safeguarding Policy statement and Expressing Safeguarding Concerns document are displayed in the church.

There is a dedicated email address: safeguarding.chapelroyal@gmail.com to facilitate contacting the safeguarding officer confidentially with any concerns.

The overarching aim of safeguarding at the Chapel Royal is to manage any issues through informed vigilance. It is the responsibility of all members of the congregation to be watchful in ensuring the safety of all members of the Chapel Royal community, especially children, young people and vulnerable adults.

Issues

The management of specific incidents is a shared responsibility, and information is shared regarding individuals on a 'need to know' basis, to maintain both safety and confidentiality. Where necessary police and probation services have also been involved.

The PSO would like to thank Fr David, the members of the congregations and in particular the Churchwardens for their vigilance and support.

Angie Lynn, Parish Safeguarding Officer

5. Deanery Synod report

Minutes of the Synod at St Andrew's, Moulsecoomb on Tuesday 5th March 2024

The meeting was chaired by the Rev Emma Ham Riche introduced herself to Synod and said that she had been appointed Rural Dean on 1 March.

Welcome

The Rural Dean thanked Rev Will Leaf for a very peaceful and thoughtful service of evening prayer and for hosting the Synod at St Andrews.

A welcome was extended to Asha Mainwaring the Schools team leader at the Brighton and Hove City Mission who was the guest speaker; Rev Mark Rodger Associate Vicar at All Saints, Patcham; Rev Fr John Blackburne licensed to St Michael and All Angels. Rev Tim Edge (St Luke's, Prestonville) was also welcomed as the PTO representative on Synod.

Attendance and apologies

Apologies were received from 16 members of Synod (clergy 6, laity 10). There were 37 members of Synod present (Clergy 14, Laity 23). There were 3 guests at Synod including the guest speaker.

Moving forward

A presentation by Asha Mainwaring, the Schools Team leader at Brighton and Hove City Mission.

Asha explained the Mission undertook several activities in schools:

- Harvest
- Christmas
- Easter
- HOTP (Hot off the press)
- Monthly Themed Assemblies
- RE Days
- Prayer Spaces
- Lunch Clubs
- Youth After School Drop-In
- Youth Lunch Drop-In
- It's Your Move
- Ad-hoc projects like 'Donate a Day'

Asha spoke in detail about the work currently being done in faith and non-faith schools. She asked for prayer, participation and partnership and hoped that more volunteers would come and support the school's team so that they could do more across the city.

There were a number of questions from the floor; from asking Asha who should be approached to find out if there was a prayer space at a school, to whether many schools approached the Mission for help and how the City Mission fitted in with all the other agencies in the city. Asha said they were struggling to fit in all the requests they received and desperately needed more volunteers. She also said the City Mission saw itself as the middleman between church and school.

The Rural Dean thanked Asha for her presentation.

Synod then spent about 10 minutes in small groups working out how parishes could participate in the work, to reflect on what had been said and to think about prayer and what an aspirational target might be for their parish.

Minutes of the last Synod on 30th November 2023

These had been published and were agreed to be a true and accurate record of the meeting. The approval of the minutes was proposed by Mrs Gill Burt (St Laurence, Falmer) and seconded by Ms Sue Mileham-Paine (St Laurence, Falmer).

Matters Arising

There was an update on the proposed closure of St Bartholomew's CE Primary School. A statement was read by Rev Emma:

Last night the full Council met to make a decision about the proposed closure of St Bartholomew's School. They voted in favour of the proposal:

32 for closure

10 against

1 abstention

The governing body remains deeply concerned that proper planning has not been carried out and that a smooth transition for a significant number of our pupils is unlikely. This is a pupil body which includes:

- 50% disadvantaged (66 pupils)*
- 54% non-white British (71 pupils)*
- 40% EAL (53 pupils)*
- 33% SEN(D) (43 pupils)*
- 9% EHCP (12 pupils)*

There is one further option open to the school and that is requesting a referral to the Schools Adjudicator. The governing body are giving this serious consideration and are taking legal advice on the matter.

