

**The Parish of
Brighton**

The Chapel Royal



**Annual Parochial
Church Meeting
(APCM)**

11th May 2025

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1. Agenda

Parish of Brighton: The Chapel Royal, Sunday 11th May 2025.

Vestry Meeting

To elect two Churchwardens

Annual General Meeting

Prayers

1. Welcome
2. Apologies for absence
3. Minutes of Annual General Meeting 14th April 2024
4. Matters Arising
5. To receive reports from:
 - Coffee Shop
 - Chapel Royal Concerts (LCCR) – Covered in Churchwarden's report, p10
6. To receive Annual reports of:
 - Father Richard
 - Churchwardens
 - Safeguarding
 - Deanery Synod
 - Building – Covered in Churchwarden's report, p12
 - Electoral Roll
 - PCC
7. To receive the Annual Accounts for year ending 31st December 2024
8. To appoint an Independent Examiner for 2025/2026
9. To elect Deanery Synod members
10. To elect members to serve on the Parochial Church Council for 2025/26
11. Any Other Business
12. Date of next Annual General Meeting

2. THE CHAPEL ROYAL

MINUTES of the ANNUAL PAROCHIAL CHURCH MEETING

on Sunday 14th April 2024 at 11.30 am

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

29 people were in attendance and the list is on file.

Vestry meeting to elect Churchwardens

Richard Lovett acted as Chair and we accepted his resignation from the position of Churchwarden. Hilary Niblett had been nominated as Churchwarden by Mary Woodhouse, and Richard Lovett had seconded the nomination. David Bishop had been nominated as Churchwarden by Mary Woodhouse, and Hilary Niblett had seconded the nomination. Both nominations were unanimously agreed so Hilary Niblett and David Bishop were elected as Churchwardens for the coming year.

Annual Parochial Church Meeting

1. Welcome

Hilary Niblett took over as Chair, welcoming members of the PCC and congregation to the APCM. She thanked Richard warmly for all that he had done during four years as Churchwarden, stressed the importance of working as a team while we await the arrival of a priest, and expressed her gratitude to David, previously Deputy Churchwarden, for agreeing to replace Richard in this new role.

2. Apologies for absence

Apologies for absence were received from Mark Laverick, Chris Stringer-McGibbon, CM Kavanagh and Adam Englebright.

3. Minutes of the Annual Parochial Church Meeting on 30th April 2023

These had been published with the Annual Reports so Hilary moved that they be accepted as a true and accurate record. This was unanimously agreed.

4. Matters Arising

Pat Drake asked if accounts for the year ended 31st December 2023 had been circulated. Hilary explained that they had not yet been signed off by the Independent Examiner and our Finance Officer was currently abroad.

Pat proposed a vote of thanks to Richard for his hard work and commitment. This was seconded by Rosemary Mitchener and unanimously agreed.

5. Annual Reports

These had all been received and published. The Churchwardens' Annual Reports, covering events, relaunch of the Coffee Shop as Café Royale and maintenance of the building, were read out by Hilary and Richard. Angie Lynn read out the Safeguarding Report. The Deanery Synod and PCC reports had been received and published.

6. Coffee Shop Report

Pat Drake had thoroughly enjoyed working with the team of helpers this year and the number of clients was increasing. She urged members of the congregation to speak either to her or to Steve Pates if they can spare the time for this valuable outreach on Tuesdays, when there is a lunchtime concert, and Saturdays.

After 15 years, Angie had stepped back from co-ordinating Café Royale and her outstanding commitment was recorded with huge gratitude. In addition to Fran Reynolds of the Outlook Foundation, the Café Royale will be manned by charities in June and another two separate months in the summer and the autumn. Over the year, the Café Royale has contributed £2,141.72 to church funds and £538.80 to charities. Margaret Croucher commented that the manager of Friends of Brighton & Hove Hospitals had welcomed the church's intentionally modest increase in prices.

7. Electoral Roll Report

Enid Lovett had removed the names of some on the Roll who had not been heard of for a long time, taking the total down to 83. The pandemic delayed until 2025 a formal revision, which Enid will be undertaking.

8. To receive the Annual Accounts for year ended 31st December 2023

The PCC had agreed the annual accounts and they will be circulated on a Sunday morning after the Independent Examiner has signed them off. Any questions may then be addressed to the Churchwardens.

9. To appoint an Independent Examiner for 2024/2025

The Churchwardens will finalise this appointment after the APCM.

10. 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:-

Stuart Jessop was nominated by Adam Englebright and seconded by CM Kavanagh. Richard Lovett was nominated by Hilary Niblett and seconded by Rosemary Mitchener.

We are very thankful to Stuart and Richard for agreeing to attend Deanery Synod.

11. Election of members to serve on the Parochial Church Council for 2024/25

Richard, who will remain on the PCC until a priest is installed, proposed that we elect eleven, rather than nine, PCC members en bloc since this will be a very difficult year. Jean Potter seconded the motion and it was unanimously agreed. The following members have been nominated and seconded according to official procedure:-

Mrs Mary Woodhouse (Churchwarden Emeritus)

Mr Richard Lovett

Annie Brumsden

Jean Potter

Mrs Caroline Brown (Hon. Secretary)

Mr Christopher Stringer-McGibbon (Organist), by office

Mrs Enid Lovett

Mr Steven Pates

Mr Adam Englebright
Mrs Catherine Wilson
Ms CM Kavanagh.

Enid observed that the size of the PCC would diminish if numbers on the Electoral Roll decreased.

Angie Lynn proposed that Mark Laverick (Lay Reader) and Angie Lynn (Safeguarding Officer) be co-opted at the first meeting of the new PCC. Hilary Niblett seconded the motion and it was unanimously agreed.

12. Any Other Business

Advertisement for priest: This will be posted at the end of April and interviews held in June. Hilary and Richard are Parish Representatives for interviews and selection. Once the advertisement appears on the Diocesan website, no member of the congregation may discuss the subject with Hilary and Richard. Martin Mitchener asked for assurance that we shall choose a priest in the Anglo-Catholic liberal tradition, embracing the whole of the community, and Richard confirmed that this was clearly spelled out in the advertisement. Angie asked if the job description could be made available in the church and Richard agreed to this.

Sacristy and serving: Enid highlighted the vital work carried out behind the scenes by David Bishop and Jean Potter in the area of sacristy, i.e. ensuring that vestments are properly washed and ironed, the silverware polished and so on. More helpers were needed, as well as for servers on Wednesday and Sunday mornings. Pat suggested training additional Lay Ministers to administer communion both at church services and in home settings but this will have to wait until a priest has been installed.

Sound system: Stuart Jessop often found it difficult to hear speakers and he was not alone in this. They need a reminder to adjust the height of the pulpit's microphone.

13. Date of next PCC Meeting

This will be held on Sunday 26th May 2024 after morning service.

3. Priest's report

Thank you for your gracious accommodation of my limitations and willingness to embrace things slightly differently. As you hopefully know by now, I have loved being with you, learning from you and leaning into this 'new' way of being a worshipping community. It seems unfair to single people out when everyone is so committed in their own ways but a special thank you must go to the Wardens who have been a massive support to me. I literally couldn't be doing this without you, and I sincerely thank God for you.

I have felt for a while that St Martin's in the Field is a close fit to Chapel Royal and could provide us with a good framework to look at how we consider our mission as a church. Their approach to being a city centre church is to consider 4 C's.

Culture - How do we engage and contribute in the cultural life of the city as a way of bringing people closer to the divine?

I have enjoyed the increased **musical** content in services. The little snippets of Taizé sung liturgy in particular has touched me as it feels like a bridge between the contemporary and ancient and seems to get into your soul. With the addition of a few more strong voices we can hopefully make music a way of connecting with God in our Sunday services. With so much modern worship music lacking depth, it has been refreshing to see the teaching element of the hymns. When it backs up the preaching and the liturgy, it is something special. We just need to ensure that we continue to combine them with familiar hymns we can 'belt out'. The addition of a musical leaders group should help us to continue this. Other areas to explore are **evensong** (Does this have a place in the city?), a **choir** to help us worship and how we develop the **instrumental** contribution to worship in support of Michael and Adam. This would be especially enjoyable for 'High Days' in the liturgical year. It will also be exciting to see how the connections with the **Tuesday Concerts** can bear fruit as we build closer connections.

With the location, good light and space, the church could also be an excellent way of also engaging with the **visual arts**.

And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind" Matthew 22:37

Loving the lord with all your mind means also engaging with the creative parts of our minds. In a world of logic and reason, I think we have an opportunity to lean into creativity as a place for encounter with the divine.

Commerce – As we look to develop our work in the city, it will be helpful to work with commercial partners around us for the common good of the area. Our desire to seek out the marginalised and forgotten has the benefit of helping to create a better environment for their businesses to prosper.