Please keep everyone involved with the school in your prayers as the process of closure gets underway and as we contemplate the option to appeal this decision.

Deanery Finances the Deanery Treasurer

The Treasurer was not at the meeting and the Rural Dean said that she would share what had been sent through to the Standing Committee. The pledges for 2024 were not dissimilar to those made in 2023 but parishes were not becoming self-financing quickly enough and ultimately this could lead to longer vacancies or merging of parishes. Overall, the Parish Ministry Costs (PMC) figures for Brighton were up but as a percentage they were down.

The Rural Dean's updates

Rev Emma thanked both the Assistant Rural Dean, Rev Helen Garratt and, in his absence, the Lay Chair Mr Martin Auton Lloyd for holding the fort during the Deanery vacancy. They were given a round of applause.

Rev Louise Oliver is to be licensed to St Nicholas, Saltdean on 11 March

Bishop Martin has appointed Rev 'Buff' Forbes Stone (St Luke's, Prestonville) as the Diocesan Environmental Officer.

APCMs

- 1 Diocese wrote on 26th February reminding parishes of requirements
2. A number of parishes have vacancies for Deanery reps – please try and fill them
3. Anybody standing down does so with effect from the 30th June
4. Anyone filling a vacancy will stand from 1st July until 1st July 2026. If the Secretary is notified of the name and contact details they will be invited as guests to the June Synod (to ensure continuity).

Elections to Diocesan Synod are due in the summer. As a Deanery we are eligible to elect 7 members of laity and 12 members of clergy.

There's to be a free afternoon of Good News with Rico Tice – 27th April, Bishop Hannington Church 3.00-4.30pm. Free booking through Eventbrite. This event fits in with the Deanery Mission Action Plans the publicity flyer is annexed.

We urgently need not only a Deanery Secretary but now that Rev Emma has been appointed Rural Dean, an assistant Deanery Secretary as well. Carole's last Synod as secretary is in September - this timescale will not be extended. One post is for laity and other clergy.

Parish and Deanery ECO Champions

The Rural Dean introduced Rev Buff Stone (associate vicar at St Luke's, Prestonville) as the newly appointed Diocesan Environment Officer

Rev Buff Stone asked why does God's Creation matter to us and the answer was that "The earth is the Lord's, and everything in it, the world, and all who live in it" (Psalm 24.1) and that "God saw everything that he had made, and indeed, it was very good" (Genesis 1.31).

In referring to the greenhouse gas emissions (air travel/oil, gas and coal/transportation/agriculture and waste/industry and buildings) effect Rev Buff said that this was like a bath being filled too full with hot water. If you don't let the plug out or make the plug hole bigger you have an ecological crisis. Only half of Green House Gases (GHGs) are absorbed by trees, plants, soil and oceans; half of GHGs stay in our atmosphere for decades to 100s of years The solution is to turn off the tap (using

electric cars/cycling/ using electric/wind and wave power and widen the plughole as well (protecting and growing healthy forests and soils).

Here are 4 Principles:

1. Well thought out actions reduce our impact
2. There is no neutral ground
3. We act individually and together influence others
4. Collaboration is the key!

Rev Buff said that she was looking for a Deanery ECO representative and the Rural Dean said that if anyone came to mind who could fill these roles then please speak contact Rev Buff Stone.

Plans for the June Synod.

The next Synod will be held at St Laurence Falmer on Wednesday 5th June. There are plans to arrange something on youth hubs being re-launched in the Diocese, which support staff and volunteers working with children and young people in the Diocese. Catherine Halloran the Deanery Co-ordinator has agreed to attend.

Closing prayers

The Rural Dean closed the meeting by inviting those present to join together in the grace.