Also, “seek the peace and prosperity of the city to which I have carried you into exile. Pray to the LORD for it, because if it prospers, you too will prosper.” Jeremiah 29:7

Compassion – The church seems to have Jesus’ heart for compassion. This is evident in how challenging people are welcomed into the space, the ethos of the café and the priority of making spaces for recovery groups. I particularly noticed how those on the margins are given a voice and part to play in the services. This doesn’t always work but when it does, it shouts of our values more than any mission statement ever could. I will continue to visit our **12 steps** groups to build connections and learn from them. The **Probation Safe Space** is in the early stages and is working well with myself and a St Peter’s team member with us. We should look to keep an eye out to find those from CR who could get involved in the sessions. Citizens Brighton and Hove are keen to explore what it would look like to work with us.

Congregation – I observe that as well as having a love of the Chapel Royal there seems to be a gathering at the Chapel Royal of those who have a heart for caring and those who need to be cared for (sometimes the same person).

Although I feel one of the key verses for us is:

“Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me – watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill-fitting on you. Keep company with me and you’ll learn to live freely and lightly.” Matthew 11:28-30 (The Message translation) it is important that we continue to build the ‘all in’ culture of everyone contributing in a way that helps them live out the life God has in mind for them. The Church is an amazing place for opportunities of growth in confidence and skills that allow people to lead out the plans God has for them. We have already got a community that shouts Kingdom

Values – we need to celebrate this and lean into the holy chaos and additional complications it brings.

Areas of Development in the coming year

- Future direction of café
- Discipleship
- Open doors of the church
- Budget and financial operational systems

4. Churchwardens' reports

2024/25 report to the APCM by Hilary Niblett, Churchwarden

I will start backwards this time, starting with Easter 2025. Unfortunately, I was unwell with covid and out of action. However, everyone chipped in and it must have been a joyous occasion always starting with the flowers, the yellows and the whites and the smell of spring. The congregation did a marvellous job with the Easter flower collection.

Father Rich had bold plans for Easter, and I did not agree with all of them. I was unsure regarding the shared Maundy Thursday supper, but it looked great and was well received. The Church calendar is always a good time keeper and Christmas was festive and bright and again well attended, Fr Rich likes everything at the front door.

The two successes this year has been of course Fr Rich and the lunchtime concerts. Firstly, there was real determination to have Father Rich join Chapel Royal (he has now been with us now over six months). He truly has been a blessing to Chapel Royal and to all the community of this part of Brighton.

The lunchtime concerts bring in a different crowd of people, the music has been outstanding and this has been reflected in the growing attendance. There was a mutual decision made between CR and LCCR, to run the cafe on Tuesdays before the concerts start, providing cakes scones, teas and coffee. This has been run by Steve Pates, myself and Angie Lynn, this has been very successful, and brought in a lot of money, and much needed funds. Paul Gregory and Yoko Ono who run the concerts, say the cafe has brought in more concert goers and in turn, more money into the church. This has also brought in better musicians. Everyone is happy.

Last spring - the spring fair was not a success nor was the Christmas Fair, but they did bring in extra money. Football was the problem and clashing dates. However, we have bigger plans this year, for an Autumn fair at the end of September. Sulann has been excellent with all the advertising and artwork, which we need to have better publicity this time, and Chapel Royal can shine more brightly. Sulann has worked extremely hard over Christmas and Easter with all the posters and service booklets, and Sulann is a real asset to Chapel Royal.

I would like to thank, David Bishop working through his illness and has been true to CR, and to Steve Pates (deputy warden) who is dependable and wise, and Stuart Jessop who is always there when needed.

I would also like to thank the PCC, for sometimes a difficult year, the congregation is growing differently and more diverse, it is beginning to reflect our crazy unique Brighton, outside on the street, outside our church. One Sunday I walked in after mass, and the first thing that struck me was the energy in the church, the buzz and acceptance of each other.

Thank you everyone,

Hilary Niblett, Churchwarden, Chapel Royal.

2024/25 report to the APCM by David Bishop, Churchwarden

The time seems to have passed so quickly since being voted in as Churchwarden, I have been in the role for a year and such a lot has happened in the that time.

I need to start this report by saying Thank You to all the Chapel Royal family for all your love support and prayers and covering for me when I was diagnosed with lung cancer. I don't know how I would have coped without you all.

Thanks also goes Canon Doris Staniford, the Rural Dean, Emma Ham Ritchie and Arch Deacon Martin.

When I became Churchwarden Sulann had not long been appointed as Parish Administrator and with her help and that of my colleague Hilary I was able to learn quickly about the role, especially as we were still in interregnum. We were so lucky that Sulann, Hilary and Richard Lovett worked so hard and managed to get every

mass covered. A very big thanks also goes to all the clergy for all their support over this period.

Thankfully Richard and Hilary were already working very hard with Arch Deacons Martin and Sam and Bishop Martin on the interviewing process for a new Priest.

Bishop Martin offered the position to the Reverend Richard Merrick, which he accepted, and it was my pleasure to make the announcement on Sunday 18th August 2024, after a very late Saturday night and early Sunday morning working with Fr Rich, to get the right words.

The Licensing and Installation of Fr Rich by Bishop Will, was then set for 3rd October 2024, and after many hours of work the Chapel Royal was able to host and celebrate with over 100 people including many of the local clergy.

Another happy occasion was in the summer, on 20th August, when Emma Ham Richie took the vow renewal and blessing for Jay and Adrian Doyle, on the day of their 25th Wedding Anniversary.

The Building

During 2024 there was a number of matters and improvements with regard to the beautiful old Grade II listed building we're so blessed to be able to worship in.

These include, but are not limited to, the following:

- A variety of work to the roof of the building, mainly caused by storm damage.
- Various repairs to the boilers were required to keep us warm during the winter.
- The routine inspection of the Lightning Protection System.
- We had to have an asbestos survey, which was required by the Probation Service that use the venue on Fridays. I am pleased to confirm that we have zero asbestos in the building!
- In the main church building, additional fire detectors were installed.
- All the guttering was cleared of the rubbish that had built up, including empty coke cans and takeaway dishes!
- The bottom lock on the front door was changed – this lock has been an issue for a long while, and when a key got stuck and broke in the lock it was a good excuse to get this sorted.
- The lock on the defib cabinet was also changed due to vandalism
- We now have High Speed Fibre wifi installed, which has helped considerably with the use of the computer system and printers. The system can now be used for streaming and will hopefully be put to good use in the future.

- As the outside notice boards, either side of the front door, were vandalised, we were given permission to replace them with bigger notice boards in blue to match the sign outside.

The next 12 months

As we are all aware the heating and boilers are very old, so Steve Pates is looking at possible replacement/upgrades along with what grants and financial assistance we can get to do this.

As the Chapel Royal is situated so close to the sea, all the window frames will need to be repaired and repainted. We are currently looking at various ways this can be achieved and of course negotiating a good price.

My personal thanks also goes to:

- Hilary, my fellow Churchwarden, who I really enjoy working with – we might not always agree at first, but always get there in the end.
- Richard Lovett and Mary Woodhouse, previous Churchwardens, for their guidance and wealth of knowledge.
- Sulann, our Parish Administrator (assisted by Essie), for the amazing hard work and time she spends keeping Fr Rich, Hilary and myself on the straight and narrow, and the wealth of knowledge she has in the administration of the church, and the wonderful and colourful service books and newsletters she produces each week.
- Steve Pates as Deputy Churchwarden.
- Stuart Jessop and Maureen for looking after the finances.
- Enid and Stuart for joining me in the Sacristy and Serving.
- Michael White and Adam Englebright and off course Sue Mileham (Wednesday mass), for all things musical including the choice of hymns and the amazing talents they all have playing our beautiful organ and piano and of course the incredible singing voices they have.
- Enid as our Electoral Role Secretary, in keeping everything up to date.
- Caroline Brown for having the largest selection of the sharpest pencils ever, and her shorthand speed at taking the minutes at the PCC meeting and producing such detailed minutes.
- All members of the PCC for their support and hard work.
- Julian, our architect, for being so patient with me during my first year as Churchwarden, and guiding and helping me.

If there is anyone I have forgotten, please forgive me and THANK YOU

5. 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, <mailto: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. It is good to note that members of the congregation are confident to raise concerns with the PSO, so they can be speedily addressed as necessary.

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.

There have been no safeguarding issues involving the congregation during the past year.

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

Simple Quality Protects

We have liaised with the Assistant Diocesan Safeguarding Officer over reviewing our SQP evidence.

The PSO is grateful to Fr Richard and to David Bishop for their work in reviewing and updating our Simple Quality Protects evidence as required with the Diocese. Thanks also to the PCC for reviewing our policies as required. A new system is shortly to be introduced by the Diocese and we await developments and instructions.