Standing Committee and Synod dates for 2024

SC 2	Tuesday 14th May	Zoom
Synod 2	Wednesday 5th June	St Laurence, Falmer
SC 3	Thursday 5th September	Zoom
Synod 3	Thursday 26th September	All Saint's, Patcham
SC 4	Wednesday 6th November	Zoom
Synod 4	Wednesday 27th November	St Paul's

6. Building report

Covered in Churchwardens Report on page 9.

7. Coffee shop report

Café Royale opens every Saturday, except in August, from 11am to 2pm for tea, coffee, home-made cake, scones, sandwiches and toast. Prices increased by approximately 50% in September after staying the same for many years.

Angie Lynn stepped back from coordinating Café Royale in July 2023 after 15 years engagement. We record huge thanks for Angie's long-standing service as star baker, for liaising with local charities and for organizing a team of volunteer helpers from Chapel Royal including a helper from the Outlook Foundation for learning-disabled young people. The coordinator is now Pat Drake with Steve Pates looking after expenses and continuing as star baker.

We record thanks to everyone who has helped keep Saturday café open. The regular team Pat Drake, David Farrer, Stuart Jessop, Steve Pates are ably assisted by Peter Barrett, Annie Brumfitt, Hilary Niblett, Fran Reynolds, and with help this year also from Caroline Boon, Caroline Brown, Margaret Croucher, Rosemary Mitchener, Jean Potts, Marie Roda, Christine Rowell, and Angie Lynn who we welcome back on 5th Saturdays.

Café Royale is an important part of Chapel Royal outreach ministry, and helps:

- Foster good relationships with the local community.
- Increase footfall to the church and awareness of our presence in Brighton.
- Offer a low-cost and friendly meeting place for local people.
- Offer work experience to differently-abled young people.
- Raise funds for charitable projects.

Since the pandemic it has been impossible for local charities to work in the same way as previously. Charities are unable to provide volunteers to staff the Café to raise funds for themselves. The Chapel team of volunteers decided, despite staffing difficulties, to continue opening the Café, and for proceeds for the months September – December 2023 to go to the Chapel Royal funds, pending a revised outreach policy for 2024. Continuing has also proved valuable in keeping the church open during the interregnum but has required significantly more work from the volunteers who are now on duty for two Saturdays per month instead of one, and who are extending their baking skills.

In November 2023 it was agreed in principle that from January 2024 proceeds from Café Royale should include outreach giving and special project donations. It was also agreed to try out providing café at Tuesday lunchtime music concerts with proceeds going to the Chapel.

During the year 2023-24, after expenses, the Café Royale raised over £2000 for the Chapel Royal and over £500 for local charities. In 2024 we have secured agreement with three charities: Freedom from Torture, St Lazarus and Friends of Brighton and Hove Hospitals to take a month each for fundraising, in June, October and November.

Future developments need to include:

- Developing baking skills to take some of the cake load from Steve.
- Checking food service certification requirements.
- Checking safeguarding practice.
- Steve Pates is the only person available on Tuesdays to look after the lunchtime concerts. We need more volunteers and anyone who thinks they might be able to help should chat to Steve or Pat. There's no need to take full responsibility, extra pairs of hands help enormously.

We are extremely pleased to report to the APCM that we've been able to increase our reach on Saturdays and Tuesdays as we welcome visitors into the building many of whom haven't been before and who comment on its beauty and peace in the middle of the city. I would like to record thanks to everyone who has worked so hard to keep the Café Royale successfully open.