Safeguarding Training

Keeping our training up to date is an important part of safeguarding, and I am pleased say that all PCC members and coffee shop volunteers have now

undertaken the necessary Basic training, and a number of people have also completed the Foundation level. Many thanks also to Sulann for meticulous record keeping

Angie Lynn

Parish Safeguarding Officer, The Chapel Royal, Brighton

2 May 2025

6. Deanery Synod report

Minutes of the Brighton Deanery Synod of 27th November 2024 at St Paul's Church.

The meeting was chaired by the Rev Emma Ham Riche.

Emma Ham-Riche, Rural Dean, opened the proceedings with prayer including a special prayer by the Revd Dr Sam Wells.

Martin Auton-Lloyd, Lay Chair, welcomed any new members, visitors and guests. He thanked Fr Thomas Cotterill for hosting and for leading the worship and celebrating the Mass/Eucharist. He also thanked Warden Victor and helpers Adrian and Susan for organising and serving refreshments.

Members were reminded to sign in before leaving if they had not already done so.

Approval of the last Minutes of 26th September was sought which was proposed by Robert Brown, Moulsecoomb, and seconded by Caroline Thomas, Patcham. There were no matters arising.

Bishop Nick Holtam was introduced by Emma Ham-Riche. Bishop Nick has moved to Brighton after retirement from Salisbury Diocese. Prior to his presentation regarding increased support in the Deanery for Christian Aid Week 2025, Bishop Nick commented on and led a discussion on the recent events in the Church of England following the publication of the Makin Report. Bishop Nick encouraged us all to better efforts in light of the plight of developing countries drowning in debt. Bishop Nick's full presentation is attached.

The Revd Martin Poole gave a presentation on St Luke's Advice Service, which is attached. This Service, founded in 2010, has grown enormously since its inception and provides invaluable help to those who find themselves in debt while also giving advice and help to those who find difficulty negotiating our benefits system, are unable to read or who may need an interpreter. There are many in our community

who fall through the cracks for one reason or another. In some cases, these problems can take up to six years to resolve. Increased funding is needed to keep this invaluable service going which is beneficial for everybody in our community. Carole Copelin, outgoing Deanery Secretary, who worked at the Service for many years, also endorsed its invaluable work.

Mission Action Plans. Emma Ham-Riche summarised what has been going on over the last three years as this evening marked the end of this phase. She reminded us of the “4 Mores”, more open, more converted to Jesus Christ, more generous and more engaged. We were also reminded of the common threads over this time with increased support for youth leaders, the pilgrimage trail, Eco Church, and support for parish treasurers which have shaped the Deanery Action Plans. Emma also reminded us of the energy and passion from discussions of March 2023 as to what we could achieve together. Members were then encouraged to talk to each other in pairs and then in fours to share experiences as to what had been achieved in their individual parishes, what had been successful as well as what could have been done better. Diocesan Synod Elections. There have been two Laity representatives elected, Gillian Burt and Lis Telcs.

Deanery Finances. Chris Willis, Deanery Treasurer, addressed Members with some clarifications regarding Ministry costs and the Parish Share. The Diocese is running at a deficit and some parishes are unable to pledge the full Share which stands at around £83K. It was emphasised that it is very important to give notification in the case that the parish cannot meet the Share Pledge before the end of the financial year so that Chris can warn Church House. A 4% increase was mooted for 2026. Martin Poole asked for a breakdown as regards where the Parish Share actually goes.

Rural Dean's Update. Clergy departures – Fr Ben Eadon to Walsingham, Revd Will Leaf has left Moulsecoomb, Revd Rich Merrick has joined the Chapel Royal and the Revd Alice Smith has been announced as joining the Church of the Good Shepherd and will be licenced on 17th February 2025. There was mention of appointing an Assistant Deanery Secretary (Clergy) and also a widening of the Deanery Standing Committee with one or more members. Members were asked to give these suggestions prayerful thought. Rev'd Emma also mentioned that she had met the PCSO with responsibility for faith communities, Elliot Munro-Stevenson, who is willing to be invited to events & activities.

There was no General Synod Report. Michael Miller updated regarding the Diocesan Synod with references to similar reflections on the Makin Report and how to move forward and how vital it is to have good safe-guarding issues in place.

Plans for the upcoming Year of Faith. It has now been confirmed that St Peter's Brighton will host a Celebration of The Year of Faith on Thursday, January 30th, 2025. Bishop Ruth's campaign regarding raising awareness of domestic abuse was commended.

Closing Prayers. All present joined in The Grace.

7. Building report

Covered in Churchwardens Report on page 12.

8. Coffee shop report

Café Royale

Coffee Shop Report to APCM April 2024 – March 2025.

Café Royale opens Saturdays from 11am – 2pm for tea, coffee, homemade cake, scones, sandwiches and toast. The Café also opens on Tuesdays before the lunchtime concerts, to serve tea, coffee and homemade cake.

We hugely appreciate the support of Fr Richard, and record thanks to everyone who has helped keep Saturday and Tuesday café open. The regular Saturday team Pat Drake, David Farrer, Stuart Jessop, Steve Pates are ably assisted by Annie Brumsen, Hilary Niblett, Angie Lynn with Fran Reynolds and Tommy Glenton. We welcome Conglin Jiang to the team and are very grateful for her willingness to serve. Tuesday café is coordinated, baked for and staffed entirely by Angie Lynn and Steve Pates. I am sorry to report that the team of volunteers is very stretched, and people have had to do more than they committed to keep the café open.

Café Royale is 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.

We are pleased to report that after expenses, the Saturday Cafe enabled three charities, Freedom from Torture, Lazarus and Friends of Brighton & Hove Hospitals to raise over £1000. The funds raised for the Chapel Royal, after expenses, were £3375 with a significant proportion of this, about a third, coming from Tuesdays. Our expenses have increased by 19% this year We may want to consider more shorter café offerings before significant events, and increasing prices (last increase September 2023).

Future developments to include:

- Reconsidering the balance between poorly attended Saturdays and the toll on volunteers alongside possible shorter offerings alongside larger events. This may mean systematic monitoring of who uses the café and when.
- Price increases.
- Ongoing food service certification requirements.
- Checking safeguarding practice.
- We need more volunteers.

I would like to record thanks to everyone who has worked so hard to keep the Café Royale successfully open.

Café Royale Summary April - December 2024									
Month	Saturday Takings (£)	Tuesday. (Concert) Takings (£)	Chapel Expenditure (£)(coffee, tea, cleaning etc) NOT SO FAR INCLUDED IN EXPENSES	Volunteer baking expenses (£)(estimate)	Volunteer shopping (£)(estimate)	Contingency	Proceeds to Chapel (£)	Proceeds to Charity (£)	Comments
Apr-24	343.54	175.35	200	38	55	20	406		
May-24	360.52	143.92		38	55	20	391		
Jun-24	305.81	121.45		38	55	20	81	233	Lazarus last 4 Saturdays in June
Jul-24	222.75	111.63	200	38	55	20	221		
Aug-24	362.6	84.28		38	55	20	334		
Sep-24	316.43	143.04		38	55	20	346		
Oct-24	611.75	181.02	200	38	55	20	68	612	Freedom from Torture
Nov-24	472.71	214.87		38	55	20	277	298	Friends of Brighton & Hove Hospitals 4 out of 5 Saturdays, not Christmas Fair
Dec-24	238.29	100.75		38	55	20			
Jan-25	282.41	185.12	200	38	55	20			
Feb-25	384.64	206.22		38	55	20			
Mar-25	238.29	100.75		38	55	20			
Totals	4139.74	1768.4	800	570	660	240	3295	1143	

Pat Drake, April 2025.

9. LCCR - Tuesday concerts

Covered in Churchwarden's report, p10.

10. Electoral Roll report

This year all C of E parishes have had to completely revise their Electoral Rolls.

We started our revision a few weeks ago and the finishing date is 27th April.

There are now 53 names entered which means that we retain the same numbers of PCC members and Deanery Synod representatives.

Hopefully this number will increase as time goes on.

Thanks to Fr Richard and the PCC and especially Jean who helped with this task.

Enid Lovett, Electoral Roll Officer

11. PCC annual report

The Finance Report is to be found in a separate document.