Café Royale Monies April 2023 - 2024

Month	Saturday Takings	Tuesday. (Concert) Takings	Chapel Expenditure (coffee, tea, cleaning etc)	Volunteer baking expenses	Volunteer shopping	Proceeds to Chapel	Proceeds to Charity	Comments
Apr-23	£289.82				£86.63		£203.19	St Lazarus
May-23	£203.53				£47.29	£156.24		Chapel Royal
Jun-23	£180.28				£62.48		£117.80	Friends of Brighton & Hove Hospital
Jul-23	£272.59				£54.78		£217.81	St Lazarus
Aug-23								CLOSED
Sep-23	£315.09			£33.94	£37.10	£244.05		Price Increase
Oct-23	£341.41			£28.00	£40.90	£272.51		Craft Fair
Nov-23	£266.33			£20.66	£23.79	£221.88		
Dec-23	£479.88			£48.50	£42.04	£389.34		Christmas Fair

Jan-24	£379.23	£197.57	£5.50	£52.34	£68.54	£455.92		Cost of coffee about £200 for three months not included
Feb-24	£329.45	£157.60		£17.85	£67.42	£401.78		
Mar-24								
Totals	£3,057.61	£355.17	£5.50	£201.29	£530.97	£2,141.72	£538.80	

Pat Drake

8. LCCR - Tuesday concerts

Covered in Churchwarden's report, p7.

9. Electoral Roll report

This year the Electoral Roll is 83.

Since last year, when the total was 95, 1 name has been added and 13 removed.

These are mainly people who no longer worship at Chapel Royal.

The Electoral Roll for

Next year 2025 there will be a full revision of the Electoral Roll

Enid Lovett, Electoral Roll Officer

10. PCC annual report

The Finance Report is to be found in a separate document

Trustees Report April 2023/24

The Parochial Church Council of The Parish of Brighton: The Chapel Royal

Membership 2023/24

Father David Biggs, SCP (Vicar), by office (Retired October 2023)

Mrs Mary Woodhouse (Churchwarden)

Mr Richard Lovett (Churchwarden)

Mrs Caroline Brown (Hon. Secretary)

Mr Christopher Stringer, by office

Mr Mark Laverick (Lay Reader)

Mr David Farrer

Mr Steve Pates

Mr David Bishop (Deputy Churchwarden)
Mr Adam Englebright
Father James Foley
Mrs Hilary Niblett
Mrs Enid Lovett
Ms Catherine Wilson
Ms Roosa Herranen

By agreement of a Special Annual Parochial Church Council (PCC) meeting in 2009 with the formation of the new Parish of Brighton: The Chapel Royal, the PCC shall consist of two Churchwardens and 9 elected members unless a subsequent APCM changes this. All Hon. Assistant clergy are welcome to attend PCC meetings and speak, sharing their insights and wisdom, but they have no voting powers. At each meeting of the PCC, the Finance and Safeguarding reports were also on the agenda for presentation and discussion.

The Parochial Church Council as Trustees met on the following dates:

4th June 2023

Appointment of officers
Vicar's report
Electoral roll
Non-safeguarding non-serious incidents
Building and sound system repairs
Social events
Windrush celebration as part of Refugees' Week

3rd September 2023

Appointment of new parish priest – Archdeacon Martin
Election of PCC Joint Lay Chairs
Tower clock bell
Churchwardens' reports
Application to join Inclusive Church

This was the last PCC meeting chaired by Father David Biggs, who retired in October 2023.

22nd October 2023

Churchwardens' reports
Proposal to increase parish share
List B permission to carry out remedial roof repairs
Appointment of Parish Administrator
Lay Ministers of Communion
Deanery Synod
Christmas services
Christmas Fair
Saturday Coffee Shop
Resignation from PCC of Father James Foley

14th January 2024

Suspension of Presentation – Archdeacon Martin
Parish Profile
Heating system

18th February 2024

Parish Profile
Presentation of annual accounts for year ended 31st December 2023
Banking mandate and signatories
Building report – retrospective List B permission and recent boiler works
Spring Market
Martin Mitchener's retirement as Parish Administrator
Ash Wednesday service
Contactless SumUp Air Card Reader
Mothering Sunday
Holy Week services
Electoral roll

End of APCM report

**God of compassion,
be close to those
who are ill,
afraid,
or in isolation.
In their loneliness,
be their consolation;
in their anxiety,
be their hope;
in their darkness,
be their light;
through him who suffered
alone on the cross,
but reigns with you in glory,
Jesus Christ our Lord.**

The Chapel Royal, Brighton
is a community
within the liberal catholic tradition
of the Church of England,
which is led by the Gospels
and works to inspire others
to come to faith
in Christ Jesus.