Trustees' Report April 2024/25

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

Membership 2024/25

Father Richard Merrick (Vicar)

Hilary Niblett (Churchwarden)

David Bishop (Churchwarden & Lay Minister of Communion)

Steve Pates (Deputy Churchwarden)

Mary Woodhouse (Churchwarden Emeritus)

Stuart Jessop (Lay Minister of Communion)

Adam Englebright (Lay Minister of Communion)

Annie Brumsen

Angie Lynn (Safeguarding Officer)

Enid Lovett (Lay Minister of Communion)
David Farrer
Caroline Brown (Hon. Secretary)

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:-

26th May 2024

Appointment of Officers
Charity Commission
Accounts
Electoral Roll
Adopt and sign Diocese Safeguarding Policy
Adopt and sign Diocese Non-safeguarding Serious Incident Policy
Building condition/repairs, including utilities and boilers
Coffee Shop
Volunteers for Vestry and Serving
Lay Ministers of Communion
New Piano
Social Events
Advertisement for priest
Artist's painting of Chapel Royal
Work Day in Church
Standing Committee

21st July 2024

Financial situation

1st September 2024

Appointment of Officers

Update on Reverend Richard Merrick (Licensing)

Accounts

Building

Employees & resignation of Chris Stringer-McGibbon

Temporary change to frequency of PCC meetings

Lay Ministers of Communion

Christmas Fayre & Other Events

Clock Tower repair

3rd November 2024

Resignation from PCC (Catherine Wilson)

Safeguarding

Accounts

Building

Mission

Services

Appointment Reflections

Christmas

This was the first PCC meeting chaired by Father Richard Merrick, who was licensed as Priest-in-Charge on 2nd October 2024.

16th February 2025

Resignation from PCC (CM Kavanagh)

Safeguarding

Finance

Building

Mission
Services
Easter & Christmas
Electoral Roll
Outreach to marginalised

23rd March 2025

Safeguarding
Finance Summary
Building
Boilers
Services
Electoral Roll Update
Annual Parochial Church Meeting
Mothering Sunday
Decluttering

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 Parish of Brighton

The Chapel Royal

CONTACTS

Email: royalchapelbrighton@gmail.com

Parish Office Tel: 01273 328767



www.chapelroyal.church

Priest in Charge
Rev'd Richard Merrick

Safeguarding Officer
Angie Lynn
Email: safeguarding.chapelroyal@gmail.com

Churchwardens
Hilary Niblett
David Bishop

The Chapel Royal
164 North
Street
Brighton
BN1 1EA

Chapel Royal Brighton
May 2025
Registered Charity Number 1151007

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

FOR THE YEAR ENDED

31ST DECEMBER 2024**

Accounting Policies

1. Accounting policies

a Accounting convention

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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 2024

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 2024.

Responsibilities and basis of report

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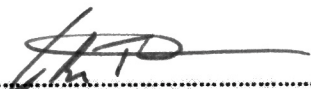
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145 (5) (b) of the Act.

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.


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Christopher Robert Tyler FCA DChA FCIE


.....

Date:

F1 CRT Limited

Flat 24 Wellingtonia Court

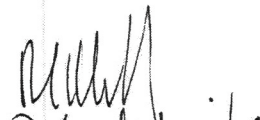
Brighton

East Sussex

BN1 6TD

Balance Sheet as at 31st of December 2024

Class and code	Description	As at 31/12/2024	As at 31/12/2023
Fixed assets			
C501	Sale Mary Magdalen	283,623	277,277
C502	Cooper/Rawson	138,852	135,745
C503	Vicarage Fund CCLA	57,136	55,858
	Total Fixed assets	479,611	468,879
Current assets			
6501	Bank current account	47,838	66,073
6505	Bank deposit account	-	-
6510	Chapel Royal CCLA (CBF) deposit account	107,428	103,381
6515	Vicarage bank Account	14,238	12,807
Z05	Accounts Receivable	-	-
	Total Current assets	169,504	182,261
Liabilities			
Z04	Accounts Payable	-	-
	Total Liabilities	-	-
	Net Asset surplus (deficit)	649,115	651,140
Reserves			
	Excess/(deficit) to date	(12,757)	80,085
Z01	Starting balances	651,140	530,926
Z02	Gains/(losses) on investment assets	10,732	4,612
Z03	Gains and losses own use	-	35,517
	Total Reserves	649,115	651,140
Represented by Funds			
	General (Unrestricted)	28,298	58,168
	Designated	10,967	7,615
	Restricted	464,351	442,965
	Endowment	145,499	142,392
	Total	649,115	651,140


Richard Merrick
Priest In Charge
7/5/25

ParStJohn

Restricted	32,802	-	-	-	-	-	32,802
Sub-totals	32,802	-	-	-	-	-	32,802

Restore

Restricted	836	-	-	-	-	-	836
Sub-totals	836	-	-	-	-	-	836

RHTADM

Restricted	(10,179)	-	180	-	-	-	(10,359)
Sub-totals	(10,179)	-	180	-	-	-	(10,359)