The community is dedicated
to maintaining a prayerful,
inclusive and diverse
Christian ethos
centred around
the Eucharist
with sacraments
at the forefront.



The Parish of Brighton

The Chapel Royal

CONTACTS

Email: office@chapelroyal.church

Parish Office Tel: 01273 328767



www.chapelroyal.church

Parish Priests

Safeguarding Officer

Angie Lynn

Email: safeguarding.chapelroyal@gmail.com

Churchwardens

Hilary Niblett

Richard Lovett

The Chapel Royal

164 North

Street

Brighton

BN1 1EA

Chapel Royal Brighton

April 2024

Registered Charity Number 1151007

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL
OF
CHAPEL ROYAL

FOR THE YEAR ENDED

31ST DECEMBER 2023**

PAROCHIAL CHURCH COUNCIL OF CHAPEL ROYAL, BRIGHTON

CC: 1151007

Accounting Policies

1. Accounting policies

a Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2006.

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remains unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

c Incoming resources

All incoming resources are accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned giving receivable is recognised only when received

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

All other income

All other income is recognised when it is receivable.

Gains and losses on investments

Realised gains are recognised when the investments are sold, unrealized gains and losses are accounted for on revaluation on 31st December 2023

d Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PCC OF CHAPEL ROYAL

Independent examiner's report to the trustees of The Chapel Royal

I report to the trustees on my examination of the accounts of PCC of Chapel Royal (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

.....
Christopher Robert Tyler FCA DChA FCIE

Date:

F1 CRT Limited

Flat 24 Wellingtonia Court

Brighton

East Sussex

BN1 6TD

Balance Sheet as at 31st of December 2022

	As at 31/12/2023	As at 31/12/2022
Fixed assets		
C501: Sale Mary Magdalen	277,276.61	253,432.73
C502: Cooper/Rawson	135,744.83	124,071.71
C503: Vicarage Fund CCLA	55,857.70	51,245.33
Total Fixed assets	468,879.14	428,749.77
Current assets		
6501: Bank current account	66,073.43	62,581.06
6505: Bank deposit account	-	-
6510: Chapel Royal CCLA(CBF) deposit account	103,381.09	98,845.10
6515: Vicarage bank Account	12,806.57	11,519.64
6520: Vicarage CCLA deposit account	-	-
ORGFUND: Organ Fund, Current Account	-	-
Z05: Accounts Receivable	-	-
Total Current assets	182,261.09	172,945.80
Liabilities		
6699: Agency collections	-	-
C201: Loans Received	-	-
C202: HMRC PAYE	-	-
Z04: Accounts Payable	-	-
Total Liabilities	-	-
Net Asset surplus (deficit)	651,140.23	601,695.57
Reserves		
Excess/(deficit) to date	9,315.29	15,446.33
Z01: Starting balances	658,606.44	643,160.11
Z02: Gains/(losses) on investment assets	(1,930.84)	(6,543.21)
Z03: Gains and losses own use	(14,850.66)	(50,367.66)
Total Reserves	651,140.23	601,695.57

Represented by Funds		
General (Unrestricted)	58,168.47	44,743.64
Designated	7,615.18	4,987.98
Restricted	442,964.59	409,571.96
Endowment	142,391.99	142,391.99
Total	651,140.23	601,695.57

Signature:

Name :

Richard Merrick
**RICHARD
MERRICK**

Date: 14/10/2024

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
Restricted	(621)	-	1,405	-	-	-	(2,027)
Sub-totals	(621)	-	1,405	-	-	-	(2,027)
ParStJohn							
Restricted	26,801	6,000	-	-	-	-	32,801
Sub-totals	26,801	6,000	-	-	-	-	32,801
Restore							
Restricted	835	-	-	-	-	-	835
Sub-totals	835	-	-	-	-	-	835
RHTADM							
Restricted	-	-	10,179	-	-	-	(10,179)
Sub-totals	-	-	10,179	-	-	-	(10,179)
RHTPCON							
Restricted	-	20,000	25,000	-	-	-	(5,000)
Sub-totals	-	20,000	25,000	-	-	-	(5,000)
St John's Grant for Parish Contribution							
Restricted	-	7,800	-	-	-	-	7,800
Sub-totals	-	7,800	-	-	-	-	7,800
StJohGrant							
Restricted	465	3,600	3,491	-	-	-	574
Sub-totals	465	3,600	3,491	-	-	-	574
StJohn30k							
Restricted	23,000	-	-	-	-	-	23,000
Sub-totals	23,000	-	-	-	-	-	23,000
Vicarage							
Restricted	84,612	1,526	664	-	-	-	85,474
Sub-totals	84,612	1,526	664	-	-	-	85,474
Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
General							
Unrestricted	44,743	37,299	40,159	-	4,612	11,673	58,168
Sub-totals	44,743	37,299	40,159	-	4,612	11,673	58,168
Totals	601,695	90,941	81,626	-	4,612	35,517	651,140

					Total	
	General	Designated	Restricted	Endowment	This year	Last year
Receipts from church activities Totals	10,687	-	-	-	10,687	10,937
Receipts Grand totals	37,299	3,426	50,216	-	90,941	107,029
Payments						
Cost of generating funds						
1730 - Costs of fetes & other events	206	277	-	-	483	161
C104 - Coffee Shop	-	521	-	-	521	124
Cost of generating funds Totals	206	798	-	-	1,005	286
Missionary and Charitable Giving						
1870 - Secular charities	465	-	-	-	465	1,495
Missionary and Charitable Giving Totals	465	-	-	-	465	1,495
Parish Share						
1910 - Ministry parish share etc	-	-	25,000	-	25,000	38,000
Parish Share Totals	-	-	25,000	-	25,000	38,000
Clergy and Staffing costs						
2050 - Salary of parish administrator	-	-	7,839	-	7,839	7,490
2120 - Council tax	1,503	-	-	-	1,503	1,517
2130 - Parsonage house expenses	239	-	-	-	239	-
2140 - Water rates - vicarage	239	-	664	-	904	173
C101 - Other Clergy Cost	634	-	-	-	634	43
Clergy and Staffing costs Totals	2,618	-	8,503	-	11,122	9,223
Church Running Expenses						
2301 - Church running - insurance	2,192	-	-	-	2,192	1,732
2320 - Organ / piano tuning	-	-	(73)	-	(73)	193
2330 - Church maintenance	14,939	-	1,405	-	16,344	24,148
2331 - Cleaning	342	-	3,491	-	3,834	4,256
2360 - Administration	5,195	-	2,340	-	7,535	3,991
2401 - Church running - electric	4,112	-	-	-	4,112	2,184
2410 - Church running - gas	6,479	-	-	-	6,479	3,012
C102 - Other Activities Expenses	1,258	-	-	-	1,258	454
C105 - Church Supplies	776	-	-	-	776	1,101
P102 - Fees Return to Diocese	732	-	-	-	732	524
Church Running Expenses Totals	36,029	-	7,163	-	43,193	41,598
Governance Costs						
2601 - Governance costs examination/audit fee	840	-	-	-	840	980
Governance Costs Totals	840	-	-	-	840	980
Payments Grand totals	40,159	798	40,667	-	81,626	91,583

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Payments Grand totals	40,159	798	40,667	-	81,626	91,583