RHTPCON

Restricted	(5,000)	30,000	25,000	-	-	-	-
Sub-totals	(5,000)	30,000	25,000	-	-	-	-

St John's Grant for Parish Contribution

Restricted	7,800	-	6,466	-	-	-	1,334
Sub-totals	7,800	-	6,466	-	-	-	1,334

StJohGrant

Restricted	574	7,740	3,600	-	-	-	4,714
Sub-totals	574	7,740	3,600	-	-	-	4,714

StJohn30k

Restricted	23,000	-	-	-	-	-	23,000
Sub-totals	23,000	-	-	-	-	-	23,000

Vicarage

Restricted	85,474	1,551	322	-	1,278	-	87,981
Sub-totals	85,474	1,551	322	-	1,278	-	87,981

Other receipts

0901 - Other funds generated	689	-	-	-	689	686
Other receipts Totals	689	-	-	-	689	686

Activities for generating funds

C001 - Coffee Shop	1,241	5,883	-	-	7,123	3,426
Activities for generating funds Totals	1,241	5,883	-	-	7,123	3,426

Investment Income

1001 - Dividends	-	-	13,016	-	13,016	12,816
1020 - Bank and building society interest	4,047	-	-	-	4,047	4,536
Investment Income Totals	4,047	-	13,016	-	17,062	17,352

Receipts from church activities

1101 - Fees for weddings and funerals	-	-	-	-	-	1,716
1230 - Church hall lettings - objectives	11,168	-	-	-	11,168	8,952
C004 - Sundry Income	117	-	-	-	117	20
Receipts from church activities Totals	11,285	-	-	-	11,285	10,688
Receipts Grand totals	36,673	5,883	50,756	-	93,311	90,942

PAYMENTS**Cost of generating funds**

1730 - Costs of fetes & other events	807	-	-	-	807	484
C104 - Coffee Shop	-	1,400	-	-	1,400	522
Cost of generating funds Totals	807	1,400	-	-	2,207	1,005

Missionary and Charitable Giving

1870 - Secular charities	240	1,131	-	-	1,371	465
Missionary and Charitable Giving Totals	240	1,131	-	-	1,371	465

Parish Share

1910 - Ministry parish share etc	3,750	-	31,250	-	35,000	25,000
Parish Share Totals	3,750	-	31,250	-	35,000	25,000

Clergy and Staffing costs

2001 - Assistant staff costs	419	-	-	-	419	-
2050 - Salary of parish administrator	12,930	-	-	-	12,930	7,839
2101 - Working expenses of incumbent	263	-	-	-	263	-
2120 - Council tax	1,746	-	-	-	1,746	1,504

- **Notes to the accounts**

Related Party transaction between The Chapel Royal and Robertson's Hall Trust

Robertson's Hall Trust arises from the church hall in Ship Street of the former Trinity Church of Brighton. Fr Richard Merrick a trustee as right of office as vicar of The Chapel Royal Brighton, other trustees are appointed by the Bishop's council of the Diocese of Chichester and the Diocesan board of finance each for a five-year period.

The trust deed is for the maintenance of ministry within the established Church of England. The RHT has been giving Chapel Royal both unrestricted and restricted grants since the establishment of the Robertson's Hall Trust in September 1989.

The following grants were received from Robertson's Hall Trust in the year ending 31st December 2024:

	£
Parish Contribution	30,000
	<hr/>
	30,000
	<hr/>

Related Party transactions between The Chapel Royal and St John's School Trust

St John's School Trust arises from the sale of the former St John The Evangelist School, Carlton Hill Brighton. The area covered by the former parish is now under the care of the parish of The Chapel Royal.

The Trustees are the Vicar and Church wardens of The Chapel Royal, Brighton by virtue of office, the Trust object have general ecclesiastical purpose of the said parish.

The PCC members are not trustees, the PC may apply for a grant for the said trust or the Trustees may make an offer of a grant, in both cases the grant must be accepted by both parties.

The following grants were received from St John's School Trust in the year ending 31st December 2024:

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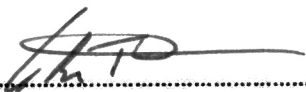
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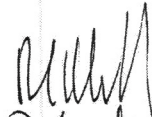
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